

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

The Logan-Cache Airport Authority Board convened in a regular session on Thursday, November 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
David Zook – Cache County Executive
Mayor Holly Daines – Logan City
Karl Ward – Cache County Council

Members of the Airport Authority Board Absent:

Bill Francis – Vice Chair – Appointed by Cache County
Jeannie F. Simmonds – Logan City Council
Brett Hugie – Appointed by Logan City

Also in Attendance:

Lee Ivie – Airport Manager
Jason Ririe – Airport Manager
Taylor Sorenson – Cache County Deputy Civil Attorney
Shawn Milne – Cache County Economic Development
Nate Thompson – Logan City Fire Department
Robert Stephens – Logan City Fire Department
Aaron Dyches – Utah State University Aviation
Baron Wesemann – Utah State University Aviation
Zack Hulseley – J-U-B Engineers
Craig Adams
Janeen Allen – Minutes

CALL TO ORDER

Chairman John Kerr called the meeting to order at 8:30 a.m. and welcomed the new airport manager, Jason Ririe.

4.a. AIRPORT MANAGER’S REPORT – LEE IVIE

Lee Ivie gave his last Manager’s Report before he retires at the end of this month. The report is included with these minutes as **Attachment A**.

Mayor Daines asked the board members to introduce themselves to the new airport manager, Jason Ririe. Chairman Kerr noted that he had just received word that Bill Francis has resigned his position on the board due to health issues. He is a county appointee, so the county will be working to fill the

vacancy he leaves on the board.

Jason Ririe introduced himself and gave a powerpoint presentation on sign panel replacement needs. It is included with these minutes as **Attachment B**.

Ririe noted that 14 signs and 30 panels have not and will not be replaced before the next inspection in the spring. He believes, however, they can be funded by a grant from the FAA. The airport will need to provide a 5% match. Kerr indicated that the board would approve the project once submitted.

Kerr pointed out that the airport is in good favor with the ADO because of our diligence in closing out grant projects. Ivie agreed and added that we have enough reserve funds so we never have to turn down projects due to lack of match funds.

Ririe updated the board on the damage caused by winds at the airport. Yesterday, 70 mph winds broke windows out of the tower at the airport. Glass was scattered everywhere. Cache County provided a sweeper and Logan City provided another sweeper to clean it all up. The tower has been there since 1942 and this has never happened before.

ITEMS OF BUSINESS

a. APPROVAL OF MINUTES – September 1, 2022

ACTION: Motion was made by Karl Ward and seconded by David Zook to approve the minutes of September 1, 2022 as written. The vote in favor was unanimous, 4-0 (Bill Francis, Brett Hugie, and Jeannie Simmonds absent for vote)

ACTION ITEMS

a. HANGAR SITE LEASE REQUEST – BOB HUGO

Bob Hugo was not at the meeting. Kerr said the request will be tabled until he can be at the meeting. Ivie pointed out the location of the site on a map of the airport and the other available spaces.

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

Taylor Sorensen said addressed the board saying he would take any feedback the board has and will make changes as requested. The policy is included with these minutes as **Attachment C**.

ACTION: Motion was made by Holly Daines and seconded by Karl Ward to adopt the waiting list policy as constituted. The vote in favor was unanimous, 4-0 (Bill Francis, Brett Hugie, and Jeannie Simmonds absent for vote)

c. UNION PACIFIC LEASE AGREEMENT UPDATE – TAYLOR SORENSEN

Taylor Sorensen has been in touch with a Union Pacific representative and is scheduled to have a phone call next week. He will be prepared to negotiate the lease amount per year. Union Pacific is asking for \$61,000/year. Sorensen says he will begin negotiation with an offer of \$750/year in behalf of the airport. He worked closely with Judd Hill on counter arguments to negotiate with.

Union Pacific contends that the value of land has increased significantly, but Sorensen says nothing larger than a fence could be built on the land. The avigation easement purchased by the airport severely restricts how the land can be used. In addition, the airport actually uses a lot less land than what Union Pacific wants to charge for. He asked for feedback as to what the board members considered reasonable to offer as a lease amount noting that it would cost up to 1 million dollars to move the fence.

Karl suggested asking for a market agriculture rate because the surrounding land could only be used for agriculture. Discussion followed regarding coming up with a reasonable price to offer in negotiation. Sorensen will report again at the next meeting.

d. OPEN ITEMS

- Craig Adams discussed options for expanding space for hangars at the airport. They are looking at a partnership with the board for this expansion opportunity. Mayor Daines wanted assurance that the funds will actually be available for reimbursement for the development. Kerr said they have discussed with the FAA and have been assured that the funds will be there. Armstrong will work with the County Attorney’s Office to draw up the contract for the project. Kerr said he’d like to see a draft this month sometime.

