

## MINUTES OF AN AIRPORT ADVISORY BOARD MEETING

February 3, 2016

The meeting was called to order at 12:00 noon p.m. by Chairperson Travis Peatross, who welcomed everyone to the Airport Advisory Board meeting. A roll call was taken which showed board members Ryan Snow, Albert Foster, JR Bird, Clyde Stansfield, John Zilles, and Carolyn Wilcken present. Ken Burdick, Lynn Smith, and Howard Harding were excused.

Others present included Steven Timothy and Vince Riley.

### **MINUTES**

No minutes were reviewed.

### **OPEN MEETING REQUIREMENTS**

City Manager Ryan Snow explained that the Airport Committee is an advisory board, and as such, the open meeting rules are applicable. This means that notice of the meetings must be posted on the Utah State Meetings site and the agenda posted 24 hours in advance of the scheduled meeting. Chairperson Peatross expressed the need to formalize the meetings. The Board discussed the best time to hold meetings will be the first Thursday of each month as long as there is business to conduct. These meetings will be held in the Roosevelt City Council Chambers and will begin at 4:30 p.m. City Recorder Carolyn Wilcken will facilitate meeting the legal meeting requirements by recording and transcribing the minutes of the meetings, as well as making sure the agendas of the meetings are posted. All matters to be discussed at the meetings will be given to Chairperson Peatross. This information will then be forwarded to Carolyn and she will formalize the agenda and make sure all members of the board receive an agenda, the previous meeting minutes, and any other information that needs to be disbursed to the members for the next meeting.

### **AIRPORT HANGER LEASE AGREEMENT CONCERNS**

Chairperson Peatross asked if there were continuing concerns with the new airport hanger lease agreements. Jr Bird stated that there are still concerns. JR explained that he is more concerned with the process, not so much the terms. JR believes that as long as the process is followed properly, the end result will be in everyone's best interest. JR read the current ordinance in reference to authority. Chairperson Peatross then asked for suggestions of ways the Board could participate in a solution to these concerns.

### **AIRPORT BOARD FUNCTION**

Board members discussed their understanding of the purpose of the Airport Board and it was decided that there needs to be established airport minimum standards. Board members will also

consider creating a vision or mission statement for the board. Chairperson Peatross asked that everyone be thinking about what they would like and bring these ideas to the next meeting.

### **MEETING SCHEDULE**

The next meeting is scheduled for March 3, 2016, at 4:30 p.m.

Meeting adjourned at 12:50 p.m.