

AGENDA

STEVENSVILLE AIRPORT BOARD

Tuesday, May 14th, 2019 at 5:30 PM

Meeting at Stevensville Town Hall

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes from April 9th, 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).
- IX. New Business**
 1. Discussion/Decision regarding Cad X situation for all hangars next to taxiway and fuel farm and sharing of costs.
 2. Discussion/Decision regarding Stevensville Airport Water System.
 3. Discussion/Decision regarding Tie-Down Fees for Aircraft tie-downed over the Winter.
 4. Discussion/Decision regarding sale of snow broom
- X. Airport Manager's Report**
- XI. Public Comments**
- XII. Adjournment**

Denise Philley

From: April Vantassel
Sent: Friday, May 10, 2019 12:00 PM
To: Denise Philley
Subject: Emailing: April bank stmts.pdf, APRIL DETAIL.PDF, APRIL INCOME STATEMENT.PDF, Treasurer Report to Board 5 14 19.pdf
Attachments: April bank stmts.pdf; APRIL DETAIL.PDF; APRIL INCOME STATEMENT.PDF; Treasurer Report to Board 5 14 19.pdf

Your message is ready to be sent with the following file or link attachments:

April bank stmts.pdf
APRIL DETAIL.PDF
APRIL INCOME STATEMENT.PDF
Treasurer Report to Board 5 14 19.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

Finance Officer's Report to Board

TO: Stevensville Airport Board
From: April VanTassel, Finance Officer
Re: Finance Officer's Report to Board
Date: May 14, 2019

- 1. Cash Balances as of April 30, 2019**
Rocky Mountain Bank - \$92,215.03
Farmers State Bank CD - \$17,066.84

PHONE 877-280-1858
 ROCKY MOUNTAIN BANK
 PO BOX 80450
 BILLINGS MT 59108-0450



Attn: Business Customers.
 2019 Pricing and Annual Sweep Disclosures
 may be located at:
<https://www.rmbank.com/service-fees-business>

TOWN OF STEVENSVILLE
 AIRPORT
 206 BUCK ST
 PO BOX 30
 STEVENSVILLE MT 59870-0030

*****684
 PAGE NUMBER 1
 STATEMENT DATE 04-30-19
 ENC

 * ACCOUNT TYPE: PUBLIC FUNDS STATEMENT SAVINGS
 * ACCOUNT NUMBER: *****684

 BEGINNING BALANCE 03-31-19 92,153.66
 + DEPOSITS AND OTHER CREDITS 100.00
 + INTEREST PAID 11.37
 - PAPER AND OTHER WITHDRAWALS 50.00
 - SERVICE FEES .00
 ENDING BALANCE 04-30-19 92,215.03

INTEREST SUMMARY
 INTEREST PAID THIS STATEMENT 11.37
 INTEREST WITHHELD THIS STATEMENT .00
 INTEREST PAID THIS YEAR 45.46
 INTEREST WITHHELD THIS YEAR .00

DEPOSITS AND OTHER CREDITS
 DATE DESCRIPTION AMOUNT
 04/05/19 Refund Service Fee 50.00 JV1932
 04/05/19 REFUND MAINTENANCE FEE 50.00 X
 04/30/19 INTEREST PAID 11.37 RV5327

 TOTAL # CREDITS 3 TOTAL CREDITS 111.37

OTHER WITHDRAWALS
 DATE DESCRIPTION AMOUNT
 04/12/19 reverse 4/05/19 refund maint 50.00- X

 TOTAL # OTHER WITHDRAWALS 1 TOTAL OTHER WITHDRAWALS 50.00-

BALANCE SUMMARY
 DATE BALANCE DATE BALANCE DATE BALANCE
 03/31/19 92,153.66 04/05/19 92,253.66 04/12/19 92,203.66
 04/30/19 92,215.03

Farmers State Bank

05/02/2019 11:43 AM

***FIVE YEAR NON PERS *3600**

Balance **\$17,066.84**

Available** **\$240.81**

YTD interest **\$47.91**

Apr 1, 2019 - Apr 30, 2019 Custom

Date	Description	Amount	Balance
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There are no transactions within this date range.

** This balance may include any Lines of Credit, Maintain Minimum Balance Transfers, pending transactions or a combination of these.

