

# JOINT CITY-COUNTY AIRPORT BOARD

## Minutes of Meeting

Monday, September 12, 2011 at 10:00 a.m.

Stillwater County Annex Planning Department

809 E 4th Avenue N, Suite C

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

**MEMBERS NOT PRESENT:** Joe Morse (Chairman)

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

**GUESTS:** Travis Eickman, Morrison-Maierle and Hardin Graham.

**STAFF:** Forrest Mandeville

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

**II. MINUTES OF LAST MEETING:** Fitz made a motion to approve the minutes from the June 13, 2011 meeting as written. Alan seconded; with all in favor, motion carried. This was the first meeting since June due to lack of quorums in July and August.

### **III. NEW BUSINESS:**

**A. Reschedule October's Meeting (falls on Columbus Day).** Since October's scheduled meeting falls on Columbus Day, and no pressing business required the Board's decision, the Board decided to cancel the October Meeting. The Board later voted to empower Chairman Joe Morse to sign a pay request on the Snow Removal Equipment (SRE) building. The Board also noted that if something comes up that needs Board attention a special meeting can be called. Fitz made a motion to cancel the October Airport Board meeting. Alan seconded; with all in favor, motion carried.

**B. 5-Year Protected Power Line Waiver.** Power is being extended to the SRE building by Northwestern Energy. Northwestern Energy requires that later connection to the line reimburse the entity that paid for the original extension of the service. Since part of the reason for putting the SRE building on the east side of the airport was to extend power to that part of the airport, the Board felt it was not necessary to have hangar owners in that area reimburse the Airport. Forrest had drafted a letter to the Town and County requesting that any reimbursement received be returned to the hangar owner who paid it. After discussion, the Board felt it would be prudent to also send a letter to Northwestern Energy requesting that the hookup fee be waived. Willard made a motion to send letters to Northwestern Energy requesting the hookup fee reimbursement be waived and to the Town and County requesting that if any reimbursement monies are received that they be returned to the hangar owner. Alan seconded; with all in favor, motion carried. Forrest will write and send the letters on behalf of the Board.

**IV. UNFINISHED BUSINESS:**

**A. Carport.** Gary said he will talk to one or both of the two concrete companies currently working on projects in the area and see what it will cost to have a 20'x20' concrete pad poured for the carport. If the estimates come it at reasonable prices, Gary will have concrete poured and will request reimbursement from the airport at a future meeting.

**B. 2011 Project Update.** Travis reported that high groundwater had delayed the project, but that a new foundation design should alleviate the problem and allow construction to proceed. Travis said this necessitated a change order to reflect the cost difference in foundations. Travis presented the Board with a letter to the Town and County regarding the change order, a pay request from Lutey Construction, and a reimbursement request to the FAA (see attached). Alan made a motion to recommend to the Town and County that Travis' letter be signed recommending to the Town and County acceptance of the change order, the pay request from Lutey Construction, and the request for reimbursement from the FAA. Willard seconded; with all in favor, motion carried.

Another pay request from Lutey Construction is expected to be received in October. Because the Board had earlier voted to cancel the October meeting, the Board, after discussion, decided to empower Chairman Joe Morse to sign the pay request and documents related thereto. Fitz made a motion to empower Joe to sign a request in October. Willard seconded; with all in favor motion carried.

As part of the power extension to the SRE building, Northwestern Energy will be installing two transformers in order to handle electrical needs if all the hangars in the area connect to the new power line. Fitz made a motion that the Town and County pay for this second transformer. Willard seconded; with all in favor, motion carried.

**C. Airport Manager Position.** The Board expressed frustration that this item was still on the agenda with no resolution. When asked what kind of compensation was desired, Hardin said he would like his compensation to be comparable to other Town and County employees. Gary estimated the average Town hourly wage to be about \$20.00/hour. Hardin said he would be satisfied with that payment. Hardin's manager's reports show an average of about 10-15 hours a month of airport manager work, or about 180 hours a year. Willard made a motion that Hardin be paid \$20.00/hour for up to 200 hours a year by the Town of Columbus, with the understanding that the County will partly share in this cost. After 200 hours has been reached, Hardin would have to check in with the Board. Alan seconded; with all in favor, motion carried. Forrest will write a letter to the Town relaying the Board's recommendation and give it to Gary.

**V. MANAGER'S REPORT:** Hardin provided an hour and duties report for the months of July and August (see attached).

**VI. FINANCE REPORT:** Joe was not present to give a report.

**VII. OTHER:**

**A. Crack Sealing on Asphalt.** Roger asked Travis to look over some cracks in the asphalt at the airport, as they are starting to get big again.

**B. Board Member Selection.** Roger mentioned that Fitz has been trying for a while to find a replacement for his seat on the Board. This had been difficult since there are limitations on where Board members must live and which entity appoints each member. Forrest said he will look into this and see what can be done to help remedy this situation. This will be an agenda item at the next meeting.

**C. Equipment.** Alan mentioned that the Airport in Glasgow gets a lot of equipment from the Sherriff Department and Search and Rescue. Alan will discuss this with Sherriff Brophy and see if our Sherriff Department has access to some equipment the Airport could use. Alan will give his report under an agenda item at the next meeting.

**D. Old Snowplow.** Willard asked about the status of the old snowplow. Hardin has not heard back from West Yellowstone on whether or not they want it, but Travis said there is a new manager there. Hardin and Travis will attempt to contact the new manager at West Yellowstone. Travis will also mention the snowplow to Jim Griel at Montana Aeronautics. The Board mentioned that whoever removes the snowplow can have it.

**VIII. ADJOURN MEETING:** With no more business to discuss, Fitz made a motion to adjourn the meeting. Willard seconded; all in favor, motion carried. Meeting was adjourned at 11:15 a.m..

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

Forrest J. Mandeville  
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