

**LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING**  
**NOVEMBER 2, 2017**  
**MINUTES**

The Logan-Cache Airport Authority Board convened in a regular session on November 2, 2017 at 8:30 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  
H. Craig Petersen – Logan City Mayor  
Karl Ward – Cache County Council  
Jeannie F. Simmonds – Logan City Council  
Gar Walton  
Bill Francis

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

**Also in Attendance:**

Aaron Dyches – Utah State University  
Matt Smith – Utah State University  
Andreas Wesemann – Utah State University  
Susan Crosbie – Utah State University  
Brad Hannig – Logan City Fire Department  
Cole Miller – Armstrong Consultants, Inc.  
Russ Kirkham – SDL  
Janeen Allen

**CALL TO ORDER**

Chairman John Kerr called the meeting to order at 8:29 a.m.

**ITEMS OF BUSINESS**

**Approval of Minutes – August 3, 2017**

**ACTION:** Motion was made by Francis and seconded by Buttars to approve the minutes of August 3, 2017 as written. The vote in favor was unanimous, 6-0; Simmonds absent for vote

## **ITEMS FOR DISCUSSION**

### **Manager's Report – Lee Ivie**

Lee Ivie presented the Manager Report which is part of these minutes as Attachment A.

**8:32 a.m. – Jeannie Simmonds arrived**

During Ivie's report there was some discussion about how to go about collecting delinquent hangar lease payments.

Kerr introduced Brad Hannig as the new Fire Chief for Logan City. Hannig took a few minutes to speak to the board and give a little of his background.

Craig Humphreys will take over Brady Hansen's position at the airport.

### **Construction Report – Cole Miller, Armstrong Consultants**

Miller discussed the two federally funded projects at the airport:

- **Apron Taxiway Charlie Project**

All asphalt test results have come in and look good. Budget looks fine. However, they have extended beyond the contract allowed days and Miller will be sending a letter to the contractor outlining the suspending and recommencing of the contract time with associated penalties. A draft version of the letter is a part of these minutes as Attachment B.

Miller stated there was an issue with grading and drainage that was incorrect at a cost of \$3,000. They are working to mitigate the problem by this Friday.

All work is complete for this year. Next spring, they will come in and do some hydro-seeding and shoulder dressing.

- **Taxilane India Project:**

Project also has all the asphalt down with the exception of some patching that needs to be done on the vehicle roads. Miller showed another letter to the contractor outlining the status of this project. The draft letter is a part of these minutes as Attachment C.

They will wait for the hangars that are being constructed to be completed before they relocate the slide gate and put in the security fence. The contractor is telling them it's four weeks out and so Miller is recommending stopping contract time and then recommencing after the hangars are complete.

Kerr asked Miller to give some more detail on the drainage issue so he explained that there was a typo included in one of the drain point elevations sent to the contractor. The contractor built to Armstrong's specifications, but the typo made the drain point lower than it should have been. A Change Order rerouted a lot of the storm drainage to a new location because the existing system was not working right.

Kerr asked if the FAA will add the additional expense for this correction in their reimbursement. Miller said he believes they will, but it will not be until next year.

Ivie noted that the change orders need to be included in the last County budget opening this year.

#### **UAOA Report – Bill Francis, Gar Walton**

Francis said they were able to review the CIP (Capital Improvement Plan). This included receiving federal reimbursement for the India project and moving the second phase of that project up on the list of priorities.

He would like to look into purchasing Runway Protection Zone land south of Runway 35 in order to secure future protection.

Francis also noted that the need for producing pilots was a topic at the conference. He added that we are doing well with Utah State University and Leading Edge, but there is a movement towards autonomous piloting.

Walton said he attended a presentation on sustaining airports. He also attended one given by the FAA and expressed appreciation for the good relationship our airport has with the FAA. We have always maintained our end of the contracts and they have been forthcoming with the funding needed to complete them.

Walton said that John Kerr gave a presentation on a pilot incentive program. Other presentations included fire protection and backcountry airstrips and the access points they create.

Kerr noted that the wildlife mitigation presentation basically introduced a program that our airport already has in place. It outlined how wildlife threats to aircraft could be mitigated. He pointed out that every incident of mitigation must be counted and reported every year when we renew our permit.

