

September 8, 2014 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, Craig Canfield (KLJ), and Dorothy Willems (secretary). Guest- Frank Stoltz, Chris Lund, Bud Pederson, and Jerry Backlund.

Approval of minutes:

- Mayor Butch Grenz made a motion to approve the minutes from August 27th Emergency Meeting. Vicki Hamilton 2nd approval. Discussion per Paul Grutkowski Airport Operations should have included Doug Phair on the committee. Mayor Butch Grenz made a motion to amend his motion to include the addition of Doug Phair to the Airport Operation Committee. Vicki seconded the motion. Motion carried.

Old Business

Committee Reports .

- **Hanger Operations** – Pat Lifo and Paul Grutkowski
 - Hangar Rules have been worked up and passed out a copy to each member for review. After consideration and review bring comments and suggestion back to next meeting. A copy of Environmental Hazard was also passed out for review. Pat Lifo indicated the Lease Agreements when written should agree with the Hanger Rules. Airport Operation will take that into consideration when writing new leases along with a report of condition of hangers and bring information back to the next meeting. Paul Grutkowski indicated communication with the leases as to problems in their hangers may help with determining conditions.
 - Minimum Standards for Aerial Application with airport diagram of Airport Spill Containment. Discussion regarding requirement for Spill Containment at the Airport and suggestion for a solution at Miles City Airport. Investigation will be needed to determine cost of making correction with tank and drain field. Permits must be in place for this.
- **Finance** – Philip Emmons, Doug Phair, and Mayor Butch Grenz
 - The committee has not met but will report at the next meeting.
- **Airport Operation** - Pat Lifo, Doug Phair, and Paul Grutkowski
 - Clean up is being done at the Airport. Doug Phair indicated he has been at the Airport nearly every day to keep operation as best he could.
- **Business Development** –Chairman Keith Brownfield and Vicki Hamilton
 - Hold for new business "Airport Authority"

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

- Doug Phair reported two interviews: One application from Alaska was interviewed but determined he could not start until April 2015. The other applicant has changed his mind regarding the application. One of the applicants was hired as fueler to start on Monday. The procedure following City Hiring Rules was followed per Mayor Butch Grenz.
- Vicki Hamilton asked who could use to do Nothams. Life Lite flight couldn't come in due to no runway lights during power outage and another plane was circling not knowing the situation on the ground. Keith review the travel time by air verses travel by ground. Since we don't have Life Lite out of Miles City ground could be as efficient. A call can be made to Salt Lake regarding our situations but Vicki Hamilton indicated unless we have a person designated to do that it probably wouldn't get done.
- Discussion regarding best ways to re-advertise included Billing Gazette, Great Falls Tribune, Job Service, Montana Job Service and DOT. Doug Phair suggested Web Site Job applications work well, but the cost could be between \$500 to \$1000. Mayor Butch Grenz made a motion to approve \$500 for Billy to research options for Web Site Job Application. Keith Brownfield suggested the \$ amount could be up to \$1000. Mayor Butch Grenz amended his motion to change the \$ amount from \$500 to \$1000 to use to locate Airport Manager positions. Doug Phair second the motion. Motion carried.

- Philip Emmons requested information and guidelines regarding option the committee may have regarding a request for bonus if fuel sale of the new manager were increased. Mayor Butch Grenz suggested the committee set a limit of fuel sales and anything after that some kind of incentive.

New Business

PAPI/VASI 04/22

- Questions regarding whether the lighting on the runway are working. Craig Canfield reported his last check with an electrician all the lights were working. Doug Phair reported that some of the lights are not working. Craig will check the lights after the meeting and show Paul Grutkowski how to do the checking on a weekly basis.

Airport Electrical Generator

- Discussion regarding option for a generator for power failure emergencies for Airport Lights or the entire Airport. Bud Pederson reported Homeland Security has Grants available for Generator which he thought the Airport could qualify for. His knowledge of the electrical requirements at the airport made him think it may be about \$10,000 to install a generator Bud already had. Mayor Butch Grenz indicated the city has hired a full time grant writer which the Airport could use. Paul Grutkowski made a motion to have Airport Operation along with Bud Pederson investigate generator installation and type of fuel. The generator available is diesel but converting to Natural Gas would be preferred. Vicki Hamilton 2nd the motion. Motion carried.

Business Development /Airport Authority – Keith Brownfield and Vicki Hamilton

- Keith Brownfield passed out Airport Authority Configuration verses Current Airport Configuration and reviewed what was in the report. Discussion to follow:
 - Jerry Backlund reported problems if the City and County could not use the gravel from the pit. Mayor Butch Grenz indicated use of the gravel should only be for city, county, or government projects.
 - Vicki Hamilton and Mayor Butch Grenz expressed concern with the time it would take for only one city and one county represented with the Airport Authority. Mayor Butch Grenz indicated with the committee's we have in place now he was very pleased with the progress made in the last couple of meeting.

Paul Grutkowski reported Montana Pilot Association is setting up a day and time to bring equipment to clean up the Airport.

Manager's Report

None

Chairman Keith Brownfield adjourned the meeting.