

Valley County Airport Commission
Tuesday November 14, 2023
Wokal Field Airport Terminal Building
89 Airport Road
Glasgow, MT

PRESENT: Jayson Nelson, Joe Reyling, Darrell Morehouse, Manager Lucas Locke, Secretary Darcia Schindler

ABSENT: Kristie Brabeck, Russell Leader

OTHERS: Commissioner Tweten, Jim Greil - DOWL

The meeting was called to order at 6:00 p.m. by Chairman Jayson Nelson, Chairman Nelson called for public comment.

October 10, 2023, meeting was reviewed.
A motion was made by Darrell Morehouse and seconded by Joe Reyling to approve the minutes. Motion carried.

October Claims

The following claims were presented for review and approval.

Airside Solutions	Supplies	66.38
BS Central	Purchased Services	120.00
Car Quest	Supplies	77.27
Car Quest	Supplies	31.44
City of Glasgow	Utilities	41.35
City Service Valcon	Jet Fuel	38,203.40
City Service Valcon	AV Gas	47,106.69
DOWL	Master Plan	6,051.66
DOWL	Electrical Upgrade & Vault Install	5,127.45
Ezzie's	Airport Fuel	261.31
Ezzie's	Supplies	17.00
Fall Line	Supplies	4,632.11
Hi-Tech Electric	Repairs	622.49
Ideal Manufacturing	Supplies	299.83
Jimmy's Sprinklers	Purchases Services	60.00
John Deere Financial	Supplies	141.12
Lucas Locke	Travel	91.50
Markle's Inc.	Supplies	16.99
Markle's Inc.	Supplies	32.97
Markle's Inc.	Supplies	104.07
Markle's Inc.	Supplies	151.03
Markle's Inc.	Supplies	54.99
Markle's Inc.	Supplies	371.97
MDU	Utilities	-227.23
NATA	Purchased Services	288.00
Northern Montana Textile Services	Purchased Services	33.49
Northern Montana Textile Services	Purchased Services	33.49
NorthWestern Energy	Utilities	1,458.83
NorVal Electric	Utilities	32.00

O'Reilly's	Supplies	202.71
O'Reilly's	Supplies	35.97
O'Reilly's	Supplies	14.73
O'Reilly's	Supplies	52.96
O'Reilly's	Supplies	24.99
O'Reilly's	Supplies	99.02
Scottie Express Wash	Purchased Services	28.67
Triple A Glass	Repairs	159.50
Torgerson's	Repairs	320.00
Town of Opheim	Opheim Airport	2,800.00
Valley County Treasurer	Refuse Assessment	435.00
Visa ~ Airport Card	Supplies	885.08

A motion was made by *Darrell Morehouse* and seconded by Joe Reyling to approve the claims.
Motion carried.

FINANCE REPORT:

Cash Balance on October 1, 2023,	\$143,355.95
Income	82,224.66
Expenses	<u>-95,360.16</u>
Cash Balance on October 31, 2023,	\$130,220.45

FUEL SALES REPORT

Jet Inventory:	3,695	
Purchased 10,000 gal	10/11/2023	\$3.82
Our Current		\$5.35
Price:		
Current	14-Nov	\$3.82
wholesale:		
Our Markup:		\$1.53
100LL Inventory:	6,900	
Ordered 10,000	10/17/2023	\$4.71
Our Current		\$5.90
Price:		
Current Wholesale:	14-Nov	\$4.42
Our Markup:		\$1.19

AIRPORT MANAGER'S REPORT

Employee Update:	Hired Robert Rodriguez, he started November 1 st .
Credit Card POS:	Current card reader not supported anymore. City Service is sending us a replacement.
Hangar Door:	New gearbox has been ordered from Winsmith by Motion Industries.
Fuel Equipment:	ProFlo tech installed engine block heater, new pulser and large digital display. The truck has been working since then. We installed a new cold weather hose provided by ProFlo. Hi-Tech Elec installed dead man switch. Valve does not operate properly. Ordering fuel filters and complying with Facet filter ban. Jet truck single point nozzle being rebuilt.
City Service:	Sawyer called to ask about us upgrading to the new self-serve system. Prices go up on Jan 1. We can get the order in before then and still install it later. Reminder that City Service has offered to purchase the new unit with a new contract. We would still have to pay for the installation.

