

Minutes of the City/County Joint Airport Board meeting July 23, 2013.

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

OTHERS PRESENT: Russ Ferguson, JoAnne Ferguson and Jim Durgan

The meeting was called to order at 12:10 on by Chairman LaDuke. As a quorum was not present for the June meeting, no minutes were taken.

UNFINISHED BUSINESS: Jerri passed out copies of our 2013/14 budget request. We are off less than \$10 of the total amount of money we should receive over that period. A meeting with the Commissioners will probably not be required.

We will need to update our internal CIP over the next few months. Some new equipment (as discussed below) will need to be added to it.

We received a question from the FAA regarding the Auditor's report, which includes the federal funds for our project. Jerri has discussed it with Lani and she will be answering all those questions and will provide us with a copy of the report.

NEW BUSINESS: The NWE audit was completed in June and we have received the copy. It goes into great detail and some of the more significant items include installing a programmable thermostat, replacing the east windows with more efficient double panes or close off some of them. Also, a new water heater which operates "on-demand" and placing a timer on the snowplow. Ceiling insulation is lacking greatly, and an effort to improve on that is on our agenda. The Commissioners are preparing a CDBG (Community Development Block Grant) which allows upgrades of current buildings, and grants are also available from NWE.

Hunter Michaelbrink at Gardiner is interested in constructing a new hangar. Jerri has sent him the information and applicable forms for him to complete.

Hy Adelman has purchased John Stillman's airplane and has indicated he wishes to take over John's hangar lease. He has paid the rent until 12/31/13, and Jerri has sent him the lease for his signature.

MAINTENANCE REPORT: Russ reported that the construction on the VASI has been checked and approved by the FAA. Jerry Jackson has inquired if we intend to leave the chip pile on his unimproved premises. It will be used for road repairs. Russ has mowed as necessary and a formal request to the Commissioners was made for the County to mow the access road. We will need a new mower head next year. The cost should be between \$700-\$800 or borrow one from the County. We will include a new head on our 2014-15 budget.

A bid in the amount of \$2750 for painting the exterior wood on the Admin. Building has been received from Quality Painting. George moved, Ray seconded that it be accepted. Motion carried.

SAFETY: It is estimated it will cost about \$4350 to build an accessible ramp on the east side of the Admin. Building. We will need to follow the County's new procurement policies and will need to make sure the contractor is bonded and insured as required by state law. Big Bear Contracting has indicated interest in the project and Wes Hiner is another possibility. We will investigate any grants that might be available. The eyewash station will be installed on the wall by the fire extinguisher.

GARDINER REPORT: Bill Chapman called Jerri to say that his car was acting poorly and he would not make it up to the meeting. He said that everything was going well and he had no particular problems to deal with.

BOARD MEMBER REPORTS: Nothing to report.

PUBLIC COMMENT: None

The claims were audited for payment. The next meeting date is August 27, 2013.

There being no further business to come before the Board, the meeting was adjourned at 12:50 pm.

Submitted this 23rd day of July, 2013.

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Kerry LaDuke, Chairman

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Jerri Miller, Secretary