

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
MINUTES
SEPTEMBER 4, 2012

The Logan-Cache Airport Authority Board convened in a regular session on September 4, 2012 at 7:30 a.m. in the Cache County Council Chambers, County Historic Courthouse, 199 North Main, Logan, Utah.

ATTENDANCE

Members of the Airport Authority Board in Attendance:

John Kerr
Dean Quayle
Gar Walton
Val Potter
M. Lynn Lemon

Members of the Airport Authority Board Absent:

Mayor Randy Watts

Others in Attendance:

Lee Ivie - Airport Manager
Jeff Peterson – Logan City Fire Department
Brady Hansen – Logan City Fire Department
John Manée – Armstrong Consultants
David Hartmann – Armstrong Consultants
Bryan Congdon – Harris Air
Kim Hull – Leading Edge Aviation
Kimberly Silvester – J-U-B Engineers
Zan Murray – J-U-B Engineers
Zak Loosle - Utah Jet Center
Sean Heiner – Utah State University
Jessica Parker – Mountain Ridge Helicopters
Bill Francis – Pilot
Dan Boston – Hangar Owner
Janeen Allen

CALL TO ORDER

Chairman John Kerr called the meeting to order at 7:31 a.m.

REVIEW AND APPROVAL OF MINUTES

Kerr asked for a motion to approve the minutes of August 7, 2012.

ACTION: Motion was made by Walton and seconded by Quayle and Potter to approve the minutes of August 7, 2012. The vote in favor was unanimous, 4-0 with 2 absent.

ITEMS FOR DISCUSSION

Manager's Report – Lee Ivie (Attachment A)

Ivie presented his report which is attached.

AIP Projects:

Ivie noted that the seal coat and the striping should be done by September 13th which will not affect the USU charter flight coming in the afternoon of the 14th.

Quayle asked Ivie if he is still short on dollars for the ARFF vehicle. Ivie responded that the grant has been awarded and the funding should be forthcoming. He added that the vehicle is still probably nine months out.

7:43 a.m. - Lynn Lemon arrived

Budget Amendment to Cover ARFF Training for Fiscal Year 2011 – Lynn Lemon, Lee Ivie

Ivie explained that we conducted ARFF training last year late October, early November. There was a verbal agreement between Rich Stehmeier and Brady Hansen to go ahead with the training because there was extra money from the V-22 Osprey coming in. However, Ivie said there was only \$10,000 in the budget for the training and it ended up costing \$16,515. In addition, we were not billed for it until March of this year. So now we have the \$16,515 plus the \$10,000 for training this year and there is only \$10,000 appropriated.

Peterson and Hansen both said they were told by Stehmeier and Hunsaker to go ahead with the training, and Hunsaker told them to bill for all of it. Peterson added that the bill was sent last year right after the USU charter flights ended. He doesn't know what Hunsaker did with it. Ivie said he checked with the Auditor's office and they didn't receive the bill until March of this year.

Lemon said that he will follow up and get a budget amendment to cover the additional training cost.

Peterson said they will be going to Casper, Wyoming this year for training because it is the cheapest in the area. It will cost around \$6,000 for the school plus another \$4,000 for fuel, travel and per diem costs. He also asked for direction as to who should be billed for standbys when the football teams fly in. Kerr said that USU pays a landing fee. Lemon asked how much they pay. Kerr responded that it is \$200 per flight, essentially \$400 per weekend which should cover the standby costs.

Ivie said that he has been contacted by Frontier Airlines asking him to upgrade our ARFF index which we already have. They also requested a weight-bearing capacity waiver on the runway. Ivie said their aircraft weigh about 130,000 to 140,000 pounds and we're only rated for 68,000 pounds on dual-wheel aircraft. He is reluctant to issue a waiver because it will release them from any responsibility to repair damage their aircraft may cause to our runway. Ivie added that they told him that the waiver has been issued in the past and that there should be a file for Frontier Airlines with the waiver in it. However, he cannot find the file and the district office has suggested strongly that he not issue the waiver. Kerr's recollection is that there may have been a letter in the past allowing a limited number of flights over the weight limit, but he doesn't recall an official waiver ever being issued. Quayle asked if that would preclude them from coming. Ivie said he doesn't think so because they have already scheduled the flights. He added that it doesn't prohibit them from landing at the airport, it just saves us from having to pay the costs from damages that might occur if something were to happen, and in his experience, he has never seen it deter an airline from coming anyway. Kerr and the board concluded that a waiver should not be issued.

