LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING MARCH 4, 2021 MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on Thursday, March 4, 2021 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 David Zook – Cache County Executive Mayor Holly Daines – Logan City Karl Ward – Cache County Council 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
Bryce Mumford – Cache County Deputy Executive
Judd Hill – Armstrong Consultants
Aaron Dyches – Utah State University
Mike Logan – Utah State University Aviation
Kim Hall – Leading Edge Aviation
Dan Boston – Leading Edge Aviation
Scott Weaver – Leading Edge Aviation
Kim Silvester – J-U-B Engineers
Russ Kirkham
Shama Heaps – Visionary Homes
Bryce Goodin – Visionary Homes
Janeen Allen – Minutes

CALL TO ORDER

Chairman John Kerr called the meeting to order at 8:28 a.m.

ITEMS OF BUSINESS

APPROVAL OF MINUTES - December 3, 2020

ACTION: Motion was made by Bill Francis and seconded by Karl Ward & Gar Walton to approve the minutes of December 3, 2020 as written.

The vote in favor was unanimous, 6-0 (Jeannie Simmonds absent for vote)

ELECTION OF AUTHORITY BOARD CHAIR AND VICE CHAIR

ACTION: John Kerr was nominated to serve as Chair of the Airport Authority Board by Karl Ward, seconded by Gar Walton. The vote in favor was unanimous, 6-0 (Jeannie Simmonds absent for vote)

ACTION: Bill Francis was nominated to serve as Vice Chair of the Airport Authority Board by Karl Ward, seconded by Gar Walton. 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).

HANGAR SITE REQUEST: F14 – JEFF JACKSON (Attachment B)

Bryce Goodin spoke to the Authority Board in behalf of Jeff Jackson with a request to lease the site A14 to build a 60 x 60 foot hangar to house two aircraft.

David Zook asked about the process for approving hangar lease proposals. Kerr responded saying that it is done on a first come, first served basis depending on the size and space restrictions.

Mayor Holly Daines asked when the next taxiway is scheduled to be built according to the Master Plan. Judd Hill from Armstrong Consultants said it is about five years out. Mayor Daines noted that this is the last space available until additional taxiways are built.

ACTION: Motion was made by Executive David Zook and seconded by Bill Francis to approve the request for a hangar site located at F14 by Jeff Jackson. The vote in favor was unanimous, 6-0 (Simmonds absent for vote)

AIRPORT CAPITAL IMPROVEMENT PLAN – ARMSTRONG CONSULTANTS

Judd Hill from Armstrong Consultants showed the ten-year Airport Capital Improvement Plan (Attachment C). He noted that in 2020, the airport went through a land acquisition process and was scheduled for a runway rehabilitation project. However, because of the pandemic, the runway construction project will be spring.

Every year, the airport is guaranteed \$100,000 from the FAA. Manager Lee Ivie pointed out, however, that the bulk of the projects done at the airport come from discretionary funds rather than entitlement funds.

Hill said the attached plan is a guiding document for the airport to follow. Board member Karl

Ward asked if the plan takes inflation into consideration. Hill responded saying projects tend to reflect current pricing without accounting for inflation. However, Chairman Kerr pointed out that the 10-year plan is reviewed and updated every six months by the three entities which helps to keep cost projections accurate

<u>Construction Schedule</u> (Attachment D)

Hill reported the projected construction schedule will begin April 26th and go to June 25th. They might be able to move the date forward depending on weather conditions. The final product will be a grooved runway that will help disperse water protecting aircraft from hydroplaning when landing.

<u>Self-Fueling</u> (Attachment E)

Self-fueling option is slated to begin the end of April or beginning of May. The goal is to help utilize the state support for the project. At present, we are waiting for approval to come.

SRE Building and Access (Attachment F)

In the past, taxilanes were eligible for FAA funding. However, several years ago, the FAA said they would no longer fund taxilanes unless they serve airport purposes. The SRE is a snow removal building at the end of a taxilane making it eligible for federal taxilane funding. In order to accommodate this project, an existing gate will have to be moved to another location and a fence will have to be constructed to maintain airport security. Chairman Kerr said this has been discussed with the state and the FAA, and it looks as if they are both in support of the project. Hill confirmed that it meets all the criteria. Ivie asked if it could be adjusted to fit another hangar. Hill replied that this is very early in the process and changes can most certainly be made. Kerr added that at this point, the drawing is conceptual.