Detail Query

For the Accounting Periods: 4 / 19 - 4 / 19

Funds 5610-5620, Accounts 311010-999999

Fund/ Account / Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit
5610 AIRPORT					
311010 Real Property Taxes					
TV 301 3	'17 airport rec		4/19		22.48
TV 301 5	'18 airport rec		4/19		46.98
	Account Total:				69.46
343065 User and Business Fees					
CR 1167 1	Batch #: 10175	2018-2019 AIRPORT USER FEE	4/19		125.00
CR 1362 1	Batch #: 10201	2019 AIRPORT USER FEE PART	4/19		100.00
CR 1391 1	Batch #: 10204	2019 AIRPORT - USER FEE	4/19		100.00
	Account Total:				325.00
371010 Investment Earnings					
RV 5327 1	Apr airport interest earned		4/19		11.37
	Account Total:				11.37
430300 Airport					
110 Salaries and Wages					
PR 190400 33	Payroll Expenditure		4/19	141.67	
PR 190402 28	Payroll Expenditure		4/19	153.73	
PR 190404 27	Payroll Expenditure		4/19	156.56	
	Object Total:			451.96	
140 Employer Contributions					
PR 190400 34	Employer Contributions		4/19	20.73	
PR 190402 29	Employer Contributions		4/19	52.87	
PR 190404 28	Employer Contributions		4/19	53.34	
	Object Total:			126.94	
311 Postage, Box Rent, etc.					
CL 15151 8	Mar/Apr 19 Airport postage	TotalFunds by Hasler	4/19	3.50	3.50
	Object Total:			3.50	

Detail Query

For the Accounting Periods: 4 / 19 - 4 / 19

Funds 5610-5620, Accounts 311010-999999

Fund/ Account / Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit
330	Publicity, Subscriptions & Dues				
CL 15148 6	Antivirus subscription	SonicWall Services	4/19	9.75	
				9.75	
340	Utility Services				
CL 15145 30	Mar. 19 421 Airport Rd - SRE		4/19	95.06	
CL 15146 1	Apr 19 Airport Utilities - Ligh	NORTHWESTERN ENERGY	4/19	53.63	
CL 15146 2	Apr 19 Airport Utilities - Wate	RAVALLI ELECTRIC CO-OP	4/19	56.58	
CL 15152 8	Apr 19 Cell Phone - Airport	Verizon Wireless	4/19	18.65	
				223.92	
	Object Total:				
555	Bank Service Charges				
JV 1952 1	March service fee		4/19		50.00
					50.00
	Object Total:			816.07	
	Account Total:				50.00
	Fund Total:			816.07	455.83

Detail Query

For the Accounting Periods: 4 / 19 - 4 / 19

Funds 5610-5620, Accounts 311010-999999

Fund/ Account / Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit
5620	Airport Project				
331129	Federal Aeronautics Administration (FAA)				
RV 5339 1	Grant draw		4/19		23,073.12
430300	Airport				
350	Professional Services				
CL 15142 1	194275 Pavement reconstruction-	MORRISON-MAIERLE, INC.	4/19	25,636.80	
	Object Total:			25,636.80	
	Account Total:			25,636.80	
	Fund Total:			25,636.80	23,073.12
	Grand Total:			26,452.87	23,528.95

