

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
DECEMBER 2, 2015
MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on December 2, 2015 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
Craig W Buttars – 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:

Also in Attendance:

Lee Ivie - Airport Manager
Matt Bunnell – Utah State University
Aaron Dyches – Utah State University
Susan Crosbie – Utah State University
Jeff Peterson – Logan City Fire Department
Scott Weaver – Leading Edge Aviation
David Hartmann – Armstrong Consultants
Kimberly Silvester – J-U-B Engineers, Inc.
Zan Murray – J-U-B Engineers, Inc.
Kirk Nielsen – Jviation
Bryan Congdon – Harris Air
Clayton Gefre – Herald Journal
Janeen Allen

CALL TO ORDER

Chairman John Kerr called the meeting to order at 7:31 a.m.

ITEMS OF BUSINESS

Approval of Minutes

ACTION: Motion was made by Potter and seconded by Francis to approve the minutes of October 7, 2015. The vote in favor was unanimous, 5-0 with 2 absent

ITEMS FOR DISCUSSION

Manager's Report – Lee Ivie (Attachment A)

Ivie presented his report which is part of these minutes as "Attachment A."

7:32 a.m. – Mayor Craig Petersen arrived

Utility Impact Fees

Ivie reported that the airport received a bill from Logan City for \$18,143.64 for installation of power service in the hangar area. He believes the airport should not have to pay this invoice because it is not a contractor. Kerr added that when the extension was done on Delta, the electrical and utility improvements were included in the project cost which was reimbursed by the FAA. However, the utility improvements were not included in the project cost for the extension of Juliet because less funding was available. The Airport Authority Board approved a \$1,000 impact fee from each hangar on that runway in order to recover the costs for the improvements. If the same protocol were followed in this case, each hangar owner would be required to pay between \$2,500 and \$3,000 in order to recover the \$18,000 charge. Kerr asked Mayor Petersen if he had any thoughts on the issue. Having no foreknowledge of the situation, Mayor Petersen asked for time to gather information in order to prepare a response. The item was tabled for a future Authority Board meeting and Mayor Petersen requested a meeting with Ivie in order to get more background information.

7:39 a.m. – Jeannie Simmonds arrived

State Projects for 10/28 and 17/35

Kerr said there are two projects in progress with state funding available by about July 1, 2016. They are:

- Pavement Preservation on 17/35
- Rehabilitation of 10/28

Much of the design and survey work has been completed by Armstrong Consultants on these projects and the State is content with Armstrong continuing them to completion even though the Airport Authority board is in the process of selecting a consulting engineer for the future. He asked the members of the board for direction on the matter. The two options as he sees it are:

- Allow Armstrong Consultants to complete the projects whether they are selected as the consulting firm or not
- Delay the projects until a consulting engineer is selected and then having that firm complete the projects.

Discussion from the board members followed. Kerr said there could be potential delays with the transfer. Francis said there has not been any problem with Armstrong and he thought it would be easier to just allow them to complete the projects. Walton believed it to be logical to maintain the firm that began the projects regardless of which firm is selected as consulting engineer.

ACTION: Motion was made by Francis and seconded by Walton to authorize Armstrong Engineers to continue with their work on 10/28 and 17/35 for state funding. The vote in favor was unanimous, 7-0

Consulting Engineer Contract Proposals

Ivie said every five years the FAA requires the airport to go through a selection process in determining a consulting engineering firm to do the engineering for federally funded projects on the airport.

A request for Statements of Qualification has been advertised and sent and five firms returned these statements out of fifteen that requested information. Kerr noted that in the past, a subcommittee reviewed the applications and then came before the rest of the board with recommendations. He continued that some or all may be invited to give a formal presentation to the board after which a decision would be made by the board.

In the past, the subcommittee has consisted of the County Executive, the Logan City Mayor and the Authority Board Chair. After some discussion, the board decided to follow this same procedure.

