

Valley County Airport Commission
 Tuesday December 10, 2019
 Wokal Field Airport Terminal Building
 89 Airport Road
 Glasgow, MT

PRESENT: Joe Reyling, Russell Leader, Jayson Nelson, Kristie Brabeck, Airport Manager
 Lucas Locke, Secretary Darcia Schindler

ABSENT: Darrell Morehouse

OTHERS: Commissioner Paul Tweten, Jim Greil from DOWL

The meeting was called to order at 6:00 p.m. by Chairman Jayson Nelson, Chairman Nelson called for public comment.

The minutes for November 12, 2019 were reviewed.

**A motion was made by Kristie Brabeck and seconded by Joe Reyling to approve the minutes.
 Motion carried.**

November Claims

Airside Solutions	Supplies	1,211.96
All Season's Home Center	Supplies	19.76
American Welding & Gas, Inc.	Oxygen & Cylinder Rental	49.65
Arch's Tire Service	Tires for pickup	800.00
Big Sky Auto Accessories	Oxygen	238.50
Big Valley Water	1-5 Gallon Water	6.00
City of Glasgow	Water	34.89
City Service Valcon	Jet Fuel	17,113.23
D&G Sports & Western	Clothing for Employees	995.54
Ezzie's	Airport Fuel	958.65
Ezzie's	Supplies	39.64
Ezzie's	Airport Fuel	228.63
IFS Services, LLC	Repairs	651.25
Markle's Inc.	Supplies	18.98
Markle's Inc	Supplies	231.11
Markle's Inc.	Supplies	32.98
Markle's Inc.	Supplies	33.76
Markle's Inc.	Supplies	17.99
Markle's Inc.	Supplies	46.70
Markle's Inc.	Supplies	25.53
Mattfeldt Electric	Repairs	580.50
MT Dept. of Transportation	Windsock – Hinsdale	45.62
Northern Montana Textile Services	Mats	26.75
Northern Montana Textile Services	Mats	27.55
NorthWestern Energy	Utilities	1,627.67
O'Reilly Auto Parts	Supplies	6.99
Simeniuk Repairs	Repairs	690.00
Valley County Refuse District	Landfill Disposal Fees	26.40
Visa ~ Airport Card	Supplies	2,007.16

The following claims were presented for review and approval.

**A motion was made by Joe Reyling and seconded by Kristie Brabeck to approve the claims.
 Motion carried.**

FINANCE REPORT:

Cash Balance on November 1, 2019	\$103,707.83
Income	45,640.15
Expenses	<u>-62,921.49</u>
Cash Balance on November 30, 2019	\$86,426.49

FUEL SALES REPORT

November Airport Operations: 451

Jet Inventory: 9,300
Purchased 6,500 gallons at \$2.63 on 11/24/2019
Our Current Price is \$4.30
Markup: \$1.67
Current wholesale is \$2.64

100LL Inventory: 5,400
Purchased 10,000 gallons at \$3.76 on 10/12/2019
Our Current Price is \$4.80
Markup: \$1.04
Current wholesale is \$3.79

AIRPORT MANAGER'S REPORT

Fabric Building: The replacement fabric door has been installed.

Tires: New tires have been purchased for the F-150

Freightliner Plow: A replacement wheel and tire has been ordered to replace the cracked wheel. We welded the cracked wheel and still using it. We will keep the new assembly for a spare.

Oshkosh Plow: The plow blade on the Oshkosh truck needed some welding repair after going off the runway.

Airport Policy The policy manual has not been updated since 2009. Update and publish

Manual Review: on the airport website. Develop minimum standards?

Security Cameras: Cameras to cover the terminal lobby, ramp, parking lot? Cape Air cameras.

Loan/Grant Helena on January 15-16,2020.

CAPE AIR REPORT

66% Load factor. 95% Completion, 86% On Time.

