

## August 12, 2013 Airport Commission Minutes.

Chairman Vicki Hamilton called the Airport Commission meeting to order at 5:30 PM on August 12, 2013 at the Airport Inn back room. Present were Chairman Vicki Hamilton, Mayor Butch Grenz, Paul Grutkowski, Patrick Lifo, Brand Hirsch, Keith Brownfield, Craig Canfield (KLJ), James Brown (KATL), Dale Bentley, Frank Stoltz, Monty Reder, and Dorothy Willems.

**Approval of Minutes:** Major Butch Grenz made a motion to approve the May 13th minutes. Keith Brownfield 2nd the motion. Motion carried. Major Butch Grenz made a motion to approve the July 8th minutes. Keith Brownfield 2nd the motion. Motion carried. Minutes included KLJ Engineering summary of an update on the Work in Progress.

### **KJL –Craig Canfield Report**

- **Airport Commission Status Memo**
  - Status Report attached to Minutes and Craig reported he heard from FAA they had received the grant.
- **Master Plan Update and Aeronautical Survey-Update letter attached to minutes.**
  - FAA issued the grant offer for this work on July 26<sup>th</sup>. The grant offer needs to be accepted and returned to FAA prior to August 14, 2013. See attached update for further information regarding the work with sub consultant for aerial photography and working with Airport Manager to get the FAA GIS website for Miles City set up.
  - Sign and Return Grant Offer to FAA.
  - Set up “Airports GIS project” on FAA’s website (KLJ will assist the Airport Manager with this).
- **Planning Objectives Memo- Copy of Memo attached to minutes**
  - Craig Canfield, Ben Metto and Matt Nisbet will be the primary KLJ employees working on the Master Plan.
  - Request for a committee of 7 people to service as an advisory committee for KJL on the Master Plan. Member’s suggestions in New Business. KLJ is willing to write a letter to invite people to the Advisor Committee and have the letter signed by Chairman Vicki Hamilton.
    - Someone from the Airport Commission
    - Someone from Economic Development and the Chamber of Commerce
    - Other Business people in the community interested in the Airport Commission.
- **Question from Major Butch Grenz regarding length the Grants would be good.**
  - In regards to the Wildlife Hazard Assessment Grant if the project had to be post pone due to lack of funds how long would the grant be good for. Craig advised this is a 20 year plan and would be good for that length of time.
  - Matching funds for this part of the project would be \$6400 of the \$64,000 Grant.
  - Aeronautical Survey for Runway 12-30 would be good for one year. Aeronautical Photography would have to be done for changes. The GIS Data Base may still be good if no changes have been made.
  - Another Aeronautical Survey would be at a cost of \$160,000.
  - State funds normally are not given for the planning projects but once the accrual project is underway State Applications for funds can be made.
  - Total \$ for the project amount to \$364,000 and the matching cost would be \$36,000 for the Airport Commission.
  - Purpose of the Master Plan is to justify the project.