STIMULUS FUNDS – ARMSTRONG CONSULTANTS (Attachment G)

Judd Hill provided board members with information regarding the federal stimulus funds for the airport. The information about each of the funds can be found in Attachment G. Additional points covered in the discussion included:

- CARES Act Funding which began March 2020 is now closed out
- CRRSA Funding began December 2020. Funding should be coming within the next couple
 of weeks. It won't be quite as much as CARES, but will be a five figure amount to be
 utilized by the airport.
- ARPA Funding has 8 billion to be distributed to airports (see attachment for details)
- ARPA Act will pay 100% of the grants given during 2021 or 100% funding of grants issued in 2020 that didn't receive funding.
- May be able to use the funding coming in to get a refund for the land acquisition at about \$40,000.
- Will look at getting funding for the runway rehabilitation project local match.
- Armstrong anticipates the airport receiving about \$13,000 and \$60,000 for airport costs.

NEW CONTRACT FOR CONSULTING ENGINEERS – ARMSTRONG CONSULTANTS

Every five years, the airport is required to send out an RFQ for planning and engineering services.

It has to be done as two separate requests to keep planning and engineering services separate. Zook asked if the Master Plan would be done by whichever firm is selected by the board. Hill replied saying it would. In fact, the bulk of planning will be master plan development.

COMMEMORATIVE AIR FORCE VISIT JULY 6-9, 2021 - SCOTT WEAVER

Scott Weaver of Leading Edge Aviation provided a letter addressed to the Airport Authority Board (Attachment H) requesting permission to host the B-17 Flying Fortress Tour. The letter also included a request for funding to cover the rental of two portable latrines, 8 garbage cans and 50 candlestick cones. Chairman Kerr mentioned that Staker Parsons might be able to provide the cones.

ACTION: Motion was made by Karl Ward and seconded by Gar Walton to approve the request of Leading Edge Aviation to host the B-17 Flying Fortress Tour July 6-12, 2021. The vote in favor was unanimous, 6-0 (Simmonds absent for vote)

OPEN ITEMS

 Aaron Dyches updated the board on the general state of hiring for potential pilots coming out of the pandemic. There was roughly a 10% decrease in student enrollment.

COMMITTEE REPORTS:

Audit & Finance – David Zook No report

Operations Committee – Kim Hall Will start meeting again

Capital Improvements – Bill Francis No report

Economic Development / Public Relations – Gar Walton Walton said there will be a newsletter coming out in the next week

NEXT SCHEDULED MEETING

Thursday, April 1, 2021 at 8:30 a.m. - Cache County Historic Courthouse, Council Chambers

ADJOURNMENT

The meeting adjourned at 9:34 a.m.

ATTACHMENT A



February 2021 Manager's Report

1. AIP Projects.

- a. The Runway 17/35 overlay and safety area grading project is scheduled to start the construction phase this spring. One request for reimbursement of funds attributed to an independent cost analysis, advertising expenses, and engineer design fees has been made against this grant.
- b. The land acquisition project has been closed out.
- c. The CARES Grant for operational expenses in the amount of \$69,000.00 has been closed out. We may be eligible for a second phase of stimulus funds for payroll expenses.

2. <u>Buildings, Grounds, and Vehicle Maintenance.</u>

- a. Only a few minor repair items on both snow plow trucks during the winter operations.
- b. Hangar inspections need to be scheduled this spring.
- c. Arrangements have been made for herbicide to be sprayed in the safety areas and other grasslands at the airport the first week of June. This should help to control the noxious weed problem by killing the weeds before they go to seed.
- d. Lease renewal on the Union Pacific Railroad property on the east side of the airport is due this year.
- e. The concrete apron on both sides of building FL6A is breaking up and deteriorating. We should probably look into replacing these surfaces in the near future.
- f. A rather small amount of ruts to be filled in along the edges of Runway 17/35 and the supporting taxiways compared to previous years.
- g. We need to purchase three vehicular mounted radios to monitor the 122.8 CTAF frequency. One for the red snow plow, one for the blower, and one for the ARFF Department.

3. Runway 17/35 Closure Dates.

The time line for the runway closure has not been determined at this juncture, but there is a growing concern amongst our airport tenants concerning the times of the closures. A news

letter to the airport public would be beneficial when we confirm what the days are that the runway will be closed.

