

**LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING**  
**JANUARY 4, 2018**  
**MINUTES**

The Logan-Cache Airport Authority Board convened in a regular session on January 4, 2018 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  
Holly Daines – 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:**

Lee Ivie – Logan-Cache Airport Manager  
Aaron Dyches – Utah State University  
Matt Bunnell – Utah State University  
Andreas Wesemann – Utah State University  
Nate Gnehm – Utah State University  
Susan Crosbie – Utah State University  
Brad Hannig – Logan City Fire Department  
Craig Humphreys – Logan City Fire Department  
Kim Hall – Leading Edge Aviation  
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 – November 2, 2017**

**ACTION:** Motion was made by Walton and seconded by Buttars to approve the minutes of November 2, 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.

**8:33 a.m. – Jeannie Simmonds arrived**

During his report, Ivie presented a request for construction of a 50' x 50' hangar by Spindler Construction at F10, F12, or G11 depending on where the door will be located. A fire wall will be required on both sides of the hangar. Kerr said the airport has been kind of reserving that space for T-hangars, but has had no further interest expressed in constructing them.

**ACTION: Motion was made by Francis and seconded by Walton to approve Spindler Construction's request for a 50' x 50' hangar at space F12. The vote in favor was unanimous, 7-0**

Ivie also noted that there is a NOTAM through the end of February closing 10/28 and half of Charlie.

### **Approval for Parking Space – USU Flight Program**

Matt Bunnell said that with the purchase of Mountain Ridge Helicopters, USU would like to relocate some of the helicopter operations to the front of FL13 while still maintaining operations near J2. They have been working with Francis and Armstrong to come up with possible locations for helicopter parking areas that are closer to the hangar but keeping the required safety clearance. The drawing of the helicopter parking areas is a part of these minutes as Attachment B with a second drawing portraying possible future helicopter landing parking. Kerr stated he would like to confirm that the FAA required clearance is observed for the proposed parking sites.

**ACTION: Motion was made by Simmonds and seconded by Francis to approve the proposed helicopter parking sites subject to meeting FAA clearance requirements. The vote in favor was unanimous, 7-0**

Ivie requested that the existing striping be painted over, as well. Kerr agreed.

### **Election of At-Large Board Member**

Kerr reminded everyone present that the makeup of the Airport Authority Board consists of three representatives nominated by Cache County and three representatives nominated by Logan City with an at-large board member appointed by the Board for a term of two years. Kerr said he is willing to continue as the at-large representative if the Board chooses to reappoint him.

**ACTION: Motion was made by Ward and seconded by Walton to reappoint John Kerr as the at-large board member of the Logan-Cache Airport Authority Board. The vote in favor was unanimous, 7-0**

## **Election of Officers**

**ACTION:** Motion was made by Simmonds and seconded by Ward to retain the same officers as present: John Kerr as Chairman and Bill Francis as Vice Chairman. The vote in favor was unanimous, 7-0

## **Committee Reports:**

### **Audit & Finance – Craig Buttars**

No Report

### **Operations Committee – Kim Hall**

No Report

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

Francis expressed appreciation for funding received from DeLoy Hansen and Las Vegas Air that made it possible to remove the grassy area making a place for helicopters to land and making it much easier to plow the snow in that area.

He also expressed appreciation to Cache Valley Electric for their willingness to relocate their hangar making the future expansion of Taxiway I possible. He thanked USU for their patience during the taxiway and ramp improvement project.

Francis referred to the drawing of the proposed expansion which is part of these minutes as Attachment C. He noted that this expansion will save the airport a lot of money because water and utility lines are already available in that area.

He then referred to two more conceptual drawings of expansion for Juliette and Kilo. They are a part of these minutes as Attachment D.

Francis also reported on the Capital Improvement Plan:

2018: Restripe Taxiway I

2019: Snow Removal Equipment

2020: Taxiway I, Phase II

2021: Land Acquisition for the RPZ on 35

2022:

2023: Rehab and Overlay

2024: Safety Area Grading and AOP

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

Buttars noted that the County Council will be meeting with Governor Herbert on January 17<sup>th</sup> to present the Cache County Economic Development Strategic Plan. Part of the plan discusses possible commercial development and cargo air service at the Logan-Cache Airport. He will include the conceptual drawings for future development in their presentation.

