

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
JANUARY 4, 2024
MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on Thursday, January 4, 2024 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 – Chair, At-large – Appointed by Airport Authority Board
Brett Hugie – Vice Chair, Appointed by Logan City
David Zook – Cache County Executive
Karl Ward – Cache County Council
Jeannie F. Simmonds – Logan City Council
Ryan Snow – Appointed by Cache County

Members of the Airport Authority Board Absent:

Mayor Holly Daines – Logan City

Also in Attendance:

Taylor Sorensen – Interim Cache County Attorney
Judd Hill – Armstrong/Lochner
Robert Stephens – Logan City Fire Department
Robert LaCroix – Logan City Fire Department
Baron Wesemann – USU Aviation
Brandon Parish – USU Aviation
Scott Weaver – Leading Edge Aviation
David Christensen – EPS
Shawn Milne – Economic Development
Kim Hall
Sean Greene
Janeen Allen – Minutes

1. CALL TO ORDER

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

2. ACTION ITEMS

a. APPROVAL OF MINUTES – November 2, 2023

ACTION: Motion was made by Brett Hugie and seconded by Karl Ward to approve the minutes of November 2, 2023 as written. The vote in favor was unanimous, 5-0 (Mayor Holly Daines and Jeannie Simmonds absent for vote)

b. APPOINTMENTS

John Kerr noted that Logan City and Cache County are in the process of appointing their respective members to the Logan-Cache Airport Authority Board.

David Zook brought to the attention of the Board that the at-large position needed to be appointed. This was brought up at the end of the meeting at 9:10 a.m.)

ACTION: Motion was made by David Zook and seconded by Karl Ward to appoint John Kerr as the at-large representative on the Logan-Cache Airport Authority Board. The vote in favor was unanimous, 6-0 (Mayor Holly Daines absent for vote)

c. ELECTION OF BOARD CHAIR AND VICE CHAIR

ACTION: Motion was made by Karl Ward and seconded by David Zook to elect John Kerr as the Logan-Cache Airport Authority Board Chair. The vote in favor was unanimous, 5-0 (Mayor Holly Daines and Jeannie Simmonds absent for vote)

ACTION: Motion was made by Karl Ward and seconded by David Zook to elect Brett Hugie as the Logan-Cache Airport Authority Board Vice Chair. The vote in favor was unanimous, 5-0 (Mayor Holly Daines and Jeannie Simmonds absent for vote)

8:46 a.m. Jeannie Simmonds arrived

3. DISCUSSION ITEMS

a. CAPITAL IMPROVEMENT PLAN – JUDD HILL

Hill showed a Capital Improvement Plan (CIP) spreadsheet with an explanation and summary of projects for the next ten years. It is a part of these minutes as **Attachment A**. He reported that the FAA certification was approved finally after operations per year were corrected. The FAA now recognizes the significantly increased operations taking place at the Logan-Cache Airport.

The CIP goes through the FAA approval process once a year and the Master Plan is a large part of the CIP. If something isn't in the Master Plan, it cannot receive funding.

Much of the CIP now includes purchase of snow removal equipment starting in October of 2024, and they are also looking at constructing a building to house the snow removal equipment which will keep it operational for a much longer period of time.

Board member Ryan Snow asked if the Master Plan is focused only on projects that receive federal funding. Hill responded saying that it is mostly federally funded projects, but also includes state-funded projects. Maintenance costs are recognized in the Master Plan, but budgeting is local.

Chair John Kerr asked Hill to update them on the markings project. Hill said that the State is working with the FAA on the larger budget and will then sit down with Armstrong on a finalized budget. This includes short and long term paint maintenance. Pavement preservation projects include repainting. A large-scale marking project is still in the discussion stage at the State level.

Brandon Parish addressed the board to answer a concern raised by board member Brett Hugie. Hugie was delayed 15 minutes waiting for increased traffic of USU flight students. Hill said a parallel runway may help alleviate this increase in congestion. Also, the board might consider a control tower in the future.

b. NATIONAL GUARD REQUEST

Kerr said he received a request from the Utah National Guard to conduct a three-day operation on the abandoned runway which would take place April 18-21, 2024. This operation will be conducted with the Fire Department and other emergency services. He noted that the law indicates any entity using the airport for operations must purchase fuel locally, so we will require that of the National Guard, as well.

ACTION: Motion was made by David Zook and seconded by Karl Ward to approve the request of the National Guard operation with the stipulation that they purchase the fuel locally. The vote in favor was unanimous, 6-0 (Mayor Holly Daines absent for vote)

c. HANGAR REQUEST

Kerr said there is a hangar request for space F10. It's a space that has been rejected by everyone else on the hangar waiting list, but this person is willing to build to the size specifications required for that space.

