

# **LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING**

## **JANUARY 2, 2025**

### **APPROVED MINUTES**

The Logan-Cache Airport Authority Board convened in a regular session on Thursday January 2, 2025 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 appointment by Airport Authority Board  
Brett Hugie – Vice Chair – At large appointment by Logan City  
David Zook – Cache County Executive  
Mayor Holly Daines – Logan City Mayor  
Jeannie F. Simmonds – Logan City Council – At large appointment by Logan City  
Ryan Snow – At-large appointment by Cache County

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

Karl Ward – Cache County Council – At large appointment by Cache County

##### **Also in Attendance:**

Bob Low – Airport Manager  
Kasey Maxwell – Airport Intern  
B. LaCroix – Logan City Fire Department  
Robert Stephens – Logan City Fire Department  
Conner Butterfield – Lochner Engineering  
Judd Hill – Lochner Engineering  
Aaron Dyches – USU Aviation  
Baron Wesemann – USU Aviation  
Shawn Milne – Director of Regional Economic Development, BRAG  
Scott Weaver – Leading Edge Aviation  
Kim Hall  
Russ Kirkham  
Brad Wursten  
Mike Spindler  
Ed Fisher  
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 7, 2024**

**ACTION:** Motion was made by Mayor Holly Daines and seconded by Executive David Zook to approve the minutes of November 7, 2024 as written. The vote in favor was unanimous, 6-0 (Karl Ward absent for vote)

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

Chairman Kerr requested nominations for Board Chair and Vice Chair.

**ACTION:** Mayor Holly Daines nominated David Zook for Chair and John Kerr for Vice Chair. There were no other nominations. John Kerr called for a vote. The vote in favor was unanimous, 6-0 (Karl Ward absent for vote)

### **c. APPOINTMENTS OF LOGAN CITY AND CACHE COUNTY ECONOMIC DEVELOPMENT DIRECTORS AS EX OFFICIO BOARD MEMBERS (Attachment A).**

Chairman Zook expressed that a review of the Airport Authority Bylaws, shows there was an expectation that the economic development directors from both Logan City and Cache County would be able to serve as ex officio members of the board. He then appointed Kirk Jensen from Logan City and Shawn Milne from Cache County as ex officio members of the board and asked them to come and take seats on the dais.

Mr. Zook introduced Mr. Milne and gave a short background including his experience with aviation related matters on the state level. Mayor Daines then introduced Mr. Jensen as one with vast economic development experience and history working with the airport.

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

Bob Low presented the Manager's Report consisting of the following:

- **Year-End Budget Surplus Purchases** – Some remaining budget from last year was used to purchase a FOD mat for the airport. FOD stands for Foreign Objects and Debris. The FOD mat is pulled behind a vehicle and picks up debris that falls onto taxi lanes, taxiways and runways. Also purchased with remaining budget was a new pressure washer to clean lights on taxiways and runways that birds have messed on. They were also able to order a PAPI digital aiming device kit that directs the light to be at a certain angle on an aircraft's final approach. The device helps measure the angle to make sure it is correct for approaching aircraft.
- **Paraglider Restrictions at Airport** – Mr. Low was informed by the FAA upon their investigation of an incident at our airport decided to severely restrict paraglider use at the airport requiring anyone wanting to fly a paraglider to call the air route traffic control center

for approval which will more than likely will not be given. The reason they gave him for this restriction is that the airport is too busy for paraglider use.

Mr. Low explained that the paragliders operate on the abandoned runway off to the west. They come in on the gravel road and through a gate which they have the com. He also complained that there have been a few instances where they have tracked mud back down the taxiway and left it for the airport staff to clean up.

- **Potential Investor** – Mr. Low has been approached by an investor from Montreal, Canada who would like to develop some land at our airport. Chairman Zook recommended forming a committee with the two new economic development director board members and Mr. Low. He then asked if any other board members would like to be on the committee. Jeannie Simmonds volunteered to be on it. He asked the new committee to follow up on this issue and then report back to the airport authority board.

