

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
MINUTES
NOVEMBER 6, 2012

The Logan-Cache Airport Authority Board convened in a regular session on November 6, 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
Bill Francis
M. Lynn Lemon

Members of the Airport Authority Board Absent:

Mayor Randy Watts

Others in Attendance:

Lee Ivie - Airport Manager
Brady Hansen - Logan Fire Department
Jeff Peterson - Logan Fire Department
Dennis Corsi - Armstrong Consultants
John Manée - Armstrong Consultants
Zan Murray - J-U-B Engineers
Kim Hull - Leading Edge Aviation
Scott Weaver - Leading Edge Aviation
Zak Loosle - Utah Jet
Sean Heiner - Utah State University
Susan Crosbie - Utah State University
Manuel Boltz - Utah State University
Janeen Allen

CALL TO ORDER

Chairman John Kerr called the meeting to order at 7:29 a.m.

REVIEW AND APPROVAL OF MINUTES

Kerr asked for a motion to approve the minutes of October 2, 2012.

ACTION: Motion was made by Walton and seconded by Francis to approve the minutes of October 2, 2012. The vote in favor was unanimous, 6-0 with 1 absent.

ITEMS FOR DISCUSSION

Manager's Report – Lee Ivie (Attachment A)

Ivie presented his report which is attached as a part of these minutes.

Hangar Construction:

Leonard Hebert has submitted a request for a 60' x 60' hangar at either of two locations. Janos Lakatos has also submitted a request for a 60' x 80' hangar either right next to the proposed Hebert hangar site or at the end of taxiway Alpha. Quayle asked about the drainage problems in that area. Ivie responded that Hebert and Lakatos will be required to build drainage to the west of the buildings. Ivie said that Herbert has asked the Airport Authority Board to select the best location for him. It was decided that either location is fine with the board and Herbert can choose the location he likes best. There was some discussion about the utilities in that area that will need to be addressed by the Airport Authority Board in the future. Kerr also brought up the point that Hebert may not have enough space next to the Clark hangar when factoring in the additional 10 feet on the north side of the hangar required by Logan City as a firewall. Ivie said he and Hebert will measure the area and choose the location best suited for the proposed hangar.

Francis reported to the chairman that there is a group of hangar owners who are willing to install a new 6" culvert on the east side of taxiway Echo between taxiways Alpha and Bravo if the Airport Authority Board will purchase it. The group is also asking for permission to flush out the existing culverts in that area with a fire hose to get rid of the silt buildup. Chief Peterson said he will provide the fire hose and will also assist in flushing the culverts out. Ivie said he will get some measurements of the area and order the culvert.

CIP Report – Armstrong Consultants, Dennis Corsi and John Manée (Attachment B)

Kerr invited representatives from Armstrong to present the Capital Improvement Plan for the Logan-Cache Airport. They distributed to board members the *Airport Development Plan Project List* and an accompanying map that are attached as a part of these minutes. The development plan lists all the proposed capital projects for the airport beginning with the year 2013 and continuing to the year 2023. Corsi stated that the annual CIP submittal to the FAA and the state is due at the end of the month. He noted that this will be done using a new online web-based submittal program.

The projects for 2013 are all priority pavement projects identified by the Airport Authority Board. The projects for 2014 are primarily electrical projects as well as some equipment acquisition. Corsi noted that by grouping similar projects together, they will be able to achieve maximum economy of scale for each type of project. He added that several of the 2014 projects will be instrumental in correcting the inspection issues including the realignment of the runway edge lights and the installation of the lighted wind cone and PAPI. Corsi referred to the map which indicates the taxiway Juliet location, the taxiway Charlie shift and reconstruct, and the north apron reconstruct. He asked the board members if the list, as outlined, adequately represents their priorities and if Armstrong could submit it to the state and FAA. Lemon asked how likely it will be that we will receive the money for the 2013 projects. Francis said he attended the meeting where the proposed funding was discussed and thought it sounded very positive that the funding will come. Corsi said that they can submit the proposal by the end of the week and then schedule a conference call to find out how much funding we will receive for 2013.

