

AGENDA

STEVENSVILLE AIRPORT BOARD

**Tuesday, February 12th, 2019 at 5:30 PM
Meeting at Stevensville Town Hall**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes from December 8th, 2018**
- 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. Update: Notices sent to all past due. Certified Letters February.
(Copy of Past Due List)
 2. Discussion/Decision regarding Creation of a NOTAM Procedure Checklist
(If you have a plan just give the Town a copy as the calls come to the
Town Hall).
- IX. New Business**
- X. Airport Manager's Report**
- XI. Public Comments**
- XII. Adjournment**

**STEVENSVILLE AIRPORT BOARD
MEETING MINUTES**

**DECEMBER 11, 2018 – 5:30 P.M.
STEVENSVILLE TOWN HALL**

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 Michaelson – Town Council Rep
- Paul O’Bagy – Airport Manager
- Dan Denton – Airport Assistant Manager

OTHERS PRESENT:

I. CALL TO ORDER

- Meeting began at 5:30 PM

II. ROLL CALL

- Dustin Wood and Don Whitehair Absent

III. APPROVAL OF MINUTES

- The Board approved the minutes from November.

IV. CORRESPONDENCE

- Craig read the letter from Mike Schwartz dated 11.23.18. He will contact Mike to discuss some of his comments and concerns.

V. FINANCIAL REPORTS

- Bob asked the Board whether or not the Airport has received a bill for electricity. No one from the Board had seen anything. The Board’s understanding is that the SRE Building is now being heated because the fire truck is being stored inside and costs associated with heating is coming out of the Fire Department fund.

VI. ENGINEER'S REPORT

- Tyler plans to coordinate a conference call with Craig and Nigel Davis (Senior Airport Engineer with Morrison-Maierle) to discuss potential options for the proposed Administrative Building, Jet-A service, as well as a potential area of non-aeronautical use near the gravel pit. This should occur prior to next month's Board Meeting. Once these topics are hashed out, Tyler will work on updating the ACIP to reflect this.
- The cultural interpretive signs were finally installed which was the last outstanding item from the 2016 Runway Reconstruction Project. This item has been holding up final payment for Morrison-Maierle and Knife River so now Tyler can proceed forward in officially closing out the project.
- Morrison-Maierle is making progress with the design of the pavement reconstruction and electrical upgrades project (which includes a new midfield). Tyler will begin coordinating phasing and future duct/utility work with Craig and will update the Board on this next Month.
- We are still waiting on Supplemental Discretionary Grant results. The FAA anticipates funding will be announced January/February, 2019.

VII. AIRPORT BUSINESS: DISCUSSION/DECISION

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

Discussion/Decision regarding Capital Improvement Program. Refer to Engineer's Report.

IX. NEW BUSINESS

1. **Discussion/Decision regarding Dustin Wood's new land lease with the Town for Lot No. 1 Block 6 (Larkin Hangar).** Dusty has been utilizing the Larken hangar for a couple years. Larken has paid all of the fees up to the transfer, so they'd just transfer the title and he'd cover the fees the next go-around. Don Lorenzen moved to approve Dusty's request. Motion Passed. Bob will carry this to the council for approval.
2. **Discussion/Decision regarding Term Expiration on Dustin Wood & Don Lorenzen as Board Members.** Don Lorenzen wanted to propose to limit the meetings to one hour. Any outstanding issued can be picked up the following Board Meeting. Don Lorenzen will prepare a letter to outline this. Don Whitehair asked what the procedure is for Board Member appointments (question was brought up to Craig and he relayed the question to the Board). Don will send a note to Denise, and will work with Dusty to have him submit to officially run for another term.
3. **Discussion/Decision regarding review and update of Airport User billing.** Craig's plan is to prepare a certified letter to hangar leases in arrears requesting payment in two weeks. Lorenzen motioned to have Denise send out certified letters. Motion passed. Bob will add this issue to agenda to the next Council Meeting in January.
4. **Discussion/Decision regarding the filling out of Volunteer Contract info. Form with Town for any volunteers in any capacity. (Snowplow volunteers).** Forms from the previous administration are still valid.
5. **Discussion/Decision regarding touching base with company that wanted to move to the Stevensville Airport. Contact info. Aircraft Magneto Service (Airplane Engine Repair).** Gone - non-issue. EAA Hangar was sold to someone else. Lorenzen will speak with Steve @ EAA to discuss the existing EAA sign and whether or not to remove/relocate it to MSO.