Mr. Hugie asked about the status of all the Part 139 Certification Inspection issues. He wanted to get an update on where everything is on that front. A quick discussion determined that all timely issues have been resolved except the paint project that requires the weather to warm up before they can complete it.

#### **4. DISCUSSION ITEMS**

##### **a. LAND LEASE REVIEW – BOB LOW**

Mr. Low provided a revised copy of the lease agreement that the subcommittee has been working on. He indicated that recommendations from the Board are included in this version. Mr. Low thanked Marv Halling who presented at the last meeting for pointing out the unfairness of the uniform lease rate to small hangar owners.

A lengthy discussion followed with input from Lochner Engineering Representative, Judd Hill. The board members discussed the fairness of charges for small and large hangars, the importance of efficient use of land and the need for fairness in the lease agreements. Jeannie Simmonds recommended a consistent rate of 43 cents per square foot for all hangars (footprint only) or a lesser amount for hangars (footprint only) with additional charges for land around hangars.

At the end of the discussion, the Board agreed to review the lease agreement and provide direction to the manager to finalize the document. Chairman Zook asked Mr. Low to provide the board members with a redline version of the lease agreement reflecting all the changes for their review. It will be on the next agenda as an action item.

##### **b. MASTER PLAN UPDATE – JUDD HILL, LOCHNER ENGINEERING**

Mr. Hill said that the Master Plan draft is complete and is currently under review by the Technical Advisory Committee.

Board members discussed potential development areas and the need for public input and FAA approval.

**c. 2025 CAPITAL PROJECTS – CONNOR BUTTERFIELD, LOCHNER**

Mr. Butterfield provided the Board with a list of the 2025 Airport Capital Projects including:

- **Paint Project** – Bids in and waiting for warmer weather
- **Taxilane Kilo** – Federal and State project 1.1 million total project cost – local match \$30,000
- **Snow Removal Equipment** – Estimating \$250,000 Federal and State project – Local match \$6,000
- **Taxiway Charlie** – State and Local
- **PAPI Project** – Still waiting to hear from the FAA

Board members discussed the importance of these projects and the need for timely completion.

**d. FINANCIAL REPORT (Attachment B).**

Mr. Zook provided board members with a current financial report and said he would like to have one at each meeting going forward.

Jeannie Simmonds requested a person from the Finance Office come and explain the budget to the board members.

Mr. Zook said it will be on the agenda for the next meeting.

**e. OPEN ITEMS**

- Professor Wesemann provided an update on the 2025 Airport Open House, including planned events and coordination with UDOT Division of Aeronautics. Board members discussed the importance of the open house in showcasing aviation to the community and the need for proper planning and coordination.
- Mayor Holly Daines and John Kerr provided updates on ongoing projects, including the tower repair and the lease expansion for Leading Edge Aviation. The Board agreed to review and finalize these projects at the next meeting.

**5. NEXT SCHEDULED BOARD MEETING**

Thursday, February 6, 2025 at 8:30 a.m. – Cache Historic Courthouse, Council Chambers

**6. CLOSED MEETING**

**ACTION: Motion was made by Mayor Holly Daines and seconded by Jeannie Simmonds to enter a closed meeting to discuss the purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(d). The vote in favor was unanimous, 6-0 (Karl Ward absent for vote)**

*10:14 am – Mayor Daines left the meeting*

*10:30 am – Mayor Daines left the meeting*

**ACTION: Motion was made by Brett Hugie and seconded by Ryan Snow to go out of the closed meeting and reconvene in a regular Airport Authority Board meeting. The vote in favor was unanimous, 4-0 (Mayor Holly Daines, Jeannie Simmonds, and Karl Ward absent for vote)**

Upon reconvening, a few items were brought up by board member, Brett Hugie, for clarification, including

- Airport Emergency Plan
- Leading Edge Expansion and Site Request – Mr. Snow clarified that his motion was intended to give direction to Leading Edge to move forward in the process.
- Clarification regarding the \$20,000 grant received by the Airport Authority Board in determining how the funds will be spent.

