

## **AIRPORT BOARD MEETING AGENDA**

**Monday June 10, 2019 Flight Service Building 2 PM**

### **APPROVAL OF May 13, 2019 MEETING MINUTES**

#### **OLD BUSINESS**

- **2019-2020 Budget Approval**
- **KLJ Project Update**
- **Vince Muggli Lease and Grass Land Agreement**
- **Ben Holman land purchase**
- **Midrivers Bldg Rental**
- **Three Car Garage -Electric and Heater update**
- **MDU LED Lighting Rebate /Pat Lifo**
- **MCI Squared**

#### **NEW BUSINESS**

- **Wacker Wedding Request**

#### **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, May 13, 2019 Flight Service Building 2 PM**

Meeting was called to order by Chairman Doug Phair.

Present: Bob Lunde, Paul Grutkowski, Philip Emmons, Ken Gardner, and Doug Phair, Craig Canfield (KLJ), Jeff Langkau (Manager), and Dorothy Willems (Secretary). Guest: BLM -Rick Lang and Ben Holman. Absent: Patrick Lifo and Keith Holmlund,

### **APPROVAL OF PRIOR MEETING MINUTES**

Bob Lunde made a motion to approve April 8, 2019 minutes. Paul Grutkowski seconded the motion. Motion carried.

### **OLD BUSINESS**

#### **BLM Seed Contractor Change /Rick Lang**

- Rick Lang advised the new Seed Contractor will be adding 2 more employee, additional Trailer, and a 10,000-gallon storage tank. The contractor will provide and maintain the pumps during Fire Season from last week of June to the first week of September. BLM will also be adding a 220-amp service.
- Chairman Doug Phair requested information regarding the qualification for the 2 employee and wondered if the Airport Employee would qualify. Rick Lang said it would be worth discussion and will get information to the Airport.

#### **Land Purchase /Ben Holmen**

- Requesting information regarding Non Aeronautical assignment and purchase of property. He wants to build a shop and part of the shop would be on Airport Property. Craig Canfield (KLJ) advised the documents are all done and waiting on Washington confirmation. It's the feeling no one would object to the building. The significant property improvement building a road would let the renter purchase the land without going to bids. The airport felt he could continue with his plan with very little risk.

#### **Midrivers Building**

- Doug Phair has received a request to rent the building and was requesting suggestions for monthly rent. The airport has not received the release letter from Midrivers which would need to be signed. The building has power, internet, but no water. There is a heater and A/C on premise which may not be left. The a/c is disconnected and would have to be recharged to use. The board suggestion is between \$300-\$400 and asked Doug to negotiate the best option.
- Paul Grutkowski will investigate use or sell of the satellite disk with heater and screen on the property.

#### **Grass Land Agreement**

- Bradley indicated he would like to cut the grass at the airport Muggli's are not cutting in the Agriculture Lease. Vince Muggli was scheduled to be at the meeting wanting to visit about doing more haying next year if they have a good year this year but cancelled.
- The board will let Jeff Langkau and Pat Lifo visit with both parties and make the decision to get the hay cut.

#### **3 Car Garage Update**

- Pat Lifo has the electric finish but waiting on MDU to get it tied in. After discussion the Board decided on rent of \$300 with the garage having Insulated Doors, Electricity, and Heate. The heater needs to be checked for proper operation.

#### **LED Lighting Rebate Application**

- Dorothy Willems will check with MDU regarding the contact person to see if the Rebate Application has been accepted.

#### **National Guard building approaches for the Airport**

- Bob Lunde contacted Joseph B Schleining, SFC USARMY NG MTARNG (US) representative of the National Guard Community Projects, again with Joe suggesting Doug, Pat, Bob visit directly with Washington representative to answer the questions they have. Bob will contact Joe to arrange it. Criag Canfield indicated the request for non-aeronautical status is waiting for Washington reply but did indicate he didn't think it was a problem.

### **NEW BUSINESS**

#### **ARFF Lease- Purchase Option**

- The city received a letter regarding a leasing program for fire trucks which the mayor passed on to the Airport. Since the Airport has a Fire Truck and isn't interested in more fire trucks they have declined.

#### **Access Airport for Oftedahl -City**

- The Mayor was expected at the meeting to discuss giving Oftedahl access to their gravel pit through the Airport. Craig reported Runway Protection Zone Review was done Feb 2016 to determine status of Sheffield Road when Oftedahl was also requesting access across Airport Property.

