Valley County Airport Commission

Wokal Field Airport Terminal Building

Tuesday November 10, 2015

PRESENT: Jayson Nelson, Darrell Morehouse, Kristi Brabeck, Airport Manager Lucas Locke and Secretary Jenny Reinhardt. Russell Leader arrived at 6:15.

ABSENT: Paul Koski

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. No public comment.

The minutes of the October 13, 2015 were reviewed. There being no corrections or addition, a motion was made by Darrell Morehouse and seconded by Kristi Brabeck to approve the minutes. Motion carried

The following claims were presented for review and approval:

CLAIMS

|  |  |  |
| --- | --- | --- |
| **OCTOBER** |  |  |
| CityServiceValcon | Jet Fuel – 9001 gallons | $20,322.38 |
| Jimmy’s Sprinklers | Sprinkler system winterized |  60.00 |
| Lee Reddick Plumbing 7 Heating | Check boiler noise |  50.00 |
| Markle’s Inc. | Supplies- janitorial & light bulbs |  121.36 |
| Mattfeldt Electric Inc. | Supplies-ballast for display case |  22.05 |
| MDU | Utilities |  75.94 |
| MT Dept. of Transportation | Supplies-grounds (bulbs) |  256.80 |
| NorthWestern Energy | Utilities |  944.74 |
|  **TOTAL** |  | **$21,853.27** |
|  |  |  |
| **NOVEMBER** |  |  |
| Agland Co-Op | Tires | $ 692.52 |
| American Welding & Gas Inc. | Hazardous Material & Gas |  36.47 |
| Big Valley Water | Bottled Water for Terminal |  10.00 |
| CarQuest | Supplies-vehicle (bulb) |  10.49 |
| CarQuest | Supplies-vehicle ( gauge, wire &fuses) |  36.03 |
| CarQuest | Supplies-vehicle (battery) |  184.47 |
| CityServiceValcon | Phillips 66 Network Access Fee |  30.00 |
| Ezzie’s Wholesale Inc. | Unleaded Fuel – 19.01 gallons |  43.17 |
| Havre Laundry | Clean Mats for terminal |  26.32 |
| Hi-Tech Electric Inc. | Electrical Work per Bid |  378.28 |
| Markle’s Inc | Supplies-grease & poly rope |  58.41 |
| Markle’s Inc. | Supplies-maint., tools & misc. |  120.51 |
| Markle’s Inc. | Supplies-repair CFR Blding |  68.33 |
| Markle’s Inc. | Supplies-blding & grounds |  56.96 |
| Markle’s Inc. | Supplies-tool |  3.99 |
| Markle’s Inc.  | Supplies-ladder 7 misc. |  80.94 |
| Mattfeldt Electric Inc. | Repair Fuel Farm Water Detector |  591.63 |
| Mattfeldt Electric Inc | Repair Underground PAPI wiring |  744.09 |
| Mattfeldt Electric Inc | Locate Underground wire for fuel Spill clean-up & pipe removal |  283.25 |
| NorthWestern Energy | Utilities |  283.12 |
| Norval Electric | Utilities-Hinsdale Airport |  31.10 |
| Pacific Steel | Supplies |  5.86 |
| Priority Communications | NDB Maint. (Sept & Oct) |  254.00 |
| Robert Lipscomb | Used conveyer belt to repair hangar door seals |  75.00 |
| Robert Lipscomb | Supplies-Reimb. For coffee for terminal |  22.56 |
| S&S Welding Supply LLC | Supplies-nitrogen to power oxygen pump |  56.00 |
| S&S Welding Supply LLC | Supplies-oxygen 4 bottles X $70.00 |  280.00 |
| Visa | Supplies-traffic ands & computer hardware |  163.32  |
| Visa | Supplies-flags |  125.36 |
| Visa | Supplies-phone & accessories & hand sanitizer |  152.77 |
| Zerbe Bros. Inc. | Fix hydraulic leak on New Holland tractor |  1,215.01 |
| **TOTAL** |  | **$6,119.96** |

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

**FINANCE REPORT**

$96,843.96 Cash Bal. 10/01/2105

 58,609.66 Income

 -72,967.31 Expenses

$ 82,486.31 Cash Bal. 9/30/2015

Expenses for October are $14,357.65 more than the income. Expenses from July 1, 2015 to Oct. 31, 2015 are $56,877.21 more than the income but for the calendar year Jan. I, 2015 to Oct. 31, 2015 the income is $3,363.90 more than the expenses.