## **7. ADJOURN**

The meeting adjourned at 10:42 a.m.

**LOGAN – CACHE AIRPORT AUTHORITY BOARD  
JANUARY 2, 2025**

# **ATTACHMENT A**

# APPOINTMENTS

01/02/2025

## LOGAN-CACHE AIRPORT AUTHORITY BOARD

**EX-OFFICIO NON-VOTING  
BOARD MEMBER**  
*LOGAN CITY ECONOMIC  
DEVELOPMENT DIRECTOR*

**KIRK JENSEN**  
290 North 100 West  
Logan, UT 84321  
435-716-9015  
[kirk.jensen@loganutah.org](mailto:kirk.jensen@loganutah.org)

**Appointed to a Two-Year Term**  
**Beginning:** 01/01/2025  
**Expiring:** 12/31/2026

**EX-OFFICIO NON-VOTING  
BOARD MEMBER**  
*CACHE COUNTY ECONOMIC  
DEVELOPMENT DIRECTOR*

**SHAWN MILNE**  
170 North Main Street  
Logan, UT 84321  
801-514-4444  
[ShawnM@BRAG.Utah.gov](mailto:ShawnM@BRAG.Utah.gov)

**Appointed to a Two-Year Term**  
**Beginning:** 01/01/2025  
**Expiring:** 12/31/2026

LOGAN – CACHE AIRPORT AUTHORITY BOARD  
JANUARY 2, 2025

# ATTACHMENT B



CACHE COUNTY GOVERNMENT  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

AIRPORT FUND

|                                      |  | ENCUMBRANCE | YTD ACTUAL        | TOTAL             | BUDGET              | UNEARNED            | PCNT         |
|--------------------------------------|--|-------------|-------------------|-------------------|---------------------|---------------------|--------------|
| <u>INTERGOVERNMENTAL REVENUE</u>     |  |             |                   |                   |                     |                     |              |
| 277-33-15000                         | FED GRANT - SCASDP                       | .00         | .00               | .00               | 505,700.00          | 505,700.00          | .0           |
| 277-33-15400                         | FED GRANT - FAA SIGN REPLACE             | .00         | 134,442.64        | 134,442.64        | 135,400.00          | 957.36              | 99.3         |
| 277-33-44402                         | STATE GRANT                              | .00         | 6,319.60          | 6,319.60          | 33,100.00           | 26,780.40           | 19.1         |
| 277-33-70105                         | LOGAN CITY-SHARED NET EXP                | .00         | .00               | .00               | 100,000.00          | 100,000.00          | .0           |
|                                      | <b>TOTAL INTERGOVERNMENTAL REVE</b>      | <b>.00</b>  | <b>140,762.24</b> | <b>140,762.24</b> | <b>774,200.00</b>   | <b>633,437.76</b>   | <b>18.2</b>  |
| <u>MISCELLANEOUS REVENUE</u>         |  |             |                   |                   |                     |                     |              |
| 277-36-10000                         | INTEREST                                 | .00         | .00               | .00               | 1,500.00            | 1,500.00            | .0           |