- Paul Grutkowski made a motion to table the access decision until the Mayor can attend to hear the Airport concerns. Ken Gardner seconded. Discussion Bob Lunde asked about Prince and Oftedahl current Projects which seems to be great interest in gravel. Motion carried.

#### **Student Pilot**

- Paul Grutkowski indicate 3 or 4 people interested in pilot training. Getting student with instructors seemed the next step. Contacting instructors in Billings or Glasglow with student names.

#### **2019-2020 Budget**

- Jeff Langkau will have the 2019-2020 budget ready at the next meeting for approval to get to City.

#### **COMMITTEE REPORTS**

- **Financials** – Reviewed gas profit % with gas inventory which when taken month by month doesn't come out. Dorothy and Philip will look at the JV's and figures to verify.
- **Operations** – Hanger 3 Front has been painted.
- **Development** –

#### **MANAGER'S REPORT**

- **Manager Report (copy attached).**
  - Claims Vouchers
    - Bob Lunde made motion to approve May Claims \$27,705.24 and Philip Emmons seconded. Motion carried.
  - Jeff Langkau only received one concrete estimate from Cornerstone out of the 3 requested. The Board gave Jeff permission to accept the bid and get the concrete work done.
  - Jeff reported no contact regarding the Boomer Gala Event scheduled for June 22.
  - On the Gutter Project Jeff has received one bid from Mark Anderson/8" Gutters at \$2510. He's waiting on one more bid. Bob Lunde made a motion to have Jeff accept the lesser of the two bids (\$6000-\$7000) for the Gutter Project on the Office, Garage, Hanger 3, and the overhang using the Airport Improvement account for payment. Paul Grutkowski seconded the motion. Motion carried.
  - Jeff Langkau reported Bruce Larson was called in for 13 hours the month of April.
  - Jeff contacted Chuck Garrison and was successful in getting an application for GSAXess, which has been sent to Helena, to be able to get excess to free GSA Equipment that would be for sale.
  - Jeff Langkau reported request for Gravel sales from Rosebud County for Reject Gravel and from Brewer for 100 loads of Pit Run Gravel (estimated \$2000).
  - Jeff reported on hours, Sales, and CAA Activity with the CAA Activity up. May has had more activity already.

#### **ADJOURNMENT**

Paul Grutkowski adjourned the meeting.

CITY OF MILES CITY  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2019 - 2020

