**April 13, 2015 Airport Board Minutes - Airport Flight Service Bldg 2 pm.**

The meeting was called to order by Vice Chairman Paul Grutkowski. Present were Patrick Lifto, Paul Grutkowski, Mayor Butch Grenz, Keith Holmlund, Bob Lunde, Matt Sommerfeld (Airport Manager) and Dorothy Willems (secretary). Guest- Craig Canfield, Frank Stoltz, Dale Benti, and Chris Lund. Absent were Doug Phair and Philip Emmons.

Paul Grutkowski introduced the new board member Bob Lunde.

**Approval of March 9th and March 16th Special Meeting minutes**:

* Pat Lifto made a motion to approve the March 9, 2015 minutes. Keith Holmlund seconded the motion. Discussion. Keith Holmlund advised the Web Site he referred to being able to sale equipment took a little more setting up than he anticipated but he is almost there and will be able to sale equipment at the site by next month. Correction will be made to the March 9th minutes. Motion carried.
* Pat Lifto made a motion to approve the March 16th, 2015 minutes from the Special Meeting. Bob Lunde seconded the motion. Discussion. Keith Holmlund felt the Lease Openning Bid from the Cooke Ranch should indicate the bid did not meet specs of the bid. The correction will be made. Motion carried.

**New Business**

**Hanger Space Waiting List**

* Pat Lifto made a motion to have the Operations Committee and Airport Manager establish a Hanger Space waiting list and come up with a working policy to determine assignment of vacant hanger space. Mayor Butch Grenz seconded the motion. Discussion. Bob Lunde inquired what other airports our size due with Hanger Space waiting list. Policy on Hanger Rent Rules should be review. Mayor Butch Grenz asked about hanger rent on new hanger in order to cover the pay back cost in maybe 20 years. Motion carried.

**2015-2016 Budget**

* Dorothy Willems will submit actual revenue expense yearly amounts that would be fixed amounts for the new budget and work with the Airport Manager for items that should be added to next year’s budget.
* Increasing the Airport City and County mils by .5 mils was discussed. Mayor Butch Grenz thought the City could afford it but would have to pass the Council. County Commissioner Keith Holmlund felt until the County could determine where they are with their budget regarding the Detention Center he felt they would not pass more mils at this time. Mayor Butch Grenz advised going to the Public to get the added .5 mils would also be an option.
* Mayor Butch Grenz made a motion to have a preliminary budget ready by May 1st with details to explain to the financial committee. Bob Lunde seconded the motion. Discussion. Motion carried.

**SNS/Brownfield Invoice $35,000**

* Pat Lifto made a motion to ignore the billing. Keith Holmlund seconded the motion. Discussion. Mayor Butch Grenz indicated since the invoice doesn’t indicated the reason for the charges that having the City or County Attorney write a letter requesting more information regarding the billing with details and reason of billing. Discussion regarding offering SNS a reasonable reimbursement for use of his hanger. Discussion also included prior use of the hanger for government planes and other passed use had been done. Pat Lifto removed his motion. Mayor Butch Grenz made a motion to have the City or County Attorney draft a letter requesting justification of the figures reflected in the bill with comment looking forward to further communication.

**By Law Changes**

* Dorothy Willems will forward By Laws copies to the Airport Board for everyone to review and will be on May Meeting Agenda.

**Professional Services Agreement for Professional Services for construction project and FAA Approval**

* KLJ has submitted the proposed engineering contract for design and construction phase services to the Airport Board for approval. Craig Canfield indicated no action needs to be taken on the Agreement until the Independent Fee Estimate has been completed. Mayor Butch Grenz requested clarification of project funding. Craig Canfield reported the cost of the project would be about $3.8 million. Approved funds are Montana Aeronautics $81,000 Grant, Mt Aeronautics Loan $170,000, and Doug Phair is working with the Southeast Montana Development Corporation on a Coal Board Grant. An application has also been submitted to the Montana Board of Investment for a $130,000 Intercap Loan. Mayor Butch Grenz made a motion to table till next month for review of funding and funds available at the Airport. Pat Lifto seconded the motion. Motion carried.
* Craig Canfield also reported FAA approved the Construction Safety Phasing Plan (CSPP) for the project. The CSPP is the safety plan that will be implemented during construction.

