

BROADWATER COUNTY AIRPORT BOARD

515 Broadway, Townsend

July 26th, 2023 AT 6 P.M.

Meeting will be held at the Flynn Building, 416 Broadway Street
Agendas, Documents, Official Meetings Minutes and videos of Airport Board meetings are
available and at <https://www.broadwatercountymt.com>

Broadwater County is no longer using youtube.com to live stream meetings

Now you can go to the www.broadwatercountymt.com to view

Official agendas are posted in the Courthouse (1st Floor Bulletin Board), City Hall
and in the window of the Flynn Building

Wednesday, July 26th, 2023

- 6:00 PM **Public Comment on any subject not on the agenda, and that the Board has jurisdiction over**
- 6:00 PM **Discussion and Approval of the Minutes and Financial Report/Claims**
- 6:10 PM **Update/Discussion: Robert Peccia and Associates**
- 6:20 PM **Update/Discussion/Decision: Airport Lease Agreement Addendum**
- 6:30 PM **Update/Discussion/Decision: Draft Hangar Construction/Application Process Document**
- 6:35 PM **Discussion/Decision, Capital Improvement Plan Update**
- 6:40 PM **Discussion, FAA Based Aircraft Inventory Update**
- 6:45 PM **Review Hangar Lease Requests**
- 6:50 PM **Discussion / Decision: Disadvantaged Business Enterprise Goal**
- 6:55 PM **Update/Discussion: Airport Manager**
- 7:00 PM **Discussion/Decision: Fuel Pricing**
- 7:05 PM **Discussion/Decision, Fuel Meter Improvement/Replacement**
- 7:10 PM **New Business**
- 7:15 PM **Adjourn**

Public comment period will be at the beginning and end of each meeting, as well as on each agenda item. Mail & Items for Discussion and/or signature may occur as time allows during the meeting. Issues and times are subject to change.

Adam MacDonald	Chair	406-266-1128
Bob Hollister	VC	406-351-1687
Robert Bargatze		406-920-1779
Jessica Lancello		406-860-5355
Aubra J. Lewis	Admin Assistant	406-949-8914

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TOWNSEND AIRPORT

Meeting Notes

July 26, 2023

- **AIP 3-30-0078-014-2021: Airport Pavement Rehabilitation – Preliminary Design**
 - FAA Grant Offer – executed September 15, 2021
 - Recently Completed / Next Steps:
 - Geotechnical Investigation – complete.
 - Topographic Surveying – complete.
 - Preliminary Design – complete
 - Design – Phase I (75%), Design Report & Cost Estimate Updates – complete. Nearing 100% completion and hope to have project “shovel ready” and on the shelf by early Summer.
 - **Final Report / Grant Closeout – anticipated September 2023.**

- **AIP 3-30-0078-016-2023: Land Acquisition(s)**
 - Recently Completed:
 - Two 1.18-acre parcels (\$100,000 / parcel plus closing costs) – closed 06/20/2023
 - 50.8-acre parcel
 - No progress – acquisition efforts have been abandoned at this time.
 - Next Steps:
 - **Final Land Report**
 - **Administrative Settlement Request – documents final agreement of \$100,000 / parcel versus appraised value of \$95,000 / parcel**
 - **Certificate of Title – establishes “good title” with no restrictive encumbrances.**
 - **FAA Grant Offer / Reimbursement / Closeout**

- **AIP 3-30-0078-017-2024: Major Rehabilitation / Construction Project (Preliminary Estimated (\$6.0M with Additive Alternates)**
 - Scope:
 - Base Bid: Reconstruct all airside pavements, replace all electrical equipment and visual aids.
 - Additive Alternates: Construct Hangar Access Taxilane (#1), Construct Apron Expansion (#2).
 - **Funding: \$3.6M State Apportionment, \$1.66M Non-Primary Entitlements, \$600k Local Share (eligible for up to \$600k grant from Montana Aeronautics).**
 - On-going / Upcoming Items:
 - Engineering Task Orders – Final Design, Bidding and Construction Administration, AGIS (Instrument Approach) Data Collection, Airport Layout Plan Update
 - 100% Design Completion
 - Bidding – approx. Feb. 2024
 - Award / FAA Grant anticipated timing – approx. May 2024
 - Construction – approx. June – August 2024

Non-Project Items

- **Approach Protection / Airport Zoning**
 - No Change – full Airport Zoning package was adopted by Broadwater County through Resolution 2004-6 on March 1, 2004, and by the City of Townsend through Resolution 2004-3-16A on March 16, 2004.