Equipment: New lights installed on Freightliner
 Oshkosh Truck: is still at Thompson's. Radiator Leak, rear diff leak, plugged heater core, starter solenoid, engine fan switch. Replacement cutting edges have all been delivered.
 Fire Truck: has had oil serviced.
 New Holland: Window replaced.
 Replaced photo sensor circuit board for the tilt up gate.
 Triple A is going to caulk all the windows. They recommend having a contractor do the repairs to the windowsills.

Aviation Conference: Montana Aviation Conference February 29 – March 2, 2024
 Butte Copper King Convention Center \$110+tax per night.
 Conference Fees and Meals \$308

National Based Aircraft Inventory has been updated 11/14/2023

CAPE AIR REPORT

October Performance

GGW – BIL: 85% Completion, 94% Controllable, 68% On Time, 50% Load
 BIL-GGW: 85% Completion, 94% Controllable, 68% On Time, 45% Load

DOWL REPORT

PROJECTS

REIL Replacement / Seal Coat - Design Project (FAA AIP 021-2020)

- Project work 100% completed. FAA closeout completed. All fiscal obligations completed.

Master Plan / Aerial Survey / ALP (FAA AIP 024-2021)

- 3 alternatives discussed and agreed upon by GGW & FAA March 2023.
- 2nd AC meeting held May 10th (alternatives). June GGW Brd - no consensus on preferred alt.
- Public open house held August 8th from 3:30 to 6:00 at STAT Air (only one POH this MP)
- Jim presented alternatives at Aug Board meeting. Alt 1 was approved.
- FAA Delphi RFR for all invoices up thru #13 submitted and paid by FAA

Pavement Maintenance Project – Construction / CA (FAA AIP 026-2022)

- Project work 100% completed. Final FAA closeout report submitted beginning of 2023 and resubmitted to new GGW FAA ADO PM (Tracy Stoner) Oct 2nd, 2023. Still awaiting FAA approval.
- RFR 03 for payment up to 97.5% (\$102,184.22) was submitted, approved and paid to GGW Sept.

Vault & Electrical Upgrades – Design / CA / Construction (FAA BIL grant pending)

- Predesign completed with FAA.
- MDT grant
 - Submitted request November / represented GGW at Jan 2023 meeting.
 - GGW awarded \$30,005 grant at meeting (in support of sponsor's share)
- Scope / Fees Developed
- Environmental NEPA approved FAA (March 1st deadline)
- Independent Fee Estimate (IFE) completed March 13th.
- Scope / Fees & Record of Negotiation (RON) delivered to FAA for approval on March 17th.
- FAA approved RON on April 26th.
- DOWL submitted Task Order (TO) to GGW for signature(s). TO signed by GGW June 6th.
- Design 100% complete / DOWL worked with Sand Electric for on-site info.
- Plans, Specs & Est completed. Bid ads in Aug. Bid open date was Sept 13th at 10:00 in GGW.
- 2 bidders submitted (Pavlik \$286,000 & Spencer \$357,960).
- ROA to Pavlik sent to GGW and approved. FAA approved Pavlik ROA Sept 28th.
- DOWL issued NOA to Pavlik
- DOWL will submit an FAA grant ap(s) for the total project amount
- Pavlik expects that construct may be postponed until fall of 2023 due to concrete vault supply issue. We will know more after we start receiving project submittals.
- Project costs unlikely to affect scheduled NPE transfer to Big Timber

• **NOTE – Just to Recap** - As a reminder... this project is anticipated to be completed under a single FAA BIL grant (instead of two) to save cost and time. Since FAA BIL grants are 'preloaded', the typical FAA NPE grant deadlines do not apply.

• **Tentative Schedule (Design & Construction):**

- ~~PreDesign Follow Up Meeting Nov 18, 2022~~
- ~~MDT Grant Ap Submit Nov 15, 2022~~
- ~~OEAAA Early Proj Coord Form Dec 2022~~
- ~~MDT Grant Hearing Jan 2023~~
- ~~NEPA Compliance / Approval Feb / Mar 2023~~
- ~~Scope / Fees / IFE / RON Mar 2023~~
- ~~FAA RON approval Apr 2023~~
- ~~TO signed by GGW May 2023~~
- ~~NPE Transfer Docs to FAA None Pending~~
- ~~Design Project 90% Submittal Jul 2023~~
- ~~FAA Design Approval Sep 2023~~
- ~~Contract / Bid Advertisement Sep 2023~~
- Bid ROA / NOA / FAA BIL Grant Ap Oct 2023
- FAA BIL Grant Award Dec 2023
- NTP / PreCon / Kickoff meeting Jan 2023
- Project Construction TBD (possible supply issues)
- Project Closeout TBD

Taxiway Reconstruction - Environmental Assessment

• In lieu of the Oct FAA ADO meeting between the FAA and GGW representatives, (details below), this project has been cancelled, and this will be the last report with this section included.

