



**Stevensville Airport Board Meeting
Agenda for
TUESDAY, NOVEMBER 14, 2023
5:30 PM
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Approval of Minutes
 - a. Meeting Minutes for October 10, 2023
3. Airport Manager's Report
4. Old Business
 - a. Discussion: Town Council Decision of the Gravel Pit
5. New Business
 - a. Discussion/Decision: Surplus the old courtesy car. Proceeds of this surplus will be allocated to the Airport account and be used towards the purchase and/or maintenance of a courtesy car under the Montana State Courtesy Car program.
 - b. Discussion/Decision: Purchase an appropriate courtesy car with Airport fund. Use proceeds from the surplus of the old courtesy car as needed to supplement the Montana State Courtesy Car grant awarded to the Stevensville Airport.
 - c. Discussion/Decision: Snowplow Training and Schedule
 - d. SAF Activities
 - e. Museum of Mountain Flying Red Sleigh Event
6. Public Comments
7. Adjournment

Guidelines for Public Comment

Public Comment ensures an opportunity for citizens to meaningfully participate in the decisions of its elected officials. It is one of several ways your voice is heard by your local government. During public comment we ask that all participants respect the right of others to make their comment uninterrupted. The council's goal is to receive as much comment as time reasonably allows. All public comment should be directed to the chair (Mayor or designee). Comment made to the audience or individual council members may be ruled out of order. Public comment must remain on topic, and free from abusive language or unsupported allegations.

During any council meeting you have two opportunities to comment:

1. During the public comment period near the beginning of a meeting.
2. Before any decision-making vote of the council on an agenda item.

Comment made outside of these times may not be allowed.

Citizens wishing to speak during the official public comment period should come forward to the podium and state their name and address for the record. Comment during this time maybe time limited, as determined by the chair, to allow as many people as possible to comment. Citizens wishing to comment on a motion for decision before any vote can come forward or stand in place as they wish. Comment must remain on the motion before the council.

File Attachments for Item:

- a. Meeting Minutes for October 10, 2023

**STEVENSVILLE AIRPORT BOARD
MEETING MINUTES**

**OCTOBER 10, 2023 – 5:30 P.M.
STEVENSVILLE TOWN HALL**

STEVENSVILLE AIRPORT BOARD:

- Craig Thomas – Airport Board Chairman
- Rich Perry
- Dustin Wood
- Kelli Weed
- Brian Germane
- Cindy Brown – Council Representative

STEVENSVILLE AIRPORT REPRESENTATIVES:

- Tyler Reed – Airport Engineer (MMI)
- Kevin Kittleson – Airport Engineer (MMI)
- William Rowe – Airport Manager

OTHERS PRESENT:

**MARC ROY
JERRY HOVER**

1. CALL TO ORDER AND ROLL CALL

- a. Meeting began at 5:30 PM.

2. APPROVAL OF MINUTES

Minutes were approved by the Board.

3. FINANCIAL REPORTS

The budget is being proposed to Town Council. There is no budget to review today.

Cindy - You can go online and review the budget right now, for the agenda meeting for the 12th. It's not approved but the proposed budget.

4. AIRPORT MANAGER'S REPORT

Will – I've been sending out emails, there is a lot of missing information, some of those emails have gotten kicked back. I'm trying to do it electronically but follow up with a hard copy. We have a few different lots with signed leases and it's been two/three years and nothing has been built on them. There are people who want those leases to build but there's people who are leasing them but haven't built. The lease requires the owner to build in 180 years.

Dusty - There wasn't a timeframe prior to around 2015.

Will - These are more current leases. Dustin Cummings is one of them, Block 2 Lot 3. Block 1 Lot 10, Randy Orkin, paid in 2021 and hasn't done anything since. Condra Harrington never built since 2021 (partial payments), Block 2 Lot 9, the Museum has wanted it but has never proceeded with it. There are two individuals who want that lot. Randy Orkin paid the lease for the lot he was going to build but not the infrastructure fee, Condra Harrington was a partial payment but they never decided how big the building was going to be.

Dusty - What about the prop shop?

Will - He paid but he just needs to sign the lease.

Will - Mowing is pretty much wrapped up for this year. I got the purchase order out to fix the tractor tires, when that gets approved then we can replace them. There are more issues with the fuel farm. It's not Choice's fault, Century link says it's not their fault. As far as the new lease goes, it's a matter of finalizing it with Hawthorne.

