

**LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING**  
**MINUTES**  
**September 6, 2011**

The Logan-Cache Airport Authority Board convened in a regular session on September 6, 2011 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  
Harry Ames  
Val Potter  
Gar Walton  
M. Lynn Lemon

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

Mayor Randy Watts

**Others in Attendance:**

Stewart Hunsaker – Logan-Cache Airport Manager  
Susan Crosbie – Utah State University Aviation  
Sean Heiner – Utah State University Aviation  
Kenny Crandell – Leading Edge Aviation  
Shawn Shuler – Riedesel Engineering  
Zak Loosle – Utah Jet Center  
Jessica Parker – Mountain Ridge Helicopters  
Brady Hansen – Logan Fire Department  
Bryan Congdon – Harris Air  
Zan Murray – J-U-B Engineering  
Brent Roberts – Hangar Owner  
Sherm Buck – Pilot  
Bill Francis – Pilot  
Jerry Clark – Pilot  
Janeen Allen

**CALL TO ORDER**

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

## REVIEW AND APPROVAL OF THE MINUTES

Kerr asked for a motion to approve the minutes of August 2, 2011.

**ACTION: Motion was made by Potter and seconded by Ames to approve the minutes of August 2, 2011. The vote in favor was unanimous, 6-0, with 1 absent**

## ITEMS FOR DISCUSSION

### **Manager Report – Stewart Hunsaker (Attachment A)**

Hunsaker reported that the testing was completed successfully on the V-22 Osprey and that the support team was highly complimentary of this airport and the surrounding community considering the amount of time they spent here.

He noted that the sports charter season has begun with the Aggie football team flying out to play Auburn last Friday and flying back Saturday. There are two charter companies committed to the airport through November.

Hunsaker wondered if there is any local interest to open a small diner or café at the airport. At this time, he doesn't know where it would go, but thinks it would provide an extra draw to bring people to the airport.

One area, Hunsaker recalled, that was emphasized during his interview for the airport manager job was curb appeal for the airport. He approached the USU Landscape Architecture department and found Professor Phil Waite who is willing to take on the airport entrance as a project for his senior students. They met on August 24<sup>th</sup> and discussed possible ideas for this project, and the professor will be giving it to his students later on this month. Ames asked what the latest word is on the possible movement of the airport entrance. Hunsaker replied that the master plan shows the future entrance to be on 10<sup>th</sup> West, but that there are no utilities and we don't own all the land yet. Ames asked if the time frame is somewhere around 10 years before we see the entrance moved, and Hunsaker answered that it is. Hunsaker continued that the students will present their projects to the board for review. Walton brought up the concern for the environment and habitat for certain plants and animals in the area. Hunsaker said that will be considered as part of the projects submitted.

Hunsaker reported that Autonomous Solutions conducted testing on two large swathers at the airport from August 15<sup>th</sup> – 22<sup>nd</sup>. Kerr asked if they are unmanned vehicles. Hunsaker said that the two that were tested are not unmanned. The main testing was on the steering mechanism in which they had replaced a valve with their own parts, and then compared the performance with the other swather that had John Deere stock materials in it. He noted, however, that future testing will involve unmanned equipment. Lemon asked why the testing is done at the airport. Hunsaker said because of the openness and the opportunity to maneuver. Lemon clarified that they are not cutting, they're just using the abandoned runway for maneuvering purposes, and Hunsaker confirmed that to be correct. Kerr added that they've been coming for several years for this type

of testing and they pay \$250 a day for the use of the airport property.

Hunsaker said that Dave Hancey from the Logan City Communications division has a spare radio repeater that he would like to move to the airport and place in FL6-A. He said it would serve as a backup for Logan City communications if something were to happen to their regular repeater. In addition, there would be a couple channels we could dedicate for airport operations use. He noted that this is just an initial contact at this point. Hunsaker said there would be a cost of \$500 to switch the license. Lemon questioned the airport picking up the \$500 cost of the license switch when it is clearly a benefit to Logan City and not necessarily the airport at this time. Hunsaker said he could see it benefitting the airport during a large event to have handheld radios and everyone on a different frequency, but we don't have the handhelds, and on a day-to-day basis the airport doesn't have a need for its own dedicated frequency. Walton asked if it is UHF or VHF. Hunsaker said he doesn't know. Ames pointed out that he understood, based on his aircraft radio experience, that we can use other airband frequencies at the airport for operations as authorized and assigned by the FCC. Ames also noted that there is a large amateur radio operations group in the valley very willing to help with communications during large events at the airport. He is inclined to agree with Lemon that we should be cautious in considering this when there really is no advantage or benefit for the airport. Kerr asked Quayle to explore it further to which Quayle said he would. Walton added a comment that the Civil Air Patrol uses FM handhelds. He said they have access to surplus Air Force handhelds that they could make available to the airport on a semi-permanent basis for activities and events if the need arises.

