

## AIRPORT COMMISSIONERS MEETING MINUTES

### Monday, February 13, 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, Philip Emmons, and Dorothy Willems (Secretary). Absent: Mayor John Hollowell and Keith Holmlund.

Guest: Dawn Colton (City) and Craig Canfield (KLJ)

### APPROVAL OF PRIOR MEETING MINUTES

- Pat Lifto made a motion to approve the January 8, 2017 minutes. Bob Lunde seconded the motion. Discussion. Motion carried.

### OLD BUSINESS

#### Airport Pickup Purchase review

- State Surplus vehicles has a 1992 Flat Bed 1 Ton 4X4 with 37,000 miles for \$4200. Jeff Langkau reported Pat Lifto installed hitch and helped install Stake Pockets. Jeff Langkau has some fine tuning to do to the vehicle yet but believes it a good vehicle.

#### Roof Replacement on Hanger 7 Update

- Replacement of Hanger 7 roof has been completed and the final payment made. Bill Champion has agreed to help with purchased of the blown in insulation and the board has set the date of February 25<sup>th</sup> to do the blow in insulation with the help of the board. Dorothy will provide lunch for the crew. ProBuild has the insulation and machine to blow it in. Doug and Jeff will make the arrangements with ProBuild.

### CORS Lease Agreement

- Chairman Doug Phair and Jeff Langkau didn't get the lease completed but felt the lease should be simplified. Dawn did express concern with the lease agreement and felt the Airport Board would have to have justification for the \$100 per month for the City of Miles City. The FAA requires the Airport Board leases are at Fair Market Value and the Airport Board had used a current transmitting lease as the FMV quoted to the City. Chairman Doug Phair advised someone at the Board could attend the City Council Meeting to answer questions.
- Dawn Colter explained they would accept all maintenance, checking equipment, and the internet cost of the transmitting tower. The Airport would be responsible for the utilities which are reported to be minimal. The location of the tower requires no building within certain limits in buildings to prevent transmitting so the land space needed is larger than just the transmission tower.
- City will not sell subscriptions to the GPS but will be available for the public and contractors use. Paul Grutkowski reported if the tower use was sold with subscription the going lease price would normally be more at FMV. Construction of the tower would piggy back with DOT and the City would use DOT contractor to construct the tower.
- Dawn will be added to next month agenda to review the Lease Agreement between the Airport and the City.

### Flooring Bids (Scott's Glass)

- Scott's Glass (Robin, Sales Rep – Trent, and Installer- Monte) presented 3 bids with the preferred being Van Gogh, glue down, (20mil) with 15 year warranty. The cost represented for the different section was:
  - Conference Room \$4805.
  - Hallway \$3856.
  - Dispatch Room \$4303.
  - Totaling \$14,724. With a barrier flooring \$2100 extra. Totaling \$16,724.
- Scott's Glass came up with bid including all rooms at one time for quote for saving if project done all at one time Tuesday, February 14th. Another bid if the conference was left out of the bid and done later. This should give saving on shipping and less material.

#### 1st quote with all 4 area's

\*\*Karndean Van Gogh LVT glue down 1645sf \$7,402.50

\*\*Rip out and remove old flooring, baseboard removal/reinstall/undercut, prep floors for new product, install LVT & metal transitions \$4,463.00

\*\*Install materials: Glue, Ardex metal transition \$1,167.50

\*\*Versa Shield Flooring underlayment \$2,179.50

\*\*Freight \$ 200.00

TOTAL: \$15,412.50

## 2nd quote with 3 area's

|   |             |
|---|-------------|
| **Karndean Van Gogh LVT glue down 1120sf  | \$5,040.00  |
| **Rip out and remove old flooring, baseboard removal/reinstall/undercut, prep floors for new product, install LVT & metal transitions | \$3,035.50  |
| **Install materials: Glue, Ardex metal transition   | \$ 960.00   |
| **Versa Shield Flooring underlayment  | \$1,430.90  |
| **Freight   | \$ 200.00   |
| TOTAL:  | \$10,666.40 |

- The trim would not have to be removed in all of the rooms because trim can be undercut but in the conference the trim would have to be removed because of the size. Anticipated job time could be Mid-March or April.
- Dave Phipps bid was reviewed but Jeff reported he felt Dave wasn't really wanting a flooring job since that isn't what he does. His bid compared to Scott's Glass.
- Capital Improvement list was felt should be review in order to put the most important jobs in order of priority. Doug Phair will locate the list for review.

