

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
MINUTES
May 1, 2012

The Logan-Cache Airport Authority Board convened in a regular session on May 1, 2012 at 7:30 a.m. in the Cache County Council Chambers, County Historic Courthouse, 199 North Main, Logan, Utah.

ATTENDANCE

Members of the Airport Authority Board in Attendance:

John Kerr
Dean Quayle
Gar Walton
Mayor Randy Watts
Val Potter
Harry Ames
M. Lynn Lemon

Members of the Airport Authority Board Absent:

Others in Attendance:

Lee Ivie - Airport Manager
Kymber Housley – Logan City
Jeff Peterson – Logan City Fire Department
Brady Hansen – Logan City Fire Department
Sean Heiner – Utah State University Aviation
Susan Crosbie – Utah State University
Bryan Congdon – Harris Air
Kim Hull – Leading Edge Aviation
Sherm Buck - Pilot
Bill Francis – Hangar Owner
Dan Boston – Hangar Owner
Janeen Allen

CALL TO ORDER

Chairman John Kerr called the meeting to order at 7:30 a.m.

REVIEW AND APPROVAL OF MINUTES

Kerr asked for a motion to approve the minutes of April 3, 2012.

ACTION: Motion was made by Quayle and seconded by Watts to approve the minutes of April 3, 2012. The vote in favor was unanimous, 7-0.

ITEMS FOR DISCUSSION

Manager's Report – Lee Ivie (Attachment A)

AIP Projects

Ivie said in addition to the projects included in the report, we are planning on moving forward with the purchase of an ARFF truck for the airport. There is a possibility of saving some money by coupling projects up with other airports doing the same thing. Fortunately, the Ogden airport is looking for an ARFF vehicle right now, and we may be able to save some money by combining our purchases. Ivie continued that we are looking at a 1,500 gallon unit with a turret on top and on the bumper. The total budget including the \$600,000 allocation from the FAA and the state and airport match of 5% will be around \$659,000. Lemon asked why this vehicle is so much more expensive than a regular firetruck. Hansen responded that it is mainly because it carries 1,500 gallons, as opposed to 500 gallons and it is very heavy with four-wheel drive. Ivie added that it contains an induction system that mixes foam to water, as well as a dry chemical agent. Watts asked about a used ARFF vehicle maybe coming out of the Salt Lake Airport. Ivie said that a used vehicle is not eligible for federal funding.

Based Aircraft Report

Ivie said that the current number of aircraft at the airport is 148. All of the address and location information for these aircraft has been updated, as well. Kerr noted that the state allocates funding determined by the number of aircraft registered at the airport. Ivie said that the more aircraft registered, the more funding we are eligible for from the state. The majority of the aircraft are single-engine piston aircraft. There are approximately 4 jets and 3 to 4 turbo props.

Police Department Training

This training will be conducted every Wednesday and Thursday during the month of May. Cache County will train on Wednesdays and Logan City will train on Thursdays

Airport Website

Walton said that in addition to a link to the LGU Facility Directory, an updated picture and profile for Ivie should be added.

Wildlife Management (Attachment B)

Lemon asked what a Wildlife Assessment entails. Kerr replied that it is a 13-month study to assess the extent of the risk to an airport and can lead to a wildlife mitigation program. Ivie said that the main bird population at our airport consists of geese and sandhill cranes. He continued that he keeps a daily log of bird activity at the airport.

Airport Grounds, Buildings, and Fences

Ivie noted that he is waiting for the safety area to dry more before mowing it. He detailed the two areas in the fence that need repair are: 1) near the hangars where makeshift panels were put up to serve as gates, but the barbed wire was not restrung at the top of the security fence. It needs to be restrung and tightened. 2) an original corner post at the entry of the airport just before Leading Edge and Utah Jet Center was not large enough and is pulling out of the ground. A larger post needs to be installed and the surrounding fence tightened. Ivie added that he has received estimates for the requested gates for grate access and believes the cost will be around \$1,800.

Ivie said he was just informed by the FAA that we have not submitted our Disabled Business Enterprise information for a certain project. He does not know which project it is, but will contact Armstrong Consultants to find out and then submit the information to the FAA.

Discussion and Consent on Property Lease Agreement between Logan-Cache Airport Authority and Jerry Clark – John Kerr

Kerr said Clark has submitted his plans and information to Logan City for a Design Review and Building Permit at the hangar location of G9. He reminded the board that the location was approved three or four months ago.

Discussion and Consent for Allocating Funds to the Infrastructure Associated with the Terminal / Corporate Area Development – John Kerr

Kerr said he has met with Logan City's Community Development, Public Works, and Fire Department to determine the best way to complete the infrastructure improvements. Watts said that Logan City will create the loop with the fire hydrant at the end. He added that the city will provide the labor costs. Lemon asked Watts if the total cost of the project including material and labor is still estimated at being around \$300,000. Watts replied that they still need to look into the hard costs and come up with a firm estimate. Lemon said they are still looking to see if the revenue from last year is in the fund balance. He wondered about approaching both the city and the county and asking for some funding rather than depleting the reserve account. He said that the shared costs of this project should be equitable, but we need to know what the total cost is going to be before we can divide it up. Watts said we should also be looking long-term at the airport and where we want it to go in order to determine the city's and county's contributions. Lemon asked Watts how soon they would begin working if the board approves the project. Watts said it still needs to dry out, but hoped to be started by mid-May.

