

**Townsend City-County Airport Board Meeting
January 18, 2023 at 7:00 pm in the Flynn Building**

Board Members Present: Adam MacDonald, Bob Hollister (conference call), Rob Bargatze (conference call), Jessica Lancello

Commissioner: Darrel Folkvord

Airport Manager: Dwight Thompson

City Rep: Angie Wintrow

Administrative Assistant: Aubra J. Lewis

Guests: Lance Bowser, Matt Wilder, Cliff Wrobetz

Adam called the meeting to order at 7:10 pm

Discussion of the minutes. Dwight asked for a correction to the minutes in his last report. The hydrants were order not updated and replaced. The correction was made to the November 16th, 2022 minutes. A motion to approve the minutes was made by Jessica with the amendment. The motion was seconded by Rob. The vote was 4 in favor, 0 opposed. Motion passed.

Financials: Four claims were presented to the Board that the board had been notified of via email, approved, processed, and paid by the County in December, since the Airport Board had no meeting. The claims were \$46.71 for Montana Aeronautics for the windsock, \$3,905.05 for the Webcams, \$62.20 for Townsend Hardware for general merchandise and envelopes, and \$20,540 to Robert Peccia for Townsend Airport Improvements. A bill was also received from Townsend Hardware, but upon investigation, it had already been paid. The Airport board has \$201,680.66 in its 2170 account and \$130,760.64 in the 4011 CIP account for a total of \$332,441.30. A motion was made by Rob to accept the financial report and seconded by Jessica. The vote was 5 in favor, 0 opposed. Motion carried.

Lance Bowser RPA Update: Discussion on appraisals on land acquisitions. Lance explained the steps to the appraisals and acquisitions. The steps are to appraise, determine just compensation (at least fair market value), then negotiate with land owners, buy/sell, and an investigation of possible environmental impacts. There was a problem with FAA funding for the improvements, which has interrupted the low priority project of the land acquisition, possibly delaying the total funding until 2025. Some money could come this year, some next year and the rest in 2025. It would eventually be 90% funded. The improvement amount was originally \$4,000,000, \$400,000 local share, with Montana Aeronautics possibly kicking in \$200,000 of that, dependent on fuel tax. The concern is the land acquisitions, and how waiting two years would impact the purchase. Darrel explained there may be opportunity to save in the next two years on the county side. Angie says the city would need to discuss this during their budget. The land acquisitions portion would be \$190,000 for the two 1.18 parcels and \$533,000 for the 50.8 + or -, which does not include closing costs, appraisals, and review appraisals. Lance explained there will be a boundary line adjustment, which they will assist with. Lance is thinking conservatively \$800,000 approximately total. (\$80,000 local share). We are eligible for Montana Aeronautics money to reduce the \$80,000. Adam's mentioned that the land acquisitions are important and would hate to lose the ability to purchase the land. The runway improvement is of lower priority. Jessica and Rob agreed with Adam. Jessica made a motion to approve the appraisals of the land for the 50.8 + or - acres, pending property pin which is \$533,400 and the two 1.18 acres at \$95,000 apiece. The total amount is \$723,400. Rob seconded the motion. Discussion and clarification of how the land acquisitions will possibly affect the runway project. Lance said that if you use the 2024 slot for runway construction, it could delay the reimbursement for the land. The runway could get delayed until 2026. It

was agreed the land was a priority now. **The vote was 4 for, 0 opposed.** Motion carried. The next discussion and decision were on the land acquisitions to determine just compensation, which is the offer to the seller at, at least appraised value. With that offer, it needs to be clear whether it includes any survey and closing costs paid for by the buyer. **Bob made a motion to offer the appraised value to the seller and that the closing costs be split between the buyer and the seller. Jessica seconded.** Discussion and clarification from Lance about who pays the closing costs. He said airports typically pay closing costs, but there are no hard and fast rules. Bob stated that the motion should be the first offer since he feels they are getting enough for their land. There is a possibility that the sellers could continue to use the land through lease until we are ready for construction. Darrel reminded the board that this is a negotiation process. Lance reminded us that the two parcel tracks will be for the runway specifically. The other piece would be for hangar expansion. The pivot will stay, and the seller can continue to irrigate in a 180 degree arc with no damages to the pivot. The acquisition on the 50.8 acres goes within 10 feet of the pivot. **The vote was 4 for, and 0 opposed. Motion passed.**

MOU Camera Registration: Discussion on the Section II on the registration and Section III about the operation and damage. There is no registration so that is not an issue. For Section III, the cameras are very reliable and should not have any issues within the three-year warranty. The switch lock has been the only issue. Darrel does not think it will be an issue. Bob was wondering about ear marking some money for maintenance of the camera. Darrel thinks it will be covered under the general maintenance in the budget. **Bob made a motion to accept the MOU document. Rob seconded. The vote was 4 in favor, 0 opposed. Motion passed.** Bob requested a total on the webcams for the next meeting.

Airport Projects: Since it was decided to purchase the land, there was no further projects brought forth at this time.

Airport Manager Update: Dwight reported that the fire extinguishers were installed. The order on the fuel pump was cancelled. Dwight continues to put up the hangar numbers. The car fund currently has \$257.00 and the pop/snack fund has \$66.00. Concern was made about leaving the cash in there. Darrel will talk to Melissa, and see if we can have it put in a fund in the courthouse. Bob has a windsock from the state that he would like Dwight to help him put up.

Discussion of fuel price change: Adam reported that the wholesale price has been averaging \$4.50. Adam suggested we leave the price as is. The latest price is \$4.59/10,000 gal. load. We are currently at 4,300 gallons on the tank. Rob agreed with the recommendation. We have been selling approximately 17 gal/day. Adam would like to get the fuel price sign fixed at the airport. Bob asked about when we last purchased fuel. If it goes over nine months, the fuel needs to be pulled out or more added to it because it isn't good for aircraft. Getting fuel out of Edmonton would be cheaper, if it is available. Adam will find out, and then look in to getting a half load, if needed.

Fuel price updates on line: Adam will help Aubra get information on how to log in on these websites to update the prices.

Townsend Airport Website: Darrel would like the board to look at the website and recommend ideas of what you would like to see here. Darrel has updated some items, such as the webcam link. Lance also gave some other web resources that can help to get our information out to the public and pilots.

Bob's Term letter is in provision that he can stay on the board for another four-year term. Bob will send his letter of interest to Kari at the city. The city will provide the letter and recommendation for Bob's term to the county, as he is a city appointed board member.

Guest Speaker: Cliff Wrobetz offered to fill the open Airport Board position. He introduced himself and gave his reasoning for wanting to sit on the board. Adam asked about his experience. The board decided to take his application under consideration.

By-Laws: Darrel asked about whether we updated the by-laws. We need to review them within the next week and discuss as an agenda item at the next meeting.

Jessica asked about an update on the lease agreements. Jania and Cory will be reviewing them.

Bob made a motion to adjourn. Jessica seconded. Motion passed unanimously.

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

Approved By:

Chair: _____ Date _____
Adam MacDonald

Administrative Assistant _____ Date _____
Aubra J. Lewis