



Stevensville Airport Board Meeting
Agenda for
TUESDAY, SEPTEMBER 09, 2025
6:00 PM
206 Buck Street, Town Hall

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Meeting Minutes 06/10/2025
4. Old Business
 - a. Airport Manager Gift Certificate Return
 - b. Discussion/Decision: Filing and Postage Fees to Record a Lease
 - c. Discussion/Decision: Airport Domestic Water User Fees
5. New Business
 - a. Discussion/Decision: Proposed Amendment to Ordinance 141
 - b. Discussion/Decision: Hangar Construction Projects
 - c. Discussion/Decision: Lease Amendments
 - d. Discussion/Decision: Business Licenses
6. Airport Manager's Report
7. Public Comments
8. Closed Meeting/Session to the Public: Airport Litigation
9. 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 06/10/2025

Airport Board Meeting Minutes 06/10/2025

Call to order 6pm 2025 at town hall.

Present

Alex
Jim
Wally
Rich
Tyler
Brian
Jerry
Jenelle town clerk

Absent Brad

Special business:

Jenelle explained open meeting law and communication procedures.

Tyler and Brian discussed engineering for the airport.
Grants and planning on track. No surprises

New business

Tabled nominations for Secretary until next meeting.

Discussed equipment parking around hangers. Brian will contact leasee to move non airport materials.

Managers report by Brian.

Much discussion.

Fuel back on track after challenge by previous manager. 1500 in attorney fees.

Fuelmaster maintenance agreement will go before council 12 June 25 after tabling due to challenge at last meeting.

Fuel will be filtered asap when stroke tech is made available possibly by next board meeting.

LUA ready for USFS.

Certified letter sent to delinquent leases.

Other aspects of airport on track.

Motion to adjourn passed

Adjoining at 712pm 25.

Craig.

File Attachments for Item:

b. Discussion/Decision: Filing and Postage Fees to Record a Lease



Stevensville Town Council Meeting

Agenda Item Request

To be submitted BEFORE Noon on the Wednesday immediately preceding the Thursday agenda publishing deadline (8-days ahead of the meeting).

Agenda Item Type:	New Business
Person Submitting the Agenda Item:	Brian Germane
Second Person Submitting the Agenda Item:	
Submitter Title:	Department Head
Submitter Phone:	
Submitter Email:	
Requested Council Meeting Date for Item:	09/09/2025
Agenda Topic:	Discussion/Decision: Filing and Postage Fees to Record a Lease
Backup Documents Attached?	Choose an item.
If no, why not?	
Approved/Disapproved?	Choose an item.
If Approved, Meeting Date for Consideration:	
Notes:	Proposing a fee to the Lessee for filing Airport Lease with the Ravalli County Clerk and Records Office. A postage fee needs to be discussed.

File Attachments for Item:

a. Discussion/Decision: Proposed Amendment to Ordinance 141

ORDINANCE NO. 141

AN ORDINANCE INCORPORATING VARIOUS AIRPORT ORDINANCES, RESOLUTIONS AND POLICIES INTO AND ESTABLISHING TITLE 3 - AIRPORT OF THE MUNICIPAL CODE OF THE TOWN OF STEVENSVILLE

SECTION 1. **Chapter 3**-Airport -of the Municipal Code is hereby established.

SECTION 2. Chapter **3 of Article II** is hereby created and titled "Municipal Airport."

SECTION 3. Chapter **3** shall read in full as follows:

Section 3-31 Designation of Airport

The airport owned and operated by the town shall be and is hereby designated as the "Stevensville Airport."

Section 3-32 Municipal Regulation

The Town Council, in accordance with MCA 67-10-301, shall be authorized to adopt, amend and repeal ordinances, resolutions, rules and orders as it shall deem necessary for the management and use of the Stevensville Airport in conformance with federal and state laws, regulations and standards, and shall have the power to enforce penalties for the violation of such ordinances, resolutions, rules and orders. In addition, the town shall have the power to enforce the payment of charges for improvements, services, leases, rentals and other charges by placing a lien, as provided by law, on any real or personal property at the airport and to lock people out of any airport storage unit or hanger until payments have be made in full.

Section 3-33 Creation of Airport Board

The town shall have an advisory board known as the Stevensville Airport Board, consisting of seven (7) members: six (6) persons appointed by the Mayor with the concurrence of the Town Council for staggered three (3) year terms, plus one (1) council representative chosen by the Town Council. The council representative shall continue to serve only while a member of the Town Council.

