

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

## **SEPTEMBER 4, 2025**

### **DRAFT MINUTES**

The Logan-Cache Airport Authority Board convened in a regular session on Thursday, September 4, 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:**

David Zook – Chair -- Cache County Executive  
John Kerr – Vice Chair – At large appointment by Airport Authority Board  
Brett Hugie – At large appointment by Logan City  
Jeannie F. Simmonds – Logan City Council – At large appointment by Logan City  
Ryan Snow – At large appointment by Cache County  
Kirk Jensen – Logan City Economic Development Director – Ex-officio Advisory Member  
Shawn Milne – Director of Regional Economic Development – Ex-officio Advisory Member

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

Mayor Holly Daines – Logan City Mayor  
Keegan Garrity – Cache County Council – At large appointment by Cache County

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

Bob Low – Airport  
Kasey Maxwell – Airport  
Judd Hill – Lochner Engineering  
John Michener – J-U-B Engineering  
R. LaCroix – Logan City Fire Department  
Baron Wesemann – Cache Valley Aviation Association  
Tyler Knudsen – USU Aviation  
Mike Logan – USU – Cache Valley Aviation Association  
Scott Weaver – Leading Edge Aviation  
Kyle Fischer – Trident Property Solutions  
Alex Bearnson – Black River Development  
Holin Wilbanks – Forge Contractors  
Brad Wursten  
Robert Kidd  
Joe Bates  
Janeen Allen – Minutes

## 1. CALL TO ORDER

Chair, David Zook, called the meeting to order at 8:30 a.m.

## 2. ACTION ITEMS

### a. APPROVAL OF MINUTES – July 3, 2025

**ACTION:** Motion was made by Ryan Snow and seconded by John Kerr to approve the minutes of July 3, 2025 as written.

**MOTION PASSES:**

**AYE:** 5 – Zook, Kerr, Hugie, Simmonds, Snow

**NAY:** 0

**ABSTAIN:** 0

**ABSENT:** 2 – Daines, Garrity

## 3. REPORTS

### a. **MANAGER'S REPORT**

Bob Low presented the Manager's Report which is part of the minutes as **ATTACHMENT A**. Airport Management items included:

- **AeroSimple implementation:**

- Asset registry (lights, signs, equipment) now in database; work orders created and tracked to completion, including parts cost.
- Daily and weekly inspections moving from paper to app; **FAA approval to go paperless submitted.**
- Training records and wildlife hazard logs migrating to AeroSimple to improve tracking and annual reporting.

- **FAA Part 139 inspection: Passed.**

- Inspector **Andrew Edstrom** praised improvements (movement areas, cattail mitigation, bird-control mesh).
- **Staffing:** 1 full-time (Casey) + 3 part-time; characterized as “skeleton crew—do not drop below.”
- Runway paint quality commended.
- Support for airport purchasing a **crack-seal machine**; next recommendation: acquire a **walk-behind paint machine** for ongoing pavement maintenance.
- **ACM cleanups:** Remove outdated language (e.g., ARFF backup truck reference); edits to be submitted for FAA approval.

- **Equipment status:**
  - Two snowplows in shop for preventative maintenance (tires, heat, leaks).
  - Snowblower awaiting **custom-machined gear** (legacy part, machining in progress).
- **ARFF truck:**
  - Required 0–50 mph in ≤25s; had degraded to ~45–50s; significant repairs completed; now compliant.
  - **Year-to-date ARFF expenses: \$89,335.42** (includes training and foam/recalibration).
  - **Shortfall: \$43,170**; budget amendment requested with expectation of **USU reimbursement** (coordination via USU contact).
- **PAPI control units relocation:** Scope clarified; **estimate \$50,000**; not budgeted—pursuing amendment with anticipated **USU reimbursement**.
- **Board discussion / direction:**
  - Congratulations given for Part 139 results.
  - Board contact has met with USU; direction for **Bob to coordinate directly with USU** on reimbursements.
  - Add **ARFF replacement** to **CIP**; FAA typically needs **~5 years lead time**.

