

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

March 13, 2024

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 (Chairperson Talley)
- II.** Pledge of Allegiance (Captain Rocco Tomanelli)
- III.** Approval of Minutes
 - 1. 10.19.23 Draft Minutes (Robin Raines, Deputy Recorder)
- IV.** Public Comments: (Please limit comments to three (3) minutes per person.)
- V.** Airport Manager Quarterly Report (Travis Biggs, Airport Manager)
- VI.** General Business
 - 1. Discussion on the Glider Park (John Ackerson)
 - 2. Update on T-Hangars (Jeff Peterson)
 - 3. Discuss Base Requirements for Landing Fees (Helena Glenn)
- VII.** Action Items
 - 1. Discuss and Approve Date, Time, and Schedule for 2024 AAB Meetings (Travis Biggs, Airport Director)
 - 2. Select a Chair and Vice-Chair for the AAB Board (Jason Talley)
- VIII.** Adjournment

Ordinance 2006-05 allows Commission Members to participate in meetings via telecommunications media.

Posted on March 6, 2024, 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 October 19, 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 **Remote:** 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
22 **Staff:** Airport Manager Travis Biggs
23 Deputy Recorder Robin Raines-Bond
24
25 **Attending:** Ryan Leick, Aeroplex Group
26
27

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

29 The meeting started at 6:06 p.m. by Chairman Jason Talley. Deputy Recorder, Robin Raines-
30 Bond called the Roll for Board members.
31

32 **II.** Pledge of Allegiance (Board Member Jay Henry)

33 Board Member Henry led the pledge.
34

35 **III.** Approval of April 13, 2022, Airport Advisory Board Minutes (Deputy Recorder Bond)
36

37 **Motion: Board member Peterson motioned to accept the minutes. Board member Henry**
38 **seconded the motion. Yes:** Chairman Jason Talley, Board Member Jay Henry, Board Member
39 Jeff Peterson, Board Member Bill Tew, Board Member Rocco Tomanelli, and Alternate Board
40 Member/City Council Member D. Scott Phillips **No:** none. **Motion passed.**
41

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

43 No Public Comments.
44

45 **V.** Airport Manager Quarterly Report (Biggs)

46 Airport Director Biggs reported on events and maintenance at the airport. He reported the
47 following:

- 48 • The snow caused problem for the AWOS (Automated Weather Observing
49 System).
- 50 • Volunteers and staff sandbagged for potential flooding
- 51 • A Taste of Heber Event was held successfully.
- 52 • UAOA (Utah Airport Operators Association) met at UVU Wasatch Campus.
- 53 • Youth groups toured the museum and airport.
- 54 • Annual dance held in the museum hangar.
- 55 • Several flyovers, including the 100-year refueling anniversary flyover took place.
- 56 • No accidents this year.
- 57 • The FAA (Federal Aviation Administration has approved the ALP
58 (Airport Layout Plan) contingent on the environmental study.
- 59 • There is a new mural at the airport depicting women in aviation.
- 60 • Phase II of the environmental study was underway.
- 61 • EA (experimental aircraft) Chapter events – Bob Baird, event coordinator.

62
63 Board Member Peterson and Tomanelli thanked Mr. Biggs for his work in keeping the airport
64 functioning well.

65
66 Board Member Phillips asked about updating the new city logo. Travis replied that he did not yet
67 have a new airport logo.

68 69 VI. General Business

70 71 1. Update and Changes to Airport Advisory Board Bylaws (Jeremy Cook)

72 Mr. Biggs informed the Board of recent updates to the Bylaws which included Mr. Nadim from
73 OK3 (the airport FBO (Fixed Base Operator)) having a place on the Board.

74
75 Chairman Talley clarified that OK3 had to have a named representative as a board member and
76 could not substitute another person from their organization. Mr. Biggs said that was a question
77 for Mr. Cook, City Attorney.

78
79 Mr. Biggs stated that Mr. Duggin had resigned from the Board. There would be a position for a
80 member of the Daniel community to be on the Board if desired.