Some discussion followed concerning the shift and reconstruction of taxiway Charlie. Corsi noted that after the reconstruct, the existing taxiway Charlie will then become part of the North Apron Rehab project. Ivie said that some aerial and ground photos of the project areas should be submitted with the CIP for consideration. Corsi said that he could do that as well as have the photos to show when he has the online meeting with the FAA.

Kerr asked Corsi if the Plan Project List can include a more detailed description of each project. Corsi said that Armstrong has a separate narrative sheet that accompanies each project on the list which describes the project, the dimensional criteria, the justification and rationale behind it and includes a map sketch of the project area. He said he will provide that information to the board members.

Report of the Fall UAOA Conference – Gar Walton

Walton said the conference provided a great opportunity to meet with other airports from throughout the state and discuss issues that pertain to airport management and exchange ideas that benefit everyone. He said this year there was a lot of discussion about TSA security issues for airports with commercial service. Another session covered General Aviation airport and energy efficiency strategies. He attended a presentation on land acquisition and the particular challenges associated with property and airports. Walton said that one of the most informative sessions covered the two airports in Utah that recently had commercial service added. He noted that the Provo airport experience didn't last very long and they have lost their commercial service. Walton said that he was most interested in what the Ogden airport had to go through in order to obtain commercial service. They had to build an additional building to tie into their existing terminal facility to accommodate the TSA security requirements. In addition, there were numerous requirements and regulations they had to go through for TSA and other entities. He concluded that considering all the requirements an airport has to complete in order to obtain commercial service, the airport governing body should be pretty certain that the commercial airline commitment is sound and that it will be sustainable for an extended period of time. Discussion followed concerning what caused Provo to lose its commercial service after such a short period of time. The board members agreed that it was a good thing to see these examples considering our airports past efforts in procuring commercial service.

Committee Reports

Audit & Finance – Lynn Lemon (Attachment C)

Lemon presented the proposed 2013 Airport Budget which is attached as a part of these minutes. It is not in its final form. He asked board members to review it and get with him if they have any questions or concerns with it. He suggested we submit the budget as is and added that it can always be amended to add the funding for the CIP projects if and when they are approved.

Operations Committee – Dean Quayle

Quayle said he has met with Ivie to start a review of the Rules and Regulations document.

Capital Improvements - Bill Francis

Francis said we should seriously consider purchasing the Autocar ten-wheel truck from Logan City that was mentioned in Ivie's Manager's Report. The airport is not adequately prepared to deal with large amounts of snow with the equipment we have now.

Economic Development / Public Relations – Gar Walton

Walton asked Kerr and Quayle to review a rough draft of the webpage advertising the air race group coming next year. This will also help in the development of the Spotlight Presentations we will be giving to the UAOA and other organizations.

Open Items

Kerr asked Lemon about the 4200 North utility easement document for Hyde Park. Lemon said it is being drafted by the attorney's office for the county and the airport to sign. Lemon said once it is completed and signed, it should satisfy Hyde Park City's concerns regarding the overlay. Corsi requested a legal description and recording information after the document is finalized so they can update the maps to properly reflect that easement.

Next Meeting

The next meeting of the Airport Authority Board will be December 4, 2012 commencing at 7:30 a.m.

Adjournment

The meeting was adjourned at 8:31 a.m.

