

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
MARCH 3, 2022
MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on Thursday, March 3, 2022 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
Jeannie F. Simmonds – Logan City Council
Karl Ward – Cache County Council
Brett Hugie – Appointed by Logan City

Members of the Airport Authority Board Absent:

Mayor Holly Daines – Logan City

Also in Attendance:

Lee Ivie – Logan-Cache Airport Manager
Shawn Milne – Cache County Economic Development Director
Nate Thompson – Logan City Fire Department
Robert Stephens – Logan City Fire Department
Judd Hill – Armstrong Consultants
Zack Hulsey – J-U-B Engineers
Kim Silvester – J-U-B Engineers
Aaron Dyches – Utah State University Aviation
Baron Wesemann – Utah State University Aviation
Kim Hall – Leading Edge Aviation
Scott Weaver – Leading Edge Aviation
Janeen Allen – Minutes

CALL TO ORDER

Chairman John Kerr called the meeting to order at 8:30 a.m.

ITEMS OF BUSINESS

a. **APPROVAL OF MINUTES – November 4, 2021**

ACTION: Motion was made by Bill Francis and seconded by Karl Ward to approve the minutes of November 4, 2021 as written. The vote in favor was unanimous, 6-0 (Mayor Holly Daines absent for vote)

b. **APPOINTMENTS**

ACTION: Motion was made by Bill Francis and seconded by David Zook to appoint John Kerr to fill the at-large seat on the Airport Authority Board. The vote in favor was unanimous, 6-0 (Mayor Holly Daines absent for vote)

c. **ELECTIONS**

ACTION: Motion was made by Karl Ward and seconded by Bill Francis to elect John Kerr as Chair of the Airport Authority Board. The vote in favor was unanimous, 6-0 (Mayor Holly Daines absent for vote)

ACTION: Motion was made by Karl Ward and seconded by Jeannie Simmonds to elect Bill Francis as Vice Chair of the Airport Authority Board. The vote in favor was unanimous, 6-0 (Mayor Holly Daines absent for vote)

Chairman Kerr went around the room and asked each person present to introduce themselves and indicate their connection to the Logan-Cache Airport

ITEMS FOR DISCUSSION

MANAGER'S REPORT – LEE IVIE

Lee Ivie gave the Manager's Report which is included as **Attachment A**.

USU 2021 FLIGHT PROGRAM REPORT – AARON DYCHES

Aaron Dyches provided a summary of last year's airport activity from the university. Statistics included:

- Flight Time: 23,051 hours
- Landings: 51,883
- Students Trained: 381
- Flight Instructors: 76
- Dispatchers: 12
- Mechanics: 7
- Admin Office Personnel: 3
- FAA Testing Center Tests Given: 180 written
- Check Rides: 174
- Total Aircraft Fleet: 35 with 3 already purchased for 2022.

Their goal is to increase the fleet enough to have 10 students per air frame. Brett Hugie asked if the enrollment is increasing in the flight program. Dyches responded saying that the Private

Pilot course opened last fall with 40 slots that were filled in eight and a half hours; Aviation in general is one of the fastest growing programs at the university right now.

Jeannie Simmonds asked about the program. Dyches said Flight Instructor Course is a four-year program that is currently taking about 4.5 years to complete because of delays getting FAA examiners here for check rides.

Baron Wesemann reported that this was the first year for an Aviation Management degree with Unmanned Aero Systems (Drones). There were over 100 students enrolled in the Minor program and 38 students in the Major program. Students in this field have to learn everything the same as those in the Private Pilot program and pass the FAA test, as well.

In the Airport Management degree program, there are a couple students looking for internships and offered their services if Mr. Ivie could use them. Next year, they will be starting an Air Traffic Controller and Dispatch Minor to broaden the base of aviation. The whole program has about 535 students currently, which has tripled in the last seven years. USU has the only full aviation program in the state of Utah.

Wesemann announced the first Utah Aeronautics Conference coming in May. It will be held in Utah County, but we hope to host the conference in 2023.

LEADING EDGE AVIATION EXPANSION OF HANGAR FACILITY

Ivie said there is a conflict with Comcast lines and the proposed Leading Edge hangar expansion. Comcast will have to abandon the line next to the hangar. The expansion will also take out the existing parking. One option would be to move the parking to the overflow parking in the field and paving it.

Simmonds said that the plan for expansion should fit more as a step in the Master Plan aligning with the overall expansion plan.

Hugie asked Scott Weaver of Leading Edge what his ideas for expansion are. Weaver explained more in detail what they would like to see happen in the future. Hugie added to that explanation saying he would like to see a nice gateway for people coming into the airport and he would also like to see Leading Edge Aviation provide a hangar for pilots to rent when they fly in.

Ivie asked the board members for direction as to how to proceed with the Comcast line. He doesn't want to have it installed only to dig it up again. Kerr noted that at this point, it looks like the area between Leading Edge and Cache Valley Electric will not be available for the installation of the fiber optic line.

