

**LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
MINUTES
JULY 2, 2013**

The Logan-Cache Airport Authority Board convened in a regular session on July 2, 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
Brady Hansen – Logan City Fire Department
Kimberly Silvester - J-U-B Engineers, Inc.
Stephen Blankenship – Mountain Ridge Helicopters
Mike Cannon – Mountain Ridge Helicopters
Bryan Congdon - Harris Air
Manuel Boltz – Utah State University
Colby Goodliffe – Utah State University
Sherm Buck
Brent Roberts
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 June 4, 2013.

ACTION: Motion was made by Walton and seconded by Francis to approve the minutes of June 4, 2013. 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 and a part of these minutes.

ACTION: Motion was made by Watts and seconded by Potter and Lemon to award the bid to LeGrand Johnson for Taxiway Juliet. The vote in favor was unanimous, 7-0.

Ivie noted a problem with a hangar currently under construction at the airport. The contractor for the hangar owner, Brad Wursten, said that the front of the building needs to be moved twenty feet closer to the taxiway. However, Ivie said the plans submitted by Armstrong show the hangar right in line with the Mountain Ridge Helicopters hangar. After some discussion, the board advised Ivie to inform Mr. Wursten that the hangar must comply with the plans submitted by Armstrong. Kerr added that if there is push back from the hangar owner, he will be required to start over with a new request including the new hangar dimensions and another request submitted to Logan City and the FAA.

Tie-Down Fees and Glider Trailer Parking

Kerr noted that Francis had been looking into this issue and asked him to address the board with his findings. Francis said he thinks the tie-down fee should be based on the square footage that the airport charges for land. So the tie-down fee will be based solely on how much space is taken up by the trailer which makes it equal to everybody at the airport at \$0.17 per square foot. Lemon asked how it should be charged. Francis said he prefers charging it on an annual basis and having the FBOs manage them along with overnight and temporary tie-downs. Kerr said that comes to about \$50 per year. Ivie asked Francis if a location for the tie-down trailers has been determined. Francis replied that they think the location should be west of Harris' hangar along the access road.

ACTION: Motion was made by Potter and seconded by Walton to set the tie-down rate at \$50 per year for glider trailer storage to be collected and managed by the FBO. The vote in favor was unanimous, 7-0.

Castle Air Shares Request (Letter) (Attachment B)

Kerr summarized the letter as a request to set up a flying club and questioned if it would qualify as a "Special Aviation Service" to lease the plane to enrolled club members who can't afford their own aircraft. Lemon asked if they would have to have an FBO license to operate. Kerr explained

that an FBO has to offer a minimum of five services, but a “Special Aviation Service” according to the airport’s Minimum Standards Guidelines only has to provide a single specialized service. Lemon wondered how it is different than a service provided by an FBO. Francis thought it a better idea to have the requesting party contract with Leading Edge and work through them as the FBO to provide that same service. Walton asked if there has been any feedback from Leading Edge or USU on this request. Ivie said he hasn’t heard anything yet. Lemon said that the board should determine how Leading Edge and USU regard the request before making any decision. Kerr said that the issue will be tabled until more information can be gathered. Ivie said he will contact both Leading Edge and USU for their response.

Safety Inspection Results Review – Lee Ivie (Attachment C)

Kerr asked Ivie to go over each item on the list. Ivie said the first item “309B1” has been taken care of and he has contacted the office in Seattle to inform them of the correction. Item “311D” will require funds that are not currently in the budget. Lemon asked how much it will cost. Ivie said he doesn’t know yet. He will work with Armstrong to get an estimate. Kerr added we should also seek funding from the state for next year.

Ivie raised concern over the second “311D” correction requirement noting that according to Armstrong, there isn’t an airport in the state that has edge markings on its taxiways and it’s not even in the certification manual. Lemon asked if we can appeal the inspector’s recommendation based on that information. Ivie said that is exactly what he thinks we should do. Kerr suggested an appeal to the state to see if that will change the recommendation.

Ivie continued with item “321E1” and reported that the Leading Edge supervisor has completed the training and submitted the proper form.

Ivie continued that the last item “325G3” has been completed. He noted that the recommendation for a high-speed broom/sweeper will require an FAA grant as the cost for that piece of equipment is around \$400,000. The windsock recommendation will also fall under the windsock and segmented circle restructure outlined in the CIP. The last recommendation is one that Ivie said we can’t even get funding for maintenance, so he doesn’t think it feasible to spend funds on paint for Runway 10/28.

