

**LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING**  
**AUGUST 1, 2024**  
**MINUTES**

The Logan-Cache Airport Authority Board convened in a regular session on Thursday, August 1, 2024 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 – Chair, At-large – Appointed by Airport Authority Board  
Brett Hugie – Vice Chair, Appointed by Logan City  
David Zook – Cache County Executive  
Mayor Holly Daines – Logan City  
Karl Ward – Cache County Council  
Jeannie F. Simmonds – Logan City Council  
Ryan Snow – Appointed by Cache County

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

All members of the Board present

**Also in Attendance:**

Bob Low – Airport Manager  
Taylor Sorensen – Cache County Attorney  
Shawn Milne – Regional Economic Development, BRAG  
Alma Burgess – Cache County Finance Office  
Brittany Kingston – Cache County Finance Office  
Robert Stephens – Logan City Fire Department  
Connor Butterfield – Armstrong/Lochner  
Aaron Dyches – USU Aviation  
Baron Wesemann – USU Aviation  
Tyler Knudsen – USU Aviation  
Scott Weaver – Leading Edge Aviation  
Matt Larsen – Wasatch Group  
Joe Bates  
Valerie Black  
Dan Boston  
Joshua Campbell  
Ed Fisher  
Robert Fannesbeck  
Kim Hall  
Marv Halling  
Robert Kidd  
Kate Scott  
Jonathan Shill

Mike Spindler  
Brad Wursten  
Jerry Wursten  
Janeen Allen – Minutes

## 1. CALL TO ORDER

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

## 2. ACTION ITEMS

### a. APPROVAL OF MINUTES – July 11, 2024

**ACTION: Motion was made by Mayor Holly Daines and seconded by Karl Ward to approve the minutes of July 11, 2024 as written. The vote in favor was unanimous, 5-0 (Jeannie Simmonds and Brett Hugie absent for vote)**

*8:33 am – Jeannie Simmonds and Brett Hugie arrived*

## 3. MANAGER'S REPORT

Mr. Low introduced two new interns who have started at the airport as part of a paid internship program through Utah State University.

- **Valerie** – Studying Aviation Management at USU and is a native of the valley
- **Kate Scott** – Studying Airport Management at USU and is originally from Farmington, Utah
- **Casey Maxwell** – Studying Airport Management at USU

Mr. Low reported that the painting project has been awarded the funding from the FAA and the airport's portion is also now in place, so Armstrong is in the process of getting bids. He anticipates completing the project in the fall.

Mr. Low received a phone call from UDOT last week stating that the airport has been awarded funding for a beautification project to restore the historic tower.

Bills are going out this week for leases, and he will be starting to schedule hangar inspections along with fire extinguisher and safety inspections with the fire chief.

Chairman Kerr requested direction on a carryover item from the last airport meeting to get approval to move ahead with the new lease agreements. However, because the item was not included on the agenda, the board (upon advice from the County Attorney) decided to give the chair direction to move forward with it and then include it on the agenda at the next meeting for formal ratification.

## 4. DISCUSSION ITEMS

a. **HANGAR LEASE SUBCOMMITTEE PRESENTATION**

Ryan Snow said the committee had sent some information to the County Attorney, but he hasn't seen anything come back. However, Mr. Sorensen said he reviewed the information and sent it back seven days ago with some additional provisions, specifically pointing to the lease agreement form that the Ogden airport uses. He would like to have more discussion with the subcommittee about including some of the provisions that they include in their agreements.

Jeannie Simmonds expressed agreement with Mr. Sorensen's comments saying that in her review, she determined that our airport doesn't seem meaty enough to cover some of the legal issues that might come up. She proposed taking the lease form and add into it the items they discussed in terms of fees, etc. and bring it back to the full board at the next meeting.

Mayor Daines noted that the agenda for this meeting provides for public comment on this, but if the public hasn't seen the revised form, it will be hard for them to comment on it. She suggested allowing public comment at this meeting, but also allow for comment again at the next meeting after a revised version of the lease agreement has been provided to the public.

