

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

October 19, 2023

6:00 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 Talley)
- II.** Pledge of Allegiance (Jay Henry)
- III.** Approval of Minutes (Robin Bond, Deputy Recorder)
- IV.** Public Comments: (Please limit comments to three (3) minutes per person.)
- V.** Airport Manager Report (Travis Biggs)
- VI.** General Business
 - 1. Updates and Changes to Airport Advisory Board Bylaws (Jeremy Cook, City Attorney)
 - 2. Report on Comparable Airports and Rate Fee Study (Ryan Leick, Aeroplex Group Partners)
 - 3. Discuss Update and Next Steps to the Airport Master Plan (Matt Brower, City Manager)
- 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 Trina Cooke at the Heber City Offices 435.657.7886 at least eight hours prior to the meeting.

Posted on October 16, 2023, 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>. Notice provided to the Wasatch Wave.

1 **Heber City Corporation**
2 **75 N Main Street**
3 **Heber City, Utah 84032**

4
5 **Airport Advisory Board Meeting**
6 **January 12, 2023**

7
8 **6:00 p.m. Regular Meeting**
9

10 **TIME AND ORDER OF ITEMS ARE APPROXIMATE AND MAY BE CHANGED AS**
11 **TIME PERMITS**

12
13 **Present:** Chairman Jason Talley
14 Board Member Jay Henry
15 Board Member Jeff Peterson
16 Board Member Bill Tew
17 Board Member Rocco Tomanelli
18 Alternate Board Member/City Council Member D. Scott Phillips
19

20 **Absent:** Board Member Bart Mounteer
21 Board Member Mike Duggin
22

23 **Staff:** Airport Manager Travis Biggs
24 Deputy Recorder Robin Raines-Bond
25 Airport Assistant, Kiera Allen
26

27 **Attending:** Jeremy McAlister, TO Engineers, Karen Bassett, Paul Boyer, Jeanne
28 Henry, Randy Sikura, Brian Rowser, John Ackerson, Jacob Perkins, and
29 RW "Bob" Baird.
30

31 **Attending remotely:**
32
33

34 **I. Roll Call (Deputy Recorder Bond)**

35 The meeting started at 6:06 p.m. by Chairman Jason Talley. Deputy Recorder, Robin Raines-
36 Bond called the Roll for Board members.
37

38 **II. Pledge of Allegiance (Chairman Talley)**

39 Chairman Talley led the pledge.
40

41 **III. Approval of April 13, 2022, Airport Advisory Board Minutes (Deputy Recorder Bond)**
42

43 **Motion: Board member Tew motioned to accept the minutes. Board member Petersen**
44 **seconded the motion. Yes: Chairman Jason Talley, Board Member Jay Henry, Board**

45 **Member Jeff Peterson, Board Member Bill Tew, Board Member Rocco Tomanelli, and**
46 **Alternate Board Member/City Council Member D. Scott Phillips No: none. Motion passed.**
47

48 **IV. Public Comments: (Please limit comments to three (3) minutes per person.)**
49 No Public Comments.

50
51 **V. Airport Manager Quarterly Report (Biggs)**
52 Airport Director Biggs reported on events and maintenance at the airport. He reported the
53 following:

- 54 • Lots of snowplowing
- 55 • Kiera Allen and Cody Orvis were new part-time hires.
- 56 • The Utah Rugby team came to the airport to take pictures
- 57 • Bill Tew hosted tours of his hangar
- 58 • Junk cleanup and metal recycling
- 59 • Utah Aeronautics Conference
- 60 • Adopt a highway program. Mr. Phillips was working on getting a sign.
- 61 • Received runway lighting from the Boulder Colorado Airport.
- 62 • Aviation students helped clean up the lights
- 63 • FBI trained at the airport.
- 64 • Snow removal equipment lifted
- 65 • Airport entrance updated
- 66 • Airport beautification with donated landscaping
- 67 • School tours
- 68 • Replaced gate cables
- 69 • Young Eagles and Adult Eagles
- 70 • Two new murals at the airport
- 71 • Fish-dropping planes video made
- 72 • Public Meetings held for the Airport Layout Options
- 73 • Pumpkin carving event
- 74 • EA (experimental aircraft) Chapter events
- 75 • No incidents or accidents this year

76 Mr. Talley thanked Mr. Biggs for his work and expressed that he was pleased with the youth
77 activities that were taking place.

