

AIRPORT BOARD MEETING AGENDA

Monday December 10, 2018 Flight Service Building 2 PM

APPROVAL OF November 12, 2018 PRIOR MEETING MINUTES

OLD BUSINESS

- Update on Industrial Park Development
 - MCC and Natn'l Guard approach work.
 - City Signature
- Update on Hanger 3 Paint Project
- Update on Montana Aeronautics and Fuel Tax Issue
- 3 Car Garage upgrade Update

NEW BUSINESS

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 MINUTES

Monday, November 12, 2018 Flight Service Building 2 PM

Meeting was called to order by Chairman Doug Phair. Present were, Bob Lunde, Patrick Lifto, Ken Gardner, Keith Holmlund, Philip Emmons, Jeff Langkau (Manager), and Dorothy Willems (Secretary). Excused Absent: Paul Grutkowski Guest: Jenifer Mahan and Jessica Kuipers (MC12)

APPROVAL OF PRIOR MEETING MINUTES

Keith Holmlund made a motion to approve October 8, 2018 minutes. Pat Lifto seconded the motion. Motion carried.

OLD BUSINESS

Industrial Park Development

- Craig Canfield sent a status reporting the Environmental Report indicating Hanger 3 may be eligible for inclusion on the national Register of Historic Places. Report will be reviewed by the FAA and the MT State Historical Preservation Office and a determination made to place Hanger 3 on the National Register Historical Places which should not affect the project. Bob Lunde reported meeting with Joseph B Schleining, SFC USARMY NG MTARNG (US) representative of the National Guard Community Projects, with a very promising report to complete approaches and roads for the Industrial Park roads with National Guard projects Program. Bob has the application to be filled out and submitted. The National Guard does their own Environment Study. Joseph was very positive about the project and was impressed with the mapping already done.
- Jeff Langkau requested Easement search with Abstract Company for access to the Industrial Park property at a cost of \$250. The 1988 Easement is Lonnie Leslie's property easement.
- Jeff Langkau thought the project paper work was signed and okayed by the City but will verify this week.

Hanger 3 Paint Project

- Jeff Langkau plans get the City Bucket Truck and wire wheel the wood on Hanger 3 where painting is required and have the painters rebid the area desired to be painted when done. He tested the primer that was supposed to cover the chipping but did not think it was effective.

City-County Interlocal Agreement

- Ken Gardner thought the City-County Interlocal 1 year Agreement was signed but Keith Holmlund said they had not signed the paper work waiting for a meeting of discussion with the City. Ken Gardner will verify the amount of the Mil Levy approved by the City on the agreement and report next meeting.

Hanger 8 Electrical, Lounge, and Bathroom

- Pat Lifto presented the MDU Electric Billing information for Hanger 8 using the utility billing for years of 2017 and 2018 (January through October available 2018). Averaging Electric billing for 2017 over 2018 he found when plane heaters are plugged in it amount to \$90 more monthly in Utility Billing. When Lonnie Leslie's plane is here it is plugged in all the time and a refrigerator is plugged in. Meters have been purchased for the plug-ins to measure the electric usage. Philip Emmons suggested a rate across the board would be fairer policy for all. KWH usage averaged \$.14 with the Board agreeing cost of billing and maintenance the cost would be at least \$.20 per KWH. Bob Lunde made a motion all KWH used by Community Hangers Renters be Metered and billed at \$.20 KWH monthly. Keith Holmlund seconded the motion. Motion Carried.
- An Electrical Policy was suggested to cover more pilots who may plug in planes in Community Hangers.
- Renting out the bathroom and office in Hanger 8 or tearing the rooms out and using it for hanger rent space was discussed. Lonnie Leslie has requesting negotiating renting the space. At present the electric is disconnect but plumbing has not been blown out which must be done to prevent braking pipes. Removing the rooms and making room for another small plane would bring in \$110 per month so it was felt at least \$110 in rent for the rooms would be reasonable. Pat Lifto made a motion advising Lonnie of the \$110 plus utilities to rent the space and state the reasoning and If the offer is rejected the rooms should be torn down for Hanger Rent space. Keith Holmlund seconded the motion. Motion carried.

Montana Aeronautics and Fuel Tax Issue

- Doug Phair reported a meeting is scheduled next week on fuel tax with the committee discussing a couple of Key Issues. From there a bill will be put together for the \$.10 or part of fuel taxes and registration fees be distributed to Montana Airports and Montana Aeronautics instead of all going to the general fund. Doug felt there is a lot of support.
- Keith Holmlund reported MACO now has a policy for Airports and also commented on the presentation Todd Devlin (long time Co. Commissioner from Prairie County (past president of MACO) gave in support of the Fuel Tax being distributed to Montana Airports and Montana Aeronautics.

