Valley County Airport Commission

Tuesday February 9, 2016

Wokal Field Airport Terminal Building

100 Airport Road

Glasgow, MT

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

ABSENT: Paul Koski

OTHERS: County Commissioner Paul Tweten; Michael Beckhoff and Jim Greil, DOWL; and Russ Dahl, STAT Ambulance Service. Clay Berger, STAT Ambulance Service, arrived at 7:15 p.m.

The meeting was called to order at 6:00 p.m. by Chairman Jayson Nelson. Chairman Nelson moved agenda item –Personnel to the end of the agenda. Chairman Nelson called for public comment. There wasn’t any public comment.

The minutes of the January 12, 2016 were reviewed. There being no corrections or additions, a motion was made by Kristie Brabeck and seconded by Russell Leader to approve the minutes. Motion carried.

The following claims were presented for review and approval:

CLAIMS

|  |  |  |
| --- | --- | --- |
| **JANUARY** |  |  |
| Big Valley Water | 1 – 5 gal. water for terminal | $ 5.00 |
| CarQuest | Supplies- maint. & vehicle |  84.88 |
| D.R. Durell Construction, Inc. | Readjust overhead hangar door |  50.00 |
| Glasgow Courier | Legal Notice-ad for fuel farm bid |  192.00 |
| Hi-Tech Electric Inc. | Install LED retro kit in runway sign |  130.00 |
| Markles | Supplies-hardware |  20.90 |
| MDU | Utilities |  767.31 |
| Northwestern Energy | Utilities |  1,703.51 |
| Visa | Supplies-office (paper) |  27.00 |
| Visa | Supplies-wall chart |  258.00 |
| **TOTAL** |  |  **$ 3,238.60** |
|  |  |  |
| **FEBRUARY** |  |  |
| AirNav, LLC | Basic listing for airports | $ 52.00  |
| All Seasons Home Center | Supplies-maint-trim for wall map |  20.71 |
| American Welding & Gas | Hazardous material & oxygen |  38.95 |
| Arch’s Tire | Replace tire & repair split |  524.00 |
| Big Valley Water | 1 – 5 gal. water for terminal |  10.00 |
| Kristie Brabeck | Travel for MT Aeronautics meeting |  459.52 |
| CityServiceValcon | Phillips 66 access fee |  30.00 |
| Dale Plumbing | Check furnace in snow plow blding |  299.95 |
| Fall Line | Snow plow blades |  2,735.47 |
| Lipscomb, Robert | Supplies-bottle jack |  39.99 |
| Lucas Locke | Travel Mt Aeronautics & EAS meeting |  93.00 |
| Markle’s Inc. | Supplies-socket & bulb |  34.98 |
| Markle”s Inc. | Supplies-maint. |  98.81 |
| Markle’s Inc. | Supplies- drill bit & screws |  2.89 |
| Markle”s Inc. | Credit |  -.74 |
| Markle’s Inc. | Supplies-janitorial |  16.99 |
| MCAA | Dues |  50.00 |
| MT. Dept of Transportation | Loan payments |  20,462.83 |
| MT. Dept of Transportation | MAC Conference Registration |  150.00 |
| Northwestern Energy | Utilities |  316.97 |
| Norval Electric | Utilities-Hinsdale |  31.54 |
| S&S Welding | Supplies-NI 225k |  63.00 |
| Visa | Supplies-tape |  41.79 |
| Visa | Supplies-oxygen service parts |  145.00 |
| Visa | Supplies- office & janitorial |  18.91 |
| Visa | Motel –EAS meeting |  81.15 |
| Visa | Motel-MT Aeronautics Grant Meeting |  164.58 |
| **TOTAL** |  |  **$26,417.32** |
|  |  |  |
| **FUND 4050** |  |  |
| DOWL | PreDesign & design engineering |  **$28,690.00** |

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

Secretary Reinhardt said that RPA sent the auto-cadd so she had the claim for RPA’s final bill processed and the warrant mailed.

**FINANCE REPORT**

Correction was made to the amount expended for Worker’s Comp. in December; therefore, the percent of worker’s Comp. expended to date is 40%.