## Project Report 2017-2018

- Craig Canfield reported he had Hanger 8 Doors in the Capital Improvement Plan for 2019
- Craig also reported with the next project the Airport would qualify for Equipment at the Airport. In his Capital Improvement Plan is a Skidster with attachment attachments to include blower, broom, and blade. The cost shown on the Capital Improvement Plan was \$100,000. Jeff indicated he had gotten a quote for around \$67,000 so it should be less. Craig thought there was adequate justification for the new equipment and will work with the FAA to get approval.
- The Airport will have to have an updated AGIS Survey for the next project.
- The FAA will not support leaving in the existing RW 4-22 pavement north east of RW 13-31. This pavement will be pulverized and can be used for subbase material for the Phase II extension to the south west.
- The airport beacon will also be replaced.
- The 2017 project will include the following:
  - Design for the RW 4-22 extension.
  - Design to eliminate the 5-node intersection at the RW 4-22 and RW 13-31 intersection.
  - Design to replace the existing airport beacon.
  - Design for wildlife fencing revisions to accommodate the RW 4-22 extension.
  - Update the AGIS survey for the future RW 4-22 threshold relocation.
  - Acquisition of new snow removal equipment.
- The estimated cost for the 2017 project is estimated to be between \$350,000 and \$400,000. The Airport's share would be between \$35,000 and \$40,000.
- The Phase II RW 4-22 improvements would be constructed in 2018. The FAA is securing discretionary funds for the project. The estimated cost for the improvements is estimated to be \$2.75 to \$3.25 million.

## Close out of Project 2015-2016

- The final closeout report has been submitted to the FAA. The final FAA reimbursement to the Airport will be \$54,983. The final expenses which have not yet been paid are approximately \$29,000. KLJ will be invoicing these final expenses shortly.

## Design Meeting with FAA requesting Runway proposal to allow BLM larger planes

- The requests was denied and Craig explained that BLM being a government entity would not be funded by FAA (another Government Entity) but if a plane contracted by BLM would support and request upgrades at the Airport that would be acceptable for applications.
- Craig advised keeping track of the commercial planes coming in and out of the Miles City Airport for record of those types of planes.
- The Airport Board advised Craig to continue with Original Plan A for the next project.

## Pit 57

- Request from FAA to move the boundary lines of Pit 57 out of the approach area of the ultimate runway length for RW 4-22. The adjustment of the boundary of Pit 57 was Okayed by the Airport Board. Craig presented a map of current boundary and what would have to be moved.

- Jeff Landkau asked if Prince Contractors, who have a lease with the Gravel Pit, should be notified. Chairman Doug Phair thought it would not be required but a courtesy to advise them.
- Bob Lunde thought with the MOU with the college the work could be done with the college to get the boundary work completed.

### **Insurance Obligation**

- Chairman Doug Phair requested insurance obligation on Courtesy Cars Insurance be held for next meeting for the report from Keith Holmlund.

### **Airport Authority**

- Chairman Doug Phair reported phone conversation with former Butte Airport Manager who worked under an Airport Authority form of management and reported he felt it was mostly done because the Airport Board found it difficult working with the Political City Council. The support of the City backing the funds if the Airport runs out of funds are taken away but felt there was some section of the Airport Authority stills leaves the City responsible. Chairman Doug felt we weren't in the position that we cannot work with the city and at this time Airport Authority would not be for the Airport.
- Bond Issue-Revenue Bond-is another option but requires a vote of the public.

### **MOU with Miles Community College**

- **Changes requested in the MOU**
  - Clarification in the MOU given the Airport Manager authority to make decision what material can be used and how much used for a project.
  - Wording to clarify trade of gravel material for the amount of work done for Airport Board Projects.
  - Chairman Doug Phair will investigate the requirement of the City to establish a Resolution for the City of Miles City to accept the MOU between the City of Miles City and Airport Board.
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### **COMMITTEE REPORTS**

- **Finance** – No Report
- **Operations** –Heating in the shop has been repair by Pat Lifto and Paul Grutkowski.
- **Development** -No report.

### **MANAGER'S REPORT**

- **Manager Report (copy attached)**
  - Bob Lunde made a motion to accept Claim Voucher of \$29,110.67 with the addition of the gas purchased last week. Paul Grutkowski seconded the motion. Motion carried.
  - Review information regarding CIP amounts required to use CIP funds and explanation of facts regarding where the \$5000 or \$10,000 limits and where the figures are coming from. Philip Emmons will investigate and report at the next meeting.
  - Jeff Langkau reported a theft at the Airport on Feb 6<sup>th</sup>, at 3 AM resulting in \$79.00 taken from petty cash. The thief tried to get entry into the office and the shop unsuccessfully. The sheriff department was called and investigated. A video camera information is being reviewed for identification. Discussion regarding more and better camera's available to see vehicles and license plates coming and going at the airport will be investigated.
  - Scott Donnelly looked at Hangar 8 overhead door and Jeff is waiting on a quote for door repairs.
  - Jeff asked if a plane owner could have a mechanic perform an annual on a plane in one of our hangers. It was felt it Jeff Langkau was satisfied the mechanic has the proper workman compensation insurance it would be okay.

### **ADJOURNMENT**

Doug Phair adjourned the meeting.