

AGENDA ITEM

2.a.

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING

OCTOBER 2, 2025

DRAFT MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on Thursday, October 2, 2025 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 – Vice Chair – At large appointment by Airport Authority Board
Brett Hugie – At large appointment by Logan City
George Daines – Cache County Executive
Holly Daines – Mayor of Logan City
Keegan Garrity – Cache County Council – At large appointment by Cache County
Jeannie F. Simmonds – Logan City Council – At large appointment by Logan City
Kirk Jensen – Logan City Economic Development Director – Ex-officio Advisory Member
Shawn Milne – Director of Regional Economic Development – Ex-officio Advisory Member

Members of the Airport Authority Board Absent:

Ryan Snow – At large appointment by Cache County

Also in Attendance:

Bob Low – Airport
Kasey Maxwell – Airport
Mathias Conrad - Airport
Judd Hill – Lochner Engineering
John Michener – J-U-B Engineering
R. LaCroix – Logan City Fire Department
Robert Stephenson – Logan City Fire Department
Aaron Dyches – USU Aviation
Nick Ally – Altius Flight Works
Greg Fix – Forge Contractors
Holin Wilbanks – Forge Contractors
Johnny Arbuckle – Scratch Development
Scott Weaver – Leading Edge Aviation
Kyle Fischer – Trident Property Solutions
Alex Bearnson – Black River Development
Scott Havenar – Stuart Goble / Spartan
Brad Wursten
Robert Kidd
Joe Bates
Jake Clark
Kim Hall

Mark Lee Koven
Ed Fisher
Marv Halling
Craig Adams
Gio Villa
Janeen Allen – Minutes

1. **CALL TO ORDER**

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

2. **ACTION ITEMS**

a. **APPROVAL OF MINUTES – September 4, 2025**

ACTION: Motion was made by Brett Hugie and seconded by Jeannie Simmonds to approve the minutes of September 4, 2025 as written.

MOTION PASSES:

AYE: 5 – Kerr, Hugie, Simmonds, H. Daines, G. Daines

NAY: 0

ABSTAIN: 1 - Garrity

ABSENT: 1 – Snow

3. **REPORTS**

a. **MANAGER’S REPORT – BOB LOW**

Bob Low presented the Manager’s Report which included:

- **USU Reimbursement Agreement (Part 139 costs):** Manager reported on a meeting with USU (facilitated by Brett Hugie). USU will draft a formal written agreement to reimburse airport-incurred Part 139 certificate expenses; intent is to limit to eligible 139 costs only so neither party is over-billed. Written agreement will ensure continuity.
- **Budget Amendment / PAPI Control Units:** Appropriations and County Council approvals obtained to move \$93,170.12 from reserves into the active expenditure account to relocate PAPI control units (carryover item from last year’s inspection). Clarified this is a reserves transfer, not new external funding. Expectation is full reimbursement by USU upon project completion and payment.
- **Pavement Maintenance – South Ramp & Taxi Lanes by Old Hangars:** Vendor selected from three estimates; work begins immediately (crack seal, patching, two seal coats). Optional tenant driveway work may be arranged directly with contractor and billed to the requesting tenant.
- **CIP Planning (FAA/UDOT Aeronautics):** Recent planning session with FAA & UDOT; ARFF truck addition placed in the 6-year plan (2031). Otherwise, CIP remains on track.

- **Development Drafts & Policy Manual:** Draft development agreement(s) distributed for review; Policies & Procedures Manual under revision based on internal feedback.
- **Hangar Re-Inspections:** Letters emailed Sept 23 to 14 tenants with springtime deficiencies; re-inspections scheduled for next Mon–Wed; notice provided exceeds the 10-day contract requirement; two tenants scheduled so far. Emphasis on education and consistent compliance.
- **Tenant Communications:** Exploring newsletter and social media presence to share projects/alerts (e.g., winter ops) and engage tenants (suggestion credited to Joe Bates). New recycle bins added at south end of the airport.

