

JOINT CITY-COUNTY AIRPORT BOARD

Minutes of Meeting

Monday, October 15, 2018 at 10:00 a.m.

Stillwater County West Annex Planning Department
431 Quarry Rd

MEMBERS PRESENT: Mark O'Bryant (Chairman), Alan Drain (Vice-Chairman), Dennis Holten, and Mary Kuehn

MEMBERS NOT PRESENT: Rich Cowger

OTHERS: Mark Crago, Stillwater County Commissioner and Hardin Graham

GUESTS: Katie Berry Morrison-Maierle

STAFF: April Limburg

I. CALL TO ORDER. Mark called the meeting to order at 10:00 am.

A. Public Comments. No public comments at this time.

B. Disclosures of Conflicts of Interest and Ex Parte Communications. No conflicts of interest or ex parte communications at this time.

II. MINUTES APPROVAL. Dennis made the motion to approve the September 10, 2018 meeting minutes. Mary seconded; with all in favor motion carried.

II. NEW BUSINESS:

A. Reschedule November Meeting. The regular scheduled meeting for November will fall on Veteran's Day. The Stillwater County office will be closed. Mary made a motion to move the November meeting to November 19, 2018. Dennis second; motion carried.

B. Hangar Leases. The Board discussed the current hangar leases. They would like to look at what the increases have been in the past as well as look at staging the increases over a few years. The Board would also like to see what the increases would look like from 1% to a 5% increase. The Board discussed commercial versus non-commercial leases as well as the terms of the leases.

C. Invoice – Weed District. The Board received an invoice from the Weed District in regards to spraying the airport. Dennis made a recommendation for the invoice of \$63.07 to be paid. Alan seconded; motion carried.

IV. OLD BUSINESS:

A. Airfield Pavement and Electrical Rehabilitation Design & Construction.

Katie discussed with the Board water spots and having Knife River come back and correct the issues. She also discussed with the Board the punch list of items that needed to be completed as well as the walk through being scheduled for Thursday, October 25, 2018. The Board discussed issues with the old foundation of the beacon being above ground now and the mess by the old wind sock after dirt had been moved.

B. Capital Improvements Plan (CIP) Update/Recommendation.

Katie informed the Board the CIP was corrected moving the projects back a year. Alan made a recommendation to the Council and the Commissioners to approve the CIP. Mary seconded; motion carried.

V. MANAGER'S REPORT: Hardin reported mowing had been done.

VI. FINANCE REPORT: The Board looked over the finance report.

VII. ITEMS FOR NEXT'S MONTH AGENDA: Hangar leases increase

VIII. ADJOURN MEETING: Dennis made the motion to adjourn the meeting. Alan seconded; with all in favor, motion carried. Meeting was adjourned at 10:50 a.m.

The next meeting will be on Monday, November 19, 2018 at 10:00 a.m. in the Stillwater County West Annex, located at 431 Quarry Rd.

April Limburg
Administrative Support