

**LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
MINUTES
JANUARY 8, 2013**

The Logan-Cache Airport Authority Board convened in a regular session on January 8, 2013 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 City Fire Department
Jeff Peterson - Logan City Fire Department
Zan Murray – J-U-B Engineers
Kim Hull – Leading Edge Aviation
Bryan Congdon - Harris Air
Stephen Blankenship - Mountain Ridge Helicopters
Sean Heiner – Utah State University
Manuel Boltz - Utah State University
Brent Roberts
Sherm Buck
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 December 4, 2012. Ivie asked that a correction be made to include "federal grant funding" whereas the draft only says "state grants." Allen amended the minutes to reflect the correction.

ACTION: Motion was made by Lemon and seconded by Potter to approve the minutes of December 4, 2012 as amended. 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. Ivie noted that there may have been an over billing from Staker Parsons so the county will not send a payment to them until it is cleared up.

Accident Report

In addition to what was covered on the accident in the Manager's Report, Ivie said he believes that emergency procedures should be reviewed so they can be improved. He added that several procedural errors occurred that were potentially dangerous, the most egregious being a fuel truck driving out to the scene of the accident. He suggested that in the spring the airport conduct a mock incident to review procedures with emergency personnel and airport tenants to prevent dangerous situations in the future. Walton asked if the Emergency Plan covers the procedures Ivie was discussing. Ivie said that it does cover the emergency procedures, but it would be very good to have a review so everyone is aware of the role they play should another emergency take place at the airport.

Airport Grounds, Buildings, and Equipment

1. Ivie said that even though the runways are plowed, the pavement surface doesn't show through the layer of frost that forms each night in these extreme cold temperatures. He added that it would also be good to go over snow removal procedures on the cross taxiways because the crews are piling the snow up beyond the lights which obstructs the signs. Watts asked if there has been any liquid treatment applied to the runways. Ivie responded that we can't use corrosive materials, such as solvent or sand and gravel. He said there are some chemicals made specifically for airport application, but they are extremely expensive, so he recommends we just do the best we can as it is. He conducts braking tests regularly and issues NOTAMs according to surface conditions. Right now, Ivie said, the braking tests indicate that the airport is "fair" and improving daily.

There was some discussion about clearing the ramp areas in front of the hangars in addition to the taxiways. Right now, only the taxiways are being cleared. Ivie said if

they started clearing in front of the hangars, it would take an additional three hours. Kerr said it's something we need to look into and determine whether we should be clearing the aprons. Francis said the box scraper works well for clearing those areas in front of the hangars. Ivie said that the airport doesn't have the equipment, and we will have to rely on the city to take care of all of the snow removal. It was agreed that the runways and taxiways certainly take precedence over the front of the hangars. Francis said there should be a strategic plan to follow for snow removal. Kerr said that the end result should be the main focus and that new crews should be supervised in order to arrive at the result that is most beneficial to the airport. At this point, Ivie noted that it would be extremely beneficial for the airport to have its own truck with an articulating blade that can clean after the snow removal crews. Kerr said that the airport should keep the truck with the articulating blade from the crew onsite until the snow removal is done to our satisfaction.

Sherm Buck noted that the sidewalk heading to the Pilot's Lounge is very slick and should be cleared and the roadway into the airport could use sand.

3. Ivie said that the manufacturers of the illuminated signs told him that when the light intensity changes, they go out for about 3 seconds and then come back on. He is concerned that the safety inspector will not accept this, but the manufacturer stated that the signs are designed that way and that is how they work. Kerr asked Ivie to keep the letter from the manufacturer on file to show the inspector.
4. The cold temperatures have been causing a lot of problems with the electric gates by tripping motors that need to be reset and gates coming off their tracks due to ice buildup. Ivie has spent a lot of maintenance time with the gates because of the cold weather.

Hangar Request – 80' x 80' in Hangar Space D4 by Janos Lakatos

Kerr said that there is a hangar request in the space that was approved for Brent Roberts located immediately west of the Ed Kalbach hangar and south of the Stan Meyrick hangar. Kerr asked Brent Roberts, who was in attendance, for his input. Roberts stated that his position remains the same in that he would like to reserve that location until the other preferred location to the north can be provided by the airport with all utilities and taxiways. Kerr said that the airport has an obligation to provide the preferred location with the utilities for Mr. Roberts and anticipates them to be in place by April. He said the FAA approval and site information is available at the airport office. Roberts said he is willing to relinquish the D4 location when the utilities become available at the other location. Kerr asked Ivie what Mr. Lakatos' schedule is for his hangar. Ivie said he is at least two months out getting approval from the FAA for airspace before he can begin to build. Kerr said that no action should be taken on the hangar request until Mr. Roberts has had time to review the utility information and begin his process at the north location. Roberts asked about funding for a taxiway in that area. Kerr responded that currently the access is to Taxiway Charlie. Kerr noted that funding requests have been submitted to go in front of Mountain Ridge towards the southwest, but we don't know if that funding will be approved.

Committee Reports

Audit & Finance – Lynn Lemon

Lemon said the committee has not met, but they are working on the easement that the county and the airport authority need to sign. Kerr said the drawing has been submitted to the FAA and they told the airport authority to proceed with it. Lemon said it will have to go before the county council, but thought the airport authority should also formally approve Kerr signing it, as well. Lemon stated that it is the granting of an easement to Hyde Park City to install underground utilities on the south side of 4200 North located at the north end of the runway just outside of the airport property.