b. **AIRPORT PROJECTS UPDATE – LOCHNER (JUDD HILL)**

- **Master Plan & ALP:** FAA signed off on the Airport Layout Plan on Monday preceding the meeting; Master Plan/ALP are complete. Links to the signed package were sent to staff/board; could be posted publicly.
- **Taxiway Kilo:** Additional geotech submitted to FAA prior to the federal shutdown window; awaiting review/feedback. Target bid window: Dec–Jan to avoid long bid holds.
- **Taxiway Charlie (State-funded segment):** Original low bid (\$50k under) was non-compliant due to mobilization >10% cap; second bid was ~\$150k over budget. Project rebid; low bidder increased pricing by ~\$100k; now beyond funds available. UDOT Aeronautics Director and UDOT Operations leadership are reviewing options; updates forthcoming.
- **Snow Removal Equipment (SRE):** Federally funded dump-truck w/ plow & wing is in fabrication in Salt Lake; delivery expected before winter.
- **Snow Ops Coordination:** County Public Works support continues per existing agreement; training and snow plan review scheduled next week. Current fleet: two airport trucks + County truck and backhoe/box; staff and assignments reviewed.

4. **ACTION ITEMS**

a. **LIMA DEVELOPMENT – KYLE FISHER**

Chairman Kerr prefaced and gave context to the discussion by saying that the FAA no longer funds access/taxi lanes to private hangars making local funding a necessity nationwide. This proposal offers a developer-funded model for Taxiway Lima to expand corporate hangar capacity consistent with the Master Plan.

Discussion Highlights:

- **Master Plan Conformance:** Board emphasized Lima is planned for corporate-size hangars; any future phases (beyond the initial Lima frontage) would return to the Board for approval and must align with the approved Master Plan.
- **Demand & Phasing:** Use of the waitlist (with desired sizes) as near-term demand

signal; broader market demand over 10–20+ years also discussed. Preference to approve in phases to align with demand and simplify review.

- **Contract Items:** - Board members asked that fuel farm references in the early draft to be removed; if pursued, would require a separate, transparent process (e.g., RFP).
- **Maintenance:** Once built to FAA standard, taxi lanes would be owned/maintained by the Airport; hangar owners remain responsible for their facilities.
- **Approvals:** Draft listed Manager/Chair approvals; Board consensus favored Board review per phase.
- **Process & Transparency:** Significant interest from multiple parties suggests the need to evaluate an RFP to ensure fairness, while avoiding undue delay.
- **Legal Review:** County Legal must review any development agreement prior to action.

ACTION: Motion was made by Jeannie to approve the concept subject to legal review and subsequent contract.

MOTION DIES DUE TO LACK OF A SECOND

ACTION: Motion was made by Jeannie Simmonds and seconded by George Daines to table/continue the item pending County legal review and refinements by a small working group, then bring it back to the Board along with consideration of RFP parameters.

MOTION PASSES:

AYE: 6 – Kerr, Hugie, Simmonds, H. Daines, G. Daines, Garrity

NAY: 0

ABSTAIN: 0

ABSENT: 1 – Snow

Follow-up / Working Group: Chair John Kerr, George Daines, and Brett Hugie to meet with proponents and County Legal to refine a recommended approach (agreement terms, phasing, conformance, and—if warranted—RFP structure) for Board consideration at the November meeting.

4. DISCUSSION ITEMS

a. ECHO DEVELOPMENT – FORGE CONTRACTORS

- **Proposal:** Private financing to construct 16 hangars (~92,500 sq ft) across Taxiways Kilo & Echo, including multiple 100×100 bays and several 60×60 bays; single or few building strategy to capture economies of scale; estimated 15-month buildout with some bays marketable at ~9–10 months. Requested ability to bid on the taxi lane and will work to coordinate schedules.

