**March 10, 2014 Airport Board Minutes.**

Chairman Keith Brownfield called the Airport Board meeting to order at 2 PM on March 10, 2014 at the Flight Service Building at the Airport. Present were Chairman Keith Brownfield, Mayor Butch Grenz, Patrick Lifto, Monte Reder, Bruce Larson, Frank Stoltz, Craig Canfield (KLJ), Brand Hirsch (Airport Manager), Phillip Emmons, Calvin Carey, Mark Anderson, Paul Grutkowski, and Dorothy Willems (Secretary). Vicki Hamilton was absent.

**Approval** of January 20, 2014 regular meeting and January 28, 2014 Emergency Meeting Minutes. Motion made by Mayor Butch Grenz and second by Pau Grutkowski to accept minutes. Motion carried.

**OLD BUSINESS**

.

**Report on FAA Requirements in violation of 14CFR #139.303A**

* Sam Brownfield and Brand Hirsch are working on updating the training manuals. Expecting a 3 day audit beginning March 18th.

**FAA Current standing –MT Dept of Aviation standing**

* Working on what is required to meet their recommendations.

**Report of Review of Operation and Audit Results**

* Chairman Keith Brownfield provided a report in each of the areas and reported on each. The report is attached to the minutes. Some of the items discussed were:
  + Airport Grounds/ Airport Buildings/ Airport Equipment update. Some information unavailable and board discussion and decisions will be needed.
  + Airport General Operation relative to Board Guidelines and Board Direction which included salary approval procedures without Airport Board Approval, budget approval, and review before going to the City Budget. Mayor Butch Grenz recommended the Board make adjustment to salary that was not properly done. Calvin Carey made a motion, after review of last salary raise approval procedure, to bring before the board next month the recommendation to declare the approval of last salary raise an error and return the salary level to the last salary level. Suggestion made for Executive Board Meeting regarding appraisal.
  + Financial Audit status and forecast which showed bills that were behind are now being submitted for payment.
  + The prior fiscal year budget surpluses show around $46,000.
  + The required procedures for audit between the City regarding the Airport Invoices are not being completed.

**NEW BUSINESS**

**MPA- Miles City hanger host annual fly in 1st Saturday in June**

* Miles City Hanger Club requesting permission to have the fly in at the Miles City Airport.
* Suggestion to include Airport Appreciation Day with the event with support of the City.
* Motion was made by Mayor Butch Grenz to favor the Annual Fly In and allocate funds to support the event. Pat second the motion. Motion carried.
* Monte Reder inquired about liability insurance. Paul Grutkowski will investigate Special Event Insurance for the event.
* Paul Grutkowski indicated the Miles City Hanger Club could probably handle the advertising cost.

**MANAGER’S REPORT**

**Review of “Old Business” audit discussion points**

* Chairman Keith Brownfield asked Brand Hirsch to comment on the audit reports items. Brand Hirsch indicated he was working on making sure that the account paper work is kept up. Reports are not being submitted on time but he plans to do so from now on.
* Brand Hirsch reported about $60,000 fuel at the airport at the present time.
* Phillip Emmons requested going forward Invoice Approval Process and Reporting be in place for each month Airport Meeting. Request from Brand Hirsch a report of expenditure for daily report to Phillip Emmons by next meeting. Reminded Brand accountability with no extension.
* Pat Lifto requested list of people waiting for hanger which Brand Hirsch reported he thought 3 people. Calvin Carey requested copy of Hanger Rules and By Laws which are both in the process of review and will submitted at a future meeting for approval.
* Request for Job Description for the Airport Manager at the next meeting.
* Pat Lifto requested copy of all signed current leases for review. Brand Hirsch says he has them.

**Claim Reports and Fuel Vouchers**

* Brand presented copies of the Airport Claims Vouchers for approval (copy attached). Mayor Butch Grenz made a motion to approve. Pat Lifto second. Motion carried. Presented City of Miles City Master card Recap and Total Fuel Gallons sold 2009-2014.
* KLJ (Craig Canfield) requested signature from Chairman Keith Brownfield to get reimbursement funds. This included the following FAA requests for reimbursements.
  + AIP 014 Airport Master Plan Update and Aeronautical Survey (RFR No. 2 dated 1/28/2014)
    - KLJ Invoice No 10009388 $15,106.99
    - KLJ Invoice No. 10009389 $30,042.49
  + AIP 015 Wildlife Hazard Assessment (RFR No. 2 dated 1/28/2014)
    - Advantage Consulting Invoice 794 $10,290.00
    - KLJ Invoice No. 10009387 $3,000.00
  + AIP 015 Wildlife Hazard Assessment (RFR No. 3 dated 3/6/2014)
    - Advantage Consulting Invoice 806 $2,290.00
  + Chairman Brown signed the requests for reimbursement and Craig Canfield will submit them to the FAA. The FAA reimbursement will cover 90% of the above expenses and should be received by the City of Miles City within the next 2-weeks.

**Request was made for the meeting in May to be May 13th so State Aeronautics can attend.**

**Chairman Keith Brownfield asked for motion to adjourn the meeting**. Mayor Butch Grenz made the motion. Pat Lifto second. Motion carried.