

April 14, 2014 Airport Board Minutes.

Chairman Keith Brownfield called the Airport Board meeting to order at 2 PM on April 14, 2014 at the Flight Service Building at the Airport. Present were Chairman Keith Brownfield, Mayor Butch Grenz, Patrick Lifo, Craig Canfield (KLJ), Brand Hirsch (Airport Manager), Kevin Grapper (BLM), JB Wheatcoff, Mark Anderson, Paul Grutkowski, Vicki Hamilton and Dorothy Willems (Secretary). Phillip Emmons and Calvin Carey were absent.

Approval of March 10, 2014 Minutes. Motion made by Mayor Butch Grenz and second by Vicki Hamilton to accept minutes. Motion carried.

OLD BUSINESS

Report on Gravel Pit Lease information and update:

- Mayor Butch Grenz reported conversation with Mike Rinaldi, who is EQ Certified, indicating request be made for Prince Inc to do a particle reclamation cleanup at the Gravel Pit.
- Issues regarding crush gravel being removed from the gravel pit for the price of pit gravel. If new contract is issued this matter should be address.
- Discussion and questions regarding the issue of selling gravel out of the pit without a scale.

KLJ Update by Craig Canfield (Report attached to the minutes)

- Wildlife Hazard Assessment-
 - This is being done as part of the 139.303A
 - Small animals, geese, and birds mentioned in the report.
 - Assessment continues through December 2014.
- Aeronautical Survey Update was reviewed (see KLJ Updates)
- Master Plan Update
 - Completed Chapter 4 which is the mayor needs at the airport.
 - Next step is to determine how we would accomplish the needs identified.
 - After requests from Pat and Keith, Craig reviewed the possible time table for completion and the funding available.
 - Craig explained the Protection Zone on Runways and how requirements could be met along with how the funding could work. Discussion regarding how the Protection Zone could be accomplished for a Miles City Runway was explained which included the possible reroute of the Sheffield Road. Vicki Hamilton indicated it would be advisable to contact Custer County Road Department since they are planning on doing major upgrades to that road this summer.
- Non Primary Entitlement Transfer from Miles City to Terry and Ekalaka:
 - Transfer of \$19589 of expiring NPEs to Terry Airport and \$50,000 to Ekalaka Airport.
 - Craig explained how the Non Primary Entitlements worked regarding funding after a request from Mayor Butch Grenz wondering why we would want to do this. Non Primary Entitlement funding is lost if not used or transferred to another airport for use. Mayor Butch Grenz made a motion to do the transfer of EPE funds to Terry and Ekalaka Airports. Pat Lifo seconded the motion. Motion carried.
 - Agreements must be signed for the transferred to be made. See attached KLJ Update for details.

Airport Courtesy Car Update

- Purchasing a car is in the works report by Keith.
- Procedures will have to be put together on how the Courtesy Car will be handled.

Report of Review of Operation and Audit Updates:

- Notam Training must be done this month and with the board permission Sam Brownfield stated he could do the training this coming week.
- Training Manuals and Training Procedures must be written and implemented.
- FAA requests a Wildlife Manager Coordinator be assigned.
- Pappy lighting is not adequate and must be repair. An electrician can be contracted to do the repairs and Craig advised a contractor that goes through Miles City to ND that may be able to give an estimate and advise. Sam explained the Pappy Lighting helps pilots when coming in to short or long on the runway during landing. Craig indicated funds could be available for repairs if rolled into another project at the airport.
- Paint update on the runways must have a plan of action by September 14, 2014.
- Operation & Audit Reports are returning to normal.

MPA- Miles City hanger host annual fly in 1st Saturday in June:

- Liability Insurance for the event needs to be investigated and reported to the Miles City Hanger Club by their next meeting.

NEW BUSINESS

Executive Session will be held immediately following the Managers Report.

Capital sources for airport development:

- Keith suggested investigating donations from Business Entities within Miles City and surrounding areas for help with the funding required from the community for the Airport Projects.

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

- Regular Airport Board Meeting held on May 12th and the presentation from Montana Department of Transportation May 13th.

MANAGER'S REPORT

Review of "Old Business" by Brand Hirsch

- Truck needs to go to Billings for repairs
- Notham Training this week.
- Revenue potential for the airport reports fuel sales are down. Discussion and review of fuel sales in the past.
- Finance and expenditures reports there are a lot of repairs needed.
- Pat Lifo asked about investigating in a new roof for the hanger that was condemned. Mayor Butch Grenz will request a building inspection to insure the building passes inspection before investing in a new roof.
- Call Out Fees outside of airport hours was discussed. Discussion in regards to the need for a standard procedure regarding the fees. Also discussion regarding fluctuating hours among employee to allow more hours for pilots without Call Out Fees at the Airport in order to accomplish user friendly airport. Review of Airport Board Policy was requested to determine policies now in place. Questions on whether airport personnel should be available Saturday's.
- Comments from Keith advising pilot expects Call Out Fees if requesting airport service after hours.
- Pat indicated the Rocky Mountain Pilots offer Summer Airport Manager provided with available Grants and wondered if Miles City Airport would be interested in something like that.
- Call Out Fee will be reviewed on next month agenda.

Claim Reports and Fuel Vouchers

- Brand presented copies of the Airport Claims Vouchers for approval (copy attached). Mayor Butch Grenz made a motion to approve. Vicki Hamilton second. Motion carried. Also presented City of Miles City Master card Recap and Total Fuel Gallons sold 2009-2014.