Chairman Kerr said the board received a number of written comments which were appreciated and very helpful. He then opened it up for the board to hear public comment.

**Dan Boston (Hangar E-11):**

Expressed great concern that the Logan-Cache Airport should be compared to the Ogden Airport including full TSA and leases reverting back to the airport.

**Jerry Wursten (Hangar F-7):**

Also expressed concern about the comparison with Ogden which is clearly in a higher class with commercial airlines. He said the comparison should be with Brigham. They are a closer match to the Logan-Cache Airport.

**Aaron Dyches (Hangars FL-9,10,11,13 etc.):**

Mr. Dyches' issue with the comparison to Ogden is seeing everyone leaving Ogden or being forced out of Ogden. So the local users and consistent constituents are looking for other places to be, and they are looking for a friendly community.

Secondly, he would rather pay higher hangar fees than a landing fee because he can pass them on to every student who flies. He would rather pay more per square foot because he can budget that over the year. Trying to have a student who's learning how to land pay a landing fee gets rather expensive and he can't put that into his fees. He noted that they are starting to dissipate and move some of their training and aircraft to Brigham City, as they have purchased a hangar there.

**Joshua Campbell (Hangar FL-3):**

Mr. Campbell would like to get to some other avenue for input on this to truly understand

the purpose of the airport and hopefully remove the adversarial contention he senses. He would like to see users and Airport Authority Board work together to make this airport work great so that we can look ten to twenty years down the road and see this airport serving 120,000, 150,000, or even 200,000 operations. It ought to have \$100 million plus economic impact to this valley. If the airport can find a path to that, then he thinks all these adjustments to land leases and user/landing fees will actually make sense, and we can all move forward together on them.

**Joe Bates (Hangar G-7):**

As the former treasurer of Chapter 58 of the EAA in Ogden, he is very familiar with Ogden's leases and said they are very one-sided for the government with nothing for the hangar owners. The airport used the threat of cancellation or non-renewal to force hangar owners into line and not object to rising lease rates above what was in the lease percentage rate increase. He advised great caution when looking at Ogden's leases so this airport will not fall into the same pattern.

He also requested that common areas not be charged to hangar owners saying it is the airport's responsibility to take care of its own common areas.

**Marv Halling (In process of acquiring Hangar C-5):**

He understands the need to increase lease rates, but suggested that the Airport Authority Board really needs to look at the administration of the airport more globally regarding the challenges of revenue sources and the makeup of the Authority Board.

According to Mr. Jones' report, General Aviation airports should only receive 25% of revenue from ground leases. However, at our airport, the percentage is currently 30% exceeding the recommended percentage for General Aviation airports.

Fuel revenue is way below the 60% revenue suggested by the report. Mr. Halling would like to see that addressed more than the lease rate increases.

Mr. Zook noted that the airport is locked in a 30-year agreement that keeps the fuel rates the same. However, he agreed that the fuel revenue issue needs to be addressed.

Mr. Halling asked the Board to look into the fuel revenue because there is such a wide variation of fuel costs across the region.

**Jonathan Shill (Hangar A-21):**

Mr. Shill thought the focus should be on flowage fees and moving it to a self-serve operation with no middle man. The airport could increase revenue substantially that way.

He also cautioned raising the lease rate too much. It should be appropriate for the existing infrastructure of the airport and the services it can provide.

Mr. Snow asked the audience if there was anyone who would like to speak for the Part 139 aspect of the airport. A discussion started between board members about Part 139

and Mayor Daines said that the executive subcommittee has already met with USU representatives to learn more about their needs and the costs associated with Part 139.

**b. LANDING FEES SUBCOMMITTEE PRESENTATION**

Chairman Kerr noted that there have been conversations and the Board has received written comments regarding landing fees. He presented one proposal for consideration:

- \$1.00 per 1,000 lbs up to 8,000 lbs gross takeoff weight
- \$2.50 per 8,000 lbs up to 25,000 lbs gross takeoff weight
- \$4.00 per everything over 25,000 lbs gross takeoff weight

He said the amount for over 25,000 lbs would go primarily to the university who already pays a significant landing fee. It will also be somewhat difficult to determine when to implement it if approved due to budget time frames. USU had 22 landings last year. Mr. Kerr then opened the floor for public comment.

