

AIRPORT BOARD MEETING MINUTES

Monday, January 11, 2016 Flight Service Building 2 PM

Meeting was called to order by Chairman Doug Phair. Present were Patrick Lifto, Doug Phair, Bob Lunde, Keith Holmlund, Philip Emmons, Jeff Langkau and Dorothy Willems (Secretary). Absent: Paul Grutkowski, City Representative

APPROVAL OF PRIOR MEETING MINUTES

- Keith Holmlund made a motion to approve the minutes of the December 14, 2015 meeting and Philip Emmons seconded the motion. Motion carried.

OLD BUSINESS

- **Establish a Price for the RAP Gravel**

- Craig Canfield advised the cost to produce the RAP Gravel Product is \$11.00 a yard. The material was removed from the runway construction project and stockpiled. The \$11.00 a yard was based on the cost the Airport incurred. Doug Phair made a motion to set the sale price at \$15.00 per yard. Pat Lifto seconded the motion. Motion carried.
- Discussion regarding the 11 partially loaded Truck Loads (20 Yards per load amount was reported by Jerry Singleton) RAP Gravel removed by Cow-Town Ag. Since the gravel was removed per conversation with Century instead of the airport it is felt amount removed quoted by Singleton be billed at a discount price. Jeff Langkau and Dorothy Willems will put together an invoice reading "11 Truck loads RAP /15 yards each X \$15 = \$2475. Truck capacity 20 yards each quoted by Jerry Singleton in the memo. Doug Phair made a motion to bill Singleton at Singleton's quoted amount (even though the truck capacity of 20 yard) with the bill wording: reading "11 Truck loads RAP /15 yards each X \$15 = \$2475. Truck capacity 20 yards each quoted by Jerry Singleton in the memo. Pat Lifto seconded the motion. Carried. The Gravel Income will be directed to the Capital Improvement Funds.

NEW BUSINESS

- **Election of Officers**

- Doug Phair nominated Paul Grutkowski as Chairman. Keith Holmlund made a motion to leave all elected offices as they are. Pat Lifto seconded the motion. Motion carried by 4. Motion carried.

- **Oftedal request for comment on proposed gravel pit**

- Doug Phair provided information regarding the requested gravel pit next to the airport along with an airport map with the location of the proposed gravel pit. Doug provided:
 - Exhibit A - Map with location of gravel pit (copy attached to the minutes).
 - Exhibit B - Email from Craig Canfield (KLJ) May 11, 2014 regarding airport concerns regarding the gravel pit (copy attached to the minutes)
 - Exhibit C - Email December 22, 2015 from Craig Canfield identifying reiterating the concerns with the gravel pit (copy attached to the minutes)
 - Comments dated 12/22/2015 from DEQ related to the Moore Pit Permit Application /Oftedal Construction Inc. (copy attached to the minutes)
- Craig Canfield suggested the airport do a RPZ analysis to evaluate the land use impact associated with the increased truck traffic passing through RPZ and beneath the runway approach surface. Issues regarding the Sheffield Road were discussed along with possible other ways the gravel could be transported out of the pit to reduce dust issues at the airport. Also discussed the effect to the Airport Runway Protection Zone and Height Restriction regarding the request.
- The Airport Board felt waiting to act on the request until the RPZ Analysis could be done would be in the best interest of the airport. Craig indicated the cost of the RPZ Analysis would be reimbursable and would be included in the next project. Pat Lifto made a motion to have KLJ do the RPZ Analysis. Keith Holmlund seconded the motion. Motion carried.
- Craig indicated the FAA would support moving Sheffield Road if the RPZ analysis recommend this. AIP funding would be used to relocate Sheffield Road, however it would probably be several years before funding would be available
- Bob Lunde advised Land Use rules regarding the Airport should be investigated.

