

### 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
  - 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	Atta	chm	ents	for	Item:
ıııc	$\Delta$ LLQ		CIILO	101	ILCIII.

b. Budget Current Value and Expected Expenditures

04/08/22

TOWN OF STEVENSVILLE Statement of Expenditure – Budget vs. Actual Report For the Accounting Period: 3 / 22

Page: 1 of 2 Report ID: B100

5610 AIRPORT

Account Object	Committed Current Month	Committed	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
410000 General Government 410210 Administration						Property of the last of the la
110 Salaries and Wages	00.00	0.00	27,444.00	27,444.00	27,444.00	
140 Employer Contributions	00.0	00.0	5,163.00	5,163.00	5,163.00	je.
Account Total:	00.0	00.00	32,607.00	32,607.00	32,607.00	olo
Account Group Total:	00.00	00.00	32,607.00	32,607.00	32,607.00	9/0
430000 Public Works						
430300 Airport						
110 Salaries and Wages	00.00	8,466.47	00.0	00.0	-8,466.47	οlip
	00.00	8,463.61	00.00	00.00	9	
	00.00	440.95	150.00	150.00	-290.95	ST
	00.00	128.71	20.00	50.00		
	00.00	210.12	00.009	00.009	389.88	35
	00.00	275.50	400.00	400.00	124.50	59
	13.42	73.35	100.00	100.00	26.65	73
	00.00	259.54	100.00	100.00	-159.54	260
	00.00	00.00	20.00	20.00	50.00	
	0.00	00.0	2,350.00	2,350.00	2,350.00	ull?
	00.00				-579.46	
	99.64	7,504.22	2,765.00	2,765.00	-4,739.22	271
			30		39.00	
	1,754.37	0	15,394.00	15,394.00	8,084.21	47
356 Information Technology	00.00	755.00	00.00	00.00	-755.00	dif
380 Training Services	00.00	66.39	00.9	00.9	-60.39	* *
510 Insurance	1,232.00	6,418.12	5,190.00	5,190.00	-1,228.12	124
	00.009	3,000.00	00.0	00.00	-3,000.00	dir
555 Bank Service Charges	00.00	35.00	00.00	0.00	-35.00	æ
930 Improvements Other than	00.00	00.00	1,000.00	1,000.00	1,000.00	
950 Construction	00.00	3,997.69	60,000.00	60,000.00	56,002.31	7 %
Account Total:	3,699.43	47,983.92	88,194.00	88,194.00	40,210.08	54 %
Account Group Total:	3,699.43	47,983.92	88,194.00	88,194.00	40,210.08	54 %
490000 Debt Service Reserve						
420000 Other Debt service Fayments 610 Principal	00.00	8.755.70	00.00	0.00	-8,755.70	
620 Interest	00.0	826.22	00.0	00.0	-826	- 609
Account Total:	00.00	9,581.92	00.00	00.00	-9,581.92	0/0
Account Group Total: Fund Total:	0.00	9,581.92	0.00	0.00	-9,581.92	% % % %
						,

04/08/22 16:03:53	TOWN OF STEVENSYILLE Statement of Expenditure - Budget vs. Actual Report For the Accounting Period: 3 / 22	TOWN OF STEVENSVILLE ment of Expenditure - Budget vs For the Accounting Period:	LE vs. Actual Report 3 / 22	Rep	Page: 2 of 2 Report ID: B100	
5620 AIRPORT PROJECT						
Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available % Appropriation Commit	% Commit
430000 Public Works 430300 Airport		;				6
950 Construction Account Total:	00.0	63,706.38 63,706.38	167,530.00	167,530.00	103,823.62	ນ <b>ເປ</b> ໝ <b>ວ</b> ພໍ່ຈະ
Account Group Total:	00.00	63,706.38	167,530.00	167,530.00	103,823.62	% 38 8
Fund Total:	00.0	63,706.38	167,530.00	167,530.00	103,823.62	% %
Grand Total:	3,699.43	0.00				
		121,272.22	288,331.00	288,331.00	167,058.78 42	42 %

#### 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

<u>Timeline</u>: 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)

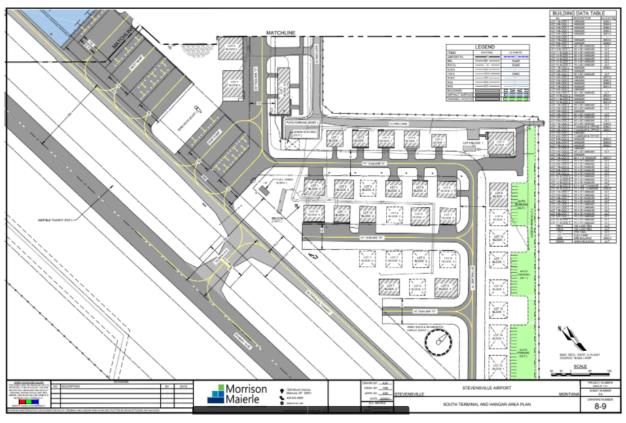
#### **Strategic Suppliers:**

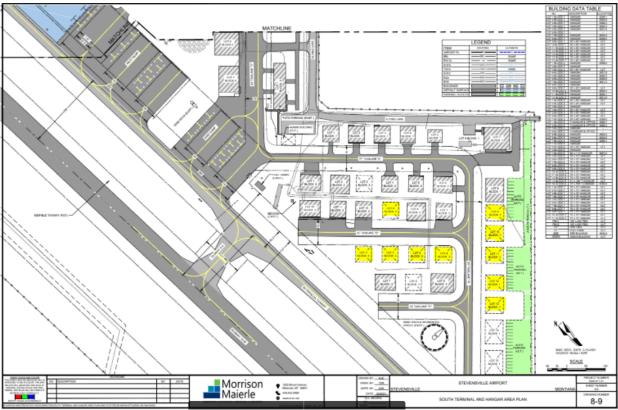
- Olympia Steel (Hangar Manufacturer)
- Schweiss Doors (Hangar Door Manufacturer)
- Brent Hunsucker (General Contractor)
- Baer Concrete (Concrete Company)

#### **Intended Uses:**

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

<u>Project Benefits:</u> 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	<b>Attac</b>	hments	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 SECTIONSEMAIL 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 SECTIONSEMAIL 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 <u>section 3-36</u>;

(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)