Valley County Airport Commission

Monday, June 13, 2016

Wokal Field Airport Terminal Building

100 Airport Road

Glasgow, MT

PRESENT: Jayson Nelson, Russell Leader, Darrell Morehouse, Paul Koski, Airport Manager Lucas Locke, and Secretary Jenny Reinhardt. Kristie Brabeck arrived at 6:15 p.m.

OTHERS: Mike Beckhoff and Shawn Thorson, DOWL

The meeting was called to order at 6:00 p.m. by Chairman Jayson Nelson. Chairman Nelson called for public comment. There wasn’t any public comment.

The minutes of the May 17, 2016 meeting were reviewed. There being no corrections or additions, a motion were made by Darrell Morehouse and seconded by Paul Koski to approve the minutes. Motion carried.

The following claims were presented for review and approval:

CLAIMS

|  |  |  |
| --- | --- | --- |
| **MAY** |  |  |
| All Seasons home Center Inc. | Supplies-maint. (door knob for terminal | $ 69.99 |
| CityServiceValcon | Supplies-parts for fuel farm & truck | 190.72 |
| CityServiceValcon | Supplies-parts for fuel farm & truck | 1,539.03 |
| Markle’s Inc. | Supplies-measuring cup | 12.99 |
| Markle’s Inc. | Supplies-blders hardware, hitch clip pins | 5.41 |
| Visa | Supplies-grounds (weed spray) | 92.00 |
| **TOTAL** |  | **$ 1,910.14** |
| **JUNE** |  |  |
| American Welding & Gas, Inc. | Supplies-haz. Material & oxygen | $ 79.90 |
| Big Valley Water | Supplies-water for terminal | 10.00 |
| CityServiceValcon | Supplies-Jet fuel | 19,412.38 |
| CityServiceValcon | Access fee | 30.00 |
| Dean Jensen | Hinsdale airport maint. | 1,610.00 |
| DOWL | Construction Admin/Inspection Fuel Farm | 6,360.00 |
| Ezzie’s Wholesale Inc. | Supplies-unleaded fuel | 95.28 |
| Farm Equipment Sales | Supplies-equipment | 9.30 |
| Havre Laundry | Clean mats for terminal | 52.64 |
| Markle’s Inc. | Supplies-tools (sockets, sckt adapter, ext bar) | 102.95 |
| Markle’s Inc. | Credit | -24.99 |
| Markle’s Inc. | Supplies-Janitorial | 26.46 |
| Markle’s Inc. | Supplies-spring ext. | 13.98 |
| Markle’s Inc. | Supplies-janitorial & key | 33.98 |
| Markle’s Inc. | Supplies-insect spray & spring clamp | 19.97 |
| Montana Dept of Revenue | 1% Contractor’s Gross Receipts withholding-Fuel Farm | 1,603.72 |
| NorthWestern Energy | Utilities | 256.08 |
| Norval electric | Utilities-Hinsdale airport | 30.88 |
| O’Day Equipment LLC | Site work on Fuel Farm | 158,768.10 |
| S&S Welding Supply LLC | Supplies-oxygen | 67.50 |
| S&S Welding Supply LLC | Supplies-oxygen | 144.50 |
| Zerbe Brothers Inc. | Work on New Holland tractor (radiator & air conditioner lines) | 4,269.70 |
| **TOTAL** |  |  |
| **FUND 4050** |  |  |
| DOWL | Engineering, bidding assistance & construction admin. | 4,882.18 |
| **TOTAL** |  | **$ 4,882.18** |
|  |  |  |

Secretary Reinhardt explained that the claims from DOWL, O’Day Equipment LLC and Department of Revenue totaling $166,731.82 would be paid with funds from the Intercap Loan. A motion was made by Darrell Morehouse and seconded by Paul Koski to approve the claims. Motion carried.

**FINANCE REPORT**

$143,272.49 Cash Balance on May 1, 2015

60,388.69 Income ($41,804.69 revenue generated by airport)

-74,905.02 Expenses ($5,400.00 fuel farm)

$128,756.17 Cash Balance on May 31, 2016

Secretary Reinhardt reported on the budget meeting. She requested one mill from the County for next year’s budget. Both Jenny and Lucas felt the meeting went very well.

At the May meeting a salary increase for Bob Lipscomb and Jenny Reinhardt were discussed, approved and included in the budget. Jenny thought there should be a motion regarding the salary increase. Motion was made by Paul Koski and seconded by Darrell Morehouse to give Bob Lipscomb an increase of $.50 per hour and Jenny Reinhardt an increase of $.35 per hour effective July 1, 2016. Motion carried.

