

**BRIGHAM CITY CORPORATION
AIRPORT ADVISORY BOARD MINUTES
FOR *Wednesday, April 6, 2011***

Present: Byron Hansen, Chair
Gary Bywater, Board Member
David Hess, Board Member
Benjamin Jones, Vice-Chair
Fred Kluss, Board Member
Boyd Young, Board Member

City Staff: Bruce Leonard, City Administrator
Jolene Crockett, Administrative Secretary

Absent: Scott Ericson, Council Member

Chairman Hansen welcomed the group and excused Gary Bywater from the meeting. Chairman Hansen recognized Boyd Young as a new member of the Board and asked him to share his aviation background with the Board. Mr. Young stated that his beginnings in aviation began while he was on a mission and they were flying model airplanes. He took lessons in Tremonton and then he had a few years off and then became interested again.

Approval of Minutes – Chairman Hansen

Chairman Hansen asked for a motion to approve the minutes of January 5, 2011. Dave Hess made to approve the minutes, second by Ben Jones. Motion passed unanimously.

Master Plan Update – Bruce Leonard

Mr. Leonard stated we have signed a contract with Armstrong Consultants to complete the Master Plan and they are in the process of gathering data. Everything we have on record as far as the existing airport layout plan and the environmental assessments that were completed on the airport prior to the expansion projects. If they can utilize any of this information it will save them time going back over trying to re-delineate where wetlands were or cultural resources. Chairman Hansen stated as far as the wetlands, wetlands are wetlands; they shouldn't have to redo this. Mr. Leonard said it depends on whether or not the original EA went far enough west on the west side of the airport. If we are looking at future expansion north of the city property, which is owned by Kim Fuller, we may have to do a bit more inventory in that area.

Mr. Leonard asked the consultant to include what the economic impact the airport will have for this area. He has put them in touch with one firm that can do the analysis. There is quite a range of price dependent on how much detail you want. He asked them to look at something in the mid-range. He said we want to look at the direct, indirect and induced impact of revenue

and operations to our community. We can then show this to our city council members to give them an idea of how important the airport is.

Mr. Leonard stated Armstrong Consultants wanted to create a PAC (Planning Advisory Committee). He said he submitted to Justin Pietz a list of AAB members, Planning Commission members, some of our planning staff, county planning staff, and council members. They reviewed this list without any input from Mr. Leonard and recommend the following:

Bruce Leonard, City Administrator
Paul Larsen, Community & Economic Development Director
Jared Johnson, Community Development Manager
Scott Ericson, Council Member
Kevin Hamilton, Box Elder County Planner
Byron Hansen, Chairman, Airport Advisory Board

Mr. Leonard asked that Councilmember Ruth Jensen be added to this list because he is not certain how often Councilmember Ericson will attend and Councilmember Jensen wanted to participate. She is excited about the airport. And, he also asked that Tyler Pugsley, Assistant Public Works Director be included as he oversees much of the maintenance at the airport.

Chairman Hansen asked if it would not be appropriate to have any of the FBO's at the airport on this committee. Mr. Leonard asked Armstrong if they wanted to have any the FBO's and they said they want to meet with them individually and separate from this group. He believes they will meet with them at the Pilot's Lounge.

Mr. Leonard stated there will be three PAC meetings held the first of which will be April 19th from 1:30pm to 3:30pm. Chairman Hansen asked if the second or third meeting will be a public input meeting. Mr. Leonard said no. Armstrong will create the agenda, be responsible for the minutes and be responsible for running the meeting. The only thing they wanted from him was a list of potential members. They determined the group to work on the PAC. Again, they will schedule meetings for the users and get their input separately. They anticipate this will take a year to complete.

Chairman Hansen said there is some concern with the FAA and the Congress. He would like to know from Armstrong if any of this will impact us. Mr. Leonard said it has been a solid funding source because the Aviation Trust Fund is created by passenger fees. If Congress wants to look at rating that, they may. Usually it is one of the most solvent funding sources that everyone has.

Mr. Young asked if Brigham City approached Armstrong Consultants. Chairman Hansen explained the selection process of the consultant to Mr. Young. Mr. Leonard explained that to get Federal funding we have to go through this process.

Mr. Leonard stated feels we are off to a good start. They have re-flown the airport and we have a new aerial photo. Justin Pietz was going to email this to Mr. Leonard. We will keep the Board apprised.