ACTION: Motion was made by Karl Ward and seconded by Brett Hugie to approve the application to build a hangar on Hangar Space F10 by Brian Hair. The vote in favor was unanimous, 6-0 (Mayor Holly Daines absent for vote)

d. FUEL SHUT-OFF SYSTEM

This project has been completed and fulfills the requirement stipulated by the FAA Part 139 inspection. Board Vice Chair, Brett Hugie, was very instrumental in the completion of this project. The FAA inspector is satisfied with result.

e. **EV & CHARGER**

Kerr announced that the Electric Vehicle has arrived with the charger and they will be working with Cache Valley Electric for installation. It is capable of charging two vehicles simultaneously and could serve as a potential revenue source. He anticipates it will be located in the open area between India and the office.

f. **RAMP LIGHTING**

Kerr reported that the sodium vapor lamps that light the ramp are no longer functioning. He will bring to a future meeting a proposal for approval of an upgrade to LED lights for the ramp. He would like to add the project to the State funding cycle, but believes it wouldn't qualify for federal funding because it is replacing existing equipment.

g. **OPEN ITEMS**

- David Zook updated on the interviews for Airport Manager. He said one person was very promising, but withdrew due to the housing costs in the valley. One other person looks good and they will be continuing the interview process with him today. In the meantime, John Kerr is at the airport every day and is functioning somewhat as manager with inspections (with part time staff) until a manager is hired. He is also working with Kim Hall taking care of NOTAMs.
- Kerr said he is anticipating snow this weekend. So far, he is very impressed with the county snow removal personnel.
- Brittany Kingston has submitted paperwork for reimbursement for the grant received by the airport.
- Kerr complimented Jason Ririe on leaving the airport in excellent condition. During his short tenure, he was instrumental in addressing significant maintenance needs in a very timely manner. He left the airport in better condition than it was when he arrived.

d. **COMMITTEE REPORTS:**

Audit & Finance – David Zook

No report

Operations Committee – Kim Hall

No report

Capital Improvements

No report

Economic Development / Public Relations

No report

4. NEXT SCHEDULED BOARD MEETING

Thursday, February 1, 2024 at 8:30 a.m. – Cache Historic Courthouse, Council Chambers

5. ADJOURNMENT

The meeting adjourned at 9:11 a.m.

LOGAN – CACHE AIRPORT AUTHORITY BOARD
JANUARY 4, 2024

ATTACHMENT A

Logan-Cache (LGU)

Project Description & Cost Estimate												
Scheduled/ Requested Federal Fiscal Year	UDOT FY	Project Description	Project Identification in ALP/MP	Comments	Sponsor Priority Number	Estimated Total Cost of Project	Cost Allocation \$					
							Federal Entitlement	Federal BIL	Federal State Apportionment	Federal Discretionary	State Participation	Sponsor Participation
Federally Funded Projects							90.63%				4.685%	4.685%
2022	n/a	BIL - Bank (\$295k)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2023	n/a	Ent. - Repay 2022 AMP project				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2023	2024	BIL (2022 funds)- Replace Directional Signs (Bank \$125k of 2022)				\$ 187,576	\$ -	\$ 170,000	\$ -	\$ -	\$ 8,788	\$ 8,788
2023	2024	Zero Emissions EV - Non-AIP/Non-AIG				\$ 202,570	\$ -	\$ 183,589	\$ -	\$ -	\$ 9,490	\$ 9,490
2024	n/a	Ent. - Repay 2022 AMP project (\$116,661); Bank \$33,339				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024	n/a	BIL - Bank (\$715k; 22-24)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024	2025	TW Charlie				\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 150,000
2025	2026	Acquire SRE (2024 & 2025 Entitlement)				\$ 201,920	\$ 183,000	\$ -	\$ -	\$ -	\$ 9,460	\$ 9,460
2025	2026	TL India (BIL 22, 23, 24, 25)				\$ 1,125,455	\$ -	\$ 1,020,000	\$ -	\$ -	\$ 52,728	\$ 52,728
2026	2027	Bank BIL and Ent				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2027	n/a	SRE Building (Ent. '26, '27, BIL '26)				\$ 656,516	\$ 300,000	\$ 295,000	\$ -	\$ -	\$ 30,758	\$ 30,758
2028	n/a	Ent. - Bank				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2029	2030	TWY Bravo Reconstruction (Design)				\$ 331,016	\$ 300,000	\$ -	\$ -	\$ -	\$ 15,508	\$ 15,508
2030	2031	TWY Bravo Reconstruction (Construction)				\$ 5,020,413	\$ 300,000	\$ -	\$ 500,000	\$ 3,750,000	\$ 235,206	\$ 235,206
2031	n/a	Ent. - Repay TWY				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2032	n/a	Ent. - Bank				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2033	2034	Runway Rehab Design				\$ 331,016	\$ 300,000	\$ -	\$ -	\$ -	\$ 15,508	\$ 15,508
2034	2035	Runway Rehab Construction				\$ 5,847,953	\$ 300,000	\$ -	\$ -	\$ 5,000,000	\$ 273,977	\$ 273,977
Future		ARFF Truck				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Participation Totals						\$ 8,475,465	\$ 1,683,000	\$ 1,668,589	\$ 500,000	\$ 8,750,000	\$ 1,251,423	\$ 511,938
State Funded Projects											90.00%	10.00%
						\$ -					\$ -	\$ -
2025	2026	Pavement Preservation (TW Bravo)				\$ 222,222					\$ 200,000	\$ 22,222
2029	2030	Pavement Preservation (likely 17/38)				\$ 222,222					\$ 200,000	\$ 22,222
Future		Paint				\$ 900,000					\$ -	\$ 90,000
Future						\$ -					\$ -	\$ -
						\$ -					\$ -	\$ -
Participation Totals						\$ 1,344,444					\$ 400,000	\$ 134,444

Note: Attach additional sheets as necessary to fully describe projects or to add information needed for a full understanding of project scope, location and costs.

For Planning Purposes Only

