

**LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
NOVEMBER 4, 2021
MINUTES**

The Logan-Cache Airport Authority Board convened in a regular session on Thursday, November 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 – Chair, At-large – Appointed by Airport Authority Board
Bill Francis – Vice Chair – Appointed by Cache County
David Zook – Cache County Executive
Mayor Holly Daines – Logan City
Karl Ward – Cache County Council
Brett Hugie – Appointed by Logan City

Members of the Airport Authority Board Absent:

Jeannie F. Simmonds – Logan City Council

Also in Attendance:

Lee Ivie – Logan-Cache Airport Manager
Shawn Milne – Cache County Economic Development Director
Nate Thompson – Logan City Fire Department
Judd Hill – Armstrong Consultants
Eric Rivera – Armstrong Consultants
Aaron Dyches – Utah State University Aviation
Mike Logan – Utah State University Aviation
Kim Hall – Leading Edge Aviation
Russ Kirkham
Janeen Allen – Minutes

CALL TO ORDER

Chairman John Kerr called the meeting to order at 8:29 a.m. and welcomed Brett Hugie, the newest board member appointed by Logan City to fill the seat left vacant with Gar Walton's passing. Mayor Daines said she has known Mr. Hugie for many years and was happy to have him on the board to represent the perspective of larger jet services. She shared his bio as seen in **Attachment A**.

ITEMS OF BUSINESS

APPROVAL OF MINUTES – September 2, 2021

ACTION: Motion was made by Karl Ward and seconded by Bill Francis to approve the minutes of September 2, 2021 as written. The vote in favor was unanimous, 6-0 (Jeannie Simmonds absent for vote)

ITEMS FOR DISCUSSION

MANAGER'S REPORT – LEE IVIE

Lee Ivie gave a brief Manager's Report which is included as **Attachment B**.

Mr. Ivie also welcomed Mr. Hugie saying he has a very good working relationship with him noting that Cache Valley Electric uses the airport 2-3 times a week.

Ivie also pointed out that the airport is eligible for a third CARES Act grant. He will provide the information to both Logan city and Cache County for review.

REVIEW OF 2021 CONSTRUCTION

Eric Rivera and Judd Hill of Armstrong provided information regarding the costs of construction projects as seen **Attachment C**.

FUTURE AIRPORT CAPITAL IMPROVEMENT PROJECTS

Armstrong provided an update of the CIP, included as **Attachment D**, which is done annually showing a projection of ten years and UDOT match percentages. Numbers are based on federal entitlement money received annually. All matches are calculated based on these amounts. Chairman Kerr noted that the Logan-Cache Airport is the exemplary airport for completion of projects.

Armstrong explained that the Master Plan is a guide to lead the airport through the next 20 years of development. The first step will be to develop a scope of work for the project. They will send this scope of work to Ivie for review next week. They have also received the AEGIS survey already. The review process should take three to four weeks and they anticipate completion in 2023.

OPEN ITEMS

- Mr. Kerr said he was looking for guidance on how to use the unused RAPZ awarded funds. Karl Ward said that applications can be resubmitted to have funds awarded again if not used originally. David Zook said another option is to propose another use for the awarded funds to the Cache County Council for their approval.

COMMITTEE REPORTS:

Audit & Finance – David Zook

No report

Operations Committee – Kim Hall

No report

Capital Improvements – Bill Francis

No report

Economic Development / Public Relations

No report

NEXT SCHEDULED MEETING

Thursday, December 2, 2021 at 8:30 a.m. – Cache Historic Courthouse, Council Chambers

ADJOURNMENT

The meeting adjourned at 9:21 a.m.

LOGAN – CACHE AIRPORT AUTHORITY BOARD
NOVEMBER 4, 2021

ATTACHMENT A

TO: Logan Municipal Council

FROM: Mayor Holly H. Daines

DATE: September 21, 2021

RE: Board Appointment

At the September 21, 2021 Council meeting, I will request ratification of the following:

Airport Authority Board – New Appointment

Brett Hugie

Thank you.

