Valley County Airport Commission

Tuesday, August 2, 2016

Wokal Field Airport Terminal Building

89 Airport Road

Glasgow, MT

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

OTHERS: County Commissioner Paul Tweten and Mike Beckhoff, 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.

Mike Guttenberg was appointed by the County Commissioners to replace Paul Koski on the Airport Commission. Introductions were made.

The minutes of the July 13, 2016 were reviewed. There being no corrections or additions, a motion were made by Darrell Morehouse and seconded by Kristie Brabeck to approve the minutes. Motion carried.

The following claims were presented for review and approval.

CLAIMS

|  |  |  |
| --- | --- | --- |
| **JULY** |  |  |
| All Seasons | Supplies-maint. (wood0 | $ 54.23 |
| Alpine Analytical | Analysis soil sample-fuel farm |  120.00 |
| Markle’s  | Supplies-couplings 7 bushings |  51.20 |
| Markle’s | Supplies-blding hardware |  34.62 |
| Markle’s | Supplies-bushing |  5.99 |
| NorthWestern Energy | Utilities |  1,056.93 |
| **TOTAL** |  | **$ 1,321.97** |
| **AUGUST** |  |  |
| Arch’s Tire Service | Supplies-tire ( J.D. riding mower) | $ 88.00 |
| Bell, Steve | Refund on hangar lease (7 months) |  816.41 |
| Big Valley Water | 1 – 5 gal bottled water for terminal |  5.00 |
| CityServiceValcon | Supplies-9006 gal. AvGas |  30,979.66 |
| CityServiceValcon | Supplies-9000 Jet Fuel |  18,415.74 |
| CityServiceValcon | Phillips 66 network fee |  30.00 |
| Ezzie’s Wholesale | Supplies-47.49 gal unleaded gas |  99.77 |
| Markle’s | Supplies-caulk & hose mending |  28.44 |
| Markle’s | Supplies-painting, staple & staple gun |  43.96 |
| Markle’s | Supplies-tools (plier & wrench) |  30.98 |
| Mont. Dept Transportation | Supplies- runway lamps |  256.80 |
| **TOTAL** |  | **$ 50,794.76** |
|  |  |  |
| **FUND 4050** |  |  |
| Century Construction | Taxilane project | $714,087.55 |
| DOWL |   |  19,059.55 |
| Mont Dept Revenue |  |  7,213.01 |
| **TOTAL** |  | **$740,360.11** |
|  |  |  |

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

**FINANCE REPORT**

After transfers were made by the Clerk & Recorder, the cash balance on June 30th was $122,923.00.

$122,923.00 Cash Balance 7/01/2016

 55,404.32 Income

 -40,590.72 Expenses

$137,736.50 Cash Balance 7/31/2016

**FUEL SALE REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
|  | July2015 | July2016 | % Change |
| AvGas | 4,272 | 3,621 | -15% |
| Jet Fuel | 8,489 | 7,886 | -7% |
| Total |  12,761 |  11,507 | -9.83% |

2015 Jan 1 – June 30: 68,017

2016 Jan 1 – June 30: 72,373

Change: 6.4%

Fuel Prices: Jet Inventory: 10,880

 Jet-A Purchased at $2.05 on 8/01/2016

 Our Current Price is $3.55

 Markup: $1.50

 Current wholesale is $2.05

 100LL Inventory: 10,600/

 Avgas was purchased at $3.43 on 7/29/2016

 Our Current Price is $4.45

 Markup: $1.02

 Current wholesale is $3.43

**MANAGER’S REPORT**

1. New air compress installed and put to use

2. Environmental consultant Bob Waller said soil samples came back clean. If DEQ sticks to

 word, file will be closed.

3. There are several issues with the terminal building air conditioner. Lee Reddick has been

 up 3 times. Water is leaking from the air handler and coming through the ceiling in the

 Cape Air office. Reddick Plumbing put silicone on the coil and is ordering a replacement.

4. When MDU dug next to the terminal to cap a gas line, they snagged an electrical conduit.

 This caused a short in the line going to the flood light. Sand Electric thinks they have found

 the problem but there is 3 feet of water under the terminal. They could not send anyone

 under the terminal.

5. New sump pumps are needed under the terminal.

6. Runway friction meter needs to be sent in for annual calibration. The cost is $150.00 plus

 shipping.

7. August 16 at 6:00 pm the FAA is presenting a FAST seminar: Enforcement Compliance.

8. Airport employees will be taking first aid/CPR training with the County on August 26.

9. The Fly In is scheduled for Saturday, September 17. Cape Air is sponsoring lunch.

10. Purchased a new credit card machine. This runs on the cellular network.

11. Miller Brothers seeded the grass this spring.

**CAPE AIR REPORT**

There 45 flights from Glasgow to Billings and 46 from Billings to Glasgow. There were 4 flights from Glasgow to Billings cancelled and 5 from Billings to Glasgow cancelled.

**OLD BUSINESS**

TAXILANE PROJECT: Wednesday, August 3 a test strip will be done on Taxilane I. Paving will begin on Thursday and plan to have it completed by Sunday, August 7. The final striping will be done in mid- September.

Jenny will have the County Commissioners sign the contract with Century Paving to pave a 20 foot x 15 foot approach to the Allie hangar. The cost is $2,000.00. Mr. Allie is responsible for the last 7.5 feet to the hangar.

Mike Guttenberg asked if the grade to the hangar approaches will all be the same. Mike Beckhoff said no because the initial grade was different for each set of hangars. The grade has been modified so the water flows away from the hangars.

Century will repair any damage done to the road that they are using to bring materials onto the airport.

FUEL FARM PROJECT: The fuel tanks have been delivered to Minot, North Dakota. They are being tested at O’Day Equipment. Cabinets will be shipped to Minot the week of Aug. 1.

Tanks and cabinets to be on site and installed by Aug. 31. There will be no extensions beyond August 31.

FUEL FARM LEAK: See Airport Manager’s Report

**NEW BUSINESS**

CREDIT FOR HANGAR DISLOCATION: After a brief discussion, the matter was tabled.

**OTHER BUSINESS**

None

There being no other business, the meeting adjourned at 6:45 p.m. The next meeting is Tuesday, September 6, 2016.

APPROVED BY: DATE SUBMITTED BY:

Jayson Nelson 9-06-2016 Jenny Reinhardt

Jayson Nelson, Chair Jenny Reinhardt, Secretary