

AGENDA ITEM

2

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING

JUNE 5, 2025

DRAFT MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on Thursday June 5, 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:

David Zook – Chair -- Cache County Executive
John Kerr – Vice Chair – At large appointment by Airport Authority Board
Brett Hugie – At large appointment by Logan City
Mayor Holly Daines – Logan City Mayor
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 Manager
Kasey Maxwell – Airport
Matthias Conrad – Airport
Judd Hill – Lochner Engineering
Baron Wesemann – USU Aviation
Aaron Dyches – USU Aviation
Scott Perkes – North Logan City
Scott Weaver – Leading Edge Aviation
Kim Hall
Robert Kidd
Zak Kidd
Joe Bates
Brad Wursten
Janeen Allen – Minutes

1. CALL TO ORDER

Chair, David Zook, called the meeting to order at 8:30 a.m.

2. ACTION ITEMS

a. APPROVAL OF MINUTES – May 1, 2025

ACTION: Motion was made by Jeannie Simmonds and seconded by John Kerr to approve the minutes of May 1, 2025 as written.

MOTION PASSES:

AYE: 5 – Zook, Kerr, Hugie, Daines, Simmonds

NAY: 0

ABSTAIN: 1 – Garrity

ABSENT: 1 -- Snow

3. MANAGER REPORT

a. MANAGER’S REPORT

Bob Low presented the Manager’s Report which is part of the minutes as **ATTACHMENT A.**

Personnel

Two part-time employees hired: Judson Mathis and Mathias Conrad. Both were praised for initiative, independence, and technical acumen.

Runway Maintenance

Runway 17/35 paint project completed. - Paint outlines are now FAA-compliant; Taxiway Bravo and hold short lines still need work.

Tower Project

Contractor has received glass. Roof and glass expected to be installed by end of next week.

ARFF Certification and Equipment

Bob Low and Casey Maxwell completed ARFF training and are now certified. - Commended Logan City Fire Department for their support. - Annual foam concentration test failed—likely due to new foam mixing differently. - FAA inspector was notified and approved the airport’s current corrective course.

Part 139 Reimbursement

Bob asked how to pass along Part 139-related expenses to USU. - Consensus: Airport will pay up front and submit for reimbursement to USU via Brett Hugie.

Pavement Maintenance

Surface conditions around Alpha and Bravo rows poor. - Bids received range from \$27,000 to nearly \$70,000. - Zook recommended contacting Cache County Public Works to explore in-house repair options.

Remote Communications Outlet (RCO)

Issue: IFR pilots must use phones due to lack of RCO. - Bob confirmed RCO is an FAA function. The FAA may install an antenna on a nearby mountain.

Land Lease Billing

Lease billing information under review; invoices to be issued soon.

Landing Fees

Vector billing went live in May. Revenue for May was \$3,160.10.

Hangar Expansion Request (Flight Line 1)

FL1 hangar sold to Cory Checketts and Goetsche. - Request to expand hangar depth into otherwise unused space. - Logan City approved; board had no objection. - Hill reminded that FAA Form 7460 is needed. - **Board approved the expansion.**

b. CAPITAL IMPROVEMENT PROJECT UPDATE – LOCHNER

- Upcoming 2026 fog seal project may offer cost-sharing efficiencies.
- Taxiway Kilo and Charlie: Survey and geotech were delayed; design and specs now complete.
- Construction planned for late June or early July.
- SRE: Specs in development. Vehicle not expected this winter due to lead times.
- Master Plan under FAA review (timeline: 2–11 months).
- PAPIs: Local funding may offer better value than FAA route.

4. DISCUSSION ITEMS

a. CACHE AIR FEST UPDATE – BARON WESEMANN (ATTACHMENT B)

Mr. Wesemann addressed board members saying they are currently holding a summer camp with 36 campers from across the country including Georgia, Iowa, Michigan, Texas and Arizona. The campers have an opportunity to fly in airplanes and helicopters and it showcases our airport on a national level. This is one of the premier youth summer camps in the nation.

The training and education summit starts **Friday, June 27** with presentations and breakout sessions covering everything from modernization of part 141 to rotor pathways and hands-on seminars.

Friday night will kick off the Cache Air Fest with a reception and live music provided by the Cache County Swing Dance and Big Band in hangar FL9. The Utah Division of Aeronautics will give out awards from the training and education summit, as well as the art contest that they are holding for youth from 6 to 18 years of age. Leading Edge is providing the winner of the art contest a free flight in an aircraft.