78
79 **VI. General Business**

80
81 a. Update of Airport Master Plan (Biggs and McAlister)

82 Mr. McAlister informed the Board of recent updates to the Master Plan with a PowerPoint
83 presentation. He went over the goals and feedback that had been gathered. He explained that all
84 existing shareholders had been met with and had given their input. All safety requirements have
85 been met for the current airport layout plan. All development will be done within the current
86 airport boundaries. The needs of existing users will be prioritized.

87

88 Mr. Talley asked about the tenants on Hangar Row and if the current tenants would have a first
89 chance at a new hangar. Mr. McAlister thought that was correct and that each tenant would be
90 met individually.

91
92 Mr. Talley inquired about the noise control. He suggested a co-op fuel farm for the current users.
93 Mr. Tew asked about increased traffic if public self-service fueling was available. To keep traffic
94 lower, Mr. Talley preferred the co-op fuel farm to a public fueling area. Director Biggs stated
95 that the City Council was interested in a limited FBO (fixed base operator) that did not sell fuel.
96

97 **VII. Action Item**

98
99 1. Approval of the Airport Advisory Board 2023 Annual Schedule (Biggs)
100 Chairman Talley read the proposed dates.

101
102 **Motion: Board member Petersen motion to accept the quarterly schedule. Board member**
103 **Tomanelli seconded the motion. Yes: Chairman Jason Talley, Board Member Jay Henry,**
104 **Board Member Jeff Peterson, Board Member Bill Tew, Board Member Rocco Tomanelli,**
105 **and Alternate Board Member/City Council Member D. Scott Phillips No: none. Motion**
106 **passed.**

107
108 2. Selection of Chairman and Co-Chairman of the Airport Advisory Board (Biggs)
109 Chairman Talley expressed his desire to continue as Chairman of the Board. The Board members
110 agreed to have Mr. Talley stay as Chairman. Board member Tew agreed to be Co-Chairman.

111
112 **Motion: Board member Peterson motioned to have Mr. Talley serve again the one-year**
113 **term of Chairman and Bill Tew as the Co-Chairman for the Airport Advisory Board.**
114 **Board member Henry seconded the motion. Yes: Chairman Jason Talley, Board Member**
115 **Jay Henry, Board Member Jeff Peterson, Board Member Bill Tew, Board Member Rocco**
116 **Tomanelli, and Alternate Board Member/City Council Member D. Scott Phillips No: none.**
117 **Motion passed.**

118
119 **VIII. Adjournment**

120
121 **Motion: Board member Tomanelli motioned to adjourn. Board member Henry seconded**
122 **the motion.** The meeting adjourned at 7:45 p.m.

