

AIRPORT BOARD MINUTES

TUESDAY 04/24/18 08:00 a.m.

CITY COUNTY COMPLEX

DOWNSTAIRS CONFERENCE FACILITY

CALL TO ORDER

REVIEW AND APPROVAL OF MINUTES OF MARCH 27 MEETING

Minutes were approved.

COMMENTS FROM COUNTY / CITY COMMISSIONER

Clint and our insurance agent Josh Pulst have an appointment with Bill Chapman to do a safety inspection on Wednesday May 9th. The Sheriff Dept delivered a letter to Mr. Chapman notifying him of the date and they will also be present for the inspection.

Clint spoke with Pat Kenney, NPS Assistant Superintendent. Mr. Kenney made a verbal commitment of up to \$40,000.00 for the crack seal project but NPS employees are unable to do the work. Clint would need to get approval for a budget amendment from the County Commissioners for American Seal Coat to proceed with the project. If the funds from NPS do not come through as planned it may be possible to get a loan from the BN Fund. The runway is used by the Park Service so they benefit from the maintenance project as well as the County. Clint will begin the process of getting approval from the Commission.

Clint also heard from the Economic Development Agent Katie Weaver that a small airplane manufacturer is looking for a place to relocate. They need land, hangars and a specific runway length. Clint will provide Katie with our Board Chairman's contact information.

SAGEBRUSH AERO / BILL CHAPMAN STATUS

Covered by Commissioner Clint Tinsley in his comments.

GARDINER RUNWAY STATUS - MR JOHN TWEDT

John Twedt has been a contractor for 40 years doing Airport maintenance and recently retired from Century Construction. John has done maintenance work with NPS in the past. There are 2 options for the Gardiner runway. Leave the existing pavement, patch the cracks and seal. The second would be to pulverize and lay down a good surface. John would recommend grinding out the larger cracks and filling then putting down a leveling course with mix on top.

Don asked about contacting Congressman Steve Daines or other government officials about assistance. Clint states the Commissioners have been contacted to recommend shovel ready projects and he feels that the Gardiner Airport would be a good project to recommend. The Forest Service also makes use of runway and the future loss of that could be an incentive to help out.

Clint will recommend the current crack seal project by American Seal Coat for now and continue to look for other funding. Ray, Hunter and Clint will meet with the contractor American Seal Coat to review the project and verify that the material used are appropriate for our situation.

NEW BUSINES

• REVIEW / ADOPTION OF PROPOSED BYLAWS

Don comments that we now have an amended By Law proposal from the Civil Attorney as well as the one created by the Board committee. To give the board time to review the updates and recommended changes Don would like to put that on hold. Ray made a motion to put off the decision to give more time for review. Hunter seconded the motion. All were in favor. Don & Hunter will review the existing document and the proposed changes.

REQUEST FROM YELLOWSTONE AIR SERVICE / LEASE EXTENSION

The current FBO agreement was temporary until the new FBO Standards were in place. Don asked Yellowstone Air what they would like in the new agreement. Justin Ferguson, President of Yellowstone Air states they would like to see a five to ten year range with an annual review of the rates. They want an agreement similar to what they had in the past. Justin would like to include all of the areas that they currently use. Ray is willing to work with Yellowstone Air on the details and will include Steve Koontz in the process. The meeting should be announced but no decisions will be made. They should create a proposal to present to the board at a regular board meeting.

REVIEW OF 25 PAGE AMTI EMAIL

Elena Klasing of AMTI states that they would like to work with Yellowstone Air Service on a realistic value of their business so they both can benefit. She would like YAS to re-evaluation their assets. The board wants a proposal from AMTI for their new Fixed Base Operator plans. The issue of increased traffic was discussed. Lance states that the road just past Ray's house is eligible for FAA funding.

REVIEW OF POTENTIAL RENT CHANGES

Rent agreements haven't changed since 2014. Lance says we are within the state averages. Some airports have a higher rate for commercial properties. The Montana Aeronautics Division website has list of the current rates for approximately 40 airports in Montana. There was discussion on wording in the leases about rate increases. Darin read the lease which says the increase will be at least .02 cents and not more than .04 cents. Others interpret that to mean if an increase is decided on then the minimum increase is .02 with a maximum of .04. A copy of our lease needs to be reviewed and the intent deciphered. Ray made a motion to table that discussion until our next meeting. Hunter seconded and the motion was passed.

• REVIEW FY19 BUDGET

Budget worksheets were shared with the board. Don will meet with Erica to work on the budget and some proposed numbers will be presented at the next meeting. The expected cost for the Master Plan Study are included in this budget. The City of Livingston will be signing the FAA Grant Application on May 1st.

PRESENTATION FROM MR MEL KUIPERS RE: SPORTS CAR AUTOCROSS

Mel Kuipers and Gordon Elle gave a presentation about the Sports Car Club event to be held on the May 12th at Mission Field. They are a nonprofit club that focuses on precision driving. If a plane is ready to land all of the cars will be removed from the course until it is safe to continue. They have a strong focus on safety and have a contract for the event ready to be signed by our chairman to protect both parties. Hunter requested a follow-up on how the event went with input from Russell.

MAINTENANCE REPORT

The wheels for the door repair on T Hangar #1 have been ordered. Stacy Bragg expects to install those within the next few weeks.

SAFETY REPORT

No Report

PUBLIC INPUT- Lance Discussed the Master Plan

Lance asked the board what our biggest issue is for our airport layout plan. There was discussion on runway widening, a paved cross wind runway, apron areas, and future expansion areas. Lance asked if there would be a committee set up to deal with the many issues the study will cover. It was decided that the board would be the main contact. Lance states that in the active planning phase he would like to meet with the board monthly to forecast the issues and guide the direction of the study. As the study progresses every other month would work. He would also like to meet with the City Manager and the County Commissioners separately several times during the study which will take about one year to complete.

Audit of Claims-

The only claims during the month were the utility bills. The board member claims for the meeting and mileage were signed.

MEETING WAS ADJOURNED NEXT MEETING IS SCHEDULED FOR MAY 21ST AT 8:00 AM IN THE

COMMISSIONERS CHAMBERS

Board Members in attendance: Don Wilson, Hunter Michelbrink, Ray Sundling, Darin MacKenzie by conference call and Noreen Burg.

Other in attendance: Clint Tinsley, Lance Bowser, Russ Ferguson, Justin Ferguson, Mike Klasing, Elena Klasing, Cody Wood, Andrew Sanders, John Twedt, Mel Kuipers and Gordon Elley.