



Bear River Association of Governments

Box Elder County | Cache County | Rich County

170 N Main, Logan, UT 84321 • 35 E 100 S, Brigham City, UT 84302

Phone: 435.752.7242 • Fax: 435.752.6962 • Web: brag.utah.gov

Cache County Economic Opportunity Advisory Board Friday, 10 July 2026 at 3PM

Physical Address: 199 North Main Street, Logan, Utah 84321
Cache County Historic Courthouse
Council Chambers

DRAFT MINUTES

1. Welcome & Roll-Call: Chair Brian Carver called the meeting to order at 3:07. Roll call was taken, noting a quorum of three voting members present, plus ex-officio attendees and staff.

Attendees:

a. Voting Members Present: Brian Carver (Chair - Public at Large), Kirk Jensen (Logan City Representative), Mark Alexander (BTECH / Workforce Development).

b. Ex-Officio and Others Present: Alma Burgess (Cache County Representative), Shawn Milne (BRAG Staff / Economic Development), Cambria (BRAG/ Economic Development).

2. Approval of Minutes: The board reviewed minutes from past meetings.

a. Review of May 21, 2025 Minutes: The board reviewed the minutes from May 21, 2025. It was noted that the date in the draft was listed as Friday, May 21, 2025, but the calendar date was actually a Wednesday. Additionally, it was clarified that Kirk Jensen and Mark Alexander were absent due to calendar conflicts, and Kirk Jensen was listed as unexcused rather than excused.

Motion: Kirk Jensen made a motion to approve the May 21, 2025 minutes with the corrections (changing Friday to Wednesday and recording Kirk Jensen as absent).

Seconded: Brian Carver seconded the motion.

Vote: Passed unanimously.

b. Review of July 10, 2026 Minutes: The board reviewed the minutes from the previous month. No corrections were raised.



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* Motion: Mark Alexander moved to approve the minutes of July 10, 2026, as written.

* Seconded: Brian Carver seconded the motion.

* Vote: Passed unanimously.

3. Review of FY 2026 Rural County Grant (RCG) End of Year Report: Shawn Milne reported that the Fiscal Year 2026 report was successfully submitted to the state prior to the August 1st deadline.

a. Letter of Attestation: Milne reported that the state requested additional language in the Chair's Letter of Attestation confirming the board's compliance with the Open and Public Meetings Act (OPMA) and requiring copies of minutes where the RCG is mentioned. Chair Brian Carver worked quickly with staff to execute and resubmit the amended letter.

b. Financials: The report closed with 81% of the allocated funds distributed and 19.8% encumbered, leaving a negligible unencumbered balance.

c. Project Status Updates:

Cache Valley Economic Development Assessment and Strategy: The original strategy, completed in 2019 by Lewis Young Robertson & Burningham and Sevida, was confirmed to have been participated in by all three voting board members present. Milne noted that plans should be updated every 5 to 10 years, and the County Council has agreed to fund an update.

Logan Airport (LGU): The \$135,000 RCG allocation was not expended during FY26 and will roll over to be combined with FY27 allocations. The funding was originally set aside for planning elements, such as a self-serve fuel farm (estimated at \$600,000+). The county's RAPZ tax application was not funded, but they will apply again. LGU is the second busiest airspace in Utah and has received an electrification grant to install electric aircraft charging infrastructure at the perimeter fence as a first step toward vertaport capacity.

4. Review of Board Membership and Names Submitted: Milne reviewed the membership roster and updated the board on structural changes driven by state administrative rules.

a. Governance Rule Changes: To avoid conflicts of interest, GOED rules now prohibit county elected officials (such as Mark Hurd, George Daines, and Keegan Garrity) from serving on the CEO board since it makes direct recommendations to the County Council. Additionally, Daryl Simmons resigned for personal reasons. Terms are transitioning from 2 years to staggered 4-year terms, with a maximum limit of two consecutive terms.

b. Appointee Resumes: Appointees are now required by County Council policy to submit a resume and contact information to the staff. Resumes received by the 5:00 PM deadline yesterday include:



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* Ken Campbell: Campbell Scientific employee, part-time AI instructor at Bridgerland Technical College, and operator of an AI consultancy.