ACTION: Motion was made by Potter and seconded by Simmonds to proceed with a subcommittee consisting of the County Executive, the Logan City Mayor and the Authority Board Chair to determine the engineering firms to be selected to make formal presentations to the Authority Board for final selection as Consulting Engineer for the Logan-Cache Airport. The vote in favor was unanimous, 7-0

Committee Reports

Audit & Finance – Craig Buttars

No report

Operations Committee

No report

Capital Improvements - Bill Francis

No report

Economic Development / Public Relations – Gar Walton

No report

Open Items

Francis said he received a bid to clean the above-ground drains at the airport. The cost is prohibitive and could go as high as \$16,000. However, the project has been pushed back for five years and the need to have them cleaned is now quite urgent. Kerr asked Ivie if there is any money in the airport budget that could cover the cost. Ivie said he thinks he may be able to find the necessary funds to cover the cost of the project.

ACTION: Motion was made by Francis and seconded by Buttars to shift funds in the airport budget in order to cover the cost of cleaning the drains and drain ditches. The vote in favor was unanimous, 7-0

Kerr invited Francis to give a Powerpoint presentation on the economic impact of the Logan-Cache Airport. The presentation is part of these minutes as "Attachment B."

Kerr asked Allen if there are any board appointments expiring this year. Allen responded that two positions, Simmonds and Francis, expire at the end of this month. Kerr noted that the County Executive will appoint the position held by Francis and the Logan City Mayor will recommend an appointee for the position held by Simmonds to be approved by the Logan City Council. These appointments should be completed by the next Airport Authority Board meeting.

Kerr stated that each year, a chair for the board must be nominated and approved. He opened the floor for nominations.

ACTION: Nomination was made by Walton and seconded by Simmonds that John Kerr remain as the Logan-Cache Airport Authority Board Chairman for 2016. No other nominations were made. Executive Buttars moved that nominations cease. As there were no other nominations, John Kerr will continue as Chairman of the Logan-Cache Airport Authority Board for 2016.

Next Meeting

January 6, 2016 at 7:30 a.m.

Adjournment

The meeting adjourned at 8:17 a.m.

**LOGAN – CACHE AIRPORT AUTHORITY BOARD
DECEMBER 2, 2015**

ATTACHMENT A



November 2015 Manager's Report

1. Current AIP Projects.

1. FAA project 3-49-0016-027 (Construct Taxiway E, Phase II). Both payments from the FAA and the Utah Department of Transportation have been sent. This project can now be closed out.

2. Request For Qualification (RFQ).

Copies of statements of qualification from engineering firms will be handed out to the Airport Authority Board Members on December 2nd, and a discussion will be conducted outlining the details of the selection process.

3. Hangar Construction.

1. Hangar J1 or the Lance Hill building is enclosed with the exception of the east side of the building. This is the side where the hangar door is to be installed. A concrete floor needs to be poured, and an asphalt apron will have to be laid before any aircraft can access the building.
2. Hangar J7 or the Ed Fisher building is ready for the concrete floor to be poured (weather permitting), but no metal columns have been erected at the present time.