**b. FAA Part 139 Inspection Report – Bob Low**

Covered within the Manager's Report above.

**c. Airport Projects Update – Lochner (Judd Hill)**

- **Airport Layout Plan (ALP):** FAA review complete; **minor edits made**; moving to signatures—project complete.
- **SRE grant (dump truck w/ plow):** Out for signature (check inboxes; electronic signatures).
- **Taxi Lane Kilo grant:** Expected before **Sept 30** (FY end).
- **Taxiway Charlie bid status:**
  - Initial bids: **Staker Parsons \$542k** (invalid—**22% mobilization**, cap is 10%); **Kilgore \$698k** (over funds).
  - Re-bid: **Kilgore \$674k**; **Staker \$633k**—both **over allocation**.
  - **UDOT/state** coordinating next steps; response pending.

**Board reminder:** Watch for FAA grant signature emails (SRE now; Taxi Lane Kilo likely within ~5 days).

#### 4. SPECIAL INTEREST AND DISCUSSION ITEMS

##### a. **AIRPORT DEVELOPMENT PLAN & PROPOSAL – KYLE FISHER (ATTACHMENT B)**

- **Proposal summary:** Privately finance and construct a new **taxi lane (Lima)** and utilities in phases west of Juliet (between current road Juliet and the abandoned runway), and develop **duplex hangars** (each unit approx. **100'x100'**; two per building).
- **Context & priorities:**
  - FAA no longer funds taxi **lanes** (Kilo funded via **BIL**); local/private funding needed.
  - **Lima** aligns with ALP as the **next corporate hangar taxi lane** priority; smaller-hangar areas remain available farther south per ALP.
- **Sales/leases & waiting list:**
  - Developer to **sell** completed hangars at fair-market value (infrastructure costs embedded).
  - Board discussed offering to **entire waiting list** (in order) with clear options even if requested sizes differ; ensure fairness.
- **Protections & standards:**
  - Improvements must meet FAA standards; **bonding** expected to ensure completion.
  - Ensure hangars are **aviation use**, not general storage; enforce minimum standards and leases.
  - Consider **maintenance economics** (asphalt lifecycle) and lease rates to support long-term upkeep.
- **Board direction:**
  - **Airport Manager to work with counsel and the proponent to draft an agreement** (scope, schedule/milestones, bonding, ALP/standards compliance, leasing/offer process) for Board consideration at a future meeting.

##### b. **AIRPORT RULES & REGULATIONS UPDATE – BOB LOW**

- **Need for update:** Current manual is **decades old**; gaps include public events on airport property and hangar use.
- **Recent incident:** Large private event on airport with open gate access and go-karts on taxi lanes—underscores policy gaps.
- **Hangar use compliance:**
  - FAA grant assurances require **primarily aviation-related use**; non-compliance risks **default** and **repayment exposure**.
  - Some tenants using hangars as **self-storage**; mixed tenant feedback and resistance reported.

- **Board direction:**

- **Enforce leases and FAA rules uniformly.**
- **Chair to sign a Board letter** to all tenants: inspections forthcoming; **30-day cure** for non-compliance; **eviction** if uncured.
- Apply enforcement **even-handedly**; document inspections (Manager may use a body-worn camera).

**Counsel/Chair/Manager** to **draft and issue** the letter; update Rules & Regulations accordingly.

#### **4. ACTION ITEMS**

##### **a. ELECTION OF OFFICERS**

###### **AIRPORT AUTHORITY BOARD CHAIR**

**ACTION:** **John Kerr** nominated by David Zook.

**VOTE:**

**AYE:** 5 – Zook, Kerr, Hugie, Simmonds, Snow

**NAY:** 0

**ABSTAIN:** 0

**ABSENT:** 2 – Daines, Garrity

###### **AIRPORT AUTHORITY BOARD VICE CHAIR**

**ACTION:** **Brett Hugie** nominated by Jeannie Simmonds and Ryan Snow.

**VOTE:**

**AYE:** 5 – Zook, Kerr, Hugie, Simmonds, Snow

**NAY:** 0

**ABSTAIN:** 0

**ABSENT:** 2 – Daines, Garrity

#### **6. NEXT SCHEDULED MEETING**

Thursday, October 2, 2025 at 8:30 a.m.

