

HEBER CITY CORPORATION
75 North Main Street
Heber City, UT 84032
Airport Advisory Board (AAB) Meeting

July 29, 2026
Amended Agenda
4:00 p.m. – Regular Meeting

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

- I.** Call To Order/Roll Call (Chairman)
- II.** Pledge of Allegiance
- III.** Approval of Minutes
 - 1. Approval of May 20, 2026 and June 10, 2026 Minutes
- IV.** Public Comments: (Please limit comments to three (3) minutes per person.)
- V.** Airport Manager Quarterly Report (Adam Bunker)
 - 1. Airport Manager Report
- VI.** General Business
 - 1. Review a Proposed Reversionary Lease Agreement (J. Mark Smedley, Asst. City Manager)
 - 2. Discussion about trailer fee for new trailer-specific parking
 - 3. Update from the Airport Manager on the subject of balloon SASOs
- VII.** Adjournment

Ordinance 2006-05 allows Commission Members to participate in meetings via telecommunications media. In accordance with the Americans with Disabilities Act, those needing special accommodations during this meeting or who are non-English speaking should contact Andrew Conely at the Heber City Offices 435.657.7887 at least eight hours prior to the meeting.

Posted on 07/28/2026, in the Heber City Municipal Building located at 75 North Main, the Heber City Website at www.heberut.gov, and on the Utah Public Notice Website at <http://pmn.utah.gov>.

**HEBER CITY CORPORATION
75 North Main Street
Heber City, UT 84032
Heber City Council Meeting
June 10, 2026**

DRAFT Minutes

4:00 p.m. – Regular Meeting

I. Call To Order/Roll Call (Chairman)

Right to left Bill Tew, Jay Henry, Chip Polvoorde, Jason Talley, Bart Munteer, Jay Townsend, Nadim Abuhaidar

Chairman Jason Talley called the meeting to order at 4:02 p.m. and welcomed everyone present.

Airport Advisory Board Present:

Chairman Jason Talley
Vice Chairman Bill Tew
Board Member Bart Munteer
Board Member Jay Townsend
Board Member Jay Henry
Board Member Nadim Abuhaidar
Board Member Chip Polvoorde
City Council Member Matt Johnston

Staff Present:

City Manager Matt Brower
Assistant City Manager J Mark Smedley
Deputy Recorder Andrew Conley
Airport Manager Adam Bunker
Airport administrator Chandra Gremel

Also Present:

Attending Remotely:

City Attorney Jeremy Cook
Finance Director Sara Nagel

II. Pledge of Allegiance

Airport Advisory Board Chairman Jason Talley led the recitation of the Pledge of Allegiance.

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

Chairman Talley opened to public comment both in person and online, no comment was offered and the comment period was closed.

IV. General Business

1. To receive, discuss, and make recommendations regarding proposed changes to the standard lease from legal counsel ()

Chairman Talley invited City Manager Brower to explain the edits made to the standard lease. City Manager Brower explained the high-level changes, including how the new fee would be assessed and the term of the Lease. Chairman Talley started working through the redlined version of the lease page by page.

Nadim asked for clarification on what Grant Assurances would be. It was explained to him by Chairman Talley and City Manager Brower.

Chairman Talley covered item IV. Rent, adjustments, and other charges. Chairman Talley asked about the added exculpatory language and the flexibility it offers the Airport and wanted to change the “may” to “will” in regards to the issuance of new leases after conditions are met given the additional protections the city would have with the new language.

Board Member AbuHaidar asked about how the board members were making their recommendations and to whose benefit these recommendations were for and voiced concern about the inherent conflict of the board because they are all hangar owners. Board Member Tew stated that he was making this decision based on the benefit of the hangar owners. Chairman Talley stated that the board was interested in the benefit of the airport and that they were making recommendations to keep hangar owners happy.

A straw vote was taken to determine which language to retain there were no votes to retain the May, Board Members Tew, Munteer, Townsend, Henry, and Polvoorde voted to change it to will.

Chairman Talley dug down into the Lease Fee methodology with the understanding that they wanted 5% to be the rate and came up with a 75x75 hangar being at 7%. City Manager Brower explained that the methodology was decided on for simplicity's sake, to avoid complications like getting a new fair market value and the issues that arise from those assessments.

Conversation was had around the percentage of hangar value that would be reasonable for the lease origination fee and the new methodology that uses the hangar area to determine value rather than coming to an agreed upon fair market value, saving the city the potential conflicts that comes with those negotiations.

A straw vote was taken on changing to new methodology or using fair market value. Board Members Tew, Henry, and Polvoorde voted for the new methodology and Townsend voted for Fair Market.