Vicki Hamilton made a motion to begin the Executive Session. Mayor Butch Grenz second the motion. Motion Carried.

AIRPORT BOARD MEETING AGENDA
April 14, 2014 Flight Service Building 2 PM

APPROVAL OF PRIOR MEETING MINUTES

OLD BUSINESS

- Gravel pit lease information and update
- KLJ Update
- Airport courtesy car update
- FAA current standing, Notams and part 139 findings
- Operations and audit report updates
- MPA – Miles City hangar host annual fly-in, 1st Saturday in June, planning schedule and contributors.

NEW BUSINESS

- Executive Session
- Capital sources for airport development
- Montana Department of Transportation visit

MANAGER'S REPORT

- Review of "Old Business"
- Update on FAA regulatory and training standing and airport condition
- Update on current airport financial and operating status
- Forecast for revenue and potential airport enhancements
- Request for approval of financial calls or expenditures

ADJOURNMENT

Public comment on any public matter that is not on the agenda of this meeting can be presented under "Request of Citizens" provided it is within the jurisdiction of the Committee to address. Public comment will be entered into the minutes of this meeting. The Committee cannot take any action on a matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings.

AIRPORT PROJECT STATUS MEMO

Client Name: Miles City Airport Commission

Client Contact Person / Address:

Keith Brownfield, MCAC Chairman
Brand Hirsch, Airport Manager
PO Box 910
Miles City, MT 59301

KBrownfield@victorymt.com
mcairport@midrivers.com

Project Number: AIP 3-30-0055-014-2013 AIP 3-30-0055-015-2013
KLJ Project No. 2513100

Date: April 2, 2014

Work in Progress:

AIP 3-30-0055-015-2013 (Wildlife Hazard Assessment)

The wildlife biologist, Advantage Consulting, continues to conduct monthly wildlife observations. These observations will occur through December of 2014. A preliminary report has been submitted. The preliminary report is a very brief, non-conclusive summary of the findings and observations to date.

AIP 3-30-0055-014-2013 (Aeronautical Survey for RW 12-30 Approach Development)

KLJ's subconsultant, Fugro-Earthdata, is completing the GIS feature development from the aerial photography and is deliver this data to KLJ. KLJ will edit the attribute data and complete a quality control review. The estimated final project data delivery to the FAA is April 30, 2014.

AIP 3-30-0055-014-2013 (ALP/Master Plan Update)

The Facility Requirements chapter was submitted to the Technical Advisory Committee (TAC) for review on March 21, 2014. KLJ held a telecom with the TAC on April 2, 2014 to discuss TAC comments on the Facility Requirements chapter; KLJ will then submit the Facility Chapter to the Airport Board for approval. We will also send to the FAA for their files. KLJ has started work of the alternatives chapter.



Miscellaneous:

A Non-Primary Entitlement Transfer Agreement has been prepared (see attached) to transfer \$19,589 of expiring NPEs to the Terry Airport. It is noted that Terry transferred \$88,643 of their NPEs to Miles City in 2010 for the fuel system project. Terry is completing a pavement maintenance project this year and is in need to NPEs to compete their pavement maintenance project.

Items Requiring Action by Sponsor:

Request for Reimbursement No. 4 for the Wildlife Hazard Assessment has been prepared and submitted to the Airport for review and approval. After approval it should be forwarded to the City for payment.

The NPE transfer to Terry needs to be reviewed. If approved it should be signed and forwarded to the FAA.

Reported By:



Craig C. Canfield, P.E.
Project Manager
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cc: Diane Stilson, P.E. Helena ADO
Dave Noble, Helena ADO
Jason Garwood, Helena ADO
Ben Mello, KLJ
Aaron Norby, KLJ
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U.S. Department
of Transportation
Federal Aviation
Administration

AGREEMENT FOR TRANSFER OF ENTITLEMENTS

In accordance with section 47117(c)(2) of Title 49 U.S.C. (hereinafter called the "Act).

City of Miles City (Miles City Airport MLS)

(Name of Transferor Sponsor)

Hereby waives receipt of the following amount of funds apportioned to it for each fiscal year specified under section 47114(c) or 47114(d)(3)(A) of the Act.

	<u>Amount</u>	<u>Fiscal Year</u>
	\$ 19,589.00	2011
	\$	
	\$	
TOTAL	\$ <u>19,589.00</u>	

On the condition that the Federal Aviation Administration makes the waived amount available to:

Prairie County Airport Authority (Terry Airport 8U6)

(Name of Transferee Sponsor)

for eligible projects under section 47104(a) Act. This waiver shall expire on earlier of September 30, 2014 *(date)* or when the availability of apportioned funds would lapse under section 47117(b) of the Act.

**FOR THE UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION**

FOR City of Miles City

(Signature)

(Typed Name)

(Title)

(Date)

(Signature)

Chris Grenz
(Typed Name)

Mayor
(Title)

(Date)

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____ acting as Attorney for the Sponsor do hereby certify:

That I have examined the foregoing Agreement and find that the Sponsor has been duly authorized to make such transfer and that the execution thereof is in all respects due and proper and in accordance with the laws of the State of Montana and the Act

Dated at _____ this _____ day of _____, 2014.

By _____
(Signature of Sponsor's Attorney)