

**LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
MINUTES
May 3, 2011**

The Logan-Cache Airport Authority Board convened in a regular session on May 3, 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, Harry Ames, Val Potter, Lynn Lemon

Absent:

Randy Watts

Others in attendance:

Rich Stehmeier – Logan-Cache Airport Manager; Zan Murray - J-U-B Engineers, Inc.; Kenny Crandell, Scott Weaver – Leading Edge Aviation; Bryan Congdon – Harris Air, Inc.; Brady Hansen – Logan Fire Dept.; Zak Loosle – Utah Jet Center; Ryan Pritchett – Armstrong Consultants, Inc.; Brent Roberts; 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 April 5, 2011 with corrections made on page 2.

ACTION: Motion was made by Potter and seconded by Quayle to approve the minutes of April 5, 2011 as amended. The vote in favor was unanimous, 6-0 with 1 absent

ITEMS FOR DISCUSSION

Manager's Report – Rich Stehmeier (Attachment A)

139 Inspection Report (Attachment B)

Kerr asked Stehmeier to address the daily inspections listed on page 6 of the letter of correction. Stehmeier said our certification manual that was approved by the FAA states that we will inspect the airport Monday through Thursday (four days a week), and holidays and weekends as needed. The new inspector said that wasn't the intent of the regulation and that the airport must be

inspected every single day (seven days a week). Stehmeier said that he will now have to inspect the airport every day. Quayle asked how expensive it is and what is involved. Stehmeier replied that it usually entails driving and inspecting the length of the runway and taxiway surfaces and shooing the birds away. In the winter, the monitoring is constant to make sure the runways are plowed on a timely basis. Quayle asked if that would take about an hour every day, and Stehmeier said it would.

Hangar Inspections

Stehmeier said the inspections only take about five minutes. The Fire Marshall looks for a fire extinguisher that is certified and current. He also looks for a clear path to the electrical panel, and general safety items. Stehmeier said he just looks to see an airplane in the hangar and registration on the aircraft.

Emergency Electrical Repair

Airport Security Cameras

Stehmeier said he would be glad to make an official RFP for the project and get bids to present to the board if they wish him to. Quayle asked how the data could be accessed. Stehmeier said that it will be available on the internet and accessible to smart phones by entering a password. The dispatch center could also monitor it this way. Lemon asked if there is a maintenance cost in addition to the capital cost. Stehmeier said that this particular system needs no maintenance agreement. Kerr asked if this project was spurred by any FAA requirement. Stehmeier said that it is not mandated by the FAA at this time for our size of airport, but they are looking at airports our size because we have large aircraft that operate in and out of it. He said the TSA and the FAA are looking at airports that house large aircraft overnight or for a period of time and have no monitoring or security system.

ACTION: Motion was made by Ames and seconded by Potter that the board add to the current year's budget \$8,254.52 to reimburse Cache Valley Electric for electrical repair done on April 16th and 17th.

Kerr asked if the board members are in favor of Stehmeier sending out an RFP on security camera systems. Ames responded that it would be worthwhile to do so, but wondered if he could break it up into a smaller project to begin with and focus on just the areas where the larger aircraft would be parked. Stehmeier said that he, in fact, did break it down and has one section of the bid covering just the areas in front of Leading Edge, Utah Jet Center and Utah State, as well as the parking lot. The other section of the bid has an additional camera further down the ramp near Stehmeier's office which would cover most of the rest of the ramp and the runway.

Kerr determined to agenda this item for next month and asked Stehmeier, Ames, Zak Loosle, and Scott Weaver to form an advisory committee to look at the airport's current security operations involving the sheriff and police departments and the 911 Center, etc.

Liability Insurance Report – Rich Stehmeier

As requested by the board last month, Stehmeier looked further into the airport's liability insurance coverage. He met with Bryce McEwan, Logan City's Risk Manager, who suggested we send an RFP to some of the major insurance companies that insure airports throughout the United States and the rest of the world. This RFP will determine the amount of liability insurance we have based on the types of activities conducted at our airport. Stehmeier said that McEwan believes we can then approach some of these major insurance companies and secure a plan that will get more insurance for less than what we're paying right now. Stehmeier said he will continue to pursue this during the coming month. Lemon asked how much the airport has now. Stehmeier said \$1,000,000 which costs about \$3,000. Kerr added that the liability company we're currently using is just running a general liability policy that is not tailored to airport operations.

Fuel Farm Proposal – Scott Weaver (Attachment C)

Weaver referred to the third photo in the handout showing the problem coming out of the 139 inspection is that the power coming into the fuel system is right next to the pumps and there isn't anywhere to disconnect the power except for the utility box. The recommendation is that we move it so there is a shut-off on that side of the fence. Kerr added the implications are that potential problems will occur right by the hoses and gate thus preventing someone from shutting off the power there. Weaver referred to the first page showing a quote from TEC Electric of \$4,700 and the recommendations for fixing the problem. Ames asked where a new box would be located. Weaver referred to the second photo showing the existing box. He stated that the recommendation is to move all of it to the outside of the fence where the electrical would be brought into the fuel farm, and it could be shutoff there.

Kerr asked Weaver to pursue at least one more bid and then present them to the board next month for a decision. In addition, he asked Brady Hansen to work with Stehmeier and Weaver in putting together an RFP that will cover his concerns.

