

**STEVENSVILLE AIRPORT BOARD  
SPECIAL BOARD MEETING  
MEETING MINUTES**

**APRIL 5, 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

**STEVENSVILLE AIRPORT REPRESENTATIVES:**

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

**OTHERS PRESENT:**

8 MEMBERS OF THE PUBLIC, INCLUDING:  
TOM SCHOENLEBEN – AVIATION ATTORNEY  
JERRY HOLDER (4493 SUNNYSIDE ROAD, STEVENSVILLE)  
MICHAEL SCHWARTZ (6307 HILLVIEW WAY, MISSOULA)  
NANCY LOWELL – TOWN COUNCIL MEMBER – WARD 1  
BOB MICHAELSON – TOWN COUNCIL MEMBER – WARD 2  
LEN KLEEN (137 POND DRIVE, VICTOR)

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

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- a. Meeting began at 5:30 PM

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

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- a. **Skydive Montana Hangar Lease Proposal.** Craig asked if there were any questions on the Hangar lease proposal. Mike Schwartz (current president of "SAFE"). They did discuss this about a week ago. They've visited with William, and informed themselves the best they can. They support and endorse it.

Jerry - there were some problems in the past with parachute ops. How long is the lease?

Craig - 20 years.

**Rich made the motion to recommend that Council Approve the Skydive Montana hangar lease. William and Cindy abstained. Motion carried.**

Craig will place this on the agenda for the April 27<sup>th</sup> Council Meeting.

- b. **Skydive Montana Landing Area Proposal.**

Craig - Any discussion from the Board?

Cindy – I wanted to make sure that there is a proper description for that lease.

William – Yes, there is.

Tim – The lease would be "FBO1" and "FBO2" on the ALP. Lot 5 Block 6.

Len – Where is the landing area?

Craig presented the area on the wall photo.

**Kelli made the motion to recommend Council approval of the Skydive Montana Landing Area, Brian seconded. William and Cindy Abstained. Approved.**

**c. Skydive Montana Business License Application**

Craig - Any discussion from the board?

Will - It says the application must be done in writing, presented to the Board. When he asked for it he was told it had to be approved first.

Craig - We're having another meeting on the 11th and will be before the Council Meeting.

**Brian made a recommendation that the Council Approve the Skydive Montana Business License Application. Kelli seconded. William and Cindy abstained. Motion Carried.**

**d. Lease Suspension for Two Years, Don Whitehair.**

Craig - When I had my accident, it took me about two years to get around. Don has lost a portion of his foot. We're looking for a one-time, one occurrence deal. He's been part of the Board since 1974, he's contributed funds for the airport entrance, helped the parking area, helped with fencing, and volunteered in other ways.

Cindy – I asked for a copy of the lease, it wasn't provided.

Craig - The Board is not provided the information on the leases.

Cindy - I have the document number 707548. On the leases I could check on, the board might want to review that lease. Item 25 says if you modify the terms of the lease, it has to be in written form and signed/agreed on by all parties. Also, there's another clause, Clause 12, under "hazards" where the lease could be terminated if there is bodily injury or loss of limbs. I'm not an attorney, I just noticed it. It's something to think about before they pursue this.

Craig – Would we be able to get that information?

Tim opened the lease on his computer, and read Clause 12. Tim said this just means that there shouldn't be something hazardous in a hangar like a bunch of fuel. Tim also read Item 25.

Craig – We should table this, I will speak to legal council.

Cindy - I'm not objecting, I just noticed it.

Craig - I think this is a good idea.

Nancy - I know that it's a very difficult thing, but you can't set a precedent for waiving fees, we're not a lending agency. Just so you know, it would be precedent that I don't believe the Town would accept – that's my opinion only.

Rich - How much money are we talking about?

Craig - About \$690/\$1380 for two years

Craig - Let's table this until the next meeting, contact some legal folks, and bring it up during the next meeting.

Unknown Guest - Just as an observer, I'm not sure if this is a bad present to set.

- e. **Enter the topic, that has been discussed/voted on by the Airport Board, that you are recommending the Town Council review or vote on.**

Craig - I asked everyone the duties of the Airport Board. I would like to open the discussion.

- f. **Discussion of Items Brought Forth by Airport Board Members after Reviewing the Town Website and Duties of the Airport Board**

Craig explained what happened with the proposed administrative building, a Montana Aeronautics Grant was submitted and a grant was offered, the previous Mayor didn't sign it. Right now, the Airport has 45K in discretionary (CRSSA and ARPA Grants) and there are some things we can do with this. For instance, there's a pothole by Rich's hangar - this is something we can use for this. Or the airport car that was removed for insurance purposes. Recently there's been legislation passed, all you need is liability insurance now. Craig asked for a couple of volunteers to join Kelli.

Rich - Is the car gone?

Tim - It sits in front of the Town Hall. I drive it back and forth to the Airport and my insurance is covered under the Town.

William read an email talking about insurance and how it was/will be removed. I recommend we look at it to make sure it still has insurance.

Rich read a portion of the Town's website that states that the Airport is one of Montana's fastest growing Airports.

Craig - We need to know if we do have a car, and if we should apply for a new car, and if we do apply, what insurance is necessary, and who will pay for the insurance.

Mike – Our group is prepared to support to Kelli with her analysis, and if there's support required in use of discretionary funds, we can help with that. We're available and happy to help.

Rich - Was there a courtesy car before that car?

Craig - Yes.

