

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
MAY 5, 2022
MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on Thursday, May 5, 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
Mayor Holly Daines – Logan City
Karl Ward – Cache County Council
Jeannie F. Simmonds – Logan City Council
Brett Hugie – Appointed by Logan City

Members of the Airport Authority Board Absent:

Also in Attendance:

Lee Ivie – Logan-Cache Airport Manager
John Luthy – Cache County Attorney
Taylor Sorenson – Cache County Deputy Civil Attorney
Judd Hill – Armstrong Consultants
Dylan Peterson – Armstrong Consultants
Aaron Dyches – Utah State University Aviation
Kim Hall – Leading Edge Aviation
Dirk Anderson – Chief Deputy County Executive
Russ Kirkham
Craig Adams
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 – March 3, 2022

ACTION: Motion was made by Bill Francis and seconded by Jeannie Simmonds to approve the minutes of May 3, 2022 as written. The vote in favor was unanimous, 7-0

ITEMS FOR DISCUSSION

a. **MANAGER'S REPORT – LEE IVIE**

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

b. **SET RATE AND LENGTH OF LAND LEASE AGREEMENT FOR COUNTY ELECTIONS OPERATIONS CENTER**

Ivie identified the building on Airport property as one previously used by Search and Rescue for trainings and operations. However, they have since moved to another location and the County, who owns the building, wishes to lease the property and use the building as an Elections Operation Center.

David Zook added that HB387 requires space for the public to be able to observe ballot processing. The County has also been looking for an adequate space to store all of the equipment required to run the ballot processing operation. Of all the buildings the County owns, the building at the airport is the best suited to meet the space requirement needs. The matter was brought before the County Council who approved the move.

Since the County owns the building, there is only the need to lease the ground on which it sits. Zook asked that a lease agreement be drawn up between the Logan-Cache Airport Authority and Cache County for use of the ground only.

Ivie noted that the current lease rate for buildings on the Flight Line is \$0.26 per square foot annually and \$0.216 per square foot off Flight Line buildings. Bill Francis commented that other airports have non-aviation areas that pay lower lease rates and he thought it would be reasonable to charge the County for non-aviation use comparable to what they charge.

Kerr asked if there would be a built-in acceleration clause. Ivie responded saying there is a 2% annual increase clause in the agreement. Brett Hugie asked Zook how long he is requesting the lease term to be. Zook responded saying he anticipates ten years would be sufficient time for the County to find a permanent location for the Elections Operation Center.

ACTION: Motion was made by Karl Ward and seconded by Bill Francis to approve the lease agreement with Cache County at the standard non-Flight Line rate for the length of ten years. The vote in favor was unanimous, 7-0

Lee Ivie will prepare the lease right away.

c. **TAXIWAY INDIA SECOND PHASE**

Craig Adams approached the board with a proposal for Taxiway India. He said there are several people interested in building larger hangars to house larger aircraft. Therefore, he wanted to know how the Authority Board felt about the idea of extending that taxiway to accommodate some larger hangars if owners helped pay for it with the idea of being reimbursed at a later time.

Kerr noted that if it were to be extended with reimbursement in mind, it would have to be done to FAA specifications making the expense very prohibitive.

Adams then asked if there is an option to improve the road without being reimbursed. Kerr said that is a possibility and it could be extended in a manner to make it usable. However, both Mayor Daines and Jeannie Simmonds objected saying it was shortsighted especially if it is in the Airport Master Plan to extend it in the future.

Judd Hill provided some input saying it all depends on what the expectations are for its use. How it is built determines largely how it will be used and how long it will last.

A discussion followed regarding reimbursements, purposes, requirements and options. At the conclusion of the discussion, it was determined that Adams would continue to explore the various options brought up and also determine if the extension of Taxiway India is the best option for their purpose. Hugie strongly suggested consulting with Armstrong in all of this to come up with the best option for all parties. Kerr agreed and recommended Craig Adams and Judd Hill brainstorm options and come back to the Board for a recommendation best suited for the airport's long-term needs and their immediate needs, and then move forward with that best option as soon as possible. Hugie also recommended including a member of the Board and/or Lee Ivie in those discussions.

d. UNION PACIFIC LEASE CONTRACT

Ivie reported that the airport has a narrow strip of land that it has leased from the Union Pacific Railroad along its eastern boundary line. The Authority had a twenty-year lease for a one-time payment of \$15,000 that expired in 2021. Ivie responded immediately to the letter they sent him in 2021 but it has taken them a year to get back to him with a new assessment of the property. They now want to charge \$61,600 annually for the same property.