→ **Hangar Lease Updates**

- No Change – miscellaneous assistance for hangar lease language updates with FAA standards / grant assurances.
- Provided draft checklist for use / similar to existing Townsend Airport.

→ **Automated Weather Observation Station (AWOS) – Could be added to AIP-017-2024 or pursued using Bipartisan Infrastructure Law Funds**

- AWOS III/PT – includes certified altimeter, visibility, wind speed, wind direction, wind gusts, temperature, dew point, density altitude, precipitation accumulation, cloud height (ceilometer), present weather (fog, haze, drizzle, rain, snow, and intensity), and lightning / thunderstorm sensor.
- Preliminary cost estimate \$300,000 (90% FAA, likely 9-10% Montana Aeronautics grant; leaving little to no local share for installation).
- Annual “maintenance” and calibrate checks are Airport responsibility. FAA obligated to maintain a minimum of 10-year “useful” life.
 - o Approximately \$7,000/year for system manufacturer to complete tri-annual calibration inspections (can conduct internally if local contact obtains certification – must have radio operators license).
 - o Telephone utilities costs
 - o \$50/month National Airspace Data Interchange Network (NADIN) upload fee. This data platform is how the data is distributed to FAA flight procedures, FAA air traffic control, National Weather Service, general public, etc.
 - o Cost of any equipment breakage after 1-year warranty period.
 - o Airport / County to “maintain” FCC discreet radio frequency license. County likely already has some radio frequency licenses for Sheriff’s Department and other services.

→ **Disadvantaged Business Enterprise Goal – 2024 – 2026**

- Mandatory requirement for FAA years in which anticipated to expend >\$250,000.
- Recommending Race Neutral (Non-Mandatory) Goal of 7.8% based on estimated cost and work type, using MDT Civil Rights disparity study data (calculation spreadsheet).
- MDT Civil Rights is currently recommending race neutral although the most recent disparity study recognized disparity.

→ **Capital Improvement Plan (CIP) and Based Aircraft Inventory Updates**

- <https://basedaircraft.com>, Townsend Airport listing last updated 11/17/2021
- 8U8 Entitlement Funding Summary:

	2019	2020	2021	2022	2023	2024
Townsend	\$531,865.00	\$794,601.00	\$680,061.00	\$425,061.00	\$577,199.00	\$1,727,199.00
<i>NPE Accumulation</i>		\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000.00
<i>BIL Accumulation</i>				\$159,000.00	\$145,000.00	
<i>NPE Transfers</i>				\$150,000.00		
<i>NPE Transfers</i>	\$150,000.00	\$150,000.00		\$136,000.00		
<i>NPE Transfers</i>	-\$31,252.00	-\$136,000.00		\$150,000.00		
<i>NPE Transfers</i>		-\$20,012.00	-\$94,800.00		\$94,800.00	
<i>NPE Transfers</i>				-\$1,000,000.00		\$1,000,000.00
<i>BIL Projects</i>					-\$237,662.00	
<i>AIP Projects</i>			-\$169,740.00			

- Capital Improvement Plan Updates serve to assist with budgeting for Airport and FAA (especially for large projects requesting funding other than entitlements), and justify your NPE / BIL accrual provided you show enough need.
- Recommend they are optimistic, but realistic. With near term projects tapering to more definitively planned and projects further out more optimistic to at least justify maximum funding.
- Last Year's Submission:
 - o 2023 Major Project - \$5.0M (need to shift to 2024)
 - o 2023 Land Acquisition - \$520k
 - o 2025 AWOS III/PT – \$350k
 - o 2025 Wildlife Security (perimeter) and 5' Chain Link (hangar area) Fencing - \$445k
 - o 2027 Conduct Airport Master Plan Study - \$245k
 - o 2028 Pavement Maintenance - \$290k (shift to 2029, 5-years after reconstruction)
 - o 2028 Acquire Land for Approach Protection - \$220k
 - o 2029 Construct Runway Extension - \$670k