

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
JANUARY 5, 2023
MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on Thursday, January 5, 2023 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
Brett Hugie – Appointed by Logan City

Members of the Airport Authority Board Absent:

Jeannie F. Simmonds – Logan City Council

Also in Attendance:

Jason Ririe – Airport Manager
Taylor Sorensen – Cache County Deputy Civil Attorney
Shawn Milne – Cache/BRAG Economic Development
Nate Thompson – Logan City Fire Department
Dylan L. Peterson – Armstrong
Justin Pietz – Armstrong
Eric Rivera - Armstrong
Aaron Dyches – Utah State University Aviation
Baron Wesemann – Utah State University Aviation
Brandon Parish – Utah State University Aviation
Zack Hulseley – J-U-B Engineers
Kim R. Hall – Leading Edge Aviation
David Koch – Electric Power Systems (EPS)
Russ Kirkham
Janeen Allen – Minutes

1. CALL TO ORDER

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

2. ACTION ITEMS

a. APPROVAL OF MINUTES – NOVEMBER 3, 2022

ACTION: Motion was made by Karl Ward and seconded by David Zook to approve the minutes of November 3, 2022 as written. The vote in

favor was unanimous, 5-0 (Jeannie Simmonds absent for vote)

b. **ELECTION OF CHAIR AND VICE CHAIR**

ACTION: Motion was made by Karl Ward and seconded by David Zook that John Kerr serve as Airport Authority Board Chair and Brett Hugie serve as Airport Authority Board Vice Chair for the year 2023. The vote in favor was unanimous, 5-0 (Jeannie Simmonds absent for vote)

2. DISCUSSION ITEMS

a. **AIRPORT MANAGER'S REPORT – JASON RIRIE**

Jason Ririe gave the Manager's Report. It is included with these minutes as **Attachment A**.

The two biggest issues he is dealing with right now are snow removal and Part 139 certification requirements.

Two of the four snow removal vehicles are presently out of commission; the blower and one of the plows. In addition, the clutch is going out on another vehicle. Ririe is looking into leasing plows from the same company they lease their loader from. He is still waiting to get pricing from the company. He is also considering buying plows surplus from Logan City, but they won't be available until the end of this year.

FAA is also recommending changes to the ACM (Airport Certification Manual) regarding snow removal equipment.

He said that the inspector has noted that unless changes are made, the airport risks losing its Part 139 Certification.

Ririe said that the new budget contains money to hire a full-time employee, but it is coming out of the reserve account. He thinks that a part-time or additional seasonal employee might suffice for now. The main purpose of the employee is to meet the requirement of snow removal within a two-hour time frame. Currently, there is one seasonal employee who comes to the airport on weekends and performs inspections.

Ririe continued his report stating that a new policy will be in effect in June 2023 requiring an automatic shut-off of the fuel farm system. He was hoping that the state would help cover the cost of the upgrade, but the last he heard, the state will either contribute to Taxiway Charlie repairs or the fuel farm upgrade, but not both.

Kerr said that the certification of the two tanks at the fuel farm has expired. In addition, they are located adjacent to a flowing water source. They will therefore need to be replaced and relocated.

Board members Ward and Daines asked about costs for all of these upgrades and repairs.

Justin Pietz with Armstrong answered saying they are in the starting phase of the Airport Master Plan and will be addressing the relocation and upgrade of the fuel tanks at the fuel farm.

Ririe also noted that the ARFF truck tires have expired. He wants to make the Board aware of this because the cost to replace them will run about \$20,000. Hugie requested that he update the quotes for this and also find out a lead time to expect to get them replaced.

Ririe said that the person waiting on the last hangar lease spot had difficulty with partners and other issues and will not be able to pursue leasing that hangar space as he originally planned. Therefore, that spot has become available and Ririe will go through the waiting list policy that was just implemented in order to get someone to lease that space.

- b. **REVIEW OF AIRPORT CIP – ARMSTRONG**
- c. **REPORT ON SIGNAGE REPLACEMENT PROJECT – ARMSTRONG**
- d. **PROGRESS REPORT ON AIRPORT MASTER PLAN – ARMSTRONG**
- e. **PROGRESS REPORT ON TAXILANE INDIA – ARMSTRONG**

Items b-e were addressed by Justin Pietz and Eric Rivera of Armstrong Consultants with a handout that is included with these minutes as **Attachment B**.

