

October 13, 2014 Airport Board Minutes Flight Service Bldg 2 pm.

Vice Chairman Vicki Hamilton called the Airport Board meeting to order. Present were Vice Chairman Vicki Hamilton, Mayor Butch Grenz, Patrick Lifo, Philip Emmons, Paul Grutkowski, Doug Phair, Craig Canfield (KLJ), and Dorothy Willems (secretary). Guest- Frank Stoltz, Chris Lund, Bill Champion, Dr Daniel Brooke, Wayne Mackey, Keith Holmlund, Brad Schmidt, Jim Cook, Monte Reder, and Dale Benti.

Approval of minutes September 8 and September 23, 2014:

- Mayor Butch Grenz made a motion to approve the minutes from September 8, 2013. Pat Lifo second the motion. Motion carried. Mayor Butch Grenz made a motion to approve September 23rd, 2014 Emergency Meeting. Pat Lifo seconded the motion. Discussion regarding clarification of Operation Committee will assist in training with Paul Grutkowski being appointed as Chairman of Operation Committee. Motion carried to approve minutes as written.

Old Business

Committee Reports .

- **Hanger Operations** – Pat Lifo and Paul Grutkowski
 - Hangar Rules were reviewed with suggestion to contact the Fire Chief for clarification of the amount of gas container size and type of container for storage to meet regulation for the hangar rules.
 - Item 11 Insurance Requirements –Montana Municipal Insurance Agency though City of Miles City.
 - Hanger rules must correspond with Leases which will be reviewed.
 - Agriculture discussion regarding placement of Ag Sprayers Loading Area and water availability for Sprayers. Suggestion tapping into the BLM Water to supply water for sprayers. KLJ provided a Conference call with Web communication to show plan options for Airport Master Plan which included drainage and the Agriculture Loading Area. Discussion followed. Mayor Butch Grenz made a motion for the Airport Operations Committee to investigate and make recommendations to the board to report at the next meeting. Pat Lifo seconded the motion. Motion carried.
- **Airport Operation** - Pat Lifo, Doug Phair, and Paul Grutkowski
 - Proposed Private Hanger Area –
 - At the Operation Recommendation, Doug Phair made a motion that the Airport Commission approve and an area from the perimeter fence near the old FAA building and West across the existing taxiway then North on both sides of the taxiway to a point where it would intersect the new Runway Threshold Area of Runway 22, an area generally described in B.2 and C.2 - Phasing in the KLJ Concept Master Plan and indicated by the drawing provided at this meeting. And, that this area leased at a rate of \$0.10 per square foot per year with provisions for reasonable annual escalations if desired. Further Move that the Airport Commission authorize the Airport Manager to stake out an area when a request is made to construct a hanger and that area be submitted to the Airport Commission for approval. Hanger plans will be submitted to the Airport Hanger Committee for review with final approval by the Airport Commission and further move that the Airport Hanger Committee set standards, to be approved by the board for type construction of hangers. Pat Lifo second. Discussion to work together with Operation Committee and KLJ to come up with recommendations to present to the board.
 - Proposed FBO Hanger as presented in the Master Plan could be property of the Airport. If FAA grant funding was available the airport may be able to add to next year's grant request. Butch made a motion for the Airport Operations Committee to explore FAA grant funding for an FBO Hanger and for the Airport Operations Committee to establish Hanger Construction Standards for Private Hangers and the Airport Finance Committee to develop a Private Hanger Lease for legal review. Pat Lifo second. Motion carried.
 - Immediate Repairs & Maintenance
 - The Operation Committee discussed the commission approval of the expenditure of \$6,000 for repairs, maintenance, servicing and winter preparation of equipment under the direction of the Airport Operations Maintenance Committee.
 - Service all trucks and equipment \$1,200
 - Loader Batteries \$ 400
 - Repair snow blower \$ 500
 - Bent push plow repair \$2,500

- Service Mule \$ 100
- Door seals Hanger 1 \$1,000
- Scissor lift \$ 100
- Additional as needed \$ 200
- Mayor Butch Grenz made a motion to approve the \$6000 to spend on the project items highlighted in the handout. Philip Emmons seconded the motion. Motion carried.
- Demo of Concrete Hangar- Operation Committee suggested instead of replacing the roof on the building as previously requested to get bids to just demo the building due to numerous structural problems. Doug Phair made a motion that the Airport Commission authorize the demolition of the concrete hanger located North of the former FAA building. (Estimated cost \$7000). Pat Lifo second the motion. Discussion regarding putting the demo out for bids. Mayor Butch Grenz indicated \$ limits when you had to bid but should check with the Public Utility Director for the rules. Comments regarding putting out bids to allow completion are always better accepted by the public. Motion carried.