3 Car Garage Upate

- Pat Lifto check with Ron Hurr (MDU Manager) regarding electricity to the building and was advised they could not hook up power without an electrical permit, new service, and possible breaker box upgrade. An Electrician will have to be involved to get the electrical permit. Pat Lifto will check with Tony Johnson regarding the work.
- Research will be done regarding the condition of the Montana Pilot Building next to 3 Car Garage. Possible tear down would be a summer project.

NEW BUSINESS

MC 12 Gala Event Request (Jenifer Mahan and Jessica Kuipers -Board of Directors MC12)

- Jenifer and Jessica request permission to use Hanger 3 for a Gala Fundraiser Event June 22, 2019 to raise money for the Splash/Wibaux Project. The event would include Hors D'Oeuvres, Presentation, Silent Auction, Music, ending with Live Band. Suggestion from the board was plane rides, Air Show, Prairie Unique /Dale Galen from Terry, Mt with small plane collection, and contact National Guard for planes and helicopters for display.
- Valet parking would be provided, and Liability Insurance would be provided by MC12.
- The Airport Board approved the Event and will work with MC12 planning the activities.

COMMITTEE REPORTS

- **Financials** – Review of the financials with inventory JV's with Doug Phair feeling the profit margin in gas sales looked pretty good. October Profit and Loss 2018 and Financial Statement attached.
- **Operations** –
- **Development** –

MANAGER'S REPORT

- **Manager Report (copy attached).**
 - Claims Vouchers
 - Pat Lifto made a motion to accept the claims in the amount of \$3,018.24. Keith Holmlund seconded the motion. Motion carried. (Copy Attached).
 - Jeff reported Harris Co Lease Antenna agreement needed for antenna in Hanger #5 is still moving forward.
 - Midrivers has vacated the leased CATV hub site located north of Miles City that was previously occupied by TCI/AT&T/Bresnan. All telecommunication equipment has been removed and they would like to discuss steps needed to close out the lease (letter attached). Jeff was asked to contact Midrivers.
 - Landmark Dividend is approaching the airport regarding a cell site. Jeff was asked to touch base and report back.
 - CAA Sales continue to increase.

ADJOURNMENT

Doug Phair adjourned the meeting.

Meter Licensing	\$ 490.00
Loan Payment	\$ 18,881.38
Fuel Tank Piping	\$ 1,000.00
Four Flight Advertising	\$ 500.00
Web Grain	\$ 258.00
Fuel Filters	\$ 1,000.00
Fuel Purchases	\$ 24,000.00
Total Expenses	\$ 46,129.38
Check Balance	\$ 158,905.74
	\$ (46,129.38)
	\$ 112,776.36

TOTAL FUEL GALLONS SOLD

MONTH	2015		2016		2017		2018	
	JET A	AVGAS	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	2,717.00	737.00
FEBRUARY	1,642.00	1,004.91	1,548.00	2,008.00	1,508.00	1,181.00	2,040.00	952.00
MARCH	3,420.00	1,187.13	3,453.00	1,098.50	2,676.00	1,943.00	1,332.00	1,702.00
APRIL	3,496.00	1,823.37	3,062.00	1,950.00	3,661.00	2,209.00	3,976.00	1,134.00
MAY	2,948.00	3,057.89	3,800.00	3,484.00	7,552.00	3,977.10	5,956.00	4,325.00
JUNE	2,469.00	3,725.19	5,296.00	3,365.00	6,831.00	3,270.00	3,288.00	3,809.00
JULY	7,843.00	4,872.30	8,901.00	2,820.00	56,562.00	8,325.00	6,152.00	5,099.00
AUGUST	6,276.00	3,667.73	4,445.00	3,162.00	27,258.00	9,277.00	8,249.00	2,738.00
SEPTEMBER	2,717.00	1,029.40	7,707.00	3,236.00	16,944.00	5,663.00	4,751.00	2,374.01
OCTOBER	2,034.00	1,649.64	2,546.00	2,487.00	2,251.00	2,002.00	4,202.00	1,270.00
NOVEMBER	3,154.00	1,306.15	4,331.00	1,375.00	1,517.00	1,469.00	2,296.00	1,337.00
DECEMBER	1,820.00	1,229.32	531.00	1,146.00	2,572.00	816.00		
TOTALS	60,236.00	25,613.69	73,042.00	27,408.29	130,988.00	41,151.10	44,959.00	25,477.01
	85849.69		100450.29		172139.1		44959	