

**LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
MINUTES
AUGUST 6, 2013**

The Logan-Cache Airport Authority Board convened in a regular session on August 6, 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
Mayor Randy Watts
Dean Quayle

Members of the Airport Authority Board Absent:

Val Potter

Others in Attendance:

Lee Ivie - Airport Manager
Brady Hansen – Logan City Fire Department
Zan Murray - J-U-B Engineers, Inc.
Bryan Congdon - Harris Air
Kim Hall – Leading Edge Aviation
Scott Weaver – Leading Edge Aviation
Manuel Boltz – Utah State University
Susan Crosbie – Utah State University
Aaron Dyches – Utah State University
John Manée – Armstrong Consultants
Patricia Sliter – Armstrong Consultants
Shannon Nielsen – Herald Journal
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 July 2, 2013.

ACTION: Motion was made by Quayle and seconded by Walton to approve the minutes of July 2, 2013. 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 and a part of these minutes.

Airport Grounds and Maintenance

5. Kerr gave authorization for the two juniper trees to be removed near the entrance to the USU building.

Summer Events

2. Walton encouraged all board members to attend the meetings since the conference is being held in Logan this year. Lemon asked if they need to register if they want to attend. Kerr said they can attend the meetings without registering.

AIP Projects

2. John Manée from Armstrong Consultants addressed to board regarding the AIP projects. He said that he had brought agreements with him today for Lynn Lemon and Randy Watts to sign for the taxiway projects. He believes LeGrand Johnson is ready to go as soon as the agreements are signed and in place. He continued that ASI would give him a proposal that can be presented to the board after which a Notice to Proceed will be granted. He believes they will come under the \$75,000 grant amount by about \$20,000 to \$25,000. He will contact the state to see if that remaining money may be used to repair some of the paving deficiencies, pointed out by the Part 139 Inspector such as the tie-downs and painting of the Taxiway Alpha lines.

Manée said he looks forward to meeting with any board members who wish to attend the meeting with Kristin Brownson of the FAA on September 4th before the UAOA conference to discuss future Capital Improvement Projects for the airport.

Patricia Sliter, Corporate Development Manager for Armstrong, addressed the board concerning the preparations for the banquet dinner on September 5th. She showed a prototype of the static display that will be shown that night depicting a summary of the Airport Improvement Projects since 1997. (Attachment B) Armstrong Consultants, Inc. is the main sponsor for the UAOA banquet this year.

Proposal on Tie-Downs and Glider Storage

Weaver reported that there are 43 tie-downs at the airport; 22 on the west side and 21 on the east side. He continued that Leading Edge currently covers 16 of them in their lease and Utah Jet covers 4, which leaves a balance of 23 tie-downs under the Airport Authority jurisdiction. He noted that there are 13 aircraft and 2 gliders currently tied down. Weaver proposed that Leading Edge manage the remaining tie-downs and of the revenue produced, give the airport 5% back. That way they won't have to pay for empty space.

For glider storage, Weaver thought the fairest approach would be to charge \$25 per month. Kerr reminded the board that they approved a \$50 per year fee for glider trailer storage. Weaver said that whatever the board agreed to charge, he would be willing to manage it for the Airport Authority.

ACTION: Motion was made by Walton and seconded by Francis to approve the 5% revenue generated from the unleased tie-downs. The vote in favor was unanimous, 6-0 with 1 absent

Proposed Concert Cache Valley Radio Group

Weaver explained that the owner of Legends is looking for a location that will attract a larger crowd and thinks the airport would be a great venue for a concert. He told the owner that holding the concert in a hangar would not work, but it might be possible to work something out on a closed runway. Board members discussed issues surrounding a concert event such as security, traffic and parking space, and lack of a power source.

Discussion on Castle Air Proposal – Kim Hall

Hall said that the proposal had been dropped because the Mr. Castle had found another venue in St. George to pursue.

Committee Reports

Audit & Finance – Lynn Lemon

No report.

