

## **AIRPORT BOARD MEETING AGENDA**

**Monday July 8, 2019 Flight Service Building 2 PM**

### **APPROVAL OF June 10, 2019 MEETING MINUTES**

#### **OLD BUSINESS**

- **Wacker Wedding Request Update /Doug call to Mayor for approval**
- **Industrial Site Update from DOWL/Pat was to call**
- **Vince Muggli Lease and Breadleys hay to cut update**
- **Ben Holman land purchase update**
- **Midrivers Bldg Rental /Doug was to call Taxidermist.**
- **Three Car Garage -Electric and Heater update**
- **MDU LED Lighting Rebate /Pat Lifo**
- **National Guard building approaches for the Airport / Sargent Carlston**
- **Gutter Replacement Update**
- **MCI Squared**

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

Meeting was called to order by Chairman Doug Phair.

Present: Bob Lunde, Paul Grutkowski, Philip Emmons, Ken Gardner, Patrick Lifto, and Doug Phair, Craig Canfield (KLJ), Jeff Langkau (Manager), and Dorothy Willems (Secretary). Guest: Farm Lease -Vince Muggli. Absent: Keith Holmlund.

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

Pat Lifto made a motion to approve May 13, 2019 minutes. Bob Lunde seconded the motion. Motion carried.

### **NEW BUSINESS**

#### **Wacker Wedding Request /Nicole Wacker**

- Mike and Nicole Wacker are requesting information from the Airport to rent Hanger 3 as a venue for a wedding reception October 12, 2019 at 6 pm for about 500 people. The request time line would be Wednesday through Sunday for set up, wedding reception, and clean up. If the weather is a problem Hanger 8 could be an option.
- Insurance, security, and port-a-potty would have to be provided by the renter. Parking arrangements will be arranged by the Airport, but parking assistance provided by renter. Terminal bathrooms would be available.
- Bob Lunde made a motion to allow the use of Hanger 3 (with Hanger 8 as backup) for the Wacker Wedding subject to confirmation from City of Miles City Council. Pat Lifto seconded the motion. Motion carried.
- Doug Phair will call Mayor Hollewell and advise Nicole of the decision.

### **OLD BUSINESS**

#### **Farm Lease/Vince Muggli**

- Vince Muggli doesn't object to Beardley cutting the grass at the Airport that Muggli's are not cutting but request Beardley visit with Muggli before cutting any grass. Suggested charges for grass for Beardley suggest 70- 30 share. Pat Lifto will advise Beardley.

#### **KLJ Upate /Craig Cranfield**

- AIP 017 (Environmental and Snow Removal Equipment)
  - Environment Study has been approved by FAA waiting on SHPO to concur.
  - SnowPlow match has been covered by Coal Board Grant. Per Craig Canfield (KLJ) the Coal Board Grant has been delayed but the \$8500 payment should be received by July 2019.
  - The total estimated project cost for the AIP 017 project is \$145,024. The Airport's responsibility of this project will be approximately \$5,854. Expense should be taken from Airport Improvement Account.
- Industrial Park has been approved by FAA with a small section to be approved after the completion of the 2020-2021 Runway Project. Craig provided a map showing this area. Pat with check with DOWL for timeline on staking the property. Expenses for DOWL should be taken from Airport Improvement.
- AIP 018 (Runway 4-22 Design and Aeronautical Survey)
  - The design for the runway improvements and the aeronautical survey for the approach procedures revisions will be completed in 2019-2020. These costs are anticipated to be \$406,600. The cost are broken out as follows: FAA \$365,940, Coal Board \$35,400, Airport \$5,260.
- AIP 019 (Runway 4-22 Construction)
  - Project will be constructed in the summer of 2021. The estimated project cost is \$4,452,907.60. FAA Share \$4,007,616.84 with Sponsor Share \$445,290.76. The Airport will apply for Coal Board and Montana Aeronautics grants to offset the Sponsor Share of the project costs. No costs related to this project should be incurred by the Airport until the Spring of 2021.
- Ben Holman land purchase is waiting on Mayor John Hollowell signature on an approval letter from the City of Miles City. Jeff Langkau will take to the City Financial Meeting tonight for the Mayor to sign.

#### **LED Lighting Rebate Application /Pat Lifto**

- Pat Lifto the MDU LED Lighting Rebate was approved. Pat has replaced the lighting in Hanger 3 and lights are being ordered for the rest of the lighting replacement.
- First quote of 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 with adjustment in cost of lighting from first quote.