One of the highlights of the evening will be a presentation by Nancy Potter whose Grandfather, Floyd Hansen, was considered the Father of the Logan-Cache Airport. He

was the first airport manager. She will have artifacts to show and talk about the history of our airport.

The flight team will be dressed as candy strippers and will serve Aggie ice cream at the event. There will be music and dancing for the rest of the evening.

Saturday, June 28 is the big day of the Cache Air Fest. Activities will include:

8:45 am – parking lot opens

9:00 am – open up the ramp

Two mini buses from USU will shuttle people from the abandoned runway to the main ramp.

Static displays will be out starting at hangar FL14 and the Wasatch Group and USU will have some airplanes out for display.

The Show Center will be located near the refurbished tower. Air Boss, Bob Evans, will have his station there to make sure the shows run smoothly that day.

Food trucks will also be located in the center of the runway.

The historic B-17 and B-25 and other historic aircraft from Utah will be on display, as well as 12 vehicles from the Cache Cruise-In Association.

A large hangar will house the STEM center and employment and career specialists will be on-hand to talk about careers in aviation.

The Civil Air Patrol and scout groups will be there to help with parking and on the ramp.

The NOTAM of the airport closure will go from 10:00 am to 5:00 pm.

10:00 am will begin the air show with Skydive Ogden and Barry Hancock jumping the flag for the grand opening. The morning's airshow will include our own Brad Wursten, Red Thunder, Danny Sorensen flying his biplane. This is his last season of flying, so this may be one of his last air shows in Utah.

1:00 pm will kick off the afternoon show with a fly-by of RV formation by the Morgan Air Force, and then a repeat of the morning air show.

Media outreach is ongoing and Mr. Wesemann as board members for their participation in promoting the event.

b. INFORMAL GLIDER GROUP ACTIVITY IN JULY – ROBERT KIDD

Informal group event July 21–26, 10 gliders expected. Trailers to be parked on abandoned runway. Mr. Kidd requested an Operations Committee meeting to coordinate activities.

c. CLARIFICATION OF LEASE AGREEMENT LANGUAGE – BOB LOW

Mr. Low raised the question about unlimited cost-of-living (COLA) increases. Jeannie Simmonds stated that there is no ceiling necessary due to index-based formula already in the lease. Kirk Jensen called it a “floating limit” and the Board agreed that the language in the lease agreement is appropriate, and supports maintaining the 10-year standard with case-by-case exceptions reviewed.

d. DISCUSSION AND CONSIDERATION OF ALTERNATE AIRPORT AUTHORITY BOARD MAKEUP

Mayor Daines proposed amending the interlocal agreement to add one USU representative. David Zook noted that any change requires Logan City and Cache County council approval. He is in favor of appointments being made by the Airport Authority Board. Jeannie Simmonds recommended a 2/3 majority vote for appointment, like the at-large seat.

Keegan Garrity raised concerns about optics with the perception of quid pro quo, but Mayor Daines emphasized that USU didn’t request the seat. It was suggested by leadership during the Part 139 talks.

In the ensuing discussion, USU’s long-term partnership and participation was acknowledged. However, John Kerr pointed out that the Airport Authority Board’s job is one of oversight. USU is already heavily involved and that adding a seat for a USU representative may not add value to the board.

Kirk Jensen and others urged consideration of an ex-officio, non-voting option like his and Shawn Milne’s seats.

There was broad agreement to revisit this with a full review of Dr. Jones’ report and recommendations.

9:45 am – Brett Hugie left the meeting

5. NEXT SCHEDULED MEETING

Thursday, July 3, 2025 at 8:30 a.m. pending agenda review.

6. ADJOURN

The meeting adjourned at 9:52 a.m.

