

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
OCTOBER 3, 2024
DRAFT MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on Thursday, October 3, 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
David Zook – Cache County Executive
Karl Ward – Cache County Council
Ryan Snow – Appointed by Cache County

Members of the Airport Authority Board Absent:

Brett Hugie – Vice Chair, Appointed by Logan City
Mayor Holly Daines – Logan City
Jeannie F. Simmonds – Logan City Council

Also in Attendance:

Bob Low – Airport Manager
Jeris Kendall – Cache County Deputy Attorney
Robert LaCroix – Logan City Fire Department
Connor Butterfield – Lochner
Judd Hill – Lochner
Dylan Peterson – Lochner
Aaron Dyches – USU Aviation
Baron Wesemann – USU Aviation
Tyler Knudsen – USU Aviation
Brandon Parish – USU Aviation
Scott Weaver – Leading Edge Aviation
Joe Bates
Robert Fannesbeck
Kim Hall
Marv Halling
Robert Kidd
David Little
Brad Wursten
Jerry Wursten
Janeen Allen – Minutes

1. CALL TO ORDER

Chairman John Kerr called the meeting to order at 8:31 a.m.

2. ACTION ITEMS

a. APPROVAL OF MINUTES – August 1, 2024

ACTION: Motion was made by Karl Ward and seconded by Ryan Snow to approve the minutes of August 1, 2024 as written. The vote in favor was unanimous, 4-0 (Mayor Holly Daines, Jeannie Simmonds and Brett Hugie absent for vote)

3. MANAGER'S REPORT

Mr. Low reported on some of the things the interns have been doing since coming to the airport:

- **Valerie Black** – helps with the daily inspections and documenting any discrepancies. In fact, she is doing the inspection at the airport during this meeting. She has been assigned to work on the Title 6 program. She is working with Lochner and their consultant to complete it. The Logan-Cache Airport will be one of the first in the state to have it completed.
- **Kate Scott** – Digitized the Airport Certification Manual, as well as a digital airport discrepancy log sheet. She has rewritten and brought up-to-date training curriculum for airport staff. She is currently working on organizing a meeting with emergency personnel for a safety plan and emergency operations training this month. She is also working on the presentation for the training.
- **Casey Maxwell** – Supervising a current construction project brought about by the 139 Inspection regarding power to the windsock. He has been primarily responsible for mowing the wildlife area and keeping it free of weeds. He has been a good interface with vendors and the public at the airport. He has been instrumental in organizing a tracking sheet for maintenance and Part 139 compliance.

All three interns are seniors in the USU Aviation Airport Management program and have proven to be tremendous assets in the management of the Logan-Cache airport and have freed Mr. Low up to interface with tenants and work on budgetary matters, etc.

Mr. Zook asked if there were still any items brought up by the Part 139 inspection that were still unresolved. Mr. Low mentioned several including:

- Construction project running continuous power to the windsock replacing the solar panel. It should be completed by the 15th of October
- Repainting with different paint – An agreement with the FAA has been made to do as much this fall as possible and then finish next year
- Emergency Plan – Still working on completing

4. DISCUSSION ITEMS

a. REVISED HANGAR SITE LEASE

Mr. Low talked prefaced his remarks saying he had met with a lot of people and gathered ideas from board members, Logan City attorney and tenants regarding the hangar lease agreement. A copy of the lease agreement is a part of these minutes as

Attachment A. He reviewed the proposed draft with board members highlighting the changes that had been made and requested their input. The changes include the following:

Billing is based on total site that hangar is on rather than the size of the hangar

Increase each year will be matched to the social security cost of living increase rather than a set percentage of 2%

Currently at .22 – Most airports in state are around .48 per ?

