



**Stevensville Airport Board Meeting  
Agenda for  
TUESDAY, APRIL 12, 2022  
5:30 PM  
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Approval of Minutes
3. Correspondence
4. Financial Reports
5. Engineers Report
6. Airport Business: Discussion/Decision
  - a. Board Member Terms
  - b. Budget Current Value and Expected Expenditures
  - c. Schedule Meetings for Time Sensitive Issues
  - d. Procedure for Agenda Items
  - e. New owner of hanger, Eric Komberec
  - f. Josh Coberly Lease Proposal
  - g. Sale of Millings
  - h. AWOS update
  - i. Review of Ordinance 104 Chapter 3 Article 2, sections 3.33 and 3.34
  - j. Board Member Assignments and Duties
7. Old Business
8. New Business
9. Airport Manager's Report
10. Public Comments
11. 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:**

b. Budget Current Value and Expected Expenditures

5610 AIRPORT

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
410000	General Government						
410210	Administration						
	110 Salaries and Wages	0.00	0.00	27,444.00	27,444.00	27,444.00	%
	140 Employer Contributions	0.00	0.00	5,163.00	5,163.00	5,163.00	%
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>32,607.00</b>	<b>32,607.00</b>	<b>32,607.00</b>	<b>%</b>
430000	Public Works						
430300	Airport						
	110 Salaries and Wages	0.00	8,466.47	0.00	0.00	-8,466.47	%
	140 Employer Contributions	0.00	8,463.61	0.00	0.00	-8,463.61	%
	210 Office Supplies & Materials	0.00	440.95	150.00	150.00	-290.95	294 %
	220 Operating Supplies	0.00	128.71	50.00	50.00	-78.71	257 %
	230 Repair & Maintenance Supplies	0.00	210.12	600.00	600.00	389.88	35 %
	231 Gas, Oil, Diesel Fuel, Grease,	0.00	275.50	400.00	400.00	124.50	69 %
	311 Postage, Box Rent, etc.	13.42	73.35	100.00	100.00	26.65	73 %
	320 Printing, Duplicating, Typing	0.00	259.54	100.00	100.00	-159.54	260 %
	330 Publicity, Subscriptions &	0.00	0.00	50.00	50.00	50.00	%
	331 Computer Software / Websites	0.00	0.00	2,350.00	2,350.00	2,350.00	%
	332 Publication of Formal & Legal	0.00	579.46	0.00	0.00	-579.46	%
	340 Utility Services	99.64	7,504.22	2,765.00	2,765.00	-4,739.22	271 %
	345 Telephone	0.00	0.00	39.00	39.00	39.00	%
	350 Professional Services	1,754.37	7,309.79	15,394.00	15,394.00	8,084.21	47 %
	356 Information Technology	0.00	755.00	0.00	0.00	-755.00	%
	380 Training Services	0.00	65.39	6.00	6.00	-60.39	*** %
	510 Insurance	1,232.00	6,418.12	5,190.00	5,190.00	-1,228.12	124 %
	530 Rent	600.00	3,000.00	0.00	0.00	-3,000.00	%
	555 Bank Service Charges	0.00	35.00	0.00	0.00	-35.00	%
	930 Improvements Other than	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	950 Construction	0.00	3,997.69	60,000.00	60,000.00	56,002.31	7 %
	<b>Account Total:</b>	<b>3,699.43</b>	<b>47,983.92</b>	<b>88,194.00</b>	<b>88,194.00</b>	<b>40,210.08</b>	<b>54 %</b>
490000	Debt Service Reserve						
490500	Other Debt Service Payments						
	610 Principal	0.00	8,755.70	0.00	0.00	-8,755.70	%
	620 Interest	0.00	826.22	0.00	0.00	-826.22	%
	<b>Account Total:</b>	<b>0.00</b>	<b>9,581.92</b>	<b>0.00</b>	<b>0.00</b>	<b>-9,581.92</b>	<b>%</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>9,581.92</b>	<b>0.00</b>	<b>0.00</b>	<b>-9,581.92</b>	<b>%</b>
	<b>Fund Total:</b>	<b>3,699.43</b>	<b>57,565.84</b>	<b>120,801.00</b>	<b>120,801.00</b>	<b>63,235.16</b>	<b>48 %</b>

5620 AIRPORT PROJECT

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
430000	Public Works						
430300	Airport						
	950 Construction	0.00	63,706.38	167,530.00	167,530.00	103,823.62	38 %
	<b>Account Total:</b>	<b>0.00</b>	<b>63,706.38</b>	<b>167,530.00</b>	<b>167,530.00</b>	<b>103,823.62</b>	<b>38 %</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>63,706.38</b>	<b>167,530.00</b>	<b>167,530.00</b>	<b>103,823.62</b>	<b>38 %</b>
	<b>Fund Total:</b>	<b>0.00</b>	<b>63,706.38</b>	<b>167,530.00</b>	<b>167,530.00</b>	<b>103,823.62</b>	<b>38 %</b>
	<b>Grand Total:</b>	<b>3,699.43</b>	<b>0.00</b>	<b>268,331.00</b>	<b>288,331.00</b>	<b>167,058.78</b>	<b>42 %</b>
			<b>121,272.22</b>				

**File Attachments for Item:**

f. Josh Coberly Lease Proposal

# DCE Stevensville Airport Proposal (Phase 1)

## **Hangar Land Leases (see exhibit page 3):**

- Block 1 (Lots 9, 10, 11, 12, 13)
- Block 3 (Lots 1, 2, 3, 4)

## **Hangar Build Specifications:**

- Block 1 (Lots 9,10,11,12,13) 75' x 50' hangars with 70' bifold or hydraulic doors
- Block 3 (Lots 1, 2, 3, 4) 50' x 50' hangars with 45' bifold doors

**Lease durations:** 50 years

**Timeline:** Break ground early Q4 2022 and install the first hangar to make sure there are no issues with set up. Then proceed with the rest of the hangars after the first one is finished (Due to supply chain issues materials may take longer than expected to arrive)

## **Strategic Suppliers:**

- Olympia Steel (Hangar Manufacturer)
- Schweiss Doors (Hangar Door Manufacturer)
- Brent Hunsucker (General Contractor)
- Baer Concrete (Concrete Company)

## **Intended Uses:**

- Lease/Rent to private individuals
- Lease to the Forest Service
- Commercial Use

**Project Benefits:** This project will help meet the demand for more hangars in the mid Bitterroot region while developing out the Stevensville airport to its long intended utility. With the allocation of these requested leases the Stevensville airport will bring in a dedicated tenant who will increase airport revenue and function; and create a path to future airport improvement opportunities and revenue streams which we will explore further in Phase II of development.







**File Attachments for Item:**

- i. Review of Ordinance 104 Chapter 3 Article 2, sections 3.33 and 3.34

- **Sec. 3-33. - Creation of airport board.**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONEMAIL SECTION](#)

The town shall have an advisory board known as the Stevensville Airport Board, consisting of seven members: six persons appointed by the mayor with the concurrence of the town council for staggered three-year terms, plus one 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.

(Ord. No. 141, § 3(4.04.030), 6-13-2013; Ord. No. 148, § 1, 6-12-2014)

- **Sec. 3-34. - Duties of airport board.**

[SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD \(DOCX\) OF SECTIONEMAIL SECTION](#)

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)

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 3-36](#);

(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.

(Ord. No. 141, § 3(4.04.040), 6-13-2013)