September 15, 2021

Mayor Daines,

I would be very interested in serving on the Airport Authority Board to provide ideas and support.

Cache Valley Electric uses the facility extensively and relies on the services and operations in order to conduct our business in an efficient way. I personally have landed and used the facility of 35+ different airports throughout the US and Mexico. We have dealt with the various fixed-based operator's and have been able to see the operations from many different perspectives.

The Logan-Cache Airport is a very critical component of our valley in order to support local businesses. If given the opportunity to serve on the board, I think I may be able to provide a helpful perspective.

I would be pleased to answer any questions you may have.

Thank you,
Brett Hugie

BRETT HUGIE

1353 Palisade Circle, Logan, Utah 84321

Brett.hugie@cve.com

435-757-9366

Career Objective: Detail-oriented, driven CFO specialized in all areas of finance. Analytical skills with the ability to examine and understand business needs and deliver comprehensive reports for external groups while meeting stringent expectations. Accustomed to managing multiple projections simultaneously in fast-paced, deadline-driven environments. Strong collaborative skills with experience working in a team environment, able to work efficiently alongside individuals from diverse backgrounds.

EXPERIENCE

JUNE 2011 - PRESENT

CHIEF FINANCIAL OFFICER AND BOARD OF DIRECTOR, CACHE VALLEY ELECTRIC COMPANY

- Responsible for overseeing all aspects of the financial information for the company (\$700 million in sales)
- Responsible for managing and motivating finance department personnel
- Manage all aspects of the safety department in the organization including overseeing the Safety Director and monitoring all safety programs and policies
- Oversee and work closely with certain operating divisions to help them achieve financial goals and targets
- Focused on risk management for the overall company and operations- internal and external
- Assist executive management team in strategy and direction for the company

NOVEMBER 1999 – JUNE 2011

TAX MANAGING PARTNER/OWNER, JONES SIMKINS, P.C.

- Managed delivery of income tax services from large companies to owner/operator companies
- Direct responsibility for client engagements that revenues were in excess of \$1B and international operations
- Provided financial reporting for income taxes to publicly traded companies
- Performed multistate consulting projects

JUNE 1989 – NOVEMBER 1999

SENIOR TAX MANAGER, ARTHUR ANDERSEN

- Worked in the Los Angeles, Phoenix and Salt Lake City offices
- Managed and oversaw large engagements that required extensive deadlines and large teams in order to complete the projects
- Frequent instructor at the firm's international training center on various topics

EDUCATION

14
15
16
17
18
19
20
21

1982-1989

B.S. ACCOUNTING, UTAH STATE UNIVERSITY

B.S. MANAGEMENT INFORMATION SYSTEMS, UTAH STATE UNIVERSITY

CURRENT INVOLVEMENT

22
23
24
25
26
27
28
29

IHC BOARD MEMBER

FINANCE AUDIT COMMITTEE CHAIRPERSON LOGAN CITY

BOARD MEMBER AVENUES FOR HOPE

BOARD MEMBER BOYS AND GIRLS CLUB OF NORTHERN UTAH

PRIOR INVOLVEMENT (SAMPLING OF SOME)

