

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
MINUTES
November 1, 2011

The Logan-Cache Airport Authority Board convened in a regular session on November 1, 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
M. Lynn Lemon

Members of the Airport Authority Board Absent:

Gar Walton
Mayor Randy Watts

Others in Attendance:

Stewart Hunsaker – Logan-Cache Airport Manager
Susan Crosbie – Utah State University Aviation
Sean Heiner – Utah State University Aviation
Zan Murray – J-U-B Engineering
Zak Loosle - Utah Jet Center
Lan Turner - LCUA
Kirk Nielsen - UDOT Aeronautics
Scott Weaver - Leading Edge Aviation
Kim R. Hall - Leading Edge Aviation
Ryan Pritchett – Armstrong Consulting
Dale Gardner - LCUA
Bill Francis - LCUA
Brady Hansen - Logan Fire Department
Dan Haynie - Self
Brent Roberts - Hangar Owner
Sherm Buck
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 October 4, 2011.

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

ITEMS FOR DISCUSSION

Manager Report – Stewart Hunsaker (Attachment A)

Emergency Communications

Hansen clarified that the non-emergency number is for dispatch outside of Cache County to use to get in touch with dispatch in our area.

7:34 - Val Potter arrived

Charters

Roofing Projects

UAOA Conference

Paving

Allegiant Update

Curb Appeal

Hunsaker said the students will present their projects to their class on Wednesday on the USU campus, and then he will bring the top two or three to present to the airport board.

FAA Site Visit

Hunsaker said that Mr. Schoder is interested in encouraging a safety culture at the airport with both management and users. Mr. Schoder's main goal is to have the airport run in as safe an environment as possible.

(Attachment B)

Hunsaker noted as a last item of business that the proposed 2012 budget needs to be approved by the Airport Authority Board. Lemon stated that there are a few differences from the proposed budget that was sent out to board members. He added that it goes before the Cache County Council for approval, as well. Lemon said that the Audit and Finance Committee has made a few adjustments in the maintenance budget to accommodate some recommendations from Rick Schoder and that they made the best estimates they could as to what the projects will require for next year.

Kerr recommended that the board members review the proposed budget and consider it for adoption at the December 6, 2011 meeting.

Insurance / Broker Proposal – Bryce McEuen

McEuen was not present. Kerr moved to the next agenda item.

Analog Radio System – Dave Hancey

Hancey said the equipment is surplus from when the fire and police departments switched to a new system. He added that they also have an extra set of frequencies originally to be used at the facilities department but which never came about. According to the FCC, if they don't use it, they lose it. Therefore, he proposes to assemble it at the airport and use it to help when they are removing snow and other times when the airport would benefit by communicating on other frequencies. He noted that the equipment cost alone if purchased in the private sector would approach \$10,000 and that this is a good situation for both Logan City and Cache County.

ACTION: Motion was made by Quayle and seconded by Ames to move the radio repeater from Logan City to the airport along with the available surplus equipment and pay the \$500 transfer fee. The vote in favor was unanimous, 5-0, with 2 absent.

Hyde Park / Smithfield Zoning Progress - Val Potter, Zan Murray

Murray said that the ordinance has been revised by Jim Gass in Smithfield City to meet their format, and there is a public hearing set for the Planning commission on November 16, 2011. Hyde Park City has moved the ordinance through their Land Use Authority and it is now at the council level. He believes that it is now moving toward a public hearing at that level which should take place at the next meeting or two. Murray said he would inform the board of the public hearing date when he finds out.

Lease Update - Harry Ames

Ames said that they met with a representative from the County Attorney's Office and were told that they could change new leases, so the attorney's office is working with Ames' committee in making these changes. The prepaid leases will remain the same and old leases will be replaced with the new leases containing new language when they expire. All new leases will have language allowing us to tie rate increases to the inflation index. Ames concluded that he expects the leases to be ready for the board to review by the December 6, 2011 meeting.

Lan Turner from the audience stated that there were several people attending for the purpose of getting information on the lease changes. He asked Ames to elaborate on what exact changes will be made to the leases. Ames reiterated that existing leases will be honored until they expire, at which time the new leases will be required that contain language for annual rate increases based somewhat on the inflation index. Turner asked if there will be an increase in the base rate. Ames replied that they are still looking at the base rates. Turner continued that he believes most hangar owners are not so much concerned about the increase in rates, but how the money will be put to use. Bill Francis said that a major concern is the money being spent to be 139 Certified and still no commitment from a commercial airline.

