

**Townsend City-County Airport Board Meeting
May 17th, 2023 at 7:00 pm in the Flynn Building**

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

Commissioner: Darrel Folkvord – not present, Debi Randolph sitting in

Airport Manager: Dwight Thompson

City Rep: Angie Wintrow – Not present

Administrative Assistant: Aubra J. Lewis

Guests: Steve Palinkos, Seth Wolfgram, Karen Hallenbeck, Tim Conway

Adam called the meeting to order at 7:00 pm

CIP Training: Montana Department of Transportation, Montana Aeronautics Division: Tim Conway and Karen Hallenbeck

- This training informed the board on how to maintain and improve its infrastructure by:
 - 5010 Inspection Program, State Aviation System Plans, Capital Improvement Plan, Economic Impact Study, Federal Funding, and Loan and Grant opportunities to name a few

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

Financials: Three claims were reported as paid:

- Energy Systems - \$1,585.66 for the Surge Protector
- Allied Machine - \$439.73 – Hot rolled steel flat bar
- Townsend Hardware - \$86.44 Nuts, Bolts, Spray Paint

Claims submitted to be paid:

- Aubra Lewis - \$24.94 – Flash Drive
- Townsend Hardware - \$154.70 Misc.
- Hedstrom Auto - \$473.88 – Alternator
- Rocky Mountain Supply – Belgrade \$47.97 Gophers
- Rocky Mountain Supply – Townsend \$39.99 Gophers
- Bruce Seed - \$500.00 – Grass Seed

Bob made a motion to pay the claims as presented. Rob seconded. It passed unanimously.

Lance Bowser RPA Update: No changes or updates at this time.

City/County Airport Lease Agreement: At this time, the City/County Airport Lease Agreement is waiting to be approved by the city at their June 6th meeting.

Hangar/Lot Availability Allocation Policy/Procedure: The board will continue to work on getting a procedure on the application selection process, because we have more people wanting them than are available.

- Currently there are three people wanting available hangars
- Discussion on how to handle the current applications and whether to include the lease agreement along with the application
- We will have the two applicants fill out an application at this time
- Discussion about room for an FBO (Fixed Base Operator)

Airport Manager:

- Courtesy Car has been fixed
- Grass has been harrowed and seeded
- Continuing to work on Gopher problem
- Fuel Pump is still having problems at times – working now
- County sprayed both airports
- Bathroom vaults at Canyon Ferry have been looked at
 - Need new seats, paint, and skylight in lady's bathroom
- East Helena Boy Scout Troup will be helping to clean up the Townsend Airport for their merit badges on Monday, June 12th
- June 17th Ace Program – Canyon Ferry
- Discussion about someone wanting to add water to their hangar and the septic situation
 - Meagan Bullock (county sanitarian) should be notified to find out if that is plausible

AWOS System: No new changes. We will be looking at this more next year.

Discussion of fuel price change: The fuel price was set at \$5.95. Dwight will contact Melissa Frank, and Aubra will list on AirNav and Fore Flight.

June and July Meetings: Due to scheduling conflicts, the June meeting will be the 28th and the July meeting will be 26th.

New Discussion: Seth's official letter to be on the board will be discussed and decided on at the next meeting.

Adjourn: 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