ACTION: Motion was made by Quayle and seconded by Walton to amend the budget to include an additional \$17,500 for ARFF training and standby fees. The vote in favor was 5-0 with 1 absent.

Update on Proposed Utility Service (water & sewer lines) to Commercial Hangar Development Area Southwest of Runway 28/10 – John Kerr

Kerr said the design is in for the utility upgrade and the parts list has been submitted for bids. He anticipates construction will begin by the end of the month. He reminded the board that the water line will come in just west of the current gate and will run parallel to the entry road. It will continue to the southwest of Mountain Ridge Helicopters and then loop around and tie back in at the end of the current line by the Las Vegas Air / DeLoy Hansen hangar. Kerr continued that the sewer service for the area will be a pump located in the same vehicle access area and will be lifted to the manhole area by the Las Vegas Air / DeLoy Hansen hangar.

Lemon asked Kerr if he knew yet how much the parts would cost. Kerr didn't know.

Committee Reports (Attachment B)

Kerr asked if there is an update on the Hyde Park Overlay. Lemon said that Hyde Park wants an easement from the Airport Authority and the county across 4200 North. He asked Zan Murray to address the board on the progress at this point.

Murray said that J-U-B has prepared an easement description for the area along the south side of 4200 North. He passed the draft easement out to the board and noted that it would have to be worked with the legal department and then prepared for signature by Hyde Park.

He described the easement as a 23-foot wide utility easement south of the south edge of the pavement, but north of the airport safety fence line. He added that the utilities would all be underground with no vertical obstructions that might affect the flight path of aircraft.

Lemon explained that hopefully this will resolve a long-standing point of dispute about an easement Hyde Park thought would be under 3700 North but the FAA refused to allow. He continued that he hopes this easement under 4200 North will be satisfactory to Hyde Park, and they will then approve the overlay zone.

Kerr questioned whether the Airport Authority Board could sign an easement for property we don't own. In addition, we can't sign an easement on property for which we received FAA funding to acquire without FAA approval. Lemon agreed that we should probably take it to the FAA for approval. Kerr said that we need to see where the property line is in relationship to the proposed easement. Murray said he would gather the property information so the board will know whether it needs FAA approval or not.

Committee Reports

Audit & Finance – Lynn Lemon

Lemon said the committee is behind schedule and has not met yet, but will hopefully meet this month to put together a draft budget for next year. Kerr suggested Chief Peterson be included so that the budget will contain the necessary amount for training.

Operations Committee – Dean Quayle

No report.

Capital Improvements

Kerr asked Lemon if a replacement has been found for Harry Ames who resigned from the Airport Authority Board after the last meeting. Lemon said he hopes to have a replacement by the next meeting.

Economic Development / Public Relations – Gar Walton

Walton said his committee is working on a spotlight presentation which should be useful for public affairs as well as the UAOA.

Open Items (Attachment C)

Kerr asked if Armstrong Consultants had anything they wished to add to the meeting. David Hartmann provided a one-page update of what Armstrong has been working on and which supplements the Manager's Report.

Next Meeting

The next meeting of the Airport Authority Board will be October 2, 2012 commencing at 7:30 a.m.

Adjournment

The meeting was adjourned at 8:20 a.m.

