

city

AIRPORT COMMISSION MEETING AGENDA

Miles City Airport

July 9, 2018

APPROVAL OF MINUTES

OLD BUSINESS

Industrial Park Review

Farming Review

KLJ Report

Fire Truck/ Brandon Stevens

NEW BUSINESS

Financial Review

Livestock grazing

MANAGER'S REPORT

CLAIMS

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.

MCC Program

- The MC College is waiting on hiring a person to handle the Curriculum Programs. Bob Lunde will continue to follow up on the potential programs for aviation mechanics or pilot programs which could probably include other colleges.

NEW BUSINESS

Airport Fire Truck stored at Fire Station/ Branden Stevens (Miles City Fire Chief)

- Brandon Stevens requested the Airport Board consider storing the Fire Truck at the Airport giving reasoning of having the Fire Truck at the Airport which would save on response time in getting the truck to the Airport in cases of plane fires. They would continue maintaining the Fire Truck weekly and would not expect the Airport Employee to attend fires or operate the truck.
- Response of the Airport Board was lack of space to store but also determined when the Fire Truck got stored at the Fire Station no one at the Airport was train in the use of the Fire Truck and the Airport isn't manned 24-7 including FAA 139 rules requiring the Fire Truck. The 2-car garage may be considered as a storage place with heat and a small amount of insulation but question whether the door would be large enough. Brandon will get the dimensions needed for storage, so the determination can be made.
- It will be tabled until Branden, Jeff, and the Maintenance Committee could meet and review. Craig Canfield (KLJ) will check on any funds available for constructing a building for fire truck without having 139. Brandon will check with Bud Peterson (Rural Fire Chief) and Bill Ellis (City Planner) if any funds available for constructing a building for a Fire Truck.
- Pat Lifo question the shelf life of the Fire Foam and wondered about being replaced. One full refill is stored at the Fire Hall. Brandon Stevens will check on shelf life of the Fire Foam on hand right now.

Hanger Design /Bruce Meidinger

- Bruce Meidinger was not available but sent two estimates on Steel with wood Beams. Bids on buildings 100'X125.5'X22' at \$898,845 and 92'X97.5'X22' at \$698,930 which both seems quite high.

Phone Line

- Review problems with the phone line and agreed the Midriver lines should be brought back to help the problems with the Credit Card Machines. The decision will be review with Jeff before action is taken.

COMMITTEE REPORTS

- **Finance – 6/11/2018**
 - Check account balance \$91,969.32
 - Account Receivables \$26,362.14
 - April Salaries & City Charges (\$15,000.00)
 - Receivables from County \$14,000.00
 - Estimated Balance June 11, 2018 \$117,331.46
 - Airport Improvement Fund \$80,670.56 (\$12,215.44 transfer from checking to Airport Improvement)
- **Operations – None**
- **Development –None**

MANAGER'S REPORT

- **Manager Report (copy attached).**
 - Claims Vouchers
 - Bob Lunde made a motion to accept the claims in the amount of \$48,504.52. Pat Lifo seconded the motion. Motion passed.
- Spraying and mowing is going well.
- The old well was put back in service and works well.
- The Airport is looking for someone wanting to cut the grass for hay inside the Airport fence. Paul will contact someone he knows that does small haying jobs to see if he may be interested.
- Paul reported the GPS Antenna for the City will be installed soon and he will be doing the work to connect it.

ADJOURNMENT

Doug Phair adjourned the meeting.

AIRPORT COMMISSIONERS MEETING MINUTES

Monday, June 11, 2018 Flight Service Building 2 PM

Meeting was called to order by Chairman Doug Phair. Present were Paul Grutkowski, Patrick Lifto, Bob Lunde, Ken Gardner, Craig Canfield, and Dorothy Willems (Secretary). Guest: Craig Canfield (KLJ) and Brandon Steven (Miles City Fire Chief). Absent: Keith Holmlund, Philip Emmons, and Jeff Langkau (Manager).

APPROVAL OF PRIOR MEETING MINUTES

Pat Lifto made a motion to approve the May 14, 2018 Minutes. Ken Gardner seconded the motion. Motion carried.

