**October 14, 2013 Airport Commission Minutes.**

Chairman Vicki Hamilton called the Airport Board meeting to order at 1 PM on October 14, 2013 at the Flight Service Building at the Airport. Present were Chairman Vicki Hamilton, Mayor Butch Grenz, Paul Grutkowski, Patrick Lifto, Brand Hirsch (Airport Manager), James Brown (KATL), Monty Reder, Chris Lund and Dorothy Willems (Secretary).

Chairman Vicki Hamilton called the meeting to order.

**Approval of Minutes:** Motion toApprove September 9th Minutes made by Paul Grutkowski and second by Mayor Butch Grenz. Motion carried.

OLD BUSINESS

**EAS Reinstatement after withdrawal of appeal**.

* Reapplied for reinstatement requires proposals submitted with the reinstatement
  + Ridership
  + Lower Cap to $500. USDOT did not lower fee from $1000 to $500 reported at last meeting.
  + Work with Lewistown for proposed plan
  + Jeanette Jones report incomplete with Baucus being unavailable with the government shut down.

**Craig Canfield (KLJ) sent update report** (Copy attached to the minutes)**.**

**Back Payment of BLM**

* Brand Hirsch reported he has not been able to confirm BLM Payment but will continue to try and report at next month meeting.
* Signed Lease Contract has not been returned but Brand Hirsch does have email confirmation they had accepted the contract but would need time for processing.
* Mayor Butch Grenz reported controversy with the BLM Contract from Economic Development but after communication and explanation of the contract Mike Coyrell is on board with the contract.

**Gravel Lease**

* Brand Hirsh report a check was received from Prince for the gravel utilized in the pit.
* Brand Hirsh report reject material sold to Doeden from the gravel pit.
* Discussion regarding reclaim responsibility:
  + County Commissioners requiring permits and other options.
  + Changing contract language for changing the reclaim responsibility.
  + Get advice and information from Miles City Sanitation Department.
  + KLJ Master Plan and new lease for the gravel pit.

**Hanger Leases and future plans for hanger space**

* Brand Hirsch reported he had not contacted the attorney for Legal Counsel in regards to closing the hanger and terminating the lease. He will work on that.
* Discussion on Hanger Space and Hanger option was discussed:
  + Mayor Butch Grenz made a motion to create a committee to put options together and bring recommendation to the board regarding hanger development at the Airport. Second by Paul Grutkowski. Motion Carried. Committee members: Pat Lifto, Keith Brownfield, Chairman Vicki Hamilton, and Paul Grutkowski.
    - Review what would get the most revenue
    - Ability to Lease Ground and build private hangers (Some Airport do 20 years leases per lease example Pat Lifto presented).
    - Taxi Runways for the new hangers and ways for pay back (suggestion “Paid by owner through SID type of pay back).
      * Old Asphalt from the replacement of one runway could be used for the new Taxi Runway.

**Update Advisor Board Airport Master Plan (KLJ will organize and set up meetings for the committee).**

* Chairman Vicki Hamilton reported members for the FAA Master Plan Committee suggested are:
  + John Laney –Chamber of Commerce, Paul Grutkowski as President of Montana Pilot Association, Fred Wacker, Doug Phair, Lou Vadhiem, CEO of Holy Rosary Hospital, Brand Hirsch (Airport Manager), and Vicki Hamilton (Airport Commission Chairman).

**Budget Plan to look at Income and Expense**

* Keith Brownfield, Pat Lifto, and Brand Hirsch will present the information at the next meeting.
* Discussion regarding income for the Airport included:
  + Gravel Sale
  + Asphalt Reuse
  + Industry on the Airport Property
  + Increase Hanger availability income.

**Review of Hanger Rules**

* Brand will provide copies of the hanger rules at the next meeting. Paul reported he had seen the rules and it contain about 10 items of don’t for the Airport but was pretty vague.

**Commissioner Appointment**

* Chairman Vicki Hamilton requested a motion to have closed meeting for the Commissioner Appointment. Pat Lifto made the motion but the motion died with lack of a second.
* Chairman Vicki Hamilton reported minutes of the July 10th meeting stated a letter was sent to the City for the Commissioner appointment but was never received by the City. Copy on Computer of the letter was found but no copy of signed letter was located.
* 4 Application for the 2 Commissioner Seats have been received.
  + Mayor Butch Grenz suggested committee may consider board members from the Business Community or possible CPA for more community involvement in the Airport.
  + Paul Grutkowski made a motion to set up a committee to interview the applicants and bring recommendation to the board. Mayor Butch Grenz seconded the motion. Motion Carried.

**By Law Update**

* Revised copy of the By Laws were emailed to all members for review and presented at this meeting.
  + Change time period of terms and appointment verification will be reviewed for better wording. Clarification of wording and recommendation will be brought back to the next meeting.
    - Airport Board interview applicants
    - Making the selection and recommendation
    - Approval procedure when reaching City and County Commissioners.
  + Request for a procedure of recall or removal regarding commissioners.
  + Election of Officer shall be done annually at the January Meeting.
  + Commissioner wording change to Board
  + A quorum would be four members for a meeting.  A majority to pass a vote would take 4 out of the 7 or 3 out of 4.  In order to change by-laws it would take a 2/3 vote which would be at least 5.
  + Meeting time will be changed to 2 pm 2nd Monday of each month (Flight Service Building at the Airport
  + Special Meeting- Agenda to Media 2 days in advance of the meeting.
  + Chairman vote only in the case of a tie or to make a quorum.

**Report on the Montana Community Airport Meeting at Kalispell (Chairman Vicki Hamilton and Brand Hirsch-Airport Manager**

* Zoning around the Airport
* Economic Airport Report
* Activities at the Airport
* Marketing your Airport (when marketing your airport have local people learn the information and do the speaking).
* Young Eagles Investigate
* Information to Public regarding Airport Activities
* Report on study done on all airports in Montana
* WebSite with information available for Airports to apply for funds to help with updating their airports.

NEW BUSINESS

**Aviation Conference February in Billings**

* Chairman Vicki Hamilton and Brand Hirsch (Airport Manager) will attend.

MANAGER’S REPORT

**Brand Hirsch pasted out manager report to the committee for review.** Copies are not attached to the minutes**.**

**Crown Castle Lease**

* The present 20 year lease in up for renewal.
* Mayor Butch Grenz suggested the Lease be raised to $1000. per month with 5% increase each year if we go with another 20 year lease which is what they are requesting.

**Verizon Building**

* ADS-B Transmit System requested purchase of the building for $18,000. Mayor Butch Grenz made a motion to allow the purchase of the building. Pat Lifto second. Motion carried.

**Marathon Event was held at the Airport because Fort Keogh was closed due to the Shut Down. All proceeds were for the Custer County Food Bank.**

**Safety Inspection at the Airport**

* Repair at the ends of the runways
* Anthills next to the runways
* Other minor repairs which are done or scheduled to be completed.

**Billing continues to TSA for Equipment kept in the building.**

**Two fuel trucks are down and being worked on.**

**Used some gravel to build up the road.**

**Brand Hirsch request permission to sell the Sweeper and get a tractor and attachment approved to clean the runways.**

* Add to next month agenda

**Mayor Butch Grenz made a motion to accept the manager report. Paul Grutkowski Second. Motion carried**.

**Chairman Vicki Hamilton asked for motion to adjourn the meeting**. Mayor Butch Grenz made the motion. Pat Lifto second. Motion carried.