LOGAN – CACHE AIRPORT AUTHORITY BOARD
SEPTEMBER 4, 2012

ATTACHMENT A



August 2012 Manager's Report

- **AIP Projects:** A notice of award (NOA) has been sent to both Maxwell Asphalt and Staker Parson in respect to their bids on the two State funded projects slated for 2012. A preconstruction conference is scheduled to take place at 10:00 a.m. on September 4th and construction will commence at 8:00 a.m. the following Monday September 10th. A letter notifying airport lessees, operators, and users about the closure of runway 17/35 has been sent to those on our airport mailing list, and the same letter has been posted at both FBOs, and at the Utah State University Flight School Lobby. At the present time I do not know how many days our main runway will be closed, but I wanted to give adequate notice to our airport users so that they could make any adjustment to their schedules that might be affected by this closure. In regards to itinerant traffic, the best we can hope for is to have our FBOs communicate this information, and add this notice to the airport website. I am only allowed to issue a NOTAM twenty four hours in advance. Once the fog sealing and striping of runway 17/35 is completed, that runway will be opened and construction will proceed with airport safety and security being top priority. Runway 28/10 will remain open throughout the duration of these projects. In conjunction with these state projects, Staker Parson will be relocating a section of the airport perimeter fence at the southeast corner of the field to allow for emergency vehicle access and the sidewalk that parallels the new road surface of 25th north. Construction relating to utility service for the commercial hangar development area will also begin in September so the next two to three months will be busy months at the airport.

A (NOA) has been sent to both Oshkosh Corporation and L.N. Curtis & Sons Co. for their bids on the ARFF vehicle and special equipment for that vehicle. The FAA grant for that project has been written but at the present time I do not have a copy in my possession. I have not sent a (NOA) to Creamer Noble Corporation for their bid to do the wildlife hazard management assessment (WHMA) and the wildlife hazard management plan (WHMP). I'm still waiting to receive word from the FAA about the status of that grant. The Utah State Department of Aeronautics has agreed to provide the \$76,000.00 amount needed to complete our 2012 projects, and an amendment to the original grant has been submitted to their office. As soon as that amendment is processed we should receive the additional funds to augment those in the current grant agreements.

- **Hangar Construction:** Jerry Clark has begun construction at site #G9. Concrete footings and walls have been poured, and he is ready to have the steel walls erected. Brad Worston has sent a letter to me requesting the site just south of FL15 as a space for a new hangar. This spot will accommodate a building approximately 125 feet by 125 feet, and is the area where we intend on hauling most of the spoils from our construction project. Before a hangar can be built here the ground level will have to be elevated, and an abandoned canal will have to be filled in. Mr. Worston is in the process of filling a 7460-1 form with the FAA to have that location approved for building. I met with Nate Smith the chief pilot with Gliko Aviation, and he expressed their

interest in building a hangar at the airport. This would allow them to move their operation to Logan. Gliko Aviation is mainly in the business of helicopter contract work, and they would need a building that was at least 75 feet by 75 feet in dimension. Because of the type of aircraft used in their business, the location of their building would have to be in an area where the prop blast from their rotors would not be a concern of other airport users. I'm still waiting to receive approval from the FAA on the site that Hillary Lin Wong has selected for a hangar in the new commercial development area. A 7460-1 form was given to one of her associates to be filed with the FAA and at the present time I have not received written notice of their (FAA) approval.

- **Airport Grounds, Buildings, and Fences.**

1. Mowing operations at the airport will continue into September due to maintenance problems with the mower. (see Airport Vehicles and Equipment below)
2. All ruts in the runway and taxiway safety areas have been filled in, rocks protruding above one inch in those areas have been removed, and fill dirt has been added around the bases of the movement area signs. These were the items that need to be corrected by the end of August in order to comply with the FAA safety inspection.
3. All rocks, concrete, and debris uncovered during mowing procedures have been hauled to the landfill, or dumped into those areas of erosion at the airport needing fill.

- **Airport Vehicles and Equipment:** A slip clutch on the center drive shaft of the bat-wing mower burnt out when a rock was lodged between the center drum and the mower housing. Actually one disk plate completely disintegrated. I ordered replacement parts but received the wrong parts due to our mower's serial number not matching that of the parts manual. I reordered the parts after disassembling the unit to match the disks to those in the manual. I also ordered another set of mower blades due to those on the mower being in need of replacement. We will sharpen the old blades and use those blades in areas where we are most likely to encounter rocks and mounds of dirt, while saving the new blades for the runway and taxiway safety areas. The tailgate latch on the GMC pick-up broke and had to be replaced. We found one on e-bay for \$15.00 and purchase it rather than buying one from a dealer at roughly \$40.00 to \$50.00. Our inventory of lamps for the different light fixtures in the airport movement area needed to be replenished, and all of the wiring & plug assemblies for the spare runway/taxiway lights are not long enough to extent through the two foot risers, so I ordered twenty four plug assemblies to replace the short ones. It will be wise to have spare light fixtures ready to replace damaged fixtures prior to winter operations. The ten wheel Autocar Dump Truck used for plowing runs fine but does not idle at the proper RPM, and will probably have to be serviced before winter. The twelve volt batteries used to power the lights on each wind sock are not being charged adequately from the solar panels connected to them and periodically I have to remove the batteries and hook them up to the shop battery charger. We still have not addresses the lighting problem for the segmented circle, or the three illuminated signs that go out briefly when the intensity of the lights is changed.

