

**Townsend City-County Airport Board Meeting
October 19th, 2022 at 7 p.m. in the Flynn Building**

Board Members Present: Adam MacDonald, Bob Hollister, Rob Bargatze
Jessica Lancello
Commissioner: Darrel Folkvord
City Rep: Angie Wintrow, not present
Admin Assistant: TBD
Guests: Wade Litton

Adam called the meeting to order at 7:00 pm.

Approval of the September 21st, 2022 minutes: A motion to approve the minutes was made by Rob. The motion was seconded by Bob. The vote was four in favor, none opposed. No financial statement was available.

Airport Administrative Assistant: Adam commented that job interviews had taken place and the selection committee had selected Aubra Lewis as the most qualified for the position. Aubra's name was presented to the board for approval as the new Airport Administrative Assistant. Discussion to confirm that 15 hours per pay period was the allowance of time worked unless there was a special project. If a special project required more time it would be at the board's approval. The rate of pay of \$16.00 per hour was set because of Aubra's qualifications and experience. A motion to approve Aubra Lewis as the Airport Board Secretary was made by Bob and seconded by Rob. The vote was four in favor and none opposed.

Airport Camera System Update: Bob reported that Montana Aeronautics has installed the cameras and cabling. Aeronautics will be out on Thursday 10-20-22 to do the final hookup of the modem and initial testing. The system will be monitored and tested for two weeks before it becomes live online.

Hangar Lease: The hangar lease discussion is still on hold pending review by the County Attorney to allow time to make recommendations. A special meeting may have to be held to allow for public comment and board discussion/decision.

Airport Weed Control: The board reviewed and discussed Jessica Bushnell, County Weed Coordinators' options for chemical applications to control the weeds at the Canyon Ferry and Townsend Airports. A motion was made by Bob, and Jessica Lancello asked the motion be amended for clarification. The motion was amended to recommend the board selected option #1 for the Canyon Ferry Airport, residual control for \$2,818.00, and option #2 for the Townsend Airport, non-residual control for \$775.00. The residual control application can be done this fall if the weather permits. The vote was four in favor and none opposed.

Lance Bowser Update on Airport Rehabilitation Project: The project engineering is 80 percent complete. During the MAMA/ADO Aviation Meeting taking place from 10-18-22 to 10-19-2022, Lance learned the FAA had not amended the funding for 2023. The discussion from the board was about what this means for the future of this project if there is no funding in place and may not be for another two years or even possibly until FY 2026. It was very disappointing to the board, its engineering firm, and others that have worked so hard in preparation for this project. Equally disappointing is the project has been on the FAA's project list for the past several years. There was no explanation for why this happened. The FAA's suggestion was to segment the project using the current funds saved by the Townsend Airport Board to do portions of the project until full funding was available. However, this places a

hardship on local governments that have to provide the local match on a segmented project by mobilizing equipment twice and the increase in material costs over the next several years. Additionally, it places a burden on local pilots, agriculture operators, flight schools, and life flight operations to close the airport twice while the project is being completed.

Hopefully, there will be future discussions with the FAA to find a solution that gets the project back on track for 2023.

If the project was segmented it would not affect the land acquisition project. Another option discussed was to move the AWOS project forward. Keeping in mind there would be another local match, approximately 6k in annual maintenance and budgeting in the future for any repairs to the system. There may be a possibility that life flight operators and the local Billings Clinic may be interested in donating to help maintain the system.

Portable Radio for Airport Manager: The board discussed the importance of a handheld radio being available to the Airport Manager to communicate with aircraft on the field. Also, for safety reasons when working around the airport, mowing, and testing the runway lighting system. The board agreed to have Dwight look into the cost of a portable radio and report back to the board at the next meeting.

Airport Managers Update. Dwight has been working at the Canyon Ferry airport filling gopher holes and general upkeep.

Fall mowing is being completed at the Townsend airport, and the sprinklers have been blown out. Dwight asked where the fuel system filters were located and what the service schedule was. It will be addressed with a visit to the airport to determine the location of the fuel filters and develop a fuel system service schedule.

Dwight attended the Montana Association of Airport Managers Meeting in Helena And reported there may be a bill in legislature addressing courtesy car insurance requirements. There has been a decrease in aircraft registrations around the state this past year. No explanation as to the reason why. March 2nd and 3rd is the Montana Aeronautics Conference in Billings. There are a number of grants available for aviation. Dwight mentioned the importance of issuing and closing NOTAMs. He asked if someone else issues a NOTAM that the Airport Manager be notified. A new weed trimmer was suggested for next season. An item to be put on the agenda after the new year.

Hangar Numbering Project: Discussion on the importance of having the hangars numbered correctly for First Responders and others visiting the airport. The board agreed that using the same green reflective number signs that are issued to residents for new homes was the proper way to number the hangars. It was also agreed the lot numbers should match the hangar numbers. This is how the county GIS and Department of Revenue systems are set up. It was agreed that the numbers would be uniformly placed on the right front of each hangar at a level that could be easily seen when driving to the hangar. The exception would be hangars 14,15,16,17, and 18 which are accessed from the gravel parking lot when entering the airport. Darrel would order the signs through the Planning Department and make them available for installation. The motion was made by Rob to order and install the signs and Bob seconded the motion.

The vote was 4 in favor and none opposed.

Discussion on a fuel price change: Adam mentioned the fuel price did not get changed from \$6.69 to \$6.60 as discussed at the previous meeting. After discussion, a motion was made to leave the fuel price at \$6.60. This will be revisited at the next board meeting.

New Business: The carport is installed.

A suggestion was to remove the tie-down ropes before winter and store them in the pilot lounge so that snow plowing of the ramp area could be done this winter.

A motion was made by Bob and seconded by Rob to adjourn at 8:37 pm.

The next meeting will be on November 16th, 2022 in the Flynn Building at 7 p.m.

Voting Members of the Airport Board: Adam MacDonald (Chair) Bob Hollister, Robert Bargatze, Jessica Lancello; Non-Voting: Commissioner: Darrel Folkvord; City Rep: Angie Wintrow

Approved By:

Chair: _____ Date _____
Adam MacDonald