

## **AIRPORT BOARD MEETING MINUTES**

**Monday, December 14, 2015 Flight Service Building 2 PM**

Meeting was called to order by Chairman Doug Phair. Present were Patrick Lifo, Paul Grutkowski, Doug Phair, Bob Lunde, Keith Holmlund, Philip Emmons, Jeff Langkau and Dorothy Willems (Secretary). Absent: Butch Grenz . Guest: Chris Lund and Frank Stoltz

### **APPROVAL OF PRIOR MEETING MINUTES**

- Patrick Lifo made a motion to approve the minutes of the November 9, 2015 meeting and Keith Holmlund seconded the motion. Motion carried.

### **OLD BUSINESS**

- **KLJ Status Report Project 016-2016 (copy attached to minutes)**
  - November 17, 2015 inspection for the runway and apron was considered substantially completed. The remaining punch list work to be completed next spring consists of the following:
    - Asphalt surface treatment on RW 4-22 (east of RW 12-30)
    - Asphalt surface treatment and new markings on RW 12-30.
    - Fuel resistant seal coat on apron tie-down positions..
    - New marking on helipad.
  - AIP 3-30-0055-017-2015 (Replacement of REILS and Airport Beacon) review from the status report provided by KLJ (Craig Canfield).
    - The FAA will be decommissioning the FAA owned REILS on RW 30. New REILS will be installed on RW 30 which will be owned and maintained by Miles City.
    - The project is also considering replacing the REILS on both ends of RW 4-22. These REILS are quite old and not flashing in sync. A final decision on replacing the REILS on 4-22 will be made at the pre-design meeting with the FAA at Pre-Design meeting.
    - The project will also replace the existing airport beacon.
  - Other items to be included in this project include:
    - Updating the AGIS survey for the relocation of the RW 4-22 threshold in 2017.
    - Relocation of the fuel farm power supply to the airfield lighting vault.
    - Land acquisition required for the relocation of Sheffield Road and the acquisition of the RW 4 runway protection zone.
    - KLJ will schedule a pre-design meeting with the FAA to discuss the scope and schedule of the project.

### **NEW BUSINESS**

- **Hanger Lease Issues (SNS Hanger 8 Lease expires December 31, 2015)**
  - The importance of being able to house BLM and DNRC Helicopters during the summer months when need was discussed. With the SNS Lease ending December 31, 2015 the financial situation of losing the \$850 per month and being able to make up the difference with other rental situations was discussed. It was felt being able to accommodate larger transient traffic seeking overnight storage, BLM and DNRC hangaring during the fire season and additional fuel sales to transient traffic would help offset the loss of monthly income. In addition, the terminal building is now rented for \$850/mo., the net effect would actually be an increase in revenue to the airport. The DNRC has indicated an interest in securing an annual lease to secure a place for their helicopter.
  - Review and discussion regarding the promises made to make improvements to Hanger 8 in the minutes in July 2010- The board at that time agreed to lease hangar 8 to Brownfield at a better rate than was proposed by FedEx based on the promised improvements of \$85,000 by Brownfield. Obligation to make improvements was not included in the lease agreement. None of the promised improvements were made. Leasing to FedEx would have resulted in an additional \$19,875.00 to the airport over the course of this lease.
  - Chairman Doug Phair provided a drawing of possible storage options of planes in Hanger 8. In additional Chairman Phair suggested if the board elected to not renew the lease with Brownfield and while there was no obligation on behalf of the airport to do so, a letter should be sent to Brownfield/SNS informing them the lease would not be renewed. (copy of minutes, letter, and

drawing attached to minutes). Pat Lifto made a motion to go forward with sending the letter advising not to renew the lease. Keith Holmlund 2<sup>nd</sup> the motion. Motion carried.

- **Fuel Truck Lease**

- The 2012 Truck Lease with City Service Valcon turned out not to be a lease/purchase agreement, rather a straight lease. December 10<sup>th</sup> Doug Phair, Pat Lifto, and Representatives from City Service Valcon met to discuss the truck lease which is now rent of \$1850 per month. They have agreed everything we have paid in rent will be applied to the purchase price with a balance of \$44,850. A 24 months payment agreement was agreed to which at the end of that time we would own the trucks. With this agreement the maintenance of the trucks would be the responsibility of the airport. Evaluation of the trucks is that they are in very good shape.
- Paul Grutkowski made a motion to accept the agreement with combined 5 year fuel contract and 24 months payment agreement for ownership of the trucks. Philip Emmons 2<sup>nd</sup> the motion. Motion carried.
- City Service Valcon has been very cooperative and easy to work with. Having the fuel contract with them has benefits of support and clean fuel which we would be giving up if fuel was purchased independently.

- **Additional Radio Requirements**

- Mobile Radio unit needed for the Snow Blower and additional handheld. Paul will investigate a 2<sup>nd</sup> hand Aircraft Radio estimated at about \$500 and a handheld ICom at around \$350. Pat Lifto made a motion to purchase a mobile radio at an estimated cost of \$500 and a handheld at cost around \$350. Bob Lunde 2<sup>nd</sup> the motion. Motion carried.

