

**LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING**  
**JULY 1, 2021**  
**MINUTES**

The Logan-Cache Airport Authority Board convened in a regular session on Thursday, July 1, 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  
Karl Ward – Cache County Council  
Jeannie F. Simmonds – Logan City Council  
Gar Walton – Appointed by Logan City  
Bill Francis – Appointed by Cache County

**Members of the Airport Authority Board Absent:**

Mayor Holly Daines – Logan City

**Also in Attendance:**

Lee Ivie – Logan-Cache Airport Manager  
Bryce Mumford – Cache County Deputy Executive  
Jared Esselman – UDOT, Director of Aeronautics Division  
Nate Thompson – Logan Fire Department  
Judd Hill – Armstrong Consultants  
Aaron Dyches – Utah State University  
Dan Robinson – Utah State University  
Baron Wesemann – Utah State University  
Calvin Coopmans – Utah State University  
Dan Boston – Leading Edge Aviation  
Andrew Scanlon – Kimley-Horn  
Grace McGuire – Electric Power Systems  
Steven Hall – Electric Power Systems  
Russ Kirkham  
Janeen Allen – Minutes

**CALL TO ORDER**

Chairman John Kerr called the meeting to order at 8:31 a.m.

He welcomed Jared Esselman who is the Director of the Aeronautics Division of the Utah Department of Transportation.

## **ITEMS OF BUSINESS**

### **APPROVAL OF MINUTES – June 3, 2021**

**ACTION: Motion was made by Gar Walton and seconded by Bill Francis to approve the minutes of June 3, 2021 as written. The vote in favor was unanimous, 6-0 (Mayor Holly Daines absent for vote)**

### **FOLLOW-UP ON TABLED ITEM FROM THE LAST MEETING**

Chairman Kerr gave a synopsis of the issue saying that a request was made by Cameron Peterson to build a residence north of the airport in the Runway Protection Zone (RPZ). The request was tabled in order to give Armstrong a chance to review the proposal for that residence.

Judd Hill from Armstrong reported that the parcel in question has an FAA funded aviation easement, an agreement with the previous owner that they would follow some level of regulation. The landowners within this aviation easement were given a certain amount of money in exchange for their agreement to not build on the land in this area including the parcel presented by Cameron Peterson. Mr. Hill read an email (Attachment A) from Dennis Corsi, President of Armstrong regarding their review.

Mr. Kerr asked for a motion regarding the request by Mr. Peterson. However, Mr. Zook pointed out that it couldn't be acted upon since it was not on the agenda. Mr. Kerr determined to put it on the agenda for action at the next Airport Authority Board meeting.

## **ITEMS FOR DISCUSSION**

### **MANAGER'S REPORT – LEE IVIE**

Lee Ivie gave a brief Manager's Report including the following items:

- Construction phase is completed with two periods of closures coming:
  - Latter part of July: Grooving runway and paving
  - Latter part of August: Installation of signs
- 2<sup>nd</sup> phase of CARES Act funding will be used to install concrete around the AARF building
- Application for \$59,000 CARES money recommendation to be used on maintenance and operational expenses but can be used for FAA approved project determined by the Authority Board
- Last weekend, a plane crashed into the roof of a home in North Logan resulting in the fatality of the pilot. The aircraft is now at the airport and waiting for NTSB and FAA investigation. It's a very sad occasion and a reminder to pilots to maintain vigilance and be safe.

### **RUNWAY 17-35 CONSTRUCTION REPORT**

Judd Hill of Armstrong Consultants reported that the runway is open and mostly complete. However, they still need to come and put the grooves in to help eliminate hydroplaning when planes land. July 22<sup>nd</sup> is the potential start date with nighttime closures from sunset to sunrise and keeping the airport operational during the daytime.

Markings on the runway are temporary and will be put down more permanently once the grooving is complete.

Signs supply line is backed up. When they come in, they will be installed. The maiden departure and landing on the newly completed runway was done by a student pilot.

Mr. Zook asked if the runway was grooved before the rehabilitation project. Mr. Hill responded saying “No, it was a porous friction surface, but the grooved runway is much better at reducing the hydroplaning and also porous friction surfaces tend to disintegrate very quickly. The FAA has moved away from that type of surfacing method.

Mr. Zook continued asking, “What about ice forming in the grooves?” Mr. Hill replied saying the FAA believes this method is still better at dispersing water. Mr. Zook asked if ice would create runway deterioration. Mr. Hill responded saying that tests haven’t shown this to be the case. Mr. Zook asked if grooves will cause any issues with the snowplow. Mr. Hill said that grooves are too small to cause any problems with snowplowing.

Mr. Kerr asked if there is a plan for seeding. Mr. Hill said it would take place in the fall. Kerr: Asked about the precision of the surface Hill: As asphalt is laid down, it is very precisely surveyed for any imperfections while it is hot. It’s a very detailed process that makes the surface smooth and even for airport runways.

