

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
SEPTEMBER 1, 2022
MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on Thursday, September 1, 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
David Zook – Cache County Executive
Mayor Holly Daines – Logan City
Karl Ward – Cache County Council
Jeannie F. Simmonds – Logan City Council

Members of the Airport Authority Board Absent:

Bill Francis – Vice Chair – Appointed by Cache County
Brett Hugie – Appointed by Logan City

Also in Attendance:

Lee Ivie – Airport Manager
Taylor Sorenson – Cache County Deputy Civil Attorney
Shawn Milne – Cache County Economic Development
Nate Thompson – Logan City Fire Department
Aaron Dyches – Utah State University Aviation
Baron Wesemann – Utah State University Aviation
Judd Hill – Armstrong Consultants
David Koch – Electric Power Systems
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 – August 4, 2022

ACTION: Motion was made by David Zook and seconded by Mayor Holly Daines to approve the minutes of August 4, 2022 as written. The vote in favor was unanimous, 5-0 (Bill Francis and Brett Hugie absent for vote)

ACTION ITEMS

a. GREEN VEHICLE GRANT – DAVID KOCH, EPS

David Koch gave an update on the required steps they need to take to apply for the grant from the FAA including meeting with the FAA within the next two weeks, receiving feedback, and preparing a letter of interest. Chairman Kerr noted that the letters should be reviewed by the County Attorney's office.

Koch showed a presentation of their proposal. It is included in these minutes as **Attachment A**. Board members asked questions and Koch provided answers as he went through the proposal presentation.

ACTION: Motion was made by Karl Ward and seconded by David Zook to approve the signing of the letter of interest for the Green Vehicle Grant and initiate contact with the FAA. The vote in favor was unanimous, 5-0 (Bill Francis and Brett Hugie absent for vote)

b. HANGAR SITE WAITING LIST POLICY AND PROCEDURES – TAYLOR SORENSEN

Taylor Sorensen gave a brief overview of the necessity for this policy and proceeded to review it with board members. It is included in these minutes as **Attachment B**. Questions and concerns were raised along with recommendations including:

- Mayor Daines: Do the lease payments begin immediately after signing? There should be wording that a lease agreement must be signed within ten days of acceptance or it would be forfeited
- David Zook: Should awardees be given the ability to transfer, trade or sell? Daines cautioned that this would monetize the process. Board continued discussion with no decision on the wording.
- Jeannie Simmonds: Recommended not adopting the policy until the Board has a chance to see the lease agreement that would accompany it. The Board did conclude that the lease agreement should be changed to reflect the intent that the Airport can start charging immediately after awarding an applicant.
- Discussion with Lee Ivie regarding the waiting period to begin construction
- David Zook: Recommended having applicants on the waiting list renew their position every year by paying \$100 after the initial administration fee of \$500

After discussion, Chairman Kerr recommended tabling a decision on the policy. He asked Taylor Sorensen to send a copy of the current policy along with the lease agreement to the board members for review and feedback. He also recommended adding wording clarifying where payments should be made.

DISCUSSION ITEMS

a. MANAGER'S REPORT – LEE IVIE

Lee Ivie reviewed his report. It is included in these minutes as **Attachment C**.

