

JOINT CITY-COUNTY AIRPORT BOARD

Minutes of Meeting

Monday, November 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), Alan Drain, and Willard Moore.

MEMBERS NOT PRESENT: Waymoth "Fitz" Fitzgerald

OTHERS: Maureen Davey, BOCC Representative

GUESTS: Travis Eickman, Morrison-Maierle; Hardin Graham; and Shane Lutey with Lutey Construction.

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: Roger made the motion that the minutes from the September 12, 2011 meeting be approved as written. Alan seconded; with all in favor, motion carried.

III. NEW BUSINESS:

A. Board Apportionment. Roger informed the Board that Willard and his terms expire in January of 2012. Roger said he would not be reapplying due to the fact that he will only be living in this area a few months at a time throughout the coming years. Willard said he does plan on reapplying for another term. Roger would like to see the by-laws amended to state that the Board members should be appointed without a residence requirement instead of being appointed by their districts. Forrest noted that currently the way the Board members are appointed are that two members must reside outside the Town limits and are appointed by the County Commissioners, two members must reside within the Town limits and are appointed by the Town Council, and there is one member who is appointed by the aviation committee. Both Roger and Willard were appointed by the County Commissioners. Also mentioned is that Joe's term also expires in January of 2012 and he stated that he will be on the Board for another term. Forrest replied to Roger's comment about amending the by-laws by stating that he didn't believe the Town and County would want to lose the current representation of where the members are from on this Board. Maureen stated that they will be advertising the openings on this Board and if no one applied then they will personally be asking members of the County if they would be interested in being on this Board. Hardin asked what happens if those appointments are not filled. Forrest responded by informing the Board that the spots would just remain vacant until they can be filled. Also noted was that no members can serve dual appointments on this Board. Maureen asked the Board to please start talking

to people they felt could be a good candidate for filling these openings. Roger asked if in the by-laws it stated that a Board member can only miss two scheduled meetings if there are any repercussions. Forrest said that the only thing stated in the by-laws relating to absenteeism is that each Board member is allowed two absentee votes in a calendar year. Forrest said this item will be discussed in greater detail as it gets closer to January 2012 when the terms are expiring.

B. Search and Rescue Equipment. Alan said the he had talked to Glenn Meyer from the Glasgow Airport about a federal program they are currently enrolled in called the 1033 Program. The program is offered by Homeland Security and supplies airports, local law enforcement, and local government agencies with surplus equipment. Alan said that the Glasgow area has received about \$2.5 million of surplus equipment through this program. The only cost associated with this program is the hauling or transport of the surplus equipment. It was also mentioned that Rick Sealer, the DES Coordinator in Deer Lodge, is utilizing the 1033 program. Alan spoke with Cliff Brophy, Stillwater County Sheriff, and asked him if they are currently enrolled in the 1033 program. Cliff said that they had been enrolled in the past but currently weren't enrolled. Cliff made a call and re-enrolled in the program.

Joe said that the County has received some surplus equipment before but was unsure if it was through the 1033 program. Alan feels that it may be something that the airport and the County could benefit from and should be looked into further. Joe said he would look into the program.

C. Carport Concrete Bill. Forrest mentioned that Gary Woltermann had stopped in to pick up the concrete bill from R&H Concrete for the carport pad that was poured. The Board had previously approved up to \$2,000. The bill came in at \$2,100 so it was \$100 over what the Board approved. Gary said that he would take care of it by paying the overage himself and addressing reimbursement at the next Board meeting. Joe couldn't remember if he had already paid the bill in full or if the County had just paid the \$2,000. Roger made a motion to pay the \$100 overage on the concrete bill and pay it in full or reimburse Gary if he had covered that cost. Alan seconded; with all in favor, motion carried.

D. 2012 Projects. Travis provided the Board with a handout detailing 2011, 2012, and 2016 taxi lane extension and pavement rehabilitation. Please refer to the handout for specific details. Travis stated that he can see bids for the work coming in lower than what is estimated on this handout. There was question on this estimate regarding the 25 percent fee for engineering this project. Travis said that this percentage is only an estimate and is subject to adjustment once a final bid is given. There was discussion about the north taxiway needing improvements as well as a parking apron with drains but the overall Board consensus is to go forward with the taxiway extensions that Travis has outlined. Alan made a motion to proceed with the taxiway extension as described by Travis for the 2012 Capital Improvement Plan (CIP) project. Willard seconded; with all in favor, motion carried. Travis will prepare the paperwork for Aeronautics' grant/loan and have it ready for the Commissioners to sign at their agenda meeting Tuesday, November 15.

E. Aeronautics Grant/Loan Application. Travis informed the Board that once again there is a tight timeline in order to get the grant/loan application into Montana Aeronautics to request funds for CIP projects. The paperwork is due November 25, 2011. Maureen asked if it is possible to not ask for a grant/loan for improvements next year. Travis replied by saying that the airport always has the option of not applying for the grant/loan but it is his recommendation to continue with the improvements since there is funding available now. Joe mentioned that each year the application is for the grant only because the Town and County support the airport by budgeting funds to help pay for the airport improvements. The Board would prefer to only ask for the grant portion of the application.

F. 2012-2017 Capital Improvements Plan (CIP). Travis provided the Board with the five-year CIP datasheet. Please refer to the attached document for specific details. The Board discussed the need for a tractor with an attachment for a mower, as well as the need for revenue generating T-hangers vs. box hangers. These topics will be discussed in detail at next month's meeting.

