

MISSOULA COUNTY AIRPORT AUTHORITY
Special Board Meeting
June 23, 2020
11:00 am, Airport Admin Conference Room

THOSE PRESENT: Chair Matt Doucette via conference call
Vice Chair Adriane Beck via conference call
Secretary/Treasurer Larry Anderson
Commissioner Deb Poteet via conference call
Alternate Commissioner Pat Boyle via conference call
STAFF Director Cris Jensen via conference call
Deputy Director Brian Ellestad
Finance Manager Teri Norcross via conference call
Administrative Manager Lynn Fagan
Business Development Manager Dan
Accountant I Rita Harris-Powers via conference call
Manager of Projects Tim Damrow
OTHERS: Steve Conway, Martel Construction via conference call

Chair Matt Doucette called the meeting to order and advised everyone that the meeting was being recorded.

Administrative Manager Lynn Fagan performed a roll call of Board Members.

Motion: Commissioner Deb Poteet moved to seat Alternate Commissioner Pat Boyle.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

AGENDA

Chair Matt Doucette asked if anyone had questions or comments regarding the Agenda; there were none.

Motion: Vice Chair Adriane Beck moved to approve the agenda as presented.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD:

None.

UNFINISHED BUSINESS:

Approval of Department of Treasury Payroll Support Application (PSA) for Ground Handling Payroll

Business Development Manager Dan Neuman explained that MCAA applied for payroll support funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act on April 1, 2020. He stated the funding will be used to pay for wages and benefits for the Ground Handling department since revenue has decreased significantly due to the COVID-19 crisis. Dan added that the Department of Transportation (DOT) notified MCAA that the application was approved on June 12, 2020 with the following conditions: that MCAA report to the DOT where the funding is being spent via payroll reporting, that MCAA's Ground Handling department refrain from involuntarily terminating or furloughing any employees through September 30, 2020, and that MCAA only use the funding to pay for wages and benefits for Ground Handling employees.

Secretary/Treasurer Larry Anderson asked how many employees the Ground Handling department has, and Administrative Manager Lynn Fagan responded that in addition to two full-time employees, the Ground Handling department usually has between twenty-one and twenty-five part time employees. Larry asked if anyone has been laid off due to COVID-19 and Lynn stated no one has been laid off, adding that Ground Handling employees have been paid for the hours they would have worked had flights not been cancelled due to COVID-19. Larry asked how much funding MCAA applied for compared to how much was awarded. Dan stated MCAA applied for roughly \$257,000 and will be awarded \$179,320.68; one initial payment of \$89,660.34 followed by three monthly payments of \$29,886.78 each.

Dan added that a lot of training is involved in on-boarding employees to work American Airlines flights, so the Ground Handling department is now well-positioned to handle the uptick in flights for that airline since no employees have been let go. Lynn added that to receive CARES Act funding MCAA must retain 90% of its employees through the end of calendar year 2020, and that includes the Ground Handling department.

Chair Matt Doucette asked if anyone had questions or public comments; there were none.

Motion: Alternate Commissioner Pat Boyle moved to authorize the Airport Director to execute the Payroll Support Agreement for PSA-2004062373.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

Director Cris Jensen took a moment to publicly commend Dan for his diligence in obtaining this funding. He stated that given MCAA's unusual dynamic of being a local government organization that has a revenue-generating ground handling operation, it did not seem that the Ground Handling department would be eligible for payroll protection funding. He went on to thank Dan for sticking with this endeavor and putting in the time and effort necessary to secure the funding. Board members joined Cris in thanking Dan.

Contract Amendment No. 17 to the Master Agreement with Martel Construction for the New Passenger Terminal Building

Manager of Projects Tim Damrow explained that this amendment to Martel Construction's contract will cover construction services for jet bridge purchase and installation for the new

passenger terminal building South concourse. Tim explained that included in the guaranteed maximum price (GMP) of \$3,981,776.00 is the amount to cover the purchase and install of three or four ground power units (GPUs) with pre-conditioned air (PCA) units to heat and cool aircraft that are parked on the ramp. He explained that the use of these units will decrease emissions that would otherwise be created by the aircraft continuously running their engines, so roughly \$700,000 of this portion of the project will be covered by Voluntary Airport Low Emissions (VALE) grant funding at 100%.

Secretary/Treasurer Larry Anderson asked if the specified amount is subject to the engineer's estimate and Tim responded that the specified \$3,981,776.00 is the GMP. Larry asked who the contract was awarded to and Tim responded that it was awarded to John Bean Technologies (JBT). Chair Matt Doucette asked if that was included in the document that was added to the Board packet today and Lynn confirmed that was correct, stating that bids were just received yesterday. Matt asked who reviewed the bids and what the deciding factors were in going with JBT. Steve Conway of Martel Construction explained that MCAA's usual bid protocol was followed, and that one bid was received late so it was not considered with the other bids.

Larry asked why the jet bridge foundations were listed as exclusions by JBT and Tim explained that Martel's bid for that portion of the project was lower than JBT's, so they will be completing that portion of the project. Deputy Director Brian Ellestad asked if the engineer's estimate was accurate and Tim stated that it came in roughly \$50,000 - \$80,000 under the lowest bid which is fairly accurate given the total cost of the project.

Matt asked if anyone had questions or public comments; there were none.

Motion: Alternate Commissioner Pat Boyle moved to accept the Guaranteed Maximum Price from Martel Construction in the amount of \$3,981,776.00 for the construction of the Jet Bridges for the New Passenger Terminal Building and accept the Contract Amendment No. 17.

Second: Secretary/Treasurer Larry Anderson

Vote: Motion Passed Unanimously

Task Order No. 31 to the Master Agreement for Professional Engineering Services with Morrison-Maierle

Manager of Projects Tim Damrow explained that to go along with the construction contract amendment, this Task Order will allow Morrison-Maierle to provide construction management services for the purchase and installation of the jet bridges in the new passenger terminal building South concourse. Tim stated this includes close-out services associated with VALE grant funding. He added the total for this Task Order is \$59,500.

Chair Matt Doucette asked if anyone had questions or public comments; there were none.

Motion: Alternate Commissioner Pat Boyle moved to Approve Task Order No. 31 with Morrison-Maierle in the amount of \$59,500.00.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

INFORMATION/DISCUSSION ITEMS

Director Cris Jensen thanked the Board for their willingness to meet ahead of the Regular Board meeting. He explained the timing of the VALE grant application required a Special Meeting and that MCAA staff try to hold special meetings only when necessary. He thanked the Board again for attending.

The June Board Meeting will be held in the Airport Conference Room and remotely via GoTo Meeting on Tuesday, June 30, 2020 at 1:30pm. Cris stated that the National Guard, though they are still conducting passenger screening at the sterile area exit doors, can be asked to use the basement conference room for the day of the Board Meeting. Administrative Manager Lynn Fagan stated she will contact the National Guard to give them the date and time of the Regular Meeting and she asked that any Board members planning to attend let her know ahead of time so that tablets loaded with the Board packet can be made available to them.

There being no further business the meeting was adjourned.