

Valley County Airport Commission
Tuesday January 9, 2024
Wokal Field Airport Terminal Building
89 Airport Road
Glasgow, MT

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

ABSENT: Kristie Brabeck

OTHERS: Commissioner Tweten,

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

December 12, 2023, meeting was reviewed.
A motion was made by Russell Leader and seconded by Joe Reyling to approve the minutes.
Motion carried.

December Claims

The following claims were presented for review and approval.

BS Central	Purchased Services	100.00
Car Quest	Supplies	4.05
Car Quest	Supplies	109.63
City of Glasgow	Utilities	37.67
City Service Valcon	Parts	2,216.19
City Service Valcon	Jet Fuel	34,079.99
City Service Valcon	AV 100	34,902.20
City Service Valcon	Wing points	10.92
DOWL	Electrical Upgrades & Vault Install	8,963.85
e-Stop Business License	Purchased Services	636.00
Ezzie's	Airport Fuel	175.12
John Deere Financial	Supplies	0.47
Lee Riddick Plumbing & Heating	Repairs	2,350.00
Markle's Inc.	Supplies	54.87
Markle's Inc.	Supplies	60.31
Markle's Inc.	Supplies	3.92
Markle's Inc.	Supplies	31.17
Northern Montana Textile Services	Purchases Services	33.49
Northern Montana Textile Servies	Purchases Service	33.49
NorthWestern Energy	Utilities	1,765.14
O'Reilly's	Supplies	16.98
Thompson and Sons	Repairs	3,935.94
Visa ~ Airport Card	Supplies	4,726.18

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

FINANCE REPORT:

Cash Balance on December 1, 2023,	\$97,367.18
Income	71,,254.98
Expenses	<u>-76,241.11</u>
Cash Balance on December 31, 2023,	\$92,381.05

FUEL SALES REPORT

Jet Inventory:	9,500	
Purchased 10,000 gal	12/20/2024	\$3.40
Our Current Price:		\$4.90
Current wholesale:	9-Jan	\$3.46
Our Markup:		\$1.50
100LL Inventory:	9,700	
Purchased 8,000 gal	12/28/2024	\$4.36
Our Current Price:		\$5.90
Current Wholesale:	8-Jan	\$4.42
Our Markup:		\$1.54

AIRPORT MANAGER'S REPORT

Staffing:	Job posted in the buzz. One applicant so far.
City Service:	New self-serve QTpod has been ordered. We will have to set up the installation. I have ordered it with wifi connectivity, can add point to point wifi extender if we have connection issues. There will be a \$1200.00 yearly fee, maintenance included.
Fuel Trucks:	Avgas truck overfill prevention. Bottom loading from farm. Jet Truck, Air brake system, PTO problems.
Snow Equipment:	Need replacement battery in John Deere. Broom, two tire repairs.
TSA Office Lease:	New TSA lease at \$4.00 per square foot has been approved.
Terminal Lighting:	Lighting for the back of the terminal building parking area and entrances.
Upcoming Travel:	Essential Air Service Meeting in Billings: January 11, 2024 MDT Loan & Grant Meeting in Helena: January 17-18, 2024 Montana Aviation Conference February 29 – March 2, 2024 Butte Copper King Convention Center \$110+tax per night. Conference Fees and Meals \$308

CAPE AIR REPORT

GGW – BIL 98% completion, 88% on time, 45% capacity
BIL – GGW 97% completion, 90% on time, 47% capacity

DOWL REPORT

No Report

NEW BUSINESS:

Farm Lease bid opening was held at the regular monthly meeting. There was one bid from Miller Brothers Land Company, Inc. with a check enclosed for ten percent of the bid amount. The amount on the bid is \$28,345.39 per year. Lease runs from January 1, 2024, to December 31, 2028.
A motion was made by Darrell Morehouse to accept the farm lease bid for five years from Miller Brothers Land Company, Inc. and seconded by Russell Leader. Motion carried.

Lee Riddick purchased Lanny Hanson's hangar. The new lease was mailed to Lee Riddick in the amount of \$270.90 per year for the next five years. Lease will run from January 1, 2024 to December 31, 2028.

OLD BUSINESS

Airport Board members need to go and visit Hinsdale Airport to decide how to proceed with the runway problems at the airport. It will be discussed at the February meeting.

A letter was received from the Aeronautics Board. The letter stated the Aeronautics Board is requesting the airport lights purchased with FY 10 state grants be returned to the Aeronautics Division by April 1, 2024.

TSA lease renewal was discussed. The new lease increased \$0.40 per sq. ft. It is a five-year lease with a 2% increase each year, with an option to do two-five-year extensions. TSA would like new carpet in the TSA office area with the new lease. The Airport staff rented a carpet cleaner and cleaned the carpets in the terminal.

OTHER BUSINESS

Discussion was held on the City Service fuel lease. The lease is for five years, or 650,000 gallons of fuel purchased. If City Service is unable to supply fuel the Airport can purchase from another entity.

A motion was made to go with the five years lease, or 650,000 gallons of fuel purchased by Russell Leader and seconded by Joe Reyling. Motion carried.

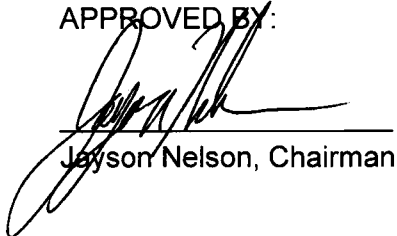
PUBLIC COMMENT

A motion was made by Russell Leader to adjourn the meeting and seconded by Joe Reyling. Motion carried.

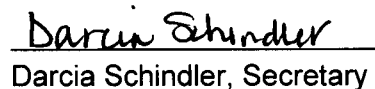
Adjourned at 6:30 p.m.

The next meeting is February 13, 2024, at 6:00 PM.

APPROVED BY:


Jayson Nelson, Chairman

SUBMITTED BY:


Darcia Schindler, Secretary