**Dan Boston (Hangar E-11):**

Mr. Boston asked if a go-around counts as a landing. He also wondered if the airport could save money by implementing landing fees in-house rather than outsourcing to someone back east.

Mayor Daines responded saying our airport doesn't have the staff or the equipment or the software to operate it.

Mr. Boston expressed concern that if you start with these things, what will be next and it will open up the airport to fees for everything.

Mr. Kerr said he would look into whether a go-around would count as a landing or not.

**Aaron Dyches (Hangars FL-9,10,11,13 etc.):**

Mr. Dyches talked about how many landings his students make during an hour and to require 35 to 40 hours for their training with landing fees added will make a significant financial impact on them.

His other concern is the timing. His budget for next year is pretty much already set and he would have to eat the cost of landing fees if they are implemented until his next budget process.

**Matt Larsen (Wasatch Group):**

Mr. Larsen said that under the proposed landing fee, the Gulf Stream that will be coming to Cache Valley will cost \$500 every time it lands. It would be landing two to three times a week making the monthly cost around \$5,000. He said that will

guarantee the Wasatch Group move to Salt Lake where there are no landing fees.

**Robert Kidd (Hangar C-4):**

Mr. Kidd said he was concerned that students would practice a lot less landings in order to avoid paying the fee, and that would be a real safety issue.

He also wondered about having pilots pay a one-time subscription landing fee that would include unlimited landings for a certain period of time. He thought that might be something the Board could consider.

He was not in favor of shouldering the cost for Part 139 certification and also noted the poor drainage system and inadequate pilot lounge.

**Jonathan Shill (Hangar A-21):**

Mr. Shill talked finding a way to allow the increase of operations so that the USU aviation program can continue to grow and it can be done effectively and safely. Then he would be all for paying for the landings he makes noting those that are using the airport are paying to use the airport.

**Joshua Campbell (Hangar FL-3):**

Mr. Campbell looks at landing fees like toll roads. If there are external visitors, they are effective, but if you try to tax the local population, it encourages them to move to another location. In many other airports, local constituents are exempt from paying landing fees. However, that would not bring in much revenue for our airport because it doesn't have a big enough external draw yet.

The airport needs to have an overarching purpose and vision of what it wants to be. He thinks the airport should be Part 139 certified, but it also needs to carefully consider who bears the cost, as well as the other fees that have been discussed.

**Kim Hall (Operator):**

Mr. Hall voiced his concern about safety saying that 15% to 20% of the airplanes that operate out of Logan-Cache do not have ADSB. If there is a fee added, pilots may just turn it off. He also noted that charging a landing fee will hurt the FBO for fuel sales because people will stop coming and buying fuel on cross country flights.

Chairman Kerr thanked everyone for their input and encouraged them to submit any thoughts they have had during the meeting in writing which can be addressed at the meeting next month.

Mr. Zook thanked everyone for their input noting that this is a collaborative process. He assured all who were present that the Airport Authority Board is trying to find the best way to manage the airport in a way that is functional and safe and meets all of the FAA requirements. He added that the Board absolutely recognizes the value of this airport to our economy and community. He expressed appreciation to his fellow board members for the hard work they have put in on

subcommittees to find the best solution to these various issues.

**c. AIRPORT SAFETY SUBCOMMITTEE PRESENTATION**

David Zook presented a seven-page list of safety issues that the subcommittee is addressing. Unfortunately, the solutions cost money and they have to figure out ways to pay for it, but they appreciate how everyone is engaged and involved in the process. He hopes everyone stays engaged and keeps sharing their ideas so they can come up with the best solutions moving forward. See **Attachment A**.