J-U-B Airport Overlay Funding – Rich Stehmeier / John Kerr (Attachment D)

Stehmeier referred to a copy of the letter J-U-B sent. Essentially, J-U-B has agreed to work with Hyde Park and Smithfield along with Val Potter to adopt the overlay plan for the airport. This will take about eight visits in the next four to six months, and they are asking for \$2,000 to facilitate the adoption of the overlay zone in Smithfield and Hyde Park. Stehmeier said he considers this a critical component to the Master Plan as it is beneficial to the commercial development around the airport.

ACTION: Motion was made by Lemon and seconded by Potter that the board approve the addition of \$2,000 to the budget to fund the airport overlay ordinances in Smithfield and Hyde Park. The vote in favor was unanimous, 6-0 with 1 absent.

Corporate Taxiway Utilities Cost Proposal – Harry Ames / Rich Stehmeier (Attachment E)

Stehmeier said that Armstrong Consultants was asked to come up with a cost estimate for the utilities as well as the taxiway for the proposed Brent Roberts hangar. The construction of the taxiway will allow the airport to build up to five larger 100' x 100' hangars for those clients who

have larger aircraft. In addition, it allows access to the Mountain Ridge Helicopters hangar which currently does not have it. The cost estimate shows a total cost for construction of the new North Taxilane, minus their fees, to be \$309,523.50. Because the board requested an estimate of just the utilities so Roberts could still build his hangar, Stehmeier had Armstrong provide that cost. It comes to \$93,500, \$40,000 of which is for a lift station. Stehmeier said that Kirk Nielsen of UDOT Aeronautics Division and Kristin Brownson of FAA ADO in Denver both agreed that it is a viable option for us to front the money for this project like we did for the south taxilane. However, there is a concern that it would be taking the money that is used for matching funds for major projects. Another option is to borrow the \$150,000 entitlement fund from another airport that is not going to use it this year or the next year. At some point, we will repay it by the FAA saying that another airport will now need to use that fund, and we would not receive the \$150,000 for that year. Stehmeier favors this approach because it will not deplete our own funds. Ames agreed that this option really is the only one to consider because it will not take our funds which we would need in case of an emergency. Stehmeier noted that he has met with Walton, Kerr, Ames, Kristin Brownson, and Kirk Nielsen and they have gone over the next five to seven years looking at projects at the airport they will spend the entitlement money on. Stehmeier and Ames both agreed that it makes more sense to spend the \$300,000 and put in the entire taxilane rather than a piecemeal approach with each hangar that goes up. Ames asked Stehmeier if there are any current projects at the airport that are as important as the North Taxilane. Stehmeier said that the 10-28 runway and taxiway needs to be torn up and then reconstructed, but the FAA won't fund it. He also said taxiway Charlie which runs in front of Deloy Hansen's hangar and is parallel to 10-28 is in bad shape because of wear and repeated plowing. Stehmeier thinks it is in the plans to be fixed this year, possibly in conjunction with the new taxilane construction and it will be funded.

Kerr stated that there will never be a better time to put in the infrastructure in this new area as spelled out by the Master Plan because we have access to the entitlement funds from other airports and several people ready to construct hangars in that area, as well.

ACTION: Motion was made by Ames and seconded by Walton that the board approve the application for funding using other airports' entitlement funds for the construction of the North Corporate Taxilane and utility extension. The vote in favor was unanimous.

Stehmeier said that Armstrong would look at extending gravity flow to 1000 West rather than putting in a lift station for the sewer. Kerr mentioned that Mayor Watts had heard a report that a lift station would not be necessary. Stehmeier said he would continue to look into it as an alternative approach for the sewer.

Brent Roberts Hangar Request – Rich Stehmeier

Stehmeier stated that in conjunction with the proposal just approved by the board, Roberts has requested to build his hangar in the new location.

ACTION: Motion was made by Ames and seconded by Lemon that the board conditionally approve Brent Roberts' hangar request based on FAA approval of funding for the North Corporate Taxilane and utility extension. The vote in favor

was unanimous, 6-0 with 1 absent.

Committee Reports

Audit & Finance - Lynn Lemon

No report. Lemon said they will be meeting this month.

Operations Committee – Dean Quayle

No report.

Lemon left the meeting at 8:46 a.m.

Capital Improvements – Harry Ames

Ames said he hasn't heard anything yet on whether the funding we requested from the RAPZ Tax was awarded, but we are moving forward with the airport sign.

Ames said he thinks it's time the board considers raising airport lease fees as they have been the same for a long time and seem to be low. He suggested that it be placed on the agenda for the board to discuss. Kerr asked Ames and the Capital Improvements committee to put together a proposal regarding airport leases including surveying other airports' leasing fees practices, and then present it to the board with a recommendation.

Economic Development / Public Relations – Gar Walton

Walton said they have the construction of the new website underway. He thinks he will have some results to show the board in 30 to 60 days. He asked members of the board to turn in their information for the business cards they will be printing.

Open Items (Attachment F)

Leading Edge and Mountain Ridge Helicopters will be having a National Learn to Fly Day on Saturday, May 21, 2011 from 11:00 am to 4:00 pm.

Next Meeting

The next meeting of the Airport Authority Board will be on June 7, 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 8:58 a.m.