*Dean Quayle contacted Dave Hancey subsequent to the Logan-Cache Airport Authority board meeting and clarified that the \$500 fee is based on location and not ownership. Quayle also noted that Logan City is willing to transfer this new state of the art equipment worth about \$7000 to the airport to provide additional radio capability. It is a VHF system capable of interfacing with the radio currently used by the airport manager, and could handle add-ons to provide more capability in the future. It would be especially beneficial when Logan City crews are on site for road or snow removal work and when large events are taking place such as the glider competition.*

Hunsaker said that he had Armstrong Engineering look at several areas of concern at the airport. They include Charlie Taxiway from midway through the Jet Center ramp to the west, the run-up area for the Alpha Taxiway, and the north end safety area with water coming up through the gravel on Runway 17. Hunsaker said that Armstrong will work through Staker-Parsons and state aeronautics in prioritizing and bidding the projects.

Hunsaker visited with Steve Miller who expressed interest in negotiating returning the old tower to airport control. Hunsaker would really like to pursue this so that we can turn it into a public viewing area for the field. Paul Taylor, a Logan City building inspector has gone through the tower with Hunsaker, but has not yet offered his opinion on the cost of making it safe for public access. Lemon said it would be critical to get an estimate of the cost which will help us in the decision process. Hunsaker said he has looked a little into some money available through historic preservation avenues, but he agreed that we need to have an estimate before proceeding.

Hunsaker said that Jerry Clark is interested in building a hangar located at E-17, a location

previously considered by Brent Roberts. He passed out the proposal to the board (Attachment B). Hunsaker noted that Mr. Clark is present at the meeting to address any questions the board members may have.

Ames asked about work that was to be done on the fence and the gate at the airport. Hunsaker said he just received the purchase order approval from the county for the asphalt. He hopes to get it scheduled to be done this week.

Quayle asked Hunsaker if the problem with emergency communication has been resolved as far as the right people being contacted through the proper channels. Hunsaker said that he has not had a chance to get hold of the ATC to give them his contact information. Quayle asked Brady Hansen if he has made any progress on correcting the problem. Hansen responded from the audience that two things need to happen. The first is that the pilots need to be educated to call 911. The second is to correct the contact information. He added that having the pilots call 911 is the fastest way to get his emergency crews in the field. Hunsaker said he needs to contact Rich Stehmeier to find out who he needs to get in touch with in order to change the contact information to his name. Ames said that the pilot flying from New York would be more apt to use the Unicom for emergency purposes rather than calling 911. Hansen said that from the discussion at the last meeting, he understood that we need to put the emergency contact information through the Unicom to the dispatch office instead of the airport manager because he will not always be available when there is an emergency. Ames continued that there should be something written up that outlines emergency procedure for the Logan-Cache Airport. Hunsaker said there is actually an emergency plan in place with alerts 1, 2, and 3 as far as who and where to make contact, but it is not in the form of a checklist or readily available to those not part of the emergency response plan. Ames emphasized again that an emergency protocol sheet should be written up and be readily available to all involved parties. After more discussion, Kerr determined that a simplified emergency procedure sheet should be produced to correct the communication errors during the last emergency landing.

Ames asked if the board members understand all the aspects of the application submitted by Jerry Clark. At this point, Brent Roberts asked to address the board from the audience and said that he is confused as to why he is having to relinquish his hangar space but has never been contacted about it by the board or manager. He continued that he's gone all the way through field design review on it and has no idea where this decision is coming from. He asked Hunsaker what made him assume that he was giving up that area. Hunsaker replied that the paperwork in the office indicates that the 90-day time period elapsed, and he had no notes from Rich Stehmeier indicating what Roberts' intentions were. Roberts asked again why no one contacted him. He continued that the reason there is no building there is because he presented a proposal to the board to go into a larger location when the board could make it available. He has never been contacted by the board saying whether the area to the west has been improved so that he can move to that location. He asked the board what the status is of west area including the sewer and the taxiway. Kerr replied that the improvements are still in the future.