- **Review/Update Airport ByLaws**
 - Dorothy Willems will provide signed copy of current ByLaws and record of the bylaws where the names and term expiration were stated. The signed copy of the ByLaws was emailed along with a copy of the section of the old bylaws stating the names and expiration dates to all board members.
 - Keith Holmlund explained the situation surrounding changing the Airport Board from 3 member to 7 member with 3 appointed by the city, 3 appointed by the county, and one both city & county appointed. Bob Lunde will investigate names and expiration date before the board acts on recommendation to city and county for expired terms.
- **AIP-Airport Layout Plan-KLJ**
 - Criag Canfield reported on the exception of completion regarding Project AIP 3-30-0055-016-2015 (copy of status report attached to minutes):
 - Asphalt Surface treatment on RW 4-22
 - Asphalt surface treatment and new markings on RW 13-31
 - Fuel resistant seal coat on apron tie down positons
 - New markings on helipad
 - Craig Canfield reported on the AIP 3-30-0055-017-2016 which can be reviewed on the attached KLJ status report. Replacement of the REILS will be postponed until RW 4-22 Phase II construction in 2017 to reduce cost.
 - AGIS survey must be done because the RW 4-22 thresholds are being relocated. The AGIS survey will allow the FAA to revise the approach procedures for RW 4-22..
 - Replace airport beacon.
- **Crown CastleTower Lease**
 - Doug Phair provided the board with the Crown Castle History and provided exhibits for reference in discussing the boards feeling on direction we should go regarding lease renewal. Information provided:
 - Exhibit 1- The first lease proposal from Crown Castle with one-time payment of \$37,500 for 10 years added payment for new sub leaser depending on Broadband or non Boardband leasers (copy attached to minutes).
 - Exhibit 2 - Second revised lease proposal /One-time offer increased to \$43,000. Copy Attached
 - Exhibit 3 - Emails between Tamara Erickson (Crown Castle) Janette Jones, Daniel Rice, Janette Jones, and Doug Phair with Janette Jones advising 9% discount by taking the one-time 10 year payment from what we are getting today. Copy Attached.
 - Exhibit 4 March 12, 2015 Crown Castle letter regarding renewing lease with 25 year, 50 year, or 99 Year lease agreements. Kieth Holmlund will investigate Statue regarding length of leases.
 - Discussion regarding the value of the tower. Bob Lunde would like more information regarding tower lease rent. Crown Castle Tower Lease will be postponed to next month agenda.
- **Landing Fee**
 - Doug Phair ran across a City Resolution regarding landing fees and inquired about landing fees the airport should be charging. The landing fees now being charged at the airport are Alpine Air and Richland Aviation flying for UPS. Policy has been if pilot buy fuel no landing fee but other occasion planes landing are not being charged landing fee. It was decided the policy would stay the same with reports from the Manager if Landing Fees should be address later.
- **Hanger 8 – Plan and Rates**
 - Hanger 8 expiration lease has made this hanger available. A small plane is in the hanger and attempts are being made to get a hanger lease. Lonnie Leslie has requested lease space in the hanger but discussion felt a benefit to the airport would be to leave the hanger available for overnight planes needing the space in case of bad weather or winter conditions. Two small planes space could be leased still leaving room for the overnight storage. Discussion regarding loss of the \$850 per month lease and potential income replacement.
 - Rate Policy was reviewed. DMRC and BLM have expressed interest in leasing the hanger during fire season. Bob Lunde made a motion to use the standard non community hanger rate for lease in

Hanger 8 (\$115 per month). Overnight charges have not been determined at this time. Pat Lifo seconded the motion. Motion carried.

- Equipment for towing planes in and out of hangers was discussed. Cold Air Blower equipment discussed for possible snow removal to save on Sweeper Market Wafer replacements. Keith Holmlund will check on surplus equipment for both items.

- **GPS Antenna – City Request**

- Jeff Langkau explained what the GPS Antenna and Radio would do and requirement of stable tower for the antenna with internet and computer available. The city is requesting space at the airport but leasing the space didn't seem acceptable. Bob Lunde will investigate Land Use before making a decision. Keith Holmlund reported that Dawn Colter is putting the GPS Grant on hold till next year because her time is limited for applying for the Grant Application.

COMMITTEE REPORTS

- **Finance –**
 - Dorothy Willems provided a Quick Book Profit and Loss July 2015 to January 4, 2016 with itemized reports on Project, Capital Improvement, and Airport income and expense. (copy attached to minutes).
- **Operations**
 - Pat Lifo says the items will be addressed in the Managers Report.
- **Development**
 - Bob reported Thursday, January 14, 6 pm, a meeting will be held with Miles Community College regarding Aviation options. Interested student from Broadus has been invited.

MANAGER'S REPORT

- **Approve Claim Vouchers**

- Bob Lunde made a motion to approve the claims as presented adding the \$490 to pay the 7 Truck Meter Permit to the State. Keith Holmlund seconded the motion. Motion carried.

- **Manager Report (copy of Manager Report attached to minutes)**

- Sweeper Market Wafers replacement of \$750 due to wear.
- Lee and Jeff passed the test for commercial pesticide certifications. Roadside test is needed to allow spraying for noxious weeds using the regulated pesticides. Jeff will study and test for the Vertebrate certification in the future which will help with WHMP.
- ECO Lab Services were discontinued to save \$62 monthly. Jeff and Lee will continue treatment themselves with non-regulated pesticides.
- Jeff reported on hours worked and fuel sales.
- Jeff will contact Cridco regarding the water dispenser to see if it can be donated since we have paid more in lease than the cost of the equipment.
- Pat Lifo suggested combining the electrical meters in the Shop building to save on the monthly meter charge.

ADJOURNMENT

Doug adjourned the meeting.