### **CLEAN ENERGY GRANT APPLICATION – UDOT DIVISION OF AERONAUTICS, ELECTRIC POWER SYSTEMS**

Steven Hall and Grace McGuire gave a powerpoint presentation proposal to the Board. They came regarding a grant to lower the impact of noise at the airport by the use of electric aircraft. It’s called the Silent, Zero-Emissions, Low-Cost Flight Training Initiative, a Proposal for FAA Environmental Mitigation Pilot Program Grant (Attachment B)

There is no ask from the Logan-Cache Airport Authority at this point. However, the grant does require approval from the Airport Authority Board to move forward.

Mr. Zook asked if there will be a point where funding may be required from the Airport Authority Board. Mr. Hall said, “No. They are working with the FAA, the State, USU and EP Systems for the funding. Their short-term goal is to retrofit four aircraft and eventually the whole fleet long-term.

Chairman Kerr invited Jared Esselman, Director of Aeronautics to add anything to the presentation. He said this is just a piece of the overall picture connecting airports through the electrification of aircraft throughout the region and across the state. It is not experimental and is already in place statewide. When the grant became available, they wanted to act on it and not lose the opportunity.

Mr. Zook asked if the charging stations will be available to other pilots with electric aircraft. Esselman responded saying that this is the ultimate goal to allow for private pilots with electric aircraft after the aircraft are retrofitted for USU students.

**ACTION: Motion was made by David Zook and seconded by Karl Ward that the Airport Authority Board support the grant request by Electric Power Systems. The vote in favor was unanimous, 6-0 (Mayor Holly Daines absent for vote)**

*9:23 am – Jeannie Simmonds left the meeting*

**BYLAWS AMENDMENT AUTHORIZING THE AIRPORT MANAGER TO SIGN LEASE AGREEMENTS – JOHN LUTHY**  
John Luthy, Chief Deputy Civil Attorney at Cache County addressed the Board. He said in a review of the bylaws for the Logan-Cache Airport Authority, it is noted in Section II.B.1 that “the Chairman shall be the chief executive office for the LCAA and shall sign all documents on behalf of the LCAA.” (Attachment C)

Therefore, Mr. Luthy recommends that the Chair be the person to sign all lease agreements along with all other documents on behalf of the Airport Authority.

Mr. Kerr said it has somehow become a practice that the Airport Manager has been signing lease agreements. He wondered if there is any latitude that would allow the manager to continue to sign the lease agreements.

Mr. Luthy responded saying his advice is that the Chair be the one who signs all the leases in order to comply with the bylaws. He noted that the bylaws could be amended, but there should be some discussion before that undertaking because the Airport Authority is comprised of persons from both Cache County and Logan City. There may come into question why the Airport Manager, who is employed by Cache County, is the one who signs the leases.

Mr. Kerr said he’s sure the practice came about as a matter of convenience.

Mr. Ivie added that every year there are about 10-15 leases renewed.

Chairman Kerr said the Board will move back to compliance with the bylaws and have the manager prepare the leases for him to sign.

#### **OPEN ITEMS**

- Aaron Wesemann addressed the Board with a few saying that the Utah Aviation Coalition has been formed. It embodies all aeronautical organizations in the state of Utah. Logan is the location proposed for the 2023 conference of the Utah Aviation Coalition. Mr. Wesemann would

like to see an Airport Open House in conjunction with the conference. He will work to form a committee to explore this further and plan for 2023.

Upcoming events slated for the airport include:

- Girls in Aviation Day – September 18-21, 2021 (100 young women participated last time)
- Run the Runway proposed for October 16, 2021

Also, the Aviation Management Degree with unmanned Aero Systems has been approved by Utah State University. As a result, there will probably be increased requests for drone flights at the airport.

#### **COMMITTEE REPORTS:**

##### **Audit & Finance – David Zook**

No report

##### **Operations Committee – Kim Hall**

No report

##### **Capital Improvements – Bill Francis**

No report

##### **Economic Development / Public Relations – Gar Walton**

No report

#### **NEXT SCHEDULED MEETING**

Thursday, August 5, 2021 at 8:30 a.m. – Cache County Historic Courthouse, Council Chambers

#### **ADJOURNMENT**

The meeting adjourned at 9:35 a.m.

