

**BRIGHAM CITY CORPORATION
AIRPORT ADVISORY BOARD MINUTES
FOR *Wednesday, March 7, 2012***

Present: Byron Hansen, Chair
Ben Jones, Vice Chair
Gary Bywater, Board Member
Dr. David Hess, Board Member
Fred Kluss, Board Member
Boyd Young, Board Member

Excused: Tyler Pugsley, Public Works
Brian Rex, City Council

City Staff: Bruce Leonard, City Administrator
Andrea Clark, Administrative Assistant

Guests: Mel Leseberg, Creamer & Noble Engineers

Approval of Minutes – Chairman Byron Hansen

Chairman Hansen officiated the meeting, welcoming Mel Leseberg from Creamer & Noble Engineers. There was no public comment. There was a correction to last month's minutes to remove Ben Jones as being "Present" at the February 1, 2012, meeting.

Minutes will be corrected and stand approved upon correction.

I. AGENDA

1. Airport Master Plan Update – Bruce Leonard

Mr. Leonard reported that Armstrong said we are doing very well on the Master Plan. He received an e-mail that they have mailed packets out with the final draft this week. Armstrong has sent some of the first working papers to the FAA and it is Mr. Leonard believes that the FAA has approved the first two or three working papers. Mr. Leonard thinks that within a month or two, we should be looking at the final document.

Mr. Leonard has been in contact with Armstrong regarding the AAB's suggestions, i.e. the public viewing area, the dual taxi at each end of the runway, etc. Mr. Leonard reported that the documents have already been viewed by the AAB and corrections made. Those documents have now gone to the FAA.

Mr. Leonard reported that Armstrong will be coming back over to do the final version and will take it to City Council with the AABs recommendation to proceed to accept it. Mr. Leonard believes this will happen within the next couple of months.

Mr. Young asked a follow-up question to last month's discussion regarding wetlands between the taxiway and the runway. Mr. Leonard explained to Armstrong that we had mitigated for that through the construction of the airport and the taxi-lane and we didn't agree that it should be classified as wetlands since it is part of the storm drain system. Armstrong said they would bring that to the attention of Armstrong's environmental experts to see if that can be changed.

Chairman Hansen asked if we had a good record of all users at the airport with airplanes. He said that we had discussed compiling a Master User List with e-mail addresses so we could notify everyone instantly of closures, etc. Mr. Leonard said there has been a good effort to compile that list and we have updated the based aircraft roster which is currently at 90-plus aircraft; however, some of those planes are not air-worthy (per Wayne Larsen). We are trying to get additional contact information to complete the Master User List. We don't have e-mail addresses for all, but we do have a name associated with an aircraft.

Mr. Leonard will e-mail the list out and would like the AAB to review and help fill in the blanks if possible.

Chairman Hansen said it used to be that the City and County were more in tune when they would send the property tax notices in October-November each year, but they don't do that anymore. Now notices are sent directly from the State of Utah and we don't get that involvement as much as we used to in prior years.

Chairman Hansen also asked regarding the fuel-storage containment on the SPCC. Mr. Leonard reported that he delivered the information (which consists of very lengthy documents for the federal register) to both FBOs who distribute fuel. One FBO (Benny Kay) was going to contact his fuel supplier to see if there was a possibility of getting some relief. Wayne Larsen was going to review it and get back with any questions. Mayor Fife still stands by his commitment that the City could help fund that study. ***Mr. Leonard will follow-up with Benny Kay and Wayne Larsen before we move forward with that. Mr. Leonard does not know how long it will take to complete the SPCC plan. Mr. Leseberg, Creamer and Noble, offered to discuss with Kirk (Nielsen) who has done that for a number of airports as well.***

Chairman Hansen asked if anyone gave input to the request for comments on the non-directional beacon before February 14, 2012. Mr. Leonard said he talked to Pat Morley, Director for the Division of Aeronautics for the State of Utah. The beacon is going to be decommissioned and Mr. Morley offered it to Brigham City for \$4,200 per year (maintenance fees). Mr. Leonard said the beacon is about 1946 technology, so we will pass on that offer. The exact timeframe that beacon will be decommissioned is not certain. The City owns the property the building sits on which is one acre on 2600 West.

