

## **AGENDA**

### **STEVENSVILLE AIRPORT BOARD**

**Tuesday, July 9<sup>th</sup>, 2019 at 5:30 PM  
Meeting at Stevensville Town Hall**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes from June 11<sup>th</sup>, 2019**
- IV. Correspondence**
- V. Financial Reports**
- VI. Engineers Report**
- VII. Airport Business: Discussion/Decision**
  1. Airport Budget and Current Situations.
  2. Airport Funds Investment.
  3. Airport Future Projects.
  4. Airport Planning Process.
- VIII. Old Business**
  1. Discussion/Decision regarding Reduction in Insurance Rates, as Station #2 is at the Airport, (if available).
  2. Discussion/Decision regarding Cad X situation for all hangars next to taxiway and fuel farm and sharing of costs.
- IX. New Business**
  1. FAA Funding Opportunities.
- X. Airport Manager's Report**
- XI. Public Comments**
- XII. Adjournment**

**STEVENSVILLE AIRPORT BOARD  
MEETING MINUTES**

**JUNE 11, 2019 – 5:30 P.M.  
STEVENSVILLE TOWN HALL**

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**STEVENSVILLE AIRPORT BOARD:**

- Craig Thomas – Airport Board Chairman
- Ron McCann
- Dustin Wood
- Don Whitehair
- Duane Shinn
- Don Lorenzen

**STEVENSVILLE AIRPORT REPRESENTATIVES:**

- Shaun Shea – Airport Engineer (MMI)
- Tyler Reed – Airport Engineer (MMI)
- Brandon Dewey – Mayor
- Bob Michalson – Town Council Rep
- Paul O’Bagy – Airport Manager
- Dan Denton – Airport Assistant Manager

**OTHERS PRESENT:**

**I. CALL TO ORDER**

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- Meeting began at 5:30 PM
- The May 14<sup>th</sup> audio was not available for minutes.

**II. ROLL CALL**

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- All members present.

**III. APPROVAL OF MINUTES**

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- The Board approved the minutes from May 14th.

**IV. CORRESPONDENCE**

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- None

**V. FINANCIAL REPORTS**

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- Craig would like to renew his permit for hangar expansion. The motion was approved by the Board. Paul will present the recommendation in front of Town Council.

**VI. ENGINEER’S REPORT**

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- Refer to Section 1 below under New Business.

**VII. AIRPORT BUSINESS: DISCUSSION/DECISION**

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1. **Airport Budget and current situations.** Nothing additional at this time.
2. **Airport Funds Investment.** Nothing additional at this time.
3. **Airport Future Projects.** Nothing additional at this time.
4. **Airport Planning process.** Nothing additional at this time.

**VIII. OLD BUSINESS**

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1. **Discussion/Decision regarding CATEX situation for all hangars next to taxilanes and fuel farm and sharing of costs.**
  - a. The CATEX is complete and was submitted to Diane Stilson/FAA for review and approval. Update: the CATEX for the Group hangars was signed by Diane on 6/27 and was found to have no significant environmental impact. All hangar developments associated with the CATEX is cleared to proceed with construction (within the next three years) contingent on Airport/Town approval, FAA airspace review, and all required permitting.
2. **Discussion/Decision regarding Tie-Down Fees for Aircraft tied-down over the winter. (Sent out invoicing with pictures to owners for payment).**
  - a. None

**IX. NEW BUSINESS**

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1. **Discussion/Decision regarding FAA Funding.** Tyler, Craig, Brandon, and Paul have been collaborating together and corresponding with Diane on what FAA funding is available (which would include a 10% local match). Diane has discovered several sources of potential grant money that may be used for construction of the following: reconstruct north/south apron, reconstruct parallel taxiway south of the aprons, and construct new midfield taxiway. The preliminary engineer's estimate for this scope is approximately \$1.4M which would require a local match of \$140K (price includes construction management and closeout). Morrison Maierle is in the process of updating the engineer's estimate to reflect the design. The Board and the Mayor have indicated that Airport should have the means to fund a local match up to \$200K (worst-case scenario). In order to be eligible for this grant funding, the bid opening must occur mid-late August with a contract awarded early September.