Sherm Buck offered a suggestion that there be a limit placed on the rate increase each year that requires review and approval by the board. Buck added that money has been spent chasing an elusive airline that could have been spent building up the infrastructure of the airport.

Dan Haynie voiced a concern over the equity of the proposed rate increases. He would like to see fairness and consistency going forward from this point. Kerr said that he expected to see something in December for the board to review.

Committee Reports

Audit & Finance – Lynn Lemon

Lemon reported nothing new besides the proposed 2012 budget.

Operations Committee - Dean Quayle

No report.

Capital Improvements – Harry Ames

Kerr asked Ames about the transition to the new mailbox. Ames believes that the transition will take place around November 15, 2011. All mailbox users will be charged an annual fee for the use of the box in order for the airport to recoup the cost of its purchase and installation.

Economic Development / Public Relations – Gar Walton

No report.

Commercial and Charter Air Service – John Kerr

No report.

Open Items

Kerr welcomed Kirk Nielsen from UDOT Aeronautics and asked him to take a moment to address the board. Nielsen commended the board for bringing the surrounding communities in and involving them in the overlay process. He stated that his main purpose for coming was to see how things are going at the airport and to visit with Stewart Hunsaker and discuss upcoming projects. Kerr asked about the status of state funding for revenues regarding infrastructure expenditures. Nielsen replied that aircraft registration fees have brought revenues in for additional expenditures. Lemon asked Nielsen to list the projects on tap for the airport and where the funding will come for them. Nielsen said the only state project on the list is a pavement preservation project along with redoing the southern part of the taxiway and apron. Kerr clarified that the pavement preservation project is the fog/seal on 35-17.

Lemon asked if the state will match on the acquisition of a fire truck, which is a federal project. Nielsen said the state puts in a match of \$5,000 for every \$100,000 once we reach \$600,000. He added that on state projects, it's a 90-10 split with the state paying 90% of project costs. Nielsen said, looking at this federal fiscal year, our match on the state and FAA projects combined would

be about \$75,000. Lemon didn't think the Audit and Finance committee had put that in the budget and said he would need to revise the proposed budget numbers.

Brent Roberts asked if there has been any news or progress regarding the Juliette Taxiway. Kerr said they met at UAOA and the FAA and the state are both aware of the need for an expansion in the northwest corporate area. He noted that the funding is still uncertain, but he received assurance from both entities that if we build Juliette to FAA standards, we will be eligible for reimbursement from our regular entitlement. Kerr added that Logan City is continuing with the engineering to bring the sewer and water in from the extension on 10th West. He concluded, however, that he doesn't have an answer as to the timing of the project, but hopes to be on the state's 2013 budget to repair the rehabilitation of the Charlie runway.

Roberts asked if the board has come to any agreement regarding future AOP funds for this project. Kerr said there is no commitment at this time. Roberts gave notice to the board that he will proceed and submit engineer plans for his original location because the timing for the other location is too far in the future. However, he would still like to exercise his options regarding the other location should it become available.

Buck asked what projects are listed for five and ten years down the road. Kerr said we're scheduled for land acquisition in 2014 on the approach south of 2500 North where we have an easement. Kerr said that the run-up area of Runway 17 is slated for 2017 and the rehabilitation of taxiway Charlie is slated for 2020. Buck asked about center line lighting to aid in fog landing situations. Kerr said it has been discussed with the FAA, but they have denied it because we don't meet any of their criteria. He noted, however, that we will continue to pursue it.

Buck requested that the board come up with a figure for the continued funding of Part 139. Kerr asked the Finance Committee to look at it. Lemon agreed to do so.

Next Meeting

The next meeting of the Airport Authority Board will be on December 6, 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 8:40 a.m.

LOGAN – CACHE AIRPORT AUTHORITY BOARD
NOVEMBER 1, 2011

ATTACHMENT A

LOGAN-CACHE AIRPORT

MANAGER'S REPORT

October 2011

- 1.) **Emergency Communications:** Called SL Center to change contact number to dispatch. Was told by contact person that the dispatch non emergency number was already first on the list and that no changes were necessary.
- 2.) **Charters:** Moving forward with Airbus, MD-83 and Boeing 737 aircraft on the field last month.
- 3.) **Roofing Projects:** Mountain Peak finished the small roof repairs on 6A and was awarded the bid for FL10. That work will be started in later November
- 4.) **UAOA:** I met a lot of the managers in the state, and we had a chance to talk to the folks from the ADO in Denver for a bit. Some of the information presented at the meeting were: suggestions about dealing with the media during any incidents/ accidents, some ideas on how to market the airport to local officials and Salt Lake City Director of Operations spoke about some basic airport management topics.
- 5.) **Paving:** Staker-Parsons finished both the GA entry gate paving as well as the skin patch on taxiway "C".
- 6.) **Allegiant update:** Submitted an idea to use some of the space in 9A as a temporary holding area for Allegiant flights to Keith Hansen. Heard via Fred Davis that they think it is a good idea and that it had been done by another airport where Allegiant operates. Explored the idea with local TSA and they said it would also work for them, as long as their equipment would be secured between uses.