LOGAN – CACHE AIRPORT AUTHORITY BOARD
NOVEMBER 6, 2012

ATTACHMENT A



October 2012 Manager's Report

- **AIP Projects:**

1. Both State funded AIP projects (South Ramp Rehab & Runway 17/35 fog seal and paint stripping) have been completed. Final requests for reimbursement to the UDOT Department of Aeronautics will have to be submitted before these projects can be closed out. A final inspection will be made by Craig Ide from the state department of transportation.
2. On November 8, 2012 the Wildlife Hazard Assessment conducted by Creamer Noble Inc. will commence. A start-up meeting has been scheduled at 2:00 p.m. that afternoon, and members of the Airport Advisory Board are invited to attend that meeting. In addition to board members we hope to see representation from our FBOs, USU & Mountain Ridge flight school staff, and other airport tenants and/or operators who will need to be apprised of the procedures that will be implemented as part of this yearlong study. This meeting will take place on the main ramp area outside of the airport manager's office.
3. Materials for the water and sewer lines to the northwest hangar development area have been delivered, and construction will begin in mid-November. Airport users need to be advised that only one lane of traffic on airport road will be open for a fair portion of this project. The project will be ongoing for most of the winter season.
4. An updated capital improvement project (CIP) list will need to be submitted to the Denver Airports District Office (ADO) by November 30, 2012. These projects may be approved or rejected, but it is important that we put in our wish list for the next five years. State funded projects will need to be submitted to UDOT as separate items. (A more detailed description of CIP projects will be presented by Armstrong Consultants)

- **Hangar Construction:**

1. Hangar G-9 built by Jerry Clark has been completed, but additional excavation work need to be done in order to provide adequate drainage away from the hangar and taxiway gulf.
2. Logan-Cache Airport will be receiving federal funding to build taxiway Juliet. This is the taxiway needed to provide access to the northwest hangar development area. (More details will be discussed in the CIP report from Armstrong Consultants.)
3. At the present time there are five requests for property at the airport for future hangars.

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

1. The airport staff is requesting an extension from the FAA for four corrective items to be completed as outlined in our last safety inspection. The four item include 1) adding a two foot section of surface over the west end of northwest canal which runs under taxiway bravo, 2) the replacement of six electrical boxes and covers next to runways 28 & 35 and taxiways B1 & B2 in order to meet weight bearing capacity, 3) relocation of half of the runway lights along the sides of runway 17/35 and the installation of additional lights on

taxiway bravo, and 4) the installation of a new lighted wind sock in the middle of the segmented circle.

2. The snow and ice control personnel have completed the airport grounds driver's training course, and are on call for the winter snow removal operations. The Autocar truck owned by the airport is presently in the county shop having some maintenance work done, but one Ford truck and an Oskosh snow blower owned by the city of Logan are presently parked at the airport. Personnel and equipment from both the City of Logan and Cache County will assist in snow removal operations this winter. It has been brought to my attention that the City Of Logan will be selling one of their Autocar ten wheel dump trucks with an eleven foot plow at the end of this year. The airport board may want to consider purchasing this vehicle because the truck that we presently own is old and rusted out. The airport shop has been reorganized to allow for as many vehicles as possible to be parked inside this winter. The two trailers that have field closure Xs mounted on them take up a considerable amount of shop area. We may need to find a place to store these trailers this winter.

- **Airport Property Easements:**

All of the documents that were requested by the FAA District Office in Denver in regards to the two land easements at both ends of Runway 35/17 have been submitted to their office. Kristin Brownson is reviewing this material and a signed statement releasing this property should be forthcoming. It doesn't appear that litigation over the property at the south end of the airport will be necessary.

- **Safety Incident:**

A runway incursion incident was reported by the USU safety officer which occurred on Sunday October 21st at 10:03 a.m. It was reported that while they were conducting training exercises on runway 10/28 two pickup trucks crossed the end of runway 10, parked their trucks about 200 feet northeast of the runway, set up targets in the field near the runway, and began a target shooting exercise. The vehicles drove off and back on to the movement area four times without lights or radios able to monitor air traffic on 122.8. We are still investigating this incident to try to find out who the perpetrators were.

- **E invoicing System:**

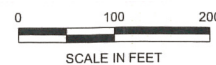
On November 1, 2012 all requests for reimbursement on federal funded projects will have to be submitted through the new invoicing system. Training was conducted via the internet for all invitees to this program which consisted of airport managers, consultants, public officials, etc. We do have the option to allow our engineering consultants to continue to process requests for reimbursements, but it is recommended that the sponsor of each airport should review all invoices and make the individual requests for reimbursement. The process of using this system will take some time getting used to, and we may want to make include our consultants in this process.