#### **Midrivers Building**

- Doug Phair will contact the Taxidermist interested in renting the Midrivers Building for rent of \$300-\$400 and advise utilities be put in their name. The utilities should be changed to Airport name if lease in not signed. The a/c is disconnected and would have to be recharged to use.

### **3 Car Garage Update/Pat Lifto**

- Ron Hurr/MDU reported electric connections should occur in 2 weeks and the furnace will have to be checked out after the electric is connected.

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

- Bob Lunde contacted Sargent Carlston regarding plans for the approaches to be done by the Nat'l Guard. Things seemed very positive but Gravel Impact Statement must be filled out and submitted to Helena with expected work accomplished in 2 years. Sargent Carlston will be present at the July Meeting.

### **2019-2020 Budget**

- Doug Phair made a motion to approve 2020-2021 Budget as present by Jeff Langkau with items on the Budget for the new 2020-2021 Project be assigned separate Revenue and Expense # to keep this Project separate from other projects. Pat Lifto seconded the motion. Motion carried. Laurie was contacted and we have new revenue and expense # for the new project.

### **COMMITTEE REPORTS**

- **Financials** –
- **Operations** – Hanger 3 Front has been painted with logo completed by ABC Signs.
- **Development** –

### **MANAGER'S REPORT**

- **Manager Report (copy attached).**
  - Claims Vouchers
    - Pat Lifto made motion to approve June Claims \$53,705 and Philip Emmons seconded. Motion carried.
  - Jeff Langkau reported the concrete work has been completed by Cornerstone (Paul Peterson) in front of office, in front of gate, Hanger 3 spot, and Service Building Pad. What seems to be concrete spatter in front of the Terminal which they could not remove, Doug suggested painting the area.
  - Jeff reported MCI Squared (the Boomer Gala Event) scheduled for June 22 had some silent auction items donated from City Valcom to be donated by the Airport.
  - On the Gutter Project Jeff has received one bid from Mark Anderson/8" Gutters at \$2510 but still has not received a second bid. Bob Lunde suggested hiring Mark Anderson for the Gutter Project on the Office, Garage, Hanger 3, and the overhang using the Airport Improvement account for payment. Motion was made at the May 13<sup>th</sup> meeting to complete the project.
  - Jeff Langkau reported the transfer of the Chevy Courtesy Car to Terry, MT.
  - Jeff Langkau reported received a check for Gravel sales from Rosebud County for Reject Gravel in the amount of \$600.
  - Jeff reported on hours, Sales, and CAA Activity with the CAA Activity up. Jeff also reviewed Business View Magazine feature, Trans Canada Pipeline, and Rental Car Franchise but no action was taken.

### **ADJOURNMENT**

Doug Phair adjourned the meeting.

Miles City Airport Commission  
**Profit & Loss**  
 June 2019

	<u>Jun 19</u>
<b>Income</b>	
340000 · Charges for Services	
343061 · Landing Fees	208.80
343062 · Aviation Fuel	25,191.06
343064 · Hangar Rent	5,228.11
343065 · Building Rentals	1,200.50
<b>Total 340000 · Charges for Services</b>	<u>31,828.47</u>
360000 · Miscellaneous Revenue	
361010 · Land Rental	1,823.80
362020 · Misc Revenue	55.00
<b>Total 360000 · Miscellaneous Revenue</b>	<u>1,878.80</u>
390000 · Airport Improvement Plan 102117	
343018A · Airport Improvement Gravel	656.25
<b>Total 390000 · Airport Improvement Plan 102117</b>	<u>656.25</u>
<b>Total Income</b>	<u>34,363.52</u>
<b>Gross Profit</b>	34,363.52
<b>Expense</b>	
238 · Credit Card Fees	-12.76
430300 · Public Works	
210 · Office Supplies & Materials	26.91
220 · Operating Expenses	367.88
230 · Repair and Maintenance	717.48
231 · Gas, Oil, Diesel Fuel, Grease	242.13
319 · Other Communication	114.20
345 · Telephone	162.55
347 · Internet	15.00
363 · R & M Vehicles/Equip/Labor-PW	1,047.99
513 · Liability Insurance	4,875.00
<b>Total 430300 · Public Works</b>	<u>7,569.14</u>
430320 · Airport Improvement Expense	
360A · Building Expense/Captial Imp	2,188.98
<b>Total 430320 · Airport Improvement Expense</b>	<u>2,188.98</u>
<b>Total Expense</b>	<u>9,745.36</u>
<b>Net Income</b>	<u><u>24,618.16</u></u>