4. Airport Revenue To Date In 2015.

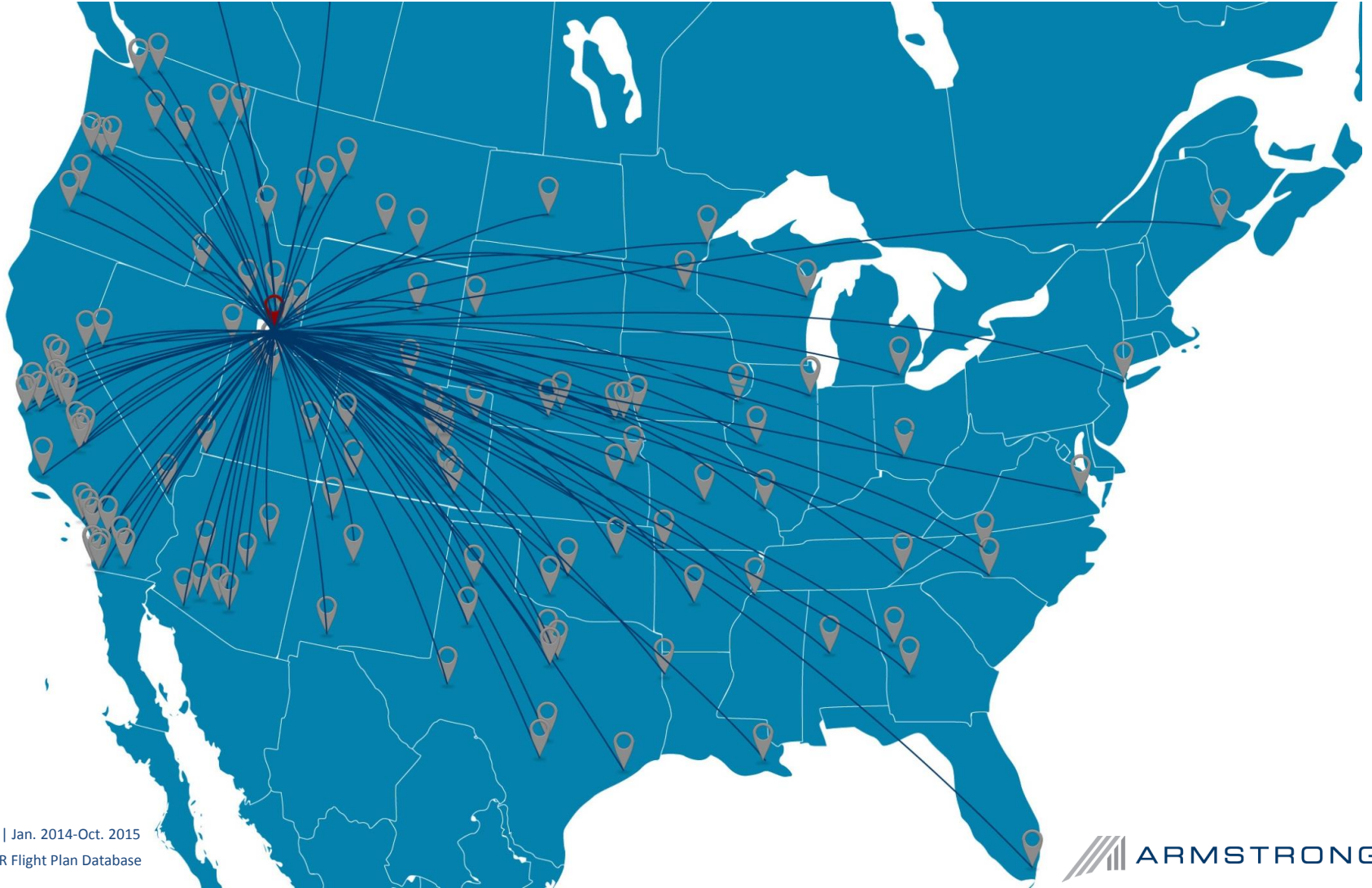
1. Hangar property lease payments received	- \$41,157.62 (property leases not paid \$4,135.19)
2. Building FL8 and Fuel Farm, rent received-	\$13,354.08
3. Fuel Flowage Fees Paid	- \$11,835.16
4. Landing Fees Paid	- \$6,450.00
5. Transient Landing Fees Paid	- \$152.45
6. Sundry Revenue	- \$5,327.60
7. State Gas Tax Reimbursement	- \$282.37
8. FAA and State Grant Payments	\$160,987.71
Total	<u>\$239,546.99</u>

**LOGAN – CACHE AIRPORT AUTHORITY BOARD
DECEMBER 2, 2015**

ATTACHMENT B



...Gateway to Logan-Cache Valley



IFR Flight Map | Jan. 2014-Oct. 2015
Source: GCR IFR Flight Plan Database



"Build a mile of road and go a mile. Build a mile of runway and go anywhere."