LOGAN – CACHE AIRPORT AUTHORITY BOARD
NOVEMBER 6, 2012

ATTACHMENT B

Utah Division of Aeronautics
Airport Development Plan Project List

Airport:	Logan/Cache Airport	Airport Sponsor	Logan-Cache	Present ARC:	CII	Future ARC:	CII		
Sponsor Contact:	Lee Ivie	Tele. Ph #	435-752-8111	E-mail:	Lee.Ivie@cachecounty.org		Date Submitted:	11/6/2012	
Consultant Contact:	Armstrong Consultants Inc	Tele. Ph #	970-242-0101	E-mail:	ryan@armstrongconsultants.com		Based Aircraft	130, (6 jets)	
Project Description & Cost Estimate									
Proposed Calendar Year to Begin Project	Project Description	Project Identification in ALP/MP	Project Location on ALP	Sponsor Priority Number	Estimated Total Cost of Project	Cost Allocation \$			
						Federal Participation	State Participation	Sponsor Participation	
Federally Funded Projects									
									Comments
2013	Taxiway "J" 50x550 including CATEX checklit	MP		1	\$ 500,000	\$ 454,813	\$ -	\$ 45,187	Priority Accommodate New Leases
2013	Reconstruct (or Shift)Taxiway "C" 50x1,500	ALP/MP		2	\$ 1,500,000	\$ 1,364,100	\$ 31,579	\$ 104,321	Local Priority
2013	North Apron Rehab 200x700	ALP/MP		3	\$ 450,000		\$ 405,000	\$ 45,000	
2014	SRE Equipment (Blower and Loader)	NR		4	\$ 250,000	\$ 227,350	\$ -	\$ 22,650	
2014	Install HIRL RW Edge Lights on Runway 17/35	ALP		5	\$ 350,000	\$ 318,290	\$ -	\$ 31,710	FAA 139 Inspector Recommendation
2014	Install PAPI RW 17 & PAPI RW 35 ends	ALP		6	\$ 150,000	\$ 136,410	\$ -	\$ 13,590	Fund @ same time on Edge Lights
2014	Lighted Wind Cone, Distance to go Signage				\$ 50,000	\$ 45,470	\$ -	\$ 4,530	Make part of RW Lights project
2015	Reimburse for Taxilane E, F & G				\$ 150,000	\$ 150,000	\$ -	\$ -	
2016	Construct Holding Bay RW 17	MP			\$ 400,000	\$ 363,760	\$ -	\$ 36,240	RWY 17 End Turnaround
2017	Bank								
2018	Bank								
2019	Re-Construct RW 10/28	MP			\$ 2,000,000	\$ 1,818,800	\$ 31,579	\$ 149,621	Perserve until reconstructed
2021	Construct Helipad	ALP			\$ 100,000	\$ 90,940	\$ -	\$ 9,060	Transient Helicopter Traffic
2022	Land Acquisition RPZ RW 35				\$ 1,000,000	\$ 909,400	\$ 28,947	\$ 61,653	High Priority to FAA
2023	Overlay RW 17/35				\$ 1,500,000	\$ 1,364,100	\$ 31,579	\$ 104,321	
					\$ 8,400,000	\$ 7,243,433	\$ 528,684	\$ 627,883	
2014	Pavement Preservation Taxiways and Aprons				\$ 222,222		\$ 200,000	\$ 22,222	
Participation Totals					\$ 222,222		\$ 200,000	\$ 22,222	
Note: Attach additional sheets as necessary to fully describe projects or to add information needed for a full understanding of project scope, location and costs.									



