Valley County Airport Commission

Tuesday, December 13, 2016

Wokal Field Airport Terminal Building

89 Airport Road

Glasgow, MT

PRESENT: Jayson Nelson, Darrell Morehouse, Kristie Brabeck, Mike Guttenberg. Russell Leader arrived at 6:20. 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 for the November 15, 2016 were reviewed. There being no corrections or additions, a motion were made by Darrell Morehouse and seconded by Mike Guttenberg to approve the minutes. Motion carried.

The following claims were presented for review and approval.

CLAIMS

|  |  |  |
| --- | --- | --- |
| **NOVEMBER** |  |  |
| Chappell’s Automotive Inc. | Repair brake lines on 1986 Ford truck | $ 322.32 |
| CityServiceValcon | Phillips 66 Network fee-October |  16.00 |
| Markle’s Inc. | Supplies-maint. tape 7 bushings |  26.76 |
| Markle’s Inc. | Supplies-maint. (paint & roller covers |  129.96 |
| Markle’s Inc. | Supplies-tools, hardware, paint |  115.87 |
| **TOTAL** |  | **$ 610.91** |
|  |  |  |
| **DECEMBER** |  |  |
| American Welding & Gas Inc. | Supplies-oxygen & cylinder rental | $ 40.75 |
| Arch’s Tire & Service | Repair tube & tire |  34.00 |
| Big Valley Water | 1-5 gal bottle water for office |  5.00 |
| Brabeck Lumber | Supplies-rollers for doors |  7.38 |
| CityServiceValcon | 10,014 gal. jet fuel |  22,537.39 |
| CityServiceValcon  | Phillips 66 access fee |  30.00 |
| CityServiceValcon | Phillips 66 terminal maint. fee |  |
| Ezzie’s Wholesale Inc.  | Supplies-42.07 gal unleaded fuel |  89.42 |
| Havre Laundry | Clean mats |  26.32 |
| Markle’s Inc. | Supplies-office & janitorial |  21.97 |
| Markle’s Inc. | Supplies-maint. (flag marker) |  9.99 |
| Markle’s Inc. | Supplies-maint. (paint) |  47.96 |
| Markle’s Inc. | Supplies-maint. (masking tape) |  19.48 |
| Markle’s Inc. | Supplies-cleaner & tape |  25.97 |
| Markle’s Inc. | Supplies-organizer & garbage bags |  23.98 |
| Markle’s inc. | Supplies-hitch pin clips |  3.54 |
| MDU | Utilities |  306.66 |
| MT Dept of Revenue | 1% MT Gross Receipts Withholding |  69.20 |
| NorthWestern Energy | Utilities |  292.21 |
| NorthWestern Energy | Utilities |  1,146.55 |
| Norval Electric | Utilities-Hinsdale |  31.37 |
| O’Day Equipment LLC | Install additional bollards |  6,850.79 |
| Scott’s Track & Wheel | Supplies-parts for Yamaha Rhino |  8.90 |
| Tank Management Services | Catholic Protection Test |  250.00 |
| Visa | Supplies-tow bar head & adapter  |  654.17 |
| Zerbe Bros. Inc. | Supplies-coupling |  84.61 |
| **TOTAL** |  |  **$32,633.61** |
|  |  |  |
| **FUND 4050** |  |  |
| Century Construction Inc. | Seeding | $ 7,801.45 |
| DOWL | Project Closeout-taxilane |  923.45 |
| MT Dept. of Revenue | 1% Gross Receipts Withholding |  78.80 |
| **TOTA**L |  | **$ 8,803.70** |

A motion was made by Darrell Morehouse and seconded by Kristie Brabeck to approve the minutes. Motion carried.

**FINANCE REPORT**

Cash Balance 11/1/2016 $93,387.55

Income 60,371.93

Expenses -58,084.89

Cash Balance 11/30/2016 $101,660.37

**FUEL SALES REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
|  | November2015 | November2016 | % Change |
| AvGas | 2,489 | 2,781 | 11.7% |
| Jet Fuel | 6,308 | 8,343 | 32% |
| Total | 8,797 | 11,124 | 26.5% |

Fuel Sales

2015 Jan 1 – November 30: 112,851

2016 Jan 1 – November 30: 117,030

Change: 3.7%

Fuel Prices: Jet Inventory: 3,924

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

 Our Current Price is $3.55

 Markup: $1.30

 Current wholesale is $2.31

 100LL Inventory: 8,814

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

 Our Current Price is $4.60

 Markup: $1.01

 Current wholesale is $3.49

**AIRPORT MANAGER’S REPORT**

October Airport Operations: 421

There is still a problem with the 100LL pump tripping the circuit breaker.

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

Purchased tow bar head and adapters.

The old Choice Aviation phone number has been connected to us; it costs $10 per month.

Cape Air has been arriving late after closing on several occasions recently. I have not charged them a call out fee yet but plan too.

Snow broom needs new bristles.

**CAPE AIR REPORT**

Cape Air did not complete five trips from Glasgow to Billings and six trips from Billings to Glasgow. The load factor for Glasgow to Billings was 67% and 60% for trips from Billings to Glasgow.

**OLD BUSINESS**

**Taxiway Project:** Engineer Mike Beckhoff is expecting Grant Amendment #2 in January

**Fuel Farm:** An application for $29,000.00 was submitted for a grant from the Montana Aeronautics. Kristie Brabeck suggested Lucas attend the grant meeting. A motion was made by Kristie Brabeck and seconded by Mike Guttenberg to send Lucas Locke to the grant meeting. Motion carried.

The contractor still owes us bollard covers.

The retention money will not be released until we are satisfied that everything has been done and fuel farm is working as expected.

The final Spill Plan will be submitted to the airport this week.

There being so further business, the meeting adjourned at 6:45 p.m.

The next meeting is Tuesday, January 10th at 6:00 p.m. in the airport terminal.

APPROVED BY: SUBMITTED BY:

Jayson Nelson Jenny Reinhardt

Jayson Nelson, Chairman Jenny Reinhardt, Secretary