81 82 2. Report on Comparable Airports and Rate Fee Study (Ryan Leick, Aeroplex 83 Group Partners)

84 Mr. Leick went over the financial feasibility study that the City requested. It concluded that it
85 would cost the City as much as \$87.5 million to operate and maintain the airport over the next 20
86 years if the City chose not to accept federal and state grants to maintain the airport.

87
88 He outlined four areas about grant assurances:

- 89 1. Recover cost
- 90 2. No excessive surplus
- 91 3. No revenue diversion

92 4. Economic non-discrimination

93
94 He used the Airport Compliant Manual FAA 5190.6B for his reference. Chairman Tally asked if
95 the definition of minimum standards as defined by the Advisory Circular referenced in the slides
96 (5190.6B) only applied to commercial aeronautical activity to which Mr. Leick responded that
97 minimum standards are only for commercial aeronautical service providers. Chairman Talley
98 asked if the current airport standards for non-commercial pilots were enforceable. Mr. Leick
99 recommended talking to the City Attorney.

100
101 Mr. Leick stated that ground rent, fuel flowage, and landing fee accounted for more than 90% of
102 revenue at the airport.

103
104 Chairman Talley asked about the registration fees paid to the State of Utah in lieu of property
105 taxes and how that represented what the base owners contributed to the airport.

106
107 Mr. Biggs commented that the money came through discretionary funds or capital projects.

108
109 Board Member Peterson asked how the State associated his aircraft with the Heber City Airport.
110 Mr. Biggs believed it was tracked through ADS-B (Automatic Dependent Surveillance–
111 Broadcast) technology.

112
113 Mr. Leick compared market-based rates with similar airports.

114
115 Chairman Talley asked about how the comparison airports were chosen. Mr. Leick said it was
116 based on similar usage of the airport and the destination.

117
118 Discussion ensued about how to increase revenues at the airport.

119
120 Council Member Phillips asked about the minimum standards agreed upon in the settlement
121 agreement. Mr. Biggs said they agreed to revisit them and the settlement agreement would affect
122 some minimum standards.

123
124 Chairman Talley commented that the settlement agreement would apply to FBO activities and
125 not to other aeronautical activities. Mr. Biggs concurred.

126
127 Discussion continued about rates and fees and their future increases.

128
129 Discussion about other sources of revenue for the airport followed.

130
131 Council Member Phillips said he appreciated the varied viewpoints.

132
133 3. Discuss Update and Next Steps to the Airport Master Plan (Matt Brower, City
134 Manager)

- 135
136 • The Airport Master Plan (AMP) and Airport Layout Plan (ALP) have been approved and
137 accepted by the FAA upon contingency of the environmental assessment.

- 138 • The City would work on Phase II of the environmental assessment.
- 139 • An RFQ (Request for Qualifications) has been issued for engineering and planning.
- 140 Ardurra Engineering has been awarded a five-year contract for engineering.
- 141 • The City would scope an environmental assessment plan over the next 18 months. After
- 142 receiving a FONSI (Finding of No Significant Impact) from the EPA (Environmental
- 143 Protection Agency), the airport can proceed with the ALP.
- 144 • Navigation and land easements would follow.
- 145 • ALP action plan for displaced hangar owners, hangars, taxiways, and runway.
- 146 • The City looked at hiring a company such as Vector to collect landing fees.
- 147 • Replacing the AWOS is a priority. Engineering would prepare the scope and fees. The
- 148 City would follow small procurement procedures to obtain a new AWOS.

149
150 Board Member Tomanelli commented that OK3 Air was currently collecting landing fees and
151 asked why a new company was being sought. Mr. Biggs replied that often planes came when
152 OK3 was not open. Council Member Phillips clarified that the invoices for the landing fees came
153 from OK3 and needed to be identified as City fees. Board Member Peterson agreed that an
154 outside agency would be more appropriate.

