

Special Airport Board Meeting
Townsend City-County Airport Board Meeting
June 5th, 2022 6:00 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: none

Adam called the meeting to order at 5:55 pm

FAA Airport Loan: Recap of the loan to West Yellowstone.

- West Yellowstone needs to pay back the loan to the Townsend Airport.
- Townsend does not want to lose the one-million-dollar loan, it has been recommended to loan the funds to Butte for a year
- We will then get it back for our 2024 project
- Money will go directly from West Yellowstone to Butte

Bob moved to void the 2022 reciprocal agreement from West Yellowstone. Rob seconded. Motion passed unanimously.

Jess moved to accept the 2024 reciprocal with Montana Aeronautics. Rob seconded; motion passed unanimously.

Hangar Application Process: Discussion on how to process the application for hangar leases. Some points discussed were the following:

Prerequisites:

- One lot per person/commercial entity
- Airport Board reserve the right to allocate/reserve lots for an FBO or other purpose determined by the board to be in the public interest and long-term interest of the airport
- Hangar is used primarily for aircraft storage
- No contractors or developers for speculative building
- Hangar size appropriate to size of lot at discretion of the board

Order of allocation:

- Applications will be handled monthly, if needed
- Those applicants within Broadwater County will receive precedence over non county applications
- In the event of a tie, it will be first come first served by use of time stamp
- Then out of county, first come, first served by time stamp

A document will be created with the above criteria, sent to the board for review, then it will be sent to Jania for legal approval. After which, it will come back to the Airport Board for final approval.

Once lease is approved by the city, and Hangar Application and Hangar Construction Requirements and Check is finalized, the Administrative Assistant will be responsible for giving these documents to future applicants.

Hangar construction Requirements and Check Sheet: Discussion on how to merge the application documents as follows:

- Application blanks
- Prerequisites
- Hangar requirements
- Check sheet – was discussed and modified from Madison County to Townsend

Addendum to Lease agreement: An addendum will be created for current lease holders, in addition to sending them the new approved lease.

New Business:

Dwight reported that the pavilion and the inside of the bathroom has been painted. Boy Scout Merit Badge event in on June 12th at the airport.

Need to have a policy on transient parking. Put on the next agenda to discuss.

All board members will receive a copy of the lease upon approval.

Meeting adjourned.

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