

HEBER CITY CORPORATION
75 North Main Street
Heber City, UT 84032
Airport Advisory Board (AAB) Meeting
April 16, 2025 4:00 p.m. – Regular Meeting
APPROVED MINUTES

-Time and Order of Items are approximate and may be changed as Time Permits-

I. Call To Order/Roll Call (Chairman Talley)

Chairperson Talley called the meeting to order at 4:02 pm and welcomed all present.

Airport Advisory Board Present:

Chairperson Jason Talley
Vice Chairperson Bill Tew
Bart Munteer
Jay Henry
Jeff Peterson (remotely)
Nadium AbuHaidar
Jeff Mabbutt
Alternate / City Council Member D. Scott Phillips
(remotely)
Alternate / City Council Member Sid Ostergaard

Staff Present:

Airport Manager, Travis Biggs
City Deputy Recorder, Robin Raines-Bond

Also Present: Jim Hogan, Troy Small, Jay Townsend, Jared Wilson, Jake Perkins, Seth Larsen, and others who did not sign in or whose handwriting was illegible.

Attending Remotely: IT Director Anthon Beales and Chip Polvoorde.

II. Pledge of Allegiance (Board Member Peterson)

Board Member Jay Henry led the Pledge.

III. Approval of Minutes

1. Approval of the November 14, 2024, meeting minutes. (Robin Raines-Bond)

The minutes of the previous meeting were reviewed and approved as presented.

MOTION: Board Member Henry motioned to accept the minutes as presented. Board Member Munteer seconded the motion. **Yes:** Chairperson Talley, Vice Chairperson

Tew, Board Member Mounteer, Petersen, AbuHaidar, Mabbutt, and Henry. **No:** None. **Abstained:** None. **Motion passed**

IV. Public Comments: (Please limit comments to three (3) minutes per person.)

Chairperson Talley spoke about his agenda item and the letter that was written to remove the item. He quoted the AAB Bylaws, stating that his item was submitted legally. He asked that it be allowed.

Board Member AbuHaidar objected to the item. Airport Director, Travis Biggs, commented that this issue had been addressed by the City, and it was decided that the application did not meet the minimum standards for design or the legal agreements for the airport, and it should not be considered at this time. Council Member Phillips preferred a vote to hear it.

Motion: Board Member Henry motioned that the item was properly agendized and should be heard. Vice Chairperson Tew seconded the Motion. **Yes:** Vice Chairperson Tew, Board Member Mounteer, Petersen, Mabbutt, and Henry. **No:** Board Member AbuHaidar. **Abstained:** Chairperson Talley. **Motion passed.**

Jay Townsend asked for clarification about who sets airport minimum standards and whether they can be changed. City staff explained that minimum standards are established by the City in coordination with the FAA and that revisions are subject to the master plan process and settlement agreements.

Chip Polvoorde, participating remotely, expressed concern about high fuel costs at the airport and supported adding a second Fixed Base Operator (FBO) to increase competition and safety. He questioned the delays caused by environmental and procedural requirements.

Mr. Biggs and Council Member Phillips responded, explaining that the City plans for a second FBO as part of the Airport Master Plan, but environmental studies and FAA processes must be completed first.

Council Member Phillips reminded everyone that the Public comment period was not a question-and-answer period. He invited Mr. Palvoorde to meet with the staff to discuss his questions.

V. Airport Manager Quarterly Report (Travis Biggs)

Airport Update Flyers

Gate and Fencing Updates

Upcoming Pavement Project

AWOS Relocation

Environmental Next Steps

Mayor's Award and Fire Operations

Beta Electric Aircraft Visit

UAOA Report

UDOT, AOPA, UAOA Land Use Around Airports

Potential New Hangar Lots Behind the Airport Manager's Office

Airport Manager Travis Biggs provided a comprehensive report on current operations and development projects at the Heber Valley Airport. He noted that construction activity is ongoing with multiple new hangars and infrastructure improvements underway. Communication with airport users has improved through informational flyers, email updates, and outreach at meetings. Several access gates are being upgraded or temporarily relocated to accommodate construction, with a new electric gate expected later this year. The airport is preparing for a major pavement maintenance project that will include crack sealing, seal coating, and repainting of runways and taxiways, requiring brief airport closures during summer construction. Additional updates included a fully functional AWOS system (Automated Weather Observation System) with plans for relocation to improve accuracy, continued environmental monitoring around the old landfill with no contamination issues found, and coordination with state agencies to ensure compliance.