155
156 Chairman Talley informed the Board that he had been approved for a temporary commercial
157 permit at the airport for Elemental Aviation by the City Council. Secondly, he was concerned
158 about aircraft coming in from the right traffic. Our airport is a left traffic airport. He wondered if
159 the airport should be changed to a right traffic airport. He asked Mr. Leick for advice.

160
161 Mr. Leick suggested contacting the ADO (Regional Airports District Office).

162
163 Chairman Talley called for last questions.

164
165 Council Member Phillips inquired about submitting development requests. Mr. Biggs answered
166 that no development request were being taken at this time, but commercial requests could be
167 submitted.

168
169 **VII. Adjournment**

170
171 **Motion: Board member Phillips motioned to adjourn. Board Member Peterson seconded**
172 **the motion.** The meeting adjourned at 7:44 p.m.

173
174
175
176
177
178 _____
179 Robin Raines-Bond, Deputy Recorder

180 SEAL

181



Introducing

PLANEPASS[®]
by VECTOR

Presentation by Helena Glenn

VECTOR BY THE NUMBERS

\$40M+

Annual Aircraft
Fees Billed

99.6%

Collection
Success Rate

60K+

Aircraft Operator
Paying Relationships

70+

Client
Airports



How We Help Airports



- Outsourced billing for Nonsignatory/GA fee revenue
- Hybrid source of GA operations data
- Access to verified operator contact information
- Zero Upfront Cost/No Implementation Fees

What is

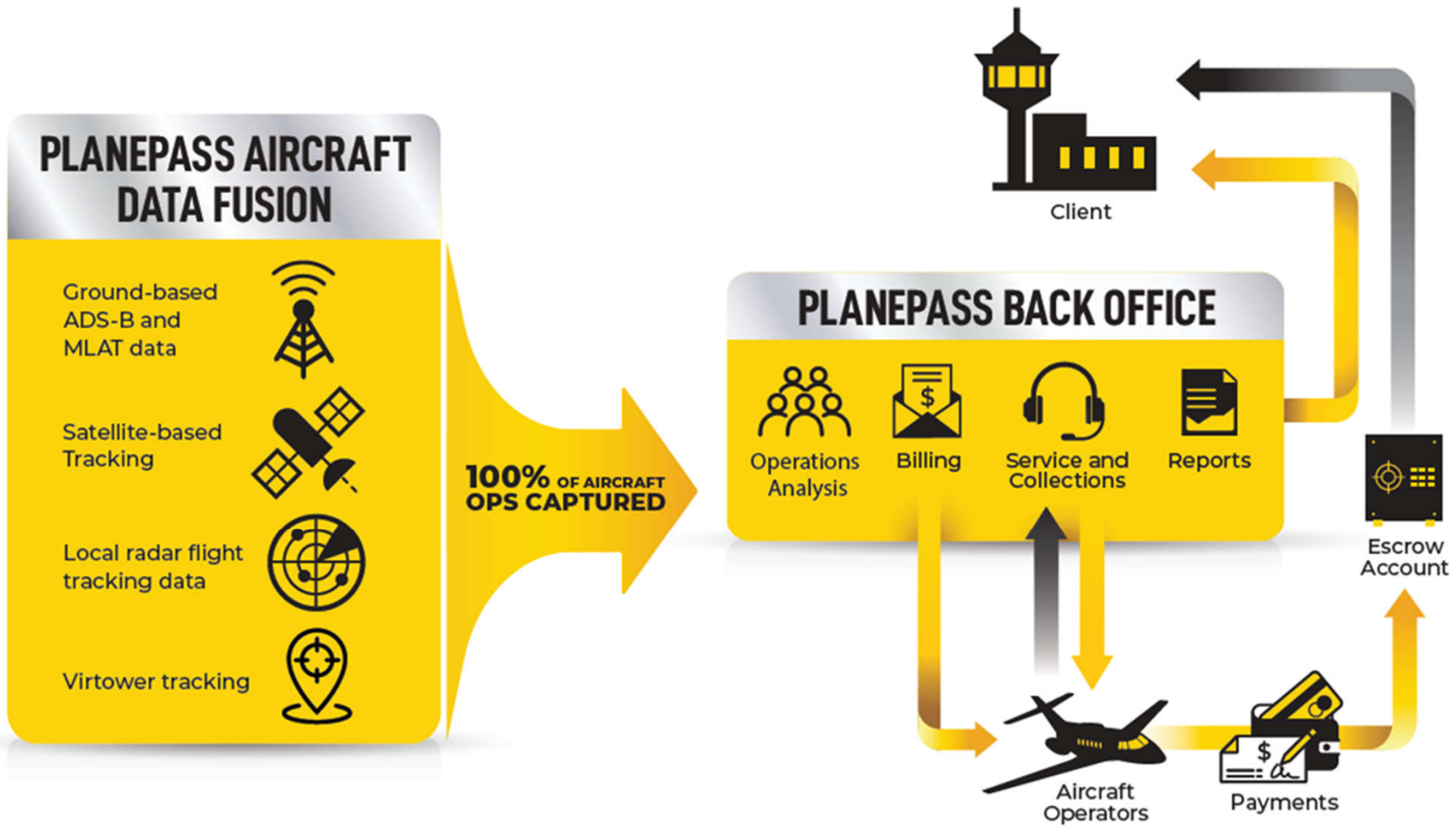
PLANE PASS is Vector's turn-key, technology-driven service for billing & collecting aircraft fee revenue. The PLANE PASS system and team do all the work, requiring no time or effort from airport or FBO staff.