- **Capital Improvement Funds**

- Discussion regarding the funds from Century rent for the Terminal going to the general fund verses Capital Improvement to supplement the loss of revenue for Hanger 8. It was felt leaving the revenue going to Capital Improvement and monitoring the financials month by month with changes to the situation if needed.

- **Capital Expenditures**

- Revenue generated to date for Capital Improvements is \$37,284.12 including the Century Rent, Rosebud Gravel, and the Century Gravel. Expenditures to date is the down payment on the windows \$2906.50. The total window payment is \$6000 expected to be finished sometime after the 1<sup>st</sup> of the year.
- The roof on hanger 7 is estimated at \$29,000 but it is felt to hold off on replacement until Capital Improvement funds are stable. Gravel payment from Century was less than expected.

- **AIRINC Lease**

- Pat Lifto made a motion to accept the lease agreement with AIRINC/Rockwell at \$700 per year with a 3% per year escalation clause including the electric services. Keith Holmlund 2<sup>nd</sup> the motion. Motion carried. AIRINC will do their own maintenance.

## COMMITTEE REPORTS

- **Finance –**

- Two Wex Card to fuel vehicles at the airport were issued but only one card can be located. When the Wex Cards are used there is quite a discount on gas.
- Request for Midrivers billing automatically put on credit card each month to avoid late payment. Credit card limit is \$4000. Since the City has reported they will be doing vouchers twice a month and approve payments at every Council Meeting this should avoid late payment.

- **Operations**

- Pat reported information about ASOS (weather station) saying FAA will install a video displaying current airport field weather information from the station at their cost.
- Snow Plow repairs done at cost of \$230 when manhole stub was hit. Jeff reported on repairs to be done to the manhole avoid this happening again.
- Pat Reported seeing Singleton Trucking loading gravel from the gravel pit. This material is to be used in the next runway project. Singleton reported they had permission from the city to

take the material. More than four loads have been removed from the pit. Bob and Jeff will contract the city for more information. This material was material designated by FAA for the next project. Discussion with Jerry Singleton and the City for a resolution will be done.

- FAA Grant Assurance No. 25 – Clarification of Funds will be investigated as to the rules regarding material on the airport and management of material and any funds collected from them. A copy of this FAA Grant Assurance is attached to these minutes.
- **Development**
  - Bob reported on Rocky College Flying Program located in Miles City and will do more investigating. Pat reported \$1000 Grant available to pay students. Possible Broadus pilot may be interested.

**MANAGER’S REPORT**

- **Approve Claim Vouchers**
  - Bob Lunde made a motion to approve the claims as presented. Pat Lifo seconded the motion. Motion carried.
- **Manager Report**
  - Fiction Testing has been completed. This is a requirement of Part 139 which will be continued even though we do not have 139 right now.
  - Weekly Safety meeting has been put in place and are logged.
  - Snow Plow has been fine tuned and ready for winter performance.
  - Jeff reported on scheduling and hours which is part of the managers’ report attached to the minutes.
  - Jeff reported on Fuel Sales up from last year partly due to the nice weather and hunters.
  - Dawn Colter from City Planning contracted the airport regarding putting an antenna at the airport for high point for GPS using one of the existing towers. Paul explained how this would work. It will be necessary to submit a FAA 7460-1 Notice of Proposed Construction. This will allow the FAA to airspace the antenna.
  - Discussion regarding placement of sign for FBO and Self Serve.
  - County Extension Weed Program donated chemicals and labor to spray Gravel Pit 57 for noxious weeds (\$220.) but indicated in a letter they could not do it next year. Discussion for Jeff to get certified in spraying the chemical needed at the airport was discussed. Chemicals for the noxious weeds can be purchased at the county for ½ price as reported by Keith Holmlund. Keith will check with Brian Hould regarding classes and getting chemicals.
  - Jeff attended the Long Range Transportation Meeting and reported future Freight Transportation 2016. The airport would play only a small part since Alpine is already serving UPS daily from the Airport.
  - FFA Inspection 2015 reported safety concerns of ant hills and pavement issues over 3” high. Jeff will investigate and report back to the board.

**ADJOURNMENT**

Doug adjourned the meeting.

**Financials to date this fiscal year 2015-2016**

<b>Airport</b>	<b>Income</b>	<b>Expense</b>	<b>Difference</b>
<b>Airport Finances</b>	<b>\$331084.70</b>	<b>\$299431.77</b>	<b>\$31652.93</b>
<b>Capital Improvement</b>	<b>\$37284.12</b>	<b>\$2906.50 Window Down Payment</b>	<b>\$34377.62</b>
<b>Project 016-2016</b>	<b>\$2,776,669.49</b>	<b>\$2,816,541.69</b>	<b>(\$39,872.20)</b>