

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
DECEMBER 7, 2016
MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on December 7, 2016 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
Andreas Wesemann – Utah State University
Scott Weaver – Leading Edge Aviation
Kim Hall – Leading Edge Aviation
Brady Hansen – Logan City Fire Department
Mike Carr – Armstrong Consultants
David Hartmann – Armstrong Consultants
Brett Hugie – Cache Valley Electric
Richard Anderson – Logan City Finance Director
Otto Puhlmann – Hangar Owner
Janeen Allen

CALL TO ORDER

Chairman John Kerr called the meeting to order at 7:32 a.m.

ITEMS OF BUSINESS

Approval of Minutes

ACTION: Motion was made by Petersen and seconded by Potter to approve the minutes of July 6, 2016 and September 7, 2016 as written. The vote in favor was unanimous, 7-0

ITEMS FOR DISCUSSION

Manager's Report – Lee Ivie

Ivie presented his report for October and November 2016 which is part of these minutes as "Attachment A."

Item 4 on the November Manager's Report regarding the off-site construction of a tower that falls right in the middle of two flight paths was discussed at length and determined that proper protocol was not followed in the construction of the tower namely, no building permit was issued by North Logan City and no A7460-1 form was submitted to the FAA.

ACTION: Motion was made by Potter and seconded by Petersen to send a letter to the Mayor of North Logan City with copies sent to Hyde Park City, Smithfield City, and Stan Checketts indicating that the tower constructed south of the airport must be removed immediately. The vote in favor was unanimous, 7-0

Kerr asked Michael Carr from Armstrong Consultants to provide a progress report of the preliminary design for the taxiway, taxilane, and apron rehabilitation project. Carr distributed a drawing of the project which is a part of these minutes as "Attachment B." He noted that they believe they can extend the taxiway construction considerably farther than what they originally thought across the closed runway with no increase in funding. Armstrong is now working on refining the design of the pavement section.

Kerr explained that the project area is critical because it services all the expansion area to the northwest and the hangars being constructed on Taxiway Juliette to house heavier aircraft. Ivie asked about the tie-down layout. Carr said right now they are anticipating one row of tie-downs. Ivie asked for a copy of that layout so that USU could review it. Ivie added that there needs to be a plan for snow removal and storage, as well.

There was some discussion about widening Taxiway Charlie and also the critical clearance area where Taxiway Charlie and Delta intersect. Kerr said they will definitely need to see a full layout of the tie-downs in order to determine clearance compliance.

Walton asked if the design for the intersection of Taxiways Charlie and Delta will accommodate charter aircraft parked in the area. Carr said they will take that into consideration along with all of the requirements from the FAA.

Hangar Lease Request by Dustin and Jerry Clark for Space D-8

Kerr noted the request for a hangar in space D-8 which is adjacent to the Space Dynamics hangar. The request is a part of these minutes as "Attachment C." Jerry Clark was present and noted that the dimensions of the hangar he is requesting would be 70' wide by 50' deep. Ivie said they will need to check for gas lines in that area and make sure the proposed hangar would not encroach on any gas line easements.

Mr. Clark has sold his current hangar but is renting a portion of it in order to keep flying until his new hangar is built.

ACTION: Motion was made by Potter and seconded by Buttars to approve the request by Jerry Clark for a hangar located at space D-8. The vote in favor was unanimous, 7-0

Kerr advised Clark to work with Ivie on the utility easement issue and told him to expect utility hookup fees. He will also have to file a 7460 form with the FAA and begin construction within one year. Ivie added that there will also be two firewall requirements Clark will have to meet, as well.

Consideration of Proposal by Cache Valley Electric for Hangar Reconstruction – FL7-A

Ivie said Cache Valley Electric submitted two options for the proposed hangar at FL7-A. The options are a part of these minutes as "Attachment D."

Option 1 is to remove the present hangar and construct a larger one in the same location. It would take out the old road that runs west of the hangars. However a new paved surface could be put in to connect diagonally with the old one.

