

AIRPORT COMMISSIONERS MEETING MINUTES

Monday, January 8, 2017 Flight Service Building 2 PM

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

Guest: Frank Stoltz

APPROVAL OF PRIOR MEETING MINUTES

- Pat Lifto made a motion to approve the December 12, 2016 minutes with correction to change Roof Replacement on Hanger 8 to read Hanger 7. Keith Holmlund seconded the motion with corrections. Discussion. Motion carried.

OLD BUSINESS

Flooring for the Flight Service Bldg

- Jeff received bids from Layrite Flooring and presented a drawing with each section estimated for Laminate as follow including Labor and Material:
 - Control Room \$3250
 - Hallway \$2400
 - Office \$ 960
 - Meeting Room \$3024
- Scott's Glass should be getting a bid to Jeff next week. Jeff will report at next meeting.

Fuel Master Upgrade

- The Maintenance Contract has been purchased and will be upgrading Fuel Master Software.
- The fuel billing using an old aircard has been solved. Dr Dan Brooks still has an old aircard which the system accepted. The fuel has been billed and Dr. Brooks's card has been updated.

Courtesy Car Use Agreement

- Doug Phair and Jeff Langkau present a "Miles City Courtesy Car Use Agreement" intended for anyone using the courtesy car to sign before taking the car. Suggestion to include a line in the agreement for Name of Insurance held by person signing the form. Bob Lunde made a motion to accept the "Miles City Courtesy Car Use Agreement" with the added insurance line. Paul Grutkowski seconded the motion. Discussion. Motion carried with Pat Lifto nay.
- For afterhours the form could be available to person wishing to use the car could sign the form.

MOU with Miles Community College

- A letter was sent to Dale Marcil at MCC regarding the following changes in the MOU agreement the Miles City Community College to avoid charges to the Airport:
 - Proposes that in exchange for work done by the college students the Airport could supply sand and gravel products that are owned by and stockpiled at the Airport.
 - Also the Airport can offer training in snow removal equipment to the students.

Salary Increased reviewed

- After discussion regarding the value Jeff Langkau has brought to the airport and salary review after 6 months was missed, a suggested 10% raise (\$5000 annually) be awarded beginning next pay period. This increase including benefits would be \$2.40 per hour increase. Bob Lunde made a motion to raise Jeff Langkau salary 10% (\$5000 annually) with the next pay period. Keith Holmlund seconded the motion. Discussion. Motion carried. Cost to the Airport Budget would be \$500 per month which includes all benefit expenses.
- Salary increases for Lee Harbaugh and Bruce Larson suggested at 3.5% increase (.60 per hour). This increase including benefits would cost the Airport \$200 more each month. Bob Lunde made a motion to increase the wages of Lee and Bruce 3.5% beginning the next payperiod. Keith Holmlund seconded the motion. Discussion. Motion carried.
- Budget Adjustments will be handled at the end of the fiscal year.

Airport Vehicles

- Discuss in regards to a review of the State Surplus vehicles has a 1992 Flat Bed 1 Ton 4X4 with 37,000 miles for \$4200. Advised Jeff to investigate the condition of the vehicle and advise. More discussion regarding vehicles to install snow plow equipment.

- Jeff Langkau also advised of the Federal Surplus site where equipment can be requested by airport with no charge. Jeff is working on getting registration to apply for this equipment. Jeff will investigate the equipment available on that site.
- Advised Jeff to be on lookout for Snow Blowing Equipment or Skidster on the sites.
- Engine in Sweeper discussion to use for building snow blower. Jeff will advise MCC Sweeper donation not available. Jeff didn't think the sweeper had been offered.

Roof Replacement on Hanger 7 Update

- Beginning work on Roof Replacement of Hanger 7 will begin next week. The metal sheet from the roof will be salvaged for use on walls.
- Pat Lifo volunteer to help with the lights and vents on the roof. Paul Grutkowski advised the antenna wiring would have to be moved but could be loosen from the roof and replaced in the spring.
- Jeff Langkau requested white roofing and white gutters.
- Condition in the shop building was 19 degrees when furnace running. Discussion regarding condition of ceiling and possible blow in insulation and need for sheet rock replacement. Doug suggested Jeff investigate Medal Sheet 2nd's from Border States and get some pricing.

OLD BUSINESS

Airport Authority discussion

- Keith Holmlund presented the board with information locations regarding of rules and regulations for Airport Authority operation to have the board review pros and cons with considerations looking for possible increases in tax revenue for the Airport. Doug Phair suggested everyone review and bring back information to the February meeting.
- Doug Phair will contact Debbie at the State Aeronautics for pros and cons information regarding Airport Authorities. Laurel's Airport is under Airport Authority which could be resource as to how Airport Authority benefits them.

City Audit

- Track Tug purchase did not have 3 bids before purchase. Jeff explained the Tug with Track is a specialty item other bids not available.
- Payment requested on the Project should be paid in 3 days which was not done. City advised Jeff if payment is required immediately he should advise the City.

COMMITTEE REPORTS

- **Finance** – No Report
- **Operations** –
 - Doug Phair and Bob Lunde talk with BLM about building though title program through Miles Community College.
- **Development**
 - No report.

MANAGER'S REPORT

- **Manager Report (copy attached)**
 - Keith Holmlund made a motion to accept Claim Voucher of \$5005.23. Bob Lunde seconded the motion. Motion carried.
 - Jeff working on response to questions from FAA about land use inspection regarding fair exchange of material and labor between Custer County and the Airport. Jeff requested items from the board of things the County has done for the airport for him to list in the land use response.
 - December overtime hours were snow removal during the storms over Christmas. Jeff couldn't get it so Lee's hours were required.
 - Fuel usage reviewed with less fuel sales this year then year. There are no Medical fuel sales anymore makes the difference.

ADJOURNMENT

Doug Phair adjourned the meeting.