

Barnes County Municipal Airport Authority
March 11, 2013

The Barnes County Municipal Airport Authority Board met on Monday, March 11 at Broken Spoke Restaurant with the following board members present: Steve Nielson, Larry Welken, Tim Logan, Rick Anderson, Shawn Anderson, clerk Lori Jury and manager Mike Lerud. Also present were Steve Paul Lindemann and Jarrod Lindemann and Brian Jacobson (KLJ). Absent were Don Kosse and Dennis Helland, Cindy Schewhr, BC Commission and Kevin Skramstad, KLJ.

Vice chair Larry Welken opened the meeting. Tim Logan moved to approve the minutes from the previous meeting with the following correction/additions: the bill for Braun was for soil sampling for the new proposed new hangar project. Steve Nielson seconded the motion and the motion carried.

Manager's Report

Mike's report included the following:

- a) little increase in activity - flight instructor is seeking students
- b) request for electrical outlet outside of the terminal for transient planes, given ok
- c) wage issue was tabled pending county wage information from Cindy Schwehr
- d) tug block heater installed, stored in maintenance building
- e) payloader oil changed, equipment getting ready for spring
- f) cone replaced after being hit several times, drain by #9 should be repaired in spring
- g) log chain purchased for snow dozer
- h) tractor injector pump may need work - manager will contact John Deere
- i) portable heater, pull rope will need replacement soon
- j) issue with runway lights, relay issue incorrect fit, Edling is working on it
- k) issue with PAPI lights, been repaired - loose connection

The clerk reported the QuickBooks read only program is estimated to be \$1,600. Discussion continued on getting reports to the manager from the monthly records. The clerk reported she has been working but is not finished with the 2012 financial report.

Shawn Anderson reviewed items from the UMAS sessions he attended.

Hangar Construction

Brian Jacobson of KLJ requested the size of the proposed hangar be decided as soon as possible. 54' x 33' is the proposed size with 12 units and the building to be approximately 281 feet long, no heat. Funding was discussed.

Discussion was held on pros/cons and cost comparisons of individual paved driveways versus pavement across the front of entire building. Brian's recommendation was to pave in front of entire building if funds were available. Cost estimates for paving options will be brought to a future meeting.

As per the early figures gathered by KLJ, the building cost is estimated to be \$750,000 with approximately \$60-\$70,000 per unit. The board was in agreement the 2014, 2015 and 2016 entitlements will be used to pay for the project. 2013 entitlements will be used for hangar and taxi-lanes. ND grant applications are due March 22. In the absence of the chair, the vice chair signed the request for state aid.

Discussion on filling Don Kosse's un-expired term. Larry Welken spoke with Don regarding his resignation. The chair has received a letter from Don but as the chair is absent it was suggested the decision be tabled to a future meeting.

Employee job description for the clerk was discussed. Copies were distributed to the board by email.

Board member Steve Nielson wanted clerk to be aware of two entities - operations from the manager and administration from the authority chair. Tim Logan made a motion to accept the clerk job description as presented, seconded by Rick Anderson. The motion carried.

Employee wage reviews will be addressed separately at a special meeting to be held Tuesday, March 19 at 9:00 AM at the terminal. Larry Welken will contact Cindy Schwehr for county wage comparisons. Further discussion included adding an appointment to fill the potential unexpired board member position and hangar construction to the agenda for the special meeting.

Shawn Anderson shared information on internet dtn version available at a cost of \$142 per month.

The manager requested a printer for the terminal. Discussion was held on replacing the terminal computer as it may belong to Telvent/Schneider Electric. The clerk will check past records. Shawn Anderson moved to purchase a computer for the terminal and a printer. The motion was rescinded until further information can be gathered.

Fuel containment was discussed briefly with Jarrod Lindemann and Paul Lindemann of NVA who were present.

Jarrold Lindemann reported on north overhead door issues and some parts that may have been installed incorrectly. Jarrod and the manager were given approval to contact the company regarding repairs.