ATTACHMENT B

Hangar Site A-14

From: **Shama Heaps** <<u>shama@visionaryhomes.com</u>>

Date: Mon, Feb 22, 2021 at 12:18 PM

Subject: RE: Hanger A14

To: Lee.lvie@cachecounty.org <Lee.lvie@cachecounty.org>

Good morning Lee,

I just want to confirm that you got us on the agenda for March 4th for Hanger A14. Also I do have a question. Do we need to go through the whole FAA approval process again? They did approve us at one time but I wasn't sure if that has an expiration. Thanks, Shama

Shama Heaps

Executive Assistant to Jeff Jackson Office: 435.752.1480 Ext: 2056 Web: visionaryhomes.com

Email: shama@visionaryhomes.com

From: Shama Heaps

Sent: Monday, February 15, 2021 3:23 PM

To: Lee.Ivie@cachecounty.org

Cc: Jeff Jackson <jeff@sterlingrp.com>; Bryce Goodin <bryce@ironwc.com>

Subject: Hanger

Good afternoon Lee,

Thanks for taking my call. We would like to get on the docket/agenda for March Thursday, March 4,2021.

Our plane will be a TBM700C2. I understand that we don't need an application. Jeff tried calling you on Friday to talk over a couple of things re: A14.

Please let us know if there is anything else you need us to send you in the meantime. Please confirm receipt and scheduling us on the upcoming meeting.

Thanks, Shama

Shama Heaps

Executive Assistant to Jeff Jackson Office: 435.752.1480 Ext: 2056

Web: visionaryhomes.com

Email: shama@visionaryhomes.com

ATTACHMENT C

Capital Improvement Plan

Logan-Cache (LGU)

			Logan-c									
			Project Descript	ion & Cost	Estim	ate						
Scheduled/R equested Federal Fiscal Year	Project Description	Project Identification in ALP/MP	Comments	Sponsor Priority Number	Estimated Total Cost of Project		Federal Participation		Cost Allocation \$ State Participation		Sponsor Participation	
Federally Funded Projects								90.63%		4.685%		4.685%
2020	RWY rehab and Land Acquisition				\$	-	\$	-	\$	-	\$	-
					\$	-	\$	-	\$	-	\$	-
2021	Repay				\$	-	\$	-	\$	-	\$	-
					\$	-	\$	-	\$	-	\$	-
2022	Airport Master Plan				\$	496,524	\$	450,000	\$	23,262	\$	23,262
					\$	-	\$	-	\$	-	\$	-
2023	Repay				\$	-	\$	-	\$	-	\$	-
2024	Danay				\$	-	\$	-	\$	-	\$	-
2024	Repay				\$	-	\$	-	\$ \$	-	\$	-
2025	SRE				\$	165,508	\$	150,000	\$	7,754	\$	7,754
2020	ORE				\$	-	\$	-	\$	-	\$	
2026	SRE Building and Access				\$	1,103,387	\$	1,000,000	\$	51,694	\$	51,694
					\$	-	\$	-	\$	-	\$	-
2027	Repay				\$	-	\$	-	\$	-	\$	-
					\$	-	\$	-	\$	-	\$	-
2028	Bank				\$	-	\$	-	\$	-	\$	-
					\$	-	\$	-	\$	-	\$	-
2029	Taxiway Charlie Rehab				\$	1,489,573	\$	1,350,000	\$	69,786	\$	69,786
	(2700 ft X 25 ft)				\$	-	\$	-	\$	-	\$	-
2030	Repay				\$	-	\$	-	\$	-	\$	-
0004	D 1				\$	-	\$	-	\$	-	\$	-
2031	Bank				\$	-	\$	-	\$	-	\$	-
2032	Apron Rehab Design				\$	331,016	\$	300,000	\$	15,508	\$	15,508
2032	Aproli Keliab Design				\$	331,010	\$	300,000	\$	15,506	\$	15,506
2033	Apron Rehab Construction				\$	2,482,622	\$	2,250,000	\$	116,311	\$	116,311
	, in the second second				\$	-	\$	-	\$	-	\$	-
2034	Repay				\$	-	\$	-	\$	-	\$	-
					\$	-	\$	-	\$	-	\$	-
2035	Repay				\$	-	\$	-	\$	-	\$	-
					\$	-	\$	-	\$	-	\$	-
	Participati	ion Totals			\$	6,068,631	\$	5,500,000	\$	284,315	\$	284,315
	State Fund	ed Projects								90.00%		10.00%
2021	Pavement Preservation (TWY B & D)	•			\$	166,667			\$		\$	16,667
2025	Pavement Preservation				\$	222,222			\$	200,000		22,222
2029	Pavement Preservation				\$	244,444			\$	220,000	_	24,444
					\$				\$		\$	
	Participat	ion Totals			\$	633,333			\$	570,000	\$	63,333