ACTION: Motion was made by Quayle and seconded by Walton to move forward with the infrastructure improvements for the terminal/corporate area. The vote in favor was unanimous, 7-0.

Land Lease – Kymber Housley (Attachment C)

Housley said that when he first became involved with the leases at the airport, his goal was to enforce the existing leases. However, there was no consistency in those leases and the terms varied greatly. He said that the task now is to bring the leases into FAA compliance and make them consistent across the board. He referred to a document found on the FAA website at:

http://www.faa.gov/airports/new_england/airport_compliance/media/developing_an_airport_leasing_policy.pdf

called “Developing an Airport Leasing Policy, Best Practices for General Aviation Airports.” Housley also consulted with an individual who was in-house counsel for the Salt Lake City Airport for several years and later in private practice did all the transactional work including ground leases for the St. George Airport. He believes that the proposed lease has gone through an extensive vetting process and that it complies with the FAA regulations and is consistent in its terms.

Housley addressed the concern that many people have expressed about the length of the new lease being 28 pages. He said that the body of the proposed lease, itself, is only 15 pages. The other pages are attachments that the original seven-page lease should have, but doesn't including insurance requirements, descriptions of where the aircraft are located, and the types of aircraft. He added that the proposed lease is not that much different than the original, and the headers are basically the same, but it goes into greater detail in each area.

He concluded that the current seven-page lease is inadequate based on common law and FAA regulations. He said the proposed lease is not perfect but is much more acceptable than the current one, and it is certainly still open for tweaking some of the terms that have raised so much concern with hangar owners. Housley noted that under the proposed lease, the tenant is protected with the option of either relocating the hangar or having the airport purchase it. He reminded the board that the primary reason for the ground leases is to encourage private investment to generate revenue and help develop the airport. He added that the key is that whatever is offered to one should be offered to all. We don't have the luxury of negotiating the terms of each individual lease anymore.

Ames discussed several points with Housley including lease renewal terms and insurance coverage. Kerr asked what would be the best way to move forward with the proposed lease at this point. Housley said he would be willing to discuss with Ames the main concerns that hangar owners have raised with the proposed lease. Ames said he will provide Housley with a bulleted list of those concerns so he can address them.

Request for Lighting on Harris Tower – Bryan Congdon

Congdon said that Robert Harris would like to put a light strip around the square top of the tower to improve visibility and safety. He asked if there are any FAA regulations regarding the type of lights and wattage allowed, and does Harris need approval from the airport authority board in order to install them. Kerr suggested Congdon meet with Ivie to determine what steps to take in order to comply with FAA regulations. Kerr said he didn't think there would be objections from the board if the lights are FAA compliant.

Utah Highway Patrol - John Kerr

Kerr said the Utah Highway Patrol will be conducting emergency vehicle operation training exercises at the airport on June 4th, 5th, and 6th. Peterson noted that the mass casualty training exercise originally scheduled for June 2nd has been postponed a couple of months because they didn't have the budget or time to prepare for some of the exercises that need to take place.

Committee Reports

Audit & Finance – Lynn Lemon

Lemon said they will work on getting firmer numbers from the fund balance by the next meeting. He said he will pursue with the county the funding for utility improvements. He also wanted to make the board members aware that he and Kerr received a request from Bruce Bishop to renew the agreement with Fred Davis. However, based on commitments with the budget that haven't been covered, Lemon and Kerr made the decision not to renew the agreement because we don't have the funding.

Kerr said in light of last month's mention of landing fees, he found that the airport has been applying those fees and that USU has contributed approximately \$12,000 in landing fees over the last two years.

Operations Committee - Dean Quayle

No report.

Capital Improvements – Harry Ames

No report.

Economic Development / Public Relations – Gar Walton

Walton said he is working with Ivie putting together the data packages for businesses. Kerr noted that right now the airport doesn't have developable land for aviation-related businesses to come in. Ivie added that he doesn't think the airport has even been platted for purposes of development.

Commercial and Charter Air Service – Bruce Bishop

No report.

Open Items

Ivie said that Hugh VanOrden's hangar located at C6 has structural damage to the cement slab in the front of the building. He can no longer move his aircraft in or out of the hangar. Kerr asked Ivie to get a cost estimate for the repair.

Chief Peterson said it has worked out very well for his department to conduct weekend inspections. It has given them a better knowledge of what is out there and more opportunities to interact with the people at the airport.

Next Meeting

The next meeting of the Airport Authority Board will be June 5, 2012 commencing at 7:30 a.m. at the airport followed by a brief tour of the facility.

Adjournment

The meeting was adjourned at 8:54 a.m.