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 1, 2022 at 8:30 a.m. – Cache Historic Courthouse, Council Chambers

ADJOURNMENT

The meeting adjourned at 9:23 a.m.

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ATTACHMENT A



October 2022 Manager's Report

1. Grants.

- a. Runway 17/35 overlay project: Still waiting to receive a letter from the Denver ADO that this grant has been closed out.
- b. Master Plan Grant 038: Only one draw down for reimbursement of funds to date associated with this grant, and presently there has only been one technical advisory committee (TAC) meeting discussing the master plan.
- c.

2. Buildings, Grounds, and Vehicle Maintenance.

- a. The leased tractor has been returned to Valley Implement and our batwing mower is stored in building FL6A for the winter. We did order replacement blades for the mower for next year along with a driveline shield that is needed to replace a damaged shield on the left wing of the mower.
- b. Leased a new Case loader to power the twenty-four-foot box blade at a cost of \$19,000.00 for a twelve-month period. This is roughly the same price that we rented the loader last year for only three months.
- c. We ordered replacement sign panels to replace those signs that were noncompliant to the certification standards established by the FAA. (Cost around \$8,000.00)
- d. Logan-Cache Airport was the first airport in the State to have the Virtower system installed at the airport. This is a monitoring system for air traffic in and out of the airport, and the funding for this installation was provided by UDOT.

3. Snow & Ice Control Training.

All personnel involved in winter snow removal operations at the airport received the required annual training on October 25th.

4. Airport Capital Improvement Plan (CIP).

A zoom meeting was conducted on October 26th to discuss and update the Logan-Cache Airport (CIP) list of projects. Members of the ADO, UDOT, Armstrong Consultants, and our airport staff were in attendance. The updated CIP has to be submitted to the Denver ADO by November 14th. Projects that were discussed were;

- a. Taxiway Charlie
- b. Fuel farm
- c. SRE Building & Equipment
- d. New Signs for taxiways B, A, & D and/or a complete lighting project.
- e. Taxiway India construction & Taxiway Bravo reconstruction.

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ATTACHMENT B

Airport Required Sign Project



Panels Ordered from ADB



List of Replacing Panels from ADB

- ▶ B1 – 3 Panels
- ▶ B2 – 3 Panels
- ▶ B3 – 3 Panels
- ▶ B4 – 3 Panels
- ▶ B5 – 2 Panels
- ▶ C/D/A – 3 Panels
- ▶ D/28 – 2 Panels



▶ **7 signs - 19 Total Panels**

Panels Ordered from AGM
Very hard to open, trying not to break.





List of Replacing Panels from AGM

- ▶ B arrow- 1 Panel
- ▶ B arrow - 1 Panel
- ▶ D/B - 1 Panel

▶ **3 Signs - 3 Total Panels**

2 Signs Not up to FAA Standards
that Need a double panel sign.
Will be 4 panels.
(Crouse Hinds Signs – 3 total old style)



Panels being Replaced to meet FAA

- ▶ ADB – 19 Panels = \$6,849.88
- ▶ AGM – 3 Panels = \$1,105.77 + shipping
- ▶ 2 - A1 Signs still needing to be replaced – 4 panels (Not ordered)
 - ▶ \$7,955.65
- ▶ **22 Total panels being replaced.**
- ▶ **2 signs, new concert pads, and 4 panels still to order**

Lumacurve – New Runway signs
15 Total
(4 Total different sign types)



Remaining signs not being fixed

- ▶ ADB – 8 Signs = 21 Panels
- ▶ AGM – 4 Signs = 5 Panels
- ▶ A1 with wrong Arrows – 2 Signs = 4 Panels

▶ **14 Signs = 30 Panels**



AIP Eligibility for Signs Project in the Future

- ▶ Email from John Michener (FAA)
 - ▶ Email from Eric Rivera (Armstrong)
- 

SIGN NOTES:

