

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING

OCTOBER 10, 2019

MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on October 10, 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, At-large – Appointed by Airport Authority Board
Craig W Buttars – Cache County Executive
Karl Ward – Cache County Council
Holly Daines – Logan City Mayor
Gar Walton – Appointed by Logan City
Bill Francis – Appointed by Cache County

Members of the Airport Authority Board Absent:

Jeannie F. Simmonds – Logan City Council

Also in Attendance:

Lee Ivie – Logan-Cache Airport Manager
Andreas Wesemann – Utah State University Aviation
Kim Hall – Leading Edge Aviation
Scott Weaver – Leading Edge Aviation
Doug Fullmer – Logan City Fire Department
Mark Montgomery – Logan City Power
Chris Nocks – Armstrong
Eric Rivera – Armstrong
Justin Pietz – Armstrong
Janeen Allen – Minutes

CALL TO ORDER

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

ITEMS OF BUSINESS

Approval of Minutes – September 5, 2019

ACTION: Motion was made by Gar Walton and seconded by Karl Ward to approve the minutes of September 5, 2019 as written. The vote in favor was unanimous, 6-0 (Jeannie Simmonds absent for vote)

ITEMS FOR DISCUSSION

Manager's Report – Lee Ivie

Lee Ivie gave the Manager's Report (Attachment A).

Ivie reviewed the movement rules as there had been another incident involving a moving violation at the airport. There was some discussion about driving regulations at the airport. Ivie will try to get the word out better regarding the restrictions due to FAA regulations. Kerr suggested including the rules with the lease every hangar owner signs. It was agreed that those who have violated movement rules are made aware of them and know that they were in violation. Mayor Daines wondered what consequences there are for moving violations, if any. Kerr responded saying that certification rules indicate violators are given one warning. If it happens again, they lose driving privileges at the airport.

SASO (Specialized Aviation Service Operation) Request – Mark Leyda

Chairman Kerr explained Leyda's business and his SASO request. He said it seems to be authorized and if the Board approves, Leyda can move forward with Lee Ivie in meeting the requirements for the business.

Francis noted the absence of a requirement for a firewall which is a violation of fire code. Kerr recommended referring the application to the Fire Marshall and let him make the determination. He suggested making it part of the motion that the Fire Marshall has to sign off on it, as well. Francis pointed out a few other items that should be required including signage on Mr. Leyda's hangar and trailer indicating it as a Board-approved SASO business. Also, due to the drainage problem in that area, Walton and Francis both thought the trailer should go inside the hangar. Kerr said that could also be made a condition of approval of the SASO request.

ACTION: Motion was made by Mayor Holly Daines and seconded by Executive Craig Buttars to approve Mark Leyda's SASO application for airplane repair and maintenance service with the restriction that there is no outside storage for a trailer or anything else. The vote in favor was unanimous, 6-0 (Jeannie Simmonds absent for vote)

Francis pointed out that there are glider trailers parked by hangars that need to be cleaned up. Kerr noted there is a designated storage area away from the hangars they can move them to.

Request for Fiber Optic Right of Way – Leading Edge Aviation

Scott Weaver of Leading Edge Aviation said the current internet provider can't provide what is needed so they are requesting to run a fiber optic line to the airport. Kerr said the Board approved a similar thing with USU a couple years ago when they were doing their expansion. He recommended running the proposal through Armstrong to make sure it doesn't interfere with airport operations.

ACTION: Motion was made by Karl Ward and seconded by Bill Francis to approve the request of Leading Edge Aviation for a right of way for a fiber optic line to the airport. The vote in favor was unanimous, 6-0 (Jeannie Simmonds absent for vote)

Explanation of Electricity Charges – Mayor Holly Daines

Chairman Kerr noted the last meeting in which a hangar owner had complained that his electricity charges had doubled and said he had invited Mayor Daines to provide an explanation.

Mayor Daines said Logan City had just completed a rate study and made some adjustments. She invited Mark Montgomery, Director of Logan City Light and Power, to address the Authority Board.

Montgomery said they did a cost analysis survey a year ago, something they do every 3 to 5 years to determine if their revenues are meeting their costs. He said all hangars fall under the commercial rate class. Different classes require different electricity services. Overall, the revenues are in good shape. However, the analysis showed that high volume industrial customers were underpaying and commercial customers were overpaying. Therefore, they made a rate adjustment to make it more equitable across the board. Overall, commercial customers came out with a better rate, but very low power users were affected by a customer service charge that was implemented as part of this latest rate adjustment. Mayor Daines added that this wasn't an overnight process. It took place over several months and there were public hearings.

Land Acquisition Update – Armstrong Engineers

Justin Pietz of Armstrong Engineers gave an overview of the process. The land acquisition has been shown on the airport layout plan and Exhibit A property map for a long time to be acquired. After discussions with the FAA, it was determined the need to purchase it has increased recently and it was moved up on the priority list.