Jerry Clark addressed the board saying that his impression from talking with Stehmeier is that there was a time limit and that it had elapsed. He also assumed that because Roberts had

purchased the other location that it was an indication he was letting go of the E-17 hangar space. Kerr said to Clark that the board needs more definitive information than just what is on the application. He noted that if the hangar is 55' x 60' then the E-17 hangar space is not the right location. There are other issues regarding which way it will face, as well. Kerr asked Clark to figure out those details and the board will do its best to accommodate his request whether it will be at E-17 or some other location. Kerr noted to Roberts that a design review is only good for twelve months and he will research more into when construction must begin after site approval. He did concur that Roberts should have received a phone call in this matter. Lemon asked Roberts if he has gone through design review with Logan City. Roberts said he did in June. Lemon asked which direction the entrance was to be and Roberts replied that it would be southeast.

Ames summarized the conflict with Roberts as a waiting game, meaning that he is waiting for improvements in the area west, but the board hasn't been able to get them yet. Bill Francis, from the audience, pointed out that the Master Plan indicates moving the larger aircraft into the northwest area where Roberts is proposing to move, but the infrastructure is not there. He cautioned against going against the Master Plan saying it could raise problems with the FAA and there are safety concerns, as well. Kerr said that currently Logan City is doing the preliminary engineering to run the sewer and water on an extension of 10<sup>th</sup> west at the proposed entrance to the airport. He added that we have verbal approval from the landowner for the easement for the underground improvements. The FAA and the state are aware of the airport's need for funding in that area. At one point we thought we would have the funding to repair *Charlie* and *Alpha*, but that funding is no longer there. Kerr said that the priority is to repair *Charlie* at least to the abandoned runway in order to justify the extension to the west. He noted that the FAA is willing to fund the taxiway / ramp that would go to the southwest in front of Mountain Ridge Helicopters like they did with *Delta*, *Foxtrot*, and *Gulf* in that we would front the money to put in the ramp and the onsite improvements and they would reimburse us over the course of a year or two. He concluded that it will not take place any sooner than 2012 or 2013. In addition, Kerr noted that we have approval to receive all of the funding back from the *Delta*, *Foxtrot*, and *Gulf* extensions and we can reinvest that money back into the airport.

Roberts asked what happened to the funding that was going to come from other airports and that was projected to be used to fund the extension. Kerr replied that the funding did not come through. Therefore, we are stuck along with the FAA waiting for the funding. Roberts explained that the reason he decided to move to the other location was for the open area, but he also thought it would help the airport authority in pursuing funds if there was a commitment to build there. Kerr said that was definitely a positive factor with them agreeing to search for the AOP funds. Roberts said he would still like to retain that new location and see what happens with the funding. Kerr said that he, Gar Walton, and Stewart Hunsaker will be meeting with both the FAA and the state the first week of October, and they will do what they can to get a commitment for the funds. He added that it will be critical to get a commitment as to when they will reimburse us, as well. Roberts asked if Kerr believes there will even be AOP funds available. Kerr said the entitlement funds are being discussed as being pulled, and therefore the FAA is cautious about commitments that extend beyond their ability to fund. Kerr concluded that everything to do aviation funding right now is up in the air.

Ames asked Clark if the purpose of his hangar is just to house an aircraft, and it's not a business. Clark said that is correct. He noted that he is open to other hangar sites if Roberts wants to keep E-17. Kerr said that the site adjacent to the USU hangar on *Delta* would fit his smaller hangar perfectly. Clark said he would meet with Hunsaker and explore that option. Roberts said he is willing to assist the airport in facilitating the infrastructure in the west location, but if it doesn't look like it will happen, he will start building where his hangar site is currently.