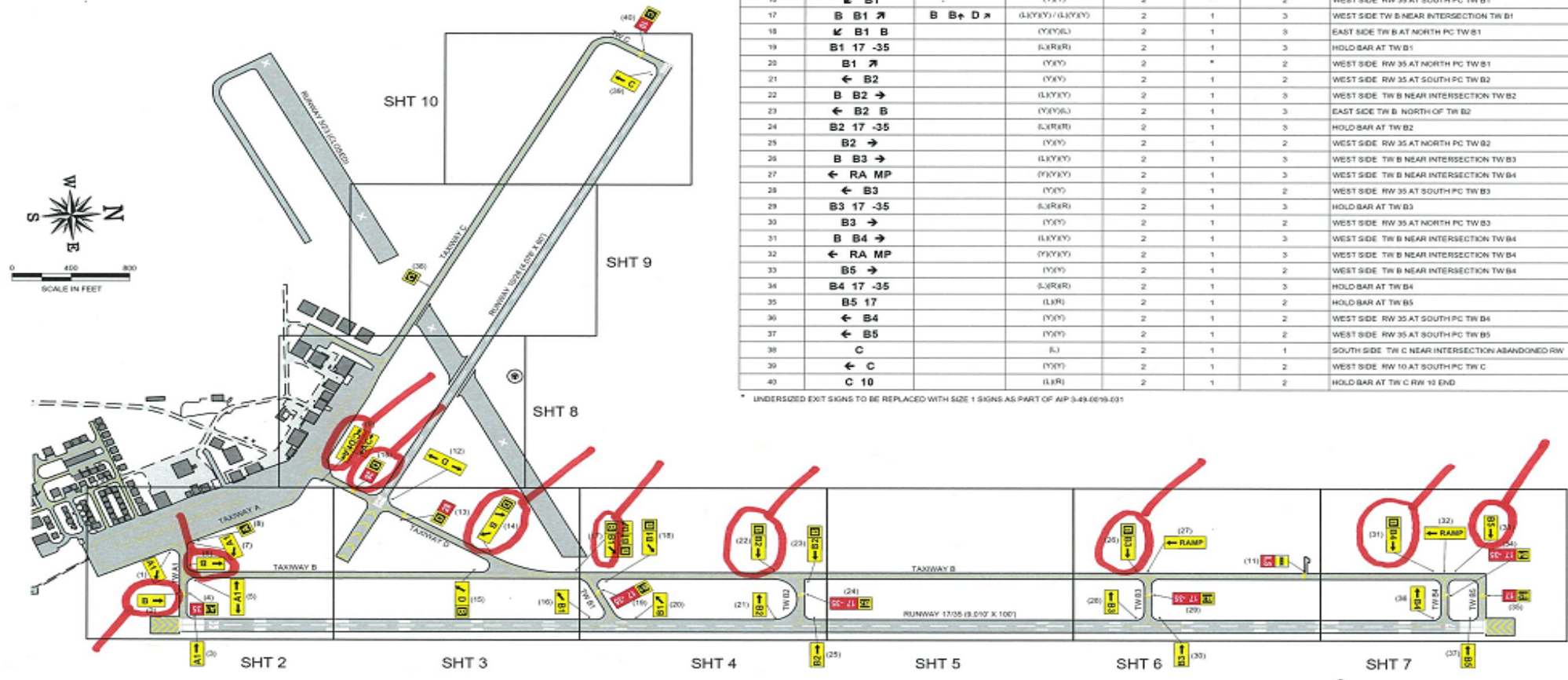
- TYPE**
 (R) = TYPE L LABEL, MANUFACTURE RETRACTED SIGN, WHITE LEGEND ON RED BACKGROUND
 (S) = TYPE L LABEL, LOCATION SIGN, YELLOW LEGEND ON BLACK BACKGROUND
 (T) = TYPE L SIGN, DIRECTION SIGN, BLACK LEGEND ON YELLOW BACKGROUND
- STYLE**
 STYLE 2 = EXTERNALLY LIGHTED (2 STEP)
 SIZE: 1' (30" PANEL WITH 12" LEGEND)

LEGEND

- EXISTING PAVEMENT
- TYPICAL SIGN LOCATION
- TYPICAL HOLD POSITION MARKING
- TYPICAL DIRECTION SIGN
- TYPICAL LOCATION SIGN
- TYPICAL HOLD SIGN