One-time hookup fee will match the Logan City utility fee hookup price rather than a set \$1,000 (Utility service includes water, sewer, power, gas and communications)

Lease to be renewed under same terms and conditions for 10 years

Lease terminated with written notice of 180 days rather than six months

Hangars must be used primarily for aircraft and aviation-related equipment

Require general liability insurance of \$1 million for every hangar owner and \$2 million aggregate for hangars with fuel tanks rather than \$1 million for fuel tank hangars and no insurance for all hangars. Mr. Low noted that Leading Edge is the only hangar with a fuel storage tank

ACTION: Motion was made by Ryan Snow and seconded by Karl Ward to accept the new hangar lease agreement at a proposed lease rate of \$.43 per foot and striking the \$2 million aggregate insurance requirement.

DISCUSSION ON MOTION: David Zook said the general liability should be included and cited an airport that had a fire that caused millions of dollars in damage. He also asked if \$.43 is in line with industrial lease rates in the valley.

Chairman Kerr said that \$.43 is relatively low depending on how it is used. It's cheaper to store a boat than comparable storage units in the area.

However, hangars can only be used to house aviation-related aircraft and equipment. He wondered how the determination is made that a hangar is used primarily for aviation-related items.

Mr. Low responded saying that usually, it is obvious.

Mr. Zook then asked if the lease agreement needs to be more specific about the threshold for primary usage of storage space.

Deputy County Attorney, Jeris Kendall said that the way the lease is written, it allows flexibility to the airport manager. He recommended looking at how other airports address the threshold issue, but he thinks the wordage is adequate. He suggested allowing it to stay the way it is now and see how it works with the possibility of amending it in the future.

Mr. Kerr noted that the FAA required only aviation-related equipment and later revised to primarily aviation-related usage because it was too onerous. Most cases will be obvious what the hangar is being used for primarily.

Mr. Kerr asked Mr. Low to explain the rate difference between flight line hangars and other hangars. Mr. Low said that the flight line hangars are generally 10 cents more than hangars not on flight line. He recommended a rate of \$.37 for offline and \$.47 for flight line hangars.

Mr. Snow said he was willing to amend his motion to the rate as recommended.

ACTION: A friendly amendment to the motion was made by Ryan Snow and seconded by Karl Ward to set the hangar lease rate at \$.47 per foot for hangars on the flight line and \$.37 per foot for all other

PUBLIC COMMENT: Mr. Kerr expressed appreciation to all the hangar owners who had provided input to Mr. Low over the past few weeks regarding the proposed lease. He invited anyone who wanted to give public comment on the lease at this time to come forward. No one did.

ACTION: A Call for Vote was made by Karl Ward to accept the new hangar lease agreement at a proposed lease rate of \$.47 per foot for flight line hangars and \$.37 per foot for non flight line hangars and all other amendments as presented. The vote in favor was unanimous 4-0 (Mayor Holly Daines, Jeannie Simmonds and Brett Hugie absent for vote).

b. 2025 CAPITAL IMPROVEMENT PROJECTS

Judd Hill and Connor Butterfield presented the list of capital projects coming in 2025. See **Attachment A**.

Mr. Hill gave an explanation of FAA changed paint requirements.

Mr. Butterfield said that the runway paint project is a state and local funded project. The plan review is next week with bid in 1 to 2 weeks. It's a complicated issue because the approved manual says it one way, but the 139 inspector said it has to be different. There ended up being a compromise in that the airport will paint what we have with funding from the state and then finish it early next year.

9:25 am – Karl Ward left the meeting

Mr. Hill noted that when the painting takes place, runway 10/35 will have to be shut down. However, the crosswind runway will be able to be used.

Mr. Hill presented the major projects and explanations as shown in the presentation slides of **Attachment A** including:

- Taxiway Charlie
- Taxilane India
- PAPI Control Box
- Snow Removal Equipment

Chairman Kerr asked if the board members had any questions or if anyone in the audience had questions.

Brad Wursten

Asked what sources were looked at for lease rates.

Emphasized that the airport shouldn't charge hangar owners for commercial operations because we don't have that at our airport

He also wanted to know how the lease would be assessed as far as what property is covered. He doesn't want to pay for the ramp if other people are using it.

Joe Bates

Noted that the Board just approved a lease with barely a quorum and no members of lease committee present. Lessees have never seen this latest version. Can't it be made available to hangar owners beforehand?