Ivie said he met with an individual recently who told him there is something in the works to bring commercial service to the northern part of Utah for the tourist industry. This would include a location of a future terminal which led to a short discussion of the Airport Master Plan and the need to update it since its last revision in 2008. Kerr said that Armstrong is currently working on updating the Master Plan.

**Open Items**

No items were brought up for discussion.

**Next Scheduled Meeting**

Kerr asked if the Board is okay with the meetings being held on the first Thursday of the month at 8:30 a.m. All board members agreed it was a good time.

Thursday, February 1, 2018 at 8:30 a.m.

Kerr noted that if there are not enough agenda items, the meeting will be postponed until the following month.

**Adjournment**

The meeting adjourned at 9:08 a.m.

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# **ATTACHMENT A**



## December 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, but the project cannot be closed out until the spring of 2018 when a second coat of paint can be sprayed to the center line and tie down markings.
- b. **Taxiway I, CVE Hangar Project:** The taxi lane and fencing portions of this project have been completed, and the Hangars are almost finished.
- c. **Construction of Hangar J-5** All of the concrete work has been done, and the project is on hold until springtime.
- d. **EPS Facility** Excavation work has commenced and footings have been poured.

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

- a. The Autocar 10 wheel plow truck is currently out of service due to the rear driver's side leaf springs separating from the main frame of the truck. Parts are on order.

### 3. Property Lease Billing.

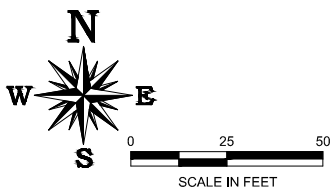
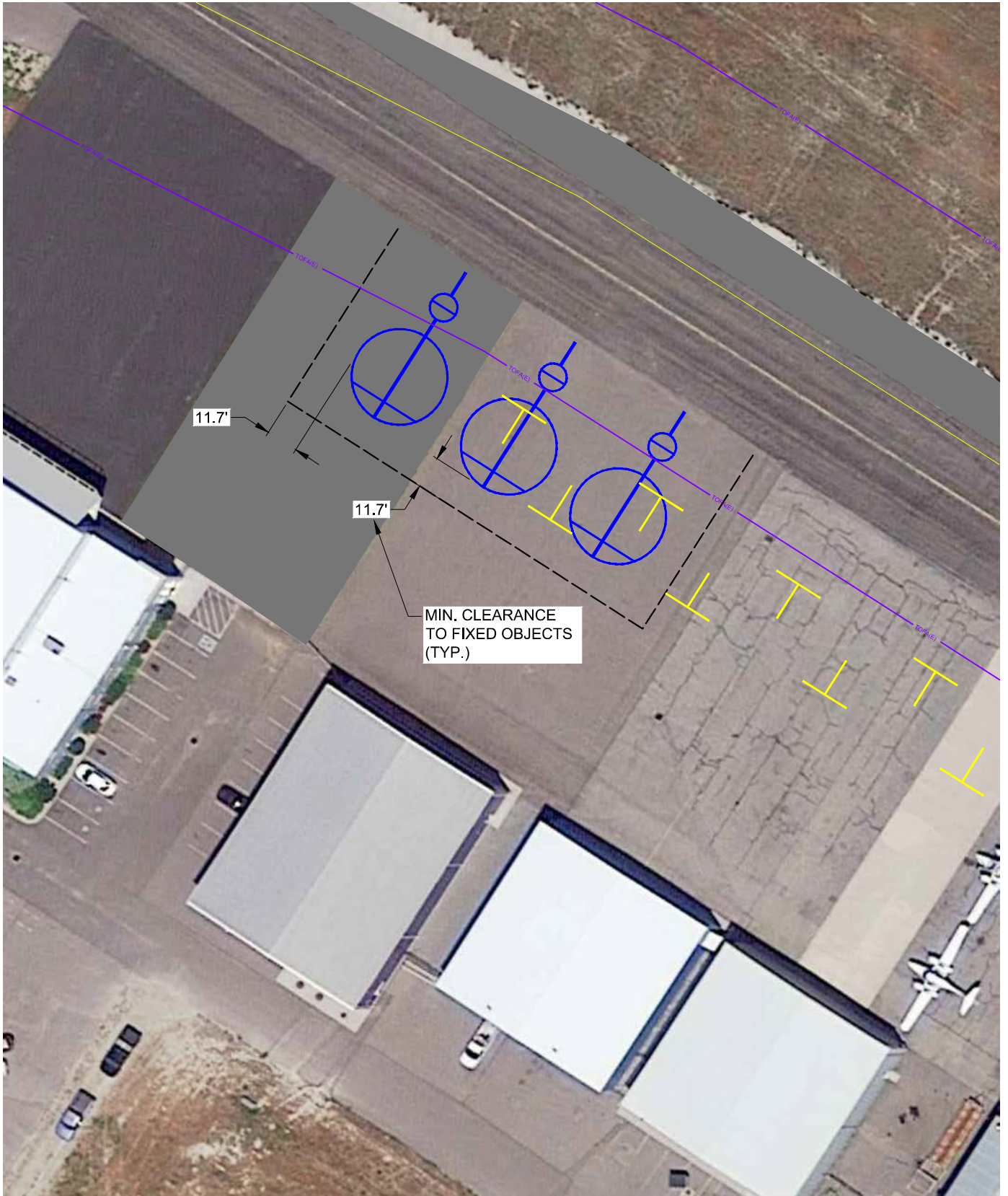
We still have one hangar owner that hasn't paid the property lease for 2016-2017 for two hangars at the airport. The company that maintains these buildings has been notified and a third invoice was mailed to the company.