Ch. Balance 127693.94  
 Receivables 35051.09  
 Surplus City -15000.00  
147,745.03

Airport Improvement 163059.43

Miles City Airport Commission

7/8/2019 10:54 AM

Register: 102117 - Cash - Airport Improvement

From 01/01/2017 through 07/08/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/30/2017	1705-01		101000 - Cash - Operating	To reclassify airport i...	56,055.12		56,055.12	
09/19/2017	10217	Muggli Brothers	101000 - Cash - Operating	Muggli Bros Farm Pa...	10,000.00		66,055.12	
09/19/2017	10218	Reder Flying Service-HANG...	101000 - Cash - Operating		250.00		66,305.12	
10/02/2017		Invoice Payment	103500 - Undeposited Cash	BLM Terminal Bldg ...	1,200.00		67,505.12	
10/18/2017		Invoice Payment	103500 - Undeposited Cash	Deposit July Aug Sc...	950.00		68,455.12	
03/29/2018	1806-02	JV Moved from Checking to ...	[split]	Northern Tool P0 80...	1,249.99		67,205.13	
04/17/2018	10220	Transfer from Checking	101000 - Cash - Operating	April 2018 Minutes	12,215.44		79,420.57	
09/13/2018		Muggli Brothers	103500 - Undeposited Cash	Deposit Invoice # 46...	10,000.00		89,420.57	
09/26/2018		Invoice Payment	103500 - Undeposited Cash	Brooks /Gravel Sales	708.00		90,128.57	
11/08/2018		Yellowstone Environmental	103500 - Undeposited Cash	Gravel sales	432.00		90,560.57	
03/20/2019	953	Donnelly Overhead Door	430320 - Airport Improvement ...	3 car Garage Door /D...	3,500.00		87,060.57	
04/16/2019	969	Pat Lifo	430320 - Airport Improvement ...	15" woods Mower	4,150.00		82,910.57	
04/30/2019	1806-13	JV Moved from Checking to ...	101000 - Cash - Operating	Move Gravel Payme...	316.39		83,226.96	
05/08/2019	985	MC Finishing Touches, LLC	430320 - Airport Improvement ...	Paint Hangar 3 Arch	2,850.00		80,376.96	
05/23/2019	986	Cornerstone Masonry & Con...	430320 - Airport Improvement ...	3 Pad at Airport	5,594.00		74,782.96	
05/24/2019	987	Homelectric LLC	430320 - Airport Improvement ...	Bulbs and Fixtures fo...	11,229.78		63,553.18	
05/27/2019	988	Cornerstone Masonry & Con...	430320 - Airport Improvement ...	Block in 2 doorways ...	1,150.00		62,403.18	
06/11/2019		Rosebud County	103500 - Undeposited Cash	Deposit Reject Gravel	656.25		63,059.43	

## Profit & Loss

July 2018 through June 2019

	Jul '18 - Jun 19
<b>Income</b>	
<b>310000 · Taxes</b>	
311010 · Real Property Taxes	13,028.06
311020 · Personal Property Taxes	75.31
312000 · Penalty & Int. on Delinq. Taxes	20.11
<b>Total 310000 · Taxes</b>	<b>13,123.48</b>
<b>330000 · Intergovernmental Revenue</b>	
331127 · FAA AIP 017-2018 & 018-2018	116,200.01
<b>Total 330000 · Intergovernmental Revenue</b>	<b>116,200.01</b>
<b>340000 · Charges for Services</b>	
341075 · Serv/Cnty-Interlocal Agreement	16,799.25
343061 · Landing Fees	2,399.70
343062 · Aviation Fuel	363,533.56
343064 · Hangar Rent	70,911.81
343065 · Building Rentals	16,130.08
4050 · Sales	124.52
340000 · Charges for Services - Other	30.00
<b>Total 340000 · Charges for Services</b>	<b>469,928.92</b>
<b>360000 · Miscellaneous Revenue</b>	
361010 · Land Rental	19,193.16
362020 · Misc Revenue	988.49
<b>Total 360000 · Miscellaneous Revenue</b>	<b>20,181.65</b>
<b>370000 · Investment Earnings</b>	
371010 · Investment Earnings	2,868.85
<b>Total 370000 · Investment Earnings</b>	<b>2,868.85</b>
<b>390000 · Airport Improvement Plan 102117</b>	
343018A · Airport Improvement Gravel	2,096.25
343069A · Ag Contract 102117	10,250.00
<b>Total 390000 · Airport Improvement Plan 102117</b>	<b>12,346.25</b>
<b>Total Income</b>	<b>634,649.16</b>
<b>Cost of Goods Sold</b>	
50000 · Cost of Goods Sold	0.00
<b>Total COGS</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>634,649.16</b>
<b>Expense</b>	
238 · Credit Card Fees	5,428.47
<b>430300 · Public Works</b>	
111 · Salaries and Wages - Perm	74,853.51
121 · Overtime - Permanent	1,837.36
131 · Vacation	6,561.39
132 · Sick Leave	911.65
133 · Other Leave Pay	4,058.28
141 · Unemployment Insurance	309.87
142 · Workers Compensation	5,039.17
143 · Health Insurance	16,269.55