Why are we getting funding for 139 work if it only benefits one entity?

Could receive funding for other projects that benefit everyone.

Mr. Zook said that the lease changes are only for new leases and when old ones are renewed. He agreed that the lease should be posted beforehand and will make sure it is posted for everyone to see before the next meeting.

The remaining board members agreed to put the proposed lease on the agenda for the next meeting for further discussion. It will be posted for the public to review before the meeting.

c. OPEN ITEMS

Aaron Dyches with USU Aviation stated that he and Mr. Hill are on the State of Utah Electrification of Aviation Subcommittee.

He noted that the Logan-Cache Airport is in the top three airports in the state that will have added electrification of aircraft.

4. NEXT SCHEDULED BOARD MEETING

Thursday, November 7, 2024 at 8:30 a.m. – Cache Historic Courthouse, Council Chambers

5. ADJOURNMENT

The meeting adjourned at 9:56 a.m.

LOGAN – CACHE AIRPORT AUTHORITY BOARD
OCTOBER 3, 2024

ATTACHMENT A

Facility	UPIN	Airport ID	Associated City	State Project Number	Title	Requested Year ↑	Requested Amount	Status	Allocated Year	Allocated Amount	M
					Charger						
Logan-cache	BCA0010786	LGU	LOGAN		Reconstruct Taxiway C	2024	\$750,000.00	Pending Verification/Scoring	2025	\$750,000.00	0
Logan-cache	BCA0009106	LGU	LOGAN		Snow Removal Equipment	2025	\$201,920.00	Pending Verification/Scoring	2025	\$192,639.58	0
Logan-cache	BCA0009114	LGU	LOGAN		Taxilane I Construction	2025	\$1,125,456.00	Pending Verification/Scoring	2025	\$1,073,684.22	0
Logan-cache	BCA0011359	LGU	LOGAN	TBD	Paint for Runway and Taxiway project	2025	\$148,230.00	Application Underway	2025	\$148,230.00	0
Logan-cache	BCA0009003	LGU	LOGAN		Pavement Preservation	2026	\$222,222.00	Pending Verification/Scoring	2026	\$232,778.00	0
Logan-cache	BCA0009110	LGU	LOGAN		SRE Building	2027	\$656,516.00	Pending Verification/Scoring	2027	\$655,412.00	0
Logan-cache	BCA0010927	LGU	LOGAN		Taxiway Bravo (Design)	2029	\$315,508.00	Application Underway	2029, 2030	\$5,351,428.00	0
Logan-cache	BCA0010928	LGU	LOGAN		Taxiway Bravo (Construction) - Combined funding in Design Cl	2030	\$5,020,412.00	Begin Application			0
Logan-cache	BCA0010966	LGU	LOGAN		Pavement Preservation (RWY)	2030	\$222,222.00	Begin Application			0
Logan-cache	BCA0010929	LGU	LOGAN		Runway Rehabilitation (Design)	2033	\$331,016.00	Begin Application			0
Logan-cache	BCA0010930	LGU	LOGAN		Rehabilitate runway 35/17 (Construction)	2034	\$5,847,954.00	Begin Application			0

Developed in 2023
estimates

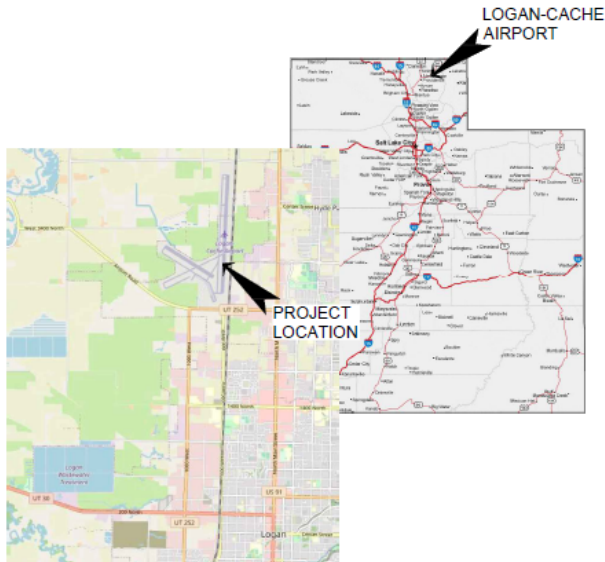
Anticipate 15% contingency
and 5% annual inflation increase in



