

**PAROWAN CITY AIRPORT BOARD MEETING**  
**JUNE 3, 2024**  
**PAROWAN CITY OFFICES – 35 EAST 100 NORTH – 4:00 PM**

**MEMBERS PRESENT:** Pat Wall (Chairman), David Harris (Council Representative), Dave Norwood, Dave Cowen, Luke Carlson

**MEMBERS ABSENT:** Del Tanner, Jr.

**STAFF PRESENT:** Dan Jessen (City Manager), Mollie Halterman (Mayor), Heather Shurtleff (Deputy Recorder)

**STAFF ABSENT:** None

**PUBLIC PRESENT:** Mick Lauer (Parowan Airport FBO), David Coates

**CALL TO ORDER:** The meeting was called to order at 4:01 PM Pat Wall.

**DOES ANYONE HAVE ANY CONFLICTS OR PERSONAL INTEREST IN ANY MATTER ON THE AGENDA WHICH NEEDS TO BE DECLARED?** Pat Wall, Dave Norwood and Dave Cowen declared conflicts. They are all hangar owners.

**APPROVAL OF MINUTES:** Dave Norwood moved to approve the minutes of May 6, 2024 as written. Luke Carlson seconded the motion. All members present voted in favor of the motion. The motion carried. The minutes were approved.

**RECOMMENDATION FOR AIRPORT GROUND LEASE TEMPLATE:** Dan Jessen said the idea proposed in the last meeting was generally the consensus that the board focus on the oldest contracts as they come due and move them to the middle tier lease template, leaving the rest of the lease agreements alone and only adjusting the cost per their contracts. The majority of the existing leases are the newer, middle tier leases. The existing leases were set up so if the hangar owner is in compliance, the leases don't expire. Mr. Jessen said he took that idea to the City Council and the Council didn't object. Mr. Jessen said he believes that the board should be at a point to move forward with the lease agreement update, and asked if there were any questions.

Pat Wall said he would like to come up with definitive lot sizes verses the hangar sizes before the board votes. Dan Jessen said the essentially the first time that will be significant is when the first new hangar is built, then we will need to be in agreement on the footprint of the hangar. Mr. Jessen continued, all of the existing hangar leases say lineal feet (front footage), except for one that also mentions square footage.

The board discussed at length whether the square footage mentioned in the updated lease should be for the hangar or the leased ground. Dave Norwood said the City is leasing

ground, not hangars, so the square footage should be for the leased ground, then whatever is built won't matter, except for required setbacks. If someone wants to build a bigger hangar, they will need to lease a bigger piece of ground. Mr. Wall continues to be concerned about the front 15 feet of the leased ground being taxiway; Mr. Norwood said he would check into that.

The board discussed at length whether to charge one amount for the leased ground or one price for improved portion and a reduced price for unimproved portion. Dan Jessen reminded the board that the hangar lots won't be a standard size going forward like they are now. Dave Norwood said the back of the hangars was supposed to serve as an access road to get to the hangars without driving on the taxiways. Mr. Norwood said if there is a planned road in between the new hangars, it will limit the lot sizes. It was also mentioned that there needs to be access for fire vehicles and enough room for them to be able to turn around. Mick Lauer mentioned if the fire vehicles couldn't turn around there would need to be a gate installed. Mr. Jessen said whatever is decided, it should be fair across the board. No decisions were made at this time.

The board discussed a few differences that occur in the existing leases. Dan Jessen mentioned that the City Attorney, Scott Burns, will need to take a look at all of these ideas and issues.

Dan Jessen said the rate increases for the hangar leases will happen at the five year intervals when the leases renew. The board discussed briefly utility extension agreements. No decisions were made at this time.

Pat Wall asked if Dan Jessen had a current draft that the attorney had signed off on. Mr. Jessen answered no, there hasn't been a sign off on a final version yet, but he will have Scott Burns take a look. Mr. Jessen said the Airport Board could, if they wanted, vote to accept the proposed ground lease updates, pending Mr. Burns' final review. Mr. Jessen also said he could ask Mr. Burns to review the agreement and introduce some language and bring it back to the board. Dave Cowen said he liked the latter of the two options. The biggest take away from the last Airport Board meeting for, Mr. Jessen, was running the agreement by the City Council to see what they thought. Mr. Jessen will also get Mr. Burns' take on the square footage matter and bring the findings back to the board.

**PUBLIC COMMENTS:** Carlyn Bedwell asked Dan Jessen about the RVs parked at the airport by the restrooms, and that one of the RVs is occupied. Mr. Jessen said he hadn't had a chance to speak with Mick Lauer about that. Mick Lauer said his father is staying in one of the RVs, and the FAA allows it as long as it is occupied by maintenance personnel. Mr. Lauer said the other RV could be moved.

Carlyn Bedwell also asked about a lot of rocks on the ground on the taxiway and ramp. Mick Lauer said he could get a sweeper out there and clean it up.

Carlyn Bedwell said the Glider Festival is a good thing for the airport and the town, and hopes that the restrooms can be used by the glider folks. Dan Jessen said that Jet Smith takes care of that and she knows that the festival is coming soon.

**STAFF COMMENTS:** Dan Jessen said that Aldo Biasi, Parowan Public Works Superintendent) will use a piece of equipment called a zipper, from Iron County, to help fix the road. The potholes will be filled at the very least. There may be some roto-milled material that could be used to improve the road. There will also be a project to realign the road, so spending a lot of money right now wouldn't be prudent.

Dan Jessen talked about the business that will be airport adjacent. The project is being designed by Jones and Demille, including the road realignment and a new road going out and around. There is a master plan for utilities for each property owner, which will be handled like a subdivision master plan, not that it will be binding. The master plan will have all of the construction drawings and design so the City will be able to go after development grants. There could possibly be a land swap with the Adams' to allow for an easement on the north side of the airport. The water lines and power will also be improved for this project. Mr. Jessen said he had a kick off meeting for this project a while back, and would like to bring a draft to the airport when it's ready.

Dan Jessen talked about having to wait for months to do FAA flight checks, due to a semantics issue with the SAM (System for Award Management) number. The cost is \$24,000 and the government will reimburse the full amount; however, red tape for this process is very convoluted. The City is required to wire money to the government, and the government will cut a check back for the cost of the flights and another check for the difference between what the City paid and the actual cost. Judy Schiers, Parowan City Treasurer, will wire the money today.

Mick Lauer said the flight checks will be to calibrate the new PAPI (Precision Approach Path Indicators) System. The PAPI system is up and running, but the adjustments need to be made and double checked. The calibrations will need to be performed once a month, but the initial calibration will need to be run by the FAA.

Mick Lauer said that the striping at the airport was completed a month ago, so the grant is all wrapped up. Mr. Lauer said he is still waiting for the state to come complete the asphalt preservation project, but doesn't have a date for that yet.

Dan Jessen talked about all the work for the airport master plan that should start in June or July of this year and will take several months to complete. The updated master plan will include all of the future capital facilities that will be going into our airport. Mr. Lauer said the state government has been short on money so the process will most likely be extended. Dan Jessen gave an update and said the money is in and ready to go. Mr. Lauer did caution that the State of Utah gets their money from the FAA, so there could be a delay in payment.

Dan Jessen mentioned that Lochner bought out Armstrong Consultants; the email addresses will change, but not the personnel.

**ADJOURN:** Luke Carlson moved to adjourn the meeting. Dave Norwood seconded the motion. All members voted in favor. Meeting adjourned at 4:46 PM.

7/1/2024  
Date of minutes approval