### 4. Winter Operations.

The full snow removal operations crew was mobilized four times in December, and the runway and main taxiway was plowed two additional times that month.

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# **ATTACHMENT B**



**ARMSTRONG**  
PLANNING ENGINEERING CONSTRUCTION

GRAND JUNCTION, CO: 970.242.0101  
DENVER, CO: 303.296.4949

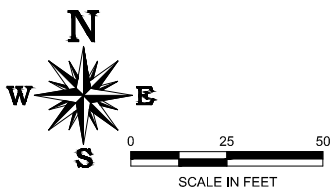
PHOENIX, AZ: 602.803.7079  
ALBUQUERQUE, NM: 505.508.2192  
[www.armstrongconsultants.com](http://www.armstrongconsultants.com)

LOGAN-CACHE AIRPORT  
LOGAN, UTAH

**HELICOPTER PARKING EXHIBIT - OPTION 5**

SCALE: PER BAR SCALE	DATE: 12/2017
DRAWN: LKB	FILE: Helicopter Parking
CHK'D: JZP	JOB NO.: \MISC.REQ.\Hel...





**ARMSTRONG**  
PLANNING ENGINEERING CONSTRUCTION

GRAND JUNCTION, CO: 970.242.0101 PHOENIX, AZ: 602.803.7079  
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LOGAN, UTAH

HELICOPTER PARKING EXHIBIT - FUTURE

SCALE: PER BAR SCALE	DATE: 12/2017
DRAWN: LKB	FILE: Helicopter Parking
CHK'D: JZP	JOB NO.: \MISC.REQ.\Hel...

