

**BRIGHAM CITY CORPORATION
AIRPORT ADVISORY BOARD MINUTES
FOR *Wednesday, April 4, 2012***

Present: Byron Hansen, Chair
Gary Bywater, Board Member
Fred Kluss, Board Member
Brian Rex, City Council
Boyd Young, Board Member

Excused: Dr. David Hess, Board Member
Ben Jones, Vice Chair
Tyler Pugsley, Public Works

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

Approval of Minutes – Chairman Byron Hansen

Chairman Hansen officiated the meeting by welcoming board members. There was no public comment. The minutes from 03-07-2012 Airport Advisory Board meeting were approved. Action items from last month's minutes were reviewed as follows:

Chairman Hansen asked Mr. Leonard if Mayor Fife was still committed to help the FBOs on their containment storage areas. Mr. Leonard indicated that the FBOs are leasing space from us which means we could have liability even though it says the owner of the tank is responsible. Mr. Leonard would like to enter into an agreement with the FBOs for funding the study if they will comply with what the study requires of them to obtain compliance. He plans to get two quotes (Armstrong and Creamer & Noble) and take the best price and complete the study. Some tanks are double-walled, and the plan may say that the double-wall is adequate for containment. There are probably frequency requirements for inspections on the tanks, fittings, and routine requirements to comply with. ***Mr. Leonard will follow-up with the FBOs and keep the AAB informed of status.***

Mr. Young thinks the tank to the west of Wayne Larsen's south-hangar may be an issue. He also asked what would happen if the FBOs decided not to comply? Mr. Leonard said one option would be to buy the fuel system from them, upgrade it ourselves, and manage it or hire someone to manage it. Another option is to terminate their lease for non-compliance with federal requirements, but hopefully that would not happen. Mr. Leonard emphasized the importance of having fuel at the airport and how it affects everyone.

Mr. Leonard reported that the crack-sealing is done and the fog-seal will be completed in a month or two when temperatures rise consistently above 70 degrees. Paint has not been removed yet, but will happen before they apply the fog-seal.

Chairman Hansen asked regarding the lease with Brigham Implement. Mr. Leonard indicated that he is still working on that with City Staff. He hopes that by the next meeting he will have the lease in place.

Chairman Hansen asked who to contact to lease an existing hangar or space in a hangar. Mr. Leonard is the contact person and currently we have one hangar available to lease which is being advertised in Ogden and Logan papers. The City owns two small hangars and one large (#23) which has six planes in it. One hangar is immediately west of Wayne Larsen's FBO and the other is south of Ben Jones' hangar (was Jack Moulgard's).

I. AGENDA

1. Airport Master Plan Update – Bruce Leonard

Mr. Leonard found two discrepancies to consider correcting on the Airport Master Plan. *First*, the 40,000 annual operations may be too high of an estimate; however, Armstrong indicated the number really doesn't matter unless you get over 150,000-200,000 annual operations. Chairman Hansen agreed that we want to be as optimistic as we possibly can. This becomes our document of our facility to people and to the FAA. This also becomes an asset to sell our Airport and convince others of funding, expansion, using our Airport and everything else.

Mr. Leonard believes that activity is up at the airport. After attending the UAOA Annual Conference, most of the managers he spoke with said their GA operations were down. There has been a lot of flight activity here and we have gained some new aircraft so he doesn't see a downward trend. Councilmember Rex asked how many Aircraft we have gained? Mr. Leonard reported that we recently gained three from Logan in the big City hangar and one from Ogden. The Master Plan shows 90 aircraft in 2010 and a projected 98 in 2015 based on the 1.74% growth that the State of Utah has going on.

Referencing Page 2-3, Mr. Leonard said that the downward trend in operations could be due to those years we were doing construction and closed the runway or could be the economy also. Chairman Hansen added that years 2007-2010 were definitely the economy—a big hit on general aviation as a whole and the national constraints nationally that are being put on it.

Second, they still list the non-directional beacon as a navigation aide even though it is going to be taken out (Page 1-51). Though we don't know the decommission date on this, we probably shouldn't put it in our Master Plan as being a navigational aide.

Mr. Leonard had a few questions on the Airport layout plan concerning the infrastructure. Chairman Hansen commented that the planned direction, development schedule, and our input on where the hangar areas were all looked good. He was also pleased with the public viewing area on the south end which includes a parking area of approximately a dozen stalls (see fold-out charts in section 4-11 and 4-13). In Chapter 5 (Sheet 5) there is one area they added per our request and that is a public parking and viewing area on the south-end of the airport with a (proposed) restroom and a green space area with picnic

tables. People can park there and visually see the airplanes. That puts spectators right up to the front line close to the one end of Runway 35 and that works out great. The other areas on the airport hangar layout with the T-hangars and hangars in general were the way we had suggested (no corrections). Chairman Hansen said he was pleased with the Armstrong document and asked if any other Board Members had changes, comments, or observations. Mr. Bywater agreed with Chairman Hansen's assessment of the document.

