

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
MARCH 1, 2018
MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on March 1, 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
Bill Francis

Members of the Airport Authority Board Absent:

Gar Walton

Also in Attendance:

Lee Ivie – Logan-Cache Airport Manager
Monte Clark – Cache Archers
Cole Miller – Armstrong Consultants
Matt Smith – Utah State University
Brandon Parish – Utah State University
Kim Hall – Leading Edge Aviation
Janeen Allen

CALL TO ORDER

Chairman John Kerr called the meeting to order at 8:30 a.m.

ITEMS OF BUSINESS

Approval of Minutes – January 4, 2018

ACTION: Motion was made by Ward and seconded by Simmonds to approve the minutes of January 4, 2018 as written. The vote in favor was unanimous, 6-0; Walton absent for vote

ITEMS FOR DISCUSSION

Manager's Report – Lee Ivie (Attachment A)

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

During his report on vehicle maintenance, Buttars asked Ivie if the cost of repairs is getting to be more than the cost of purchasing a new vehicle. Ivie said that there are some years where the repairs can run \$25,000 to \$30,000 at the end of the season. Buttars suggested looking at leasing vehicles with a trade-in option as a way to save money. The board agreed it would be worth looking into. Ivie said he looks to purchase equipment from Logan City or other airports and it saves the airport a lot of money as opposed to purchasing it new. He is looking right now to find a sweeper for the airport.

Airport Improvements Update – Cole Miller (Attachment B)

Miller distributed a handout listing current and future improvement projects for the airport. It is a part of these minutes as Attachment B. He then spent some time reviewing the list with the Board.

USU 5K Run – Brandon Parish

Parish said that the date has been set for August 18, 2018. Ivie said there needs to be a legitimate reason to shut down Runway 10/28. In the past, they have linked ongoing construction with the run in order to be able to close the runway but this year, there will be no concurrent construction. It was suggested that there could be an inspection scheduled for the same day that could be put in the NOTAM.

Daines asked what the purpose of the 5K Run is. Kerr responded that it is a good fundraiser for the USU Aviation Program to compete in Aeronautics competitions throughout the western United States. It does bring in a significant amount of revenue for USU and participation has increased each year since it began.

ACTION: Motion was made by Simmonds and seconded by Ward to approve the 5K Run fundraising event on August 18, 2018 for the USU Aviation Program. The vote in favor was unanimous, 6-0; Walton absent for vote

Hangar Request: F&G – Ed Kalbach (Attachment C)

Kerr said the requested hangar is adjacent to the Spindler hangar and the size will be 50' x 60'. A drawing of the requested hangar is included in these minutes as Attachment C.

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2017 Corporate Flight Activity – Bill Francis (Attachment D)

Francis showed a Powerpoint presentation which is part of these minutes as Attachment D. According to the IFR graph on page 3 of the presentation, the Logan-Cache Airport handles around 10,000 people every year.

Kerr noted that the airport is averaging 3-4 corporate aircraft coming in every day. Board members discussed the growth of the airport. Hall said they are working with Avis to arrange for a rental car facility at the airport. He would really like to see the CVTD make the airport a stop on one of their routes.

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Audit & Finance – Craig Buttars

Buttars made the Board aware that he had the budget balance sheet if any of them were interested in looking at it. The current fund balance is \$158,600. Kerr noted that an additional \$360,000 will be coming in the next two years as federal reimbursement for improvement projects.

He noted that a scheduled runway upgrade is coming in five years at a cost of

approximately \$500,000. The airport will not have that much in its reserve budget to meet that amount so Kerr asked the County and Logan City to be aware of it and consider upping their contributions to the airport in order to have enough in the budget for the project.

Operations Committee – Kim Hall

Hall said the Operations Committee has not met for about six months, but will start meeting again on a regular basis.

Capital Improvements - Bill Francis

No report

Economic Development / Public Relations – Gar Walton

Kerr said Gar Walton received an invitation from the Kiwanis Club to do a dinner presentation in May.

Open Items

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ACTION: Motion was made by Ward and seconded by Daines to amend the budget by moving funds from the reserve budget to the operating budget in order to accommodate for the spraying by the Cache County Weed Department for Goatsrue. The vote in favor was unanimous, 6-0; Walton absent for vote

- Simmonds said she attended a Logan City Planning Commission a few weeks ago where there was a request to rezone part of the airport overlay zone to accommodate the construction of some storage units on property just off of 6th West. No one from the airport

was there. Kerr said the FAA finds the construction of storage units to be the least offensive of any development affecting the overlay zone.

