

**Hurricane City Municipal Airport
Advisory Board Meeting Minutes
February 21, 2023**

Present: Art Granger, Mike Vercimak, Doug Heideman, Dave Houston, Norm Anderson, Cathy Clark, Jim Lemmon, Mayor Billings, Scott Freeman, Dayton Hall

Guests: Steve Lemmon, Kirk McDaniel, Steven Cox, Pat Anderson

Item #1 Call to Order, Pledge of Allegiance, Prayer

Art Granger called the meeting at 9 am Doug Heideman led pledge of Allegiance and Doug Heideman offered the prayer.

Item #2 Review Minutes from January 17, 2023

Jim Lemmon motion to approve the minutes. Norm Anderson second. Motion approved.

Item #3 Discussion on tie down and proposed monitoring system for the airport manager to track use for the city treasurer for billing purposes.

Mayor Billings said the city treasurer gave out a list of the information she has received so far. The city treasurer Kathy Excell would like to get an updated information if someone is leaving so, that way she knows how to bill. The airport tie downs are billed in advance.

Dave Houston stated they haven't had anyone move in for a while and when they do, he brings the information to the city treasurer. Dave Houston said anyone coming in new he brings it to Kathy Excell city treasurer. Dave Houston stated that when they leave, they don't always get notified the tenants have left. Scott Freeman was asking if somewhere in the lease does it say please notify us when you leave? Dave Houston said when he notices that someone has left, he will get the information to Kathy Excell city treasurer.

Mayor Billings talked to Kaden Demille city manager about getting a computer for the airport? They can purchase one with the airport funds to do this. The computer can be used to help keep track of things and to monitor the flight information.

Item #4 Discussion on tie down rental fee notice and due date.

Mayor Billings stated that the city treasurer had question on how we are getting that information to the tie down users that the rental fee is due.

Doug Heideman asked how we know if they are getting billed the same. Mayor Billings said they are billed every six months.

Art Granger said being the airport manager it's hard to track those individuals that are staying permanently or just there temporarily.

Dave Houston said they have three days free then its \$35 a month moving forward. Tie downs free for three days then it's a fee after that. Steve Lemmon gave a suggestion that we start putting a tag on those individuals, so we are not missing out revenue.

Doug Heideman asked how the board feels about giving three days or would they like to add a nightly fee? Scott Freeman feels like our airport needs to be more self-sufficient. Scott Freeman feels that we

need to charge a nightly tie-down fee. As a small airport we need to make sure we pull our own weight to keep the airport at good standing. This would help with revenue.

Norm Anderson said we need to have this advertised so those coming in can see it. This can be added to the application and by hanging signs at the fuel station and main building.

Dave Houston asked what we can do to set that up so they can pay for this fee for example box, QR code, Venmo.

Scott Freeman made motion to look at tie down fee and structure and investigate doing nightly tie down fee before going forward. Norm Anderson second motion. Motion passed.

Dayton Hall will investigate it and talk with our city treasurer, city manager, and accountant on some options on how to collect the rate fee. Dayton Hall said this would be something that needs to be a resolution and update fee. The dollar amount needs to be investigated more.

Item #5 Review discussion and possible vote on AWOS project

Mike Vercimak said we got notice from FAA that we can put our 2023 AWOS project on the board as part of the capital improvement plan and with approval from the airport board and city council we can move forward with this. It came to his attention if moving forward with this AWOS plan there is an annual maintenance fee of 5 to 7 thousand dollars. Which will need to budget into the airport budget every year. Mike would like to know how the board feels about going forward with this then it can go to city council for approval.

Mayor Billings asked Mike Vercimak to let the board know how much the airport board has in its budget since this is something that will come out every year. Mike Vercimak said the airport runs on about 50 to 70 thousand a year depending on how much we are setting aside for repairs which we set 5% aside.

Mike Vercimak discussed some of the items that was used for budget items for the airport. We have ten thousand for airport improvements. The airport funds come from sales taxes fees. Dave Houston asked if we could get a higher budget. Mayor Billings said the airport budget comes from sales taxes fees and impact fees. Mike Vercimak has added 5 to 7 thousand to the budget for the annual maintenance fee which is under new item for the city council to decide on during the budget meeting for this upcoming budget year. Mike Vercimak gave a brief discussion on how the budget works.

Scott Freeman asked how long the airport budget has run at this amount. Mike Vercimak said that it's been running good at the current budget amount. The budget does go up a little if power and other charges go up in fees.

Scott Freeman gave a suggestion on how to keep the airport maintenance cheaper is to have young individuals that is interested in Aviation to come and help with weed control, tarmac maintenance, and other issues around the airport. This will give them time to help and learn about the Aviation and how it runs.

