



**Stevensville Airport Board Meeting  
Agenda for  
TUESDAY, JUNE 13, 2023  
5:30 PM  
206 Buck Street, Town Hall**

1. Call to Order and Roll Call
2. Approval of Minutes
  - a. Airport Board Meeting Minutes 05/10/2023
3. Financial Reports
4. Engineers Report
5. Airport Business: Discussion/Decision
  - a. Recommendations for the Replacement of the Airport Manager
  - b. Report from Museum of Mountain Flying
  - c. Report from SAF
  - d. Report on Courtesy Car from Kelli Weed
  - e. Report on Administration Building from Will Rowe
  - f. Report on Gravel Pit from Brian Germane
  - g. Master Plan
6. Airport Manager's Report
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. Airport Board Meeting Minutes 05/10/2023

**STEVENSVILLE AIRPORT BOARD  
MEETING MINUTES**

**MAY 10, 2023 – 5:30 P.M.  
STEVENSVILLE TOWN HALL**

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**STEVENSVILLE AIRPORT BOARD:**

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

**OTHERS PRESENT:**

**DIANE STILSON – FAA  
PAT COLLINS – MUSEUM OF MOUNTAIN FLYING  
JERRY HOLDER**

**STEVENSVILLE AIRPORT REPRESENTATIVES:**

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

**1. CALL TO ORDER AND ROLL CALL**

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- a. Meeting began at 5:30 PM

**2. APPROVAL OF MINUTES**

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**3. FINANCIAL REPORTS**

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None.

**4. ENGINEER’S REPORT**

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Tyler told the Board that the Morrison-Maierle is wrapping up Chapter 1 (Existing Facilities), and moving to the Forecasting Chapter which must be approved by the FAA. Craig recommended that the July 11<sup>th</sup> meeting be dedicated to the Master Plan Update.

**5. AIRPORT BUSINESS: DISCUSSION/DECISION**

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a. **FAA here on May 10<sup>th</sup>**

Diane Stilson (Project Manager for the Helena FAA Airport Districts Office) introduced herself to the Board. Craig explained that Diane, himself, Steve Engebrecht (FAA Helena ADO Manager), Tyler, and Tim met earlier with the Mayor to discuss the Airport. They then conducted a tour at the Airport (including hangar tours at Dusty’s hangar and Cliff Orcutt’s hangar). Diane thanked the Airport for their hospitality and that the FAA likes to meet with Sponsors. She said that if anyone has any questions, please don’t hesitate to call her. Diane also thanked Dusty for the tour of his business.

b. **Museum of Mountain Flying Report:**

Craig said he finished the book “Everyway to Fail”. There was a Miss Montana event in Missoula where the Governor showed up.

c. **Stevensville Airport Foundation (SAF) Report.**

Jerry – the next fly-in on my schedule is the Lincoln airport pancake breakfast. It's a couple Saturdays from now.  
William – I need to connect with SAF. I have some things I've been working on for the Administrative Building.  
Craig – We're trying to incorporate as many of your folks as we can, and if you could pass that on to as many people as possible that would be great.

d. **Discussion/Decision: Committee Reports on Airport Car, Administrative Building and Airport Events**

Kelli – Tim is working on the courtesy car grant.  
Jerry – Were you going to work with one of us?  
Kelli – That would be great.

6. **NEW BUSINESS**

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a. **Discussion/Decision: Motion from the Board to move forward with News Releases on Airport Activities.**

Craig - I sent out a draft that Dustin but forward after Cindy recommend we do more stuff with the AP and Town to draw more people in. There was a breakfast up there, the Mayor came and introduced himself at end of it, and said he didn't want to sell the airport. There was a suggestion that they include an airport business release in the newspaper. The newspaper would use this draft and do an interview with Dusty. Each business/activity would provide an informational letter to the

***Kelli motioned to submit news articles to paper. Motion Carried.***

b. **Discussion/Decision: Lease Transfer of Block 1 Lots 6 and 7**

***William made the motion to bring lease transfers to Council. Motion carried.***

c. **Discussion/Decision: Seek an Attorney to Write and Updated Airport Lease**

Craig - We need an airport lease. Right now, the lease is separated by several documents, they're all over the place, we need a lease that has all of this incorporated in a single document. We had an attorney who offered to assist.

