

Mr. Leonard stated there was an error made in the finished floor grade of the hangar. He said it was constructed six inches below the other hangar which establishes our base grade out there. This generated a low spot and he was having water come up to the rear entrance. Assistant Director Pugsley said to the rear and south. He said this why it is so important that we keep them at the exact elevations or we will continue to encounter this problem. He stated there was also a little bit of a drainage issue behind hangar #25 and towards the pilot lounge. We came up with the most economical solution we could at the time and part of the storm drain master planning will incorporate better drainage for this as the asphalt goes in.

Assistant Director Pugsley stated what they did was put in 4 storm drain collection boxes with eight inch pipe and tied it into the existing storm drain that we had on the southwest corner of Bennie Kay's. Because this isn't an asphalt surface, generally we have the flow line about the exact same elevation as the bottom of the storm drain box. But, we did some recessed bottoms in these boxes so we could provide the necessary maintenance so we do not fill out pipes with debris. This project was 4 collection boxes and some grading that would keep the water away from hangars and collect into the storm drainage system.

Clayton Grover was the low bid. He did not make a mess on any of the ramp space and was done quickly. He said it turned out rainy and wet during this project. We were able to get the grading where it needed to be but City crews will have to come back and touch up any ruts that may have been left from the construction. Chairman Hansen said it is all dirt back there anyway, right? Assistant Director Pugsley replied, yes. Mr. Leonard asked the cost of the project. Assistant Director Pugsley stated approximately \$10,000. He said he was close to \$1200 to \$1500 below the closest bid.

Chairman Hansen said there really aren't any specific problems with water around the hangars? Mr. Leonard said he was not aware of any. Assistant Director Pugsley said, no. The storm drain system they installed with the extension of runway captures all of the water. We have two pump houses there. One sits half way down the taxi way on the north and the other is just to the south of Wayne Larsen's old hangar. Chairman Hansen asked where the water is pumped. Assistant Director Pugsley stated it is collected and pumped over to a detention basin that is located south and little east of the runway. It control releases in to the Black Slough.

Mr. Leonard said we put new siding on hangar #23. Chairman Hansen said it looks great! Mr. Leonard said it cost us \$160 to have it installed. The company we bought the hangar from gave us the material, shipped it down to us and we hired a contractor who screwed the panels over the existing panels.

Chairman Hansen asked if we were able to get the floor back. Mr. Leonard said we are going to have it evaluated by someone who knows the product. He said in some areas it is down to concrete. Assistant Director Pugsley said he didn't know if they could strip it or not. Mr. Leonard said we will clean it up and put it back. He said Assistant Director Pugsley has had his crews out there and they have done a good job of removing debris.

Chairman Hansen said as he understands the City is amenable to a lease or sell if they had the right price. He said we have to scratch our heads to find the right business to locate in Brigham City.

Chairman Hansen said this would be a coup if we could get this marketed as an asset to the City. Mr. Leonard said we have had a few people look at it through our Community and Economic Development Department. Chairman Hansen said it is such a nice hangar and an asset to the airport.

Chairman Hansen said there was some discussion, and that was one of the comments Mr. Kluss had was whether the City would be amenable to opening that up to transient aircraft in the winter time. Charge them a certain fee and pull the planes in there. Mr. Leonard said we have done this already this month. Chairman Hansen asked if we had one of the FBO's handle this. Mr. Leonard said yes, both of them will. Chairman Hansen said and we have a set fee. Mr. Leonard said the fee was already negotiated when they called us, and that was fine, it was reasonable. He said we will establish fees for overnight use plus monthly rental. He said we have the individual who flies the Navajo that drops the flares. He has contacted Mr. Leonard about storing that and paying a monthly rate. Mr. Leonard said we would like to keep it active.

Mr. Leonard showed the Board an historical book he had and asked if Director Fannesbeck had ever shown them this? Chairman Hansen said no. Mr. Leonard explained that this book was compiled as a requirement by the State Historical Society when we tore down the Weir Hangar, the old city hangar and the beacon. There are photographs and newspaper articles that are interesting. Mr. Leonard read a passage from one of the news articles. Mr. Leonard said possibly we could take some of the information out of this book enlarge it and display it in the pilot's lounge.

Scope of Work Update – Dennis Corsi/Justin Pietz (see attached handout)

Mr. Pietz said he had sent the draft scope of works out to the Mr. Leonard, FAA and the State Aeronautics for review and comments. He said it is pretty standard information for a typical airport master plan. He said we wanted to get some input after everyone had a chance to read it. He said he noticed in the email everyone received a copy of the draft Scope of Work.

Mr. Corsi said this is a compilation of everything we talked about in the Power Point presentation. This is basically presented in the narrative form so everything can be documented as to all the elements and tasks that will be accomplished.