#### **7. ADJOURN**

The meeting adjourned at 9:38 a.m.

Minutes prepared by: Janeen Allen

**LOGAN – CACHE AIRPORT AUTHORITY BOARD  
SEPTEMBER 4, 2025**

# **ATTACHMENT A**

1. Aerosimple Software
  - a. Inputting assets into the system is almost complete.
  - b. We have been doing paper and digital daily inspections, and we are waiting for the FAA to approve the changes to our ACM so we can go completely paperless.
  - c. Our training documents are stored within the Aerosimple software as well.
  - d. We are awaiting FAA approval to go from tracking wildlife at the airport to logging them in the Aerosimple software. Once approval is received, we will go exclusively paperless.
2. FAA Part 139 Inspection
  - a. Overall, we passed the inspection.
  - b. Our inspector, Andrew Edstrom commented between 5-10 times, how much improvement he saw in the movement area of the airport. He said, "none of the pilots will tell you, but I notice it and I'll tell you".
  - c. He was glad to see our aggressive attack on the cattails which border the west fence. (a future project might include culverts for this open water).
  - d. He approved of our current staff level, but cautioned we are still considered to have a skeleton crew and we should not decrease our staffing level.
  - e. Andrew stated once we fully integrate into the Aerosimple software we will exceed the record keeping, equipment inspection documentation, creating work orders, tracking repair costs, tracking wildlife and birdstrike requirements. Overall, he was glad to see our implementation of this software, and our progress.
  - f. Runway markings look good. (New paint).
  - g. He agreed with our decision to purchase the pavement crack seal machine from public works to repair our pavement. He encouraged us to purchase a paint machine also in order to repair unsatisfactory paint markings as we become aware of them, instead of waiting for

FAA grants only. This was particularly relevant as we inspected the airport together, and saw the pavement and paint condition on taxiway B.

3. FAA Part 139 Inspection cont.

- a. Andrew also gave several recommendations to improve our ACM. These wording changes will be completed and sent to him for approval.

4. Equipment report

- a. Both of our snowplow trucks are in the shop, getting preventative maintenance completed. To include checking for engine oil, transmission, and hydraulic leaks and condition.
- b. Our snowblower is still in the process of repair. Most of the delay has been waiting while a new gear is machined.

5. Emergency ARFF truck repairs

- a. Airport ARFF training and maintenance costs have totaled \$89,335.42 for the year due to recent emergency truck repairs, new foam, foam concentration calibration, and a week-long ARFF certification course. Of this amount, the airport has already covered \$17,170.30 for new foam and \$28,995 for the certification course. The total paid so far is \$46,165.30. To address the remaining \$43,170.12, I have contacted Matt Funk in the County Finance Office to request a budget amendment for the airport. This meeting is expected to take place in September, though the exact date is currently unknown.
- b. The PAPI control units are expected to be relocated this fall, at an estimated cost of \$50,000.