Board members discussed priorities for projects and concluded that the first priority should be the fuel farm and pursuit of state dollars for that before other projects. Kerr emphasized the need to also be always looking for other sources of funding for other projects. Pietz said they will adjust the plans accordingly.

Progress including regular communication with the FAA is ongoing regarding the Taxilane India project. There are also ongoing negotiations with attorneys for all parties involved.

- f. **UNION PACIFIC UPDATE – TAYLOR SORENSEN**

Taylor Sorensen updated the members of the board saying that he didn't hear from Union Pacific over the holidays. He is trying to get in touch with them now. Since Union Pacific is treating the airport as a holdover tenant, the case law says we continue to pay at the same rate.

Kerr said he recalls that it was a one-time payment and may need looking into. Sorensen is not aware if any of the \$750 payments have been made. Kerr asked him to check on it by the next meeting.

- g. **COMMITTEE REPORTS:**

Audit & Finance – David Zook

Kerr asked David Zook to bring a current balance on the reserve account to the next meeting.

Operations Committee – Kim Hall

No report

Capital Improvements

No report

Economic Development / Public Relations

No report

h. **OPEN ITEMS**

Kerr noted that a system called VirTower was installed at the airport in December. It is an electronic tracking system of all airport activities. This will be a much more efficient system for reporting.

4. NEXT SCHEDULED BOARD MEETING

Thursday, February 2, 2023 at 8:30 a.m. – Cache Historic Courthouse, Council Chambers

5. ADJOURNMENT

The meeting adjourned at 9:30 a.m.

LOGAN – CACHE AIRPORT AUTHORITY BOARD
JANUARY 5, 2023

ATTACHMENT A



January 2023 Manager's Report

1. ACM (Airport Certification Manual)

- a. Updating the ACM
- b. Hire full time Employee – FAA recommended

2. Airport Capital Improvement Plan (CIP)

Armstrong will provide update:

- 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.

3. Buildings, Grounds, and Vehicle Maintenance.

- a. Working on leasing snow removal equipment – clutch going out plow, blower not working
- b. Fuel Farm
- c. Runway paint next year
- d. SRE building & equipment

4. ARFF truck

- a. Tires

LOGAN – CACHE AIRPORT AUTHORITY BOARD
JANUARY 5, 2023

ATTACHMENT B



ARMSTRONG

CIP Summary

FY 2023 Logan-Cache Airport – Logan, UT

UPDATE and Distribution:

This meeting is held for the update to the Airport CIP which is required to be Submitted by Monday November 14, 2022.

- Sponsor Representative(s): Jason Ririe, John Kerr, Lee Ivie
- FAA Representative(s): Christy Yaffa, Jesse Lyman, John Michener
- UDOT Representative(s): Matt Maass, Scott Romney

- Armstrong Representative(s): Eric Rivera, Judd Hill
- Subject: 2023 CIP Meeting
- Notes by: Armstrong Consultants

CIP SPECIFIC CONVERSATION

-Introductions and outline with FAA.

-FAA-listed CIP

- 2023 – Fuel Farm (BIL funding)
- 2025 – Acquire SRE
- 2027 – Construct SRE Building
- 2029 – TWY and RWY Pavement Maintenance

-Current project is an Airport Master Plan that is utilizing entitlement funds for 2022, 2023, and partial 2024.

-Discussion and review of major items:

- Fuel systems
- SRE in relation to 139 inspection, including SRE building
- Completion of RWY
- Need for reconstruction of TWY Charlie (servicing cross-wind runway that is not eligible for FAA funding).
- The proposed list does not show fuel system with BIL, and instead UDOT. UDOT is concerned with a large portion of total state funds going to both fuel and to TWY Charlie.
 - TWY Charlie is scheduled to be a state project in 2024.
- The airport completed the vehicle parking around the terminal, fully self-funded.
- FAA ADO staff can help with any Delphi issues.
- TWY India can be constructed with BIL funding. Reminder that BIL funding cannot borrow from future years.

