

Minutes of the City/County Joint Airport Board meeting, August 26, 2013.

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

OTHERS PRESENT: Russ Ferguson, JoAnne Ferguson, Bill Chapman, Loretta Chapman and Jim Durgan

The meeting was called to order at 12:01 pm by Chairman LaDuke. Minutes of the July 23, 2013 meeting were approved as read.

UNFINISHED BUSINESS: Updating our CIP was discussed in light of the NorthWestern Energy audit report. Areas in which the Airport can save on both our usage of electricity and bring the Admin. Building into compliance with Accessibility regulations include installing the handicap access ramp on the East side of the building, upgrading our boiler/hot water heat system, lighting throughout the building, updating the interior insulation and windows replacement. One bid has been received for the handicap access portion.

Kerry provided information regarding the County's requirements for advertising and accepting bids for the individual projects. There are dollar ranges which each require different numbers of bids, etc. Additionally, the state has various contractor regulations which must also be followed. Kerry suggested breaking the project down into individual pieces and setup a timeline for completion. During our budgetary process, we set aside \$20,000 for infrastructure repair/replace.

Kerry asked Ray to take charge of the boiler/water heater system, Don to take the windows, Dennis the interior insulation and George the handicap access. Jerri will look into grants/rebates which might help us fund some of the projects. Jim will see about including the project under the County's CDBG application. We will also need to decide if a general contractor would be best for our needs.

Kerry said he would like to review all of the leases to include considering a rent increase for all properties eligible at this time at our September meeting. Jerri provided a list of those hangars/landleases which can be adjusted at this time. Jerri will include the topic on the agenda.

NEW BUSINESS: Hy Adelman has purchased John Stillman's airplane and he would like to lease the hangar. Jerri has prepared a lease and sent it to him. Also, Hunter Michaelbrink has indicated a desire to erect a new hangar on his lease at the Gardiner Airport. Jerri has sent him the hangar construction rules and regs. and the FAA requirements for construction.

The Montana Community Airport s Association 2013 Fall Conference will be held in Kalispell 9/26-27. Don indicated he would like to attend on behalf of the Board who agreed to fund his expenses. He will get together with Jerri to submit travel claim, etc.

MAINTENANCE REPORT: Russ stated that Wes Hiner has worked on Viers' hangar. He questioned a commercial sprayer who used water from our cistern to refill his tanks without purchasing fuel or asking permission. The Airport Board needs to adopt a policy for transient use of the airport's facilities. Russ was asked to see if he could get a copy of Big Timber's policy. Kerry requested the item be placed on our next meeting agenda.

Russ and Don said that the FAA may be making new frequencies for airports sometime in September. More information is to come.

There has been some activity on fires this past month, but no major usage.

SAFETY: The handicap access is being covered under the infrastructure projects as above. George will be in charge of that section

GARDINER MANAGER: It has been a long time since the Board has seen Bill and Loretta and it was good to see them. Bill said that NEW did some work at Gardiner and left quite a mess. He is going to have them clean it up. He has repaired 17 runway lights, damage from buffalo. He has cleaned up a good supply of chips and repaired the tie down area. He also would like to charge back some expenses to the Airport and Kerry asked him to put in writing what he wants to be reimbursed for so the Board can make a decision.

BOARD MEMBER REPORTS: Nothing to report.

PUBLIC COMMENT: None

The claims were audited for payment. The next meeting date is September 24, 2013 at noon at the Mission Field Administration Building.

Submitted this 24th day of September, 2013.

Kerry LaDuke, Chairman

Jerri Miller, Secretary