CACHE COUNTY GOVERNMENT  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

AIRPORT FUND

		ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEARNED	PCNT
<u>INTERGOVERNMENTAL REVENUE</u>							
277-33-15000	FED GRANT - SCASDP	.00	( 132,357.31)	( 132,357.31)	.00	132,357.31	.0
277-33-44402	STATE GRANT	.00	( 6,842.03)	( 6,842.03)	.00	6,842.03	.0
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>( 139,199.34)</b>	<b>( 139,199.34)</b>	<b>100,000.00</b>	<b>239,199.34</b>	<b>(139.2)</b>
<u>MISCELLANEOUS REVENUE</u>							
277-36-10000	INTEREST	.00	571.37	571.37	30,000.00	29,428.63	1.9
277-36-15000	GAS TAX REFUND	.00	3,668.37	3,668.37	8,000.00	4,331.63	45.9
277-36-16000	LANDING FEES	.00	2,604.43	2,604.43	5,500.00	2,895.57	47.4
277-36-18000	FUEL FLOW -STORAGE FEES	.00	3,963.15	3,963.15	20,000.00	16,036.85	19.8
277-36-19000	FIRE DEPARTMENT STANDBY FEES	.00	.00	.00	5,000.00	5,000.00	.0
277-36-90000	SUNDRY REVENUE	.00	1,539.50	1,539.50	4,000.00	2,460.50	38.5
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>.00</b>	<b>12,346.82</b>	<b>12,346.82</b>	<b>72,500.00</b>	<b>60,153.18</b>	<b>17.0</b>
<u>AIRPORT LAND LEASE REVENUES</u>							
277-37-80000	AIRPORT FEES-LAND LEASE INCOM	.00	168,554.07	168,554.07	113,400.00	( 55,154.07)	148.6
	<b>TOTAL AIRPORT LAND LEASE REVE</b>	<b>.00</b>	<b>168,554.07</b>	<b>168,554.07</b>	<b>113,400.00</b>	<b>( 55,154.07)</b>	<b>148.6</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	701,000.00	701,000.00	.0
	<b>TOTAL CONTRIBUTIONS &amp; TRANSFE</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>801,000.00</b>	<b>801,000.00</b>	<b>.0</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>41,701.55</b>	<b>41,701.55</b>	<b>1,086,900.00</b>	<b>1,045,198.45</b>	<b>3.8</b>

CACHE COUNTY GOVERNMENT  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

AIRPORT FUND

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>						
277-4460-110 FULL TIME EMPLOYEES	.00	88,717.52	88,717.52	165,498.00	76,780.48	53.6
277-4460-115 OVERTIME	.00	330.13	330.13	3,000.00	2,669.87	11.0
277-4460-120 PART TIME EMPLOYEES	.00	28,329.22	28,329.22	63,614.00	35,284.78	44.5
277-4460-130 EMPLOYEE BENEFITS	.00	48,200.27	48,200.27	115,476.00	67,275.73	41.7
277-4460-210 SUBSCRIPTIONS & MEMBERSHIPS	.00	128.00	128.00	100.00	( 28.00)	128.0
277-4460-220 PUBLIC NOTICES	.00	40.78	40.78	300.00	259.22	13.6
277-4460-230 TRAVEL	.00	3,348.28	3,348.28	4,000.00	651.72	83.7
277-4460-240 OFFICE SUPPLIES	.00	1,317.23	1,317.23	1,500.00	182.77	87.8
277-4460-250 EQUIPMENT SUPPLIES & MAINT	2,675.98	28,770.43	31,446.41	31,676.00	229.59	99.3
277-4460-251 NON CAPITALIZED EQUIPMENT	.00	5,024.09	5,024.09	13,000.00	7,975.91	38.7
277-4460-260 BUILDING & GROUNDS	.00	13,585.70	13,585.70	25,000.00	11,414.30	54.3
277-4460-261 SNOW REMOVAL	.00	9,268.86	9,268.86	65,000.00	55,731.14	14.3
277-4460-262 VEGETATION CONTROL - CHEMICAL	.00	2,415.00	2,415.00	12,000.00	9,585.00	20.1
277-4460-263 VEGETATION CONTROL - MOWING	.00	.00	.00	5,000.00	5,000.00	.0
277-4460-270 UTILITIES	.00	15,729.32	15,729.32	27,000.00	11,270.68	58.3
277-4460-280 COMMUNICATIONS	.00	3,581.58	3,581.58	5,000.00	1,418.42	71.6
277-4460-290 FUEL	.00	3,431.31	3,431.31	10,000.00	6,568.69	34.3
277-4460-291 UNION PACIFIC PROPERTY LEASE	.00	.00	.00	20,000.00	20,000.00	.0
277-4460-311 SOFTWARE PACKAGES	.00	6,144.00	6,144.00	18,000.00	11,856.00	34.1
277-4460-330 EDUCATION & TRAINING	.00	42,658.20	42,658.20	44,000.00	1,341.80	97.0
277-4460-510 INSURANCE	.00	.00	.00	18,000.00	18,000.00	.0
277-4460-521 COLLECTION FEES	.00	308.97	308.97	.00	( 308.97)	.0
277-4460-621 MISC BOARD SERVICES/TRAVEL	.00	2,803.64	2,803.64	8,000.00	5,196.36	35.1
277-4460-625 LOGAN FIRE - STANDBY FEES	.00	2,044.50	2,044.50	8,000.00	5,955.50	25.6
277-4460-739 GRANT PROJECTS	43,249.00	.00	43,249.00	.00	( 43,249.00)	.0
<b>TOTAL AIRPORT</b>	<b>45,924.98</b>	<b>306,177.03</b>	<b>352,102.01</b>	<b>663,164.00</b>	<b>311,061.99</b>	<b>53.1</b>