-Airport signage and lighting discussion.

- Several signs were specifically called out during the Part 139 inspection.
- All of the signs associated with the primary runway reconstruction were replaced, but the remaining signs on the airport are old, and in need of replacement.

- Replacement panels were ordered to comply with 139 report.
- Signage projects can be difficult to fund as a standalone project, but not impossible.
 - Post-meeting note: it can be possible to do a signage project as a standalone project. The estimated costs of design and construction are \$173,500.
- The TWY edge lights may be affected by the reconstruction of TWY B. If the TWY is rehabilitated, and maintains current geometry, the lights would remain in place. If the taxiway is reconstructed, and new design standards are implemented, the edge lights would have to be removed/relocated in many locations.
- TWY Bravo is recommended for reconstruction in the outer years, instead of just a pavement maintenance project in 2029. It is presented/requested in the draft for 2028, but the FAA stated that the project may have to be pushed a year or two in order to facilitate the necessary funds.
 - While not within the next 5 years, the TWY Bravo project will stress that the runway rehab project recently completed increased the PCN (PCR) of the runway. The taxiway is now understrength relative to the runway.
 - As soon as available, UDOT will provide updated PCI information on the airfield pavements, including TWY B.
- Snow removal discussion.
 - The airport has SRE, but it is old with high maintenance needs. It needs replacement, but currently functioning.
- Additional discussion of Part 139 certification.
 - It was noted that whatever is in the Airport Certification Manual (ACM) must maintain compliance.
 - There are several components associated with the classification of the airport that are in the current ACM.
 - The airport can maintain Part 139 certification as a Class IV airport. Class IV airports (under 139) can remove several components from the ACM, thus making it easier to maintain compliance.

UDOT PROJECTS

2025: Pavement Preservation
 2029: Pavement preservation
 TBD: Fuel system.

ACTION ITEMS

- 1) Send revised 10-year CIP to FAA, UDOT, Sponsor.
- 2) Develop in-depth details of projects for years 2023-2027 utilizing FAA-provided forms.
- 3) Submit final CIP project list to FAA & UDOT by Monday November 14, 2022.



Logan-Cache (LGU)

Project Description & Cost Estimate											
Scheduled/ Requested Federal Fiscal Year	Project Description	Project Identification in ALP/MP	Comments	Sponsor Priority Number	Estimated Total Cost of Project	Cost Allocation \$					
						Federal Entitlement	Federal BIL	Federal State Apportionment	Federal Discretionary	State Participation	Sponsor Participation
Federally Funded Projects						90.63%				4.685%	4.685%
2022	AMP				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2022	BIL - Bank				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2023	Ent. - Repay 2022 AMP project				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2023	BIL - Replace Directional Signs (Bank \$135k)				\$ 176,542	\$ -	\$ 160,000	\$ -	\$ -	\$ 8,271	\$ 8,271
2024	Ent. - Repay 2022 AMP project (\$116,661); Bank \$33,339				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024	BIL - Bank				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2024	State - TW Charlie				\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 150,000
2025	Acquire SRE (2024 & 2025 Entitlement)				\$ 201,920	\$ 183,000	\$ -	\$ -	\$ -	\$ 9,460	\$ 9,460
2025	TW India				\$ 1,125,455	\$ -	\$ 1,020,000	\$ -	\$ -	\$ 52,728	\$ 52,728
2026	SRE Building				\$ 656,516	\$ 300,000	\$ 295,000	\$ -	\$ -	\$ 30,758	\$ 30,758
2027	Ent. - Repay 2026 SRE Building				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2028	Ent. - Bank				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2029	TWY Bravo Reconstruction (Design)				\$ 331,016	\$ 300,000	\$ -	\$ -	\$ -	\$ 15,508	\$ 15,508
2030	TWY Bravo Reconstruction (Construction)				\$ 5,000,000	\$ 300,000	\$ -	\$ -	\$ 4,231,500	\$ 234,250	\$ 234,250
2031	Ent. - Repay TWY				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Participation Totals					\$ 8,241,449	\$ 1,083,000	\$ 1,475,000	\$ -	\$ 4,231,500	\$ 950,974	\$ 500,974
State Funded Projects											
										90.00%	10.00%
2025	Pavement Preservation				\$ -					\$ -	\$ -
2025	Pavement Preservation				\$ 222,222					\$ 200,000	\$ 22,222
2029	Pavement Preservation				\$ 222,222					\$ 200,000	\$ 22,222
Future	Self-service Fuel (TBD)				\$ -					\$ -	\$ -
					\$ -					\$ -	\$ -
					\$ -					\$ -	\$ -
Participation Totals					\$ 444,444					\$ 400,000	\$ 44,444
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 23-27).