b. COMMITTEE REPORTS

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ATTACHMENT A

FAA Grant Proposal

Logan Cache Airport Authority

July 7th, 2022



**ELECTRIC POWER
SYSTEMS**



Utah Operating Locations/Number of Employees

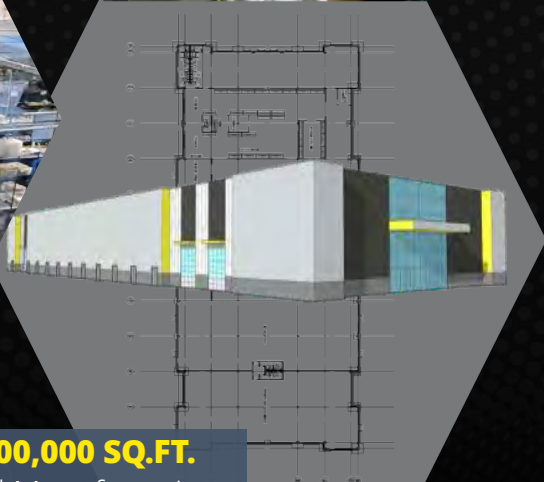


16 acre, 16,000 Sq Ft
HQ and Innovation Space

5,000 Sq Ft
R&D Center and
Integration Lab



3,000 Sq Ft
Vehicle
Integration Lab



200,000 SQ.FT.
Cell Manufacturing
Facility (TBD)

Headquarters/R&D Center

- 520 West Electric Power Drive, North Logan
- 101 employees currently
- 19 remote employees (17 outside Utah and 1 in Europe)
- Estimated 500-800 employees in the next 3-5 years
- Module/pack manufacturing facility standing up in 2022

Vehicle Integration Lab

- 207 West 3700 North, Hyde Park
- 10 employees currently
- No capacity for employee growth

Future Cell Manufacturing Facility

- At least two buildings totaling more than 200,000 sq ft - \$200M+ capex
- Future growth to approximately 500 employees in the next 3-5 years