A straw vote was taken on whether or not the board wanted to change to a hangar constructed or will be constructed, Board Members Tew, Munteer, Townsend, Henry, and Polvoorde voted for. No Board Members voted for retain leased property.

Discussion was had surrounding the Lease Origination Fee to be adjusted by Mountain Plain CPI and a consensus was reached on 60% which equates to 5% of a recent transaction.

There was a conversation about the board's desire to reinsert the language about two annual installments, City Manager Brower stated that the staff had no issue with making that change and a general consensus was reached on reinserting that language into the lease form.

Conversation covering other items with language changes and other small adjustments was had.

Board Chair Talley asked about the removal of the dispute resolution language City Attorney Cook explained that he removed the dispute resolution language as it is going to be added in those situations anyways without it inclu

Motion: Board Member Tew made a motion to recommend to the City Council the amended Form Lease.

Second: Board Member Munteer made the second.

Voting Yes: Board Members Tew, Munteer, Townsend, Henry, and Polvoorde

Voting No: None.

Abstaining: Board Member AbuHaidar.

The **Motion Passed, 5-0.**

V. Adjournment

Motion: Board Member Henry made a motion to Adjourn.

Second: Board Member Polvoorde made the second.

Voting Yes: Board Members Tew, Munteer, Townsend, Henry, Polvoorde, and AbuHaidar

Voting No: None.

The **Motion Passed Unanimously, 6-0.**

The Heber City Airport Advisory Board Adjourned at 5:06 PM

Andrew Conley, Heber City Deputy Recorder

Heber City Corporation
BUDGET REPORT WITH YEAR OVER YEAR COMPARISON
21 Airport Special Revenue - 07/01/2026 to 07/27/2026
8.33% of the fiscal year has expired

	July 2025 Actual	July 2026 Actual	Year Over Year \$ Change	Year Over Year % Change	YTD Actual	Budget	Over/(Under)	Percentage
Change In Net Position								
Revenue:								
Taxes								
3478 AVIATION FUEL TAX	-	18,001.87	18,001.87	-	18,001.87	40,000.00	21,998.13	45.00%
Total Taxes	-	18,001.87	18,001.87	-	18,001.87	40,000.00	21,998.13	45.00%
Charges For Services								
3470 AIRPORT BUSINESS FBO/SSO FEES	500.00	-	(500.00)	-	-	85,000.00	85,000.00	-
3471 AIRPORT HANGAR GROUND LEASE FEE	4,760.00	7,663.41	2,903.41	161.00%	7,663.41	421,200.00	413,536.59	1.82%
3472 AVIATION FUEL	-	21,074.47	21,074.47	-	21,074.47	63,000.00	41,925.53	33.45%
3473 AIRPORT LANDING FEES	-	-	-	-	-	270,000.00	270,000.00	-
3474 HANGAR TRANSFER FEES	9,100.00	-	(9,100.00)	-	-	20,000.00	20,000.00	-
3475 HANGAR PAD FEES	-	-	-	-	-	-	-	-
3476 FARM LEASE	600.00	1,200.00	600.00	200.00%	1,200.00	7,500.00	6,300.00	16.00%
3477 LICENSES	-	(1,615.71)	(1,615.71)	-	(1,615.71)	10,000.00	11,615.71	-16.16%
3479 AIRPORT PARKING	-	-	-	-	-	-	-	-
3620 MISCELLANEOUS INCOME	800.00	1,959.77	1,159.77	244.97%	1,959.77	15,000.00	13,040.23	13.07%
3850 CONTRIBUTIONS - SURPLUS	-	-	-	-	-	-	-	-
Total Charges For Services	15,760.00	30,281.94	14,521.94	192.14%	30,281.94	891,700.00	861,418.06	3.40%
Interest								
3610 INTEREST INCOME	-	-	-	-	-	10,000.00	10,000.00	-
Total Interest	-	-	-	-	-	10,000.00	10,000.00	-
Miscellaneous Revenue								
3330 FEDERAL GRANT	-	-	-	-	-	-	-	-
3340 STATE GRANT-OPERATING	-	-	-	-	-	-	-	-
3615 INVESTMENT GAIN/LOSS	-	-	-	-	-	-	-	-
3616 COST OF SALES	-	-	-	-	-	-	-	-
3645 INSURANCE PROCEEDS	-	-	-	-	-	-	-	-
Total Miscellaneous Revenue	-	-	-	-	-	-	-	-
Contributions and Transfers								
3830 CONTRIBUTIONS FROM AIRPORT CAPITAL IMP	-	-	-	-	-	-	-	-
3870 CONTRIBUTIONS FUND SURPLUS	-	-	-	-	-	140,128.00	140,128.00	-
Total Contributions and Transfers	-	-	-	-	-	140,128.00	140,128.00	-
Total Revenue:	15,760.00	48,283.81	32,523.81	306.37%	48,283.81	1,081,828.00	1,033,544.19	4.46%
Expenditures:								
Parks, recreation, and public property								
Airport								
4011 SALARIES AND WAGES	9,276.10	17,706.19	8,430.09	190.88%	17,706.19	239,771.00	222,064.81	7.38%
4012 OVERTIME	-	-	-	-	-	-	-	-
4013 EMPLOYEE BENEFITS	3,263.18	2,227.09	(1,036.09)	68.25%	2,227.09	79,513.00	77,285.91	2.80%
4014 EMPLOYEE BENEFITS - MANAGERS	-	-	-	-	-	-	-	-
4015 UNIFORM ALLOWANCE	-	-	-	-	-	600.00	600.00	-
4017 FICA AND MEDICARE	691.16	1,354.22	663.06	195.93%	1,354.22	18,720.00	17,365.78	7.23%
4021 BOOKS, SUBSCRIPTIONS & DUES	-	-	-	-	-	720.00	720.00	-

