

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

The Logan-Cache Airport Authority Board convened in a regular session on December 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
Mayor Randy Watts
Gar Walton
Val Potter
Bill Francis
M. Lynn Lemon

Members of the Airport Authority Board Absent:

Others in Attendance:

Lee Ivie - Airport Manager
Brady Hansen - Logan Fire Department
Zan Murray – J-U-B Engineers
Lew Lott - J-U-B Engineers
Kim Hull – Leading Edge Aviation
Bryan Congdon - Harris Air
Justin Wiberg - Poppy Aviation
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 7:30 a.m.

REVIEW AND APPROVAL OF MINUTES

Kerr asked for a motion to approve the minutes of November 6, 2012.

ACTION: Motion was made by Walton and seconded by Potter and Quayle to approve the minutes of November 6, 2012. The vote in favor was unanimous, 7-0.

ITEMS FOR DISCUSSION

Manager's Report – Lee Ivie (Attachment A)

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

AIP Projects:

1. Projects targeted for the summer of 2013 will be Taxilane Juliet, the Northwest Ramp reconstruction and Taxiway Charlie reconstruction. As a result of the conference call, Ivie said he believes the airport may receive as little as \$500,000 in federal and state grant money for all three projects. Consequently, Ivie said he will concentrate mainly on Taxilane Juliet. However, he thinks the state will push for maintenance of the existing ramp before committing funding to anything new. Ivie concluded that we will not see the \$1,500,000 funding we requested for the three projects. Kerr said that if we receive \$500,000 for each project, we should consider it a success. He added that we will try to save a significant amount of funds by milling, recovering and reutilizing the existing aggregate on the Northwest Ramp reconstruction.

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 taxilane Echo between taxilanes 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.

Hangar Construction

Watts and Lemon were opposed to the airport having to incur the cost of moving the gas line because the airport authority initially granted the easement and was never informed of the encroachment when the area was blue-staked. Watts said he would involve Mark Nelson from Logan City to work with Qwestar to resolve the issue.

Airport Revenue:

3. Ivie noted that the airport has received an additional \$400 in landing fees for USU charter flights that has not been recorded yet which brings the total to \$2,800.

At the conclusion of Ivie's report, Kerr added that Logan City has been stockpiling raw materials in anticipation of beginning work on the improvements to the Northwest Ramp area around Juliet within the week. Lemon said to Ivie that he should get a P.O. to Logan for the material so we can encumber it.

Kerr elected to hear committee reports before the election of officers.

Committee Reports

Audit & Finance – Lynn Lemon

Lemon said the committee has not met since the last Airport Authority meeting, but they are in the process of finalizing the budget. He noted that it is a part of the budget that will be presented to the County Council at their meeting tonight and could possibly be approved. He said he has not received any requests to change anything from what has been submitted.

Operations Committee – Dean Quayle

Quayle said that Ivie has reviewed the Rules and Regulations document and has provided significant enhancements. Quayle will put it before the committee for further review and approval. Kerr asked what the date is on the document they are revising. Quayle said it is about twenty years old.

Capital Improvements - Bill Francis

Francis wondered about having a contiguous space between all the hangars and having the owners help pay a with one-time fee to asphalt the entire space so that the taxiways will go right up to the hangars. Kerr suggested to Francis that he run it by members of the Users Association and get their feedback.

Economic Development / Public Relations – Gar Walton

Walton said the webpage advertising the Women's Air Race Group has been submitted. They are now working on publicity for all the things that have been going on at the airport.

Election of Officers

Kerr noted that the two-year appointment for the at-large member of the board expires at the end of December, and the board needs to appoint a new at-large member.

ACTION: Motion was made by Lemon and seconded by Potter to reappoint John Kerr as the at-large member of the Airport Authority Board. The vote in favor was unanimous, 7-0.

Kerr said that he has served as Chair and Randy Watts has served as Vice Chair for the last year. **(Note: Val Potter actually served as Vice Chair).**

Kerr called for nominations for Chairman of the Airport Authority Board.

