

Mayor

AIRPORT BOARD MEETING AGENDA

Monday December 11, 2017 Flight Service Building 2 PM

APPROVAL OF PRIOR MEETING MINUTES

OLD BUSINESS

- Leases
- City/County Agreement – Keith Holmlund

NEW BUSINESS

- Craig Canfield - KLJ Report
- Muggli Brothers
- Requirements for independent fueling on airport
- Fuel flow through fee

COMMITTEE REPORTS

- Finance
- Operations
- Development

MANAGER'S REPORT

- Approve Claim Vouchers
- Manager's Report

ADJOURNMENT

Public comment on any public matter that is not on the agenda of this meeting can be presented under "Request of Citizens" provided it is within the jurisdiction of the Committee to address. Public comment will be entered into the minutes of this meeting. The Committee cannot take any action on a matter unless notice of the matter has been made on an agenda and an opportunity for public comment has been allowed on the matter. Public matter does not include contested cases and other adjudicative proceedings.

AIRPORT COMMISSIONERS MEETING Discussion

Monday, November 13, 2017 Flight Service Building 2 PM

Meeting was called to order by Chairman Doug Phair. Present were Doug Phair, Patrick Lifo, Bob Lunde, Paul Grutkowski, Philip Emmons, Keith Holmlund, Jeff Langkau, and Dorothy Willens (Secretary). Absent: Mayor John Hollowell

APPROVAL OF PRIOR MEETING MINUTES

- Pat Lifo made a motion to approve the September 11, 2017 Minutes. Bob Lunde seconded the motion. Motion passed.
 - Jeff Langkau has check with DEQ regarding Loans available. The loans are available after the proposed route and site are available. The government will help with the lift but not the irrigation project. Potential research regarding the irrigation project and reviewing with Muggli's will be the next step toward decisions on the project. Doug Phair felt the Grant Funds would have to be available before the project could go forward. Keith Holmlund will check with Jim Atkinson to verify who would be working to apply for the grant.
 - Keith Holmlund requested New Business be address first so he could leave early for today's meeting.

NEW BUSINESS

Moore complaint regarding cattle on airport property

- Keith Holmlund got a call from John Moore complaining of cattle on the Farm Leased property of Muggli Brothers on Airport Property. Ben Muggli had reported earlier they had given Cole Cook permission to run the cattle on the property for 30 days. The Board requested Jeff contact Ben Muggli regarding the complaint and violation of the lease advising he could not sub lease the property and no cattle on property allowed. Keith Holmlund will call John Moore with the decision of the board.

City/County Agreement

- Keith Holmlund reported the 1948 City/County Interlocal agreement expired June 2017 and the Commissioners have received a signed agreement to renew the agreement. Keith Holmlund advised the Board the agreement is 1.5 mils for the City and County equally but that has the County paying \$30,000 annually to support the Airport and the City paying \$14,040.00 with the City Interfund Operating Transfers Out charging the Airport \$19,292.00 leaving the City support of the Airport being (\$5252). The Commissioners wanted to advise the Airport Board of their intent to meet with the City for discussion regarding this imbalance. The suggestion was to change mils to \$ in the agreement.

October 9, 2017 Minutes Discussion Review

- Items Doug Phair and Jeff Langkau will work on and review next meeting:
 - DOT Lease
 - Ben Holman Lease
 - Dr. Brooke Lease
- Utility Billing Expense was discussed with Solar, LED lighting on runways, and heating. Pat Lifo will do some more investigating regarding funds available to help with Solar Projects and report at next meeting.
- STAT Project Ambulance Service (Coop Airline STAT Air) was reviewed regarding status. Doug Phair reviewed the information he had gather but felt more information was needed regarding the STAT Project. Doug will stay in touch with STAT with our interest in the program.

New Hanger Discussion

- Doug Phair presented a hanger design with two sizes and an attached sheet with estimated cost of \$423,704. Discussion followed regarding 1 door vs 2 doors. Doug Phair will follow up with USDA-Middrivers Program Grant Funds regarding 80 % with 20% Match. Doug Phair will follow up with Middrivers.

Second Jet A Tank

- Jeff Langkau presented a quote from Wilray for a 12k Single Tank with walkway and the jet fuel paint on the inside walls in the amount of \$24,400. The delivery charges would be \$2000 to \$3000. The Board wondered about sources in Billings where the delivery charges would be less. Jeff will do some more checking.

Pit 57 Reclamation (Prince Inc)

- Prince has not Hydro seeded and Wetlands will have to be watched to see that situation has been corrected.

