

MISSOULA COUNTY AIRPORT AUTHORITY  
Regular Board Meeting  
May 26, 2020  
1:30 pm, Airport Board Conference Room

THOSE PRESENT: Chair Matt Doucette via conference call  
Vice Chair Adriane Beck via conference call  
Secretary/Treasurer Larry Anderson via conference call  
Commissioner Shane Stack via conference call  
Commissioner Jeff Roth via conference call  
Commissioner Dori Brownlow via conference call  
Alternate Commissioner Winton Kemmis via conference call  
Alternate Commissioner Pat Boyle via conference call  
Honorary Commissioner Jack Meyer via conference call

STAFF  
Director Cris Jensen  
Deputy Director Brian Ellestad via conference call  
Finance Manager Teri Norcross via conference call  
Administrative Manager Lynn Fagan via conference call  
Business Development Manager Dan Neuman via conference call  
Accounting Clerk Rita Harris-Powers via conference call  
Manager of Projects Tim Damrow

OTHERS:  
Steve Conway, Martel Construction via conference call  
Kim Briggeman, Missoulian via conference call  
Martin Kidston, Missoula Current via conference call  
Gary Matson via conference call  
Andrew Stickney via conference call  
Tim Aynur via conference call  
Unidentified, Krusers Mobile Services, LLC via conference call  
Unidentified, Thrifty Car Rental 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 and members of the public that called in.

Motion: Commissioner Dori Brownlow moved to seat Alternate Commissioner Pat Boyle.

Second: Secretary/Treasurer Larry Anderson

Vote: Motion Passed Unanimously

AGENDA

Motion: Secretary/Treasurer Larry Anderson moved to approve the agenda as presented.

Second: Commissioner Jeff Roth

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD:

None.

MINUTES

Chair Matt Doucette asked if anyone had questions or comments regarding the minutes for the Regular Board Meeting dated April 28, 2020; there were none.

Motion: Commissioner Dori Brownlow moved to approve the minutes of the Regular Board Meeting dated April 28, 2020 as presented.

Second: Vice Chair Adrienne Beck

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Finance Manager Teri Norcross stated the Claims for Payment are more brief than usual this month, adding that dollar amounts are smaller than usual as well. Teri offered to answer any questions. Secretary/Treasurer Larry Anderson asked about the nature of the payments to the American Association of Aviation Executives (AAAE). Teri explained that \$8,800.00 was to pay for interactive training for airport badging and \$2,975.00 was to pay for individual membership dues and the annual Contract Tower Association membership. Larry asked if the \$8,800.00 was a flat fee and Teri confirmed that is correct. Director Cris Jensen added that the interactive training is computer-based, and this fee will pay for updates to the video portions of the training.

Chair Matt Doucette asked if there were any other questions or public comments; there were none.

Motion: Secretary/Treasurer Larry Anderson moved to approve the Claims for Payment as presented.

Second: Alternate Commissioner Pat Boyle

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Finance Manager Teri Norcross began by explaining that MCAA's share of the terminal construction project costs on the balance sheet is approximately \$600,000.00. She stated that MCAA filed for reimbursement of \$1.2 million in CARES Act funding to cover operating expenses. She added that the requests are going to the Federal Aviation Administration (FAA) headquarters instead of the usual FAA Area District Office (ADO) in Helena.

Teri stated that meeting minutes for the most recent Budget Committee Meeting are right behind the Financial Report in the board packet. She stated the fiscal year 2021 budget has been sent to the air carriers and none have responded. She added that approval of the budget will be included in the June 2020 meeting.

Teri explained the COVID-19 expense amount on the profit and loss is equivalent to the advertising revenue in response to there being no audience for their advertisements for the past two months.

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

Motion: Commissioner Dori Brownlow moved to accept the financial report as presented.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

## DIRECTOR'S REPORT

Director Cris Jensen stated that the Transportation Security Administration (TSA) reported a national bounce back in passenger numbers from 5% up to 12% of last year's numbers for Memorial Day weekend. He stated that passenger numbers are currently at roughly 15 – 20% of normal for Missoula with a similar trend playing out across the state of Montana.

Cris stated that COVID-19 procedures, including social distancing and the use of masks, have continued from last month. He added that there is continuing communication with the FAA regarding the CARES Act funding amounts and the formulas that determine how much MCAA is eligible for. He then explained that concessions have proven to be a bigger challenge due to COVID-19, adding that each concessionaire has unique needs. He stated that Administrative Manager Lynn Fagan is putting in a significant amount of time working with each concessionaire.

Cris reminded the Board that they pre-authorized Cris to accept and sign for \$257,540.00 in Airport Improvement Program (AIP) 66 pay-back funding from Butte Airport. He stated that Lynn witnessed him sign for and execute the grant and that the funds are available in the Delphi system.

Deputy Director Brian Ellestad then delivered a brief air service update, stating that passenger numbers in Missoula are increasing from roughly 5% up to 10% of normal. He explained that May 2020 is showing a 65% decrease in available seats compared to last year and June is showing a 65 – 70% decrease. He added that bookings for July 2020 and beyond are beginning to materialize, showing an upward trend. Brian mentioned that Frontier Airlines plans to be back in Missoula's market on July 3, 2020. He stated that the plan going forward is to continue forecasting, working on incentives for landing fees, and marketing.