Mr. Leonard stated the Board's roll will be to review this information as it is prepared and make decisions on what you like or do not like. Chairman Hansen asked how we as an advisory committee interface with this. Does the PAC make their decisions and then come back to the Board with the decisions they have made at the meeting. Mr. Leonard said his vision, and being part of planning meetings before, many times when speaking about land use you have a group of lay people who will throw out their idea. There is a facilitator who will say these are things you may or may not look at and out of this what do you like. All the information is then put together and then it would be presented to the Board to see if you support it. The Board will be the final step before approval by the City Council.

Chairman Hansen said we have the first meeting April 19th and then two more meetings. They are envisioning having the process done in one year. He said will they be done with public comment in mid-summer to six months and then present the preliminary draft to us and the public. Mr. Leonard stated he has not discussed this with Armstrong when it will go to the public. It may go to the public when it is ready for city council.

Mr. Leonard stated they will provide us an agenda for the first meeting and then plan the following two meetings after. Mr. Leonard apologized that he did not have more information however he is relying on Armstrong in regards to this.

City Sponsored Cleanup – Bruce Leonard

Mr. Leonard said in driving around the airport there are areas that could be cleaned up. He said he noticed pallets and batteries stored outside as well as other odds and ends. He said we have a way of overgrowing our areas. There are some components from the city such as pieces of pipe. We have an exercise walker for horses/livestock and trailers sitting around. He would like their support or suggestions to getting these things that are being stored outside, cleaned up. We can provide a dumpster for the owners to use. Try to find the owners of trailers and other equipment.

Chairman Hansen said he would recommend that we would write a letter to all the people with hangars stating such. Indicate that "a lot of us have grown out from our leased space and we would like to generally like to clean things up and would you support us in this action. We have brought a dumpster out here and where it is located and over the next couple weeks

period could you please make use of this, do a self-inventory and clean the place up.” Once this is done and you see whoever hasn’t moved the debris we proceed to track down who it is and determine if the City is just going to haul it off.

Chairman Hansen asked if that made sense. Mr. Leonard stated yes. Chairman Hansen stated he thinks if we going in with a positive attitude, and I have things behind my hangar, my neighbor has a ladder on his hangar. We just need to get the place cleaned up as it doesn’t need to be there. This probably applies to a lot of other people at the airport but if you gave us a couple of weeks we could probably do spring cleaning. In this way it will prevent people from thinking that the City is trying to come in and usurp what is theirs.

Mr. Young asked if there were not a special place where batteries would need to be taken. Mr. Leonard stated what we have done in the past is we have a business who will take those. We could collect them on pallets and then take them to a business. Chairman Hansen said in the letter we should indicate debris of a hazardous nature we have a spot to leave it and we will arrange to have it taken away for you. Mr. Leonard said some of the debris may just go away on their own by the owner.

Chairman Hansen said our airport looks pretty good compared to other airports. Mr. Leonard said he needs to pass an attaboy to the Streets Division in snow removal from the airport. At the UAOA he was told Brigham City far exceeded northern Utah airports in snow removal.

Chairman Hansen stated along those lines as the City continues to tear up roads the more they can keep hauling into the public parking area the better. Mr. Leonard said he has spoken to Director Fonnesbeck about this and we will continue to work on this area and the entrance.

Small Projects – Bruce Leonard

Mr. Leonard said met with an engineer from Creamer and Noble at the airport to look at doing a couple of small projects. They indicated if the FAA can upfront the costs to extend some taxi lanes and the work is designed and performed according to federal specifications they will reimburse us if they approve the project.

Mr. Leonard said there were a couple of areas one behind the Airmotive hangar and look at a extending taxi lane just west of the City Hangar on the north of those and to the south. Larsen’s have not been able to access the west side of the t-hangars via a taxi lane.

Mr. Leonard said we would not build it the full width but half for the smaller aircraft. Chairman Hansen asked if we have the money. Mr. Leonard said we have enough in our Capital Improvement line in the airport fund. He has spoken to Mayor Fife and he said if we can set it up he is agreeable. Creamer and Noble will work up a scope and then he will present it officially to the Board.

Mr. Leonard said he will probably have to go out under the reselection program for a construction consultant firm. Mr. Leonard stated that Armstrong Consulting wanted the City to sign a 5 year contract with them to do all our work. Mr. Leonard explained to them that they were only selected to do the Master Plan.

Chairman Hansen asked if there were any other critical areas that we feel we would like the City to handle at the same time. Mr. Young said he would like to see a better run up area by the south end. Mr. Leonard said rather than where the taxi lane comes in at 35. Mr. Young said rather than just a taxi lane a bigger area. Mr. Leonard said we have some open areas where we bought the property from the school district. He said this is probably something we would look at in the master plan. Chairman Hansen agreed.