**d. OPEN ITEMS**

1. Baron Wesemann addressed the Board about two events coming up:
  - September 14, 2024 – 5K Run on Runway 10/28 and Charlie Taxiway. This is a fundraiser event for a scholarship. Mr. Low and the interns will be helping to get that set up.
  - September 21, 2024 – Girls Aviation Day. This event is for girls aged 8 to 18 and their families in the Utah State Hangar and parking lot. Last year, over 100 young women attended.
  - June 25-27, 2025 – USU to host the Utah Aeronautics Conference. They would like to have an airport open house in conjunction with the conference on Saturday, June 28, 2025 similar to the format from the last open house 10 years ago. They are looking for people to serve on the planning committee.

Mr. Wesemann was just selected to be the Utah Wing Commander of the Civil Air Patrol and will serve in that capacity for three years on a statewide level building relationships and supporting the organization. He joined the Civil Air Patrol 42 years ago as a youth and it led him to his career in the Air Force. It also brought him back to education and USU.

2. Connor Butterfield with Armstrong/Lochner updated the Board on a few items:
  - The sign project is in close-out with the FAA and is just getting the final paperwork completed.
  - The upcoming paint project is going to be state-funded coming from fuel and tax registration.
  - The Master Plan will have an updated ALP in a couple weeks. Comments from the Technical Advisory Committee will be included, as well as a new access road. The airport owns three acres where the tower could sit which will also be shown on the ALP.

**4. NEXT SCHEDULED BOARD MEETING**

Thursday, September 5, 2024 at 8:30 a.m. – Cache Historic Courthouse, Council Chambers

**5. ADJOURNMENT**

The meeting adjourned at 10:20 a.m.

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# ATTACHMENT A



2	Jones Report, pg. 22	"The ramp is generally in poor condition with extensive fractures and "alligator" cracking. Foreign object debris is widespread and poses a hazard to engines, airframes, and people when it is disturbed by jet blasts or prop wash."	A long term solution would be to seek more funds in order to have a recurrent ramp pavement maintenance program. Also the purchase of a FOD sweeper to clear debris from the pavement surface. A FOD sweeper example is on page 111 of the Jones report.	\$10,000 for FOD Sweeper  High level estimate of thousands per year for ongoing ramp pavement maintenance.	<b>M</b>
3	Jones Report, pg. 38-41	Snow control issues - " . . . maintenance of the antique equipment . . . "	Nearly \$30,000 from the Snow Removal fund has been spent on maintenance this year. The budget request for next year has a new line item, specifically for snow removal equipment maintenance, instead of pulling funds from the snow removal line. The manager has been working with the Public Works department to acquire an estimate for a new snow removal truck and plow (\$332,000). The Manager is still getting estimates on the cost of the snow broom.	\$332,000 for new snow plow truck.  Unknown major costs for a snow broom. High level estimate of \$100,000.	<b>M</b>
4	Jones Report, pg. 44	"On a typical day at LCCA, security is extremely lax."	The Manager has been working with Custom Fence fence and gate issues. We are considering switching from the currently used keypad access, to personalized fobs for gate access. Cameras are being considered as well to monitor gate security.	\$10,000	<b>H</b>
5	Jones Report, pg. 45  FAA Compliance Letter  FAA Compliance Letter	"Because of all of these factors, auto driving training is mandatory for Part 139 status, but it has neither been offered nor required at LCCA for years. If there was an accident on the field, it may be that the airport's insurance would void the coverage due to the lack of official drive training, as required by federal regulations."  139.303(c) - Personnel: Conduct and document training for "individuals [who] have access to movement areas and safety areas and perform duties in compliance with FAA Airport Certification Manual." October 26, 2024 completion deadline.  139.303(c) - Personnel: Training for the "Self-inspection program" and "Pedestrians and Ground Vehicles" must be completed. June 26, 2024 completion deadline.	The airport's policies and practices regarding driver training for the movement area were reviewed and approved by the FAA last month. All personnel who have access to the airport movement have now been trained. Completed June 26, 2024.	N/A	<b>Done</b>