30
31
32
33
34
35
36

BOARD MEMBER ELLEN ECCLES THEATER

BOARD MEMBER DESERET FOUNDATION

BOARD MEMBER LOGAN GOLF AND COUNTRY CLUB

BOARD MEMBER ESTATE PLANNING COUNCIL OF NORTHERN UTAH

LOGAN – CACHE AIRPORT AUTHORITY BOARD
NOVEMBER 4, 2021

ATTACHMENT B



October 2021 Manager's Report

1. AIP Projects.

- a. Runway 17/35 overlay project: All construction related items have been completed and we are in the process of submitting final reports to that FAA so that this grant can be closed out. A final payment for the 10% retainage amount will need to be paid to Stake Parson.
- b. 2nd Cares grant of \$23,000.00: Most of this money went towards the new concrete pads poured on both sides of the ARFF building, and the remaining amount towards employee payroll. I had to send an email response to FAA notifying them that this grant can be closed out despite the \$37.00 remaining in the account. The submittal of funds for reimbursement that I showed on the close out form was as close as I could get to the overall grant amount of \$23,000.00.
- c. UDOT grant of \$104,219.00 for Runway 10/28 fog seal and Taxiway Delta markings: We have a signed grant from UDOT, but have elected to postpone this project until the spring of 2022 due to the colder weather that is now prevalent.

2. Buildings, Grounds, and Vehicle Maintenance.

- a. Both generators on out runway closure X's might have to be replaced with new ones due to the extensive use of these units during the runway closures this summer. National Equipment Services are assessing the damage to these generators.
- b. Autocar snow plow truck had the power steering pump and three of the wheel studs on the passenger side front tire replaced. The flat tire was also repaired
- c. The skid plates for the twenty-four box blade are being replaced, and a lease agreement for a front end loader with Wheeler Machinery has been negotiated for the tractor unit needed to power this plow. We should receive the loader prior to Thanksgiving Day weekend.
- d. Siddons Martin Emergency Group out of Huston Texas conducted a series of pump performance tests on the ARFF truck and all of those tests passed well within the parameters of the guidelines established. Service items on this truck still need to be done and National Equipment will take care of that once the filters arrive for those needing to be replaced.
- e. Two new radios were installed in the snow removal equipment, one in the blower, and the second in the red plow truck.
- f. The tractor that we lease from Valley Implement was used through the first week of October and then returned. The mower has been serviced and stored in the ARFF building.
- g. One radiant heat heater had to be repaired in the ARFF building, and the damaged asphalt next the concrete pad on the west side of this building was repaired also.
- h. The tractor leased from Valley Implement was used through the first week of October, and then returned to the dealership. The Mower was serviced and then stored in the ARFF building.

3. PART 139 TRAINING.

Snow removal training was done online as was the case in 2020, and the annual review of the Airport Emergency Plan will take place at the Cache County Sherriff complex on November 2, 2021.

4. BASED AIRCRAFT REPORT.

The Logan-Cache Airport based aircraft report was updated in October and we presently show 193 based aircraft at our facility with 155 showing up on the FAA registry data base and the remaining aircraft not being accounted for, or being registered elsewhere.

5. NON COMPLIANT HANGAR LEASE AGREEMENT.

As a follow up to the item discussed at the last board meeting, Richard Wilkinson the owner of Hangar C9 was notified that his hangar doors needed to be replaced in order to comply with the terms of his lease, and he responded back to both me and John Kerr stating the he would do so. Right now the old doors have been removed but the new doors have not been installed.

6. NEW HANGAR CONSTRUCTION.

Two new hangars are presently under construction, one being at space F12 (owner Steve Anderson), and the other D12 (owner Janos Lakatos). The three remaining spaces for hangars are still unoccupied, and we anticipate construction to start in the spring of 2022.