Heber City Corporation
BUDGET REPORT WITH YEAR OVER YEAR COMPARISON
21 Airport Special Revenue - 07/01/2026 to 07/27/2026
8.33% of the fiscal year has expired

	July 2025 Actual	July 2026 Actual	Year Over Year \$ Change	Year Over Year % Change	YTD Actual	Budget	Over/(Under)	Percentage
4022 PUBLIC NOTICING	-	-	-	-	-	300.00	300.00	-
4023 TRAVEL	-	(149.72)	(149.72)	-	(149.72)	5,000.00	5,149.72	-2.99%
4024 OFFICE SUPPLIES	219.24	-	(219.24)	-	-	2,000.00	2,000.00	-
4025 EQUIPMENT MAINTENANCE	-	-	-	-	-	3,500.00	3,500.00	-
4027 UTILITIES	880.23	235.65	(644.58)	26.77%	235.65	16,160.00	15,924.35	1.46%
4028 TELEPHONE	321.99	123.76	(198.23)	38.44%	123.76	3,704.00	3,580.24	3.34%
4029 GASOLINE & OIL	78.57	-	(78.57)	-	-	3,500.00	3,500.00	-
4031 PROFESSIONAL SERVICES	2,021.25	270.00	(1,751.25)	13.36%	270.00	108,850.00	108,580.00	0.25%
4032 TRAINING	725.00	-	(725.00)	-	-	2,900.00	2,900.00	-
4033 LEGAL	3,687.50	-	(3,687.50)	-	-	65,000.00	65,000.00	-
4035 MEALS	-	-	-	-	-	500.00	500.00	-
4048 SPECIAL SUPPLIES	27.99	16.08	(11.91)	57.45%	16.08	8,000.00	7,983.92	0.20%
4051 INSURANCE	7,032.70	2.55	(7,030.15)	0.04%	2.55	8,050.00	8,047.45	0.03%
4065 DEPRECIATION	-	-	-	-	-	-	-	-
4071 SNOW REMOVAL	-	-	-	-	-	-	-	-
4072 BUILDING	-	-	-	-	-	1,500.00	1,500.00	-
4073 IMPROV. OTHER THAN BUILDINGS	-	-	-	-	-	5,000.00	5,000.00	-
4074 EQUIPMENT	2,271.00	234.00	(2,037.00)	10.30%	234.00	-	(234.00)	-
4075 CAPITAL EQUIPMENT	-	-	-	-	-	-	-	-
4076 INTERNAL SERVICE CHARGE - FLEET	-	-	-	-	-	36,550.00	36,550.00	-
4077 INTERNAL SERVICE CHARGE - IT	258.33	-	(258.33)	-	-	3,700.00	3,700.00	-
4078 INTERNAL SERVICE CHARGE - ADMIN	258.33	-	(258.33)	-	-	7,940.00	7,940.00	-
4079 PAVEMENT MAINTENANCE/REPAIR	-	-	-	-	-	-	-	-
4091 INDIRECT SALARIES	4,309.88	6,856.37	2,546.49	159.08%	6,856.37	85,071.00	78,214.63	8.06%
4092 INDIRECT BENEFITS	1,786.28	1,967.44	181.16	110.14%	1,967.44	23,187.00	21,219.56	8.49%
4093 GENERAL FUND OVERHEAD	-	-	-	-	-	-	-	-
Total Airport	37,108.73	30,843.63	(6,265.10)	83.12%	30,843.63	729,736.00	698,892.37	4.23%
Total Parks, recreation, and public property	37,108.73	30,843.63	(6,265.10)	83.12%	30,843.63	729,736.00	698,892.37	4.23%
Miscellaneous								
4009 COST OF GOODS SOLD	-	-	-	-	-	-	-	-
4054 BANK FEES	-	-	-	-	-	-	-	-
Total Miscellaneous	-	-	-	-	-	-	-	-
Transfers								
3860 TRANSFER FROM OTHER FUNDS	-	-	-	-	-	-	-	-
7030 TRANSFER TO AIRPORT CAPITAL IMPROVEME	-	-	-	-	-	352,092.00	352,092.00	-
Total Transfers	-	-	-	-	-	(352,092.00)	(352,092.00)	-
Total Expenditures:	(37,108.73)	(30,843.63)	6,265.10	83.12%	(30,843.63)	(1,081,828.00)	(1,050,984.37)	2.85%
Total Change In Net Position	(21,348.73)	17,440.18	38,788.91	-81.69%	17,440.18	-	(17,440.18)	-