5610 AIRPORT OPERATING

| Account                                  | Actuals   |         |         |         | Current | %    | Prelim.   | Budget | Final     | %      |
|--|-----------|---------|---------|---------|---------|------|-----------|--------|-----------|--------|
|  | 15-16     | 16-17   | 17-18   | 18-19   | Budget  | Rec. | Budget    | Change | Budget    | Budget |
| <b>310000 TAXES</b>                      |           |         |         |         |         |      |           |        |           |        |
| 311010 Real Property Taxes               | 12,442    | 12,502  | 13,390  | 8,118   | 13,711  | 59%  | 13,711    |        | 13,711    | 100%   |
| 311020 Personal Property Taxes           | 378       | 350     | 344     | 40      | 335     | 12%  | 335       |        | 335       | 100%   |
| 312000 Penalty & Interest on             | 31        | 19      | 31      | 20      | 40      | 50%  | 40        |        | 40        | 100%   |
| Group:                                   | 12,851    | 12,871  | 13,765  | 8,178   | 14,086  | 58%  | 14,086    | 0      | 14,086    | 100%   |
| <b>330000 INTERGOVERNMENTAL REVENUES</b> |           |         |         |         |         |      |           |        |           |        |
| 331127 FAA AIP 017-2018                  |           |         |         | 116,200 | 129,190 | 90%  | 362,790   |        | 362,790   | 281%   |
| 331129 Federal Aeronautics Admin         | 3,965,788 | 52,174  |         |         | 0       | 0%   |           |        | 0         | 0%     |
| 334032 Aero Grant 016-2015               | 81,407    |         |         |         | 0       | 0%   |           |        | 0         | 0%     |
| 334060 Coal Impact                       | 166,118   |         |         |         | 9,035   | 0%   | 35,400    |        | 35,400    | 392%   |
| 336020 State aid-GASB68                  | 2,293     | 2,601   | 2,385   |         | 0       | 0%   |           |        | 0         | 0%     |
| Group:                                   | 4,215,606 | 54,775  | 2,385   | 116,200 | 138,225 | 84%  | 398,190   | 0      | 398,190   | 288%   |
| <b>340000 Charges for Services</b>       |           |         |         |         |         |      |           |        |           |        |
| 341075 Serv/Cnty-Interlocal Agmt         | 30,425    | 28,626  | 33,516  | 16,799  | 30,000  | 56%  | 30,000    |        | 30,000    | 100%   |
| 343018 Sale of Street & Roadway          |           | 2,025   | 1,238   | 1,440   | 1,000   | 144% | 1,000     |        | 1,000     | 100%   |
| 343061 Landing Fees                      | 2,621     | 2,246   | 2,160   | 1,776   | 1,800   | 99%  | 2,000     |        | 2,000     | 111%   |
| 343062 Aviation Fuel                     | 411,474   | 419,245 | 717,503 | 291,970 | 400,000 | 73%  | 300,000   |        | 300,000   | 75%    |
| 343064 Hangar Rent                       | 58,564    | 61,393  | 67,676  | 55,085  | 58,000  | 95%  | 58,000    |        | 58,000    | 100%   |
| 343065 Building Rentals                  | 12,875    | 13,710  | 14,952  | 13,505  | 14,000  | 96%  | 14,000    |        | 14,000    | 100%   |
| 343067 Other - Miscellaneous             | 2,029     | 160     | 225     | 519     | 500     | 104% | 500       |        | 500       | 100%   |
| 343069 Ag Contract                       |           |         | 10,000  | 10,250  | 5,000   | 205% | 10,500    |        | 10,500    | 210%   |
| Group:                                   | 517,988   | 527,405 | 847,270 | 391,344 | 510,300 | 77%  | 416,000   | 0      | 416,000   | 81%    |
| <b>360000 MISCELLANEOUS REVENUE</b>      |           |         |         |         |         |      |           |        |           |        |
| 361010 Land Rental                       | 22,407    | 16,498  | 20,109  | 17,172  | 25,000  | 69%  | 25,000    |        | 25,000    | 100%   |
| 362020 MISC REVENUE                      | 245       | 217     | 228     | 387     | 300     | 129% | 300       |        | 300       | 100%   |
| Group:                                   | 22,652    | 16,715  | 20,337  | 17,559  | 25,300  | 69%  | 25,300    | 0      | 25,300    | 100%   |
| <b>370000 INVESTMENT EARNINGS</b>        |           |         |         |         |         |      |           |        |           |        |
| 371010 Investment Earnings               | 31        | 233     | 2,970   | 2,869   | 150     | ***% | 2,500     |        | 2,500     | 1667%  |
| Group:                                   | 31        | 233     | 2,970   | 2,869   | 150     | ***% | 2,500     | 0      | 2,500     | 1666%  |
| <b>380000 OTHER FINANCING SOURCES</b>    |           |         |         |         |         |      |           |        |           |        |
| 381070 Proceeds/Loans/Intercap           |           |         |         |         | 264,000 | 0%   | 264,000   |        | 264,000   | 100%   |
| 383000 Interfund Operating               | 10,621    | 54,030  |         |         | 0       | 0%   |           |        | 0         | 0%     |
| Group:                                   | 10,621    | 54,030  |         |         | 264,000 | 0%   | 264,000   | 0      | 264,000   | 100%   |
| Fund:                                    | 4,779,749 | 666,029 | 886,727 | 536,150 | 952,061 | 56%  | 1,120,076 | 0      | 1,120,076 | 117%   |

CITY OF MILES CITY  
Expenditure Budget by Org Report -- MultiYear Actuals  
For the Year: 2019 - 2020

