



**Stevensville Airport Board Meeting
Agenda for
TUESDAY, OCTOBER 10, 2023
5:30 PM
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Approval of Minutes
3. Financial Reports
 - a. Informational: FY23/24 Town of Stevensville Budget will be Presented to the Council and Public on 10/12/2023 (Regular Scheduled Town Council Meeting)
4. Airport Manager's Report
 - a. Will Rowe, Airport Manager Report
5. Engineers Report
 - a. Tyler Reed, Airport Engineer Report
6. Old Business
 - a. Discussion: Gravel Pit Update, Brian Germane
7. New Business
 - a. Discussion/Decision: Approval of Gravel Pit Lay Out
 - b. Discussion/Decision: Approval of Gravel Pit Lay Out to Present to Town Council
 - c. Discussion/Decision: Appointment of a Secretary for the Airport Board to Take Meeting Minutes
 - d. Reminder: Airport Board Meetings Focus on Agenda Items Only and Eliminate Side Conversations Until Recognized by the Chair
8. Public Comments
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. Will Rowe, Airport Manager Report

Will Rowe
Airport Manager



Stevensville Town Hall
206 Buck Street
Stevensville, MT 59870
Phone: 406-777-5271
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Airport Managers Report for October 2023

1. As of 10/3/2023 we sent out emails and made contact with most of the airport hangar owners to start the process of cleaning up past due lease payments. I have found that some of the email addresses and physical addresses are missing or incorrect from the files we have in town hall. Bills will be sent out on 10/10/2023.
2. I have identified a few lots that were leased in the past and have not been paid for and have not been built on. I am trying to get ahold of those individuals to find out if they still want those lots. If they do, they will need to make good on all past due payments and fulfill the terms of the lease and build hangars. If they do not respond to the correspondence then they are in violation of the lease and the airport can then lease out that lot to someone that will build on it and abide by the terms of the lease.
3. The mowing is about rapt up for the year.
4. The new fuel farm lease is still on track to be completed by the end of the month.

Will Rowe
Airport Manager

File Attachments for Item:

a. Tyler Reed, Airport Engineer Report

**STEVENSVILLE AIRPORT
Engineer's Report**

October 10, 2023 – 5:30 PM

- A. **Master Plan Update**. Provide update on Master Plan.
- B. **Gravel Pit**. Tyler Reed and Brian Germaine met on 9/29 to discuss gravel pit options. They plan to set up a conference call later in the week of 10/1 and will provide updates to the Board.
- C. **5-Year Engineering Selection**. Stevensville Airport is up for their 5-year Engineering reselection. The Airport/Town may contact Diane Stilson with the FAA to walk them through the standard procurement process and requirements.
- D. **5-Year Capital Improvement Plan**. Review updated capital improvement plan with the Board.