ARMSTRONG CONSULTANTS, INC.
 AIRPORT ENGINEERING AND PLANNING
 www.armstrongconsultants.com
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 28 W. Juniper Avenue, Suite 201, Gilbert, AZ 85233 ph: 602.803.7079 fax: 970.241.1769
 2000 Randolph Rd SE, Suite 102, Albuquerque, NM 87106 ph: 505.508.2192 fax: 505.508.2795

LOGAN-CACHE AIRPORT
 LOGAN, UTAH

TAXIWAY C EXHIBIT

SCALE: PER BAR SCALE	DATE: 11/2012
DRAWN: LKB	FILE: 6XXX100
CHK'D: JBM	JOB NO.: 1361XX

LOGAN – CACHE AIRPORT AUTHORITY BOARD
NOVEMBER 6, 2012

ATTACHMENT C

CACHE COUNTY
2013 BUDGET REQUEST FORM
AIRPORT AUTHORITY FUND

Account	Title	Annual Total			2012		Request
		2009	2010	2011	Jan - Sep	Budget	
INTERGOVERNMENTAL							
277-33-10300	FAA GRANT PROJ AIP #22	-	-	159,893	-	-	
277-33-10310	FAA GRANT PROJ AIP #23	-	-	-	-	-	
277-33-10400	FED GRANT PROJ AIP #21	-	150,602	-	-	600,000	617000
277-33-10401	FED GRANT PROJ AIP #24	-	-	-	-	-	74700
277-33-10422	FED GRANT AIP #18	157,520	-	-	-	-	
277-33-10423	FED GRANT AIP #19	47,398	8,603	-	-	-	
277-33-10424	FED GRANT AIP #20	20,497	-	-	-	-	
277-33-15000	FED GRANT - SCASDP	-	-	-	-	-	
277-33-44100	STATE GRANT AIP #21	-	112,500	-	-	-	33350
277-33-44110	STATE GRANT AIP #23	-	-	-	-	-	
277-33-44120	STATE GRANT AIP #24	-	-	-	-	-	
277-33-44400	STATE GRANT #AIP 19	(19,652)	-	-	-	5,000	
277-33-44402	STATE GRANT	373,367	40,284	61,608	29,551	490,000	
277-33-70105	LOGAN CITY-SHARED NET EXP	67,354	67,354	70,000	-	70,000	80000
277-33-70200	LOCAL ENTITY SHARED REVENUE	-	-	-	-	-	
Total INTERGOVERNMENTAL		646,484	379,343	291,501	29,551	1,165,000	805,050
MISCELLANEOUS REVENUE							
277-36-10000	INTEREST	10,728	2,243	709	-	500	300
277-36-15000	GAS TAX REFUND	7,406	5,613	7,605	3,862	5,500	5200
277-36-18000	FUEL FLOW -STORAGE FEES	13,171	14,106	13,060	6,640	13,000	11000
277-36-20000	BUILDING RENTS	53,163	11,036	23,076	5,518	15,000	21666
277-36-72000	DONATIONS IN KIND	16,379	-	-	-	-	
277-36-90000	SUNDRY REVENUE	1,000	876	30,407	270	1,000	1000
Total MISCELLANEOUS REVENUE		101,847	33,874	74,857	16,290	35,000	39,166
LAND LEASE							
277-37-80000	AIRPORT FEES-LAND LEASE INCOME	7,601	51,262	41,930	50,168	51,000	41137
Total LAND LEASE		7,601	51,262	41,930	50,168	51,000	41,137
CONTRIBUTIONS & TRANSFERS							
277-38-20000	TRANSFER FROM GENERAL FUND	67,354	67,354	70,000	-	70,000	80000
277-38-70000	APPROPRIATED FROM FUND BALANCE	-	-	-	-	72,134	17444
277-38-77000	TRANSFER FROM GENERAL FUND	-	-	-	-	-	
Total CONTRIBUTIONS & TRANSFERS		67,354	67,354	70,000	-	142,134	97,444
TOTAL REVENUES		823,286	531,833	478,288	96,009	1,393,134	982,797

