

JOINT CITY-COUNTY AIRPORT BOARD

Minutes of Meeting

Monday, January 10, 2011 at 10:00 a.m.

Stillwater County Annex Planning Department

809 E 4th Avenue N, Suite C

MEMBERS PRESENT: Alan Drain (Chairman), Joe Morse (Vice-Chairman), Roger Johnston, and Willard Moore.

MEMBERS NOT PRESENT: Waymoth "Fitz" Fitzgerald

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 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 December 13, 2010 meeting be approved as written. Joe seconded; with all in favor, motion carried.

III. NEW BUSINESS:

A) Election of 2011 Officers. Willard made a motion to nominate Joe as Chairman and Roger as Vice-Chairman. Roger seconded; with all in favor, motion carried.

B) Yearly Resolution. The Board decided to keep the meeting time and location the same as last year. Roger made a motion to accept Resolution 2011-01 keeping this Board's meeting date on the second Wednesday of each month at 10 a.m. at the Stillwater County Planning Office. Joe seconded; with all in favor, motioned carried.

C) Carport. Gary discussed the need for a 2 car covered port to be build. Due to the weather nothing can be done now, the Board opted to re-visit the need for a carport at the April Board meeting.

D) Capital Improvement Plan (CIP). Travis provided the Board with a copy of the CIP covering the next five years. Please refer to the attached CIP for details. Travis informed the Board that weather reporting equipment should be included on the CIP in the coming years. Travis placed it in the budget in 2012 but the Board felt that a secondary snow removal equipment, such as a tractor, was more important to have in the next few years rather than weather reporting equipment. Roger noted that he would like to see a taxi lane loop and the building of T-hangers budgeted sooner rather than later. Travis will add both the tractor and the taxi lane loop to the CIP under 2012 improvements. The weather reporting equipment will be inserted for 2015 in the CIP. Roger made a motion to accept the amended CIP. Willard

seconded; with all in favor, motion carried. Travis will make these changes to the CIP and submit it to the FAA.

IV. UNFINISHED BUSINESS:

A) 2010 Project Update - Snow Plow. Travis had nothing new to report. The plow is still in production and should be moved to Billings in the next few months. When the plow is delivered to the Billings manufacturers he will let the Board know.

B) Snow Removal Equipment (SRE) Building. There was a pre-application meeting that was held after last month's Board meeting. At that meeting it was decided that the location of the SRE building needs to change. It was too difficult to find a compatible location on the proposed Public Works site. The decision made at that meeting is that the SRE building would be better suited to be on the airport grounds. Travis provided two different locations for the SRE building on the airport grounds as well as two different designs for each location. Please refer to the attached designs for details. The Board decided that Figures 3 and 4 was the best location for the SRE building. Roger made a motion to recommend the east end location (Figures 3 and 4) of the SRE building. Joe seconded; with all in favor, motion carried. Travis showed the Board an example of a work session for the SRE building. The Board briefly went over it and left it up to Travis to design. Travis noted that the worst case scenario for the construction of the SRE building would be July of 2011 and it should take approximately seventy-five days to complete.

C) Airport Manager Position. Joe stated the he made calls to individuals that should have an idea on what the compensation should be of an airport manager and he still has not received any returned phone calls. A suggestion from the Board was to have a contracted airport manager rather than an employee. Once this Board makes a recommendation to the Town and Commissioners regarding an amount of compensation, Joe will then be able to advertise for the position and conduct interviews. Since Hardin has already volunteered to take on some of the airport manager's duties, the Board recommended having Hardin Graham be the interim volunteer airport manager. Willard made a motion to recommend to the Town and County that Hardin Graham be appointed the interim volunteer airport manager to allow the Board time to come to a decision on compensation. Joe seconded; with all in favor, motion carried. Hardin will report at each month's meeting what has been done in the last month so this Board will have a better idea what his time commitment as Airport Manager will be. Forrest will draft a letter and deliver it to the Town and the Commissioners regarding the recommendation from the Board.

D) Flood Lights. Alan visited with Gary Lofing and found out that the motion lights that were discussed at last month's meeting cost \$200. There is currently a motion light on the pilot's lounge that can be adjusted to cover a broader area. Alan will have Gary adjust the old light.

E) Airport Authority. The Board had discussed last month that the current Airport Board making recommendations to the Town and the County seems to be working fine and there is no reason to change it. The Board opted to remove this item from the agenda.

V. MANAGER'S REPORT

There was no airport manager to give a report.

VI. FINANCE REPORT: Joe reported that the balance in the account after the payment is made on the new snow plow is \$ 3,450. The Board mentioned an increase in the hanger lease rates. Joe said they are only allowed in increase the lease by 5 percent annually. There has not been any increase in hanger leases in the past few years. This item will be added to next month's agenda to discuss further.

VII. OTHER:

With Hardin Graham's anticipated appointment to the position of interim volunteer Airport Manager, it was mentioned that Allen Rickman need not be involved in future correspondence regarding this Board.

VIII. ADJOURN MEETING: With no more business to discuss, Willard made the motion to adjourn the meeting. Roger seconded; all in favor, motion carried. Meeting was adjourned at 11:35 a.m..

Next Airport Board meeting is Monday, February 14, 2011 at 10 a.m. at the Stillwater County Annex Planning Department office.

Marissa Plumb
Administrative Assistant