Operations Committee – Dean Quayle

No report.

Capital Improvements - Bill Francis

No report. Kerr suggested that the committee meet before UAOA so they can attend the meeting with the FAA and be prepared with their recommendations.

Economic Development / Public Relations – Gar Walton (Attachment C)

Walton said they are working primarily on the Ribbon Cutting event. He handed out a preliminary outline of the event which is attached to these minutes.

Open Items

Kerr introduced and welcomed Aaron Dyches from USU who took over the position previously held by Sean Heiner as Director of Professional Pilot Development.

Ivie said that the ARFF vehicle will be one of the displays at the Thursday night banquet during the UAOA Conference.

Lemon asked what time the Ribbon Cutting for the ARFF vehicle will be on September 14th. Ivie said it will be around 9:30 a.m. or 10:00 a.m. Lemon wondered if there will be a conflict with the USU Homecoming activities.

Next Meeting

The next meeting of the Airport Authority Board will be September 3, 2013 at 7:30 a.m.

Adjournment

The meeting was adjourned at 8:09 a.m.



July 2013 Manager's Report

- **Airport Grounds and Maintenance.**

1. The runway end identifier lights (REILs) at the south end of Runway 35 are now operating with the proper strobe frequency. I replaced the faulty board in the master unit and that took care of the problem.
2. The two concrete slabs that were damaged last winter in front of hangars A27 and A29 have been repaired.
3. The entire airport has been mowed at least one time, and many areas have been mowed twice. Due to the unusual amount of rain this summer, a third mowing will be needed in some areas.
4. The sign indicating where the pilot lounge is located needs to be replaced. The sign and the mounting bracket both blew off of building FL6A during one of the wind storms. I've ordered a new sign, and when it is built I will mount it to the building.
5. Building FL10 has lost the 220 electrical circuits in that hangar. This is the building that the airport authority leases to USU for their maintenance hangar. At this point we do not know if a direct buried cable is the problem or if the problem is related to some other source. We have electricians trouble shooting the problem and a temporary fix has been made to allow operation of the automated doors until this problem can be solved. I should be receiving a cost estimate to repair/replace the faulty electrical components shortly. On a related subject a request from USU maintenance personnel has been expressed to remove the juniper trees that are planted near the front entrance of that building. There is concern that they have grown larger than they should be in order to maintain the grounds near the building.

- **Summer Events.**

1. Leading Edge Aviation sponsors a fly-in and provides a breakfast every second Saturday of each month during the summer at the airport. In conjunction with the breakfast on September 14th, we are planning to have the ribbon cutting ceremony for the ARFF Vehicle that morning.
2. 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 Thursday September 5th, and the remaining events for the conference will be held at the Riverwoods Conference Center the following day. The Logan-Cache Airport will be spotlighted, and a presentation will be part of the agenda for the conference on both days. On September 4th at 12:30 p.m. airport representatives from Logan will be meeting with FAA and UDOT associates to go over our capital improvement planning process.

- **AIP Projects.**

1. We are waiting for the contract and grant documents for the AIP Project # 3-49-0016 (Taxiway Juliet), to arrive from the Denver ADO. As soon as these documents are here and signatures are obtained, I will send the needed copies back to the FAA, contact LeGrand Johnson for a pre-construction conference, and set a date for the construction to begin.
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. The third request of funding was rejected because the invoice amounts did not match the amount on the 271 form. I resubmitted that request with the proper 271 form and everything seems to be in order this time. 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. As soon as all the items on that invoice are delivered a fourth and final request for reimbursement can be sent to the FAA, and this project can be closed out.

- **Annual Billing.**

All properties leased at the Logan-Cache have been billed with the exception of two. One building owner needs to send me a signed lease agreement, and the other needs to send a letter requesting an extension on their current lease.

