

AIRPORT BOARD MEETING AGENDA

Monday March 11, 2019 Flight Service Building 2 PM

APPROVAL OF January 14, 2019 and February 11, 2019 MEETING MINUTES

OLD BUSINESS

- KLJ Update
- Midriver Lease Agreement Proposal -Pat Lifto
- Industrial Park Development -National Guard Application- Bob Lunde and Doug Phair
- 3 Car Garage Update- Install Electric -Pat Lifto

NEW BUSINESS

- Class for Government Board Training from 4 till 6 at MCC room 317 (Keith Holmlund)
- Prince Lease / Mike Sharp

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, January 14, 2019 Flight Service Building 2 PM

Meeting was called to order by Chairman Doug Phair. Present were Doug Phair, Bob Lunde, Patrick Lifo, Paul Grutkowski, Keith Holmlund, Ken Gardner, Philip Emmons, Jeff Langkau (Manager), and Dorothy Willems (Secretary).

Guest: Elizabeth Patton (Miles City Area Economic Development)

APPROVAL OF PRIOR MEETING MINUTES

Pat Lifo made a motion to approve December 10, 2018 minutes. Paul Grutkowski seconded the motion. Motion carried.

OLD BUSINESS

Midrivers Communication Lease

- Midrivers Lease site they want to abandon has a small building, phone and electric service, 40K Generator, and Transfer Switch on a deep cement pad. The lease states at abandoning the site should be left as start. Pat Lifo suggested offering if Generator and transfer switch be given to the Airport the site could remain as is. The Airport Board agreed to have Pat Lifo make a proposal to Aaron Arthur to see what they may say and report at the next meeting.

Monthly Electric Meter Charge for Tenants

- Lonnie Leslie has agreed the electric service to plug in planes could run close to \$100 per month but states the lease he signed states electric is included. Discussion to change the wording in the renewed leases to clarify the normal electric use verses the electric uses when plugging in airplanes when electric charges of \$.20 KWH are added to monthly billing.

City-County Interlocal Agreement

- Keith Holmlund reported a 1-year agreement has been signed between the City and County to continue the present agreement.

Hanger 8 Lounge and Bathroom.

- The lounge and bathroom have been removed from Hanger 8 with the bathroom walls still in place. Lonnie Leslie indicated he may be interested in the present room still standing at a low price. Decision was made at last meeting to dismantle.

Montana Aeronautics and Fuel Tax Issue

- DOT has introduced their own bill in the Legislation on Fuel Tax.
- Montana Aeronautics pushing to eliminate rebate funding and working on Grant Funds. Doug's concern with the 2019 Project is the \$300,000 part of the project which is the Airport responsibly is in danger because the Permanent Supplemental Funding which could have provided the funds 100% matching at this time none has been given to Montana in the first round. Chairmen Doug Phair will call Craig Canfield (KLJ) for deadline on accepting 2019 Project for this year.

Industrial Park Development

- Pat Lifo presented a review of Storage Units in town and cost of renting with the idea of installing storage units as an income source for the airport. The Board agreed to investigate cost of a building with 15-20 unit storage unit and determine pay back.
- The application to have National Guard install the approaches and roads to the industrial site have not been included completed pending meeting with National Guard representative to help filling out the application. Bob Lunde will continue attempting to contact them.
- Architecture Engineering is putting together bid package for building the first tenant at the Industrial Park.

3 Car Garage Update

- Pat Lifo and Tony Johnson will be working to get electric service to 3 Car Garage and MDU will run service to the building. New doors have been ordered.

NEW BUSINESS

New Executive -Director for Miles City Area Economic Development (Elizabeth Patton)

- Keith Holmland introduced Elizabeth to the Board and each board member introduced themselves.