Jenny reported that the mark-up for the oxygen is 50%. One bottle of oxygen costs $70.00. You can get four refills from a bottle. The airport charges $35.00 for a refill. The total revenue from one oxygen bottle is $140.00. Russell Leader asked if the price should be increased. The general opinion was to leave the price as is.

First Community Bank reimbursed the Airport $563.99 for the TV in the terminal and STAT Ambulance Service reimbursed the Airport $7,412.50 for the OB-30 oxygen booster system and the AEOR-2 bottle oxygen.

**FUEL SALES REPORT**

October Fuel Sales: Jet A: 10,162 gallons

 Avgas 3,124 gallons

Total Fuel Jan 1 – Oct. 31, 2014 80,156

 2015 104,054

 29.8% Increase

Monthly Comparison

|  |  |  |  |
| --- | --- | --- | --- |
|  | **October 2014** | **October 2015** | **% Change** |
| Av Gas |  3,037 | 3,123 |  2.8% |
| Jet |  8,163 |  10,162 |  24.0% |
|  |  |  |  |
| **Total** |  **11,200** |  **13,285** | **18.6%** |

Fuel Prices: Jet Inventory: 3,305 gallons

 Jet-A was purchased at $2.26 per gal. on 10/16/2015

 Current wholesale price is $2.33

 Our current price is $3.85

 Markup: $1.59

 100LL Inventory: 5,350 gallons

 Avgas was purchased at $3.64 per gal. on 9/22/2015

 Current wholesale price is $3.40

 Our current price is $4.75

 Markup: $1.11

**MANAGER’S REPORT**

October Airport Operations: 452

Lucas reported the following:

1. Runway 30 Hold Short sign: The electrical control board inside the sign failed. Lucas is waiting for a price for a replacement.

2. The new tires have been put on the pickup. We kept the old tires and they will be put on the Blazer.

3. The door seals were replaced on Don Doebler’s hanger and on the Bell’s hangar. There is material left to use on more doors.

4. ADS-B receiver from FlightRadar24 has been installed on the roof of the terminal building.

**CAPE AIR REPORT**

Cape Air Completed 61 of 62 scheduled flights from Glasgow to Billings and 61 of 62 flights from Billings to Glasgow. In October, the number of passengers from Glasgow to Billings was 344 and 322 from Billings to Glasgow.

**OLD BUSINESS**

FUEL FARM PROJECT – No report

 TAXIWAY PROJECT – The surveying is done. GDA of Cody, Wyoming is doing the independent fee assessment of engineering costs. The borings for core samples is completed.

HAZARDOUS WILDLIFE ASSESSMENT – Lucas reported that the FAA is reviewing the plan. One more management report is needed and Loomacres has that done. It is suggested that a working group be established including local landowners to discuss what brings animals into the area.

Training is not required because Glasgow Airport doesn’t have a Part 139 Certificate. However, if Glasgow could co-ordinate with Wolf Point it wouldn’t hurt to attend a training session.

Secretary Reinhardt said that claims in the amount of $77,358.59 have been paid. She estimated that amount in outstanding claims is approximately $19,247.00. $1,924.00 would be the County’s Share

There being no further business, the meeting adjourned at 6:45 p.m.

The next meeting is Tuesday, December 8, 2015.

APPROVED BY: SUBMITTED BY:

Jayson Nelson Dec. 14, 2-15 **Jenny Reinhardt**

Jayson, Nelson, Chairman Jenny Reinhardt, Secretary