

AIRPORT BOARD MEETING MINUTES

Monday, February 8, 2016 Flight Service Building 2 PM

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

APPROVAL OF PRIOR MEETING MINUTES

- Bob Lunde made a motion to approve the minutes of the January 11, 2016 meeting and Pat Lifo seconded the motion. Motion carried.

OLD BUSINESS

- **Singleton billing of gravel**
 - Singleton has been billed but payment has not been received.
- **GPS Antenna – City Request**
 - Project is on hold for Grant application next year.

NEW BUSINESS

- **Flowage Fees Charges**
 - **Resolution #2003-3** from the City state \$.07 per gallon. Lonnie Leslie had paid \$40.00 for \$1000 gallons in the month of January (\$.04 per gallon). Suggestions advising customers of the Flowage Fee were discussed (reminders on monthly billing, adding the information to the new Hanger Agreement or adding information to Hanger Rules). It was felt the information should be added to the renewed hanger agreements. Jeff Langkau will investigate the Flowage Fee charges at other airports for consideration when putting the new agreements together. Hanger agreements will be reviewed and determine the best way to add the information.
- **Hanger 8 Plans**
 - Lonnie Leslie is requesting hanger space in hanger 8. Doug Phair has put together a sketch (copy attached) of with 3 planes (Cessna 210 36' 0", Turbo Comander 55' 0" (Lonnie Leslie's plane), and Cheyenne 48' 0") to demonstrates the space available. Doug Phair felt there would be room for Lonnie's plane and still have available space for a larger plane for overnight storage. Lonnie Leslie would have to agree to the airport personnel being able to move his plane if needed. Jeff thought he would be receptive to that. At the suggestion of Bob Lunde, Jeff will work with Lonnie to move forward with a plan after investigating what the airport insurance covers in regards to moving Lonnie plane.
 - Pat Lifo expressed the need for reviewing the Community Hanger Rules regarding vehicles and other equipment being stored in hangers. Pat Lifo and Paul Grutkowski will review the Community Hanger Rules to come up with suggestions for changes. Lonnie Leslie stores a couple of vehicles and other equipment in the hanger but the plane being gone 7 months of the year could be considered. Doug Phair made a motion to have the Operation and Airport Manager work out additions to the Community Hanger Policy after reviewing airport insurance relative to the changes in the Community Hanger Policy. Bob Lunde seconded the motion. Motion carried after clarification of insurance coverage regarding changes.
 - DNRC has expressed interest in renting a space in the hanger year around to be able to store their helicopter during fire season. Paul Grutkowski will contact Randy Sanders regarding interest in leasing of the hanger.
- **Review/Update Airport ByLaws**
 - Bob Lunde distributed copies of the ByLaws with changes for consideration.
 - Clarification of the terms:
 - 7 members all of which are current residents of Custer County.
 - One member appointed by the Miles City Airport Commission.

- The ByLaws will not contain names but the secretary will distributed to all Airport Commission Members terms limit information with names on the the contact information listing.
- Clarification of the Airport commission terms
 - #1 term ending December 31, 2018 Airport Commission appointed (Bob Lunde).
 - #2 term ending December 31, 2017 City Appointed (Philip Emmons)
 - #3 term ending December 31, 2017 City Appointed (Doug Phair)
 - #4 term ending December 31, 2016 County Appointed (Paul Grutkowskie)
 - #5 term ending December 31, 2016 County Appointed (Pat Lifto)
- Bob Lunde noted the Article IV #4 Termination of Commission Member is a new item and should be reviewed.
- Article V: The official records of the Commission are to be kept at the Airport and filed with 10 days after meetings are adjourned.
- Bob Lunde will made the changes to the ByLaws, distribute for comments, and will have the 2nd reading of the ByLaws at the next meeting. The ByLaws will be sent to the City and County for approval. Someone should follow up on ByLaws signing to get a signed copy back to the Airport for records.
- **Prince Gravel Lease**
 - The Lease Agreement has been given to Prince with \$1000 yearly lease on the property and \$.75 per yard for the gravel from Gravel Pit 57. They will be required to supply a map indicating the area of pit they will be working. The Lease agreement indicates the stockpile will be the property of the airport upon termination or expired of the lease.
 - Jeff Langkau will continue his research of the Pit #'s of the other pits.
- **Crown CastleTower Lease**
 - Doug Phair suggested after a review of the leases options and looking at the questions regarding future of the tower that Exhibit 1 along with Exhibit 2 (revision) seconded option would be most beneficial for the Airport consideration. August 2026 the Lease agreement could continue with \$540 per month.
 - 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 Broadband leasers.
 - Exhibit 2 - Second revised lease proposal /One-time offer increased to \$43,000. Copy Attached
 - Years of lease agreements. Kieth Holmlund was not at the meeting to report on Statue regarding length of leases but it was felt the FAA does not care of agreements of 50 years or more.
 - Pat Lifto made a motion to accept the 25 year lease with 2nd revised lease proposal. Philip Emmons seconded the motion. Motion carried.

COMMITTEE REPORTS

- **Finance –**
 - Dorothy Willems gave a summary report from Quick Books for this fiscal year to date (July1, 2015 to February 5, 2016). Copy attached.
 - Project Summary (\$170,646.96) with expected Coal Board Grant \$166,000 and noted \$23,041.47 has been paid on the first of 10 payments on the MT Aeronautics Loan.
 - Capital Improvement Funds remaining \$35,646.12.
 - Airport Funds remaining \$3152.05 after Avaition Fuel of \$23,652.42 had been paid. This figure does not include the January 2016 salaries and city accounting fees estimated at \$12,000 because the City's January Month End are not available at this time.
- **Operations**
 - Airport Office upgrade is nearly completed and the board expressed gratitude to Gloria Phair for the design and work she and Doug put into making the improvements possible.

Discussion regarding Miles City Airport Open House in cooperation with MPA putting on the event (Possible event for April or May 2016).

- Jeff Langkau has the contract signed with Phillip 66 to turn the truck rental into a purchase contract for the airport to own the 2 leased trucks. Phillips 66 reimbursed the Airport for repairs needed on one of the truck done by Bill's Truck Repair.
- Phillip 66 has volunteered to help with new panels for Phillip 66 signs at the airport. Jeff will work with the Operation Committee to review other sign needs.
- **Development**
 - Bob reported he has not hear from Miles Community College regarding Rocky College Flying Program located in Miles City but will follow up and report at next meeting.
 - Discussion regarding option for other development at the airport was discussed.

MANAGER'S REPORT

- **Manager Report (copy attached)**

- Aviation Fuel has been purchased to fill tanks with the lower prices.
- Jeff modified the work schedule adding Bruce Larson to the schedule on weekend to allow less comp time and making him more available for accounting training. Jeff reported on the hours worked.
- Supervisors Fueler Training has been completed by Jeff. Lee and Bruce will take the training at \$25 each and when they receive their certificates Phillips 66 will refund ½ the charges.
- Cridco has donated the bottled water cooler to the airport.
- Internet service was upgraded with Midrivers with a saving of \$25 each month.
- Jeff reported on the Fuel Sales
- Jeff will be investigating Aircraft movers for larger aircraft and report at next meeting.
- Processing the government cards from using the credit card machine costing \$20 monthly to processing the card transactions on line. Dorothy Willems will contact US Bank to set up the processing account.
- **Approve Claim Vouchers**
 - Pat Lifo made a motion to approve the claims with a change to Steadman Ace Hardware from an estimate of \$50 to \$300 (electrical supplies for the office upgrade). Paul Grutkowski seconded the motion. Motion carried.

ADJOURNMENT

Doug adjourned the meeting.