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Next Scheduled Meeting

Thursday, May 3, 2018 at 8:30 a.m.

Adjournment

The meeting adjourned at 9:40 a.m.

**LOGAN – CACHE AIRPORT AUTHORITY BOARD
MARCH 1, 2018**

ATTACHMENT A



February 2018 Manager's Report

1. Current AIP Projects.

- a. **Taxiway I:** The application for a grant to cover ninety percent of the costs for phase one of this project has been submitted to the Denver District Office. At this juncture it is not known if the FAA will fund their entire amount of eligible costs in 2018. The reimbursable amount may have to be covered in two separate years.
- b. **Construction of Hangar J-5:** All of the concrete work has been completed, and the main frame of the building has been erected.
- c. **EPS Project:** This project is still in the early phase of construction consisting of concrete work.

2. Buildings, Grounds, and Vehicle Maintenance.

- a. Repairs to the power steering unit on the Ford Plow Truck are needed.
- b. One of the hydraulic rams on the snowplow that is mounted to the Autocar Truck will have to have seals replaced. I'm hoping to postpone this repair item until the winter season is finished.
- c. The GMC pick-up is starting to have some noise that probably is related to the rear differential or possibly the universal joints. I'll need to have a mechanic look at this issue.

3. Based Aircraft Report.

The State Department of Aeronautics hired a company last year named Blackbox Enterprise Solutions to track registered aircraft in Utah. I've met with associates of that company to discuss the method of providing information to them as it relates to aircraft based at our airport. It was determined that the best way to do this was to use the current FAA website BasedAircraft.com. Twice a year I update the information for LGU, and February is the first time in 2018 for making these updates. The data below reflect the findings of those entries.

- a. Total aircraft at LGU entered into the system -176
- b. Number of those aircraft currently registered - 169
- c. Number of those aircraft currently validated - 158
- d. Type of validated aircraft at LGU single engine 128 – multiple engine 13 – jet 7 – helicopter 10
- e. 3 gliders based at our field were entered to the system but were not registered, and the non-validated aircraft entered into our report were reported as being based at other airports.

4. Winter Operations.

The snow removal operations crew was mobilized three times in February.

**LOGAN – CACHE AIRPORT AUTHORITY BOARD
MARCH 1, 2018**

ATTACHMENT B



ARMSTRONG

AIRPORT IMPROVEMENT UPDATE

Logan-Cache Airport | Logan, UT

March 2018



RECONSTRUCT AND RECONFIGURE OF APRON AND TAXIWAY C

AIP #3-49-0016-028-2016 – Design

AIP #3-49-0016-029-2017 – Construction and construction services

PROJECT HIGHLIGHTS:

- Construction was substantially completed on October 23, 2017
- Contractor is mitigating final punch list items with target of obtaining final completion in Spring 2018
- Design portion of this project, AIP 28, is on track to closeout on budget
- Construction portion of this project, AIP 29, is on track to closeout approximately \$50k under budget

PROJECT CHALLENGES/CONSIDERATIONS:

- The construction was substantially completed in 77 days, 17 days behind schedule.
- As per FAA guidance, additional costs incurred for construction services due to excess days must be covered through liquidated damages.
- Formalized Quality Assurance results from CMT Engineering Laboratories were excessively tardy which, along with Contractor's completion of the Punch List items, has delayed the completion of the Grant Closeout report.

CONSTRUCT TAXILANE I, PHASE I:

Locally funded design, construction, & construction services

AIP reimbursement requested for FY 2018 (potentially June)

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- Project is on track to Closeout slightly under budget, and could seek reimbursement of two years' worth of AIP Entitlement funds (\$300k) as soon as this June
- Contractor completed the project within the allotted Construction duration adjusting for Stoppage time & Change Order extensions

PROJECT CHALLENGES/CONSIDERATIONS:

- Final Report is still needing to be completed.

MISCELLANEOUS REVIEWS:

- Prepared Exhibits for potential development of Hangars F-13 and F-14
- Provided Proof of Concept review for proposed siting location of self-fueling system
- Draft ALP and TAD are in process and will be distributed for review when completed

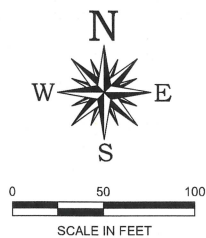
**LOGAN – CACHE AIRPORT AUTHORITY BOARD
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ATTACHMENT C

S:\Utah\Logan\Misc Requests\HANGAR EXHIBITS-Client Requests\CAD\dwg\F14 Hangar.dwg 2/20/2018 5:35:32 PM LBACHMAN