Part 1: Applicant Information

Airport Name: Logan-Cache Airport	Date: 11/14/2022
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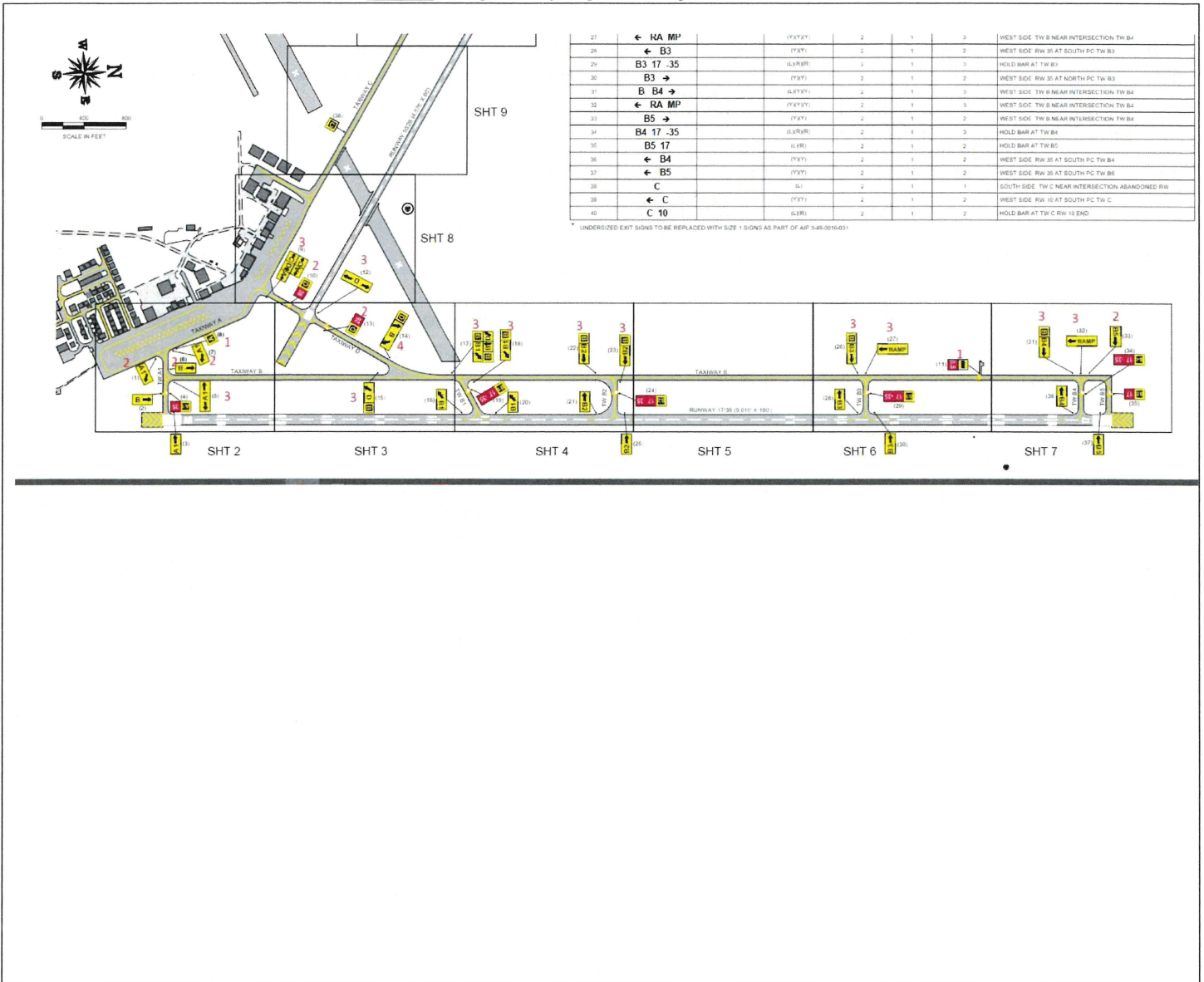
Part 2: Project Information

