

**LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
MINUTES
April 5, 2011**

The Logan-Cache Airport Authority Board convened in a regular session on April 5, 2011 at 7:30 am 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, Randy Watts, Harry Ames

Absent:

Lynn Lemon, Val Potter

Others in attendance:

Rich Stehmeier – Logan-Cache Airport Manager; Jessica Parker - Mountain Ridge Helicopters; Chuck Larsen, Kim Silvester, Zan Murray - J-U-B Engineers, Inc.; Kenny Crandell, Scott Weaver – Leading Edge Aviation; Bryan Congdon – Harris Air, Inc.; Brady Hansen – Logan Fire Dept.; Janeen Allen

CALL TO ORDER

Chairman Kerr called the meeting to order at 7:32 a.m.

REVIEW AND APPROVAL OF THE MINUTES

Kerr asked for a motion to approve the minutes of March 1, 2011.

ACTION: Motion was made by Quayle and seconded by Walton to approve the minutes of March 1, 2011. The vote in favor was unanimous, 4-0 with 3 absent

ITEMS FOR DISCUSSION

Manager's Report – Rich Stehmeier (Attachment A)

MALSR Report

UAOA Conference Report

139 Inspection

Kerr asked Stehmeier to explain what 139 Certification is. Stehmeier stated that it is an FAA standard that must be met by the airport to qualify for commercial service.

Hangar Inspections

Stehmeier said he'd also like to set aside a Saturday before the hangar inspections and have the inspector check everyone's fire extinguishers.

2500 North / 1000 West Update

Brent Roberts Hangar Request (Attachment B)

Stehmeier referred to the diagrams to indicate the changes that Armstrong Consultants made regarding the Brent Roberts Hangar. By moving the location of the hangar and readjusting the taxiway, Stehmeier said they would see a substantial reduction in the cost than was originally proposed.

Kerr said that he understood that Kristin Brownson is willing to reimburse us as money becomes available either from our annual allocation or from discretionary funds. However, as far as the infrastructure is concerned, we have to fund it ourselves and seek reimbursement from the actual users. Stehmeier indicated that he thought we could get funding with the taxiway being involved. He said he will continue to look into it as to what funding we can and cannot receive. Larsen said that they don't normally pay for utilities, but if it's a relocation, they sometimes do pay. He added that they don't pay for the approaches into the hangars, either.

Kerr asked Stehmeier what interest there is for other hangars in the proposed area. Stehmeier replied that there is nothing signed right now, but there are two individuals, who are already located at the airport, looking at larger aircraft and expressing interest in 100' x 100' hangars.

Quayle asked if they are asking for approval for the utility cost right now. Stehmeier stated that Roberts' proposal is that the board approve putting in the utilities for the area to the north, and then he will build his hangar and put in the required asphalt to get to his hangar until the airport can fund the taxiway. He is looking for a willingness from the board to put in the utility infrastructure. Ames asked what that cost is and Stehmeier said about \$80,000. Quayle wondered if Stehmeier knew how long it would be before we would receive reimbursement. Stehmeier replied that he didn't know. Walton asked how much money has still not been reimbursed from past projects. Stehmeier said about \$300,000. He added that the reimbursement from the FAA this year will be \$150,000 of the \$300,000 we spent on the taxiway. We will have to cover \$30,000, but the FAA will cover the rest, with the remaining \$150,000 coming in 2013. Kerr wondered if it makes more sense to do the C-II construction now excluding the approaches to the hangars thereby saving us from redoing it later. He thought that it would save money in the long run and not restrict Roberts from his hangar during the construction process. He also indicated that the board would have to approve that, as well.

Watts arrived at the meeting

Stehmeier said that we don't know what the cost of the lift station will be. Quayle asked if we should wait until we know for sure. Stehmeier indicated that Logan City recommends we use our engineers to figure out what size of lift station we will need. Stehmeier said that we have to size it for the potential traffic which is difficult to do because there are a lot of unknowns at this point. Kerr wondered about the future for the terminal area, too. Murray replied that the distance to the north end of the airport and the fall that's required for the sewer, we will need a lift station north of the 10-28 runway to boost it back up and get it to 10th West, and then pressurize a line back to the existing gravity system. Kerr asked if we needed two lift stations. Murray said that we could minimize the cost by just doing one if we put it in the right spot and get it deep enough. Watts stated that the existing airport is working fine on gravity flow. He added that like the 10th West project, we need to put in the infrastructure now that will accommodate the future growth of the airport. Walton asked if the existing infrastructure is of sufficient capacity to handle the anticipated growth on the north end of the airport. Murray said that the current 8" pipes will be sufficient. Murray noted that we could build a smaller lift station that would be more economical and last maybe five to ten years. However, there are certain standards required by Logan City that need to be considered, as well as the city's involvement in the process. He added that there are various approaches that can be taken depending on current finances and funding and growth considerations.