- **Airport Self Inspections:** I have submitted a new self-inspection form to the FAA to receive their approval. At the last safety inspection it was mentioned that the form that we are currently using didn't differentiate from a daytime and a nighttime inspection. There was also comment made as to the lack of space on our form to describe discrepancies and corrective measures taken in regards to those discrepancies. This new form should satisfy their concerns and after I receive it back with a signature of approval we will implement it into our system. The new form covers inspection on a weekly basis where the old form covered an entire month.

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SEPTEMBER 4, 2012

ATTACHMENT B

Hyde Park City Utility Easement

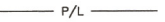
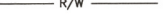
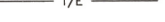
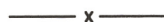
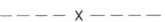
Part of the Southwest Quarter of Section 4, Township 12 North, Range 1 East, Salt Lake Base and Meridian, Cache County, Utah, and being described as follows:

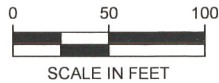
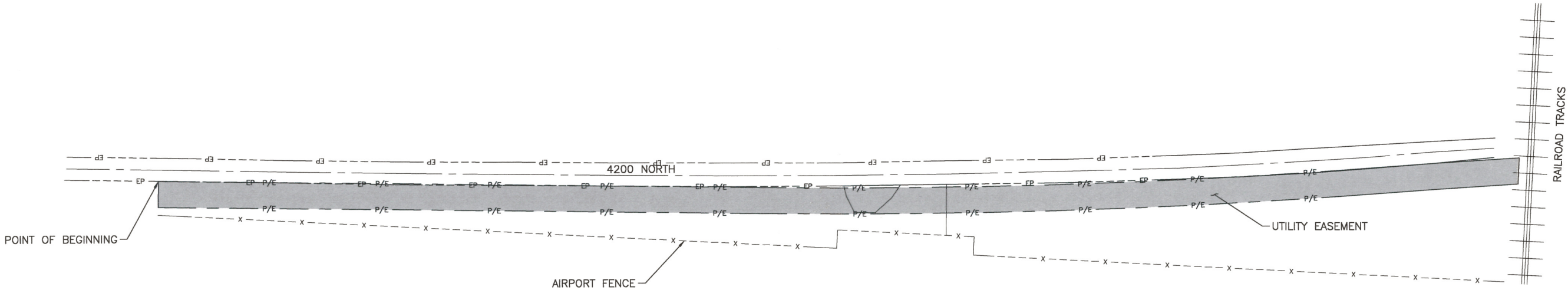
Beginning at a point that is 10.00 feet westerly of the centerline of the roadway said point also being North 2539.89 feet and East 1080.81 feet from the Southwest Corner of said Section 4, thence as follows:

South 89°15'34" East	538.92 feet along a line that is 10.00 feet westerly and parallel with the centerline of the roadway and along said parallel line the following 3 courses
Easterly 502.85 feet	along the arc of a 6010.00 foot radius curve to the left through a central angle of 4°47'38", the chord of which bears North 88°20'37" East 502.71 feet,
North 85°56'48" East	84.68 feet,
Easterly 75.71 feet	along the arc of a 4990.00 foot radius curve to the right through a central angle of 0°52'09", the chord of which bears North 86°22'52" East 75.71 feet; thence
South 02°58'25" West	23.13 feet to a point 33.00 feet westerly of the centerline of the roadway and along said parallel line the following 4 courses
Westerly 72.88 feet	along the arc of a 4967.00 foot radius curve to the left through a central angle of 0°50'26", the chord of which bears South 86°22'01" West 72.88 feet; thence
South 85°56'48" West	84.68 feet,
Westerly 504.78 feet	along the arc of a 6033.00 foot radius curve to the right through a central angle of 4°04'38", the chord of which bears South 88°20'37" West 504.63 feet; thence
North 89°15'34" West	538.92 feet; thence
North 00°44'26" East	23.00 feet to the point of beginning

Containing 27,639 square feet, 0.634 acres.

