

**STEVENSVILLE AIRPORT BOARD
MEETING MINUTES**

**FEBRUARY 13, 2024 – 5:30 P.M.
STEVENSVILLE TOWN HALL**

STEVENSVILLE AIRPORT BOARD:

- Craig Thomas – Airport Board Chairman
- Rich Perry
- Dustin Wood
- Brian Germane
- Jim Johnson
- John Stratton
- Wally Smith – Council Representative

OTHERS PRESENT:

**MARC ROY
JERRY HOVER**

STEVENSVILLE AIRPORT REPRESENTATIVES:

- Tyler Reed – Airport Engineer (MMI)
- Kevin Kittleson – Airport Engineer (MMI)
- William Rowe – Airport Manager

1. CALL TO ORDER AND ROLL CALL

- a. Meeting began at 5:30 PM.

2. APPROVAL OF MINUTES

Minutes were not available to approve.

3. ENGINEER’S REPORT

An Engineer’s report was not available.

4. OLD BUSINESS

There was no Old Business.

5. NEW BUSINESS

a. Appointment of Board Chairman

Brian Germane nominated Craig Thomas, Rich Perry seconded. Craig and Wally abstained.

b. Appointment of Secretary

Craig Thomas nominated Brian Germane, Rich Perry seconded. Brian and Wally abstained.

c. Introduction of Mayor Bob Michalson

Mayor Michalson introduced himself and discussed Airport Meeting agendas. Supporting docs need to be included with agenda requests or they won’t be approved. Mayor Michalson is committed to learning about the airport and supporting it. He directed the Board to reduce our meeting frequency to every other month. He also distributed

copies of “Robert’s Rules of Order” which discussed public meeting etiquette. Brian Germane expressed concern that reducing our meeting frequency will reduce the small amount of momentum that we do have. Brian stated that regular meetings hold us all accountable to one another, the airport, and the community. Rich Perry agreed. Mayor Michalson stated that we could hold a special meeting if necessary. Otherwise, we are to meet every other month.

d. Introduction of Councilmember Representative Wally Smith

Councilmember Wally Smith introduced himself and asked that we help him understand some of the many acronyms we use when discussing airport and flying operations.

d. Introduction of Board Member Jim Johnson

Jim introduced himself and discussed his previous experience.

f. Introduction of Board Member John Stratton

John was not in attendance, but Will spoke about him. John is a parachute rigger and is looking to lease Block 6, Lot 6 to construct a new hangar. The Board was asked to vote and approve the lease. Rich Perry made the motion, Brian Germane seconded the motion. All approved.

g. AWOS

Will discussed the existing AWOS. He cannot replace the existing OSI radio due to warranty reasons. Another option would be to replace the entire AWOS. Jim was in favor of replacing. 32S received \$144,000 from a Senator Tester grant. Will is going to investigate whether the grant funds can be used for the purpose of the AWOS. Tyler gave a history of the AWOS system and discussed the siting limitations. Public comment suggested that we investigate upgrading to an AWOS 3. All agreed.

h. Grant Funds

Future projects slated for grant funding include pavement maintenance and the AWOS. Funding would not be available until 2025.

i. Surplus Property

Will stated that the airport owns equipment that has not been used and that we could surplus the items. The list includes the previous courtesy car, a pull-behind broom, and a back-hoe. The Board was asked to vote and approve surplusing the items. The Board unanimously voted to surplus the items.

j. Ordinance 141

Will presented a proposed update to Ordinance 141 which addresses the various Airport Ordinances, Resolutions, and Policies. Will distributed copies to all in attendance. See attached.

6. Old Business

- Rich Perry asked about the status of the gravel pit. Tyler Reed indicated that he was waiting on a response from an MM senior geologist that we are hoping can help with the RFP language. No further information at this time.
- A question was asked regarding the status of the current year’s budget. Will stated that as of Jan1, 2024 we had only used 27% of our annual budget. At the same time last year, we had used 68% of our annual budget.
- SAF gave an update – Mike spoke about their previous monthly meeting. He thanked the Mayor for his attendance. The next monthly meeting is scheduled for Friday 2/23.