Ivie concluded that all the corrections have been made except the markings on Taxiway Bravo.

Committee Reports

Audit & Finance – Lynn Lemon

No report.

Operations Committee – Dean Quayle

No report.

Capital Improvements - Bill Francis

Francis said they are following through with the bids.

Economic Development / Public Relations – Gar Walton

Walton said they are moving forward with the planning of the ribbon cutting for the ARFF truck. He thinks it should be in conjunction with Leading Edge's Saturday morning breakfast which he thinks will be the first or second Saturday in August.

Open Items

No other business was brought before the Board.

Next Meeting

The next meeting of the Airport Authority Board will be August 6, 2013 at 7:30 a.m.

Adjournment

The meeting was adjourned at 8:23 a.m.

ATTACHMENT A



June 2013 Manager's Report

- Airport Grounds and Maintenance.

1. 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.
2. All safety areas in the Runway 17/35 and Taxiway Bravo movement area have been mowed along with the area around the southwest hangars. Rick Wosnick is scheduled to start swathing the grass between Runway 10/28 and Taxiway Charlie on June 30th. His crew will cut and bale the grass and weeds in all of the remaining areas at the airport that have not already been mowed.
3. The fiber optic line installation to the USU hangars was completed in June. The pavement that was cut and removed has been replaced, but the recommendation from Armstrong Consultants to USU was to apply an overlay to the paved surface if boring was not an option in the installation of these lines. Presently the pavement has only been patched.
4. During our ARFF training exercises, and while filling the new fire-truck with water from one of the older fire hydrants at the southwest corner of the field, there was a surge of water through the lines that caused two meters to erupt and some additional damage to some pipes in one of Robert Harris's hangars. The water pressure was estimated to be well over 200 psi.

- Summer Events.

1. The Women's Air Race Classic took place the week of June 16th thru the 22nd. After a four hour delay and the elimination of the first leg of the race from Pasco Washington to Mountain Home Idaho due to weather related conditions, the racers began arriving at the Logan-Cache Airport around 5:00 p.m. on June 18th. About half of the racers completed the first portion of the race that evening and spent the night at Logan. Leading Edge Aviation had a BBQ and buffet for the racers and those who showed up at the airport to witness this event. The remaining racers arrived at the airport the next two days. Some of those aircraft landed at the airport while others just conducted a fly-by and continued on to their next destination. The racers voted Logan-Cache airport as the best stopping point along the course of the race, and special recognition was given to Kim Hall as the stop chairperson, Leading Edge Aviation, and the other volunteers who were involved making this race a huge success. A plaque will be awarded to Logan-Cache Airport and a donation to the charity of our choosing will be made in behalf of the Logan-Cache Airport.

2. Leading Edge Aviation sponsors a fly-in and provides a breakfast every first Saturday of each month during the summer at the airport.
3. A ribbon cutting ceremony for the new ARFF Vehicle will be scheduled in July. We still need to set the date for this event and work out the details.
4. The UAOA fall conference will be held at Logan the first week of September. There will be a dinner and program at the airport for those attending that conference. This event is still in the planning stage.
5. On June 25th a review of the Airport Emergency Plan was conducted, and representatives from local fire, police, and EMT, hospital, and dispatch departments were in attendance. The airport staff consisting of myself, John Kerr, Bill Francis, and Scott Weaver from Leading Edge Aviation also attended this meeting. Later this summer we will be conducting a full scale emergency exercise at the airport. This event will be coordinated through the Logan City Fire Department.

- **AIP Projects.**

1. Sealed bids for the AIP Project # 3-49-0016 (Taxiway Juliet), were opened on June 20, 2013 at 11:00 a.m. There were three contractors who submitted bids, the low bidder being LeGrand Johnson at \$485,297.25. This amount is substantially lower than what the estimated cost of the project would be as outlined from Armstrong Consultants (\$690,231.25). Because of the large difference in dollar amounts LeGrand Johnson's bid was reviewed extensively and was found to cover all the items necessary to meet the requirements as outlined in the scope of work for this project. It is there for the recommendation of our consultants to award the bid to Legrand Johnson. If this is the consensus of the board we can submit this bid to the FAA and start the process to procure a grant for this project.
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. Requests for reimbursement of funds relating to the purchase of the ARFF Vehicle have been submitted to the FAA via the new e-invoicing system. At the present date the transfer of funds amounting to \$596,378.00 has been authorized, and should have been wired to the account set up to receive these deposits. The final invoice from L N Curtis & Sons cannot be submitted at this time because we have not yet received delivery of goods in that invoice. Also 10% of the payment to L N Curtis is withheld until this final delivery is made. The total project cost was \$674,077.65 and out of that amount \$662,356.68 is eligible for federal funding (90.2%). The remaining amount will be paid by the State of Utah and the airport sponsors. (The State portion at about 4.53%)

