

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
AUGUST 2, 2018
MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on August 2, 2018 at 8:30 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
Holly Daines – Logan City Mayor
Karl Ward – Cache County Council
Jeannie F. Simmonds – Logan City Council
Gar Walton
Bill Francis

Members of the Airport Authority Board Absent:

Also in Attendance:

Lee Ivie – Logan-Cache Airport Manager
Aaron Dyches – Utah State University
Andreas Wesemann – Utah State University
Shawn Barstow – USU Aviation
Parker Christensen – USU Aviation
Matt & Ana Swapp – Utah Department of Transportation
Rob Malouf – MPI Group
Brian Child – MPI Group
Kim Hall – Leading Edge Aviation
Janeen Allen

CALL TO ORDER

Chairman John Kerr called the meeting to order at 8:30 a.m.

ITEMS OF BUSINESS

Approval of Minutes – May 3, 2018

ACTION: Motion was made by Walton and seconded by Francis to approve the minutes of May 3, 2018 as written. The vote in favor was unanimous, 6-0 (Simmonds absent for vote)

8:31 a.m. – Simmonds arrived

ITEMS FOR DISCUSSION

Manager's Report – Lee Ivie (Attachments A & B)

Lee Ivie presented the Manager Report which is part of these minutes as Attachment A.

As part of his report, Ivie distributed and discussed a letter of compliance for the Part 139 Inspection. It is a part of these minutes as Attachment B. The items of correction in the letter are required to maintain Part 139 Certification.

Kerr noted that the Part 139 certification is required for university charters. It doesn't impact the regular operations of the airport for business travel, although some time share companies require the certification, as well, to support their business flights. It is time consuming and a bit costly to maintain the certification, but it allows the airport to accommodate more flights that are beneficial to the Cache Valley community. The airport initially obtained Part 139 status at a time when it appeared promising that there would be regularly scheduled flights, but that doesn't seem likely in the foreseeable future.

Mayor Daines asked what the cost is to maintain the 139 Certification.

Ivie responded that the airport is required to maintain ARFF and other maintenance items as seen in the compliance letter. Kerr said the maintenance items and most of the recommendations are things the airport should be doing anyway. However, the biggest expense is the ARFF requirement for fire personnel representation with every charter flight.

Mayor Daines asked if there has been a cost/benefit analysis done for this certification. Ivie said he is working on revising the wildlife plan and the canal issue at the moment.

Kerr said that they really should be looking at whether it's worth it to maintain Part 139 to accommodate the university. Maybe they should look at raising the per-flight charge in order to recover the expense of maintaining the certification. Buttars said that if the airport is considering approaching the university about raising the charges, there should be a good idea of exactly what the costs are to justify the price increase.

Commercial Use of Hangars – John Kerr

Over the years, the FAA has altered the policy regarding access to the airport and how the facilities are used. FAA removed through-the-fence access to the airport property about 10 years ago. Two years ago, an order was published banning all non-aviation materials in hangars. They have softened it somewhat since then. The airport lease indicates that every hangar must be used primarily for aviation. However, it doesn't delineate other non-primary uses that are allowed. The question has been raised if excess hangar space can be used for commercial business activities in Logan. This issue needs to be addressed and guidelines drawn.

Francis said the airport should charge a commercial rate if it is allowed, but he would rather keep it to aviation only. Ward asked how big the problem is at the Logan-Cache Airport.

Francis said the problem he sees is the FAA doesn't like hangars used for anything other than aircraft and they may withhold funding for building anything else if they see the airport has hangars being used for storage only.

Ivie said currently, there are two hangars that don't have aircraft in them. But there isn't anything being stored in them, either. They are unoccupied. Kerr said the safety inspections done every other year help the airport to see which hangar owners are in compliance with this requirement.

Simmonds asked if we need to change our lease to meet the FAA guidelines. Kerr responded that we probably should, but the last time the lease was redone, it took six months at a substantial cost for attorney's fees and a resulting twenty-four page document that neither attorney would completely agree on.

Kerr said it appears that commercial use of the hangar space is problematic with the FAA. Every grant the airport receives is required to comply with FAA grant assurances and it [the airport] cannot afford to not be in compliance with them.

Mayor Daines asked if the airport is in danger of losing future grants because of non-compliance. Kerr said that the airport has a good record of making corrections when needed, so we are not in danger currently but we want to maintain that good record. He suggested that the board give Ivie some direction as to what he should do to maintain compliance.

Mayor Daines suggested having a subcommittee study the options and come back to the board with recommendations. Kerr said it could be assigned to one of the standing committees or an ad hoc committee could be formed just for this purpose.

ACTION: Motion was made by Daines and seconded by Ward to establish an ad hoc committee for the purpose of reviewing the storage of non-aviation related materials in the hangars. The vote in favor was unanimous, 7-0

As Chair of the Airport Authority Board, Kerr will appoint some people to be on the committee.

Reimbursement of Fire Department Expenses – Chief Brad Hannig

Chief Hannig addressed three points:

1. Part of the rescue operations at the airport requires training. 600 man hours of training come at a cost. He would like to receive compensation for the live fire training. The approximate cost is \$17,000 but the airport budget has only \$10,000 for live burn training.