5610 AIRPORT

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
Revenue						
311010	Real Property Taxes		4,742.30	4,000.00	742.30	119
312000	P & I on Delinquent Taxes	69.46	60.28		60.28	
343062	Aviation Fuel		930.60	500.00	430.60	186
343063	Tie Down Fees		909.00	900.00	9.00	101
343064	Hanger and Land Lease		9,721.84	8,421.00	1,300.84	115
343065	User and Business Fees	325.00	8,912.50	11,000.00	-2,087.50	81
						102
	Total Revenue	394.46	25,276.52	24,821.00	455.52	102
Expenses						
430300	Airport					
110	Salaries and Wages	451.96	4,812.91	5,592.00	779.09	86
140	Employer Contributions	126.94	1,347.47	1,585.00	237.53	85
210	Office Supplies & Materials			25.00	25.00	
220	Operating Supplies		11.97	25.00	13.03	48
230	Repair & Maintenance Supplies		29.99		-29.99	
231	Gas, Oil, Diesel Fuel, Grease, etc.		319.42	350.00	30.58	91
311	Postage, Box Rent, etc.		57.12	69.00	11.88	83
320	Printing, Duplicating, Typing & Binding	3.50	69.62	115.00	45.38	61
330	Publicity, Subscriptions & Dues	9.75	59.75	50.00	-9.75	120
340	Utility Services	223.92	1,948.47	2,870.00	921.53	68
350	Professional Services		1,549.73	920.00	-629.73	168
360	Repair & Maintenance Services		3,282.72	4,600.00	1,317.28	71
370	Travel		253.16	200.00	-53.16	127
380	Training Services		150.00	120.00	-30.00	125
510	Insurance		4,207.67	2,509.00	-1,698.67	168
555	Bank Service Charges	-50.00				
	Total Account	766.07	18,100.00	19,030.00	930.00	95
490500	Other Debt Service Payments					
610	Principal		10,380.70	10,381.00	0.30	100
620	Interest		1,306.09	1,306.00	-0.09	100
	Total Account		11,686.79	11,687.00	0.21	100
	Total Expenses	766.07	29,786.79	30,717.00	930.21	97
	Net Income from Operations	-371.61	-4,510.27			

5610 AIRPORT

Account Object	Description	Current Month	Current YTD	Budget	Variance	%
Other Revenue						
365000	Contributions and Donations		560.00		560.00	
371010	Investment Earnings	11.37	205.81	185.00	20.81	111
383000	Interfund Operating Transfer In		11,250.00	11,250.00		100
	Total Other Revenue	11.37	12,015.81	11,435.00	580.81	105
	Net Income	-360.24	7,505.54			

5620 Airport Project

Account Object	Description	Current Month	Current YTD	Budget	Variance	%
Revenue						
331129	Federal Aeronautics Administration (FAA)	23,073.12	143,453.65	165,465.00	-22,011.35	87
	Total Revenue	23,073.12	143,453.65	165,465.00	-22,011.35	87
Expenses						
430300	Airport					
350	Professional Services	25,636.80	140,512.81	167,800.00	27,287.19	84
950	Construction	25,636.80	20,830.23		-20,830.23	
	Total Account	25,636.80	161,343.04	167,800.00	6,456.96	96
	Total Expenses	25,636.80	161,343.04	167,800.00	6,456.96	96
	Net Income from Operations	-2,563.68	-17,889.39			
	Net Income	-2,563.68	-17,889.39			

TO: Mayor Brandon Dewey, Stevensville Montana
FROM: Aaron McConkey, PE
CC: Paul O'Baggy, Craig Thomas, Tyler Reed, PE
RE: Stevensville Airport Water System Background

Background: During the November 2018 Town Council Workshop there was a general discussion regarding the existing water resources at the Stevensville Airport and the need to develop an improved system. The Council appeared interested in learning more about the locations of existing sources and potential paths forward in improving water and sewer service at the airport. The purpose of this memo is to provide the Town with a quick summary of our understanding of the existing system as well as a few avenues the Town may want to explore as they continue to address this topic.

Existing Water System Inventory: There are several wells currently on the property. Most of these wells are privately owned and maintained. Wells are generally 175 feet to 225 feet deep with yields ranging from 6 to 20 gallons per minute. See the attached exhibit graphically showing our records of the existing system; these utilities would have to be field verified to ensure their accuracy and to gather enough information such as flow rates, pipe size/materials, number of connections, etc. in order to model the existing state of the system.

It is our understanding that the Floyd Orr well (GSIC 60098) is the primary shared well that is now being operated by the Town; the Town also covers the electrical fees associated with it. The associated Orr well log lists a total depth of 175 feet with perforated 5-inch slots from 166 to 171 feet and a static water level at the 150 foot level. The well is noted to be naturally sealed from 0 to 26 feet and draws water from a sand and gravel aquifer at a yield of 20 gallons per minute. It appears that there are approximately six hangars connected to the well in addition to irrigation demands. The use within the hangars is unknown at this time.

It should be noted that currently the Airport does not have enough fire flow capability/fire protection as well as adequate water storage to meet large peak demands. Providing guidance on what will and will not be provided in the area may be beneficial to airport users and future developers at the airport.