Brooke Lease

- Operation Committee recommended and Doug Phair made a motion that the Commission offer Dan Brooke a new LAND LEASE with a term of 20 years, renewable at 5 year intervals at a rate of \$0.10/sq. ft. per year for a lot size of 80' x 70' and said lease shall include a reasonable escalation clause and the Airport Finance Committee provide a land lease format for legal review which upon completion of the legal review and any revisions, the lease be executed at the earliest possible convenience of both parties with a signature by any commissioner or the Airport Manager. Pat Lifo seconded the motion. Motion carried.

Airport Authority

- Chairman Vicki Hamilton entertained a motion to convert the Miles City Airport to operate under an Airport Authority Plan. Pat Lifo moved to go to Airport Authority. Doug Phair seconded the motion. Discussion indicating that the board is not ready for Airport Authority. Motion failed 0-6.

New Business

Hanger Space & Availability

- There is no available hanger space for overnight or temporary stays currently but future plans should change that situation.

BLM Door Request

- Paul Grutowski explained the request from Randy Sanders DNRC for BLM Door Modification. Paul made a motion for the Airport Commission authorize the BLM to modify the height of the hanger door located on the south side of the hanger leased by BLM to accommodate storage of their helicopter at their cost. Paul amended the motion to include replace concrete in front of the new door at BLM cost. Mayor Butch Grenz 2nd both motion. Both motions carried.
- Request to rent garage to DNRC to which the Hanger Committee will investigate option to rent. Discussion suggested to allow them to use it for free. Mayor Butch Grenz made a motion to put the Garage Rent on next month agenda. Philip Emmons 2nd the motion. Motion carried.

Rosebud County Gravel Request

- Rosebud County request to purchase reject gravel from Airport Gravel Pit. Paul Grutowski made a motion that the Airport Commission authorize the sale of reject gravel from the airport gravel pit to Rosebud County at a rate determined at fair market value. Pat Lifo second. Discussion to contact Jerry Backlund for fair market value and work with Airport Operations Committee. Motion carried.

Farm Lease

- Jim Cook representing Cole Cook for farm lease information. Mayor Butch Grenz made a motion to offer the lease to Cole Cook. The lease would be offered in the spring with restriction on what can be done with the farm land. Philip 2nd the motion. Discussion regarding putting it out for bids with the same lease as the former leaser. Butch Grenz made a motion to amend the motion to place the farm lease out of bid and Finance and Operations Committees to review current lease. Pat Lifo 2nd the motion. Both motions carried.

Agenda item next meeting

- Doug Phair made a motion to add to next month agenda Airport Commission appoint another Commission member rather than the Chairman of the Airport Commission as the executive authority and liaison between the Airport Commission and the Airport Manager. Further move that the Airport Commission appoint Paul Grutkowski as that liaison. Philip second the motion. Motion carried.

Manager's Report

- Approval of Claim Vouchers as presented. Mayor Butch Grenz made a motion to approve claims for payment. Paul Grutowski second the motion.

Mayor Butch Grenz made a motion to adjourn the meeting. Philip Emmons second the motion. Meeting adjourned.