ATTACHMENT D

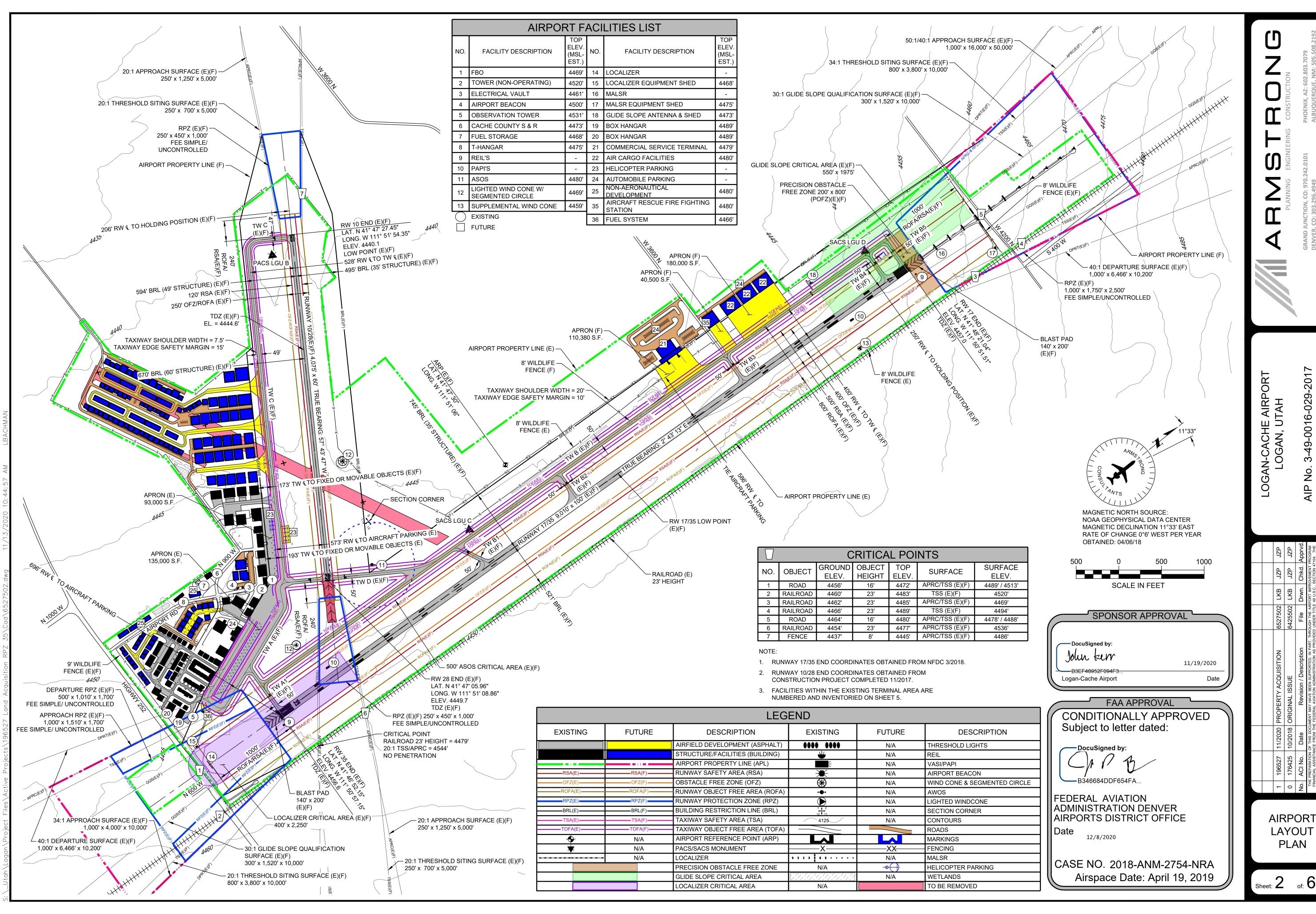
Construction Schedule

60 Day Construction Schedule

Tentative April 26 - June 25

ATTACHMENT E

Self-Fueling



LAYOUT

PLAN

ATTACHMENT F

SRE Building and Access

ATTACHMENT G

Stimulus Funding

CARES – March 2020 CRRSA – December 2020 ARPA – March 2021*

American Rescue Plan Act of 2021 Summary:

Section 7007 – Relief for Airports

(a) Total Funds: \$8,000,000,000 in new funding for airports

(b) Allocations:

(1) Primary Airports:

\$6,492,000,000

\$1,000,000 for primary airports + additional funds that represent the % of the airport's enplanements to total national enplanements

(2) Federal funding of Grants:

\$608,000,000

Pay a Federal share of 100% of grants awarded in FY 2021 or of grants awarded in FY 2020 with less than a 100% Federal Share

(3) Nonprimary Airports:

\$100,000,000

Grants to NPIAS Airports for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments

(4) Airport Concessions:

\$800,000,000

For rent and minimum guarantees \$640,000,000 for eligible small airport concessions Of which, \$160,000,000 for large airport concessions at primary airports

(c) Administration

Non-hub airports and nonprimary airports are exempt from workforce retention requirements.

Section 7101 & 7102 – Payroll Support for Aviation Manufacturing and Maintenance \$3,000,000,000 for payroll support.

-Some airport FBOs (those licensed under 14 CFR 145) may be eligible for payroll support.

Text of relevant sections of American Rescue Plan Act of 2021 below

American Rescue Plan Act of 2021 Title VII – Committee on Transportation and Infrastructure Subtitle A – Transportation and Infrastructure SEC. 7007. RELIEF FOR AIRPORTS.

(a) IN GENERAL.—

- (1) IN GENERAL.— In addition to amounts otherwise available, there is appropriated for fiscal year 2021, out of any funds in the Treasury not otherwise appropriated, \$8,000,000,000, to remain available until September 30, 2024, for assistance to airports under sections 47101 through 47144 of title 49, United States Code, to be made available to prevent, prepare for, and respond to coronavirus.
- (2) REQUIREMENTS AND LIMITATIONS.— Amounts made available under this section—
 - (A) shall not be subject to the requirements of chapter 471 of title 49, United States Code, except the requirements of chapter 471 (other than eligibility requirements) shall apply to any contract awarded after the date of enactment of this Act for airport development;
 - (B) may not be used for any purpose not 8 directly related to the airport; and
 - (C) may not be provided to any airport 10 that was allocated in excess of 4 years of operating funds to prevent, prepare for, and respond to coronavirus in fiscal year 2020.
- (b) ALLOCATIONS.—The following terms shall apply to the amounts made available under this section:
 - (1) OPERATING EXPENSES AND DEBT SERVICE PAYMENTS.—
 - (A) IN GENERAL.—Not more than \$6,492,000,000 shall be made available for primary airports, as such term is defined in section 47102 of title 49, United States Code, and certain cargo airports, for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments.
 - (B) DISTRIBUTION. Amounts made available under this paragraph
 - (i) shall not be subject to the reduced apportionments under section 47114(f) of title 49, United States Code;
 - (ii) shall first be apportioned as set forth in sections 47114(c)(1)(A), 47114(c)(1)(C)(i), 47114(c)(1)(C)(ii), 47114(c)(2)(A), 47114(c)(2)(B), and 47114(c)(2)(E) of title 49, United States Code; and
 - (iii) shall not be subject to a maximum apportionment limit set forth in section 47114(c)(1)(B) of title 49, United States Code.

(C) REMAINING AMOUNTS.— Any amount remaining after distribution under subparagraph (B) shall be distributed to the sponsor of each primary airport (as such term is defined in section 47102 of title 49, United States Code) based on each such primary airport's passenger enplanements compared to the total passenger enplanements of all such primary airports in calendar year 2019.

(2) FEDERAL SHARE FOR DEVELOPMENT PROJECTS.—

- (A) IN GENERAL.—Not more than \$608,000,000 allocated under subsection (a)(1) shall be available to pay a Federal share of 100 percent of the costs for any grant awarded in fiscal year 2021, or in fiscal year 2020 with less than a 100-percent Federal share, for an airport development project (as such term is defined in section 47102 of title 49).
- (B) REMAINING AMOUNTS.—Any amount remaining under this paragraph shall be distributed as described in paragraph (1)(C).

(3) NONPRIMARY AIRPORTS.—

- (A) IN GENERAL.— Not more than \$100,000,000 shall be made available for general aviation and commercial service airports that are not primary airports (as such terms are defined in section 47102 of title 49, United States Code) for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments.
- (B) DISTRIBUTION.—Amounts made available under this paragraph shall be apportioned to each non-primary airport based on the categories published in the most current National Plan of Integrated Airport Systems, reflecting the percentage of the aggregate published eligible development costs for each such category, and then dividing the allocated funds evenly among the eligible airports in each category, rounding up to the nearest thousand dollars.
- (C) REMAINING AMOUNTS.—Any amount remaining under this paragraph shall be distributed as described in paragraph (1)(C).