### **3700 North Update – Lynn Lemon, Val Potter**

Lemon said our engineer estimated it would cost the county about \$500,000 to do wetland mitigation on this farm road and recommended that we not do it because of the cost. Lemon said that if the property owners put in the road, they don't have to go through wetland mitigation. Therefore, the county would like to work with the property owners in putting in the farm road. Kerr asked what we need to do to make it happen. Lemon said that we have to continue working with the property owners to get the necessary easements, the problem being that some owners want the road and others don't. Kerr said that after talking to Brian Chambers, he was under the impression that we had all the easements. Lemon said that the property owners all committed to it, but then didn't sign and return them when the county attorney sent them out.

### **Land Lease Rate Review / Lease Language – Stewart Hunsaker, Harry Ames**

Hunsaker addressed three questions that Ames brought up at the last meeting:

- (1) Is there any language in the prepaid lease agreements that allow us to raise the rates?
- (2) If we raise the rates, how is the airport authority board legally liable for any action that may come as a result?
- (3) Can we recommend any changes in the lease language across the board?

Hunsaker said there are basically two different lease agreements in effect. The old style lease states that the rent can be adjusted by the leaser annually if such rent is reasonable related to the costs of all other leases of hangar sites and such increase is equally adjusted for all leasees. Hunsaker said he brought this before the Logan City attorney, Lee Edwards, who said that because some prepay, the airport cannot raise the rates because it has to be done on an equal basis according to the language in the lease. The new style lease states that the rate will be increased by 2% per year. All the language about raising it for all leasees has been taken out, but the prepay language was left in. Hunsaker said that according to Edwards there is a clause in each of the leases that allows for them to be rewritten. He continued that we could either notify all leasees in writing or have them sign new leases with updated language when their lease agreements come due.

Ames summarized that the leases are poorly written and tie the hands of the airport authority in regards to raising the rates in order to meet our operating needs. Quayle asked when the leases will expire. Hunsaker said they generally run for a ten year period. The original lease agreement contains a clause that allows renewal by written letter. Lemon commented that at one time there was a real effort to update all the leases, but there were issues with land ownership and the

leasees trying to obtain loans, so they ended up with leases that were written for three ten-year periods and most were renegotiated in the 1990s. Ames said he thinks we should explore for another 30 days our options in order to legally renegotiate the leases with new language that will allow us to raise the rates to help cover the operating costs of the airport. Lemon said he would like the county attorney to look at the leases and give an opinion, as well. In the meantime, he suggested to Chairman Kerr that we go ahead and send the bill out for this year since the issue won't be resolved anytime soon. Walton added that maybe something that's being overlooked is the fact that if someone prepays, we have use of the money in advance which gathers interest and probably covers a rate increase. Because of that, maybe there doesn't need to be a distinction between regular and prepay.

### **Overlay Zones – Val Potter, Zan Murray**

Murray said there has been good progress made. They have met with the Smithfield Planning and Zoning Commission three times, the last of which was a workshop meeting involving Jim Gass, John Wells, and Brent Jewkes who are working together on revising the overlay zone ordinance and crafting language that will fit into their ordinance structure. He hopes to be able to see that back from them soon. Murray continued that they have met with the Hyde Park Planning and Zoning Commission, as well. They have approved it also pending some language revisions by their city treasurer and a legal review by their city attorney. It will then move forward to the Hyde Park City Council for adoption.

Potter asked Murray if the 4200 North issue will suspend progress of the overlay zone adoption. Murray said he doesn't think it will be a problem, but he thinks it may become a county council issue rather than an airport issue. Lemon noted that the county put in 2nd West from 3700 North to 4200 North rather than improve 4200 North because UDOT controls the intersection at 4200 North. Murray said in reviewing documents, he did not see any mention of commitments, just requests for the improvement of the road. Lemon said that it is still a priority with the county and they continue to put in requests with UDOT to fix 4200 North.

## **Committee Reports**

### **Audit & Finance – Lynn Lemon**

Lemon said that he, Dan Boston, and Stewart Hunsaker currently make up the committee. He asked if anyone else would be interested in joining. Sherm Buck expressed interest in being on the committee. Lemon said he would get in touch with him.

### **Operations Committee – Dean Quayle**

Quayle said the committee has met and are continuing to work on the rules and regulations. He also noted that there is a severe deficiency of parking space available at the airport for large groups. He said the airport authority should really look into improving the parking situation out there.

### **Capital Improvements – Harry Ames**

Ames said that he and Hunsaker have discussed the parking issue and thought one solution would be to level an area and put a compacted fill on it for a relatively inexpensive price, and then it could be paved at a later date when the funding becomes available. He suggested to Hunsaker to put it in the budget request this year. Buck commented that the users should be asked to help pay for the parking improvements, as well.

