

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

Construction Schedule (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.

Self-Fueling (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.

LOGAN – CACHE AIRPORT AUTHORITY BOARD
JUNE 3, 2021

ATTACHMENT A



May 2021 Manager's Report

1. AIP Projects.

- a. The Runway 17/35 overlay project is on schedule and we anticipate that the runway can be opened back up on the 25th of June. Two change orders have been added to this project, one being a \$35,000.00 extra expense to have the milled tailings spread ten feet out and along the shoulders of the new pavement. The FAA approved the deviation from the original scope of work, but stated in a letter that we would have to cover the cost. The main reason for this request is that it will allow for better strength and stability along the edges of the runway, and also help to maintain an area around the runway lights and lighted signs where weed control measures are an ongoing problem. The second change order happened as a result of the part 139 inspection where we were compelled to have old ghost markings ground from the surfaces of taxiway bravo, all of the cross taxiways connecting to the main runway, and portions of taxiway delta. The cost for removal of these markings on bravo and the cross taxiways can be absorbed into the runway overlay project, but taxiway delta cannot be included in the scope of work so we are in the process of having that item included in a state funded project when the cross wind runway 10/28 is fog sealed. After runway 17/35 is opened up in late June, the runway will have to be closed down again for night time operations towards the end of July so the pavement can be grooved, and a second coat of paint can be sprayed on the surface. This second closure will be for two weeks and as stated previously it will be for night time operations only.
- b. The second CARES Grant in the amount of \$23,000.00 for operational expenses has been approved and we are presently getting the paper work completed for these funds. We have determined that the best use for this money is to replace the concrete apron on both sides of the ARFF building where the old slab has deteriorated to a point where it is coming up in big chunks. I contacted Jesse Lyman at the Denver ADO and he gave approval for the funds to be used towards this project. I've already solicited bids for this project and the low bid came in at \$18,550.00 from Staker Parson.

2. Buildings, Grounds, and Vehicle Maintenance.

- a. A controlled burn conducted by a neighboring farmer got out of control and burned the bottom of several posts on our wildlife fence. Six posts will have to be replaced, and I've already made an arrangement for the owner of the farm west of the airport to enter the airport property to replace those posts. The first week of June is the time that that will happen and since the north end of the airport is closed for the runway project this smaller job won't affect aircraft operations at the airport.
- b. We are still waiting for a tractor to be delivered to the airport from Valley Implement to power the batwing mower that we use to mow the non-paved areas. Apparently the dealership is having troubles with the delivery of that tractor but I anticipate it to arrive shortly.

- c. Arrangements have been made for herbicide to be sprayed in the safety areas and other grasslands at the airport in June. This should help to control the noxious weed problem by killing the weeds before they go to seed.
- d. The vertical lift gate near taxi-lane J has had some issues with a reset button tripping in the control panel. Custom Fence replaced this component last summer but from time to time the gate will still get locked in an odd position and the button will have to be reset. We are still trying to solve the problem.
- e. The power steering pump in the Volvo dump truck needs to be replaced and several items on the ARFF truck have to be fixed.

3. Hangar Inspections.

Hangar Inspections were conducted in May but sixteen hangars were not available to be inspected. I will make calls to the owners of those buildings and try to schedule times when the city fire & safety inspector can have access to those hangars.

4. Part 139 Airport Inspection.

Our annual safety inspection was conducted May 3rd, 4th, and 5th by Linda Bruce from the Denver FAA district Office. A letter of compliance has been sent to me and I have attached a copy for each Airport Board Member to review along with this report. Items of non-conformity can be discussed at the board meeting.

May 21, 2021

EIR Number: 2021NM800038

Mr. Lee Ivie
Airport Manager
Logan-Cache Airport
2500 North 900, West Bldg. FL-6A
Logan, UT 84321

**Logan-Cache Airport
Logan, UT
Compliance Letter
14 CFR Part 139**

Dear Mr. Ivie:

The periodic certification inspection of the Logan-Cache Airport (LGU) was conducted on May 3-5, 2021. This inspection was to determine compliance with 14 CFR Part 139, the Airport Certification Manual, and the Airport Operating Certificate. The inspection revealed that the certificate holder did not comply with all of the requirements of Part 139. The following discrepancies were noted during the inspection:

1. §139.303 (c)(5) – Personnel Training

Airport personnel who perform wildlife hazard duties in compliance with Part 139 and the LGU Airport Certification Manual were not trained at least once every 12 consecutive calendar months. This training was not done in 2020 and must be completed as soon as a qualified wildlife biologist becomes available.