Manager Biggs also highlighted recent achievements and upcoming initiatives. The airport received recognition from the Mayor for its support during wildfire season and hosted Beta Technologies' all-electric aircraft, reflecting growing interest in aviation electrification. Heber Valley Airport may be selected for one of two statewide electric aircraft charging stations through a \$2 million grant. Mr. Biggs served on the State's Electrification of Airports Subcommittee. He reported on the success of the Utah Airport Operators Association Conference, growth in landing fee revenues despite lower flight activity, and implementation of improved aircraft tracking systems. Mr. Biggs briefed the Board on a new state law requiring airspace protection zone planning, Heber City's collaboration with nearby jurisdictions, and future development opportunities, including a forthcoming RFP (Request for Proposal) for commercial development near the airport office. Two minor, non-injury aircraft incidents were reported, and He stated the FAA previously declined the City's request to convert runway 22 to right-hand traffic.

See PowerPoint in Agenda Packet.

Board members expressed appreciation to Manager Bigelow for his leadership, accessibility, and dedication to airport operations. They noted the significant improvements at the airport and his responsiveness to users and the community.

VI. General Business

1. Election of New Officers (Chairman Talley)

Mr. Biggs informed the Board of term expirations and asked each member to continue to serve on the Board until a replacement was found.

MOTION: Board Member Henry motioned to approve and reinstate Jason Talley and Bill Tew as Chairperson and Vice Chairperson, respectively. Board Member Mounteer seconded the motion. **Yes:** Chairperson Talley, Vice Chairperson Tew, Board Members Mounteer, Henry, Petersen, and Mabbutt. **No:** Board Member AbuHaidar. **Motion passed.**

2. Current Projects

a. Engineering Report (Jeremy McAlister)

Mr. McAlister was unable to attend.

b. T- Hangars Update (Jeff Peterson)

Mr. Peterson informed the group that sewer and water lines have been installed, and building materials would arrive shortly to begin hangar construction.

c. Elemental Aviation Hangar Update (Jason Talley)

Board Member AbuHaidar wanted to go on record as being opposed to the Elemental Aviation Presentation. He recused himself from voting, but later un-recused himself and participated in the vote.

Chairperson Talley stepped down as Chair, turning the meeting over to Vice-Chair Tew. He presented as a citizen of Heber City and recused himself from any vote taken on this item.

Discussion: Elemental Aviation Proposal for Commercial Self-Service Fueling Presentation by Elemental Aviation:

- Elemental Aviation presented a proposal to allow commercial self-service fueling at Heber City Airport.
- The proposal seeks to provide services not currently offered at the airport, including unleaded fuel, SAF blend, and aircraft charging stations, while adhering to safety, state, and local regulatory requirements.
- The presentation referenced Section 1.1.4 of the commercial minimum standards, which allows the city to develop case-by-case minimum standards for aeronautical activities not covered under existing standards.
- Elemental Aviation emphasized that the proposal does not require changing current minimum standards, but rather seeks approval under the existing framework to expand commercial activity.

Board Discussion:

- Members discussed the need to understand minimum standards and the procedures for evaluating proposals.
- Several members emphasized the importance of following established processes to ensure safety, compliance, and protection of city interests.
- Concerns were raised about procedural irregularities and the appropriateness of the presentation for advisory action.
- Board members clarified that the Airport Advisory Board (AAB) can make recommendations, but City Council has final authority to approve or deny proposals.

