

JOINT CITY-COUNTY AIRPORT BOARD

Minutes of Meeting

Monday, March 14, 2011 at 10:00 a.m.

Stillwater County Annex Planning Department

809 E 4th Avenue N, Suite C

MEMBERS PRESENT: Joe Morse (Chairman), Roger Johnston (Vice-Chairman), Waymoth "Fitz" Fitzgerald, and Willard Moore.

MEMBERS NOT PRESENT: Alan Drain

OTHERS: Maureen Davey, BOCC Representative and Gary Woltermann, Columbus Mayor.

GUESTS: Travis Eickman, Morrison-Maierle and Hardin Graham.

STAFF: Forrest Mandeville and Marissa Plumb.

I. CALL TO ORDER: Chairman Morse called the meeting order at 10:00 a.m..
No public comment was received.

II. MINUTES OF LAST MEETING: Roger made the motion that the minutes from the February 14, 2011 meeting be approved as written. Willard seconded; with all in favor, motion carried.

III. NEW BUSINESS:

There is no new business to be discussed at this time.

IV. UNFINISHED BUSINESS:

A. 2010 Project Update-Snow Plow. Travis reported that the plow is still ahead of schedule with an estimated delivery of approximately the end of March or early April. I-State, the engineers of the plow, will get a list of interested companies for the old plow to Travis as soon as possible. Travis recommends putting the old plow up for bids but including in the wording that the airport has the right to reject any and all bids if they don't get what they need out of the bids. Joe believed that the County may have the title for the old plow and he said that he will find it. Roger offered to take pictures of the old plow to include with the advertisement for bids. Travis also has a few pictures that he will forward onto Joe. Joe offered for the County to draft the advertisement.

B. 2011 Project Update-SRE Building. Travis informed the Board that the FAA rejected the size of the SRE building due to new guidelines. Travis came up with two smaller options for building designs. Refer to the attached for building designs. Travis needs the Board to decide if they would prefer to have side-by-side bays or back-to-back bays on the SRE building. The Board decided that the side-by-side bays would be appropriate and they would like to see the building as part of the fence, without a buffer between the building and the fence, because it would give much needed space between the SRE building and the other hangers.

Travis said there needs to be a man door on the west side of the building so that someone can access the collection pond. The collection pond will be located along side the beacon. There will have to modification done to the fence as well as the fence being down during construction of the SRE building. Roger motioned to recommend to the Town and the BOCC design Option 2 which is the 46' x 44' side-by-side bay doors design as well as to build the SRE building into the animal control fence. Willard seconded; with all in favor, motion carried. The Board also would like to see water lines plumbed up to the building so if they decide in the future they would like water to the SRE building the lines will already be there. Roger asked if Travis would design an additive alternate 10' x 10' garage door on the west side of the SRE building so that it would be possible to park a tractor there. Travis said he would include that in the design but it would be at the airports expense. The FAA will not fund the additional garage door. Travis will have a completed design of the SRE building for the next Board meeting in April. Travis asked if anyone had questions or there if something they would like to see in the design that has not been discussed to please contact him prior to the next meeting so he can add them to the design. The bid opening for the contractors will to be May 15, so there is no time to change the design after next month's meeting.

Roger asked Travis about having a local representative to watch over the contractors during the construction phase. Travis reiterated from last meeting that it would cut down the final cost by not needing him to be here as often. Travis will still be available for the local representative to call with any issues any time they need him. Roger thought that he and Hardin could share the responsibilities of being the local representative. Travis stated that this Board doesn't need to appoint a local representative until the pre-construction meeting. M-M still is responsible for all paperwork related to this project.

C. Airport Manager Position. There was no decision made regarding an airport manager's compensation at this time but there was discussion on a possible reduction of Hardin's hanger lease and if it can be retro-active as well as the discussion of hiring a manager as an independent contractor. Joe would like to see this item stay on the agenda for future meetings for when a decision is ready to be made.

D. Hanger Rent Increase. A spreadsheet was provided to the Board showing a 5 percent increase to the current hanger lease. Please refer to the attached spreadsheet for details. With raising the hanger leases 5 percent it will bring in an extra \$358.24 per year. Joe stated that it has been over ten years since there has been any increase to the hanger leases. The Board decided that the increase would provide much needed funding for the airport. Roger motioned to recommend to the Town and the BOCC that the hanger rent be increased by 5 percent next fiscal year. Fitz seconded; with all in favor, motion carried.

V. MANAGER'S REPORT: Hardin provided his duties and time schedule for last month. Joe felt that by the beginning of the next fiscal year the County should have a good idea of what duties the airport manager has as well as time spent working as the manager.

Hardin requested leveling the parking lot with gravel. Gary told Hardin to contact Riverside Gravel to get 50 yards of gravel. Roger noted that 10 yards or a truck load was running \$110. Gary and Maureen said that the Town or the County have a truck that may be used to haul the gravel to the airport if needed. Roger motioned to approved up to 50 yards of

gravel for no more than \$550 to level out the parking lot. Willard seconded; with all in favor, motion carried.

Hardin asked if the NOTAM list can be updated and needed input on what name should be on the list. The Board decided that Gary Woltermann, Alan Drain, Hardin Graham, and Roger Johnston should be the only names on the list. Hardin and Gary will draft a letter on Town letterhead to Flight Service changing the NOTAM list.

VI. FINANCE REPORT: Joe reported that the balance in the account is \$2,100. He also mentioned that the airport has only spent 43 percent of their budget so far this year. Gary told Joe to contact the Town to deposit the \$5000 they allocated in the Town's budget for the Airport. A bill was received at Town Hall for the cost of a light and a new windsock Gary had purchased for the airport. The Town paid the bill of \$105. Gary noted that the Towns budgeted \$5000 for the airport may end up being a little less due to them paying that bill.

VII. OTHER:

A. Beacon. The current beacon light has been turned off for a while now because it is not working correctly. Gary said that he was going to contact the Museum of the Beartooth's and ask for the old airport beacon back. The old beacon was given to the museum without the permission of the beacon's owner which is Gary. The Board would like the beacon in working condition when the SRE building is complete.

B. Lights. Gary mentioned to the Board that all lights are working at the airport

C. Deer. Gary said he has not seen any deer on the airport grounds.

VIII. ADJOURN MEETING: With no more business to discuss, Joe adjourned the meeting at 11:21 a.m..

Next Airport Board meeting is Monday, April 11, 2011 at 10 a.m. at the Stillwater County Annex Planning Department office.

Marissa Plumb
Administrative Assistant