

# JOINT CITY-COUNTY AIRPORT BOARD

## Minutes of Meeting

Monday, June 8, 2015 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 Willard Moore

**MEMBERS NOT PRESENT:** Mary Kuehn

**OTHERS:** Gary Woltermann, Columbus Mayor and Dennis Shupak, County Commissioner

**GUESTS:** Hardin Graham and Travis Eickman, Morrison Maierle

**STAFF:** April Limburg.

**I. CALL TO ORDER.** Mark O'Bryant (Chairman) called the meeting to order at 10:10 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 H made the motion to approve the May 11, 2015 meeting minutes. Alan seconded; with all in favor motion carried.

**III. NEW BUSINESS:**

**A. NPE Funds.** Travis Eickman of Morrison-Maierle discussed with the Board the Big Horn County Airport in Hardin requested \$100,000 of FAA Non-Primary Entitlement (NPE) funds to be transfer to Hardin. The board was had \$68,000 from the 2012 NPE funds that will expire in August if not used. The funds would be repaid either in 2016 or 2017. Travis also let the Board know Poplar will no longer need NPE Funds. Alan made a recommendation to the Commissioners and the Town Council to approve the transfer of fund to Hardin in the amount of \$100,000. Dennis H seconded; with all in favor the motion carried

**B. Insurance Renewal.** The Airport Owners & Operators Liability Policy renewal date is July 1, 2015 for the total annual premium being \$2,555.00. Mark stated the Airport has two other polices for the Airport in regards to the land and the fence. Dennis H made a recommendation to renew the insurance policy as it is written. Alan seconded; with all in favor motion carried.

**IV. OLD BUSINESS:**

**A. Airport Master Plan Update.** Travis Eickman of Morrison-Maierle gave the board a copy of Chapter 6 which is the environmental review. He also gave the Board an updated copy of the Airport Layout Plan. Travis will send all the chapters and the layout plan to the FAA for their review. Travis submitted a request for reimbursement No. 7 for the Master Plan/ALP Update. The amount is for \$19,386.24 for the engineering effort for the update. The FAA eligible share at 90%. Alan made a recommendation to the Town Council and the Commissioners to pay the reimbursement request. Willard seconded; with all in favor motion carried. (See Airport Board File in the Planning Office)

**B. Drafting an Airport Authority Resolution.** The committees will meet one more time and present the draft resolution to the board at the July meeting.

**C. Airport Budget 2015-2016.** Mark advised the Board, he went through the budget line by line with Joe Morse and adjusted the budget as needed.

**D. 2015 Pavement Reconstruction Project.** Travis updated the Board in regards to the testing of the electrical system. The electrical system indicated there were some faults in the system and recommended to upgrade the system in a few years. The FAA has requested that the Sponsors submit a grant application based on the estimates for the proposed Airfield Pavement Reconstruction Design Project. Travis talked with the Board in regards to cost and the breakdown of costs for such a large project and discussed the Sponsors share. During discussion Gary mentioned the Town of Columbus unfortunately does not have fund to allocate to this project due to the large cost of the sewer main project. Alan made a recommendation to the Town Council and the Commissioners to review and take action on the grant application. Dennis H seconded; with all in favor motion carried. (See Airport Board File in the Planning Office)

**V. MANAGER'S REPORT:** The mowing had been done.

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

**VII. ITEMS FOR NEXT'S MONTH AGENDA:** Nothing at this time.

**VIII. ADJOURN MEETING:** Alan made the motion to adjourn the meeting. Willard seconded; with all in favor, motion carried. Meeting was adjourned at 11:05 a.m.

The next meeting will be on Monday, July 14, 2015 at 10:00 a.m. in the Stillwater County West Annex, located at 431 Quarry Rd.

April Limburg  
Administrative Support