

## May 12, 2014 Airport Board Minutes.

Chairman Keith Brownfield called the Airport Board meeting to order at 2 PM on May 20, 2014 at the Flight Service Building at the Airport. Present were Chairman Keith Brownfield, Mayor Butch Grenz, Patrick Lifo, Sam Brownfield (Temporary Airport Manager), Mark Anderson, Paul Grutkowski, Vicki Hamilton, Phillip Emmons, Calvin Carey and Dorothy Willems (Secretary).

**Approval** of April 14, 2014 Minutes. Motion made by Vicki Hamilton and second by Mayor Butch Grenz to accept minutes. Motion carried.

### OLD BUSINESS

#### **Executive Session:**

- With the resignation of Brand Hirsch as Airport Manager, Chairman Keith Brownfield and Vice Chairman Vicki Hamilton make phone calls to the Airport Board members until they had enough opinions to put Sam Brownfield in place as Airport Manager to comply with FAA regulation to keep airport open. Other board members were notified via email but no Executive Meeting was done. Discussion on communication and also of the 3 full time employees only Sam Brownfield has required qualification to do Nothams. Discussion for need of second Manager in place which Mark Anderson is working on the qualification.

#### **Capital Resources:**

- Report from KLJ Engineering indicates the Gravel Pit could be a good Capital Resource if sold at Fair Market Value.
  - Discussion followed regarding the FAA Legal Description which Sam Brownfield will furnish at the next meeting for further discussion before decisions are made.
  - Mayor Butch Grenz expressed other problems such as no scale to measure amount of gravel taken from the pit and also the crushed gravel taken from the pit with pit gravel prices.
  - Discussion regarding City Permit allowing the City to get gravel from the pit.
- Farm Land Lease – Discussion on last year's lease situation, Mayor Butch Grenz suggested contacting Miles Community College Rodeo Club (Ed Mayberry) regarding a contract on the Farm Lease Land.
- Discussion regarding Mil Levy of 1.5 from City and County (2 Mil Levy allowed) with possibility of getting the other ½ levy from the City and County. Mayor Butch Grenz indicated the request would have to be made. Another option would be to have another 1 mil levy be put for a vote to the public.
  - Patrick Lifo asked what would happen if the 2015 Runway upgrade would be postponed but Sam Brownfield indicated that with getting FAA Grant money which is now on a priority level, if postpone we may be put at the bottom of the priority list.
- Chairman Keith Brownfield suggested getting interest from Business and Personal Funds to improve the Airport.

#### **FAA Current standing, Nothams and part 139 finding.**

- Letter of Warning -14 Code of Federal Regulation CFR Part 139
  - Violations and Issues have been taken care of
- Letter of Correction – Airport Certification Manual required in the next month.
- Sam Brownfield reviewed the Training and Regulation requirements needed at the airport.

#### **Operations and audit report updates:**

- Fuel and Hanger Rent Revenue Resources were presented to the members.
- Unpaid bills and Uncollected revenue has been discovered and are being resolved.
- Building inspection on the Hanger with the bad roof has passed inspection per City Building Inspector as related by Mayor Butch Grenz.
  - Mayor Butch Grenz suggested getting bids for a new roof on the building and use the revenue from the hanger rent of the building to repay the expense of replacing the roof.
    - Paul Grutkowski indicated Magic Construction expressed an interest and felt we should give them a chance for a bid. Sam Brownfield will take care of posting for the bids.

#### **MPA- Miles City hanger host annual fly in 1<sup>st</sup> Saturday in June:**

- Liability Insurance for the event needed to be investigated. Vicki Hamilton indicated it was up to the event party to provide the insurance. Paul Grutkowski said it will be discussed at the Miles City Hanger Club meeting tomorrow.

### NEW BUSINESS

#### **Montana Department of Transportation request visit with Airport Board and pilots:**

- MDT request present of the Airport Board for their presentation May 13, 2014 2PM at the Flight Service Building. Since the date and time of the meeting was stated in the newspaper for this meeting the public notification requirement has been met.

#### **Airport Manager Vacancy**

- Mayor Butch Grenz made a motion to post the Airport Manager Position with the position to remain open until a suitable applicant can be found. Pat Lifo seconded that motion. Motion carried.

#### **Crown Castle Lease**

- Sam Brownfield presented a letter with the proposed lease which was review by the board. Mayor Butch Grenz made a motion to accept the lease with 5 year renewal with 10% increase at renewal and \$8000 bonus paid at lease signing. Pat Lifo seconded at motion. Discussion followed regarding item #4 with 30 day termination notice. Mayor Butch Grenz requested an addition to the motion to request elimination of item #4 in the lease. Pat made the motion to exclude item #4 from the lease. Vicki Hamilton seconded the motion. Motion carried.

#### **Audit findings Philip Emmons**

- Philip Emmons presented a budget report with questions and discussion to follow. More time will be needed to reconstruct the financial report for the last years standing.

#### **Airport Security System**

- Security Alarm System had locks changed and Security Camera was not working. The issues are being corrected.
  - Discussion on fuel accountability if the system wasn't working but Sam Brownfield indicated they have record to verify the fuel accountability. Sam is in the process of doing a fuel sales reconciliation for the past year and will report in the future.

#### **Employee Scheduling/Call out procedure and Fuel pricing**

- Current Call out fees indicated by Sam Brownfield are any hours outside of 7 am to 5 pm Monday through Friday. Request was for direction from the Board as to what hours Call Out Fees should be. After discussion the board indicated 7 am to 7 pm weekdays and 8 am to 12 noon Saturdays. Sam will come back to the next meeting with scheduling plan to cover the Call Out Fee hours.

