

CITY/COUNTY JOINT AIRPORT BOARD
MEETING MINUTES

April 25, 2017

Mission Field, Livingston

12:00 noon

Members Present: Ray Sundling, Don Wilson, Hunter Michelbrink, Noreen Burg

Others Present: Russ Ferguson, JoAnn Ferguson, Clint Tinsley, Quentin Schwarz, Steve Koontz, Darin MacKenzie, Erica Strickland, Mike Klasing, Elena Klasing, Cody Wood.

The meeting was called to order by Chairman Ray Sundling.

Approval of Minutes A motion to approve minutes was made by Don Wilson and seconded by Hunter Michelbrink. Minutes from the March 28th meeting are approved as emailed.

Unfinished Business

Gardiner Oil Spill. An email from County Sanitarian Craig Caes was read. Craig states the contractor Weston Solutions will begin the bid process for excavation of the contaminated soil when the DEQ approves the cleanup plan which is expected by early May. The contractor is not involved with the removal of the other barrels. The contractor states that the content of the barrels should be determined. The heavy metal content should be determined to dispose of the material properly. The County Attorney is assisting the owner of the barrels to assure that they are handled properly. Ray visited the site and states that the large tank has been emptied.

Discussion, Gardiner Airport Cleanup- Plans are being made to move the mobile home. The County Attorney gave the owner 60 days to remove the trailer and 30 days to remove the barrels. Clay is in Gardiner today to check the possibility of hauling off the junk vehicle parked there.

Log Cabin- The log cabin is listed on the County property records and sits on County property. The cabin may have originally come from the National Park Service. If Carisch Helicopters wishes to use the building in the summer the Airport Board will rent it. Don made a motion to notify Carisch Helicopters of the need for a lease and waiver of liability with the County and negotiate the rent in order to use the building. Hunter seconded the motion.

Discussion/Decision for Action on the Dilapidated Hangar owned by Mark Blomquist of Utah. The hangar seems too far gone to make repairs. The county would like to see the hangar removed. With the lease in place, the owner is responsible for any damage caused by wind carried debris. Commissioner Tinsley will contact Shannon to see if she will write a letter to warn Mr. Blomquist of his liability should any damage occur. It is agreed to give Mr. Blomquist 30 days before we take any action.

New Business

Budget Review- Erica Strickland, County Finance Director provided a Revenue & Expense worksheet for the proposed FY18 Airport Budget. At the end of the last Fiscal Year there was a

balance carried into the current year of 67,000.00. In the upcoming fiscal year the expected revenue is 66,000.00 and the budgeted expenses is currently at 43,000.00. The estimated cash balance at the end June 2018 is expected to be approximately 89,000. There will be a proposed increase in hours for the Board Secretary as noted below. That increase is included in the worksheet. For the new fiscal year the Gardiner revenue will be notated so it can be tracked separately from the Mission Field revenue. The expenses for Gardiner are already listed separately.

Increase in hours for Board Secretary- the Airport Board Secretary has been unable to complete her duties in the 10 hours per month that were budgeted for in FY17. The payroll clerk worked on some projections for an increase. At 17 hours per month along with her accounting duties will make her position a 90% FTE which will simplify budgeting for the benefits. It was requested that the option of working up to 20 hours per month be allowed on an as needed basis and she would only request payment for the actual hours worked. Don made a motion to allow 17 hours per month for the board secretary position with a cap at 20 hours. Hunter seconded the motion. The motion was passed. Clint felt that the City & County Commissioners should be notified of the recommendation and they can decide if they require any formal action.

Used Mower At Frontline Ag is an old State Highway mower that will make a 10 foot cut. After discussion it was decided not to invest in a mower at this time. Clint spoke with Parks Frady the Public Works Director and Parks was willing to loan the mowers for use at the Airport. For now Russ will use the county mower for the smaller areas around the end of June and the 1st week in July. Ray Sundling is willing to loan his tractor and mower for the larger areas. It's estimated that Russ should be able to complete the mowing the large areas in 9-12 hours. The detail could take up to 3 hours. The road crew has mowed at the Gardiner Airport in the past. Clint will check into that.

Comments from City/County Commissioners- the City and County are working well together. The City will provide sweeping services for the runway and the county will provide the mower. The open City seats for our board are to be appointed at the City Commission meeting on the Tuesday May 2nd. The board has made a recommendation that Steve Koontz and Darin MacKenzie be appointed to fill the positions.

Maintenance Report- Russ had put in 3 days harrowing the sod around Mission Field. Gardiner needs a new windsock. Hunter said the NPS may have a replacement and Bill Chapman has an additional windsock if it's needed. The Wilsall Airport is in need of a windsock also. Don has a spare he will make sure is used there. Ray will harrow and roll the Wilsall runway if it's needed.

Access Road Sign Follow Up- Our engineering representative from RPA, Lance Bowser took a photo of the new warning sign at the Vortac access road last month when he was here. Lance emailed the picture to Joe Nye at the FAA who originally made the suggestion that we address that issue. Joe Nye emailed back that he was satisfied with the results.

Board Member Reports- None

Safety- None

Public Comment- Mike and Elena Klasing owners of AMTI Aviation would like to make a short presentation at our next meeting. They have ideas to create new revenue to accelerate some of the expected projects. They hope to increase awareness of our Airport and create competition for Bozeman.

Claims for expenses were signed

Next meeting will be held Tuesday May 23, 2017, 12:00 Noon at Mission Field

Meeting was adjourned