ACTION: Motion was made by Lemon and seconded by Potter to authorize the airport authority chair to sign the easement to Hyde Park City for installation of underground utilities. The vote in favor was unanimous, 7-0.

Operations Committee – Dean Quayle

Quayle said that they have a Rules and Regulations document drafted but there are still some issues that need to be resolved which they are working on.

Capital Improvements - Bill Francis

Francis said that no one really knows what is going to happen with funding for a few months until we see what the new congress will make available. He said that the \$150,000 annual entitlement is pretty much guaranteed because that was in place before, but it remains to be seen what will come of the requested \$1,500,000.

Economic Development / Public Relations – Gar Walton

Walton said they are currently working on publicity for the airport and will be contacting The Herald Journal and radio stations to provide update information to the public on what is taking place at the airport. They will probably be having an Open House in June due to increased public interest.

Kerr said it would have been nice to coordinate the Open House with the arrival of the Great Classic Air Race, but their schedule would not work well for an open house. He noted that our airport will be the first overnight stop in the race with approximately 35 teams participating. They will arrive the evening of June 18th and depart the morning of June 19th.

Jeff Peterson said it would be great to feature the new ARFF truck at the Open House. Ivie suggested having a committee plan and work out the details in order for it to be successful. Kerr asked Walton to form the committee and follow through with the planning of the event. Walton said he has already begun forming the committee and will put in the necessary work to have a successful event.

Open Items

Kerr said the Logan City Fire Department flushed out the culverts that had debris in them. Brady Hansen reported that they were able to push 500 gallons per minute through each of the culverts. There is still a drainage problem from south to north because of a gradual slope to the north, but the culverts are now clear.

Next Meeting

The next meeting of the Airport Authority Board will be February 5, 2013 commencing at 7:30 a.m.

Adjournment

The meeting was adjourned at 8:14 a.m.

ATTACHMENT A



December 2012 Manager's Report

- **AIP Projects:**

1. I have been trying to close out the two state projects for 2012. To date we have received reimbursement from UDOT in the amount of \$487,171.46 to cover their 90% portion of the south apron rehab, the runway 17/35 paint markings, the new sign panels, and engineering costs associated with these projects. We did not receive reimbursement from the state for the runway 17/35 fog seal due to the invoice submitted by Armstrong Consultants having the wrong project number on it. There was some confusion regarding funding available for both of these projects due to there being a surplus of funds in one project, and a lack of funds in the other. This happened because we applied for an amendment to project #129269 to cover the added expense affiliated with both projects, and was approved for an additional \$76,050.00. Because the fog seal project was originally part of the scope of work for the (269) project we cannot submit an invoice for this project under project # 129268 as Armstrong did. UDOT has made payment to date for services related to the (268) project in the amount of \$20,980.00, and since the grant amount for that project was \$40,000.00 there is still roughly \$19,000.00 of unspent funds, but the invoice submitted for the fog seal was \$34,220.48. Grant (269) still has a balance of \$58,658.54 which is more than enough to cover this invoice once it is applied to the right project. The two federal grants for the ARFF Vehicle and the Wildlife Hazard Assessment have not had any drawdowns made other than a \$20,000.00 submittal for design costs on the ARFF Vehicle.

- **Accident Report:**

On December 15th at approximately 2:00 p.m. a Robinson R22BII Helicopter owned by Mountain Ridge Helicopters, rolled while performing training maneuvers near midfield and next to taxiway Bravo. Both the instructor and student of the aircraft escaped with minor injuries, but the aircraft was totaled. The Logan Fire Department, Logan Police, and I responded to the accident, and about three hours later we were able to open up the taxiway once photos were taken of the site, cleanup of the areas was done, and the aircraft was removed. Prior to removing the helicopter the FAA was contacted to make sure that an investigation of the accident site was not necessary from their department. The pilot of the helicopter turned in a report to me on the following Monday, and I added it to my own report. It appears that the cause of the accident was either mechanical malfunction or pilot error, but I will not speculate on that. The weather at the time of the accident was mostly sunny, and the surface condition of the taxiway was mostly dry.

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

1. Snow removal operations started in December where we plowed snow five times, and have completed blowing the snow banks away from the edges of the runway, taxiways, and ramp areas.
2. The electrical vaults and covers that we are required to install in the safety areas have finally arrived. Due to the ground freezing this project will have to be put off until spring.

Additionally because of the weight and size of some of the larger vaults, a backhoe may be necessary for installation.

3. The three illuminated signs that were malfunctioning on taxiway A1 are now working properly, but the REILs at the south end of runway 35 have been going out when storm activity occurs. Once the precipitation stops and dry conditions resume they start working again. The cold weather doesn't seem to affect these fixtures.
 4. The electric gate at the southwest entrance to the airport was struck by an employee of Harris Air, and they have made arrangements to have the gate repaired. We probable need to buy some road salt to apply to the areas near the gates to prevent future events such as this.
- **Airport Revenue:**

All revenue for property and building leases have been received except for two property leases. Past due notices have been mailed. We also received fourth quarter fuel flowage amounts, charter landing fees, and the state reimbursement for fuel sales at the airport.