LOGAN – CACHE AIRPORT AUTHORITY BOARD
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ATTACHMENT C

Logan-Cache Airport			
Rehabilitate Runway 17/35			
PROJECT SUMMARY			
DESCRIPTION	BUDGET	ACTUAL	RECOVERED
Construction (FAA Funded)			
Schedule 1- dehabilitate Runway 17-35	\$ 3,281,409.00	\$ 3,176,675.17	\$ 104,733.83
Supplemental Agreement 1		\$ (283,900.50)	\$ 283,900.50
Change Order 1- Shoulder Millings		\$ (33,840.00)	\$ 33,840.00
Change Order 2- Marking Removal (FAA Funded)	\$ -	\$ 9,000.00	\$ (9,000.00)
Construction Total (FAA funded)	\$ 3,281,409.00	\$ 2,867,934.67	\$ 413,474.33
Engineering Services			
Design	\$ 618,620.00	\$ 618,620.00	\$ -
Construction Services	\$ 209,470.00	\$ 209,470.00	\$ -
Aeronautical Survey	\$ 120,000.00	\$ 120,000.00	\$ -
Engineering Total	\$ 948,090.00	\$ 948,090.00	\$ -
Administration			
Advertising	\$ 678.25	\$ 678.25	\$ -
IFE	\$ 3,600.00	\$ 3,600.00	\$ -
Administration (FAA Facilities)	\$ 100,000.00	\$ -	\$ 100,000.00
Administration Total	\$ 104,278.25	\$ 4,278.25	\$ 100,000.00
PROJECT TOTAL (FAA FUNDED)	\$ 4,333,777.25	\$ 3,820,302.92	\$ 513,474.33
Construction (Sponsor Funded)			
Change Order 1- Shoulder Millings	\$ -	\$ 33,840.50	\$ (33,840.50)
Construction Total (Sponsor funded)	\$ -	\$ 33,840.50	\$ (33,840.50)
Budget Summary			
	AIP 035		
FAA Share (AIP 035)	90.63%	\$ 3,927,702.00	\$ 3,462,340.54
State Share	4.685%	\$ 203,037.63	\$ 178,981.19
Sponsor Share (FAA match)	4.685%	\$ 203,037.63	\$ 178,981.19
Sponsor Share (Change Order 1)		\$ -	\$ 33,840.00
Total Sponsor Share		\$ -	\$ 212,821.19

Funding Recovery			
Total Project		\$	513,474.33
FAA Share (AIP 035)		\$	465,361.46
State Share		\$	24,056.43
Sponsor Share		\$	(9,783.57)

LOGAN – CACHE AIRPORT AUTHORITY BOARD
NOVEMBER 4, 2021

ATTACHMENT D



ARMSTRONG

A. PRE-CONSTRUCTION MEETING NOTES

CIP Summary

Logan-Cache Airport (LGU) – Logan, UT

UPDATE and Distribution:

This meeting is held for the update to the Airport CIP which is required to be finalized by Friday October 29, 2021.

- Sponsor Representative(s): Lee Ivie, John Kerr, Bill Francis
- FAA Representative(s): Christy Yaffa, Eric Trinklein, Jesse Lyman
- UDOT Representative(s): Jared Esselman, Matt Swapp, Craig Ide, Scott Romney, Paul Damron

- Armstrong Representative(s): David Hartmann, Justin Pietz, Eric Rivera, Judd Hill
- Subject: 2022 CIP Meeting
- Notes by: Armstrong Consultants

CIP SPECIFIC CONVERSATION

- Introductions and outline with FAA.
- The FAA is getting ready to update the NPIAS list, and needs to have the basedaircraft.com database updated to reflect current aircraft.
- FAA listed projects as Airport Master Plan (AMP) in 2023, Acquire SRE in 2025, and construct an SRE building in 2027
- Recommended list had Master Plan in 2022, SRE in 2025, SRE Building (and access) in 2026, Pavement preservation and apron rehab in outer years
- Airport Master Plan discussion
 - While the preferred funding method of the FAA for larger projects is to bank entitlements ahead of a project, under limited scenarios the FAA is willing to fund a project with entitlements being repaid in subsequent years when the project needs to be completed more quickly
 - Discussion of following points highlighted the need to have an AMP developed quickly
 - The airport has utilized all readily-available land, and needs to have a plan developed to be able to continue growth and development moving forward
 - It was clarified that there was a recent selection process and PSA for planning services at LGU
- SRE discussion
 - Lee described that existing equipment is from the 1980's and 1990's.
 - Discussed that if building is delayed, equipment would have to remain outside
 - FAA would prefer to wait until completed AMP to see best location for SRE building; this is why the FAA-provided list has a lower cost that does not include access way to SRE building
- Taxiway Charlie
 - UDOT states that TW C has failed, per PCI
 - FAA recognizes that RWY 10/28 and TW C are utilized, but does not have the mechanism to fund work on either that runway or taxiway
 - TW C is eligible for UDOT funding, but there is also the discussion of possible funding needed for fuel systems at the airport;
 - Consider using state specifications instead of FAA design standards, and also consider alternative funding splits between sponsor and state

