

Minutes of the City/County Joint Airport Board meeting, May 24, 2016

MEMBERS PRESENT: Kerry LaDuke, Chairman  
Don Wilson  
Ray Sundling  
George Denton  
Noreen Burg, Secretary

MEMEBERS ABSENT: Dennis Skattum

OTHERS PRESENT: JoAnn Ferguson, Marty Malone

The meeting was called to order at 12:00 pm by Chairman LaDuke. Minutes of the April 26, 2016 meeting were approved as emailed.

**UNFINISHED BUSINESS:**

**RPA Update-** The FAA and the Commissioners have approved the contract award to C&R Contracting of Oregon. RPA has never worked with them as they have only recently started bidding in Montana. They have a lot of prior airport maintenance experience. The final contract documents are being worked on. It is expected that the job will take 4 days and will be done in 2 segments. RPA has submitted an invoice request #1 for payment of their services. Since the bids came in lower than expected the Montana Aeronautics Board loan will not be needed. Kerry has notified RPA.

**The landfill project** is in process. The temporary road has been built and the cut across at the Airport entrance road is in place to haul fill material across Airport property. The project is expected to continue into August.

**The National Park Service Maintenance Agreement** was signed by the County Commissioners for the Gardiner Airport on May 3rd. NPS will provide the materials and labor to crack seal the Gardiner runway. Work will begin after the NPS Centennial Celebration at the end of August.

**NPS Centennial Celebration:** The Commissioners agreed to allow parking at the Gardiner Airport for the Centennial Celebration on May 3rd. The signed permit and fee have not been received yet. Noreen sent an email to Dennis McIntosh last week so it is hoped that will come in soon.

**The Yellowstone Air Service Lease** for the Ferguson Residence will need to be created in order to satisfy the FAA requirements for onsite managers. Ray made a motion to proceed with creating a new lease for the Site #8 under the name Yellowstone Air Service. George seconded the motion. All were in favor and the motion was passed. The square footage will be needed to put in the agreement. Civil Attorney, Shannan Piccolo will help create the new lease. The lease on site #7 for Dennis Skattum will also need to be updated to the new lease terms.

**Budget Update:** Kerry states he has been working with Erica Strickland, Finance Director, on the budget. There will be a surplus this year of nearly 20,000. The Revenue is expected to be around 242,000. and expenses to be around 222,000. which includes this years' maintenance project. The budget is in good shape.

### NEW BUSINESS:

The Board discussed making a recommendation to the Commissioners to create a special account called a Capital Improvement Fund. By law we are not allowed to carry over 33 percent of our retained earnings from year to year when funds are held in the regular accounts. The new fund will separate excess funds and allow them to accumulate. This will even out the budget as only the typical income & expenses will show on the regular accounts. At year end any excess funds can be rolled into the CIP to save up for future projects. Those funds would need to be budgeted in the fiscal year we wish to use them. Don made a motion to recommend that the Commissioners create a CIP for retaining funds for special projects for the Airport. George seconded the motion. All were in favor and the motion was passed. The board will make the recommendation to the Commissioners.

### ELECTION OF CHAIRMAN & VICE CHAIRMAN

Kerry LaDuke has given notice that he is stepping down as Board Chairman. Don Wilson is the current Vice Chairman. Election of a new chairman will be postponed until the June meeting, or until all board members are present.

### NOTICE OF REPAIR WORK

Notification of work in progress should be made 1 week prior any closures or work that interrupts access. C&R Contracting will notify Russ Ferguson prior to the Mission Field work and notice will be made one week prior to the Gardiner Airport work.

### COMMENTS FROM COMMISSIONERS:

Marty states that the Commissioners are busy working on the budget. They have also been working with the National Park Service and the Gardiner Celebration Group to provide county services for the event.

### MAINTENANCE REPORT

Ray has offered to remove a dead tree on the Airport property. They are ready to start harrowing the Wilsall airport. Russ has been rolling with the new plow and states it is working well. All hangars are now occupied including the T Hangar building garage.

### BOARD MEMBER REPORTS

The board is ready to sell the old plow. Marty will put that on the auction website. JoAnn will provide pictures of the plow.

J&J Cleaning has completed waxing the office area. Joan Bozlee of J&J Cleaning gave written notice that she will cut back the days she cleans from 3 times per week to 2 times per week. Joan submitted an invoice from House of Clean for toilet paper and paper towels she purchased for the Airport and has requested reimbursement of \$44.70. Don made a motion to approve the payment and George seconded. All board members approved the payment.

Don Wilson shared with the board that wording in the land leases that reference the possibility of a renewal after the end of the 40 year lease had cost him a sale on his hangar. He would like the board to review and consider that if the wording was rephrased in a more positive manner it may help a bank be more confident that a renewal would be possible. No action was taken at this time.

The claims were audited for payment. The next scheduled meeting will be held June 28, 2016, 12:00 noon at Mission Field.

SAFETY

JoAnn reports that the bushes at the entryway have been trimmed.

PUBLIC COMMENT: None

AUDIT CLAIMS/RECEIPTS

Claims were reviewed and signed.

There being no further business to come before the Board, the meeting was adjourned at 1:00 pm.

Submitted this 28th day of June, 2016.

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Kerry LaDuke, Chairman

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Noreen Burg, Secretary