### **Economic Development / Public Relations – Gar Walton**

Walton said they have met and continue to work on the website. He said it is up and running and gave the address: [logan-cacheairport.org](http://logan-cacheairport.org). He encouraged everyone to visit the site and welcomed suggestions for things to go on the website. He was pleased by the media attention that was given during the events at the airport this summer and wishes to continue to be proactive in getting information about the airport to the public.

### **Commercial and Charter Air Service – John Kerr**

Kerr said that the proposal from Allegiant is not well defined, but they do have interest in coming. Hunsaker is meeting with the TSA and they are working through the details of what will be required and the costs related to allowing them to come in and whether or not the revenues generated justify the expenses on our part. He added that the proposal is still six to nine months away from any flights in and out of Logan.

### **Open Items**

### **Next Meeting**

The next meeting of the Airport Authority Board will be on October 4, 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 9:52 a.m.



LOGAN – CACHE AIRPORT AUTHORITY BOARD  
SEPTEMBER 6, 2011

# ATTACHMENT A

# LOGAN-CACHE AIRPORT

## MANAGER'S REPORT

August 2011

- 1.) **V-22 Osprey:** Gone. Testing was very successful and the team gave both the airport and the community very high marks.
- 2.) **Charter Season:** Sports charters have started. Have two separate companies already committed into the airport starting on September 1<sup>st</sup> and continuing through November.
- 3.) **Restaurant:** Would like to see if there is any local interest in opening a small diner/café at the airport.
- 4.) **Curb Appeal:** Phil Waite, a new landscape architect professor at USU has agreed to take on the airport entrance (probably the first 100 yards) as a student project. Met with him on 24 August to see what he needed and for him to see where the airport wanted to go. Any input from the board in this direction would be helpful.
- 5.) **Autonomous Solutions:** Were at the airport testing during the week of August 15<sup>th</sup> and into week of August 22<sup>nd</sup>. Had two large swathers they were demonstrating a steering fix on.
- 6.) **Logan City Backup Radio Repeater:** Dave Hancy from Logan City Communications met with me on the 22<sup>rd</sup> of August. He has a spare radio repeater that he would like to move to the airport and place in FL6-A. The cost of the license switch and other paperwork is 500.00. Advantages are to give the city another communications back up, plus there are two spare frequencies that would be dedicated to the airport, giving us our own operations radio channel. No one to talk to yet though. . .
- 7.) **Armstrong Engineering:** Were out on the field to look at several problem areas: Charlie Taxiway (just patch until we can do it completely right), Alpha Taxiway, (scheduled for spring), lips on all taxiways and water coming through the gravel on runway 17 safety area. Kyle from Staker-Parsons was there as well and will provide bids to Armstrong for the work.
- 8.) **Old Tower:** Spoke with Steve Miller and he mentioned he would be willing to negotiate on returning the old tower to airport control. Also had Paul Taylor, Logan City Building Inspector out to look through the tower. He has a copy of the old plans and will give us some idea of cost to bring up to code and open to the public.

LOGAN – CACHE AIRPORT AUTHORITY BOARD  
SEPTEMBER 6, 2011

# **ATTACHMENT B**

# LOGAN-CACHE AIRPORT AIRCRAFT HANGAR PROPOSAL

I Terry Clark, formally request approval to build a hangar for aircraft storage at the Logan-Cache Airport.

The location that I am requesting is designated on the airport master plan as spot E-17.

The hangar will be 80 X 100 feet.

I propose to start construction on the hangar on Oct 2011, with an estimated completion date of Dec 2011.

