

**LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING**  
**JUNE 4, 2014**  
**MINUTES**

The Logan-Cache Airport Authority Board convened in a regular session on June 4, 2014 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  
M. Lynn Lemon – Cache County Executive  
Val K. Potter – Cache County Council  
H. Craig Petersen – Logan City Mayor  
Jeannie F. Simmonds – Logan City Council  
Gar Walton  
Bill Francis

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

**Others in Attendance:**

Lee Ivie - Airport Manager  
Jeff Peterson – Logan City Fire Department  
Kim R. Hall – Leading Edge Aviation  
Matt Bunnell – Utah State University  
Dan Boston  
Janeen Allen

**CALL TO ORDER**

Chairman John Kerr called the meeting to order at 7:30 a.m.

**ITEMS OF BUSINESS**

**Approval of Minutes**

Kerr asked for a motion to approve the minutes of May 7, 2014.

**ACTION: Motion was made by Walton and seconded by Potter to approve the minutes of May 7, 2014. 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 a part of these minutes as Attachment A.

*7:33 a.m. – Jeannie Simmonds arrived*

### **Parking Lot Repairs / Construction – Bill Francis** (Attachments B and C)

Kerr said that previously Mayor Watts had raised a concern about the parking lot at the airport. Therefore, he asked Francis to look into it more and report to the board.

Francis showed a collage of pictures of corporate jets that have come into the airport over the course of a week. He took photos just for fun and to show the diversity of aircraft at the Logan-Cache Airport. He said that our airport supports many visitors to businesses in the community. Runway 17/35 and its associated taxiways and apron have all been redone in the last ten years and are in excellent condition. But the parking lots are in a mess with chuckholes, lack of parking, parking in the grass and weeds, etc. Francis showed a presentation outlining the needs of the parking lots. He noted that parking improvements are not eligible for FAA funding. This must be provided by the county, the city or a combination of both. He presented two options for parking improvements with a projected cost of about \$70,000 for each option. He also provided some ideas for funding including:

- Using the reserve fund for a portion of the projects
- Assessing business tenants a yearly improvement/maintenance fee with their leases
- Assessing all hangar and aircraft owners a yearly improvement/maintenance fee with their leases
- Assessing an annual parking fee with the purchase of a parking pass

Francis concluded that the parking area is a reflection of the airport's impression on those who visit for business or other purposes. It should be improved and maintained to reflect positively on both Logan City and Cache County.

Mayor Petersen asked which of the two options Francis considered the priority. He replied that the rehabilitation of the old parking lot would be his first option. Petersen asked how many stalls are in the old parking lot. Francis said there are approximately 70 parking stalls. The other option would have approximately 100 stalls. Lemon asked Francis if he had received bids. He said he had asked Parsons for an estimate and they told him the road base, asphalt and grading would be about \$2 per foot.

Discussion for the next several minutes centered on the positives and negatives for each option. Simmonds thought the city and county should share the cost of upgrading the main parking lot and come up with a different funding model for the other phase.

Petersen asked Lemon about the reserve fund and how much might be there. Lemon estimated that it might be around \$300,000 judging by previous years, but he cautioned that the reserve fund's main purpose is to provide matching funds for Airport Improvement Projects

and it would not be in the airport's best interests to deplete that fund.

Potter said that the university model of charging annual parking fees might be the best way to help fund this project.

Mayor Petersen and Executive Lemon discussed different options for using some of the city and county reserve funds. Discussion followed with input from board members and members of the audience regarding these funding options. Lemon asked Francis what time frame he is looking at. Francis said he would like to see at least the improvement on the main parking lot done before the next winter.

Dan Boston, a hangar owner, said that he is not opposed to the fee added to the yearly lease, but he wants to make sure that the revenue is used for the exact purpose of parking lot improvement and maintenance and not something else. He said that adding the fee to the lease should make sense and be acceptable to all hangar owners because they all use the parking lot.

