



**Stevensville Airport Board Meeting
Agenda for
TUESDAY, MARCH 14, 2023
5:30 PM
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Approval of Minutes
 - a. Meeting Minutes 02/14/2023
3. Engineers Report
4. Airport Business: Discussion/Decision
 - a. Montana Skydive Situation
 - b. Hanger Lease and Update, Whitehair
5. Airport Manager's Report
6. Public Comments
7. 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 02/14/2023

**STEVENSVILLE AIRPORT BOARD
MEETING MINUTES**

**FEBRUARY 14, 2023 – 5:30 P.M.
STEVENSVILLE TOWN HALL**

STEVENSVILLE AIRPORT BOARD:

- Craig Thomas – Airport Board Chairman
- Rich Perry
- Dustin Wood
- William Rowe
- Kelli Weed
- Brian Germane
- Cindy Brown – Council Representative

STEVENSVILLE AIRPORT REPRESENTATIVES:

- Tyler Reed – Airport Engineer (MMI)
- Tim Smead – Airport Manager

OTHERS PRESENT:

JERRY HOZER

1. CALL TO ORDER AND ROLL CALL

- a. Meeting began at 5:30 PM

2. APPROVAL OF MINUTES

- a. **January 2023 Meeting Minutes.** Minutes were approved.

6. AIRPORT BUSINESS: DISCUSSION/DECISION

- a. **Update on Skydive Montana Waiver and Development Plan for Council.** Mr. Rowe updated the Board on the Skydiving proposal. The proposal was taken to the Council and the draft waiver is completed. Some important sections of the contract were moved to the front (including the actual waiver). The Town's attorney, Greg Overstreet, is reviewing the contract/waiver.

Craig: In the next week, this document will need to go to all of the airport board members, Mayor, and the rest of the administration to eliminate as many questions as possible before it goes in front of the Council so it will be ready in a week.

Will: The lots outside of the Airport by Hallibach Road will be improved to include a parking lot and picnic area. I am seeking out a couple Eagle Scouts who may be able to volunteer to make these improvements.

Craig: Will this area be open to the public?

Will: Yes. Some of the spectators will use the lot but it will be available to the public.

Craig: The FAA raised concerns that this public area will be in the Runway Protection Zone (RPZ) but there is still a section of that lot not in the RPZ. Diane with the FAA said this section should be ok.

Will: There won't be any permanent structure built within this area.

Cindy: I think we have an ordinance prohibiting overnight camping.

Will: No camping will occur there, anyone spending the night will do so on my property.

Tim: Was that the one Brandon was looking to lease out?

Craig: Yes, that's the same place.

Will, Craig, and the rest of the Board reviewed a printout showing a section of the Airport Layout Plan (ALP) showing the parking area and other property.

9. AIRPORT MANAGER'S REPORT

a. None

10. PUBLIC COMMENTS

Cindy: How are doing with figuring out the user fees?

Tim: Anything financial must now go to the Administrative Team.

Craig: So, Cindy's question on fees should go to Pam?

Tim: Yes. I haven't seen any fees or records on payments.

Cindy: So, we're not sure who is delinquent?

Tim: The auditors have been reviewing the financials. Robert is helping with that.

Rich: There's a fee increase right?

Craig: Because of the audit, Pam has moved to the building inspector's room and has been preparing documents for the audit.

Rich: I went to the Airport's website. It says the Board runs the Airport. Tim, you might want to look into that.

Tim: There's a few things we need to update on that. The Airport Manager's phone is not active either. I think only Jenelle or the Mayor can transfer the number to my phone. It sounds like they're switching providers for the Town's website?

Cindy: The State of Montana has their own email and website service so the Town is looking to replace the GoDaddy website with the State's system. It takes about 12 hours to develop the new website. I'm not sure who is keeping the website updated now. There was a two month stretch where everyone was using their own email. Hopefully this switch will happen relatively soon.

Brian: Do we need to request a status of lease payments?

Tim: We already have that.

Craig: I will ask Robert to attend the next meeting. If you have any questions, bring them.

Cindy: \$52,040.12 is the number that was provided to me at the last meeting. This is what has been spent to date.

Rich: What about revenue?

Cindy: I don't have that number.

Brian: Is that Calendar or Fiscal?

Cindy: Fiscal

Will: Are there any more updates on the FBO (Fixed Base Operator)?

Tim: I have to chat with Mark with MQS to see what direction he wants to go there. I've been playing phone tag with him.

Craig: Will you have an update next meeting?

Tim: Yes, I would anticipate to see the actual fuel facility first.

11. ADJOURNMENT

- Meeting Adjourned at 5:52 p.m.

Next Meeting – Tuesday, March 14, 2023 @ 5:30 P.M. (Town Hall).