

**Townsend City-County Airport Board Meeting
July 26th, 2023 at 7:00 pm in the Flynn Building**

Board Members Present: Adam MacDonald, Bob Hollister, Rob Bargatze, Jessica Lancello, Seth Wolfgram

Commissioner: Darrel Folkvord

Airport Manager: Dwight Thompson (not present)

City Rep: Angie Wintrow

Administrative Assistant: Aubra J. Lewis

Guests: Brian Foster, Peter Wolfgram, Lance Bowser – RPA

Adam called the meeting to order at 6:00 pm

Public Comment: None

Discussion of the Minutes: The June minutes were accepted as presented with no changes or corrections.

Financials: There were four claims to be reported and two to be approved as follows:

- AIP 014-2021 Townsend Improvements \$16,165.32 Preliminary Engineering Grant
- AIP 016-2023 Townsend Improvements \$40,120.00 All the Land Acquisition Included Environmental and all administration on that grant
- Townsend Hardware \$75.94
- Churchill Equipment Co. Inc \$1217.46
- Rocky Mountain Supply \$42.77

These were turned in prior to the fiscal year ending.

Claims to Approve

- Rocky Mountain Supply \$28.97
- Churchill Equipment Co. Inc. \$554.96

Rob made a motion to approve the reported claims. Jessica seconded. No discussion. Motion carried.

Airport Cash report:

- No Cash Report at this time

Estimate for Canyon Ferry Airport Outhouse from KM Roofing and Construction for \$7094.59. Dwight and Darrel met with Mike Delger to get another bid.

Lance Bowser RPA Update:

- Preliminary Engineering Grant – is over 75% design complete and nearing 100%.
 - Anticipated final report/grant closing is September of 2023
- Land Acquisition is complete
 - There will be a final land report
 - Certificate of Title has been returned from County Attorney
 - Waiting on FAA grant offer within the next month for reimbursement, then closeout
- Major Rehabilitation Project
 - FAA budgeting discussion of funding from State Apportionment, Non-Primary Entitlements, and local share
- Capital Improvement Plan (CIP)
 - Annually updated

- Serve to assist with budgeting for Airport and FAA funding – 90% money, 10% Local share
- An 8U8 Entitlement Funding Summary was shared in a chart
- A discussion of how to adjust the projected timeline for our goals. The following changes were suggested
 - Major Project 2024
 - Add Fuel System replacement 2025
 - Discussion of Fuel Replacement and what is covered
 - AWOS III/PT – weather station 2025
 - Land Acquisition – larger parcel – roughly double the appraised amount plus administrative costs (Lance will find out about the exact appraised amount) 2026
 - Wildlife Security Fencing 2026
 - Snow removal equipment and snow removal building 2028
 - Pavement Maintenance – 2029
- Dropping the following items for now due to being beyond the planning period for funding
 - Airport Master Plan Study
 - Land for Approach Protection
 - Runway Extension
- Discussion of water availability at the airport
- Motion was made by Jessica to approve the new CIP as stated with the amendments. Seconded by Bob. Discussion and clarification about appraisal value and closing. Lance will look in to this. Motion carried unanimously.
- FAA Based Aircraft Inventory Updates
 - Inventory of tail numbers – Lance will get with Dwight to enter them
- Disadvantaged Enterprise Business Goal
 - Any project over \$250,000 in any Federal fiscal year must have a DEB goal
 - Discussion on what qualifies as a DEB
 - Recommending a Race Neutral Goal (non-mandatory) - Although the most recent disparity study recognized disparity – criteria may change later. There was more discussion on how this may apply for us in Montana.

Rob moved to approve a 7.8% Race Neutral Goal with regard to the Disadvantaged Enterprise Business Goal. Bob seconded. No discussion. Motion carried unanimously.

Airport Lease Agreement Addendum: Not yet available from the County Attorneys. This will be put on the agenda for next month.

Hangar/Lot Availability Allocation Policy/Procedure: After discussion on the new application draft, Jessica moved to accept the Lease Application and Hangar Construction Requirement Form. Rob seconded. Motion carried unanimously. The document will now go to the County Attorneys for review.

Hangar Lease Requests: The Airport Board had two completed lease agreements, Seth Wolfgram (new construction) and Daniel Feeney and Sharon O’Leary, who bought Irving’s. Brian Foster (J-3), who called on July 12th, was present to find out more information and answer questions for a new construction hangar. Wade Litton also completed an application for an existing hangar. Wade sent his via mail and will be received soon.

Jessica made a motion to approve Daniel Feeney and Sharon O'Leary's lease agreement. Rob seconded. No further discussion. Motion passed unanimously.

- The Board will wait for Wade's
- Discussion on the size of Seth Wolfgram's hangar size. (40 X 60 – 2400 square feet). Discussion on the process for new construction.

Rob made a motion to accept Seth Wolfgram's hangar application. Bob seconded. No discussion. Motion passed unanimously.

The Board will review Brian's application at the next meeting.

Airport Manager Update: Dwight was not present. Adam gave a report.

- Mower has been fixed – grass strip is open
- Fuel meter Replacement (agenda item)
 - Dwight ordered a measuring stick
- Sold 40 gallons of fuel/day

Discussion of fuel price change:

- Leave at \$5.95

New Business:

- Angel flight letter information – Give to Dwight to put in the pilots' lounge

Adjourn: 7:15 PM

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

Approved By:

Chair: _____ Date _____
Adam MacDonald

Administrative Assistant _____ Date _____
Aubra J. Lewis