**May 11, 2015 Airport Board Minutes - Airport Flight Service Bldg 2 pm.**

The meeting was called to order by Chairman Doug Phair. Present were Patrick Lifto, Paul Grutkowski, Keith Holmlund, Bob Lunde, Chairman Doug Phair, Philip Emmons, Matt Sommerfeld (Airport Manager) and Dorothy Willems (secretary). Guest- Craig Canfield (KLJ). Absent Mayor Butch Grenz.

**Approval of April 13, 2015 Meeting minutes**:

* Paul Grutkowski made a motion to approve April 13, 2015 minutes. Keith Holmlund seconded the motion. Discussion. Vice Chairman Paul Grutkowski called the meeting to order instead of Chairman Paul Grutkowski. Under the Potential Hanger Location the motion should have been a motion to investigate interest in building a hanger on the concrete slab at the airport instead of putting it out for bids. The correction will be made. Motion carried.

**Old Business**

**Budget 2014-2015**

* Paul Grutkowski made a motion to discuss the budget. Keith Holmlund seconded the motion. Discussion
* Pat Lifto requested information regarding enough money in budget for repairs. One example was the Fire Truck repairs estimated at $4500. Accounts 214, 230, 239, 363, and 367 amounting to estimated $23,000.
* Estimated Salaries considering only 2 full time employees and not a part time employee is estimated $120,000 which included benefits.
* Discussion regarding the City charges of $15,368 which the Airport pays while the income from City is $10126 indicating the airport pays the city $5242 over what is received in revenue. Review of City support of the airport requested. Doug Phair will review with the City Finance Committee.
* Keith Holmlund pointed out the present loans from MT Aeronautics and the Equipment Sweeper loans would be paid 2018 and 2016. Suggestion to start Airport Building Saving Account where this money would be set aside for new projects at the Airport.
* Expenses verses Revenue without the project estimated $49,000 and with the Project $29,000.

**04/22 Runway Project Update**

* Runway Project. Chairman Doug Phair advised the Coal Grant would not be determined until June 1st but the FAA Grants are confirmed. The State Aeronautic Grant pays only on the part of the project completed. Runway 1230 pavement and the Apron would be the complete project but each could be completed separately. Royalty on the Gravel for the project was included in the project estimated for gravel that could be used from the airport gravel. Craig Canfield suggested the Apron part of the project be completed in 2015 and the Runway pavement in 2016 with the bidding process to include both projects. Right now the Intercap Loan ($109,000) has been rejected but some of the information provided regarding onetime expenses was incorrect. Corrections have been submitted awaiting a change in the acceptance. Pat Lifto made a motion to continue progress of the Project including having Craig Canfield (KLJ) get bids for the Project. Bob Lunde seconded the motion. Motion carried.
* Craig Canfield (KLJ) reported the Master Plan is done and report completion expected in June or July 2015 with a final payment of $8500 to be invoiced.

**Wildlife Hazard Plan**

* Craig Canfield reported the Wildlife Assessment cost came in at $60,000 and is now at $48,000 with $9000 left to finish the reporting part of the assessment. This is not required since we are no longer part Section 139 but would be required if we applied for Section 139. FAA and KLJ encourage completing the reporting process at a cost to the Airport of $900. The benefits of having the report were pointed out. Doug Phair made a motion to complete the Hazard Plan. Bob Lunde seconded. Motion carried.

**Surplus Web Site to sell equipment**

* Keith Holmlund reported Custer County is signed up on the site and is ready for equipment to be posted for sale. Description of the equipment and pictures are needed to post on the site. Charges are 7% of the sale. Items discussed for sale were the Fuel Tanker Truck and Sweeper. The Airport Board would have the final say on what would go up for sale. Paul Grutkowski will get account set up for the Airport.

**New Business**

**Crown Castle**

* Crown Castle vs Unison tower contracts and what had transpired to this point were review for the benefit of Bob Lunde (new to the board). The decision to accept Crown Castle contract was accepted by the board and sent to the city for review. The city attorney didn’t think the offer was beneficial so the decision is still on hold. Paul Grutkowski made a motion for Chairman Doug Phair to requested time at the City Financial Committee Meeting to discuss the issue. Pat Lifto seconded. Motion carried. Paul offered to also attend the meeting if Doug wanted him to. Crown Castle present lease is in effect until 2018 at $440 per month.

**Committee Reports**

* **Finance Committee**:
  + Secretary Dorothy Willems reported Quick Books Financial Report indicated $20,000 estimated in the red at this time (City Reports for April are unavailable at this time). This figure includes the correct $44,000 fuel cost just purchased last month. Dorothy included estimated salaries for the month of April and all expenses/ income that have been posted or added to the quoted figure to today’s date.
  + Chairman Doug Phair would like to redefine the Finance Committee with Bob Lunde replacing Doug Phair, Mayor Butch Grenz, and Phillip Emmons.
* **Operation Committee**
  + Inspection Report for the Airport has been completed and documented.
  + Phillip 66 is coming next month (June 2015) to inspect the trucks
  + The Fire Truck in need of $4500 repairs was acquired with FAA Grant 2007 and may have a warranty. Craig Canfield (KLJ) will investigate any warranty that may still be in effect.
  + Operations will communicate with the Fire Department not to start the truck until repairs are made to prevent further damage. Normally they would start the equipment every Sunday for inspection. This is the only truck with the foam and powder for fire control.
  + Mowing is being done and Roundup will be applied when there is no wind.
  + Meter replacement for one of the trucks is needed. Pat Lifto will discuss with Breezy from Phillip 66 replacement of meter from the truck with new meter replaced last year.
  + Operation Committee will remain Paul Grutkowski, Doug Phair, and Pat Lifto
* **Business Development** 
  + Assignment of board members Bob Lunde, Doug Phair, and Keith Holmlund focusing on development of revenue at the airport.

**Manager’s Report**

Matt Sommerfeld gave the Manager’s Report including (copy of Managers Report, Fuel Report, KLJ Status Report, and voucher claims attached to the minutes):

* Fuel Report was included in the report with the cost and sale price of fuel and amount of fuel sold separating the Jet A from 100LL.
* Approval of Claim Vouchers as presented. Pat Lifto made a motion to approve claims for payment. Doug Phair seconded the motion. Discussion. Barney Block and Head and Napa Bills related to County Repairs of Airport Equipment were reviewed. Chairman Doug Phair will discuss the exchange agreement with Keith Holmlund. Motion carried.

Pat Lifto made a motion to adjourn the meeting. Bob Lunde seconded the motion. Motion carried.