DISCLAIMER: THIS EXHIBIT HAS BEEN PREPARED FOR THE PURPOSES OF DEFINING THE SITE TO BE USED FOR A 50' BY 60' HANGAR STRUCTURE. PLEASE NOTE THAT THE INFORMATION PROVIDED HEREIN IS PRELIMINARY IN NATURE AND SHOULD BE VERIFIED BASED ON THE ACTUAL DESIGN OF THE PROPOSED DEVELOPMENT PRIOR TO SUBMITTAL OF A 7460-1 FORM TO THE FAA. LIKEWISE, THE INFORMATION SHOULD BE VERIFIED BASED ON THE "AS-BUILT" CONSTRUCTION PERFORMED ON THE PROPOSED DEVELOPMENT PRIOR TO SUBMITTING THE SUBSEQUENT 7460-2 FORM TO THE FAA.



ARMSTRONG
PLANNING ENGINEERING CONSTRUCTION

GRAND JUNCTION, CO: 970.242.0101 PHOENIX, AZ: 602.803.7079
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www.armstrongconsultants.com

LOGAN-CACHE AIRPORT LOGAN, UTAH			
HANGAR F14 EXHIBIT			
SCALE:	PER BAR SCALE	DATE:	02/2018
DRAWN:	LKB	FILE:	F14 HANGAR
CHKD:	JZP	ACI No.:	IMISC.REQ\HANGAR

**LOGAN – CACHE AIRPORT AUTHORITY BOARD
MARCH 1, 2018**

ATTACHMENT D



Logan-Cache Airport Economic Engine for Cache Valley



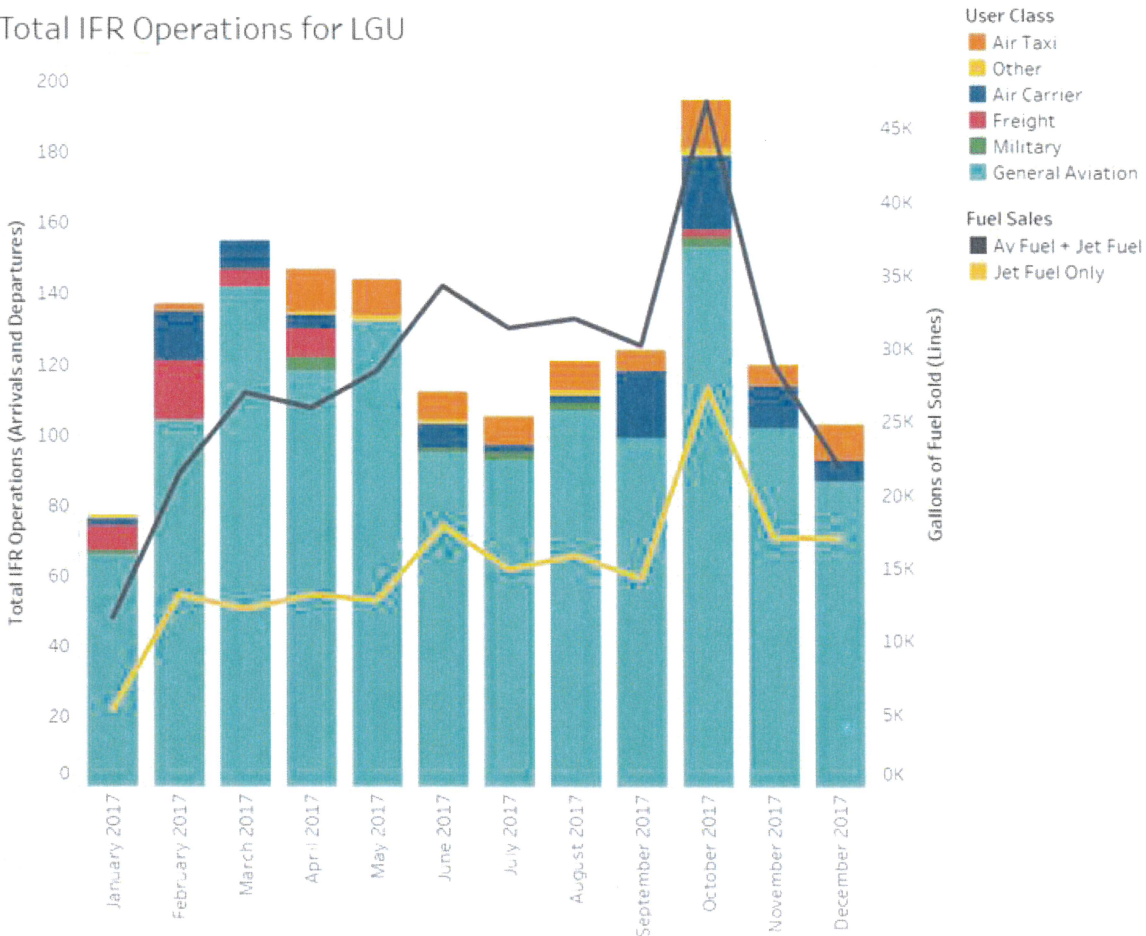
Logan – Cache Airport helps businesses succeed in Cache Valley.