Hangar Door Repair - (FAA AIP TBD pending)

• Lucas informed us just recently of the issue with the GGW hangar door. We have begun some investigation as to what (if any) FAA funding may be eligible to help with replacement of the door and related items. Generally speaking, rehabilitation (NOT Maintenance) projects on rev gen facilities are eligible under AIP, however, if NPEs are used, in whole or in part, the airport must certify all airside needs are met AND understand that SA or Disc funding requests may not be considered for 3 years following the grant. The SA and Disc funding limitation does NOT apply when only BIL funding is used, therefore, it may be best to try and use BIL funding for the repairs. We will discuss further during the Board meeting.

CAPITAL IMPROVEMENT PLAN (CIP)

- CIPs were due no later than Sept 1st (45 days earlier than past deadlines).
- GGW approved and signed draft CIP as submitted at Aug Board meeting.
- DOWL completed all required forms and submitted CIP to MDT/FAA before Sept 1st.
- At the FAA's ADO GGW meeting in October, the FAA informed GGW that there will likely be no more discretionary or state apportionment money available to GGW in the near future. As a result, GGW will need to reassess and redevelop their current CIP, and resubmit it to the FAA. This change represents both good and bad news for GGW. While GGW is now relieved of the burden of the taxiway realignment (for now) and can pursue projects that the GGW Board deems the most important, it also represents a significant blow to overall FAA funds that might be available in the immediate future. DOWL will discuss alternatives to the CIP and future projects at the Nov meeting and produce an alternative CIP to the Board for review afterwards.
- **Recap – What are NPE & BIL Funds?**
 - **NPE** – (Non-Primary Entitlement) GGW is eligible to receive up to \$150,000 each year from the FAA for use towards FAA eligible projects, at 90% of match. NPE amounts are allocated to GGW based on projects within the GGW CIP over the next 5-year period.
 - **BIL** – (Bipartisan Infrastructure Law) GGW will be awarded **\$159,000** per year, for the next 5 years, starting in 2022. BIL funds are similar to NPEs but follow FAA "Passenger Facility Charge" (PFC) rules. Abbreviated Highlights are:
 - 5% local match (NPEs are 10% usually)
 - Slightly more flexible than NPE funds
 - Cannot be transferred between airports like NPE funds.
 - Accrue and expire like NPE funds (3yrs to hold, but must be obligated in 4th year)
 - Can be used in conjunction with NPE funded projects but requires separate grant & administration.
 - Like NPE's, BIL funds cannot be used towards a sponsor's 10% match requirement.

NPE Transfer(s)

Pending

- **To 6SO** - As per Board discussion, the expired NPE agreement to transfer back funds to Big Timber will be completed in 2024 (as reflected in CIP) – The amounts and times may need to be amended slightly depending on money available for Electrical Vault project. Due to the elimination of the twy EA, the NPE transfer is likely possible as currently scheduled.
- **To CII** – As per existing agreement, \$50,000 may be transferred back to CII in 2024 (recip for transfer to GGW in 2021) CII may allow a delay, but GGW will keep in CIP to be paid for now.

FAA Annual Reporting – DBE, SF425, SF 271, and related.

- **FAA annual DBE report**
 - DOWL (Megan Zollars) submitted annual DBE reporting to FAA.
 - FAA approved FY22 DBE Annual Uniform Report
- **FAA Goal Setting** – DOWL submitted DBE goals on behalf of GGW in July. FAA approved DBE goals on Sept 6th. DBE goal is 10.99% Race-Neutral.