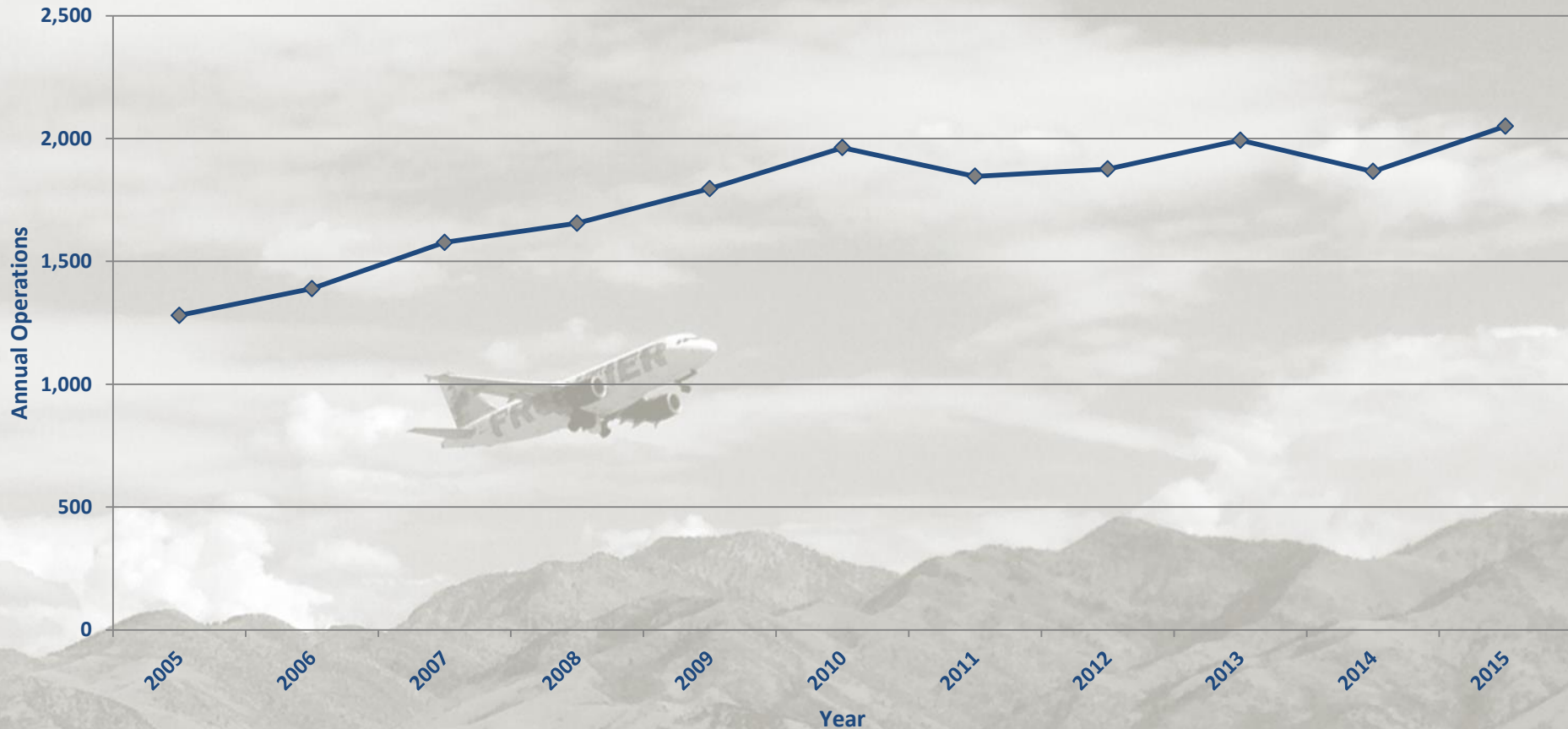
Logan-Cache Airport: A Growing Community Asset



