

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
August 27, 2019
1:30 pm, Airport Operations Building

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

STAFF: Director Cris Jensen
Deputy Director Brian Ellestad
Finance Manager Teri Norcross
Accounting Clerk Rita Harris-Powers
Manager of Projects Tim Damrow
Business Development Manager Dan Neuman

OTHERS: Steve Conway, Martel Construction
Shaun Shea, Morrison-Maierle
Chris Martison, A&E Architects
Martin Kidston, Missoula Current
Levi Thane, A&E Architects
Scott Osteen, A&E Architects
Mark Sanz

Chair Jeff Roth called the meeting to order and advised everyone that the meeting was being recorded.

Motion: Commissioner Larry Anderson moved to seat Alternative Commissioner Pat Boyle and Alternate Commissioner Winton Kemmis.

Second: Vice Chair Matt Doucette

Vote: Motion Passed Unanimously

AGENDA

Motion: Commissioner Shane Stack moved to approve the agenda as presented.

Second: Alternate Commissioner Winton Kemmis

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD:

None.

MINUTES

Motion: Commissioner Larry Anderson moved to approve the minutes of the Regular Board meeting dated July 30, 2019 as presented.

Second: Vice Chair Matt Doucette

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Finance Manager Teri Norcross began by stating that higher payment amounts were explained on the front cover of the Claims for Payment. She then brought the Board's attention to the last page of the Claims for Payment which detailed payments made from the terminal project checking account; adding that almost \$3,000,000 in project costs have been paid out since the last meeting. Teri then offered to answer any questions; there were none.

Commissioner Dori Brownlow joined the meeting. Chair Jeff Roth stated that a motion should be made to unseat one of the alternate commissioners.

Motion: Vice Chair Matt Doucette moved to unseat Alternate Commissioner Winton Kemmis.

Second: Commissioner Larry Anderson

Vote: Motion Passed Unanimously

Motion: Commissioner Shane Stack moved to approve the Claims for Payment as presented.

Second: Secretary/Treasurer Adriane Beck

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Finance Manager Teri Norcross stated that the first month of revenues and expenses for fiscal year 2020 look favorable, adding that investment accounts are currently earning good interest. Teri stated that the first draw from the project loan account was made on August 15, 2019 for \$300,000.

Teri stated that some year-end adjustments will be made to the financial report for June 2019 for depreciation as well as personnel vacation and sick leave balance accruals. Teri then offered to answer any questions; there were none.

Motion: Commissioner Shane Stack moved to approve the financial report as presented.

Second: Alternate Commissioner Pat Boyle

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Director Cris Jensen began by thanking everyone for attending August's meeting at the SRE instead of the Board Conference Room, adding that TSA Pre-Check operations have been set up in the Board Conference Room for the week.

Cris briefly stated that summer 2019 has been as challenging a summer as MCAA staff have seen in a long time, but that everyone showed great work and dedication. He added that this summer's challenges have shown the current building is being pushed to its limits, further proving a new terminal building is necessary. He mentioned that completion of the new building is still two summers out, so some challenges may continue to be seen.

Cris stated that MCAA staff are working on putting together an Airport Capital Improvement plan to be submitted to the Federal Aviation Administration (FAA) at the end of October. He stated this plan will span six years, and it will include the new terminal construction project, an airport master plan, and acquisition of a new fire truck among other items. Copies of the plan were distributed on paper, and Cris stated a more detailed discussion of the plan will occur at a future meeting.

Deputy Director Brian Ellestad delivered a brief air service update, stating that the number of available seats in July did not change from the prior month, but that more available seats were filled. Brian added that MCAA staff will work with the airlines through the fall to plan for the next calendar year's flight schedules.

Cris then reminded everyone that an airport-wide barbecue will be hosted by MCAA staff on August 28, 2019 from 11:00am – 1:00pm on the ramp behind the ticket counters, adding that all are welcome to attend. He then mentioned the annual General Aviation (GA) barbecue will be held on September 28, 2019. He added that the location has not been confirmed, but that all are welcome to attend that event as well.

LEGAL REPORT

Director Cris Jensen stated that MCAA's Airport Concessions Disadvantaged Business Enterprise (ACDBE) goals were submitted to the FAA by Administrative Manager Lynn Fagan, and that the goals were accepted on the first attempt. He expressed his gratitude to Lynn for that accomplishment, adding that other airports in the region had their ACDBE goals rejected three times before the FAA would accept them.

Cris then stated that the rental car Request for Proposals (RFP) will be open until September 12, 2019, adding that Board members should contact Lynn if they are interested in joining the selection committee for the RFP.

Cris stated that three MCAA employees were deposed as part of the ongoing slip-and-fall case. He added that the next step will be for a settlement master to review the case.

COMMITTEE UPDATES

Executive Committee: Met August 27, 2019 to discuss the Board agenda.

Finance Committee: No activity

Business Development: No Activity

Contract & Lease Committee: No Activity

Facility & Operations Committee: Met August 26, 2019 to discuss the proposal to name the new terminal after Jeannette Rankin. The committee determined to table the discussion for now.