LED Lighting Investigation with MDU Lighting Rebate /Pat Lifo

- Pat Lifo presented suggested new LED lighting (Low Bay 200 to 300 W LED) was review and reviewed the lights in each building (Hanger 8, 5,3, shop, Flight Service, Terminal, and outside lighting). MDU will install new yard lighting outside between the Terminal Building and the Flight Service Building which is very dark presently. Total project estimated at \$11,000 including the wiring Hanger 3.

- 1/14/17
- Bob Lunde made a motion to replace lighting in Hangers and outside lighting as present along with submitting the application to MDU for Lighting Rebate. Philip Emmons second the motion. Motion carried. Keith Holmlund requested bids for the lights be done locally since it's the tax base that helps support the Airport.
 - Pat Lifo will investigate the lighting use in Hanger 9.
 - MDU Rebate is estimated at 46 light X \$75 = \$3600. The airport presently rents 2 lights from MDU and will add one more.

Solar Panel for electrical support for the Airport

- Pat Lifo did some investigating regarding Solar Panel for electricity to support the Airport but the cost and payback did not seem practical.

COMMITTEE REPORTS

- **Financials** – Review of the financials with the Fuel Inventory
- **Operations** –
- **Development** –

MANAGER'S REPORT

- **Manager Report (copy attached).**
 - Claims Vouchers
 - Keith Holmlund made a motion to accept the claims in the amount of \$39,665.24 plus topping off the 100LL tank while the prices are low. Pat Lifo seconded the motion. Motion carried. (Copy Attached).
 - Ben Holman called about purchasing the land he has a lease and was advised Craig Canfield (KLJ) is working with FAA to get the land labeled Joint Use. Jeff will contact Craig for status.

Additional Gas Tank Connection

- Jeff should have the new storage tank ready for addition gas very soon.

ADJOURNMENT

Doug Phair adjourned the meeting.

AIRPORT COMMISSIONERS MEETING MINUTES

Monday, February 11, 2019 Flight Service Building 2 PM

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

No Quorum /Discussion Meeting only.

APPROVAL OF PRIOR MEETING MINUTES

January 14 and February 11, 2019 minutes will be approved at the March 11th meeting.

OLD BUSINESS

Midrivers Communication Lease Proposal

- Pat Lifo contact Aaron Arthur with the proposal to give the 40K Generator and Transfer Switch to the Airport releasing them from the 2021 lease which states property must be returned to the same state before the lease. Aaron seems in favor but will have to take it to the Midrivers Board at the end of the months for approval.

Industrial Park Development

- Pat Lifo advised his discussion with DOWL indicated a person from Billings is looking into Store Front with Storage Units in the rear so questioned whether the storage units building in the Industrial Park may not work.
- KLJ is still working on the Non-Aeronautical Use for the Industrial Park and other FAA Permits.
- Bob Lunde is still working on contacting the National Guard representative to get the application for building approaches for the Industrial Park Development. A new approach is being proposed about 75 feet Northwest of the present approach. The current approach is required to be closed. Bob will invite the National Guard representative to the March 11th meeting.

Project Update AIP 3-30-0055-017-2018 -Craig Canfield (KLJ) (copy attached)

- Craig reported Environmental Study Cultural Resource Inventory has been updated to address the "airport as a whole", submitted to FAA for coordination with the Montana State Historical Society.
- New Snow Removal Equipment has been delivered.
- Phase II Runway 4-22 Threshold Relocation:
 - Two application for FAA Supplemental Funding have been submitted
 - Runway 4-22 Threshold Relocation (Phase II) \$2,590,000
 - Taxiway B Rehabilitation (Mill and Overlay) \$ 360,000
 - KLJ is preparing grant application for the 90/10 funding and local match will be funded by Coal Board grant which was received in 2017.
- Craig presented mapping with Pavement Strength Survey, reviewed, and discussion on section of pavement, drainage, and cracks in concrete.