6	Jones Report, pg. 51-52	Hangar utilization issues (safety-related). Resources of the airport should be used for "aeronautical purposes." Regarding private hangars, this is normally enforced with hangar inspections. Conducted by the airport manager, these visits "ensure there is a flight-worthy aircraft in the hangar, and that no signs of diversions are readily observed. Sometimes the fire marshal is invited to be sure no unsafe conditions have been created or accumulated over the years. . . . At LCCA, there have been few, if any, hangar inspections in past years."	The Manager will be coordinating with the Fire Marshall and scheduling hangar fire safety inspections. During these inspections lease agreement compliance will be evaluated. Those found to be non-compliant with their lease agreement will receive a letter and enforcement procedures will commence.	N/A	H
7	Jones Report, pg. 53	Automated weather reporting system (AWOS) is "old and unreliable."	We are investigating this issue.	N/A	H
8	Jones Report, pg. 53	AWOS location is problematic, creating inaccurate reporting.	Winters in Cache Valley bring frequent and patchy fog banks. This makes it difficult for our AWOS system to always capture the complete weather conditions.	N/A	N/A
9	Jones Report, pg. 53	"The airport has been assigned one frequency for all air-to-air communications. This is unsafe for three reasons." 1. Sheer volume of calls (250,000 per year). 2. Majority of calls made by novice pilots, creating unsafe frequency congestion. 3. LCCA and eight other airports share the same frequency.	All radio traffic should be on the same frequency in a "self announced" airport environment. It is true we should change to a different frequency for everyone at our airport to use, to avoid conflict with other nearby airports. The airport manager has begun investigating what the process is the change to a different frequency. This will include changing the aeronautical publications with our new frequency, and reprogramming the runway, taxiway, and beacon lighting systems to respond to the pilot controlled activation via radio frequency.	Possible minor costs in the thousands.	H
10	Jones Report, pg. 54	"Lack of air traffic control (ATC) services . . . separation and routing is provided by Salt Lake City center . . . this is a major safety deficiency, especially with student pilots and commercial-airline traffic (the USU football situation."	The manager agrees, we need to be designated as Class D airspace and have an operating control tower. We will either need to build our own tower and have the FAA cover the expense of manning it, or have the FAA build the tower and we cover the expense of manning it. We are currently investigating the potential cost of constructing a suitable control tower and the cost to staff it once it is completed. The FAA has grants to build control towers, but if we receive these grants, then the airport would inherit the responsibility and cost to staff it. If we built our own tower, the FAA has a program to cover the cost of staffing the tower.	Large costs, potentially in the millions.	H

11	Jones Report, pg. 54-55	"There is no radar coverage over the airport until traffic reaches more than 700 feet above ground level. This means that ATC in Salt Lake City has no idea which, if any, aircraft have just taken the runway and are departing into their already-crowded airspace until the aircraft shows up on the radar. Similarly, it means that ATC can only provide traffic separation services to pilots until they are on final approach, at which point they descend below the radar and are "on their own." This is extremely dangerous and completely unsuitable for the second-busiest airport in Utah."	An operating control tower would solve this problem. ATC at Salt Lake Center would hand off aircraft to our tower as they approach, and our tower would sequence the arriving traffic with current aircraft in the area.	See above issue #10 re Control Tower.	<b>H</b>
12	Jones Report, pg. 56	"The fuel farm is from 1968 and is not up to modern standards. The fuel tanks are single-wall units adjacent to the airport access road. They do not feature the spill containment barriers required on modern fuel farms."	We just had an inspection from the Utah Department of Environmental Quality (July 2024). The inspector was satisfied with our current fuel farm and its spill containment. The FAA also inspected our fuel farm last month, and that inspector did not note any deficiencies.	N/A	<b>Done</b>
13	Jones Report, pg. 60-64	Extreme Congestion creates a number of inconveniences and "a very serious question of flight safety."	Our airport is congested. An operating control tower is the best solution.	See above issue #10 re Control Tower.	<b>H</b>
14	Jones Report, pg. 114-115, Recommendation #25	Improve Highway Access - Potentially move main airport access to be a northern extension of 1000 W.		Unknown major capital costs. High level estimate in the millions.	<b>H</b>
15	FAA Compliance Letter	139.201(a) - General requirements. Wildlife Hazard Management Plan (WHMP) noncompliance. June 26, 2024 completion deadline.	Completed June 26, 2024.	N/A	<b>Done</b>
16	FAA Compliance Letter	139.201(b)(1) - General requirements. Various requirements and updates to the Airport Certification Manual. October 26, 2024.	Ongoing operations manual revisions are being made to address this concern.	N/A	<b>H</b>
17	FAA Compliance Letter	139.303(a) - Personnel: "An insufficient number of qualified personnel exists to ensure compliance with the Airport Certification Manual (ACM) and Part 139 requirements." October 26, 2024 completion deadline.	The Manager has increased his staff level to four part-time employees. He is requesting an additional \$20,000 per year for part-time employees to allow him to utilize them more. The Manager is currently evaluating and consulting with Human Resources regarding the need for another full-time person at the airport.	\$20,000	<b>H</b>
18	FAA Compliance Letter	139.303(a) - Personnel: "vegetation growing around the airfield are creating habitat for wildlife." October 26, 2024 completion deadline.	With the increased part-time staff, this is being addressed. Currently we have mowed more than 3/4 of the vegetation at the airport, and the weed spraying is being completed by August 2.	N/A	<b>Done</b>