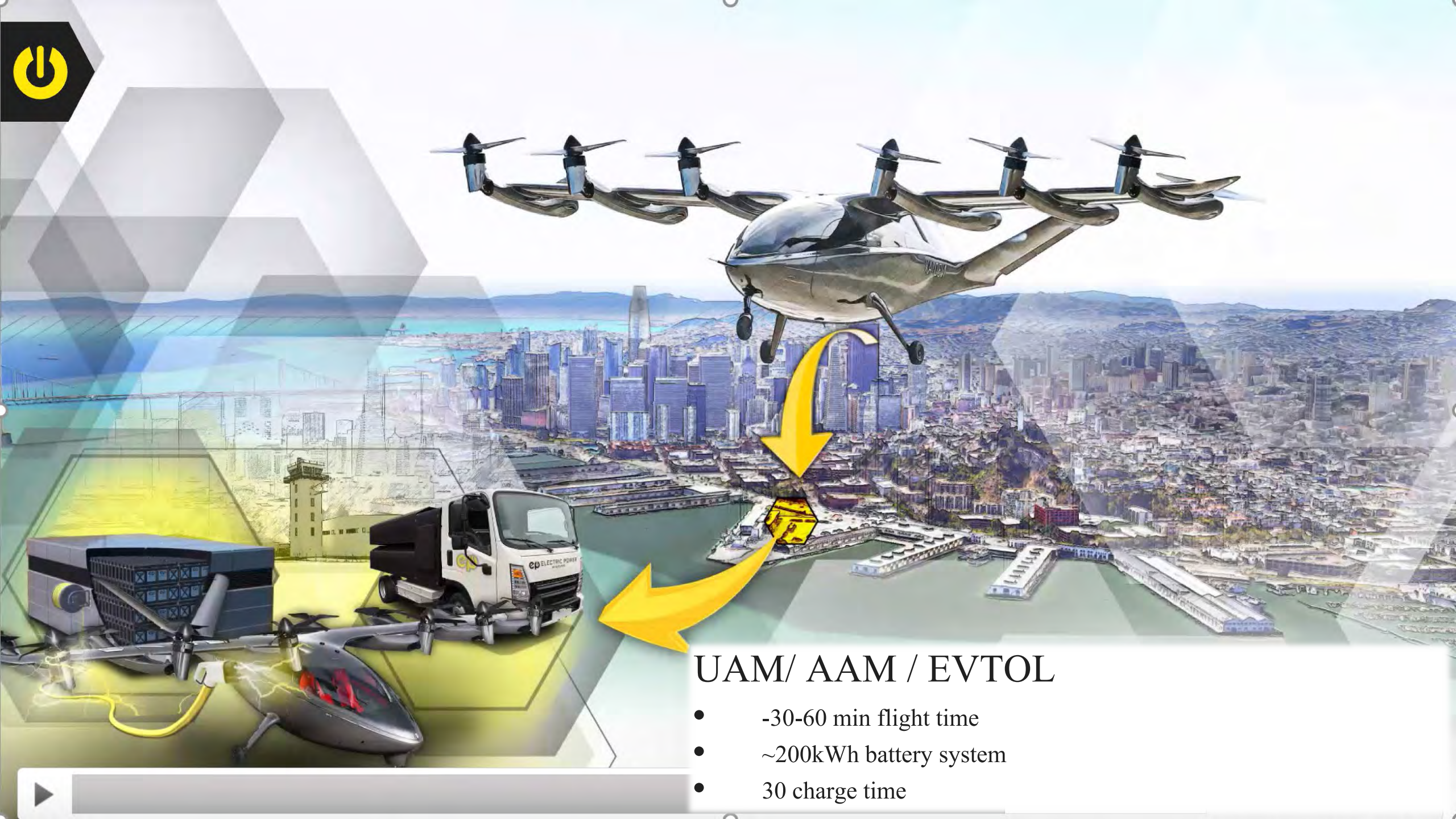
Electric Programs Enabled by EPS





Single engine fixed wing trainer aircraft

