

AIRPORT COMMISSIONERS MEETING MINUTES

Monday, December 12, 2016 Flight Service Building 2 PM

Meeting was called to order by Doug Phair. Present were Doug Phair, Patrick Lifto, Paul Grutkowski, Bob Lunde, Jeff Langkau, Keith Holmlund, Philip Emmons, and Dorothy Willems (Secretary). Absent: Mayor John Hollowell. Guest: Frank Stoltz (Honored with Framed Picture of his World War II Miles City article). One picture will hang in the FBO Office.

APPROVAL OF PRIOR MEETING MINUTES

- Pat Lifto made a motion to approve the November 14, 2016 minutes with correction to remove repair of light in Hanger # 1 under Operation Committee Report. Bob Lunde seconded the motion with corrections. Discussion. Motion carried.

OLD BUSINESS

COREs Antenna Update and Lease

- Craig Canfield report FAA has not approved the tower but he did not expect any complications. Jeff Langkau has been working on the lease but needs some assistance regarding the space requirements needed around the tower. The Master Plan has space for a hanger with access to the road in the area of the tower, blocking the required access to satellite signal. Paul Grutkowski felt if we included something in the lease indicating if that area was developed the tower would have to be moved. Doug Phair and Jeff Langkau will review the lease and come up with statement regarding further development.
- Pat Lifto made a motion of 5 Year Lease at \$100 per month which includes the cost of electric services with an escalation clause of no more than 4% increase per year. Bob Lunde seconded the motion. Discussion. Lease should also include statement regarding single tower with no added communication without Airport approval. Motion Carried.

MOU with Miles Community College

- Reviewed the Memorandum of Understanding (copy attached) submitted by the College between and Airport and the College. The item disputed is #2 under Procedure III where the Airport Agree to reimburse MCC for equipment usage incurred during any project on Airport property that is done for the benefit of Miles City Airport or the general public. It was felt the Airport would pay for any fuel use on projects done at the Airport but no additional cost to the Airport for training on the project. Doug Phair and Jeff Langkau will get with the MCC to review the MOU for changes in the cost to the Airport and discuss changes.

Upgrade Fuel Master

- Mastercard has added a digit to their credit card, which in order for Fuel Master to comply an upgrade to the software is required. To upgrade the software would be \$700 but for \$1000 they would upgrade the software and give us 1 year support. After discussion it was felt for the extra \$300 it would be profitable to get the support for any problems with the software and also get some answers to the communication download problems we have. Paul Grutkowski and Lee would work during the year with Fuel Master to get answers for some of Fuel Master issues.
- Discussion regarding use Pin # to block cards if bills were not paid, which Jeff felt it was available with what we had now, but they haven't been able to make it work.
- Two old cards were discovered to have been used with unknown owners. One of the cards has been recovered and a new card issued but one is still outstanding. New software should solve this.
- Pat Lifto made a motion to accept the new Software Upgrade with the 1 year support at \$1000. Philip Emmons second the motion. Discussion. Motion Carried.

Airport Vehicle Requirements

- Investigation into investment of an Airport Vehicle the Airport Manager could use as a vehicle to take home since he is on call was discussed. Keith Holmlund thought there was a 3 miles limit to take a vehicle home and Bob Lunde reported Lorrie Pearce has reported to him that the vehicle could be used only for work use and could not stop anywhere from work to home for anything personal. Keith Holmlund felt it was opening a can of worms for public criticism of an Airport Vehicle use after hours. Bob Lunde and Doug Phair felt Keith comments were credible but also felt the research of the cost of the vehicle verses salary increase for

compensation should be done. Paul Grutkowski requested of Jeff Langkau how he felt and Jeff Langkau replied he wouldn't turn it down but was not expecting compensation.

- Capital Improvement Funds use to buy a vehicle with repayment to the CIP was discussed but Doug felt the way the resolution was set up that would not be an option. Doug Phair also felt consideration should be given to the present pickup with high mileage and possible replacement.
- An Executive Committee of Bob Lunde, Pat Lifto, and Paul Grutkowski was assigned to research a ½ Ton – 4 wheel drive pickup with consideration of present pickup and bring report back to Airport Board at the next meeting.

