

May 13, 2013 Airport Commission Meeting Minutes

Chairman Vicki Hamilton called the Airport Commission meeting to order at 1:00 on May 13, 2013. Present were Linda Corbett, Mayor Butch Grenz, Paul Grutkowski, Patrick Lifto, Brand Hirsch and Vicki Hamilton. Guests were James Brown (KATL), Frank Stoltz, and Eric Lepispo and Kevin Gabert, both from BLM. Keith Brownfield and Lee Richardson excused.

Due to the retirement of the Airport Commission secretary, the May 13th meeting will be recorded.

Approval of Minutes: Chairman Hamilton called for approval of the April 21st minutes. Linda Corbett moved to approve the minutes as written. Paul seconded. Motion carried.

Chairman Hamilton reported on the Certified Letter that she received from Prince Incorporated. Brand explained that the contract with Prince had expired July 1, 2012. Bonnie Prince was given permission to go in and haul gravel that they had already crushed then Prince Inc. came back this spring to haul more gravel from the pit. Brand Hirsch, airport manager, and Mayor Grenz stopped the gravel hauling because of the expired contract. This is dealing with #57 gravel pit on Sheffield Road; this is not the gravel pit that the city and county uses. The intent of the gravel pit is not to have someone using the gravel in competition with local businessmen. If a renewal contract is not signed for Prince Inc., they are still responsible for the reclamation according to the expired contract.

Chairman Hamilton requested that the Airport Commission tour the airport with the airport manager. This will enable the commission to review the list of issues and establish a priority list of repair issues for the airport from Brand Hirsch. Brand has a lengthy list of airport repair and maintenance issues. The tour was set up for May 20, 2013 at 1:00 at the airport.

BLM LEASE BLM agreed on the 3% increase per year. On the contract lease payment schedule, year four states that BLM doesn't pay anything for the land. Butch Grenz moved to approve the BLM contract with the condition that the fourth year land lease numbers be corrected. Pat Lifto seconded. Eric Lepispo, BLM fire management officer explained that Frank Wiley Field is a very strategic location for the BLM aircraft operations for the entire eastern half of Montana. Eric was concerned about the good relationship that this airport board and the State BLM office has, will deteriorate with the new contract starting out at \$15,000 adding 3% every year after. In 10 years the lease will be over \$50,000.

Kevin Gabert, BLM aviation manager, commented on being advised by the State BLM office to not being involved in the negotiation process and let the folks in Denver handle the negotiations. The airport commission needs to realize that BLM brought to the community over \$200,000 for motels & meals, and fuel sales with the 18 fixed helicopters and the 35 fixed wing in and out for just a few days last summer. Kevin is concerned that with the increase of the lease that at the end of 10 years it would cost BLM almost \$50,000. BLM is leasing buildings that were actually built by the federal government and given back to Airport to be charged higher rent.

Brand Hirsch commented that everybody's tax dollars built these buildings. Without the proper money and

Butch moved to accept the BLM contract with the condition of the correction of year four land lease. Pat Lipfo seconded. Motion carried.

BUDGET: Question the expense of aviation fuel (#237) that in 2009 it was \$186,000. With a 182% increase to \$545,000 how can it increased to \$300,000. Brand explained that it is an average of the previous eight years. A budget amendment is required if the expense is over the budgeted amount. The revenue sheet should reflect an up to date revenue for fuel sales along with the hanger revenue. Brand explained that the revenue doesn't reflect the last three months. Butch commented that in order for the commission to take care of any airport maintenance and repair projects, we might need to add \$.15 per gallon of fuel.

The chairman requested that when the minutes are sent to the airport commission members, the current financial statement should be included. This enable the members to have the time to review the financial report before the meeting.

FBO Discussion - Maintenance and repair to the airport buildings are essential before any person will be interested in being a FBO. We received a \$500,000 grant from FAA tha helped in the purchase of fueling operation. If we turn fueling over to a FBO, we would probably have to pay back the \$500,000 to the FAA. Glasgow, Laurel and Hamilton airports have a FBO. Brand will visit with them about rules and procedures for their FBO. Brand will also check FAA about the fueling operation with a FBO.

EAS – The USDOT has postponed their decision for the termination until the end of May.

FARM LEASE – Dean Dowse, leaser, stated that he will spray twice this summer for the serious weed problem, then plant grass this fall. Dean will pay for the spray with airport to pay for the seed. The chairman appointed Butch Grenz, Brand Hirsch, and Dean Dowse to discuss the farm lease. Instead of a lease, it should be called the removal of fire hazard contract. The FAA requested in April that we address bird mitigation.

The chairman asked that the By-Laws be postponed to the next meeting due to the length of the if meeting. We'll try to spend 10 – 15 minutes a meeting on updating the bylaws.

AIRPORT MANAGER REPORT – The lease on the two trucks costs us between \$1800 to \$1850 a month. Glasgow has been granted military fueling trucks, snow plows, sweeper, and blower that are aviation qualified. The city has stocked the public work department with equipment through the program. Why can't the airport receive any equipment through this process? The County Sheriff had the password for this program, but is having a difficulties since the changes to the system. We have a street sweeper which has no business being used at the airport. The equipment we have is the wrong equipment for the jobs that need to be done.

CLAIMS – Linda Corbett moved to approve the claims. Butch Grenz seconded. Motion carried.

Chairman Hamilton explained that with not having an airport commission secretary, Keith Brownfield has contributed a dictation tape recorder to record the meetings. Mary Robinson will transcribe the recorded meeting to be used as the minutes. What does the Board wish for the process for the process of taking the minutes? Will this be set up as the interim until we find a secretary?

Butch moved to try this process for two to three months and see how it works out. Pat seconded. Discussion about the conflict of interest of having a secretary from the Victory Insurance that the county has their worker's compensation through. Was the previous secretary covered under worker's comp or was she a private contractor. What was she being paid?

Linda will check with Betty Vail with RSVP for anyone interested in the secretary position.

With no further discussion, all in favor of recording the meetings and having Mary Robinson at Victory Insurance transcribe the minutes for two or three months. 4 members in favor with Linda Corbett abstaining.

Brand would like to have the doors closed after the meeting is adjourned.

Butch moved for adjournment. Pat seconded. Motion carried.