**Stevensville Airport Board**

**Meeting Minutes**

**September 10, 2024 – 6:00 P.M.**

**Stevensville Town Hall**

**Stevensville Airport Board:**

Craig Thomas – Airport Board Chairman

Rich Perry

Brian Germane

Jim Johnson

John Stratton

Wally Smith – Council Representative

**Stevensville Airport Representatives:**

Tyler Reed – Airport Engineer (MMI)

Kevin Kittleson – Airport Engineer (MMI)

Airport Manager

**Others Present:**

**Jerry Hover**

**Mayor Michalson**

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

1. The meeting was called to order at 6:00.

**2. Approval of Minutes**

The August 2024 Minutes were accepted as written. A motion was made to approve. It was seconded and all were in favor.

**3. Engineer’s Report**

No Engineer’s report

**4. Old Business**

**a.** **Courtesy Car**

Brian gave the status on the courtesy car. The car has now been delivered to the airport. Thank you to Mayor Michalson for his help. A discussion followed to organize a work session to remove the unnecessary police equipment. The session was scheduled for the following Saturday, September 14. The car received a new battery, but will likely need new tires.

**b.   Gravel Pit**

There has not been any progress with the RFQ. Brian stated that he will start writing it, but it is rather complicated and will not be as simple as the engineer RFQ

**c.   Maintenance**

A new windsock has been installed but is only a 72” sock. The state provides 96” socks and one has been ordered. Two landing lights need to be repaired and four additional lights need their lamps replaced. Those parts have ordered from the state as well and should arrive within a week.

**5. New Business**

**a.   Leases**

Mayor Michalson discussed the status of lease payments. He presented a spreadsheet with the status of each airport lease. Several leases were shown to be unpaid, some unpaid in 2024 and 2023, totaling thousands of dollars. It was noted that the Town has not sent out payments in 2024. Ultimately, it was agreed that the Mayor will direct the Town to send out bills and 30 days will be given to pay. A lengthy discussion followed about how we can improve the overall lease payment process, and how we can collect from those that don’t pay.

1. **Will Rowe**

Craig Thomas had written a “Thank You” letter to Will and asked that the board review and vote to approve sending it to Will. A motion was made, seconded, and approved.

**c.   Town Audit**

There was a request to view the Airport budget and audit information. The Mayor offered to provide a copy for the Board’s review.

**d.   Fuel Tank Status**

Rich Perry made contact with Hawthorn regarding the status of the existing fuel tank. Hawthorn has provided a written offer to purchase the tank. The tank would need to be inspected which would require a complete emptying prior to. A motion was made to look into getting the tank inspected. The motion was seconded and approved. A lengthy discussion followed regarding the federal and state grant funds available and the strategy to get both our pavement maintenance and fuel tank projects completed next year.

1. **Engineering Services RFQ**

Brian Germane stated that the engineering services RFQ will be published on Wednesday, September 11, 2024. He then laid out the plan to get the RFQ responses reviewed and make our recommendation to Town Council at the October 10, 2024 meeting.

1. **Snow Plow**

The snow plow will need it’s blade changed soon. A notice will go out asking for volunteers to help with the process.

**6. Adjournment**

**a.** Brian asked for a motion for adjournment. The motion was made, seconded and approved. Meeting adjourned at 19:23.