**LOGAN – CACHE AIRPORT AUTHORITY BOARD
JUNE 5, 2025**

ATTACHMENT A

06/05/2025

Airport Board Authority Meeting-Manager report

1. Two new part time employees. Judson Mathis, and Matthias Conrad.
2. Runway 17/35 Paint Project complete, Taxiway Bravo still needs paint to comply with 139.
3. The tower glass and roof restoration project is scheduled to be completed by the end of next week.
4. ARFF certification was completed with Logan City Fire and two airport staff May 5-9.
5. ARFF truck was tested this week for foam concentration levels. The levels were too low, and it is suspected that it's due to the new foam. A parts order will be forwarded to my office before ordering, and once parts are here, the updates will be done. Total down time is estimated to be 2 weeks.
6. We have received 2 bids so far for south taxiway pavement maintenance work, and a third is anticipated to arrive soon. Once received a plan to move forward with pavement maintenance will move forward. Will coordinate with hangar tenants on timing of the work so they will be aware of access issues to their hangar during this work, also in case they wish to utilize the company chosen to have the pavement in front of their hangar treated while the contractor is on site.
7. RCO (remote communications outlet), has been explored for clearance delivery while on the ground. This is an FAA function, and not something an airport installs or updates. Will need to make an official request with the FAA for this.
8. Land Lease billing information is being reviewed in my office and will soon go out to the finance department for tenant billing.
9. May landing fees were \$3,163.10, invoices started being sent 06/04/2025.

CACHE COUNTY GOVERNMENT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 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	(7,298.69)	(7,298.69)	.00	7,298.69	.0
277-33-70105	LOGAN CITY-SHARED NET EXP	.00	.00	.00	100,000.00	100,000.00	.0
	TOTAL INTERGOVERNMENTAL REVE	.00	(139,656.00)	(139,656.00)	100,000.00	239,656.00	(139.7)
<u>MISCELLANEOUS REVENUE</u>							
277-36-10000	INTEREST	.00	.00	.00	30,000.00	30,000.00	.0
277-36-15000	GAS TAX REFUND	.00	1,045.24	1,045.24	8,000.00	6,954.76	13.1
277-36-16000	LANDING FEES	.00	1,200.00	1,200.00	5,500.00	4,300.00	21.8
277-36-18000	FUEL FLOW -STORAGE FEES	.00	3,963.15	3,963.15	20,000.00	16,036.85	19.8
277-36-19000	FIRE DEPARTMENT STANDBY FEES	.00	.00	.00	5,000.00	5,000.00	.0
277-36-90000	SUNDRY REVENUE	.00	515.00	515.00	4,000.00	3,485.00	12.9
	TOTAL MISCELLANEOUS REVENUE	.00	6,723.39	6,723.39	72,500.00	65,776.61	9.3
<u>AIRPORT LAND LEASE REVENUES</u>							
277-37-80000	AIRPORT FEES-LAND LEASE INCOM	.00	13,342.58	13,342.58	113,400.00	100,057.42	11.8
	TOTAL AIRPORT LAND LEASE REVE	.00	13,342.58	13,342.58	113,400.00	100,057.42	11.8
<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	686,034.00	686,034.00	.0
	TOTAL CONTRIBUTIONS & TRANSFE	.00	.00	.00	786,034.00	786,034.00	.0
	TOTAL FUND REVENUE	.00	(119,590.03)	(119,590.03)	1,071,934.00	1,191,524.03	(11.2)

CACHE COUNTY GOVERNMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

AIRPORT FUND

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>						
277-4460-110 FULL TIME EMPLOYEES	.00	49,925.56	49,925.56	162,673.00	112,747.44	30.7
277-4460-115 OVERTIME	.00	129.89	129.89	3,000.00	2,870.11	4.3
277-4460-120 PART TIME EMPLOYEES	.00	10,754.17	10,754.17	62,428.00	51,673.83	17.2
277-4460-130 EMPLOYEE BENEFITS	.00	28,130.29	28,130.29	114,521.00	86,390.71	24.6
277-4460-210 SUBSCRIPTIONS & MEMBERSHIPS	.00	128.00	128.00	100.00	(28.00)	128.0
277-4460-220 PUBLIC NOTICES	.00	40.78	40.78	300.00	259.22	13.6
277-4460-230 TRAVEL	.00	2,929.79	2,929.79	4,000.00	1,070.21	73.2
277-4460-240 OFFICE SUPPLIES	.00	7.49	7.49	1,500.00	1,492.51	.5
277-4460-250 EQUIPMENT SUPPLIES & MAINT	2,675.98	5,842.90	8,518.88	48,676.00	40,157.12	17.5
277-4460-251 NON CAPITALIZED EQUIPMENT	.00	1,559.00	1,559.00	13,000.00	11,441.00	12.0
277-4460-260 BUILDING & GROUNDS	.00	8,929.42	8,929.42	25,000.00	16,070.58	35.7
277-4460-261 SNOW REMOVAL	.00	28.86	28.86	65,000.00	64,971.14	.0
277-4460-262 VEGETATION CONTROL - CHEMICAL	.00	.00	.00	12,000.00	12,000.00	.0
277-4460-263 VEGETATION CONTROL - MOWING	.00	.00	.00	5,000.00	5,000.00	.0
277-4460-270 UTILITIES	.00	9,701.50	9,701.50	27,000.00	17,298.50	35.9
277-4460-280 COMMUNICATIONS	.00	1,393.52	1,393.52	5,000.00	3,606.48	27.9
277-4460-290 FUEL	.00	1,959.48	1,959.48	10,000.00	8,040.52	19.6
277-4460-291 UNION PACIFIC PROPERTY LEASE	.00	.00	.00	20,000.00	20,000.00	.0
277-4460-311 SOFTWARE PACKAGES	.00	6,144.00	6,144.00	1,000.00	(5,144.00)	614.4
277-4460-330 EDUCATION & TRAINING	12,021.00	29,270.00	41,291.00	44,000.00	2,709.00	93.8
277-4460-510 INSURANCE	.00	.00	.00	18,000.00	18,000.00	.0
277-4460-620 MISC SERVICES	.00	418.49	418.49	.00	(418.49)	.0
277-4460-621 MISC BOARD SERVICES/TRAVEL	.00	2,753.64	2,753.64	8,000.00	5,246.36	34.4
277-4460-625 LOGAN FIRE - STANDBY FEES	.00	.00	.00	8,000.00	8,000.00	.0
277-4460-739 GRANT PROJECTS	43,249.00	2,996.00	46,245.00	.00	(46,245.00)	.0
TOTAL AIRPORT	57,945.98	163,042.78	220,988.76	658,198.00	437,209.24	33.6