OLD BUSINESS

Project 2018 Update (Craig Canfield, KLJ)

- Craig Canfield reported the Environmental work completed but changes have been made in the Project 2018 which requests for SRE Acquisition and Environmental Documentation (copy attached to the minutes):
 - Snow Removal Equipment Acquisition still included.
 - Add SRE Acquisition and Environmental Documentation (added cost of \$35,000 /10% match). This would be Class 3 Cultural Recourses Environments Study to address History of the Airport and inventory of building at the Airport. Questions regarding whether this will extend the project, but Craig felt it should not extend the project.
 - Design, AGIS, and SRE Acquisition (Prospered Contract Amount before IFE)
- Airport Board approved the change.

Industrial Park Development

- Doug Phair and Pat Lifto presented a plan and non-aeronautical projected cost on developing 5 lots (total 80 or 90 acres) on the East Side of the Highway on the Airport Property with a request to proceed with the project with building permits, utilities, highway approaches, subdivision (Dowl Engineering), and well drilling. The projected cost included a building for an interested party and the Montana Intercap Loan Facts including 3.15 variable loan over 15 years with monthly payment of \$1830 (copy attached to the minutes). Proposed lease would be income of \$2500 per month. Chairman Doug Phair has been in contact with Lori Welsch/ Board of Investment who reviews and awards the Montana Intercap Loan and they advised it looked good for the Miles City Airport. An Intercap Loan must be applied for and signed by the City of Miles City. Ken Gardner requested Doug Phair present the project the Loan Request to the City Finance Committee, so they better understand the Intercap Loan facts. Ken Gardner will support the Airport.
- Paul Grutkowski commented on the Capital Improvement Funds being used as a down payment but after more discussion it was felt hold one year and review at that time to take funds from the Capital Improvement to pay off the loan sooner.
- Doug Phair and Pat Lifto met with the Custer County Commissioners and the Sanitarian regarding the project and all were in favor of the Project.
- Bob Lunde made a motion to approve proceeding with Project Preparation and Planning as presented in the Commercial/Industrial Development Project with estimated cost of \$20,000. Paul Grutkowski seconded the motion. Motion carried.

Financial Projections

- Doug Phair presented a report put together by Philip Emmons with a snap shot of Profit and Loss yearly statements from June 2014 to June 2018. Several items reviewed, and Chairman Doug Phair requested Dorothy Willems work on a monthly Profit and Loss for the Financial Statement to show where the Airport is each month (gain or loss).

Airport Budget

- Jeff Langkau submitted the pulmonary budget to the City for approval.

Wage Review

- Bob Lunde review the present salary, history, and explanation of the City Longevity for Lee and Jeff's salaries. Bob Lunde and Philip Emmons suggestion to offer 2 % appreciation raises to Lee and Jeff. Doug Phair made a motion to increase Base Salaries 2% for both Jeff and Lee. Bob Lunde seconded the motion. Motion carried.
- Question regarding last Evaluation done by Jeff for Lee and it was felt 2017 was last evaluation. 2018 Evaluation should be done.
- Part time Employee to fill Bruce Larson position is still open. Position required someone able to be Fueling Certified and run equipment for snow removal and mowing.

Airport Minimum Standards

- No further information/Schedule next month.

Hangar Project

- No further information/Schedule next month
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MLS Airport

From: willems@midrivers.com
Sent: Friday, July 6, 2018 8:54 PM
To: 'Doug Phair'; 'Doug Phair'; 'Keith Holmlund'; Ken Gardner; 'Lunde, Bob'; 'Miles City Airport'; 'Patrick Lifto'; 'Paul Grutkowski'; 'Philip Emmons'
Subject: Financial Report from checking account with adjustments

Hi Everyone,

This is a snap shot of the finances as of the July Meeting.

7-9-2018 Financial Statement

Balance in Checking Account	\$ 101,442.46
Receivables	\$ 20,716.81
Salary & City Charges for June	\$ (15,000.00)
Receivables from County	\$ 14,000.00
	\$ 121,159.27

Airport Improvement Fund	\$ 68,455.12
Transfer from Checking	\$ 12,215.44
Total	\$ 80,670.56

DOROTHY WILLEMS

800 N Sewell

Miles City, MT 59301

406-234-0041 Home

406-853-4342 Cell

willems@midrivers.com

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		
AUGUST	6,276.00	3,667.73	7,445.00	3,162.00	2,258.00	9,277.00		
SEPTEMBER	2,717.00	1,029.40	7,707.00	3,236.00	5,944.00	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	2,572.00	816.00		
TOTALS	60,236.00	25,613.69	73,042.00	27,408.29	130,988.00	41,151.10	19,309.00	12,659.00
	85849.69		100450.29		172139.1		19309	