

**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 Bearson – 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