Runway Project Update (Craig Canfield)

- Craig Canfield pasted out Project Status Memo along with Project Work Description of the 2018 Project (Copies Attached). Craig reported the final close out report with additional KLJ charges of \$7500 for work done to complete the project on time when Century did the work needed to complete ahead of schedule. The final close out reimbursement should be around \$55,000. The Project came in under the Grant cost requested of \$45,242. Doug Phair signed the documents and copies given to Jeff Langkau for payment.
- 57 Pit Opencut Mining Permit which KLJ has been working with the city of Miles City to amend where the Department of Environmental Quality has provided comment on the initial permit application. The revised application will be submitted to DEQ prior to December 28th. Doug Phair signed the letter for KLJ mailing (Copy Attached) to the Miles City Public Works Department, Scott Gray, with 6 comments which should be incorporated into the permit.

BLM Air Operations

- Discussion regarding the 2018 Project Work Description where Craig described the fencing changes and runway changes. BLM's BAS136 Planes being used for firefighting and their request to include in any new runway improvement to handle this size of plane was discussed. Craig agreed this would be the time to include any changes if the FAA would accept the increase changes. Ramp Expansion was discussed to handle planes that large. Craig will investigate government funds Rick Lang discussed at the last meeting for ramp expansion. Craig suggested a meeting with FAA, BLM, Doug Phair, and himself to discuss the project of see if FAA could be on board. Craig felt a serious letter of support with BLM expectation of the Miles City Airport would be needed to convince the FAA of investment in the project. Doug Phair will set up a meeting to discuss BLM involvement and intentions. It was felt it would take some investment on BLM part to help with the 10 % matching cost of the project.

Flooring Flight Service Building

- Jeff Langkau reported the 3 different bids from Royal Carpet Care for installation of carpet verses vinyl or laminate:
 - Flight Service Conference Room
 - Carpet \$918 Vinyl \$1772. Laminate \$2272.
 - Hallways
 - Carpet \$787 Vinyl \$1282
 - Dispatch Room
 - Carpet \$693 Vinyl \$1642 Laminate \$2150.
- More quotes needed for next meeting.

Roof Replacement on Hanger 7 Update

- Doug Phair reported it would probably be spring before repairs could be done but he will check with Dave for scheduling.

By Laws

- Jeff Langkau passed out By Laws approved at last meeting with City, County, and Chairman Airport Chairman, Doug Phair, signatures. One original copy at the Airport, one with the City of Miles City, and one copy with Custer County Commissioners.

COMMITTEE REPORTS

- **Finance –**
 - Quick Books 2014 fiscal year to present reported \$53,082.04 with \$55,000 more expected after last \$7500 KLJ Invoice. This figure is on the plus side because of the \$169,000 Aero Loan we will be paying back the next 10 years.
 - CIP funds are \$83,080.12 at present.

- After February and March Loan Payments plus expected salary and city charges for November and December airport funds are at \$18,091.09.
- **Operations –**
 - Bob Lunde will be checking with Rick at the Golf Course to see about the Airport trying the leaf blower to remove snow.
 - Jeff and Pat will be working on lighting at the Airport.
- **Development**
 - No report.

MANAGER'S REPORT

- **Manager Report (copy attached)**

- Bob Lunde made a motion to accept Claim Voucher of \$22,205.23 with fuel purchase of \$16,000 if the fuel purchases come down (copy attached). Keith Holmlund seconded the motion. Motion carried.
- Jeff Langkau reported shingles repairs have been done but has not received the bill. The billing from the Weed Department was reviewed with that department and settlement of the bill will be the Airport being responsible only for the chemicals. The department will also show Jeff how to apply the chemical and the airport could apply with the Weed Departments equipment.
- Hanger #8 bathroom water got turned on and pipe were found frozen but no damage. Heaters have been placed in the room and heat has been turned up in the Terminal Building and Flight Service Building to insure no freeze ups. Paul Grutkowski will be investigating temperate alarm though phone warning of freezing.
- Bruce Larson hours have been reduced to 2 ½ days a weeks. The extra hours for Bruce in November were to cover Vacations and Holidays.
- Jeff Langkau will be getting his CDL License to move the fuel truck off airport property and wondered if that would be something they would want in the manager job description. It was felt it would just add something making it harder to get manager replacement.
- Insurance on the Courtesy Cars was discussed but seems it would not be able to be obtained. Suggestion to come up with a document to be signed to relieve the Airport of Liability. Maybe something stating insurance coverage and license. Jeff Langkau will be try to put something together.
- Jeff Langkau is working on getting all the new insurance updates on all planes in the hangers.
- Jeff asked about salary increases for Lee and Bruce for their dedication to the work at the Airport and all the volunteer hours given. Bob Lunde and Philip Emmons will investigate current salaries and compared salaries with other departments. Jeff will assist in getting pay scales. The committee will come back to the board with recommendations.

NEW BUSINESS

ADJOURNMENT

Doug Phair adjourned the meeting.