

LOGAN - CACHE AIRPORT AUTHORITY BOARD MEETING
NOVEMBER 7, 2024
DRAFT MINUTES

The Logan-Cache Airport Authority Board convened in a regular session on Thursday, November 7, 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
David Zook – Cache County Executive
Mayor Holly Daines – Logan City
Jeannie F. Simmonds – Logan City Council
Ryan Snow – Appointed by Cache County

Members of the Airport Authority Board Absent:

Brett Hugie – Vice Chair, Appointed by Logan City
Karl Ward – Cache County Council

Also in Attendance:

Kate Scott – Airport Intern
Connor Butterfield – Lochner
Tyler Knudsen – USU Aviation
Scott Weaver – Leading Edge Aviation
Jackie Weaver – Leading Edge Aviation
Don Weaver – Leading Edge Aviation
Chris Layton – Layton Davis Architects
Shawn Milne – Director of Regional Economic Development, BRAG
Kasey Maxwell – Airport Ops
Joe Bates
Kim Hall
Marv Halling
Robert Kidd
Katie Lee-Koven
Wade Goodridge
Janeen Allen – Minutes

1. CALL TO ORDER

Chairman John Kerr called the meeting to order at 8:31 a.m.

2. ACTION ITEMS

a. **APPROVAL OF MINUTES – October 3, 2024**

ACTION: Motion was made by Mayor Holly Daines and seconded by Ryan Snow to approve the minutes of October 3, 2024 as written. The vote in favor was unanimous, 4-0 (Brett Hugie, Karl Ward, and Jeannie Simmonds absent for vote)

3. MANAGER'S REPORT

Kate Scott presented the Manager's report to the Board:

- **Airport Emergency Plan** – A review of the plan was completed in this last month involving local agencies, USU and Leading Edge Aviation. In the meeting, they created a Comprehensive Personnel Training Curriculum which is one of the Part 139 certification requirements. It will cover current employees and new hires.
- **Snow Removal** – The annual snow removal plan meeting with Cache County Public Works was completed in October. The snow removal plan was reviewed with expectations for the upcoming season. Extra attention was given to the airport snow removal equipment ensuring healthy batteries, operational lights, and fully functioning blowers
- **Auxiliary Wind Sock and Power Installation on North End of Runway** – Installation is complete and it is functioning as expected. This will enhance pilot awareness during night flights.

4. DISCUSSION ITEMS

a. **CONSIDERATION OF TOWER REPAIR ESTIMATES**

Mr. Kerr noted that basically, the possibilities for the tower restoration are unlimited. We have not yet received a confirmation of approval of the grant from the state, but it is anticipated that it will be approved and the funding will become available.

Four different contractors have looked at the tower and given recommendations as to how to proceed.

The tower has been tested for asbestos and there is none which will provide a savings of about \$10,000 for asbestos removal that will not be necessary

Mr. Kerr proposed that the Board give authorization for him to meet with Ryan Snow and Bob Low to put together a specification list that contractors can respond to. And when approval of the grant comes through, the airport will be able to proceed according to the specifications set forth.

Mayor Daines requested an estimated cost for the demolition of the tower for their information given that there is no useful need for the tower at this time.

8:35 am – Jeannie Simmonds arrived

Mr. Zook asked what is being specified. Is it a patch job or a remodel or a restoration?

Mr. Snow said the first step should be to clean it up and replace windows and see what might be useable. It could be a great welcome show piece for the airport with a mural painted on the side. It will probably never be used for the airport, but can be a great showpiece for the airport itself for the public. If we can do this with a grant and restore to a certain point, not a full and complete restoration, but usable as an observatory or pilot lounge or something else, that would be beneficial.

Mr. Kerr pointed out that the grant specifies that the restoration must be of historical significance.

ACTION: Motion was made by Mayor Holly Daines and seconded by County Executive David Zook to authorize John Kerr and Ryan Snow meet as a subcommittee to define the work on the tower and get bids for the restoration, as well as bids for the demolition. The vote in favor was unanimous 5-0 (Brett Hugie and Karl Ward absent for vote).

b. LEADING EDGE EXPANSION AND SITE REQUEST

Scott Weaver with Leading Edge gave a presentation seeking approval from the Airport Authority Board to move their existing FBO building to a location across from Hangar FL3A and to construct a new modern FBO terminal in its place (**Attachment A**). The presentation and explanation was given by Mr. Weaver and Chris Layton of Layton Davis Architects.

Ryan Snow expressed support of the project
Mayor Daines and Executive Zook had questions about the location and the process.
Mayor Daines recommended they work as soon as possible to get the approval through the Logan City Planning Commission because the wait time is sometimes a month long.

ACTION: Motion was made by Ryan Snow and seconded by County Executive David Zook to approve the Leading Edge lease expansion and new site for the maintenance shop. The vote in favor was unanimous 5-0 (Brett Hugie and Karl Ward absent for vote).

c. COMMENTS ON HANGAR LEASE – MARV HALLING (HANGAR C-5)

Marv Halling provided some input regarding the new lease that was approved at the last airport authority meeting. It was the first time he and other hangar owners had seen the lease. Since the last meeting, he reviewed the new approved lease agreement and requested time to present to the Board his thoughts regarding the lease. (**Attachment B**).