(4) AIRPORT CONCESSIONS.—

- (A) IN GENERAL.—Not more than \$800,000,000 shall be made available for sponsors of primary airports to provide relief from rent and minimum annual guarantees to airport concessions, of which at least \$640,000,000 shall be available to provide relief to eligible small airport concessions and of which at least \$160,000,000 shall be available to provide relief to eligible large airport concessions located at primary airports.
- (B) DISTRIBUTION.—The amounts made available for each set-aside in this paragraph shall be distributed to the sponsor of each primary airport (as such term is defined in section 47102 of title 49, United States Code) based on each such primary airport's passenger enplanements compared to the total passenger enplanements of all such primary airports in calendar year 2019.

- (C) CONDITIONS.—As a condition of approving a grant under this paragraph—
 - (i) the sponsor shall provide such relief from the date of enactment of this Act until the sponsor has provided relief equaling the total grant amount, to the extent practicable and to the extent permissible under State laws, local laws, and applicable trust indentures; and
 - (ii) for each set-aside, the sponsor shall provide relief from rent and minimum annual guarantee obligations to each eligible airport concession in an amount that reflects each eligible airport concession's proportional share of the total amount of the rent and minimum annual guarantees of those eligible airport concessions at such airport.

(c) ADMINISTRATION.—

- (1) ADMINISTRATIVE EXPENSES.—The Administrator of the Federal Aviation Administration may retain up to 0.1 percent of the funds provided under this section to fund the award of, and oversight by the Administrator of, grants made under this section.
- (2) WORKFORCE RETENTION REQUIREMENTS.—
 - (A) REQUIRED RETENTION.—All airports receiving funds under this section shall continue to employ, through September 30, 2021, at least 90 percent of the number of individuals employed (after making adjustments for retirements or voluntary employee separations) by the airport as of March 27, 2020.
 - (B) WAIVER OF RETENTION REQUIREMENT.—The Secretary shall waive the workforce retention requirement if the Secretary determines that—
 - (i) the airport is experiencing economic hardship as a direct result of the requirement; or
 - (ii) the requirement reduces aviation safety or security.
 - (C) EXCEPTION.—The workforce retention requirement shall not apply to nonhub airports or nonprimary airports receiving funds under this section.

(d) DEFINITIONS.—In this section:

- (1) ELIGIBLE LARGE AIRPORT CONCESSION.—The term "eligible large airport concession" means a concession (as defined in section 23.3 of title 49, Code of Federal Regulations), that is interminal and has maximum gross receipts, averaged over the previous three fiscal years, of more than \$56,420,000.
- (2) ELIGIBLE SMALL AIRPORT CONCESSION.—The term "eligible small airport concession" means a concession (as defined in section 23.3 of title 49, Code of Federal Regulations), that is interminal and—

ATTACHMENT H

Dear Logan-Cache Airport Authority Board,

The B-17 Flying Fortress is symbolic of America's air power. As we commemorate our country's Independence, we are excited to announce the possibility for us to host the Arizona Commemorative Air Force Museum's B-17 on July $6^{th}-12^{th}$. This is a great opportunity for our community to not only visit our Airport but to see and explore this amazing aircraft. The Utah Wing of the Commemorative Air Force will also bring their aircraft for display and rides on Saturday July 10^{th} .

Leading Edge Aviation is requesting permission to host the B-17 Flying Fortress Tour July 6th-12th at the Logan- Cache Airport. Leading Edge Aviation will donate fuel plus approximately \$4,250 in flights, extra staff, radio advertising to promote the event plus facility and necessary support. We ask the Airport Authority Board to participate and help with the event by donating funds for the rental of two porta potties, provide 8 garbage cans and 50 candle stick cones.



B-17 Wartime Mission: Designed for daylight precision bombing, B-17s flew unescorted bombing missions over Europe for much of World War II. B-17s were legendary for their ability to return home after taking brutal poundings. They dropped over 640,000 tons of bombs over Europe. A total of 12,731 B-17s produced by Boeing, Vega, and Douglas. The Sentimental Journey is one of only five B-17s around the world actively flying today and was built in November, 1944.

More information on the aircraft can be found at www.cafutahwing.org
Thank you for your consideration,

Scott Weaver Leading Edge Aviation