**Stevensville Airport Board**

**Meeting Minutes**

**February 11, 2020 – 5:30 P.M.**

**Stevensville Town Hall**

**Stevensville Airport Board:**

[x]  Craig Thomas – Airport Board Chairman

[x]  Ron McCann

[ ]  Dustin Wood

[x]  Don Whitehair

[x]  Duane Shinn

[x]  Don Lorenzen

**Stevensville Airport Representatives:**

[ ]  Shaun Shea – Airport Engineer (MMI)

[x]  Tyler Reed – Airport Engineer (MMI)

[x]  Brandon Dewey – Mayor

[x]  Dempsey Vick – Town Council Rep

[x]  Katie Coleman-Assad – Airport Manager

[x]  Dan Denton – Airport Assistant Manager

[x]  Robert Underwood – Stevensville Treasurer

**Others Present:**

**1. Call to Order and Roll Call**

* Meeting began at 5:30 PM

**2. Approval of Minutes**

* January Minutes Approved.

**3. Correspondence**

* None

**4. Financial Reports**

* Mr. Underwood presented the latest financials to the Board. He discovered there were two outstanding loans active from Montana Aeronautics which he paid out. He said the airport account balance is approximately $120K. In order to continue to be financially sustainable, the balance should remain roughly 30-50% of total savings – on hand cash should be around $102K. Don McCann asked why a few items were extended over 100%. One of the items was for AWOS maintenance which costs have escalated recently. McCann said he thought the airport would take that over. Don Lorenzen said the plan fell through largely due to the added liability, also due to the amount of paperwork the FAA was requesting.

**5. Engineer’s Report**

* None

**6. Old Business**

1. **Turf Runway –** Tabled for next month.
2. **US Forest Service Land Use Agreement**

**7. New Business**

1. **Montana Aeronautics Report –** Katie presented a summary of the Montana Aeronautics Grant and Loan Meeting In Helena in January. It was a very successful day for Stevensville Airport, the Airport received a grant offer of $209K which what the total amount requested for the Pavement Reconstruction Project as well as a new Administrative Building. The third project that requested funding was rehabilitating the airport access vehicle road. No grant was awarded but a loan was offered for the full amount requested.
2. **New Rate for Lease Contracts** – Katie stated that the current lease rate is 6 cents for a while. Katie is working with Robert to look at raising the rate to allow the Airport to be more sustainable in the future. Katie reached out to other airports to get a sense what other airports were charging. Missoula charges $0.16/sf, Polson charges $0.14 to $0.22/sf, and Hamilton charges $0.10/sf. The preliminary draft proposal is structured so the increased lease rate would apply to all new construction. Everyone existing would be grandfathered in. Katie and Robert are still working on a locking down a new rate. Craig mentioned that if you currently have a hangar, you’d be locked into your existing rate until your lease expires. Then you’d begin paying the new rate.

1. **Drain Field Project.** Katie is working with Bob Wolfenden, property owner of the Specialized Fittings business east of the airport. Bob is proposing a new gravity sewer main running from their property, west through the airport, then connecting into a new drainfield adjacent to the parallel taxiway near the RW-12 end. The FAA has been notified and there was not immediate objection to the project. They did stress that Specialized Fittings would need to compensate the airport at “fair market value”. The airport stipulated that future hangars would be allowed to connect to the main. This would be a utility that the Town owns. If you currently have a drainfield, you would be grandfathered in and would not need to pay a fee for the service. The drainfield would be adequate to treat effluent from future airport growth. Don Whitehair asked who would be the responsible agent for maintenance and repairs. Craig said the Town would be responsible. Fees received from the sewer facility charge would fund the maintenance and repairs. Each hangar using the system would have their own septic tank and would then pump the effluent to the drainfield. Specialized Fittings would have their own tank as well so they would also have to still pump their solid. A member of the audience (Mr. Johnson) said that it appeared that the drainfield was encroaching on the high pressure gas main to the north. Mr. Reed stated that the gas main is identified on the plan and the drainfield would not encroach into the gas easement. The profile shows a 6-inch sewer main. Brandon said he’s currently working on agreements for the construction phase. This agreement would include the Town and Specialized’s expectations, roles, and responsibilities. That agreement would go in front of the Airport Board and City Council once complete. Mr. Wolfenden is planning on fronting the full cost of the drainfield with the expectation that as airport hangars begin connecting, some of their fees will begin paying Mr. Wolfenden back by a late comers agreement. Part of the plan is that Specialized Fittings would be annexed in to the Town after they complete the project.
2. **Rick Perry T-Hangar Construction.** Mr. Perry said he’s still working on things. He’s planning on developing a cluster of T-hangars (50’x189’) at the north end of the Figure-8 taxilane adjacent to the airport entrance. Mr. Reed verified that dimension with the ALP and said it should fit. Katie will continue to work with Rick.

**8. Airport Manager’s Report**

* Katie wanted to thank everyone who attended the Mt. Aeronautics Meeting. She’s still in the process of getting up to speed on the budget and preparing for next years budget with Robert.

**XI. Public Comments**

* None

**XII. Adjournment**

* Meeting was adjourned at 6:28 pm.

***Next Meeting – Tuesday, March 10, 2020 @ 5:30 P.M. (Town Hall).***