Heber City Corporation
BUDGET REPORT WITH YEAR OVER YEAR COMPARISON
41 Cap. Imp. Fund - Airport Imp. - 07/01/2026 to 07/27/2026
8.33% of the fiscal year has expired

	July 2025 Actual	July 2026 Actual	Year Over Year \$ Change	Year Over Year % Change	YTD Actual	Budget	Over/(Under)	Percentage
Change In Net Position								
Revenue:								
Interest								
3610 INTEREST EARNINGS	-	-	-	-	-	-	-	-
Total Interest	-	-	-	-	-	-	-	-
Miscellaneous Revenue								
3110 PROPERTY TAXES	-	-	-	-	-	-	-	-
3111 PROPERTY TAX INTEREST	-	-	-	-	-	-	-	-
3115 FEE IN LIEU OF TAX	-	-	-	-	-	-	-	-
3120 PRIOR YEARS TAXES-DELINQUENT	-	-	-	-	-	-	-	-
3330 FEDERAL GRANTS	(169,946.20)	40,489.58	210,435.78	-23.82%	40,489.58	7,392,140.00	7,351,650.42	0.55%
3340 STATE GRANT	(11,584.01)	2,093.10	13,677.11	-18.07%	2,093.10	352,093.00	349,999.90	0.59%
3615 INVESTMENT GAIN/LOSS	-	-	-	-	-	-	-	-
3620 MISCELLANEOUS INCOME	-	-	-	-	-	-	-	-
3650 SALE OF HANGARS	-	-	-	-	-	-	-	-
Total Miscellaneous Revenue	(181,530.21)	42,582.68	224,112.89	-23.46%	42,582.68	7,744,233.00	7,701,650.32	0.55%
Contributions and Transfers								
3810 CONTRIBUTIONS-AIRPORT SURPLUS	-	-	-	-	-	-	-	-
3820 CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	-	-	352,092.00	352,092.00	-
3850 CONTRIBUTIONS - SURPLUS	-	-	-	-	-	-	-	-
3870 CONT. AIRPORT SURPLUS	-	-	-	-	-	-	-	-
Total Contributions and Transfers	-	-	-	-	-	352,092.00	352,092.00	-
Total Revenue:	(181,530.21)	42,582.68	224,112.89	-23.46%	42,582.68	8,096,325.00	8,053,742.32	0.53%
Expenditures:								
Parks, recreation, and public property								
Airport								
4075 CAPITAL EQUIPMENT	-	-	-	-	-	-	-	-
4080 CAPITAL PROJECTS	46,945.00	-	(46,945.00)	-	-	8,096,325.00	8,096,325.00	-
Total Airport	46,945.00	-	(46,945.00)	-	-	8,096,325.00	8,096,325.00	-
Total Parks, recreation, and public property	46,945.00	-	(46,945.00)	-	-	8,096,325.00	8,096,325.00	-
Miscellaneous								
4011 WAGES	-	-	-	-	-	-	-	-
4013 BENEFITS	-	-	-	-	-	-	-	-
4031 PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
4048 SPECIAL SUPPLIES	-	-	-	-	-	-	-	-
4071 BUILDINGS	-	-	-	-	-	-	-	-
4072 BUILDING AND IMPROVEMENTS	-	-	-	-	-	-	-	-
4074 EQUIPMENT	-	-	-	-	-	-	-	-
4090 TRANSFER TO OTHER FUNDS	-	-	-	-	-	-	-	-
4099 CLAIMS AND JUDGEMENTS	-	-	-	-	-	-	-	-
Total Miscellaneous	-	-	-	-	-	-	-	-
Total Expenditures:	46,945.00	-	(46,945.00)	-	-	8,096,325.00	8,096,325.00	-
Total Change In Net Position	(228,475.21)	42,582.68	271,057.89	-18.64%	42,582.68	-	(42,582.68)	-