Stevensville Airport Water System Background

Future Water System Demands: As airport operations grow there will be a growing need for proper planning of water, sanitary sewer and storm water utilities. The existing well being utilized as a multi-user well likely won't provide adequate capacity for further connections. Additionally, due to the natural material well casing seal and lack of adequate setbacks/continued well protection the existing well may not meet current Montana DEQ standards for a multi-user well.

In the planning and/or approval of future well location(s) there is a need for coordination with the Airport Layout Plan and other utility systems. Individual, multi-user and public water supply wells have unique setback requirements and identified protection zones which need to be coordinated with other utility systems, fuel storage areas, storm water management facilities and future hanger sites.

A commonly used mechanism for planning of utility systems is a Preliminary Engineering Report (PER). A PER is used to inventory existing systems, identify existing deficiencies and develop alternatives for future improvements. Capital and operational cost estimates are prepared as part of the development of improvement alternatives. The PER can also be used for state funding assistance in the form of grant and loan applications.

Funding Mechanisms: There are several options that can be reviewed for funding of both planning and construction of utility infrastructure at the airport. Planning grants are periodically available from multiple state agencies. These grants generally require a matching portion along with certain levels of public participation. Likely sources include:

Planning Grants:

- ***Montana Department of Commerce CDBG Planning Grant***
 - Up to \$50,000 for new PERs
 - \$1 to \$3 Match with firm matching commitments.
 - Applications typically begin acceptance in April-May of each year (No funds currently available).
- ***Montana Department of Natural Resources Planning Grant:***
 - Up to \$15,000 for new PER
 - No Match
 - Applications are typically due in early winter.
- ***Montana Department of Commerce TSEP Planning Grant:***
 - Up to \$15,000 for PER

- \$1 to \$1 Match with firm matching commitments
- Applications typically accepted in odd years (i.e. 2017, 2019, 2021, etc.) following legislature appropriation near end of June.

Following the development of a comprehensive plan for improvements to the water system(s) at the airport, the Town could elect to provide the plan to future developers at the airport or to fund the preferred alternative via public funds. There are several options available if public funds would be used. Some of these include:

Construction Funding:

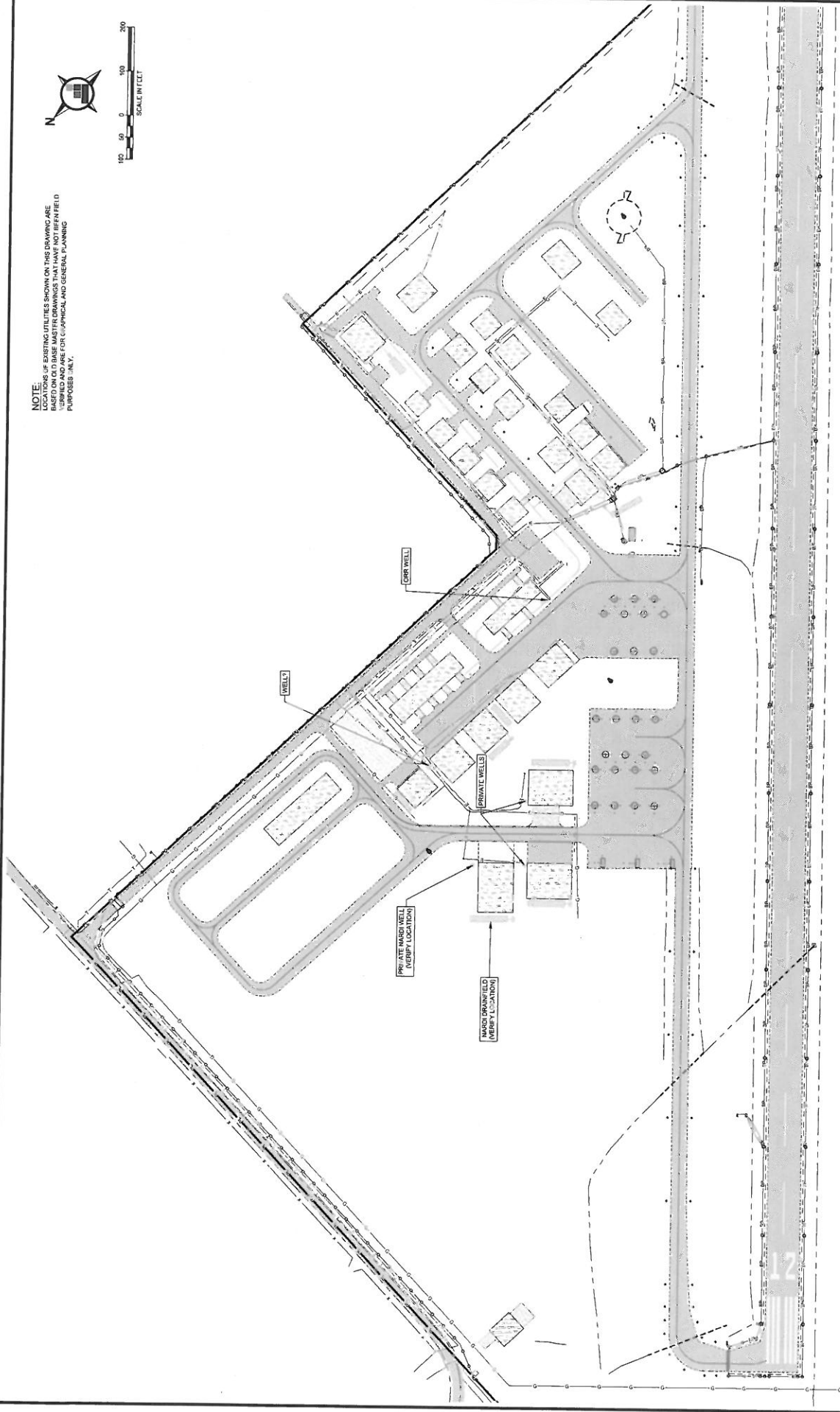
- **Special Improvement District (SID)**
 - Improvements, or a new water system could be funded in the future under the petition of the airport and users in the form of a SID.
 - Through the SID process, costs for all public infrastructure to be owned and maintained by the Town could be placed on users in the form special taxing assessments.
 - Montana Code Annotated establishes requirements for petition, forming districts and administering these districts.
- **Competitive Grant Applications**
 - Following the PER the Town could apply for funding assistance via multiple state grant and loan programs.
 - Most grants within the state are highly competitive based on significant threats to health.
 - There are some elements of the TSEP program that provided funds for economic development opportunities.
- **General Obligation Bonds**
 - Improvements could be funded by the issuance of general obligation bonds backed by the Town.
 - Principal and interest payments would be required to be raised via tax revenues or user fees.
 - Montana Administrative Rules require a public election authorizing the issuance of general obligation bonds.

Stevensville Airport Water System Background

We hope this memo contains information the Town will find useful as they continue to work with their Airport Board representatives in standardizing and improving the wet utilities for the Stevensville Airport. Thanks for including us in this important discussion and please don't hesitate to contact us if we can help in any way.

Attached: Existing Water and Sewer Exhibit

NOTE: ALL EXISTING UTILITIES SHOWN ON THIS DRAWING ARE BASED ON OLD BASE MASTER DRAWINGS THAT HAVE NOT BEEN VERIFIED AND ARE FOR GRAPHICAL AND GENERAL PLANNING PURPOSES ONLY.



SHEET SCALE: THIS DRAWING AND ALL ATTACHED SHEETS SHALL BE USED TO CONSTRUCT THE PROJECT. ANY CHANGES TO THIS DRAWING SHALL BE MADE BY THE DESIGNER. NO COPY SHALL BE USED FOR CONSTRUCTION.	NO. _____ DESCRIPTION _____ BY _____ DATE _____	<p>Morrison Mairle ENGINEERS • PLANNERS • ARCHITECTS 1155 Main Avenue Missoula, MT 59801 406.542.8800 www.m-m.com</p>	DRAWN BY _____ CHECK BY _____ APPR. BY _____ DATE _____	PROJECT NUMBER _____ SHEET NUMBER _____ DRAWING NUMBER _____
	REVISIONS NO. _____ DESCRIPTION _____ BY _____ DATE _____		STEVENSVILLE STEVENSVILLE AIRPORT MONTANA EXISTING WATER AND SEWER EXHIBIT	