SIGN NO.	LEGEND		TYPE	STYLE	SIZE	MODULES	LOCATION
	FRONT	BACK					
1	A1	↘	(R)(Y)	2	1	2	SOUTH PC OF TW A AND TW A1
2	B	→	(R)(Y)	2	1	2	SOUTH SIDE OF TW A1 NEAR INTERSECTION OF TW A1 AND TW B
3	A1	→	(R)(Y)	2	1	2	PC AT RW 35 AND TW A1
4	A1 35		(R)(R)	2	1	2	HOLD BAR AT TW A1
5	A1	↔	(R)(Y)(Y)	2	1	3	EAST PC TW B AT INTERSECTION OF TW B & TW A1
6	B	←	(R)(Y)	2	1	2	WEST PC TW A1 AT INTERSECTION OF TW B & TW A1
7	A1	↖	(R)(Y)	2	1	2	NORTH PC OF TW A AT INTERSECTION OF TW A AND TW A1
8	A		(L)	2	1	1	TW A NEAR PC AT INTERSECTION OF TW A AND TW A1
9	C	← C	(R)(Y)(Y) (R)(Y)	2	1	3	EAST PC TW D AT INTERSECTION APRON
10	D 28		(R)(R)	2	1	2	HOLD BAR TW D SOUTH OF RW 28
11	ILS		(R) / (Y)	2	1	1	WEST SIDE OF TW B AT GLIDE SLOPE
12	D	↔	(R)(Y)(Y)	2	1	3	NORTH SIDE RW 28 AT PC OF TW D
13	D 28		(R)(R)	2	1	2	HOLD BAR TW D NORTH OF RW 28
14	D R B	↘	(R)(Y)(Y)(Y)	2	1	4	WEST SIDE TW D AT CONFLUENCE OF TW B AND TW D
15	D B		(R)(Y)(R)	2	1	3	WEST SIDE TW B AT CONFLUENCE OF TW B AND TW D
16	B1		(R)(Y)	2	*	2	WEST SIDE RW 35 AT SOUTH PC TW B1
17	B B1	↔ B B1 D	(R)(Y)(Y) (R)(Y)(Y)	2	1	3	WEST SIDE TW B NEAR INTERSECTION TW B1
18	B1 B		(R)(Y)(R)	2	1	3	EAST SIDE TW B AT NORTH PC TW B1
19	B1 17 -35		(R)(R)(R)	2	1	3	HOLD BAR AT TW B1
20	B1	↔	(R)(Y)	2	*	2	WEST SIDE RW 35 AT NORTH PC TW B1
21	B2	←	(R)(Y)	2	1	2	WEST SIDE RW 35 AT SOUTH PC TW B2
22	B B2	→	(R)(Y)(Y)	2	1	3	WEST SIDE TW B NEAR INTERSECTION TW B2
23	B2 B		(R)(Y)(R)	2	1	3	EAST SIDE TW B NORTH OF TW B2
24	B2 17 -35		(R)(R)(R)	2	1	3	HOLD BAR AT TW B2
25	B2	→	(R)(Y)	2	1	2	WEST SIDE RW 35 AT NORTH PC TW B2
26	B B3	→	(R)(Y)(Y)	2	1	3	WEST SIDE TW B NEAR INTERSECTION TW B3
27	RA MP	←	(R)(Y)(Y)	2	1	3	WEST SIDE TW B NEAR INTERSECTION TW B4
28	B3	←	(R)(Y)	2	1	2	WEST SIDE RW 35 AT SOUTH PC TW B3
29	B3 17 -35		(R)(R)(R)	2	1	3	HOLD BAR AT TW B3
30	B3	→	(R)(Y)	2	1	2	WEST SIDE RW 35 AT NORTH PC TW B3
31	B B4	→	(R)(Y)(Y)	2	1	3	WEST SIDE TW B NEAR INTERSECTION TW B4
32	RA MP	←	(R)(Y)(Y)	2	1	3	WEST SIDE TW B NEAR INTERSECTION TW B4
33	B5	→	(R)(Y)	2	1	2	WEST SIDE TW B NEAR INTERSECTION TW B4
34	B4 17 -35		(R)(R)(R)	2	1	3	HOLD BAR AT TW B4
35	B5 17		(L)(R)	2	1	2	HOLD BAR AT TW B5
36	B4	←	(R)(Y)	2	1	2	WEST SIDE RW 35 AT SOUTH PC TW B4
37	B5	←	(R)(Y)	2	1	2	WEST SIDE RW 35 AT SOUTH PC TW B5
38	C		(L)	2	1	1	SOUTH SIDE TW C NEAR INTERSECTION ABANDONED RW
39	C	←	(R)(Y)	2	1	2	WEST SIDE RW 10 AT SOUTH PC TW C
40	C 10		(L)(R)	2	1	2	HOLD BAR AT TW C RW 10 END