6. **Discussion/Decision regarding update ALP (come with ideas and planning).** Covered during Engineering Report.
7. **Discussion/Decision regarding getting AWOS Maintenance provider information to the Town with certification on file.** Don hasn't heard anything from the FAA. Tyler will follow up on that.
8. **Discussion/Decision regarding creation of a NOTAM Procedure Checklist.** Don will contact Steve Knopp to learn how to issue a NOTAM.

X. AIRPORT MANAGER'S REPORT

- None.

XI. PUBLIC COMMENTS

- None.

XII. ADJOURNMENT

- Meeting was adjourned at 6:19 P.M.

Next Meeting – Tuesday, January 8th, 2019 @ 5:30 P.M. (Town Hall).

PHONE 406-656-3140
 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 01-31-19
 ENC

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

 BEGINNING BALANCE 12-31-18 92,169.57
 + DEPOSITS AND OTHER CREDITS .00
 + INTEREST PAID 11.74
 - PAPER AND OTHER WITHDRAWALS .00
 - SERVICE FEES .00
 ENDING BALANCE 01-31-19 92,181.31

INTEREST SUMMARY
 INTEREST PAID THIS STATEMENT 11.74
 INTEREST WITHHELD THIS STATEMENT .00
 INTEREST PAID THIS YEAR 11.74
 INTEREST WITHHELD THIS YEAR .00

DEPOSITS AND OTHER CREDITS
 DATE DESCRIPTION AMOUNT
 01/31/19 INTEREST PAID 11.74

 TOTAL # CREDITS 1 TOTAL CREDITS 11.74

BALANCE SUMMARY
 DATE BALANCE DATE BALANCE DATE BALANCE
 12/31/18 92,169.57 01/31/19 92,181.31

Farmers State Bank

02/05/2019 09:11 AM

***FIVE YEAR NON PERS *3600**

Balance **\$17,018.93**

Available** **\$192.90**

YTD interest **\$0.00**

Jan 1, 2019 - Jan 31, 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.

For the Accounting Periods: 1 / 19 - 1 / 19

Funds 5610-5620, Accounts 300000-999999

Fund/ Account / Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit
5610 AIRPORT					
311010 Real Property Taxes					
TV 297 7	2015 Airport Rec		1/19		57.00
TV 297 9	2018 Airport Rec		1/19		151.62
343063 Tie Down Fees					
				Account Total:	208.62
CR 412 1	Batch #: 10070	2016/2017 TIE DOWN	1/19		180.00
CR 413 1	Batch #: 10070	2017/2018	1/19		180.00
CR 414 1	Batch #: 10070	2018/2019	1/19		180.00
343064 Hanger and Land Lease					
				Account Total:	540.00
CR 385 1	Batch #: 10066	2018/2019 AIRPORT LAND LEA	1/19		480.00
CR 566 1	Batch #: 10086	2019 AIRPORT HANGAR/LAND L	1/19		537.60
343065 User and Business Fees					
				Account Total:	1,017.60
CR 328 1	Batch #: 10055	2018-2019 AIRPORT USER FEE	1/19		62.50
CR 383 1	Batch #: 10066	2018/2019 BUSINESS LICENSE	1/19		250.00
CR 384 1	Batch #: 10066	2018/2019 USER FEE	1/19		125.00
CR 409 1	Batch #: 10070	2016/2017 USER FEE	1/19		125.00
CR 410 1	Batch #: 10070	2017/2018	1/19		125.00
CR 411 1	Batch #: 10070	2018/2019	1/19		125.00
CR 528 1	Batch #: 10084	2018-2019 AIRPORT USER FE	1/19		125.00
CR 565 1	Batch #: 10086	2019 AIRPORT USER FEE \$125	1/19		125.00
CR 610 1	Batch #: 10090	2019 USER FEE	1/19		125.00
				Account Total:	1,187.50