CACHE COUNTY GOVERNMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2025

AIRPORT FUND

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED	PCNT
<u>CONTRIBUTIONS</u>						
277-4800-477 TRANSFER OUT - AIRPORT CAPITAL	.00	.00	.00	413,736.00	413,736.00	.0
TOTAL CONTRIBUTIONS	.00	.00	.00	413,736.00	413,736.00	.0
TOTAL FUND EXPENDITURES	57,945.98	163,042.78	220,988.76	1,071,934.00	850,945.24	20.6
NET REVENUE OVER EXPENDITURES	(57,945.98)	(282,632.81)	(340,578.79)	.00	340,578.79	.0

LOGAN – CACHE AIRPORT AUTHORITY BOARD
JUNE 5, 2025

ATTACHMENT B

CACHE AIRFEST



JUNE 28, 2025

LOGAN-CACHE AIRPORT

9AM-3PM

FREE ADMISSION!

1940'S
*Hangar
Hop*

**FRIDAY NIGHT JUNE 27TH
6-10:30 PM HANGAR FL9A
REGISTER HERE:**



BROUGHT TO YOU BY



UTAH STATE UNIVERSITY
AVIATION TECHNOLOGY

**YOUTH ART CONTEST
AND MORE!!**

**SEE OUR FACEBOOK PAGE
FOR MORE INFORMATION:**



**LOGAN – CACHE AIRPORT AUTHORITY BOARD
MEETING PACKET**
July 3, 2025

AGENDA ITEM

3.a.

CACHE COUNTY GOVERNMENT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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
277-33-70105	LOGAN CITY-SHARED NET EXP	.00	.00	.00	100,000.00	100,000.00	.0
	<u>TOTAL INTERGOVERNMENTAL REVE</u>	.00	(139,199.34)	(139,199.34)	100,000.00	239,199.34	(139.2)
	<u>MISCELLANEOUS REVENUE</u>						
277-36-10000	INTEREST	.00	.00	.00	30,000.00	30,000.00	.0
277-36-15000	GAS TAX REFUND	.00	1,045.24	1,045.24	8,000.00	6,954.76	13.1
277-36-16000	LANDING FEES	.00	1,200.00	1,200.00	5,500.00	4,300.00	21.8
277-36-18000	FUEL FLOW -STORAGE FEES	.00	3,963.15	3,963.15	20,000.00	16,036.85	19.8
277-36-19000	FIRE DEPARTMENT STANDBY FEES	.00	.00	.00	5,000.00	5,000.00	.0
277-36-90000	SUNDRY REVENUE	.00	1,039.50	1,039.50	4,000.00	2,960.50	26.0
	<u>TOTAL MISCELLANEOUS REVENUE</u>	.00	7,247.89	7,247.89	72,500.00	65,252.11	10.0
	<u>AIRPORT LAND LEASE REVENUES</u>						
277-37-80000	AIRPORT FEES-LAND LEASE INCOM	.00	22,143.11	22,143.11	113,400.00	91,256.89	19.5
	<u>TOTAL AIRPORT LAND LEASE REVE</u>	.00	22,143.11	22,143.11	113,400.00	91,256.89	19.5
	<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	686,034.00	686,034.00	.0
	<u>TOTAL CONTRIBUTIONS & TRANSFE</u>	.00	.00	.00	786,034.00	786,034.00	.0
	<u>TOTAL FUND REVENUE</u>	.00	(109,808.34)	(109,808.34)	1,071,934.00	1,181,742.34	(10.2)