Rich - How was it handled before that?

Nancy - The Town did.

Rich - If we're going to be consistent...

Nancy - What was their reasoning for moving the car back?

Craig - There was an issue with the liability insurance.

Tim - We found out the hard way that with MMIA, the Town's insurance does not cover courtesy cars and that the Airport would have to get their own.

Nancy - My other question - where is the 45K?

Tyler explained that there are two grants available – CRSSA and ARPA that total \$45K

Nancy - They are still in audit. That there's 52K in expend and revenue is 22K. So, you're 29K in the red.

Rich - Are all the leases currently paid?

Cindy - I asked that question earlier.

Tim - Robert is handling this stuff. Anything prior to him being here prior, there is no record. From the view I have, we haven't received all the revenue.

Rich - Have we collected all the money we're supposed to?

Tim - Not sure.

Nancy - I don't know what the beginning balance is.

Rich- That's our main revenue producer.

Craig - Can we look at this a little closer next meeting?

Nancy- Sure

**William made the Motion for Kelli to work with SAFE and other volunteers to look into the courtesy car, Brian seconded it. Motion carried.**

Jerry - Are you talking about having two cars?

Craig - Yes.

Tim - Based on how the insurance company requires it, they will determine how one gets keys etc.

Craig - Would like to create a committee - 20-30K per year potential would double the revenue.

**Rich made the motion to look into the gravel pit. Cindy abstained. Motion carried.**

Tim - We need to take another look at the limits of disturbance since there was possibly another version sent to the Mayor.

Craig - No proposal was ever presented to Council for their decision.

William - If you're going to head that committee, I can forward some information.

Craig – The CARES (CRSSA/ARPA) may be used for payment of the mowing bill, should we make a motion to utilize some of the CARES funds for mowing bill?

Rich - How much?

Tim – I paid for a rental with my credit card which was approved by the Town. It’s been paid but not reconciled with Town.

Craig - So that motion would be useless?

**Kelli made a motion to pay any bills we have with discretionary funds (CRSSA/ARPA). Motion passed.**

Craig - Is there any interest in building an administrative building?

William – I would like to take that on.

Mike - Our position has been pretty consistent – we remain prepared to assist the Airport for a Pilot's facility up there. We won't form a committee ourselves but we're willing to help out.

Craig - You guys being 501c3 makes things different.

Mike: We're prepared now to accept and distribute funds as needed.

Tim - An example would be Bozeman or Three Forks - they have pilot overnight stays, 501c3 built those buildings and handed them over to the Airport.

Mike - We strongly support that initiative.

**William made the Motion to work with SAFE and form a committee to establish an administrative building. Motion carried.**

## **6. PUBLIC COMMENTS**

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Rich - We should update the website and make it correct. The website says the Stevensville Airport Board operates the Airport. That's not true, we do not operate the airport, we're just an advisory board. The other thing, the board members listed is not current.

Cindy - Jenelle works on the Website.

Tim - I will resubmit that to Jenelle.

Rich - My understanding is that the Airport is in violation with the FAA.

Craig - They're not in violation yet, since the Council/Mayor haven't said 'no'. It was not properly presented.

Cindy - What was on the agenda was the waiver.

Tom – Tom explained he’s an Aviation Attorney, a representative for general public, and has been speaking with Mr. Rowe. I've never had a conversation with Overstreet. The waiver is sufficient, it's been tested time and time again in many drop zones. I think it would protect the County and City. I would like to facilitate the process.

William - What we tried to get on the last council meeting, didn't make it. It was for the approval of the waiver, we've revisited it again, we will start process over for the April 27th council meeting. Rich was referring to the waiver that the Mayor consulted Overstreet.

Tom - Did the Board recommend and approve the lease?

Craig - Yes. It will be on the 27th because we missed the deadline for the next council meeting.

Rich - When you present it to Jenelle, does she say it's right or wrong?

Craig - I will know whether or not it will be on the agenda since I'll be filling out the form.

Rich - Jenelle is the one that says "yes" or "no"?

Brian - The Mayor still has the discretion to allow on the Agenda?

Cindy - It's the Mayor and Jenelle. The earlier you get them in, the easier it is to get them on. Or you can get signatures from two council members to get it on.

Nancy - I'm very confused on the agenda. We've always had a date and allowed whomever to have the freedom to discuss whatever. You can limit the time, for some people, you have to have a timer cause they could go on forever, I'm a little confused on this agenda stuff.

Rich - An example would be with Don. We didn't have supporting documents. What supporting documents do we need? Is that a doctors' thing?

Tom – I'm your representative with MT Aeronautics – he said he's going to drop off his cards and told everyone to feel free to call him, anyway he can help or how they look at construction contracts, etc. let him know.

Rich - I think we need to be able to go to the Town Council and explain to them the importance of the airport to the community. There's a lot of benefits to the community but a lot of people don't realize it. We have to be proactive and develop them. It takes time.

Brian - It's a partnership that needs to be formed.

Cindy - I called the Election Department – The Airport is in Ward 1, Stacy and Nancy are in ward 1. You can always contact our Council Members.

Craig - That's not how it was set up during 2013 with Gene Mim Mack.

Cindy - I called Ragina, Clerk and Recorder, and she said it was in Ward 1 of the voting district.

## **7. ADJOURNMENT**

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- Meeting Adjourned at 6:46 p.m.

***Next Meeting – Tuesday, April 11, 2023 @ 5:30 P.M. (Town Hall).***