Project Description: Replace Airport Directional Signs	Requested Federal Fiscal Year: 2023	Local Priority: High
Scope of Work: This project will replace all directional signs on the airport that were not addressed with the RWY 17/35 project. This project would replace 21 signs; 2 1-panel, 6 2-panel, 12 3-panel, and 1 4-panel directional signs. This project will utilize BIL funding from 2022.		
Is this a phased project? No	If yes, Phase #:	Is this a new project? Yes
Justification: All of the airport signs, except those replaced during the RWY 17/25 Rehab project, have exceeded their useful life. These lighted directional signs were noted in the airport's Part 139 Compliance inspection as needing to be updated.		

Part 3: Proposed Project Cost Estimate

Major Work Item:	Estimated Cost
Replace Directional Signs	\$124,000
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Administration	\$1,000
Consultant Fees (Engineering/Planning)	\$50,000
Total Estimated Project Cost	\$175,000

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: Jason Ririe	Title: Airport Manager
Address: 2500 North 900 West	City, State, Zip: Logan, UT 84321
Phone: 435-755-1750	Email: Jason.ririe@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 23-27).

Part 1: Applicant Information

Airport Name: Logan-Cache Airport	Date: 11/14/2022
-----------------------------------	------------------

Part 2: Project Information

Project Description: Acquire Snow Removal Equipment	Requested Federal Fiscal Year: 2025	Local Priority: High
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. This project will utilize the balance of 2024, and 2025 entitlement funding.		
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
Acquire SRE	\$175,000
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Administration	\$1,000
Consultant Fees (Engineering/Planning)	\$25,000
Total Estimated Project Cost	\$201,000

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

[Empty box for project sketch]

Part 5: Contact Designation

The Sponsor hereby designates the following as the contact for all questions regarding this project:

Name: Jason Ririe	Title: Airport Manager
Address: 2500 North 900 West	City, State, Zip: Logan, UT 84321
Phone: 435-755-1750	Email: Jason.ririe@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 23-27).

