

**LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING  
OCTOBER 7, 2015  
MINUTES**

The Logan-Cache Airport Authority Board convened in a regular session on October 7, 2015 at 7:30 a.m. in the Cache County Historic Courthouse, County Council Chambers, 199 North Main, Logan, Utah.

**ATTENDANCE**

**Members of the Airport Authority Board in Attendance:**

John Kerr – Chairman  
Craig W Buttars – Cache County Executive  
Val K. Potter – Cache County Council  
H. Craig Petersen – Logan City Mayor  
Jeannie F. Simmonds – Logan City Council  
Gar Walton  
Bill Francis

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

**Also in Attendance:**

Lee Ivie - Airport Manager  
Matt Bunnell – Utah State University  
Brady Hansen – Logan City Fire Department  
Kim Hall – Leading Edge Aviation  
Ryan Pritchett – Armstrong Consultants  
Kimberly Silvester – J-U-B Engineers, Inc.  
Kirk Nielsen – Aviation  
Clayton Gefre – Herald Journal  
Janeen Allen

**CALL TO ORDER**

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

## **ITEMS OF BUSINESS**

### **Approval of Minutes**

**ACTION: Motion was made by Potter and seconded by Walton to approve the minutes of July 1, 2015. The vote in favor was unanimous, 6-0 with 1 absent**

## **ITEMS FOR DISCUSSION**

### **Manager's Report – Lee Ivie (Attachment A)**

Ivie presented his report which is part of these minutes as "Attachment A."

*7:31 a.m. – Mayor Craig Petersen arrived*

### **UAOA Conference Report – John Kerr**

Kerr said UAOA was held at Bryce Canyon this year. He invited Walton to share his highlights from the conference. Walton said he was interested to learn that when an airport runway needs resurfacing, it can increase its priority for grant money by increasing the amount of pervious land surrounding the runway. He said that it was a good conference with a lot of valuable information given concerning grants for airports.

Kerr asked Ivie to share his highlights. Ivie said he liked this conference because it addressed some very important issues for general aviation airports. He was surprised at how much money is spent on chemicals for snow removal. He noted the discussion on hangar leases and the concern about hangar usage. There are some airports that actually lease hangars for non-aviation storage. Kerr added that a number of airports have reversionary clauses in their leases that return hangar ownership to the airport after a prescribed period of time. Both Kerr and Ivie said they are not in favor of that type of lease because the hangars are usually not in good repair by the time they become airport property and they become a liability to maintain.

Ivie said there was also a presentation on the history of experimental aircraft which was quite interesting. Overall, he said the conference was very good.

Kerr asked Ryan Pritchett to share any additional thoughts on the conference. Pritchett complimented Ivie and Kerr and Walton on their presentations to the state on airport improvement projects. He said their presentation was definitely the smoothest and well-prepared of all the presentations given. Kerr added that the airport is on schedule to receive around 2.5 million dollars over the next two years for airport improvement projects including the reconstruction of the cross runway, the north ramp, and Taxiway Charlie. He was informed that the funding may become available earlier than originally thought.

### **Airport Open House Report – Matt Bunnell**

Bunnell reported an attendance of 2500 people at the Open House in July. He thanked the board for approving the 5K run on the runway which was very successful with just under 100

runners. The funds raised by the 5K run are being put to use by the USU Flight Team. He requested that the run become an annual fundraising event for them.

Bunnell said the planning committee is considering a smaller scale Open House on a weeknight for next year. He received a lot of feedback from people that enjoyed it and learned a lot about the airport and its operations.

### **Hangar Request for Space J-3 by Poppy Aviation**

Kerr asked Ivie to review the hangar request from Poppy Aviation. Ivie read the letter of proposal from Poppy Aviation requesting to lease space J-3 for the purpose of constructing a 100' x 100' hangar. The letter was signed by Richard Spillman, owner and manager of Poppy Aviation.

Kerr noted that this hangar fits nicely into the master plan and said he would accept a motion approving the request.