Mr. Pietz said there is an outline that summarizes the elements. Chairman Hansen said that you told us you were going to go out to the FAA and the others with the Scope of Work and waited for their comment. Do they have a timeline or do we just wait. Mr. Pietz said we sent it out and the State has reviewed it. They were good with it. They sent an email which said everything looks good to them. Typically the FAA will not comment unless they see things they do not like or they want added. He said they had a phone call with Kevin Luey who is your FAA Program Manager in the Airport DDO District Office and he had a couple of items that he wanted to see in it. He wanted in Element 13 – Planning for Compliance they want us to take a look at leases, code rules and regulations, fuel flowage fees, land uses and make sure there isn't anything in it that would be a grant assurance violation. As you accept money from the FAA there are certain requirements that must be adhered to. With that we would just take a look and make sure everything looks good and make suggestion if something was out of line.

Mr. Pietz stated also included in the Scope of Work, which we talked about at the last meeting, was including some environmental evaluations; biological and cultural resource survey of future development areas and land site areas where the hangars and those types of buildings will go, as well as wetlands. This will help to streamline the process when we nail down where things are going that there are not any environmental issues that will hold it from being done.

Mr. Pietz taxi lane projects environmental are typically short. We just fill out a categorical exclusion form. But, the documentation for those is important and at some point we need to look at this and the planning stages is a good time. These are some of the key things we have added that are in addition to a standard, basic, masterplan.

Chairman Hansen said once they give their comments you finalize the fees. Mr. Pietz said the FAA probably won't have any comments and we are waiting for any comments the City has and we will incorporate them and adjust the scope. Once everyone is comfortable with this we will finalize the scope and then put together an estimated fee for the project. This will then need to go out for an independent fee estimate where another company that does airport work will look at it, make sure the fee is reasonable for project.

Chairman Hansen stated this is normally within the next 45-60 days. Mr. Pietz stated within the next 30 days we should be having the kick off meeting and starting the project. Mr. Leonard said the FAA will not issue a grant until we have a signed contract with the consultants. Chairman Hansen said basically, with our input, you are not anticipating anything further from FAA, City input, as soon as they received that they are ready to put their numbers together and basically come back to you and say, "here is the cost." Mr. Pietz agreed and said then we go out for independent fee which will take in a week to ten days and then at that point we will help you prepare a record of negotiations and send that to the FAA with the additional grant paperwork that is needed, secure funding, notice to proceed and move forward.

Chairman Hansen said as he looks at the historical pictures he can see we have come a long way. Mr. Leonard said he spoke Mr. Pietz and Mr. Corsi about is that in the information we include more of the early history. Mr. Corsi said typically we include a grant history all the way back to ADAP and FAAP programs that were prior to the airport improvement program. Often, that is just a grant history and then a small blurb about the history. He said we can include more details. Basically, with the information we have available it is not any extra effort for us to include it.

Chairman Hansen said he had one more question. He said he was speaking to Fred Baugh he reminded him that years ago with the powers that be in the Denver FAA office that the consensus was they were very concerned about the Ogden Airport. Its location, approach, City encroachment and they thought with passage of time this airport will become less and less desirable and logically we need to decide where we are going. Would they build another airport for Ogden, etc. One of the ideas that were actively discussed was Brigham City Airport. Mr. Baugh said to him as you are getting ready for this masterplan and that there was conversation at one time that this would start to pick up as a reliever

airport or a substitute for the Ogden area. Is this a discussion that should be entered into as we talk about the masterplan?

Mr. Pietz said absolutely. Chairman Hansen said this would have an impact on our airport. Mr. Pietz said as part of the masterplan we will look at the inventory of the service area that the airport serves and surrounding airports and incorporate that recommendation. That can have an impact on the 20 year planning period and those roles into the facility requirements. Mr. Corsi said it is similar to Salt Lake City too. Depending on how your pricing structure is with your fair market value, your hangar lease, ground lease rentals, it may be more attractive to base their airplanes here operate out of your airport as opposed to Ogden, their fee structure may be higher.

Mr. Pietz said with the FAA and State funding they want to be sure they are protecting their investment. They want to be sure the airport is protected and not encroached upon. Chairman Hansen said now is the time you get your limits. Mr. Corsi explained the areas they would be looking at to maximize the benefit of the airport.

Mr. Pietz said the group we will work with to put the plan together to have planning and zoning jurisdictions involved is good. Mr. Corsi said one of the first tasks we do is establish the masterplanning working group/planning advisory committee. Mr. Pietz will work with Mr. Leonard to identify the working group. We don't want the group to get too large, but there should be a core group and then invite key individuals depending on the content of the meeting.

