

**Townsend City-County Airport Board Meeting
February 15, 2023 at 7:00 pm in the Flynn Building**

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

Commissioner: Darrel Folkvord

Airport Manager: Dwight Thompson

City Rep: Angie Wintrow

Administrative Assistant: Aubra J. Lewis

Guests: Lance Bowser (conference call), Cyrus Brant, Cliff Wrobetz

Adam called the meeting to order at 7:00 pm

Public Comment: Angie reported that the city voted to confirm Bob Hollister for another term.

Discussion of the minutes. Rob made a correction to last month's minutes in the financials' paragraph. The vote to approve the financial report was 4 in favor, not 5. Rob made the motion to approve the January minutes with the correction. Jessica seconded. The vote was 4 in favor, 0 opposed; motion carried.

Financials/Claims: The Airport currently has \$114,226.71 in the cash account and \$216,484.80 in the CIP account for a total of \$330,711.51. Bob made a motion to approve the financials. Rob seconded. Motion carried 4 approved, 0 opposed. Three claims were presented to the Board. One claim was for \$36.88 for Townsend Hardware for a drill/drive set, lutz bits and drivers, and nuts and bolts. The next two claims were from Robert Peccia. The first one was for \$967.73 and the second was in the amount of \$21,333.15. Aubra also presented a bill for fuel that was paid on arrival for the amount of \$22,939.13. She also presented a receipt for fuel purchased at the pump in the amount of \$3,148.00. The last item presented was the amount in the new Courtesy Car account, which was \$200.00. Adam decided to wait to approve all three claims after we talked to Lance. Dwight asked if they charged for off-loading the fuel. Adam did not see it in the line items.

By-Laws: Jess asked about the letter of correspondence that is required for a telephone vote. It was decided to take it out. Under Meetings of the Board, the meeting time and place needs to be changed to the 3rd Wednesday of the month at 7 PM in the Flynn Building. Jessica asked that "provide financials" be added under Officers and Duties, section D for the secretary duties. The last item that needed changed was the term length. Terms are usually three years. Darrel discussed how boards are set initially with terms. Aubra will find out from Tacy when each Airport member's term is up. It was decided to change the term to three years. A motion was made by Jessica to update the by-laws with the above four changes. The motion was seconded by Rob. Motion passed 4 in favor, 0 opposed.

Airport Medical Transports: Cyrus Brant presented airport transport statistics for 2021-2022. In 2021, there were thirty-on air medical flights that landed in Townsend, nine landed in Helena, 2 landed in Bozeman. In 2022, thirty-one landed in Townsend, five landed in Helena, and because of an agreement with Townsend Schools, five landed on the football field. On average, time to land in Townsend is 90 minutes, Helena is 141 minutes, and for Bozeman it's 164 minutes. Because of this, an AWOS (automated weather aviation system) and instrument approach would help with providing better care. Sending an ambulance out, leaves our area without emergency coverage. The board would like to open up the discussion with Jenny Clowes from the hospital to see if they can provide funding. Dwight clarified that these patients need higher level care. He suggested an ad hoc committee that could meet

with the hospital. The chief pilot is based in Billings. It was decided that Rob and Bob would try to meet with him at the conference in Billings next month. Adam would like to determine which system we should purchase, exact costs upfront and the costs for maintenance. Lance added that there are only two AWAS suppliers, All Weather and MesoTech. Upfront costs are in the \$250,000 range. He thinks local share would be 0%. FAA would put in 90%, MT Aeronautics would be 9% or 10%. Annual costs are approximately \$7,000-\$8,000 per year for calibrations and data upload fees. He tells people \$10,000 for annual maintenance, which is not FAA eligible. He also added that the hospitals use them for immediate go, no go situations. The Board decided to move forward with seeking information from Billings Clinic next month.

Lance Bowser RPA Update: The Board and seller concurred in land acquisition if we move forward quickly in 2023. We received an accepted offer for the two 1.18-acre track in the amount of \$200,000. The airport would pay the closing costs. In addition, the landowner would like to take a five-year lease on the land to store equipment. Currently, we have not made any progress on the second 50.8 acre. The seller declined the second offer and made no counter offer. Lance suggested we move forward with the two 1.18 parcels with the willing seller and accepted offer. He sees the only issue; is we need to do environmental and other work. It would be a minimal cost do both acquisitions at the same time. The land owner would also like to move forward as quickly as possible and close. The FAA operates on a very tight funding cycle, and we are approaching deadline. It costs around \$20,000 to run the grants for the environmental piece. It will cost more money to delay. The lease has a six-month cancelation clause in it, so if we need the property for development at any time within that five-year period, we could six give that months' notice. Discussion was had on the 50.8 parcel on whether to continue to negotiate. Adam suggested to continue to pursue negotiations. The Board agreed.

A motion was made by Jessica to accept the buy/sell on the two 1.18 parcels in the amount of \$200,000 and pay the closing costs. In addition, to lease back that land for five years to the seller, with the cost of that lease at fair market price to be negotiated. The motion was seconded by Rob. Motion passed with 4 in favor and 0 opposed. Under discussion, Rob suggested we hold off with environmental until we inquire about the 50.8 acres. Lance agreed to hold off for a couple more weeks the with the emphasis that the deadline is approaching.

Airport Manager Update: Dwight reported fuel was delivered on January 25th. The fuel pump wasn't working. It could be ice or electrical. Bob thought it was ice. Dwight asked if we could cycle the pump in the spring and how to handle the possible moisture. The credit card reader was not working. It was noted that it is about 20 years old. Dwight called Fuel Master. Our contract is up with them. He was able to call an electrician from the school on Monday. We have used someone from Three Forks that has dealt with the pump in the past. It was discovered the problem was a fuse. It was fixed and is now up and running. Dwight gave information on Fuel Master if we want to contact them and contract with them again. We were out of service for a week. Bob said when we switched over, we used someone out of Three Forks. Bob will ask Ferguson the name. Darrel will ask Michelle to look back on the invoices and financials. Dwight asked whether we have a phone line or internet line at the airport. The phone line was needed for Fuel Master. The county is renewing their contract with the phone/internet service. They will need to know what the lines are used for. Montana Aviation Conference is March 2nd-4th. Dwight asked permission to attend. The registration price is \$130.00 + motel and travel. The board will support Dwight in attending the conference. Discussion for adding it to the budget. Adam suggested reimbursing it, and the board agreed.

Townsend Airport Website: It was decided to look at the website and give feedback at the next meeting.

Discussion of fuel price change: Adam reported that the wholesale price was \$4.65/10,000 gallon load. Adam suggested we leave fuel price at the pump as is.

New Business – Budget: Aubra provided the budget worksheets to set the 2023 budget. Darrel, Adam, and Bob will work on this and present it to the board. Aubra announced that there will be a training on March 21st at 6:00 at the Methodist Church for all boards. Rob and Adam have already RSVP'd. Jessica will not be able to attend. Bob will attend if he is in town.

Jessica made a motion to adjourn. Bob seconded. Motion passed with 4 in favor, 0 opposed. Adam opened the meeting back up to approve the claims. Motion was made by Bob to pay the three claims presented at the beginning of the meeting. Rob seconded. Motion passed with 4 in favor, 0 opposed.

Meeting was adjourned again at 8:25.

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

Approved By:

Chair: _____ Date _____
Adam MacDonald

Administrative Assistant _____ Date _____
Aubra J. Lewis