SUMMARY OF COSTS WORKSHEET

Miles City Airport
 AIP 3-30-0055-015-2013
 October 8, 2014

Contract Task Descriptions	Contract Amount	Current Project Total	AIP Costs	Sponsor Costs	Invoice ID	Request for Reimbursement
ADMINISTRATION						
A. Advertisement	\$ 1,855.00					
Billings Times (Bid Advertisement)			\$ -	\$ -		
Morrison-Maierle (Independent Fee Estimate)						
Total Administration	\$ 1,855.00	\$ -	\$ -	\$ -		
ENGINEER & CONSULTING SERVICES						
A. KLJ Engineering	\$ 9,800.00	\$ 2,755.90	\$ 2,480.31	\$ 275.59	182332	1
KLJ Engineering		\$ 515.10	\$ 463.59	\$ 51.51	183103	1
KLJ Engineering		\$ 3,000.00	\$ 2,700.00	\$ 300.00	10009387	2
B. Advantage Consulting	\$ 48,345.00					
Advantage Consulting		\$ 10,290.00	\$ 9,261.00	\$ 1,029.00	794	2
Advantage Consulting		\$ 2,290.00	\$ 2,061.00	\$ 229.00	806	3
Advantage Consulting		\$ 2,290.00	\$ 2,061.00	\$ 229.00	817	4
Advantage Consulting		\$ 2,290.00	\$ 2,061.00	\$ 229.00	820	4
Advantage Consulting		\$ 2,500.00	\$ 2,250.00	\$ 250.00	838	4
Advantage Consulting		\$ 2,500.00	\$ 2,250.00	\$ 250.00	846	5
Advantage Consulting		\$ 2,500.00	\$ 2,250.00	\$ 250.00	867	5
Advantage Consulting		\$ 2,500.00	\$ 2,250.00	\$ 250.00	892	6
Total Engineering & Consulting Services	\$ 58,145.00	\$ 33,431.00	\$ 30,087.90	\$ 3,343.10		
CONTRACTORS						
A. Contractor	N/A					
PROJECT TOTALS	\$ 60,000.00	\$ 33,431.00	\$ 30,087.90	\$ 3,343.10		

OUTLAY	PERIOD ENDING	AIP REQUEST
Total Available		\$ 54,000.00
1	10/7/13	\$ 2,943.00
2	1/25/14	\$ 11,961.00
3	2/28/14	\$ 2,061.00
4	3/22/14	\$ 6,372.00
5	6/21/14	\$ 4,500.00
6	7/31/14	\$ 2,250.00
Total Requested To-Date		\$ 30,087.00
Total Remaining		\$ 23,913.00

55.7%



AIRPORT PROJECT STATUS MEMO

◆ **Client Name:** Miles City Airport Commission

Client Contact Person / Address:

Keith Brownfield, MCAC Chairman
PO Box 910
Miles City, MT 59301

KBrownfield@victorymt.com

Project Number: AIP 3-30-0055-014-2013 (Master Plan / ALP Update and
Aeronautical Survey for Approach Development on RW 12-30)

AIP 3-30-0055-015-2013 (Wildlife Hazard Assessment)

Date: October 12, 2014

Work in Progress:

AIP 3-30-0055-015-2013 (Wildlife Hazard Assessment)

The wildlife biologist, Advantage Consulting, continues to conduct monthly wildlife observations. These observations will occur through December of 2014. KLJ has contacted the FAA-ADO in Helena about the need to complete the WHA since Miles City is no longer a Part 139 certificated airport. While a WHA assessment is no longer a requirement for Miles City, the ADO feels the study will benefit the airport and supports completion of the WHA. The FAA supports WHAs for any airport where there is a potential wildlife hazard. Should Miles City seek to become a Part 139 airport in the future, it is likely the WHA being completed now would for the most part be applicable in the future.

AIP 3-30-0055-014-2013 (Aeronautical Survey for RW 12-30 Approach Development)

The Instrument Procedure Development Final Survey Report and associated GIS data were approved July 16, 2014 by the National Geodetic Survey, completing KLJ's portion of the aeronautical survey project for MLS. The data is now part of the official Airport GIS record at MLS. KLJ will continue to coordinate with the FAA-ADO in Helena and the FAA-Flight Procedures in Seattle regarding the development of instrument approach procedures for RW 12-30.



AIP 3-30-0055-014-2013 (ALP/Master Plan Update)

The aviation forecasts were approved by the FAA on July 8th. Facility requirements and development alternatives are being finalized. KLJ is working with the Miles City Airport Board to finalize the preferred apron and hangar area plan. Development of the ALP drawings and 20-year capital improvement plan has begun.

Miscellaneous:

Comments were submitted to the Custer County Planning office related to the proposed Landmark Subdivision. A copy of the comments are attached.

A draft Request for Qualifications (RFQ) for Airport Consultants have been prepared (see attached). This process is a requirement of the FAA. In general airports go through consultant selection every 3-5 years. The last time Miles City went through consultant selection was 2009. Prior to entering into the next contract for engineering services (i.e. the rehabilitation of RW 4-22), Miles City needs to go through the process again.

The Montana Aeronautics loan and grant application is now available "on-line". Applications are due November 15th for 2015 projects. KLJ has begun the preparing the application for the Runway 4-22 and northwest apron area rehabilitation project.

Montana Coal Board is another possible source of funding for the Miles City. KLJ will research this further. We anticipate submitting and application in late 2014. Coal Board will meet in March of 2015.

Action Item by Sponsor:

Establish the date which responses to the RFQ are due and publish RFQ.

Reported By: _____

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