Matt Bunnell from USU also noted that a large portion of the university's use of the parking lot is by the boosters for the football team. He doesn't want the students already paying a large tuition for flight school to have to shoulder the costs for use largely incurred by the boosters.

Mayor Petersen suggested completing all of Phase I (main parking lot) and half of Phase II. He said it seems most logical with the amount of funding available. Lemon said he will know the reserve balance before the next Airport Authority Board meeting. Francis said he would like to get some direction from the board as to what to do so he can put it out to bid. Mayor Petersen recommended that Francis get a firm bid on Phase I and half of Phase II. By that time, the city and county will know better what money is in their reserve funds.

Kerr summarized that it seems the consensus of the board is to have Francis get a firm bid now so that a decision on funding can be made at the July board meeting.

## **Committee Reports**

### **Audit & Finance – Lynn Lemon**

Lemon said the reserve balance was from last year was \$198,717. He added the next time the Audit & Finance Committee meets, he will include the new executive elect and Mayor Petersen.

### **Operations Committee**

No report.

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

No report

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

Kerr asked Walton if he has any information on next year's open house. Walton said there isn't anything firm yet, but it appears we may have the V-22 Osprey, the B-17 and the P-51 coming as major attractions.

### **Open Items**

Bunnell proposed that for the Open House next year, the airport arrange for an FAA "Portable Reduced Oxygen Environment" training session which they will do free of charge as long as there are 200 people who will participate. He said at least 100 students from the aviation school would participate.

Boston asked about putting a bus stop at the airport. Hall said that could be one way of alleviating the parking problem. Bunnell added that a lot of the aviation students have requested it, as well. Kerr said he would make the request again, but the last time they proposed it, CVTD was unwilling to extend the route to include the airport.

Ivie suggested that there be a committee organized to make the Open House next year more successful. Walton agreed and said they had a committee for the last Open House and believes it to be essential to work out all the details and planning for the event.

### **Next Meeting**

The next meeting of the Airport Authority Board will be Wednesday, June 4, 2014 at 7:30 a.m.

### **Adjournment**

The meeting was adjourned at 8:27 a.m.

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# **ATTACHMENT A**



## **May 2014 Manager's Report**

### **1. Airport Grounds, Buildings, and Vehicle Maintenance.**

- 1. The Low estimate for replacing the lift cables on the door of hangar FL-10 was \$2,450.00. National Equipment Services will be performing that labor.**
- 2. We received delivery of the rental tractor from Valley Implement and all the ruts along the edges of the runways and taxiways have been filled in and smoothed out with the blade of the tractor. The mower is now mounted to the tractor and mowing operations have begun. Arrangements have been made with Ric Wosnik to cut and bail the bulk of the grass starting the last week of June. This will help to alleviate some of the expense associated with the mowing of the field.**
- 3. Several areas of the airport where old concrete, rebar, and asphalt chunks were stockpiled have been cleaned up, and that debris has been hauled away. Also the left over mounds of dirt and clay from the water/sewer line project last summer has been hauled to a site at the far west side of the airport, and arrangements have been made with Logan City to haul these piles off of the airport as they need it.**
- 4. Several truckloads of milled asphalt have been hauled, dumped, and spread in areas where ponding water or abrupt edges along paved surfaces were present in the hangar area and entrance to the airport. The area west of the USU office building has been cut back and ground asphalt millings has been laid in that spot to reduce the amount of dirt and mud being tracked onto the road next to the automobile parking area.**
- 5. A new concrete vault has been buried at the southwest corner of the parking lot next to Leading Edge Aviation. The old vault was made of plastic and had been collapsed for quite some time. This vault allows access to a water valve for a sprinkler system that was installed several years ago and is no longer in service. The concrete vault was one that I had left over from last year, and I thought that it was needed in this spot to prevent the possibility of harm or damage to person or personal property.**