Option 2 is to remove the hangar and build an access taxiway into the main terminal ramp area and set the new hangar back in the grass field area west of where it is presently located. This option opens up the possibility for future construction of additional hangars at the airport, but it would be more costly than option 1. Option 2 would also require the removal and relocation of the south entrance gate to the hangars and some fencing will need to be put in. Francis added that utilities are already in place if option 2 is selected.

Brett Hugie, representing Cache Valley Electric, said that they prefer Option 1 because it will cost less. Board members discussed the possibility of opening up the area for additional hangar construction that comes with the second option. David Hartmann with Armstrong Consultants speculated that they could put in the initial work for the second option for less than \$100,000.

Kerr believed the airport has enough in the fund reserves to take on this project if Option 2 is selected. Hugie said he will take the information back to the owner of Cache Valley Electric and will look into it further. He will attend the airport authority board meeting in January with a better idea of what option they would prefer. Kerr said he would also look more into this option and keep Hugie in the loop for the next meeting.

8:26 am – Val Potter left the meeting

Discussion of Utility Charges – Logan City

Kerr said there have been some questions raised about changes printed on airport tenants' utility bills. He asked Richard Anderson, Logan City Finance Director, to provide an explanation to the board.

Anderson said the three charges in question are garbage, 911 and stormwater that have been added to the utility bills.

Garbage service and 911 charges are called "can" fees and are included on utility bills for all county entities according to resolutions passed by all county municipalities. The stormwater service fee is based on the impervious area associated with the airport's hangar utilities.

The reason these charges have not been on the utility bills before is that Logan City didn't realize the airport was not being billed until they procured new software that helped them discover the omission.

Anderson said once the error was discovered, rather than try to recoup past fees, they just added the charges to the utility bills going forward. He noted there are other locations with similar oversight errors that they are currently researching and correcting.

Airport Authority Board At-Large Position

ACTION: Motion was made by Walton and seconded by Simmonds to reappoint John Kerr as the Logan-Cache Airport Authority at-large board member. The vote in favor was unanimous, 6-0 with 1 absent

Election of 2017 Board Officers

ACTION: Nomination was made by Francis and seconded by Walton that John Kerr continue as Chair of the Logan-Cache Airport Authority Board through 2017. The vote in favor was unanimous, 6-0 with 1 absent

ACTION: Nomination was made by Walton that Bill Francis serve as Vice Chair of the Logan-Cache Airport Authority Board through 2017. The vote in favor was unanimous, 6-0 with 1 absent

Committee Reports

Audit & Finance – Craig Butters

No report

Operations Committee

Weaver reported that the committee will be meeting after the Airport Authority Board meeting and that so far, all is going well.

Capital Improvements - Bill Francis

Francis said they received a request from Lifeflight for a de-icing machine at the airport. They would cover 25% of the cost, the state would fund 50% of the cost, and they asked the airport to fund 25% of the cost. He estimated the airport's 25% contribution to be around \$3,700. He proposed that the FBO be in charge of the machine and possibly charge entities who use it a fee in order for the airport to recoup the cost of purchase.

ACTION: Motion was made by Francis and seconded by Walton to pursue the acquisition of a de-icing machine not to exceed the amount of \$4,000 as the airport's contribution. The vote in favor was unanimous, 6-0 with 1 absent

Kerr informed Ivie that he has the board's authorization to go into the budget reserve to fund the purchase if needed.

Economic Development / Public Relations – Gar Walton

No Report

Open Items

Andreas Wesemann expressed appreciation for the airport's support of their operations in the past year. He was particularly grateful for the opportunity to host the 5K Run at the airport and requested approval to host another 5K event in July 2017.

He also reported that their flight team placed third overall in the competition that was held in September and anticipates an invitation to the national competition to be held May 2017.

Next Meeting

January 4, 2017 at 7:30 a.m.

Adjournment

The meeting adjourned at 8:46 a.m.