Jerry - What about the electronic problem, is that your problem?

Will - It will be. It will be upgraded with a bigger screen.

Mark - So the tech from Idaho, he's going to troubleshoot the reader?

Will - Yes, he's a tech with Master Fuel.

Rich - When do you take it over?

Will - As soon as Hawthorne approves the insurance.

Rich – Will the price of fuel be the same?

Will – I still need to work that out with Titan Fuel. You're prepaying the fuel, they have to look at the numbers historically, you find that neutral ground and try and get a price locked in. They're out of Salt Lake. I'm still hopeful it will be done by the 31st.

Brian – What about the payment to the town per gallon?

Will - Everything came up so quick, initially I had intentions where the Town would be in charge of the fuel, but the funding wasn't there. Once we get the contract and everything is in place, it will be brought to the Board, and the numbers will be reviewed, then Council will have to approve cost breakdown. Choice self-reported, there was no documentation on the flowage. Flowage is the actual gallons in the tank, not how much was bought.

Craig - This would be the first time we'd have information on the actual gallons sold.

Dusty – What about user fees?

Will - Attached to the hangars, everyone has a user fee. That's what's been done in the past.

Dusty - Robert was working on getting all of the T-hangar information on Quickbooks. Do you have a copy?

Will - I haven't seen any of that.

Dusty - Robert had a working deal on Quickbooks, they have to be able to find it. Maybe call Robert? It was pretty much all there.

Will - I haven't seen anything.

5. ENGINEER'S REPORT

Tyler presented the Morrison-Maierle Engineer's Report to the Board.

6. OLD BUSINESS

a. **Discussion: Gravel Pit Update, Brian Germane.**

Brian - Jackson is interested in potentially opening up a pit, could be good to have some competition. They've already thought out some things and proposed some things. One example, instead of getting paid by what is sold, they would pay for what is processed so they'd be frontloading. They're waiting on hearing about how much land is available. Tyler already mentioned it, we're meeting with Diane and this will help dictate what we can take and what we can't. What we'd like to propose is that we burn into some of the material that would be within the future extension/RPZ. We couldn't be in there during the runway extension. Tyler and I looked at the profile and possibly adjusting some grades to increase the footprint, would potentially create more revenue. Will eventually discuss rehab, right now it's figuring out the footprint. In my mind, I'm speaking in the context that we are going to some day do this runway extension so that doesn't get taken off the table.

Rich – Do you estimates on the volume?

Brian - If we can cut into the RPZ, the volume goes from like 150,000 to 750,000 CYs. Jackson is working to get a piece of equipment out there to dig some test pits to see what that material looks like 10-15' down, ultimately they do borings 50-60' down.

Craig - Could you pull any information from well logs?

Brian - Yes, that could be helpful information. You look at Yoder's pit, he's into a bunch of clay right now.

Rich - If it's approved, the Town has to approve it first, then what?

Brian - They'd have to go to DEQ, mines and geology, and get a permit. So it's a process.

7. NEW BUSINESS

a. **Discussion/Decision: Approval of Gravel Pit Layout**

See Old Business

b. **Discussion/Decision: Approval of Gravel Pit Layout to Present to Town Council**

See Old Business

c. **Discussion/Decision: Appointment of a Secretary for the Airport Board to Take Meeting Minutes.**

Craig mentioned that Morrison-Maierle has been doing a good job for years. Craig suggested Brian take over the meeting minutes. Kelli Motioned that Brian take meeting minutes. Dusty seconded the motion. Motion carried.

d. **Reminder: Airport Board Meetings Focus on Agenda Items Only and Eliminate Side Conversations Until Recognized by Chair.**

Craig reminded everyone that the Board needs to be focused on the agenda items and no side conversations should occur.

8. PUBLIC COMMENTS

Rich – Will, the progress we've made has been remarkable and I feel like we've come a long way.

Jerry – We're looking for a cheap car, what we really need is someone who is capable of saying yes and writing a check. Do we have a grant in hand?

Craig – We can't respond but can add to next agenda.

Jerry – One of the places the library is considering moving it the Airport. I'll get with Kelli on the car.

9. ADJOURNMENT

Meeting adjourned at 6:15 P.M.

Next Meeting – Tuesday, October 14, 2023 @ 5:30 P.M. (Town Hall).