Plot Date: 9/4/2012 7:18 AM Plotted By: Trevor Danwyler
Date Created: 9/4/2012 U:\LOGAN\PUBLIC\PROJECTS\JUB\CACHE COUNTY\67-12-001-CACHE COUNTY 2012 GENERAL SERVICES\67-4200-NORTH\4200 N VSP 2.DWG

LINE DESCRIPTION	PROPOSED LINE	EXISTING LINE
BOUNDARY		
PROPERTY LINE	 P/L	 P/L
PROPERTY LINE		
RIGHT OF WAY	 R/W	 R/W
TEMPORARY EASEMENT	 T/E	 T/E
PERMANENT EASEMENT	 P/E	 P/E
TOWNSHIP AND RANGE		
SECTION LINE		
QUARTER SECTION LINE		
1/16 SECTION LINE		
STATE LINE		
COUNTY LINE		
ROAD ASPHALT		 EP
FENCE	 X	 X



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UTILITY EASEMENT
HYDE PARK CITY

EASEMENT GRAPHIC

FILE: 4200 N VSP 2
JUB PROJ #: 57-12-001
DRAWN BY: DSTRONG
DESIGN BY: DSTRONG
CHECKED BY:
AT FULL SIZE, IF NOT ONE
INCH, SCALE ACCORDINGLY
LAST UPDATED: 9/4/2012

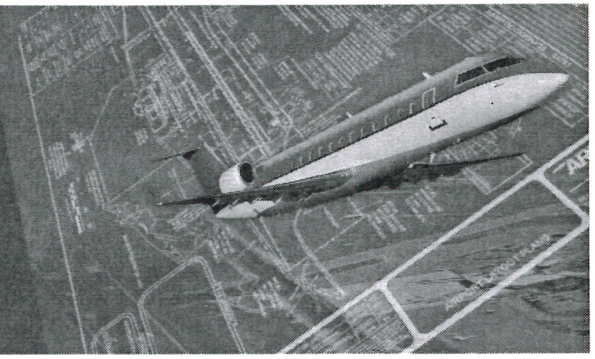
SHEET NUMBER:

U-101

LOGAN – CACHE AIRPORT AUTHORITY BOARD
SEPTEMBER 4, 2012

ATTACHMENT C

Logan-Cache Airport Improvement Update



September 2012 Update

Our goal is to keep airport management and stakeholders informed of the progress being made on airport improvement projects at Logan-Cache Airport. We appreciate the opportunity to serve you. Listed below is a current list of active projects for discussion today:

ARFF Truck Project

- Notice of award to Oshkosh signed on August 24, 2102
- FAA grant offer signed on August 17, 2012
- Estimated delivery date of May, 2012

Apron Project

- Preconstruction meeting with Staker-Parson today September 4, 2012
- Construction dates September 10 – October 31, 2012
- Signage- Complete

Signage and Fog Seal Project

- Preconstruction meeting with Maxwell Asphalt today September 4, 2012
- Construction dates September 10 – 13, 2012

Miscellaneous Non-Project-Based Items

- Hangar Exhibit – For second new hangar on Taxiway C by the end of this week
- Part 139 Inspection items – most will be completed with the completion of the painting and the signage project.
- City utility project review - FAA will want environmental clearance, 7460
- Hangar grading, drainage swale

Armstrong Consultants is committed to providing the City of Logan, Cache County and the airport personnel with an exceptional level of service and assistance. Thank you for your trust and confidence in our experienced team of aviation planners, engineers, and construction administration professionals.

Sincerely,

Logan-Cache Airport Project Team:

John Manee, P.E., Project Manager
David Hartmann, Principal-In-Charge, Vice President - Engineering
Justin Pietz, Planning Manager, Principal
Dennis Corsi, President

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