**CACHE COUNTY GOVERNMENT**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2025**

**AIRPORT FUND**

		<u>ENCUMBRANCE</u>	<u>YTD ACTUAL</u>	<u>TOTAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>CONTRIBUTIONS</u>						
277-4800-477	TRANSFER OUT - AIRPORT CAPITAL	.00	.00	.00	423,736.00	423,736.00	.0
	TOTAL CONTRIBUTIONS	.00	.00	.00	423,736.00	423,736.00	.0
	TOTAL FUND EXPENDITURES	45,924.98	306,177.03	352,102.01	1,086,900.00	734,797.99	32.4
	NET REVENUE OVER EXPENDITURES	( 45,924.98)	( 264,475.48)	( 310,400.46)	.00	310,400.46	.0

CACHE COUNTY GOVERNMENT  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

CAPITAL PROJECT AIRPORT

		ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEARNED	PCNT
477-33-15000	FED GRANT - SCASDP	.00	102,721.08	102,721.08	1,224,455.00	1,121,733.92	8.4
477-33-44402	STATE GRANT	.00	.00	.00	863,287.00	863,287.00	.0
	<b>TOTAL SOURCE 33</b>	<b>.00</b>	<b>102,721.08</b>	<b>102,721.08</b>	<b>2,087,742.00</b>	<b>1,985,020.92</b>	<b>4.9</b>
	<b>SOURCE 38</b>						
477-38-10277	TRANSFER IN - AIRPORT	.00	.00	.00	423,736.00	423,736.00	.0
	<b>TOTAL SOURCE 38</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>423,736.00</b>	<b>423,736.00</b>	<b>.0</b>
	<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>102,721.08</b>	<b>102,721.08</b>	<b>2,511,478.00</b>	<b>2,408,756.92</b>	<b>4.1</b>

**CACHE COUNTY GOVERNMENT**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 8 MONTHS ENDING AUGUST 31, 2025**

**CAPITAL PROJECT AIRPORT**

		<u>ENCUMBRANCE</u>	<u>YTD ACTUAL</u>	<u>TOTAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>AIRPORT</u>						
477-4460-730	IMPROVEMENTS	.00	39,292.94	39,292.94	2,246,229.00	2,206,936.06	1.8
477-4460-740	CAPITALIZED EQUIPMENT	.00	17,085.50	17,085.50	265,249.00	248,163.50	6.4
	<b>TOTAL AIRPORT</b>	<u>.00</u>	<u>56,378.44</u>	<u>56,378.44</u>	<u>2,511,478.00</u>	<u>2,455,099.56</u>	<u>2.2</u>
	<b>TOTAL FUND EXPENDITURES</b>	<u>.00</u>	<u>56,378.44</u>	<u>56,378.44</u>	<u>2,511,478.00</u>	<u>2,455,099.56</u>	<u>2.2</u>
	<b>NET REVENUE OVER EXPENDITURES</b>	<u>.00</u>	<u>46,342.64</u>	<u>46,342.64</u>	<u>.00</u>	<u>( 46,342.64)</u>	<u>.0</u>