ACTION: Watts nominated John Kerr to be Chairman of the Airport Authority Board. Walton seconded the nomination. Watts moved that nominations cease and Potter seconded it. The vote in favor was unanimous, 7-0.

Kerr called for nominations for Vice Chairman of the Airport Authority Board.

ACTION: Potter nominated Randy Watts to be Vice Chairman of the Airport Authority Board. Walton seconded the nomination. Lemon moved that nominations cease. The vote in favor was unanimous, 7-0.

Open Items

Watts brought up the possibility of pursuing commercial flights into and out of Logan similar to the airport in Cody, Wyoming. He said it is a very well-run operation for a small airport. Lemon pointed out that their advantage is that they are a long way from anywhere and Logan is too close to Salt Lake and the demand for commercial service is significantly lower.

Kerr said he received an application from Justin Wiberg for a proposed hangar. Wiberg addressed the board saying he represents Richard Spillman with Poppy Aviation and requested approval to build a 60' x 50' hangar located on lot G7 next to the hangar just built by Jerry Clark.

ACTION: Motion was made by Lemon and seconded by Francis to approve the request of Justin Wiberg, representing Richard Spillman and Poppy Aviation, for a 60' x 50' hangar to be built at location G7. The vote in favor was unanimous, 7-0.

Kerr suggested that the board consider a resolution in January requiring pavement to be laid the full width in front of all future hangars built at the airport.

Lemon noted that he has talked with Denise Ciebien in the Attorney's Office who has been working on the easement for the Airport and the County to sign in order for Hyde Park to sign the Overlay Agreement. He hopes to have it from her in a few days.

Next Meeting

The next meeting of the Airport Authority Board will be January 8, 2013 commencing at 7:30 a.m.

Adjournment

The meeting was adjourned at 8:08 a.m.

ATTACHMENT A



November 2012 Manager's Report

- **AIP Projects:**

1. The proposed five year airport capital improvement plan (ACIP) for the Logan-Cache has been submitted to the FAA District Office in Denver. I tried to make this submittal through their new Airport External Portal (AEP) website, but was only accepted as an authorize user of this site which is not yet in operation. Due to deadlines needing to be adhered to, I contacted Armstrong Consultants and had them send a hard copy to the Denver ADO so that we would meet the November 30th deadline. The FAA will now review our proposals and notify me of what projects have been accepted, and what funding will be available for those projects. I'm also working with the Utah State Department of Transportation to solicit funding for ramp reconstruction and pavement preservation. The area we are mainly targeting is the northwest ramp in front of Utah State University's Flight School and maintenance operations. Once we know the specifics of what dollar amounts we can receive from both the State and FAA, the airport budget will need to be amended to show both the revenue and expenditures affiliated with these projects.
2. The Wildlife Hazard Assessment at the airport is now being conducted by Creamer Noble. We had a start-up meeting on November 8th where an outline of operational procedures was discussed with airport staff and operators, and where questions regarding this yearlong study could be addressed. Terry Hickman and Russell DeFusco will be the biologists making most of the observations at the airport and areas surrounding the airport and Mel Leseberg will be submitting the invoices to me for the monthly drawdowns to the new E-invoicing system. All funds pertaining to federal government projects have to be processed through this website and we no longer have the option of submitting hard copies of invoices for reimbursement. Airport users can expect to see one of the biologists at the airport twice a month. Because they will have to access the aircraft movement area at the airport, ground vehicle training and testing was completed in order to comply with our airport safety certification and authorization regulations. On a related topic, I have contacted both the U.S. Department of Wildlife Services and the State Division of Wildlife Resources to have them send me the documents we need to reapply for our depredation permit. Also I've added Sandhill Cranes, Redtail Hawks, and different species of ducks to the list of birds that may have to be disposed of at the airport. A report of all wildlife disposal and deterrent activity at the airport for 2012 will have to be sent with these applications. The deadline for this report and request for an extended depredation permit is December 31, 2012.