- **Smaller businesses are connected to the world and can succeed in a big way.**
- **A quality Fixed Base Operator helps these businesses with their aviation needs.**
- **Logan-Cache Airport also serves pilot training, air freight, medical, wild fire, and military users.**

Corporate aircraft make businesses more efficient and effective.

- **Corporate representatives might visit four to five destinations in one day using a private aircraft when commercial travel would limit them to one.**
- **The United States has many more General Aviation airports than it does commercial airports. Corporate aircraft can take advantage of these more readily accessible sites.**
- **Corporate aircraft do not have to deal with TSA.**
- **Corporate aircraft can be owned, leased, share-owned, or chartered.**
- **In the corporate world: Time equals Money**

Total IFR Operations for LGU

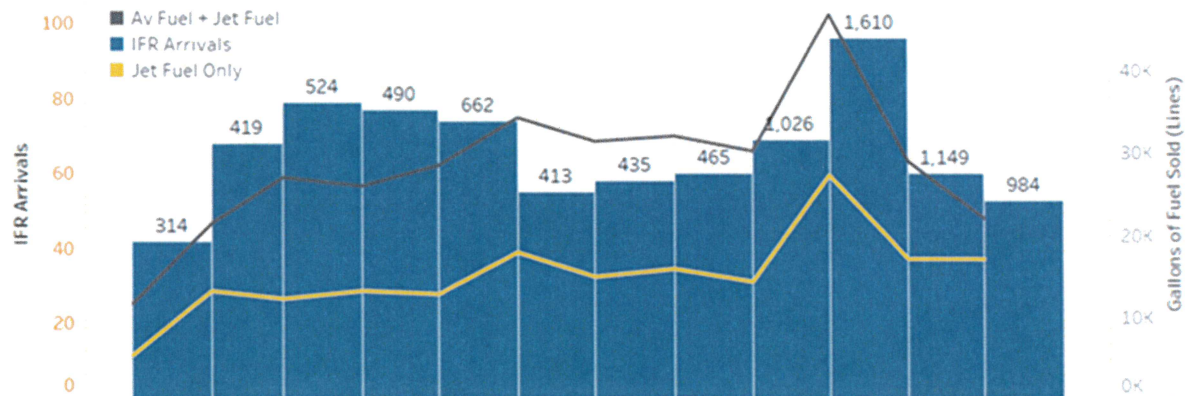


Total IFR Operations: Operations to and from Logan Cache Airport that are filed with Flight Services under Instrument Flight Rules. Most local flights, including training flights, are VFR – visual flight rules – so are not filed with Flight following .

Some IFR flights block the aircraft N-number so that their information is confidential.

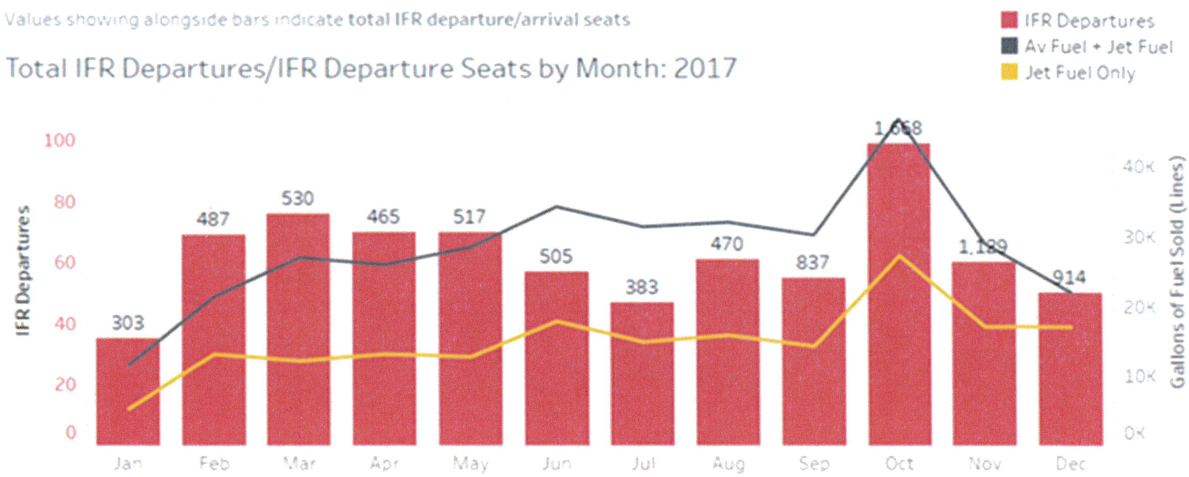
Fuel sales roughly follow the IFR activity, although some IFR aircraft don't purchase fuel. Local fuel sales continue to increase – but these sales are not usually related to IFR flights.