The clerk has sent a reminder with the billing to AAA to send copies of their Part 137 Certificate, applicator license, certificate of insurance to her office for her records in addition to copies that may or may not have been given to the manager. She did not request any additional items as it was discussed at the February meeting the policy is being reviewed and may be changed.

Steve Nielson reported he had communication from Don Olson regarding his availability for equipment repairs as he has done the past several years.

Discussion was held on a canopy improvement to the #9 hangar walk in the northwest corner as well as the slipper floor.

Tim Logan inquired again about the airshow and if everything was done. The fireworks remain to be sold, the Young Eagles rides will be scheduled and the ticket promotion ride is yet to be given.

Steve Nielson shared info from the UMAS including our AAND involvement, the annual dues of \$25 and Lori Jury being elected to serve as AAND secretary-treasurer.

A motion was made by Rick Anderson, seconded by Shawn Anderson and carried to approve payment of the following bills in the amount of \$9,145.43:

EXPENSES

5505	Phil Keys	wages	392.94
5506	John Miller	wages	1,605.24
5507	Lori Jury	wages	923.50
5508	Michael Lerud	wages	461.75
5509	VOID	-----	0.00
5510	VC Public Works	utilities	619.52
5511	Century Link	AWOS	44.04
5512	Century Link	telephone/internet	162.11
5513	Grotberg Electric	repairs/maint - 10-100 watt lamps	140.30
5514	Lori Jury	UMAS travel	67.80
5515	Edling Electric	runway & PAPI light repairs	1,696.40
5516	Perkins	courtesy auto expense	226.07

5517	Dennis Helland	UMAS travel	89.27
5518	AP Equipment	payloader filter	6.50
5519	Broken Spoke	monthly meeting	105.51
5520	VOID	-----	0.00
5521	Shawn Anderson	monthly meeting expense	28.75
5522	Dennis Helland	monthly meeting expense	28.75
5523	Ace Hardware	2 shovels, shop vac, janitorial	207.06
5524	Dakota Plains Coop	shop supply	7.49
5525	CarQuest	shop supply, tug	24.33
5526	Handy Hardware	safety cone, parts cleaner, f filters	56.42
5527	BC Hwy Dept	blade	222.00
5528	VC Postmaster	postage	46.00
5529	O'Day Equipment	fuel cap	45.01
5530	Steve Nielson	UMAS reimbursement	463.28
5531	Verizon	manager cell phone	58.98
5532	MDU	utilities	144.63
5533	Schneider electric	final pay dtn	574.42
DC	Ramada Plaza Suites	UMAS loding 3	656.40
OL	1and1.net	website - 3 months	40.96

TOTAL MARCH EXPENDITURES **\$9,145.43**

RECEIPTS

#5367 Valley Lumber	VOIDED from AirShow	\$18.50
#5277 ND Petroleum Fund	lost check replaced 10/4	200.00
Barnes County Treasurer	mil levy	46,297.92
Todd Mark	#9 annual rent 2013	1,000.00
Mutli Service	fuel sales	3,918.76
Bob Matthews	#9 annual rent 2013	1,000.00
VC Flying Club	#9 annual rent 2013	1,000.00
Jerry Johnson	#9 annual rent 2013	1,000.00
Cass County Electric	capital credits 198	13.04
Mike Pfeifer	#9 annual rent 2013	1,000.00
Lakeview Aviation	2012 AAA fee	250.00
Steve Nielson	#9 annual rent 2013	500.00

TOTAL MARCH RECEIPTS **\$56,198.22**

February Balance	\$491,661.88	Checking Acct	\$18,629.28
March Receipts	+ 56,198.22	Money Market	\$520,085.39
Less Disbursements	- 9,145.43		
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March 2013 Balance	\$538,714.67		\$538,714.67

With no other business to come before the board, the meeting adjourned.

Lori Jury, BCMAA clerk

