

AIRPORT BOARD MEETING AGENDA

Monday, November 9, 2015 Flight Service Building 2 PM

Meeting was called to order by Chairman Doug Phair. Present were Patrick Lifto, Paul Grutkowski, Doug Phair, Bob Lunde, Keith Holmlund, Philip Emmons and Craig Canfield of KLJ. Absent: Butch Grenz .

APPROVAL OF PRIOR MEETING MINUTES

- Patrick Lifto made a motion to approve the minutes of the October 12, 2015 meeting and Paul Grutkowski seconded the motion. Motion carried.

OLD BUSINESS

- **Project Update**
 - Craig Canfield of engineering firm KLJ gave an update on the wildlife assessment, Master Plan, Aeronautical Survey, Runway Project and Capital Improvement Plan.
- **Capital Expenditures**
 - Craig Canfield reviewed the five year capital improvement plan with the airport commission and answered questions related to the plan. Patrick Lifto made a motion to allow engineering firm Kadrmas, Lee and Jackson to move forward with the 2016 Capital Improvement Plan, as presented. Bob Lunde seconded the motion. Motion carried. Also, the commission was reminded that a resolution was passed by the City Council establishing a capital improvement fund for the airport.
 - Doug Phair made a motion to approve the window project for the terminal and flight service buildings as presented. Kruger Windows presented a quote of \$4,657. Bob Lunde seconded the motion. Motion carried.

NEW BUSINESS

- **Winter operation requirements**
 - Patrick Lifto indicated the airport is ready for the winter season and the equipment is in good shape.
- **City delinquency on paying bills**
 - Discussion was held on bill paying procedures to try and eliminate late payment charges. The timing of some bills is problematic because the City does not issue checks until they've been approved at a City Council meeting. No action was taken.
- **AIRINC Lease**
 - Paul Grutkowski made a motion to approve this lease at \$700 per year with a 3% per year escalation clause, contingent upon their equipment's electricity usage. The motion was then tabled.

COMMITTEE REPORTS

- Committee reports were given with no other action being taken.

MANAGER'S REPORT

- **Approve Claim Vouchers**
 - Paul Grutkowski made a motion to approve the claims and presented. Keith Holmlund seconded the motion. Motion carried.
- **Manager's Report**
 - Patrick Lifto gave a manager's report and presented fuel sales data to the airport commission. He also introduced new airport manager Jeffrey Langkau.

ADJOURNMENT