

## **Minutes of the City/County Joint Airport Board Meeting- September 26, 2017.**

Members Present: Ray Sundling- Chairman, Don Wilson, Hunter Michelbrink, Steve Koontz, Darin MacKenzie, Noreen Burg- Secretary.

Other Present: Lance Bowser and Mary Bell of Robert Peccia & Assoc, Clint Tinsley, Quentin Schwarz, JoAnn Ferguson, Justin Ferguson, Michael Klasing, Elena Klasing, Cody Wood.

The meeting was called to order by Chairman Sundling at 12:00 noon at Mission Field. Minutes from the August 22, 2017 meeting were approved as emailed.

**Review and Update Expired FBO Contract for Yellowstone Air Service:** The Yellowstone Air Service contract was signed in June of 2006 and was effective until June of 2011. There was a clause that states it could be renewed in 2011 for another 5 years upon written agreement by both parties. We have been unable to find a written renewal. It is in the best interest of the county to have an agreement in place to protect our airport until the updates are completed. The issue of the .05 cent per gallon fuel flow fee was discussed. There was an option in the 2006 contract to review that every three years. It's not apparent whether that review has ever been done.

Lance was questioned about the fuel flow fees charged at other airports. He stated that .05 cent per gallon is a common figure although some have raised their rate recently. It really is up to the board. Proximity to other sources of fuel should be considered. It was decided to leave the rate as it was.

Ray asked for a 2 year renewal with the current wording. Steve made the motion and Don seconded. Mike Klasing requested that wording be included that states that the contract will be replaced when the new FBO Minimums are in place. Steve amended the motion to add that wording to the contract. Don seconded the amended motion. All were in favor of the amendment and the motion was passed.

**Lance Bowser of Robert Peccia & Associates:** Lance states there has been an increase in jet traffic in the southwest portion of the state. Most of these airports were built for general aviation and weren't set up for jet planes. Our runway was reconstructed in 2011 (6 years ago) which made us able to accommodate larger planes. We are a class B-2 which denotes the approach speed of plane and maximum wing span of 79'. If our annual operations of C class planes which have a much wider wingspan reaches 500 per year the FAA would eventually require us to do updates in order to reclassify as a C-2 airport to receive further funding. The funding wouldn't be pulled immediately, but if the traffic continues at the increased rate the FAA will eventually refuse funding. To become a C class we would need to widen our runway to 100 feet. Currently IFR operations show 165 C Class operations in our peak season from June through August and it is estimated it possibly could be as many as 200 in that time frame as these are not concrete numbers. Multiplied out for the year we may be around 350 to 400 per year at our airport. C-2 Classification may be needed within 15-20 years. If we want to expand we should begin planning for that now. Lance suggested a Master Plan Study be done for our airport and the surrounding area we serve. The last plan was done in the 1980's.

**FAA Capital Improvement Plan Update:** Lance states that a Master Plan is needed prior to any expansion. The cost would be around \$100,000. and would be eligible for 90% FAA NPE (Non Primary

Entitlement) Fund program and would take up to one year to complete. Lance feels it may be up to 15 years before it becomes a necessity to make upgrades but we need to begin planning now. He cites Hamilton and Kalispell B-1 Airports which reached the 500 operations mark and had not made improvements to upgrade their class and the FAA pulled their funding.

The CIP plan should show a need for funding for major improvements to terminal buildings, improve access roads, new instrumentation when runways are widened, new maintenance equipment and hangars. Lance asked if we want to add runway widening to our CIP for 2022. Don Wilson made a motion to add the Master Plan & runway expansion to our CIP Plan. Steve seconded the motion. All were in favor and the motion was passed. Lance will add those to our CIP plan and send that to the County Commissioners for signing. Lance will submit the plan to the MAB who is working with the FAA to compile information. Lance will prepare the application for grant funds. Any contractor work over 100,000 will have a fee estimate done by an independent company. They would review RPA's cost estimate for the Master Plan to assure it is reasonable. It is hoped the Master Plan can begin in 2018. The CIP is a wish list and we are can update and change that from year to year.