Kerr asked if the board needs to at this point at least give philosophical approval for Roberts to go ahead with his proposed hangar move. Stehmeier said that is exactly what Roberts is hoping for. Ames stated that this whole hangar proposal is bringing about major fiscal changes and obligations that we are currently unsure of and that there are a lot of questions that need to be answered.

Kerr addressed the question of whether now is the time to start building the infrastructure to the north of the airport by stating that Roberts is one of three individuals seeking larger hangars and the only place for them is the north end. Watts said that should be the motivator for making the change now and that we need to move to the next stage. Stehmeier said this is an area we've been looking at developing for at least three years. Kerr said that the board has maintained a sizable reserve for this kind of expansion. He said it's not a case of looking for the money, but rather deciding if this is the time and proper use for the reserve funds. Ames said it seems the board needs to approve some funding to get the ball rolling in this direction. Watts said he thinks the recommendation then is for Stehmeier to have the consultants look at the project and bring a bid back for the engineering for the improvement of the sewer. Ames said he would like to see a bid for the engineering of the whole package. Stehmeier stated that the taxiway has already been engineered, and therefore, the sewer is the remaining piece that needs to be studied. Watts said that then the bid will be brought before the board for ratification. Ames clarified that the funding for this will come from our reserves and will be recouped over a period of time. Quayle said not to forget the taxiway part of this project. We need to look at the whole picture and the costs that will be involved. Watts added that once we get an idea of the cost, we then need to focus on what the sewer hookup assessment will be in the future covering anticipated growth. Ames asked Stehmeier if this project area has a name. Stehmeier replied that it is referred to as the North Corporate Taxiway.

ACTION: Motion was made by Ames and seconded by Watts and Quayle that the board approve funding for a conceptual design of the infrastructure to service the North Corporate Taxiway area. The vote in favor was unanimous, 5-0 with 2 absent.

3700 North Connector Report – Rich Stehmeier

Stehmeier said that Lemon is still waiting on two signatures from landowners in order to get it finished, and that is where it stands right now.

Airport Overlay Adoption Process, Smithfield and Hyde Park – Val Potter

Potter was absent so this item of discussion will be on the next agenda.

J-U-B Report, New Building Restriction Lines – Kim Silvester, Chuck Larsen (Attachment C)

Kerr said that during the process of the expansion to the south in the Galbraith and Roberts hangar area, we became aware of a requirement that is fairly new and not fully understood. He asked Larsen and Silvester to explain it for the board members. Larsen said that it doesn't go into effect until 2012 and they keep moving it back because people are not understanding it. Stehmeier had asked J-U-B to produce drawings that illustrate the requirement so that the airport could be proactive with it. Silvester showed on the diagram lines indicating the departure surface area and the requirements that buildings that fall within that area be restricted in their height. The Logan-Cache Airport is not in violation of this requirement at present, but must be aware of it for future development and building construction. Kerr noted that this underscores the fact that the south area is more suited to smaller hangars. Stehmeier reiterated that it doesn't come into effect until 2012, but the FAA is already looking at it and considering it when reviewing building proposals. Larsen said that if the board is okay with it, he will make the changes to the AOP.

Committee Reports

Audit & Finance - Lynn Lemon

No report

Operations Committee – Dean Quayle

Quayle said that the Minimum Standards document is moving through both the state and federal agencies and he is expecting it back shortly.

Capital Improvements – Harry Ames

Ames indicated he needs a little more time. Kerr asked for an update on the airport sign. Ames said that first of all, the mailbox system is slated to go in as soon as the ground thaws. We have applied for funding from the Restaurant Tax for about \$16,000 and we're waiting to hear on it.

Another issue brought up last month is the liability at the airport. Ames asked for another month to finalize some figures. In the meantime, he had asked Stehmeier what the liability is currently. Stehmeier indicated that it is about \$1,000,000 which is

quite low compared to our potential risk. Ames wondered if the board has access to legal services either through Logan City or Cache County to review insurance contracts, etc. Kerr said that both the city and county have provided legal service in the past. Watts said he would bring it to the attention of the Logan City Attorney and get his feedback on raising the liability at the airport.