FEES BILLED INCLUDE :

- ✓ Landing
- ✓ Overflight
- ✓ Customs
- ✓ Security
- ✓ Parking
- ✓ After hours

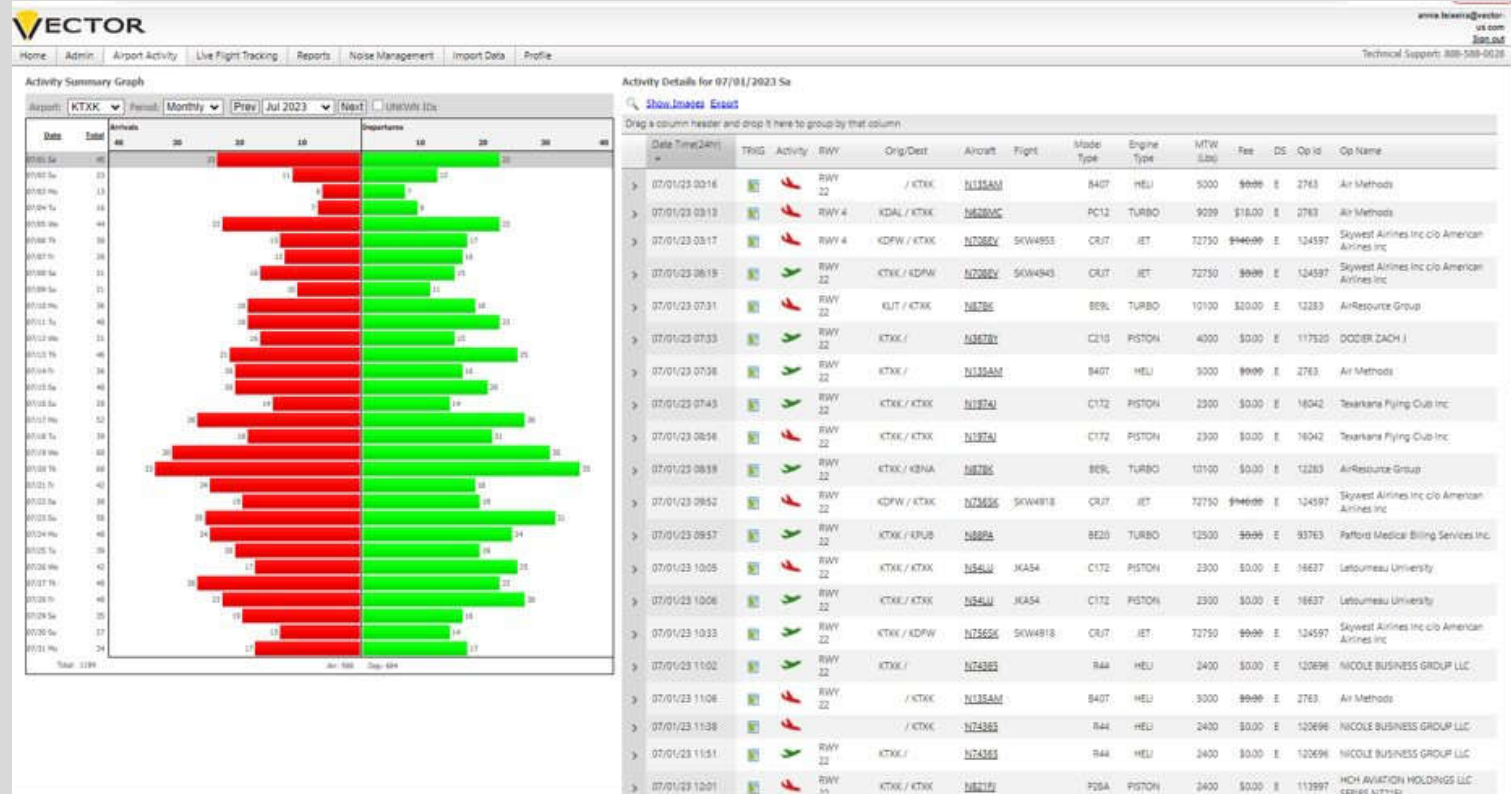
PLANE PASS Benefits:

- Typical annual fee revenue increases of 10% - 20%+ when existing fee in place
- 100% of operations captured with a 99.6% fee collection rate
- Operators prefer paying through PLANE PASS via one monthly payment with clear accounting
- Relieves operational and collections burden from airport staff
- Transparency in operations and billings/collections for airport
- **No upfront cost or implementation charge to airport**



PLANEPASS Airport Portal

- Aircraft operations and details viewed via secure portal
- Drill downs for additional aircraft and operations data
- Aircraft flight tracks correlated to operations
- Data is searchable/exportable
- Operations Reports including:
 - Graphical Activity Report
 - Operator Report
 - Activity Detail Search Report
- Access to Financial Reports



Transparency Through Reporting

- Monthly Billed Detail
- Monthly Billing Adjustments
- Monthly Collection Report
- Accounts Receivable Aging
- PLANEPASS Performance Summary

PlanePass Billing & Collection Performance Summary

Invoice Airport: Invoice Start Month: Months (Calendar)

4/1/2020 - 5/31/2021

Invoice Start Month	Invoice Count	% Change	Billed Activities	% Change	Original Billed	Adjustments	Adj %	Adjusted Billed	% Change	Paid	Paid %	AR
April 2020	346	-69%	1048	-72%	\$139,530	(\$2,818)	2.0%	\$136,712	-73%	\$135,553	99.2%	\$1,159
May 2020	614	-42%	1960	-44%	\$263,610	(\$2,033)	0.8%	\$261,578	-46%	\$260,193	99.5%	\$1,385
June 2020	790	-26%	2700	-21%	\$373,215	(\$3,696)	1.0%	\$369,520	-17%	\$364,466	98.6%	\$5,054
July 2020	685	-25%	2858	-6%	\$418,991	(\$2,571)	0.6%	\$416,420	4%	\$411,623	98.8%	\$4,796
August 2020	871	-11%	3213	1%	\$460,777	(\$5,657)	1.2%	\$455,120	5%	\$453,669	99.7%	\$1,451
September 2020	913	-13%	3356	-3%	\$483,169	(\$5,325)	1.1%	\$477,843	3%	\$469,501	98.3%	\$8,342
October 2020	992	-16%	3689	-5%	\$527,377	(\$2,903)	0.6%	\$524,475	1%	\$511,447	97.5%	\$13,028
November 2020	937	-16%	3436	-9%	\$511,700	(\$4,633)	0.9%	\$507,067	-1%	\$494,144	97.5%	\$12,923
December 2020	963	-13%	3494	-5%	\$567,016	(\$5,815)	1.0%	\$561,201	9%	\$533,114	95.0%	\$28,087
January 2021	916	-9%	3513	2%	\$580,667	(\$9,361)	1.6%	\$571,306	14%	\$525,883	92.0%	\$45,423
February 2021	849	-13%	3097	-8%	\$513,813	(\$5,032)	1.0%	\$508,781	-7%	\$397,289	78.1%	\$111,492
