

**LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING**  
**MAY 2, 2024**  
**MINUTES**

The Logan-Cache Airport Authority Board convened in a regular session on Thursday, May 2, 2024 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  
Brett Hugie – Vice Chair, Appointed by Logan City  
David Zook – Cache County Executive  
Mayor Holly Daines – Logan City  
Karl Ward – Cache County Council  
Jeannie F. Simmonds – Logan City Council  
Ryan Snow – Appointed by Cache County

**Members of the Airport Authority Board Absent:**

All members of the Board present

**Also in Attendance:**

Bob Low – Airport Manager  
Andrew Crane – Deputy Cache County Attorney (Attending for Taylor Sorensen)  
Dirk Anderson – Cache County Executive Office  
Shawn Milne – Regional Economic Development  
Robert Stephens – Logan City Fire Department  
Connor Butterfield – Armstrong/Lochner  
Aaron Dyches – USU Aviation  
Brandon Parish – USU Aviation  
Bryce Moore – CSI  
Kim Hall  
Robert Kidd  
Robert Fannesbeck  
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 – April 4, 2024**

**ACTION: Motion was made by Karl Ward and seconded by Jeannie Simmonds to approve the minutes of April 4, 2024 as written. The vote in favor was unanimous, 7-0**

## **3. MANAGER'S REPORT**

Mr. Low reported that the sign replacement project at the airport which was initially going to take 30 days will be completed today, ten days ahead of schedule. It has gone really well. Throughout the duration of the project, they had to close runways and taxiways at different times, but that is now complete as of today.

Low updated the Board on snow removal at the airport, saying that a snowplow broke down earlier in the year and it was taken to be repaired. That repair is now complete along with some added preventative maintenance by fixing as many leaks as they could find of both oil and coolant, and rewiring battery cables that were in bad shape. Low is pleased with the result and believes they are in good shape for the next snow season.

AARF Recertification Training will be taking place at the airport May 15-17, 2024. Mr. Low has been working with Robert Stephens of the Logan City Fire Department to arrange the training. Stephens invited Board members to attend and noted that the second day of training will be the night burn that is fun to watch.

This week, the Sheriff's Office is conducting Emergency Vehicle Operating Training on the abandoned runway. They will train this week and then again in two weeks.

The Medivac Unit of the Army National Guard 211<sup>th</sup> Unit was out about a week and a half ago camped out on the abandoned runway with two Apache helicopters. They were demonstrating to local EMS their capability for search and rescue operations, and also fulfilling their training requirements for National Guard.

Mowing of the grass will begin as soon as the grass dries enough. He will be using a tractor from Valley Implement.

Kerr expressed appreciation to the airport users for their patience with all of the closures during the sign replacement project.

## **4. DISCUSSION ITEMS**

### **a-b. REPORT TOPICS FOR REVIEW – COMMITTEES FOR REVIEW OF JONES REPORT**

Chairman Kerr began the discussion saying that many of those present had the opportunity to participate with Dr. Jones as he gathered information regarding the operation of the airport. All of the members of the Airport Authority Board have been

able to preview a presentation from Dr. Jones. His final report will come later this month. Members of the Board have suggested that they take time to review Dr. Jones' recommendations and come up with a plan of action moving forward.

He asked the Board members if they had any suggestions as to how proceed with the review.

Mayor Daines recommended creating a working group from members of the Board that are fewer than a quorum so as not to violate public meeting laws. This working group can start to go through the report and identify areas that need to be addressed and could then form subcommittees to review each of the identified areas. She suggested the Chair, John Kerr, and Vice Chair, Brett Hugie to be part of the work group, as well as Karl Ward representing the county. They would also include the Airport Manager, Bob Low, and a county legal representative in the group.

The working group could take time reviewing the study and come back in a month with suggestions for further review by subcommittees. Mr. Ward said he would be happy to be a part of the working group along with John Kerr and Brett Hugie. He noted that Dr. Jones study and report is so comprehensive, the group needs to take it in small bites and prioritize items to be addressed.

Jeannie Simmonds agreed with Mayor Daines in her suggestion of this working group and added that it would be good to break it down into subcommittees to work on specific issues.

Mr. Zook asked when is it anticipated that Dr. Jones will be done with the report?

Kerr said his last email indicated that he would have the written report to the Board by mid May and that it is close to 200 pages.

Mayor Daines said that given the draft that the board members have seen, we could easily start reviewing it and moving forward.

Kerr noted that the written report will reflect the powerpoint presentation that members of the board have already seen.

Mr. Zook asked what is the plan to have the report presented officially to the Airport Authority Board?

Kerr responded saying that it needs to be presented publicly and Dr. Jones is anticipating doing that. By starting the review now, the Board can then offer a summary of the plans to address the issues presented in Dr. Jones' report.

Simmonds recommended giving the review two months before having the report presented in August. She emphasized the importance of the committees to review and come up with a plan of action before the report is given.

Kerr believed the working group could come up with a summary and recommendations by June.

**ACTION: Motion was made by Mayor Holly Daines and seconded by David Zook to create a working group consisting of the Chair, John Kerr, Vice Chair, Brett Hugie, and board member, Karl Ward representing the County Council to review the report and come back to the Airport Authority Board with priorities on things to be addressed and suggestions of smaller committees to deal with specific issues brought up by the consultant, Dr. Jones in his report. The vote in favor was unanimous, 7-0**

**c. OPEN ITEMS**

Connor Butterfield of Armstrong/Lochner noted that the Technical Advisory Committee (TAC) will be meeting on May 15<sup>th</sup> to go over the Airport Master Plan.

UDOT has approved the paint for the airport and has submitted for the funding. We should know sometime in June.

Aaron Dyches with USU said he is working with the state of Utah Electrification Aircraft Committee. They discuss ways of bringing electricity to airports for electric aircraft to charge and fly. He asked if he could include Airport Manager, Bob Low in these committee discussions.

**d. COMMITTEE REPORTS:**

**Audit & Finance – David Zook**

No report

**Operations Committee – Kim Hall**

No report

**Capital Improvements**

No report

**Economic Development / Public Relations**

No report

**4. NEXT SCHEDULED BOARD MEETING**

Thursday, June 6, 2024 at 8:30 a.m. – Cache Historic Courthouse, Council Chambers

**5. ADJOURNMENT**

The meeting adjourned at 8:50 a.m.