After his presentation, Executive Zook noted that he had made some excellent points and that the Airport Authority Board should revisit the lease that was just approved and look at it for future leases. Mr. Zook continued saying that he believes the lease should

be as simple and as uniform as possible. He suggested bringing a tweaked lease agreement back to a future meeting for approval.

d. RECENT CORPORATE SITE VISITS (ECONOMIC DEVELOPMENT) – SHAWN MILNE

Shawn Milne, Director of Regional Economic Development at BRAG, reported that there have been a number of site visits at the airport as of late. He has been working with Site Selectors who function much like realtors for corporations. He hosted 3 visits last month from site selectors out of San Diego, Chicago and North Carolina in his continuing effort to showcase the airport and look for additional revenue streams according to the suggestions from Dr. Jones report.

Dynamic Aviation – Our airport made the short list for location in Utah. Operates out of the Shenandoah Valley. FOBs in many locations. Liked our airport and were very complimentary. Likely looking for property on the airport for new construction. Mr. Kerr said it was exciting to see their excitement for this location. Their decision will come in twelve to eighteen months.

Beta – Operates from the East Coast. 47G – Utah's aerospace and defense industry. Logan City and CVE were excellent hosts for this group. Hangar that was showcased was superb. Our airport was the first site on their tour, but they like it because of USU's large presence at the airport. Our airport set the bar high for all their subsequent visits as they were compared to our airport. Their decision will come in twelve to eighteen months.

e. CEO BOARD GRANT OPPORTUNITY FOR FY25 – SHAWN MILNE

Mr. Milne stated that the CEO (County Economic Opportunity) Advisory Board is a state-mandated entity that must be operating in order to receive grant money from the state for economic opportunity. The Cache County CEO Board is made up of seven members: Executive David Zook, Kirk Jensen (Logan City Economic Development Director), Jamie Andrus (CEO of Cache Valley Chamber of Commerce), Sandi Goodlander (County Council member), Mark Hurd (County Council member), Mark Alexander (Bridgerland Technical College Entrepreneur and Innovation Center), and Brian Carver (JUB Engineers representing a Citizen at Large member).

This Board met and recommended a grant of \$20,000 for the airport to be used at the discretion of the Airport Authority Board with some stipulations. This recommendation was presented and approved by the Cache County Council. The CEO Board prefers that the funding be used towards items that could improve the airport according to the Dr. Jones report, but has not been specific about it yet. The Airport Authority Board needs to make the decision as to how the funds will be spent.

f. OPEN ITEMS

- Conner Butterfield of Lochner Engineering reported to the Board that bids for the paint project will be in by the next meeting. They are still waiting to hear from the FAA regarding the expectation on the PAPI. He thinks they will plan to move it, but will wait to hear from the FAA engineer.

- Executive Zook provided a financial report to the Board and said he will have an updated report at all future Airport Authority board meetings. (**Attachment C**)
- Joe Bates, hangar owner, stated that he doesn't agree with the comparison that the Board makes between storage building rates against lease rates because hangar owners own their own buildings and are paying ground lease rates whereas storage building rents are for volume storage. A better comparison would be if the hangar owner was paying a monthly rent on the hangar and the ground lease. Also, as far as fire risk goes, storage units are built right next to each other and a fire in one can easily bring down the whole row. In comparison, hangars must have a space of at least 10 feet between them, and hangar fires tend to go straight up without risking surrounding hangars. Mr. Bates also asked if there was any update on the pending agreement with USU regarding the Part 139 classification. Mayor Daines responded saying that the subcommittee is still waiting on numbers.
- Katie Lee-Koven (Hangar E-5) requested that the waiting list for Hangar leases be made available to the public. She also requested that the Cache County website Airport page include an email to contact the manager in addition to the phone number. She also asked the Board to consider commercial lease rates in their discussions about rates. Last, she asked that the FBO proposal be made available for the public to see.

4. NEXT SCHEDULED BOARD MEETING

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

5. ADJOURNMENT

The meeting adjourned at 9:46 a.m.

**LOGAN – CACHE AIRPORT AUTHORITY BOARD
NOVEMBER 7, 2024**

ATTACHMENT A



November 7, 2024

To the Logan- Cache Airport Authority Board,

We are seeking the Airport Board's approval to move our existing FBO building to a location across from Hangar FL3A and construct a new modern FBO terminal in its place.

Why a New FBO Terminal for the Airport?

- Better community image
- Comfortable waiting areas for customers
- Dedicated TSA Screening and assembly area for large charter and college sport team flights
- Increased revenues from flowage, property tax, sales tax, and ground rents
- New larger facility allows Leading Edge Aviation to grow
- Improve current services and add new services for locals and out of town customers
- Additional hangar space for transient aircraft
- Additional jobs

Timing:

Construction Phase 1 – Spring 2025

- Airport Authority and FAA Approval
- Engineering and Permitting Approval

Construction Phase 2 – Summer/Fall 2025

- Construct Foundation for existing FBO building
- Relocate existing FBO building

Construction Phase 3 – Spring/Summer 2026

- Construct New FBO Terminal

Construction Phase 4 – Fall 2026

- Grand Opening

Retained Architect – Chris Layton with Layton Davis Architects

Thank you for your taking the time to review our proposal and for your support and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "SAW", with a long horizontal flourish extending to the right.

Scott A Weaver
President



2004 - Who is Scott Weaver and Leading Edge Aviation?

