

Minutes of the City/County Joint Airport Board meeting, September 23, 2014.

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

OTHERS PRESENT: Jim Durgan, Russ Ferguson, JoAnne Ferguson, Kelly Kruse and John Schlegelmilch of Robert Peccia Associates.

The meeting was called to order at 12:02 pm by Chairman LaDuke. Minutes of the August 26, 2014 meeting were approved as mailed.

UNFINISHED BUSINESS: Jerri presented an update on the building/snowplow project. The building will be ready for utility hookups within the next few days. John Schlegelmilch of RPA and Kelly Kruse of Kruse Construction were in attendance to answer any questions we might have and also to conduct a walk-thru of the building. The truck is in Missoula and will be configured for our needs. Due date for delivery to us is in February.

NEW BUSINESS: Kerry said that by January or 2015, he would like to provide the City with a list of capital improvement projects that the Board would ask the City of Livingston to fund this next year. Some of the ideas presented were repairing and remodeling the bathrooms, a new or updated boiler and assistance with runway painting when next due.

Don posed the idea of renting or leasing the former Flight Service office space through a Property Management firm. He has spoken with Michelle Becker, a local real estate agent, who said that with repairs made to the floor in the space, the property should be well suited to rent. A management agreement between the agency and this Board would need to be drawn up and approved by the County Attorney. Jerri will contact Shannan Piccolo for her input as to legality of using an outside firm and report back to the Board at the next meeting.

Also, prior to renting out the property, the floor in the space in question will need to be repaired and the men's bathroom will require replacement of the toilet as well as repair of the floor. Jerri will contact David Rust for an estimate of what both floor projects will cost for the next meeting.

Jerri reported that the recent FAA inspection of Mission Field was excellent with no problems or issues to deal with.

Jerri requested that the County Road Department mow the edges of the airport access road and also the Wilsall airport property. She did not receive a reply; however the access road has been mowed. Ray will check on the Wilsall airport. Also, the Wilsall Airport will require rolling this next spring.

MAINTENANCE REPORT: As previously mentioned, the floor in the men's bathroom is in need of repair. Also, the sink in the boiler room has a leak. Kerry will contact Williams about the water leak and Jerri will call David Rust about the floors.

Jerri said that many of the small Airport direction signs are missing from the exit ramps for Interstate 90 and also the one at the top of the east exit ramp with the direction arrow. She will contact the State Highway Department to see about getting them replaced.

GARDINER REPORT: None

BOARD MEMBER REPORTS: Jerri reported that the MT. Aeronautics Board will most likely change some of the due dates and reporting dates on their grant/loan programs at their next meeting. Hopefully, having specific dates such as "11/30" rather than "the last day in November" will make it easier for entities to submit grant applications on time. Jerri provided copies of the proposed changes to all the Board members.

The second pay request for this project has been submitted to the FAA by RPA in accordance with the new Federal Delphi invoicing system. Under this new system, there are no "signing meetings" required and coordination between the Treasurer's and Finance offices was great so that all bills were paid on time with check copies retained for RPA's records.

Jerri and Kerry have been working on the job description for the Board Secretary. In conjunction with the County HR Office, the main duties of the job and the specifications for education and experience required will be submitted to the Board once they are complete.

SAFETY: Russ and Jerri both attended the County's mandatory annual safety meeting. It primarily concerned winter weather safety and protection. It was very good.

PUBLIC COMMENT: None

The claims were audited for payment. The next meeting date is scheduled for October 28, 2014 at noon at Mission Field. There being no further business to come before the Board, the meeting was adjourned at 12:40 pm.

Submitted this 28th day of October, 2014.

Kerry LaDuke Chairman

Jerri Miller, Secretary