

**LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING  
MINUTES  
JUNE 4, 2013**

The Logan-Cache Airport Authority Board convened in a regular session on June 4, 2013 at 7:30 a.m. in the Cache County Historic Courthouse, County Council Chambers, 199 North Main, Logan, Utah.

**ATTENDANCE**

**Members of the Airport Authority Board in Attendance:**

John Kerr - Chairman  
Gar Walton  
Bill Francis  
M. Lynn Lemon  
Val Potter  
Mayor Randy Watts  
Dean Quayle

**Members of the Airport Authority Board Absent:**

**Others in Attendance:**

Lee Ivie - Airport Manager  
Jeff Peterson – Logan City Fire Department  
Zan Murray - J-U-B Engineers, Inc.  
John Manée - Armstrong Consultants, Inc.  
David Hartmann – Armstrong Consultants, Inc.  
Shawn Shuler – Riedesel Engineering  
Stephen Blankenship – Mountain Ridge Helicopters  
Bryan Congdon - Harris Air  
Sean Heiner – Utah State University  
Colby Goodliffe – Utah State University  
Dale Huffaker – Utah State University  
Sherm Buck  
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 May 7, 2013.

**ACTION: Motion was made by Quayle and seconded by Francis to approve the minutes of May 7, 2013. The vote in favor was unanimous, 6-0 with 1 absent**

## ITEMS FOR DISCUSSION

### **Manager's Report – Lee Ivie (Attachments A, B)**

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

### **Classic Air Race Update – John Kerr**

Kerr stated that the air race will take place two weeks from today with the Logan-Cache Airport being a designated overnight stop and the pilots will take off the next day to the next leg of the race. He added that arrangements have been made for tie-downs for them to stage in numerical order as per their request. He noted that the number of pilots, all women, is 43 according to the latest count.

## **Committee Reports**

### **Audit & Finance – Lynn Lemon**

No report.

### **Operations Committee – Dean Quayle**

No report.

### **Capital Improvements - Bill Francis**

Francis said that if the airport is going to provide space for glider trailers, the board needs to look at charging an unimproved land fee for that space. Kerr asked if Francis had a recommended amount to charge. He replied that half of the annual tie-down fee seems reasonable to him.

**ACTION: Motion was made by Francis and seconded by Potter (in order to move it forward for discussion) to approve charging a land use fee for glider trailer space at the airport.**

**DISCUSSION:** Francis said we should charge something so the airport doesn't just become a storage area. Kerr asked what the annual tie-down fee is. Francis did not know. Ivie pointed out that the tie-down fee is leased to the FBO, but he wasn't sure what the fee is. He guessed the fee to be \$60 per space annually. Kerr asked the board if they wanted to act on that assumed amount making the trailer tie-down fee \$30 per space annually or if they would rather confirm the amount

before taking action. Quayle asked if the purpose of the fee is mainly for maintenance of the area where the tie-down is and Francis confirmed that it is. Lemon suggested finding out for sure the current tie-down rates being charged before the board acts on it.

**Kerr tabled the motion until the July meeting of the Airport Authority Board in order to gather the necessary information.**

**Economic Development / Public Relations – Gar Walton**

No report.

*7:46 a.m. – Mayor Randy Watts arrived*

**ACTION: Motion was made by Lemon to adjourn to an Executive Session. The members of the board voted as follows:**

**Potter: Aye, Francis: Aye, Quayle: Aye, Walton: Aye, Kerr: Aye, Watts: Aye**

**The Board moved into an Executive Session at 7:47 a.m. as per Utah Code Annotated 52-4-205(d) to discuss the purchase, exchange, or lease of real property.**

**The Board adjourned from the Executive Session at 8:29 a.m.**

**Open Items**

No other business was brought before the Board.

**Next Meeting**

The next meeting of the Airport Authority Board will be July 2, 2013 at 7:30 a.m.

**Adjournment**

The meeting was adjourned at 8:30 a.m.

