

## Miles City Airport Commission minutes – January 14, 2013

Members present: Brand Hirsch, airport manager; Linda Corbett; Vicki Hamilton; Keith Brownfield and Dorothy Meidinger, secretary. Craig Canfield from KLJ was also in attendance.

Linda Corbett called the meeting to order. Motion was made by Vicki, seconded by Butch to approve the minutes of the December 10, 2012 meeting; motion carried.

Linda, Brand and Craig attended the December 20, 2012 FAA pre-project scoping meeting. FAA was supportive of doing a Master Plan Update to address needs at Miles City. We are required to do a wildlife hazard assessment because we are a Part 139A airport.

Craig handed out an airport project status memo and Capital Improvement Plan to those in attendance. The Plans for FY 2014-2018 are due to the FAA on February 1, 2013. The FAA secures funding, not only for the Miles City Airport but also State and National. The CIP is a planning tool that both the FAA and the State use to secure funding. Plans change from year to year; this year's plan is very similar to last year's. A master plan was last updated in 2006; this is an update to that plan. Several things have been implemented from the 2006 plan, the economy appears to be changing in Montana and it is important to look at aviation forecasts and what your requirements would be; short term 5 years and long term 20 years.

The aeronautical survey will be completed with the idea of implementing non-precision instrument approaches for RW 12-30. The instrument approach will be similar to the approach on RW 4-22.

We would hire a wildlife biologist to review the environment around the airport and establish a baseline data. Over a 12 month period they would visit the airport once or twice a month evaluate potential wildlife hazards and make an assessment. Depending on the study, a wildlife hazard management plan will be prepared.

The FY 2013 plan includes the rehab of 4-22; it needs to be determined if the rehab will be reconstruction or overlay. Also included is the reconfiguration of the intersection where the taxiway and two runways meet, FAA had determined this type of intersection is not the most desirable; they refer to this as a "hotspot." They prefer three decisions, left, right or straight ahead. Reviewed planned airport improvements plat showing intersection.

The Environmental assessment for the improvements will be done in FY2014. FY 2015 will be the rehab of RW 4-22, reconfiguration of TW/RW intersection and reconstruction of the northwest apron. The FAA is already working towards programming the funding for the project. A lower priority is expanding and strengthening DG II parking. This would provide a heavy aircraft fueling and parking area. There are no projects for FY2016. FY2017-2018 planning will include an extension to RW 4 and construction of a parallel taxiway. The planning that is done over the next year will define what is going to happen beyond the rehab of 4-22.

Craig stated again that the FAA would like the plan by February 1, 2013 and that this is the plan we discussed in December. There are spread sheets attached to the plan that show breakout of costs. Craig reviewed and explained the funds. Butch commented that our cost of \$382,500 for FY 2015 would be hard to meet in one year; and suggested making it a three year project; FY 2015, 16 and 17. Craig suggested rehab of RW 4-22 and northwest apron repair.

Keith asked how the master plan is developed. Craig explained that the plan is developed by the airport commission with the assistance of an engineering firm, we have selected KLJ. Craig also explained the funding process, grants, discretionary and non-primary entitlements and local portion. He also explained how the KLJ determines their cost for the work performed. Keith asked if there was access to any other FAA funding, example FAA website. State has grant money that they can fund up to 50% of local funds and the other 50% low cost loan. However, demand exceeds available funds. Keith mentioned several airports that have recently received improvements. Craig stated

that FAA places emphasis on planning. Brand reported that jets have landed here and rented cars and drive to Baker.

Craig gave a detailed description of the FAA requirements of an aeronautical survey. The information goes into FAA's G.I.S. system and this information needs to be accurate.

Craig stated that if our priorities are to extend and improve the runway, time and effort will have to be put into aviation forecasts and developing justification for lengthening and widening. If your emphasis is on rehabbing what you have then effort into aviation forecasts will not be necessary.

Butch stated in order to get funding it is necessary to have the proper documentation that entails everything you want. The law requires engineers to develop plans and specifications. Craig stated it is good to have a well thought out plan in place. Baker was accomplished because of the planning.

Craig feels the commission has done a good job planning. A Master Plan update was done in 2006 that defined 20 years of projects, a lot of the work has been completed and now it is time to revisit that plan.

Motion was made by Linda, seconded by Vicki to send our CIP in. Motion carried.

Brand has correspondence from BLM concerning the lease. Brand has done some measurements and gathered information from other airports.

Attorney has not sent letter concerning termination of hangar lease. Champion request for easement was sent to the City Council and did not receive a second to a motion.

Airport personnel – City has started job search through Human Resources.

Airport equipment – waiting for website to get back on line; we go through Sheriff's department for equipment.

There is to be another essential air service meeting later in January. Dowse is in breach of contract on farm lease. We need to put it out to the public. Brand knows of an interested party that wants to plant it back to grass. Motion was made by Butch to terminate farm lease through either our attorney or City attorney, seconded by Keith. Carried.

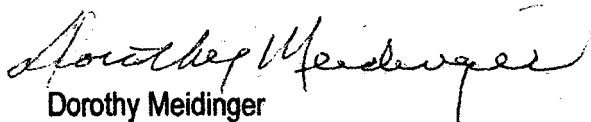
Handbook updates in process and hangar usage in compliance.

Manager's report – did not have fuel figures compiled. Claims were reviewed. Motion was made by Butch seconded by Vicki to approve the claims as submitted. Motion carried.

Brand reported the airport has a street sweeper that is not being used; perhaps it could be sold or traded for a hi-speed rotary brush for the John Deere loader. We would use this to brush snow off the runways.

Meeting adjourned.

Respectfully submitted:



Dorothy Meidinger  
Secretary