

AIRPORT COMMISSIONERS MEETING MINUTES

Monday, November 14, 2016 Flight Service Building 2 PM

Meeting was called to order by Bob Lunde. Present were Patrick Lifo, Bob Lunde, Jeff Langkau, Keith Holmlund, Philip Emmons, and Dorothy Willems (Secretary). Absent: Mayor John Hollowell, Doug Phair, and Paul Grutkowski. Guest: Dawn Colton (City Planner) and Rick Lang (BLM Aviation Manager)

APPROVAL OF PRIOR MEETING MINUTES

- Pat Lifo made a motion to approve the October 10, 2016 minutes. Keith Holmlund seconded the motion. Discussion. Motion carried with no correction.

Truck Sale Update

- Frank Hartman has not gotten the truck from the airport but City Clerk, Lorrie Pierre, is still working on applying for a title in order to provide a title to Frank.

Roof Replacement on Hanger 8 Update

- Jeff Langkau had requested Hanger side be replaced before winter if possible but hadn't hear any schedule. Jeff will check with Doug Phair for any information on start date.

Miles Community College update regarding on MOU Agreement

- No one has started with construction work and no one has contact Jeff regarding the MOU Agreement. Jeff will call Dale Marcil regarding the status of the project.

OLD BUSINESS

• By Laws

- By Laws have been signed by the County Commissions and Mayor John Hollowell. Jeff Langkau is holding the By Laws waiting for signature from Chairman Doug Phair.

• CORES Antenna Update

- Dawn Colton requested requirement of the Lease with the Airport to install the Cores Antenna.
 - Cost suggestion was \$700 annually or \$100 per month.
 - Electric use would be connected to Hanger #1 with cost to the Airport and Internet cost would be separate charged to the city. Electric use discussed was thought electric use would be minimal with no separate base charge.
 - Location of the tower would be between Hanger #1 and the fence with no required protection for the tower.
 - The lease must follow FAA Land Use Rules which would include Fair Market Value with Escalation Clause. The City must also get FAA approval to install the tower. Craig Canfield could help with the FAA approval but Jeff Langkau said he could provide the website where the City could apply for the request on their own, without the engineering cost.
 - Dawn indicated installation was wanting as soon as they got proper approval, leases agreement, and would be looking to use same contractor the other 7 stations being installed in this area.
- The Airport will come up with a Lease Agreement to present to the City.

NEW BUSINESS

• BLM Status update for Miles City Airport

- Rick Lang (BLM Aviation Manger 853-1394/ Invite to future meetings: rlang@blm.gov) advised of the new planes (Jet BRE 146)being used for firefighting which requires longer and wider runways. Rick was passing on the information to be used in future runway upgrade planning. Rick will have revenue estimates, runway requirements and ramp requirement sent to the airport. Rick advised there is government funds already approved for ramp space and will get the information to the airport to apply for the funds. The Airport will have Craig investigate specks needed for the Jet and review with current CIP Plans. The last fire season BLM used Miles City and Gillette as bases.
- Rick Lang advised the desire to have the 4 dispatchers at the airport instead of at the downtown offices. They have considered the Terminal Building for short term rental during the fire season (May-September). The Industrial Park was discussed with option of building space for the

dispatchers and a conference room (1000 sq ft) . Rick Lang will get plans for the model BLM building in SD.

- **Memorandum of Understanding /Custer County and Airport**

- Commission Keith Holmlund presented the Memorandum Of Understanding between Custer County and Miles City Airport Commission (copy attached). Discussion followed regarding measuring time and work for gravel but it was felt that a once a year review between parties for problems would work. A report of the amount of gravel taken from the county pit could be gotten by requesting a copy of gravel report the county shop does once a year.
- Pat Lifto made a motion to accept the Memorandum of Understanding between Custer County and the Aiport. Philip Emmons 2nd the motion. No Discussion. Motion Carried.

COMMITTEE REPORTS

- **Finance –**

- For fiscal year 2015-2016 to November 7, 2016 review was submitted. CIP balance is at \$83,080.12, with the Airport Profit \$140,023.98. Expenses against this figure are \$59,354.74 Project cost, \$14,000 (estimate) for Salaries and City Cost, and expected annually loan payment due February and March in the estimated amount of \$26,000. This brings the asset total to \$40,669.24.

- **Operations –**

- Pat Lifto redid the lights in the Flight Service Conference Room. Lighting in Hanger 5 & 8 needs rewiring and more lights are needed in the shop.
- Jeff Langkau discussed getting the fences cleaned along the airport to remove leaves and thistles. Bob Lunde discussed the possibility of using the Golf Course Blower but Jeff felt it worked to remove the leaves and thistles from the fence and come along with the mow to pick it up.
- Raising the rails on the rollup door in Hanger #8 to allow larger planes access. Jeff will investigate angle rails and get a bid of costs. Scott Donnelly does that type of work.
- Plans to paint the inside of the Terminal Bldg during the winter.
- Carpeting in the Flight Service Bldg is not good. Jeff will get bids with different section or all at one time for replacement with vinyl. Pat Lifto made a motion to get bids for carpet replacement in the Flight Service Bldg. Philip Emmons second the motion. Motion carried.

- **Development**

- Investigate expansion to the Flight Service Bldg.

MANAGER'S REPORT

- **Manager Report (copy attached)**

- Pat Lifto made a motion to accept Claim Voucher of \$5,508.47 (copy attached). Keith Holmlund seconded the motion. Discussion:
 - ARFF charges on Mastercard were batteries for the Fire Truck. Motion Passed.
 - Contact MCC regarding the sweeper at the Airport for their mechanic program.
- Fire Truck being stored at the Airport while fire department storing Christmas Toys.
- Jeff Langkau reported on rust on the bottom of spare fuel truck tank which has been cleaned and inspected –back in service.
- MIA Insurance for the Courtesy Car Vehiles. Jeff will investigate cost and coverage.

Review Manager Salary

- Review request for an Airport Pickup which the manager could use to take home for On Call use. Review of rules regarding use, insurance, and cost. It was felt to start with what it would cost to provide a pickup to the manager. Bob will have Doug check with Deluxe on options for a suitable pickup. A suggestion of \$5000 annually instead of providing a pickup.

ADJOURNMENT

Bob Lunde adjourned the meeting.