

Minutes of the City/County Joint Airport Board meeting, April 28, 2015:

MEMBERS PRESENT: Kerry LaDuke, Chairman  
Ray Sundling  
Dennis Skattum  
Jerri Miller, Secretary

OTHERS PRESENT: Russ Ferguson, JoAnne Ferguson, Marty Malone and Hunter Michaelbrink

The meeting was called to order at 12:05 pm by Chairman LaDuke. Minutes of the March 24, 2015 meeting were approved as mailed.

UNFINISHED BUSINESS: All of the work on the SRE project is now completed. All items on the punchlist are finished.

No word from Michele Becker about possible renters for the old weather space. The last word was that the Highway Patrol might be interested.

Nothing new to report on either the City/County CIP or the Landfill cap project. Jerri has placed ads in both the Enterprise and Bozeman Chronicle noticing our t-hangar for rent.

As discussed at the March meeting, the subject of advertising for engineering services was discussed. Jerri contacted the FAA to inquire if we are required to advertise separately or could we simply use the County's engineering firm to provide airport services. Joe Nye, our FAA contact in Helena responded with:

Section 2.8 of AC 150/5100-14E: To obtain experience and qualification data from potentially qualified consultants, the sponsor should issue an RFQ inviting consultants to submit their experience and qualifications data relating to the proposed project usually in the form of a Statement of Qualifications (SOQ). To ensure the broadest publicity concerning sponsor interest in obtaining consultant services, public announcements for all projects should be advertised in local newspapers with a wide circulation, national trade journals and magazines, and through electronic media. Public announcements should include information such as a description of the proposed project and its location, a description of the services, and the estimated range of construction costs. The public announcement should allow sufficient time for submission of the statement of qualifications.

Jerri provided it to Shannan who agrees that we are required to comply with this provision. This is a topic on the agenda of the meeting scheduled with the Commissioners on May 5. Ray moved, Dennis seconded that the Board recommend to the County Commissioners at the May 5<sup>th</sup> meeting that we advertise for specific airport engineers. Motion carried.

NEW BUSINESS: Jerri reported that the preliminary budget has been submitted to Lani. The total revenue anticipated is \$64,056 with total expenditures of \$63,115. An increase in revenue is proposed due to potential rent adjustments as noted below.

Discussion was held regarding modifying current lease agreements concerning rental fees, how increases in rents are established and use of airport wells for private hangars. Hunter Michaelbrink, who is constructing a new hangar at Gardiner, inquired as to what services would be provided for the increase in rent. Mr. Michaelbrink is a construction contractor in the Gardiner area and volunteered to help out around the airport as time permits. Kerry stated that Gardiner does not qualify for federal funding, but there is a possibility of financial assistance through Montana Aeronautics Board and that a Capital Improvement Plan for Gardiner would be needed for future projects. Jerri will put an item on the agenda for Gardiner CIP planning.

Upon further discussion, the Board agreed to hold the May meeting in Gardiner and recommends the current Gardiner leases be reviewed for rent increases and for establishing the mechanism for increasing rents in the future and for use of airport wells. Jerri and Shannan have been working on the leases and they are now complete and ready to be presented to the current lessees. Jerri will mail each lessee a copy of the proposed lease, new structures, etc., and invite them to attend the meeting in May. It was recommended to try holding the meeting at the Chamber building or the Community Association building.

MAINTENANCE REPORT: Russ has done some rolling. He has a question about the speedometer in the new truck and Ray provided him with a possible answer to the question. He will need to order some 18" windscreens and asked if there was a need at Gardiner.

GARDINER REPORT: The change in status of the Gardiner Airport Manager is being handled by the County Attorney's Office and the HR Office.

BOARD MEMBER REPORTS: Nothing to report.

COMMISSIONER REPORT: Marty stated that the School Trust Lands cuts to funding have been resolved.

SAFETY REPORT: Nothing to report.

PUBLIC COMMENT: Nothing to report.

The claims were audited for payment. Jerri read the list of receipts during the month of April and they will be attached to this report.

The next meeting is scheduled for Tuesday, May 26, 2015 at noon at a Gardiner location to be announced.

There being no further business to come before the Board, the meeting was adjourned at 1:20 pm.

Submitted this 26<sup>th</sup> day of May, 2015.

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Kerry LaDuke, Chairman

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Jerri Miller, Secretary