**LOGAN – CACHE AIRPORT AUTHORITY BOARD
DECEMBER 7, 2016**

ATTACHMENT A



October 2016 Manager's Report

1. Current AIP Projects.

- a. **State Project #179715 Reconstruct Runway 10/28- Preventive Maintenance on Runway 17/35 & connecting Taxiways.** All of the construction phase of this project has been completed, and three requests for reimbursement (RFR) of expenses have been set to the State. A fourth RFR will have to be submitted and final inspection made before this project can be closed out.
- b. **FAA Project #3-49-0016-028-2016 Taxiway C & Northwest Ramp Rehabilitation.** This project is still in the design phase and no invoices have been submitted from Armstrong Consultants to date. Core samples from various locations were taken in August.

2. Buildings, Grounds, and Vehicle Maintenance.

- a. The tractor that the airport leases from Valley Implement was returned the first week of October, and the batwing mower stored in our maintenance shop. Several parts have been ordered to replace worn out parts on the mower, and they will be installed during the winter months. \$3,200.00 was the amount billed to the airport for the tractor lease.
- b. All of the ramp lights facing the main terminal apron at the airport were out of service for a couple of weeks due to a main power cable shorting out in the electrical shed. Cache Valley Electric replaced the power line and brought all but two of the lights back on service. The two lights not working had bad ballasts that needed to be replaced. We also noticed that some of the lamps were burned out in other lights so I had the electricians replace all of the lamps while they had the hoist truck at the airport. These lamps most likely have not been replaced since the lights were installed. I've not yet received the invoice for this job.
- c. Logan City has given the airport the Ford ten wheel dump truck that has been parked between two of USU's hangars by the Northwest Apron. This truck has been used for snow removal operations in past years, but the plow has had issues. A new plow is being installed on the truck, and an operator will be hired for the winter season to drive the vehicle. This should help considerably in meeting the new requirements for snow removal operations as outlined in our revised snow & ice removal plan. On a related subject, once this truck and plow are returned to the airport, National Equipment will transport the box blade to their shop and replace the skid plates on that plow that have worn away.

3. FAA Part 139 Snow & Ice Removal OPS.

Annual training for those persons involved in snow removal ops at the airport was held on October 18th. Changes in our snow & ice removal plan were addressed along with the usual topics of driver's training, airport familiarization, and snow removal procedures.

4. Off Airport Obstruction.

A new tower has been erected about a quarter mile southeast of runway 35. This structure is right in between the approach zones of runway 35 and runway 28 but not in either zone. I spoke with an employee of Soaring Eagle (the company that built the structure), and he informed me that the tower would only be there temporarily, that being two to three months or until a buyer purchased it. The 135 foot zip line tower is lighted and has flags at the top, but I don't believe a 7460-1 form was submitted to the FAA regarding this structure. I've contacted the Denver ADO regarding this matter, and issued a NOTAM depicting the location and height of the tower. I'm waiting to hear back from Kristin Brownson at the ADO to see if any further action is necessary.



November 2016 Manager's Report

1. Current AIP Projects.

- a. **State Project #179715 Reconstruct Runway 10/28- Preventive Maintenance on Runway 17/35 & connecting Taxiways.** All of the construction phase of this project has been completed, and four requests for reimbursement (RFR) of expenses have been sent to the State. A fifth RFR will have to be submitted for 10% of the construction costs withheld from payment before the project can be closed out.
- b. **FAA Project #3-49-0016-028-2016 Taxiway C & Northwest Ramp Rehabilitation.** This project is still in the design phase and no invoices have been submitted from Armstrong Consultants to date. Core samples from various locations were taken in August.

2. Buildings, Grounds, and Vehicle Maintenance.

- a. New skid shoes and plow blades were installed on the twenty foot box blade that the airport has for clearing snow from the main ramp at the airport. The smaller box blade that we use for clearing snow from the taxi lanes in the hangar area did not need replacement of the blades and skid shoes.
- b. A new plow has been mounted to the Ford ten wheel truck that the city gave to the airport and four new batteries installed to replace the old batteries in that vehicle. The batteries in the other truck may need to be replaced also but I'm waiting to see what my budget will allow this year before I spend the funds in that line item. All snow plows and snow blowers are ready for snow removal operations.
- c. I'm currently in the process of gluing bird spikes on the lenses of the runway and taxiway lights. By doing this I hope to discourage the hawks and other small raptors from perching on these lights. Some of the lenses were covered with so much bird droppings that they would be considered as (obscured) in the daily airport inspection report. The taxiway lights had a single golf tee glued to the top of the lens but the birds have learned how to work around that obstacle. The new runway lights did not have anything on them to prevent the birds from using the fixtures as a perch.