LED Lighting Investigation with MDU Lighting Rebate /Pat Lifo

- Pat Lifo presented detailed reports (copy attached) regarding all types of LED fixtures, # of lights, location for each type of light, and cost of each. Total cost of lighting \$19332.38 with deduction of office lighting replaced earlier (\$2272.00). This estimate does not include the Flight Service Building and Hanger 9. MDU rebate would come to \$8572.00 with our cost \$8488.38. The detailed report will be submitted to Pam Albers at MDU Commercial Lighting Rebate application department. When okayed by MDU the Board will approve the installation of the lights.

3 Car Garage Update

- Pat Lifo report Tony Johnson could do the work to get electric service to 3 Car Garage and MDU will run service to the building in the spring. New insulated doors are here, waiting for Donnelly to install.
- David Ritter was shown the 3 Car Garage and Terminal expressing interest in renting.

NEW BUSINESS

COMMITTEE REPORTS

- **Financials** – Review of the financials with winter months losses.
- **Operations** –
- **Development** –

MANAGER'S REPORT

- **Manager Report (copy attached).**
 - Claims Vouchers
 - February Claims were not able to be approved due to no quorum.
 - Ben Holman called about purchasing the land again. Craig Canfield (KLJ) advised they had not applied for the Non-Aeronautic Use for that piece of property. Craig will be checking on it.
 - Scissors Lift was broken while the City had it but because they think it cannot be certified they do not want to repair it. Jeff will check with Bob Cat to see if it can be certified and see if they can't repair it at the airport.

~ 11/19

- MC Finishing Touches /Jeff Skidmore submitted another bid after the sanding of \$2850. The board asked Jeff to get the painting scheduled.
- Jeff is trying to obtain FAA Access Code to be able to get free GSA Equipment that would be for sale. Sidney airport has gotten a code so Craig will check with them for information.
- Keying all locks the same was not discussed.
- Jeff requested purchase of Pallet Fork Fold Down at \$850. The board thought a motion was made for Jeff to purchase maintenance material up to a certain amount without Board approval in previous minutes. Dorothy will check the minutes for that.

ADJOURNMENT

Doug Phair adjourned the meeting.



AIRPORT PROJECT STATUS MEMO

Client Name: Miles City Airport Commission

Client Contact Person / Address:

Jeff Langkau, Airport Manager

Frank Wiley Field

PO Box 910

Miles City, MT 59301

mcairport@midrivers.com

Doug Phair, Chairman

Miles City Airport Commission

doug@ramshot.com

Project Number: AIP 3-30-0055-017-2018 (SRE & Environmental Study)

Date: February 11, 2019

Work in Progress:

AIP 3-30-0055-017-2018 (SRE Acquisition & Environmental Studies)

The following has been completed:

- **Environmental Study** – The revised Cultural Resources Inventory (CRI) report was submitted to the FAA on February 5th. The FAA responded with additional comments on February 26th. KLJ has addressed the additional comments and we expect the FAA will now coordinate with the Montana State Historical Society regarding the finding of the report. Once SHPO has concurred in the CRI the Categorical Exclusion document can be completed.
- **Acquisition of New Snow Removal Equipment** – The draft closeout report has been completed. An \$8,500 Coal Board draw down has been requested. This will cover the Airport's 10% share.

Phase II Runway 4-22 Threshold Relocation

KLJ is preparing the grant application for 90/10 funding for the design of the Phase II improvements. This will be sent to the Airport for signature.

The Construction Safety Phasing Plan (CSPP) for the Phase II improvements has been drafted. This will be submitted for airspace review by the FAA.



Miscellaneous

None

Action Items Required of Sponsor:

Initiate the application for Coal Board Funding for the construction of the Phase II improvements in 2020.

Reported By:


Craig C. Canfield, P.E.
Project Manager
craig.canfield@kljeng.com

cc: Joe Nye, Helena ADO

joe.nye@faa.gov

MLS Airport

From: Eddie Anderson [eddiea@cityservicevalcon.com]
Sent: Wednesday, March 6, 2019 4:42 PM
To: Miles City Airport
Subject: FW: Self Serve EPOS Options - Summer 2018.pptx
Attachments: Self Serve EPOS Options - Summer 2018.pptx

Hi Jeff,

Fun seeing you guys last week at the conference.

