

## **Minutes of the City/County Joint Airport Board meeting, April 26, 2016**

Members Present: Kerry LaDuke, Chairman  
Dennis Skattum  
Don Wilson  
Ray Sundling  
Noreen Burg, Secretary

Member Absent: George Denton

Others Present: Russ Ferguson, JoAnne Ferguson, Marty Malone, Dennis McIntosh, Mark Carmen, Steve Iobst, Tyler Youderian.

The meeting was called to order at 12:00 pm by Chairman LaDuke. Minutes of the March 22, 2016 meeting were approved as mailed.

### **NPS Gardiner Maintenance Agreement with Park County.**

1. Discussion to recommend the Commission hire RPA Engineering to oversee the Gardiner Crack Seal Project. Kerry recommended that the board approve a cost plus agreement with RPA to ensure the work was completed according to FAA standards. Kerry felt that there are enough funds in the budget to cover those costs. Dennis Skattum stated that since the National Park Service is donating the labor and materials we shouldn't be too picky. NPS repair their own roads and have skilled workers. NPS is the main user of the Airport, so they would do a good job for their own benefit. Don Wilson felt that the engineering side could be deferred and the legal issue of closing the runway could simply be handled with the NOTAM and marking each end of the runway with an X. There was no further discussion on hiring RPA to oversee the Gardiner Airport project.
2. Decision to recommend signing NPS Gardiner Maintenance to Commissioners at 4-28-16 meeting. RPA reviewed the Maintenance Agreement created by the National Park Service and had noted a few changes. There was discussion about the proposed changes. None of the changes by RPA seemed significant enough to alter the agreement. Steve Iobst stated the NPS has the equipment to groove the cracks prior to filling & sealing. After the discussion Kerry asked for a motion to recommend approval of the Agreement for the Crack Sealing at the Gardiner Airport as written by the National Park Service. Ray made the motion, Dennis seconded. All were in favor and the motion was passed.

Steve Iobst inquired about the procedure for closing the runway. Russ will handle the NOTAM so NPS should notify him of the days they will be working. Each end of the runway should be marked with an X during the closure. NPS will handle the closure procedure according to the Board's recommendation. Steve offered to provide the work detail and material list. Kerry gave Steve a copy of the suggestions RPA had made.

## **Centennial Celebration- Gardiner Airport Parking Permit Discussion Decision**

The board has a request for a temporary land use permit for the Gardiner Airport to allow parking on the runway during the Centennial Celebration in August. Kerry voiced his opposition to allowing the permit citing the need for FAA pre-approval. The Airport Affected Area zoning regulations don't allow for any other usage of the runway. Leases with the State Land Board and Forest Services on surrounding land, state the land will be for airport usage only. The issue of insurance would need to be addressed. Allowing the usage may cause problems for the hangar owners. Mark Carmen stated that the Gardiner Airport wasn't FAA approved and closures are possible for repairs so why not for other exceptions. Kerry states the FAA manages the airspace and would not allow that type of use.

Dennis McIntosh spoke with MDOT about parking parallel to Highway 89N and that was a definite no. The group researched transport time to move people safely from other parking areas to the celebration by bus and found no other good alternatives. Don asked about liability for damages and cleanup after. The Sponsors are NPS and Park County, the liability for any damage will rest with them. Dennis McIntosh states he has volunteers to act as parking attendants who will be on the property the whole time and will clean up afterward. He expects to start setting up in the morning on Thursday, August 25<sup>th</sup>. Parking cones will be placed to protect runway lights & some fencing may be set up. Parking will begin around noon. It is hoped that turning on the runway lights after dark will make them more visible to prevent damage. The last cars should be gone by midnight. Usage of the old road across Forest Service property could provide an additional exit. MT Dept of Transportation is willing to loan their digital signs to help direct traffic. Carpooling efforts will be made at areas North of Gardiner to help prevent congestion. The closure would last all day on the 25th and final cleanup will be completed the following morning.

Dennis McIntosh states there may be a TFR due to dignitaries attending the event that may cause closure of the Airport anyway. The event is for the Park Service and they are the ones who are keeping the Airport functional. We should be willing to do what we can to help them out. Dennis Skattum states he would like the board to cooperate. Kerry asked for a motion. Ray made a motion to approve the permit for parking at the Gardiner Airport and Dennis seconded the motion. Two were in favor, one declined to vote. With no objections the motion was passed to approve the permit.