Part 1: Applicant Information

Airport Name: Logan-Cache Airport	Date: 11/14/2022
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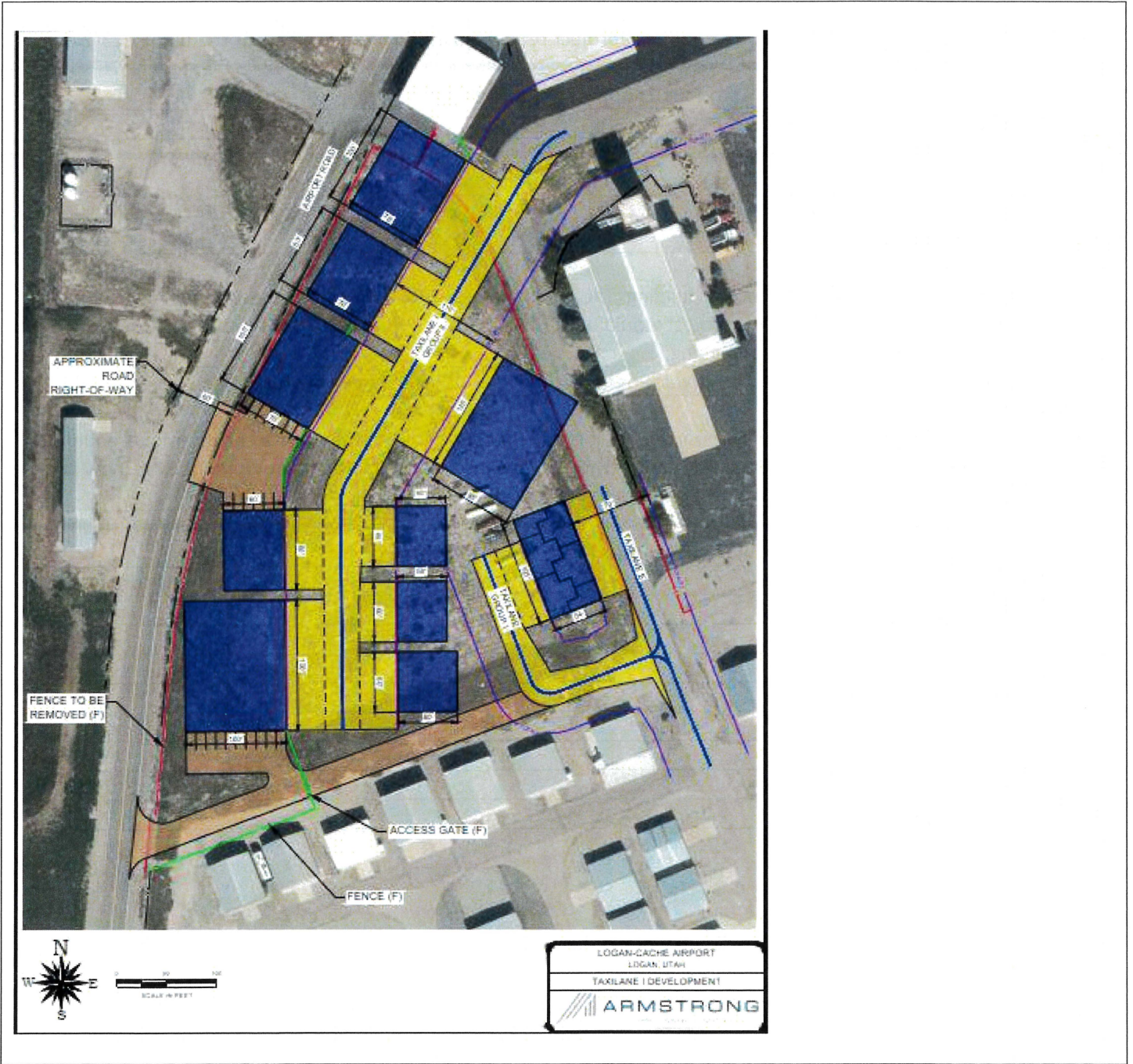
Part 2: Project Information

Project Description: Development of TW India	Requested Federal Fiscal Year: 2025	Local Priority: High
Scope of Work: The airport will develop taxilanes that will enable it to construct hangars on currently undeveloped land. The airport will utilize BIL funding for this project, supplemented by local funds if necessary.		
Is this a phased project? No	If yes, Phase #:	Is this a new project? Yes
Justification: The airport is growing. There is a need for additional hangars at the airport. This will be further explored in the current Airport Master Plan.		

Part 3: Proposed Project Cost Estimate

Major Work Item:	Estimated Cost
Construct TW India	\$897,000
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Administration	\$3,000
Consultant Fees (Engineering/Planning)	\$225,000
Total Estimated Project Cost	\$1,125,000

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: Jason Ririe	Title: Airport Manager
Address: 2500 North 900 West	City, State, Zip: Logan, UT 84321
Phone: 435-755-1750	Email: Jason.ririe@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 23-27).