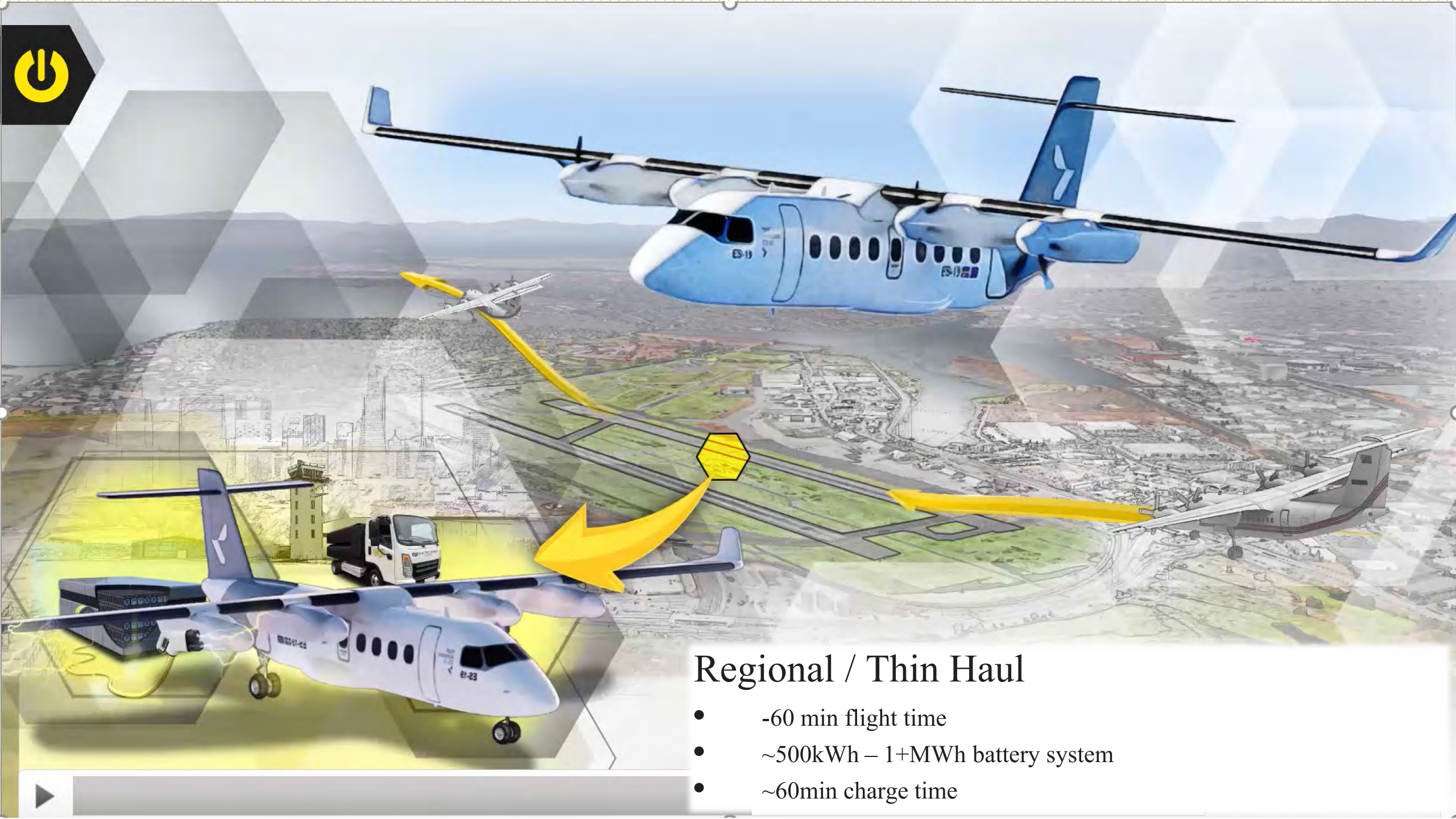
- -60 to 90 min flight time
- ~100kWh battery system
- 30 charge time