## Old Business:

- **Back Payment report from Brand Hirsch of BLM Lease.** Lease owing \$5314.45 which includes rent from Feb 2013 to June 2013. Still waiting on the signed BLM Lease. Brand Hirsch reports it just takes time to get these signed agreements back from the government.
- **Major Butch Grenz requested a committee be put together with the Airport Manager to come up with a plan to put money aside for the Runway Repairs outside of the regular expenses needed to support the Airport.** Butch suggested maybe \$50,000 a year put aside as a target (7 years) for accumulating the funds.
  - Brand reported they would finish with the Auditors tomorrow and would have time to put figures together for the income/expense with possible an average over the last 8 years or so.
  - When asked about Commission contribution to the Airport Commission it was stated 1.5 mil and the city amount around \$16,000.
  - Brand will have a budget plan at the next meeting. Vicki suggested having 1 or 2 members of the Airport Commission help Brand come up with a plan. Paul Grutkowski volunteered to help.
  - This budget plan would be outside the \$40,000 for the Master Plan which the Airport Commission already has the money for.
- **Hanger fee:**
  - Major Butch Grenz suggest a committee to come up with a Hanger Fee plan for addition income for the Airport or other income choices. Suggested people for the committee: Pat Lifto, Keith Brownfield, Brand Hirsch, and Craig Canfield.
- **Gravel Lease**
  - Prince Inc didn't attend the meeting but Major Butch Grenz reported their lease had expired but after the expiration gravel has been hauled out that has not been paid for.
  - Major Butch Grenz suggested having our attorney write a letter to Prince Inc to collect what is owed.
  - Also suggested a contract with more teeth to charge penalties for breaking the contract.
- **Discussion of Owners of planes building their own hangers**
  - Vicki Hamilton advised the Hanger By Laws would have to be review to see what the regulation are in that matter.
  - Keith Brownfield advised in other location this situation causes problems because the hangers are uses for other purposes than storing planes.
  - Questions were raised about Estate issues but Pat Lifto said the Sidney Airport doesn't have a problem.
  - Question asked what Billing Airport does but Craig Canfield said they stay away from private planes. Most of those are at Laurel Airport.
  - Lease and Taxes from the land would be the income from private owned hangers.
  - Major Butch Grenz questioned what would happen if the Airport closed and they had hangers owned by private owners.
  - Pat Lifto stated that if a FBO was coming in they would want their own building – What then?
- **Termination of Lease for Bad Hanger.**
  - Brand Hirsch suggested the building be condemned and move the planes to other hangers. The lease would be higher in the newer building.
  - Pat Lifto agreed but wondered if it would be fair to charge them more.
  - Major Butch Grenz suggested if we didn't terminate the lease we should come up with a contract for the leaser to sign to relieve the Airport Commission of liability should the plane get damage or worse if someone got hurt. James Brown suggested a certified document be signed by each lease that they are aware of the dangers but the feeling was that this may not be enough to cover the liability issues.
  - Pat Lifto wondered if the City could own hangers.

- Vicki Hamilton suggested after the Hanger Fee committee meets report on the hanger problems and possible of building new hangers
- **By Laws**
  - Vicki Hamilton came up with a rough draft of the By Laws for the commission and requested. Paul volunteered to go over the By Laws with Vicki and bring the suggested changes back to the next meeting.
- **Commission Replacement**
  - A commissioner is approved by the County and waiting on the City's approval. When finished Major Butch Grenz must approve.

#### **New Business**

- **Advisor Committee to work with KJL Master Plan**
  - Name Suggestions that will be contacted by Vicki Hamilton:
    - Lonnie Hegimester, Fred Wacker, John Laney, Mike Coyell, Joe Stevenson, Kelly Reid, Jacki Muri, Berry Mathews, Railroad person, Sanjel person, Opti Blend person, Fire Department person, Ambulance person, Stan Markenson, Jeff Rodenbaug, and Oftedah.

#### **Airport Manager Report:**

- Brand passed out Airport Claim Vouchers.
  - Major Butch Grenz made a motion to accept Airport Claim Vouchers as presented and Paul Grutkowski 2<sup>nd</sup> the motion. Motion carried.
    - Brand Hirsch was asked to bring back more information on the KLJ charges of \$9625.97 and he and Craig Canfield will research and bring back answers at the next meeting.
  - Brand reported Painting Maintenance will hopefully be done this next month.
  - Brand reported on the old truck and the lease truck for Jet Fuel. Investigation will be done on the cost of purchase to lease the truck we are leasing now.
  - Discussion on the condition of the old trucks and what needs to be done to update them.
  - Brand reported the Airphone Tower Site Building is set to be demolished and requested that the commission take over the building instead of tearing it down. Since the item was not on the agenda a motion could not be made. Butch made the motion and Pat Lifo second. The request will be put on September agenda's for approval.
- Termination of Lease for the bad hanger leases for the next agenda.

Vick Hamilton made a motion to adjourn the meeting and Major Butch Grenz 2<sup>nd</sup> the motion.