

Delta County Airport and Parks Commission
November 9, 2005 Minutes

MEMBERS PRESENT: Mike Falcon, Rob Jensen, Don Shirley, Peter Stropich, Tom Elegeert, Darrel Bengry and Dale Thill

MEMBERS ABSENT: Brent Lantagne, Ken Jussila and Benny Herioux

OTHERS PRESENT: Connie Ness, Kelly Smith, Gary Branz, Terry Glimn, Don Poe, Pete Mark and Ollie House and Bob Andrews from Reynolds, Smith and Hills, Inc.

AGENDA: Dale Thill made a motion to approve the agenda; seconded by Tom Elegeert. Motion carried unanimously.

MINUTES: Rob Jensen made a motion to approve the October 12 minutes with the correction showing Dale Thill was not present at the October board meeting and did not second the motion to adjourn. Dale Thill seconded motion. Motion carried unanimously.

Presentation from Reynolds, Smith and Hills, Inc. Ollie House and Bob Andrews addressed the board with regards to Airport Engineering Services. The Airport should be going out for bids for engineering services by winter, 06'. RS&H's actual proposal will be more in-depth when the bids are advertised.

COMMUNICATIONS RECEIVED:

1. Board was given a copy of the MDOT contract modification for the Taxiway project completed this summer. Money is left and 2 concrete pads will be added, one for helicopters and the other for Midwest commercial flights. This will keep the aircraft from damaging the new asphalt.
2. Our underground storage tanks were inspected again on November 2nd. A copy of the letter from our DEQ inspector was given to the board.
3. A letter from FAA regarding our snow removal policy was given to the Board for their review. Connie stressed that we will be very busy if we get a substantial amount of snow this year and the operations crew will be putting in a great deal of overtime. After discussing the requirements and staffing, it was suggested to look into a part-time person, strictly on-call, to help with parking lots and other customer areas and possibly plowing of runways. Connie will look into this.

COMMUNICATIONS SENT: Routine

REPORTS:

A. Finance Committee

Finance committee met on November 3rd at the Airport. Mike stressed the fact that we are going to need to look for ways to increase revenue, not only at the airport but also at the Parks.

1. The finance committee recommended that the Board approve the increases to all Park Fees for 2006. Don Shirley made a motion to approve the recommendation from the Finance Committee to increase the Parks Fees, effective November 2006. Darrel Bengry seconded motion. Motion carried unanimously.
2. Payment of Airport bills: motion made by Pete Stropich to approve payment of airport bills, seconded by Rob Jensen. Airport bills total \$40,148.45. Connie discussed some of the bills. Motion carried unanimously.
3. Payment of Park Bills: Motion was made by Dale Thill and seconded by Rob Jensen to approve the park bills totaling \$1123.07. Kelly informed them there was an error in the addition. The total bills for the park should be \$909.23. Dale amended his motion for the new total, and seconded by Rob Jensen. The amended motion carried unanimously.

B. Air Service Committee – needs to set up a meeting, working hand in hand with finance to look at marketing and other ways in increase the knowledge of the airport.

C. Chairman's Report – None

D. Manager's Report –

1. Airport Projects:

- a. URS was here November 2nd, for closeout meetings for completed and ongoing projects taking place at the airport. Connie gave a report on each of those meetings: Boiler; Mechanical – Terminal; Taxiway-Ramps; RenZone;
- b. Fed-Ex lease is signed, and working to get project completed. Hangar painting and carpeting, and then new door in May, 2006. Occupancy date is December 1, 2005.
- c. Contractual pay raise for Manager. Mike reported that the Manager's contractual pay raise is to be approved by the entire Board. Darrel Bengry made a motion to approve the Manager's contractual 18-month pay raise. Rob Jensen seconded the motion. Motion carried unanimously.

2. Parks Items:

- a. Electrical project update – UPPCO is done and housekeeping issues are being completed.
- b. Rory Mattson gave a report discussing the Timber Sale and the bidding process for Sac Bay and Fuller Park. Rory requested a meeting be set up with Tom Elegeert, Darrel Bengry, Joe Erickson, Gary Branz, Mike Falcon, Kelly Smith, Connie Ness and himself to discuss the finances regarding the Timber sale for the parks and the timber sale for the Airport. These issues need to be addressed to know exactly how much income needs to be generated by both sales. With Rory working for the County on the RenZone mitigation and the Parks for the Timber Sale, he needs to have clarification as to who owns what and where the income will be needed the most.

3. RenZone Update: -

- a. 3 and 40-acre parcel are on the federal register and will be cleared on November 28, 2005.
- b. Timber cutting on the 40-acre parcel to the south of the terminal will be cut after the 1st of January 2006. Marvin Nelson has the first option to cut because of previous cutting contract (never took place). This cutting will be included in the meeting to discuss airport and parks timber sales.

4. Customer Service –

- a. Enplanements: Staying on top of Part 135's that charter into Delta County, and now asking if these pilots will file the enplanement numbers for the end of the year. Need all we can get, Midwest is doing all they can. Superior won't fly til' 2006.
- b. Kelly was asked by the Finance Committee to put together a Renaissance Zone marketing campaign for 2006 for advertising. Copies were given to the Airport Board and discussion took place. The airport budget cannot sustain this amount, so the proposal needs to go to the County for a special account to be set up for RenZone advertising.

5. Other Reports:

OLD BUSINESS: Fox Real Estate sent a counter proposal back to the Airport regarding the easement request for the property at the tip of Sac Bay. This proposal will go to the Properties committee. A meeting will be scheduled.

NEW BUSINESS:

PUBLIC AND BOARD COMMENT:

Cindy Thill raised some concern, speaking for residents in Sac Bay, regarding timber cutting. The concern is over the possibility of clear cutting. She made it known that it wouldn't be well received if the decision to clear-cut Sac Bay were made.

Don Poe discussed his progress with the canopy and the F-84 jet. Still looking for ways to fix or order one. Will keep the board informed.

Terry Glimm just wanted to let the board know that a very good source of revenue would be more hangars. Once the loans are paid off, the money is income for the airport. Hangars are needed and would be filled, but getting the money to put hangars up is the other situation.

ADJOURN: Meeting was adjourned

NEXT MEETING - December 14th, 2005, 5:00P.M. Airport Administration Office

If you cannot attend, please call the office. If we don't have a quorum, we could reschedule. I need to post rescheduling three days prior to the meeting.

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