$140,774.28 Cash Balance Jan. 1, 2016

 78,138.87 Income

 -69,229.82 Expenses

$149,683.33 Cash Balance Jan. 31, 2016

The income for January was $8,909.05 more than the expenses.

There are 3 hangars leases outstanding and 1 site lease. Russell Leader said that Duane Dahl had a question regarding the measurement of his hangar for his site lease. Lucas will measure the hangar and report at the March meeting.

**FUEL SALES REPORT**

Fuel Sales: Jet A: 7,026

 Avgas: 1,374

|  |  |  |  |
| --- | --- | --- | --- |
|  | January2015 | January 2016 | % Change |
| AvGas | 3,491 | 1,374 | -60% |
| Jet Fuel | 6,162 | 7,026 |  14% |
| Total | 9,653 | 8,400 | -12.9% |

Comparison

Fuel Prices: Jet Inventory: 2,203

 Jet-A Purchased at $1.84 on 1/1/2016

 Our Current Price is $3.34

 Markup: $1.50

 Current wholesale is $1.82

 100LL Inventory: 9,288

 Avgas was purchased at $3.13 on 1/04/2016

 Our Current Price is $4.23

 Markup: $1.10

 Current wholesale is $2.71

**AIRPORT MANAGER REPORT**

December Airport Operations: 302

Repairs: Tractor steps on right side needed replaced after collision with fence.

 Commercial Hangar Garage Door repaired by Durrell Construction.

 Commercial Hangar Bi-Fold door repaired by Brabeck Construction.

 Tilt Up Gate repaired by Hi-Tech Electric.

 Still waiting for the plow cylinder for the Oshkosh Snow Plow. The new radiator is in stock for the tractor; however I am waiting until the Oshkosh plow is usable again.

**CAPE AIR REPORT**

Only 82% of the scheduled flights from Glasgow to Billings and 84% of the scheduled flights from Billings to Glasgow were completed. For January, the total number of passengers from Glasgow to Billings was 238 and from Billings to Glasgow 228.

**ESSENTIAL AIR SERVICE MEETING**

Lucas reported on the EAS meeting in Billings. Currently, Cape Air has 75 pilots and co-pilots. They hope to be fully staffed by the end of the year.

Flight schedules were discussed. One possibility is to combine Havre and Glasgow flights on Thursday of each week and to reschedule one flight from Sidney each week.

**OLD BUSINESS**

FUEL FARM –- Secretary Reinhardt reported that the County Commissioners were notified that the Board of Investments had approved increasing our loan from $450,000.00 to $600,000.00

Mike Beckhoff brought up the issue of the 3-phase power. It was thought that the electrical box at the corner of the terminal building was wired for 3-phase power but that is not so. Lucas had Jayson Nelson make sure there wasn’t 3-phase at the building. The 3-phase power to the fuel tanks comes from a pole at the corner of the parking lot. Jayson Nelson suggested Lucas contact Dennis Young at NorthWestern Energy for suggestions on installing the 3-phase. Mike suggested the airport hire the electrician to wire in the 3-phase power. A motion was made by Darrell Morehouse and seconded by Kristie Brabeck to have the airport directly contract with an electrician to put in the 3-phase power. Motion carried.

Engineer Beckhoff presented the bid analysis with various combinations regarding sizes of the fuel tanks and deductions for not having the UL 2085 rating on the jet tank. O’Day Equipment, LLC was the low bidder. The Commission felt Combo #5 best meet the needs of the airport.

**Combo #5:** 12,000 gallon Avgas tank, 20,000 Jet A tank without UL 2085 rating, existing Fuel Master, housekeeping slab Schedule l + ll + lll + IV = Vl + Vlll + lX + X = $535,442.27

A motion was made by Darrell Morehouse and seconded by Russell Leader to recommend awarding the bid for Combo #5 in the amount of $535,442.27 to O’Day Equipment, LLC. Motion passed. Kristie Brabeck abstained.

DOWL will notify the unsuccessful bidders and send them a copy of the bid analysis.

Kristie said if the weather holds could O’Day start in March. Michael Beckhoff said as soon as the bid is awarded, O’Day will order the tanks and could possibility start in April.