Chairman Hansen continued with comments regarding Area No. 3, which would be the commercial development on the farthest north end. That is the only area that would be affected by wetlands. This will be addressed as we get to that point in development and maybe it won't turn out to be as large of an issue as anticipated. Mr. Leonard added that Armstrong did identify between the runway and taxiway that the area had been previously mitigated for.

Chairman Hansen asked how soon before we present the recommended changes to City Council to approve? Mr. Leonard said he would like to give until the end of the month for feedback and then move forward and have Armstrong come and present to City Council. Chairman Hansen reiterated that we have the next 30 days to provide comments or suggest changes which should be funneled through Mr. Leonard. Mr. Leonard will contact the absentee members and get their input. ***Plans are to take to City Council for approval on May 17th.***

2. Airport Code Discussion (Bruce Leonard)

As a follow-up from last meeting's minutes, Councilmember Rex had concerns on the Airport Code and Flying Clubs. Mr. Leonard said he had asked other Airport Managers at the UAOA if their code included flying clubs. Some said they had changed the terminology to the "Fractional Ownership" as recommended by Mel Leseberg last month.

Chairman Hansen asked why we would use the term "Fractional Ownership" as opposed to "Flying Club?" If there are joint owners of an airplane we have always called it a flying club when the reality is that they are a fractional owner of that airplane. ***Mr. Young suggested using the term Fractional Ownership/Flying Club to cover both. The AAB was in agreement with that suggestion.***

In a prior meeting, Councilmember Rex wasn't in favor of collecting information on all those with based aircraft at the airport. Dr. Hess and others agreed that if we are giving access to our airport then we should have knowledge of who we are giving access of our airport to. Councilmember Rex acknowledged that this information was required for Flying Clubs, but didn't agree that said that someone who just owns an airplane should have to do the same. Mr. Leonard discussed with others at UAOA and found that others are starting to tighten up on security as well. South Valley Airport (SLC#2) requires users to register their contact information with the Airport in order to get a keycard to access the airport. That keycard tracks who goes in and out of the gate. That is a little more cost than we want to spend right now, but ideally that is what we would like to do.

Mr. Leonard reported that Tyler Pugsley met with Transportation System Administration (TSA) this year and they require us to fill out a form and list everyone who is offering pilot instruction at our airport-- the government wants to know who is learning to fly and who is participating in training at our airport. In addition, if you see suspicious activity you are required to call and report it. There is a poster in the pilot's lounge that puts people on notice to alert any suspicious activity.

Mr. Young asked how to get people onto the airport to be picked up—especially after hours. Chairman Hansen said security is inside the fence and parking is outside of the security fence. Someone could park their car outside and passengers can walk outside the gate. *Mr. Leonard said he could be contacted and would escort them on the property.*

Referencing Title 3, Paragraph M, Councilmember Rex asked about registration of all aircraft with the City Manager. Chairman Hansen said that we are trying to know, in general, all airplanes that are permanently stationed at the Airport. Councilmember Rex asked if a private owner is required to do the same. Mr. Young said that as we secure the airport, we are going to have to know that information. Chairman Hansen said the airport is owned by the City and the City has the right to know what planes are on their property. Ideally we are trying to identify who has aircraft at the airport and allow only those who have business to be there to have access. Anyone with a plane or an FBO should have access. Students would have access only with the instructor.

Councilmember Rex pointed out that a plane is registered with the FAA and the State of Utah, do they have to be registered with Brigham City too? Is the intent to have registration at every level of government—does the County need to know too? Mr. Leonard said there is not a law in place that says you can't fly an airplane that is not registered with the state. The experimental aircraft also have to be registered with the state, but there is no enforcement capability. Councilmember Rex asked if the State can't enforce, then how can the City enforce it? Mr. Leonard said that we are not trying to enforce state registration, but want information on our Based Aircraft Airport Roster which helps to get funding based on the number of aircraft at our airport and calculate our operations. Mr. Leonard said that the state is frustrated because they try to issue tags without data. They are asking the airports to provide information on aircraft based at the airport twice a year and are leaving that data collection up to us.

Councilmember Rex does not think we should have to register with the Federal Government, the State Government, and now the City. Chairman Hansen said it is not registered like a car registration, but letting the City know that the aircraft is out there. ***There should be something posted at the airport that if you have a permanently-based aircraft at the airport, then they should notify Brigham City that it is at the Airport.***

Mr. Young commented that the City is not charging a fee for this, there is not a registration fee. The City can also inform owners of the aircraft when there are situations at the airport and help solve some of those issues. Mr. Leonard said that with the last closure, we received a notification from a user that said he was grateful for the notice of closure because he travels in from Tremonton and it is good information to know.