#### **Runway Marking and Painting**

- FAA reports of painting and marking are unsatisfactory. Cost of painting the needed runway would be \$7000 and to complete painting all runways would be \$30,000. Suggestion was made to investigate what the cost would be for the Highway Department to do it or purchase the required paint and have the employee's paint it. Sam will investigate the options.

### **MANAGER'S REPORT Sam Brownfield**

#### **Oftedahl Gravel Pit on Airport Boundary**

- Requested permission for Gravel Pit on Boundary of the Airport. Discussion of problem with this situation. More investigation is needed.
- KLJ Engineering submitted items to consider (copy attached to the minutes .

#### **Reports submitted (copies attached to the minutes:**

- Hanger Rent
- Budget
- Fuel Gallons Sold

#### **Claim Reports and Fuel Vouchers**

- Sam presented copies of the Airport Claims Vouchers for approval (copy attached). Mayor Butch Grenz made a motion to approve. Philip Emmons second. Motion carried.
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**Mayor Butch Grenz made a motion to adjourn the meeting. Philp Emmons second the motion. Motion Carried.**

May ?

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**Connie Watts**

**From:** Keith Brownfield <KBrownfield@victorymt.com>  
**Sent:** Wednesday, April 30, 2014 4:33 PM  
**To:** Butch Grenz; 'v.hamilton@co.custer.mt.us'; 'cedarhills@midrivers.com';  
'emmonscpa@yahoo.com'; 'ccarey@earthlink.net'; 'paul@east-mont.com';  
'liftopjl@yahoo.com'; Dorothy Willems  
**Subject:** APC Board --- Temporary AP Manager

**SCANNED**

APC Board Members,

Thank you for your recent e-mail responses. The opinions or suggestions that were made and your interest in future discussion is greatly appreciated.

As suggested by some responses, the process to fill the Miles City airport manager's open employment position will require immediate action but will require additional administrative processing time.

Therefore, as per your guidance, to best insure our successful return to full FAA compliance and continued airport safe operations, Sam Brownfield (former A/P manager) has been employed (emergency hire administrative basis) to manage the current airport personnel, FAA requirements and current airport operations.

Today, we spoke with the current Miles City airport employees and the former Airport manager to insure that the airport operations and continued safety efforts would continue. We also introduced them to the temporary appointment of Sam Brownfield "as airport manager" and informed them of the intended APC Board efforts to further address this issue.

Thank you. Keith

## Connie Watts

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**From:** Calvin Carey <ccarey@earthlink.net>  
**Sent:** Wednesday, April 30, 2014 4:55 AM  
**To:** Keith Brownfield  
**Cc:** mayor@milescity-mt.org; v.hamilton@co.custer.mt.us; cedarhills@midrivers.com; emmonscpa@yahoo.com; paul@east-mont.com; liftopjl@yahoo.com; willems@midrivers.com  
**Subject:** Re: FW: Airport APC Board member request

Good morning,

I apologize if I have missed the discussion on this topic. If the discussion has already happened, I would have to refrain from offering an opinion. If the discussion has not happened, something as complex as this might be best done in person.

Respectfully,  
Calvin

-----Original Message-----

From: Keith Brownfield  
Sent: Apr 29, 2014 4:13 PM  
To: "[ccarey@earthlink.net](mailto:ccarey@earthlink.net)"  
Subject: FW: Airport APC Board member request

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**From:** Keith Brownfield  
**Sent:** Tuesday, April 29, 2014 4:10 PM  
**To:** Butch Grenz ([mayor@milescity-mt.org](mailto:mayor@milescity-mt.org)); 'v.hamilton@co.custer.mt.us'; 'cedarhills@midrivers.com'; 'emmonscpa@yahoo.com'; 'ccary@earthlink.net'; 'paul@east-mont.com'; 'liftopjl@yahoo.com'; Dorothy Willems ([willems@midrivers.com](mailto:willems@midrivers.com))  
**Subject:** Airport APC Board member request

APC Board Members,

The previous e-mail that Dorothy forwarded to you on April 23, 2014 --- provided resignation notice of our current Miles City airport manager --- to be done working --- effective April 30, 2014.

It is requested that each Board member please offer an opinion as to which would be the "best" process to consider with while going forward.

In your opinion, would it be best that the APC board now pursue a Fixed Base Operator (FBO) solution or, in your opinion, would it be best that the APC board continue to pursue the current manager/employee system?

Your thoughts and your opinion are necessary and will be appreciated. Thank you for your assistance. Keith

## Connie Watts

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**From:** Patrick <liftopjl@yahoo.com>  
**Sent:** Tuesday, April 29, 2014 8:31 PM  
**To:** Keith Brownfield  
**Cc:** Dorothy Willems; Paul Grutkowski; Vicki Hamilton; Calvin Carey; Curt Hughes; Butch Grenz  
**Subject:** Re: Airport APC Board member request

Keith: It's my opinion that we should discuss this matter in a meeting, so everyone can get all opinions . Should be done soon. Thanks Pat Lifto

Sent from my iPad

On Apr 29, 2014, at 5:10 PM, Keith Brownfield <[KBrownfield@VictoryMT.com](mailto:KBrownfield@VictoryMT.com)> wrote:

APC Board Members,

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