



**Stevensville Airport Board Meeting
Agenda for
TUESDAY, DECEMBER 10, 2024
5:30 PM**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Approval of Minutes
 - a. September 10, 2024 Meeting Minutes
 - b. October 3, 2024 Meeting Minutes
4. Engineers Report
5. New Business
 - a. Discussion/Decision: Nomination and Appointment of Airport Board Secretary
 - b. Discussion/Decision: Changing the Airport Board Meeting Time from 5:30 pm to 6:00 pm
 - c. Discussion: Santa Fly In on December 19, 2024
6. Airport Manager's Report
 - a. 2025 CIP Projects
 - b. Courtesy Car Update
 - c. Budget Update, Revenue & Expenditures
7. Public Comments
8. 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. September 10, 2024 Meeting Minutes

**STEVENSVILLE AIRPORT BOARD
MEETING MINUTES**

**SEPTEMBER 10, 2024 – 6:00 P.M.
STEVENSVILLE TOWN HALL**

STEVENSVILLE AIRPORT BOARD:

- Craig Thomas – Airport Board Chairman
- Rich Perry
- Brian Germane
- Jim Johnson
- John Stratton
- Wally Smith – Council Representative

STEVENSVILLE AIRPORT REPRESENTATIVES:

- Tyler Reed – Airport Engineer (MMI)
- Kevin Kittleson – Airport Engineer (MMI)
- Airport Manager

OTHERS PRESENT:

**JERRY HOVER
MAYOR MICHALSON**

1. CALL TO ORDER AND ROLL CALL

- a. The meeting was called to order at 6:00.

2. APPROVAL OF MINUTES

The August 2024 Minutes were accepted as written. A motion was made to approve. It was seconded and all were in favor.

3. ENGINEER’S REPORT

No Engineer’s report

4. OLD BUSINESS

a. Courtesy Car

Brian gave the status on the courtesy car. The car has now been delivered to the airport. Thank you to Mayor Michalson for his help. A discussion followed to organize a work session to remove the unnecessary police equipment. The session was scheduled for the following Saturday, September 14. The car received a new battery, but will likely need new tires.

b. Gravel Pit

There has not been any progress with the RFQ. Brian stated that he will start writing it, but it is rather complicated and will not be as simple as the engineer RFQ

c. Maintenance

A new windsock has been installed but is only a 72” sock. The state provides 96” socks and one has been ordered. Two landing lights need to be repaired and four additional lights need their lamps replaced. Those parts have ordered from the state as well and should arrive within a week.

5. NEW BUSINESS

a. Leases

Mayor Michalson discussed the status of lease payments. He presented a spreadsheet with the status of each airport lease. Several leases were shown to be unpaid, some unpaid in 2024 and 2023, totaling thousands of dollars. It was noted that the Town has not sent out payments in 2024. Ultimately, it was agreed that the Mayor will direct the Town to send out bills and 30 days will be given to pay. A lengthy discussion followed about how we can improve the overall lease payment process, and how we can collect from those that don't pay.

b. Will Rowe

Craig Thomas had written a "Thank You" letter to Will and asked that the board review and vote to approve sending it to Will. A motion was made, seconded, and approved.

c. Town Audit

There was a request to view the Airport budget and audit information. The Mayor offered to provide a copy for the Board's review.

d. Fuel Tank Status

Rich Perry made contact with Hawthorn regarding the status of the existing fuel tank. Hawthorn has provided a written offer to purchase the tank. The tank would need to be inspected which would require a complete emptying prior to. A motion was made to look into getting the tank inspected. The motion was seconded and approved. A lengthy discussion followed regarding the federal and state grant funds available and the strategy to get both our pavement maintenance and fuel tank projects completed next year.

e. Engineering Services RFQ

Brian Germane stated that the engineering services RFQ will be published on Wednesday, September 11, 2024. He then laid out the plan to get the RFQ responses reviewed and make our recommendation to Town Council at the October 10, 2024 meeting.

f. Snow Plow

The snow plow will need it's blade changed soon. A notice will go out asking for volunteers to help with the process.

6. ADJOURNMENT

- a. Brian asked for a motion for adjournment. The motion was made, seconded and approved. Meeting adjourned at 19:23.

File Attachments for Item:

b. October 3, 2024 Meeting Minutes

**STEVENSVILLE AIRPORT BOARD
SPECIAL MEETING MINUTES**

**OCTOBER 3, 2024 – 6:00 P.M.
STEVENSVILLE TOWN HALL**

STEVENSVILLE AIRPORT BOARD:

- Craig Thomas – Airport Board Chairman
- Rich Perry
- Jim Johnson
- John Stratton
- Cindy Brown – Council Rep - for Wally Smith

STEVENSVILLE AIRPORT REPRESENTATIVES:

- Tyler Reed – Airport Engineer (MMI)
- Kevin Kittleson – Airport Engineer (MMI)
- Brian Germane – Airport Manager

OTHERS PRESENT:

JERRY HOVER

1. CALL TO ORDER AND ROLL CALL

- a. The meeting was called to order at 18:00.

2. APPROVAL OF MINUTES

The September minutes were not available for approval.

3. ENGINEER'S REPORT

Tyler was not present for this special meeting as the main topic was the review of Engineering RFQ responses.

4. OLD BUSINESS

a. 100LL Fuel Availability

Rich Perry and Brian Germane met with City Services Valcon to get their evaluation of the existing tank and future fuel service. A lengthy discussion followed regarding different options to get fuel back to the airport. A long-term solution involves using FAA grant funds to purchase a new tank which would also provide substantial revenue for the airport. The short-term solution is more difficult as the tank's current owner does not intend to resume servicing that tank. Brian and Rich will continue working on a short-term solution while Brian is working with Tyler and the FAA on the long-term tank project.

5. NEW BUSINESS

a. Engineering Services RFQ Response Review

Over the last month, the Town has published a public RFQ to secure a new engineering services contract. The solicitation window lasted three weeks and ended on October 2, 2024 at 17:00. One response was received on October 2, 2024 at 14:45. That response was from Morrison-Maeirle (MM). The sealed envelope was opened publicly and the introduction letter read aloud. Afterwards, the entire MM Statement of Qualifications was reviewed and scored according to the public RFQ scoring criteria. MM was awarded full points for each of the scoring sections netting them 100 points out of a possible 100. Afterwards, a motion was made to recommend to Town Council that a new engineering services contract be executed with MM. The motion was seconded.

and approved. Jerry Hover asked what the next steps were in order to get the contract executed and what the process would be like to install a new fuel tank. That process was discussed detailing the steps from executing the new contract with MM, submitting grant applications, designing, bidding, receiving grant funds, and ultimately, completing the projects.

6. ADJOURNMENT

- a. Craig asked for a motion for adjournment. The motion was made, seconded and approved. Meeting adjourned at 19:03.