- **Board Feedback:** Strong interest; reiterated need for proper process (legal review, potential RFP, master plan/ALP conformance), future maintenance impacts, and fairness among multiple proposals. Timing advantages acknowledged but no approval granted at this meeting.

b. DELTA AND HOTEL DEVELOPMENT – ANDY CHECKETTS AND COREY GOETTSCH

- **Proposal:** Local pilot/developer effort mirroring Master Plan footprints for Delta and Hotel; would front costs to extend taxiways (with turning radii/width constraints that favor smaller to mid-size hangars: 40×40, 50×50, 60×60, and several 70×70). Include vehicle parking accommodations.
- **Community Access & Cost:** Interest in keeping options attainable for local users; concept of pioneering agreements (developer fronts infrastructure; later reimbursements attributed to benefitting lots) discussed. Dedication/ownership of taxi lanes to the Airport for operations and snow removal was favored conceptually.
- **Board Feedback:** Add to the working group's scope to evaluate alongside other proposals with attention to fair, transparent cost recovery and policy consistency.

9:53 am – Brett Hugie left the meeting

6. NEXT SCHEDULED MEETING

Thursday, November 6, 2025 at 8:30 a.m.

7. ADJOURN

The meeting adjourned at 10:05 a.m.

KEY DISCUSSION POINTS AND ACTION ITEMS SUMMARY

- **USU** to draft formal **Part 139 reimbursement** agreement; PAPI relocation funded via reserves transfer (**\$93,170.12**), with anticipated USU reimbursement post-completion.
- **South ramp** pavement maintenance commenced; optional tenant driveway work available via direct tenant–contractor billing.
- **ALP signed** by FAA; **Taxiway Kilo** targeting **Dec–Jan** bid; **Taxiway Charlie** funding path under UDOT leadership review; **SRE truck** due before winter.
- **Lima Development:** Item **continued** pending **County Legal** review and working-group refinements; potential **RFP** to ensure fairness among multiple interested parties.

- Additional development concepts (**Echo; Delta & Hotel**) received; incorporated into the working group's evaluation.

Minutes prepared by: Janeen Allen

DRAFT

**LOGAN – CACHE AIRPORT AUTHORITY BOARD
MEETING PACKET**
November 6, 2025

AGENDA ITEM

3.a.

CACHE COUNTY GOVERNMENT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2025

AIRPORT FUND

		ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEARNED	PCNT
<u>INTERGOVERNMENTAL REVENUE</u>							
277-33-15000	FED GRANT - SCASDP	.00	(132,357.31)	(132,357.31)	.00	132,357.31	.0
277-33-44402	STATE GRANT	.00	(6,842.03)	(6,842.03)	.00	6,842.03	.0
277-33-44700	USU - LOCAL GRANT	.00	.00	.00	139,400.00	139,400.00	.0
277-33-70105	LOGAN CITY-SHARED NET EXP	.00	.00	.00	100,000.00	100,000.00	.0
	TOTAL INTERGOVERNMENTAL REVE	.00	(139,199.34)	(139,199.34)	239,400.00	378,599.34	(58.2)
<u>MISCELLANEOUS REVENUE</u>							
277-36-10000	INTEREST	.00	2,000.49	2,000.49	30,000.00	27,999.51	6.7
277-36-15000	GAS TAX REFUND	.00	5,767.17	5,767.17	8,000.00	2,232.83	72.1
277-36-16000	LANDING FEES	.00	9,402.80	9,402.80	5,500.00	(3,902.80)	171.0
277-36-18000	FUEL FLOW -STORAGE FEES	.00	4,671.77	4,671.77	20,000.00	15,328.23	23.4
277-36-19000	FIRE DEPARTMENT STANDBY FEES	.00	.00	.00	5,000.00	5,000.00	.0
277-36-90000	SUNDRY REVENUE	.00	61,043.00	61,043.00	4,000.00	(57,043.00)	1526.1
	TOTAL MISCELLANEOUS REVENUE	.00	82,885.23	82,885.23	72,500.00	(10,385.23)	114.3
<u>AIRPORT LAND LEASE REVENUES</u>							
277-37-80000	AIRPORT FEES-LAND LEASE INCOM	.00	183,818.86	183,818.86	113,400.00	(70,418.86)	162.1
	TOTAL AIRPORT LAND LEASE REVE	.00	183,818.86	183,818.86	113,400.00	(70,418.86)	162.1
<u>CONTRIBUTIONS & TRANSFERS</u>							
277-38-20000	CONTRIBUTION - CACHE COUNTY	.00	.00	.00	100,000.00	100,000.00	.0
277-38-90000	APPROPRIATED FUND BALANCE	.00	.00	.00	731,000.00	731,000.00	.0
	TOTAL CONTRIBUTIONS & TRANSFE	.00	.00	.00	831,000.00	831,000.00	.0
	TOTAL FUND REVENUE	.00	127,504.75	127,504.75	1,256,300.00	1,128,795.25	10.2