### **RPA Update on Mission Field CIP.**

1. Bid Openings will be held in Helena and can be heard by conference call. A recommendation will follow to award the contract to the lowest bidder. It is hoped that the bids will be below the estimate and the lowest bidder will get the award if they meet the qualifications.
2. The NPE funds transfer from Conrad for 150,000 for the project has been approved.

### **Landfill Project Update**

Contractor for the Landfill Closure project Tyler Youderian from Youderian Construction already has a Zoning Permit to allow usage of the Vortac road to access materials for the Landfill cover. He presented a proposal to cross the road where it turns coming into the airport property. They need access from that point to cross Ray Sundling's property. That route will bypass I90 and cut the distance from the cover material on

Airport property to the landfill. The millings and chips on Airport property would be used to build up the approach in order to protect the existing asphalt road. The approach and other areas used would be returned to original condition after the project as stated in the original permit. There were no objections to the revised plan. They expect to start moving equipment in on Monday, May 2nd and begin moving material on Tuesday May 3<sup>rd</sup>. The project will continue until the end of August. Russell will make the necessary notices about truck activity in the area as previously agreed.

### **Lease Updates**

1. Citation II Hangar LLC has been mailed to leasee but not returned yet.
2. Blue Hangar has been vacated by previous renter and the new renter will move in May 1<sup>st</sup>.
- 3 Hangar Garage rent in 2012 was \$180.00 for a six month lease. Air Montana has not inquired further on using the space.
4. T Hangar Rent for #6 has not been paid for yet, the lease has been signed and returned.

WispWest Contract was cancelled and the agreement has been sent for final signatures under the name Gallatin Wireless. The replacement contract has not been returned yet.

### **FAA NOTAM Renewal Request**

Kerry has renewed the three names used in the past. Russell Ferguson, Donald Wilson and Kerry LaDuke. JoAnn Ferguson requested that her name be added. Kerry will add her to the list.

### **New Business**

**Ferguson Residence-** The FAA has had a complaint about a residence on Airport property. The Fergusons of Yellowstone Air Service Inc, who manage the Airport live on site. The FAA regulations state that a residence on airport property is to be used only by a Manager or FBO. When the resident is no longer the manager they would need to vacate the property. There is no formal lease for their trailer on Airport property. A letter was found from 1980 that stated the charge for water usage at the residence was to be \$30.00. The rent for the Office Space in the Administrative Building was to be \$20.00 per month. Kerry requested that the Airport Board create a lease to satisfy the FAA requirements. Don Wilson made the motion to create a new lease and Ray Sundling seconded. All were in favor and the motion was carried approved to create a new lease for Yellowstone Air Service Inc for the Ferguson residence.

**Budgeting-** The budget is in the works. Several meetings are scheduled to work with the Finance Director Erica Strickland. There are no major changes expected.

Montana Aeronautics Boards offer of a loan for 13,000.00 may not be needed. The decision to apply for the loan will be made after the bid has been awarded.

The revenue is up and the reserves are good.

**Maintenance Report-** Russ states that the Blue Hangar has been cleared and is ready for the new occupant.

With the moisture we've had he is ready roll the sod with the new truck. If the new truck works well the old one could be sold.

**Board Member Reports-** Don Wilson questioned wording in the lease agreement "term of 40 years with the possibility of extension". He feels that the wording should be restated to say the "agreement to extend would not be reasonably withheld." He felt the original terminology had cost him a sale of his own hangar. A banker would be more inclined to approve a loan with the option to extend stated in a more positive manner. Kerry asked Don to highlight the portion he would like to see changed and Shannan can review that.

**Comments from City/County Commissioners-** None

**Safety-** None

**Public Comment-** Mark Carmen a Gardiner resident asked about future improvements to the parking area and ramp way at the Gardiner Airport. Kerry states that the condition of the runway needed attention first. The loan for the land at Gardiner has been paid off. There will be no major projects at Mission Field in the near future. This will free up funds to make future improvements at Gardiner. Mark had heard that there was some chip seal material available to use at Gardiner. Kerry says the decision to use them had to be deferred so the runway issues could be addressed first.

The FAA requires at least 8 based planes be housed there before it is considered eligible for funding assistance. Other problems with the site make it an unlikely recipient for funds. The next likely area for an approved airport may be north of Yankee Jim Canyon.

**Audit-** Monthly claims were reviewed. Claims were signed for board member reimbursement and mileage.

**Next Meeting-** Tuesday May 24, 2016 12:00 noon at Mission Field

**Adjournment-** With all business concluded the meeting was adjourned at 1:35 PM.