LOGAN-CACHE AIRPORT

LOGAN, UTAH

UDOT No.
LOCHNER No. 23647
SEPTEMBER 2024



SCHEDULE I
RUNWAY 17/35 REMARKING
AND RUBBER REMOVAL

SCHEDULE II
ADDITIONAL BLACK PAINT
FOR RUNWAY 17/35

INDEX TO SHEETS

COVER SHEET	1.1
GENERAL NOTES, LEGEND & SURVEY CONTROL	1.2
MARKING PLAN & DETAILS	2.1 - 2.8
CONSTRUCTION SAFETY & PHASING PLAN	ATTACHED

THIS DOCUMENT IS
PRELIMINARY IN
NATURE AND IS NOT
A FINAL, SIGNED AND
SEALED DOCUMENT



LOGAN-CACHE AIRPORT
LOGAN, UTAH
AIRFIELD REMARKING
UDOT No.

No.	Revisions	Date	By

Proj No: 23647
Date: 09/20/24
File Name: 23647101

Drawn: MAC
Checked: ACT
Approved: CTB

COVER
SHEET

Sheet: 1.1

Runway Paint

State-Local Funding

Plan Review next week

Bid in 1-2 weeks





Taxiway Charlie

State-Local Funding

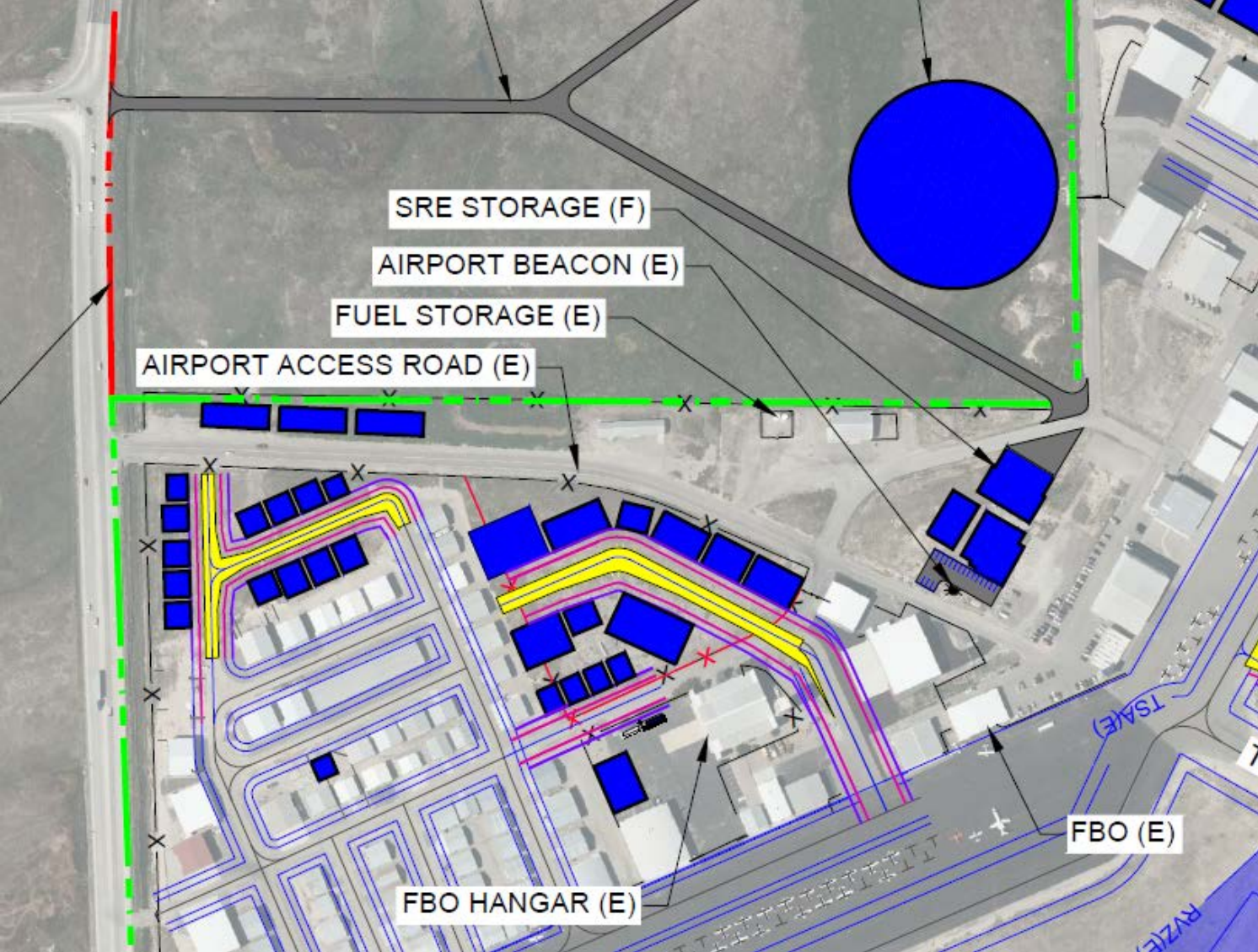
Scope for signature next week

Schedule I: Reconstruct Taxiway C (25'x 2700') (In-place Recycled Base)						
ITEM NO.	Spec.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT COSTS	TOTAL COSTS
1	C-105	Mobilization	1	LS	\$ 60,987.85	\$ 60,987.85
2	S-6	Watering	Incidental	Incidental	Incidental	Incidental
