

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
JANUARY 3, 2019
MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on January 3, 2019 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
Andreas Wesemann – Utah State University
Kim Hall – Leading Edge Aviation
Cole Miller – Armstrong Consultants
Susan Crosbie – USU
Mike Logan – USU
Shawn Barstow – Cache Air Fest '19
Russ Kirkham
Janeen Allen – Minutes

CALL TO ORDER

Chairman John Kerr called the meeting to order at 8:31 a.m.

ITEMS OF BUSINESS

Approval of Minutes – November 1, 2018

ACTION: Motion was made by Walton and seconded by Daines to approve the minutes of November 1, 2018 as written. The vote in favor was unanimous, 7-0

ITEMS FOR DISCUSSION

Manager's Report – Lee Ivie (Attachment A)

Lee Ivie gave the Manager's Report which is a part of these minutes as Attachment A.

Of Note:

1.b. EPS Project

Board members discussed and concluded that the company should keep paying its lease until all materials are removed and the property is restored. Ivie will work with the County Attorney to pursue payment from the company.

1.d. UDOT Pavement Preservation Project

Runway 10/28 will be bid out, as well.

Approval of State-Funded Project – Pavement Preservation & Relocation of Segmented Circle

Kerr said the project was approved at the November meeting. Cole Miller of Armstrong Consultants addressed the other portion of the project. He said the airport is Part 139 because it receives charter flights and this triggers additional safety criteria that must be met.

The latest round of inspections indicated that the luminescence of the wind socks needs to be brighter. Miller looked at upgrading the existing ones but found it to be unfeasible. Armstrong recommends replacement. With the Airport Authority Board's approval, they will add it to the Pavement Preservation Project and the State will bid on it. The existing PAPI circuit can be used.

ACTION: Motion was made by Simmonds and seconded by Francis to expand the Pavement Preservation Project with the State to include the relocation of the wind socks and segmented circle. The vote in favor was 7-0

Election of Chair and Vice Chair

ACTION: Gar Walton nominated John Kerr to remain as the Logan-Cache Airport Authority Board Chair. Karl Ward seconded the nomination. No one else was nominated. Craig Buttars moved to suspend nominations and elect John Kerr by acclamation. The vote in favor was 7-0.

ACTION: Karl Ward nominated Bill Francis to remain as the Logan-Cache Airport Authority Board Vice Chair. Craig Buttars seconded the nomination. No one else was nominated. Gar Walton moved to suspend nominations and elect Bill Francis by acclamation. The vote in favor was 7-0.

Land Acquisition

Cole Miller said Armstrong just update the Capital Improvement Plan for the Airport. During this process, they determined that a land acquisition south of the airport in the protection zone would be in the best interest of the airport. This would give control to the Airport Authority over what structures can and cannot be built that could potentially affect approaches to the runway in the protection zone. The existing Runway Protection Zone is visual based within 1 mile of the end of the runway.

Typically, the FAA wants the authority to purchase the land with its own funds and then get reimbursement after the purchase. However, the cost is significant enough that the Authority wouldn't be able to fit it into its budget. Therefore, the FAA will allow the Authority to move forward with the project as long as there is an agreement in place with the date specified for receiving the grant. There are still upfront costs the Authority is responsible for including boundary survey, environmental disclosure, and title research and insurance.

The existing Runway Protection Zone (RPZ) property is used to preserve the approach of aircraft. Logan-Cache Airport currently operates under a Visual-based RPZ which covers everything within a mile of visibility at the end of the runway. FAA Flight Services worked to formalize an LPV (Localized Precision Vertical-guided) approach which reduced the protection zone to three-quarters of a mile, but they didn't consult the Denver ADO when they did this.

FAA Flight Services looks to see if there is anything vertical (trees, buildings, etc.) that might disrupt the approach. Not seeing anything significant, they published the report and have been using it since 2016. On the other hand, FAA planners and the ADO look at it from a land use and land ownership standpoint. The more land the airport owns, the less chance of anything disrupting the approach. The recommendation is that the airport own more land than what it currently has to include the property where the storage units are to the south and the railroad on the east.

Right now, increasing the RPZ is a strong recommendation. However, in the future, it may become mandatory. Miller said they are still moving forward with the undeveloped land acquisition. The FAA is interested but doesn't have the funds until 2021. He highly recommended that the Authority work to reserve the right to purchase the property before someone else does. He suggested the Authority prepare a right of first refusal agreement for the land owner to consider.

Miller said a general letter of information has been prepared for the property owner. Simmonds suggested including the right of first refusal agreement with the letter.

Kerr asked Miller to formalize the letter, make sure it's on the FAA's priority list for 2021 and include the right of first refusal option for the property owner. Miller noted that any costs associated with the right of first refusal agreement are not grant eligible. Kerr said if they are included in the purchase price, they would be. Ivie estimated upfront costs for the airport would be approximately \$35,000.

Kerr asked what kind of timeline they need to look at in terms of the environmental impact, etc. Miller said Phase I will move fairly quickly. He recommended holding off until 3-4 months prior to the actual purchase date because the environmental studies have a short shelf life. Kerr noted that the acquisition of the entire area looks to be around \$10 million.

