

Miles City Airport Commission Minutes – February 11, 2013

Members present: Brand Hirsch, airport manager, Lee Richardson, Chairman, Linda Corbett, Butch Grenz, Keith Brownfield, Bruce Larson and Dorothy Meidinger, secretary. Frank Stoltz was also in attendance.

Meeting was called to order by Chairman Lee Richardson; motion was made by Linda, seconded by Butch to approve the January 14, 2013 minutes.

Airport Improvements – the CIP Plan is signed and ready to mail.

Leases – Butch explained that the BLM lease had been given to the City Attorney, Dan Rice instead of Janette Jones. Brand has changes to make to lease and will meet with the attorney. Butch explained that since the Commission has its own attorney the administration fees charged by the City can be reduced by \$4,000. Brand wants language changed to usable office space. It is a 5 year standard lease. We can raise the rent after 2 years. We can also terminate the lease but not during fire season. The Denver office is responsible for approving the lease, not the local personnel. The square footage is not correct; it does not include steps or outside air conditioners. Butch suggested having City Attorney check national lease rates and negotiating with BLM. Keith suggested yearly increment raises on the lease.

Budget – Lee asked where in the budget the \$42,000 for the wildlife hazard assessment is. The study should be done this year. Lee met with Becky last week on the budget and she wants Brand to come in and go over the budget. The budget shows we have spent our personnel monies. Bruce and Brands figures show there are still personnel funds available to hire another full-time employee. There was a lot of overtime due the heavy fire season, this was not controllable. We appropriated \$300,000 for fuel and have sold \$441,000. The excessive over time can be transferred from the fuel sales. Butch also suggested talking to Mark Ahner. A budget amendment will be required to move funds within the budget. The airport gets 3 mils from the County which is paid to the City. The airport is an enterprise fund that is to stand on its own; no money is taken from the general fund.

Capital Improvement Plan should be in the vault.

Personnel – Brand needs help and prefers one full time employee instead of two part-time. It takes longer to train two part time employees. There is a lot of maintenance work to be done as well as paperwork.

Equipment – Brand is working with Jerry Backlund of the Custer County Road Department checking out Military surplus equipment. The website recently got back on line and they have various equipment available that perhaps we could use as well as parts. The State also had a web page for tools. We are leasing the fuel trucks, the lease will roll toward purchase if need be. Butch suggested a capital improvements line on the budget and set aside so much each year.

Since we are in the impacted area of eastern Montana for oil and gas could we submit a proposal for the money needed for the wildlife hazard assessment?

Nothing new on essential air service, no meetings scheduled.

Agenda is set at each meeting; if someone wants something added after meeting contact Lee. Vicki Hamilton wants to be on committee to update handbook. Commission makes recommendations for changes and submits for approval. Brand reviewed hangar lease by-laws; there are no problems.

Hangar lease termination – both hangar leases were terminated. Lee asked if the rules had been violated on one hangar but complied with on other hangar why were both terminated. According to the attorney he did not comply with any rules because of the theft of fuel from the airport; it is not just a hangar issue.

Farm lease – Farm lease was also given to City Attorney instead of Janette, nothing has been done with the ground and nothing was paid on the lease. The ground sat vacant. Butch said the City Attorney would continue with it. The lease will have to be bid; we will need to set certain criteria as to what can be planted. With the wildlife hazard assessment pending, it was felt grass needs to be replanted. Need to check what grasses do not attract geese or other fowl.

Motion was made by Lee, seconded by Linda that when the previous lease is terminated; Brand advertises the farm ground for lease in the paper. Motion carried. The acreage needs to be verified.

Brand asked about the old grass inside the fence. No one is interested in it. It was decided to let it be.

Managers report – claim vouchers submitted, report on yearly fuel sales; this has been the busiest January in 10 years. Motion was made by Butch, seconded by Linda to approve the claims. Motion carried.

Claim vouchers are reviewed by the Council and need to be to the City by the 22nd of the month to avoid service charges.

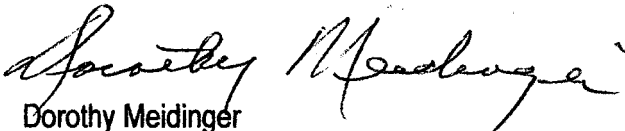
At some point in the future will research dealing with individual fuel providers. Phillips buys from other providers; we do not get Phillips fuel, but the fuel specifications are met.

Butch requested that FBO be put on the March agenda. He was asked by someone if we would be interested. There was much discussion concerning this. Our revenue would be generated by the flow rate on the fuel as well as hangar rent. Brand has spoken with other airports that have FBO's and it has worked well for them. Keith stated that an FBO generates business and is good for airport. This will need to be researched. This will be discussed further in March.

Next meeting will be March 11, 2013.

Meeting adjourned.

Respectfully submitted:


Dorothy Meidinger
Secretary