

DRAFT

JOINT CITY-COUNTY AIRPORT BOARD

Minutes of Meeting

Monday, May 15, 2017 at 10:00 a.m.

Stillwater County West Annex Planning Department

431 Quarry Rd

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

MEMBERS NOT PRESENT:

OTHERS: and Mark Crago, Stillwater County Commissioner

GUESTS: Brandon Garoutte, Travis Eickman, Morrison Maierle and Katie Berry, Morrison Maierle

STAFF: April Limburg.

I. CALL TO ORDER. Alan (Chairman) 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. Mark made the motion to approve the March 13, 2017 meeting minutes with a spelling correction. Willard seconded; with all in favor motion carried.

III. NEW BUSINESS:

IV. OLD BUSINESS:

A. Airfield Pavement and Electrical Rehabilitation

1. Review of Bid Opening. Travis Eickman of Morrison Maierle discussed with the Board a change in scope during the bidding process. The Board elected to not install salt grass, after learning the cost and establishment times the grass was changed to fescue and a wheat grass combination. Travis went over the bids and bid packets. (See Airport Board File in Planning Office)

2. Construction and Engineering Contract Recommendation. Travis advised the Board the total project cost of \$2,282,823.30 is expected to be fully eligible for AIP funding at 90%, for an FAA total of \$2,054,540.00. The remaining Sponsor share of \$228,283.30 will be funded by a \$53,553 grant from the Montana Department of Transportation (MDT) – Aeronautics Division and low interest loan in the amount of \$145,085 that was awarded to the Columbus Airport in January, 2017, leaving a Sponsor remainder to fund of \$29,645.30. The

MDT Aeronautics grant/loan funding will be requested as soon as an FAA grant is received. (See Airport Board File in Planning Office)

3. FAA Grant Application with Sponsor Certifications.

4. FAA Environmental CATEX Update. Environmental Documented Categorical Exclusion (CATEX) document that addresses all of the items designed and bid with the project. The previous submittal did not include all of the electrical items that were added to the project and the FAA wants to ensure the proper paperwork is in place to address the environmental aspects. (See Airport Board File in Planning Office)

Dennis made a recommendation to the City Council and the Stillwater County Board of County Commissioners to approve all recommendations per Morrison-Maierle. Mary seconded; with all in favor motion carried.

B. 2017 and 2018 Disadvantage Business Enterprise (DBE) Plan/Goal Update. DBE program and update the goals every three year years for the following three year period. In conjunction with the latest FAA project at the airport, Morrison-Maierle has updated the program in accordance with the latest FAA guidance. Morrison-Maierle has also calculated DBE utilization goals for 2017, as well as for the next three year period 2018-2020 to meet the latest FAA guidance on the goal setting periods. (See Airport Board File in Planning Office)

C. Recommendation of FAA Non-Primary Entitlement Funds. The FAA is awaiting authorization to release Part B Non-Primary Entitlement (NPE) funding, as well as additional State Apportionment funding to fully fund the grant offer. It is expected that an FAA grant offer may be available at the end of May to first part of June, with construction to follow around the first of July. The FAA has noted that State Apportionment funding may be short, therefore requiring the borrowing of NPE funds from another airport sponsor. Morrison-Maierle has several sources that NPE funds can be borrowed from in the event that it is needed. In the interest of time, the Columbus Airport Board recommends approval of any NPE transfers and reciprocal agreements necessary to complete the FAA funding package.

D. Airport Authority. Nothing at this time.

V. MANAGER'S REPORT: Hardin reported that some mowing had been done. He also advised making changes to the volunteer list.

VI. FINANCE REPORT: Nothing at this time.

VII. ITEMS FOR NEXT'S MONTH AGENDA:

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

The next meeting will be on Monday, June 12, 2017 at 10:00 a.m. in the Stillwater County West Annex, located at 431 Quarry Rd.

April Limburg
Administrative Support