In the fall of 1996 Scott came to Logan to go through Utah State University's flight program with the aspiration of becoming an airline pilot. Scott was able to get a job at the local FBO, Great Western Aviation, as a lineman pumping gas. In 1998 Scott became a flight instructor with Great Western Aviation. A year later Scott became the Assistant Chief Flight Instructor and eventually the FBO manager. After September 11, 2001 the job market for airline pilots became nonexistent. In 2002 Scott became the organizations Chief Flight Instructor over seeing flight school operations at four locations across Utah.

October 1st 2004 Leading Edge Aviation was founded when Scott purchased the assets of the existing FBO with funding from an SBA loan and assumed the building lease agreement and FBO agreement with the Logan-Cache Airport Authority. Scott started with four employees and one flight school Aircraft.

2024 - Fast forward 20 years later

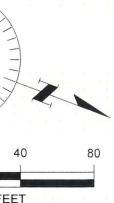
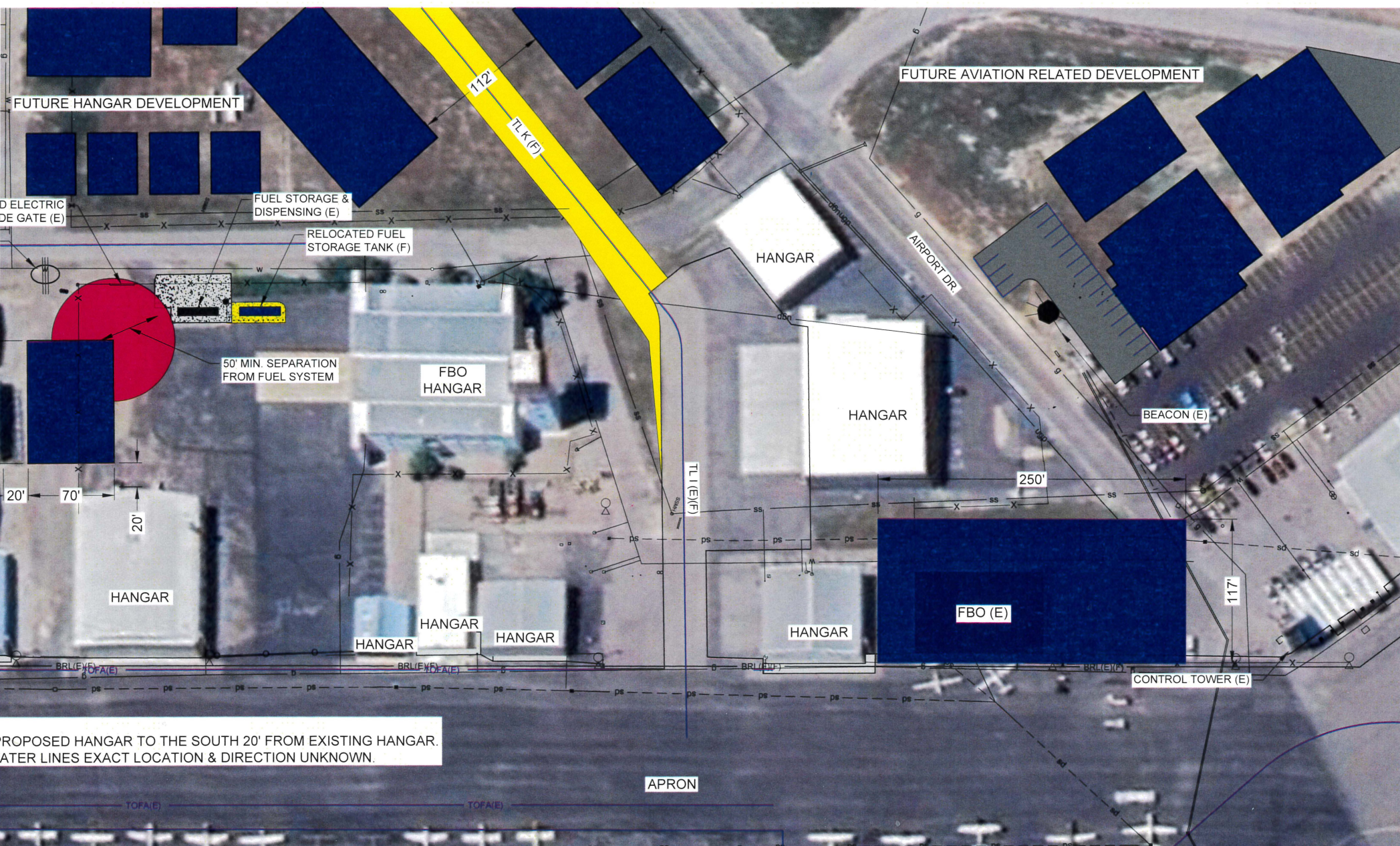
- 30 employees
- Cirrus Aircraft Service Center - Piston Engine Aircraft
- 90 Flight Students
- 13 Flight School Aircraft
- New Jet Fuel Truck
- Purchased 15,000 sq. foot hangar – FL3A Hangar & Tower