John spoke with the folks in Cedar regarding the sterile / restricted ramp area, they only badge those individuals who need access to that area, and not anyone else.
- 7.) **Curb Appeal:** Met with USU Professor Phil Waite and his class to define the area and answer questions. They are engaged in working up some ways to make the airport entry more appealing.
- 8.) **FAA site visit:** Mr. Rick Schoder, our current Part 139 inspector, was at the airport all day the 27th and 28th for half day.

LOGAN – CACHE AIRPORT AUTHORITY BOARD
NOVEMBER 1, 2011

ATTACHMENT B

CACHE COUNTY
BUDGET RECOMMENDATION FORM
2012 AIRPORT AUTHORITY FUND

Account	Title	2009 Actual	2010 Actual	2011 JAN - SEP	2011 Budget	2012 Requested Budget	2012 Recommended Budget
INTERGOVERNMENTAL REVENUE							
770-33-10300	FAA GRANT PROJ AIP #22	-	-	-	300,000	-	-
770-33-10400	FED GRANT PROJ AIP #24	-	150,602	-	20,000	600,000	600,000
770-33-10422	FED GRANT AIP #18	157,520	-	-	-	-	-
770-33-10423	FED GRANT AIP #19	47,398	8,603	-	-	-	-
770-33-10424	FED GRANT AIP #20	20,497	-	-	-	-	-
770-33-44100	STATE GRANT AIP #21	-	112,500	-	15,000	-	-
770-33-44400	STATE GRANT #AIP 24	(19,652)	-	-	-	5,000	5,000
770-33-44402	STATE GRANT	373,367	40,284	61,608	117,000	567,000	427,500 ^{150,0}
770-33-70105	LOGAN CITY-SHARED NET EXP	67,354	67,354	70,000	70,000	70,000	70,000
TOTAL INTERGOVERNMENTAL REVENUE		646,484	379,343	131,608	522,000	1,242,000	1,102,500
CHARGES FOR SERVICES							
770-37-80000	AIRPORT FEES-LAND LEASE INCOME	7,601	51,262	26,454	51,000	51,000	51,000
TOTAL CHARGES FOR SERVICES		7,601	51,262	26,454	51,000	51,000	51,000
MISCELLANEOUS REVENUE							
770-36-10000	INTEREST	10,728	2,243	417	3,000	500	500
770-36-15000	GAS TAX REFUND	7,406	5,613	4,686	7,500	5,500	5,500
770-36-18000	FUEL FLOW -STORAGE FEES	13,171	14,106	6,939	13,000	13,000	13,000
770-36-20000	BUILDING RENTS	53,163	11,036	5,518	15,000	15,000	15,000
770-36-72000	DONATIONS IN KIND	16,379	-	-	-	-	-
770-36-90000	SUNDRY REVENUE	1,000	876	30,034	500	1,000	1,000
TOTAL MISCELLANEOUS REVENUE		101,847	33,874	47,594	39,000	35,000	35,000
CONTRIBUTIONS AND TRANSFERS IN							
770-38-20000	TRANSFER FROM GENERAL FUND	67,354	67,354	-	70,000	70,000	70,000
770-38-70000	APPROPRIATED SURPLUS	-	-	-	107,097	89,579	36,784
TOTAL CONTRIBUTIONS AND TRANSFERS IN		67,354	67,354	-	177,097	159,579	106,784
TOTAL REVENUE		823,286	531,833	205,656	789,097	1,487,579	1,295,284
AIRPORT							
770-4460-110	SALARY	76,095	76,538	57,005	75,376	51,095	50,496
770-4460-115	OVERTIME PAY	-	39	-	-	-	-
770-4460-120	TEMPORARY EMPLOYEES	-	-	2,630	6,800	6,800	6,800

