

**STEVENSVILLE AIRPORT BOARD
MEETING MINUTES**

**APRIL 12, 2022 – 5:30 P.M.
STEVENSVILLE TOWN HALL**

STEVENSVILLE AIRPORT BOARD:

- Craig Thomas – Airport Board Chairman
- Rich Perry
- Dustin Wood
- Don Whitehair
- Kelly Weed
- Don Lorenzen

STEVENSVILLE AIRPORT REPRESENTATIVES:

- Shaun Shea – Airport Engineer (MMI)
- Tyler Reed – Airport Engineer (MMI)
- Tim Smead – Airport Manager (via phone)

OTHERS PRESENT:

Marilyn Wolff – Council Representative

1. CALL TO ORDER AND ROLL CALL

- Meeting began at 5:30 PM

The Board jumped to Board Member Terms. Everyone picked a piece of paper with a number on it – each number represents how many years the member will have before reelection. Rich Perry-3, Don Lorenzen-1, Craig Thomas-2, Kelly Weed-2, Dustin Wood-2, Don Whitehair-1.

2. APPROVAL OF MINUTES

- Put off until next meeting.

3. CORRESPONDENCE

- None

4. FINANCIAL REPORT

- Tim asked if there were any questions. Rich-there's no revenue side that he can see. He asked how you tell the income side of the thing? Tim - In speaking with Pam Sosa, she's picking up a lot of information from Bob. Tim hasn't had any involvement with financials. But with all the money flowing through, Tim contacted Rich to see if he could work through the financial report. Tim recommended Rich contact Robert and to go over it. Dusty said a while ago they gave the Board a monthly check register showing all the ins and outs of the financials. He said the Board hasn't been able to get the Town to produce something that is itemized. Craig said that the General Fund and Airport Funds are separate. Dusty said we're trying to make decisions based on a finance report which is hard to read and doesn't contain enough detail.

5. ENGINEER'S REPORT

- Tyler said they were officially able to close out the Apron and New Midfield Project with the FAA. We're still in a holding pattern with the Fence Project.

6. AIRPORT BUSINESS: DISCUSSION / DECISION

- a. **Board Member Terms.** See Section 1.

- b. **Budget Current Value and Expected Expenditures.** Need to work out a 5-year budget for the Airport. The Mayor will be taking the lead. Craig would like to have the Airport Board's done, prior to when the City is done with theirs (about 3 months out).
- c. **Schedule Meetings for Time Sensitive Issues.** Future Special Meeting
- d. **Procedure for Agenda Items.** Future Special Meeting
- e. **New owner of hangar, Eric Komberrec.** Eric bought Don Lorenzen's hangar. Tim - since this is an existing building on an existing lease, there's no improvements
- f. **Josh Coberly Lease Proposal.** Josh presented his proposal. He showed the lots he is anticipating developing on. He mentioned he's having issues with three existing leases. He's looking at putting 75' hangars on 9, 10, 11, 12, 13 and developing 1, 2, 3, and 4. Dusty told him he would have to build within a year. Josh said he plans to build one hangar first and have everyone look at it. Craig read the standards. Lorenzen asked if he wanted to put hangars on the three east lot hangars. All 5 are available. Craig spoke about the well/septic. Lorenzen said in 2017 he had the septic guy tell him there could be 8-9 hangars on that septic. Tim thinks the Airport needs to hold off on giving any answer when it comes to sewer and water. Dusty said the sanitarian will tell you were to put it. Craig said they should hold off on making a decision on water/sewer. Tim ran the proposal up to the FAA for review. They didn't have an issue with it – it follows the ALP. Don asked about the timing. Josh said that they're planning on doing all the concrete at once after the first hangar is cleared. They will do the first one as a case study. He said the first one is going to be a learning curve. He can't guarantee they'll have all of them in a year. Don made a motion that Josh Coberly's proposal is acceptable on 9 leases with the intent to build 1 as a test site, with the intent to build 8 in a timely manner. Any extension on each lease will be considered by the Town and as long as they are operating in good faith, then it will be approved on a lease-by-lease basis. The motion passed unanimously. Will add to Town Council agenda the following Thursday the 28th at 7PM.
- g. **Sale of Millings.** Gentleman named Pope asked Craig if he could purchase the millings. He wants millings - \$10/CY. Sold some to the Town for \$7/CY. Tim said the sale of the millings should go through. Don L motioned the sale of approx. 200 CY at fair market price (\$10/CY). Motion passed.
- h. **AWOS Update** Kelly has been talking to OSI. Also contacted AWI (federal approved supplier of AWOS). II - \$110K, III-\$120. Essentially Kelly will make a record of what is going on. Tim and Kelly will work together.
- i. **Review of Ordinance 104 Chapter 3 Article 2 Section 3.33 and 3.34.** Craig would like to have a special meeting next week to go over this. Would like to establish different officers. The Airport is different than anything else. The Airport needs to move quickly. Before, the Airport Board would have to get their budget approved. An example of this is when they tried to get a mower but by the time it went to Council, it was gone. Craig would like to have another meeting next Tuesday. Tim wants to look at the entire meeting.

7. OLD BUSINESS

- None

8. NEW BUSINESS

- None

8. AIRPORT MANAGER'S REPORT

- Tim said the RFQ for the Master Plan update is under review by the FAA.
- Insurance for the courtesy car is through Mountain West. Tim wants to take the vehicle to get it serviced and put it back into service. There is a new crew car grant through MT Aeronautics. Tim is going to pursue a courtesy car grant.
- Tim asked Kelly to look into any grants that may be available throughout the state.
- Fuel – Choice Aviation is supposed to be maintaining the fuel farm. Tim brought up the issues he's seeing with the Mayor. Currently, Choice has agreed to rectify some of the issues. Would like to have a separate meeting on FBOs. Dusty would like to have an Airport Owned Jet-A and Avgas.
- Tim said they need to have a meeting on Airport Minimum Standards. The Board needs to look into this, and will coincide with the FBO discussion. Tim would like to discuss Bylaws and Ordinances at the beginning of next meeting.

- Tim discussed the TEDD district. It's been 5 years since the TEDD/TIFF Board met. The utilities currently drop in the County. It'll take the County, Town, and Airport all putting their heads together to look for opportunities. With the BIL funding, they could potentially bring utilities to the Airport. The Town needs a facility. There may be an opportunity here.

8. PUBLIC COMMENTS

- None

8. ADJOURNMENT

- Meeting Adjourned at 7:29 p.m.

Next Meeting – Tuesday, June 14th, 2022 @ 5:30 P.M. (Town Hall).