

**Townsend City-County Airport Board Meeting
November 15th, 2023 at 6:00 pm in the Flynn Building**

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

Board Members Absent: none

Commissioner: Darrel Folkvord

Airport Manager: Dwight Thompson

City Rep: Angie Wintrow

Administrative Assistant: Aubra J. Lewis

Guests: Brian Foster (phone), Peter Wolfram, Jania Hatfield – Deputy County Attorney

Adam called the meeting to order at 6:00 pm

Public Comment: None

Discussion of the Minutes: Bob made a motion to approve the October 18th minutes and the October 23rd Special Meeting minutes. Rob seconded.

- Discussion - Correction to the October 18th minutes - Civil Air Cadets should read Civil Air Patrol under Airport Manager Update.
- Minutes were approved unanimously with the corrections

Financials: The Airport Operating Cash totals were as follows:

- Airport Cash \$39, 265.59
- CIP Cash \$462,062.51
- Aubra presented the current claims as follows:
 - Castle Mountain Sales - \$85.00
 - Townsend Hardware - \$18.49
 - Aubra Lewis – McAfee Subscription for computer virus protection \$89.99
- Rob moved to approve payment of the claims. Bob seconded. No discussion. Motion carried.

Lance Bowser RPA Update: Darrel reported information on our upcoming project.

- Estimated at \$6,000,000
- \$600,000 local match
- Hoping for 6% from the Montana Aeronautics, with a 4% balance for the Airport

Airport Manager Update:

- Dwight attended the Fall FAA meeting and gave a report
 - FAA would like to see an increase in take-offs and landings (15/day) – discussion on how to get a count for our airport (cameras, fuel receipts, Chris)
- ACRP – Airport Corporate Research Program – help for small airports
- 26 webcams are up and running
- 8U9 – the registry is being used
 - Runway was rolled for the 3rd time
 - Still waiting on the cost on siding and roof on outhouse
- 8U8 – files have been moved to courthouse in the basement

- Need help with file organization and what to throw away
 - Bob and Jess volunteered to help with this
- October 27th Dwight had to close the airport due to snow
 - Discussion of future snow removal
- Fertilizer was purchased
- Fuel card reader had some problems
- Request for opening up the 2 other hangar lots and push off the FBO because we have people that need hangars/will discuss in new business
- Possible grants for next year for small projects
- Winter Survival clinic/Montana Aviation Conference/Flight instructor refresher course
- Dwight attended a history of aviation class

Hangar Lease Discussion: Jania

- Gave the board some information on the Wade Litton lease, which has not been signed yet. The board is asking for direction on next steps moving forward
 - She reviewed subsection C p. 6 of the lease of the previous owner– Title to Improvements - after reading the section – discussion about options moving forward for time limits for signing
 - Discussion on failure to pay the lease and time frame on when the lease was given and how much time he has had to sign and pay
 - Verbal confirmation from Wade was given that he is refusing to sign the lease
 - Discussion
 - Drafting a letter
 - Discussion about Adam calling Wade with another board member present discussing whether he will sign the lease and that payment is due
 - Clarification on the issue with the lease, which is the hangar home
 - Discussion of the buy/sell and transfer title
 - Discussion on prior owner responsibility and original listing
 - Transaction occurred well after FAA ruling on hangar homes
 - Discussion about Wade having prior access to the lease before purchasing and his understanding of the lease
 - Discussion about waiting until the next board meeting to make the next decision
 - Jania will send the existing lease to Aubra, who will send to the board
 - Seth and Adam will meet to decide on bullet points of the phone call

Discussion of fuel price change:

- Discussion on buying a partial load.
 - Currently have 4900 gallons
 - Only going through 20-21 gallons/day
 - Fuel is now 11 months old/best practice to refresh every 9 months
 - Price is \$4.36 for a half load. If we get a half load, we can lower our price by \$0.54
 - Adam put us on the list for a short load – not obligated if the price jumps

- It was decided to keep the fuel price the same right now (\$5.95) until the load is delivered.

New Business:

- **Wolfgram Lot discussion:**
 - Emailed color chart/beige with brown trim
 - Where to place Building materials while constructing
 - 2 designated FBO lots
 - Dirt pile location – until construction is finished
 - Jess could use some
 - Dwight could use some for topsoil on south end of the runway
 - Other airport uses
 - Where do we keep the dirt pile after construction
 - 2 designated FBO lots
 - Plans are still being reviewed by the state for Wolfgram's
 - Brian has the same contractors and building time frame as Wolfgram's
 - Since this was not on the agenda, it will be put on December's agenda to be voted on.
- Discussion on people buying fuel for snowmobiles and lawnmowers
 - Concern about aircraft and near accident instances/gravel on the taxi way
 - Discussion about possible solutions
 - Post signs for reminders that aircraft has right of way/aviation use only
 - Dwight will look in to signs
- FBO lot use discussion
 - Discussion on time frame to release these lots to the public to use
 - With the project coming up (8 months) the FBO location will have to be reevaluated
 - There is one person interest in a lot
 - Water has to be moved and lighting discussed

Rob made a motion to adjourn. Jess seconded. No discussion. Motion carried.

Adjourn: 7:06 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