Please consider this proposal at the Logan-Cache Airport Authority Board meeting scheduled for Sept. 6th 2011. 7:30 am

Sincerely,

  
Owner -

Owners name and address:

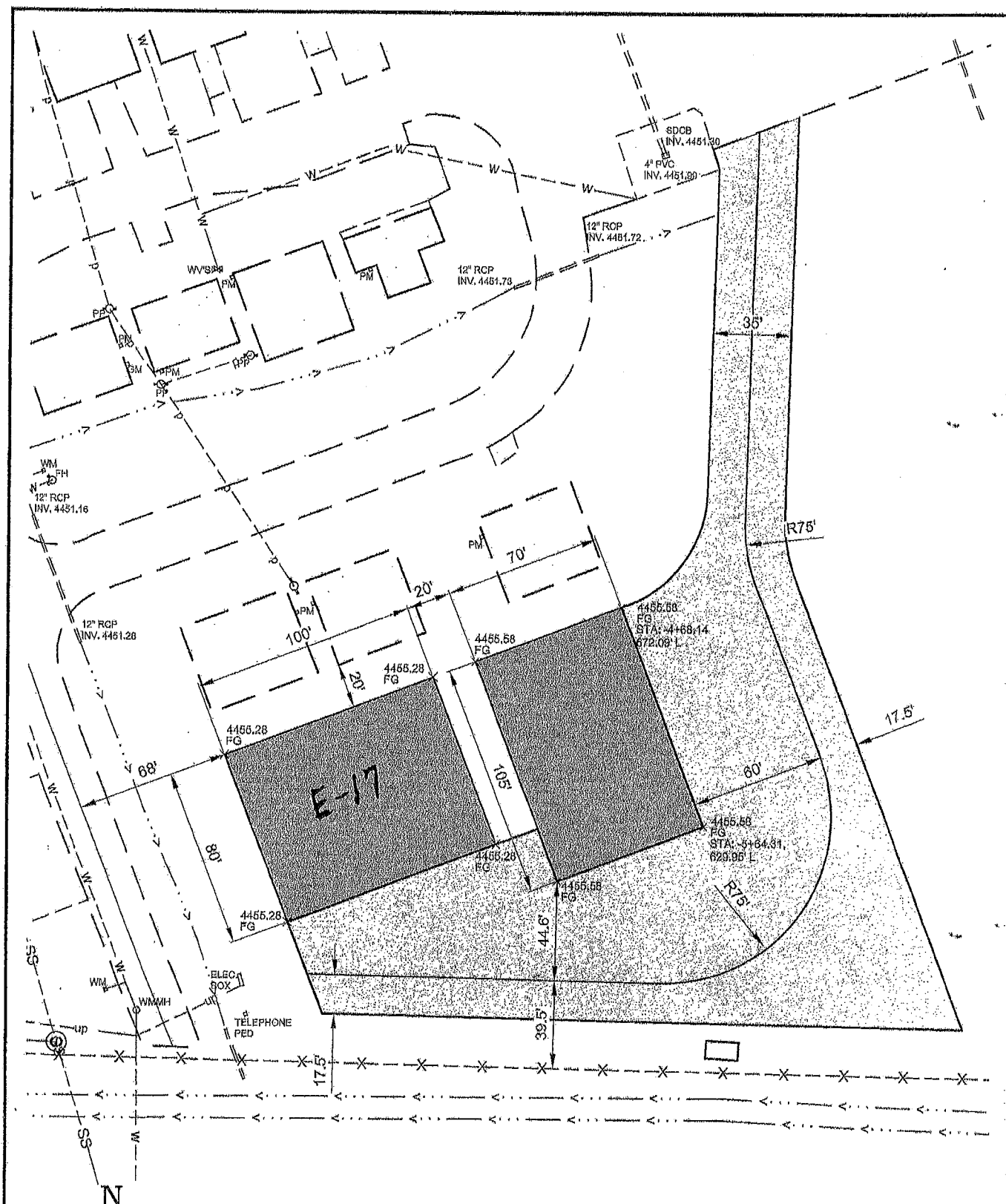
Terry Clark  
155 Fairway dr.  
Smithfield, Wt 04335

Note:

80'x100' is the Maximum size we will build. It could be smaller, possibly 55'x60'. Need options for either west or south entrances.

Airport Authority Board Approval granted:

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**ARMSTRONG CONSULTANTS, INC.**  
 AIRPORT ENGINEERING AND PLANNING

861 Rood Avenue  
 Grand Junction, CO 81501  
 ph: 970.242.0101 fax: 970.244.1769

LOGAN-CACHE AIRPORT LOGAN, UTAH	
HANGAR EXHIBIT A	
SCALE: SEE BAR SCALE	DATE: 10/2010
DRAWN: LKB	FILE: 8888-Hanger 70-105A
CHKD: JZP	JOB NO.: N/A