- **Annual Billing.**

All of the annual lease rates on property at the airport have been calculated, and as soon as I receive three letters of renewal and four signed leases back, this information can be sent to the audit department for billing.

ATTACHMENT B

Janeen Allen - Castle Air Shares - Logan Airport Location Proposal

From: "Christopher J. Castle" <chris@mysolidbox.com>
To: "lee.ivie@cachecounty.org" <lee.ivie@cachecounty.org>
Date: 6/25/2013 12:40 PM
Subject: Castle Air Shares - Logan Airport Location Proposal

Hi Lee,

Thanks for talking to me on the phone this morning. Here's my contact info and a brief proposal of what I'm looking to do at the Logan Airport:

History

For the last 5 years I've operated an aircraft rental business in Austin, Texas. I use my personal airplane, which is a 2006 Diamond DA40. We offered our aircraft in conjunction with a pilot training program located at the Austin Bergstrom airport. This gave me access to a nice range of student pilots and private pilots. Throughout the years I have developed extensive experience with all aspects of the aircraft rental business, including maintenance, insurance, and airport/FAA regulations. I have been fairly successful, but the market place and cost associated with Austin have become unfavorable for my business.

Personal Information

I own a successful engineering and computer hardware business based in Texas. My wife is a successful stage manager for several companies across the US. Every summer we come to Logan where my wife manages the Utah Festival Opera. Over the last few years we have fallen in love with Logan, and we now call it home.

Business Plan

My passion is making aviation accessible to the new pilot community. Therefore for the last few years I have developed "flying club" / rental business models that allow me to keep costs low and quality high, all while drawing in people that normally couldn't afford to fly. Because each airport is different, I have to adapt what I can offer, for each airports' ecosystem.

I am currently having Leading Edge Aviation complete an engine overhaul on my DA40. While doing that I've been enrolled at the commercial pilot program at USU. This has allowed me to be a part of the Logan airport community for the last few months. After working with all sort of pilots here at Logan, and after talking with Leading Edge, Utah Jet, USU, Mountain Ridge, and a handful of pilots, I feel that I have a good understanding of the Logan Airport ecosystem. From that I have developed a specific "flying club" business model that I believe will work very well at the Logan airport.

I don't want to compete or cause any headaches for anyone currently doing business at the airport. Leading Edge is already doing a great job of renting aircraft and providing general instruction. USU strictly offers fixed wing training, but their CFIs don't have access to a modern aircraft, specifically one they are already familiar with. Therefore I've focused on making my airplane available for rent, only to USU CFIs.

Specifically, I plan on creating a managed "flying club" accessible only to a handful of USU CFIs. I will offer membership to the flying club in 6-month intervals. The members pay a monthly membership fee, and they pay a "dry" hourly rate. Members are responsible for fuel and oil.

Maintenance and Resources

- I plan on having an ongoing maintenance relationship with Leading Edge to provide my 100-hour and

annual inspections, as well as general maintenance.

- I will require space to tie down the aircraft, and occasional hangar space during severe weather.
- I plan on employing one of the USU CFIs as my onsite manager/representative for the aircraft.

Current Status

- I have already discussed my plans with Sean Heiner (USU Chief Flight Instructor). Sean has approved my plan to offer the aircraft to his CFIs and has no issues with my current business model.
- My aircraft still requires 4 more weeks of repair work before it can be available.
- I have created a business entity for "Castle Air Shares" within the State of Utah

What's Needed

- Any requirements required by the Logan Airport that should be considered
- Feedback on the current business model
- Approval from you and/or the board of advisors
- Steps/advice for moving forward

Please give me any feedback that you may have. In the meanwhile I plan on attending the next board meeting to elaborate on my plan...

Thank you!
Chris

Christopher J. Castle, P.E. | President



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ATTACHMENT C



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)	
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 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"/> 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 		

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.