The attached presentation from P66 has info on the M4000.

Do not recommend spending any more money on a Fuelmaster.

Here in Spokane Felts Field is just having install completed on new above ground storage; including a new M4000 self serve.

Please contact me if I can assist!

Best Regards,

Eddie

From: Ed Croymans <edc@cityservicevalcon.com>
Sent: Wednesday, August 15, 2018 9:52 AM
To: Steve Archambault <stevea@cityservicevalcon.com>; Breezy Burlison <bburlison@cityservicevalcon.com>; Eddie Anderson <eddiea@cityservicevalcon.com>; Jon <jon@juniperfuelinc.com>
Cc: Shelly Smith <shellys@cityservicevalcon.com>; Cammi Peck <cammi@cityservicevalcon.com>; Tia Komberec <tias@cityservicevalcon.com>
Subject: FW: Self Serve EPOS Options - Summer 2018.pptx

FYI

From: Bajema, Steven W <Steven.W.Bajema@p66.com>
Sent: Tuesday, August 14, 2018 9:02 PM
Subject: Self Serve EPOS Options - Summer 2018.pptx

Greetings,

Attached find information regarding "self-serve" equipment options.

Let me know if you have further questions.

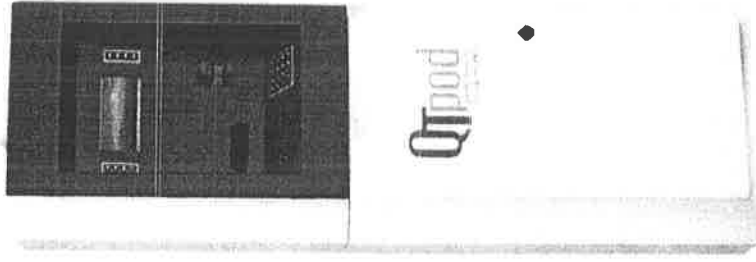


Steven Bajema
O: (+1) 405-310-2247 | M: (+1) 314-269-7741
National Account Manager, General Aviation

Customer Service
1-800-234-6603, option 8

QT Pod M4000 Specifics

QT Pod M4000



Features: You may install or order your QT Pod M4000 today!

- MSRP \$14,995
- Trade in credit for M3000 - \$3,495 (Ends September 30, 2018), if you want to trade in Fuel Master, contact QTPOD for any current incentives
- Annual Subscription:
 - \$945 (Maintenance, Helpdesk, Software)
 - \$1,995 (Maintenance, Helpdesk, Software Updates, Hardware)
- Connections:
 - Cellular connection (\$480/Year with Verizon, AT&T also available
 - WiFi 802.11
 - Ethernet TCP/IP
- PCI Compliant
- Not EMV Capable (EMV liability covered by PSX)
- No Government Air Cards

Contact QT Pod at 303-962-3413 or sales@qtpod.com



New Self Serve EPOS Options

Miles City Airport Commission

Profit & Loss

February 2019

Feb 19

Income

340000 · Charges for Services

343061 · Landing Fees 397.80

343062 · Aviation Fuel 16,690.98

343064 · Hangar Rent 5,961.18

343065 · Building Rentals 1,200.50

Total 340000 · Charges for Services 24,250.46

360000 · Miscellaneous Revenue

361010 · Land Rental 1,223.80

362020 · Misc Revenue 128.00

Total 360000 · Miscellaneous Revenue 1,351.80

Total Income 25,602.26

Gross Profit 25,602.26

Expense

238 · Credit Card Fees 209.53

430300 · Public Works

220 · Operating Expenses 120.00

230 · Repair and Maintenance 377.30

231 · Gas, Oil, Diesel Fuel, Grease 373.37

250 · Supplies for Resale 376.85

330 · Publicity, Subscriptions & Dues 50.00

363 · R & M Vehicles/Equip/Labor-PW 506.27

944 · AIP 3-30-0055-017-2018 6,854.37

Total 430300 · Public Works 8,658.16

Total Expense 8,867.69

Net Income 16,734.57

January 2019 Claims

[illegible]