Detail Query

For the Accounting Periods: 1 / 19 - 1 / 19

Funds 5610-5620, Accounts 300000-999999

Fund/ Account / Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit
371010 Investment Earnings					
RV 5293 1	Jan interest earned		1/19		11.74
Account Total:					
430300 Airport					11.74
110 Salaries and Wages					
PR 190100 42	Payroll Expenditure		1/19	290.44	
PR 190102 27	Payroll Expenditure		1/19	148.38	
PR 190105 27	Payroll Expenditure		1/19	151.39	
				590.21	
Object Total:					
140 Employer Contributions					
PR 190100 43	Employer Contributions		1/19	72.72	
PR 190102 28	Employer Contributions		1/19	51.85	
PR 190105 28	Employer Contributions		1/19	26.25	
				150.82	
Object Total:					
330 Publicity, Subscriptions & Dues					
CL 14944 1	2019-30 Annual Dues	MONTANA AIRPORT MANAGEMENT	1/19	50.00	
				50.00	
Object Total:					
340 Utility Services					
CL 14930 5	Dec 18 421 Airport Road - SRE		1/19	81.70	
CL 14950 5	Dec 18 421 Airport Road - SRE		1/19		
CL 14958 8	Jan 19 Cell Phone - Airport		1/19	18.69	
CL 14976 1	Jan 19 Airport Utilities - Ligh		1/19	55.54	
CL 14976 2	Jan 19 Airport Utilities - Wate		1/19	34.61	
				190.54	
Object Total:					
350 Professional Services					
CL 14948 7	00323319 Website base features	Municode	1/19	125.00	
CL 14985 36	Jan 19 Airport website renewal	VISA	1/19	0.85	
				125.85	
Object Total:					
Account Total:					
				1,107.42	
Fund Total:					
				1,107.42	2,965.46

Detail Query
For the Accounting Periods: 1 / 19 - 1 / 19

Funds 5610-5620, Accounts 300000-999999

Fund/ Account / Doc/Line #	Description	Vendor/Receipt From	Acct. Period	Debit	Credit
5620	Airport Project				
331129	Federal Aeronautics Administration (FAA)				
RV 5288 1	Draw #2		1/19		30,739.63
Account Total:					30,739.63
Fund Total:				0.00	30,739.63
Grand Total:				1,107.42	33,705.09

TOWN OF STEVENSVILLE
Income Statement
For the Accounting Period: 1 / 19

5610 AIRPORT

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
Revenue						
311010	Real Property Taxes	208.62	4,586.49	4,000.00	586.49	115
312000	P & I on Delinquent Taxes		35.32		35.32	
343062	Aviation Fuel		240.36	500.00	-259.64	48
343063	Tie Down Fees	540.00	729.00	900.00	-171.00	81
343064	Hanger and Land Lease	1,017.60	8,861.84	8,421.00	440.84	105
343065	User and Business Fees	1,187.50	7,187.50	11,000.00	-3,812.50	65
						87
	Total Revenue	2,953.72	21,640.51	24,821.00	-3,180.49	87
Expenses						
430300	Airport					
110	Salaries and Wages	590.21	3,459.16	5,592.00	2,132.84	62
140	Employer Contributions	150.82	938.58	1,585.00	646.42	59
210	Office Supplies & Materials			25.00	25.00	
220	Operating Supplies		11.97	25.00	13.03	48
231	Gas, Oil, Diesel Fuel, Grease, etc.		86.26	350.00	263.74	25
311	Postage, Box Rent, etc.		45.41	69.00	23.59	66
320	Printing, Duplicating, Typing & Binding		60.69	115.00	54.31	53
330	Publicity, Subscriptions & Dues	50.00	50.00	50.00		100
340	Utility Services	190.54	1,295.72	2,870.00	1,574.28	45
350	Professional Services	125.85	1,001.73	920.00	-81.73	109
360	Repair & Maintenance Services		2,842.72	4,600.00	1,757.28	62
370	Travel		253.16	200.00	-53.16	127
380	Training Services		150.00	120.00	-30.00	125
510	Insurance		2,869.67	2,509.00	-360.67	114
	Total Account	1,107.42	13,065.07	19,030.00	5,964.93	69
490500	Other Debt Service Payments					
610	Principal			10,381.00	10,381.00	
620	Interest			1,306.00	1,306.00	
	Total Account			11,687.00	11,687.00	
	Total Expenses	1,107.42	13,065.07	30,717.00	17,651.93	43
	Net Income from Operations	1,846.30	8,575.44			

