

Joint City-County Airport Board

Minutes of Meeting

Monday February 13, 2023, at 10:00 a.m.

ADDENDUM – SPECIAL MEETING on MARCH 3, 2023

Members Present: Jay Baum, Doreen Stockdale, Rich Cowger, Hardin Graham
Staff: Kisha K. Cornell- Administrator
Others in attendance: Heather Mosser from Morrison Maierle, Katie Barry of Morrison Maierle, and Tyrel Hamilton, Steve Riveland, Jeff Ruffatto Stillwater County Commissioners

Call to Order: 1. Jay Baum, Called the meeting to order at 10:00 a.m.
2. Public comment: No Public comment
3. Disclosures of Conflicts of Interest and Ex Parte Communications: None

Minutes Approval Minutes from the January 9, 2023, meeting minutes were approved by Rich Cowger who made the motion to approve, seconded by Doreen Stockdale all in favor – yes, opposed no sign. Minutes approved.

New Business Morrison-Maierle update concerning the t-hangar design and business plan. Request from Morrison-Maierle for Task Order No. 3, for t-hangar construction work bidding process. The task order total is for \$6,900.00, and will be a request for reimbursement back to the grant once received. Hardin Graham made a motion to approve Task Order No. 3, seconded by Rich Cowger, all in favor – yes motion passed.

Grant Applications AIP 019 and AIP 020 were discussed and how the funding would be requested. Two scenarios, one would be a private loan or possibly an InterCap, the second would be borrowing from other counties for funding.

Grant application for AIP 020 – Entitlement funds request from FAA for a total amount of \$472,886.00. Sponsor share will be \$26,271.50 each for City and County. Hardin Graham made a motion to approve submittal of this grant through the City and County, seconded by Rich Cowger, all in favor – yes motion passed.

Grant application for AIP 020 – BIL grand funding for a total of \$272,000.00, also requires a sponsor match of \$15,111.50 for City and County. Hardin Graham made the motion to approve with match, Rich Cowger seconded, all in favor-yes, motion passed.

Morrison Maierle requested recommendation for phasing of the bid package, it was discussed for 6 hangars and the additional 6 upon adequate funding. Rich Cowger made the motion to have a base bid request for 6 hangars and have an add alternate for the additional 6 if grant funding is available. Doreen Stockdale seconded the motion, all in favor-yes, motion passed.

The Bid Schedule was discussed on advertising the 2nd and 9th of March and possible bid opening on March 15th. Recommendations to City on March 20th and County on

March 21st for bid award. Possible schedule. Noted to change the board meeting to the 20th for recommendations.

Disadvantaged Business Enterprise 3-year goal participation. Rich Cowger moved to participate with the Morrison Maierle suggested plan. Seconded by Doreen Stockdale. Discussion as to what would be needed and the CIP complied every August would be adequate. Jay called for a vote, all in favor-yes, motion passed.

Unfinished Business None

Managers' Report Airport Managers Position was discussed and the thought of contracting the position was brought to the board for consideration. No review of the Position Description by HR has been done but it is 98% ready. Jay Baum said he has an interested party and after the bid process of the t-hangars the scope of the job will be easier defined as the duties will be expanded with the new hangar complex.

Hardin Requested a safety harness to use for replacement of the beacon light. Rich and Jay will check to see what they can find for Hardin.

Finance Report None

Item for Next Month Event Policy, Tree removal, Bidding for hangar complex, decided to move the meeting to March 20th in light of the bidding schedule.

Adjourn Meeting *Doreen Stockdale made the motion to adjourn at 11:10 a.m., seconded by Hardin Graham - Next meeting shall be Monday, March 20, 2023 at location to be posted on agenda, 10:00 a.m.*

Approved By: This 20th day of March 2023. Hardin Graham motioned to approve the minutes, seconded by Gary Woltermann voted all yes, opposed none.



Jay Baum, Board Chair



Prepared by Kisha K. Cornell, Administrator Stillwater County

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ADDENDUM – SPECIAL MEETING on MARCH 3, 2023

Members Present: Jay Baum, Rich Cowger, Hardin Graham via phone
Staff: Kisha K. Cornell- Administrator

Subject: Balloon Rally

Jay Baum Opened the meeting at 8:00 am.

Quorum present: Approval of recommendation of Balloon Rally to go before City and County.
Motion made by Rich Cowger, Seconded by Hardin Graham

Meeting adjourned by motion from Rich Cowger, seconded by Hardin Graham. 8:05 am.

Approved By: This 20th day of March 2023. Hardin Graham motioned to approve the minutes, seconded by Amy Wottermann voted all yes, opposed none.



Jay Baum, Board Chair



Prepared by Kisha K. Cornell, Administrator Stillwater County