

September 9, 2013 Airport Board Minutes.

Chairman Vicki Hamilton called the Airport Board meeting to order at 5:30 PM on September 9, 2013 at the Airport Inn back room. Present were Chairman Vicki Hamilton, Mayor Butch Grenz, Paul Grutkowski, Patrick Lifo, Brand Hirsch (Airport Manager), Keith Brownfield, Craig Canfield (KLJ), James Brown (KATL), Monty Reder, Breezy Burlison (CityServiceValcon) and Dorothy Willems.

Chairman Vicki Hamilton called the meeting to order. Reminder for anyone on the board wanting items discussed for the Airport Board to contact the Chairman to get it on the agenda to be discussed with all the board present.

Approval of Minutes: Major Butch Grenz made a motion to approve the August 12th minutes. Keith Brownfield 2nd the motion. Motion carried. Minutes included KLJ Engineering summary of an update on the Work in Progress.

Guest: Keith Holmlund- BLM Occupancy

- Presented his views on the importance of having BLM Lease at the Miles City Airport and encouraged the board not to raise the lease for BLM.

OLD BUSINESS

EAS Conference Call about reinstatement and withdrawal of appeal.

- Withdrew appeal to withdraw
- Reapplied for reinstatement /Jeanette Jones
- Work with Lewistown for proposed plan /Glendive–Lewistown-Miles City to Denver

Chairman Vicki Hamilton reported USDOT did not lower fee from \$1000 to \$500.

Sign and Return Grant Offer to FAA

- Craig Canfield (KLJ) reported both grants signed and in place.

Back Payment of BLM

- Brand Hirsch reported he hadn't gotten confirmation but thinks the payment has come in.
- Lease Contract has not been returned.

Gravel Lease

- Request Attorney Jeanette Jones to draft letter to collect what's owed.
- Major Butch Grenz suggested the letter also contain interest in negotiating a new lease.

Termination of Lease for the bad hanger leases

- Major Butch Grenz made a motion to get Legal Counsel regarding Termination of Lease because of the condition of the building and advice on a letter advising plane owners. Paul Grutkowski Second. Motion Carried. Chairman Vicki Hamilton and Brand Hirsch will contact attorney for Legal Counsel in regards to closing the hanger and terminating the lease.
- Keith Brownfield explained his lease and the purpose of that building.
- Discussion on planes for storage or active planes stored at the airport.
- Discussion on Lease Fee and further plans for lease fees. Private owned hangers were discussed.
 - Craig Canfield will provide sample leases.
- Brand Hirsch will contact Muggli as to status of plane stored at the airport.
- More reports and discussion at next month meeting.

Update Advisor Board Airport Master Plan

- In the update report provided by Craig Canfield (KLJ) (Copy attached to the minutes) 8 suggested chapters for the people appointed to the board. Chairman Vicki Hamilton suggested the Economic Development Board of 8 members would be a good resource for the committee and the Hospital Administrator has express an interest to

be on the board. It was suggested Paul Grutkowski as President of Montana Pilot Association should be on the board also. Chairman Vicki Hamilton will get the names and contract information to Craig Canfield (KLJ).

- Craig Canfield (KLJ) reported it would be his job to present the program and the job description for the board (Estimated 3 meetings).

Set up "Airports GIS project" on FAA's website

- Criag Canfield (KLJ) reported the site is set up and ready for upload and entry information when it comes available.

Budget Plan to look at Income and Expense to set aside money for future airport improvements

- Craig Canfield (KLJ) will provide the financial plan for upgrading the airport and send to Brand and Paul.
- FAA, State, and Federal Grants were discussed for better understanding of those grants for airports. Craig Canfield (KLJ) explained in this area.
- Will be scheduled on next month agenda.

Review of Hanger Rules

- Brand will provide copies and get scanned copies to the members prior to the next meeting of review. Suggested changes and comments should be brought to the next meeting.

Commissioner Appointment

- Motion was made by Major Butch Grenz to table the commission appointment until next meeting and review wording Board instead of Commissioner in regards to the airport committee. Keith Brownfield second. Motion Carried.

By Law Update

- Copies of By Laws with the changes were passed out to the members and reviewed. It will be on the agenda next month for comments & review. November meeting vote to approved changes.
 - Change time period of terms
 - Commissioner wording change to Board
 - A quorum would be four members for a meeting. A majority to pass a vote would take 4 out of the 7 or 3 out of 4. In order to change by-laws it would take a 2/3 vote which would be at least 5.

NEW BUSINESS

139 Certificate Airport Commission.

- Discussed the pros and cons of 139 Certification. Pat Lifo made a motion to table the decision to discontinuing the 139 Certification until Essential Air decisions are made. Major Butch Grenz second. Motion carried.
- Breezy Burlison (CityServiceValcon) commented on the fees charges to come on to other airport to offset the cost of the 139 Certification.

Mill levy city vs county

- Discussion on Mill Levy \$ amount city vs county for a better understanding of how that works.
- Discussion on raising the mill levy but Major Butch Grenz indicated if the ceiling on the mill levy is reach not wouldn't be a possibility.

Montana Community Airport Association Meeting September 26-27, 2013

- Chairman Vicki Hamilton present application for the meeting and encourage attendant. Brand Hirsch indicated he could attend and Vicki will get copies of the application.
- Membership Registration to belong to the MCAC is \$50.00 per year. Major Butch Grenz made a motion to apply for membership. Keith Brownfield seconded. Motion carried.

MANAGER'S REPORT

Crown Castle Lease

- Discussion on lease cost when renewing lease. Suggested a raise of 3%. Lease is now \$600.

Verizon Building

- Lost Version service but Airport is keeping the building.

Brand Hirsch will bring results on review of whether Airport Fuel Revenue would support regular expense.

- Fuel income would probably support wages only.

Brand Hirsch & Craig Canfield investigated the KLJ charges of \$9625.97

- Old Geo Project which billing was delayed. Billed in March 2013 and paid in June 2013.

Fuel Truck Issues (Condition and Leases).

- Pat reported 2 jet fuel trucks and 3 gas trucks in use.
- Condition of trucks was discussed and Breezy Burlison (CityServiceValcon) gave a summary of what could be done to decrease the cost of the trucks at the Airport. Copy of the summary is attached to the minutes.

Chairman Vicki Hamilton asked for motion to adjourn the meeting. Pat Lifto made the motion and Keith Brownfield seconded the motion. Motion carried.