

January 20, 2014 Airport Board Minutes.

Chairman Vicki Hamilton called the Airport Board meeting to order at 2 PM on January 20, 2014 at the Flight Service Building at the Airport. Present were Chairman Vicki Hamilton, Keith Brownfield, Mayor Butch Grenz, Patrick Lifo, James Brown (KATL), Monte Reder, Ben Mello & Matt Nesbit (KLJ), Brand Hirsch (Airport Manager), Phillip Emmons, Calvin Carey, and Dorothy Willems (Secretary).

Approval of December 30, 2013 Minutes. Correction noted and made spelling of corrected to Mayor and correction of initials of KLJ. Noted nea vote made by Pat Lifo. Motion made by Pat Lifo and second by Mayor Butch Grenz to accept minutes with corrections. Motion carried.

OLD BUSINESS

Introduction of new board members

- Calvin Carey
- Phillip Emmons

Master Plan Scheduling Report from Ben Mello and Matt Nesbit (KLJ)

- Attached to the minutes are the slides of the report.
- Noted FAA Rules sometime require roads to be moved if changes made to runways. Miles City has county road which could come under this rule if runway were lengthen
- Public Meeting will be schedule for presentation of the concept of the Master Plan
- Keith Brownfield requested information about EAS 135 requirement if airport had Flight School. Ben Mello (KLJ) will do some checking.
- Charter Provider in the opinion of KLJ seems most beneficial. Discussion regarding FBO and airport management. KLJ suggested Chamber Web Site could provide FBO information for person wanting flights could join with others to cut cost of the FBO flights.
- Small Community Air Service Grant was discussed. Ben Mello will get information to Vicki regarding requirements and date the Grant Application must be submitted. Keith Brownfield requested information regarding the Grant with Flight School which KLJ will investigate.
- Private vs Public Hanger Development was discussed and information passed out for review.
- Pilot Survey was discussed. Copy of survey results attached to the minutes.

Hanger Option & Rules from the Committee

- Table for February meeting regarding gas can storage and other items stored within the hanger Mayor Butch Grenz and Vicki Hamilton checking 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.

Airport Courtesy Car

- Table for February meeting - Keith Brownfield will investigate availability of cars available for the Courtesy Car and report at next meeting.
- Tabled for February meeting - Mayor Butch Grenz and Vicki Hamilton will investigate city and county insurance for required documentation needed to drive the courtesy car.
- Pat Lifo reported he was wrong about pilots needing a car license.

By Law Update

- Tabled for February meeting - A review of the By Law Changes

NEW BUSINESS

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Election of Officers

- Nomination for Chairman
 - Vicki Hamilton
 - Keith Brownfield
 - Keith Brownfield elected.
- Nomination for Co Chairman
 - Vicki Hamilton
 - Vicki Hamilton elected.

Motion to accept election by Pat Lifo and second by Mayor Butch Grenz. Motion carried.

MANAGER'S REPORT

BLM Lease Report

- Still waiting for payment (\$5000 per month) lump sum payment expected at the end of the year. Mayor Butch Grenz expressed concern in delay in payments. Mayor Butch Grenz requested information of documentation. Brand reported he has the signed contract via email and will get copies to the Board. Brand has been assured by phone the payment are coming but take time.
- Keith Brownfield suggested considering a Maintenance Facility with the building now being leased by BLM for discussion. BLM Lease brings in \$38,000 per year and during fire season can take over Airport with use of building.

Gravel Lease Reclaim responsibility and Contract language

- Jerry Backland provided the price comparison for gravel prices in the vicinity.
- Brand reported Prince Inc will have partial reclamation finished by May or June. Prince Inc claims they have made all payment in full for gravel taken. Brand will be checking his records to verify.
- Mayor Butch Grenz discussion with Mike Rinaldi, State Contract Sanitarian, stated he would like to see contract with Prince Inc regarding the reclamation.

Lease Contract Review

- The Verizon Building has been removed and a new building is being built in the same location for FAA Communication (ADBS System). FAA Communication doesn't pay lease so no income. The \$18,000 indicated to pay for us to keep the building will have to be abandoned.
- Mayor Butch Grenz mentioned location for tower in Miles City is being sought and wondered if tower could be placed at the airport but KLJ states if the tower is over 20 ft FAA gets involved with regulations.

Claim Reports and Fuel Vouchers

- Brand presented copies of the Claims Report for approval (copy attached).
- Brand Hirsch Fuel Vouchers report was presented (copy attached).
- Mayor Butch Grenz request income/expense information to determine expenses vs income. Advised something should be set up in the budget for the \$ needed in coming years for the Master Plan. Calvin Carey volunteer to help Brand get the accounting records in order. Keith Brownfield son's, who has been airport manager, would help with the organized with the experience he has about keeping the airport records. Chairman Vicki Hamilton, Calvin Carey, and Keith sons will get together to discuss the organization.
- Brand reported February rent for hanger bills have been sent and the electric billing for January will be sent out.
- Request copies of all leases be copied and presented to the Airport Board. Brand will provide copies of leases.

Hanger Lease

- Discussion regarding plane purchaser getting hanger preference over the plane owner on the list to get into the hanger. Hanger rules will be reviewed to address the issue of plane owner on list waiting for hanger.
- All planes have been moved out of the unsafe building into hanger space available. Brand will get a list of plane owners on the waiting list for hangers.

Airport Lease Trucks

- Brand suggests update lease on 2 leased truck (1996 & 1992) since the lease in all payment toward purchase of the truck. Truck available for spare is the Jet A Truck and 2 truck (100 & 400 load lead) could be for sale but Keith indicated the cost to repair the trucks would be about \$2000 and thought may be a benefit to repair and keep the trucks.

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