87 Airport

| Account                                  | Object                    | Actuals |         |         |         | Current | %    | Prelim. | Budget  | Final   | % Old  |
|--|---------------------------|---------|---------|---------|---------|---------|------|---------|---------|---------|--------|
|  |                           | 15-16   | 16-17   | 17-18   | 18-19   | Budget  | Exp. | Budget  | Changes | Budget  | Budget |
| 4056 Airport- Capital Improvement Plan   |                           |         |         |         |         |         |      |         |         |         |        |
| 430300 Airport(87)                       |                           |         |         |         |         |         |      |         |         |         |        |
| 360                                      | Contr R & M               | 5,813   | 30,500  |         |         | 0       | 0%   |         |         | 0       | 0%     |
|  | Account:                  | 5,813   | 30,500  |         |         | 0       | ***% | 0       | 0       | 0       | 0%     |
| 521000 Interfund Operating Transfers Out |                           |         |         |         |         |         |      |         |         |         |        |
| 820                                      | Transfers to Other Funds  | 10,621  |         |         |         | 0       | 0%   |         |         | 0       | 0%     |
|  | Account:                  | 10,621  |         |         |         | 0       | ***% | 0       | 0       | 0       | 0%     |
|  | Fund:                     | 16,434  | 30,500  |         |         | 0       | 0%   | 0       | 0       | 0       | 0%     |
| 5310 SEWER UTILITY                       |                           |         |         |         |         |         |      |         |         |         |        |
| 430300 Airport(87)                       |                           |         |         |         |         |         |      |         |         |         |        |
| 230                                      | Repair and Maintenance Su | 595     |         |         |         | 0       | 0%   |         |         | 0       | 0%     |
|  | Account:                  | 595     |         |         |         | 0       | ***% | 0       | 0       | 0       | 0%     |
|  | Fund:                     | 595     |         |         |         | 0       | 0%   | 0       | 0       | 0       | 0%     |
| 5610 AIRPORT OPERATING                   |                           |         |         |         |         |         |      |         |         |         |        |
| 430300 Airport(87)                       |                           |         |         |         |         |         |      |         |         |         |        |
| 111                                      | Salaries and Wages - Perm | 90,638  | 99,546  | 93,090  | 67,991  | 100,020 | 68%  | 100,260 |         | 100,260 | 100%   |
| 121                                      | OVERTIME-PERMANENT        | 435     | 2,829   | 4,190   | 1,757   | 2,800   | 63%  | 2,800   |         | 2,800   | 100%   |
| 131                                      | VACATION                  | 154     | 2,123   | 7,290   | 6,593   | 2,100   | 314% | 2,100   |         | 2,100   | 100%   |
| 132                                      | SICK LEAVE                |         | 1,755   | 1,263   | 502     | 1,800   | 28%  | 1,800   |         | 1,800   | 100%   |
| 133                                      | OTHER LEAVE PAY           | 414     | 3,635   | 7,167   | 3,262   | 3,197   | 102% | 3,203   |         | 3,203   | 100%   |
| 134                                      | HOLIDAY PAY               | 136     | 1,557   | 920     |         | 1,600   | 0%   | 1,600   |         | 1,600   | 100%   |
| 141                                      | Unemployment Insurance    | 138     | 168     | 286     | 281     | 167     | 168% | 168     |         | 168     | 101%   |
| 142                                      | Workers' Compensation     | 5,017   | 6,137   | 5,762   | 4,575   | 6,140   | 75%  | 6,154   |         | 6,154   | 100%   |
| 143                                      | Health Insurance          | 14,573  | 16,599  | 13,736  | 14,791  | 17,753  | 83%  | 19,073  |         | 19,073  | 107%   |
| 144                                      | FICA                      | 6,680   | 8,456   | 8,744   | 6,151   | 8,531   | 72%  | 8,550   |         | 8,550   | 100%   |
| 145                                      | PERS                      | 18,952  | 33,843  | 17,851  | 6,865   | 9,445   | 73%  | 9,690   |         | 9,690   | 103%   |
| 196                                      | CLOTHING ALLOTMENT        | 375     | 375     | 375     | 300     | 375     | 80%  | 375     |         | 375     | 100%   |
| 210                                      | Office Supplies and Mater | 928     | 781     | 617     | 796     | 600     | 133% | 600     |         | 600     | 100%   |
| 214                                      | Small Items of Equipment  | 470     | 4,229   |         |         | 500     | 0%   | 250     |         | 250     | 50%    |
| 220                                      | Operating Expenses        | 6,911   | 4,712   | 4,538   | 4,269   | 3,500   | 122% | 4,000   |         | 4,000   | 114%   |
| 230                                      | Repair and Maintenance Su | 25,566  | 12,294  | 11,381  | 32,776  | 8,000   | 410% | 8,000   |         | 8,000   | 100%   |
| 231                                      | Gas, Oil, Diesel Fuel, Gr | 1,716   | 1,945   | 5,001   | 3,513   | 2,000   | 176% | 2,500   |         | 2,500   | 125%   |
| 237                                      | Aviation Fuel             | 244,458 | 264,572 | 459,057 | 185,923 | 250,000 | 74%  | 200,000 |         | 200,000 | 80%    |
| 239                                      | Tires, Tubes Etc.         |         | 398     | 977     | 181     | 2,500   | 7%   | 2,500   |         | 2,500   | 100%   |
| 250                                      | Supplies for Resale       |         | 326     | 1,921   | 860     | 1,000   | 86%  | 1,000   |         | 1,000   | 100%   |
| 311                                      | Postage, Box Rent, Etc.   | 7       | 181     | 277     | 131     | 300     | 44%  | 200     |         | 200     | 67%    |
| 319                                      | Other Communication and T | 676     | 723     | 1,712   | 929     | 1,000   | 93%  | 1,200   |         | 1,200   | 120%   |
| 330                                      | Publicity, Subscriptions  | 271     | 592     | 1,184   | 1,307   | 1,000   | 131% | 1,200   |         | 1,200   | 120%   |
| 334                                      | Memberships, Registration | 691     | 490     | 490     | 490     | 500     | 98%  | 600     |         | 600     | 120%   |
| 341                                      | Electric Utility Services | 7,964   | 10,090  | 10,137  | 8,885   | 9,000   | 99%  | 10,000  |         | 10,000  | 111%   |
| 344                                      | Gas Utility Service       | 3,399   | 5,027   | 6,333   | 5,608   | 5,000   | 112% | 5,000   |         | 5,000   | 100%   |

