

Minutes

Crawford County Airport Board Meeting

July 19, 2011

Meeting called to order at 2:02 pm in the commissioners' meeting room.

Members in Attendance: Chris Cook, Rick Anderson, Stan Prevost, Paul Compo.

Others in Attendance: none

Members Absent: Jim Robson

MOTION: by Anderson, second by Cook to approve the agenda as presented. Ayes – 4, Nays – 0, absent - 1, motion passed.

MOTION: by Anderson, second by Cook to approve the minutes of 4/19/11 as presented. Ayes – 4, Nays – 0, absent - 1, motion passed.

Prevost presented a proposed courtesy car policy with suggested amendments, discussion ensued.

MOTION: by Anderson, second by Cook to adopt the courtesy car policy as presented with amendments. Ayes – 4, Nays – 0, absent - 1, motion passed

Compo agreed to have the car checked periodically to ensure that emergency supplies are included (jack, spare tire, flares etc.) and also check the fuel level and tire inflation.

Prevost presented a position paper with a proposed amendment to our minimum standards document regarding the presence of flying clubs at the CCAT, discussion ensued.

MOTION: by Anderson, second by Cook to adopt the proposed amendment to our minimum standards document regarding flying clubs at the CCAT. Ayes – 4, Nays – 0, absent - 1, motion passed

Prevost stated that Hangar # 7, which is used for transient rental, has a lock that is inoperable and needs to be repaired. Compo advised he will have it addressed.

Cook updated the Board on the fuel farm project:

- Still expected to be completed in late September
- Aviation Gas to be available in October, Jet A next summer
- Project should be breaking ground soon
- Wind Cone (internally LED lit) will be installed shortly at the site

Cook will follow up with the property description as it is written in the lease to make sure the description includes the fuel farm. If not the lease will need to be amended and Cook will work with Robson to get the process started with the hope that it will be completed prior to October 1.

Cook will do research on the necessary signage that will be needed for the fuel farm and follow up with Robson on what is needed at the CCAT.

Prevost discussed items that will need to be addressed once the fuel farm is operational:

- Selection of Fuel Vendor – Prevost suggests that a brand fuel vendor will be more helpful with ensuring we are aware of all the regulations and procedures. Some branded vendors may work better with smaller airports. Independent vendors may offer a better price
- Daily quality inspections and record keeping will be critical once we begin selling fuel
- County will need to supply a couple of different height ladders to assist in the fueling of aircraft – Compo will take care of this when needed
- Cook will supply spill kits and extinguishers
- We will need waste fuel containers and procedures for disposal of waste fuel
- We will need a telephone line installed to the credit card reader (if not included as part of the fuel farm construction) and we will incur monthly expense for the line
- We will need to create policies and procedures that specifically address the presence of fuel at our facility
- We will need to identify and train anyone responsible for inspections and recordkeeping

Compo discussed that there is no time limitation on someone using a transient hangar for long periods of time.

Consensus: Prevost will adjust the website to say a maximum of thirty days allowed on transient rentals along with the phrase that all persons renting hangars may be subject to a background check. Furthermore, a

board member could authorize an extension past the thirty days; however, they will let the airport manager know when this occurs.

Cook inquired about the status of Enterprise Rental Cars, Compo advised that he had not heard anything further. Prevost advised that he will contact the local dealerships to see if anything is progressing. Prevost asked if the Civil Air Patrol has vacated the terminal. Cook was not sure but advised that the leader had to relocate to Texas.

Prevost advised that a blue truck has been parked at the CCAT for several days in a row, had left and now is back. No apparent reason why the truck is located at the terminal.

Public Comment - None

No other comments or concerns were brought to the Board.

Meeting was adjourned at 4:03 pm

Next regularly scheduled meeting date is October 4, 2011 @ 2:00 pm

Submitted by Paul Compo