Correction Date: 06/30/2021

2. §139.311(d) – Marking, Signs and Lighting

The certificate holder has not removed pavement markings no longer needed on Taxiways B and D, including enhanced centerline markings, an ILS Holding Position marking and an Intermediate Holding Position marking. While initially covered by a fog seal, these markings are now showing through the seal, particularly at night. This has resulted in duplicate markings.

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FAA Advisory Circular 150/5340-1M, *Standards for Airport Markings*,

Paragraph 1.3.6, states pavement markings that are no longer needed are not to be painted over but instead are to be physically removed. Painting over old markings can misled pilots if reflective beads show through and requires extra maintenance.

In addition, Taxiway A centerline is not being maintained. Due to snow removal operations, this centerline is missing reflective paint beads and in many places, the paint is patchy or missing.

The certificate holder must remove pavement markings that are no longer needed and ensure pavement markings are being maintained, in accordance with AC 150/5340-1M, *Standards for Airport Markings*.

Correction Date: 08/16/2021



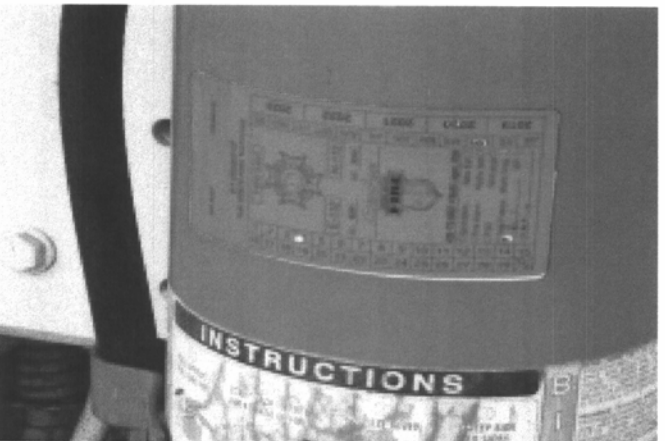
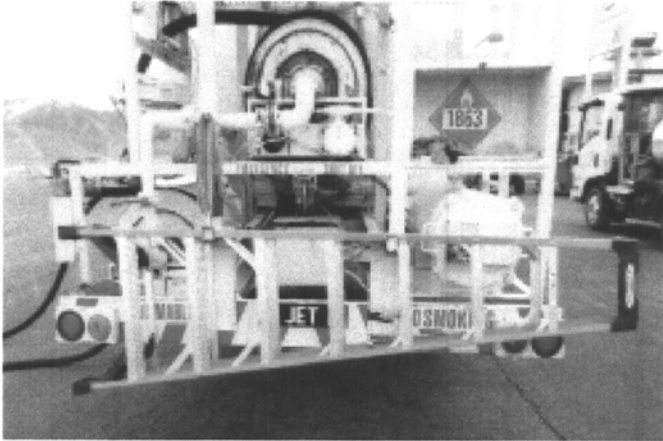
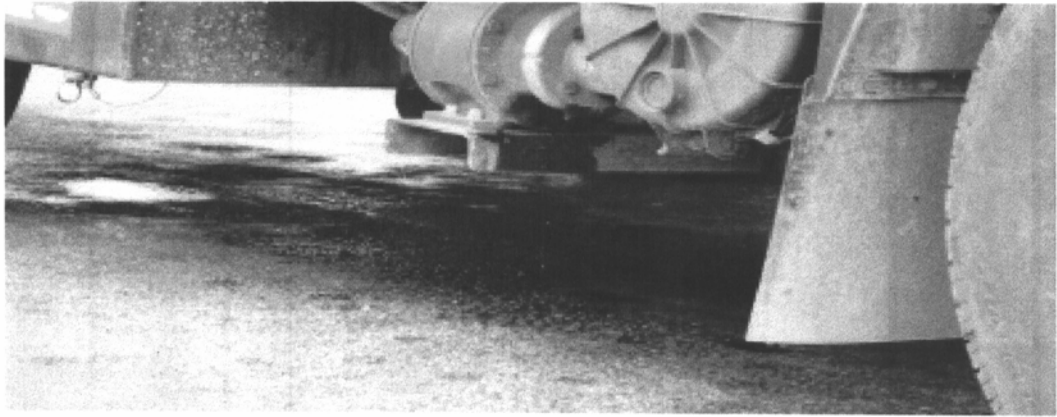
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3. §139.321(c) – Handling and Storing of Hazardous Substances and Materials