Dusty - Did you show him what we came up with a few years ago?

Craig - Yes, he has that and all the other documents. He's going to volunteer his time.

***William made the motion to allow the attorney to update lease. Motion Carried.***

d. **Discussion/Decision: Informational Contributions for the Town of Stevensville Website**

Craig – I spoke with Jenelle, she's open to Rich coming in at any time to work with the Town on the website.

***Dusty made the motion for Rich to work with Town on updating the website. Motion Carried.***

Cindy – I had a question for Jerry. Do you have a website?

Jerry - No, and we probably won't since we're not super organized.

Cindy - Well if they did have a website, it would be good to have links to the Town's Airport website. There's no reason why the Airport couldn't create their own website.

Kelli - That would increase the visibility for sure.

Dusty – I've had people tell me that they can't get ahold of Tim. Everyone is calling the number that's on the Town's website. Several people have told me they can't get ahold of him so the number might not be accurate. I think it has something with the number listed. If the Town is going to shut it off, they need to make sure it gets updated with the proper number.

William - That was a struggle for me last year, it took me a while to get ahold of Tim.

e. **Discussion/Decision: Town Clerk and Finance Officer to Attend Airport Board Meetings**

Craig - Both the Town Clerk and Finance Officer are gone today. I had a long chat with them about a week ago and we learned a lot of stuff about them, and they learned a lot about us. I think it would be important for them

to attend these meetings. We pay 10% of their salary but they don't attend our meetings. I wanted to know what the Board thought about them attending the board meetings.

Cindy - We don't currently have a finance manager.

Craig - But Robert will be there 10 hours a week.

Cindy - I don't know Robert's status.

Rich - So we would pay them to be here?

Kelli - What about quarterly?

Dusty - We're paying them to be here and they haven't been here for like 10 months. I think they need to be involved, we can talk with them, they can learn what's going on.

William - We're already paying 10% of their salary.

Rich - They should be here for every couple of meetings.

William - Quarterly reports would be great.

Rich - I think that's part of their duty.

Dusty - If we request they attend our meeting, I feel like they need to do their due diligence and provide that information, I just don't know how that would get done.

Cindy - Planning, Zoning, Park Board, TIFF/TEDD/ Council meetings, closed meetings (all at night). That's one of the reasons why we moved the Council meeting to 6 since they're here all day. I don't have a good answer right now unless you want to do it quarterly and see how that goes.

Craig - Maybe we stagger them?

Craig - If we started the meeting at 5...

Kelli and Cindy indicated they had time conflicts with 5:00 P.M.

Craig - I'll discuss this with Jenelle.

## **7. AIRPORT MANAGER'S REPORT**

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None (Tim no present)

## **8. PUBLIC COMMENTS**

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Pat - The Governor's press secretary presented that miss Montana is Montana's airplane. I tried to come down to Hamilton last Saturday for the expo for kids, were weathered in couldn't make it. The next function is Memorial Day. Last time we did a low pass at a veteran's cemetery. We have a few events planned in June - smoke jumpers in McCall, something in Twin Bridges, Butte in July, airshow in Billings in August. One thing I wanted to bring up, we'd like to get together (BBQ, museum). Can't tell you when that will be. We're pretty busy, I just got notified today that MCAA is jacking up our lease rates for GA. A project is going on south of Minuteman Hangar. And that's the sense I get is that the passenger parking is more important than general aviation. I just don't want to see that to affect the museum. We talked about doing Normandy again but was thinking that it may not be the best idea to do it again. There was a discussion with trying to do the red sled right after Thanksgiving. School issues pop up, etc. so we're going to try and figure that out. Our "fly by the seat of our pants" approach has worked to this point but it could be smoother.

Dusty to Pat - They could use the sprayer in my booth.

Pat - Richard said something about that.

## **9. ADJOURNMENT**

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Meeting adjourned at 6:11 P.M.

***Next Meeting – Tuesday, June 13, 2023 @ 5:30 P.M. (Town Hall).***