**X. AIRPORT MANAGER'S REPORT**

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- None

**XI. PUBLIC COMMENTS**

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- Don McCann – Asked Craig if he's had any correspondence with the Forest Service. Craig said he will check on it.

**XII. ADJOURNMENT**

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- Meeting was adjourned at 6:00 P.M.

***Next Meeting – Tuesday, July 9, 2019 @ 5:30 P.M. (Town Hall).***

TOWN OF STEVENSVILLE  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 6 / 19

5610 AIRPORT

Account	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be Received	Received	
310000 TAXES						
311010 Real Property Taxes	1,037.32	6,066.20	4,000.00	-2,066.20	152 %	
312000 P & I on Delinquent Taxes	0.00	60.28	0.00	-60.28	** %	
<b>Account Group Total:</b>	<b>1,037.32</b>	<b>6,126.48</b>	<b>4,000.00</b>	<b>-2,126.48</b>	<b>153 %</b>	
340000 CHARGES FOR SERVICES						
343062 Aviation Fuel	0.00	930.60	500.00	-430.60	186 %	
343063 Tie Down Fees	45.00	954.00	900.00	-54.00	106 %	
343064 Hanger and Land Lease	284.32	13,038.16	8,421.00	-4,617.16	155 %	
343065 User and Business Fees	250.00	9,162.50	11,000.00	1,837.50	83 %	
<b>Account Group Total:</b>	<b>579.32</b>	<b>24,085.26</b>	<b>20,821.00</b>	<b>-3,264.26</b>	<b>116 %</b>	
360000 MISCELLANEOUS REVENUE						
365000 Contributions and Donations	0.00	560.00	0.00	-560.00	** %	
<b>Account Group Total:</b>	<b>0.00</b>	<b>560.00</b>	<b>0.00</b>	<b>-560.00</b>	<b>** %</b>	
370000 INVESTMENT AND ROYALTY EARNINGS						
371010 Investment Earnings	0.00	205.81	185.00	-20.81	111 %	
<b>Account Group Total:</b>	<b>0.00</b>	<b>205.81</b>	<b>185.00</b>	<b>-20.81</b>	<b>111 %</b>	
380000 Other Financing Sources						
383000 Interfund Operating Transfer In	0.00	11,250.00	11,250.00	0.00	100 %	
<b>Account Group Total:</b>	<b>0.00</b>	<b>11,250.00</b>	<b>11,250.00</b>	<b>0.00</b>	<b>100 %</b>	
<b>Fund Total:</b>	<b>1,616.64</b>	<b>42,227.55</b>	<b>36,256.00</b>	<b>-5,971.55</b>	<b>116 %</b>	
<b>Grand Total:</b>	<b>1,616.64</b>	<b>42,227.55</b>	<b>36,256.00</b>	<b>-5,971.55</b>	<b>116 %</b>	

TOWN OF STEVENSVILLE  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 6 / 19