| 277-36-15000                         | GAS TAX REFUND                           | .00         | 4,702.52          | 4,702.52          | 8,000.00            | 3,297.48            | 58.8         |
| 277-36-16000                         | LANDING FEES                             | .00         | 8,200.00          | 8,200.00          | 5,500.00            | ( 2,700.00)         | 149.1        |
| 277-36-18000                         | FUEL FLOW -STORAGE FEES                  | .00         | 33,674.37         | 33,674.37         | 20,000.00           | ( 13,674.37)        | 168.4        |
| 277-36-19000                         | FIRE DEPARTMENT STANDBY FEES             | .00         | 5,250.00          | 5,250.00          | 5,000.00            | ( 250.00)           | 105.0        |
| 277-36-90000                         | SUNDRY REVENUE                           | .00         | 4,100.00          | 4,100.00          | 4,000.00            | ( 100.00)           | 102.5        |
|                                      | <b>TOTAL MISCELLANEOUS REVENUE</b>       | <b>.00</b>  | <b>55,926.89</b>  | <b>55,926.89</b>  | <b>44,000.00</b>    | <b>( 11,926.89)</b> | <b>127.1</b> |
| <u>AIRPORT LAND LEASE REVENUES</u>   |  |             |                   |                   |                     |                     |              |
| 277-37-80000                         | AIRPORT FEES-LAND LEASE INCOM            | .00         | 75,686.48         | 75,686.48         | 111,200.00          | 35,513.52           | 68.1         |
|                                      | <b>TOTAL AIRPORT LAND LEASE REVE</b>     | <b>.00</b>  | <b>75,686.48</b>  | <b>75,686.48</b>  | <b>111,200.00</b>   | <b>35,513.52</b>    | <b>68.1</b>  |
| <u>CONTRIBUTIONS &amp; TRANSFERS</u> |  |             |                   |                   |                     |                     |              |
| 277-38-20000                         | CONTRIBUTION - CACHE COUNTY              | .00         | .00               | .00               | 100,000.00          | 100,000.00          | .0           |
| 277-38-90000                         | APPROPRIATED FUND BALANCE                | .00         | .00               | .00               | 613,100.00          | 613,100.00          | .0           |
| 277-38-90500                         | APP FUND BALANCE - PO                    | .00         | .00               | .00               | 55,000.00           | 55,000.00           | .0           |
|                                      | <b>TOTAL CONTRIBUTIONS &amp; TRANSFE</b> | <b>.00</b>  | <b>.00</b>        | <b>.00</b>        | <b>768,100.00</b>   | <b>768,100.00</b>   | <b>.0</b>    |
|                                      | <b>TOTAL FUND REVENUE</b>                | <b>.00</b>  | <b>272,375.61</b> | <b>272,375.61</b> | <b>1,697,500.00</b> | <b>1,425,124.39</b> | <b>16.1</b>  |

