

D-R-A-F-T
JOINT CITY-COUNTY AIRPORT BOARD
Minutes of Meeting
Monday, January 9, 2012 at 10:00 a.m.
Stillwater County Annex Planning Department
809 E 4th Avenue N, Suite C

MEMBERS PRESENT: Joe Morse (Chairman), Alan Drain, and Willard Moore.

MEMBERS NOT PRESENT: Roger Johnston (Vice-Chairman)

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

GUESTS: Travis Eickman, Morrison-Maierle (MMI) and Hardin Graham, Interim Volunteer Airport Manager

STAFF: Forrest Mandeville and Marissa Plumb

I. CALL TO ORDER: Chairman Morse called the meeting order at 10:00 a.m..
There were no public comments received at this time.

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

III. NEW BUSINESS:

A. Mary Kasner and Terry Fatzinger's Request for Lot Size Adjustment. Forrest provided the Board with the written request from Mrs. Kasner and Mr. Fatzinger. Hardin said that they had decided not to build a new hangar and instead they are going to renovate their old hangar. Hardin and Alan expressed the reason for them changing their minds on building a new hangar. Was that Mrs. Kasner and Mr. Fatzinger thought that the hangar lease agreement was cumbersome. Gary stated that he would like to see the current lease agreement revised. This item can be removed from future agendas.

B. Airport Authority. Hardin asked that this item be placed on this month's agenda. Forrest noted that this has been discussed in detail in previous meetings and the decision of the Board was to not move forward with an airport authority.

Hardin expressed his frustration with the way the Board is functioning under a joint City-County advisory Board. For example, it has taken over a year to iron out the details for an Airport Manager. Hardin feels that because the Town and the County are very busy with other issues this Board gets put on the back burner when it comes to making decisions and moving things forward.

Alan asked if this Board were to be an airport authority would that give this Board the authority to make decision like with what has happened with the disposal of the old snow plow and would becoming an airport authority expedite the yearly project processes. Maureen and Joe stated that the old plow was given to the airport from another government agency so the title

transfer wasn't required. Forrest explained that if an airport authority was formed then it would be a decision making body not just an advisory board. What needs to be understood is that everything that is done by an airport authority is under the same legal requirements as they are now with the only difference being the authority is responsible for following all State statutes instead of the Town and County. The airport authority would also need to be financially sustainable and that is possibly why this Board decided not to pursue an airport authority in the past. Forrest also mentioned that to create an airport authority the Town and County would have to instate it by a resolution. Forrest said that most airport authority are funded through mill levies and the County and Town can only have a certain number of levies. The airport could use up to a quarter of a mill without the voters being polled.

Travis said that there are several other airports in the state that are run by airport authorities, but most are larger airports. Most general aviation airports are administered by an advisory Board just like Columbus. Maureen asked that some research be done to find out why the Columbus airport was created as an advisory board and not an authority when it was established. Alan stated that the Town and County has always given financial support to the airport and when the airport asks for funding the Town and County have always been willing to support the airport's ventures. Gary asked that this item stay on the agenda and more information is need to make a decision if the airport should start the steps to become and authority. Joe will get financial reports of the past few years to share with the Board at the next meeting. Joe also mentioned that if the airport does want to become self sufficient the hanger leases really need to be increase as well as find some way to generating more revenue.

Hardin and Alan asked again for the current lease agreement to be reviewed. Forrest said that reviewing the current hangar lease agreement can be on the next month's agenda.