19	FAA Compliance Letter	139.303(a) - Personnel: "NOTAMs are not being disseminated in accordance with Part 139.339 or FAA Advisory Circulars."	This has been acknowledged and fixed.	N/A	<b>Done</b>
20	FAA Compliance Letter	139.303(a) - Personnel: "Runway lighting (high/medium/low steps) are not operating properly (stuck on medium intensity)" October 26, 2024 completion deadline.	Ongoing project. The Manager is consulting with the manufacturer for a solution.	Unknown additional	<b>H</b>
21	FAA Compliance Letter	139.303(a) - Personnel: "Runway lighting brightness is not consistent" October 26, 2024 completion deadline.	This concern has been addressed, and the work has been completed. This involved changing out dim lights to match the brightness of the other lights.	N/A	<b>Done</b>
22	FAA Compliance Letter	139.303(a) - Personnel: "FAA MALSR lights were not being reported to the FAA Operational Control Center (OCC) properly resulting in a MALSR that had 17 lights out" October 26, 2024 completion deadline.	This issue has been addressed, and there is a procedure in place to continue to monitor this issue.	N/A	<b>Done</b>
23	FAA Compliance Letter	139.303(a) - Personnel: "Special inspections were not performed during construction activities" October 26, 2024 completion deadline.	Acknowledged and fixed.	N/A	<b>Done</b>
24	FAA Compliance Letter	139.303(a) - Personnel: "Wind cones are faded and are not lighted/visible." October 26, 2024 completion deadline.	Ongoing project, new wind cones are being ordered for replacement.	\$500	<b>H</b>
25	FAA Compliance Letter	139.303(a) - Personnel: "Numerous training dates were not completed within 12 consecutive calendar months" (ARFF). October 26, 2024 completion deadline.	The Manager is working with the Fire Chief regarding this training.	Unknown additional	<b>Done</b>
26	FAA Compliance Letter	139.309(b)(4) - Safety Areas: PAPI lights power control units were "located inside the runway safety area (RSA) for both the Runway 17 and 35 end." November 29, 2024 completion deadline.	Ongoing project. This project will require much planning and is expected to be expensive. The Manager is reaching out to the equipment manufacturer to discover the best placement for the power control units. It is possible the manufacturer will state the power control units are in the recommended place. If this is the case, the Manager will contact the FAA Part 139 inspector and request a waiver for this requirement.	High level estimate at \$150,000	<b>H</b>
27	FAA Compliance Letter	139.311(d) - Marking, signs, and lighting: "The certificate holder shall develop a plan to perform and document maintenance of airport-owned lighting systems, including the windsocks, the airport beacon, REILs, and PAPI" according to stated regulations. September 30, 2024 completion deadline.	A system for monitoring and tracking this issue has been put into place.	N/A	<b>Done</b>
28	FAA Compliance Letter	139.311(d) - Marking, signs, and lighting: "The certificate holder must fix the REIL and issue appropriate NOTAMs to airport users/air carriers." July 2, 2024 completion deadline.	Completed July 2, 2024.	N/A	<b>Done</b>

