

**Townsend City-County Airport Board Meeting  
September 20<sup>th</sup>, 2023 at 6:00 pm in the Flynn Building**

**Board Members Present:** Adam MacDonald, Bob Hollister, Rob Bargatze (not present), Jessica Lancello (present by phone), Seth Wolfgram

**Commissioner:** Darrel Folkvord

**Airport Manager:** Dwight Thompson

**City Rep:** Angie Wintrow

**Administrative Assistant:** Aubra J. Lewis (not present) Melinda Reidy substituting

**Guests:** Brian Foster (phone), Steve Palinkos, Wade and Heidi Litton, Peter Wolfgram

Adam called the meeting to order at 6:00 pm

**Public Comment:** None

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

**Financials:** No comment on the cash financial report as presented

- Adam presented the current claims as follows:
  - UMB Visa for \$384.53
  - Robert Peccia for \$6,270.00 Final closeout on Land Acquisition
  - File Folders \$14.44
  - Townsend Hardware \$84.44
  - Windsock \$30.39
- Bob moved to approve payment of the claims. Seth seconded. No discussion. Motion carried.

**Lance Bowser RPA Update:** Adam read the email update from Lance.

- FAA land reimbursement grant was issued and subsequent 97.5% of the cost reimbursed. Final grant closeout report has been submitted. They will await the 2.5% FAA reimbursement.
- Major project design is progressing.

**Airport Lease Agreement Addendum** Currently still waiting for the County Attorneys.

**Hangar/Lot Availability Allocation Policy/Procedure** Commission approved this and can be removed from the agenda.

**Hangar Lease Requests:**

- Wade Litton – Discussion about the change in lease language between the original John Sendelar’s lease on the hangar he purchased as it reads regarding residency and the property value. A conversation about what the grandfather clause means. There were also concerns about previous history of airport residency, minutes, and letters. There were questions about when the FAA ruling and grandfathering occurred. The Airport will work with county attorneys and the FAA to find and provide documentation. Wade’s hangar will be put on the next agenda for discussion.

**Airport Directory:** Dwight informed the board that we needed to update any changes in the current directory. Steve will send out a work guide that we can use. This will go on next month's agenda.

**Airport Maintenance Letter:** Dwight did not get one out yet. He is trying to communicate with current hangar owners to see if they would mow around their hangars. He reported that some have cleaned their areas.

**Airport Manager Update:**

- Airport is being used by the Three Forks Skydiving training.
- The mower has a flat tire.
- Grass field fertilized – Adam has a spreader to use. He will try to get that done this month. Dwight will order the fertilizer.
- Boy Scouts are going to come next Monday and finish their painting project at the Canyon Ferry Airport.
- Civil Air Patrol Cadets are going to come and help remove some rocks on the runway.
- Irrigation – Seth is helping. The frost-free hydrant was old and isn't opening enough. The irrigation system had pressure but no volume. Best course of action is to change out the frost-free hydrant. Seth contacted a plumber to order the parts and fix it. He is thinking approximately \$300.00.

**Discussion of fuel price change:** Adam provided a fuel cost print out. We have 6,122 gallons left, we used 1,519 since the last meeting, 43.1 gal/day was average usage. Last purchase was in January. Discussion on when to purchase fuel. It was suggested to wait until January when fuel is cheaper and let the tank get below 1,000 to reduce the fuel price. It was suggested we request a follow-up email from City Service for documentation to verify the new information about fuel.

**New Business:**

- Brian Foster and Seth Wolfgram's Hangar Construction Size Discussions
  - Hangars have to be a minimum offset of 4 feet from power boxes per Northwestern Energy guidelines. Distance between hangars is a minimum of 10 feet for equipment access. Hangar 12 would have to move to East approximately 3 feet.
  - Discussion about septic and access ports and drain field.
  - Discussion on whether there needs to be a firewall if the distance is 10 feet from a residence hangar. Otherwise, it needs to be 15 feet.
  - Discussion on Brian's hangar and making it less deep. (hangar 13).
  - Peter will get a final word from the State and Northwestern Energy.
  - The two companies notified by Wolfgram's are 36-48 weeks out. The board may have to grant extensions for building supplies.
- Dwight let us know he changed the lock on the cabinet.

Bob made a motion to adjourn. Seth 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