2. Maintenance Bids Update – Mel Leseberg (Creamer and Noble)

Mel Leseberg gave an update on the airport pavement maintenance schedule and prospective bids (see handouts). The City awarded the bid to the lowest bidder, Maxwell Asphalt, out of SLC. Maxwell Asphalt Products makes the crack-seal. They are in the process of obtaining their bonds. Once they get their bonds and insurance certificate they

will sign their contract and mail it back to City to sign and they'll be ready to proceed. The schedule (handout) is tentative, but probably fairly close depending on supplies. They will probably start crack-sealing around March 19th if weather permits. The colder the better, but it needs to be dry in the cracks. Mr. Leseberg reported this is a combined UDOT and FAA grant and the FAA Grant has not been issued yet (should start issuing grants in May). In the meantime, we will do the crack-seal with the UDOT grant money.

Referring to the handout, Mr. Leseberg reported that everything on the diagram is to be crack-sealed with the exception of Item No. 2. Those pavements are so failed that you will waste a lot of crack-seal trying to glue back together (called alligator-cracking). Some of that will be replaced this year by the City. Once the crack-sealing is done, we will wait until it warms up enough. The supplier of the sealcoat material won't start manufacturing it until mid-May. It is not manufactured and stored, they manufacture and ship it out to be applied. For that, you prefer to apply at about 70 degrees and rising.

Chairman Hansen asked if the seal-coat will go around Area No. 2 even though it won't have been crack-sealed. Mr. Leseberg reported that the area around the old temporary ramp won't be sealcoated unless the contractor ends up with extra. Sealcoating is calculated at .07 gallons per square foot and that area was not calculated into the total. The old apron is eventually scheduled to come out. The majority of cracking is on the north end of the runway because the FAA standards required paving joints. At one time the FAA believed that when you paved against a cold joint, you had to have a vertical cut. All that does is pull apart, which they finally went away from. That is what most of the crack-seal on the runway is for is to fill in those cracks that were caused by design.

You can tell where the first portion of runway is. By the time they poured the second and third portion of the runway, they had gotten away from that rule. Therefore, there is very little crack-seal on the runway or taxi-way (less than 1000 feet on taxi-way). The runway has it because of those paving joints. Then we'll move on to the apron (moving north to south). Even the brand new apron, the crack-seal there will be around the outside edges where the new pavement joins the old pavement. Crack-seal is not a problem and you can drive over it 30-40 minutes after it has been applied (especially on a good, cold day).

Mr. Leseberg said that we'll close the runway (plan on a day) to route the cracks out first and then apply the crack-seal and then open it back-up. The sealcoat will probably be a 2-3 day project. This process is a little slower so we don't get sealcoat on the hangars and it may take a little longer in that area around the taxiways. After sealcoat sits for 5-7 days then we'll come in and put a half-strength paint on it. The sealcoat takes about 30 days to cure. It is workable and usable after 24 hours, but the petroleum start penetrating if you put full-strength paint on it then you have kind of a creamy colored of paint when you are done. After applying a coat of half-strength paint, we let it set for 30 days and then come in and repaint it again. The second paint job goes quick, the first one takes longer because they have to survey it and lay it out. That is basically the schedule. It seems like a long project because it may go into August to have the final painting done, but it is really just the time in between each one.

The runway painting requires us to close the runway down long enough to paint and let it cure. Once the paint is down, especially if done in July or August, that paint will be dry in 15 minutes. It is painting the entire runway that takes the time on that day. **Mr. Leonard would like to see this project done by June 30th (for budget purposes).**

Mr. Young asked how the crack-seal interfaces with the grooving on the runway. Mr. Leseberg said it does not cause problems. One of the reasons why the crack seal is bid higher than it normal (.40 linear) is because they have to use what is called a pencil-tip because they have to keep the crack-seal a minimum of a sixteen inch below the bottom of the grooves. Otherwise you get a little damn and the water runs through the grooves and then hits that, so you have to keep it below that. They have to charge a little more because it takes a little longer and is more difficult to do.

