

JOINT CITY-COUNTY AIRPORT BOARD

Minutes of Meeting

Monday, September 12, 2016 at 10:00 a.m.

Stillwater County West Annex Planning Department
431 Quarry Rd

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

MEMBERS NOT PRESENT: Dennis Holten and Willard Moore

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

GUESTS: Hardin Graham, Mark Crago, SCORE member, Tressie Goddard, Stillwater County Chamber Admin, Travis Eickman, Morrison Maierle, and Monica Plecker, CTA Group.

STAFF: April Limburg.

I. CALL TO ORDER. Alan Drain (Chairman) called the meeting to order at 10:05 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 August 8, 2016 meeting minutes. Mary seconded; with all in favor motion carried.

III. NEW BUSINESS:

A. Reschedule October Meeting: The next meeting was scheduled for October 10, 2015. The County offices will be closed for Columbus Day. Mark made a motion reschedule the October 10, 2016 meeting to October 17, 2016. Mary seconded; with all in favor motion carried.

B. Airport Authority: The Board read a letter from the Board of County Commissioners in response to the Airport Authority Resolution. (See Airport Board file in Planning Office) Gary informed the Board several pilots meet and have decided to hire an attorney to create the authority working with the current donated funds.

C. Capital Improvement Plan: Travis Eickman of Morrison-Maierle went over with the Board the proposed Capital Improvement Plan (CIP). (See Airport Board File in the Planning Office) Travis also let the Board know the CIP needed to be provided and sent to MDT by November 1st. The CIP was just a working document without any obligation from the County of the City. Mark motion to recommend to the Commissioners and the Town Council to approve the CIP for 2017-2023. Mary seconded; with all in favor motion carried.

IV. OLD BUSINESS:

A. Airport Master Plan Update. Travis Eickman of Morrison-Maierle advised the Board the master plan would be finished by the end of the year. Travis submitted a request for reimbursement No. 160841 for the Master Plan/ALP Update. The amount is for \$2,015.01 for the preparation of the master plan chapter 1-6, the Airport Layout Plan that has been drafted, and submitted for FAA review. The FAA eligible share at 90%. Mark made a recommendation to the Town Council and the Commissioners to pay the reimbursement request. Mary seconded; with all in favor motion carried. (See Airport Board File in the Planning Office)

B. Pavement Reconstruction Design Project. Travis Eickman of Morrison-Maierle advised the Board the three phases of the rehabilitation of the pavement along with a time frame for each phase. (See Airport Board File in Planning Office) The Board also discussed different options in regards to the millings once they are milled. Travis submitted a request for reimbursement No. 160842 for the Airside Pavement Rehabilitation. The amount is for \$10,011.52 for preparation of the design report, initial play sheet layout, updating of cost estimates, and Construction Operations and Phasing Plan (COPP) preparation. The FAA eligible share at 90%. Mark made a recommendation to the Town Council and the Commissioners to pay the reimbursement request. Mary seconded; with all in favor motion carried. (See Airport Board File in the Planning Office)

C. SCORE. Mark with Score informed the Board the event date was changed from September 3, 2016 to September 17, 2016. Mark also advised the Board the plan for the Airport for that evening and how the set up would be. Mary motion to recommend the approval of using the Airport on September 17, 2016 instead of September 3, 2016. Mark seconded; with all in favor motion carried.

D. Airport Interlocal Agreement. Monica Plecker of CTA Group discussed with the Board the Interlocal Agreement is a written agreement between two governing bodies to define roles. The Board discussed having an interlocal versus having an authority.

V. MANAGER'S REPORT: Nothing to report at this time.

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

VII. ITEMS FOR NEXT'S MONTH AGENDA:

VIII. ADJOURN MEETING: Mary made the motion to adjourn the meeting. Mark seconded; with all in favor, motion carried. Meeting was adjourned at 11:40 a.m.

The next meeting will be on Monday, October 17, 2016 at 10:00 a.m. in the Stillwater County West Annex, located at 431 Quarry Rd.

April Limburg
Administrative Support