2027 - Our three-year goal

- New FBO Terminal Facility
- 50 Employees
- Full Piston and Turbo Prop Maintenance Services (Pilatus, Piper, Cirrus, Beech)
 - FAA Part 145 Maintenance Repair Station Certificate
 - Full Cirrus Service Center - Piston Engine and Jet Engine Aircraft
- FAA Part 135 Charter Certificate with multiple pilots and aircraft
- 125 Flight School Students
- 16 Flight School Aircraft
- Aircraft Sales Department
- Avgas Self-Serve Fuel System
- Collaboration with USU Maintenance/Flight Training and Internships

Business and Personal Awards

- 2011 - FBO of the week by AVweb
- 2012 – Top 40 under 40 Aviation Professional by Airport Business
- 2013 – Winner for Best Stop by Air Race Classics
- 2013 - Freedom Award Nominee by the Guard and Reserve
- 2015 – FAAsteam Aviation Safety Award
- 2015 – Professionalism and Excellent Service by Utah Airport Operators Association (UAOA)
- 2022 – Host of the year award by the AZ Commemorative Air Force

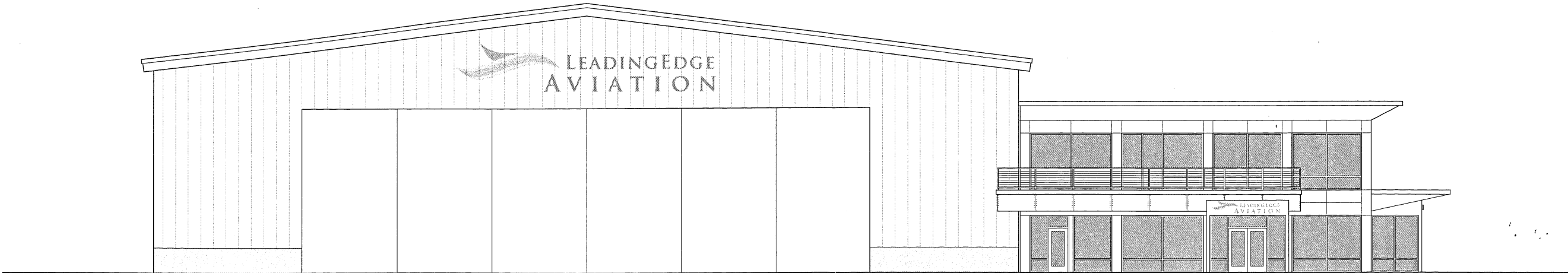


LOGAN-CACHE AIRPORT
LOGAN, UTAH
FBO / FUEL STORAGE EXHIBIT 1

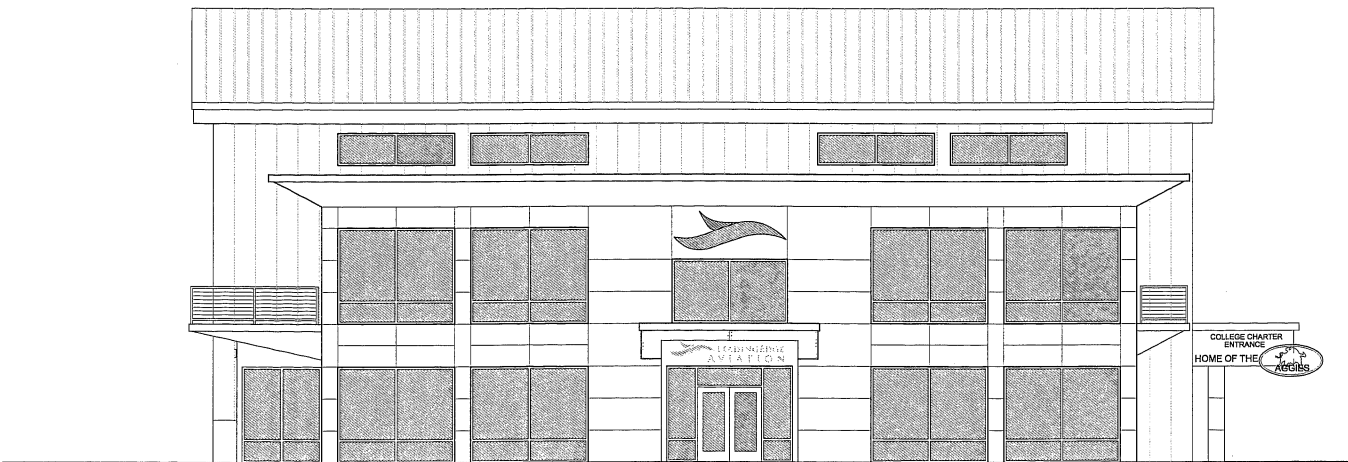




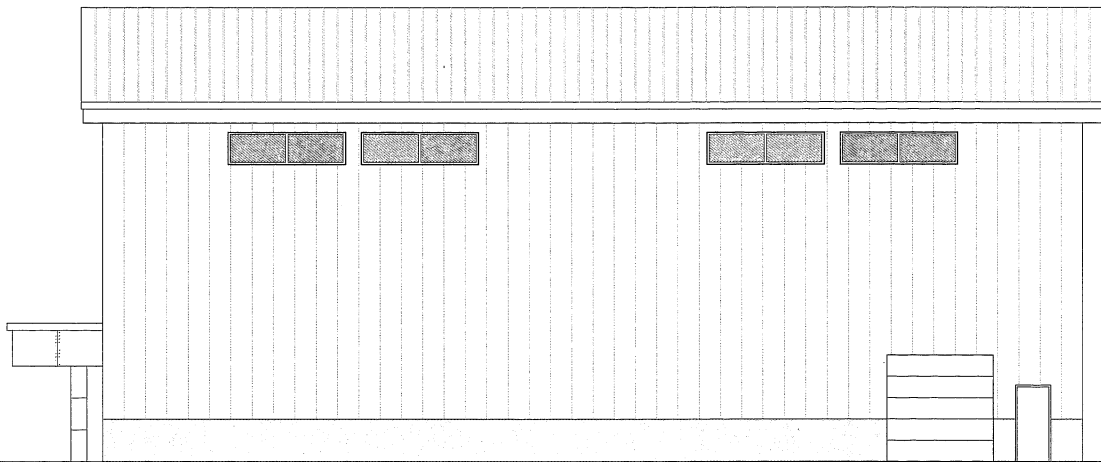




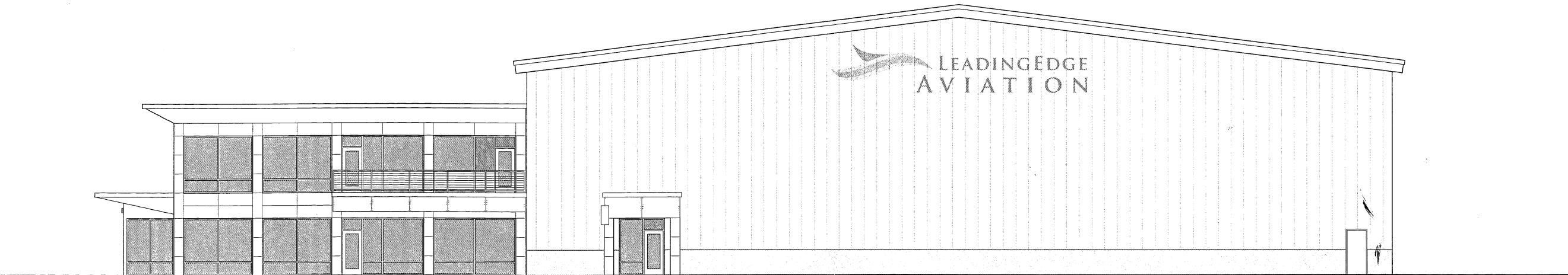
1 EAST EXTERIOR ELEVATION
SCALE: 1/8" = 1'-0"



2 NORTH EXTERIOR ELEVATION
SCALE: 1/8" = 1'-0"



3 SOUTH EXTERIOR ELEVATION
SCALE: 1/8" = 1'-0"



4 WEST EXTERIOR ELEVATION
SCALE: 1/8" = 1'-0"

PRINTED DATE
09.30.2024

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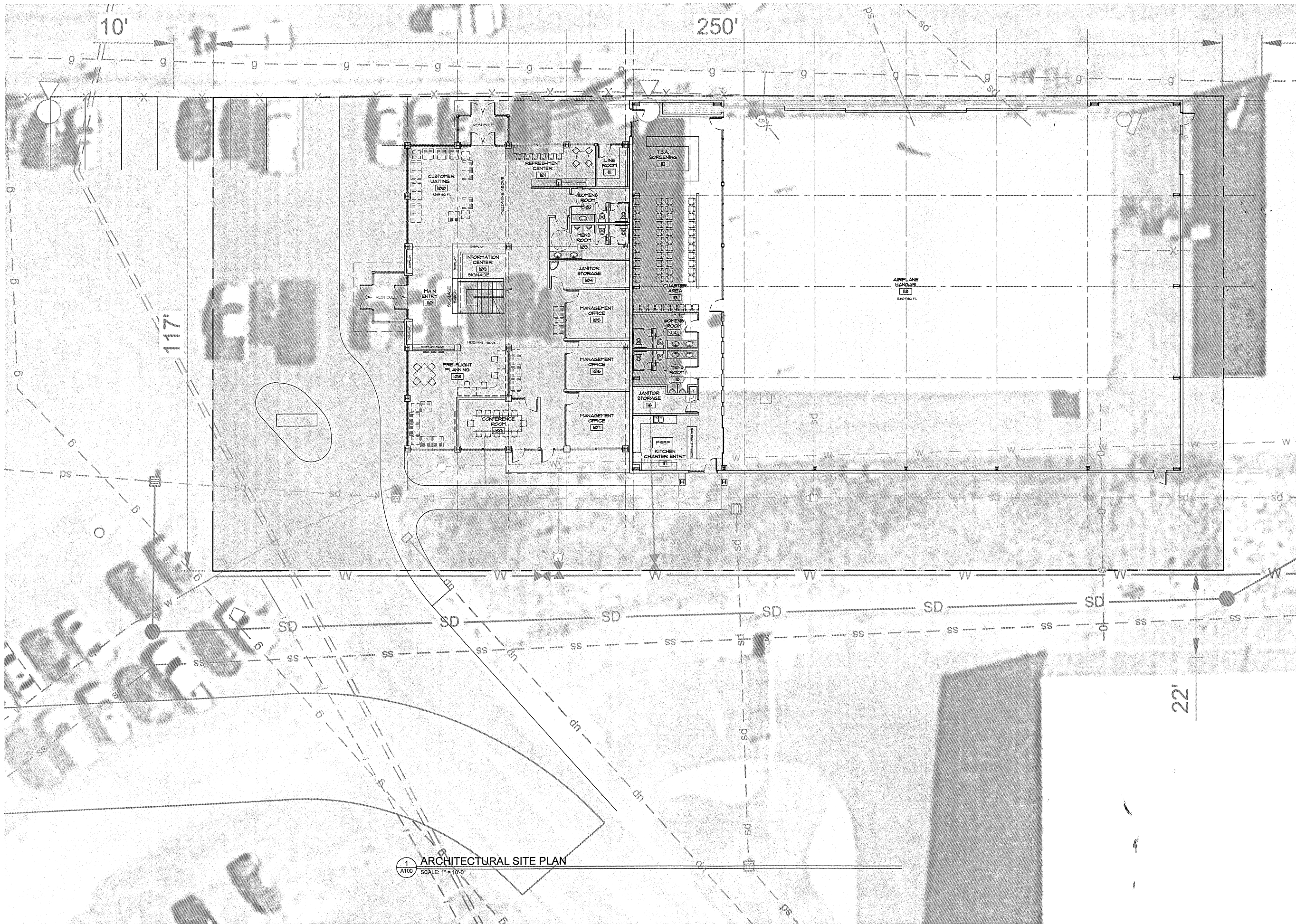
CHRONOLOGY