Ivie noted that the land is undevelopable and the airport already has a fence in place. He said it is the Board's decision on whether we need to renew this lease or not. The County Attorney has reviewed it and basically said they can charge what they want, but the Airport Authority is not obligated to accept it. John Luthy addressed the Board suggesting they not respond to Union Pacific.

Board members discussed it and decided to not respond to Union Pacific or renew the lease at this time.

e. F8 HANGAR VACANCY

Ivie said the F8 hangar space that would accommodate a 40' x 50' hangar was given an extension last year due to the pandemic and supply chain issues. The owner who lives in Colorado has now contacted Ivie and informed him he no longer wants to build a hangar. He has a lot of people who are interested in that spot including current hangar owners. He said we need to be selective because there are so many people who are interested in that space.

This presents a fairly unique dilemma because this is the first time there are multiple parties interested in the same space at the same time and there is no policy or process in place to

deal with this situation.

Kerr mentioned there could be lottery or request for proposals as a couple of possibilities. Mayor Daines said that as a public institution, the airport should have a fair and clear, transparent process in writing that is available to all interested parties. Executive Zook agreed.

Daines wondered if we could model something after other airports in order to be fair. Craig Adams said his experience with other airports indicate that most use a first come, first served policy and once awarded, the owner starts paying on the lease immediately and has a certain set time to build the hangar.

Judd Hill suggested charging a fee such as \$100 or \$500 to be put on a list for a hangar space up front which would help show a party's commitment. Kerr added it should be a non-refundable fee and if they don't take the next available space, they go off the list.

After more discussion determining hangar space applicant criteria, the following was determined:

- a. \$500 non-refundable fee charged
- b. Name added to list either by first come, first served or by lottery
- c. Lease signed when space is awarded and owner starts paying on it immediately

9:42 am – Karl Ward left the meeting

Mayor Daines said she would like to see a written policy with an application form reflecting these requirements for the Board to approve at the next meeting.

ACTION: Motion was made by Holly Daines and seconded by David Zook to develop a policy for approval at the next Airport Authority Board meeting establishing a process of creating a waiting list and a policy for applying for and obtaining a lease commitment from the Board. The vote in favor was unanimous, 6-0 (Karl Ward absent for vote)

9:47 am – Holly Daines left the meeting

f. MASTER PLAN UPDATE – ARMSTRONG

Judd Hill gave a very brief update on the Master Plan saying the grants should be out in May. The first step will be to develop a Technical Advisory Committee.

g. TRANSPORTATION AND PARKING – BILL FRANCIS

Bill Francis referred to a map he provided (Attachment B) and said Logan City is willing to put in a paved parking lot at their cost which will be about \$100,000. The lot will provide 79 parking spots and will allow for a bus route through the airport. Kerr said RAPZ funding left over from the Runway Overlay project will pay for this project.

9:50 am – Brett Hugie left the meeting

ACTION: Motion was made by Jeannie Simmonds and seconded by David Zook to pave the parking lot designated in the provided map. The vote in favor was unanimous, 4-0 (Karl Ward, Holly Daines, and Brett Hugie absent for vote)

9:52 am – Jeannie Simmonds left the meeting

h. OPEN ITEMS

Francis asked if he could get three more loads of gravel for the fuel farm. Kerr approved it. He added that the County is helping with that project to get rid of standing water in front of the building used for election operations and the fuel farm.

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, June 2, 2022 at 8:30 a.m. – Cache Historic Courthouse, Council Chambers

ADJOURNMENT

The meeting adjourned at 9:53 a.m.

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ATTACHMENT A



April 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: Grant money was received and this grant is closed out.
- c. UDOT grant of \$104,219.00 for Runway 10/28 fog seal and Taxiway Delta markings: Project has been completed with the exception of the second coat of paint needing to be applied to the surface markings. No drawdowns have been made yet, and I expect two to three payments to be made from UDOT before this grant can be closed.
- d. ARP Act Grant of \$59,000.00: Currently working with the county finance department to submit invoice and payroll statements to Delphi e-invoicing for payment of allocated funds.

2. BUILDINGS, GROUNDS, AND VEHICLE MAINTENANCE

- a. One generator on the runway closure X's was repaired, and the other one was replaced. The total cost for repairs came to \$5,637.59
- b. The power steering pump on the Ford Plow Truck cannot be replaced due to the part being obsolete. National Equipment Services will have to convert the vehicle to a different pump and reservoir system to fix the problem. This will be a summer project done at their shop.
- c. All of the new lighted signs installed at the airport have been re-calibrated to correct the factory defect that I mentioned at the last meeting.
- d. The case tractor used for mowing has been delivered from Valley Implement, and I will use it to fill some ruts in the safety areas prior to mounting the batwing mower to the tractor.