CACHE COUNTY
2013 BUDGET REQUEST FORM
AIRPORT AUTHORITY FUND

Account	Title	Annual Total			2012		Request
		2009	2010	2011	Jan - Sep	Budget	
AIRPORT							
277-4460-110	SALARY	76,095	76,538	67,784	37,441	50,496	65968
277-4460-115	OVERTIME PAY	-	39	-	-	-	
277-4460-120	TEMPORARY EMPLOYEES	-	-	2,630	2,948	6,800	6800
277-4460-130	EMPLOYEE BENEFITS	34,082	30,781	22,592	12,020	19,388	28918
277-4460-210	SUBSCRIPTIONS & MEMBERSHIPS	-	25	425	125	500	500
277-4460-220	PUBLIC NOTICES	1,165	599	-	-	1,000	500
277-4460-230	TRAVEL	5,989	5,652	5,974	1,167	6,000	3000
277-4460-240	OFFICE EXPENSE & SUPPLIES	1,760	1,892	3,193	396	1,500	1000
277-4460-250	EQUIPMENT SUPPLIES & MAINT	5,096	11,935	17,887	7,742	59,389	15000
277-4460-251	NON-CAPITALIZED EQUIPMENT	-	1,577	5,035	-	7,000	3000
277-4460-260	BUILDING & GROUNDS	15,945	20,363	18,226	3,897	15,000	15000
277-4460-261	SNOW REMOVAL	22,316	25,870	23,080	4,290	21,000	21000
277-4460-262	WEED CONTROL - CHEMICAL	4,755	8,025	12,974	-	9,000	9000
277-4460-263	WEED CONTROL - MOWING	11,154	4,921	1,405	-	6,500	3000
277-4460-270	UTILITIES	13,335	12,909	13,713	7,242	14,000	15000
277-4460-280	COMMUNICATIONS	3,555	3,772	3,568	1,553	3,600	4000
277-4460-290	FUEL	-	-	264	294	-	6000
277-4460-310	PROF & TECH -MASTERPLAN AIP	11,034	59,414	-	-	-	
277-4460-311	PROF & TECH ACCOUNTING	1,000	1,000	1,000	1,000	1,000	1000
277-4460-312	PROF & TECH-MASTER PLAN	50,000	-	-	-	-	
277-4460-330	EDUCATION & TRAINING -A R F F	6,990	10,000	16,378	16,516	10,000	12000
277-4460-480	SPECIAL GRANT EXPENSE-SCASDP	-	-	-	-	-	
277-4460-510	INSURANCE	10,094	10,152	10,871	12,611	12,611	12611
277-4460-600	SUNDRY EXPENSES	-	-	-	-	-	
277-4460-605	MERIT & MARKET ADJ POOL	-	-	-	-	-	
277-4460-620	MISC SERVICES	6,788	5,712	12,273	984	6,000	6000
277-4460-621	MISC BOARD SERVICES/TRAVEL	3,235	2,448	3,293	909	3,500	3500
277-4460-710	LAND	-	-	-	-	-	
277-4460-720	BUILDING	-	-	-	-	-	
277-4460-730	IMPROVEMENTS	32,757	-	-	-	-	
277-4460-732	OTHER CAPITAL IMPROVEMENTS	-	-	-	-	-	
277-4460-739	GRANT PROJECTS	964,799	370,139	61,608	58,785	1,138,850	750000
277-4460-740	CAPITALIZED EQUIPMENT	-	-	21,625	-	-	
277-4460-990	CONTRIBUTION TO FUND RESERVE	-	-	-	-	-	
Total AIRPORT		1,281,944	663,763	325,798	169,920	1,393,134	982,797
TOTAL EXPENDITURES		1,281,944	663,763	325,798	169,920	1,393,134	982,797

CACHE COUNTY
2013 BUDGET REQUEST FORM
AIRPORT AUTHORITY FUND

Account	Title	Annual Total			2012		Request
		2009	2010	2011	Jan - Sep	Budget	
TOTAL REVENUES		823,286	531,833	478,288	96,009	1,393,134	982,797
CHANGE IN FUND BALANCE		(458,658)	(131,930)	152,490	(73,911)	-	-