

Minutes of the City/County Joint Airport Board meeting, March 24, 2015.

MEMBERS PRESENT: Kerry LaDuke, Chairman
Dennis Skattum
Don Wilson
Ray Sundling
George Denton
Jerri Miller, Secretary

OTHERS PRESENT: Marty Malone, Shannan Piccolo, Bill Chapman, Russ Ferguson and JoAnne Ferguson

The meeting was called to order at 12:02 pm by Chairman LaDuke. Minutes of the February 24, 2015 meeting were approved as mailed.

UNFINISHED BUSINESS: The FAA CIP has been signed and sent to the FAA. We will begin to return NPE funds to Conrad next month.

There has been no further word from Michele Becker regarding the lease of office space at Mission Field. Jerri will call her again.

The floor and plumbing repairs to the men's bathroom have been completed. New signs are in place designating the men's room as the accessible bathroom. Repairs to the women's bathroom will be done later this summer or fall. The City has agreed to split the cost with the County. It is estimated to be in the neighborhood of \$2000.

The landfill cap project is still in the works. Bids packages have been sent out.

So far, there have not been any bites on the t-hangar for rent at Mission Field. Jerri will contact Arlian's in Bozeman and place ads in the Chronicle and Enterprise.

NEW BUSINESS: It is once again time to advertise for Engineering Services as required by the FAA. Marty said that the County has hired KLJ for work they will be having done around the County and he questioned if the Board could use their services rather than select our own firm. Marty and Shannon suggested Jerri contact Raea to set up a meeting with the commissioners to advertise for an engineering firm for the airport.

The 2015/16 budget process has begun. Jerri and Kerry have been working with Lani on getting revenues worked out as well as expenditures for this next period. The budget is due by 4/30/15.

Kerry and Jerri attended a meeting on March 10 with the Commissioners and Bill Chapman regarding his status as Gardiner- Airport Manager. Mr. Chapman no longer operates as an LLC and does not hold a Montana Independent Contractor Exemption Certificate. Under the circumstances, Shannan and Jill do not believe he can continue to operate as Airport Manager. Ray moved, George seconded that the Board make a recommendation to the Commissioners to change Mr. Chapman's status to that of a part time on call employee and that a job description based on the duties of the Mission Field Maintenance Worker be developed for Mr. Chapman. Motion carried.

The issue of the Gardiner water well repairs was discussed at length. Mr. Chapman was informed that the Gardiner Airport water well belongs to the City/County Joint Airport Board as stated on the Water Right Certificate, and that Mr. Chapman should no longer portray himself as the well owner. At the time repairs needed to be made to the well, the Board attempted to follow the County's purchasing rules by securing bids only to find out that the repairs had already been completed. In addition, the well company refused to provide information to Jerri because the repairs were initiated by Mr. Chapman and not the Board. Kerry stated we have never seen a bill from VanDyken for the repairs, and the Board had voted not to authorize payment of the bill. Marty requested a written timeline of the repairs. George moved, Ray seconded to reimburse Mr. Chapman the \$1500.00 which currently is our maintenance line item for Gardiner in our current budget, and that any other amount the Commissioners wish to reimburse him be taken from another funding source outside the Airport's budget. Motion carried. Additionally, the Board requested that the well logs and all information pertaining to them be changed to reflect the Board's ownership.

COMMISSIONER INPUT: As Marty had to leave early, he requested that a spreadsheet or listing of all monthly receipts be attached to the minutes when they are e-mailed out. Jerri will take care of that. Marty requested that the airport board files be kept on County property. Kerry said many records are kept at the airport. Jerri stated that she would not give up her files at home. Marty agreed.

MAINTENANCE REPORT: Russ said he has had all the door locks repaired/rekeyed as necessary. He has also removed rocks from the ramp area. He requested that the City bring their street sweeper/vacuum up to clean off the tie-down area once the snow goes away.

GARDINER REPORT: Bill Chapman stated he still has lots of elk roaming the airport and not so many buffalo. He still has Jet-A but no avgas available.

BOARD MEMBER REPORTS: Nothing new

SAFETY: As previously stated, the handicapped accessible bathroom is now complete and all the signs are up.

PUBLIC COMMENT: Nothing

The claims were audited for payment. The next meeting date is scheduled for April 28th at noon at Mission Field. Neither George nor Don will be available for that meeting.

There being no further business to come before the Board, the meeting was adjourned at 1:00 pm.

Submitted this 28th day of April, 2015.

Kerry LaDuke, Chairman

Jerri Miller, Secretary