Part 139.321(c) requires the certificate holder to comply with standards authorized by the FAA for protecting against fire and explosions in storing, dispensing and otherwise handling of fuel on the airport. The LGU Airport Certification Manual states the certificate holder will comply with NFPA 407 and the International Fire Code, Chapter 11. The following items were not compliant with NFPA 407 and must be corrected:

- Fire extinguishers on mobile fuelers and at the fuel farm have not been serviced within the last 14 months. Per NFPA 407, Paragraph 4.1.10, all fire extinguishers shall conform to the requirements of NFPA 10. NFPA 10 requires fire extinguishers to be subject to maintenance at intervals of not more than 1 year.
- Safety signs on the back of fueling trucks are blocked by ladders. Each aircraft fuel servicing vehicle or cart shall have required signs viewable from all side of the vehicle (NFPA 407, Paragraph 6.1.11.3.1-3).
- Emergency fuel shutoff placard on a fueling truck is missing the word “fuel”. Each emergency fuel shutoff station locations on fueling trucks shall be placarded EMERGENCY FUEL SHUTOFF in letters at least 50 mm (2 in.) high (NFPA 407, Paragraph 6.1.11.4).
- Leaks were found under a fueling truck, and based on the pavement stains, the truck has been leaking for sometime. Aircraft fuel servicing vehicles shall not be operated unless they are in proper repair or free of accumulations of grease, oil, or other cumbustibles. Leaking vehicles shall be removed from service, defueled, and parked in a safe area until repaired. (NFPA 407, Paragraph 6.2.8.1-2).
- Emergency fuel shutoff sign at fuel farm is too small and the shutoff button is faded. From a distance of 50 feet, the sign is not readable. Emergency fuel shutoff signs shall be positioned so that they can be seen readily from a distance of at least 15.2 m (50 ft.) (NFPA 407, Paragraph 5.1.11.2).
- Both deadman controls at the fuel farm have been modified so they are controlled by ropes. The rope used to controll the deadman device could be easily tied off, thus defeating the purpose of the deadman control. Also, there is no guarantee the rope will release in the event it is pulled under a wheel or caught around the fueling hose, which would leave the device open if the user lets go of the rope. Deadman controls shall be designed to preclude defeating their intended purpose. (NFPA 407, Paragraph 5.1.7.13). Deadman devices at the fuel farm must be modified so they meet NFPA standards. Please be aware NFPA standards for deadman devices have been revised and an automatic fuel shutoff system is now required for loading fuel servicing vehicles (see NFPA 407, Paragraph 5.1.12.1).

Correction Date: June 15, 2021



4. §139.321(e)(1) and (2) – Training of Tenant Fueling Employees

Fueling tenant employees did not receive training on hand-held fire extinguishers within in the past 24 consecutive calendar months. In accordance with AC 150/5230-40B and CertAlert 18-06, all fueling personnel, including supervisors, must have hands-on fire extinguisher training every two years. The certificate holder shall ensure tenant fueling employees receive hands-on training in the proper use of hand-held fire extinguishers.