**LOGAN – CACHE AIRPORT AUTHORITY BOARD  
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# **ATTACHMENT C**

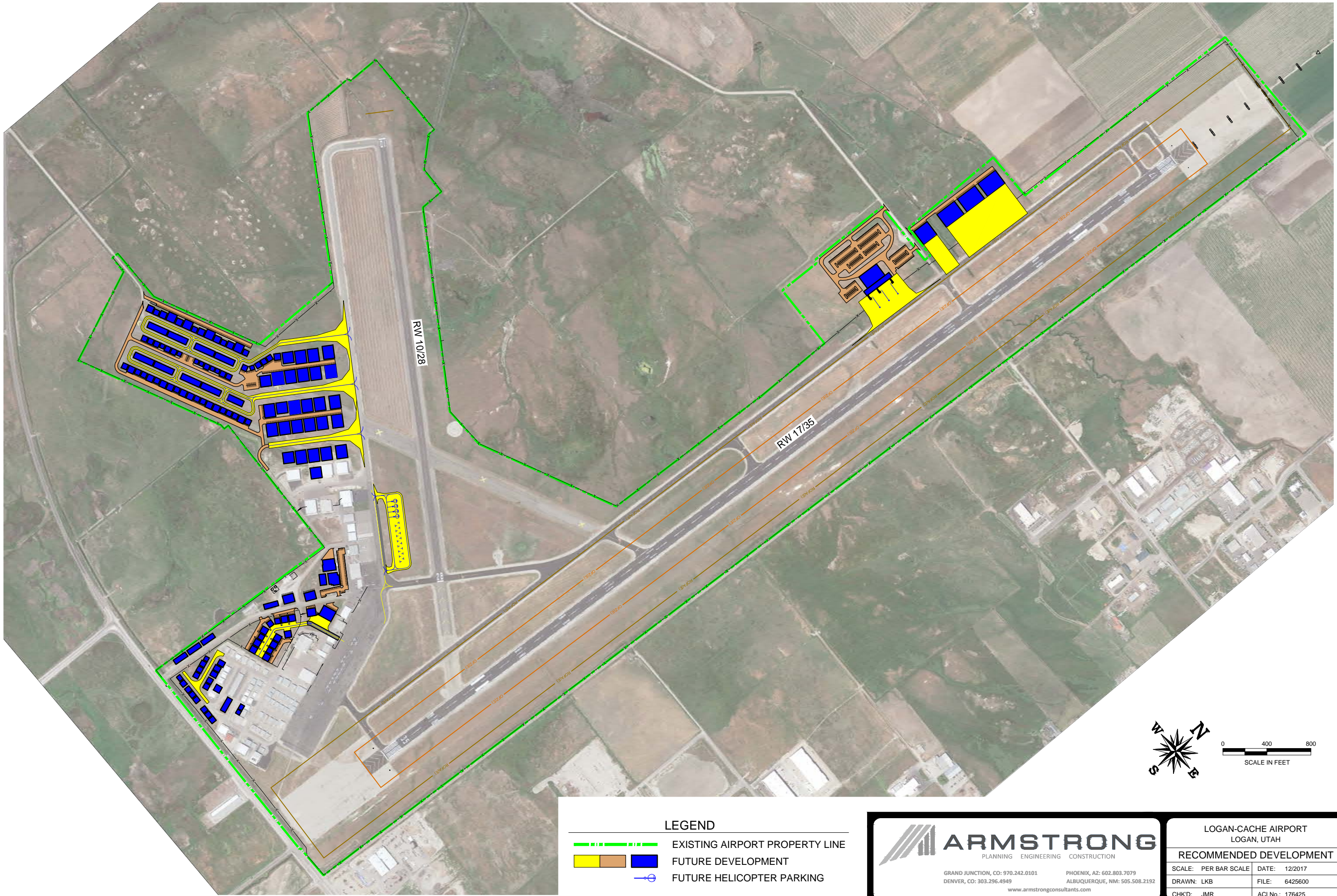




LOGAN – CACHE AIRPORT AUTHORITY BOARD  
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# ATTACHMENT D





**LEGEND**

- EXISTING AIRPORT PROPERTY LINE
- FUTURE DEVELOPMENT
- FUTURE HELICOPTER PARKING

**ARMSTRONG**  
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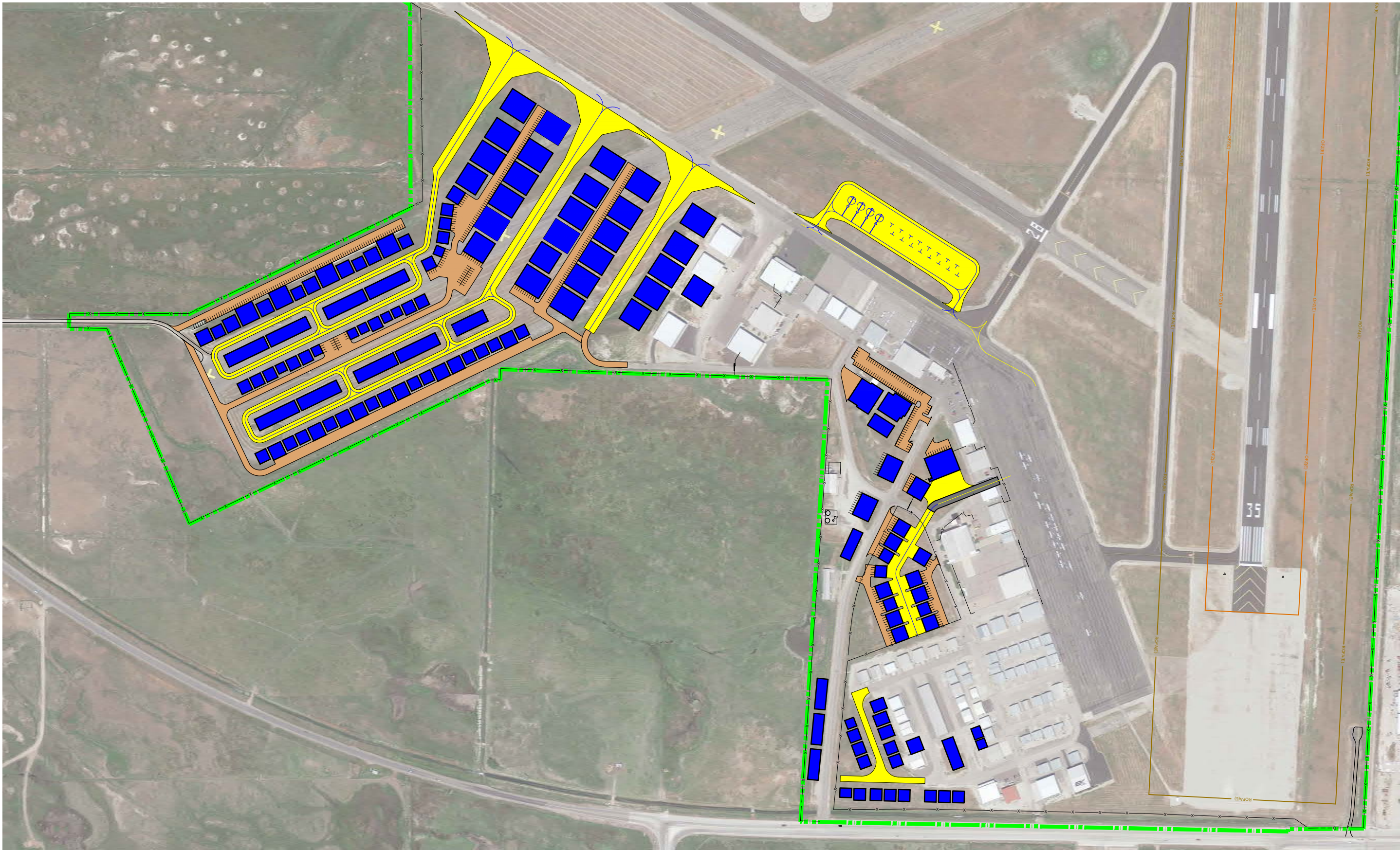
PHOENIX, AZ: 602.803.7079  
ALBUQUERQUE, NM: 505.508.2192

LOGAN-CACHE AIRPORT  
LOGAN, UTAH

**RECOMMENDED DEVELOPMENT**

SCALE: PER BAR SCALE	DATE: 12/2017
DRAWN: LKB	FILE: 6425600
CHKD: JMR	ACI No.: 176425





**LEGEND**

	EXISTING AIRPORT PROPERTY LINE
	FUTURE DEVELOPMENT
	FUTURE HELICOPTER PARKING



**ARMSTRONG**  
PLANNING ENGINEERING CONSTRUCTION

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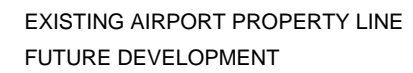
www.armstrongconsultants.com

LOGAN-CACHE AIRPORT LOGAN, UTAH			
RECOMMENDED DEVELOPMENT			
SCALE:	PER BAR SCALE	DATE:	12/2017
DRAWN:	LKB	FILE:	6425600
CHKD:	JMR	ACI No.:	176425





EXISTING AIRPORT PROPERTY LINE  
FUTURE DEVELOPMENT



RECOMMENDED DEVELOPMENT

DRAWN: LKB	FILE: 6425600
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CHK'D: JMR	ACI No.: 176425
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