

AIRPORT COMMISSIONERS MEETING MINUTES

Monday, October 10, 2016 Flight Service Building 2 PM

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

APPROVAL OF PRIOR MEETING MINUTES

- Pat Lifto made a motion to approve the September 12, 2016 minutes. Keith Holmlund seconded the motion. Discussion. Motion Carried with no correction.

Truck Sale Update

- Frank Hartman has made the payment for the truck but getting the truck from the Airport has been delayed due to lack of Title. City Clerk, Lorrie Pierre, is applying for a title in order to provide a title to Frank.

OLD BUSINESS

- **By Laws**

- Doug Phair disturbed a copy of the By Laws with language changes to Article IV, #1, Item C and Article IV, #2, Item A. Keith Holmlund made a motion to accept the By Laws as presented, Bob Lunde seconded the motion, discussion, motion carried (copy attached). Keith Holmlund will deliver to the Commissioners for signatures, get it to the City for signatures, and get copies back to the Airport Commissioners.

- **FAA Audit Review (Copy attached)**

- Jeff Langkau received the Land Use Audit Report with the following recommendation:
 - Escalation Clause in future leases (increase Lease Fee). Two of the present leases should be reviewed (Midrivers and MDOT). Paul Grutkowski will try to locate the name and phone # of the person to contact regarding Midrivers Lease Contracts and get the information to Jeff Langkau. MDOT Lease signed by the City in 2010 should be reviewed.
 - Subordinate Clause added to lease supporting the FAA Land Use Rules.
 - Land Use Mapping should be done. Jeff Langkau will contact KLJ regarding mapping now available or mapping being included in next project. The map should indicate the Obstruction Fee Zone area regarding the farming lease. It was suggested to send a new lease with the amended information in the farm lease to the Muggli's for signature.
 - Mineral Extraction Permits on leases.
 - Grant History Report included was review by the board.

- **AIP Capital Improvements**

- Doug Phair updated the Board on Hanger #7 Roof Replacement by Dave Phipps stating that next spring would be ideal to replace the roof in his schedule. Paul suggested since the roof is in such bad shape if at least the hanger part of the roof could be replaced sooner. Doug will do more visiting with Dave on his scheduling.
- MCC has not gotten back with the example of the MOU agreement they have with Fort Keogh regarding Construction Contract at the Airport for Business Development.
- Craig Canfield (KLJ) advised funding for door replacement on the hangers is lower priority after runway operation. Craig has included the hanger door replacement in the 2019 Five year Capital Improvement Plan.

NEW BUSINESS

- **CORES Antenna Pricing**

- Dawn Colton and representatives visited with Jeff Langkau regarding placement of the CORES Antenna north of Hanger #1 between the hanger and the fence. Jeff Langkau referred her to Craig Canfield (KLJ) for approval from FAA. CORES is a GPS Set Point with location requested at the Airport.

- Bob Lunde made a motion to approve a 5 year renewable lease in accordance with Land Use Guidelines set forth by FAA for placement of the CORES Antenna after FFA approval with the following considerations:
 - Includes the FAA Subordinate Clause (FMV non aeronautic rules).
 - Includes the FAA Escalation Clause.
 - Lease Rate to be negotiated.
 - Investigation regarding UHF Transmission and Electric Power required to run the operation.
- Pat Lifo seconded the motion. Discussion. Motion carried.

Hanger 3 Doors

- One of the rollers on the door was rebuild by Nolley's Welding at a cost of \$250 but most of the 20 rollers need replacing so the board felt it would be too costly to have all roller rebuilt. The doors are wood covered and very heavy so Doug made the suggestion the wood be removed the covered with steel siding to make the door lighter. Doug will research finding roller that would work with the door and bring the results back to the board.

COMMITTEE REPORTS

- **Finance –**
 - Airport cash reported at \$113,791 with expected expense remaining of \$22,000 project expense for the airport at this point, \$21,000 loan payment coming due March 2017, and the September 2016 Salary and Benefits and City cost not yet reported at estimated \$ 20,000. Balance remaining after expenses \$53,791.
- **Operations –**
 - Paul Grutkowski and Pat Lifo investigated the 3 phase electric service at the Airport and find we have nothing at the Airport using 3 phase. Dorothy Willems will investigate the MDU bills to find more effective rates for Airport Meter Billing.
 - Pat Lifo would like to combine the meter on Hanger 7 and the shop with one meter instead of 2. Also combining meters for Hanger 8 and the Lift Station which now has separate meters.
- **Development**
 - King Air has inquired of Jeff Langkau the possibility of housing a larger plane or the possibility of building a hanger. Jeff referred him to Doug Phair. Doug will be contacting him for a review of his needs.
 - Bob Lunde will contact MCC again regarding the possibility of Pilot Training through the college.

MANAGER'S REPORT

- **Manager Report (copy attached)**
 - Paul Grutkowski made a motion to accept Claim Voucher of \$16,385.23 (copy attached). Keith Holmlund seconded the motion. Discussion:
 - Jeff Langkau is holding on 100LL fuel order in antiapation of lower gas prices.
 - Jeff Langkau visited with Jerry Singleton regarding disputed billing of material removed from Airport and billed for loads removed. Jerry has agreed to pay for the loads removed minus the 2 loads that Century gave them permission to take. Jeff has reinvoced the material and mailed the billing.
 - Horizon Cable is door cable ordered for Hanger #9.
 - Motion Carried.
 - Jeff Langkau reported rust on the bottom of spare fuel truck tank which he will be investigation with City Valcom for advice to what needs to be done.
 - Doug Phair will investigated a power washer with Miles at NAPA. Jeff suggested renting a pressure washer for current needs.

- Jeff Langkau reported problems with Hanger 9 door and has order cable to work on the project during the winter. DNRC is still working with BLM to use Hanger 9 when not being used by BLM.
- Lonnie Leslie has request to rent the office (with no bathroom) in Hanger 8 for less than the \$75 proposed. The board decided to stay with the \$75 monthly for only 6 months lease.
- Jeff Langkau reported the City is working with KLJ to get the renewal of Pit 57 completed.
- Overnight hanger funds was discussed with July 2016 over \$1000, August \$750, and September \$450.
- The Airport Budget approved by the City was reviewed by the Airport Board and approved by the board.

ADJOURNMENT

Chairman Doug Phair adjourned the meeting.