Correction Date: June 30, 2021

5. §139.321(g) – Inspection of Tenant Fueling Facilities

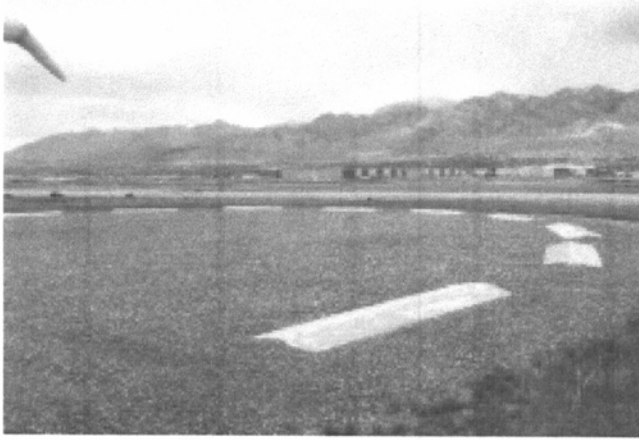
As noted above, fire extinguishers on both mobile fuelers and at the fuel farm were due to be serviced in February and March 2021. Fueling facility inspection forms for the second quarter of 2021 noted the need for these extinguishers to be serviced. However, these fire extinguishers have yet to be serviced even though it's been several months since the inspection. The certificate holder must establish a process to ensure tenant fueling agents take immediate corrective action when made aware of noncompliance with a standard.

Correction Date: May 31, 2021

6. §139.323 – Traffic and Wind Direction Indicators

The primary wind cone sock and associated segmented circle are not being maintained. The sock is faded and the paint on the segmented circle is peeling. In accordance with current edition of AC 150/5340-26C, *Maintenance of Airport Visual Aid Facilities*, the certificate holder must replace the windsock and maintain the paint on the segmented circle.

Correction Date: May 31, 2021



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Please advise in writing when unresolved discrepancies are corrected. Correction dates were mutually agreed to during the post-inspection out-briefing on May 5, 2021. If you are unable to meet these dates, please notify me as soon as possible. We will expect your future compliance with the regulations.

Sincerely,

Linda Bruce
Airport Certification Safety Inspector
FAA Northwest Mountain Region, Airports Division

cc: Jason Ritchie, Acting ANM-620 Manager
Jesse Lyman, DEN ADO

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Safety Recommendations

LGU Part 139 Periodic Inspection
May 3-5, 2021

The following recommendations/comments are provided as a result of the Part 139 Periodic Inspection:

1. Sufficient Personnel – The airport manager, Lee Ivie, demonstrated an excellent compliance attitude and it is clear he works hard to maintain the airfield and comply with Part 139. However, it is concerning he is the only full-time employee managing and maintaining the airport.

We believe maintaining an airport the size of LGU with only one full-time and one part time employee is not sustainable and will eventually result in difficulty in maintaining compliance with Part 139 and Federal grant assurances. We recommend the certificate holder review staffing needs at LGU and ensure it has enough personnel to continue to provide a safe airport environment. A comparison of staffing levels at airports of similar size and operations may be useful in determining adequate staffing levels.

2. Airport Beacon Flash Rate – The airport beacon was found to have a flash rate slower than is required by FAA Advisory Circular (AC) 150/5340-26C, *Maintenance of Airport Visual Aid Facilities*. LGU's airport beacon has a flash rate of 16 flashes per minute. AC 150/5340-26C, Paragraph 5.5, requires a flash rate of 24-30 flashes per minute.

While the beacon is operating as designed, it does not meet current standards and it may become difficult to find replacement parts due to its age. As such, we recommend LGU begin planning for its replacement.

3. ARFF Bay Door – During the inspection of the ARFF bay, ARFF personnel stated that in the event of a power loss, the bay door opener installed in the ceiling must be disconnected before the door can be manually opened. This requires ARFF personnel to climb a ladder to reach the door opener. This approach of manually opening the bay door could significantly increase the time it takes the ARFF vehicle to exit the bay. We recommend LGU review the standards for opening ARFF vehicle bay doors in FAA AC 150/5210-15A, *Aircraft Rescue and Firefighting Station Building Design*, Paragraph 3-2.g, and develop an alternative method to raise the ARFF bay door during a power outage.