Ivie noted that there are additional requirements for ARFF training, but the budget only covers live burn training. Kerr said the agreement covers the cost of live burn training. The budget will have to be adjusted to accommodate the

additional cost of the live burn training. However, Ivie said, the budget won't cover the cost this year.

2. Standby cost – There is no compensation for this at the airport for the USU charter flights or commercial flights that require standby. There are 23 events @130 hours which calculates to approximately \$240 per event. Hannig would like to be able to charge for standby service.

Kerr stated this would be a new budget item that has not been previously covered. Hannig said they have been doing their best to absorb the cost, but it is becoming more difficult to do so.

ACTION: Motion was made by Executive Buttars and seconded by Ward to reimburse the Logan City Fire Department for required standby time. The vote in favor was unanimous, 7-0

Discussion followed on how much time each standby requires. Hall said he would work with the Fire Department in determining the time to be billed.

3. Hannig said that the original agreement assigned firefighters to be substitute when the airport manager is gone. That requires a daily runway inspection. There is also wildland training and NOTAM training. This is an additional burden Hannig would like to resolve.

Kerr pointed out that this wasn't actually part of the original agreement. Chief Peterson instituted the practice so that his personnel could become more familiar with airport operations. Kerr will work with Chief Hannig on finding a solution to the issue. Francis suggested working something out with the FBO personnel who are at the airport anyway.

USU Run the Runway – Andreas Wesemann

Wesemann expressed appreciation to the board for support for the annual runway event. It is slated for August 18, 2018. With construction completed, the run will start at the USU complex, go down Charlie to the closed runway, then to runway 10/28, and then back to Charlie for a total of 3.1 miles.

Women in Aviation this year will be September 15, 2018 in the USU hangar. Last year, 100 young women attended. This has proven to be a great event to expose women to the aviation industry.

As a matter of information, Wesemann said there is interest in starting a military charter school for aviation adjacent to or on airport property starting in 2019. They will be coming with a proposal to a future Airport Authority Board meeting.

2019 Airport Open House & Airshow – Shawn Barstow

Barstow proposed having an Open House at the airport focusing on USU Aviation Program alumni with static displays and some aerial demonstrations. He has a soft commitment to bring in a B-29 and possibly Navy paratroopers for a demonstration. Hill Air Museum, the Leonardo and the Planetarium have also expressed interest in being there.

Saturday, June 22, 2019 is the proposed date.

Kerr gave permission to plan for an Open House on that date.

Barstow is chair of the planning committee that has met once and will continue working towards the Open House next year.

Committee Reports:

Audit & Finance – Craig Buttars

No report

Operations Committee

No report

Capital Improvements - Bill Francis

Matt Swapp of UDOT's Transportation Committee said they have approved the 5-year Capital Improvement Plan statewide. Part of the statewide plan is the Logan-Cache Airport covering the fiscal years 2019 through 2023.

The funding was approved for the Apron Preservation project. It was a state grant for \$225,000 + \$25,000 match for the \$250,000 project.

Kerr said due to the temperature, it needs to be a spring project. Swapp agreed and said he'd like to see it completed before the end of May 2019.

Economic Development / Public Relations – Gar Walton

Walton said he, along with Russ Kirkham, gave a presentation to the Kiwanis Club. He recommends Kirkham as a good resource for the airport and a great volunteer.

Open Items

- Ivie noted that the budget must be submitted by August 20, 2018. Buttars commented that he would like to take a serious look at using RAPZ funds to supplement the airport budget. Kerr agreed and pointed out that the airport has inadequate funds to meet matches for projects over the next five year. The Logan-Cache Airport match amounts will exceed \$500,000 and the airport doesn't have the funds in the budget.

Up to this point, the airport has been able to meet the match every year, but this will not be the case in the next five years. Kerr said it will be a challenge to find the funding needed.

Next Scheduled Meeting

Thursday, September 6, 2018 at 8:30 a.m.

Kerr anticipated that the September meeting will not be held.

Adjournment

The meeting adjourned at 10:01 a.m.

LOGAN – CACHE AIRPORT AUTHORITY BOARD
AUGUST 2, 2018

ATTACHMENT A



July 2018 Manager's Report

1. Current AIP Projects.

- a. **Taxiway C/ USU Ramp Project:** Armstrong Consultants are preparing the final reports that need to be submitted to the Denver ADO. Once the reports are in the last request for reimbursement of funds for the 5% retainage amount withheld for construction costs will be eligible for reimbursement. This should close out this project.
- b. **EPS Project:** This project has been abandoned, but we are still left with the mess at the construction site.
- c. **Reimbursement for Taxi-lane I:** A grant for one half of the cost for the first phase of this project was approved in July. That amount was \$150,000.00. Next year we should receive the second installment from the FAA.
- d. **Hangars G7, F13, and F15:** Construction on any of these building has not started at this juncture.

