

AIRPORT COMMISSIONERS MEETING MINUTES

Monday, April 11, 2016 Flight Service Building 2 PM

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

APPROVAL OF PRIOR MEETING MINUTES

- Keith Holmlund made a motion to approve the minutes with correction of the March 14, 2016 meeting and Bob Lunde seconded the motion. Motion carried. Correction: add personal to the first line of the Non Airport Fueling (Airport personal fueling) and add with to the second bullet (regarding pilot fueling with their own trucks).
- Airport Manager assigned to investigating the previous history of self-fueling. Discussion regarding fueling exceptions including BLM and Agi Sprayers and questions regarding insurance coverage on self-fueling. Rules and Regulation will continue to be reviewed after the previous history investigation to come up with a policy on self-fueling at the airport.

OLD BUSINESS

- **Crown Castle**
 - The Crown Castle documents are with the City for approval and signature at the Council Meeting tomorrow evening. The advance payment from Crown Castle on the agreement will be applied to the Capital Improvement and should arrive in 30 days after the contract is signed.
- **By Laws Update**
 - The second reading of the By Laws were reviewed with the statement "One member appointed by the Miles City Airport Commission" to be removed. The Airport Commissioners could make a member recommendation. Paul Grutkowski made a motion to amend the By Laws by removing the statement "One member appointed by the Miles City Airport Commission" and have Bob Lunde email to members for 3rd reading and submit to the City and County for their signature. Bob Lunde seconded the motion. Motion Carried.
- **Hanger Rules Update**
 - Paul Grutkowski submitted a copy of the revised Hanger Rules with highlighted changes (copy attached). Discussion regarding the changes:
 - Identify Community Hangers as #5, #8, and #3.
 - Item #6 changed to "Airport personnel should be involved in moving any aircraft".
 - Should Community Hangers be locked/Key pads on the doors/more discussion needed.
 - Item #5 Flow Fee was discussed but no modifications.
 - Bob Lunde made a motion to accept the Hanger Rules with the modification made to #6 changing wording to "Airport personnel should be involved in moving any aircraft". Pat Lifto seconded the motion. Motion carried.
- **Aircraft Tug**
 - Jeff Langkau distributed a copy of the bid for a T2W Tug Quote including shipping at \$10,621. Questions regarding the equipment regarding Dual Lithium Batteries (length of service cost of replacement and warranty). Length of service reported as 4 years, cost \$400, and Jeff will confirm the warranty but didn't think there would be any trouble if anything went wrong. Bob Lunde made a motion to purchase the equipment with the Capital Improvement funds. Paul Grutkowski seconded the motion. Motion carried. Expected delivery 6 weeks.
 - Paul Grutkowski will talk to Rosebud County regarding wanting more of the rejected gravel.

NEW BUSINESS

- **Open House for remodeled FBO Office**
 - Suggested for invitations to the Open House was City Council, County Commissioners, Friends of the Airport, Business members involved in helping with the remodel, City Fire, and County Shops who helped with equipment at the airport.

- Mt Pilot Association (Paul and Pat) along with Airport Manager will come up with date and plan for the event. Possible Sunday Luncheon with an Airplane Display was discussed.
- Bob Lunde made a motion to allocate \$250 for expense for the event. Paul Grutkowski seconded the motion. Motion carried.
- **Acknowledgement for donations**
 - Invites to all who donated to the FBO Office. Chairman Doug Phair suggested a thank you letter be sent to each. Dorothy Willems volunteered to send the letters if a list was provided.
 - Partial Suggested list:
 - Miles Gaub –Tool Chest
 - NAPA
 - Ace Hardware –Refrigerator
 - Fence Repair done by now owner of Martin Fencing
 - Phillip 66 -\$100 Gas
 - Regan Plumbing-Discount on Plumbing
 - MDU installing power lines
 - Keith Holmlund advised NAPA gives discount on tools for government agency which could be check out.
- **Hanger Rental Agreement Modification**
 - Chairman Doug Phair requested review at the May meeting giving Jeff Langkau and himself more time to work on the agreement.
- **KLJ Status Report (attached)**
 - Finishing work will begin April 18th.

COMMITTEE REPORTS

- **Finance –**
- **Operations**
 - Pat and Jeff have review what needs to be done at the airport and have come up with a small list. Pat Lifo comment on how much better shape the airport is in and how much has been accomplished in improvements to the airport.
- **Development**
 - Doug continues to want to do developments with the land at the Airport but until the City reconsiders joining with Miles City Community Economic Development again we probably wouldn't get the grant support of Julie Kurkow which is needed to get funds for development.
 - Bob Lunde reported he had not heard any more from Miles Community College but would touch base with them again.
 - Pat Lifo suggested checking on MT in the Sky FAA Funding for airport projects.
 - Pat Lifo suggested with Forsyth losing an Airplane Mechanic it may be a great opportunity for Miles City at the Airport.
 - Doug Phair asked the possibility of offering pilots gas discounts during the weekend. Discussion of ways to accomplish this was discussed.

MANAGER'S REPORT

- **Manager Report (copy attached)**
 - Maintenance continues on Hanger 8
 - The scissor lift needs repairs and Jeff is working with Jimmy Killen to get it in running order.
 - Sanding and painting has been completed on the window frames at the BLM Building.
 - Pat Lifo wired the shop for the welder and large air compressor.
 - Wild Life Hazard Management Plan is completed and approved by the FAA.
 - Hours worked were reported.
 - Jeff did the paper work needed to acquire the 30 approach REILS from FAA.
 - Jeff and Lee are now trained and are using digital NOTAM manager system and Bruce will be getting the training also.
 - The riding mower is being repaired and Jeff would like a tow behind mower for future use.

- Pavement condition was reviewed. Report from Robert Peccia and Associates (copy attached) on the pavement was distributed. Discussion followed regarding blower for removing snow. Bob Lunde would check with the golf course regarding their blower for use during the winter. FAA Funding possible for a blower.
- Items consider purchasing in the future:
 - Heavier trash container to prevent wind from blowing away
 - Heavy bench for front office
 - Tow behind Mower
 - Small Freezer to store bags of ice for Corporate jets.
- **Approve Claim Vouchers**
 - Bob Lunde made a motion to approve the claims including buying a freezer. Keith Holmlund seconded the motion. Motion carried.
 - Jeff Langkau advised he purchased buckets, and Differential Pressure Gauges required by Phillip 66 for fueling.

ADJOURNMENT

Chairman Doug Phair adjourned the meeting.