

JOINT CITY-COUNTY AIRPORT BOARD

Minutes of Meeting

Monday, December 13, 2010 at 10:00 a.m.

Stillwater County Annex Planning Department

809 E 4th Avenue N, Suite C

MEMBERS PRESENT: Alan Drain (Chairman), Waymoth "Fitz" Fitzgerald, Roger Johnston, and Willard Moore.

MEMBERS NOT PRESENT: Joe Morse (Vice-Chairman)

OTHERS: Gary Woltermann, Columbus Mayor; Doug Howard, Town Attorney; Dennis Holten, Public Works Director.

GUESTS: Travis Eickman, Morrison-Maierle

STAFF: Forrest Mandeville and Marissa Plumb.

I. CALL TO ORDER: Chairman Drain called the meeting order at 10:00 a.m.. There was no public present to give any comments.

II. MINUTES OF LAST MEETING: Roger made the motion that the minutes from the November 8, 2010 meeting be approved as written. Willard seconded; with all in favor, motion carried.

III. NEW BUSINESS:

A) Airport Authority. Forrest handed out copies of Title 67, Chapter 11 of Montana Code Annotated (MCA) regarding Airport Authorities. He noted that this Board has discussed having an Airport Authority before but had collectively felt that the benefits of having the Authority would not outweigh the cost of adopting it. Willard said he likes how the Board is running the airport now and likes that the Town and the County are jointly responsible for the airport's financing. Other Board members stated that since this Board along with the Town and the County are currently doing a good job handling the airport's improvements and maintenance then there is not a need for an Airport Authority to be introduced. One positive of introducing an Airport Authority is the addition of taxes and/or levies that would generate funds for the airport to use. The Board decided to keep this item on the agenda for next month to get Maureen's opinion, as she was the one who suggested having it on the agenda this month.

B) Flood Lights. Gary had mentioned last meeting that there was little visibility by the tie-downs by the pilots lounge at night. Roger mentioned that he had a dawn to dusk flood light installed on his barn. He thought they were fairly inexpensive and provided plenty of light. Roger mentioned that Gary Lofing did all the installation. Gary said that NorthWestern Energy installed two flood/security lights and the power poles in the Gits parking lot. The only charge for the flood/security lights is \$10 added to their monthly energy bill. NorthWestern Energy also maintains the poles and lights. Alan said he would check in to the cost of the same flood lights used in Rogers barn and get back to the Board at next month's meeting.

C) Expiration of Terms. A list of all of the Board members was handed out to inform them that Alan Drain and Waymoth Fitzgerald terms were expiring in January 2011. Both should be receiving a letter from either the Town or the County regarding their re-applications. Forrest reiterated if they were planning on re-applying they need to make sure the applications were in on time.

IV. UNFINISHED BUSINESS:

A) 2010 Project Update-Snow Plow. The estimated time of delivery for the plow is still the end of May 2011 or early June 2011.

B) Land Acquisition (Pre-Application meeting to follow Board meeting). Travis showed the Board a copy of Dennis Holten's lot layout for the proposed new Public Works building. Please refer to the attached document for the lot layout. The airport's snow removal equipment (SRE) building was proposed to be built sharing one wall with the Public Works building and Travis needs to get an idea of where the Board would like to see the SRE building built. The Federal Aviation Administration (FAA) requires the airport has ownership of the land on which the SRE building is to be built. The possibilities for placement of the SRE building are on the south-end facing 1st Avenue (either in line with the Public Works building or set off to the east to form an "L" shape), or at the north-end of the Public Works building (either in line with the Public Works building or set off to the east to form an "L" shape), last option would be a detached building on the far south-east or north-east end of the lot. Because a new lot would have to be created to satisfy the FAA's requirements that the airport own the land on which the SRE building sits, a subdivision would have to be done. The first step in the subdivision process, a pre-application meeting, had been scheduled to immediately follow this Board meeting. Fitz made the motion that the Morrison-Maierle makes the decision for the location of the SRE building in relation to the Public Works building as they see appropriate at the pre-application meeting. Willard seconded. Roger made the motion to amend the original motion to have Gary act on behalf of this Board at the pre-application. Willard seconded; with all in favor, the amendment to the motion carried. With all in favor, the emended motion carried.

The grant application deadline to the FAA for the SRE building funding is January 15, 2011 and after the Board approves where they would like the building to be built, the land has to be subdivided and is subject to the County's subdivision review process. That means before the land can be acquired, it has to go through the City-County Planning Board for approval as well as the Board of County Commissioners (BOCC). Estimated time for that process is about three months so a decision on where the SRE building is to be built and what land needs to be bought must happen as soon as possible to meet the construction start date for the Public Works of spring 2011. Travis told the Board that he would come to next month's meeting with the SRE building scope and the engineering proposal. The Board asked if Travis could include part-time inspection of the building process in the estimate, which he said he would include. Travis also provided the estimated construction supply costs and work session notes from Afton Airport's SRE building. Refer to attached documents for details.

C) Airport Manager Position. Attached is a letter from Doug Howard expressing concerns regarding the manager's position that had been discussed at the Town Council meeting.

Please refer to the attached letter for details. Joe Morse is currently reviewing the Towns concerns and will report to the Board at the next meeting.

V. MANAGER'S REPORT: Allen was not present to give the manager's report.

VI. FINANCE REPORT: Joe was not present to give the financial report.

VII. OTHER:

A) Car Port. Gary mentioned that he would like to see a covering/car port and concrete pad for the airport vehicles. This item will be added to the agenda for January's meeting to be discussed in more detail.

B) Capital Improvement Plan (CIP) 2010-2014. Travis provided the Board with the CIP that the Board approved last year. Travis asked the Board to look over the improvements that were listed for the coming years and to please make note of their questions or if they would like to see something changed. This will be added to the agenda for next month for further discussion.

VIII. ADJOURN MEETING: With no more business to discuss, Willard made the motion to adjourn the meeting. Fitz seconded; all in favor, motion carried. Meeting was adjourned at 11:06 a.m..

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

Marissa Plumb
Administrative Assistant