123

124

125

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131

SEAL

Robin Raines-Bond, Deputy Recorder

Advisory Board Meeting











A TASTE OF HEBER

JUNE 17, 2023 4PM-9PM

Heber Valley Airport
2365 W. Airport Road, Hangar D-
38, Heber City, UT 84032

SAMPLE FOOD FROM LOCAL RESTAURANTS

Tickets **Free** until June 10th

After June 10th

\$5 tickets online

\$10 tickets at the door

LIVE MUSIC | BBQ COMPETITION | FOOD













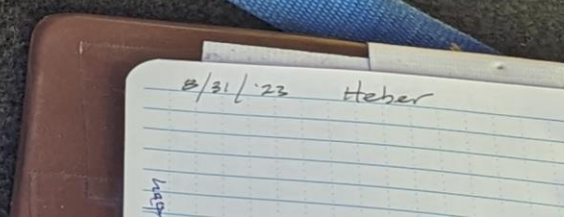
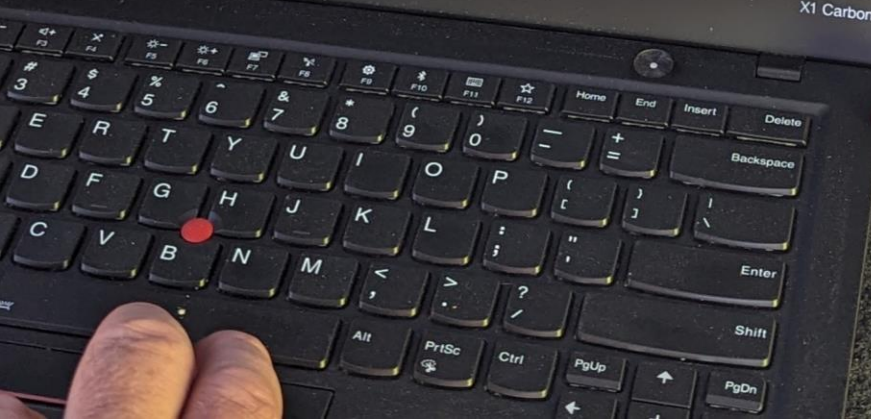
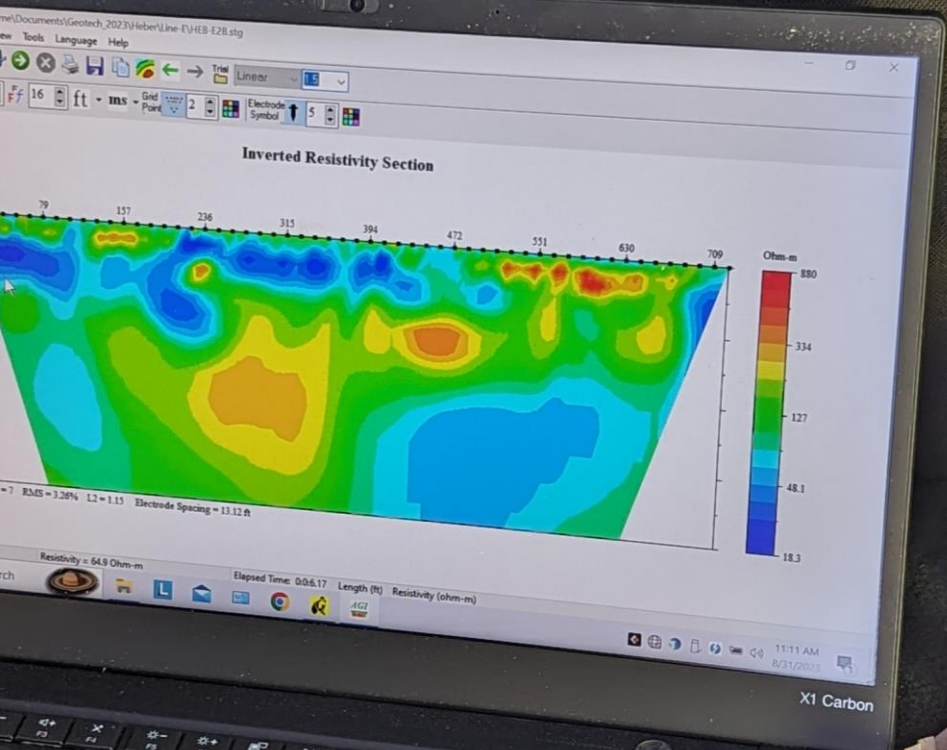