Manager of Projects Tim Damrow then delivered a brief terminal construction project update. He explained that work on the terminal access road and vertical construction phases are in progress, and the demo and foundation phase is nearing completion. Tim stated that parking lot modifications continue, adding that the employee parking lot has been permanently relocated to just northeast of the long-term parking lot. He stated that work on the West General Aviation (GA) area continues. Tim added that upcoming items include escalator installation in the new terminal building, design finalization for the food and beverage concessions area, and a construction newsletter and update video. Tim offered to schedule walkthroughs of the construction site for

anyone interested in seeing the progress before presenting the layout for the airport's new website.

Gary Matson extended his thanks to Administrative Manager Lynn Fagan and anyone else involved in executing the meeting format. Gary asked if there is any significant comparison between the number of arriving passengers and the number of departing passengers. Brian responded that the numbers are usually close to a fifty-fifty split. Cris added that anecdotally, inbound passengers have been slightly higher than outbound passengers. Business Development Manager Dan Neuman added this is not unusual for the season, given that many people migrate back to Montana in the summer after spending winters in the South. Cris stated there were 1,460 inbound passengers and 1,383 outbound passengers in April 2020.

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

### LEGAL REPORT

Administrative Manager Lynn Fagan explained that in April 2020 the FAA released some guidance on changing regulations to allow airports to provide concessionaires with financial relief made necessary by the COVID-19 crisis. She stated that the restaurant and café have both met their minimum annual guarantees (MAGs) for the 2020 fiscal year but that the rent car companies have much higher MAGs per their contracts with MCAA. She added that the rent car companies' contract year runs from October through September, so they were only about halfway through that annual period when the COVID-19 crisis began. Lynn stated that the gift shop has been hit very hard since it was closed for a couple of months in accordance with the governor's order. She explained that MCAA staff is working with all the concessionaires individually to find a fair solution without affecting the budget too much.

Lynn shared that Dylan Wyman of the Building department has a new son and that Kaitie Derosier of the Administrative department is scheduled to have her new son on Friday, adding that two more MCAA staff babies are expected in June 2020.

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

### COMMITTEE UPDATES

Executive Committee: Met May 26, 2020 to discuss the Board agenda.  
Finance Committee: Met on May 12, 2020 to review the fiscal year 2021 budget.  
Business Development: No Activity  
Contract & Lease Committee: No Activity  
Facility & Operations Committee: No Activity  
Marketing Committee: No Activity  
General Aviation Committee: No activity  
Legislative Committee: No Activity

### UNFINISHED BUSINESS:

None.

## NEW BUSINESS:

### Lease of former FAA building to Kruse Mobile Services, LLC

Business Development Manager Dan Neuman explained that the building at 4955 Aviation Way was constructed in 1990 for the FAA Tech Ops to occupy with a thirty-year lease; that lease is set to expire on June 30, 2020.

Dan stated that Chris Kruse of Krusers Mobile Services, LCC has expressed interest in leasing the building. He stated the company of mechanics works primarily remotely, adding that they are frequently deployed to wildfires for equipment repair. Dan explained that the lease will begin on July 1, 2020 and that the recommended motion will be subject to MCAA staff's approval of the lease application that has yet to be received.

Secretary/Treasurer Larry Anderson asked if there will be equipment stored on site. Dan responded that some equipment will be kept on site at the millings lot over the winter for mobile units, adding that there is also a large shop in the building which may be used for equipment.

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

Motion: Secretary/Treasurer Larry Anderson moved to approve the Addendum to the Lease Agreement with Krusers Mobile Services LLC as presented, subject to approval of the application by Airport staff.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

### Memo of Understanding with Montana Federation of Public Employees - Building and Field Personnel

Administrative Manager Lynn Fagan stated that the Montana Federation of Public Employees (MFPE) union agreement between MCAA and employees from the Building and Field departments is active through June 2021, adding that those employees are due a 3% raise as of July 1, 2020 under the agreement. Lynn stated that due to the COVID-19 crisis and decreased revenue for the airport, the union employees have agreed to forego their 3% raise for now with the understanding that the budget will be reviewed with them every quarter.

Lynn stated that the MFPE union agreement between MCAA and employees from the Public Safety department expires June 30, 2020 and those employees have the goal of joining the International Association of Fire Fighters (IAFF). She added that both unions belong to the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO) which requires that the employees wait one year after leaving MFPE before they can join IAFF. She stated the Public Safety department will not be getting raises in the coming fiscal year.

Secretary/Treasurer Larry Anderson expressed his appreciation for the willingness of both union and non-union employees to forego raises.

Chair Matt Doucette asked if there were any questions or comments from the Board or the public; there were none.

Motion: Commissioner Dori Brownlow moved to approve the Memo of Understanding with Montana Federation of Public Employees - Building and Field Personnel as presented.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

#### INFORMATION/DISCUSSION ITEMS

Chair Matt Doucette thanked Administrative Manager Lynn Fagan and other MCAA staff for coordinating the meeting, adding that next month's meeting may be in the same format.

The June Board Meeting will be held in the Airport Conference Room and remotely via GoToMeeting on Tuesday, June 30, 2020 at 1:30pm.

There being no further business the meeting was adjourned.