CACHE COUNTY GOVERNMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2025

AIRPORT FUND

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>						
277-4460-110 FULL TIME EMPLOYEES	.00	111,542.41	111,542.41	165,498.00	53,955.59	67.4
277-4460-115 OVERTIME	.00	420.26	420.26	3,000.00	2,579.74	14.0
277-4460-120 PART TIME EMPLOYEES	.00	35,771.33	35,771.33	63,614.00	27,842.67	56.2
277-4460-130 EMPLOYEE BENEFITS	.00	60,202.35	60,202.35	115,476.00	55,273.65	52.1
277-4460-210 SUBSCRIPTIONS & MEMBERSHIPS	.00	128.00	128.00	100.00	(28.00)	128.0
277-4460-220 PUBLIC NOTICES	.00	303.44	303.44	300.00	(3.44)	101.2
277-4460-230 TRAVEL	.00	3,406.02	3,406.02	4,000.00	593.98	85.2
277-4460-240 OFFICE SUPPLIES	.00	1,445.94	1,445.94	1,500.00	54.06	96.4
277-4460-250 EQUIPMENT SUPPLIES & MAINT	54,148.71	61,321.40	115,470.11	79,276.00	(36,194.11)	145.7
277-4460-251 NON CAPITALIZED EQUIPMENT	.00	8,008.69	8,008.69	13,000.00	4,991.31	61.6
277-4460-260 BUILDING & GROUNDS	.00	15,039.41	15,039.41	25,000.00	9,960.59	60.2
277-4460-261 SNOW REMOVAL	.00	25,523.93	25,523.93	65,000.00	39,476.07	39.3
277-4460-262 VEGETATION CONTROL - CHEMICAL	.00	2,465.00	2,465.00	12,000.00	9,535.00	20.5
277-4460-263 VEGETATION CONTROL - MOWING	4,000.00	.00	4,000.00	5,000.00	1,000.00	80.0
277-4460-270 UTILITIES	.00	21,148.33	21,148.33	27,000.00	5,851.67	78.3
277-4460-280 COMMUNICATIONS	.00	3,783.98	3,783.98	5,000.00	1,216.02	75.7
277-4460-290 FUEL	.00	5,511.89	5,511.89	10,000.00	4,488.11	55.1
277-4460-291 UNION PACIFIC PROPERTY LEASE	.00	9,682.00	9,682.00	20,000.00	10,318.00	48.4
277-4460-311 SOFTWARE PACKAGES	.00	6,144.00	6,144.00	18,000.00	11,856.00	34.1
277-4460-330 EDUCATION & TRAINING	3,000.00	45,658.20	48,658.20	85,800.00	37,141.80	56.7
277-4460-510 INSURANCE	.00	14,265.26	14,265.26	18,000.00	3,734.74	79.3
277-4460-521 COLLECTION FEES	.00	1,804.60	1,804.60	.00	(1,804.60)	.0
277-4460-621 MISC BOARD SERVICES/TRAVEL	.00	4,639.27	4,639.27	8,000.00	3,360.73	58.0
277-4460-625 LOGAN FIRE - STANDBY FEES	.00	2,044.50	2,044.50	8,000.00	5,955.50	25.6
277-4460-739 GRANT PROJECTS	43,249.00	.00	43,249.00	.00	(43,249.00)	.0
TOTAL AIRPORT	104,397.71	440,260.21	544,657.92	752,564.00	207,906.08	72.4