Mr. Leonard said we have some asphalt areas by the old Flying J hangar that were built, the ramps just in front, that are beginning to go bad. He has an asphalt contractor looking at putting a product on those called GSB78. He is going to apply it to some testing areas to see if we can bind it so it will buy us a little more time. This should be happening as soon as we get dry enough weather.

Mr. Jones said he noticed a little work has been done on the west row of hangars on the north end. Mr. Leonard said we extended the gas line into the hangar. Chairman Hansen said actually the back feeder road, the back side of Wayne Larsen's and Bill Bridge's which comes on up and then there is black top where Ben Jones and mine is, right near that end it would help to have a drive through right there. It would be nice to have the road tie over into the black topped area. Mr. Jones said they have a tendency to cut over. Chairman Hansen said you will know right where to put it because everyone is driving through the mud and gravel to cut across. What occurs as they drive through is they are bringing mud and gravel onto the asphalt. He said it's not a very long distance; if you were able to do something when you were doing the taxi way it would be good.

Mr. Young said if you come out in front of Bennie Kay's somewhere in between that and the City hangar a taxi way that would go clear to the runway would be good. Chairman Hansen said that would be a major master plan issue.

City Hangar – Bruce Leonard

Mr. Leonard explained that he does have one aircraft stored in there. Chairman Hansen said is it available for lease or sale and is this just by word of mouth or are we actually advertising for it. Mr. Leonard said Director Larsen has taken the information regarding the hangar and is trying to tie this into any information that goes out for businesses looking to locate here.

Mr. Leonard has budgeted money to resurface the floor because of the damage that was done by the previous lease holder as well as other repairs that need to be completed.

Regional Charts – Bruce Leonard

Mr. Leonard reported that the new regional charts are still listing our airport length incorrectly. Mr. Leonard is disappointed that the FAA has not approved the obstruction survey that was done a year ago. He did contact Armstrong to see what they could do to help us. According to Justin Pietz's email the FAA should be updating the 5010's (which is the nomenclature on the runways) in 56 days. The flight guides should go on showing what we have. Mr. Leonard will continue to push making sure this happens.

UAOA Conference Report – Bruce Leonard

Safety Risk Analysis

Mr. Leonard attended the UAOA conference in St. George. The FAA is going to require a safety risk analysis process for all airports for any future project. He said this is a fairly detailed system. It will not hit an airport the size of Brigham City until 2014. The idea is not a bad one which basically says before you get a new project you have to create a matrix and one side is looking at the worst case scenario as far as an accident and on the other side you would determine the frequency. Most of the larger airports are already doing these.

Mr. Leonard said we will also have to work up a spill prevention program. But this will be part of the master plan.

Digital NOTAMS

Mr. Leonard stated he also attended meetings on setting up digital NOTAMS so we can report on the laptops. It is different from the E-NOTAMS. If you put a NOTAM on the airport it has drop down menus so you can chose by clicking on the choice.

Mr. Leonard said this was a good conference. He also sat down with our FAA representative Kristen Bronson and our Utah engineer Kirk Nelson. Chairman Hansen asked if these are new people or people Mr. Leonard is familiar with. Mr. Leonard stated Mr. Nelson he knows, Ms. Bronson is new.

Mr. Leonard said he wanted to do a fog seal and repaint markings on the runway this year and they have it slated for next. The runway can go but I am concerned about paint markings.

Other:

Solar Panels - Fred Kluss

Mr. Leonard asked if Mr. Kluss had any specific questions on this. Chairman Hansen said he is probably just like Mr. Kluss as he just read about it in the newspaper today. One of the areas they would like to place the panels is the Brigham City Airport.

Mr. Leonard said there is an engineer by the name of LeRoy Pauler from Arizona and he has patented a long truss solar design. Some are built on an axis that will follow the sun. They are

not built on a long truss, according to his design. He has worked with Vulcraft in building the demonstration truss. He said these truss' have an actuator that takes very little power to turn them into the sun. Mr. Leonard stated he suggested the installation at the airport. He asked if we could install them with t-hangars underneath or with shade hangars. We would generate the solar but not waste the land.

Mr. Leonard said the reason they wanted them at the airport was to expose them to the public as they drove up and down I-15. Chairman Hansen thought this would be a good discussion with Armstrong. Our question would be the compatibility.

