

AIRPORT COMMISSIONERS MEETING MINUTES

Monday, March 9, 2026 Flight Service Bldg 2 pm

Present: Doug Phair, Paul Grutkowski, Jeff Faycosh, Kevin Thomason, Justin Strub, Tye Ketchum, Dorothy Willems (Secretary), and Brad Davis (Manager).

Guest: None

Absent: Pat Llfto

Meeting was called to order by Vice Chairman Paul Grutkowski at 2:09

APPROVAL OF PRIOR MEETING MINUTES

Justin Strub made a motion to approve February 9, 2026, minutes. Kevin Thomason seconded the motion. Motion carried.

- **Financials** – Checking Balance \$241,363.56, Receivables \$18,937.31, Salaries February and March 2026 -\$20,000 estimated, City Charges for February and March \$-4,394.60, Airport Improvement Balance of \$89,953.15, Hanger 9 Loan Pay of \$100,000 over 10 years and Mt Intercap Loan for Hanger 10 with \$-56,367.60 payoff balance when we receive \$308,000 reimbursement, and Hanger 9 Loan payment -\$13,750 including interest equals estimated cash balance of \$543,741.82. The cash balance includes the loan amount for Hanger 9 Door which will have to be paid off \$10,000 plus interest annually for the next 10 years. Loan amount of \$100,000 and Grant amount of \$34,628.90 for the Beacon Reimbursement has not been received as of March meeting
- See the financial report for information on the loan balances of December 2025 and when each will be paid off.

OLD BUSINESS

Status of Hangar Rental Agreements and Liability Insurance

- After review of the Rental Agreement by Hannah Schantz's for the legal opinion regarding the amount and type of insurance she may advice, her suggestion was to change "named assured" to "other assured". Revised agreement was reviewed. Kevin Thomason made a motion to accept the agreement as presented. Jeff Faycosh 2nd the motion. Motion carried.

KLJ Report / Nathan Schroht (Report Attached)

- **BLM Seat Base (Non-FAA)**
 - 65% of plans were submitted to the BLM and Airport on February 20, 2026. Bidding documents are being developed. Once 65% plans have been reviewed and returned with comments, the final plans will be prepared and submitted for final review.
- **SRE Acquisition Snowplow (AIP FY 2026)**
 - Task order has been executed. Specification and bidding documents are being developed. The Engineering report is anticipated to be submitted in the next couple weeks. A draft specification has been submitted to the airport. Bid advertising is anticipated to begin in mid-April.
- **Hangar 10 Reimbursement (AIG FY 2026)**
 - Grant is currently at headquarters for review.
- **Action Items Required of Sponsor**
 - Continue to review Airport Capital Improvement Plans for updates. The final CIP will be prepared for the April meeting for the Sponsor's signature.
- KLJ did contact NV5 Geospatial regarding the airport aerial photo. KLJ is coordinating the new photo to be shipped to the airport.

Papi Lighting Problems

- Brad Davis reported conversation at the ADS Conference change in staff indicated it's unknown where the ordering of parts for Papi Lights on Runway 4 are at this time. They will report back to the airport.

Siding quote for Roundtop Hanger 3

- Bids were received from Oakland with two types of siding for \$19,000 and \$27,500. Oddy Construction bid two different sidings also amounting to \$34,705.86 and \$40,231.67. Bids were reviewed and discussed. Jeff Faycosh made a motion to accept the Oakland Bid # 342 for \$19,000. Justin Strub seconded the motion. Motion carried.

Staff Replacement for August 2026 and Airport Fueller/Maintenance Pay Scale

- Brad Davis presented information on his investigation of salary pay scale from other airports and the non-union wage metrics for Airport Fueller/Maintenance requesting assistance in pay scale range to offer the new full time position filling when Jeff Langkow leaves March 31st. Right now, it is posted internally for a week. The committee assigned to assist Brad in hiring is Paul Grutkowski, Pat Lifto, and Justin Strub. Pay Scale options were discussed and # of positions needed. Brad felt winter months only two were required but summer months 2 full time and one part time. Sunday on call was discussed and board felt for Sunday's Brad could determine if someone needed to be at the airport or on call depending on the airport traffic he expected. Justin Strub made a motion to have salary scale between \$22-\$28 depending on Aviation, mechanical and equipment experience the applicant has. Doug Phair seconded the motion. Motion carried.

P&A Media Lease

- No sign lease received. \$1000 was received for the current invoice but no signed contract. Brad was asked to contact P & A Media advising them when we receive an agreement we will waive the remaining past due on previous billing.

NEW BUSINES

CLAIMS

- Total Claims = \$69,574.71 including fuel cost of \$54,500, repair of lift hydraulic leaks by JLG estimated cost of \$8000 and Storm Water Permit of \$1,500.00. Suggestion to Brad to investigate other plans with Verizon. Doug Phair made a motion to approve March 2026 claims in the amount of \$69,574.71. Kevin Thomason second. Motion Carried.

MANAGERS REPORT (Copy Attached)

- Operations are normal and Brad is having Matt work less. Jeff is finishing repairs on Golf Cart and will be replacing the Avgas Pump in the week of the 9th.
- Hanger Rent \$75
- Wortman requested information regarding potential new hanger 60x60 hanger and 20x20 out building being built on airport property and digging of a well for water close to the facility. The board advised Brad they were open to receiving plans and investigating the situation with FAA.
- Brad is working on removing old equipment that has been stored on the airport for years including old truck, boat, etc.
- Fire Truck Replacement was discussed and will investigate with FAA about replacement.

No Public Comments

ADJOURNMENT – Vice Chairman Paul Grutkowski adjourned 3:50. Next meeting April 13, 2026.