LOGAN – CACHE AIRPORT AUTHORITY BOARD
AUGUST 6, 2013

ATTACHMENT B

LOGAN-CACHE AIRPORT

Airport Improvement Projects



PROJECT SUMMARY

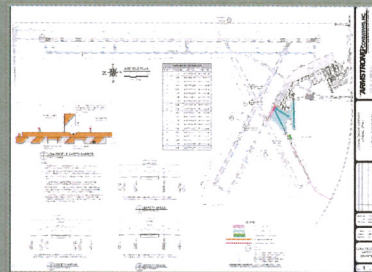
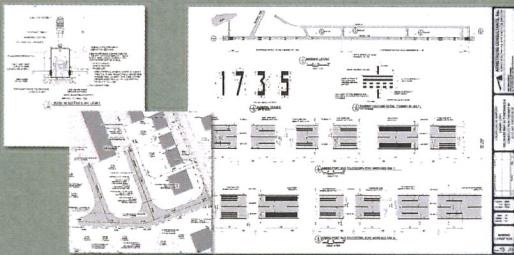
- 1997 Reconstruct Apron
- 1999 Expand Apron, Rehabilitate & Construct Taxilanes, Land Acquisition
- 2000 Construct and Rehabilitate Taxilanes, Wetland Mitigation
- 2001 Extend Runway 17/35 and Taxiway B to 9,000 feet
- 2002 Strengthen Runway 17/35 and Taxiway B
- 2006 Reconstruct/Reconfigure Apron Phase I
- 2006 Relocate Runway 35 Threshold
- 2007 Construct Partial Parallel Taxiway B
- 2008 Install Instrument Landing System (ILS)
- 2009 Reconstruct Apron Phase II
- 2010 Construct Taxilanes & Utilities
- 2010 Crack Seal & Fog Seal Apron, Taxiway & Taxilane, Taxiway Enhanced Markings, Runway 17/35 Safety Area Improvements
- 2012 Apron Rehabilitation, Fog Seal Runway and Signs
- 2012 Acquire ARFF Vehicle
- 2013 Construct Taxilane J & Utilities

PROJECT FUNDING

Total.....	\$16,848,476
FAA.....	\$14,536,480
State.....	\$1,633,085
Local.....	\$678,911

LGU ECONOMIC IMPACT*

Employment/Jobs.....	226
Payroll.....	\$5,704,900
Total Output.....	\$16,100,800
Ranks 5th out of 41 Airports in Utah	
* UDOT 2003 Data	



LOGAN – CACHE AIRPORT AUTHORITY BOARD
AUGUST 6, 2013

ATTACHMENT C

ARFF Vehicle Ribbon Cutting Ceremony Leading Edge Breakfast Fly-In

September 14, 2013

- 1) Breakfast 8:00 a.m. – 10:00 a.m. (Leading Edge Aviation)**
- 2) Ribbon Cutting Ceremony 10:00 a.m. (Gar Walton)**
- 3) Public Official performing ceremony Mayor Watts/Lynn Lemon**
- 4) Estimated attendees 300**
- 5) Accommodations**
 - a. Porte Potties-Lee Ivie**
 - b. Flatbed Trailer-Kim Hall**
 - c. PA System-Lee Ivie**
 - d. Containers & ice (cold Drinks)-Gar Walton**
 - e. Garbage containers-Lee Ivie**
- 6) Program-Gar Walton**
 - a. Welcome**
 - b. Introductions**
 - c. Speaker(s)**
 - d. Ceremony**
- 7) VIPs and invitees (Chamber of Commerce)**
 - a. Public officials**
 - b. Airport Board Members**
 - c. UDOT Department of Aeronautics**
 - d. Civil Air Patrol**
 - e. ARFF Personnel**
 - f. Police**
 - g. Chamber of Commerce**
 - h. Airport Business Owners**
 - i. General Public**
- 8) Advertisements (Chamber of Commerce)**
 - a. Flyer**
 - b. Newspapers & Radio Stations**
 - c. UAOA Newsletter**