

Barnes County Municipal Airport Authority  
April 1, 2013

The Barnes County Municipal Airport Authority Board met on Monday, April 1 at Sabirs with the following board members present:, Dennis Helland, Steve Nielson, Larry Welken, Tim Logan, Rick Anderson, Shawn Anderson, clerk Lori Jury and manager Mike Lerud. Also present were Steve Synhorst and Brian Jacobson (KLJ) and Paul and Jarrod Lindemann. Cindy Schewhr, BC Commission and Kevin Skramstad, KLJ. Absent was Rick Anderson.

Chairman Dennis Helland opened the meeting. Steve Nielson moved to approve the minutes from the previous meeting. Larry Welken seconded the motion and the motion carried.

Brian Jacobson, KLJ reviewed the business plan with estimated costs/revenues prepared for the hangar project. Shawn Anderson made a motion to approve and sign the business plan. Tim Logan seconded the motion and it carried.

Steve Synhorst shared information regarding the visual PCI (pavement condition index) study done late last fall, commissioned by NDAC and the results for our airport. The summary map was distributed to the board. The analysis concluded work needs to be done on concrete parking pads, taxiway into the apron and the apron is such that it needs work now to prevent major reconstruction in the near future. The agricultural pad is also listed as failed. To apply for federal funding it first needs to be proven the airfield needs have been met. Estimated costs for the above mention items were presented as prepared by KLJ for approximately 270,000.

Options discussed included

- 1) hangar building construction being done first versus pavement repairs
- 2) funding methods including airport monies, bonds and annual entitlements
- 3) state versus federal funding and regulations & future uncertainty
- 4) moving location to #2 hangar spot and changing size of building

More research will be done on all of the items discussed and brought to a future meeting before a decision is made.

The dip and crack problem on the sides of the new runway has been surveyed. KLJ is doing more research past problems in this area and ground shifting. The center of the runway has not cracked settled or moved.

Don Kosse's resignation was accepted. Larry Welken moved to place an ad in the newspaper advertising the position and asking for letters of interest to be submitted by April 20. Tim Logan seconded the motion and it carried.

Manager's Report included the following:

- a) steady traffic
- b) Braun report has been received - top soil will need to be removed
- c) discussion on where to put outlet box near terminal
- d) #2 fuel & additive was purchased
- e) JD tractor is in good working order & does not need additional repairs
- f) dtn equipment will be returned - company packaging will be ordered
- g) Denny will get a NOTEM form to add manager
- h) having clerk pick up airport mail at Mike's office

The Lindemanns reported the big door repairs to their building may possibly be done in June.

Larry Welken made a motion, seconded by Tim Logan to award an aviation grant to the VC Flying Club in the amount of \$3,000. The motion carried.

Employee wages for John Miller and Phillip Keys were reviewed using wage information from Barnes County. Larry Welken made a motion to raise the hourly wage for both employees to \$15.00. Steve Nielson seconded the motion. The motion carried.

The clerk presented and reviewed the 2012 financial report and a five year comparison. The 2012 audit is being done by the accountant. No questions were brought forth.

The motion was made by Shawn Anderson to have the building committee formed in January to continue as a buildings and ground committee to serve indefinitely. Committee members are Shawn Anderson, Steve Nielson and Rick Anderson. The chair requested notification of any meetings. The committee responsibilities would include "any issues at the airport relating to grounds and buildings activity at the airport" as per Mike Lerud, manager. Tim Logan seconded the motion and it carried.

An employee review was held for the clerk. The clerk asked for clarification of the notice given and when the other employee evaluations would be done. It was reported the manager will be doing employee reviews for John Miller and Phil Keys. The clerk was told it was part of the agenda for the March special meeting which was canceled due to weather. Several questions and concerns were discussed. Steve Nielson asked the review be revisited after the meeting with the BC States Attorney.

Shawn Anderson moved and Larry Welken seconded to have a meeting will be held with the BC States Attorney to clarify the procedures followed to issue airshow ticket refunds. Attending the meeting will be Cindy Schwher, BC Commission, Steve Nielson, board member, Dennis Helland, chairperson and Lori Jury, clerk. The motion carried.

Shawn Anderson moved and Larry Welken seconded to allow all utilities and the Carquest invoices/statements to be paid when due and not to wait for approval at a regular monthly meeting. The motion carried.

A motion was made by Tim Logan, seconded by Shawn Anderson and carried to approve payment of the following bills in the amount of \$14,835.89:

#### EXPENSES

5534	Lori Jury	wages	923.50
5535	Michael Lerud	wages	461.75
5536	John Miller	wages	1,605.24
5537	Phillip Keys	wages	286.75
5538	Dakota Bank	annual box rent	17.00
5539	VC Public Works	utilities	812.59
5540	CarQuest	equipment maintenance	286.01
5541	Dakota Plains	equipment fuel/maintenance	1,986.64
5542	Century Link	telephone/internet	162.11
5543	Century Link	AWOS	44.04
5544	Barnes County Auditor	insurance	1,594.00
5545	VC Times Record	classified ad	68.00
5546	Schneider Electric	dnt equipment return	30.00
5547	Shawn Anderson	UMAS reimburse, meeting	145.10
		mileage, terminal map	
5548	Casey Burchill	#9 fuel reimbursement	500.00
5549	Darin Hannig	#9 fuel reimbursement	500.00
5550	Valley Officeworks	office supplies	13.66
5551	VOID		0.00
5552	Sabirs	monthly meeting expense	159.48

5553	Dennis Helland	travel monthly meeting	28.75
5554-56	VOID		0.00
5557	Ace Hardware	grounds maint/repairs & maint	112.85
5558	VC Flying Club	aviation grant	3,000.00
5559	Verizon	manager cell phone	58.90
OL	IRS	1st Qtr 941 payroll tax	1,912.30
5560	MDU	utilities	127.22
<b>TOTAL APRIL EXPENDITURES</b>			<b>\$14,835.89</b>

**RECEIPTS**

Fairhill Properties	#9 rent (2 months)	240.00
Martin, Douglas	#9 rent (1/2 year)	500.00
Miller, John	reimburse shop vacuum	120.00
Brueske, Rick	website sale item	10.00
Brueske, Rick	#9 rent (3 months)	250.00
Hovland, Keith	#9 2013	1,000.00
General Air Service	#7 iand lease 2013	375.00
BC Taildraggers/T Bryn	#9 rent	1,000.00
Barnes County Treasurer	mil levy/telecom	3,787.04
Cash	terminal refreshments	27.91
Mutli Service	fuel sales	12,158.77
US Treasury	2012 payroll tax refund	58.06
Dennis Helland	lunch reimbursement for guest	10.50
Willow Range Farms	#9 2013 rent	1,000.00

**TOTAL APRIL RECEIPTS** **\$20,537.28**

<b>March Balance</b>	<b>\$538,714.67</b>	<b>Checking Acct</b>	<b>\$24,330.67</b>
<b>April Receipts</b>	<b>+ 20,537.28</b>	<b>Money Market</b>	<b>\$520,124.96</b>
<b>Less Disbursements</b>	<b>- 14,835.89</b>		
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<b>April 2013 Balance</b>	<b>\$544,416.06</b>		<b>\$544,455.63*</b>

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

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Lori Jury, BCMAA clerk

\*includes \$39.57 error - will bring corrected minutes to meeting. LJ

*savings interest money market*