#### **Lease Application Request for G7 by Lynn Goodsell**

Ivie read the letter requesting lot G7 to build a 50' x 50' hangar by Lynn Goodsell. It is a part of these minutes as Attachment D.

**ACTION: Motion was made by Simmonds and seconded by Ward to approve the lease of space G7 to Lynn Goodsell. The vote in favor was unanimous, 7-0**

Kerr asked Ivie to notify Goodsell that space G5 has been purchased and the owner would like to extend utilities of sewer and water out there. Goodsell should be encouraged to participate in the cost.

#### **Numbering of Tie Downs – Aaron Dyches**

Andreas Wesemann gave a quick review of the Career Fair held at the airport. Corporate participation has increased every year from 7 the first year to 12 the second year and this, the third year had 17 participants.

161 students logged into the program with an attendance of 200 people at the Fair.

Wesemann said there was a landmark study done in 2016 showing a 20-year lookout for pilots. This study shows the need for over 600,000 pilots industry-wide by 2035 with accompanying maintenance and cabin crews. He predicted the biggest change with autonomous piloting to be in the cargo plane industry.

Wesemann concluded his report saying that the Aviation Master's program has been approved by USU so they will be teaching an online Master's Program and Master's of Aviation Safety.

Kerr said he learned at the UAOA Conference that the Aviation Program will be discontinued at Salt Lake Community College along with the Airport Manager's Program. Wesemann said he has been working with SLCC to bring the courses and students from the discontinued program up to USU.

Dyches said with the new improvement of the tie downs at the airport, they were wondering if there is a way to get approval to paint numbers on them for better tracking.

There was discussion at this point about the size of the numbers and what kind of paint would work best. Francis noted that it is a non-movement area so there is no regulation on size, etc.

Kerr suggested Dyches work with Cole Miller to get suggestions for the best type of paint to use.

**Audit & Finance – Craig Buttars**

No Report

**Operations Committee – Kim Hall**

No Report

**Capital Improvements - Bill Francis**

Francis would like trailers that are parked outside of the hangars to be moved. He doesn't want the airport to become a trailer storage area.

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

No Report

**Open Items**

Simmonds asked if there has been any follow-up on the proposal for commercial air service at the airport. Ivie said there is a meeting scheduled for tomorrow at 1:00 p.m.

Walton said anyone wanting to have an Open House next year at the airport should begin planning sessions now. Buttars asked who usually hosts the Open Houses. Kerr said USU, Leading Edge, and Mountain Ridge Helicopters have hosted in the past with the Airport Authority playing a supporting role.

Wesemann suggested not having the Open House on an even year because it would conflict with Hill Airforce Base's Open House. It would be better to wait and have our Open House in 2019.

**Next Scheduled Meeting**

Thursday, December 7, 2017 at 8:30 a.m.

Kerr noted that the next meeting may not be until January of 2018.

**Adjournment**

The meeting adjourned at 9:12 a.m.

**LOGAN – CACHE AIRPORT AUTHORITY BOARD  
NOVEMBER 2, 2017**

# **ATTACHMENT A**



## October 2017 Manager's Report

### 1. Current AIP Projects.

- a. **FAA Project #3-49-0016-028-2016 Taxiway C & Northwest Ramp Rehabilitation.** This project for the most part has been completed. A full project review will be discussed as another agenda item.
- b. **Taxiway I, CVE Hangar Project:** The two hangars are still under construction, but taxiway India is finished, and the fencing /gate portion of the project is projected to be completed by mid- November. There will be more discussion on this project along with the taxiway Charlie project.
- c. Construction of Hangar J-5 has begun, and the construction of the EPS facility will probably start within the next two months.
- d. I still haven't received any word of the date when contractors will begin to construct hangar D-8. This hangar was approved last November and one of the stipulations of that motion was that the construction of that building was to begin no later than a year from the time the motion was passed.

### 2. Buildings, Grounds, and Vehicle Maintenance.

- a. The Ford 10 wheel plow truck that was given to the airport last year had to have a new clutch assembly installed in the vehicle. In addition to the clutch installation portions of the main support frame for the plow and the hood of the vehicle had to be rebuilt.
- b. Cache County Road Department has removed the old concrete foundations where the USU modules were located. I don't have an invoice for this work presently, but once I receive that invoice those costs will have to be forwarded to both USU and ASI for their perspective portions of the bill.

