

**Townsend City-County Airport Board Meeting
April 19th, 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 – Not present

Administrative Assistant: Aubra J. Lewis

Guests: Lance Bowser, Cyrus Bryant, Jenny Clowes, Ed Shindoll, John Melvin, Jania Hatfield

Adam called the meeting to order at 7:00 pm

Public Comment: Ed Shindoll, representing the Broadwater Rural Fire District informed the board they had an ARFF truck for aircraft rescue and firefighting available for the Airport to call upon in the event that it is needed. The truck will be housed in town.

Discussion of the Minutes: March minutes were approved as written.

Financials: There were no claims this month. It was reported the Board had a refund for the Airport Security Cameras in the amount of \$1,952.53. The Airport board has \$90,313.44 in its 2170 account and \$218,067.89 in the 4011 CIP account for a total of \$308,381.33.

Lance Bowser RPA Update:

- No change on the Preliminary Design – Project was pushed to 2024
- FAA Loans to Livingston and West Yellowstone
 - Livingston loan is back in the account
 - Discussion on West Yellowstone – FAA wants to have no carryover
 - FAA asking if the payment can be delayed until 2024 in the way of a loan to Butte
 - A new reciprocal would be signed for 2024
 - This item will be put on the next agenda for a vote
- Land Acquisition Status –
 - Buy/Sell has been executed by the landowner and the county for the two 1.8-acre parcels.
 - Next steps
 - Buy/sell to title company
 - Proceed with environmental for cultural resource, as well as environmental waste site visits with FAA before we close
 - Application for Federal Assistance (90% of the total including engineering and closing costs)
 - Engineering Task Force #2 and #3
 - Record of Negotiation
 - A motion was made by Jessica to allow Lance to proceed to the county for an Application for Federal Assistance, Engineering Task Orders #2 and #3, Record of Engineering Selection and Contract Negotiations, FAA Sponsor Certifications, which include Drug-Free Workplace, Real Property Acquisition, Selection of Consultants, Certification and Disclosure Regarding Conflicts of Interest, and Lobbying. Bob seconded. No discussion. The motion carried 4 in favor, 0 opposed.

- The FAA funding is still in line for 2024
- No change on Airport Protection/Airport Zoning

City/County Airport Lease Agreement: Jania explained the changes to the lease agreement. Besides general spacing corrections, the following changes were made:

- P. 3 Item 5 – reorganized for better flow and reading
 - She reminded us that each year, we can revisit the amount people are paying
 - We will plan to add that to the agenda sometime next year during the first quarter
- P. 5 B hangar home references were removed and added sub section C
- P. 6 Section H added the last sentence

A motion was made by Jessica to approve the lease agreement. Rob seconded. Motion passed with 4 approved, 0 opposed.

Hangar/Lot Availability Allocation Policy/Procedure: Discussion about having a process in place to deal with people wanting to have a lot/hangar. As it stands now, we have more people wanting hangars that are available. We need a fair policy or procedure (i.e., First come/first serve, then a waiting list) to handle these requests. Lance presented some concerns about construction limitations, limiting spec builders, and time period for building after approval of lease agreement.

- Discussion about going back to Lease Agreement (when they sign the lease vs when they start construction)
- Discussion about having a separate policy or checklist, in addition to the Lease Agreement
- Discussion of granting construction extensions or when construction starts from the time Lease
- Discussion on adding the checklist to the website
- Discussion on room for additional hangars
- Board will propose some policy items and Lance will send the Madison checklist to add to the Lease Agreement to give to applicants.
 - Jessica made a motion to amend the Lease Agreement to include under Item 2 that construction must begin 180 days of the approval of the Lease. Bob seconded. There was further discussion and explanation of the motion. The time frame of plan approval was discussed before lease was signed. This could be included in the policy. Motion passed 4 in favor, 0 opposed.
- Discussion on how to handle ramp space and tie down fees

Grass Seeding/Airport Manager:

- Discussion about planting grass seed at the Townsend Airport turf strip and using the no-till drill
- Discussion about using Bruce Seed as a resource to make seed recommendations and how to seed it prior to May 15th, if possible
 - Motion was made by Bob to allow Dwight to spend up to \$500.00 for grass seed from Bruce Seed. Jessica seconded. Motion passed unanimously.
- Unknown cable was found on the field. It was buried for now. Needs to be identified before tilling
- Fuel Master Switch is in and working
- County packed the turf field
- A set of keys to the file were lost and code was changed
- Gopher cartridges have been ordered but are under review, other measures have been taken
- April 7th an airplane landed without gear and had to close the runway for three hours and was taken care of by people from Helena

- Courtesy car's parking lights are being repaired
- Steve from Aeronautics was here to perform an inspection on the Airport
 - Some parts of runway are greater than two inches – three is the limit
 - Paint on the runway has faded
 - Signs are faded
- Canyon Ferry was rolled by the city
 - Some spot painting on the runway was done
 - Surrounding area of outhouse was cleaned
- Commercial Weed eater
 - There is no state surplus
 - A motion was made by Rob to get a mid-commercial weed eater up to \$550.00. Seconded by Bob. No further discussion. Motion passed unanimously.

AWOS System: Rob gave a recap of the history of the AWOS discussion.

- The Airport Board is looking for funding options for the upkeep of the system (\$8,000-\$10,000/yr.)
- Jenny Clowes from the Billings Clinic was present – although, very supportive of the project unfortunately at this time, they can not help fund this project, but would like to be kept in the loop and will help Rob with a list of other commercial users that may help.
- Other options are to look at it for our 2024 projects
- The Board will look at the budget to currently fund and looking at future funding

Discussion of fuel price change: Adam reported that the wholesale price is \$5.12. Adam suggested we leave the price as is in the amount of \$6.60.

New Discussion:

- Moving the July 19th meeting. We will look at moving it.
- New member criteria
 - Must be a Broadwater County Resident to be a member
- Rob reminded the Board about the Montana Pilots Survey about the Gunnery Range

Rob made a motion to adjourn. Bob seconded. Motion passed unanimously.

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