- Jim Johnson asked about how the proceeds from the gravel pit will be spent. Brian Germane stated that at this time, we don't know what those funds will look like. Until we have an RFP, it's approved by both the Board and Town Council, published, and we have at least one offer, we would be speculating as to what the potential annual revenue could be. The Mayor added that the county's attorney and the city's attorney were to meet to discuss further but there was no update. The Mayor stated that he would look into the matter.
- Craig Thomas announced that, in accordance with our new meeting schedule, the next Airport Board meeting will take place on April 9, 2024.

7. Adjournment

- Craig Thomas asked for a motion to adjourn the meeting @19:12. The motion was made, seconded, and approved.

ORDINANCE NO. 141

AN ORDINANCE INCORPORATING VARIOUS AIRPORT ORDINANCES, RESOLUTIONS AND POLICIES INTO AND ESTABLISHING TITLE 4 – AIRPORT OF THE MUNICIPAL CODE OF THE TOWN OF STEVENSVILLE

SECTION 1. Chapter 3–Airport –of the Municipal Code is hereby established.

SECTION 2. Chapter 3 of Article II is hereby created and titled "Municipal Airport."

SECTION 3. Chapter 3 shall read in full as follows:

Section 3– 31 Designation of Airport

The airport owned and operated by the town shall be and is hereby designated as the "Stevensville Airport."

Section 3– 32 Municipal Regulation

The Town Council, in accordance with MCA 67-10-301, shall be authorized to adopt, amend and repeal ordinances, resolutions, rules and orders as it shall deem necessary for the management and use of the Stevensville Airport in conformance with federal and state laws, regulations and standards, and shall have the power to enforce penalties for the violation of such ordinances, resolutions, rules and orders. In addition, the town shall have the power to enforce the payment of charges for improvements, services, leases, rentals and other charges by placing a lien, as provided by law, on any real or personal property at the airport and to lock people out of any airport storage unit or hanger until payments have be made in full.

Section 3– 33 Creation of Airport Board

The town shall have an advisory board known as the Stevensville Airport Board, consisting of six (6) members: five (5) persons appointed by the Mayor with the concurrence of the Town Council for staggered three (3) year terms, plus one (1) council representative chosen by the Town Council. The council representative shall continue to serve only while a member of the Town Council. The board shall elect a Chairperson who shall prepare agendas and conduct meetings and shall elect a Secretary who shall maintain minutes in accordance with the laws and regulations that apply to public bodies. **The Secretary will fill in as Chairperson in their absence.**

Section 3– 34 Duties of Stevensville Airport Board

The Stevensville Airport Board shall provide recommendations to the Town Council as pertains to development, operation and maintenance of the airport. Specifically the board shall:

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- * (1) ~~Along with the Airport Manager and Mayor, develop the airport's annual operating and capital budget to be presented to the Town Council for adoption;~~
- (2) Recommend to the Town Council rates, fees, charges and assessments based upon the capital needs of the airport; ?
- (3) Review and recommend to the Town Council approval or denial of all construction and development projects, **including hanger construction and leases at the airport;**
- (4) Review and recommend for compliance with FAA and town standards initial applications for airport business licenses as required in Section 3-36 of this chapter;
- (5) Develop and recommend to the Town Council periodic updates to the Capital Improvement Program for the airport;
- (6) Work with the Airport Manager, who is the ~~as~~ liaison with FAA and Montana Aeronautics, in complying with their respective standards, rules and regulations;
- (7) Create and promulgate a set of "Minimum Standards" for the airport in accordance with FAA guidelines; and
- (8) Provide assistance, advice and guidance as ~~needed or~~ requested by the Mayor, the Town Council, and the Airport Manager.