- Fuel systems
 - There are no self-service fuel systems at the airport
 - All parties understand the low priority of fuel from an FAA-funding perspective
 - Will continue discussions regarding fuel with UDOT after the new year/prior to March
- Pavement Preservation
 - FY 2022 is state-funded pavement maintenance on RWY 10/28, and TW D
 - Subsequent years' funding will address apron
 - FAA-funded project will address runway and TW B

CIP INFORMATION

- 2022: PROJECT TITLE – AIRPORT MASTER PLAN.**
- 2023: PROJECT TITLE – ENTITLEMENT PAYBACK.**
- 2024: PROJECT TITLE – ENTITLEMENT PAYBACK.**
- 2025: PROJECT TITLE – ACQUIRE SRE.**
- 2026: PROJECT TITLE – BANK ENTITLEMENTS.**
- 2027: PROJECT TITLE – SRE BUILDING.**
- 2028: PROJECT TITLE – BANK ENTITLEMENTS.**
- 2029: PROJECT TITLE – PAVEMENT PRESERVATION.**
- 2030: PROJECT TITLE – ENTITLEMENT PAYBACK.**
- 2031: PROJECT TITLE – BANK ENTITLEMENTS.**
- 2032: PROJECT TITLE – APRON REHAB DESIGN.**
- 2033: PROJECT TITLE – APRON REHAB CONSTRUCTION.**

UDOT PROJECTS

- 2022: PROJECT TITLE – PAVEMENT PRESERVATION.**
- 2026: PROJECT TITLE – PAVEMENT PRESERVATION.**
- 20XX: PROJECT TITLE – REHABILITATE TAXIWAY C.**
- 20XX: PROJECT TITLE – SELF-SERVICE FUEL SYSTEMS.**

ACTION ITEMS

- 1) Send revised 10-year CIP to FAA, UDOT, Sponsor.
- 2) Develop in-depth details of projects for years 2022-2026 utilizing FAA-provided forms.
- 3) Submit final CIP project list to FAA & UDOT by Friday October 29, 2021.

Logan-Cache (LGU)

Project Description & Cost Estimate								
Scheduled/R equested Federal Fiscal Year	Project Description	Project Identification in ALP/MP	Comments	Sponsor Priority Number	Estimated Total Cost of Project	Cost Allocation \$		
						Federal Participation	State Participation	Sponsor Participation
Federally Funded Projects						90.63%	4.685%	4.685%
2022	Airport Master Plan				\$ 496,524	\$ 450,000	\$ 23,262	\$ 23,262
					\$ -	\$ -	\$ -	\$ -
2023	Repay				\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
2024	Repay				\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
2025	SRE				\$ 165,508	\$ 150,000	\$ 7,754	\$ 7,754
					\$ -	\$ -	\$ -	\$ -
2026	Bank				\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
2027	SRE Building and Access				\$ 1,100,000	\$ 996,930	\$ 51,535	\$ 51,535
					\$ -	\$ -	\$ -	\$ -
2028	Bank				\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
2029	Pavement Preservation (Runway 17/35)				\$ 570,000	\$ 516,591	\$ 26,705	\$ 26,705
	Pavement Preservation (Taxiway B)				\$ 150,000	\$ 135,945	\$ 7,028	\$ 7,028
2030	Repay				\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
2031	Bank				\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
2032	Apron Rehab Design				\$ 331,016	\$ 300,000	\$ 15,508	\$ 15,508
					\$ -	\$ -	\$ -	\$ -
2033	Apron Rehab Construction				\$ 2,482,622	\$ 2,250,000	\$ 116,311	\$ 116,311
					\$ -	\$ -	\$ -	\$ -
Participation Totals					\$ 5,295,670	\$ 4,799,466	\$ 248,102	\$ 248,102
State Funded Projects						90.00%	10.00%	
2022	Pavement Maintenance RW 10/28				\$ 125,000		\$ 112,500	\$ 12,500
2026	Pavement Maintenance				\$ 150,000		\$ 135,000	\$ 15,000
20xx	Rehabilitate Taxiway C				\$ 370,000		\$ 333,000	\$ 37,000
20xx	Fuel System				\$ 640,000		\$ 320,000	\$ 320,000
Participation Totals					\$ 1,010,000		\$ 653,000	\$ 357,000
Note: Attach additional sheets as necessary to fully describe projects or to add information needed for a full understanding of project scope, location and costs.								