5610 AIRPORT

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
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430000	Public Works						
430300	Airport						
110	Salaries and Wages	447.45	5,718.20	5,592.00	5,592.00	-126.20	102 %
140	Employer Contributions	129.08	1,604.48	1,585.00	1,585.00	-19.48	101 %
210	Office Supplies & Materials	0.00	0.00	25.00	25.00	25.00	0 %
220	Operating Supplies	0.00	11.97	25.00	25.00	13.03	48 %
230	Repair & Maintenance Supplies	0.00	121.45	0.00	0.00	-121.45	0 %
231	Gas, Oil, Diesel Fuel, Grease, etc.	0.00	319.42	350.00	350.00	30.58	91 %
311	Postage, Box Rent, etc.	3.50	60.62	69.00	69.00	8.38	88 %
320	Printing, Duplicating, Typing &	0.00	69.62	115.00	115.00	45.38	61 %
330	Publicity, Subscriptions & Dues	0.00	59.75	50.00	50.00	-9.75	120 %
340	Utility Services	0.00	2,021.63	2,870.00	2,870.00	848.37	70 %
350	Professional Services	9.00	1,563.73	920.00	920.00	-643.73	170 %
360	Repair & Maintenance Services	1,074.57	4,357.29	4,600.00	4,600.00	242.71	95 %
370	Travel	0.00	326.74	200.00	200.00	-126.74	163 %
380	Training Services	0.00	150.00	120.00	120.00	-30.00	125 %
510	Insurance	0.00	4,207.67	2,509.00	2,509.00	-1,698.67	168 %
	<b>Account Total:</b>	<b>1,663.60</b>	<b>20,592.57</b>	<b>19,030.00</b>	<b>19,030.00</b>	<b>-1,562.57</b>	<b>108 %</b>
	<b>Account Group Total:</b>	<b>1,663.60</b>	<b>20,592.57</b>	<b>19,030.00</b>	<b>19,030.00</b>	<b>-1,562.57</b>	<b>108 %</b>
490000	Debt Service Reserve						
490500	Other Debt Service Payments						
610	Principal	0.00	10,380.70	10,381.00	10,381.00	0.30	100 %
620	Interest	0.00	1,306.09	1,306.00	1,306.00	-0.09	100 %
	<b>Account Total:</b>	<b>0.00</b>	<b>11,686.79</b>	<b>11,687.00</b>	<b>11,687.00</b>	<b>0.21</b>	<b>100 %</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>11,686.79</b>	<b>11,687.00</b>	<b>11,687.00</b>	<b>0.21</b>	<b>100 %</b>
	<b>Fund Total:</b>	<b>1,663.60</b>	<b>32,279.36</b>	<b>30,717.00</b>	<b>30,717.00</b>	<b>-1,562.36</b>	<b>105 %</b>
	<b>Grand Total:</b>	<b>1,663.60</b>	<b>32,279.36</b>	<b>30,717.00</b>	<b>30,717.00</b>	<b>-1,562.36</b>	<b>105 %</b>

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
1000 GENERAL						
101000 Cash - Operating	235,079.85	163,757.44	29,000.00	0.00	66,155.78	361,681.51
2230 Ambulance						
101000 Cash - Operating	-4,255.14	0.00	0.00	0.00	336.49	-4,591.63
2250 PLANNING						
101000 Cash - Operating	1,308.94	0.00	0.00	0.00	0.00	1,308.94
2310 Tax Increment Finance District						
101000 Cash - Operating	173,840.06	11,526.03	0.00	0.00	48.61	190,317.48
2311 Targeted Economic Development District						
101000 Cash - Operating	5,074.04	2,202.51	0.00	0.00	0.00	7,276.55
2390 Drug Fines-Forfeitures Account						
101010 Cash - Investment / Savings Acco	2,591.04	0.00	0.00	0.00	0.00	2,591.04
2394 BUILDING CODE ENFORCEMENT						
101000 Cash - Operating	86,668.55	12,360.40	38.99	0.00	3,106.67	95,961.27
2410 Dayton Lighting #1 District 55						
101000 Cash - Operating	5,181.24	0.00	0.00	0.00	289.69	4,891.55
2420 Peterson Adhn Lighting #2 District 80						
101000 Cash - Operating	2,429.56	0.00	0.00	0.00	210.67	2,218.89
2430 Geo Smith Lighting #3 District 76						
101000 Cash - Operating	5,500.14	0.00	0.00	0.00	319.96	5,180.18
2440 Creekside Lighting #4 District 77						
101000 Cash - Operating	1,126.27	483.56	0.00	0.00	258.46	1,351.37
2450 Twin Creeks Lighting #5 District						
101000 Cash - Operating	2,953.72	2,280.98	0.00	0.00	472.63	4,762.07
2810 POLICE TRAINING & PENSION						
101000 Cash - Operating	8,733.95	0.00	0.00	0.00	237.59	8,496.36
2820 GAS APPORTIONMENT TAX						
101000 Cash - Operating	2,868.71	0.00	0.00	0.00	0.00	2,868.71
102000 Cash - Restricted	99,599.96	0.00	0.00	0.00	0.00	99,599.96
<b>Total Fund</b>	<b>102,468.67</b>					<b>102,468.67</b>
2821 BARSAA (HB 473)						
101000 Cash - Operating	13,411.94	0.00	0.00	0.00	0.00	13,411.94
2889 Heyer Foundation Grant						
101000 Cash - Operating	530.16	0.00	0.00	0.00	0.00	530.16
2916 COPS Grant						
101000 Cash - Operating	1,348.92	0.00	0.00	0.00	0.00	1,348.92
2940 Economic Development						
101000 Cash - Operating	34,443.50	0.00	0.00	0.00	3,527.26	30,916.24
2987 Jean Thomas Park Beautification Fund						
101000 Cash - Operating	75,000.00	0.00	0.00	0.00	0.00	75,000.00
4000 CAPITAL IMPROVEMENTS						
101000 Cash - Operating	123,881.30	0.00	5,000.00	0.00	41,614.71	87,266.59
4001 Sidewalk Improvements						
101010 Cash - Investment / Savings Acco	52,569.98	0.00	0.00	0.00	0.00	52,569.98
4002 Fire Engine Capital Improvement						
101000 Cash - Operating	10,000.00	0.00	0.00	0.00	0.00	10,000.00