March 2021	1145	46%	4433	70%	\$791,823	(\$16,420)	2.1%	\$775,403	92%	\$471,357	60.8%	\$304,046
April 2021	1135	234%	4456	325%	\$746,396	(\$5,204)	0.7%	\$741,192	442%	\$272,691	36.8%	\$468,502
Total	11156	-12%	41253	-2%	\$6,378,084	(\$71,467)	1.1%	\$6,306,617	7%	\$5,300,930	84.1%	\$1,005,687

Operator Payment Portal

Payment Portal provides:

- Online payments, invoice download, statement download, contact updates, etc.
- All activity logged in PLANEPASS Back-office CRM
- Simple, secure logins

PLANEPASS Payment Portal

My Account | Payment | Airport Info | Vector FAQ

Make a Payment

Outstanding Invoices

Click "Add" to select an invoice to pay. Invoice(s) and amounts for each invoice will appear in "Payment Summary" section. To adjust payment amount, enter desired amount in "Amount to Pay" and select "Update".

All amounts are shown, and will be paid, in the national currency of the airport you are paying.

#	Invoice ID	Airport	Invoice Period	Amount	Credit Card	Net Balance	Add	Amount
			Start	Created	Payment Pending	Due	→	To Pay
1	600067	KMYY	6/30/2023	\$600.00	\$0.00	\$600.00	Add→	
2	600068	KBED	6/30/2023	\$697.50	\$0.00	\$697.50	Add→	
3	602090	KMYY	7/31/2023	\$300.00	\$0.00	\$300.00	Add→	
4	604341	KBFI	7/31/2023	\$112.95	\$0.00	\$112.95	Add→	

Payment Summary

No Invoices Added.

Billing Information

First name *
 Middle name
 Last name *
 Country *
 Address line 1 *
 Address line 2
 City *
 State/Province *
 Zip/Postal Code *
 Phone *
 Email Address *
 I would like to receive all future invoices via paperless billing

PLANEPASS Payment Portal

My Account | Payment | Airport Info | Vector FAQ | **Go Paperless!**

Operator Information Change Billing/Contact Information

Operator ID: 128305
 SMGM Holdings Pte. Ltd
 8 MARINA VIEW #07-04
 ASIA SQUARE TOWER 1 018960

Contact Name:
 Email Address:
 Phone Number:

Account Summary

KBED Invoices & Payments Statement Airport Info — Amounts shown in airport's national currency

Invoices					Payments						
Invoice ID	Airport	Invoice Period	Date Created	Invoice Total	Payment ID	Date Paid	Check No.	Notes	Payment Total	Balance Due (Overpaid)	Credits/Pending
Email This	Excel Export	600068	KBED	6/30/2023	7/16/2023					\$697.50	
Subtotal Invoiced:					Subtotal Payments:					\$697.50	\$0.00

KBFI Invoices & Payments Statement Airport Info — Amounts shown in airport's national currency