David Zook asked if Logan City has a franchise agreement with Comcast. If not, there probably should be. Simmonds agreed and said she would ask the city attorney to look into it.

After discussion, it was decided to hold off on the access agreement until they find out more information on the agreement with Logan City.

Weaver emphasized that he definitely wants to expand in harmony with the Master Plan.

2021 CORPORATE ACTIVITY REPORT – JUDD HILL

Judd Hill provided a report of 2021 corporate activity at the airport including:

- 2,302 Business jets
- 11,700 Arrival seats
- 12,429 Departure seats

Kerr noted that it averages to about 30 people a day.

Hill pointed out that these numbers represent only the business jet class aircraft and so much more of aviation is not in the “Hollywood jet” but in the general aviation fleet, and the impact on the community is much more significant than those numbers show.

The largest project last year was the runway rehabilitation. Pavement maintenance is scheduled for this year primarily on 10/28 but also will address connector taxiways.

MASTER PLAN PROCESS

Hill gave an overview of the Master Plan process as seen in **Attachment B**. He estimates the process will take approximately 18 months to complete.

BIL FUNDING PROGRAM

There are a lot of different programs available to receive funding for different aspects of the Master Plan process.

Hill mentioned several of the options available. Most airports in Utah will be receiving \$110,000 per year for the next five years based on FAA classifications for general aviation funding. Logan-Cache Airport stands to receive \$295,000.

BIL is similar to AIP funding. The local match will be approximately \$16,000 per year. There is some funding available right now as soon as the airport can come up with the match funding.

Kerr pointed out that the BIL funds will probably be used for low-priority projects because all the other funding avenues still remain available. Hill agreed saying that BIL is considered a supplemental funding source.

OPEN ITEMS

No additional items were discussed.

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, April 7, 2022 at 8:30 a.m. – Cache Historic Courthouse, Council Chambers

ADJOURNMENT

The meeting adjourned at 9:57 a.m.

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ATTACHMENT A



February 2022 Manager's Report

1. AIP Projects.

- a. Runway 17/35 overlay project: A final payment for the 10% retainage amount needs to be paid to Stake Parson, but compensation for the repair of the two generators on the closure X's will have to be made to the airport before the retainage is paid.
- b. 2nd Cares grant of \$23,000.00: Money that was approved to go towards the new concrete pads poured on both sides of the ARFF building, and employee payroll. My lump sum drawdown on this grant was rejected by the e-invoice system and I'm currently working with Jesse Lyman to find out why the transaction is being held up. 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, but didn't encompass the entire amount and this might be the reason for the rejection.
- 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 this project will be started this spring rather than last fall because of the cold weather preventing adequate conditions to lay down the fog seal and paint on the paved surfaces.
- d. ARP Act Grant of \$59,000.00: This grant was approved December 20, 2021, and the funds must be spent on airport operational expenses, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, or debt service payments. New airport development projects not related to the previously mentioned items are ineligible for money associated with this grant.

2. Buildings, Grounds, and Vehicle Maintenance.

- a. Both generators on the runway closure X's were damaged due to gasoline that was poured into the fuel tanks rather than diesel. One generator was completely rendered useless, but that other was able to be salvaged.
- c. The front end loader leased through Wheeler Machinery was released back to that company February 28, 2022, and we might want to rethink making this arrangement next year due to the expense of having a rental for snow removal operations. This piece of equipment cost \$5,750.00 per month to keep it on site at the airport.
- e. The power steering pump on the Ford Plow Truck needed to be replaced, and the other snow plow had a hydraulic issue that needed to be corrected. Additionally, one new tire was replaced on the white truck and two others had to be repaired.
- f. The only two repair items on the Osh-Kosh blower this winter were related to a hydraulic problem, and the clutch for the rotary engine needing to be adjusted. Speaking of clutch problems, the white plow truck will most likely need a new clutch if the pressure plate can't be adjusted on that vehicle.
- g. All of the new lighted signs installed at the airport in conjunction with the runway overlay project have a factory defect which caused me to turn off a switch in each sign. If this problem cannot be

corrected, the main electrical boards might have to be replaced in each sign.

3. ARFF TRAINING.

ARFF training is scheduled for May 9th through May 13th, and the cost has gone up to \$20,000.00 to have 139 Fire bring their mobile fuselage to the airport to conduct that training course.

4. PART 139 INSPECTION.

The 139 safety inspection at Logan-Cache Airport is scheduled for May 23, 24, and 25.

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.

One new hangar is presently under construction, that being hangar D12 (owner Janos Lakatos). The three remaining spaces for hangars are still unoccupied, and we anticipate construction to start in the spring of 2022. Each of these applicants were given an extension to start construction, and I haven't heard from any of the three in respect to the progress of meeting their deadlines.

7. FBO PLANS FOR CONSTRUCTION & COMCAST ACCESS AGREEMENT.

Discussion as a separate agenda item.

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ATTACHMENT B

What is an Airport Master Plan (AMP)?