Fund/Account	Beginning Balance	Received	Transfers In	Disbursed	Transfers Out	Ending Balance
102000 Cash - Restricted	17,519.64	0.00	0.00	0.00	0.00	17,519.64
<b>Total Fund</b>	<b>27,519.64</b>					<b>27,519.64</b>
5210 WATER						
101000 Cash - Operating	628,474.10	31,987.84	0.00	1,544.20	24,631.08	634,286.66
102000 Cash - Restricted	2,551.51	0.00	0.00	0.00	0.00	2,551.51
102110 Cash - Restricted for constructi	362,028.00	0.00	0.00	0.00	0.00	362,028.00
102220 Cash - Restricted for future yea	91,008.00	0.00	0.00	0.00	0.00	91,008.00
102240 Cash - Restricted for replacemen	169,000.00	0.00	0.00	0.00	0.00	169,000.00
<b>Total Fund</b>	<b>1,253,061.61</b>	<b>31,987.84</b>		<b>1,544.20</b>	<b>24,631.08</b>	<b>1,258,874.17</b>
5250 WATER BOND Principal & Interest						
101000 Cash - Operating	319,499.26	16,003.18	465.49	98.34	0.00	335,869.59
5310 SEWER						
101000 Cash - Operating	119,419.98	29,859.96	645.29	293.48	21,143.85	128,487.90
102000 Cash - Restricted	302,283.44	0.00	0.00	0.00	0.00	302,283.44
<b>Total Fund</b>	<b>421,703.42</b>	<b>29,859.96</b>	<b>645.29</b>	<b>293.48</b>	<b>21,143.85</b>	<b>430,771.34</b>
5350 SEWER BOND PRINCIPAL & INTEREST						
101000 Cash - Operating	225,533.03	18,749.27	713.20	182.70	0.00	244,812.80
5610 AIRPORT						
101000 Cash - Operating	15,129.38	1,616.64	0.00	0.00	1,791.69	14,954.33
101010 Cash - Investment / Savings Acco	92,263.58	0.00	0.00	0.00	0.00	92,263.58
101104 CD's - Airport - Farmers	17,018.29	0.00	0.00	0.00	0.00	17,018.29
<b>Total Fund</b>	<b>124,411.25</b>	<b>1,616.64</b>			<b>1,791.69</b>	<b>124,236.20</b>
5620 Airport Project						
101000 Cash - Operating	-17,889.39	0.00	0.00	0.00	10,521.22	-28,410.61
7120 FTREMENT'S DISABILITY						
101000 Cash - Operating	3.15	0.00	0.00	0.00	0.00	3.15
7910 PAYROLL FUND						
101000 Cash - Operating	11,504.57	0.00	63,014.26	47,150.64	0.00	27,368.19
7930 CLAIMS FUND						
101000 Cash - Operating	77,432.30	0.00	75,789.13	9,641.21	0.00	143,580.22
<b>Totals</b>	<b>3,377,665.53</b>	<b>290,827.81</b>	<b>174,666.36</b>	<b>58,910.57</b>	<b>174,666.36</b>	<b>3,609,582.77</b>

\*\*\* Transfers In and Transfers Out columns should match. There are a couple exceptions to this: 1) Canceled Electronic Checks and 2) Payroll Journal Vouchers that include local deductions set up with receipt accounting. Please see cash reconciliation procedure in manual or call for more details.