

Minutes of the City/County Joint Airport Board meeting, March 25, 2014.

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

OTHERS PRESENT: Katie Weaver-Extension Office, JoAnne Ferguson, Russ Ferguson and Jim Durgan

The meeting was called to order at 12:00 noon by Chairman LaDuke. Minutes of the February 25, 2014 meeting were approved as mailed.

UNFINISHED BUSINESS: The contracts and other paperwork for the SRE project have been submitted to the County Attorney, the City of Livingston and the County Commissioners for their review. A meeting is scheduled for 1:30 pm after this meeting for the Commissioners and Ed Meece to sign and send them back to Lance for submission to the FAA. The only questions that remain to be answered concern the tractor, and they should be resolved with the bid process. Additionally, locating relief drivers to help with plowing should Russ or Ray not be available was discussed.

All of the application materials required have been submitted to Northwestern Energy for the rebate on the lighting project. NWE personnel have been extremely helpful in completing all of the paperwork, and we should receive our rebate within the next few weeks.

Continued discussion with regard to establishing a "business sign on hangar" policy on an individual's hangar. Ray moved, George seconded that we leave a sign policy as is. Motion carried. Signs would be on a case-by-case basis with the hangar renter requesting concurrence from the Board. Kerry and Jerri will continue to work on our policy and procedures handbook.

NEW BUSINESS:

The liability insurance renewal documents have been received. The new policy year begins July 1. Jerri has completed them and will submit back to Leavit Group this week. She has requested that they shop out our policy to see if we are getting the best coverage for our money.

It is also budget time again. Jerri has received the forms from Lani and she and Kerry will meet with Lani later in April or early May to put together the numbers.

Katie Weaver of the Park County Extension office visited the Board meeting. She will be assisting Park County with some economic projects and was interested to learn about the Board as well as our three County airports.

MAINTENANCE REPORT: Russ has been snowplowing. The plow is once again down and Ken's Equipment will make the repairs. Kerry and Russ will take care of purchasing a First Aid Kit for the Admin. Building.

Russ stated that carrying firearms in County vehicles is specifically restricted in some cases and requested approval from the Board to use a firearm for pest control while maintaining airport property.

Don moved, George seconded to allow the airport manager to carry a firearm while maintaining airport property. Motion carried.

GARDINER MANAGER REPORT: Bill has submitted an invoice for repairs to the runway lights at Gardiner which were damaged by buffalo. Other than that, no news from Chapmans.

BOARD MEMBER REPORTS: Kerry stated he and Jerri are still working on the Airport Policy Manual. Purchasing Policy and Hangar/Land Lease procedures are currently being worked on.

Jim stated that the next City/County work session meeting will be April 2 to discuss funding of projects. Also there will be a Board training held sometime in April. All Board members are encouraged to attend.

The claims were audited for payment. The next meeting is scheduled for April 22 at noon at Mission Field.

There being no further business to come before the Board, the meeting was adjourned at 1:05 pm.

Submitted this 22<sup>nd</sup> day of April, 2014.

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Kerry LaDuke, Chairman

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Jerri Miller, Secretary