**FUEL SALES REPORT**

Fuel Sales

|  |  |  |  |
| --- | --- | --- | --- |
|  | May  2015 | May  2016 | % Change |
| AvGas | 2,682 | 3,367 | 25% |
| Jet Fuel | 9,087 | 11,052 | 22% |
| Total | 11,769 | 14,419 | 23% |

2015 Jan 1 – May 31: 45,110

2016 Jan 1 – May 31: 49,522

Change: +9.8%

Fuel Prices: Jet Inventory: 6,540

Jet-A Purchased at $2.16 on 5/25/2016

Our Current Price is $3.55

Markup: $1.39

Current wholesale is $2.18

100LL Inventory: 7,476

Avgas was purchased at $3.41 on 5/11/2016

Our Current Price is $4.45

Markup: $1.04

Current wholesale is $3.62

**MANAGER’S REPORT**

May Airport Operations: 521

Zerbe claim: Tractor repairs for the radiator and the air conditioning were completed. The air conditioning work was done in November and they kept the work order open until they completed the radiator replacement in May. They have not billed us for the hydraulic cylinder on the Oshkosh truck because of a dispute over the price of the cylinder with the supplier.

FAA Project: The FAA will be replacing the antenna towers at the RCAG site. These towers are used by Great Falls Flight Service, Salt Lake Center, NORAD, and Border Patrol. Project is to take place in FY17, maybe this fall.

Water Main repairs need to be made in order for STAT’s new hangar to have water. Hope to start that the first part of July. STAT has offered to pay up to $1000.00 for the repairs.

Asked about putting an ad in the paper about the airport closure. Commission thought the letters that went out and the NOTAMS would suffice.

Lucas suggested doing some terminal work while the airport is closed. This includes getting the carpet cleaned and ac ducts cleaned. Also painting the interior of the terminal.

Priced out an air compressor. It will be between $1200 and $1500.

He is going to deliver 500 gallons of AV gas to Boeing.

Vehicle Repairs: Lucas got a price quote of $186.35 from Chappell’s Automotive Inc. to replace the rear shock absorbers on the 2008 Chevy Trail Blazer. The 2005 Ford Pickup F150 needs a new throttle body and gasket. To remove and replace the throttle body and gasket, the quote is $507.31. Parts are $430.81 and labor is $76.50. It also needs 3 power steering hoses replace at a quote of $692.57. The parts are $12.07 and the labor is $280.50.

Darrell Morehouse suggested he get a price from HiLine Ford.

**CAPE AIR REPORT**

There were 17 cancellations in May. It was due to a combination of bad weather, aircraft maintenance and shortage of crew.

**OLD BUSINESS**

TAXILANE PROJECT – Mike Beckhoff introduced Shawn Thorson. Shawn will be the inspector on site during the project. The preconstruction meeting is at 2:00 p.m. on Tuesday, June 14 in the airport terminal and construction will begin June 15.

Shawn will be here for the entire project and Mike will visit periodically during construction and will be onsite during the paving part of the project.

Schedule for runway and taxiway closures:

8-26: June 20 – June 28

8-26 & 12-30: June 29-July 6

Taxiway C: July 15-18

Closure forms have been filed with the FAA

Quality Assurance Testing (for crushed base course and asphalt)

Original estimate for QAT was $25,000

Estimate from Boesch Engineering is $24,967

Boesch is doing the Quality Control Testing for Century; it makes sense to have their lab do the QA

Because the lab will already be on site, the FAA concurs

Paul Koski ask if it was a good idea to have the same company that is already working for Century do the

QA testing. Mike said because it is not a big project, the FAA agreed to use the company already here. If it were a big project, there would have to be two different companies.

FUEL FARM – Mike Beckhoff gave an update on the fuel farm.

Bollard installation ongoing.

Because of the length of time the manufacture for the cabinet needs, O’Day asked to have the deadline for the project extended to August 31. Mike recommended extending the contract time. He said O’Day has been upfront about the lead time for the cabinets and O’Day has done some extra work at no charge. A motion was made by Russell Leader and seconded by Darrell Morehouse to extend the contract time to August 31 because of the time needed to manufacture the cabinets. Motion carried.

HINSDALE AIRORT – Secretary Reinhardt handed out a communication from Dean Jensen regarding the north/south runway at the Hinsdale Airport. The runway is a petitioned and dedicated County road that is on the section line between sections 5 and 6. Dean also thought the County may have an ownership claim on the right of way that continues south into the field that Mixes own and are farming. He also suggests the County survey the land so the County knows exactly where their land is.

Jenny and Lucas discussed this with the Commissioners at the budget meeting. County Commissioner Tweten said that just because the County closes the runway, it is not giving up the petitioned road. They did not express interest in having a survey done.

After discussion, it was decided to continue with closing the north/south runway.

Jenny reported that Dean told her there is not any extra fencing. After some discussion, it was decided that if the Mix Brothers want to fence off the 60 or so feet that is the runway, they should provide their own fencing and labor.

**NEW BUSINESS**

MEETING DATE – A date for the monthly meeting other than the 3rd Tuesday of the month was discussed. The 3rd Tuesday is very late for getting claims to the Clerk and Recorder’s office. The Fair Board meets on the 2nd Monday so C.C. Tweten would not be able to attend our meeting. It was decided that the 2nd Wednesday of the month will be our regular meeting date.

There being no other business, a motion was made by Darrell Morehouse and seconded by Kristie Brabeck to adjourn. Motion carried. The meeting adjourned at 7:00 p.m.

The next meeting is Wednesday, July 13, 2016.

APPROVED BY: DATE: SUBMITTED BY:

Jayson Nelson July 13, 2016 Jenny Reinhardt

Jayson Nelson, Chair Jenny Reinhardt