Key Points from Board Members:

- Minimum standards exist to protect the city, commercial operators, and the public.
- The proposal could provide additional services, economic benefits, and environmental improvements (e.g., reducing lead emissions).
- Conflicts of interest were addressed, with members who have a direct financial interest in fuel sales recusing themselves from voting. (Jason Talley and Nadium AbuHaidar)
- It was noted that advisory board recommendations are meant to advise the City Council, not approve or implement changes directly.
- Legal and procedural advice from previous meetings and letters written by the City Attorney, Jeremy Cooke, and Airport Attorney, Steve Osit and the City Manager, Matt Brower were considered throughout the discussion.

The following motion was stricken from the Approved minutes and moved to the next meeting for consideration.

Motion:

- ~~A motion was made to forward Elemental Aviation's proposal to the City Council for consideration under the case-by-case minimum standards framework.~~
- ~~The motion included findings that the proposal:~~
 - ~~Provides high quality products, services, and facilities to airport users.~~
 - ~~Adds commercial activities not currently available at the airport.~~
 - ~~Promotes safety and compliance with regulatory requirements.~~
 - ~~Enhances the economic health of the airport, including flowage fees and future hangar development.~~
 - ~~Reduces lead and particulate emissions, contributing to community health and welfare.~~
 - ~~Permits orderly development consistent with the airport master plan and ALP.~~

~~Operational and Safety Requirements Included in Motion:~~

- ~~Permittee to maintain fuel storage facilities in good condition and demonstrate agreements with reputable fuel suppliers.~~
- ~~Permittee to maintain a written Spill Prevention Contingency and Control Plan (SPCC) and file updated copies with the airport manager.~~
- ~~Permittee liable for leaks, spills, or damage, and responsible for fuel quality and reporting.~~
- ~~Approvals for construction of the commercial self-service fuel facility and taxiway improvements, consistent with applicable codes and the airport layout plan.~~

Additional Discussion

- ~~Board members reiterated the advisory role and emphasized the importance of protecting the city and its processes.~~
- ~~Concerns were expressed regarding conflicts of interest, procedural compliance, and the potential for misuse of the advisory process.~~
- ~~Members noted that the proposal should be evaluated at the Council level, which has the authority to approve, deny, or request further review, including potential RFPs or other processes for self-service fueling at the airport.~~
- ~~The Board acknowledged the differing opinions among members and the need to respect the City Council's decision-making authority.~~

MOTION: Board Member Henry motioned to send the proposal on to the City Council according to Mr. Talley's list. Vice Chairperson Tew seconded the motion. **Yes:** Vice Chairperson Tew, Board Members Henry and Petersen. **Abstained:** Chairperson Talley **No:** Board Members Munteer, Mabbutt, and AbuHaidar, and Council Member Phillips who broke the tie vote. **Motion failed 3-4.**

d. OK3 Hangar Update (Nadim AbuHaidar)

Mr. AbuHaidar updated the Board on the new FBO hangar, for which they broke ground. The hangar would be around 3200 square feet. Mr. Biggs stated that OK3 had been a good neighbor. They moved the radio antenna and shared their dirt with the airport.

VII. Adjournment

MOTION: Board Member AbuHaidar motioned to adjourn. Board Member Henry seconded the motion. **Yes:** Chairperson Talley, Vice Chairperson Tew, Board Members Munteer, Henry, Petersen, AbuHaidar, and Mabbutt. **No:** None. **Motion passed 7-0.**

The meeting Adjourned at 6:09 pm.

I, Robin Raines-Bond, City Deputy Recorder of Heber City, hereby certify that the foregoing minutes represent an accurate and complete record of the meeting held on April 16, 2025. This document constitutes the official minutes of the Airport Advisory Board Meeting.

SEAL

Robin Raines-Bond

October 8, 2024

Robin Raines-Bond
City Deputy Recorder



APPROVED