3. ABANDONED RUNWAY USAGE

ARFF training is scheduled for May 9th through May 13th, and the county sheriff and Logan City police departments will be using the runway for training purposes the next two weeks of May.

4. PART 139 INSPECTION

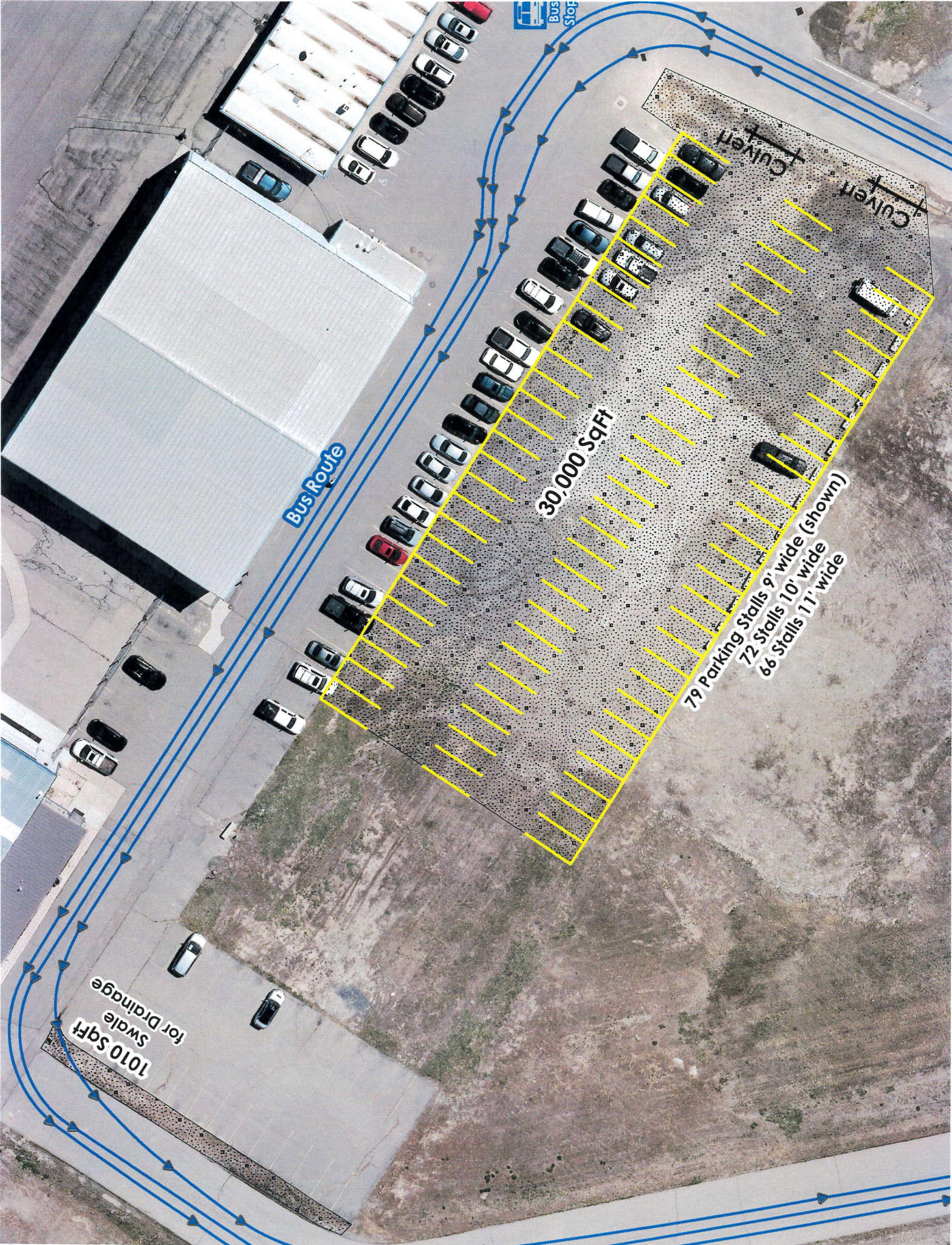
The annual 139 safety inspection at Logan-Cache Airport is scheduled for May 23, 24, and 25.

5. NON COMPLIANT HANGAR LEASE AGREEMENT

As a follow up to the item discussed at the last board meeting, Richard Wilkinson's son Mike is in the process of installing a new door on hangar C-9, and he plans on putting an airplane in the building.

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ATTACHMENT B



Bus Route

30,000 SqFT

79 Parking Stalls 9' wide
72 Stalls 10' wide (shown)
66 Stalls 11' wide

1010 SqFT
Swale
for Drainage

Culvert

Culvert

Bus Stop