

**Joslin Field,**  
**MAGIC VALLEY REGIONAL AIRPORT BOARD**  
**Airport Advisory Board Minutes**  
**12/05/2013**

<b>Jim O'Donnell</b>	<b>Dan Olmstead</b>	<b>William "Linc" Lincoln</b>	<b>Mark Cutler</b>	<b>Gene Turley</b>	<b>Brady Workman</b>
<b>Chairman</b>	<b>Vice-Chair</b>				

**EX-OFFICIO:**        **George Urie, County, Jim Munn, City**

**DATE:**                12/05/2013

**PRESENT**              Vice-Chair Dan Olmstead, Mark Cutler, Gene Turley, William Lincoln

**EX-OFFICIO PRESENT:**    County Ex-Officio, George Urie, City Ex-Officio,

**GUESTS:**    Kent Atkin, Riedesel Engineering,

**AIRPORT PERSONNEL:** Bill Carberry, Donna Newbry

**Vice Chair, Olmstead called the meeting to order at 4:02 PM**

Board Member, Cutler, motioned to accept the minutes of the November 2013 meeting. Board Member, Turley 2<sup>nd</sup>, and motion passed 4-0.

**STATUS REPORT:**

Airport Manager, Carberry, discussed the airport's FAA 5 year capital program update that he and Kent Atkin from Riedesel are working on updating with the Helena FAA Airport District Office. Generally, the plan focuses on the terminal project, pavement maintenance and the early environmental assessment/design for a new crosswind runway.

Airport Manager, Carberry, discussed the ramp pavement project which concluded November 16, 2013. He is impressed with both the engineering firm, Riedesel Engineering and the contractor Western Construction. We had a banner year with all we were able to accomplish.

Airport Manager, Carberry, updated on the small community air service grant. The first quarter financial report on the Minimum Revenue Guarantee (MRG) contract with SkyWest showed revenues were above the operating cost plus 5% minimum and no grant subsidy was needed. The second quarter (Sep-Nov) shows we will need to use approximately \$72,000 of the grant subsidy for the second quarter. The good news is that passenger counts are increasing, passengers are responding, and the marketing effort is working.

Airport Manager, Carberry discussed the Architect RFQ process. The Airport advertised a Request for Qualifications from architectural firms interested in a contract to help with the design/construction services associated with the terminal modification process. The Airport received 3 Statement of Qualifications from interested firms. The airport will be setting up interviews in early January. Airport Manager Carberry advised the Board that according to the new transparency resolution recently passed by the City Council, there are two options for forming an interview committee. The Board could direct the airport manager to form a staff committee and bring back a recommendation to the Board or the Board could form a

subcommittee of no more than 2 Board members and conduct the interviews as an open public mtg.

Board Member, Lincoln motioned Airport Manager Carberry handle the interview process on the staff level and bring back a recommendation to the Board based on the rankings of the committee; Board Member Cutler 2<sup>nd</sup>. Motioned passed 4-0.

Airport Manager, Carberry reviewed the annual tenant meeting agenda for later that evening and made particular mention of the honoring of retiring Air Traffic Control Tower Chief Steve Storey, after serving Joslin Field for 25 years.

Meeting Adjourned 5:26 PM



Donna Newbry  
Administrative Assistant