The AMP study produces two documents that aid in forecasting and planning for future airside development, while considering the potential for environmental and socioeconomic impacts.

1. 20 Year Plan of Development

- Forecasts expected demand for the short (1-5), mid (6-11) and long term (7-20)
- Identifies and evaluates facility assets and needs

2. Airport Layout Plan (ALP)

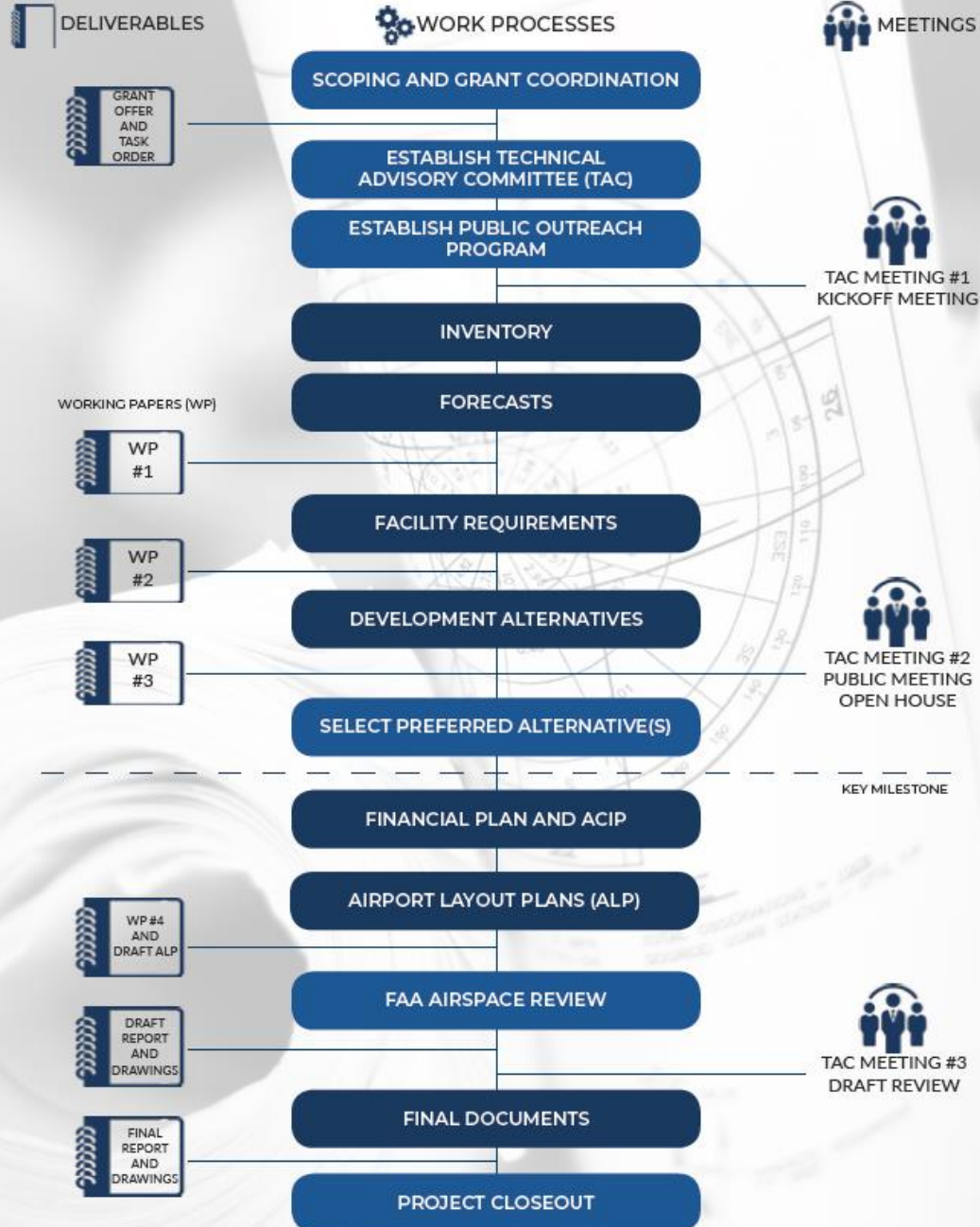
- Consolidated plan of future development
- Approved by City and Federal Aviation Administration
- Funding Tool for future grant applications



Objectives of the AMP

- Evaluates future demand
- Determines compliance with FAA design standards
- Establishes priorities and a phasing plan for development
- Ensures the airport aligns with & supports local/regional development
- Plans for long-term facilities to accommodate potential demand
- Provides the airport with an aeronautical survey (detailed obstruction analysis) required to accommodate future instrument approach procedure development
- Provides a road map to the future for the airport





Technical Advisory Committee (TAC) Role

- Consists of airport stakeholders
- Assist the Consultant Team with plan development
- Communicate issues and concerns
- Act as liaison to the community
- Provide feedback on Working Papers and Draft Report
- Provide input for the overall planning process