TAXIWAY PROJECT – Lucas Locke and Kristie Brabeck with Michael Beckhoff, DOWL, attended the Montana Aeronautics Grant Hearing in Helena. Michael Beckhoff reported that we had applied for $76,415.00 in grant money and $76,415.00 for a loan. Glasgow received a grant of $49,670.00 and a loan of $76,415.00.

DOWL will make their 100% review submittal to the FAA on Wednesday, February 17, 2016. The date for the bid advertisement is March 15, 2016 and the bid opening on April 12, 2016.

LIGHTS IN COMMERCIAL HANGAR – A price quote to replace the lights in the commercial hangar with LED lights was received from Hi-Tech Electric Inc. Three options were presented.

**OPTION #1**: Retro fit existing 2 lamp T 12 light fixtures to 4 lamp T 8 light fixtures. Price includes replacing existing outside lights and exit lights with LED replacements. This option will qualify for a NorthWestern Energy Rebate of $1152.00. Price: $11,049.38

**OPTION #2**: Retro fist existing 2 lamp T 12 light fixtures to 4 lamp LED fixture. Price includes replacing existing outside lights and exit lights with LED replacements. This option does not qualify for a NorthWestern Energy Rebate. Note: fit into 8’ using LED tubes; not as proven; not as bright. Price: $15,608.80

**OPTION #3**: Replace existing T 12 light fixtures with 39 new LED High-Bay light fixtures. Price includes replacing existing outside lights and exit lights with LED replacements. This option does not qualify for a NorthWestern Energy Rebate. Price: $19,028.00

Electrician from Border States will be at the airport on Wednesday, February 10, to look at the lighting and give us some options.

Item tabled to the March meeting.

STAT HANGAR – Russ Dahl said that the size of the hangar has been increased to 120 x 120. Nigel Davis of Morrison Maierle has been selected as the engineer. The plan is to make a presentation to the STAT Ambulance Board on March 1st and have everything ready to proceed by March 31st.

Clay Berger said that he visited with the County Commissioners about the terms of the lease. The County Commissioners recommendation was that the Airport Commission enter into a forty (40) year lease with the option to renegotiate the fees every five (5) years. It was decided that the County Attorney would draft the lease. Secretary Reinhardt suggested there be wording regarding the length of time to finish the project.

There being no further discussion, a motion was made by Darrell Morehouse and seconded by Kristie Brabeck to recommend to the County Commissioners to allow STAT Ambulance Service to build a 120 x 120 hangar with a forty (40) year lease with the first fee review December 2018 and a fee review every five (5) years thereafter. Motion carried.

Clay Berger and Russ Dahl left the meeting.

HINSDALE AIRPORT – Tabled to the March meeting.

**NEW BUSINESS**

PASTURE LAND BID – Secretary Reinhardt presented the advertisement for the Commission to review. Darrell Morehouse said that the Valley Rifle Shooting Range of 15 acres needs to be excluded from the lease. Jenny will correct the bid advertisement. The bid will be published Feb. 18, 24 and March 2 with the bid opening at the regular meeting on March 8, 2016.

MT AERONAUTICS CONFERENCE - The Mt Aeronautics Conference is in Helena on March 2 – 5, 2016. A motion was made by Darrell Morehouse and seconded by Russell Leader to send Lucas Locke and Kristie Brabeck to the conference. Motion carried.

PERSONNEL – Airport Manager Lucas Locke reported that he had conducted job reviews for Chris Mortensen and Robert Lipscomb. The review for Chris Mortensen was fair with room for improvement. Lucas and Chris will have monthly reviews. The review for Robert Lipscomb was good.

Secretary Reinhardt mentioned that the Airport Commission had included a raise for Lucas Locke to bring his salary up to $19.00 an hour. Lucas’s job performance was discussed by the Airport Commission. Based upon this review, a motion was made by Darrell Morehouse and seconded by Kristie Brabeck to increase Lucas’s salary to $20.00 an hour. Motion carried.

OTHER BUSINESS

Lucas reported that the Miller Brothers will plant the grass in the spring for the quoted price of $2,000.00.

There being no other business, the meeting adjourned at 7:45 p.m.

The next meeting is Tuesday, March 8, 2016.

APPROVED BY: SUBMITTED BY:

Jayson Nelson 03/08/2016 Jenny Reinhardt

Jayson Nelson, Chairman Date Jenny Reinhardt, Secretary