Part 1: Applicant Information

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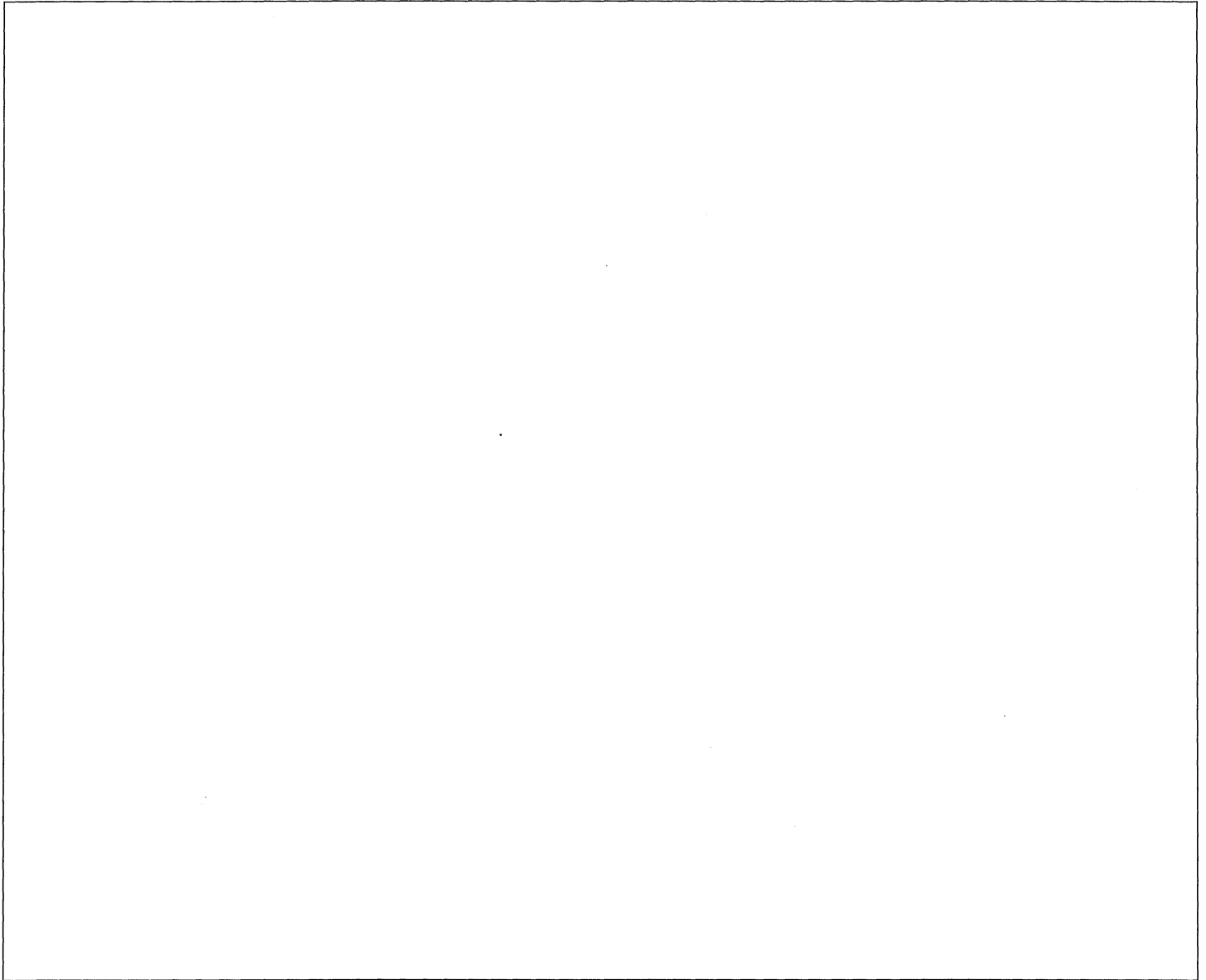
Part 2: Project Information

Project Description: Snow Removal Equipment Building	Requested Federal Fiscal Year: 2026	Local Priority: High
Scope of Work: Construct snow removal equipment storage building. The location of the SRE building will be determined during the current Airport Master Plan update. This project would utilize two years of AIP entitlement funding and one year of BIL funding, along with sponsor and State matching.		
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. It is anticipated that LGU will acquire snow removal equipment in 2025 and will need storage space for it as they currently do not have room for additional equipment. The snow removal equipment is currently stored by the airport outside and in the ARFF building.		

Part 3: Proposed Project Cost Estimate

Major Work Item:	Estimated Cost
Construct SRE Storage Building	\$510,000
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Administration	\$1,000
Consultant Fees (Engineering/Planning)	\$145,000
Total Estimated Project Cost	\$656,000

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: Jason Ririe	Title: Airport Manager
Address: 2500 North 900 West	City, State, Zip: Logan, UT 84321
Phone: 435-755-1750	Email: Jason.ririe@cachecounty.org