3. Hangar Construction & Airport Security.

- a. Hangar #J7 owned by Ed Fisher is nearly finished. The builders are working inside of the building.
- b. Construction of Hangar #J3 is just now beginning, and I've met with the contractor to lay out the rules and procedures for accessing the construction site so that their vehicles will not interfere with the aircraft activity in that area of the airport. Spindler Construction (the builders) will be

installing a temporary access road to the building site that will allow their workers a route to the staging area clear of taxi lane J.

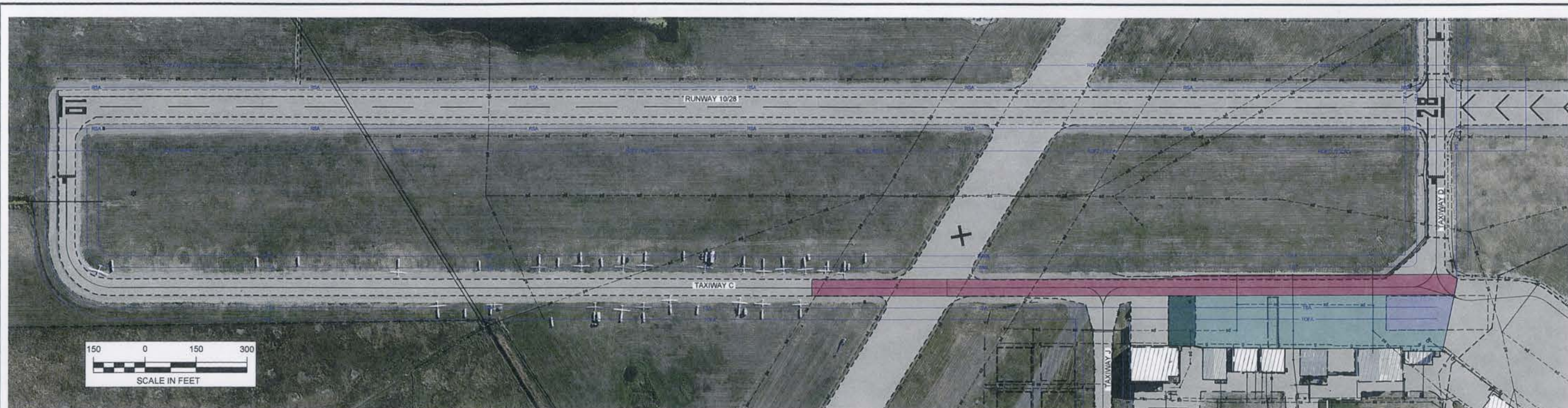
- c. Hangar #J5 is on hold waiting for building permits. The FAA has sent a letter to me stating that the building has been approved from the information that was submitted on form 7460-1.
- d. Signs have been mounted on all automated gates at the airport requesting drivers to wait for gates to close before driving away. These signs for the most part have been ignored.

4. Off Airport Obstruction.

A new tower has been erected about a quarter mile southeast of runway 35. This structure is right in between the approach zones of runway 35 and runway 28 but not in either zone. I spoke with an employee of Soaring Eagle (the company that built the structure), and he informed me that the tower would only be there temporarily, that being two to three months or until a buyer purchased it. The 135 foot high zip line tower is lighted and has flags at the top. A 7460-1 form was not submitted to the FAA regarding this structure, and a building permit was not obtained from North Logan for the construction of the tower. I've contacted the Denver ADO regarding this matter, and issued a NOTAM depicting the location and height of the tower. I've also contacted the owner of the tower to notify him that a 7460-1 form regarding off airport construction needs to be submitted to the FAA.

