

## Miles City Airport Commission Minutes- April 15, 2013

Members present: Brand Hirsch, airport manager; Linda Corbett, Vicki Hamilton, Butch Grenz, Keith Brownfield, and Dorothy Meidinger secretary. Also in attendance were Craig Canfield, KLJ, Frank Stoltz, Paul Grutkowski and James Brown from KATL radio.

Linda called the meeting to order. Vicki made a motion seconded by Butch to approve the minutes of the March meeting. Motion carried.

Airport Improvements - Craig Canfield handed out a summary of bids received for the Wildlife Hazard Assessment. Certain qualifications are required to do the assessment; all these firms are qualified. The contract would be awarded on the low bid, Advantage Consulting has the low bid and they are qualified. KLJ recommends the project be awarded to them. There are two parts, the assessment and the wildlife management plan. The assessment will determine if we need the plan. Craig left the actual notice of award for Lee to sign. The project would start later this summer after the grant, it will be billed monthly. The grant will cover 90% of the cost, the notice of award will be sent after grant offer.

Based on last months meeting conversation Tom developed a scope of services to update our Master Plan. Craig handed this out and reviewed the items contained in the document. It is important to have a plan in place for future expansion and provide for the type of aircraft that may utilize airport. The second page of the report lists projects tasks; this provides guidance over the next 20 years. KLJ's fee proposal for the Master Plan update is \$160,200; the Wildlife Assessment fee is \$9,800. The total grant this year would be the wildlife hazard assessment, the aeronautical survey to improve the approaches and the ALP Master Plan. The total project cost would be \$380,000; our 10% would be \$38,000.

Craig stated that if for some reason we lose Essential Air Service we can make the decision to keep the Part 139 operating certificate. Craig suggest we keep our operating certificate, if you let it go and want to re-establish you have apply for certification again, if you keep it, keep your manual up to date. As a Part 139 airport it will help in getting funding from the FAA, if another carrier wants to come it you will need the operating certificate. Part 139

covers scheduled and unscheduled carriers. The FAA will require all airports to have Wildlife assessments in the future. Keith stated that Part 135 is like a chartered corporate that actually schedules flights, the example of Denver was given where they land outside of Denver and provide shuttle service to the airport.

If we want KLJ to move forward we need an independent fee estimate. We will work with another engineering firm experienced in this type of work, they would go through the scope of work and develop a fee and compare to KLJ. FAA would compare the two fees and if they are within 10% the FAA would approve. If the percentage difference is higher it would have to be resolved. KLJ has a list of engineering firms. Motion made by Butch, seconded by Keith authorizing KLJ to submit scope of services to the FAA to initiate the independent fee estimate. Motion carried.

BLM lease- Brand reported that Denver will not respond to him concerning the lease, his contact in Denver will not respond to his e-mails but will e-mail Lee. She did not agree with the price proposals Brand sent, she changed the numbers and sent them to Lee. The proposal was 25% increase with 20 year lease and 3% yearly increase thereafter. Denver interpreted 3% the first year only. Brand is going to propose 40% for 10 years and 3% yearly increase thereafter. There is no competitive bid at this time, we have not advertised. If BLM does not accept bid notify them it will be put out for competitive bid. The proposal is in line with what the other hangars were raised. Keith commented when you look at the value of the airport, buildings etc. and the fact that BLM utilizes a large part of it during fire season, our proposal is not out of line.

The gravel lease with Prince is up for renewal. Fuel sales are good, we had a big fire season, this is the most fuel sales in 8 years. Billings is redoing their runways this summer it may bring more fuel business to Miles City. Paul asked if the square footage used by BLM was measured and are we billing according. They are paying close to standard on the large hangar.

Personnel – Brand hired Mark Anderson shortly after the last meeting. He has already repaired the gate mentioned in the March minutes.

FBO- Brand feels an FBO is a good idea and discussion followed, no concrete decisions have been made. Linda commented the reason we originally bought the fuel business was to fund projects, and only the airport owner can be exclusive at fueling, if we sold the fueling to an FBO another individual could start a fueling business. Brand checked with staffing at other airports, Lewistown has 3 PT; Glasgow has 3FT and aPT secretary. Our fuel sales have been paying for the wages. The airport is in need of a lot of maintenance. Suggested we contact other airports on how they generate money. Keith feels we need to try new things, if we lose essential air then try PT 135, try FBO and a lifeline flight.

Vicki asked Butch about the decrease in the admin fee, Butch stated the commission should get \$4,000 back.

Surplus equipment- there are only two people who can get on the site for surplus equipment Chief of Police or Sheriff's designee. The County and Rural Fire get their surplus from this site. Brand will try for any equipment the airport will be able to utilize.

Essential Air- Vicki reported all the packets were mailed today. Twenty-two letters and 15 e-mails were received. The packets were sent to Baucus, Tester, Daines, Dennis Deveney and Deb at Montana DOT. Vicki has contacted the offices and they are already working toward keeping the air service. A decision will be made 20 days after April 17, 2013. The packets mentioned were sent Fed-Ex.

Handbook and by-laws- Vicki reviewed and re-typed the by-laws and inserted some changes. These need to be reviewed and a decision made at the next meeting. Compare to other by-laws and our old by-laws and make changes you feel need to be done. Some of the things to be addressed are when to have the election of officers

and how the board is appointed and term length; there will be 7 members and the terms will have to be alternated. She also added last year's minutes to the handbook.

Farm lease- the low bidder on the lease gave some suggestions on grass and to check with the SCS to see if the grass is viable.

Election of Officers-Linda moved for Vicki as chairperson, Butch seconded. Butch made a motion to close nominations, seconded by Linda. Motion carried.

Keith made a motion that Butch be vice-chair seconded by Linda. Linda made motion to close nominations for vice-chair, Keith seconded. Motion carried.

Request of citizens-James Brown from KATL reported he was new and wanted to get more involved with the different committees.

Frank Stoltz stated that Paul Grutkowski is the president of the local Hangar Club for the Montana Pilots association. They will have their fly-in at the Sunday Creek airport on June 1. It is an annual event with barbeque and competitions. Brand will work on getting a fly-in at our airport.

Claims were reviewed and approved.

Dorothy announced she was resigning as secretary. She had all the minutes and enclosures from when she started in February 2007.

Dorothy was thanked for years of service.

Next meeting will be May 13, 2013. Meeting adjourned.

Respectfully submitted:

Dorothy L. Meidinger  
Secretary