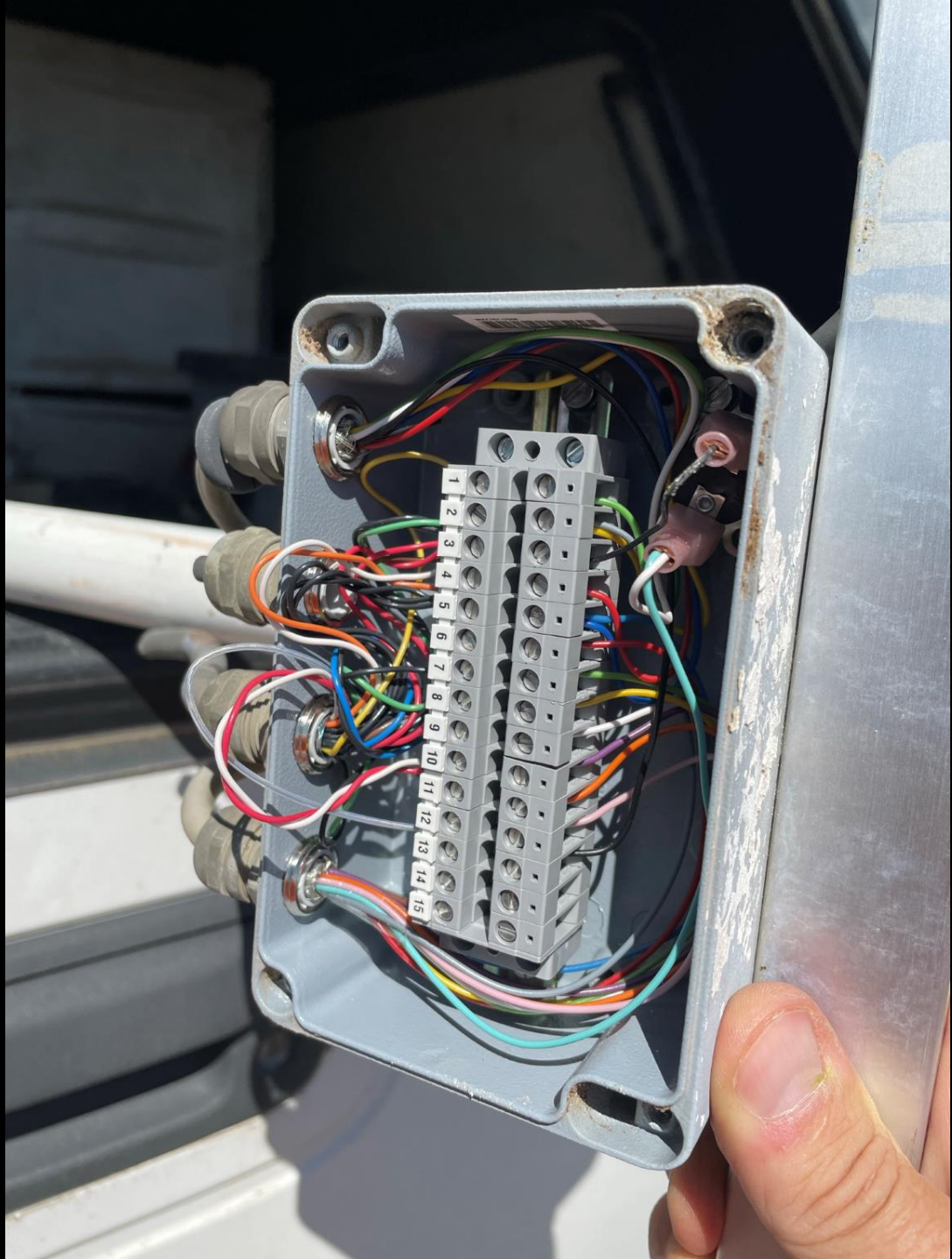








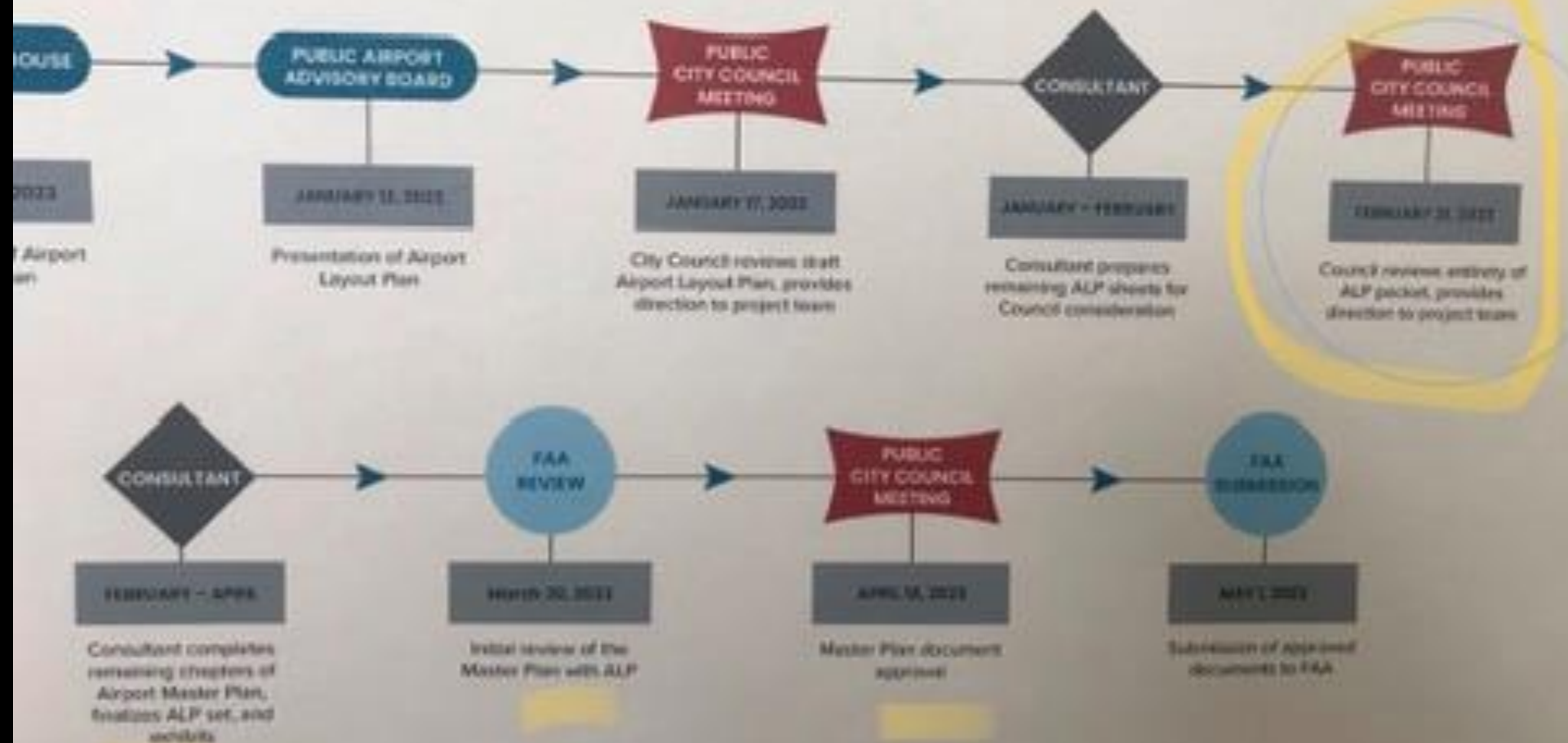






Heber Valley Airport Flightpath Timeline

As of December 1, 2022









RATES & FEES STUDY

HEBER VALLEY AIRPORT

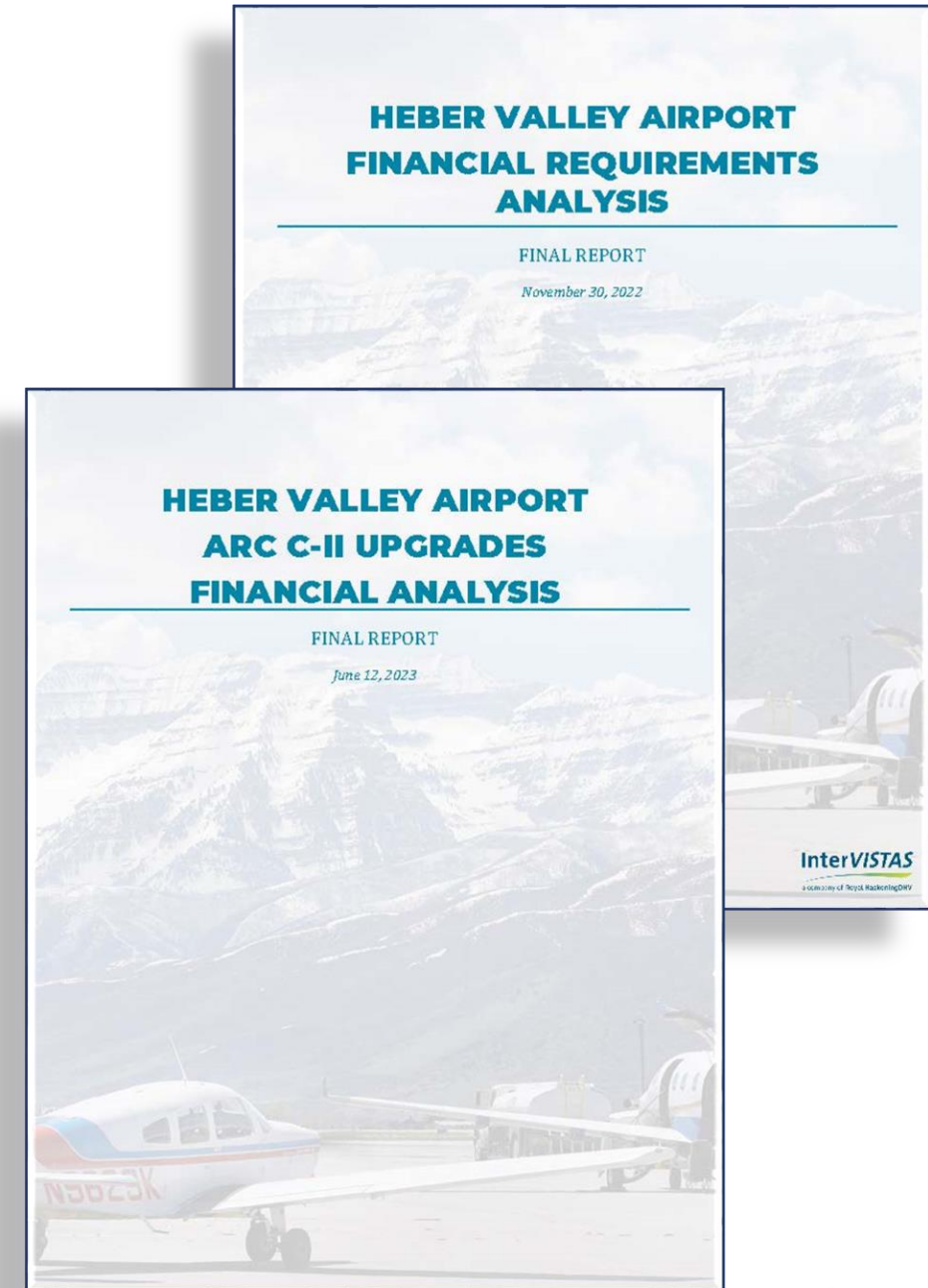
October 19, 2023



Financial Feasibility Analysis

- » AGP's 2022 Financial Analysis Requirements concluded it could **cost the City as much as \$87.5 million** to operate and maintain the airport over the next 20 years if the City chooses **not to accept federal and state grants** to maintain the airport.
- » AGP completed a second financial analysis to determine funding requirements for constructing the ARC C-II facilities recommended on the ALP and concluded the airport would experience a **deficit of approximately \$9 million*** over the next 20-year period, or approximately \$451,500 / year, **without increasing airport rates.**

* Assumes all ALP capital projects are completed at estimated costs.



"Goldilocks" Grant Assurances



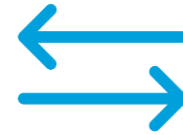
Goal of Self-Sufficiency

The airport will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible and is expected to **recover its costs** through the establishment of fair and reasonable fees, rentals, or other user charges.



No Excessive Surplus