Mr. Young asked if we would put them on current hangars or west of the rotating beacon. Mr. Leonard said in an undeveloped area. The idea is that you put them up and set the building underneath them. Chairman Hansen said the way he read the news article is that the City has not bought off on putting them anywhere. Chairman Hansen feels we shouldn't panic pro or con until the City has decided what they want. Mr. Jones said it would be a good way to get the City to place asphalt. Chairman Hansen said of course if they want to access airport property they would have to conform to FAA requirements.

Mr. Leonard said there are other places they could go near the airport property that would be in the buildup area or near the airport property. Chairman Hansen said you actually have property outside the fenced area so you could be outside the fenced area by the school building. Mr. Leonard said it is easier if you have it closer to your power where you will put it to base load. Again, these are just ideas and they talked about parking lots that we have here in town. It's more about a demonstration. Chairman Hansen said that would be a good place and it would prompt them to put in our parking lot and picnic tables to go along with it!

Mr. Leonard said his thought were if the system could be designed it could provide shade and some parking out of the elements for aircraft we could get more aircraft up here.

Airplane Rides at Airport/Young Eagles – Fred Kluss

Mr. Kluss explained the air program called the Young Eagles. Mr. Kluss provided an information sheet for everyone to look at. These are members of the EAA who participate in the program. They come in on a day and a time and promote this for ages between 8 and 18. This would help people understand the value of the airport. It is a good idea for people who have flight schools who may be at the airport that day to grasp their interest in their schools such as Utah State or Utah Valley.

Chairman Hansen asked if this was a voluntary organization and they have inquired on whether or not we would be interested in having them be at the airport. Mr. Kluss said no I am asking. Mr. Young asked if this is an open invitation for free rides. Mr. Kluss said for the kids. He said they are interested in two days 5/14 or 6/11. However, if you chose 6/11 it is the same time as

Rotors over the Rockies. He said he doesn't know how compatible they would be. Maybe they are completely compatible.

Ms. Crockett asked Mr. Kluss if the Rotors over the Rockies are choosing 6/11 because of the Heritage Arts Festival. Ms. Crockett said the Festival is on June 18th. She explained it was always on the second Saturday in June and it was changed to the third Saturday, 6/18.

Chairman Hansen asked if Rotors over the Rockies set a date with us. Mr. Kluss said it is off of their website. Ms. Crockett explained they are piggy backing off of the Heritage Arts Festival. Chairman Hansen said but their website says 6/9-11. Ms. Crockett stated that is because they believe the Festival is on that weekend. Chairman Hansen said the Festival is not going to change their dates and if they want to be in step they need to change their date. Ms. Crockett replied, yes. Chairman Hansen asked Ms. Crockett if they are communicating with the Festival. She replied that she did not know. Mr. Leonard stated they have not contacted the City. Chairman Hansen said they were here a year ago, but he did not know they had chosen dates for 2011.

Ms. Crockett stated last year they said they wanted to make this an annual event. Chairman Hansen agreed and said we told them we thought this would be great and we were all for it but somehow they need to communicate what they have in mind. Chairman Hansen asked Mr. Kluss to contact Rotors over the Rockies and get approval from the City. They need to tell us what they have in mind as this is a special event; just like they did last year. Chairman Hansen asked if it would be best to have them contact Mr. Leonard.

Chairman Hansen said any activity at the airport is positive. He told Mr. Kluss that he felt the City and the Board would be in favor of it but it needs to be coordinated correctly. Mr. Kluss said he will work with everyone and get it done. Chairman Hansen said the more activity, use and the more the public sees the airport it is the "return on investment" the council is looking for.

Airport Appreciation Day – Fred Kluss

Mr. Kluss said there is some effort on doing an airport appreciation day and they are talking about September. Chairman Hansen asked Mr. Leonard if he was aware of this celebration. Mr. Leonard stated yes he said he put in a request for funding to have an airport appreciation day. He explained that he had mentioned this to some individuals who help put on celebrations to get feedback. Chairman Hansen said the most logical time is Peach Days. Mr. Young asked if we have a date for that. Chairman Hansen said maybe from a City standpoint there is too much going on and you can't handle the overload.

Ms. Crockett explained that one of the reasons we chose the date we did with the first airport appreciation days was to not over tax City staff. As she recalls the Board agreed and

understood that the staff was spread out to far for us to have an appreciation day in September. Chairman Hansen said he remembers this conversation.