CACHE COUNTY GOVERNMENT  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

AIRPORT FUND

|  | ENCUMBRANCE      | YTD ACTUAL        | TOTAL             | BUDGET              | UNEXPENDED        | PCNT        |
|--|------------------|-------------------|-------------------|---------------------|-------------------|-------------|
| <u>AIRPORT</u>                             |                  |                   |                   |                     |                   |             |
| 277-4460-110 FULL TIME EMPLOYEES           | .00              | 77,712.21         | 77,712.21         | 89,500.00           | 11,787.79         | 86.8        |
| 277-4460-120 PART TIME EMPLOYEES           | .00              | 18,822.12         | 18,822.12         | 47,700.00           | 28,877.88         | 39.5        |
| 277-4460-130 EMPLOYEE BENEFITS             | .00              | 44,416.00         | 44,416.00         | 52,600.00           | 8,184.00          | 84.4        |
| 277-4460-210 SUBSCRIPTIONS & MEMBERSHIPS   | .00              | 25.00             | 25.00             | 100.00              | 75.00             | 25.0        |
| 277-4460-220 PUBLIC NOTICES                | .00              | 5.58              | 5.58              | 300.00              | 294.42            | 1.9         |
| 277-4460-230 TRAVEL                        | .00              | 686.39            | 686.39            | 2,000.00            | 1,313.61          | 34.3        |
| 277-4460-240 OFFICE SUPPLIES               | .00              | 336.09            | 336.09            | 1,000.00            | 663.91            | 33.6        |
| 277-4460-250 EQUIPMENT SUPPLIES & MAINT    | 10,284.01        | 11,653.49         | 21,937.50         | 25,000.00           | 3,062.50          | 87.8        |
| 277-4460-251 NON CAPITALIZED EQUIPMENT     | .00              | .00               | .00               | 6,000.00            | 6,000.00          | .0          |
| 277-4460-260 BUILDING & GROUNDS            | .00              | 14,292.48         | 14,292.48         | 21,800.00           | 7,507.52          | 65.6        |
| 277-4460-261 SNOW REMOVAL                  | .00              | 59,419.82         | 59,419.82         | 65,000.00           | 5,580.18          | 91.4        |
| 277-4460-262 VEGETATION CONTROL - CHEMICAL | .00              | 10,000.00         | 10,000.00         | 12,000.00           | 2,000.00          | 83.3        |
| 277-4460-263 VEGETATION CONTROL - MOWING   | .00              | 4,564.39          | 4,564.39          | 5,000.00            | 435.61            | 91.3        |
| 277-4460-270 UTILITIES                     | .00              | 22,909.92         | 22,909.92         | 27,000.00           | 4,090.08          | 84.9        |
| 277-4460-280 COMMUNICATIONS                | .00              | 1,992.55          | 1,992.55          | 5,000.00            | 3,007.45          | 39.9        |
| 277-4460-290 FUEL                          | .00              | 5,282.75          | 5,282.75          | 10,000.00           | 4,717.25          | 52.8        |
| 277-4460-291 UNION PACIFIC PROPERTY LEASE  | 37,600.00        | .00               | 37,600.00         | 37,600.00           | .00               | 100.0       |
| 277-4460-311 PROFESSIONAL SERVICES         | .00              | 47,186.60         | 47,186.60         | 346,800.00          | 299,613.40        | 13.6        |
| 277-4460-330 EDUCATION & TRAINING          | .00              | 29,320.00         | 29,320.00         | 33,000.00           | 3,680.00          | 88.9        |
| 277-4460-510 INSURANCE                     | .00              | 18,137.01         | 18,137.01         | 18,000.00           | ( 137.01)         | 100.8       |
| 277-4460-620 MISC SERVICES                 | .00              | 73.03             | 73.03             | 1,000.00            | 926.97            | 7.3         |
| 277-4460-621 MISC BOARD SERVICES/TRAVEL    | .00              | 5,472.13          | 5,472.13          | 6,000.00            | 527.87            | 91.2        |
| 277-4460-625 LOGAN FIRE - STANDBY FEES     | .00              | .00               | .00               | 5,000.00            | 5,000.00          | .0          |
| 277-4460-730 IMPROVEMENTS                  | .00              | 38,574.00         | 38,574.00         | 55,000.00           | 16,426.00         | 70.1        |
| 277-4460-739 GRANT PROJECTS                | 43,249.00        | 189,412.94        | 232,661.94        | 463,000.00          | 230,338.06        | 50.3        |
| 277-4460-990 CONTRIBUTION TO FUND BALANCE  | .00              | .00               | .00               | 2,700.00            | 2,700.00          | .0          |
| <b>TOTAL AIRPORT</b>                       | <b>91,133.01</b> | <b>600,294.50</b> | <b>691,427.51</b> | <b>1,338,100.00</b> | <b>646,672.49</b> | <b>51.7</b> |

CACHE COUNTY GOVERNMENT  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

AIRPORT FUND

|   | ENCUMBRANCE  | YTD ACTUAL    | TOTAL         | BUDGET       | UNEXPENDED   | PCNT |
|---|--------------|---------------|---------------|--------------|--------------|------|
| <u>CONTRIBUTIONS</u>                        |              |               |               |              |              |      |
| 277-4800-477 TRANSFER OUT - AIRPORT CAPITAL | .00          | .00           | .00           | 359,400.00   | 359,400.00   | .0   |
| TOTAL CONTRIBUTIONS                         | .00          | .00           | .00           | 359,400.00   | 359,400.00   | .0   |
| TOTAL FUND EXPENDITURES                     | 91,133.01    | 600,294.50    | 691,427.51    | 1,697,500.00 | 1,006,072.49 | 40.7 |
| NET REVENUE OVER EXPENDITURES               | ( 91,133.01) | ( 327,918.89) | ( 419,051.90) | .00          | 419,051.90   | .0   |