# ATTACHMENT A



## May 2013 Manager's Report

- **Airport Grounds and Maintenance.**

1. All poly-concrete electrical vaults have been installed replacing the plastic vaults in the safety areas.
2. The concrete insert extending the safety area over the canal running under taxiway Bravo has been installed. This project and the installation of the electrical vaults corrects two items that we asked for extensions on as pertaining to the 2012 safety inspection.
3. Ruts in the safety areas adjacent to the runways and taxiways have been filled in.
4. Mowing operations will begin in June once the airport grounds dry out.
5. The runway end identifier lights (REILs) were out of service for several days in May due to a faulty electrical board in the master unit. I contacted Cache Valley Electric to trouble shoot the problem. We replaced the faulty board with one that we took from a spare box that we had in the maintenance building. Initially the lights worked normally after we replaced this board, but during the night time field inspections I've noticed the these lights will operate at the normal strobe pulse rate for a time , and then the lights will cease to operate in that manner. We are still trouble shooting this problem.

- **2013 Airport Safety Inspection.**

Our annual safety inspection was conducted in May, and I've attached a copy of the letter of corrections sent to me from Rick Schoeder. The items pertaining to our safety areas have already been corrected. A discussion about funding for the re-striping of taxiways Bravo and Delta may be in order.

- **Based Aircraft Count.**

I've updated the based aircraft count based on data gathered during the hangar inspections. There are currently 127 aircraft based at the Logan-Cache Airport.

- **ARFF Vehicle.**

The airport fire truck was delivered on May 23<sup>rd</sup>, and we received delivery of the remaining equipment for that vehicle the next day. The Logan Fire Department has been working hard to get this vehicle in service, which it now is. We found a buyer for the old fire truck, and as soon as all the equipment, foam, and dry chemical are removed from the truck we will have the old truck removed from the airport. \$2,500.00 is the amount that we sold the old truck. At this juncture we have not received word of when the Osh-Kosh representative will arrive to train the fire department on operational use of the vehicle.

- **AIP Projects.**

- 1. Sealed bids for the AIP Project # 3-49-0016 (Taxiway Juliet), will be received at the Cache County Executive Office Building until June 20, 2013 at 11:00 a.m. At 11:00 a.m. of that day we will opened and read aloud those bids that have been submitted. Once we know the actual dollar amount for the construction of this taxiway we can negotiate the terms of the grant contract between the Airport Authority and the FAA.**
- 2. A scope of work has been submitted to UDOT for the apron maintenance project and the following items are outlined in that scope:**
  - a.) The Airport Authority will utilize an existing contract with ASI to perform the work. ASI will follow the State Specifications for this work.**
  - b.) Contractor will route, clean and seal existing cracks on the south apron.**
  - c.) Contractor will fog seal the south apron with emulsified asphalt rejuvenator.**
  - d.) Contractor will re-stripe the south apron pavement markings per specifications.**
- 3. The Wildlife Hazard Management Assessment is ongoing and will continue until the end of September.**
- 4. As soon as I receive all of the invoices for the purchase of the ARFF Vehicle and the specialize equipment for that vehicle, I will submit the necessary documents to the FAA for reimbursement, and this project can be closed out.**

# ATTACHMENT B



# Letter of Correction

U.S. Department of Transportation

Federal Aviation Administration

1. Airport Manager Lee Ivie		4. FAA Airport Certification Inspector Rick Schoder	
2. Airport Name Logan-Cache	Site No. 25186.*A	5. FAA Office Northwest Mountain	Region ANM
3. Address 199 N. Main Logan, UT 84321		6. FAA Address Airports Division, Safety & Standards Branch 1601 Lind Ave, S.W., Suite 315 Renton, WA 98057-3356	
7. Type of Operating Certificate <input checked="" type="checkbox"/> Airport Operating Certificate <input type="checkbox"/> Time-Limited Operating Certificate		8. Certification Date 08/01/2008	
9. Index <input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E		10. Class <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input checked="" type="checkbox"/> IV	
11. Type of Airport Certification Inspection <input checked="" type="checkbox"/> Periodic <input type="checkbox"/> Surveillance		8. Inspection Date 04/30/2013	
13. FAA Contact Rick Schoder		14. EIR Number 2013NM800046	

Inspection of the above named airport has revealed that it is not in compliance with all of the requirements of Title 14 CFR Part 139, the Airport Certification Manual, and the Airport Operating Certificate.