LOGAN – CACHE AIRPORT AUTHORITY BOARD  
SEPTEMBER 4, 2025

# ATTACHMENT B

## **LOGAN-CACHE AIRPORT**

### *Taxiway & Hangar Development Proposal*

*Submitted by the Developer*

---

## **Overview**

The Developer proposes to partner with the Logan-Cache Airport Board to finance and construct the next phase of airport infrastructure—extending the taxiway and delivering new hangars consistent with the Airport Layout Plan (ALP 2025), while meeting the needs of both the Airport and the Board.

---

## **Proposal**

- **Taxiway & Infrastructure**
    - Finance and construct the taxiway extension and supporting utilities.
    - Deliver in multiple phases to align with demand and ensure scalable growth.
  - **Hangar Development**
    - Design and construct hangars consistent with the ALP.
    - Offer completed hangars at fair market value, in cooperation with the Board.
    - Provide full management of procurement, engineering, construction, and sales.
  - **Board Partnership**
    - Establish a development agreement to ensure alignment with FAA standards, ALP 2025, and Airport Minimum Standards.
    - Work collaboratively with the Board on phasing, compliance, and approvals.
- 

## **Benefits to the Airport**

- Immediate infrastructure investment without public expense.
  - Transparent, market-based hangar sales with Board cooperation.
  - Phased growth to accommodate both current demand and future expansion.
  - Professional management of contracts, engineering, and project delivery.
  - Reinforces the long-term economic value of the airport.
-

## Next Step

The Developer respectfully requests that the Board move forward in good faith to pursue a *Taxiway & Hangar Development Agreement*. This step will allow the parties to work together toward the goals of the Airport Board, the County, and the Airport Master Plan, while ensuring transparency, fairness, and alignment throughout the process.