### **2. Follow-Up from the April Board Meeting.**

- 1. Letters have been sent to the different airlines that requested a weight waiver for landing at the Logan-Cache Airport. This letter contains the information that supports the motion that was passed at the last airport board meeting.**
- 2. An inspection of runway 17/35 was conducted by Armstrong Engineers, and the runway was reported to be in good condition. Arrangements have been made to dredge the three canals that flow under the runway later this summer. This will help to drain surface water in the future and prolong the life of the pavement.**

### **3. Current AIP Projects.**

- 1. FAA project # 3-49-0016-25 (Taxiway J):** The construction phase of this project has been completed. Final inspection on this project was conducted on March 6, 2014. The items that needed to be completed by Legrand Johnson Construction have been addressed. The second and third invoices from the contractor have been processed through the e-invoice site, and \$18,000.00 has been subtracted from the second bill to cover liquidated damages as agreed upon by both LeGrand Johnson Const. and the Airport Authority. This project can officially be closed out once these transactions are cleared by the FAA, and we receive the last reimbursement of 3% of the construction expense.
- 2. FAA project # 3-49-0016-24 (Wildlife Hazard Management Assessment):** A final draft of the wildlife management assessment for the Logan-Cache Airport has been submitted to the FAA, approved by Lynn Deardorff. A rough draft of the wildlife management plan was submitted to Ms. Deardorff and she responded with a letter of correction items that needed to be made in the plan. Creamer and Noble associates are working on making those corrections.
- 3. FAA project # 3-49-0016-26 (High Intensity Runway Lights):** Armstrong Consultants submitted a scope of work (SOW) for this project. Two additions needed to be added to the SOW which they did and now I'm waiting for signatures from local governing officials before I send the document back to their office for their company president's signature.

### **3. Future AIP Projects.**

UDOT Division of Aeronautics has approved the reconstruction of runway 10/28, and has earmarked \$700,000.00 of state funds to go towards this project. This dollar amount and the 10% match by the airport sponsor will not completely cover the projected expenses to rebuild the runway at its present length and/or width. This project is scheduled for 2017-2018, so we have a little time to plan for the project, and decide on the different options pertaining to dimensions of the paved surface.

### **4. Hangar Construction.**

Construction of the forty by forty foot hangar in space F-8 has begun. Glenn Reeder Const. is building the structure for Brandon Wallin. The concrete footings and stem walls have been poured, the outer walls and roof have been erected, and most of the exterior sheeting is in place.

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# **ATTACHMENT B**



# How Corporate America Moves





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# **ATTACHMENT C**

# Logan-Cache Airport

An Economic Engine for Cache Valley



# Our airport welcomes many corporate visitors to Cache Valley

- \* Runway 17 – 35 with associated taxiways and apron is currently in excellent condition.
- \* Navigational aids are state-of-the-art.
- \* BUT....
- \* Once they reach ground transportation, what kind of impression do we give these visitors?





# Parking Needs

- \* On a normal day, parking for employees and guests of USU, airport flight schools, and the FBO consumes all designated parking stalls.
- \* Visitors often park in the grass or off the side of the current parking areas.
- \* USU chartered flights can bring >50 extra vehicles to the airport for parking.
- \* Parking off the black top in inclement weather can result in mud tracked throughout the airport entrance area.

# Options to improve parking

- \* Parking improvements are not eligible for FAA funding
- \* Funding provided by Logan City and/or Cache County to improve parking would be invaluable to the airport and the economic impact it has in the valley.
- \* There may be options for recovery of some funds.







# Funding options

- \* Use reserve funds to complete the project(s).  
Projected cost is \$70,000 for each lot.
- \* Assess airport business tenants a small fee with their yearly lease to generate funding to improve/maintain parking areas.
- \* Assess all hanger and aircraft owners a small fee with their yearly lease.
- \* Assess annual parking fee (Buy a parking pass)

# Why Care about Parking?

- \* The airport is an economic generator for the valley. Many businesses use the airport to facilitate their operations.
- \* We want to invite guests to our valley by way of our airport.
- \* We want our airport to be safe and convenient for all users.
- \* Since the airport is a city/county service, no different than a hiking trail or an art center, we want it to reflect positively on both Logan City and Cache County.