LOGAN – CACHE AIRPORT AUTHORITY BOARD  
JULY 1, 2021

# ATTACHMENT A

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## FW: Cameron Peterson Proposal

1 message

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**Judd Hill** <jhill@armstrongconsultants.com>  
To: "janeen.allen@cachecounty.org" <janeen.allen@cachecounty.org>

Thu, Jul 1, 2021 at 9:56 AM

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Judd Hill, C.M.  
Armstrong Consultants  
Utah State Program Manager

----- Original message -----

From: Dennis Corsi <dcorsi@armstrongconsultants.com>  
Date: 6/30/21 13:49 (GMT-07:00)  
To: [kerrjohna@comcast.net](mailto:kerrjohna@comcast.net)  
Cc: Bill Francis <[pig\\_plane@hotmail.com](mailto:pig_plane@hotmail.com)>, Lee Ivie <[Lee.Ivie@cachecounty.org](mailto:Lee.Ivie@cachecounty.org)>, Judd Hill <[jhill@armstrongconsultants.com](mailto:jhill@armstrongconsultants.com)>  
Subject: Cameron Peterson Proposal

Hi John,

We have reviewed the proposed location of Mr. Peterson's residence presented at the last Airport Board meeting and have verified that it does fall within the existing Runway Protection Zone (RPZ). As such, and given that per FAA guidance a residence is an incompatible/prohibited land use within the RPZ, we strongly suggest that you continue to enforce the provisions of your existing Avigation Easement (which the FAA helped to pay for) on that property prohibiting residences and other incompatible land uses. Failure to prevent incompatible land uses within your RPZ could render you in noncompliance with your FAA grant assurances and jeopardize future, and past, FAA funding.

Please let us know if you have any questions or need any additional information.

Dennis



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LOGAN – CACHE AIRPORT AUTHORITY BOARD  
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# ATTACHMENT B



LOGAN – CACHE AIRPORT AUTHORITY BOARD  
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# ATTACHMENT C

BY-LAWS

LOGAN-CACHE AIRPORT AUTHORITY

*Current*

I. ORGANIZATION

A. These by-laws are established for the Logan-Cache Airport Authority in accordance with the Interlocal Agreement between Cache County and the City of Logan dated December 1, 1992.

B. The authorized acronym for the Logan-Cache Airport Authority shall be LCAA.

C. The Interlocal Agreement which established the LCAA shall be referred to as the IA.

II. GOVERNING BOARD

A. The governing board shall be organized in accordance with the IA-Section 8 and will be referred to as the "Board" in these by-laws.

B. The IA-Section 8 sets forth the terms of composition, tenure, powers, meetings, quorum and voting and authorizes the Board to adopt by-laws, establish rules of procedures, create committees and elect officers.

C. Officers. The Board shall elect by majority vote a Chairman and Vice-Chairman, to serve for one year terms with no limitations for succession, at the first Board meeting held each year. The Chairman and Vice-Chairman shall be members of the Board. If the elected Chairman represents Cache County, the Vice-Chairman shall represent the City of Logan. If the elected Chairman represents the City of Logan, the Vice-Chairman shall represent Cache County. If the elected Chairman is the member at large, the Vice-Chairman may represent either Cache County or Logan City.

1. Chairman. The Chairman shall be the chief executive office for the LCAA and shall sign all documents on behalf of the LCAA. The Chairman shall also set the agenda for board meetings; preside at all Board meetings; assign responsibilities to board members; appoint committee chairmen; and such other duties as may be prescribed by the Board.

2. Vice-Chairman. The Vice-Chairman shall assume the Chairman's duties and powers in the absence of the Chairman.

3. Secretary. The Board may appoint a Secretary who shall

provide public notice and keep minutes of all meetings in accordance with Section 8.i.(3) of the IA and such other duties as may be assigned by the Board.

D. Committees. The Board may from time to time appoint committees, standing or temporary, as may be necessary to carry out the programs, activities and responsibilities of the LCAA.

1. Chairmen of Committees. Each committee shall be chaired by an individual appointed by the LCAA Board. The Chairman of the Committee shall recommend members to serve on the Committee. Committee members shall be approved by the LCAA Board.

2. Standing Committees. The LCAA Board shall initially have four standing committees; Audit & Budget; Commuter Air Service; Capital Improvements; and Economic Development.

a. Audit & Budget. The Audit and Budget committee shall be responsible to recommend action to the LCAA Board and oversee the fiscal matters of the LCAA in accordance with section 11 of the IA.

b. Commuter Air Service. The Commuter Air Service committee shall be responsible to research, promote, and recommend actions to the LCAA Board regarding commuter air service options.

c. Capital Improvements. The Capital Improvement committee shall be responsible to review scheduled capital improvement projects and make recommendations to the LCAA Board on future capital improvement project priorities.

d. Economic Development. The Economic Development committee shall be responsible to encourage and promote the development of the undeveloped airport property and recommend actions to the LCAA Board regarding economic development proposals.

E. Rules of Procedure. The Board shall use Roberts Rules of Order in conducting board meetings, committee meetings, public hearings, etc.

### III. ADOPTION AND AMENDMENT

A. Adoption. These by-laws shall be adopted by a two-thirds vote of the LCAA Board.

B. Amendment. These by-laws may be amended or altered or repealed and new by-laws may be adopted by a two-thirds vote of the LCAA Board represented at any regular meeting provided written notice has been given two weeks in advance of intention to alter, amend or repeal or to adopt a new set of by-laws.

C. History. Adopted March 15, 1993.