The airport sponsor cannot generate surpluses that exceed amounts to be used for airport system purposes, reasonable reserves and other funds to facilitate financing and to cover contingencies.



No Revenue Diversion

Airport sponsors may expend revenue generated by the airport only for allowable airport purposes. Revenue generated at the airport **MUST** be used for the operational and capital costs of the airport.



Economic Non-Discrimination

Shall be subject to such nondiscriminatory and substantially comparable

- **rules, (&) regulations,**
- conditions (**Min Standards**),
- rates, fees, rentals, and other charges (**Rates & Fees**)

Airport Compliant Manual FAA 5190.6B

- » “To aid in establishing **uniform rates and charges** applied to aeronautical activities on the airport, the sponsor should **establish minimum standards** for conduct of a commercial aeronautical activity on the airport.”
 - Rules & Regulations – applies to all users
 - Minimum Standards – applies to commercial aeronautical service providers
 - Rates & Fees – determines allowable costs in the airport’s rate base and establishes a schedule of charges for cost recovery
 - Leasing Policy – ensures consistent terms across individual leases

- » FAA prefers rates be kept as low as practical to promote aeronautical activity and be established **in consultation with local users.**

- » Federal law does not prescribe a single approach to rate-setting; airports may utilize their preferred methodology as long as that methodology is applied consistently to similarly-situated aeronautical users and conforms to other requirements outlined in the FAA’s Rates and Charges Policy (61 FR 31994; June 21, 1996).

Airport Revenues

- » Ground rent, fuel flowage and landing fees account for more than 90% of revenue at HCR.
- » Additional sources of GA revenues include:
 - Transient Parking Fees
 - Transient Aircraft Parking
 - Rental Car / TNC Fees
 - Commercial Aeronautical Permit Fee
 - AOA Vehicle Access Fee
 - Assignment Fee
- » Cost-Recovery vs Market-Based Rate Setting Methods

Charges for Services	FY2023	%
Airport Business FBO/SSO Fees (Lease)	\$ 21,900	4%
Airport Hangar Ground Lease Fee	\$ 219,900	38%
Aviation Fuel Flowage Fee	\$ 69,000	12%
Airport Landing Fees	\$ 240,100	42%
Hangar Transfer Fees	\$ 11,500	2%
Hangar Pad Fees	\$ -	0%
Farm Lease / Nonaeronautical Use	\$ 5,200	1%
Licenses	\$ -	0%
Interest Income	\$ 1,000	0%
Miscellaneous Income (Fire Fighting, Gate Access Fees & Other)	\$ 8,300	1%
	\$576,900	100%

Cost Recovery Approach

Rates & charges are regularly adjusted based aeronautical activity to cover the rate base. Surplus revenue from increased aeronautical activity is transferred to reserve fund.