Chairman Hansen asked how long this will last before we have to look at doing this again. Mr. Leseberg suggested a crack-seal schedule of every three years, which is UDOT's schedule. The seal coat is cold-tar seal-coat and is usually good for 5-7 years. The older parts of the apron were seal-coated in 2006. The year before that we seal-coated the existing apron at that time. A lot of that depends on UDOT Funding and FAA funding and how often you can get. We plan on seal coat every 5-7 years and crack seal every three years. We aren't going to crack-seal any crack that is less than one-eighth of an inch in width per the standard specs. By three years, some of those will open up good.

Chairman Hansen asked if it is typical on a job this big to get this much variance in the bids? Mr. Leseberg said it is typical. Mr. Leseberg asked Maxwell if they were going to stand by their bid as he usually does when he gets a bid that much lower. He was told it worked out good for them because they didn't have anything scheduled in March. That tells me he probably bid it at cost to keep his crews busy.

Mr. Young asked what we gain by the paint removal. Mr. Leseberg said you take the big blocks of paint off and the reason you do that is because the sealcoat doesn't penetrate through the paint like it should so to preserve the asphalt underneath. If you don't do that, then pretty soon you have cracks showing up underneath your paint. Mr. Leseberg is not sure if they will be sandblasted or water-blasted, they have their choice.

Get the paint off so the sealcoat can get straight on the asphalt without having to penetrate through the paint. The paint removal is scheduled for a day, but we did the same thing at Nephi last year and they were done in three hours. If they are doing water-blasting, then that could be done in the rain.

Mr. Leonard asked about extending the taxiway around Wayne Larsen's T-hangar and to replace some asphalt that is failing and put some asphalt in back of his FBO business and a small strip of asphalt over the gravel that Byron drives across. That is still on schedule to have done before June.

Mr. Leseberg commented that the number two area that you are paving there, they will coordinate closely with Bruce on that, and they will know exactly where you are going to fix that and we won't sealcoat that.

Chairman Hansen asked about additional asphalt in front of the city-owned fire truck, snowplow truck hangar. Mr. Leonard said that is the hangar we want to relocate our equipment to and then we will lease the other hangar next to Ben Jones's.

Mr. Young asked if we have NOTAMS issued with the FAA that we are going to have the runway with no markings on it. Mr. Leseberg said that Brigham City will have to issue a NOTAM for "non-standard markings" with the FAA for that period of 5-7 days. They will also issue a NOTAM to close the runway during that time. Mr. Leonard said we would check with the FBOs and see if they have any scheduled flights coming in. If there is a known scheduled operation, then we will try to work around that. Anyone trying to do training, we will tell them it is closed over the radio. If there is an emergency, then we will work around that. You can only issue a NOTAM 72 hours in advance. Mr. Leonard will get the letter prepared to send out to the tenants with the tentative dates and give everyone a heads-up on the closure. We will also post a sign in the pilots lounge. This work is totally dependent on the weather.

3. Applications for Land leases – Bruce Leonard

Per referenced handout (Brigham Implement property). Brigham City owns a big parcel of land behind Brigham Implement. When we negotiated with the Reeder family to put the road closer to their businesses, Brigham Implement wanted to know if they could lease a small piece of property from us to put equipment on it. We said they could, but it has not happened yet. Mr. Leonard approached them about entering into a lease agreement to use this parcel. Brigham Implement doesn't own either parcel, it is owned by the Morris Reeder family (Reeder Ranch). Mr. Leonard was going to fill out a formal application and bring it to the AAB, but instead he chose to communicate what we are going to do because they can't construct anything on it. Currently, Brigham Implement does have farm machinery on the property. The area (in red) is what we would lease to them. Mr. Leonard thinks we should develop some standards to prevent it from being turned into a junk yard. If they are taking parts, then we will ask them to screen it from view. Chairman Hansen suggested that we use caution when we put that in writing as a farmer isn't going to view his equipment as a junk yard. Mr. Leonard said we could specify equipment that is waiting to be repaired. Mr. Bywater pointed out that the City needs to protect selves from liability there. There is a ditch that has been dug on an old road and there is a barrel or something restricting access to the ditch and it looks like a hazard. Mr. Leonard thinks the road was breached to keep traffic from going down that old road. Mr. Leseberg said that one of the requirements from the FAA when we built the new road was to cut that road so it is not usable. There is not a good barricade there, just a big ditch which presents a hazard. The AAB would not care to see the formal application, but will let Mr. Leonard handle the lease on that property as the City sees fit.