## Profit & Loss

July 2018 through June 2019

	Jul '18 - Jun 19
144 · Fica	6,771.95
145 · PERS	7,560.64
196 · Clothing Allotment	300.00
210 · Office Supplies & Materials	873.23
220 · Operating Expenses	4,816.05
230 · Repair and Maintenance	8,258.09
231 · Gas, Oil, Diesel Fuel, Grease	3,839.89
237 · Aviation Fuel	214,923.73
239 · Tire, Tubes Etc	42.74
250 · Supplies for Resale	852.22
311 · Postage, Box Rent	123.48
319 · Other Communication	1,135.22
330 · Publicity, Subscriptions & Dues	1,306.99
334 · Memberships & Registrations	490.00
341 · Electric Utility Services	8,885.10
344 · Gas Utility Service	5,608.28
345 · Telephone	2,058.13
347 · Internet	203.61
363 · R & M Vehicles/Equip/Labor-PW	8,614.64
370 · Travel	595.95
511 · Insurance on Buildings	3,117.50
512 · Insurance on Vehicles & Equip	2,610.42
513 · Liability Insurance	4,875.00
925 · Industrial Park Site #1	1,690.00
939 · AIP-3-30-055-016-2015	7.62
944 · AIP 017-2018 & 018-2018	135,074.97
<b>Total 430300 · Public Works</b>	<b>534,476.23</b>
<b>430320 · Airport Improvement Expense</b>	
360A · Building Expense/Captial Imp	26,512.76
940A · Equipment Expense	4,150.00
<b>Total 430320 · Airport Improvement Expense</b>	<b>30,662.76</b>
<b>490000 · Debt Service</b>	
490500 · Other Debt Svc Pmts	
648 · MT Aero Principle 06-2015	16,953.00
649 · MT Aero Interest 06-2015	1,928.38
<b>Total 490500 · Other Debt Svc Pmts</b>	<b>18,881.38</b>
<b>Total 490000 · Debt Service</b>	<b>18,881.38</b>
<b>520000 · Other Financing Uses</b>	
521000 · Transfers to Other Funds	
820 · Transfers to Other Funds	15,395.00
<b>Total 521000 · Transfers to Other Funds</b>	<b>15,395.00</b>
<b>Total 520000 · Other Financing Uses</b>	<b>15,395.00</b>
<b>Total Expense</b>	<b>604,843.84</b>
<b>Net Income</b>	<b>29,805.32</b>

**July 2019 Claims**

<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	<b>Status</b>
Jul-19	Midrivers	Cable Telephone,and Internet	\$185.00	
Jul-19	MDU	Utilities	\$1,100.00	Estimate
Jul-19	Verizion	Cell Phones	\$107.00	
Jul-19	WEX	Unit Fuel	\$100.00	Estimate
Jul-19	Farmers bros. Coffee	coffee	\$75.00	
Jul-19	Crid Co.	Drinking water	\$38.00	
Jul-19		Air Field and Building Maint	\$600.00	Estimate
Jul-19		Equipment Maint.	\$500.00	Estimate
Jul-19		Office Supplies	\$75.00	Estimate
Jul-19				
Jul-19				
Jul-19				
			\$2,780.00	





# 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	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	4,356.10	2,274.13
APRIL	3,062.00	1,950.00	3,661.00	2,209.00	3,976.00	1,134.00	4,687.00	2,156.00
MAY	3,800.00	3,484.00	7,552.00	3,977.10	5,956.00	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	3,422.00	4,319.00
JULY	18,901.00	2,820.00	56,562.00	8,325.00	6,152.00	5,099.00		
AUGUST	21,445.00	3,162.00	27,258.00	9,277.00	8,249.00	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	21,474.10	14,841.63
	100450.29		172139.1		73281.5		21474.1	