3 Car Heated Garage Rental

- Bob Lunde made a motion upon securing a lease of the Garage Jeff has the authority to replace the door on the garage at the \$3500 quote. Philip Emmons seconded the motion. Motion Carried.

OLD BUSINESS

Fencing 450 Acres for pasture land

- Discussion regarding the cost of fencing, funding, and anticipated revenue were discussed along with possible funds from DEQ. A Spring from water way at Pit 57 may be a water source. Jeff will contact DEQ for funding.

Increase our exposure to some of the Pilot Apps

- Jeff reported "Fore Flight" being \$1000 per year to advertise on their Web site. The suggestion was made to spend the money and see what happens with promotions before reviewing. Doug and Jeff will review value for \$ vs information from 4 Flight.
- Jeff contacted Charter Member but has not received a response.
- Jeff advised he bought a few steaks from Quality Meats and gave steaks to any pilot purchasing 100 gallon Jet A for promotion. The Board approved allowing Jeff to continue this promotion on a trial period.

Hanger 8 and Electric Bills

- Much discussion regarding MDU bills, heaters in planes, renting the bathroom and lounge to Lonnie Leslie or demolition of the bathroom and lounge to allow for more space for planes. Winter and summer rates were discussed. The Board asked Jeff to review the future bills for idea on increase in bills with planes that have heaters in them.

Dolly Discussion

- The Dolly should not move the plane sideways for danger of tipping

Taylor Beardsley Hanger on pad by Shop

- The Board asked Jeff to provide Taylor with Construction Standards which requires a Building Engineer approve the building before building can begin.

COMMITTEE REPORT

- **Finance --**
 - Check account balance \$211,008.26
 - Account Receivables expected after October 1st billing \$22,626.18
 - October Salaries (\$16,607.67)
 - Last Loan Payment from 2008 Project January 2013 (\$1,456.16)
 - Loan Payment from Project 2015-2016 due March 2013 (\$9,156.89)
 - Estimated Balance November 1, 2017 \$94,021.39
- **Operations --**
- **Development --**

MANAGER'S REPORT

- **Manager Report (copy attached)**
 - **Claims Vouchers**
 - Bob Lunde made a motion to accept the claim voucher for October 2017. Pat Lifo seconded the motion. Motion passed
 - Pat Lifo made a motion to accept the November 2017 claims with an added item of Cell Phone Booster for Jeff's residence at a cost of \$250 correction. Bob Lunde seconded the motion. Motion carried.
 - **Cell Phone Booster for the Office** --Cost was \$385 to improve Cell Phone reception within the office.
 - **Bristle Wafers for the broom** --Purchased at a cost of \$800.
 - **Jet Jet-A Fuel**- purchased 3,500 gallons of fuel when fuel prices lower/fuel has now gone up.
 - **Hi-Visibility Safety (Fluorescent) coats purchased on sale for Jeff, Lee, and Bruce** --Safety item when on the field.
 - **Subaru Recall**-Jeff will have to take the vehicle to Billings for repairs on the recall.
 - **Change two phone landlines to Verizon** -- Jeff reported changing to phone lines to Verizon with a saving of \$70. Midrivers was not bundled at the Airport which don't have the bundled rate savings. Before switching check on Business phone rate with Midrivers and if we do switch make sure the phone #'s are still listed in the phone book. Long distance charges are free with Verizon.
 - **Cold Air Blower poster** was passed around and reviewed. More research will be done.

ADJOURNMENT

Doug Phair adjourned the meeting.

BLM Lease Payment

Building
Hanger
Land

Year 5	
2017 Annually	2017 Monthly
\$ 13,285.32	\$ 1,107.11
\$ 16,329.12	\$ 1,360.76
\$ 13,843.56	\$ 1,153.63
\$ 43,458.00	\$ 3,621.50

Year 6	
2018 Annually	2018 Monthly
\$ 13,683.75	\$ 1,140.31
\$ 16,819.12	\$ 1,401.59
\$ 14,258.13	\$ 1,188.18
\$ 44,761.00	\$ 3,730.08

A B & Well Service

2615 Tractor Ave PO Box 626
Missoula City, MT 59801

ESTIMATE

Date prepared 11/23/2017

Estimator Doug Astin

Estimate # 51

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Missoula Airport

Jeff

P.O. Box 910

Missoula City, MT 59801

Job Location:

Customer: Jeff/Weed #

Qty Item/Description

Pumping System

3	Travel & Labor for Service Truck & 2 Man Crew
1	Grundfos GSCF-3 Solar Pump
350	1" Drop Pipe SDR PVC (1")
350	10x2 MWC BLK Plus Jacket
1	6-Panel Solar Rack w/Post and Wire Hardware
4	36 Sq 180w Solar Panel
15	1" Drop Pipe CPLG PVC (1")
1	1" BLL 60 Braze NL T&T (1")
1	1/4" Nipple Brass NL (1/4")
1	1" CPLG Braze NL T&T (1")
1	Heat Shrink #14 #12 #10 3 Wire
1	1st hole screw clamp for electrical box
1	8 inch steel Well Cap

Total for Pumping System

\$0,000.34

Total

\$0,000.34

\$ 4690.24

Accepted

Date

12/11/2017 Financial Statement

Balance in Checking Account	\$ 88,392.73
Receivables	\$ 16,153.00
Salary & City Charges for November	\$ (14,000.00)
Last Loan Payment from 2009 Project January 2018	\$ (5,099.34)
	\$ 85,446.39

Airport Improvement Fund	\$ 68,455.12
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MANAGER'S REPORT
Miles City Airport
December 11th, 2017

Claims Vouchers Approval

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Operations

- The Subaru crew car recall is completed.
- I purchased the Fore Flight advertising for \$499.00
- Fuel Master Maintenance agreement is up for renewal for \$550.00
- I will need to order Av Gas 100 L soon.
- I received a quote for a solar well pump.
- MCC MOU update
- Hangar 8 used 23 KWH with no aircraft plugged in.

Nov
• Sept. Hours Worked: Jeff - 132 Hrs. Reg.
- 0.0 Hr. Comp
Lee - 152 Hrs. Reg.
- 1 Hrs. O.T.
Bruce - 17.5 Hrs. Reg.
- 0.0 Hrs. O.T.

Nov
• Sept Aircraft Ops.
Helicopter ----- 3
Under 12,500 ----- 190
Over 12,500 ----- 4

New Business

- Custer County Sheriffs Dept asked if the airport would like to advertise on the canvas grocery bags that they are distributing.
- There was a request for Irrigated pasture to allow more revenue for the airport.

MILES CITY AIRPORT OPERATIONAL SALES FOR NOVEMBER 2017

PRODUCT	LIST PRICE	COST	PROFIT	TOTAL GALLONS	NET INCOME
FUEL	RETAIL PRICE				
JET-A	\$4.20	\$2.29	\$1.91	1517	\$2,897.00
100LL FS	\$4.95	\$3.70	\$1.25	844	\$1,055.00
100LL SS	\$4.75	\$3.70	\$1.05	625	\$656.00
RENT					
HANGAR	\$4,406				\$4,739
BUILDING	\$1,157				\$1,132
LAND	\$2,148.00				\$2,299
GRAVEL					\$150.00
Hangar Trans.					
TOTAL INCOME					\$12,928.00

TOTAL FUEL GALLONS SOLD

MONTH	2015		2016		2017	
	JET A	AVGAS	JET A	AVGAS	JET A	AVGAS
JANUARY	2,417.00	1,060.66	422.00	1,276.79	1,656.00	1,019.00
FEBRUARY	1,642.00	1,004.91	1,548.00	2,008.00	1,508.00	1,181.00
MARCH	3,420.00	1,187.13	3,453.00	1,098.50	2,676.00	1,943.00
APRIL	3,496.00	1,823.37	3,062.00	1,950.00	3,661.00	2,209.00
MAY	2,948.00	3,057.89	3,800.00	3,484.00	7,552.00	3,977.10
JUNE	2,469.00	3,725.19	5,296.00	3,365.00	6,831.00	3,270.00
JULY	7,343.00	4,872.30	10,901.00	2,820.00	56,562.00	18,325.00
AUGUST	3,276.00	3,667.73	2,445.00	3,162.00	7,238.00	9,277.00
SEPTEMBER	2,717.00	1,029.40	7,707.00	3,236.00	3,944.00	5,663.00
OCTOBER	2,034.00	1,649.64	2,546.00	2,487.00	2,251.00	2,002.00
NOVEMBER	3,154.00	1,306.15	4,331.00	1,375.00	1,517.00	1,469.00
DECEMBER	1,820.00	1,229.32	531.00	1,146.00		
TOTALS	60,236.00	25,613.69	73,042.00	27,408.29	128,416.00	40,335.10
		85849.69		100450.29		168751.1