The board shall elect a Chairperson who shall prepare agendas and conduct meetings and shall elect a Secretary who shall maintain minutes in accordance

with the laws and regulations that apply to public bodies. The Secretary will fill in as Chairperson in their absence.

Section 3-34 Duties of Stevensville Airport Board

The Stevensville Airport Board shall provide recommendations to the Town Council as pertains to development, operation and maintenance of the airport. Specifically, the board shall:

- (1) Recommend to the Town Council rates, fees, charges and assessments based upon the capital needs of the airport;
- (2) Review and recommend to the Town Council approval or denial of all construction and development projects.
- (3) Review and recommend for compliance with FAA and town standards initial applications for airport business licenses as required in Section **3-36** of this chapter;
- (4) Develop and recommend to the Town Council periodic updates to the Capital Improvement Program for the airport;
- (5) Work with the Airport Manager, who is the as liaison with FAA and Montana Aeronautics, in complying with their respective standards, rules and regulations;
- (6) Create and promulgate a set of "Minimum Standards" for the airport in accordance with FAA guidelines; and
- (7) Provide assistance, advice and guidance as requested by the Mayor, the Town Council, and the Airport Manager.

Section 3-35 Airport Fund

- (1) There is hereby created an "Airport Fund" which shall be the repository for all funds generated by leases, charges, fees and other revenue generated at the airport, as well as all grants and contributions received from the FAA, Montana Aeronautics and other sources.
- (2) The Town Council shall annually appropriate and transfer funds to the Airport Fund a portion of the estimated taxes generated at the airport that are collected by the town. The amount of such appropriation shall be determined based upon the proportionate share of services included in the town's tax supported budget that are not applicable or provided to the airport such as, but not limited to, public works, street maintenance and lighting, parks and recreation, and others.
- (3) The Finance Officer shall make expenditures from the Airport Fund for

airport-related expenses based upon the approved annual budget.

- (4) The Town Council shall cause the Airport Fund to be audited on a bi-annual basis and shall make a charge to the airport for a proportionate share of the town's cost of its regular audit or it shall charge the airport the actual cost of a special audit of the Airport Fund, whichever is applicable.
- (5) The Town Council shall utilize all available financing methods and tools to generate funds needed for the airport's capital budget, including, but not limited to, loans, grants, tax increment financing, selling of bonds and special assessments.

Section 3-36 Airport Business License

- (1) No person, corporation, partnership, company, association or society shall engage in business, as defined in Section **12-19** of the Municipal Code, upon the Stevensville Airport without first obtaining an airport business license. Any airport business licensed by the town under this chapter shall not be required to obtain an additional business license required by Section **12-22** for conducting business at the airport.
- (2) Applications for an airport business license under this chapter shall be in writing to the Town Clerk on a form provided by the town. All airport business licenses shall be good for one (1) year commencing July 1st. Licenses shall expire June 30th of each year, regardless of the issuance date.
- (3) Airport businesses licensed by the town under this chapter shall pay an annual fee, as established by resolution of the Town Council; provided, however, that a nonprofit organization shall be issued a license at no charge. License fees shall not be prorated and will not be refunded should a business ownership change and/or cease to operate at the airport.
- (4) Upon filing of the application in the proper form and upon payment of the required fee, the Town Clerk shall, subject to the provisions of Section **3-34**, issue the airport business license as provided herein. Such license shall be nontransferable, except as to a change of address to a new location within the town. A license shall be denied to any business prohibited by law or regulation of the United States, the State of Montana, or by the provisions of this code or any ordinance of the Town of Stevensville.

- (5) A license may be suspended or revoked by action of the Stevensville Town Council for conducting business in violation of FAA standards, or in such a manner as to create a public nuisance or constituting a danger to the public welfare, health and safety, as well as fraud or misrepresentation on a license application.

Section 3-37 Other Airport Rates, Fees, Charges and Assessments

The Town Council shall, by resolution, adopt rates, fees, charges and special assessments at the Stevensville Airport, including but not limited to, land lease rates, infrastructure fees, airport user fees, tie-down fees and landing fees.

Section 3-38 Penalty

In addition to the enforcement provisions in specified in Section **3-32**, any person found to be violating any provision of this chapter shall, upon conviction thereof, be punished as set forth in Section **1-8** of the Municipal Code.

