

AIRPORT COMMISSIONERS MEETING MINUTES

Monday, April 13, 2026 Flight Service Bldg. 2 pm

Present: Paul Grutkowski, Pat Lifo, Jeff Faycosh, Kevin Thomason, Justin Strub, Dorothy Willems (Secretary), and Brad Davis (Manager).

Guest: Nathan Schroht (KLJ)

Absent: Doug Phair and Tye Ketchum.

Meeting was called to order by Vice Chairman Paul Grutkowski at 2:00

APPROVAL OF PRIOR MEETING MINUTES

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

- **Financials** – Checking Balance \$196,542.99, Receivables \$27,340.24, Salaries March 2026 and April 2026 -\$40,000 estimated, City Charges for March and April \$-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, Hanger 9 Loan payment -\$13,750 including interest, State Aeronautic Grant for Beacon Expenses \$34,628.68, Hanger 9 Loan Payment -\$13,750.00 and \$19,000 to Oakland for repairs on Hanger 3 equals estimated cash balance of \$522,952.92. 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 have not been received as of April meeting
- See the financial report for information on the loan balances of December 2025 and when each will be paid off.

OLD BUSINESS

Papi Lighting Problems

- Brad Davis reported PAPI Lighting Board is here. Brad, Pat Lifo, Paul Grutowski will be installing it.

Siding quote for Roundtop Hanger 3

- Oakland has the siding installed but the invoice for payment has not arrived. The quote was \$19,000.

P&A Media Lease

- \$1000 was received for the current invoice but no signed contract

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. No response from the BLM has been received as of Friday April 9. 15 days turn around expected.
- **SRE Acquisition Snowplow (AIP FY 2026)**
 - Draft specification has been prepared. Need Airport to review and comment. Once Airport review is finished, bidding package will be submitted to the FAA for authorization to advertise. 90%-5% reimbursement expected.
- **Hangar 10 Reimbursement (AIG FY 2026)**
 - Grant is expected to be offered this month. Date of 424 Form needs to be completed. 90% reimbursement is expected by end of the month.
- **Action Items Required of Sponsor**
 - Final Capital Improvement Plan is due June 15th. Updated sign and marking plan for the airport has been drafted and needs review prior to submission to the airport. Copy was left with Brad for review. Signatures are expected at the next meeting.
 - Runway Lighting being switched to LED Lighting requested in the 5-year plan. It's on the plan for after 2030 but may be able to be moved earlier year.
 - 2029 Runway Maintenance Scheduled. Last sealing was 2016.

- Moving the gate and using the old gate for a highway entrance was discussed for 2031 and beyond in the 5 year plan (#7).
- **Construction of new hanger on Airport property**
 - 60X60 Building with 80X80 footprint is requested. Brad will research more about the building location for FAA permissions. Questions regarding water rights.
- There is an airport aerial photo available, and it is available for new one for the airport. Price negotiation on pricing.

NEW BUSINES

- **Hanger Door Quotes**
 - Brad got 3 quotes for doors:
 - 42X10 one door \$19,962.
 - 42X10 three doors \$57,353
 - 80X14 one door \$50,828 for Hanger 3. The Board felt the Hanger 3 door would be the most beneficial but asked Brad to get more information regarding the removal of the rail and cement, recementing the area or maybe cementing the whole floor. Report at the next meeting.
- **Wind Damage**
 - Wind damage to Hanger 9 light which has been repaired and damaged to the roof on Flight Service Building. Brad is investigating doing the repair by airport personnel instead of turning over to insurance. Part of the fence was torn down which has been repaired.

CLAIMS

- Total Claims = \$41,055.15 including fuel cost of \$25,000, repair of lift hydraulic leaks by JLG estimated cost of \$8000, Building and Equipment Maintenance \$400, Vehicle Insurance \$1212, and Shop Tools of \$800.00. Pat Lifo made a motion to approve April 2026 claims in the amount of \$41,055.15. Kevin Thomason second. Motion Carried.

MANAGERS REPORT (Copy Attached)

- Gas Prices will have to be raised. Fuel sales are good with our prices being lower right now.
- Phillip 66 Inspection went very well. Filters will need to be updated.
- POS update will be changed to a tablet which will allow replacing the two credit card machines we have now and hopefully be able to allow credit card payments on invoices done at the airport. Possible changes to the Self-Service billing.
- Weight and measures will be done later.
- Summer operations are organizing and getting equipment ready for summer operations.
- Budget request by the mayor requested by next week. Not due till June so Brad will work on it.
- New HR (part time) person has been hired by the city. The hiring committee will be working with him on the new hire.
- Beacon Grant reimbursement from Montana Aeronautics expected by end of the month.
- Salary cost should be lower after the March city reports with March reports expected to have Jeff vacation pay.

No Public Comments

ADJOURNMENT – Vice Chairman Paul Grutkowski adjourned 3:11. Next meeting May 11, 2026.