**Stevensville Airport Board**

**Special Meeting Minutes**

**October 3, 2024 – 6:00 P.M.**

**Stevensville Town Hall**

**Stevensville Airport Board:**

[x]  Craig Thomas – Airport Board Chairman

[x]  Rich Perry

[x]  Jim Johnson

[ ]  John Stratton

[x]  Cindy Brown – Council Rep - for Wally Smith

**Stevensville Airport Representatives:**

[ ]  Tyler Reed – Airport Engineer (MMI)

[ ]  Kevin Kittleson – Airport Engineer (MMI)

[x]  Brian Germane – Airport Manager

**Others Present:**

Jerry Hover

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

1. The meeting was called to order at 18:00.

**2. Approval of Minutes**

 The September minutes were not available for approval.

**3. Engineer’s Report**

 Tyler was not present for this special meeting as the main topic was the review of Engineering RFQ responses.

**4. Old Business**

**a.** **100LL Fuel Availability**

Rich Perry and Brian Germane met with City Services Valcon to get their evaluation of the existing tank and future fuel service. A lengthy discussion followed regarding different options to get fuel back to the airport. A long-term solution involves using FAA grant funds to purchase a new tank which would also provide substantial revenue for the airport. The short-term solution is more difficult as the tank’s current owner does not intend to resume servicing that tank. Brian and Rich will continue working on a short-term solution while Brian is working with Tyler and the FAA on the long-term tank project.

**5. New Business**

**a.   Engineering Services RFQ Response Review**

Over the last month, the Town has published a public RFQ to secure a new engineering services contract. The solicitation window lasted three weeks and ended on October 2, 2024 at 17:00. One response was received on October 2, 2024 at 14:45. That response was from Morrison-Maeirle (MM). The sealed envelope was opened publicly and the introduction letter read aloud. Afterwards, the entire MM Statement of Qualifications was reviewed and scored according to the public RFQ scoring criteria. MM was awarded full points for each of the scoring sections netting them 100 points out of a possible 100. Afterwards, a motion was made to recommend to Town Council that a new engineering services contract be executed with MM. The motion was seconded and approved. Jerry Hover asked what the next steps were in order to get the contract executed and what the process would be like to install a new fuel tank. That process was discussed detailing the steps from executing the new contract with MM, submitting grant applications, designing, bidding, receiving grant funds, and ultimately, completing the projects.

**6. Adjournment**

 **a.** Craig asked for a motion for adjournment. The motion was made, seconded and approved. Meeting adjourned at 19:03.