

The regular monthly meeting of the Gallatin Airport Authority was held February 10, 2005 at 3:00 p.m. in the Airport Conference Room. Board members present were Richard Roehm, John McKenna, Steve Williamson, Yvonne Jarrett and Eric Hastings. Also present were Ted Mathis, Airport Director, Brian Sprenger, Assistant Airport Director and Cherie Ferguson, Administrative Assistant.

The first agenda item was to review and approve the minutes of the regular meeting held January 7, 2005. Richard Roehm moved to accept the minutes as mailed, John McKenna seconded the motion and it passed unopposed.

The second agenda item was the public comment period. Dennis Guentzel and Dawn Wade had comments they wanted to make regarding specific agenda items so they waited until those items came up.

The third agenda item was to consider the proposed terminal ramp and employee parking lot expansion projects. Ted Mathis requested approval for a 200' by 300' terminal ramp expansion, which will allow for additional aircraft parking at the terminal. The new asphalt space would accommodate two 757 size aircraft plus ground equipment. We usually have to tow an airbus to the old terminal for overnight parking. SkyWest will soon have two overnight aircraft at the terminal on Saturday nights.

There would be two drains for a deicer glycol separator if required for deicing later. Two new security lights would be installed as well. The expansion is consistent with the Master Plan.

All of our AIP funds for this year will be used to reimburse ourselves for land we acquired last year. Passenger Facility Charges (PFCs) would be used to pay the estimated cost of \$370,000 for the terminal ramp expansion. The second project, adding 67 new

parking spaces to the employee lot, is also eligible for PFC funding. The estimated project cost for the parking lot expansion is \$118,653.75. This project is in keeping with the Master Plan as well.

Following discussion and questions by the board, Mr. McKenna moved to approve the proposed terminal ramp and employee parking lot expansions. Yvonne Jarrett seconded the motion, which carried.

The fourth agenda item was to consider the request to place a memorial plaque at the new pilots' shelter – Doug Chapman. Mr. Chapman said there is a good location for the plaque on a stone facing the activity area to the north and is under the roof. All he and his associates are looking for is permission to put up a memorial for these three men whom they believe contributed greatly to the aviation community, and they would like to memorialize them. They believe it is appropriate because the pilot shelter is being built now and it is being built with volunteer labor. The funds have been collected for the plaque.

This was the agenda item Dawn Wade was going to comment upon but she felt Mr. Chapman's comments were sufficient so she abstained.

Mr. Roehm thanked Mr. Chapman and Mrs. Wade and all who worked on the project for their efforts and said that what goes on the plaque is the will of the people.

Eric Hastings asked how the shelter is being funded. Mr. McKenna said that this Board committed to \$30,000, of which about \$22,000 has been paid. Individuals have contributed \$8,000 so far. Mr. McKenna thinks the amount raised by the public needs to equal what has been contributed by the airport to finish the project.

Prugh and Lenon Architects donated the architectural drawings and Morrison-Maierle, Inc. donated the engineering.

There was some discussion regarding future plaques, but it was agreed not to side track this project by trying to decide what is good in the future. Mr. Hastings asked if someone would give some thought and propose a policy. Chairman Williamson asked Mr. Chapman to work with Mr. Mathis for a future design.

Mr. Roehm moved approval of the request to place the plaque at the new pilots' shelter. Mr. Hastings seconded the motion and it passed unopposed.

The fifth agenda item was to consider policy regarding commitment to integrity – Richard Roehm. Mr. Roehm said that, in light of the situation in Missoula, where the airport director there took more than \$645,000 and the Sarbanes-Oxley Act of 2002, an act passed by U.S. Congress to protect investors from the possibility of fraudulent accounting activities by corporations, he believes it is advisable for the Airport Authority to have a statement regarding integrity. He read a statement he drafted.

“The Gallatin Airport Authority Board holds itself and its associated components accountable for integrity, accuracy and honesty in all activities that pertain to the Gallatin Field Airport. This includes the Board’s expectation that it will receive truthful and accurate information from Board members, staff and other participants of Board activities. The Board specifically discourages carelessness with facts and inappropriate or misleading representations in all presentations to, or communications with and among the Board. The Board also expects Gallatin Field Airport operations, including those involving the Board, to be characterized by a willingness to voluntarily observe and maintain legal and ethical commitments by respectful interaction and by congruence between comment and actual practice.”

Mean what you say, say what you mean.

Steve Williamson and John McKenna think it is a good idea but aren't sure it would deflect a dishonest person. Mr. Hastings said it is good and a reminder to those who serve and anyone who reads it that there is an expectation. He said that a person of integrity is not born that way but builds to become that way. Integrity is a purity of motive and soul.

The Board members want to make sure that everyone knows that this statement is not motivated by current employees or Board members or users of the facilities, just the situation in Missoula and Sarbanes-Oxley.

The Board members discussed where to add the statement if they choose to accept it. Mr. Mathis suggested that it could be handed out to new Board members and be placed in the employee personnel manual.

Mr. Roehm moved to consider this item next month. Mr. Hastings seconded the motion. Mr. Roehm will draw up alternatives for changing the bylaws, making a resolution or adding it to the mission statement. The motion passed.