UAM/ AAM / EVTOL

- -30-60 min flight time
- ~200kWh battery system
- 30 charge time





Regional / Thin Haul

- -60 min flight time
- ~500kWh – 1+MWh battery system
- ~60min charge time



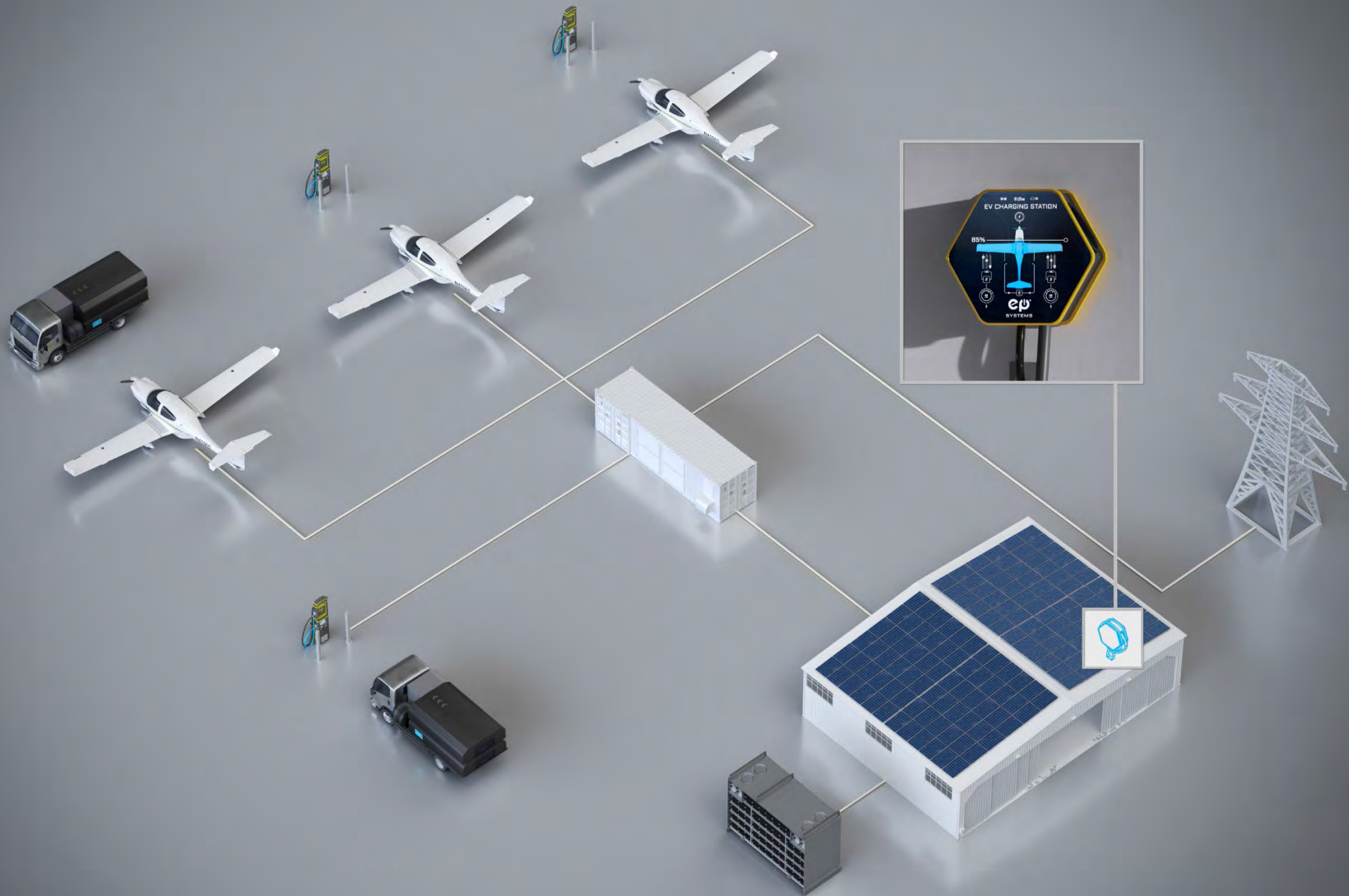


EPS Partners with Diamond Aircraft on eDA40

[Video](#)

[Press Release](#)









ep
SYSTEMS

N545AM

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SYSTEMS

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BATTERY STORAGE

[Airport Compliance](#)[Airport Cooperative Research Program](#)[Airport Coronavirus Response Grant Program](#)[Airport Improvement Program \(AIP\)](#)[Airport Rescue Grants](#)[Airport Safety](#)[CARES Act Grants](#)[Engineering, Design, & Construction](#)[Environmental Programs](#)

[FAA Home](#) ▸ [Airports](#) ▸ [Environmental Programs](#)

Airport Zero Emissions Vehicle and Infrastructure Pilot Program

The Airport Zero Emissions Vehicle (ZEV) and Infrastructure Pilot Program improves airport air quality and facilitates use of zero emissions technologies at airports. Created in 2012, the program allows airport sponsors to use [Airport Improvement Program \(AIP\)](#) funds to purchase ZEVs and to construct or modify infrastructure needed to use ZEVs.

- [ZEV and Infrastructure Pilot Program Brochure \(PDF\) \(Updated 10/20/2020\)](#)
- [Summary of ZEV Airport Projects and Contacts \(PDF\) \(Updated 12/21/2021\)](#)

Requirements for eligible vehicles

Key considerations

- Zero Emission Vehicles (ZEV) must be owned or leased by the Logan Cache Airport authority and used on-airport for airport purposes
- Vehicles cannot be sold or leased during the useful life of the vehicle (10 yrs)
- Airport must be eligible to receive AIP grants
- EPS mobile microgrid is not currently commercially available
 - *A sponsor of a public-use airport may not use funds made available under the program to acquire a zero-emission vehicle unless that make, model, or type of vehicle has been tested by a Federal vehicle testing facility acceptable to the Secretary.*

Requirements for recharging station

Key considerations

- Number of charging stations limited to number of project vehicles
- Installation costs for charging stations are limited to the lowest-cost alternative for installation as demonstrated through a comparative value-engineering analysis
- Must charge a “reasonable fee” for use of the facility

Selection criteria

- Priority given to applicants who achieve the greatest air quality benefits per dollar of funding
 - Not sure if consideration will be given to facilitating electric flight

Grant

- 90% FAA
- 10% would need to find
 - Aeronautics division of UDOT

Overview of the ZEV Application Process



An airport sponsor must prepare an Airport ZEV application in accordance with FAA's ZEV Program guidance, available at www.faa.gov/airports/environmental/zero_emissions_vehicles.