**Snow Blower Repairs**

* Pat Lifto made a motion for a spending cap up to $3000 to repair the Snow Blower to get it up and running. He is estimating this on hydraulic work, new cylinders, and extension of the blower shoot. Keith Holmlund seconded the motion. Mayor Butch Grenz suggested since the airport finance doesn’t have the funds at this time postpone the decision until July meeting. Dorothy Willems will make sure it is on the July agenda. Motion carried. Next year’s budget item for Repair R & M.

**Potential Hanger Location**

* Paul Grutkowski report an unused 50 X 60 concrete slab south of the shop which could be used for a potential hanger construction. Mayor Butch Grenz made a motion to investigate interest in building a hanger on the concrete slab. Bob Lunde seconded the motion. Mayor Butch Grenz advised maybe the airport would like to build the hanger for addition hanger space. Motion carried.
* SNS Lease will be up December 31, 2015

**Old Business**

**Equipment for Sale**

* Keith Holmlund is working on getting things set up on the site for sale of equipment and will list when he gets it going.

**Committee Reports**

* **Finance Committee**:
	+ Secretary Dorothy Willems reported February Financial Report from the City indicated $11,000 in the red and Airport figures didn’t match that but don’t have any reports from City for activity from March. Two requests have been made to get the deposit reports for Saving Transfers, Deposit, and EFT from John Moorhead but have had no response.
	+ Contract Sprayers are requesting fuel cost discount but no decision made on how to handle this situation. Possible rebate at the end of the year. Discussion regarding Spill Containment to be set up and the only customer that would benefit from that would be the Spray Contractors. Cost responsibility to be passed on was discussed but no decision made.
* **Operation Committee**
	+ Pat Lift report the Fuel Truck is at the County Shop for maintenance.
	+ Spraying at the Airport was review. Keith Holmlund will contact Aaron with the County for ordering commicals for spraying and assist in spraying if needed.
	+ Pat Lifto reported the $2000 Grant for repairs on the Courtesy Car should be coming.
	+ Fire Truck Testing and update chemicals is scheduled
	+ Review of committee members will be on the May agenda. Development Committee will be discussed at the next meeting.

**Manager’s Report**

Matt Sommerfeld gave the Manager’s Report including (copy of Managers Report, Fuel Report, SNS Invoice, KLJ Status Report, and voucher claims attached to the minutes):

* Fuel Report was included in the report with the cost and sale price of fuel and amount of fuel sold separating the Jet A from 100LL.
* Approval of Claim Vouchers as presented. Mayor Butch Grenz made a motion to approve claims for payment. Bob Lunde seconded the motion. Motion carried.
* Application will be reviewed and interviews done for a new hire. Matt reported summer volunteer help would be helpful especially if we should have a busy fire season. Summer hours are 7 am to 6 pm with call out 24-7 available.
* Fuel was delivered today.
* Alpine was again billed for landing fees. Matt advised fees charged at other airport are not being charged here (Call Out, Landing Fees, Overnight charges to store planes, and tie down fees).
* Courtesty Car has been repaired but is in need of tires.
* Annual Filters are scheduled for replacement on the trucks but question regarding an annual requirement is necessary if we do not have 139. More investigation will be done.
* Helicopter Hanger space is available. Mayor Butch Grenz suggested contacting BLM to see if their hanger could be used for overnight government planes in their off season.
* Signs still need to be put up around the Airport.
* Request for information regarding how many new leases have been returned and if they are being returned with prove of liability insurance. Matt said there was only a few out yet.
* Mayor Butch Grenz made a motion to accept the Manager’s Report. Pat Lifto seconded the motion. Motion carried.

**KLJ Reports**

* Wildlife Assessment has been approved by the FAA and recommending continuing with Wildlife Plans which would cost the Airport $800. This would be a list of plans the Airport would follow for Wildlife maintenance. This Plan is not required but Craig encourages to complete the plan. The decision would be postponed for a couple of months for fund availability.
* The Master Plan is completed but final payments and reimbursements are not completed. Before the final can be processed the Master Plan must be closed.
* Non-Discretionary Funds of $150,000 from Broadus and Terry each will be used by Miles City for the Runway Project and payment returned to Broadus and Terry in the next two years. There will be some closing of Runway’s and and rerouting will be required during construction. The hospital will be notified when the construction begins.

Mayor Butch Grenz made a motion to adjourn the meeting. Bob Lunde seconded the motion. Motion carried.