2. Buildings, Grounds, and Vehicle Maintenance.

- a. The main control board in the runway 35 PAPI (precision approach path indicator) malfunctioned, and had to be sent back to the manufacturer to isolate the problem. A Notam reporting this system as being out of service was logged with Flight Service. This problem was rectified on July 26, 2018 but I don't know what the cost of the repair is yet.
- b. The Northwest gate at the entrance to taxi-lane J has intermittently stopped working several times this summer. I've had to reset a trip switch on the main control board that operates the gate. I still haven't found the reason for this malfunction.
- c. Custom Fence has been awarded a contract to repair the airport fence where the culvert washed out next to 2500 north. The estimated cost of repair is close to \$2,000.00.

3. Airport Promo.

The Logan-Cache Airport was featured in an article recently in Business View Magazine. If anyone is interested in reading the article it can be accessed by logging in on the following link.

<https://businessviewmagazine.com/logan-cache-airport/>

4. Part 139 Inspection.

Items that need to be addressed are covered in the letter of correction that I've attached to this report.

LOGAN – CACHE AIRPORT AUTHORITY BOARD
AUGUST 2, 2018

ATTACHMENT B



U.S. Department
of Transportation
**Federal Aviation
Administration**

Airports Division, ANM-620
2200 S. 216th Street
Des Moines, Wa 98198
Email: Rick.Schoder@faa.gov
Phone: 206-231-4116

July 6, 2018

EIR Number: **2018NM800050**

Mr. Lee Ivie
Airport Manager/Wildlife Coordinator
Logan-Cache Airport
199 N. Main
Logan, UT 84321GA 30320

Dear Mr. Ivie:

Logan-Cache Airport
Logan, Utah
Letter of Compliance
14 CFR Part 139

The periodic airport certification inspection of Logan-Cache Airport was conducted on June 25-27, 2018. This inspection was to determine compliance with 14 CFR Part 139, the Airport Certification Manual, and the Airport Operating Certificate. The inspection revealed that the airport did not comply with all of the requirements of Part 139. The following discrepancies were noted during the inspection, and those that are unresolved must be corrected by the dates indicated:

139.201(b)(1) – General requirements

Airport Certification Manual (ACM) is out of date and requires many updates.

Planned Correction Date: August 31, 2018

139.309(b)(1) – Safety Areas

Numerous rocks, holes and surface variation exist in safety areas.



Planned Correction Date: July 16, 2018

139.309(b)(3) – Safety Areas

Several light covers on Taxiway D are not designed to support aircraft.



Planned Correction Date: October 1, 2018

139.311(b)(1)(ii) – Marking, signs and lighting

Taxiway B1 and B2: Both hold signs are past the hold line, approximately 10'. 150/5340-18 now allows a tolerance of up to 10' farther from runway centerline, but no closer than the hold line. Develop a plan to correct.



Planned Correction Date: October 1, 2018

139.311(c)(2)(iii) – Marking, signs and lighting

The Taxiway D edge light configuration approaching the end/threshold of Runway 28 is non-standard. In addition, the edge markings are non-standard. Develop a plan to correct these items.



Planned Correction Date: October 1, 2018

139.311(d) – Marking, signs and lighting

The surface painted holding position marking on Taxiway D, on the north side of Runway 28 are faded and require maintenance.



Planned Correction Date: October 1, 2018

139.319(i)(2) – Aircraft rescue and firefighting: Operational requirements

Not all components of the ARFF curriculum were utilized to conduct training. Audit the program used to conduct training for ARFF personnel. The program should be sustainable, and contain a balance of self-study, instructor-led and hands on training as appropriate.

Planned Correction Date: August 3, 2018

139.321(b) – Handling and storing of hazardous substances and materials.

Fuel farm fire extinguisher box has a wasp nest.

Planned Correction Date: July 16, 2018

139.323(c) – Traffic and wind direction indicators.



Wind-cones installed (solar) are very dim, and difficult to see. Determine if all (solar) wind cones meet the photometric requirements of 150/5345-27. If not, develop a plan to replace. In addition, supplemental wind cones were faded and require replacement.

Planned Correction Date: December 31, 2018

139.335(a)(1) – Public Protection.

Fence/gate was recently damaged by work being conducted outside of the fence. Airport called a fencing company to correct.



Planned Correction Date: December 31, 2018

Please advise in writing when unresolved discrepancies are corrected. Correction dates were mutually agreed to during the post-inspection out-briefing on **FILL IN DATE**. If you are unable to meet these dates, please notify me as soon as possible. We will expect your future compliance with the regulations.

Sincerely,

Rick Schoder
Airport Certification Safety Inspector
FAA Northwest Mountain Region, Airports Division

cc: Kristin Brownson, DEN-ADO
Carol Suomi, ANM-620
John Bauer, DEN-ADO

COMMENTS/RECOMMENDATIONS
AIRPORT CERTIFICATION INSPECTION
Logan-Cache Airport
June 25-27, 2018

Initiate contact with Denver Airports District Office to update the Airport Master Record (5010). Update Airport Diagram. Runway has been shortened by approximately 1,000 feet.



Continue to work towards procuring high-speed sweeper snow removal equipment. Adding this capability will allow airport staff to maintain a safer movement area in winter conditions.

Install Runway Distance Remaining (RDR) signs for the air carrier/ILS runway.