Mr. Bywater added that if he leases an apartment he would want to know if someone else moves in besides who he had leased it to. Chairman Hansen said there is nothing objectionable to users letting the owner know what airplanes are out there. In deference to Brian's comment that we are singling out flying clubs, we should have a general rule that if there is a plane based at the airport they should notify (don't use the term register) the City of the Year/Make/Model/N-number if it is licensed). Councilmember Rex agreed that "notify" is a better word than register. ***A motion was made and all agreed that they would add "Paragraph O" to include all aircraft and not just the flying clubs or fractional ownerships. It was also agreed that the term Flying Clubs would be changed to "Flying Clubs/Fractional Ownership."***

Chairman Hansen also addressed "parachuting" on Title 3. There is a lot of discussion on whether you wanted parachutes to land back onto your Airport and how you would you control that. He suggested looking at what other Airports are doing to not reinvent the wheel. Mr. Leonard said if a group wants to request to parachute, they would fill out an application for "Special Aeronautic Activity" and come before the board. The Board would review their proposal and insurance requirements and then make a decision.

Chairman Hansen confirmed that the Brigham City Airport cannot be used for parachuting (take off and land on the Airport) without requesting special permission. Mr. Leonard said he would consider that an Aeronautical Activity which requires they request special permission or be in violation of the City Code. Boyd Young asked what distance outside of the fence for the drop zone or do they have to be outside of the pattern area? Mr. Leonard said if he had an application, the applicant would probably contact the FAA or look at the FARs that regulate that activity to get that information--usually they come with a plan. Chairman Hansen asked how to control that--we have an uncontrolled Airport, there is no tower there or anyone on the radio to communicate what is going on. In an uncontrolled situation, if someone gets a permit to have this special activity and is in the process of carrying it out, how do I (or an in-coming pilot from somewhere else into this uncontrolled airport) know that there are parachutes that I need to keep my eyes open for? Even if a NOTOM is issued, there are a lot of people who are not looking at the NOTOMS to fly into Brigham City every time they fly which creates concern. Chairman Hansen posed this question to the board and suggested getting input from other uncontrolled airports that have a lot of parachuting. He suggested checking with Tooele because that is an uncontrolled airport that is very similar to our situation. ***Mr. Leonard said he would check with the Airport there and report back at the next meeting.***

Mr. Leonard got a call from the FAA regarding creating an Aerobatics Box on the east side of our runway in the traffic pattern area. What it will be used for is private pilots who fly in air shows to come and practice. He said a NOTOM will be issued for the practice. Radio-controllers will be available and will stop the aerobic activity for any incoming planes to fly in. Mr. Leonard hopes this will put us in touch with some people who may come back and put a show on for us. This is for a three-day period and will only be used for certain hours of the day. This event won't be advertised since we are not really prepared to take care of the crowds. ***Mr. Leonard will verify the dates and send that information to the Board Members.***

Mr. Bywater voiced concern regarding Title 3 on Page 3-7 (Section G) under Flight Training that reads “All persons conducting flight training activity shall...” Mr. Bywater is bothered by a lot of the requirements we are imposing on someone who is just an instructor and not an FBO. Mr. Leonard said that everyone doing pilot training at the airport that he is aware of is working through an FBO to do that. Chairman Hansen asked if we could add all persons who are conducting commercial flight training, if they are commercially getting paid for it. He thinks that there is something in the FAA regulations whether or not you can charge for flight instruction.

Chairman Hansen suggested that the wording has been in the City Code for decades and may be too restrictive. Mr. Young suggested shortening it to “...all persons conducting flight training activities shall comply with the FARs governed flight training.” Then we don’t have to specify class rules. Chairman Hansen agreed that would provide adequate protection to the City and from rewriting the rules that the FAA and FARs already established. The AAB agreed to strike out lines 1, 2, 3, and 5 under G and leave only line 4, which covers everything. Chairman Hansen suggested taking a look at the FARs and see if it is spelled out there. ***Mr. Young made a motion to eliminate lines 1, 2, 3, and 5 and to condense G and line 4 to make it one continuous sentence. The motion was seconded and approved by the board.***

Mr. Bywater also wanted to simplify Paragraph H that covers Aircraft Charter and Taxi Service; however, the board was not in favor of that at this time.

3. Airport Clean-up Project (Bruce Leonard)

Mr. Leonard said that a letter will be sent to Airport Users this week to inform them of the upcoming Airport Clean-up Project (April 21st through April 28, 2012). We had a lot of success last year and cleaned up a lot of places that were unsightly. Chairman Hansen commented that this is one more benefit of collecting e-mail addresses. We could e-mail blast to everyone and all the people out there would know about it, which would be a great thing. Mr. Leonard said we are not going to advertise this in the paper since we want to clean-up the airport and not the City. The letter will be sent by hardcopy along with a second request for Airport User contact information. AAB members should also reply to the request for information to ensure our records are accurate and complete.

II. OTHER

Rotors Over the Rockies (Fred Kluss)

Fred asked if we have heard anything from the Rotors Over the Rockies which should be coming up in June. ***Mr. Leonard will call Curtis Pitman and ask when they are planning on doing that.***

HAFB Air Show on Memorial Weekend

A flyer for the HAFB Air Show was sent to AAB members. Chairman Hansen reminded all that they should notify them by the third week of April to ensure a timeslot.

Meeting Adjourned.