



PAROWAN AIRPORT BOARD MEETING MINTUES
FEBRUARY 3, 2025, 4:00 P.M.
COUNCIL CHAMBERS, 35 E 100 N, PAROWAN, UT, 84761

BOARD MEMBERS PRESENT: David Norwood, Dave Cowen, Kike De La Paz, Luke Carlson

CITY STAFF PRESENT: Mollie Halterman, Mayor; Dan Jessen, City Manager; Callie Bassett, City Recorder; Mick Lauer, Airport FBO

PUBLIC PRESENT: Councilmember John Dean

1. Call to Order

David Norwood called the meeting to order at 4:01 p.m.

2. Declaration of Conflicts or Personal Interest on Agenda Matters. No conflicts were declared.

3. Approval of Minutes from January 6

David Norwood asked if everyone had read the minutes and if there were any changes needed. He then called for a motion to approve the minutes.

Kike De La Paz moved to approve the minutes. Luke Carlson seconded the motion. All members voted in favor of the motion. The motion carried.

4. Proposed Modifications to Airport Overlay Zone Code

Dan Jessen explained that he had not had time to prepare the language for the proposed modifications as discussed in the previous meeting. He mentioned that the airport overlay zone was required by Utah law and that they already had one, but they were planning to update definitions to ensure they were current and aligned with Part 77 regulations. Dan suggested tabling this agenda item for the next meeting.

5. Through the Fence Access Agreement (TTFAA) Discussion and Recommendation

Dan Jessen referred to an email sent by David Norwood containing thoughts on the Through the Fence Access Agreement (TTFAA).

David Norwood discussed several points regarding the TTFAA proposal:

1. He mentioned a previous land exchange made to allow for hangar expansion on the airport property.
2. He expressed disagreement with a placeholder TTFAA, stating that if an agreement were to be made, it should be implemented within a reasonable timeframe.
3. He emphasized that the city should be compensated at the same rate as if hangars were being built on the airport property.
4. He expressed concern about access to the property without restricting the city's automobile access if hangars were to be built.

Dan Jessen raised questions about potential commercial enterprises that could benefit from a TTFAA. He noted that there was ample space for private hangar growth within the airport for the foreseeable future. He said he wondered if there might be interest from companies like FedEx that need to fly in, taxi, and fly out.

David Norwood and other members discussed various aircraft-related businesses that could potentially operate near the airport, such as radio shops, specialty hose manufacturers, engine shops, and avionics shops. They also discussed the FAA's potential stance on off-airport businesses using airport infrastructure.

The board discussed several key points regarding the terms and conditions of a potential TTFAA:

1. Non-transferability: They agreed that the agreement should not be transferable to a new owner without substantial investment in hangars being made first.
2. Time limits: They discussed the need for a time limit on the agreement and the possibility of extension clauses.
3. Infrastructure costs: They considered requiring the agreement holder to cover costs for road realignment, fencing, and gates.
4. Commercial use: They debated whether to allow or prohibit commercial activities within the agreement.

The board discussed the importance of protecting the city's interests while remaining business-friendly. They considered the potential impact on the city's industrial park plans and the possibility of using incentives to encourage industrial growth in the area.

Dan Jessen proposed compiling the discussed points into a more formal document to send to the interested parties. He suggested inviting them to the next meeting for further discussion.

Kike De La Paz made a motion to table the TTFAA discussion pending further information and to contact Judd from Armstrong for his opinion on the feasibility of the agreement. Luke Carlson seconded the motion. All members voted in favor of the motion.

6.2025 Meeting Schedule

Dan Jessen introduced the idea of reducing the frequency of meetings, suggesting a move to a quarterly schedule after resolving the TTFAA issue. The board discussed the pros and cons of quarterly versus monthly meetings.

Dave Cowen made a motion to move meetings to a quarterly basis, to be held on the second Monday of each quarter, with the provision that additional meetings could be called by the city manager if needed. Luke Carlson seconded the motion. All members voted in favor of the motion.

7. Member and Staff Comments

Dan Jessen provided an update on the prairie dog situation at the airport. He mentioned that the state was tightening regulations and had requested monthly reports. A meeting with all airports affected by prairie dogs was scheduled with the FAA and Utah Division of Wildlife. Jessen expressed hope that if a new wildlife fence was required, it could serve as both a prairie dog and deer fence.

Mick reported that both gates at the airport had been fixed and repaired with new sensors installed. He mentioned that they were still waiting on some circuit boards for a couple of lights.

8. Public Comments: There were no public comments.

9. Adjourn

Luke moved to adjourn the meeting. Kike seconded the motion.

The motion was approved, and the meeting was adjourned at 5:14 p.m.



Callie Bassett, CMC

City Recorder

Date Approved: 4/07/2025