**ACTION: Motion was made by Simmonds and seconded by Walton to approve the hangar space request of J-3 for Poppy Aviation with the stipulations that they are responsible for the cost of laterals that must be installed and that hangar construction must begin within a year. The vote in favor was unanimous, 7-0**

## **Committee Reports**

### **Audit & Finance – Craig Buttars**

Kerr noted that a review of the reserve account figures showed they were not what had been anticipated and after some research, it was found that there had been some misallocation of the funds. They have since been moved back into the proper reserve account.

### **Operations Committee**

No report

### **Capital Improvements - Bill Francis**

Francis commented that there needs to be more communication with the general public about what is actually done at the airport. He is working with Ivie to track and compile statistics that can be published in the paper showing the amount of air traffic activity.

Kerr added there is much more jet traffic and flight training taking place at the airport this year that needs to be shared with the public.

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

Walton said he will be visiting with primary operators at the airport to work on gathering information about the amount of activity that takes place there. He referred to some recent letters to the editor that contained incorrect information that he would like to change, particularly the economic impact of the airport on the community.

**Open Items**

No additional items were brought before the board.

**Next Meeting**

November 4, 2015 at 7:30 a.m.

**Adjournment**

The meeting adjourned at 8:20 a.m.

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# ATTACHMENT A



## September 2015 Manager's Report

### 1. Airport Grounds, Buildings, and Vehicle Maintenance.

1. The final mowing of the fields was completed in September, the leased tractor has been returned to Valley Implement, and the mower has been stored for the winter season. I was able to fill in several sink holes and number ruts in the safety areas prior to returning the tractor. Additionally five to six piles of concrete that had been left near the safety areas have been removed from the premise.
2. I've received a cost estimate for the wiring of the old runway light regulator as a back-up for the other three regulators. Cache Valley can do the job for \$2,326.76. It's the county's policy that any invoice over \$2,000.00 needs to have three estimates attached. Of course there is always an exception to this rule as was the case with the rebuild of the hinges on the bat-wing mower. That job started out as a repair of the old hinges, but when we tried to raise the wings after they had been welded the welds broke loose. Since the mower was already disassembled it didn't make sense to put the mower back together without rebuilding the hinges. The cost of that rebuild was approximately \$2,500.00.
3. The asphalt west of building FL10 has started sink where the fiber optic line was installed in 2013. Apparently the subbase was not compacted properly. Utah State University paid for this work and they would have a better knowledge of the agreement between the contractor and USU.

### 2. Current AIP Projects.

1. FAA project # 3-49-0016-26 (High Intensity Runway Lights/PAPIs). I've received the official letter from the Denver ADO stating that this project has been closed out.
2. FAA project 3-49-0016-027 (Construct Taxiway E, Phase II). A request for reimbursement in the amount of \$148,132.00 has been processed through the e-invoicing system of the FAA. Once the State Department of Transportation reviews that invoice we should receive payment for that amount and a check for \$7,754.00 to cover their share of the project expenses.

### 3. Hangar Construction.

The main frame of Hangar J1 has been erected and the contractor is ready to install the metal sheeting on the exterior of the building. Logan Power and Light still needs to run power lines to the utility corridor west of the building and place a transformer in that area to provide services for all of the hangars to be built adjacent to Taxiway Juliet. I've marked all of the building lots in that area with orange stakes to indicate where the easements for trenches will be located. The building of Hangar J7 has not started yet. Mr. Fisher is still in the process of obtaining a building permit.

**4. Hangar Leases, Property Revenue, and Fuel Flowage Fees.**

**All but sixteen hangar property leases have been paid this year. The billing of these leases went out the second week of August. Two hangars have sold in September. Janet Borg sold hangar A4 to Leon Orton and Lee Broadbent sold hangar A23 to Roger K. Nix. New property leases for these buildings have been signed, and the property lease for hangar A4 will now provide for a 2% increase annually whereas the old lease did not. Thus far in 2015 we have collected \$8,553.72 in fuel flowage fees. Leading Edge Aviation last made a payment in July, and Harris Air made a payment in September.**