



# ROOSEVELT *Utah*

## AIRPORT BOARD MINUTES- DRAFT

April 21, 2022

1. Call to Order

At 1 p.m. Chair, Colton Roberts called the April 21, 2022, meeting of the Airport Board to order.

2. Roll Call

Chair Colton Roberts, and Board Members Clyde Stansfield and JR Bird were present. Others in attendance included Kimberly Silvester and Sunshine Bellon.

3. Minutes

Seeing no corrections, Colton Roberts motioned to approve the previous minutes and was seconded by Clyde Stansfield. The motion passed unanimously, and the minutes were approved.

4. Items

a. Signing of Environmental Covenant (EC) for parcels in vicinity of Fuel System

Mayor JR Bird stated that he approved of signing the Environmental Covenant, but that he still wanted to wait for the City Attorney, Grant Charles to review the document before signing.

b. Airport Capital Improvement Plan (ACIP) Update to include showing use of BIL funding

Kimberly Silvester provided the following update:

At the Jan. 2022 Airport Board Meeting, we discussed BIL funding that was being made available for 74V, which amounts to \$159,000 / year for the next 5 years, starting in FY22.

In Feb. 2022, FAA/UDOT requested all Airports to update their Airport Capital Improvement Plans (ACIP's) by March 28, 2022, to show using BIL funding over the next 5-9 years. J-U-B completed this update and submitted the attached proposed use of the funding. This is not a "Final" version, the FAA and UDOT was simply trying to get a snapshot of which airports would be using their funds in 2022 and 2023, for budgeting purposes. UDOT typically matches FAA grants at 4.685% and had not previously budgeted for matching these additional funds throughout the state. UDOT gets their CIPs approved in May/June, so this update also assists UDOT in planning for additional expenditures in FY22/23 and beyond.

Since 74V is going into an MPU project, the ACIP will get turned upside down, however, we attempted to capture the known shorter-term needs of the airport in this ACIP Update.

The ACIP's are typically updated in the fall (Sept/Oct.). 74V will get another change to update the ACIP then.

c. Airport Master Plan Update Project – IFE Contract, Scope, and Fees approval

Mayor JR Bird informed the board that Council approved the updated project plan at their most recent meeting, and it has been finalized.

d. AWOS Equipment replacement – J-U-B Task Order Approval

Kimberly Silvester presented an updated J-U-B task order for approval. The task order included engineering services to assist the city in replacement of AWOS equipment at the Roosevelt Municipal Airport. The scope of work includes:

- i. Coordination with City, FAA, UDOT, Suppliers regarding AWOS replacement
- ii. Preparing AWOS Price Procurement Proposal
- iii. Soliciting, collecting, reviewing price proposals received from Suppliers
- iv. Research and Recommendations for funding the AWOS replacement
- v. Coordination with selected low bidder
- vi. Two Site Visits: 1 to collect information and photos to prepare AWOS Price Procurement Proposal, 1 to be on site to coordinate w/ supplier during actual installation of equipment
- vii. Prepare FAA Grant Application, prepare/submit FAA Grant Requests for Reimbursement

e. Utah Aeronautics Conference (Sponsored by UDOT)

Kimberly Silvester informed the board about the new Utah Aeronautics Conference that comes with many benefits, including opportunities to hear from nationally renowned keynote speakers, obtain cutting-edge training that offers continuing education credits, attend breakout sessions with subject-matter experts across the state, engage in networking during conference receptions, interact with new industry technologies, and much more. Registration includes all meals during the conference. Mrs. Silvester suggested that the board seek funding and approval from council to send at least one board member to the conference.

f. De-icer Usage Discussion

Chair, Colton Roberts addressed the board regarding usage of the airports de-icer by airport patrons. Concerns were discussed such as liability for damage to airplanes, the lack of staff to run the machine, and how/ if the airport would charge for this service. Mayor JR Bird suggested that de-icer usage should be free if the pilot is buying fuel from the airport, and a flat rate should be charged if they are not. It was decided that the airport would advertise that the de-icer is available for use "at own risk" and that when available, Colton could show people how to use it, but that airport staff would not be performing the service for liability reasons. The board will also be recommending a \$15.00 charge for de-icer use be added to the City's Consolidated Fee Schedule.

g. Hangar Lease Agreement

The board reviewed a current draft of the Hangar Lease Agreement provided by the City Attorney Grant Charles. Kimberly/ J-U-B was asked for input regarding the insurance stipulations in the agreement.

Ultimately it was decided that the board would recommend a simplified agreement similar to the one used by Big Piney Airport in lieu of the more detailed Hangar Lease Agreement the City drafted by Mr. Charles.

h. Leon Ross Agreement Review and Recommendation

Chair Colton Roberts addressed the board about questions he had recently received from Mr. Leon Ross regarding an agreement he believed he had with the City/Airport in which he would obtain runway access from his property. Mayor JR Brid provided clarification stating that the issue had previously been resolved and that a taxilane from Mr. Ross' property was not possible. Colton was advised to direct Mr. Ross to contact the City if he had any further questions or concerns.

5. Items for future discussion

- Letter of support for Virtower (decision would need to go before City Council by May)
- Budget to get cameras so that we know if people are adhering to airport rules and regs.

6. Adjourn

Chair Colton Roberts motioned to adjourn at 2:19 p.m. and was second by Hunter Webb. The motion passed unanimously, and the meeting was adjourned.