**January 28, 2014 Emergency Meeting Airport Board Minutes.**

Chairman Keith Brownfield called the Airport Board meeting to order at 4 PM on January 28, 2014 at the Flight Service Building at the Airport. Present were Chairman Keith Brownfield, Vicki Hamilton, Mayor Butch Grenz, Patrick Lifto, Paul Grutkowski, James Brown (KATL), Brand Hirsch (Airport Manager), Mark Anderson (Airport Employee), Phillip Emmons, Calvin Carey, and Dorothy Willems (Secretary).

**FAA Requirements in violation of 14CFR #139.303 A**

* Special Meeting called to address phone conversation from FAA, Mark Gabel, regarding investigation letter of November 8, 2013 letter (copy attached to the minutes) in reference to a reported deficiency in sufficient qualified personnel in violation of 14CFR #139.303A. January 24, 2014 email to Miles City Airport advising ENII account is currently in a pending status attached to the minutes. The issues discussed to be addressed are:
	+ Notoms (more than one person trained in Notoms/always have someone at Airport with this training).
		- Brand reports that Mark Anderson has completed his training in Notoms and can do that reporting when Brand is gone. Suggested Paul Grutkowski could be substitute if either one of them could not be at the Airport. Chairman Keith Brownfield indicated that would be liability issues for a board member to take on that role.
		- Training and Update of Revisions to Training Manuals
	+ Documentation of Training with Training Documentation sent regularly to FAA.
		- Brand reports he has the documentation of training and training was okayed in when Pete Hahn (FAA) was at the airport in 2012. Attached copy of email documentation presented by Brand.
			* Pat Lifto reported that each employee should have a certification training manual of their own.
	+ Safety Issues
	+ Fatigue Issues (Number of employee review)

**Communication with FAA**

* Airport Board request communication with FAA be done through Chairman Keith Brownfield or Co Chairman Vicki Hamilton to help with consistency resolving the issues.
* Vicki Hamilton will return call to FAA reporting the action that will be taken to resolve the issues.

**Review Operation and Audit of Accounting**

* Mayor Butch Grenz made a motion to have Sam Brownfield work with Brand to review the operation at the airport and report back to the Airport Board to assist in making decisions and report back to FAA. Paul Grutkowski 2nd the motion. Motion carried.
* Financial Audit will be completed with Calvin Carey, Vicki Hamilton, Sam Brownfield, and Brand Hirsch to determine financial position of the Airport Board.
* Assess the condition of all airport equipment listing the equipment needs and repairs required for budgeting with Safety Operation being a priority.
	+ Discussion of equipment followed.

Attached a copy of letter from Bown & Huss PC April 7, 2004 regarding authority of Mayor over the Airport Manager.

Mayor Butch Grenz made a motion to adjorn the meeting. Vicki Hamilton 2nd the motion. Motion carried.