

AIRPORT COMMISSIONERS MEETING MINUTES

Monday, July 11, 2016 Flight Service Building 2 PM

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

APPROVAL OF PRIOR MEETING MINUTES

- Pat Lifto made a motion to approve the May 9, 2016 minutes. Keith Holmlund seconded the motion. Motion Carried.

OLD BUSINESS

- **KLJ Status Report Attached**
- **Electric Service from Self Service to new Electric Box**
 - Since the cost of doing the change has gone from not too much to \$17,000 with cost to the airport of \$1700 it was felt that any decision to make changes would wait until 2018 Project. Doug Phair did not have the 2018 Project spread sheet available so will postpone more decision until further discussion of the Project 2018.

NEW BUSINESS

- **DNRC Hanger Space Rental /Randy Sanders**
 - Randy Sanders express interest in renting 2500 Sq Ft Hanger Space from BLM but the Airport Lease does not permit subleasing unless the airport would change the BLM Lease to accommodate that. DNRC is looking for hanger space per month verses the overnight charge for their helicopter from July till October. Jeff Langkau suggested a monthly fee of \$200 (slightly higher than someone renting a hanger all year). The board agreed and will have Jeff draw up a lease for the 3 months for Randy to present to the DNRC. The board left it up to Jeff for the arrangement of where the helicopter could be stored. When moving planes, airport personnel are to be advised. so Randy requested the plane have door access so planes would not have to be moved. Randy Sanders can be reached at 853-1418.
 - More discussion regarding DNRC building their own hanger at the airport. Randy explained the long and extensive process through State Legislature it takes to allow DNRC to build on property they do not own. Also more research will have to be done regarding allowing part of the BLM Building to be leased to DNRC but Randy did not feel that BLM would be interested in any sublease.
- **Hanger Lease Increase July 2016**
 - Doug Phair will meet with Jeff Langkau at the airport to review the present lease to determine if any changes need to be made to the lease. Some felt the lease contained information regarding an annual increase per year on the lease but current lease was not available.
 - Discussion followed regarding percentage of increase yearly regarding hanger rent. Bob Lunde suggested an increase of 3 % with increases being visited annually. Pat Lifto made a motion to increase the hanger rent for 2016-2017 by 3 % and revisit the increase each year. Bob Lunde seconded the motion. Motion carried.
 - Wayne Mackey requested renting space for a small RV 4 Plane (20'wide) for a couple of weeks. The board asked Jeff Langkau to work with Wayne to give him rented space for a couple of weeks.
- **Sprayer Leases**
 - Sprayer Leases of \$500 have been billed to Monte Reder and Dennis Pluhar for their spraying equipment at the airport. The lease states of fuel sales are over 3000 Gallons, 50% of the lease will be refunded. Jeff will investigate Monte Reder fuel sales in regard to the refund of his 50%.
- **Budget Review and Financial Position–Discussion of Funding Requirements**
 - Since Doug Phair did not have the Budget Review sheets the items will be review at the next meeting.
 - Dorothy Willems will work with Phillip Emmons regarding the City and Airport Fiscal Year end balances. Dorothy Willems felt the differences were not as great as the reports Lorrie Pearce had been advising with part of the funding from FAA not been received along with the tax allotment from the City and County due at the end of the fiscal year.
 - Funding for the next project regarding the Budget will also be reviewed at the next meeting.

- **Capital Improvement Funds (\$76,695.12)**

- Roof replacement on Hanger #7:
 - Current bids from Oakland and Dave Phipps may be outdated at around \$28,000 so it was suggested new bids should be obtained. Paul Grutowski made a motion to have Jeff get current bids for approval at the next meeting. The bids should include roof and siding with itemized amounts. Pat Lifto seconded the motion. Motion carried.
 - Possible Capital Improvement items would be painting of the 4 square concrete hanger.
 - Zero Turn mow for the Airport was discussed. Jeff Langkau was asked to get quotes on Zero Turn Industrial Mowers for discussion at next meeting. Bob Lunde will investigate rental of a mower of this type. Doug Phair will talk to KLJ (Craig Canfield about available funds for equipment).

- **Discuss City Resolutions**

- The City Resolution was to adjustment the amount of the Project Budget estimated in the beginning of fiscal year 2015-2016 to come in line with the actual revenue and cost of the budget item at the end of fiscal year 2015-2016.

COMMITTEE REPORTS

- **Finance** – None
- **Operations**
 - Hangar 2 has been torn down. Thank You notes will be sent by Dorothy Willems to Road Shop (Ward and Steve), Scott at the City Shops, the County and the Landfill for the \$5605.50 demolition material to the landfill, and Bud Pederson.
 - Gate on the Gravel Pit has been installed
 - Radio in the shop has been installed.
- **Development**
 - Doug Phair reported contacting Julie Kurkow regarding available grants but the City has not signed an agreement with Miles City Economic Development to work together so the Airport cannot apply for the grants.

MANAGER'S REPORT

- **Manager Report (copy attached)**

- Frank Hartman made a \$1500 offer to purchase the old fuel truck but two public notices must be placed before the bid can be accepted. Jeff Langkau will put an ad in the paper for the sale of the sweeper and the old fuel truck. Sale of these items will go to the Capital Improvement Fund.
- Computer, backup, and printer have been replaced at the airport due to a virus in the old computer.
- Report of Tractor Steering broken and borrowing of City Tractor.
- Report of activity at the airport including overnight hanger income at the airport, Kids Kollege tour, and National Guard sponsored a Boss lift giving helicopter rides.
- Century completing the sealing and painting on both runways. Report of work needed to be done under warranty on Runway 4/22.
- Report on hours worked and airport hours along with Fuel Report.
- Jeff is working with Mid Rivers on voice messaging to avoid missed calls at the airport.

- **Approve Claim Vouchers**

- June Claims Vouchers correction Truck Rent changed to Truck Loan Payment \$1850 and the Voucher form is labeled September instead of June. July Claims Voucher is missing the \$1850 Truck Loan Payment which will change the total of claims approved.. Pat Lifto made a motion to approve the claims with corrections. Keith Holmlund seconded the motion. Motion carried.

ADJOURNMENT

Chairman Doug Phair adjourned the meeting.