**FBO Minimum Standard Information:** Lance provided some basics to include in our new FBO Standards. Darin has compiled some examples of items included in other airports minimums. Lance encouraged us to stick to the basic information without getting too wordy. Non-discrimination is a main issue to address. The minimums will supplement to our lease plan, so if issues are addressed in the lease they need not be included in the minimums. The County and City Attorneys will review when we have a final draft.

It was decided to hold a special work session to give more time to discuss this. The draft will then be presented at the next regular board meeting. Darin made a motion to hold a special session on Wednesday October 18<sup>th</sup> at 9:00 AM at Mission Field. Steve seconded the motion. All were in favor and the motion was passed.

**Comments from City & County Commissioners:** Clint attended an appeal hearing before the Petroleum Board on September 11, 2017 about our denied application for Grant funds for the oil spill in Gardiner. The appeal was denied because it wasn't an underground tank, which is what the grant funds are for. Clint has tried to get the County to help pay for the cost of cleanup but the consensus was that it was an airport issue and the airport should be responsible for the cost of the cleanup. The expense to date is \$120,000.00 and that may not be the final figure. Bill Chapman's family has offered to pay \$20,000.00 to help offset the cost of the cleanup. The County Attorney's office has been involved and believes that to accept the money would absolve Chapman of any further liability. The board should discuss this with the attorney's office if we disagree. We should agenda this issue in the future if we wish to seek any type of compensation from Chapman for the cost of the cleanup.

**Maintenance Report:** Russ is out of town so JoAnn reported that Russ replaced light bulbs in the restrooms and cleaned up some scrap wood. Ray took the fuel tank to the recycler.

**Board Member Reports:** The crack seal project has not been done at the Gardiner Airport. Clint spoke with the new YNP Superintendent Dan Wenk about the crack seal project and told him if the crack sealing is not done we may need to close the runway. The Superintendent expressed his concern that it not be closed and stated his willingness to follow through with the agreement terms.

Lance feels that the Gardiner runway is at the Payment Critical stage, which means it probably is not cost effective to do the crack seal as the return will not outlast the investment. Lance states Gardiner is eligible for funding through the Montana Aeronautical Division with Grant and Loan money. The applications are due by November 15<sup>th</sup> of each year. The MAB has \$400,000.00 available for the whole state, but Lance has seen assistance of up to \$70,000.00 for some airport projects. The MAB is more likely to fund when there are joint efforts and in-kind funding with materials and labor.

Lance states pulverizing it and turning it into a gravel runway is one option that would require less maintenance. But it would still need to be maintained and future work to keep it functional. Hunter states most of the traffic is bush type planes that can land on rougher terrain, but occasionally larger planes have landed there.

Darin spoke with the County Civil Attorney, Shannon Piccolo and she felt that Hunter could act as representative for the board if issues arising there and can report back to the board. Hunter says he'd be willing to do that and already has his phone number posted on his hangar and has received calls concerning the Gardiner Airport.

The vacant T Hangar has been listed on Craig's List and will be posted on the Airport page of the County website.

**Safety Report- Hangar Inspections:** Steve commented that for the number of private hangars we have just a note stating the hangar safety rules sent with their annual lease bill should be sufficient. Russ doesn't do inspections, but the company that services fire extinguishers annually checks the extinguishers. Darin reminds the board why the inspection issue was being considered. Others feel that some of our guidelines seem to be too restrictive. Lance states that most airports don't do inspections unless there's a problem and that the main items stored here should be for aeronautical use. The lists we have should be sufficient. A comment was that the board should be proactive rather than reactive and really should be on the lookout for potential problems. Clint states they do inspections of the county road shops and could possibly do that for the airport. The issue remains unresolved.

Ray plans on putting cement blocks around the SRE fuel tank for safety.

**Public Comment:** Hunter said that Bill Chapman's trailer has been removed. The drums are gone but Chapman still has a 500 gallon and a 300 gallon tank inside his hangar. Hunter suggested a special session at Gardiner to review the issues there. Everyone agreed it would be helpful.

## **Claims Audit**

**Next Regular Board Meeting will be October 24, 2017 Noon at Mission Field**