

AIRPORT COMMISSIONERS MEETING MINUTES

Monday, March 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, Keith Holmlund, and Dorothy Willems (Secretary). Absent: Mayor John Hollowell
Guest: Dawn Colton and Al Kelm(City), Rick Lang (BLM), Monte Reder, and Rick Huber (City Council).

APPROVAL OF PRIOR MEETING MINUTES

- Pat Lifto made a motion to approve the February 13, 2017 minutes. Bob Lunde seconded the motion. Discussion. Motion carried.

OLD BUSINESS

CORS Lease Agreement

- Chairman Doug Phair presented the agreement between the City of Miles City and the Miles City Airport regarding the placement of the CORS Antenna system at the Miles City Airport explaining the FAA Grant Assurance Obligations regarding FMV leases and requirement of annual escalation clause.
- Dawn Colter express concerns regarding the \$100 per month lease and Al Kelm asked what the lease FMV was based on. It was explained we had another transmit station with comparable lease and reference from Paul Grutkowski with communication leasing experience. Al Kelm felt it would be a benefit to the Airport to have the station.
- Dawn and Al will communicate the agreement to the City of Miles City for approval.

MOU with Miles Community College

- Chairman Doug Phair presented a copy of the revised MOU with corrections to #2 under III Procedures (Miles City Airport will) and also correction to #3 (under MCC will): It's a 2 year contract with no mining and only using material from reject pile.
 - The correction were review with comments concerning all material used by MCC must be okayed by the Board per project. Bob Lunde made a motion to accept the MOU with MCC with revisions. Keith Holmlund seconded the motion. Motion carried. Jeff will check with Dale Marcil regarding the revised MOU.

Flooring Bids (Scott's Glass)

- Determination of the bids or doing the floor will be postponed until a list of Capital Improvement priority can be established.

BLM-Rick Lang

- Chairman Doug Phair explained the failed attempts to see if there may be funding through FAA to get expansion of the Runway at the Miles City Airport to accommodate the large planes for Fire Fighting allowing Miles City to be the BLM Hub.
- Rick felt it may be 10 years in the future for only the larger planes and did explain the smoke jumper and base for the firefighters would still remain in Miles City.
- Discussion regarding Dispatchers and other personal being stationed at the Airport if there was buildings to accommodate the personal. Rick will investigate the cost effectiveness and possibility of moving personal to the Airport if Business Development was available. Rick will furnish the Airport with a Tanker Base Template to work with for possible development.
- Dorothy Willems will get a copy of the BLM Lease to Rick Lang at rlang@blm.gov

Insurance Obligation

- Chairman Doug Phair requested information from Keith Holmlund regarding coverage of Courtesy Car with MIA Insurance. Jeff Langkau had requested a quote of insurance from Wacker Insurance regarding the Courtesy Cars but does not have a response.
- Paul Grutkowski will inquire at the Community Airport Meeting regarding how other airports insure their Courtesy Cars or what procedure they use.
- Jeff Lankau has put together an agreement for users of the cars to sign but must add a line for driver's Insurance Carrier.

Capital Improvement Funding Accounts and Resolutions (Philip Emmons)

- Philip Emmons investigation of Capital Improvement didn't find any requirement to set up a Capital Improvement Account outside of the Airport Accounting Structure. The City has Account 5010 as the Airport Account and the Capital Improvement Account under 4056. Instead of setting up a resolution and Capital Improvement Funds outside of the Airport funds, a separate airport line item saving account under the Airport would be set up and not have the \$5000 spending limit on the account.
- Philip will review the Grant Assurance to investigate any discrepancies in the way the account was set up. Philip will also investigate reversing the resolution and moving the 4056 account to a line item account at the Airport.

Project Report 2018 Airport Funding Discussion

- Chairman Doug Phair advised the 2018 Project would be \$2.5 to \$3 Million and Airport's responsibility would be \$250,000 to \$300,000 and thought a discussion regarding funds availability would be in order. Present loans were reviewed with 3 of the loans to be paid off in the next year.
 - Doug review possible funds but questioned the amount available from Coal Board Funds, MT Aeronautic Funds, and possible Intercap Loans.
 - The board review of items in the project which could be postponed but the board didn't feel the project could be divided.
 - Discussion regarding getting more of a mil levy from the City and County with emphasize on Med Flights essential for Miles City. Keith Holmlund suggested getting on the Commissioners agenda because he could not make decision on his own or a Special Mil Levy to voters.
 - Doug will discuss the situation with Craig (KLJ) and bring the results back to the next meeting. Bob and Doug will get on the City Financial Committee to review the issues.

City and Airport Agreement signed in 1948

- Keith Holmlund requested copy of the 1948 agreement from the city in which the County agreed to help support the Airport. It is believed the agreement is about to expire but he hasn't received anything from the City yet. Right now the County funding is \$30,424.00 while the City Funding is \$15,140 with the City charges to the Airport are \$19,609 annually to do the salaries for 2 full time, one part time employee, and pay the PO's for the Airport. A discussion regarding information from the city requesting a comparison of what other departments have to pay for work being done.

COMMITTEE REPORT

- **Finance** – Estimated Airport balance (\$10632.72) with \$22,000 aviation fuel in the tanks to sell. The Capital Improvement Account has a balance of \$55,055
- **Operations** –No Report outside of Manager Report.
- **Development** -No report.

MANAGER'S REPORT

- **Manager Report (copy attached)**
 - **Claims Vouchers were reviewed.** Pat Lifo made a motion to approved the Claims. Paul Grutkowski 2nd the motion. Motion Carried.
 - Thanks to Doug Phair and Bill Champion the **insulation in Hanger 7** was finished by Matt Ronning .
 - Mike Choate would like to rent a Heated Hanger for his Twin C-421 beginning in May. Jeff was investigating "Go Jacks" to be able to help move planes in and out of hangers (\$250 each) more safely.
 - **Robyn Huber is asking about using a paved area for motorcycle training.** Jeff will asked more questions about it but the board felt it probably wasn't something they would approve at the Airport.
 - Jeff received an estimate to **raise the door on Hanger 8 from Donnelly Overhead Doors and Construction at a cost of \$1350.** Pat Lifo made a motion to accept the bid and get the work done. Paul Grutkowski 2nd the motion. Motion carried.
 - Pat Lifo discussed the **sale of the Jeep** which he felt could bring some money if the right party was interested. Pat will check on value with Deluxe Motors. Jeff has applied for access to the GSA Equipment Sales Site and is waiting on passwords for access. Jeff and Pat are investigating the Used Snow Plow in good shape for sale at Deluxe Motors. Price now is at \$300.

- Jeff has located the company that manufactured the **bearings for doors on hanger 9** and would like to order 6 bearing at \$19.50 each. The board okayed the purchased.
- **Julie Cook contacted Jeff regarding easement at the Airport** to their property next to the Airport. They couldn't be at the meeting but will be getting maps to Jeff. Hold for next meeting.
- Jeff is in need of an **aviation radio for the new flatbed**. Paul Grutkowski will come up with radio for flatbed.
- Jeff would like to consider **using grinding from last project to fill in around apron for more tie down space**. The board approved the work. Rick Huber will check with the City for a Black Top Packer to help with the project.
- Jeff has been recording Aircraft Operation for reference at the Airport.
- **Pit 57 Permit** should be done and ready to submit to FAA.
- **DNRC would like to rent the bathroom and room in Hanger 8** where they have they rent space for their helicopter (Suggested Rent \$75 monthly).

ADJOURNMENT

Doug Phair adjourned the meeting.