### 3. Property Lease Billing.

We still have six hangar owners that haven't paid the property lease for 2016-2017, and three new buildings will need to have leases signed and billed for a portion of the year. Bills are sent out the first of August each year for existing hangars. Two of the hangar owners have moved and I don't have their contact information.

### 4. Winter Operations.

The annual training for those involved in snow removal operations at the airport was conducted in October. Some of the snow removal procedures will be altered to fit the changes made at the airport due to the two major construction projects completed this year.

**5. ARFF Personnel.**

Logan City has had a change in the positions of several key officers at the fire department. This has effected the ARFF requirements at the airport. Training of new firemen to replace those who recently move on is something that needs to be addressed in order to comply with our part 139 requirements.

**6. Miscellaneous.**

USU has purchased Hanger J-2 from Mountain Ridge Helicopters along with all of their assets. I've been informed that all present student contracts will be honored for the time being while this transfer of ownership takes place.



LOGAN – CACHE AIRPORT AUTHORITY BOARD  
NOVEMBER 2, 2017

# ATTACHMENT B



October 31, 2017

Mr. Hutson:

This letter shall serve as your notice of Substantial Completion for Schedule I – Reconstruct Portion of Apron and Schedule II – Reconstruct Portion of Taxiway C at the Logan-Cache Airport collectively referred to as AIP No. 3-49-0016-029.

The last day counted towards LeGrand Johnson Co.'s contract time was 10/23/17, which currently puts you at 78 calendar days. The contract stated that liquidated damages for the project were set at \$1,000 per calendar day over the allotted construction time which was 60 calendar days. Contract time will be temporarily suspended and will recommence when you return to install the permanent pavement markings and/or complete outstanding punch list items.

Please note that the Engineer, Airport, and Funding Agencies will be discussing the potential for reducing the 18 days' worth of liquidated damages by 5 days to account for delays experienced by the Contractor due to the Quality Assurance testing consultant's failure to recognize an alternative ASTM testing method for the subgrade material in a timely manner. If approved, liquidated damages in the amount of \$13,000 will be assessed pending concurrence by the Sponsor. Additional liquidated damages may also be forthcoming for the calendar days assessed in completing the final punch list items.

Additionally, I have reviewed the DRAFT punch list that I proposed last week and made some revisions. The FINAL punch list for project closeout is as follows:

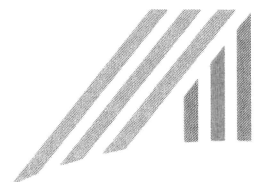
1. Scarify and hydroseed all areas disturbed by the project (i.e. haul routes, staging area(s), graded areas not covered by imported shoulder material).
2. Grind portions of longitudinal joints not passing the smoothness acceptance testing. We would expect that this grinding be kept to a minimum (no more than 1.5 feet in width) and be treated with an acceptable seal coat material as per the P-401 specification.
3. Grade all shoulder areas such that there is a 1.5" vertical drop off the edge of asphalt (Lee would like to defer this item).
4. Remove all rocks 2" or larger within the shoulder areas (Lee would like to defer this item).
5. Remove grading irregularities in all shoulder areas (there are currently bumps in the vicinity of newly installed retroreflectors and various roller marks throughout).
6. Slope all shoulder areas to drain. Currently the northern portion of the project appears to be too high such that it actually will drain back towards the asphalt pavement.
7. Grade a drainage flowline in shoulder area where TWY C intersects with the abandoned pavement. (Lee would like to defer the full-blown swale shown in the project cross sections for subtle flowlines that will have less of an effect on aircraft taxiing over these sections).

8. Epoxy coat all exposed rebar loops on the tie-down anchors.
9. Power broom all pavement within the project limits (this was completed, but will remain a standing punch list item since additional equipment will be operating onsite for remaining punch list items).
10. Pack up miscellaneous material from the staging area.
11. Install permanent application of project markings and glass beads (we anticipate this item will be delayed until Spring of 2018).
12. Provide all certified payrolls covering the labor force used for the duration of the project. I will be contacting you in the coming weeks to inform you of any payrolls missing from my records.
13. Provide all materials testing results as per the project plans and specifications. I will be contacting you in the coming weeks to inform you of any testing results missing from my records.

Don't hesitate to give me a call if you have any questions, comments, or concerns regarding any of the items listed herein.