MDT Grant & Loans

FY-2023 Awards (granted January 2022)

- Available July 1, 2022, thru July 1, 2023 / Extension requests due May 19, 2023

Airport Project	Estimated Project Cost	Sponsor Funds Match	Amount Requested GRANT	Amount Requested LOAN	Aero Board Allocation GRANT	Aero Board Allocation LOAN
GLASGOW (WOKAL FIELD/GLASGOW-VALLEY COUNTY)						
Rehabilitate Runway	\$430,000	\$43,000	\$43,000	\$0	\$38,700	\$0
Rehabilitate Taxiway	\$130,000	\$13,000	\$13,000	\$0	\$11,700	\$0

- The funds above were in support of the recently completed pavement maintenance project.
 - RFR for these funds was processed by MDT Dec 28th, 2022

FY-2024 Awards (granted January 2023)

- Available July 1, 2023, thru July 1, 2024 / Extension requests due May 17, 2024

GLASGOW (WOKAL FIELD/GLASGOW-VALLEY COUNTY)						
Rehabilitate Runway Lighting/Electrical Vault	\$353,000	\$35,300	\$35,300	\$0	\$30,005	\$0

- The funds awarded above were in support of:
 - GGW Electrical Upgrades and Vault. These funds have not been requested (RFR) yet – An RFR will be submitted after issuance of FAA BIL grant for electrical project.

FY-2025 MDT L&G Application (to be awarded January 2024)

- MDT FY 25 grant applications are due November 15th, 2024. DOWL has submitted MDT grant applications for the following projects and amounts on behalf of GGW:
 - GGW – Electrical vault Project (summer 2024) - \$25,318 (represents remaining 10% local required match costs not currently covered by the existing MDT FY 24 grant award from last year (\$30,005).
- The MDT grant hearing / awards meeting has not been set, but is usually in late January

Other

- **Annual HLN FAA ADO / MAMA Conf** - The DOWL team met with the new GGW FAA PM representatives (Tracy Stoner & Jared Wingo), and other local FAA ADO officials at 11:00 Oct 23rd. The FAA is undergoing severe financial shortfalls right now, so future CIP projects are likely subject to not being able to receive State Apportionment or Discretionary funding. FAA is open due to continuing resolution thru end of Nov, and has funding authorization thru end of Dec. This shortfall will directly impact future CIP projects for GGW (as noted above)

A motion was made by Darrell Morehouse and seconded by Joe Reyling to pay back NPE’s to Big Timber. Motion carried.

NEW BUSINESS:

TSA discussed with Manager Lucas Locke about TSA's lease renewal. TSA would like to do a new lease for 5 years with two 5-year lease renewals in one contract. They did have some stipulations for some maintenance within the lease. There was discussion about increasing the lease amount with an increase of 2% every year. Manager Lucas Locke will have County Attorney, Dylan Jensen look over the renewal and report back to the Airport board in December.

Manager Lucas Locke informed the Airport board of the problem with the heater in the snowplow lean to. The pilot light keeps going out. Lee Riddick's Plumbing came and looked at the heater. When they tried to light the heater flames blew back, which has also happened to Lucas Locke in the past. Lee Riddick's Plumbing suggested looking at replacing the heater. A motion was made by Joe Reyling and seconded by Darrell Morehouse to purchase a new heater after checking on prices. Motion carried.

OLD BUSINESS

Discussion was held on the pasture lease. Lucas Locke and Jayson Nelson drove the perimeter of the pasture fence and checked on the condition of the fence. For the most part, the poles were in good condition. There were a few rotten ones. Mr. Nelson talked to Roy Hughes about the condition of the fence. Mr. Nelson didn't think they needed all new corner braces. He felt with a few corner braces, about 4 or 5, replaced and maybe some poles the fence would be in good condition.

A motion was made by Joe Reyling and seconded by Darrell Morehouse to table the finding on the Hinsdale Airport and Manager Lucas Locke's finding from FAA on the Fort Peck runway lights until the December meeting. Motion carried.

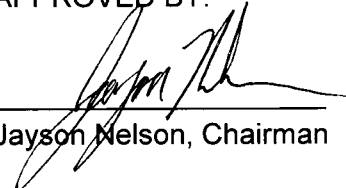
OTHER BUSINESS**PUBLIC COMMENT**

A motion was made by Darrell Morehouse to adjourn the meeting and seconded. By Joe Reyling. Motion carried.


Adjourned at 7:00 p.m.

The next meeting is December 12, 2023, at 6:00 PM.

APPROVED BY:


Jayson Nelson, Chairman

SUBMITTED BY:


Darcia Schindler, Secretary