**December 30, 2013 Airport Board Minutes.**

Chairman Vicki Hamilton called the Airport Board meeting to order at 2 PM on December 30, 2013 at the Flight Service Building at the Airport. Present were Chairman Vicki Hamilton, Keith Brownfield, Mayor Butch Grenz, Paul Grutkowski, Patrick Lifto, James Brown (KATL), Monte Reder, Craig Canfield (KLJ), Brand Hirsch (Airport Manager) and Dorothy Willems (Secretary). Chairman Vicki Hamilton called the meeting to order.

**Approval** of November 11th, 2013 Minutes. Motion made by Pat Lifto and second by Mayor Butch Grenz. Motion carried.

OLD BUSINESS

**BLM Lease Report**

* Delay in payments ($5000 per month) and lump sum payment expected at the end of the year. Mayor Butch Grenz expressed concern in delay in payments and suggested sending a letter requesting the Budget documentation from BLM regarding the payments in the contract with a remainder of remaining balance we are still expecting. Brand will take care of getting the letter written.

**Gravel Lease Reclaim responsibility and Contract language**

* Jerry Backland requested use of some gravel from the Airport Gravel Pit for road worked needed in the area when replacing the culvert. Permission granted. Most of the gravel used by the county is taken from the gravel pit below the airport but this request is from the pit above.
* Commission asked for advice from Jerry on price relating to gravel when drawing up a new lease for the gravel pit. Jerry will get back with gravel prices but suggested the contract not lock in price of gravel price since the price of gravel fluctuation has varied so much recently.
* Mayor Butch pointed out the gravel from the airport is free to the city and the county. Keith Brownfield pointed out that communication between County, City, and the Airport Manager for requesting gravel should be done before getting the gravel. Jerry Backland pointed out considering local contractors when rewriting the lease would be beneficial.
* Jerry Backland explained DEQ Requirements regarding reclamation of gravel pits which has not been done at the Airport. Mayor Butch Grenz suggested a letter with a time line to Prince Inc. for completing reclamation and making incomplete payments be done before involving an attorney to save cost. Brad is holding a check for $189 because it was considered unsatisfactory payment.

**Leased Hanger Legal Counsel**

* Discussion regarding liability issues with the tenants still in the hanger discussed earlier for termination. Brad reported the planes are still in the hanger. To protect the Airport Board from liability issues from this hanger, a recommendation was made to have Brand write letter to each tenant the lease would be terminated by December 31st and refund any funds that have been collected for the January 2014 rent.
* Keith Brownfield will contact plane owners who are not flying and offer plane storage in his hanger which would leave room in other hangers for the planes in the hanger being terminated.

**Hanger Option & Rules from the Committee**

* Motion was made by Vicki Hamilton to table discussion on the hanger options until the new board members are selected and present. Keith Brownfield second. Motion carried with Pat Lifto voting nay.
* Discussion regarding gas can storage and other items stored within the hanger. Mayor Butch Grenz and Vicki Hamilton will check with City and County Insurance regarding liability of items stored in the hangers. Craig Canfield suggested a hanger inventory once a year to account for items stored.
* A list of perspective renters wanting hanger storage should be posted for fair practices in renting hanger space.

**Update Advisor Board Airport Master and KJL Status Report**

* Discussion of option to replace the BLM Lease funds of $38,000 if BLM Lease is not renewed.
* Craig Canfield (KLJ) reported Matt and Ben will be at the next meeting with results of Business Survey, EAS, Energy Company reaction, and other investigation they have done.
* Pilot Survey was sent to pilots and airports within Custer County and surrounding twin engineering in Yellowstone County.
* Aerial Photo has been completed and work is now being done for the required GIS Data Base.
* Pat Lifto wanted clarification regarding hanger building with 20 year leases when the lease is up. His conversation with Dave Sterling from FAA confirmed that FAA does not restrict building on airport lease property or require giving up the building when lease ends.
* Craig Canfield (KLJ) reported Miles City Chamber of Commerce Web Site has the Aviation Forecast available.
* Discussion continued regarding hanger building, fueling, and other options for the airport. Vicki requested further discussion be tabled until next meeting after Ben and Matt’s report.

**Airport Courtesy Car**

* Keith Brownfield will investigate availability of cars available for the Courtesy Car and report at next meeting.
* Mayor Butch Grenz and Vicki Hamilton will investigate city and county insurance for required documentation needed to drive the courtesy car.
* Discussion followed as to rules of courtesy car but was tabled until information from insurance was available.

**Airport Board Appointment**

* Doug Phair was available to be called for the Airport Board interview. Mayor Butch Grenz made a motion to call Doug for the interview. Pat Lifto second the motion. Motion carried.
* Interview was conducted at the meeting.

**By Law Update**

* A review of the By Law Changes was done with several suggested changes including:
	+ Term of appointment process and terms language.
	+ Interview recommended prospected board members be interviewed by the Airport Board. All application would go to the city and county with recommendation from the Airport Board.
	+ Create an Alternate Board Member should in the case of loss of one member the whole process would not have to be repeated.
	+ Review the lines in the contract regarding salary with recommendation for salary depending on experience and negotiation in benefits.
	+ Put disciplined policies in place. – check the City and County rules.
	+ Review changes at the next meeting.

**Airport Lease Trucks**

* Pat Lifto research in lease contract indicates amount paid in lease can be used for purchase of lease trucks. Brand will research of price of the trucks for purchase lease trucks or update trucks with new lease. Brand will also report on repairs needed on the leased trucks.
* Review of what trucks may be available for sale.

**Election of Airport Board Members**

* Applicants were interview by the board and included: Calvin Carey-Holy Rosary Hospital, Monte Reder- Self Employed Spraying Business, Barry Matthews- Business owner/Dentristry, Phillip Edmons-CPA, Doug Phair-Business Owner/Western Industries.
	+ Full Term selection –Calvin Carey
	+ Partial Term selection- Phillip Emons
	+ Alternate- Doug Phair

**NEW BUSINESS**

**KLJ Craig Canfield CIP Update and Status Report**

* Attached to the minutes are Capital Improvement Plan 2014-2020 and CIP Submittal Request from the Sidney Richland Airport.
* Attached to the minutes letter and information regarding Montana Aeronautics CIP updates request for this year explaining the process.
* Letter of Transmittal / Miles City Airport AIP 014/015 Annual Federal Financial Report signed by Chairman Vicki Hamilton.

**MANAGER’S REPORT**

**Lease Contract Review**

* The Verizon Building, which was given to the airport in lieu of the $18,000, was removed from the airport property without contacting Brand Hirsch. Contractor who removed the building is not being paid and has put a lien on the airport for the cost. Legal Council will be required.

**Claim Reports and Fuel Vouchers**

* Brand presented copies of the Claims Report for approval.
* Brand Hirsch Fuel Vouchers report was unavailable because of snow removal and weather they are behind.
* Mayor Butch Grenz request income/expense statement each month for a more complete record of the income/expenditures from the airport along with a plan to set aside budget money for improvements. Brand indicated it would not be hard to include the figures since they are all available.

**Airport and Weather Conditions**

* Discussion regarding closing the airport or issuing warning during storms, weather conditions, and safety because of the recent storm with snow and strong winds. Snow and ice removal still continues at the airport

**Chairman Vicki Hamilton asked for motion to adjourn the meeting**. Pat Lifto made the motion. Kieth Brownfield second. Motion carried.