



## **Broadwater County Airport Board Meeting March 20<sup>th</sup>, 2024 at 6:00 pm in the Flynn Building**

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

**Board Members Absent:** Jess Lancello

**Commissioner:** Darrel Folkvord

**Airport Manager:** Dwight Thompson

**Administrative Assistant:** Aubra J. Lewis

**Guests:** Lance Bowser

Adam called the meeting to order at 5:57 pm

**Public Comment:** None

**Discussion of the Minutes:** Rob made a motion to approve the February 21<sup>st</sup> minutes as read. Motion was seconded. No discussion. Minutes were approved unanimously.

**Financials:** None

**Airport Property Transfer Resolution/Airport By-Laws Changes:** Commissioner Folkvord gave an update that this process has been completed. All documents have been signed. Once the Airport project is completed, there will be a final survey of the Airport property and aggregate all the lots in to one final COS. We will be known as the Broadwater County Airport. The bylaws have been changed to reflect the changes with the city being taken off, as well as the change in meeting time.

- Rob moved to adopt the revised Broadwater County Airport Board bylaws revised 2024. Motion seconded. No discussion. Motion passed unanimously.

### **Robert Peccia and Associates – Lance Bowser**

- AIP 014-2021 Preliminary Improvement Plan with the FAA remains open, but it is completed. Final Report was submitted Nov. 30<sup>th</sup>, but haven't hear back from them.
- AIP 017-2024 – application will be submitted for the full amount \$6.17 million – 90% of that amount. Prebid meeting was today with the Public Works Director at the Airport. Bid opening is April 3<sup>rd</sup>.
- Airport Zoning Items/Water Tank – No change. Still need to submit the formal permit application with fee.
- Capital Improvement Plan discussion, timeline, and general order of priority
  - AWOS, Fencing, Acquire Land for Development, Snow Removal Equipment with storage, Pavement Maintenance, and Fuel System Replacement and the timing of each was discussed.
  - Fuel System was discussed in detail – FAA will not do maintenance of the fuel system.
  - These items are all fund dependent. This list shows a need for the funds and the priorities.
  - Bob made a motion to leave the CIP update as is. Motion was seconded. No discussion. Motion passed unanimously.

**Propane Tank Placement:** Discussion on if there is a policy on propane tank placement, either above or below ground. Discussion on benefits to below ground tanks and distances with the hangars. Discussion on adding an addendum to the construction requirements.

- Seth made a motion to place it as board policy to add verbiage to our Construction Document about burying the propane tank no larger than 500 gallons. Rob seconded. Discussion included a reasoning on limiting it to 500 gallons, adjacent or future hangars, and taxiway.
- Seth amended the original motion to require propane tanks be buried but to strike the 500-gallon requirement maximum and have it read open gallon or 1000 gallon as long as the propane tank fits within the taxiway guidelines and the fire code guidelines. Rob seconded. Discussion about people who currently have an above ground tank or people currently building. No further discussion. Motion passed unanimously.

**Airport Manager Update:**

- Fuel pump report – recommendation to cycle the pump monthly
- Signage is up
- Would like to get gravel for the potholes
- Outhouse will start soon
- Fuel Master Electronics system - quote from the conference was \$15,000 for the credit card reader. It is 20 years old
  - Discussion on getting a free formal quote to see what needs to be replaced
- 101 Manager Course is still in the works

**Hangar Lease Requests/Discussion:** Currently there is seven on the hangar priority list. There are two people interested in an 8U9 spot at Canyon Ferry. Discussion about 8U9 Canyon Ferry. In 2011, the board made a formal policy that states,

*“the current board desires that the Canyon Ferry Airport remain a backcountry airport and as such would like to refrain from further development for the foreseeable future”.*

Proposal to keep people on the list with the understanding there is no plan to currently build there, but there will be opportunity to build at the Townsend Airport. History was given about how the policy came to be. This may be a relevant discussion for another time as situations change.

**Discussion of fuel price change:** We have averaged 18 gal/day over the last two months, double from last year. Price at the pump will remain the same at \$5.34.

**Airport City Transfer:** Discussion on a previously discussed item whether a motion is needed for the Airport City Transfer. Bob made a motion to approve the Airport Transfer Resolution from the city to the county. Motion was seconded. No discussion. Motion passed unanimously.

**New Business:** Discussion on millings and how to use them. Airport may want to consider changing how we enter the airport. Discussion on where to put the entryway. Road crew and the Public Works could do this for us.

**Adjourn:** 7:15 PM

**Voting Members of the Airport Board:** Adam MacDonald (Chair) Bob Hollister, Robert Bargatze, Seth Wolfram, Jessica Lancello; Non-Voting: Commissioner Darrel Folkvord

Approved By:

Chair:

Adam MacDonald

Date

4/17/24

Administrative Assistant

Aubra J. Lewis

Date

4/17/24