CACHE COUNTY GOVERNMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2025

AIRPORT FUND

		ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED	PCNT
	<u>CONTRIBUTIONS</u>						
277-4800-477	TRANSFER OUT - AIRPORT CAPITAL	.00	.00	.00	503,736.00	503,736.00	.0
	TOTAL CONTRIBUTIONS	.00	.00	.00	503,736.00	503,736.00	.0
	TOTAL FUND EXPENDITURES	104,397.71	440,260.21	544,657.92	1,256,300.00	711,642.08	43.4
	NET REVENUE OVER EXPENDITURES	(104,397.71)	(312,755.46)	(417,153.17)	.00	417,153.17	.0

CACHE COUNTY GOVERNMENT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2025

CAPITAL PROJECT AIRPORT

		ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEARNED	PCNT
477-33-15000	FED GRANT - SCASDP	.00	102,721.08	102,721.08	1,224,455.00	1,121,733.92	8.4
477-33-44402	STATE GRANT	.00	.00	.00	863,287.00	863,287.00	.0
	TOTAL SOURCE 33	.00	102,721.08	102,721.08	2,087,742.00	1,985,020.92	4.9
	<u>SOURCE 38</u>						
477-38-10277	TRANSFER IN - AIRPORT	.00	.00	.00	503,736.00	503,736.00	.0
	TOTAL SOURCE 38	.00	.00	.00	503,736.00	503,736.00	.0
	TOTAL FUND REVENUE	.00	102,721.08	102,721.08	2,591,478.00	2,488,756.92	4.0

CACHE COUNTY GOVERNMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2025

CAPITAL PROJECT AIRPORT

		ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED	PCNT
	<u>AIRPORT</u>						
477-4460-730	IMPROVEMENTS	29,417.00	72,838.44	102,255.44	2,276,229.00	2,173,973.56	4.5
477-4460-740	CAPITALIZED EQUIPMENT	.00	17,085.50	17,085.50	315,249.00	298,163.50	5.4
	TOTAL AIRPORT	29,417.00	89,923.94	119,340.94	2,591,478.00	2,472,137.06	4.6
	TOTAL FUND EXPENDITURES	29,417.00	89,923.94	119,340.94	2,591,478.00	2,472,137.06	4.6
	NET REVENUE OVER EXPENDITURES	(29,417.00)	12,797.14	(16,619.86)	.00	16,619.86	.0

**LOGAN – CACHE AIRPORT AUTHORITY BOARD
MEETING PACKET**
November 6, 2025

AGENDA ITEM

4.a.

DRAFT

PROPOSAL

Logan-Cache Airport has a limited resource in space available to build hangars on existing taxi lanes. Limited to a portion of Echo and next year Kilo.

The FAA is no longer providing grants for taxi lanes therefore they must be funded locally

There is a waiting list for approximately 18 hangar sites for which deposits have been taken.

It is proposed that in order to perpetuate the development of future taxi lanes that an impact fee be instituted on all hangars built on existing taxi lanes:

Group I taxi lane Echo \$1000 per frontage foot.

Group II taxi lane Kilo \$2000 per frontage foot.

Further, Hangars with access to sewer and water will need to pay a \$2000 impact fee.

Entities constructing hangars without existing taxi lanes will be exempt from the impact fee but will need to construct the taxi lane in front of their hangar connecting to an existing taxi lane. The new taxi lane will need to be constructed to FAA specifications per the current Airport Layout Plan (ALP).

Sites with deposits will have first priority for a designated period, at which time the lease will need to be initiated and construction begun within one (1) year.