Mr. Leonard said in talking to other airports people are more apt to come out in the spring. He said he is looking in the spring, maybe towards the end of May. He said he does know we have the Heritage Arts Festival but if it was actually in May. We get fairly warm weather. It would be more of a come out and see what we have. He said he talked to airports that brought in the air national guard to bring in some planes.

Chairman Hansen said that Donna Pett is the one who contacted him. He said he thinks that Donna is probably the one in charge from a City standpoint isn't she? Mr. Leonard stated, no. Mr. Leonard explained that he hasn't discussed this with Ms. Crockett yet and she is a key player in this. It was more of a "if I had an airport appreciation day would you help me put it on." He said the Board is the one who he would bring the time frames back.

Mr. Young said May is the wettest month of the year and June might be better. Mr. Leonard said when we select the day we need to have time to prepare it. The money won't be appropriated until after July. Mr. Leonard said the timing of the date we have needs to coordinate with the type of event we are going to have. Chairman Hansen said he has a lot of conflict in May as do others and the weather is unreliable.

Doctor Hess stated the airport appreciation day is a great idea. It doesn't necessarily have to be tied in with Young Eagles. He said a lot of different airports across the country have Young Eagles on the first Saturday of every month. He feels that the Young Eagles are self-sufficient and wouldn't require staffing of City people. They just come in and donate their time, have a certificate that they sign and hopefully it is the first ride of that young person's life.

Doctor Hess continued on saying he really believes an airport appreciation day is a good idea. They are part of airport down in Chandler for six years and theirs is coming up this Saturday and it is very well received. The community which otherwise don't get to interface come in and touch the planes, there are static displays, hamburgers and a band. It just lets people be at the airport and see what goes on.

Chairman Hansen said his thought would be that we look at the Young Eagles group and say whenever they want to be at the airport we would be amenable to it. Mr. Kluss will communicate to the Rotors over the Rockies asking them to coordinate with Mr. Leonard as there is concern that their dates are not accurate. The more publicity we get there the better.

The Board determined a tentative time frame of June 2012 would be good.

Removal of Sign – Ben Jones

Mr. Jones reported that we had tried for 2 years to get the misleading turn sign at the airport moved. He said Mr. Leonard has accomplished this in two weeks the sign has been relocated so now there is no excuse for making the wrong turn. Chairman Hansen thanked Mr. Leonard.

Mr. Leonard accepted the thanks and pointed out that there had been a personnel change at UDOT Region 1 and he believes we have people there now who are more receptive to our requests.

Civil Air Patrol – Fred Kluss

Mr. Kluss asked if we knew when the Civil Air patrol comes and flies at our airport. Mr. Kluss said he is trying to think about as a person who did participate at a very remote airport that there might be some things we could do that would make their operation a little more successful, like a portable restroom. He said there no shade and not much to do and he hates to impose on the FBO's. But, he wants to take the responsibility to find out when they are coming so we might be able to fulfill special needs. Like an available hangar that isn't rented to help them get out of the sun or sit down.

Mr. Jones asked if they have approached us to do this. Mr. Leonard said he saw it last fall as he was hunting water fowl on the other side of the runway. He said this was when the transition occurred between he and Director Fannesbeck and he asked him if he knew they there were people towing gliders off of 35 and parking their vehicles in the runway safety area. Which he did not and he went out and told them to stop.

Mr. Leonard stated they need to make sure they contact the City and that it can be done safely. He said none of the people had the authority to take their vehicles on the runway safety area with their vehicles and leave them.

Chairman Hansen said he was really surprised to learn we would have a glider on the airport without them telling anybody. He said he wasn't aware of this. Mr. Kluss stated then he has opened a new possible thing to think about. Mr. Leonard said they told Director Fannesbeck they have been doing it and no one said anything to them. Mr. Leonard said it is a safety issue. He said if we could look at an area where we could set them up and safely operate. Doctor Hess said they would have to have a NOTAM. Mr. Leonard said we want to make sure the City is not at risk.

Mr. Young asked how it works between a special event and just another aeronautical activity on a public airport. Mr. Leonard said anything that is above the actual flying in and flying out, wanting to bring a crowd out, that is a special event.

Chairman Hansen said if all of a sudden we have a bunch of gliders over the airport we would want to know that as a pilot. Especially, if that isn't a normal airport that has gliders and none of the descriptions say there are gliders. If you look at Heber City's flight guide it tells you to be aware of glider activity off the end of such and such runway. People are aware of it and they know it's there so they look for it. If you have absolutely zero on our airport and all of a sudden it is going on it causes problems.

Meeting adjourned.