A second hand-out shows an area that is west of Jay Call's old hangar. Mr. Leonard would like to talk to Wayne Larsen about leasing some space to use as storage as we only leased the footprint of the hangar and not the area surrounding it. Bruce thinks other people are storing equipment there as well. In addition, the City could use the revenue if they are going to provide storage for other people's equipment and it would also help prevent an eyesore there. Mr. Leonard said we never had Jay Call sign a lease because

Jay owned the property his hangar sat on and he drove across the cattle guard (county road) to get to the run way. We entered into an agreement with him that we could acquire his property and build the road out around it. Initially we leased the property back to him for \$1.00 per year and ended up eventually putting him on the standard rate.

Chairman Hansen enquired about the City hangar #23. Mr. Leonard reported that we currently have six aircraft in that hangar, but the City would still like to sell it. Mayor Fife has been talking to an individual who wanted to run a business out of that hangar so we have been holding off resurfacing that floor; however, the City does have money budgeted to do that depending on what happens with the Hangar. Chairman Hansen suggested from an Advisory Board stand-point, our recommendation to the City would be to keep that aviation-related in there. Mr. Leonard said we were hoping that USU would consider bringing a portion of their flight school over here. There is still may be a possibility that Utah Valley University may come up. In the meantime, we have had to do some repairs on the door. We will be upgrading the door and add an automatic control system on the door. Currently it has three floor pins and then a crank winch in the middle to cinch the door up which we had to replace. When you have six tenants using it, they all do it differently. The upgrade will require the tenant to push a button that will automatically remove the pins from the floor and release the winch and tighten it back up when you close it. All six tenants are leasing on a month-to-month basis.

4. Airport Clean-up Schedule – Bruce Leonard

Mr. Leonard will arrange for another Spring Clean-up week at the Airport. The City will provide dumpsters. More information is forthcoming.

5. Airport Code – Bruce Leonard

Councilmember Rex sent Mr. Leonard an e-mail and voiced his concern about flying clubs as referenced in the City Code (Title 3 on Page 10). Councilmember Rex believes the City should not be so stringent in requiring personal information of its occupants. Mr. Leonard indicated that the City is in the process of reviewing its code and he did remove several lines that require the City obtain names and addresses for everyone. Dr. David Hess disagreed with that and believes that in today's world we cannot be stringent enough and he is opposed to striking that out. Dr. Hess recommends leaving that in the Code and contacting TSA and asking if it is stringent enough. In today's world, you cannot have a group come in here and not know who they are and Homeland Security would probably agree with that. Mr. Bywater also opposes the Code where it says that a member cannot provide flying instruction for others other than the flying club members. He thinks if there is an individual who is a flight instructor who happens to join the club, that shouldn't preclude him from being an instructor. Mr. Leonard said that usually if someone offers flight instruction out there they are usually doing that as a Fixed Base Operator and not coming out and freelancing on the Airport. Mr. Leonard brought up that this is not just about flight clubs, but also about charter services or other commercial aeronautical activity.

Mr. Leseberg offered his personal opinion and that is that if you give someone access to your airport and they are doing what they should be doing then they shouldn't mind providing personal contact information.

Chairman Hansen suggested that we leave this for an active discussion for the next meeting when Councilmember Rex can participate. Mr. Leonard agreed that he would like to defer this until the next meeting.

Mr. Bywater continued discussion of the code where it says on the flight training that if a person is going to give you a bi-annual then he has to have his own plane, he has to have classroom space, ground-school instruction, adequate facilities for storing, parking, servicing and repairing. Mr. Leonard said he doesn't think we are talking about someone who is coming to certify a person for flying.