IV. UNFINISHED BUSINESS:

A. 2012 Capital Improvements Plan (CIP). Travis handed out the CIP estimate that is due to MT Aeronautics by February 1, 2012. This Board needs to decide today what projects they would like to pursue in the coming five years. Travis also stated that the State Aeronautics meeting is coming up soon in Helena for Board members that would like to be present. The airport currently has \$206,000 of non-primary entitlements available for a 2012 project. If this Board decides to not pursue any projects for 2012 the airport will not lose their entitlements. Please refer to the attached document for specific details. Travis noted some of the options the airport has of possible projects and they are as follows: not pursue any projects in 2012, update the current Airport Layout Plan (ALP), build revenue generating hangars, or acquire land for the airport to expand. Alan asked about the taxiway extension project that this Board previously talked about. Travis said that the FAA will most likely not fund that at this point in time. Travis also said that if the airport would like revenue generating hangars the FAA will require a list of names of interested parties to be include in the grant application. The Board discussed the possibility of extending the runway either to the east or south as well as revenue generating hangars. Travis said that the ALP has to be updated at some point before the airport can request more funding from the FAA for future projects but the only issue is that the ALP needs to be tied in with a another project proposal. Travis asked the Board their opinion regarding box hangars vs. t-hangars to lease. Hardin thought the box hangars were very dangerous because other people would me moving other people's airplanes and accidents will happen. He also said that

hangar rent he is familiar with is about \$180 per month for box hangars, and t-hangars were about \$225 per month.

After further discussion from the Board they decided not to pursue any projects in 2012 and work on compiling a list of people that may be interested in leasing t-hangars on the airport. Alan made a motion to recommend to the Town and County that they approve the airport's CIP as follows: 2012 carry over funds, 2013 request revenue generating t-hangars and update the ALP, 2014 and 2015 carry over funds, 2016 acquire land for expansion, and 2017 rehabilitate runway. Willard seconded; with all in favor, motion carried. Travis will contact the FAA and retract the previous grant/loan submission and inform them that the Board has decided to carry over funds for 2012.

B. 2011 Project Update-SRE Building. Travis said that the SRE building is in good working order. The only items left are the final paperwork from Lutey Construction and that the keys still need to be given to the airport. Travis will call Shane Lutey and get the keys mailed. Travis also recommended that Joe call him before writing the final check from the County to make sure Lutey's finished all the needed paperwork. This item will be on the agenda until all paperwork is closed out. Travis mentioned that the SRE building could be inspected at anytime by any of the State Aeronautic's engineers.

Travis asked the Board since they aren't using any of their non-primary entitlements this next year, would this Board be willing to loan another airport some of their funds. The Board said they would be interested in lending other airports some of their non-primary entitlements.

C. 2012 Project Update. The Board decided in section IV sub-section A to not pursue a project in 2012.

D. Expiration of Terms. As stated in the previous month's meeting, Willard and Roger's terms are expiring January 31, 2012. Willard has reapplied and has been reappointed by the BOCC. Roger decided not to reapply and the BOCC appointed a gentleman by the name of Mark O'Bryant from Park City. Fitz has resigned and that Town seat remains vacant at this time. The Town is actively looking to fill that vacancy.

E. Disposal of Courtesy Cars / Acquisition of Donor Car. Hardin stated that he didn't speak with any local dealerships regarding donating a courtesy car since last month's meeting. This item will stay on the agenda to be discussed next month.

V. MANAGER'S REPORT: Hardin turned in a duty and hours sheet to Joe. Please refer to the attached document for details. Hardin said that Larry Larson was able to issue a NOTAM and is not on the updated NOTAM list with the FAA. Travis said that a private firm is contracted through the FAA to handle NOTAMs. Travis was shocked that Larry was able to issue a NOTAM without being listed for the Columbus Airport. Hardin mentioned the geese problem at the airport. He said that he contacted Montana Fish, Wildlife and Parks and they said to use a flash bang or to obtain a kill permit.

VI. FINANCE REPORT: Joe didn't have a current balance to report in regards to the airport's account.

VII. OTHER:

A. Engineering Contract. Travis reiterated that the engineering contract with MMI will expire April 2012. MMI has enjoyed working with the Columbus Airport as well as with this Board and will be bidding for another five year engineering contract. Travis will draft a bid proposal and get that to Joe as soon as possible.

VIII. ADJOURN MEETING: With no more business to discuss, Willard made the motion to adjourn the meeting. Alan seconded; all in favor, motion carried. Meeting was adjourned at 11:31 a.m..

Next Airport Board meeting is Monday, February 13, 2012 at 10 a.m. at the Stillwater County Annex Planning Department office.

Marissa Plumb
Administrative Assistant