3	C-100	Contractor Quality Control Program (CQCP)	1	LS	\$ 20,000.00	\$ 20,000.00
4	C-102	Temporary Slope Drains, Benches, Dikes, Dams, and Sediment Basins	Incidental	Incidental	Incidental	Incidental
5	C-110	Method of Estimating Percentage of Material with Limits (PWL)	Incidental	Incidental	Incidental	Incidental
5	P-101	Pavement Removal	7,500	SY	\$ 15.00	\$ 112,500.00
6	P-152a	Excavation	2,500	CY	\$ 22.00	\$ 55,000.00
7	P152b	Soft Spot (25% of Paved Area)	1,875	SY	\$ 35.00	\$ 65,625.00
8	P-207	In-place Full Depth Recycling (FDR) Asphalt Aggregate Base Course	7,500	SY	\$ 12.00	\$ 90,000.00
9	P-401a	Asphalt Surface Course	1,186	TON	\$ 110.00	\$ 130,460.00
10	P-401b	Bituminous Material	83	TON	\$ 750.00	\$ 62,250.00
11	P-602	Emulsified Asphalt Prime Coat	9	TON	\$ 700.00	\$ 6,300.00
12	P-603	Emulsified Asphalt Tack Coat	9	TON	\$ 700.00	\$ 6,300.00
13	P-610	Structural Portland Cement Concrete	Incidental	Incidental	Incidental	Incidental
14	P-620a	Marking	2,000	SF	\$ 2.00	\$ 4,000.00
15	P-620b	Temporary Marking	2,000	SF	\$ 1.00	\$ 2,000.00
TOTAL \$						615,422.85