29	FAA Compliance Letter	139.311(d) - Marking, signs, and lighting: "The certificate holder must repair the pilot control lighting system to ensure its functionality and issue appropriate NOTAMS to advise air carriers." July 31, 2024 completion deadline.		N/A	Done
30	FAA Compliance Letter	139.319(g)(1) - Aircraft rescue and firefighting: Operational requirements. "The certificate holder must re-test and adjust the foam to ensure the concentrations are within tolerance and provide the results upon completion of all tests." July 31, 2024 completion deadline.	Completed on July 30, 2024.	N/A	Done
31	FAA Compliance Letter	139.319(i)(2) - Aircraft rescue and firefighting: Operational requirements. "The certificate holder must provide training dates for subject area 319(i)(2) (ix) or re-train to become current prior to the next air carrier operation." August 9, 2024 completion deadline.	The Manager is coordinating with the Fire Chief.	Unknown additional	H
32	FAA Compliance Letter	139.321(e) - Handling and storing of hazardous substances and materials: "No documentation for hands-on fire extinguisher training within 60 days of their training completion date. . . A statement or a certificate of completion for hands-on fire extinguisher training must be dated and signed by an approving authority." July 9, 2024 completion deadline.	Completed July 9, 2024.	N/A	Done
33	FAA Compliance Letter	139.323(c) - Traffic and wind direction indicators: "The Runway 17 supplemental wind cone is faded and does not meet photometric requirements." August 30, 2024 completion deadline.	The wind cone was replaced. The Manager is working with Cache Valley Electric to connect the lighting system to continual power, instead of the current solar power system.	High level estimate of \$50,000	H
34	FAA Compliance Letter	139.325(g)(4) - Airport emergency plan: "It could not be determined if the review of the Airport Emergency Plan (AEP) was reviewed. A review of the plan is conducted at least once every 12 consecutive calendar months (CCM) with all of the parties with whom the plan is coordinated, as specified in paragraph (g)(4) of this section, to ensure that all parties know their responsibilities and that all of the information in the plan is current." October 26, 2024 completion deadline.	A review of the Airport Emergency Plan will be completed.	N/A	H

35	FAA Compliance Letter	139.327(c)(1) - Self-inspection program: "A review of the self-inspection records revealed special inspections were not being conducted or documented. The certificate holder did not have any records of special inspections conducted during construction activities for a recent airfield project. The certificate holder must develop procedures to ensure the airport is inspected in accordance with the approved Airport Certification Manual and when required by any unusual condition, such as wildlife, construction activities, meteorological conditions or immediately after an accident or incident." June 26, 2024 completion deadline.	Completed June 26, 2024.	N/A	<b>Done</b>
36	FAA Compliance Letter	139.327(c)(1) - Self-inspection program: "The certificate holder failed to consistently document all corrective actions taken once discrepancies were resolved. Each certificate holder must prepare and maintain for at least 12 consecutive calendar months, a record of each inspection prescribed within this section showing conditions found and all corrective actions taken." June 26, 2024 completion deadline.	Procedure put in place to accurately document discrepancies on June 26, 2024.	N/A	<b>Done</b>
37	FAA Compliance Letter	139.339(c)(6) - Airport condition reporting: "NOTAMs were not issued/disseminated for unlit holding position signs on Taxiways A1, B1-B5 and the Runway 35 REIL. In a manner authorized by the Administrator, each certificate holder must comply with paragraph (a) of this section, provide information on the following airport conditions that may affect the safe operations of air carriers: Malfunction of any lighting system, holding position signs, or ILS critical area signs." June 26, 2024 completion deadline.	Acknowledged and fixed.	N/A	<b>Done</b>