

CITY/COUNTY JOINT AIRPORT BOARD  
MEETING MINUTES  
**Tuesday October 25, 2016**  
**Mission Field, Livingston**  
**12:00 noon**

Members Present: Ray Sundling, Chairman  
Dennis Skattum  
Donald Wilson  
Noreen Burg, Secretary

Members Absent: George Denton, Kerry Laduke

Others Present: Marty Malone, Russ Ferguson, Jo Ann Ferguson and Steve Koontz

The meeting was called to order at 12:00 pm by Chairman Ray Sundling.  
Minutes of the August 23, 2016 meeting were approved as emailed.

**Unfinished Business**

Mission Field Crack Seal Project. The seal coat project is complete. The final marking are complete. There were no runway closures needed while the markings were applied. Project closeout can now begin. Park county Commissioners approved a charge of \$1000.00 for the 2 additional days it took C.R. Construction to complete the project. Robert Peccia & Associates will handle the liquidated damage charges and are in process on the final billing.

Mission Field- Post Project Floor Cleaning. C.R. Construction has agreed to pay \$300.00 to strip and re-wax the floors and have declined to pay for any additional cleaning services or supplies.

Gardiner Airport Crack Seal Project by NPS has been put on hold. The County Commissioners signed an agreement with the National Park Service who agreed to crack seal the runway in exchange for use of the runway. Assistant Deputy Superintendent Steve Iobst who was our contact at the NPS has retired. Ray made contact with Randy Baum YNP Maintenance Supervisor who states that he has a copy of the contract and it will be honored. He said it may not be completed this year, but they will get it done.

**New Business**

The proposed Capital Improvement Plan required by the FAA was reviewed. The County Commissioners have already signed the plan and submitted it to the FAA. The board retroactively approved the plan, but next year may make changes to the plan for a tractor and perimeter game fence. The 2017 plan includes a new tractor to be considered for 2020. We may be able to find one on the state surplus site that would be more affordable. Russ questioned Marty if the Airport could accept donated property with the donor to receive a tax deduction. Marty said that could be done. The state surplus site also has used tractor/mowers for sale. Russ will check with the Road Dept to see if they would be willing to loan their mower to complete the mowing that needs to be done.

There was discussion about an old generator that was removed from the VOR building by the FAA and donated to the airport. It may not be working and parts are no longer available. It is too outdated to make it profitable to repair. The generator would bring less than 2500.00 so it wouldn't need to be sold

on the Auction website. It could be sold for the best offer or scrapped if no one wanted it.

Joe Nye of the FAA had emailed a request that we consider placing a warning sign at the entrance of the access road, as a temporary measure to keep the Runway Safety Area clear. Russ will check into having an existing sign redone for that purpose.

Discuss letter to State Representatives about fuel tax increase. Russ was initially against an increase in the fuel tax. He was concerned that the funds wouldn't be made available for airport improvements. Noreen will create a letter for review at the next meeting.

A letter from Joe Nye of the FAA about a finding on the FY16 county internal audit was reviewed. There was a miscommunication about the arrival of FAA funds in the treasurers office in 2015. The FAA funds were not dispersed in a timely manner. Joe Nye quoted code stating that the entity receiving FAA funds should pay for the project prior to the FAA funds being requested. Lance from Robert Peccia & Associates contacted Joe and stated that most small airports are unable to fund large projects without the FAA funds and in the past it has been acceptable to begin the payment process at the time the funds are requested from the FAA. Joe Nye agreed with that. The Finance Director for Park County sent an email to Joe Nye to acknowledge that the county will adhere to that process in the future.

**Comments from City/County Commissioners.** Marty Malone states that the Liquidated Damages request has been initiated. Robert Peccia & Associates will handle that. The Commissioners approved the Capital Improvement Plan for the FAA.

**Maintenance Report.** Russ reports that the plow was used for the 6" snowfall we had earlier in the month and the new plow worked well. Russ replaced some light bulbs on the runway lights and submitted a claim for the lights along with an invoice for an adjustment on one of the rented hangar's overhead doors.

**Board Member Reports.** George Denton notified Ray that he is ready to retire from the board. George will submit his resignation in writing, then the Commissioners will advertise the board opening. Dennis Skattum will be resigning at the end of his term on 12-31-16. It is believed that a third member has resigned but has not given notice yet. Chairman Sundling will contact him to verify.

**Safety.** Russ asked about the Safety Meetings. He was told to contact Dan Hackmann who is on that Committee.

**Public Comment.** Russ was concerned about the taxes already on fuel and was not in favor of increasing those.

Claims were signed.

**The next meeting will be held November 22, 2016 at 12:00 noon at Mission Field**

The meeting was adjourned at 12:50 pm.