Economic Development – Gar Walton

Walton reported that public relations was a main topic at the UAOA Conference in St. George. He said that the website development has begun with USU student volunteers, and he expects to see some results in the next two weeks or so. Kerr mentioned that we will probably be taking advantage of some free public relations services that were offered at the UAOA Conference, as well. One idea, Walton suggested, is that each board member have business cards with major talking points listed on the back so that we can always be promoting the airport. Watts suggested Walton get in touch with the web master for Logan City so they can work on linking websites and promoting both the airport and Logan City.

Ames asked if the issue with Mountain Ridge Helicopters had been resolved and was told that it had. Quayle wondered about the fuel tanker situation. Parker responded that after talking with Scott, they decided to continue doing things the way they have. Kerr said that we're working on getting a taxiway for Mountain Ridge Helicopters. Parker announced National Learn to Fly Day will be May 21, 2011. They will hold it at their hangar and give intro flights for half price that day. She noted that they have 50 flight scheduled tours of Cache Valley done through a promotion they ran in Ogden. Kerr asked Parker to tell about the Valentine's Day promotion they did. She said they teamed up with the Logan Downtown Alliance and provided a package deal with dinner, a night's stay at the Weston Inn, flowers, and a helicopter flight in the evening. She thinks they did 30 to 40 flights with a lot of people coming up from Salt Lake City to participate. Parker was very excited about how it all worked out and hopes to continue to work with the Cache County Visitors Bureau on future promotions. She noted that they have a letter of authorization from the FAA to do tours through the flight school and they also have the 135 Certificate to do larger charter flights. They hope to expand this in the next year.

Open Items

Murray reported that he and Potter had met with Smithfield City and Jim Gass to get their concerns about the overlay zone and find out what the city feels is appropriate to move forward with the adoption of the zone within Smithfield. Murray has drafted a letter proposing some additional services to help us in our meetings. He said that Potter will be meeting with Hyde Park to get their concerns about the overlay zone, as well. Kerr asked Murray to get with Stehmeier to make sure that they are not duplicating their efforts, and then share the information in our next meeting.

Scott Weaver from Leading Edge Aviation invited everyone to their breakfast this coming Saturday

from 8:00 to 10:00 a.m. He also thanked the board members for their letters of recommendation. He indicated that they were the chosen respondents and they hope to have their business at the South Regional Airport in Salt Lake up and running by the end of April. Walton thanked Weaver in behalf of the Civil Air Patrol for making their facilities available which made their exercises much easier and more successful. Kerr noted that it is important to have a public information campaign whenever the Civil Air Patrol has an exercise telling about the whole airport package including the Civil Air Patrol and the services they provide. He emphasized that all the board members need to be proactive in expressing to others the role the airport provides. He pointed out the Osprey and Glider events coming this year as excellent opportunities to promote the airport. He asked board members to think of people they could invite to the events that will give the airport good exposure. Hansen said that the Osprey is a good example of money coming into the valley because of the airport. Kerr suggested that a reporter from the Herald Journal be contacted to do a story on the flight packages with Mountain Ridge Helicopters and indicated that there are probably very few people in Cache Valley who are aware that this is available to them.

Quayle brought up that there are two open items from the minutes of the last meeting about Stehmeier's network conference and the vole hole problem at the airport. Stehmeier said that the voles have virtually disappeared. He doesn't know why, but said he had learned that voles like to feed on dandelions and broad leaf materials. Therefore, if we get rid of the broad leaf plants, the voles should go away. He will work with the Cache County Weed Department on sterilizing that area of plants this year. He said that will help with the grading and other problems they have had in the past, as well.

Stehmeier traveled to the network conference and met with 6 different airlines. He also met with Sky West in St. George. The overall attitude of the airlines right now is positive, and they're looking for growth. However, the high cost of fuel right now is causing them to not make any immediate plans to expand their capacity at the present time. He said all the major airlines seem to be merging. Southwest is merging with Air Trans and United is merging with Continental. Because of that, they are not looking into expansion. Stehmeier said their two best meetings were with United who has been very positive about coming to Logan, and United recommended that Stehmeier meet with Sky West. He thinks Sky West may have a possibility of having some airplanes become available for flights between Logan and Salt Lake or Denver within the next eight months or so.

Next Meeting

The next meeting of the Airport Authority Board will be on May 3, 2011 commencing at 7:30 a.m. in the Historic Courthouse Council Chambers, 199 North Main, Logan, Utah 84321.

Adjournment

The meeting was adjourned at 8:50 a.m.