Mr. Leseberg said that paragraph is written for someone who wants to run a flight school and have a business. The paragraph on the flight club is written to preclude flying club (person) from using flying club to operate a business. Mr. Leseberg said that some airports have changed the name from "flying club" to "fractional ownership." A flying club indicates a joining-member instead of ownership. At some airports, they would require you to have an identification card to get into the airport.

Mr. Leonard asked about other aviation activities like parachuting, gliders, etc. Mr. Leseberg said that you can't prohibit them from using the airport but you can pass restrictions of how they can use the airport. Under the grant agreements you signed with the FAA you have to offer equal access that lists what kind of an airport and one of those is gliders, but parachuting is different (don't have to offer because it is not an aircraft). The FAA is recognizing ultra-lights and they can't ban them. ***Mr. Leonard is attending the UAOA conference next week and will talk to other managers there regarding this.***

Mr. Young asked if we should include a paragraph outlining the proper procedure for parachuting at the airport. Mr. Leonard said in the past, a group applied to the AAB to start a parachute club at the airport. That was the group that was jumping at Ogden Hinkley and Ogden encouraged them to come to Brigham. Some of the board members had a bad taste from a previous group jumping at the airport and they didn't approve it. They didn't think their organization was organized well enough to eliminate problems.

Dr. David Hess thinks that we have to allow them (parachuters, etc.) to take off from the airport, but we do not have to allow them to land on the property. Bruce was told that they have to close air space and also coordinate with HAFB to allow parachuting. Mr. Young asked what kind of liability the City would have if a jumper was hurt. Mr. Leseberg said that if you allow them to land at the airport then you need to make sure they have adequate insurance and that they will hold you harmless. ***Chairman Hansen would like this added to the agenda for next month.***

II. OTHER

Airport Communication Conflict – Bruce Leonard

Mr. Leonard reported a problem with the Civil Air Patrol on Runway 35 on February 10. He got a phone call that people were walking on the runway threshold. He drove out to the airport and there was a tow plane up in the air. Mr. Leonard told them they needed to stop what they were doing. They didn't identify themselves, but said they had permission from the USAF. Mr. Leonard told them that no arrangements were made with Brigham City Corporation, the Airport owner. They told Mr. Leonard that he couldn't stop them. Mr. Leonard told them he could stop them from walking on the runway.

Mr. Leonard said it looked like the tow plane was coming in to land, but the pilot was only dropping the tow line and the ground crew would run out and pick it up. Then the tow plane would come back around and land. After he went up and released the glider he would peel off and fly a right-hand pattern back and land on 35.

Mr. Leonard had a conversation with the colonel of the Civil Air Patrol and another conversation with the division director of the state of aeronautics and also consulted with our legal staff. Mr. Leonard's concern was that as the Airport Manager for the City, the Civil Air Patrol should have had the courtesy to call and tell us they are going to be conducting an operation on that airport and allow us to issue a NOTAM out to other airman that this operation is going forward. There were other planes that were doing "touch and goes" that were landing over the top of them when they were standing on the runway. They didn't think they were creating a safety hazard but the last plane that was doing flight training and on final for 35 when the glider was coming back in a right-hand pattern said he would just go around. They need to be sure they are doing things safely.

Mr. Leonard told them if they would make arrangements beforehand, then he would be happy to accommodate an activity at the airport. According to our ordinance, unauthorized personnel are not allowed to walk on the runway. This is the second time they have had a glider operation there that he is aware of (within the last two years). They are welcome to use the airport, but they need to follow the rules. Mr. Leseberg said they should have coordinated with the Airport Manager and posted a NOTAM that said "glider operations in effect." Mr. Leonard read in the FARS that the pilot should have contacted Flight Service and notified them that he was towing the aircraft. Chairman Hansen added that the AAB supports what Mr. Leonard is doing by communicating to users the process to use the airport and protecting our liabilities at the same time.

Meeting adjourned.