

**Heber City Corporation
75 N Main
Heber City, UT 84032
Heber City Airport Advisory Board Meeting
June 13, 2024**

APPROVED MINUTES

4:00 p.m. – Special Meeting for Rates and Charges

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

Chairperson Talley called the meeting to order at 4:04 p.m. and welcomed everyone present. There was a full quorum.

Airport Advisory Board Present: Chairperson Jason Talley
Vice Chairperson Bill Tew
Bart Munteer
Jeff Peterson
Jay Henry
Captain Rocco Tomanelli, US Navy (Retired) – Remotely
Nadium AbuHaidar
Alternate / City Council Member Aaron Cheatwood

Staff Present: City Manager, Matt Brower
Airport Manager, Travis Biggs
Deputy Recorder, Robin Raines-Bond
City Attorney, Jeremy Cook
IT Manager, Anthon Beales

Also Present: Curt Castagna, Ryan Leick, Jeremy McAllister, Jeanne Henry, Dan Streufert, Matthew Zurenberg, Todd Hoon, and others who did not sign in or wrote illegibly.

Attending Remotely: Board Member Tomanelli.

II. Pledge of Allegiance (Vice Chairperson, Tew)

Vice Chairperson Bill Tew offered the Pledge.

III. Approval of Minutes

1. Approve the March 13, 2024, Meeting Minutes (Robin Raines-Bond, Deputy Recorder)

Deputy Recorder Robin Raines-Bond presented the minutes for review.

Motion: Board Member Peterson motioned to approve the minutes as written. Board Member Henry seconded the motion. Yes: Chairperson Jason Talley, Vice Chairperson Bill

Tew, Board Members Jay Henry, Jeff Peterson, Rocco Tomanelli, and Nadium AbuHaidar.
No: None. Motion Passed.

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

Matthew Zurenberg, a teacher at Wasatch High School, presented a proposal to establish a chukar pen at the airport to fund high school scholarships. The project aimed to use a 19-acre unused parcel at the airport, constructing a movable pen. The goal would be to raise \$20,000 annually for student scholarships.

The board discussed various aspects of the proposal, including security, which would require access only for Mr. Zurenberg and two students. The pen would be expected to have minimal impact on current airport uses, such as balloon launches. There were concerns about the legality of leasing airport land for non-aeronautical purposes, with the possibility of donating the land use instead of charging rent being considered. The pen's design allowed for easy removal if the city needed the space before the proposed five-year lease term ended.

The board expressed general support for the project's educational and community benefits but emphasized the importance of ensuring that any lease or donation aligns with grant assurances and airport regulations. They highlighted the value of supporting local high schools and noted the success of previous projects by CAP students at the airport.

No formal action was taken as the proposal was not on the agenda, but the board indicated general approval and directed Mr. Biggs to proceed with the necessary steps. This included addressing any legal concerns and potentially setting up the lease agreement or donation arrangement.

Todd Hoon from Quant Aviation Services presented three concerns to the council. Firstly, he inquired about the timeline and impact of a taxiway construction project affecting their hangar. He was advised to coordinate with the construction team to mitigate access issues and discuss possible compensation.

Secondly, Quant Aviation Services proposed placing a Conex container beside their hangar for additional storage. The council saw no issue with this, provided it meets airport rules and neighboring hangar owners are informed.

Thirdly, Quant Aviation Services wanted to expand its hangar and sought guidance on the process. The council recommended obtaining city council approval first and ensuring compliance with new building codes and stormwater regulations.

The council suggested that Quant Aviation Services submit detailed plans and work with city staff to ensure compliance with regulations. They also emphasized the need to coordinate with neighboring hangar owners regarding the temporary storage container.

V. General Business

1. Rates and Charges Policy (Curt Castagna and Ryan Leick, Aeroplex Group Partners)

An introduction and study presentation was given, facilitated by City Manager Matt Brower, supported by City Attorney Jeremy Cook and Airport Manager Travis Biggs. The discussion emphasized the importance of setting accurate rates and fees, considering inflation, and ensuring fairness. Three ideas boards were used to gather relevant information. (See attached photo and Excel document.)

Aeroplex Partners, Curt Castagna and Ryan Leick presented a study on the airport's self-sufficient budget and projected future growth. They discussed funding mechanisms, including federal and state matches, and outlined a rate-setting methodology based on best practices and peer comparisons. The presentation examined various revenue streams such as landing fees, fuel flowage, ground leases, and other airport fees.

Several key questions and discussions arose during the meeting. There was a focus on avoiding economic discrimination in rate setting, maintaining transparency and fairness in charges, and understanding the impact of project delays on financial planning. The assumptions used in the financial models were scrutinized in detail.

The discussion moved to capital improvement and funding, reviewing the Airport Capital Improvement Plan and land acquisition costs. The group debated the appropriate use of surplus revenue and the role of airport reserve funds.

Hangar and lease management were significant topics of discussion. The meeting explored hangar transfer fees and rental policies, reversionary policies, and asset management strategies. Current and future lease agreements and their financial implications were examined.

Board Member AbuHaidar suggested developing a hangar management asset plan. Mr. Jeremy McAllister discussed capital budget improvements and the development potential of the North Campus. Chairperson Talley raised questions about impact fees for infrastructure, with clarifications from Mr. Brower and Mr. Cook on the types of fees permissible. The differences between the South Campus and North Campus regarding redevelopment and privilege fees were debated. The board called for more information and new scenarios to make better recommendations.

Future directions and action items were identified, including the need for further data and refined assumptions to present to the City Council. The Board continued to discuss potential new revenue avenues, such as parking fees and commercial activity fees. The necessity of an asset management plan and policy justification for rate increases was emphasized.

Miscellaneous discussions included the impact of increased fees on airport users and the need for competitive pricing. Indirect costs and inter-fund transfers were examined, along with the

importance of maintaining compliance with FAA regulations and ensuring equitable treatment of all airport users.

Mr. McAllister provided details on upcoming CIP (Capitol Improvement Project) projects and funding allocations, including potential funding sources like private offers and UDOT advances. The importance of land purchases and environmental studies was highlighted. Mr. Leick stressed the need for a five-year projection and the generation of revenue before spending. Bonding and the City's stance on airport funding were considered. Board Member Tomanelli inquired about the board's role in revenue generation and the economic impact of the airport on the city.

Chairperson Talley thanked everyone for their patience and work. Mr. Brower reviewed the goals, focusing on policy to increase revenue and asset management, with a follow-up meeting in 30 days or less to firm up the budget and revenue fees.


VI. Adjournment

Motion: Board Member Henry motioned to adjourn the meeting. Vice Chairperson Tew seconded the motion. The meeting adjourned at 8:38 p.m.

I, Robin Raines-Bond, Deputy Recorder of Heber City, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on June 13, 2024. This document constitutes the official minutes of the Airport Advisory Board Meeting.

SEAL




August 7, 2024
Robin Raines-Bond,
Deputy Recorder

AAB Board Meeting June 13, 2024

Idea Boards

AGREEMENTS

Hangar Lease / Asset Management Plan

ACTION REGISTER

Documentation Of City match Requirements Of 57.3 M
ACIP Details
Expiring Hangar Lease Options & Asset Values
Hangar Expiration Rates / valuations On Airport Assets
Transfer Fees

IDEAS

Fuel Co-op (Legal? Policy issues?)
Update Existing Hangar Leases
Fee For Parking On Airport Property
Development Fee / Cost Savings On Infrastructure