LOGAN – CACHE AIRPORT AUTHORITY BOARD
DECEMBER 7, 2016

ATTACHMENT B



LEGEND

11,392 S.Y.	TAXIWAY / TAXILANE
14,246 S.Y.	APRON
2,085 S.Y.	EX. SUB-SURFACE CONC. SLAB



ARMSTRONG
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www.armstrongconsultants.com

LOGAN CACHE AIRPORT LOGAN, UTAH	
APRON, TAXILANE & TAXIWAY REHABILITATION	
SCALE: PER BAR SCALE	DATE: 12/2016
DRAWN: GMR	FILE: 6369102
CHKD: MTC	JOB NO.: 166369

**LOGAN – CACHE AIRPORT AUTHORITY BOARD
DECEMBER 7, 2016**

ATTACHMENT C

Dustin Clark / Jerry Clark

3039 N 2050 E • North Logan, UT, 84341 • Phone: 435-757-7924
E-Mail: dustin@arscleanup.com

November 30, 2016

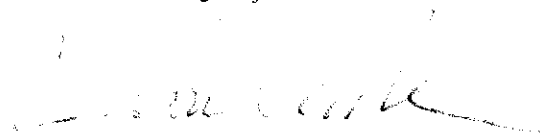
Cache-Logan Airport Board
2500 North 900 West #FL-6A
Logan, UT 84321

Dear Logan-Cache Airport Board;

We would like your approval to build a 70' wide by 50' deep hanger on Lot D8 at the Logan-Cache Airport. Hanger designs and plans will be submitted for your approval.

Thank-you for your consideration.

Dustin Clark & Jerry Clark



LOGAN – CACHE AIRPORT AUTHORITY BOARD
DECEMBER 7, 2016

ATTACHMENT D



November 29, 2016

Mr. Lee Ivy
Logan-Cache Airport
2500 North 900 West
Logan, UT 84321

RE: FL7-A at Logan-Cache Airport

Dear Mr. Ivy:

We are considering the purchase of a new aircraft and our existing hangar located at FL 7-A will not accommodate the new aircraft. The wingspan of the new aircraft would require a hangar with dimensions of 110 feet wide by 100 feet deep.

We have enclosed two different options that would be acceptable to Cache Valley Electric Company. Option 1 would require removal of the existing building (currently 70' X 70') and expansion of the footprint at the current location. Based on preliminary measurements, by including a 110-foot-wide hangar in the current location it would leave over 20 feet between the proposed hangar and the adjacent hangar to the North and over 25 feet between the proposed hangar and the adjacent hangar to the South. This is our preferred option.

Option 2 would require removal of the existing building and constructing a taxiway from the tarmac through the current hangar location and continue to the West and placing the hangar in the open field to the West. The cost to do this option would be significantly higher and we would need to understand who would fund the costs.

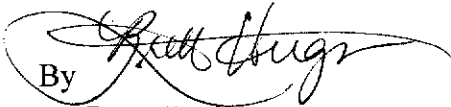
Under either option above the current hangar would need to be removed. We are interested in finding out whether there is another location within the Logan-Cache Airport property that we could reconstruct the 70 by 70 hangar.