Steve Lemmon said we have taken young individuals out to the airport hangar to check it out and see how things run. He feels like it would be a good thing to move forward on. How would the money come into the city? Dayton Hall said that people can donate for that specific fund they wanted to donate to.

Steve Lemmon asked if we do the AWOS project how long before that will take place where would it be placed on the list. Kirk McDaniel with Jviation said that we could use it for the 2023 project. It would need a plan design and get a bid in so it might be late in the fall before it could go forward. It could be late in the fall more towards winter.

Steve Lemmon asked if there was an impact fee for the airport if he could delegate where it went? Mike Vercimak and Mayor Billings said as of right now there isn't been an impact fee done for the airport.

Dayton Hall said that impact fee that was directed to just the airport has not been set. We have specific areas that impact fees are charged for.

Mike Vercimak says that the airport budget runs in the red at times. The airport budget is funded by the money from the general fund. Scott Freeman asked how much revenue comes in from the airport. Mayor Billings said we can add to next month's agenda as a discussion item and have the city manager or our accountant come in and explain the income revenue for the airport. Mike Vercimak explained if we don't use all our budget, it goes back into the general fund. Before budget year is over Mike said we try to stock up on some supplies like the weed spray etc. He said we like to get building and maintenance taken care of when it gets close to end of budget year. There was a brief discussion from the airport board on how the budget works and questions how things are dispersed.

Mike Vercimak explained that he will bring in the budget to airport and discuss before it gets finalized with city council. Scott Freeman asked if Mike Vercimak could bring a budget report to the airport board a monthly update so the board understands where things are standing with the budget.

Dave Houston recommended that we talk to city council to add the additional AWOS annual fee to the airport funding to make it new item rather than take it from our current budget. Jim Lemmon made motion to add the addition AWOS annual fee to the airport board budget. Norm Anderson second motion. Motion passed.

Item #6 Review discussion and possible vote on adding an insurance provision to the hangar leases.

Dave Houston discussed some information he found out from lease holders. He explained concerns from those having leases due soon is concerned about adding the insurance provision to the hangar leases. Some of the comments asked were doesn't the city have insurance that covers the airport already? Why are we trying to double insure them? If there is a claim how is it reimbursed. Dayton Hall said if there is a claim the lease would make the tenant first and it would release the city. Dayton Hall said this came up after viewing St George airport leases. The existing lease was made up from St George airport lease and somehow the insurance provision was missed. It came to the cities attention when a tenant wanted Hurricane City to pay for the insurance for the hangar since they didn't want to sign the lease.

Dave Houston discussion has come up since we are updating our leases which has not been covered previously. Steve Cox asked why we are comparing Hurricane to St George and not to smaller airports like Parowan and Beaver? Dayton Hall said it is normal for insurance to be added to the lease.

Dayton Hall said if the board would like to make changes to the draft lease, they need to make a motion and have the airport discuss it and bring it to the city council.

There was a long brief discussion about the insurance being added to the lease. Norm Anderson and Stephen Lemmon asked if they could get copies of the leases. Stephen Lemmon asked does the lease he signed a month ago is the current one. Dayton Hall explained yes that one is still in effect. Dayton Hall explained the insurance provision has not been approved yet needs to be approved and recommended from the airport board so it can go to city council for approval.

Art Granger suggested that the board members get together and make those changes and bring to the next board meeting in March and have a discussion on the leases on and make a decision.

Dayton Hall asked if anyone has anything to look at now and get this to city council.

Norm Anderson made a motion to table this until next month and review insurance provision and send out leases to everyone so they can be prepared and have time to look over it and Angie Tripp will send out a copy of the leases to all board members. Art Granger second motion. Motion passed.

New Business

Mike Vercimak passed out a copy of the airport current budget we are working on right now for the 21-22 budget year.

Scott Freeman talked about the monitoring system that is going to expire in April. He stated that he hasn't gave everyone access into the system yet. Scott has given Kate Wadsworth full access into the data so she can see what is getting reported. She was very appreciated of being able to see what's going on and how they are getting addressed. Scott Freeman said he doesn't have a problem sharing that information with those that want it.

Doug Heideman asked about how the complaints were dealt with and at a timely manner. Scott Freeman gave a brief discussion on how he handled the complaints. The main complaint was with SUU. SUU has a time of day in the MOU that is previously in place. They have made the changes that's been asked they are good to follow the MOU in place.

Scott Freeman explained 80 percent of the complaints are from the helicopters. The complaints are exceptionally low overall. Before this system goes off line, he would like to pull some of the report data usage.

Doug Heideman asked Scott Freeman if he would like to monitor the new software the city has. Scott Freeman has agreed to do this.

Adjourn

Art Granger motion to adjourn the meeting. Laron Hall seconded motion. Motion passed.

Meeting adjourned 10:40 am