Mr. Leonard said he doesn't know if the Board is aware but we have three communities that have airport overlay zones over their communities who have adopted this zone (Honeyville, Perry and Willard). They should probably be a player in how the airport develops so they can help protect us. Mr. Leonard also explained that Tremonton markets our airport for their economic growth. Chairman Hansen said basically it is a Box Elder County Airport for all intents and purposes.

Mr. Leonard said we wanted all the communities to protect our approaches by adopting our overlay zones. He said this took a few meetings to help them understand. They were not amenable to the idea at first. They now see the need for the airport and how it will benefit them.

Mr. Corsi said to Mr. Leonard that he may not be aware of a discussion we had at the last meeting was the initial kick off meeting would be to held at the pilot's lounge and inviting the user community right up front. We can explain to them the process but also get input from them on their desires and what they think their needs are in respect to the airport. Early on in the process we don't have a lot of information and findings to share with the community, but the user community will have some idea and input. Chairman Hansen said is this part of Element 2? Mr. Corsi said yes. Mr. Corsi said we are not always able to accommodate everybody's needs, wants and desires out there but certainly getting their input may help us.

Chairman Hansen said he thinks this is a good idea and a great location to have the meeting. That way we have not only the FBO's and pilots but you have invited the other users who will be able to show you what they are talking about.

Chairman Hansen said in the outline of our last minutes in Armstrong's opinion they thought there was three major points that our airport was involved with. The scope of the work, hangar layout and they gave us some ideas of how they would like to see the hangar layout. As a board suggested that we would like to have it so we had the rough layout of the hangar and the various sizes so that when an individual came to us we wouldn't have to start from scratch. We could say here's the hangar, here is the next space available and here is where it goes. Then we could hand him a set of documents that will tell him all the requirements. This will avoid all of this problem we have occasionally had that they did not get to put their hangar exactly where they wanted to put it and that we may have been showing favoritism over one individual to another.

Chairman Hansen said one of our comments to them was if we could get the general airport hangar layout. Have it all mapped out ahead of time and then it becomes a cookie cutter type of thing based on the size of your hangar and requirements. That was one of the main scopes of the work that we wanted them to do as well as how we then market and develop the airport. We have this great asset how do we now get the world to know about it and use it.

Mr. Jones said he has mentioned several times if Armstrong could help us advertise the airport to the airport community as we go along. In the midst of this this he said we should be advertising Brigham City as a friendly airport and he thinks it was one Mr. Leonard's pushes from years past that we are an aviation friendly airport. He said he hopes Armstrong will not forget about this as we go and come up with ideas that you can use to get the aviation community aware of what we have.

Mr. Corsi said fundamentally this is part of our public involvement program. Advertising the masterplan process and the airport and the asset that is out there and really trying to generate knowledge among the flying community of what is there. We have some ideas of avenues of where you can get some press blurbs and exposure for the airport like the newsletters and the kick off documents, the executive summary brochure at the end of the project that will show the plan for the airport. These can be direct mailed or posted on the website. This brochure will be a valuable tool to the airport as well. Mr. Jones said generally generating some awareness outside of this community; possibly in Jackson or Wendover.

Chairman Hansen asked if they needed any input from our Board before the writing of the contract and we go into the first public comment period? Mr. Pietz said other than if there was any input on the scope. He said we visited with Mr. Leonard prior to the meeting. There were a couple of typographical issues that Mr. Pietz has notices which are minor and do not affect the content. He said we will make one more run with the FAA and speak with Mr. Leuy and see if he has any final comments. Other than that we will produce a final scope of work and send it up. Mr. Leonard said once we enter into a contract and sign the grant they are ready to go.

Mr. Corsi said we know we showed a twelve month time frame schedule but a lot of that is the FAA's reviews. We really think within about six to seven months we will have a very solid idea of what the layout will look like and have a pretty good rough draft. Then if somebody does come to you with a hangar we are well enough down the line that you can start working with them directly.

Chairman Hansen said it was mentioned in the prior meeting but what about the wetland issue? Mr. Leonard said they will need to for the further development on the land sign area. We are going to go back and pull up what the final delineation was. They will have access to all previous information. Mr. Corsi said their understanding was that the mapping was done up to the safety area grading for the runway. We are not confident that any mapping has been done in the new hangar area. The mapping will provide the location of all the existing wetlands. We are not going to do an impact analysis or permitting. If we can avoid those wetlands we will avoid them. We will try to minimize any impacts but if they are unavoidable and the plan has to impact the wetlands, at a later time, we would get into permitting processing and the mitigation process. We all know how challenging the wetland mitigation is so we really want to avoid this if possible.

Mr. Leonard stated one thing that is in our favor now is that we have a wetland bank that is approved which is adjacent to our other mitigation site. He said it is out on W. Forest Street. If we can see that we are going to have to obtain a 404 permit we would be further ahead to go after it now, when there are credits available, than wait until they are sold out and we would be searching for another mitigation site. Chairman Hansen said it is good that Mr. Leonard has been very involved with this in the past and know the hoops to jump through.