CACHE COUNTY
BUDGET RECOMMENDATION FORM
2012 AIRPORT AUTHORITY FUND

Account	Title	2009 Actual	2010 Actual	2011 JAN - SEP	2011 Budget	2012 Requested Budget	2012 Recommended Budget
770-4460-130	EMPLOYEE BENEFITS	34,082	30,781	20,623	34,556	22,287	10,388
770-4460-210	SUBSCRIPTIONS & MEMBERSHIPS	-	25	425	-	500	500
770-4460-220	PUBLIC NOTICES	1,165	599	-	1,000	1,000	1,000
770-4460-230	TRAVEL	5,989	5,652	6,041	6,000	6,000	6,000
770-4460-240	OFFICE EXPENSE & SUPPLIES	1,760	1,892	2,222	2,100	1,500	1,500
770-4460-250	EQUIPMENT SUPPLIES & MAINT	5,096	11,935	14,274	18,684	17,218	21,000
770-4460-251	NON-CAPITALIZED EQUIPMENT	-	1,577	119	3,000	3,000	7,000
770-4460-260	BUILDING & GROUNDS	15,945	20,363	2,572	15,000	15,000	15,000
770-4460-261	SNOW REMOVAL	22,316	25,870	23,080	20,000	30,000	30,000
770-4460-262	WEED CONTROL - CHEMICAL	4,755	8,025	5,792	9,000	9,000	9,000
770-4460-263	WEED CONTROL - MOWING	11,154	4,921	1,246	8,000	6,500	6,500
770-4460-270	UTILITIES	13,935	12,909	10,322	14,000	14,000	14,000
770-4460-280	COMMUNICATIONS	3,555	3,772	2,922	3,600	3,600	3,600
770-4460-290	FUEL	-	-	-	-	-	-
770-4460-310	PROF & TECH -MASTERPLAN AIP	11,034	59,414	-	-	-	-
770-4460-311	PROF & TECH ACCOUNTING	1,000	1,000	1,000	1,000	1,000	1,000
770-4460-312	PROF & TECH-MASTER PLAN	50,000	-	-	-	-	-
770-4460-330	EDUCATION & TRAINING -A R F F	6,990	10,000	-	10,000	10,000	10,000
770-4460-510	INSURANCE	10,094	10,152	10,871	10,871	12,000	12,000
770-4460-620	MISC SERVICES	6,788	5,712	5,025	6,000	6,000	6,000
770-4460-621	MISC BOARD SERVICES/TRAVEL	3,235	2,448	2,146	3,500	3,500	3,500
770-4460-730	IMPROVEMENTS	32,757	-	-	-	-	-
770-4460-739	GRANT PROJECTS	964,799	370,139	61,608	513,110	1,261,579	1,080,000
770-4460-740	CAPITALIZED EQUIPMENT	-	-	24,825	27,500	6,000	-
TOTAL AIRPORT		1,281,944	663,763	254,748	789,097	1,487,579	1,295,284
CONTRIBUTIONS AND TRANSFERS OUT							
770-4810-100	TRANSFER OUT TO GENERAL FUND	-	-	7,182	-	-	-
770-4810-150	TRANSFER OUT TO CLASS B ROAD	-	-	880	-	-	-
TOTAL CONTRIBUTIONS AND TRANSFERS OUT		-	-	8,062	-	-	-
TOTAL EXPENDITURE		1,281,944	663,763	262,810	789,097	1,487,579	1,295,284
NET CHANGE IN FUND BALANCE		(458,658)	(131,930)	(57,154)	-	-	-

FEDERAL

Year	Airport	Description	Funding Source	Discretionary	State Apportionment	Entitlements	State	Sponsor	Total
2012	Logan-Cache	South Apron Rehab & Pavement Preservation	State Grant				\$450,000	\$50,000	\$500,000
2012	Logan-Cache	Airport Fire Fighting Rescue (ARFF) Vehicle	Federal AIP		\$450,000	\$150,000	\$5,000	\$26,579	\$631,579
2013	Logan-Cache	Taxilanes	Federal AIP			\$150,000		\$7,895	\$157,895
2014	Logan-Cache	Land Acquisition & HIRL	Federal AIP		\$800,000	\$150,000	\$20,000	\$30,000	\$1,000,000
2015	Logan-Cache	Pavement Preservation	Federal AIP			\$150,000		\$7,895	\$157,895
2016	Logan-Cache	Bank							\$0
2017	Logan-Cache	Run-up Areas (RWY 17) Taxiway Realignment & North Apron	Federal AIP		\$1,300,000	\$300,000	\$42,105	\$42,105	\$1,684,210
2018	Logan-Cache	Bank							\$0
2019	Logan-Cache	Bank							\$0
2020	Logan-Cache	Taxiway C Rehab	Federal AIP			\$450,000		\$23,684	\$473,684