

## August 11, 2014 Meeting Airport Board Minutes Flight Service Bldg 2 pm.

Chairman Keith Brownfield called the Airport Board meeting to order. Present were Chairman Keith Brownfield, Vice Chairman Vicki Hamilton, Mayor Butch Grenz, Patrick Lifo, Philip Emmons, Paul Grutkowski, Doug Phair and Sam Brownfield (Airport Director). Guest- Frank Stoltz.

Approval of minutes:

- July 14 Minutes- Vicki Hamilton made a motion to approve with change in spelling of Mert to Merit. Paul Grutkowski seconded the motion. Motion carried.
- July 18 Minutes- Vicki Hamilton made a motion to approve the minutes. Paul Grutkowski seconded the motion. Motion carried.
- July 22<sup>nd</sup> Minutes – Philip Emmons made a motion to approve. Pat Lifo seconded the motion. Motioned carried.

### Old Business

**Hanger Lease Contracts** Items reviewed and comments made regarding present leases.

- Of the 21 hanger leases sent out for renewal only 5 leases have been returned. Discussion regarding leases not signed and returned:
  - Lease increase in new agreement (increase voted in 2 years ago with no increases in the last 10 years). Discussion regarding Miles City Airport Lease fees compared to other airports our size. Some member felt the lease fees were too low to be economically viable for the airport. Discussion regarding Penalty Fee if the lease is not returned on time.
  - Mayor Butch Grenz pointed out the lease does not reflect the maintenance needed to the hanger area and suggested a separate lease fee for the hanger area maintenance.
  - Reviewing the fees to standardize according to what's available in each hanger.
    - Heated hanger
    - Separate Doors or Electric Doors.
  - Review hangers for maintenance and repairs needed to comply with the leases.
  - Paul indicated in his discussion with pilots they felt that the hanger rules did not match the lease agreement they were asked to sign. Review of the hanger rules found this to be true and suggestion was made to review the hanger rules and the lease to insure there wasn't discrepancies.
  - Questions regarding lease being in the LLC owner name.
  - Discussion regarding owners with more than one plane being able to put different planes in the lease spot. Due to insurance issues the lease would indicate the tail # on the plane for the lease spot. Insurance questions- Doug Phair suggestion a conference call with the insurance company to get some of the insurance questioned raised answered (Airport Insurance vs Lessee Insurance). The question was raised if all lesse had to proof certificate of insurance to park planes in hangers. Sam indicated about ½ of the lease had certificate of insurance on file.
  - Developing the Airport by building hangers on available land.
  - Chairman Keith Brownfield will set up a committee to review the Hanger Rules verses the leases.
  - Mayor Butch Grenz suggestion a portion of the Airport Budget be set aside for Capital Improvement for items of repairs and improvements.

**Tower Lease – Crown Castle and Unison**

- Sam Brownfield gave a recommendation of Unison after discussing the difference in contracts with each company. Unison contract offer would include all companies space on the tower with revenue from each where Crown Castle deal with A T&T revenue. Unison offered lump sum up front for the contract.
- Doug Phair requested a review of the contract by Jeanette Jones before accepting the contract. Mayor Butch Grenz made a motion to accept the Airport Directors (Sam Brownfield) recommendation of Unison contract after the contract is review by Jeanette Jones. Vicki Hamilton seconded the motion. Motion carried.

**Airport Manager Vacancy – Committee** –Doug Phair, Mayor Butch Grenz, Philip Emmons, and Mark

- Doug Phair reported on 10 applicants reviewed which because of the age of the applications some had already accepted other jobs. Of the 5 called 2 were presented for consideration. Applicant from Alaska (which would have a cost of estimated \$1000. for a personal interview) and an applicant from Colorado with less management skills. Also one applicant lacking Manager experience but would probably be a qualifying applicant for a fueler. Mayor Butch Grenz made a motion to offer the fueling position to him and if he doesn't accept to post the job. Sam Brownfield will look into a Job Description for a Fueler. Pat seconded the motion. Motion carried.

## New Business

### **Revenue and Cash flow vs equity discussion –Budget**

- Option for building hangers. City Hanger verses Private Hangers.
- Getting money to build the hanger and possibility of Grant money for building hangers. Pat Lifo indicated there is rules when applying for grant money to build hangers.
- Discussion regarding the type of hangers to build.
- Chairman Keith Brownfield will assign a committee to review building hangers and report back to the board.

### **Airport By-Laws – New Revisions**

- Chairman Keith Brownfield suggested a review of Airport Board Selection and a Code of conduct for Airport Board. Vicki Hamilton indicated there already exists a code of conduct for Airport Commission.
- Paul Grutkowski suggested we consider looking at the change we made to the name Airport Board since many documents indicate Airport Commission.
- Doug Phair requested a possible "Mission Statement" indicating what direction the Airport Board wanted to go and set goals.
- The By Laws gives the names of the Airport Board and terms ending which was disputed (names should not be in the By Laws). A suggestion was made for the Secretary to keep the list of board member with the end of the terms dates as a documented record instead of in the By Laws. Dorothy Willems agreed to create the list for the secretary records.

### **Airport Hangar Rules –Management enforcement authority**

#### **Legal Review – Hanger Contracts – process for non-compliance,**

- Review all Contracts not signed for Hanger Rule discrepancy.
- Mayor Butch Grenz, Jeanette Jones, and Dr Booke's attorney meet to review Dr Brooke contract for clarity and discussion on an agreement for a new contract. Mayor Butch Grenz will come back to the board with a recommendation.

#### **Airport Director appointment – Compensation level—Comp time.**

- After discussion Mayor Butch Grenz made a motion to pay Temporary Director of the Airport \$25.00 per hour regular pay and investigate the legality of extending comp time for the Temporary Director. Vicki Hamilton seconded the motion. Motion carried.

## Manager's Report

### **Update on FAA regulatory and (new fueler training) training and general airport status.**

- 2 fueler's are almost trained for temporary fuelers.
- Claims report and Fuel use reports distributed. Claims report indicated Regan Plumbing for \$1645.97 for repairs on the water system that went out. City Service Valcon \$1850.00 is leasing of the trucks. Advantage Consulting for \$5000.00 is the Engineer Firm working on our Wildlife Management reimbursed with grant money. KLJ for \$16,250.00 is the engineering firm working on our Master Plan reimbursed with grant money. City Service Valcon for \$57,427.95 is purchase of fuel for resale. Mayor Butch Grenz made a motion to accept the claims for payment as presented. Vicki Hamilton seconded. Motion carried.
- BLM Lease and past due payment of \$5000.00 as noted in the January 2014 minutes will be investigated and status reported at the next meeting.

Chairman Keith Brownfield adjourned the meeting.