Total IFR Arrivals/IFR Arrival Seats by Month: 2017



Values showing alongside bars indicate total IFR departure/arrival seats

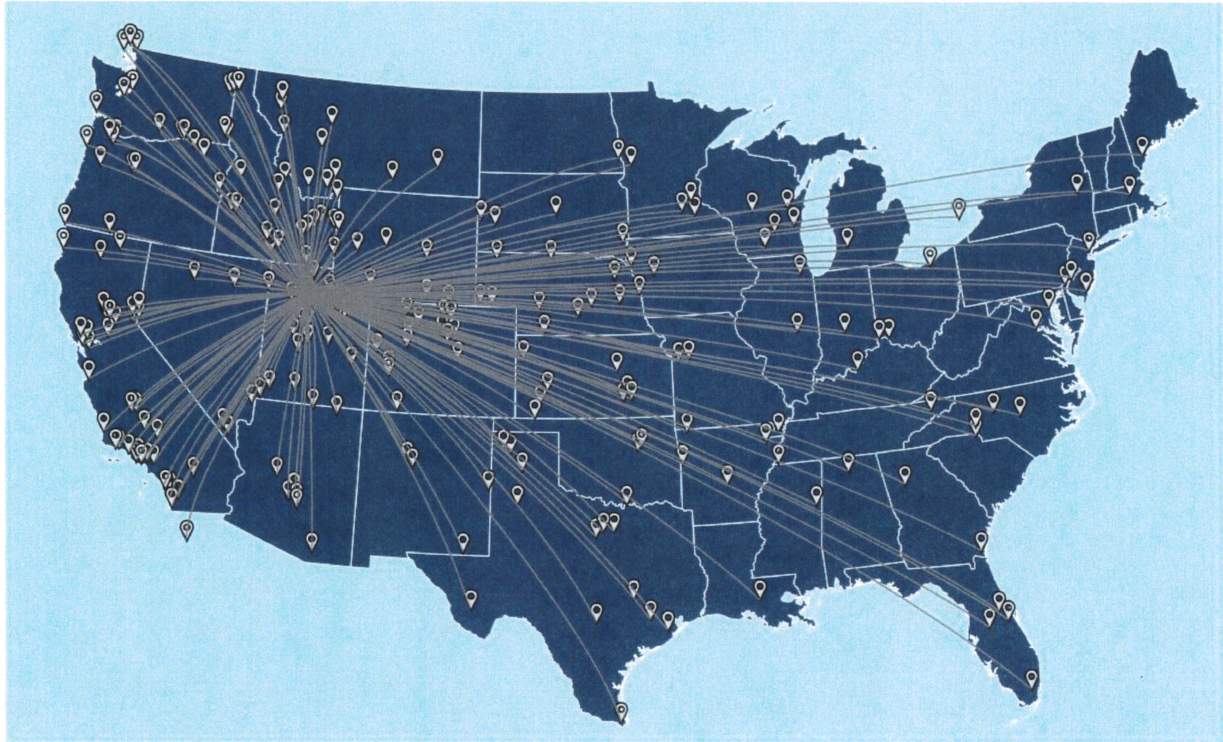
Total IFR Departures/IFR Departure Seats by Month: 2017



Bar graphs represent total number of arrival/departure flights under IFR filing. Numbers above the bars give the total 'souls on board'.

Souls on board – arrivals: 8491

Souls on board- departures: 8268



This a destination route chart for Logan-Cache Airport for 2017. It shows that flights from our airport traveled to greater than 190 different destinations during the year.

- Salt Lake International Airport currently offers 364 commercial flights a day - to 92 destinations.
- New corporate aircraft (Citation) can travel as fast, or faster than commercial aircraft.
- Commercial Airports serve specific needs in our community, but our General Aviation airport can facilitate travel to many more destinations with many less complications.