IFR Operations = Business to the Logan-Cache Valley

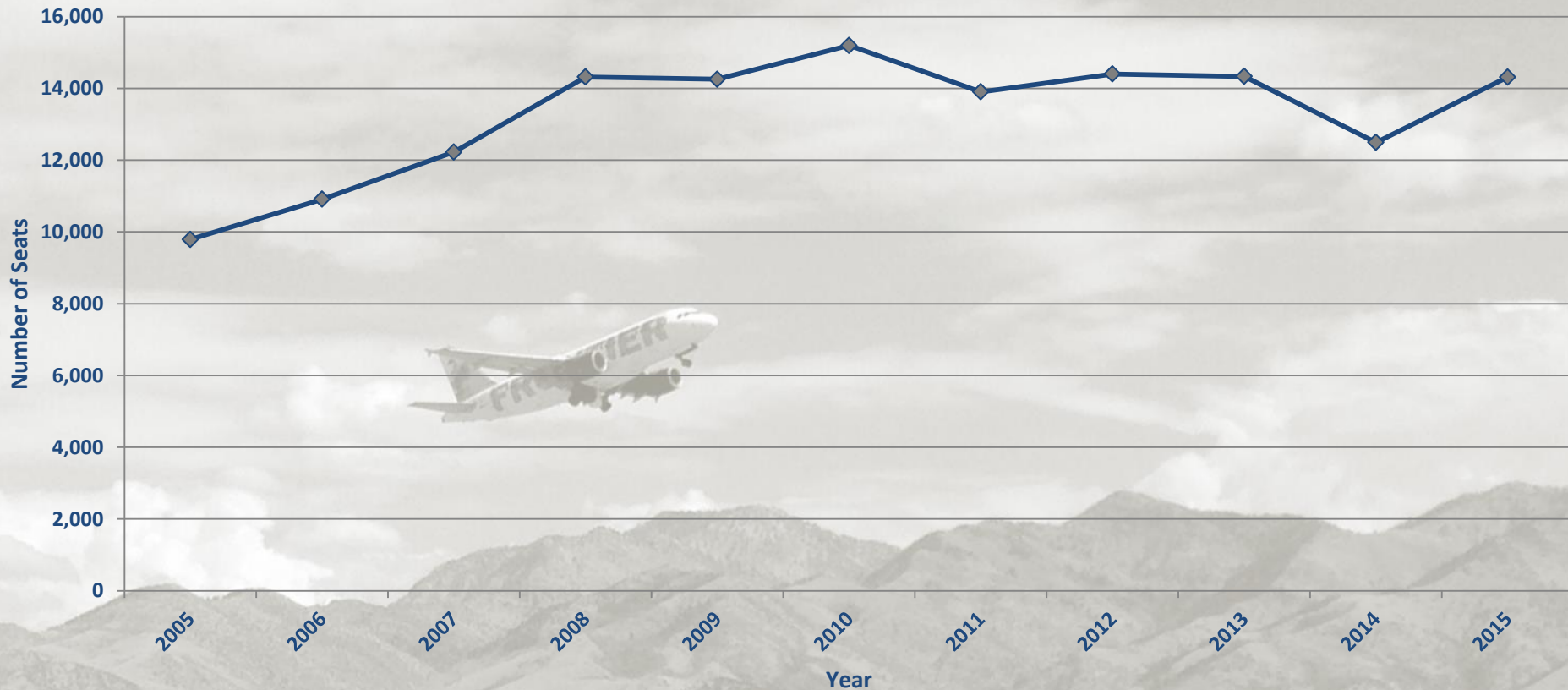
- Instrument Flight Rules (IFR) operations are typically utilized on the flights that bring people and commerce to the Valley.
- IFR operations at Logan are typically conducted by:
 - Corporate aircraft
 - Utah State University Football Charters
 - Air freight operators
- Total annual operations at Logan, including Visual Flight Rules (VFR) operations, exceeds 72,000