* UNDERSIZED EXIT SIGNS TO BE REPLACED WITH SIZE 1 SIGNS AS PART OF AP 3-49-0019-031

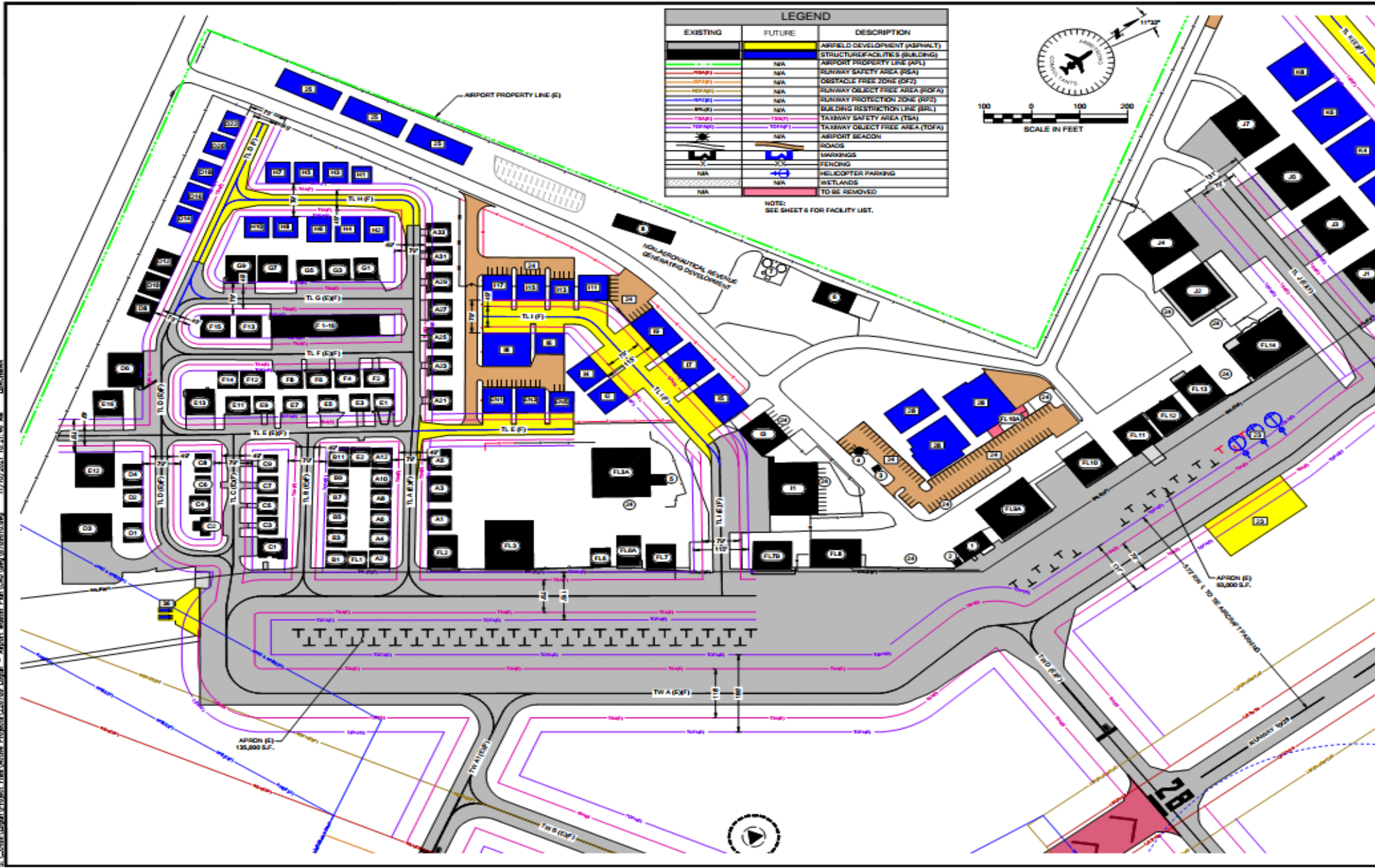


LOGAN - CACHE AIRPORT
 LOGAN, UTAH

1	PART 101000	CERT 100 MANUAL	LOGAN	URS	JDP	CM
	10200	CRITICAL ISSUE	LOGAN	URS	JDP	CM
		Revision Description				
		File				
		Date				

SIGNAGE
 AND MARKING
 PLAN LAYOUT

S:\Insh\Legend\Project Files\Active Projects\220789 Logan - Airport Master Plan\CAD\DWG\9789810.dwg 11/20/2020 10:21:46 AM LBACHMAN



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ATTACHMENT C

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 the Cache County Treasurer, 179 North Main, 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.