Allowable Costs (Capital and Operating Expenses)

- AIP Funds

= Rate Base

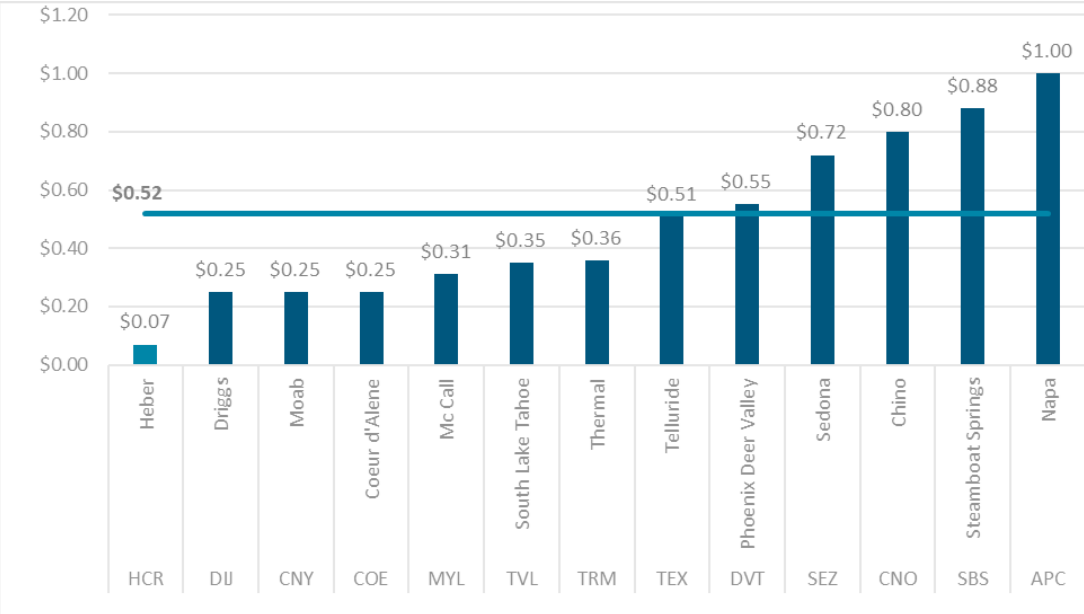
/ Aeronautical Activity

= Fees, rates, and charges

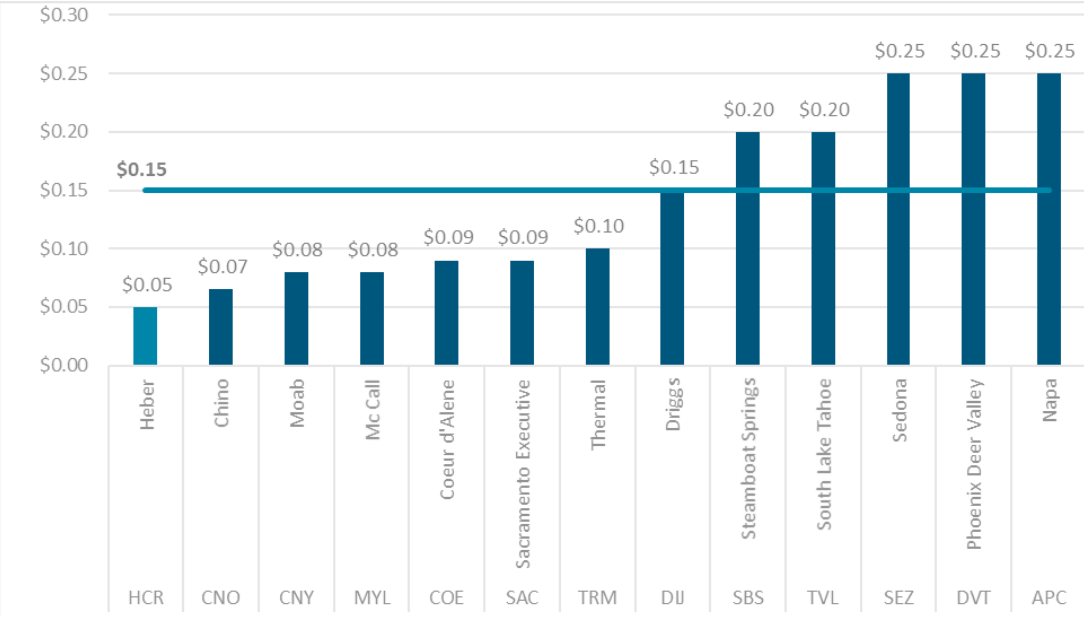
+ Surplus Airport Revenue

= Airport Reserve Fund

Market-Based Rates Survey



Ground Rent Rate (Annual \$/sf)



Jet A Fuel Flowage Fee (\$/gallon)

- » A rates and charges analysis of fuel flowage fees and ground rent rates at comparable airports found that existing **rates at HCR are in most cases the lowest.**
- » Increasing ground rent rates, fuel flowage fees, and landing fees to market comparable rates would generate a **positive 20-year net cash position of approximately \$1.4 million, or \$70,000 annually.**
- » Results of AGP’s 2023 report suggests the Airport Sponsor would have **sufficient funds to cover the required grant match** if the airport increases rates and charges.

Ideal State

- » Public resolution for schedule of rates and charges
- » Rate setting methodology
- » Benchmarked peer set of airports
- » Rate base allowable cost annual report
- » Updated minimum standards (KKR)
- » Leasing policy


Snow Removal from Leased Space

An as requested

Construction/Projects Fees

Section 2: This resolution shall be effective October 1 according to the Urban Consumer Price Index for including the most recent month.

Passed and approved this 17th day of December, 2020.


 ATTEST:
Bessie Wagner
 Bessie Wagner, City Clerk

New Land Leases (annually, per effective October 1 according to the Urban Consumer Price Index for including the most recent month)

Landing Fees (per thousand pounds weight)

Transient Group A, B, C

Hangar Waiting List

Car Rental Fees (On airport and off airport)

Commercial Operator Permits from airport tenant

Itinerant Commercial Operator

FAR Part 137 Ag Operators, e


Scheduled Part 135 <10 seats

Vehicle (non-aircraft) Parking

Vehicle operator leasing from airport tenant. Monthly rate paid in advance

Vehicle operator neither leasing from airport nor subleasing nor receiving services from airport tenant. Monthly rate paid in advance

\$50.00


City of McCall