02/07/19
15:07:00

TOWN OF STEVENSVILLE
Income Statement
For the Accounting Period: 1 / 19

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Report ID: LB170A

5610 AIRPORT

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
Other Revenue						
365000	Contributions and Donations		560.00		560.00	
371010	Investment Earnings	11.74	124.18	185.00	-60.82	67
383000	Interfund Operating Transfer In			11,250.00	-11,250.00	6
	Total Other Revenue	11.74	684.18	11,435.00	-10,750.82	6
	Net Income	1,858.04	9,259.62			

02/07/19
15:07:00

TOWN OF STEVENSVILLE
Income Statement
For the Accounting Period: 1 / 19

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5620 Airport Project

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
Revenue						
331129	Federal Aeronautics Administration (FAA)	30,739.63	55,284.25	165,465.00	-110,180.75	33
						33
	Total Revenue	30,739.63	55,284.25	165,465.00	-110,180.75	33
Expenses						
430300	Airport					
350	Professional Services		63,226.95	167,800.00	104,573.05	38
	Total Account		63,226.95	167,800.00	104,573.05	38
	Total Expenses	0.00	63,226.95	167,800.00	104,573.05	38
	Net Income from Operations	30,739.63	-7,942.70			
	Net Income	30,739.63	-7,942.70			

Finance Officer's Report to Board

TO: Stevensville Airport Board
From: April VanTassel, Finance Officer
Re: Finance Officer's Report to Board
Date: February 12, 2019

1. Cash Balances as of January 31, 2019

Rocky Mountain Bank - \$92,183.31
Farmers State Bank CD - \$17,018.93

PAST DUE Airport Users 2018-2019

Second Notice Sent 12/27/2018
 Updated 02/05/2019

<u>Name & Address</u>	<u>Type</u>	<u>Fee</u>	<u>Total Due</u>	<u>Date Paid</u>	<u>Check #</u>	<u>Amount Paid</u>
Bryan Boretsky 11327 Sleeman Lane Lolo, MT 59847	User Tie Downs o/s 2017-18 2nd Notice	\$ 125.00 \$ 180.00 \$ 305.00	\$610.00			
Chris Jackson #728-0048 P.O. Box 17061 Missoula, MT 59808 (was Leading Edge Planes & Props) cileadingedge@gmail.com #726-0748 C.J. Logging	Business Fee User Fee Lot 6 Block 1 Lot 7 Block 1 o/s 2017-18 2nd Notice	\$ 250.00 \$ 125.00 \$ 100.00 \$ 344.50 \$ 819.00	\$1,638.50			
Don Whitehair Mountain Aero 367 Airport Road Stevensville, MT 59870	Business Fee User Lot 4 Block 5 2nd Notice	\$ 250.00 \$ 125.00 \$ 315.00	\$690.00			
Gordon Johnson 547 Sweeney Creek Loop Florence, MT 59833	User Unit B-2 2nd Notice	\$ 125.00	\$125.00			
Greg & Patty Nardi 408 Spanish Peaks Drive Missoula, MT 59803	User Fee Lot 4 Block 6 2nd Notice	\$ 125.00 \$ 537.60	\$662.60	1/28/2018 Bal. \$125.00	#75578166	\$537.60
Jon Jungeman P.O. Box 1322 Victor, MT 59875	User Unit A	\$ 125.00	\$125.00	NEW BILLED 1-14-19 Renter Dustin Wood T-Hanger Lot 14 Block 6		

<u>Name & Address</u>	<u>Type</u>	<u>Fee</u>	<u>Total Due</u>	<u>Date Paid</u>	<u>Check #</u>	<u>Amount Paid</u>
Richard Wissenbach 795 West 30th Street P.O. Box 410235 Pinesdale, MT 59841 #961-3553/ 241-3926 richpiney@gmail.com	User Fee	\$ 125.00	\$125.00			
Scott Muchow 623 Crestline Drive Missoula, MT 59803 1-850-510-9297	User Unit F 2nd Notice	\$ 125.00	\$125.00	Was in Unit H now in Unit F		
William Iverson 3619 S. Mercy Court Spokane Valley, WA 99206 509-926-9219 or 509-991-4943	User Tie Downs 2nd Notice	\$ 125.00 \$ 180.00	\$305.00	Cessna 150 N-7773F		
Willis E. Curdy 11280 Kona Ranch Road Missoula, MT 59804	User Tie Downs o/s 2016-2018 2nd Notice	\$ 125.00 \$ 180.00 \$ 610.00	\$915.00			
TOTAL PAST DUE			\$5,321.10			\$537.60
Balance due			\$4,783.50			