

APPROVED
Delta County Airport Advisory Board
May 14, 2008

I. ROLL CALL

PRESENT: Schomin, Bengry, Kwarcianny, Schultz, Woodworth, Micheau & Kinsey

ABSENT: None

OTHERS PRESENT: Ness, & Smith

II. APPROVAL OF AGENDA: Moved by Bengry and supported by Micheau to approve May 14, 2008 agenda with Chairman Schomin moving the Personnel Committee Report to the First item of business. MOTION CARRIED UNANIMOUSLY.

Personnel Committee Report moved here: 1st Item of Business:

Number V. Letter E. Personnel Committee Report:

Chairman Schomin gave a quick report. Committee members are Woodworth, Schomin and Micheau. Meetings were held regarding Manager Ness's yearly evaluation. Goals and Objectives, current projects and performance were discussed. Ness agreed to submit to the board her goals and objectives; another meeting will be held in early August to do a reevaluation on her job performance.

III. APPROVAL OF MINUTES: Moved by Woodworth and supported by Kinsey to approve the April 10, 2008 minutes. MOTION CARRIED UNANIMOUSLY.

URS PRESENTATION – SRE Bldg Committee met prior to meeting. Bill gave an overview of the meeting. Right on track with design, plans done by end of month. Explained funding issues. Bids on the tank projects were opened, references were checked and recommendations were made to the State, with State concurring and award letters were sent for signatures. Northwest Petroleum was awarded the 12,000 above ground tank and UP Environmental will do the removal of the two underground tanks (100LL and unused 100LL tank on east end). Contractor is allowed to take one tank out at a time or both tanks together. Unused Tank on east end is the responsibility (financial) of the County. Engineering and other project costs (entire SRE project) were discussed and questions asked and answered.

IV. COMMUNICATIONS:

A: Received: Bart Stupak letter given to board.

B: Sent: None

V. REPORTS:

A. **Chairman's Report:** None

B. **Manager's Report:**

a. **Financials/Ad-Hoc Recommendations:**

1. County budget status given to board members.
2. Ness reported what took place at the County Board meeting on April 15 – regarding Airport decisions on Ad-Hoc Recommendations. Report from Ness was received and placed on file, with no action taken by the County Board. County requested a meeting again with Administrator, Accountant and Ness. Ness discussed the 1st meeting with the accountant approximately 2 years ago; county paying the bills and generating the checks, airport still needing to do tracking and accounting and items that the county is not set up to do. The airport has been working under that procedure since then. Board requests that other airport accounts (PFC and Capital Improvement Fund) be reported.

a. Tony Schomin left meeting – 5:40 p.m.

b. **Customer Service**

1. Enplanement/Fuel gallons sold charts updated to board.
2. Open House at the Airport is being planned. Date was scheduled for June 5, but this conflicts with a larger area event. Rescheduled for June 12, 2008. 5:00 p.m. – 7:00 p.m. at the airport. Marketing was discussed. The board gave suggestions for financial donations. Ness will contact the two city managers and the Community Foundation to see what might be available. Ambassadors group and Travel Agents should be contacted for support. Ness was asked to visit some of the larger companies in the area, introducing her, and get community support for the airport. Board will be kept informed.

a. Bengry and Micheau left meeting – 6:00 p.m.

3. Emergency Drill – Ness reported a tabletop has already taken place and a live drill is scheduled for 5/22/08 at 10:00 a.m. Fire training for the maintenance staff is scheduled for 5/28 & 5/29, 2008. Both are requirements and mandatory.

C. **SRE Committee Report** – Report was given in URS's presentation.

D. **Hangar Committee Report** – Ness sent copy of lease (draft) for the vacated hangar by Midwest. A business in the area is working towards renting this, and the lease was also sent to the county attorney for language. Waiting for response from Administrator. Will keep all informed of progress.

E. Ness gave an explanation as to how the fuel pricing is calculated. Gave board a written template.

VI. OLD BUSINESS:

A) Fuel Contract & Fuel Truck filter issue - Ness will put on agenda for June.

- B) Contact was made with Northwest – they will be fueling at our airport and working on contracts. More info. will follow.
- C) Rory Mattson projects were discussed. Ness informed the board he will be doing the Fence Survey between the 19th and 23rd of May. Also will be doing Soil testing on June 9th, for the Renzone and for the property on the entrance road.

VII. NEW BUSINESS:

- A) Scheduling State presentation for next Airport Advisory Board meeting, June 11, at 4:30 p.m.

VIII. PUBLIC COMMENT: None

IX. ADJOURNMENT: Moved by Kinsey, seconded by Woodworth to adjourn – 6:30 p.m. MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted by:

Kelly Smith, Asst. Manager

Tony Schomin, Board Chairperson