PROJECT NO
24.123

DWN BY/ CHK BY

TITLE
BUILDING
ELEVATIONS

24X36 SHEET #
A201



1
A100
ARCHITECTURAL SITE PLAN
SCALE: 1" = 10'-0"

PRINTED DATE
09.30.2024

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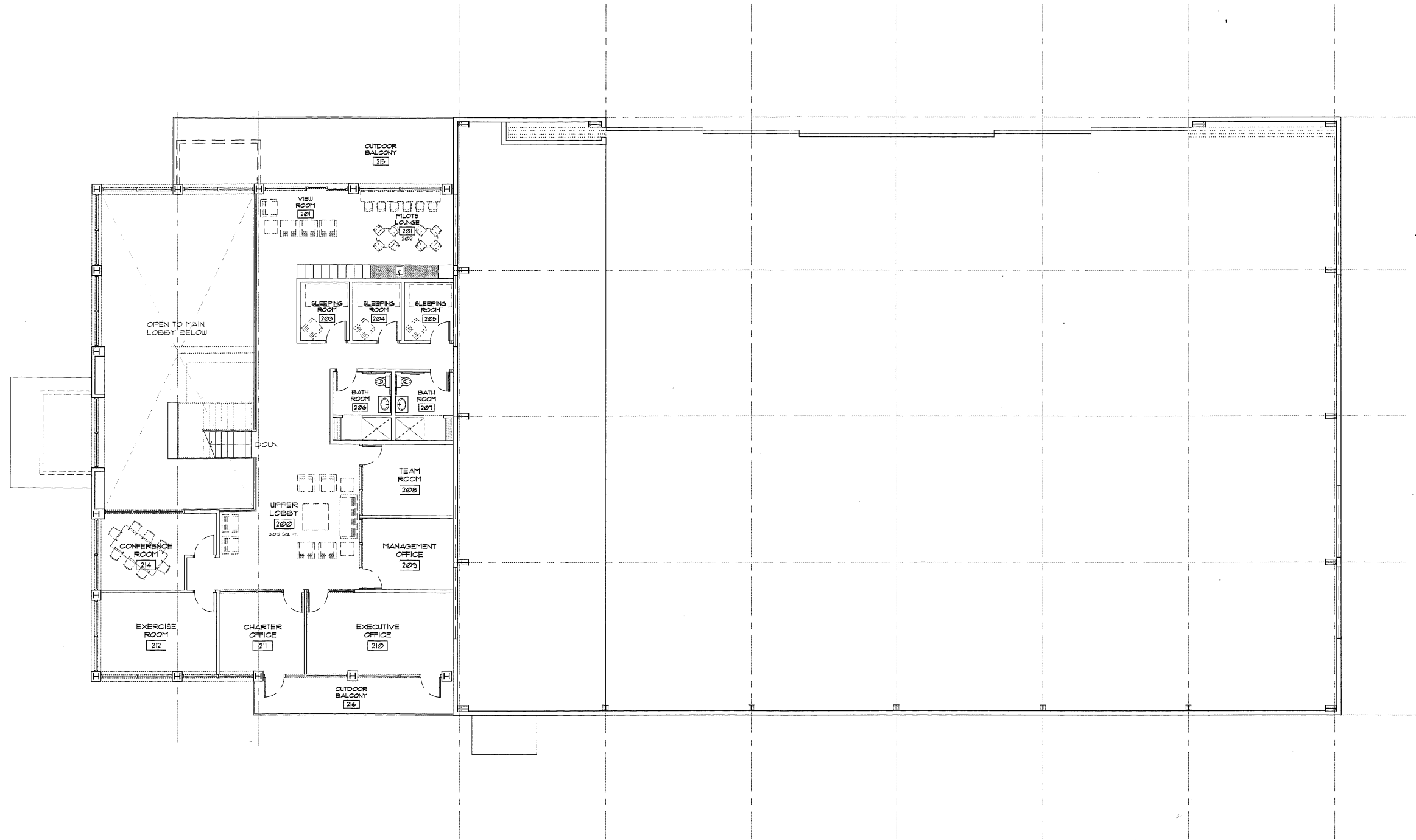
TITLE
ARCHITECTURAL
SITE PLAN