Section 3-35 Airport Fund

- (1) There is hereby created an "Airport Fund" which shall be the repository for all funds generated by leases, charges, fees and other revenue generated at the airport, as well as all grants and contributions received from the FAA, Montana Aeronautics and other sources.
- (2) The Town Council shall annually appropriate and transfer funds to the Airport Fund a portion of the estimated taxes generated at the airport that are collected by the town. The amount of such appropriation shall be determined based upon the proportionate share of services included in the town's tax supported budget that are not applicable or provided to the airport such as, but not limited to, public works, street maintenance and lighting, parks and recreation, and others.
- (3) The ~~Town Treasurer~~ **Finance Officer** shall make expenditures from the Airport Fund for airport related expenses based upon the approved annual budget.
- (4) The Town Council shall cause the Airport Fund to be audited on a bi-annual basis and shall make a charge to the airport for a proportionate share of the town's cost of its regular audit or it shall charge the airport the actual cost of a special audit of the Airport Fund, whichever is applicable.

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- (5) The Town Council shall utilize all available financing methods and tools to generate funds needed for the airport's capital budget, including, but not limited to, loans, grants, tax increment financing, selling of bonds and special assessments.

Section 3-36 Airport Business License

- (1) No person, corporation, partnership, company, association or society shall engage in business, as defined in Section 12-19 of the Municipal Code, upon the Stevensville Airport without first obtaining an airport business license. Any airport business licensed by the town under this chapter shall not be required to obtain an additional business license required by Section 12-22 for conducting business at the airport.
- (2) Applications for an airport business license under this chapter shall be in writing to the Town Clerk on a form provided by the town. All airport business licenses shall be good for one (1) year commencing July 1st. Licenses shall expire June 30th of each year, regardless of the issuance date.
- (3) Airport businesses licensed by the town under this chapter shall pay an annual fee, as established by resolution of the Town Council; provided, however, that a nonprofit organization shall be issued a license at no charge. License fees shall not be prorated and will not be refunded should a business ownership change and/or cease to operate at the airport.
- (4) Upon filing of the application in the proper form and upon payment of the required fee, the Town Clerk shall, subject to the provisions of Section 3-34, issue the airport business license as provided herein. Such license shall be nontransferable, except as to a change of address to a new location within the town. A license shall be denied to any business prohibited by law or regulation of the United States, the State of Montana, or by the provisions of this code or any ordinance of the Town of Stevensville.
- (5) A license may be suspended or revoked by action of the Stevensville Town Council for conducting business in violation of FAA standards, or in such a manner as to create a public nuisance or constituting a danger to the public welfare, health and safety, as well as fraud or misrepresentation on a license application.

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Section 3-37 Other Airport Rates, Fees, Charges and Assessments

The Town Council shall, by resolution, adopt rates, fees, charges and special assessments at the Stevensville Airport, including but not limited to, land lease rates, infrastructure fees, airport user fees, tie-down fees and landing fees.

Section 3-38 Penalty

In addition to the enforcement provisions in specified in Section 3-32, any person found to be violating any provision of this chapter shall, upon conviction thereof, be punished as set forth in Section 1-8 of the Municipal Code.

SECTION 4. Article III is hereby created and titled "Airport Zoning."

Chapter ~~3-71~~ shall include the full text of the Stevensville Airport Zoning Ordinance adopted by the Town Council on November 29, 1989. **Which is incorporated by reference as if the ordinance were set forth herein in its entirety.**

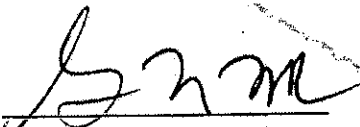
SECTION 5. Repeal

All Town of Stevensville ordinances, resolutions and policies in conflict with the provisions of this Chapter are hereby repealed.

~~Passed on First Reading by the Stevensville Town Council this 23rd day of~~

~~Approved:~~

~~Attest:~~

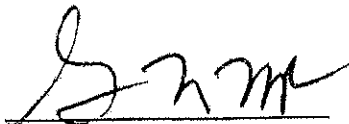
~~
Gene Mim Mack, Mayor~~

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Stacy Bartlett, Town Clerk~~

~~Passed and Adopted on Second Reading by the Stevensville Town Council this 3rd day of June, 2013.~~

~~Approved:~~

~~Attest:~~

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Gene Mim Mack, Mayor~~

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Stacy Bartlett, Town Clerk~~