

**Townsend City-County Airport Board Meeting
June 28th, 2023 at 7:00 pm in the Flynn Building**

Board Members Present: Adam MacDonald, Bob Hollister, Rob Bargatze, Jessica Lancello (not present)

Commissioner: Darrel Folkvord

Airport Manager: Dwight Thompson

City Rep: Angie Wintrow

Administrative Assistant: Aubra J. Lewis

Guests: Seth Wolfgram, AJ Kalawai'a,

Adam called the meeting to order at 7:05 pm

Public Comment: None

Discussion of the Minutes: May and June 5th Special Meeting minutes were approved as written.

Financials: There were four claims to be approved as followed:

- Rocky Mountain Supply - \$87.96
- Aubra Lewis – Black ink cartridge \$26.99
- Two from Townsend Hardware – \$475.45 and \$61.59
- Northwest Insurance Group - \$5,975.00

Airport Cash report:

- Cash –\$ 88,012.10
- CIP - \$18,203.94

Rob made a motion to pay the claims as presented. Bob seconded. No discussion. It passed unanimously.

Lance Bowser RPA Update: Adam read the email from Lance. The Land Acquisition update was as follows:

- Land closing was completed on the two 1.18-acre parcels on Tuesday, June 20.
- RPA will be working on the remaining FAA paperwork for closeout to the county
- Then we will be immediately ready to claim reimbursement and close the project as soon as the FAA grant offer is issued

City/County Airport Lease Agreement: There was discussion of the changes to the lease that was reviewed by Peter Simon, the city attorney. The changes were basically wording. City will meet on Monday the 10th of July due to July 4th.

- Bob moved that we adopt the Airport Lease Agreement as written. Rob seconded. Discussion about useable aircraft having to be in the hangar. That is not part of the lease agreement and is a separate discussion that will be addressed with the hangar application.
- A question was asked about maintaining the space around the hangar. It was noted that this point is covered in the lease agreement requirements.
- Motion passed, unanimously.

Hangar/Lot Availability Allocation Policy/Procedure: Adam combined the checklist, order of allocation, prerequisites, email, phone number and tail number. There was discussion about the order of allocation

that the applications would be reviewed and whether Broadwater County residents can take precedence over non county applications, since the resident is paying taxes in this county. There is a concern Townsend Airport will become cheap overflow parking due to the increase in population in surrounding counties. This will need to be reviewed by the county attorney.

- A lottery was suggested
- First come first serve was also discussed

Required checklist: It was discussed about there being an expense incurred with permits before getting an acceptance of the application. It was decided that after the application is approved, the documents will be required.

Prerequisite Requirements: There was discussion to make sure all requirements were included from June 5th meeting minutes.

Administrative Assistant will type a draft and send it to the county attorney and commissioner for review.

Final Hangar List: Discussion about getting a finalized hangar list. One was sent to Administrative Assistant. When the lease is finalized, an addendum will be sent to current lease holders via mail.

Transient and Long-Term Parking Policy: Upon hearing that most surrounding areas do not have a policy, and we have yet to have a problem, it was decided that we would not create a policy at this time. The airport manager will further monitor this and let the board know if needed.

Airport Manager Update:

- Two fly-ins at Canyon Ferry (Boy Schouts and ACE Program)
- Mower sprung a leak in the radiator – currently being fixed and serviced
- Replaced the windsock at the City Airport
- Outhouse at Canyon Ferry needs a new roof – may need a new metal roof or siding
- Canyon Ferry did get an upgrade on the FAA 1050 exam from poor to good – the inspection document was presented to the board
- Canyon Ferry Runway was rolled last week
- MT Pilots Association helped paint the squares for the runway
- Rob took pictures with his drone to be uploaded to the County website, Montana in the Sky, and at the shelter

Airport Board Candidate Decision:

- AJ Kalawai'a introduced herself and answered questions from the board related to the open board position
- After discussion of all three candidates, Bob moved to recommend Seth Wolfram for the board position pending approval by the commissioners. Rob seconded. Motion passed.

Discussion of fuel price change: The fuel price will continue to be listed at \$5.95. There was concern about the pilots that were overcharged for the fuel at \$6.60. The county has reimbursed them for the overcharge, after submitting receipts. We are currently moving 11 gallons/day.

- A discussion was brought up about the 100LL website to list the fuel prices. Bob will help the Aubra on getting set up.

New Business:

- CPI Consumer Price Index Adjustment for the airport leases
 - An example of a previous letter requesting a change in the lease amount to the commissioners was presented. From now on it will be placed on the agenda at the first of the year.
 - Rob made a motion to adjust the hangar lease rates to the CPI of 4.9%, which will increase the square footage from \$0.11 to \$0.115. Bob seconded. No discussion. Motion passed unanimously.
- There was discussion on a change in the Airport Board meeting time from 7:00 PM to 6:00 PM. This would allow for members to return home earlier
 - Rob made a motion to shift our meeting time to 6:00 PM, third Wednesday of the month. Bob seconded. Discussion if Commissioner, new board member, and city rep was on board. Motion passed unanimously.
 - Administrative Assistant will change it on the County website
- The newspaper articles for both the Boy Scouts and ACE fly in were put on the County website, as well as the pictures from the Boy Scouts

Adjourn: 8:17 PM

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