Valley County Airport Commission

Tuesday, November 15, 2016

Wokal Field Airport Terminal Building

89 Airport Road

Glasgow, MT

PRESENT: Jayson Nelson, Darrell Morehouse, Kristie Brabeck, Mike Guttenberg, Russell Leader, Airport Manager Lucas Locke, and Secretary Jenny Reinhardt.

OTHERS: County Commissioner Paul Tweten

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 October 11, 2016 were reviewed. There being no corrections or additions, a motion were made by Russell Leader and seconded by Kristie Brabeck to approve the minutes. Motion carried.

The following claims were presented for review and approval.

CLAIMS

|  |  |  |
| --- | --- | --- |
| **OCTOBER** |  |  |
| Big Valley Water | 1-5 gal. water for terminal | $ 5.00 |
| CarQuest | Supplies-parts for Avgas truck |  38.24 |
| Chappell’s Automotive Inc. | Remove & replace shocks on 2008 Chevy Trailblazer |  186.35 |
| CityService Valcon | Network access fee for Aug. & Sept. |  32.00 |
| Markle’s Inc. | Supplies-gloves, fuse tape, ratchet |  58.44 |
| Markle’s Inc. | Supplies-building (switch) |  6.49 |
| Markle’s Inc. | Supplies-maint. (hardware) |  4.14 |
| Markle’s Inc. | Supplies-misc. (clamps & fuse) |  13.46 |
| Markle’s Inc. | Supplies-hardware |  26.14 |
| NorthWestern Energy | Utilities |  1,056.08 |
| S&S Welding Supply LLC | Supplies-nitrogen |  73.50 |
| Visa | Shipping costs VC3000 Runway Friction Meter |  45.15 |
| **TOTAL** |  | **$1,544.99** |
|  |  |  |
| **NOVEMBER** |  |  |
| All Seasons Home Center | Supplies-maint | $ 45.49 |
| American Welding & Gas. | Supplies-oxygen & cylinder rental |  **41.81** |
| Big Valley Water | 1-5 gal. water for terminal |  5.00 |
| CarQuest | Supplies-vehicles |  27.84 |
| Chappell’s Automotive Inc. | Remove & replace power steering hose on 2005 pickup |  692.57 |
| CityServiceValcon | Phillips 66 Network Access Fee |  30.00 |
| CityServiceValson | Supplies-9902 gal AvGas |  35,547.14 |
| D&G Sports & Western | Clothing-Don Manfreda |  251.39 |
| DOWL | Project Closeout –Fuel Farm |  450.00 |
| Ezzie’s Wholesale Inc. | Supplies-fuel |  1,483.38 |
| Ezzie’s Wholesale Inc. | Supplies-oil & wall bracket |  204.82 |
| Ezzie’s Wholesale Inc. | Supplies-hydraulic oil |  59.02 |
| MDU | Utilities |  173.55 |
| Markle’s Inc. | Supplies-janitorial |  44.95 |
| Markle’s Inc. | Supplies- cable & linch pin |  11.34 |
| Markle’s Inc. | Supplies-bushing & accessories |  19.97  |
|  Markle’s Inc.  | Return |  -19.48 |
| Markle’s Inc. | Supplies-janitorial |  4.49  |
| Markle’s Inc. | Supplies-clevis straight |  39.98 |
| Markle’s Inc. | Supplies-maint. ( ice melt) |  49.98 |
| Markle’s Inc. | Supplies-maint. (funnel & lithium grease) |  20.56 |
| Havre Laundry | Clean mats |  26.32 |
| Lucas Locke | Travel –meal per diem |  58.00 |
| NE MT STAT Ambulance C0-Op | Refund for 4.5 months (moved plane out of 421 hangar |  525.02 |
| NorthWestern Energy | Utilities |  267.77 |
| Norval Electric | Utilities-Hinsdale |  31.05 |
| S&S Welding Supply LLC | Supplies-aviation oxygen |  144.50 |
| Scottie Express Wash | Self service wash |  35.58 |
| Visa | Supplies-janitorial |  29.94 |
| Visa | Supplies-gloves, flood light |  64.94 |
| Visa | Room for conference |  205.74 |
| Visa | Supplies-spill kit & accessories |  562.74 |
| Vise | Supplies-janitorial, gloves, flood light |  94.88 |
| Visa | Shipping-return item to Interface Devices |  150.23 |
| Visa | Supplies-strobe bar light & accessories |  171.70 |
| Visa | Supplies- brass tools & lubricant |  45.67 |
| Zerbe Bros. Inc | Supplies-hydraulic parts & oil for tractor |  131.48  |
| **TOTAL** |  | **$77,485.63** |
|  |  |  |
| **FUND 4050** |  |  |
| DOWL | Project Closeout-taxilane | **$ 1,495.00** |
|  |  |  |

A motion was made by Kristie Brabeck and seconded by Mike Guttenberg to approve the claims. Motion carried.

**FINANCE REPORT**

 Cash Balance Oct. 1 $ 95,583.63

 Income 395,818.85

Expenses -392,846.23

Cash Balance Oct. 31 $ 99,387.55

The income includes a transfer of $35,000.00 from Fund 4050 to 2170 and Intercap Loan of $313,352.45. Expenses include payment to O’Day of $347,846.23 for the new fuel system.