Marketing Committee: No Activity

General Aviation Committee: No activity

Legislative Committee: No Activity

UNFINISHED BUSINESS:

None.

NEW BUSINESS

Recommendation of Award for the West GA Ramp Project

Director Cris Jensen explained that MCAA staff has been planning some work for the West GA apron area. He stated that plans include prepping the eastern portion of the area with millings this fall for Martel Construction to use as a staging area during the terminal construction project, as well as paving the other portion of the area in the spring of 2020 for Minuteman to use for GA aircraft tiedowns.

Cris stated that among the bids received for the project were bids from Knife River Construction and First Mark Construction, adding that First Mark was the lowest bidder, coming in at \$1,262,896.88. Finance Manager Teri Norcross added that the project is eligible for grant funding, stating that the split will be 90% paid by grant funds, and 10% paid by MCAA.

Commissioner Dori Brownlow asked if anyone involved in the project is familiar with First Mark. Shaun Shea of Morrison-Maierle explained that First Mark is comprised of former L.S. Jensen Construction representatives, and Cris added that the airport has worked with them a lot in the past under that name.

Motion: Commissioner Larry Anderson moved to accept the West GA Ramp bid results and award construction to First Mark Construction in the amount of \$1,262,896.88, contingent on FAA concurrence.

Second: Secretary/Treasurer Adriane Beck

Commissioner Larry Anderson asked if First Mark Construction has their own pit and if not, where their materials come from. Shaun Shea stated he would reach out to First Mark to get that answer.

Vote: Motion Passed Unanimously

Pre-approval of acceptance of FAA Grant Offer AIP-066 for Access Road

Director Cris Jensen stated that as the end of the federal fiscal year draws near, MCAA staff anticipates FAA grant funds to be received in the amount of \$1,000,000 under Airport Improvement Program Grant 66, adding that the funds will be used for construction of the terminal access road. He explained that there will be a very quick turnaround time for accepting this grant offer when grant funds become available, so MCAA staff is requesting the Board to pre-authorize the acceptance of this grant to ensure the executed grant offer makes it back to the District Office in time.

Alternate Commissioner Pat Boyle asked if this request is an indication that staff believes the grant will be awarded to MCAA, and Cris confirmed that the grant will be awarded to MCAA contingent upon completing the grant acceptance quickly.

Motion: Alternate Commissioner Pat Boyle moved to pre-authorize the Airport Director to accept AIP Grant 3-30-066-2019 in the amount of \$1,000,000.00 for the Access Road.

Second: Commissioner Dori Brownlow

Vote: Motion Passed Unanimously

Purchase of Portable Ground Power Unit

Business Development Manager Dan Neuman stated that Agenda Action Sheets for this item were distributed on paper separate from the rest of the Board packet.

Dan explained that a Ground Power Unit (GPU) is an engine designed to generate electricity for aircraft to eliminate the need for keeping the plane engines running while parked. He went on to explain that MCAA had been borrowing a GPU from Alaska Airlines until they pulled it from use in response to a possible malfunction. He stated that this circumstance prompted MCAA to determine that the purchase of an airport-owned GPU would make the most sense for MCAA going forward, especially since American Airlines requires that one be available for contract compliance.

Dan explained that Environmental Protection Agency (EPA) regulations require that newer GPUs now meet Tier 4 compliance to sufficiently filter particulates from diesel combustion. Dan stated that after receiving multiple bids, a two-year-old Tier 4 compliant diesel-powered GPU with just 100 hours of use was found for the total price of \$57,215.00. He added that the price includes delivery and a one-year parts and labor warranty.

Chair Jeff Roth added that he believes a GPU will be an indispensable piece of equipment for the airport to own.

Motion: Commissioner Dori Brownlow moved to approve the purchase of the Portable Ground Power Unit as described above.

Second: Vice Chair Matt Doucette

Vote: Motion passed unanimously

INFORMATION/DISCUSSION ITEMS

Manager of Projects Tim Damrow gave a brief terminal project update, including that paving of the new terminal access road will begin August 28, 2019, foundation of the new terminal building is still in progress, as well as bidding for vertical construction of the new terminal building. Tim included an updated 90% funding draft with a Task Order summary. He added that staff has decided to postpone the opening of the new terminal access road until its use becomes necessary as late as the fall of 2020 to reduce unnecessary wear and tear on the pavement. Tim went on to state that work on the water line will occur into the fall of 2019. He then mentioned that MCAA

staff are working with the Quotient Group on branding and logo updates for the airport. He presented a few preliminary logo designs.

Scott Osteen of A&E Architects then gave a brief design update on the new terminal construction project, including that the 75% design milestone was met just a few weeks ago. He presented some interior views of the new terminal building as designed. He also passed some material samples around the room and explained some detailed elements of the terminal design layout.

Cris Jensen then mentioned that a press release would be distributed tomorrow morning explaining that Alaska Airlines has decided to add year-round daily service to Los Angeles beginning on March 19, 2019.

There being no further business the meeting was adjourned.