Trends in IFR Operations at Logan-Cache Airport



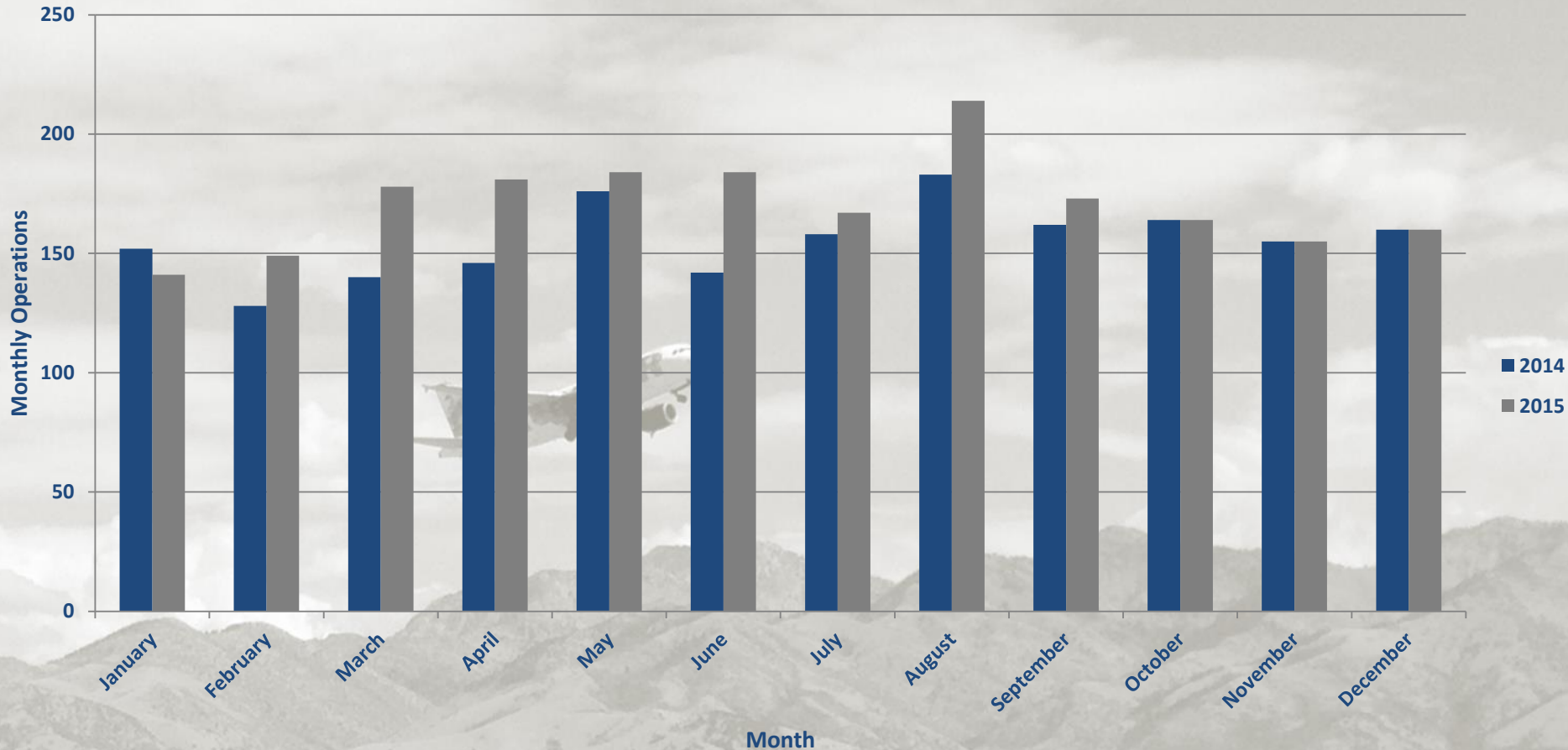
IFR Operations at Logan-Cache Airport have grown at an average of 5% per year

