

**CITY/COUNTY JOINT AIRPORT BOARD MEETING  
MINUTES FOR JANUARY 26, 2016**

**MEMBERS PRESENT:** Kerry Laduke, Chairman  
Ray Sundling  
Dennis Skattum  
George Denton  
Don Wilson

**OTHERS PRESENT:** Marty Malone, Parks Frady, Hunter Michaelbrink, JoAnn Ferguson and Noreen Burg

The meeting was called to order at 12:00 pm at the Mission Field, Livingston, by Chairman LaDuke. Minutes of the November 24, 2015 meeting were approved as mailed.

**COMMENTS FROM COUNTY COMMISSIONER**

Park County Commissioner Marty Malone made his comments first as he was unable to stay for the whole meeting. Marty let the Board know that when the OshKosh plow is put up for sale that the state online auction site would need to be used if sale price was expected to exceed 2,500.00.

Chairman LaDuke called for a motion to put the Oshkosh plow for sale on the state online auction site. No motion was made. Some Board members were not sure they were ready to sell the old plow. Kerry reminded the Board member that it had been agreed to sell the old one when the new plow was put in service. Airport Manager Russ Ferguson who may still be using the old plow, was unable to attend the meeting. Next month the board will get input from Russ before deciding to sell the old plow.

The problems with the new plow need to be resolved as the warranty will run out soon. Kerry asked Ray to address any issues with the new plow in addition to the engine light coming on at low speed.

The commissioners have had a request from Mr. Yost with the Park Service for an informal meeting to discuss maintenance of the Gardiner airport on Monday February 8<sup>th</sup>.

The commissioners met this morning to sign the FAA Mission Field Grant Project. The City of Livingston has agreed to pay half of the local share. Montana Aviation Board will give a grant of 6,633 and a loan for 13,837. All the funding is in place. The bid openings will be in March or April with the project to be started in the new fiscal year. Kerry thanked the City and County for working together to make this project happen.

Kerry also wants the commissioners to be aware that the Mission Field revenue is up over 10% from last year due to the office space lease, the new hangars and increase in fuel flow fees. Gardiner has had a slight increase from around 1,032 to 3,200 per year from land leases and 2 water services. All of the leases are up to date. Jeri sent out all the lease

agreements prior resigning in December.

### **UNFINISHED BUSINESS**

JoAnn Ferguson reported that the lease for hangar 1 was signed and paid. Currently there are no hangars vacant. JoAnn states there are 2 people on the waiting list.

The Landfill Closure report was given by Parks Frady, County Public Works Director. Last year the county decided to close the Landfill. In November the State approved cover material for the project that is available on property adjacent to the Airport property. In order to collect that material the contractor would need permission to cross Airport property. Parks wants to update the Board on the progress and get discussion on the agenda for what needs to be done to get the Airport Board's approval. The contract work is in progress and the county expects to have that out for bid by mid March. Contractors will have the option to use the alternate material adjacent to the Airport. Typically contracts include clauses that require them to repair any damage caused by their presence. The project involves transporting a lot of material with a lot of trucks. Damage to the road should be expected. The contractor would be required to repair to equal or better condition than the condition at the time of the contract. The route would likely follow the fence line to avoid the parking area. The contract will be 90 to 120 day in length. Actual hauling time would estimate around 30 to 45 days. Parks is willing to work with the airport board on specific requirements they want in the contract and would like to have a list of those by March 1st. Kerry would like the board to review the contract prior to the signing to be assured their interests are preserved. Notification would need to be made to FAA maintenance workers who service the VOR and to airmen about the truck activity. Russell can update those reports daily as needed. Parks wants to include a provision in the contract that 48 hour notice will be given to the Airport prior to the needed access. The board agreed that would be enough time. Further discussion will take place at the next board meeting on the contract terms and reclaiming the property after the project.

There was discussion about filling the open Secretary's position. Noreen Burg has expressed an interest in the position. She is currently working for the county as an A/P Clerk. Marty Malone requested that Noreen's supervisor, Erica Strickland should give permission before making any changes to Noreen's work schedule. Kerry emailed Erica who asked where the additional wages would be paid from. Kerry stated the Airport Board would be paying for the additional time. Erica gave her approval.

Kerry worked closely with Jill Ouellette, the County HR Director to make sure procedures were followed. It is proposed that Noreen would work 10 hours per month. The cost of wages and benefits would be 192.50 per month. She will perform her duties at the County Courthouse and will not be working from her home. Kerry asked for a motion to recommend to the commissioners to make a change of job status for Noreen at their meeting on Thursday January 28. Her duties should now include working as the Airport Secretary for an additional 10 hours per month with the provision that her A/P duties would take priority. Don Wilson made the motion and George Denton seconded. All board

members were in favor and the motion was approved. Kerry stated that Jill Ouellette did an excellent job working this out for the board.

### **New Business**

There is no new information from the National Park Service concerning a maintenance agreement with Park County for work at the Gardiner Airport. Mr. Yost with the National Park Service has scheduled an informal meeting with the County Commissioner's on Monday February 8<sup>th</sup>. The board has asked the commissioners that a maintenance agreement be discussed.

Gardiner fueling update. Kerry contacted Bill Chapman about fuel at Gardiner. Bill has tanks but doesn't provide fuel. He has allowed others to buy the jet fuel and pay him a fuel flow fee. The board could lease land for a fuel tank and charge a fuel flow fee as long as the owner followed safety codes.

Revenue resources The City/County Municipal Airport receives tax funds of .85 mil which brings in 38,000.00 per year. Income also comes from user fees, hangar rent, VOR and ASAS weather station. Land leases bring in 25,000.00 per year for a total of 63,000. The City has been contributing to capital improvement projects for Mission Field.

### **Maintenance Report**

Joanne stated that the Saline Solution was used and needs to be replaced. She will re-order the solution.

The new plow was serviced in Belgrade. The steering problems were repaired. Any other issues need to be addressed before the warranty expires February 28, 2016.

### **Board Member Reports**

Don Wilson inquired about the new renter. A 3 year rental agreement has been signed. The area has been inspected and the tenant is in compliance with the terms of the agreement. The renter sells aircraft parts online and in the future may want to install some shelves for storage.

Don also asked where future meetings would be held. It was agreed to continue to meet at the airport. Don requested a new meeting schedule.

### **Safety**

It has been suggested it would be beneficial to have a handrail on the west entrance stairs. George will check into the cost of fabricating and installing a railing and make a recommendation.

Greg Coleman the Park County Safety Officer would like to do a hazardous materials review at the Mission Field Airport. One item he has suggested is a safety log to report incidents.

Claims were reviewed for payment and signed.

The next meeting will be held Tuesday February 23, 2016 at 12:00 PM.

With all business completed the meeting was adjourned at 1:15 PM.

Submitted February 23, 2016

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Kerry Laduke, Chairman

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Noreen Burg, Secretary