 RESOLUTION NO. 20-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MCCALL, IDAHO, ESTABLISHING AND ADJUSTING VARIOUS FEES FOR THE AIRPORT, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, McCall City Code Section 6.4.100 provides that a schedule of charges be established periodically by the Council by resolution; and

WHEREAS, McCall City Code Section 8.16.7 authorizes the imposition and collection of certain fees at the McCall Airport; and

WHEREAS, the Department Head in charge of the Airport of the City of McCall has estimated the cost of providing the enumerated services and the rates required to recover those costs; and

WHEREAS, the City complied with Idaho Code 63-1311A, by placing a Public Notice in the Star-News on November 5 and 12, 2020 announcing a public hearing on November 19, 2020 to consider fee increases in the Airport Department;

WHEREAS, the City Council conducted a public hearing during the November 19, 2020 Regular Council meeting, as required by law, and considered public comment, and deliberated upon the recommended fee increases; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF MCCALL, Valley County, Idaho that:

Section 1: The following schedule of charges is hereby adopted as the rates for listed services at the McCall Municipal Airport:

Fuel Flowage Fees (per gallon)	\$0.08
Seasonal Tie-Down Rates (per month) (25% discount for paying six months in advance)	
Single Engine and Small Twin, T-tie-down areas	\$50
Twin Tie-Down row	\$75
Jet Row	\$200
Aircraft Parking	
Piston single & light piston twin, less than 6,000 pounds (per night)	\$5.00
Piston single & light piston twin, 6,000-12,500 pounds (after 4 hours)	\$7.50
Turbine-powered single/twin (after four hours)	\$15.00
Jet less than 12,500 pounds (after 4 hours)	\$40.00
Jet 12,500 pounds and greater (after 4 hours)	\$45.00

Resolution 20-23 Airport Fee Schedule
December 17, 2020

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Resolution 20-23 Airport Fee Schedule
December 17, 2020

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Resolution 20-23 Airport Fee Schedule
December 17, 2020

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THANK YOU

ANY QUESTIONS?