---

### **Logan-Cache Airport | September 2025 Board Meeting**

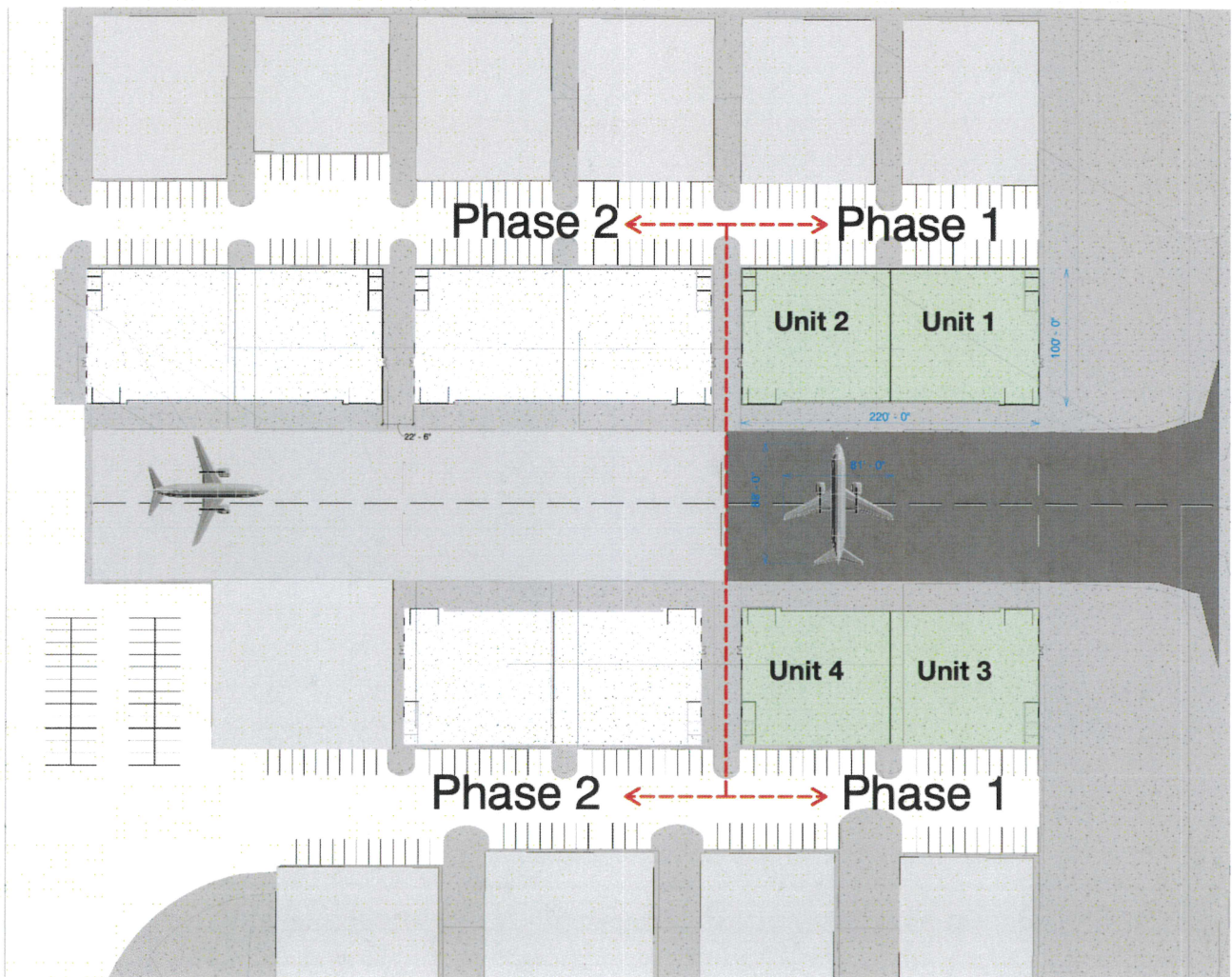
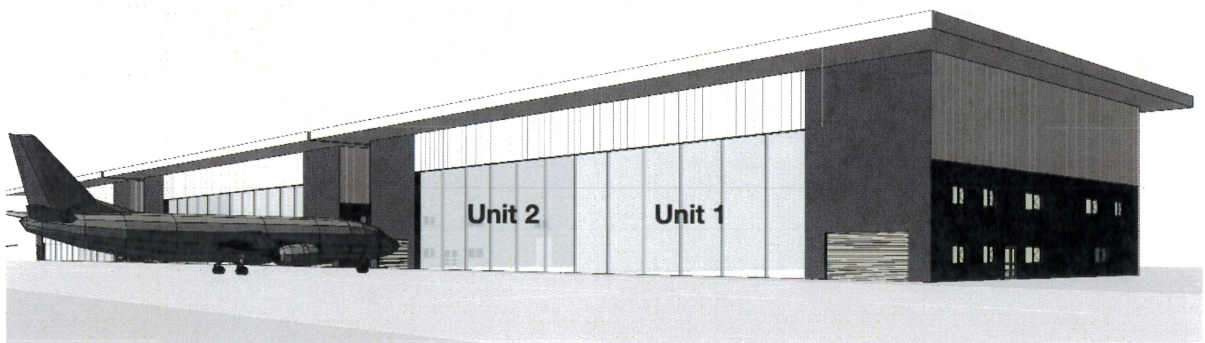
*Prepared for discussion purposes only — subject to Board review and approval*

**Contacts:** Principal — Roger Dahle | Developer — Black River Development, alex@nixonandnixon.com | Builder — Kyle Fischer, kylewfisher89@gmail.com



# Logan Airport

## Private Hangar Development





# Logan Airport

## Private Hangar Development

