

AIRPORT COMMISSIONERS MEETING MINUTES

Monday, August 8, 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, Bob Lunde, Jeff Langkau, and Dorothy Willems (Secretary). Absent: Mayor John Hollowell and Keith Holmlund

APPROVAL OF PRIOR MEETING MINUTES

- Pat Lifto made a motion to approve the July 11, 2016 minutes. Bob Lunde seconded the motion. Motion Carried with a correction to change the Hanger 3 to Hanger 2 for the hanger torn down.

OLD BUSINESS

- **Hanger 8 Space Rental (16X8)**
 - Jeff reported he has had a lease agreement signed for DNRC to rent Hanger space for their helicopter from July 25 to August 31 for \$200 which has been billed. The office space in hanger 8 has been rented to the DNRC Pilot at \$100 per month which was paid by one of the pilots per credit card.
- **Hanger Lease Agreements**
 - Jeff reported all new hanger leases have been sent with the exception of Bill Champion. Dennis Pluhar has paid his Ag Lease and some of the other lease agreements have been received.
- **Roof Replacement Hanger 7**
 - Two quotes have been requested from Dave Phipps and Oakland Construction with Dave Phipps bid of roof replacement returned. Pat Lifto asked about having a bid with both the roof and the siding replacement being quoted. Doug Phair will contact Dave Phipps for an addition bid on siding and possible replacement of doors. Discussion regarding replacement of the bi-fold doors may be more important than replacement of siding. Doug Phair and Bob Lunde felt the siding could wait but possible cost for each door maybe between \$12,000 and \$15,000.
- **AIP Capital Improvements**
 - The list of possible capital improvements was reviewed:
 - Hanger 3 rain gutters due to ice patch in front of hanger in the winter. Estimated cost \$1800.
 - New doors on Hanger 3. Doug Phair will have Dave Phipps look at the job.
 - Three car garage is insulated but doors are not. If doors were insulated the building could be heated.
 - Lift Station Door Repair.
 - Lawn Mow finished and donated by Doug Phair and Pat Lifto.
 - Replacement of Mule was donated by Riverside Marina.
 - Tools for the shop/Much of tools and welder in the shop belongs to Jeff Langkau. Pat Lifto helped get the welder wired in shop.
 - Heated Power Washer would be helpful. Doug Phair will visit with Miles at NAPA about a Power Washer.
 - Hanger 8 insulated and heated. Roof is metal roof and is leaking.
 - Parking Lot overlay
 - Carpet in the flight service building.
 - Discussion regarding the building containing the Century Link material and what other things are contained in the building. Paul Grutkowski felt it may involve BLM, Dish, and phone equipment in the building.
 - Capital Improvement Funds available at the end of July 2016 equals \$76,445.12.
- **Project Review**
 - Awarded Funds \$4,046,412.25/ Invoiced \$3,642,512.50/ Available Funds \$403,612.50/ Invoices and Reimbursement 9 and 10 will be issued before closeout. Cost remaining to end of project is uncertain right now awaiting reports from Craig Canfield. The first payment on the Mt Aero Loan was made in the 2015-2016 Fiscal Year.

NEW BUSINESS

- **FAA Land Use Audit**

- Jason Garwood contacted Jeff Langkau regarding review of all airport leases for the Land Use Audit September 9, 2016. FAA requires all leases be Fair Market Value which is what the Audit may be reviewing. Issues with the Gravel Pit 57 and the city agreement was discussed. Gravel Pit 57 Permit expired November 2016 and a letter has been received by Scott Gray and KLJ regard Permit Violation. Jeff Langkau, Craig Canfield (KLJ) and Major John Hollowell have met regarding the letter. Response regarding the letter is required by August 17, 2016. Work with the City for an agreement with the 3 gravel pits (Pit 57, North Pit, and South Pit) has not been completed. There is an agreement with Prince Inc on Gravel Pit 57. KLJ contact work regarding Gravel Pit 57 is estimated at \$10,000 and is not covered by grants. Since the Pit Permit is the city's it's felt it would be their cost.
- Memo of Understanding Agreement between the City and Airport regarding exchange of services and equipment was discussed but consensus was a verbal agreement may be better to avoid comparisons.

- **ARFF Truck back to the Airport**

- The Fire Department request the ARFF Truck be moved to the Airport but since all personal would have to be trained and have the fire gear to be responsible for the truck it was felt that the Truck should remain with the Fire Department in the hands of qualified personal. At present all employees at the airport are not qualified.
- Jeff Langkau will contact the Fire Department of the decision and if disputed suggest they get on the Airport Agenda Meeting and come to the meeting for discussion.

COMMITTEE REPORTS

- **Finance** – None
- **Operations** -None
- **Development**
 - Bob Lunde suggested contacting Miles Community College regarding the College Construction Program to be able to do dirt work for development along the highway to encourage business development. Road access would have to be research for permits before highway access construction. Bob Lunde will contact the college for possible project.

MANAGER'S REPORT

- **Manager Report (copy attached)**

- Jeff Langkau attended the Sidney Wildlife Hazard Training. He took the test and passed.
- Gate coding for holding the automatic gate open changed due to gate open code was being used.
- Jeff Langkau called the Track Tug Manufacture about concerns and got his question cleared up.
- State Aeronautics is requesting our Capital Improvement Budget for AIP Funding and Craig Canfield (KLJ) will submit .
- Century will be completing warranty work on Project 016-2015 runway 4/22 lip gap edges tomorrow
- Report on hours worked and airport hours along with Fuel Report.
- Jeff completed Mid Rivers voice messaging to avoid missed calls at the airport.

- **Approve Claim Vouchers**

- August Claims Vouchers were approved with changes to August 2016 fuel purchase to \$50,000. Part of the Mastercard billing included Motor for the Fire Truck (\$400). Paul Grutkowski made a motion to accept the claim as present with the correction. Bob Lunde seconded the motion. Motion passed.

ADJOURNMENT

Chairman Doug Phair adjourned the meeting.