

## **AIRPORT COMMISSIONERS MEETING MINUTES**

**Monday, September 12, 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, Keith Holmlund, and Dorothy Willems (Secretary). Absent: Mayor John Hollowell

Guest: Dale Marcil (Miles Community College)

### **APPROVAL OF PRIOR MEETING MINUTES**

- Pat Lifto made a motion to approve the August 8, 2016 minutes. Bob Lunde seconded the motion. Motion Carried with no correction.

### **Miles City Community College Construction Area request (Dale Marcil)**

- Dale Marcil, speaking on by half of the construction class of Miles Community College, requesting a training area for the construction program at a gravel pit using loader and blade equipment for practice learning to run the equipment. Four to five students at a time would be working in the area. Doug Phair explained the expiration of the 57 Gravel Pit Permit which the city is dealing with to get the permit renewed. It was felt because the College Program would not be removing gravel but just use the area to move material for training purposes it would not impact the gravel permit. The college could help with construction at the airport where needed. Bob Lunde requested an exchange of services with help in developing the proposed Business Development area in building roads and dirt work. Doug Phair felt dust control may be an issue but Dale said they had access to water tank equipment to help them keep that under control. The Airport Board requested a MOU agreement between the college and the airport. Dale said they had an MOU agreement with Fort Keogh and he would use that to make a draft for the Airport for review.

### **OLD BUSINESS**

- **Review of AIP and CIP**
  - Doug Phair presented a copy of a yearly itemized list for a 5 year Capital Improvement Plan for the Miles City Airport itemizing the Federal Funding and Local Funding. Doug Phair reviewed each year and allowed question from the board for each year. 2017 being the Design work needed to complete the 2018 project. 2017 also included SRE Equipment with Tool Cat Blade, Broom and Blower. 2019 Project Equipment SRE (two behind broom and blower). 2020 and 2022 no projects and 2021 Pavement Maintenance Runways. 2023 Parallel Taxiway for RW 4-22. (attached 5 year plan) Paul Grutkowski made a motion to accept the CIP and AIP 5 year plan with possible amendments with KLJ. Kieth Holmlund 2<sup>nd</sup> the motion. Discussion with Pat Lifto mentioning making plans for a building to house the equipment. Motion carried. Doug Phair signed the plan and gave to Jeff Langkau to get to KLJ.
  - Discussion and funding options regarding the extra local funding expenses of \$300,950 were discussed.
  - Discussion of the Hanger 8 door replacement raising the height of the door from 15' to 20' to accommodate larger planes (Estimate cost \$50,000 to \$75,000). Doug Phair would ask Craig Canfield about funding for the project.
- **By Laws**
  - Doug Phair will do research on Board Member Terms and revised By Laws draft to remove detail of terms for each board member and create statement 3 year terms for the By Laws. Secretary will be responsible for the document of board members and every 3 years term schedule.
- **Bid opening for Fuel Truck and Sweeper**
  - Only one bid for the Fuel Truck was \$1560 from Hartman Rental and Sales. Keith Holmlund moved to accept the bid from Hartman Rental and Sales for \$1560. Paul Grutkowski seconded the motion. Discussion including giving the hoses in the shop for the truck. Motion Passed. Jeff Langkau will request signed title from Lorrie Pierce at the City for the Fuel Truck, contract Hartman Rental and

Sales, and advise payment must be made in 5 days and equipment removed from premise with 30 days of acceptance of the bid.

- Bob Lunde suggested since no bids received on the sweeper we donate the sweeper to the college. The board approved donation to the college if they wanted it for mechanic program.

- **AIP Capital Improvements**

- Bids for Hanger 7 roof replacement, medal siding, and door replacement were reviewed. Oakland Construction bid on the replacement of the roof \$29,000 and medal siding \$23,000. Dave Phipps bid on the replacement of the Roof \$28,500 (including ice and water ridge) and medal siding \$21,200. Pat Lifto made a motion to accept the bid from Dave Phipps to replace the roof and hold on the medal siding till later. Keith Holmlund seconded the motion. No Discussion. Motion carried.
- Doug Phair reported on estimates for Door replacement of Hanger 7 which was \$15,000 for the door from Schwiss and \$10,000 installation from Dave Phipps.

## **NEW BUSINESS**

- **Budget Recap**

- The 2016-2017 Budget was unavailable and no one had review so we will provide copies to the board for review for feedback. Keith Holmlund advised that the 2016-2017 mil levy for 2016-2017 is 19.084 mils compared to 20.282 mils last fiscal year which would mean a decrease of \$1794 in the revenue from the Interlock Agreement Budget. The City mil levy for 2016-2017 is \$12,875 compared to \$12,851 last fiscal year.

## **COMMITTEE REPORTS**

- **Finance –**

- Unpaid receivables for the 11 loads of material removed from the gravel pit by Jerry Singleton in the amount of \$2475 was discussed. Jeff Langkau will first make a call to Jerry Singleton regarding the unpaid bill and advise him of legal action to be taken if not paid. If no response Doug Phair will send a certified letter advising of legal action.

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- **Operations –**

- Paul Grutkowski and Pat Lifto did an inspection at the airport and reported most of the list of maintenance issues have been taken care of. Some electrical work still needs to be completed. Once BLM has moved out work needs to be completed on the doors to the BLM Hanger.
- Keith Holmlund complemented Jeff Langkau on the great job he has done improving the airport. Pat and Paul agreement he has taken the maintenance list farther by creating regular maintenance list to keep on top of the repairs.

- **Development**

- Bob Lunde request the plans for the 5 lots of the Business Development from Doug to help come up with construction activities for the college construction students. Doug will provide the information he has. No highway access is planned for now because of the time taken to get the proper permits.
- Pat Lifto asked about an entrance sign to the airport but was informed the property belongs to Doeden's which would require their permission. Bob Lunde will talk to Jerry Doeden.

## **MANAGER'S REPORT**

- **Manager Report (copy attached)**

- Muggli Lease of \$8000 has been paid. Cooke running cattle on the lease property has not been disputed due to lack of grass on that section of land.
- Fuel Sale reported very good this past month (copies attached).

- The fire season has been busy contributing to the good fuel sales. The DNRC pilots renting the office space in Hanger 8 for 2 months and could possible rent the Thermal Building next year. Overnight hanger rent has been very good with the use of Hanger 8.
- Jeff Langkau reported City Service Valcon (Breezy) did an inspection regarding fueling and was very helpful with questions.
- Jeff Langkau reported and FAA review of all land use property at the airport September 8<sup>th</sup>. The question regarding airport selling gravel out of the gravel pits to the public did not seem to be an issue with the FAA. The gravel pits could be designated a non-aeronautical property so other things can be done with the property. FAA suggested Memo of Agreement between City and County for exchange of services. Question regarding the Market Value of the Midriver (Cable Communication) and DOT Pit lease was questioned. Descriptive terms of the area of the lease was lacking on some of the leases with suggestion to add to leases for protection. Suggestion for protection of the airport, to add a lease cause regarding AIP Funded property, to follow FAA Grant Assurance Regulation. More details will be available once the report from FAA comes back.
- Pat Lifo asked if Jeff Langkau had investigated a power washer but Jeff had not done so but could.
- Jeff Langkau reported a visit from Federal Air Marshall distributing security information.
- **Approve Claim Vouchers**
  - September 2016 Claims Vouchers were approved with the addition of fuel purchase \$15,000 totaling \$20,205.23. Bob Lunde made a motion to accept the claim as present with the correction. Pat Lifo seconded the motion. Motion passed. Copy Attached.

### **ADJOURNMENT**

Chairman Doug Phair adjourned the meeting.