

D-R-A-F-T

JOINT CITY-COUNTY AIRPORT BOARD

Minutes of Meeting

Monday, February 14, 2011 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: Waymoth “Fitz” Fitzgerald and Roger Johnston (Vice-Chairman)

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

GUESTS: Travis Eickman, Morrison-Maierle (M-M) and Hardin Graham, interim volunteer Airport Manager.

STAFF: Forrest Mandeville and Marissa Plumb.

I. CALL TO ORDER: Chairman Morse called the meeting order at 10:11 a.m..

II. MINUTES OF LAST MEETING: Willard made the motion that the minutes from the January 10, 2011 meeting be approved as written. Alan seconded; with all in favor, motion carried.

III. NEW BUSINESS:

- A) **Hanger Rent Increase.** This agenda item was brought up at last month’s meeting and was put on the agenda so it could be discussed in detail today. Joe started by saying it has been a long time since there has been any increase on hanger leases. It has been at least ten year since there has been any change. If there were to be an increase it cannot exceed 5 percent per year. Increasing the hanger leases would generate more money for the airport. Joe noted that the residential lease rate 8 cents a square foot and the commercial lease rate is 12 cents a square foot. Joe will provide a spreadsheet with the 5 percent increase to the Board for the next meeting so they can see what an increase will look like. Willard asked about lowering the lease rents. Alan stated that they airport does need to think about generating more revenue and by increasing the lease by only 5 percent would only add approximately \$60 per year to leases. It shouldn’t be a huge increase to current leases but will add much need revenue to the airport. Travis pointed out that the current lease rate is low compared to other airports in the state and with a 5 percent increase he feels that it would not be that steep of an increase. Gary asked about the County implementing mill levies to generate revenue for the airport. Forrest said there are only so many mills the Town and the County are able to levy without a vote and if something was to change and funding would go to the airport it would necessitate a cut in another area that is currently getting funds from levies. Travis mentioned that the Three Forks Airport

receives a variable mill levy from Gallatin County which they use for their pavement maintenance. Travis was unsure of how variable mill levies work but it would be something for this Board to check in to.

Willard made the motion to leave the hangar lease rates the way they are at present. Motion died for lack of a second.

This item is tabled until next month's meeting at which time Joe will provide a spreadsheet to show the leases with a 5 percent increase.

IV. UNFINISHED BUSINESS:

A) 2010 Project Update-Snow Plow. Travis reported that the snow plow has been delivered to Billings and currently is at Anderson where the plow is being installed. It will then go to Interstate to be completed. The estimated delivery date is actually a month in a half ahead of schedule and should be done mid April 2011. Willard asked what the airport was doing with the old plow. Travis responded by saying there are a few mines in the area that have showed interest, but it is a good idea to hold off selling it until the new plow is delivered so this airport isn't without a plow in case it snows. The Board mentioned that they would like to see the money received from the old plow used to purchase a new tractor for the airport. The possible purchase of a tractor will be discussed at a future meeting.

B) 2011 Project Update- Snow Removal Equipment (SRE) Building. Travis had Task Order #5 which needed a recommendation from this Board to take to the Town and the BOCC to sign. The task order included design, engineering, and construction costs for the SRE building. Design and engineering costs totaled \$22,520 and the construction costs totaled \$266,000. Travis mentioned having a local representative from this Board to oversee the contractors would cut costs of having someone from M-M oversee the day to day operations of the construction process. For M-M to visit the site once a week, keep up with the administrative needs, and keep the contractors on schedule is between approximately \$18,000 and \$20,000 (ceiling of \$19,450). Those costs could be avoided if there is someone from the airport that would be willing to take on that responsibly. Travis mentioned to the Board that he feels that this project will be closer to costing \$250,000 or below rather than the original estimate of approximately \$280,000.

Alan asked about the bidding process and wondered if they were required to accept the lowest bidder. Travis said due to the fact that this is federal funding they are required to accept the lowest bonded contractor bid. The bids need to be opened no later than May 15, 2011. That means advertising needs to be done by the first part of May. Travis noted that this is a very tight timeline but can be done. Travis said the Town and County would be responsible for 5 percent of this SRE project which is estimated to be about \$15,000 split between the two. Alan asked if the 5 percent payback could be submitted to the Montana Aeronautics for reimbursement. Travis said that they could definitely apply because the application can be retro-active.

Alan made a motion to recommend to the Town and County that they sign Task Order #5. Willard seconded; with all in favor, motion carried.

Travis proceeded to go over specification of the design on the SRE building with the Board. The FAA feels the current square footage is a bit large but Travis will meet with them to explain the needed square footage. Refer to the attached SRE Layout for details. Travis will come to next month's Board meeting with the final design spec's and SRE layout for the proposed building.

C) Airport Manager Position. The Town and the County accepted this Boards recommendation to elect Hardin Graham as the interim volunteer Airport Manager. Please refer to the attached letter for details. Further discussion of appointed Hardin as Airport Manager will be discussed at the next meeting.

V. MANAGER'S REPORT: Hardin informed the Board of the call he had received from flight service asking for an updated phone list. Gary and Hardin will work on updating the phone list. Hardin also provided a duty/hours report for last month.

VI. FINANCE REPORT: Joe reported that the balance in the account is \$2,613.14. Joe mentioned that cost incurred by the County for the Federal Audit that was required this last year. The Wildlife Fence at the airport bumped the County up to a higher class audit which cost the County more to have done. Joe just wanted to make this Board aware of the expensive federal audit that may require additional administrative fees in the future.

VII. OTHER: There was no other business to be discussed at this time.

VIII. ADJOURN MEETING: With no more business to discuss, Joe adjourned the meeting at 11:52 a.m..

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

Marissa Plumb
Administrative Assistant