* Wendy Hassan: Executive Director of Cache Arts.

* Mike: Chief Operating Officer (COO) of Sharp Trucking, representing agricultural commodities, manufacturing, and transport logistics.

* Wes Clark: Adjunct instructor at Utah State University (USU) teaching business/entrepreneurship, founder of Cache Launchpad, and organizer of local tech networking events.

* Stacy Moss: President/CEO of the Cache Valley Association of Realtors, representing housing and realty market perspectives.

* Jay Bankhead: Co-owner of Circle B Irrigation, representing agricultural industry perspectives.

c. Late Nominees: Resumes for the following nominees were received this morning and will be processed at a subsequent County Council meeting:

* Wayne Dodd: Former owner of Advanced Heating and Air.

* Jeff Cox: Employee of MKS Instruments, representing the photonics, aerospace, and defense sectors.

* Jason Summers: Representative of Prime International, a meat wholesale brokerage, representing agricultural export perspectives.

d. Board Quorum Scale: If all nominees are approved at the next County Council meeting on Tuesday, August 25, the total board membership will reach 12.

5. Vice Chair Election: The board discussed the election of a Vice Chair.

a. Discussion: Mark Alexander suggested that the election of the Vice Chair be tabled until the newly appointed board members are officially seated and present to participate.

Motion: Kirk Jensen moved to table the Vice Chair election until the next meeting.

Seconded: Mark Alexander seconded the motion.

Vote: Passed unanimously.

6. Consideration of Electronic and Hybrid Meeting Policy: The board reviewed a proposed policy to govern remote participation and electronic-only meetings.



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a. Staff Recognition: Milne commended Intern Cambria for her outstanding service during her summer AmeriCorps internship. Although her AmeriCorps term ends today, she will continue through her final semester as a paid intern for BRAG.

b. Policy Alignment: The policy ensures complete conformity with the Open and Public Meetings Act (OPMA) and County standards, establishing protocols for hybrid meetings, electronic-only emergencies, and physical anchor locations.

Motion: Mark Alexander moved to adopt the Electronic and Hybrid Meeting Policy.

Seconded: Kirk Jensen seconded the motion.

Vote: Passed unanimously.

7. Review of the FY 2027 RCG Contract: Milne reported on new GOED administrative rules requiring a formal, written contract between BRAG and the three member counties (Cache, Box Elder, Rich) to specify metrics, expectations, and deliverables for business retention and recruitment. The contract has been vetted by legal counsel, approved, and signed by all three counties. It will be uploaded with the FY27 RCG grant application before the September 1st deadline.

8. Bridgerland Technical College Commercial Kitchen Updates: Mark Alexander presented an update on the shared commercial kitchen relocation project, which is slated to receive \$20,500 in FY27 RCG funding.

a. Infrastructure & Relocation: BTECH purchased the former Herf Jones building on 10th West and 14th North (north of Costco) and renovated the initial 10,000–15,000 sq ft, funded by \$1M from the legislature and \$2.5M from BTECH. The shared kitchen is the last piece needing to be moved under the same roof as the BTECH Business & Innovation Hub.

b. Tenant & Metric Success: The kitchen's client roster has grown from 6 active users eight years ago to 62 active startup clients today, presenting a severe scheduling bottleneck. Additionally, the Hub houses 23 renting business clients (ranging from single entrepreneurs to companies with 30-40 employees). Last year, these 23 businesses created over 30 full-time jobs in the county and generated \$12.2M in topline revenue.

c. Layout Design & Capacity: To prevent single large users (such as an online protein powder client) from tying up the entire 1,000 sq ft kitchen, the new design will segment the facility into three zones: a production/packaging area, a baking area, and a general cooking/grilling/griddle area. This expansion will allow three separate genres of producers to work concurrently, increasing total kitchen capacity to 80–90 users. BTECH is also exploring walk-in cold storage additions in partnership with tenant Trans-Chill.