The FAA must approve all ZEV Program applications before the airport sponsor receives an AIP grant for a project.

The following outlines key steps in the process to implement an Airport ZEV Program project:

STEP 1— Early Coordination with FAA

Airport sponsors should discuss their proposed project with the FAA Office of Airports Regional Office (RO) or Airports District Office (ADO) prior to submitting a pre application or full application. This allows the airport and FAA to determine the scope of the project, discuss the review process, and review project eligibility prior to the airport sponsor's commitment of financial resources for application preparation.

Airports are encouraged to include proposed ZEV projects in their Capital Improvement Program (CIP) submittals to FAA.

STEP 2— Pre-Application

Airport sponsors submit a 2-3 page pre-application that describes the project proposal, emissions reduction benefits, and the funding request to FAA. After review, FAA will tell the airport sponsor if they should prepare a full application.

STEP 3 – Full ZEV Application

The airport must submit a complete ZEV application to the FAA RO or ADO. The FAA must concur with the project scope of the project, emissions reductions estimates, and methodology.

STEP 4 – Project Approval

FAA approval follows receipt of a complete application including bids, FAA concurrence with the project scope, and sponsor concurrence with grant assurances and program requirements.

APPLICATION TIMELINES

- Pre-Applications: Due November 1st of the Fiscal Year of funding.
- FAA Decision on Pre-Applications: Between late January and early March.
- Full Applications: Typically due between early-May and late-June.
- Grant issued: Before the end of the Federal Fiscal Year.

Contact your local Airports District Office (ADO) or Regional Office (RO) for specific deadlines during the Fiscal Year you plan to apply for an Airport ZEV grant.



For more information please contact:

Airport ZEV Program Manager

Federal Aviation Administration
Office of Airports

Airport Planning and Environmental
Division (APP-400)

800 Independence Avenue, SW
Washington, D.C. 20591

Phone: (202) 267-3263

Airport ZEV Website:

Includes program guidance and forms, and
information on previous projects:

[http://www.faa.gov/airports/
environmental/zero_emissions_vehicles/](http://www.faa.gov/airports/environmental/zero_emissions_vehicles/)

Federal Aviation Administration

Next steps

- July – August
 - Logan-Cache airport authority board reach out to FAA and discuss proposal
- Sept – Oct
 - Refine 2-3 page application and submit to FAA
- Q1 2023
 - Full application submitted

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ATTACHMENT B

Logan- Cache Airport

Hangar Site Waiting List Policies and Procedures

Background: Due to the current and anticipated future demand for hangar sites and the limited availability, it has necessitated the need to establish policies and procedures regarding the assignment of hangar sites. The policies and procedures below are being implemented to make sure the process grants to all individuals and entities the same opportunity to obtain a hangar site.