Trends in Total IFR Seats at Logan-Cache Airport



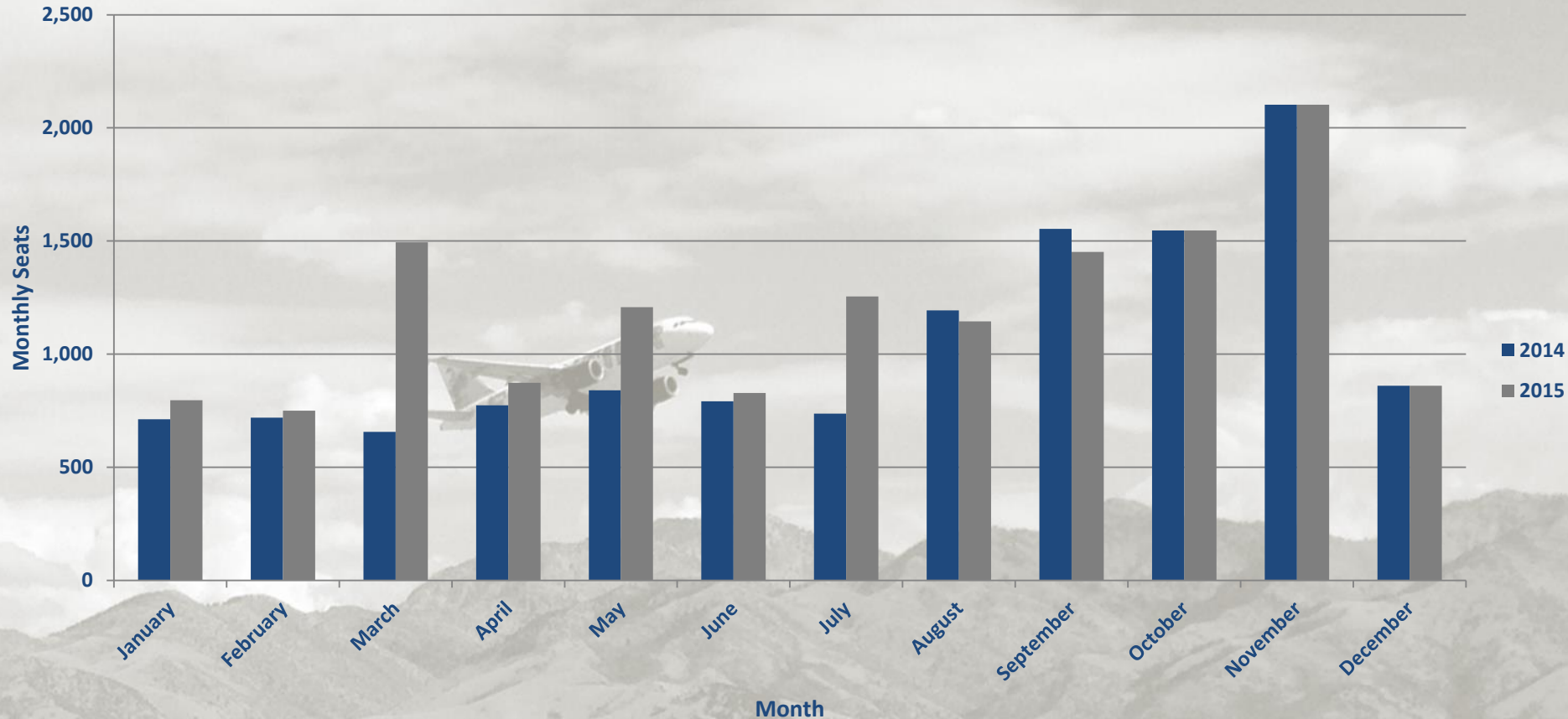
Total IFR seats at Logan-Cache Airport have grown at an average of 4% per year

Monthly IFR Operations: 2014 v. 2015



***YTD IFR Operations at Logan-Cache Airport increased by 14% over 2014
(October-December projected)***

Monthly IFR Seats: 2014 v. 2015



***YTD IFR Seats at Logan-Cache Airport increased by 29% over 2014
(October-December projected)***

LGU Traffic Counts

TFMSC Report (Airport)								
From 01/2014 To 12/2015 Airport=LGU								
#	Date	Departures	Arrivals	Total Operations	Departure Seats	Average Departure Seats	Arrival Seats	Average Arrival Seats
1	01/2014	77	75	152	355	4	358	4
2	02/2014	61	67	128	334	5	386	5
3	03/2014	69	71	140	331	4	326	4
4	04/2014	72	74	146	378	5	396	5
5	05/2014	84	92	176	398	4	443	4
6	06/2014	68	74	142	382	5	410	5
7	07/2014	78	80	158	353	4	384	4
8	08/2014	95	88	183	605	6	589	6
9	09/2014	81	81	162	776	9	778	9
10	10/2014	77	87	164	748	9	799	9
11	11/2014	77	78	155	1,043	13	1,059	13
12	12/2014	78	82	160	411	5	450	5
13	01/2015	70	71	141	379	5	417	5
14	02/2015	72	77	149	358	4	392	5
15	03/2015	84	94	178	715	8	779	8
16	04/2015	87	94	181	425	4	449	4
17	05/2015	90	94	184	534	5	674	7
18	06/2015	83	101	184	370	4	459	4
19	07/2015	77	90	167	560	7	695	7
20	08/2015	107	107	214	619	5	526	4
21	09/2015	80	93	173	684	8	768	8
Total:		1,667	1,770	3,437	10,758	6	11,537	6