24X36 SHEET #

A100



A101



1
A102 MEZZANINE LEVEL FLOOR PLAN
SCALE: 1/8" = 1'-0"

PRINTED DATE
09.30.2024

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CHRONOLOGY

PROJECT NO
24.123

DWN BY/ CHK BY

TITLE
MEZZANINE LEVEL
FLOOR PLAN

24X36 SHEET #
A102

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LOGAN – CACHE AIRPORT AUTHORITY BOARD
NOVEMBER 7, 2024

ATTACHMENT B

Proposed Logan Cache Hangar Lease

Meeting Oct 3, 2024 proposed 8 changes. These changes were proposed by Bob Low without prior discussion.

- 1) Lease area will be adjusted from footprint of the actual building to the area of the building site
- 2) Increase yearly lease rate from \$0.22 to \$0.37 for most sites and \$0.47 for sites on the flight line
- 3) Lease rate increases were very minimal over the time of the lease, now yearly increases will be at the federal cost of living rate
- 4) One-time hookup fee of \$1000 for new hangars
- 5) Hangar owners responsible for all utilities
- 6) Leases for 10 years, with option to extend in 10-year increments
- 7) Lease can be terminated for violations to lease agreement (such as hangar use for non-aviation purposes)
- 8) Liability insurance requirement of \$1.0M for all hangars

Discussion items of concern:

- 1 I respectfully argue that item 1 above be abandoned for the following reasons.
 - i. The area that makes up the site is arbitrary (see airport map)
 - ii. This provision is biased against “small hangar” owners. The multiplication factor is most pronounced for smaller hangars. Lease rates increased a factor of 4 or 5 (see page 3). Is this really the intention? This is a regressive lease structure, penalizing private owners and rewarding commercial owners.
 - iii. Who is tasked with determining the site area
 - iv. Existing hangar owners had no, or very little input regarding “siting” of hangars at airport
 - v. Hangar owners must keep area around building clean. If the lease includes additional area, then items will be stored outside of the hangar (clutter at airport)

- vi. If there is concern for encouraging proper land use in the future, the airport board has control of future development and can dictate building sizes and siting for all future development.
- vii. I have been told that the “new” lease structure will only affect new lease signers. I have been trying to sign a lease for approximately 5 months and have been caught by this change.
- viii. I propose continuing the lease for the building footprint only.

2 I respectfully argue that item 8 be abandoned for the following reasons.

- i. The airport should not be dictating private insurance requirements?
- ii. If a hangar burned to the ground, what is the loss to the airport?

Proposed rate increases.

Assume that the site area includes 10 feet all around the hangar.

$$120 \times 120 \times 0.22 = \$3,168$$

$$140 \times 140 \times 0.37 = \$7,252 \quad \text{factor of 2.3}$$

$$100 \times 100 \times 0.22 = \$2,200$$

$$120 \times 120 \times 0.37 = \$5,328 \quad \text{factor of 2.4}$$

$$60 \times 60 \times 0.22 = \$792$$

$$80 \times 80 \times 0.37 = \$2,368 \quad \text{factor of 3.0}$$

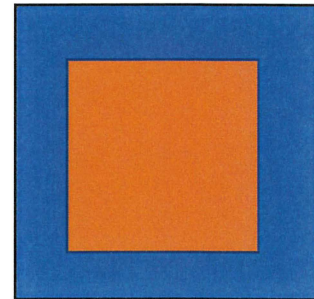
$$40 \times 40 \times 0.22 = \$352$$

$$60 \times 60 \times 0.37 = \$1,332 \quad \text{factor of 3.8}$$

$$60 \times 60 \times 0.47 = \$1,692 \quad \text{factor of 4.8}$$

$$30 \times 30 \times 0.22 = \$198$$

$$50 \times 50 \times 0.37 = \$925 \quad \text{factor of 4.7}$$



Rate structure is regressive against small hangar owners.