SECTION 4. Article III is hereby created and titled "Airport Zoning."

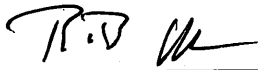
Chapter **3-71** shall include the full text of the Stevensville Airport Zoning Ordinance adopted by the Town Council on November 29, 1989. **Which is incorporated by reference as if the ordinance were set forth herein in its entirety.**

SECTION 5. Repeal

All Town of Stevensville ordinances, resolutions and policies in conflict with the provisions of this Chapter are hereby repealed.

Passed on First Reading by the Stevensville Town Council this 14th day of March 2024.

APPROVED:



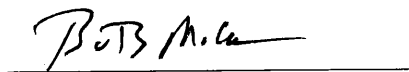
Bob Michalson, Mayor

ATTEST:


Jenelle S. Berthoud, Town Clerk

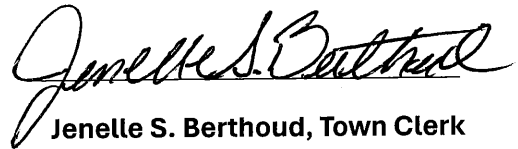
Passed and Adopted on Second Reading by the Stevensville Town Council this 28th day of March 2024.

APPROVED:



Bob Michalson, Mayor

ATTEST:


Jenelle S. Berthoud, Town Clerk

ORDINANCE NO. 141

AN ORDINANCE INCORPORATING VARIOUS AIRPORT ORDINANCES, RESOLUTIONS AND POLICIES INTO AND ESTABLISHING TITLE 4 – AIRPORT OF THE MUNICIPAL CODE OF THE TOWN OF STEVENSVILLE

SECTION 1. Title 4 – Airport – of the Municipal Code is hereby established.

SECTION 2. Chapter 4.04 of Title 4 is hereby created and titled “Municipal Airport.”

SECTION 3. Chapter 4.04 shall read in full as follows:

Section 4.04.010 Designation of Airport

The airport owned and operated by the town shall be and is hereby designated as the “Stevensville Airport.”

Section 4.04.020 Municipal Regulation

The Town Council, in accordance with MCA 67-10-301, shall be authorized to adopt, amend and repeal ordinances, resolutions, rules and orders as it shall deem necessary for the management and use of the Stevensville Airport in conformance with federal and state laws, regulations and standards, and shall have the power to enforce penalties for the violation of such ordinances, resolutions, rules and orders. In addition, the town shall have the power to enforce the payment of charges for improvements, services, leases, rentals and other charges by placing a lien, as provided by law, on any real or personal property at the airport and to lock people out of any airport storage unit or hanger until payments have been made in full.

Section 4.04.030 Creation of Airport Board

The town shall have an advisory board known as the Stevensville Airport Board, consisting of six (6) members: five (5) persons appointed by the Mayor with the concurrence of the Town Council for staggered three (3) year terms, plus one (1) council representative chosen by the Town Council. The council representative shall continue to serve only while a member of the Town Council. The board shall elect a Chairperson who shall prepare agendas and conduct meetings and maintain minutes in accordance with the laws and regulations that apply to public bodies.

Section 4.04.040 Duties of Stevensville Airport Board

The Stevensville Airport Board shall provide recommendations to the Town Council as pertains to development, operation and maintenance of the airport. Specifically the board shall:

ORDINANCE NO. 141

- (1) Along with the Airport Manager and Mayor, develop the airport's annual operating and capital budget to be presented to the Town Council for adoption;
- (2) Recommend to the Town Council rates, fees, charges and assessments based upon the capital needs of the airport;
- (3) Review and recommend to the Town Council approval or denial of all construction and development projects, including hanger construction and leases at the airport;
- (4) Review and recommend for compliance with FAA and town standards initial applications for airport business licenses as required in Section 4.04.060 of this chapter;
- (5) Develop and recommend to the Town Council periodic updates to the Capital Improvement Program for the airport;
- (6) Work with the Airport Manager, who is the as liaison with FAA and Montana Aeronautics, in complying with their respective standards, rules and regulations;
- (7) Create and promulgate a set of "Minimum Standards" for the airport in accordance with FAA guidelines; and
- (8) Provide assistance, advice and guidance as needed or requested by the Mayor, the Town Council, and the Airport Manager.