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ATTACHMENT B

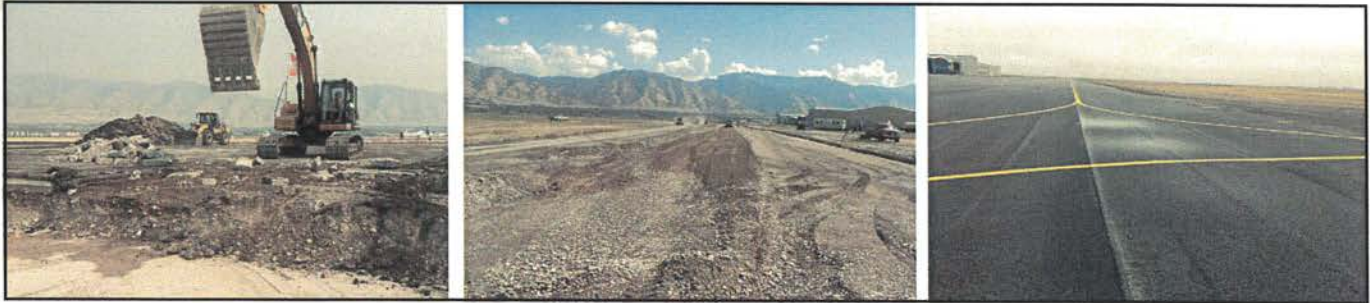


ARMSTRONG

AIRPORT IMPROVEMENT UPDATE

Logan-Cache Airport | Logan, UT

March 2018



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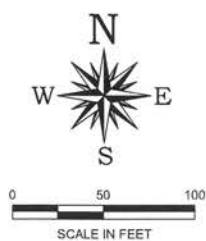
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MARCH 1, 2018**

ATTACHMENT C



DISCLAIMER: THIS EXHIBIT HAS BEEN PREPARED FOR THE PURPOSES OF DEFINING THE SITE TO BE USED FOR A 50' BY 60' HANGAR STRUCTURE. PLEASE NOTE THAT THE INFORMATION PROVIDED HEREIN IS PRELIMINARY IN NATURE AND SHOULD BE VERIFIED BASED ON THE ACTUAL DESIGN OF THE PROPOSED DEVELOPMENT PRIOR TO SUBMITTAL OF A 7460-1 FORM TO THE FAA. LIKEWISE, THE INFORMATION SHOULD BE VERIFIED BASED ON THE "AS-BUILT" CONSTRUCTION PERFORMED ON THE PROPOSED DEVELOPMENT PRIOR TO SUBMITTING THE SUBSEQUENT 7460-2 FORM TO THE FAA.



ARMSTRONG
TRAINING ENGINEERING CONSTRUCTION

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LOGAN-CACHE AIRPORT LOGAN, UTAH	
HANGAR F14 EXHIBIT	
SCALE: PER BAR SCALE	DATE: 02/2018
DRAWN: LKB	FILE: F14 HANGAR
CHKD: JZP	ACI No.: IMISC.REQ\HANGAR