NEW BUSINESS**OLD BUSINESS****OTHER BUSINESS**

Jim Greil from DOWL presented the Valley County Airport Commission Board with a consultant report:



December 2019 Airport Board Consultant Report
Glasgow Airport, Glasgow Montana

Planned GGW Projects / Funding / Schedules
Here are the FAA CIP near-term projects for GGW:

Airport and Project	Fed Fiscal Year	Total Project Amount
Construction Design / Planning Equipment		
<u>Glasgow REIL replace / Electrical Vault Install</u>	2020	\$65,000
Notes / Discussion		
Appx. 10% MDT grant applied for. Airport may be interested in adding generator if AIP eligible, if within 15% of grant limit. REIL replace does not require FAA flight check.		
Tentative Deadlines		
Jan 15 – Enviro		
March 1 – 90% Design / Bid Package		
April 1 – Bid awarded / grant app submitted		
Tasks		
Task order / IFE / Pre-Design / Enviro / Bid Package / Airspace / SEC / CSPP / CAD / AGIS / DBE PM		
<u>Glasgow Taxiway Relocation Design</u>	2020	\$150,000
Notes / Discussion		
10% MDT grant applied for. Currently a high priority for FAA due to safety concerns. Airport will need NPEs to complete. GGW may need to carry some upfront costs until MDT / FAA grants kick in.		
Deadlines		
April 1 – FAA grant submitted		
Tasks / People / Other		
Task Order / IFE / 90% Design / CAD / AGIS		
<u>Glasgow Pavement Maintenance Design</u>	2020	\$100,000 (40rwy/30twy/30apr)
Notes / Discussion		
10% MDT grant applied for / Twy portion may be mitigated / changed due to relocation design project.		
Last maintenance 2012 listed on PCI		
Notes / Discussion		
April 1 – FAA grant Submitted		
Tasks / People / Other		
Task Order / IFE / 90% Design / CAD / AGIS		
<u>Glasgow Taxiway Relocation Project</u>	2022	\$1,650,000
Notes / Discussion		
May require an EA, but if we can keep redesign to a minimum so only affecting previously disturbed material, then may not be necessary. Will coordinate with Diane Stilson regarding this and submit / discuss enviro with her as soon as able. Will apply next year for MDT grant match. \$1,500,000 of FAA State Apportionment funding allocated.		

Notes / Discussion

Will apply next year for 10% MDT grant match.

MT Nonprimary Entitlement 2016-2019 Summary (Estimated) as of 03/26/2019

No.	City	FY-2016 NPE Balance to Carry over to FY-2019	FY-2017 NPE Balance to Carry over to FY-2019	FY-2018 NPE Balance to Carry over to FY-2019	FY-2019 NPE* Estimated/2	Estimated/1 16, 17, 18, 19 Funds Available in FY-2019
22	Glasgow			\$1,493	\$150,000	\$151,493

The Glasgow Airport was scheduled to reciprocate NPEs that were originally borrowed from Big Timber. It is possible the agreements were never executed however. The schedule for repayments was originally as follows:

Year	Amount	To
○ 2019	\$150,000	Big Timber
○ 2020	\$101,032	Big Timber

Board Discussions

Local budget funding / payment and FAA / MDT reimbursement schedules

NPE availability and consequences

MDT grant apps and attendance

Pre-Design Meeting Dates and project schedules

426/271 yr end reports

New 3-year DBE goals reports due August 1

Russell Leader informed the board Steve Stanley and he have shared the city hangar in the past for hangar lease. Steve Stanley is moving out of the city hangar. Russell will still have 2 airplanes in the city hangar. Russell also informed the board that Matt Earls might share the city hangar with Russell for 1 airplane.

A motion was made by Joe Reyling to adjourn the meeting and seconded by Kriste Brabeck. Motion carried.

Adjourned at 6:30 p.m.

The next meeting is Tuesday January 7, 2020

APPROVED BY:

SUBMITTED BY:

Jayson Nelson, Chairman

Darcia Schindler, Secretar

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