

AIRPORT BOARD MINUTES
TUESDAY MARCH 27, 2018 12:00 NOON
CITY COUNTY COMPLEX
PARK COUNTY COMMISSION CHAMBER

Board Members in Attendance: Don Wilson, Ray Sundling, Steve Koontz, Darin MacKenzie, Hunter Michelbrink (arrived at 12:30)

Others in Attendance: Clint Tinsley, Quentin Schwarz, Russ Ferguson, Justin Ferguson, Mike Klasing, Cody Wood, Pete Christianson, Andrew Sanders, Josh Pulst, Charlton Pino.

CALL TO ORDER BY CHAIRMAN DON WILSON

Minutes of the February 27, 2018 board meeting were approved.

Selection of Vice Chairman- Nominations for the open Vice Chairman position were requested. Darin MacKenzie nominated Hunter Michelbrink. There were no other nominations. Hunter was approved for lack of other nominations. There were no objections.

OLD BUSINESS

Gardiner Airport Report- A check was received from Bill Chapman in the amount of \$25,000.00. There doesn't seem to be any further funds available without pursuing legal processes. Clint stated that legal proceedings aren't warranted as there was liability for the spill by both entities. Darin Mackenzie made a motion to terminate all leases held by Bill Chapman and to proceed with the eviction process. Ray Sundling seconded the motion. There was no further discussion. All were in favor and the motion was passed. Darin wants an inspection of the property and possibly have a Sheriff Deputy involved. Steve wanted Hunter to be involved in this discussion, so it was tabled until he arrived. Hunter arrived around 12:30 and provided input on actions planned. Hunter declined to be a part of the Safety Inspection due to his connection with the family. Hunter states Bill is aware of the Board's intention to cancel his lease and remove him from the property. It was decided that a Sheriff Deputy should be on site for that inspection. Hunter is willing to contact the family to coordinate a time.

NPS Update- Clint has been in contact with the Park Service Deputy Superintendent Patrick Kenny and there is no progress at this time on the Gardiner runway project plans. They may have something in the works in the future, but for now things are on hold.

American Seal Coat Additional Work Quote- Ray is still waiting on an additional quote for markings at Gardiner Airport.

Steve and Hunter met with John Twedt retired CEO of Century Contracting of Lewistown. Twedt checked out the Gardiner runway and states that it is still in good enough condition that a sealcoat should work to extend the life of the runway. Twedt would like to speak with the board next month. Steve will make the arrangements.

Air Montana Rent Status- Pete Christianson of Air Montana has caught up his past due rent at the new rate through the end of March. The board discussed lowering the rent which according to the contract began at \$500.00 per month the first year, \$600.00 per month the second year and \$750.00 per month the third year. The contract ends in November this year. There was discussion about the issue. Steve Koontz made a motion to lower the rent to \$600.00. Ray Sundling seconded. The vote was 3 to 1 in favor and the motion was approved. The lease expires at the end of November 2018 so the reduced rate will apply for April through November 2018. Pete gave notice by email in the fall 2017 that he wishes to renew for an additional 3 years at the end of the contract term. The renewal issue was tabled until the contract can be reviewed.

Master Plan Application Due October 2018- Lance from RPA has plans to attend our next meeting. He will forward any information on to the board as he receives it.

NEW BUSINESS

AMTI Lease Request for the whole terminal building at Mission Field was discussed. Mike Klasing states if they lease the terminal the public will still have access to the public areas. Don wants the FBO Standards in place prior to making a decision. Ray made a motion to deny the request as it was presented. Hunter seconded the motion. All were in favor and the motion was passed. Darin states our terminal space is lost revenue. Cody from AMTI states they wanted to get the idea out there and are willing to modify the request to procure a lease of the open areas. Yellowstone Air Service states they are unwilling to sell to AMTI.

FBO Standard Review & Approval- After discussion, Darin made a motion to approve the FBO Standards. Ray seconded and all were in favor. The FBO Standard are approved.

Hiring Board Secretary- Clint mentioned that the commissioners may be restructuring how they handle their boards. The commissioners may hire someone to handle the minutes for the board meetings. The issue was put on hold until the commissioners finalize that position.

BOARD MEMBER REPORTS- Austin Timm did not respond to the board members inquiries on Timm's stated interest in Mission Field. Darin reviewed his list of outstanding issues. Darin requested that the Land Lease and Hangar rents be

reviewed at the next meeting as stated in the agreements. All Tenants' who have not provided their insurance information will be contacted and requested to provide proof of coverage. Claims reports are requested for future meetings to include Accounts Receivable and Payables. Darin is willing to get examples of other county boards By Laws to give us some ideas of what to include in ours. Don explained to Hunter that the board had elected him as Vice Chairman due to a lack of other nominations. Hunter was okay with the nomination and accepted the position. Don has created a list of Manager Duties which need to be covered when Russ retires. These include 24 hour security, maintenance of property and snow removal. There was discussion about the possibility of an Air Park at Gardiner. Steve Koontz made a motion to move the meetings to the 4th Monday of the month at 8:00 A.M. Ray seconded the motion, all were in favor and the motion was passed. The new schedule will take effect for the May meeting.

COMMENTS FROM COUNTY / CITY REPRESENTATIVES – Clint states that Emily Post the Commissioners Secretary and Public Information Officer has resigned as of April 30th. It is possible that the job description for her replacement may include board meeting minutes.

MAINTENANCE REPORT- Russ presented a bill for a welding repair on the snow plow blade. Stacy Bragg presented a quote for the door repair on T Hangar 1. The quote was \$1300.00 to \$1400.00 to rework the hanger system for 3 doors. There was a motion to approve the repair and a second. All were in favor. The work will be requested to begin as soon as possible so that Andrew Sanders who has prepaid his rent for 6 months will be able to access the space. It was agreed by the board that Sanders rent will go into effect when the repair is completed.

SAFETY REPORT - Hangar Inspection by the Safety Committee- Josh Pulst of Leavitt Insurance will assist Don & Darin in preparing to do the inspections which Josh would like to see done before July 1st. The board needs to notify the tenants of the inspection and provide information on issues the Safety Committee will be looking for.

PUBLIC INPUT- Justin Ferguson owner of Yellowstone Air Service read a letter regarding AMTI's desire to lease the terminal. Justin stated that AMTI has over estimated the fuel flow increase they could provide for Mission Field as FBO. The letter also contained a request that the board draft a 5 year agreement to extend Yellowstone Air Service's leases of Airport Property that they currently occupy. Justin thanked the board for the good relationship they've had with the board through the years.

Cody of AMTI states that the estimate is reasonable and comes from the growth estimate if expansion happens at Mission Field. Most airports see a 15% increase in their fuel flow fees which by 2020 could be enough to cover or FAA fund match.

ACCOUNTING- Claims Audit- Invoices presented for payment are:

Rapid Technologies- Stacy Bragg, Rebuild Snow Plow Shoe _____ 182.00
Doug Parisi Inc- Repair Toilet in Women's Room _____ 102.50
Fisher Sand & Gravel- 3 Concrete Barrier Blocks to Protect Fuel Tank _____ 135.00

Ray made a motion to approve the payments. Hunter seconded, all were in favor.
Board member claims for attending the meeting and mileage were also signed.

The meeting was adjourned at 2:00 PM

NEXT MEETING – APRIL 24, 2018 at 12:00 NOON