**LOGAN – CACHE AIRPORT AUTHORITY BOARD
MARCH 1, 2018**

ATTACHMENT D



Logan-Cache Airport Economic Engine for Cache Valley



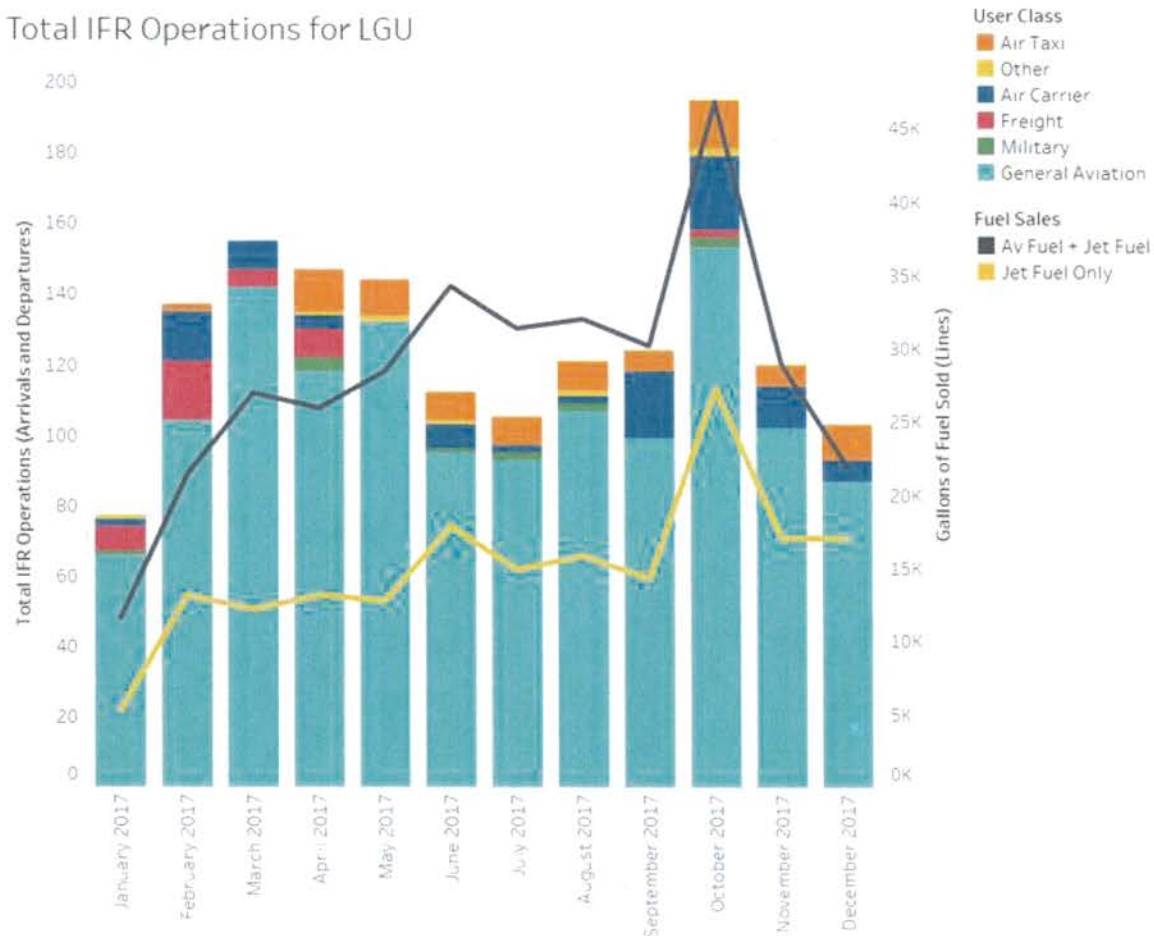
Logan – Cache Airport helps businesses succeed in Cache Valley.

- **Smaller businesses are connected to the world and can succeed in a big way.**
- **A quality Fixed Base Operator helps these businesses with their aviation needs.**
- **Logan-Cache Airport also serves pilot training, air freight, medical, wild fire, and military users.**

Corporate aircraft make businesses more efficient and effective.

- **Corporate representatives might visit four to five destinations in one day using a private aircraft when commercial travel would limit them to one.**
- **The United States has many more General Aviation airports than it does commercial airports. Corporate aircraft can take advantage of these more readily accessible sites.**
- **Corporate aircraft do not have to deal with TSA.**
- **Corporate aircraft can be owned, leased, share-owned, or chartered.**
- **In the corporate world: Time equals Money**

Total IFR Operations for LGU

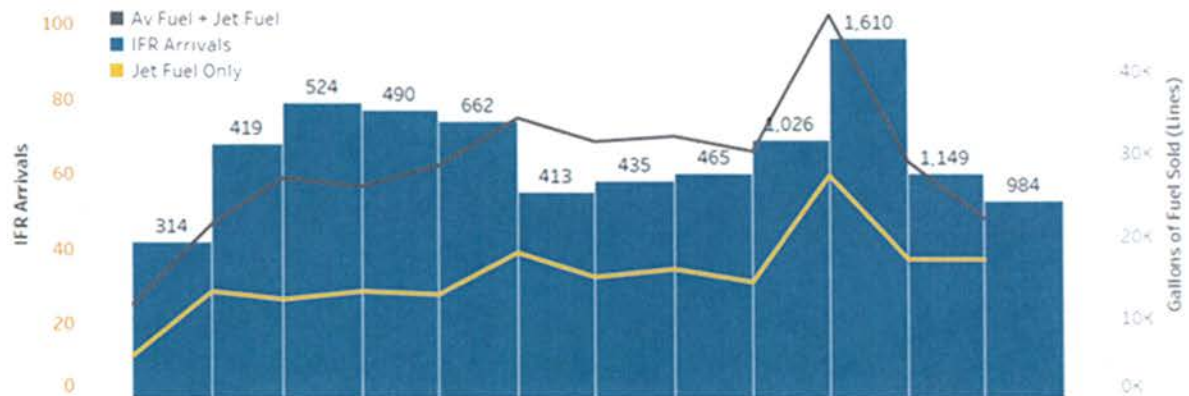


Total IFR Operations: Operations to and from Logan Cache Airport that are filed with Flight Services under Instrument Flight Rules. Most local flights, including training flights, are VFR – visual flight rules – so are not filed with Flight following .

