

## **AIRPORT COMMISSIONERS MEETING MINUTES**

### **Monday, April 10, 2017 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, and Dorothy Willems (Secretary). Absent: Mayor John Hollowell and Philip Emmons.

Guest: Craig Canfield (KLJ)

### **APPROVAL OF PRIOR MEETING MINUTES**

- Pat Lifto made a motion to approve the March 13, 2017 minutes. Keith Holmlund seconded the motion. Discussion. Motion carried.

### **OLD BUSINESS**

#### **CORS Lease Agreement**

- Last meeting Dawn and Al stated they would communicate the agreement to the City of Miles City for approval and the Airport Board has not heard from them.

#### **MOU with Miles Community College**

- Jeff delivered the revised MOU to Dale Marcil at Miles Community College but has not gotten a reply.

#### **BLM-Rick Lang**

- Discussion regarding changes in the Master Plan to include expansion of BLM at the Airport if Rick Lang comes back with positive opinions for that option.
  - One idea discussed was tearing down the Terminal Bldg and replacing it with a 2 story building for housing BLM Expansion. Investor involvement to help build the building was discussed.

#### **Insurance Obligation**

- Jeff Lankau received an insurance quote (\$525 annually for \$1,000,00 liability) to cover the Courtesy Car with liability with some correction to the agreement the airport has the driver of the Courtesy Car sign.
- Before we commit to the liability Jeff will call out present insurance to understand what their coverage is on the Courtesy Cars. Paul Grutowski made a motion to have Jeff accept the Wacker Insurance Policy at \$525 if he finds the present insurance does not cover the Courtesy Cars. Keith Holmlund 2<sup>nd</sup> the motion. Discussion. Motion passed.

#### **Capital Improvement Funding Accounts and Resolutions (Philip Emmons)**

- Lorrie Pearce suggested to Dorothy Willems to continue to keep the Capital Improvement Account and set up another different cash account (5610-430320 (343018) with money to pay for smaller items. Doug Phair felt the account should be an asset account and not a revenue which Lorrie's email didn't address that part. Dorothy Willems will get together with Philip to understand better that part of the accounting.

#### **Project Report 2018 Airport Funding Discussion (Craig Canfield KLJ)**

- Chairman Doug Phair advised Julie Emmons is applying for \$40,000 Coal Grant Funds, with the application due May 1<sup>st</sup> to obtain the Design for Runway, Snow Removal, and Aeronautic Survey to continue for the 2018 Project in 2018. Paul Grutowski pointed out that the important information required for the last application for the Coal Grant Fund was the Coal Impact for the project. He felt the shutting down of the BLM Fire stations in Broadus, Jordan, and Ekalaka making Miles City the major hub would be an important part of the Coal Impact to Miles City.
- Craig Canfield (KLJ) felt the smaller request for the funds would give us a good chance to get the funds now. He felt that if a request for funding of a larger amount happen September 2017, due November 1<sup>st</sup>, 2017, to the Coal Board would give up a better chance for a larger funding.
- Pat Lifto made a motion to postpone the Design of the Runway, Snow Removal, and Aeronautic Survey to 2018 and the Full Project to 2019-2021. Bob Lunde 2<sup>nd</sup> the motion. Discussion. Motion passed.
- Craig Canfield (KLJ) pointed out that the Audit cost of the last project charged to the Airport is FAA reimbursable with the next project reimbursement's.
- Three of the loan payments at the airport will be paid in the year 2018 which would provide the Airport with \$32,552 annually:
  - Truck Payments \$1850 per month \$21840 annually
  - Sweeper Payment \$476 monthly \$5712 Annually
  - 2013 Loan Payment \$5000 annually

## City and County present support of the Airport:

- County Tax Support \$30,424.00 2017 Budget
- City Tax Support \$15,140.00 2017 Budget City Charges to the Airport are \$19,609.00

## COMMITTEE REPORT

- **Finance** –
- **Operations** –No Report outside of Manager Report.
- **Development** –Changes to Master Plan for building addition hangers and building to accommodate expansion of BLM should that be in the plan.

## MANAGER'S REPORT

- **Manager Report (copy attached)**
  - **Claims Vouchers were reviewed.** Dorothy Willems explained changes in Claim Vouchers with estimates of expenses Jeff felt would be incurred at the airport so the PO's being paid during the month have been approved by the Airport Board to abide by the City Regulation to have bills being paid okay by the Airport Board. Of the \$30,796.22 claims \$27,750.00 included the purchase of aviation fuel. Keith Holmlund made a motion to approved the Claims. Bob Lunde 2<sup>nd</sup> the motion. Motion Carried.
  - **Jeff advised Donnelly Repair has ordered the parts for the hanger door at \$1500.**
  - **Jeff order a Go Jack for \$68** from Northern Tool with 1200# capacity to try and would like to put larger wheels on the Go Jack Dolly to accommodate moving Mike Choate into the Heated Hanger. Large dolly were discussed but cost would be about \$4000. These would be use for planes with flat tires on the runway.
  - **Clint Worman** from Broadus wants to build a wood structure hanger on the airport property. The board felt wood structure would be okay of the building had steel siding.
  - **Hangar 9** door bearings replaced and adjusted and **Hangar 3** doors are now working good
  - **Discussion regarding snow plow for sale by Dr Brooks.** Continue negotiations.
  - **Hangar 3 Track awnings is coming loose** and need to remove cinder block wall. Further investigation will be done for repairs and removing the cinder block wall.
  - Jeff has been **recording Aircraft Operation for reference at the Airport.** Jeff will contact Craig at KLJ regarding the records distinguish between type of planes (Twin Class and Turbo Prop).
  - **Miles City Chamber of Commerce asked about Airport purchased Advertising** on their magnet at a price of \$425 annually. The board felt it would not benefit the airport.
  - **DNRC would like to rent the bathroom and room in Hangar 8** where they have they rent space for their helicopter (Suggested Rent \$75 monthly).
  - **Jeff reported Hangar space very limited** and discussion follow regarding possible building of hanger and cost. More investigation needed.
  - **Discuss moving Safe to more secure space.**

## ADJOURNMENT

Doug Phair adjourned the meeting.