**June 2019 Claims**

| <b>Date</b> | <b>Vendor</b>        | <b>Description</b>           | <b>Amount</b> | <b>Status</b> |
|-------------|----------------------|------------------------------|---------------|---------------|
| Jun-19      | Midrivers            | Cable Telephone,and Internet | \$185.00      |               |
| Jun-19      | MDU                  | Utilities                    | \$1,100.00    | Estimate      |
| Jun-19      | Verizion             | Cell Phones                  | \$107.00      |               |
| Jun-19      | WEX                  | Unit Fuel                    | \$150.00      | Estimate      |
| Jun-19      | Farmers bros. Coffee | coffee                       | \$75.00       |               |
| Jun-19      | Crid Co.             | Drinking water               | \$38.00       |               |
| Jun-19      |                      | Air Field and Building Maint | \$600.00      | Estimate      |
| Jun-19      |                      | Equipment Maint.             | \$500.00      | Estimate      |
| Jun-19      |                      | Office Supplies              | \$75.00       | Estimate      |
| Jun-19      | City Service Valcon  | 10,000 Gallons Jet-A         | \$25,000.00   | Estimate      |
| Jun-19      | City Service Valcon  | 6,000 Gallons AV Gas 100LL   | \$21,000.00   | Estimate      |
| Jun-19      | Regal Insurance      | Annual Hangar Premium        | \$4,875.00    |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              |               |               |
|             |                      |                              | \$53,705.00   |               |

# 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  | 1,040.00  | 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  | 1,356.10  | 2,274.13  |
| APRIL     | 3,062.00  | 1,950.00  | 3,661.00   | 2,209.00  | 3,976.00  | 1,134.00  | 1,687.00  | 2,156.00  |
| MAY       | 3,800.00  | 3,484.00  | 7,552.00   | 3,977.10  | 3,556.00  | 4,325.00  | 5,971.00  | 4,160.00  |
| JUNE      | 5,296.00  | 3,365.00  | 6,831.00   | 3,270.00  | 3,288.00  | 3,809.00  |           |           |
| JULY      | 3,901.00  | 2,820.00  | 56,562.00  | 8,325.00  | 6,152.00  | 5,099.00  |           |           |
| AUGUST    | 1,445.00  | 3,162.00  | 1,258.00   | 9,277.00  | 8,249.00  | 2,738.00  |           |           |
| SEPTEMBER | 7,707.00  | 3,236.00  | 6,944.00   | 5,663.00  | 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 | 18,052.10 | 10,522.63 |
|           | 100450.29 |           | 172139.1   |           | 73281.5   |           | 18052.1   |           |