Engineering and Inspection Fees	\$ 153,855.71
Project Cost	\$ 769,278.56

769,278.56





Taxilane India*

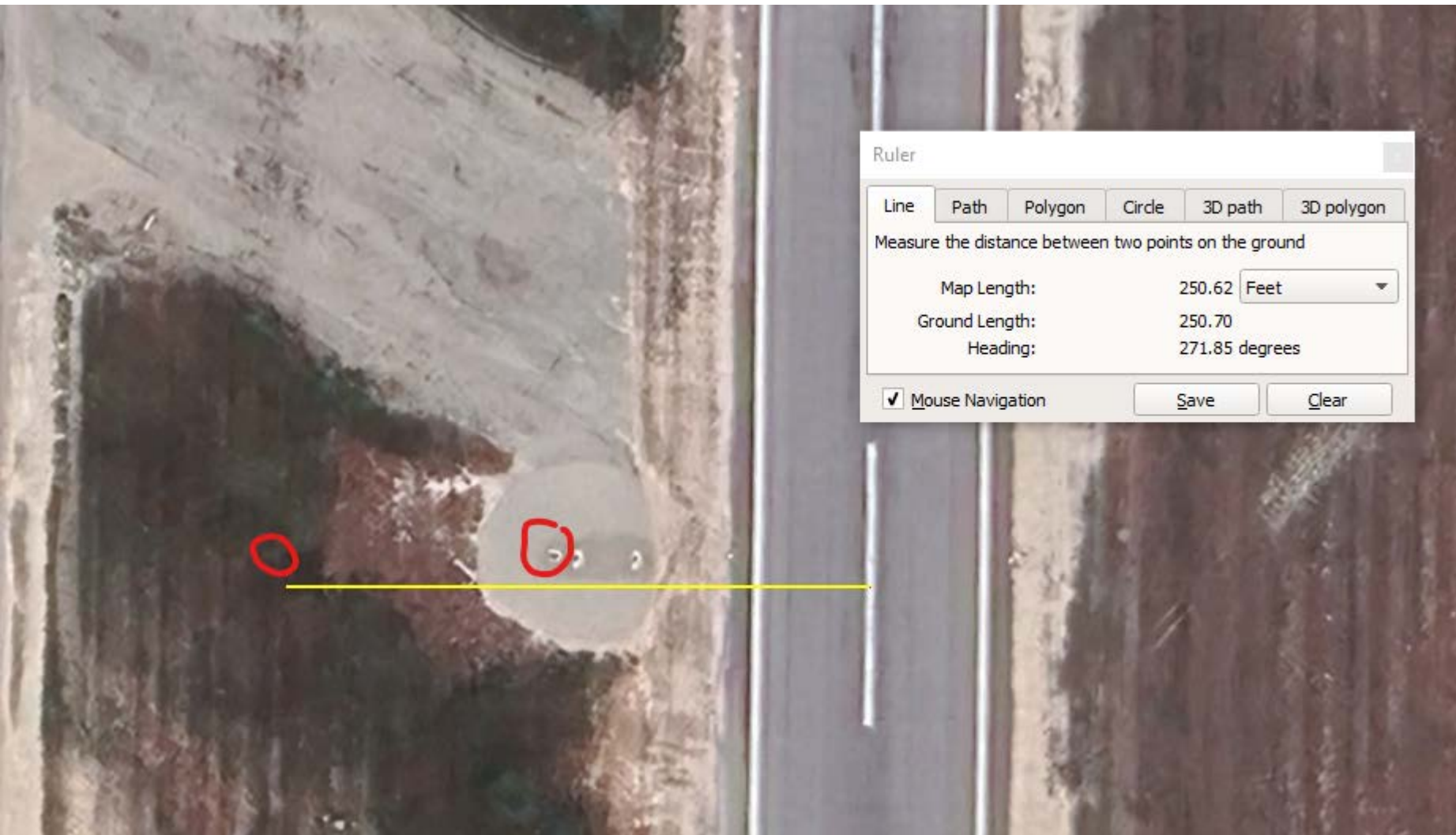
?? Rename India ??

Federal BIL funding

Project was started in 2022 potentially using private funds to front the federal cost, and then requested by the board to stop.

Some work was completed, specifically the geotechnical investigation and report.

A scope of work will be developed for Independent Fee Estimate.



PAPI Control Box

It is a federally eligible project

System was installed over 10 years ago with a federal grant

Now needs to have control box outside of runway safety area (250' from center line)

Snow Removal Equipment

Budgeted for Approx.
\$200,000

Reduced in priority with 5-
yr county snow removal
contract