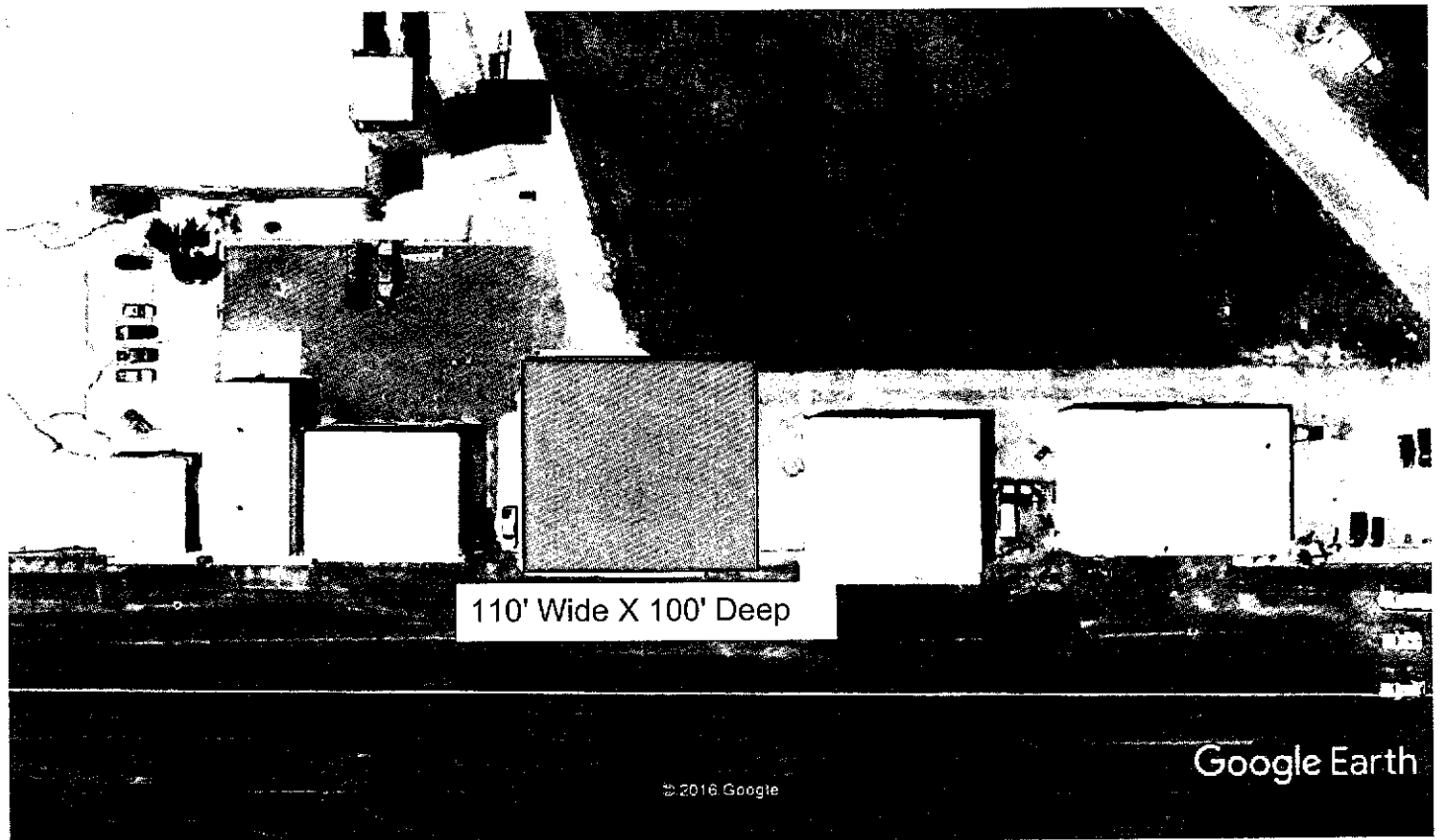
In summary, we are looking for approval by the proper authorities of both options listed above and then we will determine which option to pursue. In addition, we are wanting to know if there is another lot that we could reconstruct the current 70 by 70 hangar.

We appreciate your assistance in advancing this information and if you need anything else or have any questions, please contact me directly at 435-716-8816.