Chairman Hansen asked if the airport numbers had been changed. Mr. Leonard said yes, they have. He said he has not looked at the air guide. Mr. Corsi said one has and one does not. Mr. Leonard said he knows that Ms. Crockett changed it on the website. Chairman Hansen said the flight guide will probably show the change on the next revision.

Mr. Leonard stated that we were in the process of changing the guide signs. He believes we have them all in stock now.

Mr. Corsi said another issue that we may not have budgeted for but we need to look at is there was an obstruction survey done which reflects the old numbers. If you want an aerial photograph, which I think we should, with the new numbers for the master plan. Chairman Hansen said you could most likely photoshop the numbers in rather than having to pay someone to take a new photo. Mr. Leonard stated we need a good quality photo that we can put on our website. Mr. Corsi said when we go up we can shoot some oblique's with our hand held cameras but we are not professional photographers. Chairman Hansen said be sure to shoot it in the spring.

Mr. Pietz asked that Chairman Hansen pass his regards to Mr. Fannesbeck and that he appreciated the time they worked together. Mr. Leonard stated he appreciated that Mr. Fannesbeck is letting him utilize Mr. Pugsley and Ms. Crockett.

Mr. Bywater stated that as a Board we should give thanks to Mr. Fannesbeck for the time he has put in and the accomplishments he has done for the Board and to welcome Mr. Leonard back to the Board. Chairman Hansen stated absolutely and that he felt we were all in concurrence with this.

Note: There will not be a meeting in the month of February.

Armstrong Handout:

Brigham City desires to update the Airport Master Plan for the Brigham City Municipal Airport to address key issues, objectives and goals pertinent to the airport's development. The following Scope of Work Outlines the elements and describe the effort required to successfully complete the Master Planning program, addressing the needs of the community and providing a program for realistic development.

- Element 1 Project Management- Working group/airport users meeting, regular progress reports, submittal of working papers for review and comment and the submittal of the draft report.
- Element 2 Public Involvement- Public information meeting and workshops for interested individuals to provide comments and input. A meeting will be held at the beginning of the project to allow for an opportunity for tenants and airport users to provide ideas recommendations for development. Promote Airport Master Plan project and airport.
- Element 3 Existing Conditions- Obtain background data including existing planning reports and studies, environmental documents completed for the airport. Topography survey hangar development area. Existing revenue and expenditures will be collected for the last five calendar years.
- Element 4 Environmental Conditions- Correspondence with federal, state and local agencies will be conducted. Biological and cultural resource surveys will be completed for areas of future development. Wetland mapping will be included as part of the biological survey.
- Element 5 Aviation Forecasts- A review of existing and historical forecasts for the airport will be reviewed including the review of the State System Plan and the FAA Terminal Area Forecast. Three forecast methodologies will be used to determine a preferred forecast for the 20 year planning period for both based aircraft and aircraft operations.
- Element 6 Facility Requirements- After the completion and approval of the forecast by the FAA. Future facility development will be evaluated including runway length analysis, future Airport Reference Code (ARC) determination and landside development needs including apron area and hangar demand.
- Element 7 Development Alternatives- The facility requirements will lead into the options for meeting the recommended development with special emphasis on the future hangar area configuration.
- Element 8 Airport Layout Plan- Develop the Airport Layout Plan drawing set based on the selection of the preferred development alternatives. Aerial photography and obstruction information will be provided by the City from the recently completed obstruction survey.
- Element 9 Facilities Implementation Plan- Development of cost estimates for the

proposed improvements. The 20 year development plan for the airport will be developed including the phasing of future projects and the identification of prerequisites

- Element 10 Financial Feasibility Analysis- The 20 year capital improvement plan (CIP) will be developed for the airport. The historical revenues and expenses for the airport will be evaluated; a future financial pro forma will be developed to project future estimated revenues and expenditures for the airport. Funding sources and percentage of costs per funding source will also be identified.
- Element 11 Environmental Overview- Based on the result of the development alternatives, the environmental impacts associated with the proposed improvements will be evaluated to determine the level of environmental analysis on future development.
- Element 12 Land Use and Other Items- A compatible Land Use and Height Restriction Plan will be developed for use in protecting the airport from future incompatible development and land use. The overlay may be adopted by the City/County and used as a tool in the evaluation of future surrounding proposals.
- Element 13 Planning for Compliance- A review of existing land uses, rules and regulations, leases and zoning documents will be conducted. Recommendation will be provided for ensuring the airport is and remains in accordance with FAA grant assurances.
- Element 14 Documentation- The documentation will include the chapters as working papers for review and comment prior to the release of the draft report. The draft report will also provide an opportunity for a final review prior to releasing the final Airport Master Plan Report.