**LOGAN – CACHE AIRPORT AUTHORITY BOARD
NOVEMBER 7, 2024**

ATTACHMENT C

CACHE COUNTY GOVERNMENT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

AIRPORT FUND

	ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEXPENDED	PCNT
<u>AIRPORT</u>						
277-4460-110 FULL TIME EMPLOYEES	.00	50,187.06	50,187.06	89,421.00	39,233.94	56.1
277-4460-120 PART TIME EMPLOYEES	.00	6,588.94	6,588.94	47,620.00	41,031.06	13.8
277-4460-130 EMPLOYEE BENEFITS	.00	28,857.81	28,857.81	52,584.00	23,726.19	54.9
277-4460-210 SUBSCRIPTIONS & MEMBERSHIPS	.00	25.00	25.00	100.00	75.00	25.0
277-4460-220 PUBLIC NOTICES	.00	.00	.00	300.00	300.00	.0
277-4460-230 TRAVEL	.00	83.23	83.23	2,000.00	1,916.77	4.2
277-4460-240 OFFICE SUPPLIES	.00	151.02	151.02	1,000.00	848.98	15.1
277-4460-250 EQUIPMENT SUPPLIES & MAINT	.00	6,595.35	6,595.35	25,000.00	18,404.65	26.4
277-4460-251 NON CAPITALIZED EQUIPMENT	.00	.00	.00	6,000.00	6,000.00	.0
277-4460-260 BUILDING & GROUNDS	.00	7,255.44	7,255.44	21,800.00	14,544.56	33.3
277-4460-261 SNOW REMOVAL	.00	54,918.17	54,918.17	65,000.00	10,081.83	84.5
277-4460-262 VEGETATION CONTROL - CHEMICAL	.00	5,000.00	5,000.00	12,000.00	7,000.00	41.7
277-4460-263 VEGETATION CONTROL - MOWING	.00	.00	.00	5,000.00	5,000.00	.0
277-4460-270 UTILITIES	.00	16,392.74	16,392.74	27,000.00	10,607.26	60.7
277-4460-280 COMMUNICATIONS	.00	1,532.68	1,532.68	5,000.00	3,467.32	30.7
277-4460-290 FUEL	.00	4,032.65	4,032.65	10,000.00	5,967.35	40.3
277-4460-311 PROFESSIONAL SERVICES	.00	47,186.60	47,186.60	346,800.00	299,613.40	13.6
277-4460-330 EDUCATION & TRAINING	.00	29,320.00	29,320.00	33,000.00	3,680.00	88.9
277-4460-510 INSURANCE	.00	197.34	197.34	18,000.00	17,802.66	1.1
277-4460-620 MISC SERVICES	.00	73.03	73.03	1,000.00	926.97	7.3
277-4460-621 MISC BOARD SERVICES/TRAVEL	.00	4,905.44	4,905.44	6,000.00	1,094.56	81.8
277-4460-625 LOGAN FIRE - STANDBY FEES	.00	.00	.00	5,000.00	5,000.00	.0
277-4460-730 IMPROVEMENTS	.00	.00	.00	55,000.00	55,000.00	.0
277-4460-739 GRANT PROJECTS	55,358.74	29,699.90	85,058.64	417,500.00	332,441.36	20.4
277-4460-990 CONTRIBUTION TO FUND BALANCE	.00	.00	.00	2,875.00	2,875.00	.0
TOTAL AIRPORT	55,358.74	293,002.40	348,361.14	1,255,000.00	906,638.86	27.8
TOTAL FUND EXPENDITURES	55,358.74	293,002.40	348,361.14	1,255,000.00	906,638.86	27.8
NET REVENUE OVER EXPENDITURES	(55,358.74)	(121,878.20)	(177,236.94)	.00	177,236.94	.0

CACHE COUNTY GOVERNMENT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

AIRPORT FUND

		ENCUMBRANCE	YTD ACTUAL	TOTAL	BUDGET	UNEARNED	PCNT
<u>INTERGOVERNMENTAL REVENUE</u>							
277-33-15000	FED GRANT - SCASDP	.00	.00	.00	505,700.00	505,700.00	.0
277-33-15400	FED GRANT - FAA SIGN REPLACE	.00	134,442.64	134,442.64	135,400.00	957.36	99.3
277-33-44402	STATE GRANT	.00	6,319.60	6,319.60	33,100.00	26,780.40	19.1
277-33-70105	LOGAN CITY-SHARED NET EXP	.00	.00	.00	100,000.00	100,000.00	.0
	TOTAL INTERGOVERNMENTAL REVE	.00	140,762.24	140,762.24	774,200.00	633,437.76	18.2
<u>MISCELLANEOUS REVENUE</u>							
277-36-10000	INTEREST	.00	.00	.00	1,500.00	1,500.00	.0
277-36-15000	GAS TAX REFUND	.00	2,884.47	2,884.47	8,000.00	5,115.53	36.1
277-36-16000	LANDING FEES	.00	2,800.00	2,800.00	5,500.00	2,700.00	50.9
277-36-18000	FUEL FLOW -STORAGE FEES	.00	13,464.60	13,464.60	20,000.00	6,535.40	67.3
277-36-19000	FIRE DEPARTMENT STANDBY FEES	.00	350.00	350.00	5,000.00	4,650.00	7.0
277-36-90000	SUNDRY REVENUE	.00	2,600.00	2,600.00	4,000.00	1,400.00	65.0
	TOTAL MISCELLANEOUS REVENUE	.00	22,099.07	22,099.07	44,000.00	21,900.93	50.2
<u>AIRPORT LAND LEASE REVENUES</u>							
277-37-80000	AIRPORT FEES-LAND LEASE INCOM	.00	8,262.89	8,262.89	111,200.00	102,937.11	7.4
	TOTAL AIRPORT LAND LEASE REVE	.00	8,262.89	8,262.89	111,200.00	102,937.11	7.4
<u>CONTRIBUTIONS & TRANSFERS</u>							
277-38-20000	CONTRIBUTION - CACHE COUNTY	.00	.00	.00	100,000.00	100,000.00	.0
277-38-90000	APPROPRIATED FUND BALANCE	.00	.00	.00	170,600.00	170,600.00	.0
277-38-90500	APP FUND BALANCE - PO	.00	.00	.00	55,000.00	55,000.00	.0
	TOTAL CONTRIBUTIONS & TRANSFE	.00	.00	.00	325,600.00	325,600.00	.0
	TOTAL FUND REVENUE	.00	171,124.20	171,124.20	1,255,000.00	1,083,875.80	13.6