Armstrong prepared and completed a Categorical Exclusion showing no environmental impacts with the acquisition. The Environmental Due Diligence Audit to determine no previous environmental or underground hazards are associated with the land was completed showing no harmful impacts.

Next, Armstrong prepared a notification letter to the landowner indicating the intent to acquire it. Ivie sent the letter to the landowner. Armstrong also moved ahead with an appraisal of the property required by the FAA. It has been completed along with a required Review of the Appraisal.

Pietz is now working on preparing an offer letter. All indications are that the FAA is very much supportive of this acquisition as a runway protection zone. Armstrong is now waiting to receive the grant funding in order to move forward with the acquisition.

Kerr noted that a pilot visiting on the 4th of July took off to the south, had trouble gaining altitude and ended up putting the plane down in the very field the airport is working to acquire. This acquisition will forever protect the airport overlay zone.

Open Items

Kerr asked Doug Fullmer to report on a proposal to bring AARF training to Logan.

Fullmer said that the biggest problem sending firefighters to Montana for training was having to backfill for those who were gone. That problem will be eliminated if they can bring the training here.

Committee Reports:

Audit & Finance – Craig Buttars

Chairman Kerr asked to have the Finance Report on a quarterly basis. Executive Buttars said he will arrange it.

Operations Committee – Kim Hall

No report

Wesemann said they have a new helicopter Chief, Taylor Schenk who arrived last month.

Capital Improvements – Bill Francis

No report

Kerr noted that he believes this is the first time in the fifteen years he has been involved with the Airport Authority Board that there isn't an active project going on at the airport.

Economic Development / Public Relations – Gar Walton

Walton said there was a presentation on economy at the UAOA conference. He will review it and see what information about Cache County can be updated. Ivie filled out the survey they sent.

Mayor Daines asked how the road is that was recently repaired by Logan City. Francis said it was very well done. Ivie noted it didn't impact the airport that much because the location was to the west. However, people who were impacted most have been very happy with it.

Next Scheduled Meeting

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

Adjournment

The meeting adjourned at 9:25 a.m.

**LOGAN – CACHE AIRPORT AUTHORITY BOARD
OCTOBER 10, 2019**

ATTACHMENT A



September 2019 Manager's Report

1. Current AIP Projects.

All FAA and State funded grants have been closed out. The next grant will be for the 10 acre land purchase south of 2500 north (airport road). We could receive that grant as soon as August 2020.

2. Buildings, Grounds, and Vehicle Maintenance.

- a. The tractor the airport leases from Valley implement has been returned and the bat-wing mower owned by the airport is stored in the ARFF building for the winter season.
- b. Spraying for weed control along the edges of the runways, taxiways, and between the hangars at the airport will be done this fall because the fall application of herbicide seems to be more effective than the spring treatment.
- c. National Equipment Services Mechanics are currently repairing the following items on the plow trucks and snow blower at the airport.
 1. Repair the exhaust system on the Ford Truck
 2. Repair the power steering pump on the Ford Truck
 3. Repair the hydraulic pump that operates the dump bed on the Ford Truck
 4. Free up the throttle pedal on the Ford Truck (it sticks)
 5. Fix the fuel injection bleed off problem on the Auto Car Truck
 6. Adjust the clutch in the Auto Car Truck
 7. Replace the airline dryer on the Auto Car Truck
 8. Repair the oil canister leak in the Osh Kosh Blower
 9. Install a new gasket to stop the leak from the gear box that propels the lower front auger on the snow blower
 10. Repair or replace the engine block heater on the front engine of the snow blower
 11. Service all three Vehicles

3. Winter Snow Removal Operations.

Annual training for snow removal crews at the airport will be held on October 15, 2019 at 7:30 a.m. in the ARFF building.

4. Ground Vehicle Access of the Airport Movement Areas.

1. All personnel operating ground vehicles that enter the airport movement areas must receive annual training in:
 - a. Airport familiarization
 - b. Air field driving rules and regulations
 - c. Complete an exam pertaining to items mentioned above
2. Ground vehicles need to have a legitimate reason to access the movement areas. Examples are:
 - a. Field inspections
 - b. NAVAIDs and lighting systems maintenance
 - c. Snow removal operations
 - d. Mowing and ground maintenance operations
 - e. Wildlife management control
 - f. Emergency operations
 - g. Removal of disabled aircraft from the airport movement areas
 - h. Glider towing in designated areas
 - i. Construction and pavement preservation projects in designated areas
3. All ground vehicles must have a radio that monitors CTAF frequency 122.8, and a rotating beacon or strobe light mounted to the vehicle unless the section of the movement area has been closed.
4. Some vehicles and or personnel may access the movement with an escort of another authorized vehicle. Examples are:
 - a. Survey crews
 - b. Utility maintenance crews
 - c. Construction vehicles
 - d. Disabled aircraft owners
 - e. Glider tow vehicles
 - f. Photography crews
 - g. Airport engineers
5. Owning a hangar or an aircraft at the Logan-Cache Airport does not give authorization to that individual to drive a ground vehicle or walk onto the movement areas at the airport.