IV. UNFINISHED BUSINESS:

A. 2011 Project Update-SRE Building. Travis updated the Board on the SRE building. Currently the hold-up is Northwestern Energy who hasn't finished the job that they started. NW Energy has not yet hooked up the gas meter or parts of the electric. Travis stated that he has called NW Energy multiple times and no one will return his calls. Hardin said that unfortunately the local workers can't do anything unless they have orders from the corporate office to do so. Roger said that he needs the electric hooked up at his hanger so he will call NW Energy to get them to hook up his hanger and see if they can finish the SRE building at the same time.

Travis stated that Lutey Construction submitted a pay request for \$54,416, which does not include the retainer amount. He also said this is not the final pay request. Roger made a motion to recommend the pay request for \$54,416 be paid in full. Alan seconded; with all in favor, motion carried. Roger added that each time he had been by to see the SRE building he thought that Lutey Construction had been doing a great job.

Travis proceeded to say that he felt the work site has gone very well. There has been an issue with the concrete finish on the floor of the building. Travis said that the surface is very rough. Shane Lutey has grinded many areas of concern including around the two drains and at the south door. Travis asked for the opinion of the Board on the finish of the concrete. Travis said there are a few options for the floor. First is jackhammer the slab out and start over, which is not the best option because the concrete itself is a sound slab and it is just the finish work in question. Shane Lutey said that he stands behind all the work that Lutey Construction does and wants the customer to be satisfied with the end result. He also said that he has been doing all the repair work himself to the finish of the floor. He has been using a floor grinder on the rough areas and patching areas as well. Shane also stated that the slab doesn't meet his standards. Travis noted that the issue is cosmetic and reminded the Board that the FAA will be coming out to inspect this building and doesn't believe the aesthetic appearance of the

floor will be acceptable to their inspection even though the slab itself is sound. It was then stated that R&H Concrete was the sub-contractor that did the concrete work. Shane Lutey said that he has spoken with Larry Hauge, owner of R&H Concrete, and he referred him to their finisher Will Moore. The total bill charged by R&H Concrete is \$3,100 to Lutey Construction and whatever repairs to the finish are done will be deducted from that amount owed to R&H Concrete.

Alan made a recommendation of using an epoxy with grit in it to cover the floor to give it a uniform look. Shane Lutey stated that the epoxy will not fill in the dime or quarter size holes in the concrete but it will make it look uniform in appearance. Shane Lutey also mentioned that etching the top of the concrete floor is not an option because there is no source of water where the SRE building is being built. Shane Lutey said that he will find an epoxy to use and then Travis requested that once a product is picked out that he and the Board have the final say in what is used. Hardin stated that this is a garage floor and aesthetics didn't matter in him, using an epoxy will not fill in any holes, and currently with the grinding that has been done the floor can be swept and cleaned with no problems. He recommended that the Board go down and look at the floor after this Board meeting. The Board agreed.

In regards to NW energy, Maureen will call them to see what the hold-up is on finishing the hook-up of electric and gas.

Travis noted that the local electrician working on this project, Gary Lofing, has been a great sub-contractor to deal with.

After this meeting ended a few Board members went down to look at the floor of the SRE building. Forrest reported that the Board's consensus was to use an epoxy with a grit finish to cover the floor to make it look more aesthetically pleasing.

B. Airport Manager Position. Joe doesn't agree with having the airport manager's position being a split employee between the County and Town. Joe would prefer the manager be either an employee of the Town or of the County. He also mentioned that the manager's job description is finished. Forrest said that this Board's previous recommendation has been moving through the Town's processes and is currently with the Town's legal counsel. The Board requested that Forrest draft a letter to the Town asking for confirmation of the status of the earlier recommendation.

V. MANAGER'S REPORT: Hardin provided an hours and duty report for September and October (see attached).

Hardin mentioned that the West Yellowstone Airport is no longer interested in the Idaho Northern plow. Travis said that the old plow could be sent to the scrap yard and the money received from that can go into the airport's account. Joe said that he would look into what it may take to scrap the old plow and if there are any regulations that need to be followed. Hardin will make a call to Big Timber and see if they want the old plow as well as call Pacific Recycling to see what the plow might be worth.

Hardin noted that Frontier Fence was supposed to be out to the airport to fix a hole in the wildlife fence and they have not yet shown up to fix the hole. He also said that the airport's courtesy cars need work done. The Board mentioned that they could possibly get rid of one of the courtesy cars and then they will only have to keep up with the maintenance of one car. The Board felt that one courtesy car is adequate for this airport. Hardin thought there was a donation

box in the pilots lounge to be used for repairs to the courtesy cars but no one has a key. The Board thought that the Rickman's may have a key. Joe will look into this and report back to the Board. Maureen did mention that the County may have a car to donate to the airport. This item will appear on the Board's next agenda.

Lastly, Hardin noted his opinion that there was plenty of blame to go around regarding the concrete in the SRE building, and that R&H Concrete shouldn't be receiving all the blame. There were problems with the forms and rebar installed by Lutey Construction, which may have contributed to the quality of the concrete. Travis stated to the Board that he believes R&H Concrete is not taking accountability for their lack of professionalism with the unacceptable job. The Board stated that the bottom line is that Lutey Construction and R&H Concrete need to remedy the situation between themselves and the final product needs to be an acceptable floor for the SRE building.

VI. FINANCE REPORT: Joe reported that the balance in the account is \$-9,453. Joe informed the Board the reason the balance is negative because he had not received money from the Town yet and not all hanger lease payments have been received at this time. Once those payments are received the balance in the account should be approximately \$2,000.

VII. OTHER:

No other business was discussed at this time.

VIII. ADJOURN MEETING: With no more business to discuss, the meeting was adjourned at 12:00 p.m..

Next Airport Board meeting is Monday, December 12, 2011 at 10 a.m. at the Stillwater County Annex Planning Department office.

Marissa Plumb
Administrative Assistant