9. BRICK Summit Update: Milne and Carver presented on the upcoming annual regional planning and economic development summit.



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a. **History & Rebranding:** Originally founded 11 years ago as a partnership between Cache County and a private firm, the event evolved from the "Cache Summit" and the Chamber's "Cache Business Summit" to the regional "BRAG Summit." This year, the event is officially rebranded as the BRICK Summit (Bear River Innovation, Commerce, and Knowledge) to promote regional cooperation across Box Elder, Cache, Rich, and Franklin (Southeast Idaho) counties. Milne noted that 52% of Franklin County's adult workforce commutes to Utah daily.

b. **Event Details:** The summit will take place on October 14–15, 2026.

* **Day 1 (October 14):** The first half of the day will feature "cafeteria-style" self-guided mobile tours between 9:00 AM and 1:00 PM, showcasing sites across multiple counties. The evening "after-hours" program will feature dinner, a keynote, and breakout sessions, designed to accommodate small-town mayors and planning and zoning commissioners who work during the day.

* **Day 2 (October 15):** A full-day program ending at 4:00 PM, featuring three keynotes (including a Bannock County Commissioner discussing national rural economic development programs) and breakouts. Breakouts will run across four concurrent tracks: Economic Development, Community Development, Municipal Governance (assisting staffless towns with policy, ordinance, and truth-in-taxation training), and Historic & Cultural Preservation.

c. **Ticket Pricing:** All-inclusive tickets are priced at \$150. Ticket sales are open, and registration will later break out into single-session ticket options for the evening or day-only events.

10. **Update on Logan Airport:** Milne reported on Logan Airport (LGU) development.

a. **Governance Split:** Cache County is now the sole financial sponsor for the airport. The airport board is transitioning to a bifurcated structure: a Sponsor Board consisting of elected officials with budget/check-writing authority, and an Advisory Board of technical stakeholders.

b. **Economic Leases:** Ground leases are critical to the airport's budget (typically generating a third of operating revenue). There is strong interest in adjacent land leases for aircraft taxiway access.

c. **Project Atlas:** Milne shared a request for information (RFI) submitted through the new GOED/EDC Utah portal. Project Atlas is an international aerospace and defense company seeking its North American headquarters. Specifications include:

* **Operations:** Precision machining, advanced materials, and aircraft assembly.

* **Investment:** \$80 million capital expenditure and 500 total jobs.

* **Requirements:** A 250,000 sq ft building on 40 acres with direct runway access, 4 MW hours of power, and 10,000 gallons of daily wastewater capacity (with 8,000 gallons intake).



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Staff are actively preparing a response to pitch LGU as the ideal site.

11. Additional Staff / Information Items:

a. Grant Administration: Milne reported on administrative concerns raised by GOED's James Dixon regarding past transition overlaps and transcription-only Zoom records. In response, staff have implemented proper OPMA-compliant audio recording practices and formalized these minutes.

b. Federal EDA Representative Visit: Milne reported on a successful regional tour and dinner hosted for federal EDA representative Trent Thompson. Attendees at the dinner at Elements included Shawn Milne, Brian Carver, Kirk Jensen, and Mayor Anderson. The discussions focused on regional Economic Development Districts (EDDs) and utilizing federal 40% matching grants to fund critical infrastructure projects (such as water and sewer line extensions).

12. Determine Next CEO Board Meeting:

Discussion: Chair Carver proposed holding a meeting next month to seat newly appointed members, deliver a basic orientation, and avoid a marathon session later.

Scheduling: The board tentatively scheduled the next meeting for Wednesday, September 30, 2026, at 4:00 PM as a hybrid workshop and regular meeting. Staff will distribute a scheduling poll to confirm availability.

13. Adjournment: Following closing remarks, the meeting was adjourned by Chair Brian Carver at 5:03 PM.