Section 4.04.050 Airport Fund

- (1) There is hereby created an "Airport Fund" which shall be the repository for all funds generated by leases, charges, fees and other revenue generated at the airport, as well as all grants and contributions received from the FAA, Montana Aeronautics and other sources.
- (2) The Town Council shall annually appropriate and transfer funds to the Airport Fund a portion of the estimated taxes generated at the airport that are collected by the town. The amount of such appropriation shall be determined based upon the proportionate share of services included in the town's tax supported budget that are not applicable or provided to the airport such as, but not limited to, public works, street maintenance and lighting, parks and recreation, and others.
- (3) The Town Treasurer shall make expenditures from the Airport Fund for airport related expenses based upon the approved annual budget.
- (4) The Town Council shall cause the Airport Fund to be audited on a bi-annual basis and shall make a charge to the airport for a proportionate share of the town's cost of its regular audit or it shall charge the airport the actual cost of a special audit of the Airport Fund, whichever is applicable.

ORDINANCE NO. 141

- (5) The Town Council shall utilize all available financing methods and tools to generate funds needed for the airport's capital budget, including, but not limited to, loans, grants, tax increment financing, selling of bonds and special assessments.

Section 4.04.060 Airport Business License

- (1) No person, corporation, partnership, company, association or society shall engage in business, as defined in Section 5.05.020 of the Municipal Code, upon the Stevensville Airport without first obtaining an airport business license. Any airport business licensed by the town under this chapter shall not be required to obtain an additional business license required by Section 5.05.030 for conducting business at the airport.
- (2) Applications for an airport business license under this chapter shall be in writing to the Town Clerk on a form provided by the town. All airport business licenses shall be good for one (1) year commencing July 1st. Licenses shall expire June 30th of each year, regardless of the issuance date.
- (3) Airport businesses licensed by the town under this chapter shall pay an annual fee, as established by resolution of the Town Council; provided, however, that a nonprofit organization shall be issued a license at no charge. License fees shall not be prorated and will not be refunded should a business ownership change and/or cease to operate at the airport.
- (4) Upon filing of the application in the proper form and upon payment of the required fee, the Town Clerk shall, subject to the provisions of Section 4.04.040(4), issue the airport business license as provided herein. Such license shall be nontransferable, except as to a change of address to a new location within the town. A license shall be denied to any business prohibited by law or regulation of the United States, the State of Montana, or by the provisions of this code or any ordinance of the Town of Stevensville.
- (5) A license may be suspended or revoked by action of the Stevensville Town Council for conducting business in violation of FAA standards, or in such a manner as to create a public nuisance or constituting a danger to the public welfare, health and safety, as well as fraud or misrepresentation on a license application.

ORDINANCE NO. 141

Section 4.04.070 Other Airport Rates, Fees, Charges and Assessments

The Town Council shall, by resolution, adopt rates, fees, charges and special assessments at the Stevensville Airport, including but not limited to, land lease rates, infrastructure fees, airport user fees, tie-down fees and landing fees.

Section 4.04.080 Penalty

In addition to the enforcement provisions in specified in Section 4.04.020, any person found to be violating any provision of this chapter shall, upon conviction thereof, be punished as set forth in Section 1.16.020 of the Municipal Code.

SECTION 4. Chapter 4.06 of Title 4 is hereby created and titled "Airport Zoning."

Chapter 4.06 shall include the full text of the Stevensville Airport Zoning Ordinance adopted by the Town Council on November 29, 1989.

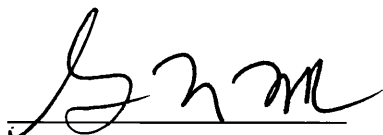
SECTION 5. Repeal

All Town of Stevensville ordinances, resolutions and policies in conflict with the provisions of this Chapter are hereby repealed.

Passed on First Reading by the Stevensville Town Council this 23rd day of May, 2013.

Approved:

Attest:

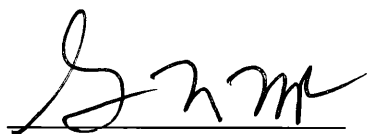

Gene Mim Mack, Mayor


Stacy Bartlett, Town Clerk

Passed and Adopted on Second Reading by the Stevensville Town Council this 13th day of June, 2013.

Approved:

Attest:


Gene Mim Mack, Mayor


Stacy Bartlett, Town Clerk