Kerr said he received a request for a cell tower at about 2200 North. He referred them to the FAA for a 7460 but he hasn't heard back from them yet.

ACTION: Motion was made by Executive Buttars and seconded by Francis to have the County notify the land owner of the schedule and ask for a right of first refusal. The vote in favor was unanimous, 7-0

Committee Reports:

Audit & Finance – Craig Buttars

Buttars reported that the Airport Authority is under budget. He had financial reports available for anyone who was interested.

Operations Committee – Kim Hall

No report

Capital Improvements – Bill Francis (Attachment B)

Francis suggested adding a parking fee to the leases of Utah State, Leading Edge Aviation and Space Dynamics for their use of airport property for parking things other than aircraft. He provided a handout outlining his proposal which is part of these minutes as Attachment B.

ACTION: Motion was made by Mayor Daines and seconded by Walton to include in the leases for the above-mentioned entities for their use of airport property for parking. The vote in favor was unanimous, 7-0

Ivie will prepare a separate parking lease for each entity.

Francis said he has been looking into fuel farms and found them to be very expensive. He recommended the airport own the source of fuel in case the FBO goes out of business and the airport can't get fuel. He suggested it be put on the CIP priority list. The cost is probably around \$1 million to meet all the new EPA codes and drainage system requirements. It's probably 5-6 years out, but the airport should be working on it and getting the FAA to look at it for supplemental funding.

Kerr asked for a consensus of board members to put it on the CIP list and include it in their discussions with the FAA. Board members approved unanimously.

Economic Development / Public Relations – Gar Walton

Shawn Barstow, Chairman of the Open House committee reported that the official name

for the Open House will be "Cache Air Fest '19." It will be held June 29, 2019 and things are really moving in preparation for it.

Open Items

- Ivie noted that he is no longer using the Logan City Fire Department for weekend inspections. Kim Hall and others from Leading Edge Aviation have been trained to conduct inspections.

Next Scheduled Meeting

Thursday, February 7, 2019 at 8:30 a.m.

Adjournment

The meeting adjourned at 9:29 a.m.

**LOGAN – CACHE AIRPORT AUTHORITY BOARD
JANUARY 3, 2019**

ATTACHMENT A



December 2018 Manager's Report

1. Current AIP Projects.

- a. **Taxiway C/ USU Ramp Project:** This project has not been closed out at this juncture due to a problem with LeGrand Johnson Construction not meeting all of the Disadvantage Business Enterprise (DBE) requirements outlined in their contract with the airport authority. There are funds still available in this grant so we are in the process of trying to get two hold position signs that were non-compliant at the last safety inspection relocated with those funds.
- b. **EPS Project:** This project was abandoned, materials at the construction site have been removed with exception of some bundles of rebar and conduit.
- c. **Reimbursement for Taxi-lane I:** The second installment of \$150,000.00 from the FAA is scheduled to be paid in 2019. This will be the only FAA funds allocated for next year.
- d. **UDOT Pavement Preservation Project.** A State funded project for a crack seal and fog seal of the south ramp is currently on the capital improvement list (CIP) for 2019. The estimated cost of this project is \$250,000.00, and our share would be \$25,000.00. The grant application will be submitted to UDOT Department of Aeronautics no later than January 2019 pending approval of the Airport Authority Board. If possible the grant application process could begin in November of this year. Similar to the ramp project we are trying to get another project added to this grant. The windsocks at the airport that need to be relocated and have a better lighting system installed at the top of the towers will be included in the scope of work for this project.

2. Buildings, Grounds, and Vehicle Maintenance.

- a. Costs for repair items on the south automated gate in December was approximately \$1,500.00. This gate was struck by automobiles on two different occasions.
- b. The ARFF Truck has several problems that need to be addressed.
 1. A compartment heater is not working.
 2. A seal had gone out in a water valve located in another compartment.
 3. A faulty relay switch that determines whether the transmission is operating in pump mode or not needs replaced.
 4. An exterior overhead lamp fixture needs to be replaced.
- c. A hydraulic ram on a snow plow attached to one of our trucks needs to have the seals replaced.

3. Winter Snow Removal Operations.

Full snow removal crews were mobilized seven times in December, and a partial crew plowed four other times.

4. Part 139 Inspection.

Items that still need to be addressed are;








1. Two taxiway signs need to be relocated.
2. Paint marking at the intersection of taxiway D and runway 28 is nonconforming.
3. Two taxiway lights need to be relocated and one sign panel changed at this same intersection.
4. Relocation of one wind sock and brighter lights on all wind socks.

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ATTACHMENT B

Legend

Parking

	Cache Valley Electric 7975 SqFt*
	Deloy 670 SqFt*
	Future Overflow Parking 41700 SqFt
	Leading Edge 3900 SqFt \$819 per year
	Malouf 58520 SqFt*
	Space Dynamics 1240 SqFt \$260.4 per year
	Utah State University 14695 SqFt \$3,085.95 per year

*Fee all ready being collected
All values estimates.