MANAGERS REPORT
Miles City Airport
February 11th, 2019

Claims Vouchers Approval

- \$ 3,865.24

Operations

- 3 car garage Talked to David Ritter
- We sanded the round top hangar and received a new Quote for paint from MC Finishing Touches for \$2,850 which is now the lowest.
-
- January Hours Worked:

Jeff	185-- Hrs. Reg.
	21.5-- Hr. Comp
Lee	168--Hrs. Reg.
	0--Hrs. OT.
- January Aircraft Ops.

Helicopter-----	12
Under 12,500-----	178
Over 12,500-----	44
- Hangar January \$ 50
- CAA Sales January \$ 198
- Fuel Sales profit \$ 5,247.94

New Business

- Would like to purchase fork lift attachment for tool cat \$850.00
- Pat wanted to explore getting door locks that are keyed alike.
- The scissors lift broke when the City had it and I am looking into cost of repairs.

March 2019 Claims

[illegible]

March 10th, 2019

Claims Vouchers Approval

- \$ 3,865.24

Operations

- Montana 99's offer.
- We are first on list to get Hangar 3 painted by MC Finishing Touch
- Harris SITA antennas install.
- We are very pleased with the Tool Cat.

- February Hours Worked: Jeff 104-- Hrs. Reg.
24-- Hr. Comp
Lee 164--Hrs. Reg.
0--Hrs. OT.

- February Aircraft Ops.

Helicopter-----	0
Under 12,500-----	128
Over 12,500-----	12

- Hangar February \$ 450
- CAA Sales February \$ 160
- Fuel Sales profit February \$ 3447.54

New Business

- Part time worker
- Prince
- Phillips 66 recommends we do not spend any more money on Fuel Master.
- The jet truck will need front tires this year.

TOTAL FUEL GALLONS SOLD

MONTH	2016			2017			2018			2019		
	JET A	AVGAS		JET A	AVGAS		JET A	AVGAS		JET A	AVGAS	
JANUARY	422.00	1,276.79	1,656.00	1,019.00	2,717.00	737.00	1,934.00	1,010.00				
FEBRUARY	1,548.00	2,008.00	1,508.00	1,181.00	2,040.00	952.00	1,104.00	922.50				
MARCH	3,453.00	1,098.50	2,676.00	1,943.00	1,332.00	1,702.00						
APRIL	3,062.00	1,950.00	3,661.00	2,209.00	3,976.00	1,134.00						
MAY	3,800.00	3,484.00	7,552.00	3,977.10	3,956.00	4,325.00						
JUNE	5,296.00	3,365.00	6,831.00	3,270.00	3,288.00	3,809.00						
JULY	8,901.00	2,820.00	5,562.00	8,325.00	6,152.00	5,099.00						
AUGUST	1,445.00	3,162.00	27,258.00	9,277.00	3,219.00	2,738.00						
SEPTEMBER	7,707.00	3,236.00	16,944.00	5,663.00	4,751.00	2,374.01						
OCTOBER	2,546.00	2,487.00	2,251.00	2,002.00	4,202.00	1,270.00						
NOVEMBER	4,331.00	1,375.00	1,517.00	1,469.00	2,296.00	1,337.00						
DECEMBER	531.00	1,146.00	2,572.00	816.00	1,730.00	1,115.50						
TOTALS	73,042.00	27,408.29	130,988.00	41,151.10	46,689.00	26,592.51	3,038.00	1,932.50				
	100450.29		172139.1		73281.5		3038					