Some IFR flights block the aircraft N-number so that their information is confidential.

Fuel sales roughly follow the IFR activity, although some IFR aircraft don't purchase fuel. Local fuel sales continue to increase – but these sales are not usually related to IFR flights.

Total IFR Arrivals/IFR Arrival Seats by Month: 2017



Values showing alongside bars indicate total IFR departure/arrival seats

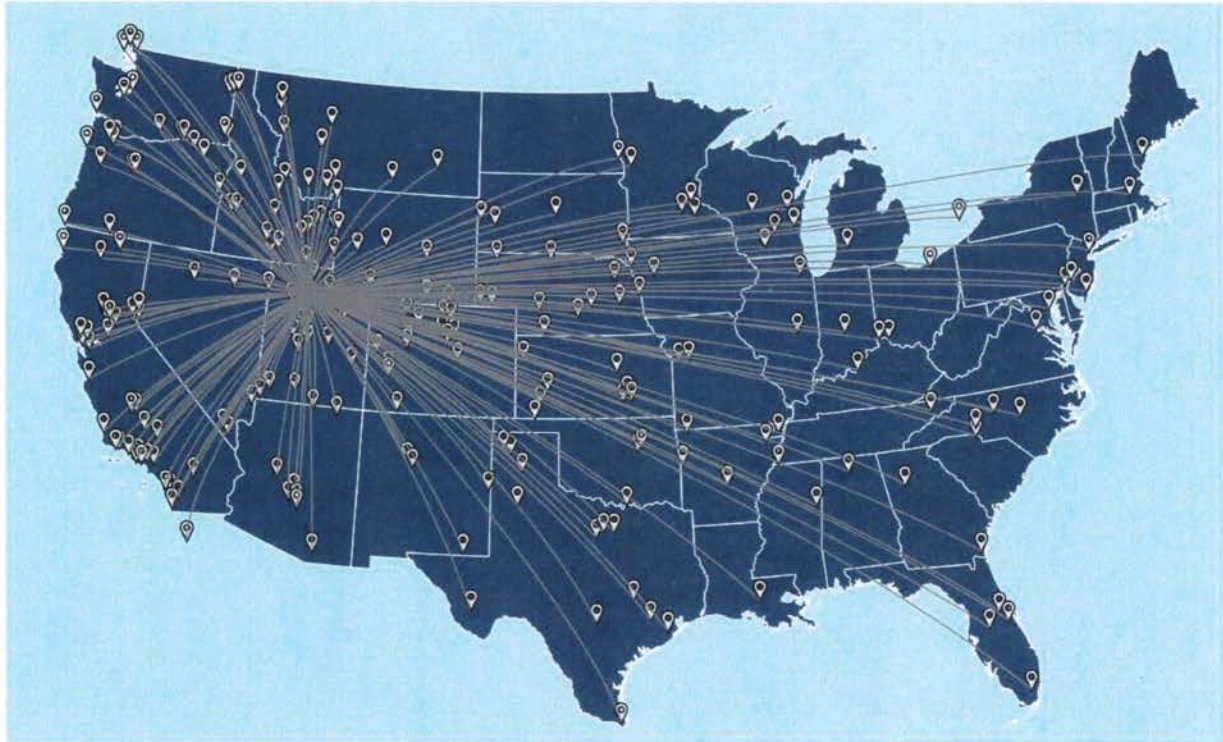
Total IFR Departures/IFR Departure Seats by Month: 2017



Bar graphs represent total number of arrival/departure flights under IFR filing. Numbers above the bars give the total 'souls on board'.

Souls on board – arrivals: 8491

Souls on board- departures: 8268



This is a destination route chart for Logan-Cache Airport for 2017. It shows that flights from our airport traveled to greater than 190 different destinations during the year.

- Salt Lake International Airport currently offers 364 commercial flights a day - to 92 destinations.
- New corporate aircraft (Citation) can travel as fast, or faster than commercial aircraft.
- Commercial Airports serve specific needs in our community, but our General Aviation airport can facilitate travel to many more destinations with many less complications.