Regards,

Cole J. Miller, P.E.



**LOGAN – CACHE AIRPORT AUTHORITY BOARD  
NOVEMBER 2, 2017**

# **ATTACHMENT C**



November 1, 2017

Mr. East:

This letter shall serve as a follow-up to Mr. Michael Carr's letter of August 30, 2017 regarding a Temporary Contract Time Suspension for Schedule I – Construct Taxilane I Phase 1 at the Logan-Cache Airport.

The original contract duration for this project was 21 calendar days and Change Order No. 2 increased the contract time by 7 calendar days to cover the relocation of the storm drain. This revises the total allowable contract duration to be 28 calendar days.

According to Mr. Carr's letter, the last day counted towards Staker Parson Companies contract time was 8/23/17. Subsequently, Carl Rawlin started the contract time again on October 11, when Staker Parson chose to begin construction of the Storm Drain infrastructure for Change Order No. 2.

I would propose that the contract time once again be suspended effective close of business 10/24/17, when the portion of the storm drain relocation work effecting progress on the proposed security fence and automatic slide gate relocation was substantially completed. This would put the current contract day count at 31 calendar days.

To mitigate the delay Staker Parson Companies experienced due to conflicts between the proposed storm drain and the power utilities in the vicinity of the existing slide gate motor, I would propose including a three (3) calendar day increase to contract time within Change Order No. 3 increasing the allowable contract duration to be 31 calendar days.

Contract time will recommence once both of the new hangars adjacent to Taxilane I have been substantially completed such that the fencing can be installed in its permanent location.

Additional liquidated damages may also be forthcoming for the calendar days assessed in completing the fencing scope as well as any punch list items required after the project reached substantial completion.

I have made an initial attempt at creating a DRAFT version of the project punch list. Please note that this DRAFT version is preliminary in nature, subject to revisions/additions, and should not be considered an official punch list at this time. Said punch list items are as follows:

1. Fill voids in asphalt patching performed in association with Change Order No. 3 scope.
2. Grade all shoulder areas such that there is a 1.5" vertical drop off the edge of asphalt.
3. Remove all rocks 2" or larger within the shoulder areas.
4. Remove temporary spoils piles and concrete waste berm within project limits.

5. Complete drainage grading as per the construction plans (i.e. shallow swale along west edge of new hangar and parallel to Taxilane I along southern edge (I am willing to consider alternatives to the full-blown swale shown in the plans along the western face of the new hangar).
6. Cut cleanout pipe in Taxilane pavement limits flush with surface course and install casting lid.
7. Power broom all pavement within the project limits (this was completed, but will remain a standing punch list item since additional equipment will be operating onsite for remaining punch list items).
8. Compact, prep, and install all asphalt pavement patching. Please note that if this pushes beyond Thanksgiving, we will require the use of concrete as opposed to cold mix asphalt material.
9. Complete the relocation of all security fencing and the automatic access gate as defined in the construction plans.
10. Remove miscellaneous material from the staging area.
11. Scarify and hydroseed all areas disturbed by the project (i.e. haul routes, staging area(s), graded areas not covered by imported shoulder material.
12. Provide all certified payrolls covering the labor force used for the duration of the project. I will be contacting you in the coming weeks to inform you of any payrolls missing from my records.
13. Provide all materials testing results as per the project plans and specifications. I will be contacting you in the coming weeks to inform you of any testing results missing from my records.

Don't hesitate to give me a call if you have any questions, comments, or concerns regarding any of the items listed herein.

Regards,

Cole J. Miller, P.E.



**LOGAN – CACHE AIRPORT AUTHORITY BOARD  
NOVEMBER 2, 2017**

# **ATTACHMENT D**

Sept 29, 2017

TO: Logan Cache Airport Authority

From: Lynn Goodsell

Re: Request for Hangar Space G-7

Dear Sirs,

I would like to request the lot G-7 to build a 50 ft. X 50 ft. hangar. If accepted I will obtain the permits over the winter and start construction sometime next year depending on the contractor's availability.

Thanks for your consideration,

A handwritten signature in cursive script that reads "Lynn Goodsell". The signature is written in dark ink and is positioned above the printed name and address.

Lynn Goodsell

250 South 100 West

PO Box 11

Newton, Utah 84327

Ph: 435-770-8575