We have given consideration to all available facts and conclude that this matter does not warrant legal enforcement action; however, if the airport does not take the appropriate actions to correct the discrepancies in a timely manner, other enforcement action may be necessary. In lieu of such action, we are issuing this letter, which will be made a matter of record. We will expect your future compliance with the regulations. Please advise, by return of this form, when discrepancies are corrected.

The individual identified in item #13 must be notified if corrections are not completed by the agreed upon date.

15. Part 139 Discrepancies Noted	16. Discrepancies Corrected (Completed by Airport Personnel)
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a. Part 139 Reference	b. Discrepancy	c. Planned Correction Date	a. Date	b. By (Initials)
309B1	Operations: Safety Areas. 1. Several lighting fixtures located approximately 40/50 feet from east edge in Runway Safety Area of RWY 17/35. 2. Concrete from old infrastructure noted in RSA of RWY 17/35.	06/01/2013		
311D	Operations: Marking, Signs, and Lighting. The fog-seal that was applied to taxiways approximately four years ago has faded triggering a requirement to enhance certain markings prescribed in FAA AC 150/5340-1K, Para 1.4(a)1. Holding position markings and Enhanced Taxiway Centerlines require some maintenance as they are chipping from plow blades.	10/30/2013		
311D	Operations: Marking, Signs, and Lighting. As the fog-seal has been wearing/fading the pavement lightening has brought upon the need to install continuous taxiway edge markings to delineate the edges of taxiways from the gravel/sand shoulders.	12/31/2013		

**Check if Comments/Recommendations attached** - Comments and recommendations about airport safety that are not required by Far Part 139, are noted on attached sheet.

By signature below, assurance is given that discrepancies noted above will be corrected by the dates indicated and a copy of the letter returned by 15 calendar days following the completion of all discrepancy corrections.

Date May 8, 2013	Signature of Authorized Airport Official	Signature of FAA Certification Safety Inspector 
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321E1	Operations: Handling and Storing of Hazardous Substances and Materials. Verify leading edge supervisor completed appropriate training. If not, complete. See 150/5230-4B (Addendum).	07/28/2013		
325G3	Operations: Airport Emergency Plan. Record of AEP training for Mr. Kerr was not provided.	06/01/2013		
<input checked="" type="checkbox"/> <b>Check if Comments/Recommendations attached</b> - Comments and recommendations about airport safety that are not required by Far Part 139, are noted on attached sheet.				
<p>By signature below, assurance is given that discrepancies noted above will be corrected by the dates indicated and a copy of the letter returned by 15 calendar days following the completion of all discrepancy corrections.</p>				
Date  May 8, 2013	Signature of Authorized Airport Official	Signature of FAA Certification Safety Inspector  		

**RECOMMENDATIONS/COMMENTS**  
**AIRPORT CERTIFICATION INSPECTION**

**Logan-Cache**

**04/30/2013**

The following recommendations/comments are provided as a result of the Airport Certification Inspection.

- 1 Airport noted that SRE is in the CIP for 2014/2015. It is recommended that a high-speed broom/sweeper be the first piece of equipment procured. It is also recommended that the airport begin formulating a plan to house snow removal equipment.
- 2 Utilize 12 foot windcone at Segmented Circle. Ensure siting standards that recently were modified are adhered to when doing the windcone project in the near future,
- 3 Complete the paint on RWY 10/28 - so as to create a safe environment for aircraft. Centerline/side stripe/designator.