- **Hangar Construction:**

1. As a follow up to my report last month, the excavation work around hangar G-9 has been completed, and storm water is now draining to the west of that building and not onto the taxi lane in front of the hangar. On another note pertaining to this same building, it

appears that the hangar has been built where it encroaches on a gas line easement by approximately five feet to the west of the building. When Blue-Stakes located the utility services in this area there was no mention of any easement and building permits were granted on that basis. Now we are informed that the gas line will have to be moved five feet to the west before gas service to this building can be hooked up. The cost of relocating this line will be billed to the airport. In order to eliminate a problem such as this in the future, I met with Quest star personnel and obtained a map depicting all of the gas line easements at the airport and submitted this diagram to Armstrong Consultants to have this information added to the airport ALP. In the future we will need to make sure that buildings being constructed at the airport do not infringe on these easements.

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

1. On the 12th of November a new water valve and meter was install in the main water line to the airport. Water service to the airport was unavailable from about 8:30 a.m. until 3:00 p.m. that day or until this job had been completed by the city water department. The valve and meter is located under the paved surface nest the construction gate at the southwest corner of the airport. The pavement that had been ripped up is now patched and debris has been cleared from the nearby taxi lanes.
2. The water pump in the GMC pickup had to be replaced, the Autocar dump truck was serviced preparing it for winter operations, and the portable runway closure trailers that have the lighted Xs on them have been stored outside of the maintenance building and covered for the winter. The shop area has been rearranged to maximize space available for vehicle parking.
3. Three movement area signs are still not illuminating in a timely fashion when turning on the airport lighting system. I'm trying to troubleshoot the problem and I believe that the problem is due to either the main regulator, inadequate current reaching the signs, or the wrong lamps in the signs. If the problem is not related to any of these items and new electrical boards have to be installed, we could be looking at over \$1,000.00 per sign.
4. I'm still waiting to receive one final bid on the replacement of electrical boxes that need to be installed at the airport and it appears the total cost of boxes, lids and associated parts will be around \$2,400.00. Once the ground freezes this project will have to be postponed until spring.
5. Due to the recent rain/snow, and construction in and around the southwest hangar area, we are seeing an added amount of gravel and mud on the taxi lanes in that area. Also FAA maintenance personnel and other vehicles have not been as careful as they need to be about tracking debris onto the ramps and movement areas of the airport. This FOD mainly consisting of gravel and mud can cause major damage to the props of aircraft taxiing in these areas. I try to sweep the debris in the hangar area as time allows and any debris in the movement areas is immediately removed during the daily inspection, but because of the amount of auto traffic coming and going on a daily basis it's hard to keep up with controlling the FOD on the paved surfaces. I will probably have to send a letter out to our regular airport users addressing this issue, urging them to be mindful of the problem and try to make every attempt to not track debris on to the paved surfaces.

- **Airport Revenue:**

1. Over 2/3 of the revenue from airport property leases has been collected. The billing didn't get mailed out until September, so I will wait until the first of the year to send past due notices to those who have not paid by the end of this year. To date in 2012 we have

collected \$25,804.90 in property leases out of the total amount of \$32,983.13. This leaves a \$7,178.23 amount in unpaid property leases.

2. We received \$7,500.00 for property purchased by UDOT for the 25000 North Easement.
3. Landing fees received for USU charter flights in 2012 is \$2,400.00.
4. Fuel flowage fees to date collected from Utah Jet Center in 2012 are \$3,302.82.
5. Fuel flowage fees to date collected from Leading Edge Aviation are \$3,552.15
6. Fuel flowage fees to date collected from Harris Air Inc. in 2012 are \$402.08.
7. State reimbursement for fuel tax to date is \$4,684.74, and we most likely will be receiving one more payment for the last quarter of 2012.
8. State reimbursement for grant allocations to date is \$29,280.00. The total amount of reimbursable funds for the two state projects is \$566,050.00. At this point I have not received final billing from both Staker Parson and Armstrong Consultants on these projects.
9. We received a \$1,000.00 water/sewer hook-up fee for hangar G9.
10. The total amount of rent on buildings and the fuel farm owned by the airport for 2012 is \$24,628.22. At the present time \$5,518.20 has been received on these rental properties.
11. Tie down lease payments to date is \$240.00 the total amount billed was \$1,140.00.