We have collected 28% of the fuel sales estimate.

**FUEL SALES REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
|  | October2015 | October2016 | % Change |
| AvGas | 3,123 | 3,250 | 4% |
| Jet Fuel | 10,162 | 7,970 | 21% |
| Total | 13,285 | 11,220 | -15.5% |

Fuel Sales

2015 Jan 1 – October 31: 104,054

2016 Jan 1 – October 31: 105,906

Change: 1.8%

Overall Avgas sales are down 18% from last year while Jet sales are up 11%.

We have had 209 call outs so far this year compared to 177 at this point last year.

Fuel Prices: Jet Inventory: 11,400

 Jet-A Purchased at $2.25 on 11/14/2016

 Our Current Price is $3.55

 Markup: $1.30

 Current wholesale is $2.25

 100LL Inventory: 9,300

 Avgas was purchased at $3.59 on 11/09/2016

 Our Current Price is $4.60

 Markup: $1.01

 Current wholesale is $3.60

**AIRPORT MANAGER’S REPORT**

October Airport Operations: 409

New Fuel Farm: O’Day has been working to fix some issues with the vents on the Jet tank and a problem with valves and a gage on the 100LL tank.

Jet Truck needed the brake lines replaced. Repair was made by Chappell.

AvGas truck radiator is leaking, rear tires need replaced, engine oil is turning milky colored.

Lighting rebate rates changed and we will now be getting a rebate of about $2,700 for the LED lights in the hangar.

Towbar Heads:

 TY-CIT1 $566.00 fits Citation I, II, V, CJ1-3, 560 Ultra and Encore. Also fits all Learjets

 TY-CIT2 $660.00 fits Citation III, IV, VI, VII, X, XL, 560XLS, 650 and 680 Sovereign

 Adapters for Cirrus and Eclipse Jet: $64.00

 Flat tire dolly: $2,626.00

 New Tow Bar: $1,176.00

A motion was made by Mike Guttenberg and seconded by Russell Leader to purchase the

 TY-CITI for $566.00 and adapter for $64.00. Motion carried.

Phone number that belonged to Choice Aviation is disconnected. Do we want to get it?

It was decided to have Nemont transfer the Choice Airport phone number to our phone.

**CAPE AIR**

No flight report. They are back to the non-stop schedule on Thursday.

**OLD BUSINESS**

**TAXIWAY & PAVEMENT PROJECT**: Lucas reported that we won’t get next $66,000.00 until after January 1. Mike is putting off claims for payment until after January 1.

There is standing water by the Bumpless Hangar. Century Construction pulled the water hydrant by the Bumpless Hangar. The hydrant was supposed to be dry but there is water coming out of the pipe.

Engineer’s Report:

 Seeding – Completed on 10/29 – small area at the end of the Bumpless Hangar was too wet

 to complete;

 Century still needs to pick up some rocks along Taxilane A, pick up the remaining stakes/blue

 tops;

 Nemont needs to cap their conduits.

**FUEL FARM SYSTEM**:

Engineer’s Report:

 Change Order for installation of 8 extra bollards (reimbursable expense). Original cost was

 $867, negotiated down to $7784, final negotiated price $7284.

 Application for Grant number 3-30-0033-020-2017 will go into the fall Application for

 Montana Aeronautics Grant will be in by November 22. (deadline was extended).

 Spill Prevention, Control and Countermeasure Plan (SPCC Plan) – Plan is under review.

 Contractor has several items to fix on the Avgas System. Retention will not be released

 until we are satisfied.

NEW BUSINESS

PERSONNEL - -Part-Time Employee for Winter**:** Discussion was held regarding hiring someone for winter to plow snow to reduce overtime costs and eventually work that person in part-time to cover vacations. Jenny said we have accumulated 239 hours of overtime. 120 of the overtime hours are due to call outs for STAT. The service call rate of $45.00 is a break even when Lucas takes the service call and barely covers the salary for the other employees.

Increasing the service fee was discussed. Lucas suggested increasing the fee to $55.00. Mike Guttenberg suggested increasing the fee to $60.00. Lucas will talk to Clay Berger and come up with a fee.

The Commission approved hiring a part-time person. The opening will have to be advertised in the paper.

**HANGAR LEASE – CHARGE INTEREST ON LATE PAYMENT**: Jenny suggested that the cover letter for the hangar leases include a one-time late fee of $35.00 and an interest charge of 1% per month that accrues daily. She said there are only a couple late payments but you have to notify all tenants. Discussion was held. A motion was made by Kristie Brabeck and seconded by Russell Leader to charge a onetime late fee of $50.00 and interest of 1.5% per month that accrues daily. Motion carried.

There being no further business, the meeting adjourned at 7:00 p.m.

The next meeting is Tuesday, December 13, 2016 at 6:00 p.m. in the airport terminal.

APPROVED BY: SUBMITTED BY:

\_\_Jayson Nelson\_\_\_\_ \_\_JennyREinhardt\_\_

Jayson Nelson, Chair Jenny Reinhardt, Secretary