For Planning Purposes Only

CIP DATA SHEET

Directions: Please complete a CIP Data Sheet for each project requested in the first five years of the CIP (FY 21-26).

Part 1: Applicant Information

Airport Name: Logan-Cache Airport	Date: 10/29/2021
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Part 2: Project Information

Project Description: Airport Master Plan	Requested Federal Fiscal Year: 2022	Local Priority: 1
Scope of Work: Airport Master Plan with ALP Update		
Is this a phased project? No	If yes, Phase #:	Is this a new project?Yes
Justification: The purpose of this project is to conduct an Airport Master Plan with ALP update to address key issues, objectives and goals pertinent to the airport's development. The master planning program will address the needs of the community and provide a program for realistic development. The current master plan and airport layout plan was completed over 10 years ago, and most of the recommended development has occurred.		

Part 3: Proposed Project Cost Estimate

Major Work Item:	Estimated Cost
Airport Master Plan with ALP update	
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Administration	\$5,000.00
Consultant Fees (Engineering/Planning)	\$491,524.00
Total Estimated Project Cost	\$496,524.00

Part 4: Project Sketch (if applicable)
Clearly designate specific area of work involved.



Part 5: Contact Designation

The Sponsor hereby designates the following as the contact for all questions regarding this project:	
Name: Lee Ivie	Title: Airport Manager
Address: 2500 N 900 W, Logan, UT 84321	City, State, Zip: Logan, UT 84321
Phone: 435-755-1750	Email: Lee.Ivie@cachecounty.org

CIP DATA SHEET

Directions: Please complete a CIP Data Sheet for each project requested in the first five years of the CIP (FY 21-26).

Part 1: Applicant Information

Airport Name: Logan-Cache Airport	Date: 10/29/2021
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Part 2: Project Information

Project Description: Snow Removal Equipment	Requested Federal Fiscal Year: 2025	Local Priority: 1
Scope of Work: Acquire Snow Removal Equipment. This project would acquire a self-propelled plow to be used on airside surfaces to maintain Part 139 compliance.		
Is this a phased project? No	If yes, Phase #:	Is this a new project?Yes
Justification: Logan is a Part 139 airport and in a heavy snow region. The existing snow removal equipment is near the end of it's useful life and is in need of replacement.		

Part 3: Proposed Project Cost Estimate

Major Work Item:	Estimated Cost
Snow Removal Equipment	\$140,000.00
Click here to enter text.	
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Click here to enter text.	
Administration	\$1,000.00
Consultant Fees (Engineering/Planning)	\$24,508.00
Total Estimated Project Cost	\$165,508.00

Part 4: Project Sketch (if applicable)
Clearly designate specific area of work involved.



Part 5: Contact Designation

The Sponsor hereby designates the following as the contact for all questions regarding this project:	
Name: Lee Ivie	Title: Airport Director
Address: 2500 N 900 W	City, State, Zip: Logan, UT 84321
Phone: 435-755-1750	Email: Lee.Ivie@cachecounty.org