The sixth agenda item was to consider the request for a citizen review committee – Tom Nagorski. Mr. Nagorski said that the suggested agenda item was a request to survey the public to gauge its interest in the Gallatin Airport Authority establishing a citizen review committee, which will exist to receive public input, field grievances and expand lines of communication between the Authority and the public and to create a non-voting seat on the Gallatin Airport Authority for the chair of the citizen review committee.

Dennis Guentzel said he is happy with a survey if that is what the Board decides to do. He asked how the committee would be selected, what the selection criteria would be, the level of power or authority and if they could delay a Board action in the future. He also asked what is to be fixed?

Mr. Williamson asked if it is legal because it is not in the original document setting up the Board. Mr. Mathis said that he knows of other airports that have auxiliary members that are appointed by county commissioners. Mr. Mathis mentioned that a survey could be included in the quarterly newsletter.

The Board members asked Mr. Nagorski how he envisioned conducting the survey, who would be included in the survey, and what duties he would like the committee to handle. Mr. Nagorski said that conducting the survey was not in his field of expertise, that he would include all registered voters of Gallatin County and said the duties would be as he outlined in his original request.

Mr. Hastings said that the job description of the Citizen Review Committee is the same as the Gallatin Airport Authority Board, plus more, and that by establishing this committee it would be the equivalent of saying the Board members are not doing their jobs satisfactorily and should be fired. It is in fact a primary duty of the Board to (1) receive public input, (2) field grievances and (3) expand lines of communication. Mr. Nagorski said that is not what he is saying; he is looking for a way to improve the system and believes this is a good time for this suggestion because Mr. Roehm proposed the commitment to integrity statement.

Following further discussion, Mr. Roehm moved to table the agenda item until the next meeting. The motion was seconded and passed.

The seventh agenda item was to review the new security improvements and procedures for general aviation area vehicle access. Airport Director Ted Mathis read a draft of an article that will be published in the next Gallatin Field newsletter regarding these two items. After being published, the newsletter and application forms will be available at the

airport office or the local Fixed Base Operators. They will also be mailed to all local pilots who are currently registered with the Montana Aeronautics Division.

Applications must be returned to the airport office for approval. If the application is approved, a new access card and a map showing the authorized access areas will be mailed to the applicant. Cards will no longer be issued to walk in customers at the airport office.

Following discussion regarding returning the \$5.00 deposit for the old cards, the Board decided that, upon return of the old card, the deposit would be refunded. No refunds will be made after May 30, 2005. There is a \$5.00 deposit that is to be sent in with the application for the new access card. The old cards will work at vehicle gate #7 until the system is completed and new cards have been issued.

Mr. McKenna moved to approve the improvements and procedures for general aviation vehicle access with the \$5.00 credited to those people who turn in their old cards during the offering period. Yvonne Jarrett seconded the motion and it carried.

The eighth agenda item was the report on passenger boardings and flight operations – Brian Sprenger. Mr. Sprenger reported that in January there were 506 air carrier operations, 996 air taxi, 1,468 general aviation (GA) itinerant and 7 military, for a total of 2,977 itinerant operations. Local GA operations were 1,372, for a total of 4,349 tower operations, up .79% from January a year ago. There were 190 landings of aircraft over 12,500 pounds, which is up 42.86% from January 2004. Local GA was down 24.86%. January was a strong month in air carrier and GA itinerant operations and exceptionally strong in landings over 12,500 lbs.

Mr. Sprenger reported that passenger boardings were 27,179, up 12.3% from last January. February is expected to be strong as well, but with one less day in the month than last year, growth will probably be minimal.

Mr. Sprenger also reported that load factors are rising, which is especially positive for Delta as their mainline load factor for January increased from 54% to 68%. The average load factor for January through March 2004 was 69.7%. The anticipated average load factor for the same period in 2005 is 74.1%.

Mr. Sprenger will be issuing a quarterly statistics report. Mr. Mathis will review all the information and make suggestions from the information so the Board will know if they need to take action in certain areas.

The ninth agenda item was the Director's Report – Ted Mathis. Mr. Mathis reported that the contracts are ready for the fire station project. We had a pre-construction meeting and the builder is ready to proceed in about a week and a half. We hope to start on the mitigation process on the old terminal building soon so we will be ready to go with Phase II.

Mr. Mathis also said that the new airport layout plan (ALP) is done and reduced copies are ready for the Board members. Scott Bell took the plan to the FAA in Helena and they were pleased with it. Mr. Mathis commended Mr. Bell, Mark Maierle and the firm of Morrison-Maierle for their work.

Mr. Mathis also reported that we are ready to continue the program of land acquisition and are ready to talk to the next two landowners.

When we installed our new high intensity runway lights, we had some lenses and fixtures that we don't need or can't use from our medium intensity light system. Mr. Mathis asked for, and received permission, to give them to neighboring airports.

Mr. Mathis also reported that he was contacted by a FedEx representative. FedEx has chosen a contractor and when they have a building design that is appropriate for the airport, Mr. Mathis will put it on the agenda for the Board to review.

They may not have their building complete when their sublease with Yellowstone Jetcenter expires so Mr. Mathis said we may extend the sublease month to month for a short period of time as long as they are making progress on a new building.

The tenth agenda item was to consider the bills and approve for payment. After review and discussion, Mr. McKenna moved to pay the bills. The motion was seconded and passed. The bills will be paid.

The meeting was adjourned at 5:03 p.m.



Steven H. Williamson, Chairman