Invoices					Payments						
Invoice ID	Airport	Invoice Period	Date Created	Invoice Total	Payment ID	Date Paid	Check No.	Notes	Payment Total	Balance Due (Overpaid)	Credits/Pending
Email This	Excel Export	604341	KBFI	7/31/2023	8/7/2023					\$112.95	
Subtotal Invoiced:					Subtotal Payments:					\$112.95	\$0.00

KMYY Invoices & Payments Statement Airport Info — Amounts shown in airport's national currency

Invoices					Payments						
Invoice ID	Airport	Invoice Period	Date Created	Invoice Total	Payment ID	Date Paid	Check No.	Notes	Payment Total	Balance Due (Overpaid)	Credits/Pending
Email This	Excel Export	600067	KMYY	6/30/2023	7/16/2023					\$600.00	
Email This	Excel Export	602090	KMYY	7/31/2023	8/7/2023					\$300.00	
Subtotal Invoiced:					Subtotal Payments:					\$900.00	\$0.00

My Account | My Account

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Sample High GA Traffic Landing Fees

KBFI: BOEING FIELD

Billed using aircraft's MLW upon arrival. Touch & Go not billed.

Aircraft Type	Min. Weight (lbs.)	Max. Weight (lbs.)	Rate	Formula Type
Any	0	12,500	\$1.50*	Per 1,000 lbs. rounded to nearest nickel
Any	12,501	999,999	\$1.50	Per 1,000 lbs. rounded to nearest nickel

* Part 135 Operators, \$5.00 minimum

KDAL: DALLAS - LOVE FIELD

Billed using aircraft's MLW upon departure. Touch & Go billed.

Aircraft Type	Min. Weight (lbs.)	Max. Weight (lbs.)	Rate	Formula Type
Any	0	999,999	\$5.90	Per 1,000 lbs. rounded
Any	0	999,999	\$3.90*	Per 1,000 lbs. rounded

KASE: ASPEN PITKIN COUNTY AIRPORT

Billed using aircraft's MLW upon departure. Touch & Go billed.

Aircraft Type	Min. Weight (lbs.)	Max. Weight (lbs.)	Rate	Formula Type
Any	0	999,999	\$8.33	Per 1,000 lbs. rounded

KBED: MASSPORT HANSCOM FIELD

Billed using aircraft's MLW upon departure. Touch & Go not billed.

Aircraft Type	Min. Weight (lbs.)	Max. Weight (lbs.)	Rate	Formula Type
Any	0	3,000	\$11.36	Flat Fee
Any	3,001	10,000	\$17.05	Flat Fee
Any	10,001	999,999	\$3.24	Per 1,000 lbs. rounded
Any (Night Arrival)	0 (MTOW)	12,500 (MTOW)	\$76.00	Flat Fee
Any (Night Arrival)	12,501 (MTOW)	999,999 (MTOW)	\$544.00	Flat Fee

KSMO: SANTA MONICA AIRPORT

Billed using aircraft's MLW upon departure. Touch & Go billed.

Aircraft Type	Min. Weight (lbs.)	Max. Weight (lbs.)	Rate	Formula Type
Any	0	999,999	\$5.48	Per 1,000 lbs. rounded

NOTICE OF 2024 ANNUAL MEETING SCHEDULE

HEBER CITY AIRPORT ADVISORY BOARD

Notice is hereby given that the Heber City Airport Advisory Board conducts its regular meetings on the second Wednesday of each quarter to begin March 13, 2024, at the Heber City Municipal Building, located at 75 North Main Street, Heber City, Utah, beginning at 6:00 pm unless otherwise noted.

The 2024 Airport Advisory Board Meeting Schedule is as follows:

March 13

July 10

October 9

January 8, 2025

THE PUBLIC IS INVITED TO ATTEND ALL AIRPORT ADVISORY BOARD MEETINGS. Virtual meeting links are available at <https://www.heberut.gov/256/Agendas-and-Minutes>. If you need special accommodations to participate in the City Council Meetings, please call Robin Raines-Bond at 435-657-7887 at least 24 hours before the meeting.

Robin Raines-Bond

Deputy City Recorder, Heber City