1. The Airport Administration will offer hangar sites to individuals or entities on the hangar site wait list on a first come, first serve basis. For an applicant to appear on the hangar site waiting list they must:
 - a. **Complete and file a hangar site request application.**
 - i. Applicants must complete and submit an application form to Airport Administration. Applicants are solely responsible for maintaining their current address, email, and telephone numbers on their application, and updating these as necessary with Airport Administration.
 - b. **Pay hangar site application fee**
 - i. All applicants on the Hangar site waiting list must make a \$500.00 nonrefundable administrative fee. Checks should be payable to Logan- Cache Airport.
2. Airport Administration will offer the hangar sites chronologically on a first come, first serve basis, based on a waiting list. The waiting list position for new applications shall be determined by the date stamped on the hangar site application by the Airport Manager when received at the Airport Office via US mail or via walk-in at the Airport Office. Airport Administration will provide the applicant a copy of the official date-stamped application together with a receipt of the fee payment. When a hangar site becomes available, Airport Administration will notify the first applicant on the waiting list.
 - a. Airport Administration will make a reasonable effort to contact the top position of the list by Certified Mail to the applicant's listed address and listed telephone number, as hangar sites become available. Per the requirement in 1a of this policy, it is the applicant's responsibility to maintain the most current contact information with Airport Administration.
 - b. The applicant will be offered the available hangar site, and the applicant may Accept, Pass to wait for a different size of site and remain on the list, or Decline.
 - c. Airport Administration will consider a "not interested" response, non-contact, or failure to respond within 5 business days a decline.
 - d. Airport Administration will send a Certified Letter advising the applicant of the decline.
 - e. After either a pass or a decline, Airport Administration will follow the above process for the next applicant on the waiting list.
 - f. Persons removed from the hangar site waiting list may restore their names to the bottom of the waiting list by making a new application and paying the applicable administrative fee.
3. To accept the offer, the applicant must:

- a. Reply in the affirmative within 5 business days of the date when positive notification was made with the applicant.
4. Fees must be paid by either check or money order. In the event a check is returned for non-sufficient funds or other reasons, the applicant will have 5 business days to remedy or the applicant will be removed from the list.
5. Applications and deposits shall be mailed to Logan-Cache Airport, 2500 North 900 West, Logan, Utah 84321 or delivered via walk-in to the Airport Administration Office.
6. Applicants may not transfer, trade, or sell their position on the hangar site waiting list.
7. As new hangar sites become available, existing tenants, in good standing, may request the opportunity to upgrade, following the above procedure. Existing tenants in this situation may not accept a new hangar site as a secondary hangar; they must vacate their existing hangar.

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ATTACHMENT C



August 2022 Manager's Report

1. Grants.

- a. Runway 17/35 overlay project: The final request for reimbursement and payment to Staker Parsons for the 10% retainage amount are still outstanding items associated with this grant before it can be closed out.
- b. ARP Act Grant of \$59,000.00: Maybe three times is a charm. I had to resubmit the one and only request for reimbursement of funds a third time because an ARPA grant close out form was missing from the second submittal.
- c. The grant for the airport master plan # 3-49-016-038-2022 has been signed by all the necessary parties and the FAA has committed their agency to provide funding for the planning process up the amount of \$416,661.00. Similar to all of the previous FAA grants the State of Utah will provide a 5% match and the airport sponsor will be obligated to cover 5% of the costs likewise.

2. Buildings, Grounds, and Vehicle Maintenance.

- a. Due to the leased tractor being out of service for some time accompanied by the above normal amount of rain this summer, the tractor will probably have to be retained through the month of October in order to complete the second and third mowing processes at the airport. At this juncture I don't know if an additional charge will be assessed to keep the tractor a month longer than we normally keep it. In addition to this rental, we probably need to start thinking about the Loader rental for winter operations.
- b. Siddons Martin Emergency Group (the company hired to maintain the ARFF Truck) have submitted bids of \$455.57 to replace the ladder straps, and \$11,765.36 to replace the two extended flood lights on the vehicle. The latter of the two was an item that was noted by the 139 inspector as needing to be fixed.
- c. Our new parking lot has been paved and striped, and we now have 218 spaces for automobile parking just west of the USU administrative building and hangar complex.

3. PART 139 Items of Non-Compliance.

All items of non-compliance have been rectified with the exception of these three:

- a. Replacement of sign panels or signs on taxiways A, B, C, and D. (I had to request for an extension of compliance because we are not scheduled to review our CIP with the ADO and UDOT until the month of September)
- b. Upgrade snow removal fleet. (The due date of correction on this item is October 31, 2022)
- c. Training requirements for FAA Ops personnel who access the movement areas. (Driver's training

for POCC personnel will most likely be conducted on a one by one basis as the technicians show up to maintain the ILS or MALSAR during their normal visits to the airport)