Thank you,
CACHE VALLEY ELECTRIC COMPANY

By 
Brett Hugie

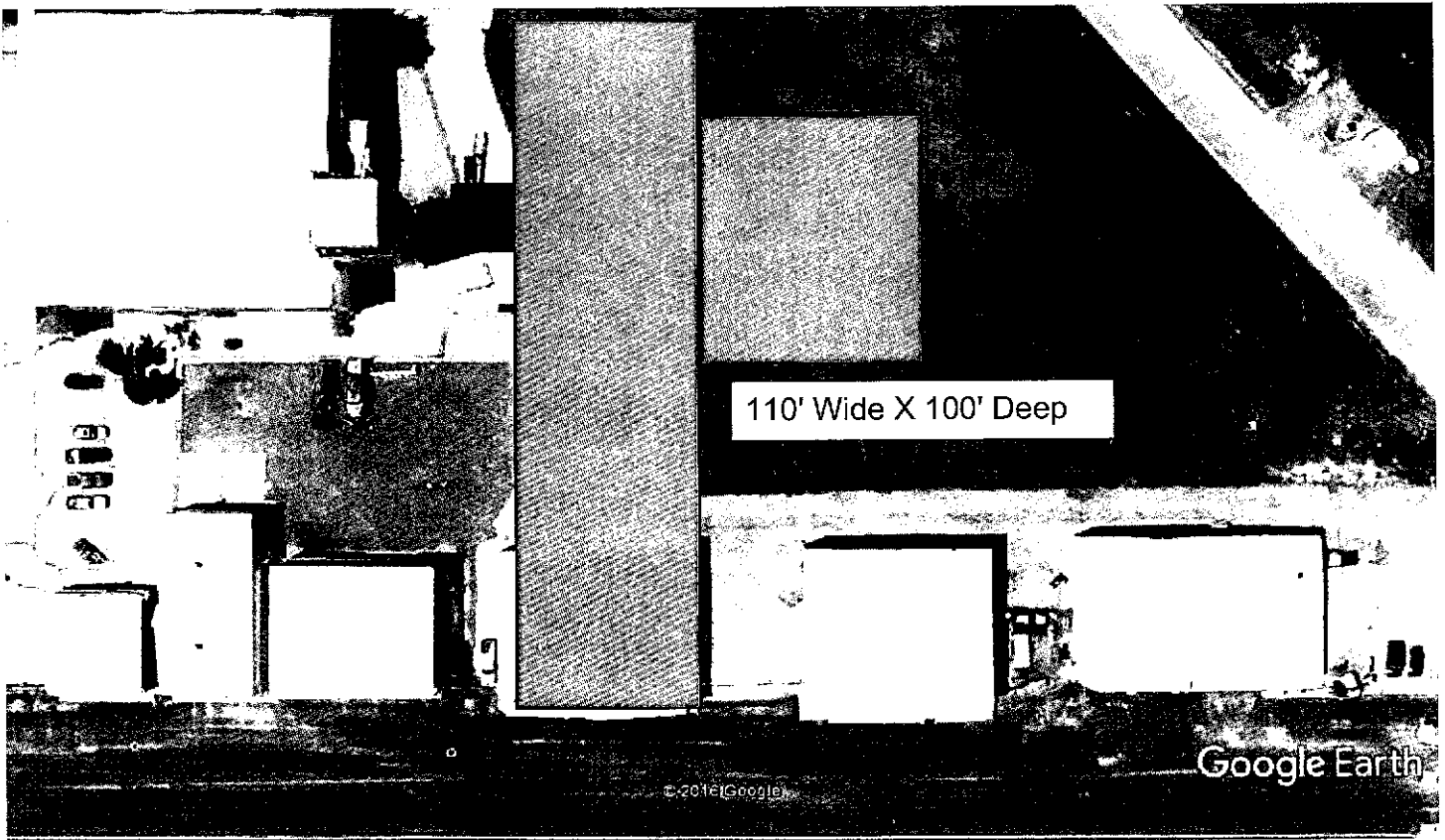
Enclosures



Go gle Earth

feet 300
meters 100

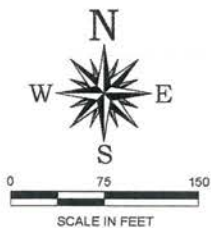
Option 1



Option 2



HANGAR DEVELOPMENT - ADG II / TDG-2



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 DENVER, CO. 303.256.4549 ALBUQUERQUE, NM. 505.513.2192
info@armstrongconstruction.com

LOGAN-CACHE AIRPORT
 LOGAN, UTAH

AIRPORT ROAD - HANGAR DEVELOPMENT

SCALE: PER BAR SCALE	DATE: 12/2016
DRAWN: LKB	FILE: Airport Road-Hangar-ADG2
CHK'D: JZP	JOB NO.: WISC REQ. Airport Road