

AIRPORT COMMISSIONERS MEETING MINUTES

Monday, May 9, 2016 Flight Service Building 2 PM

Meeting was called to order by Chairman Doug Phair. Present were Patrick Lifto, Paul Grutkowski, Philip Emmons, Doug Phair, Keith Holmlund, Bob Lunde, Craig Canfield (KLJ), Jeff Langkau, and Dorothy Willems (Secretary). Absent: Mayor John Hollowell

Guest: Frank Stoltz

APPROVAL OF PRIOR MEETING MINUTES

- Doug Phair made a motion to approve the April 11, 2016 minutes. Keith Holmlund seconded the motion.
Discussion:
 - Discussion under the Hanger Rules regarding Flowage Fees regarding specific rules that should be set at the Airport.
 - Jeff advised training required by Phillip's 66 for personnel fueling at the Airport but didn't feel if plane owners were fueling their own planes that would apply.
 - Should plane owners have to carry insurance and should there be a designated fueling area?
 - Type of container for carrying fuel. Doug Phair advised of a Tote for Shipping Fuel which can be gotten rather reasonable. Doug could get more information should someone be interested in them.
 - Craig Canfield advised Steve Engelbreck would be the person to contact for FAA Rules and would be aware of any regulation FAA may require regarding private plane owners fueling. Jeff Langkau will contact Steve Engelbreck to see about any FAA Rules.
 - Ranchers who are coming to the airport for fueling "Are there container requirements?" Are there tank gallon requirements?
 - It was determined more investigation would be needed to determine if any information regarding flowage fees would have to be added to hanger rules.
 - April 11, 2016 minutes indicated Doug Phair would have Hanger Rental Agreement Modification available for the May 2016 meeting but will be postpone to June 2016 meeting.
- Approval of Motion to accept minutes as submitted. Motion carried.
- Dorothy Willems will get a list of parties involved in helping with improvements at the Airport from Jeff and get Thank You's issued for each person or organization. Chairman Doug Phair thanked everyone who helped put on the successful Open House at the Airport May 7, 2016.

OLD BUSINESS

- **Permit uses for Ag Leases**
 - Changing the Ag Lease Fee from \$250 to \$500 annually and provide insurance. Discussion regarding the amount of insurance required. Chairman Doug Phair will review the current lease with Jeff Langkau for any changes needed.
- **KLJ Project Report (copy attached)**
 - Project #014-2013 is closed.
 - Project #016-2015 should be completed this week weather permitting. Asphalt surface treatment on RW4-22 and new markings on RW13-31 along with new markings on helipad. The remainder of the cost of the project to close is estimated at \$360,000 with the airport share \$36,000.
 - Project 3-30-0055-017 work continues for the AGIS survey for the Phase II threshold relocation.
 - Craig Canfield (KLJ) is working with ADB Airfield Solutions for the new sign legends and white/amber lens for RW 13-31.
 - Craig Canfield and Jeff Langkau will check the PAPI Lights after the meeting.
- **By Laws Update**
 - Keith Holmlund made a motion to accept the Third reading of the Airport Commission By-Laws with change to Article V: #4 to add the secretary will send copies of the minutes to the City and County when approved. Article IV items a, b, c is listed as a, b,& d should be changed. Pat Lifto seconded the motion. Motion Carried.

- **Hanger Rules Update**
 - Hanger rules may be changed depending on the flowage fee investigation.

NEW BUSINESS

- **Building Hanger Requirement for newly built hangers**
 - Craig Canfield will get a sample of minimum requirement for Airport Hanger Building for review to put together Requirement for building hangers at the airport.

COMMITTEE REPORTS

- **Finance** – Dorothy Willems reviewed Fiscal Year 2015-2016 as of 03/31/2016 and 04/30/2016.
- **Operations**
 - Bob Lunde reported permission for the Airport to use the Golf Course Blower (Turbo Fan 75'blowing) during the winter to blow snow.
 - Paul Grutowski report his contact with Rosebud County on the Gravel resulted in not much interest. They will call us.
 - Pat Lifo called attention the the cut across need filling. Jeff will look into fixing it.
 - Bob Lunde reported discussion with Jerry Forman, Heavy Equipment Instructor at Miles Community College, indicated the college has the equipment and would be willing to take on road projects. Discussion regarding assistance to tear down old building with the college and equipment they may have to help with the project. Discussion regarding truck from City and County that may be available.
 - Doug Phair has been working on a firebreak around the airport.
- **Development**
 - Doug Phair reported contacting Julie Kurkow regarding Grant for development at the Airport and was advised a Grant for \$25,000 from Montana Department of Commerce for Engineering in Development of Projects (The Grant is through Economic Development for Airports). Having an Engineering Survey with Site Plan in place would be beneficial to attract Business Development. . Craig Canfield, KLJ, reported working with DEQ, Environmental Requirements, and MDT is very important. Approval from FAA required but Craig said our Master Plan has a lot of the work done already.

MANAGER'S REPORT

- **Manager Report (copy attached)**
 - Hanger 8 door repaired with 3 fire extinguishers install to meet code.
 - The scissor lift has been repair by Jimmy Killen.
 - Back up Jet'A Refueler has been tuned up and running well.
 - Back up tractor received after resealing the injection pump is running well. Lee is mowing now.
 - Report on the Open House at the Airport May 7, 2016.
 - Hour worked and fuel report was given.
 - Ben Muggli allowed Cole Cooke to graze cattle on one of the airport fields NW of Highway 59. Jeff contact Ben Muggli and found they allow Cole Cooke to run his cattle in the pasture. Jeff brought it to the Airport Commission for guidance. Discussion regarding the need to change the rules of the lease. Doug Phair will visit with Ben Muggli about the situation and bring back to the next meeting.
 - The runway will be closed for 2 days to finish the project and during the shutdown Jeff hopes to swap the tires on the Jet-A Refueler and rent a tool to chip the pavement around the apron drains that protrude above the grade and pour cement transition to prevent the plow from catching on them.
- **Approve Claim Vouchers**
 - Pat Lifo made a motion to approve the claims. Keith Holmlund seconded the motion. Motion carried.

ADJOURNMENT

Chairman Doug Phair adjourned the meeting.