CACHE COUNTY GOVERNMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

AIRPORT FUND

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>						
277-4460-110 FULL TIME EMPLOYEES	.00	60,749.43	60,749.43	162,673.00	101,923.57	37.3
277-4460-115 OVERTIME	.00	131.04	131.04	3,000.00	2,868.96	4.4
277-4460-120 PART TIME EMPLOYEES	.00	15,208.17	15,208.17	62,428.00	47,219.83	24.4
277-4460-130 EMPLOYEE BENEFITS	.00	34,153.21	34,153.21	114,521.00	80,367.79	29.8
277-4460-210 SUBSCRIPTIONS & MEMBERSHIPS	.00	128.00	128.00	100.00	(28.00)	128.0
277-4460-220 PUBLIC NOTICES	.00	40.78	40.78	300.00	259.22	13.6
277-4460-230 TRAVEL	.00	3,348.28	3,348.28	4,000.00	651.72	83.7
277-4460-240 OFFICE SUPPLIES	.00	454.24	454.24	1,500.00	1,045.76	30.3
277-4460-250 EQUIPMENT SUPPLIES & MAINT	2,675.98	10,119.11	12,795.09	48,676.00	35,880.91	26.3
277-4460-251 NON CAPITALIZED EQUIPMENT	.00	1,559.00	1,559.00	13,000.00	11,441.00	12.0
277-4460-260 BUILDING & GROUNDS	.00	10,751.36	10,751.36	25,000.00	14,248.64	43.0
277-4460-261 SNOW REMOVAL	.00	28.86	28.86	65,000.00	64,971.14	.0
277-4460-262 VEGETATION CONTROL - CHEMICAL	.00	.00	.00	12,000.00	12,000.00	.0
277-4460-263 VEGETATION CONTROL - MOWING	.00	.00	.00	5,000.00	5,000.00	.0
277-4460-270 UTILITIES	.00	11,772.04	11,772.04	27,000.00	15,227.96	43.6
277-4460-280 COMMUNICATIONS	.00	1,526.25	1,526.25	5,000.00	3,473.75	30.5
277-4460-290 FUEL	.00	2,116.72	2,116.72	10,000.00	7,883.28	21.2
277-4460-291 UNION PACIFIC PROPERTY LEASE	.00	.00	.00	20,000.00	20,000.00	.0
277-4460-311 SOFTWARE PACKAGES	.00	6,144.00	6,144.00	1,000.00	(5,144.00)	614.4
277-4460-330 EDUCATION & TRAINING	.00	42,608.20	42,608.20	44,000.00	1,391.80	96.8
277-4460-510 INSURANCE	.00	.00	.00	18,000.00	18,000.00	.0
277-4460-621 MISC BOARD SERVICES/TRAVEL	.00	2,753.64	2,753.64	8,000.00	5,246.36	34.4
277-4460-625 LOGAN FIRE - STANDBY FEES	.00	.00	.00	8,000.00	8,000.00	.0
277-4460-739 GRANT PROJECTS	43,249.00	.00	43,249.00	.00	(43,249.00)	.0
TOTAL AIRPORT	45,924.98	203,592.33	249,517.31	658,198.00	408,680.69	37.9

CACHE COUNTY GOVERNMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

AIRPORT FUND

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED	PCNT
<u>CONTRIBUTIONS</u>						
277-4800-477 TRANSFER OUT - AIRPORT CAPITAL	.00	.00	.00	413,736.00	413,736.00	.0
TOTAL CONTRIBUTIONS	.00	.00	.00	413,736.00	413,736.00	.0
TOTAL FUND EXPENDITURES	45,924.98	203,592.33	249,517.31	1,071,934.00	822,416.69	23.3
NET REVENUE OVER EXPENDITURES	(45,924.98)	(313,400.67)	(359,325.65)	.00	359,325.65	.0