

MISSOULA COUNTY AIRPORT AUTHORITY
Special Board Meeting
September 17, 2020
12:00 pm, Airport Board Conference Room

THOSE PRESENT: Chair Matt Doucette via conference call
Vice Chair Adriane Beck via conference call
Commissioner Shane Stack via conference call
Commissioner Dori Brownlow via conference call
Commissioner Deb Poteet via conference call
Alternate Commissioner Pat Boyle via conference call
Alternate Commissioner Winton Kemmis

STAFF
Deputy Director Brian Ellestad via phone conference
Finance Manager Teri Norcross
Administrative Manager Lynn Fagan via conference call
Business Development Manager Dan Neuman via conference call
Administrative Specialist Rita Harris-Powers via conference call
Manager of Projects Tim Damrow
Administrative Assistant Rick Reeve via conference call

OTHERS:
Shaun Shea, Morrison-Maierle
Travis Frey, Martel Construction
Steve Conway, Martel Construction

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, staff members, and members of the public that called in.

Chair Matt Doucette thanked other Board Members and staff for attending the Special meeting, and he recommended that an Alternate Commissioner be seated.

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

Second: Commissioner Dori Brownlow

Vote: Motion Passed Unanimously

AGENDA

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

Second: Alternate Commissioner Pat Boyle

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD:

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Martel Contract Amendment #18(a) and #18(b) – Baggage Handling System GMP

Manager of Projects Tim Damrow explained that the Board approved a Task Order with Morrison-Maierle for designing the checked baggage system for the new terminal building at a prior meeting, adding that last month the Board approved Contract Amendment No. 18 to the Master Agreement with Martel Construction for the coinciding construction services contingent upon receiving a grant from the Transportation Security Administration (TSA). Staff has since decided to break that Contract Amendment out to separate the main baggage claim from the TSA-backed portion of the screening area and its components. Tim presented the layout of the area including the temporary inbound baggage claim in the south concourse. Tim explained TSA will cover the secure screening area as their project scope. He stated MCAA's scope of work for Contract Amendment 18-A with Martel Construction will cover preconstruction design for the bulk of the system.

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

Motion: Commissioner Dori Brownlow moved to accept the Guaranteed Maximum Price from Martel Construction in the amount of \$303,640 for pre-construction services and accept Contract Amendment No. 18-A.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

Tim then stated that Contract Amendment 18-B will cover construction of these spaces. He explained the language has been amended to work with TSA's timeline for funding which may be November 2020. Tim stated MCAA staff requested a letter of intent (LOI) from TSA and are currently waiting for receipt of that. He stated a status update on the LOI will be discussed at the Regular Board Meeting on September 29, 2020.

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

Motion: Commissioner Dori Brownlow moved to accept the Guaranteed Maximum Price from Martel Construction in the amount of \$3,305,029 for Baggage Handling System Construction Services for New Passenger Terminal and accept Contract Amendment No. 18-B contingent upon receiving a letter of intent from TSA for the upcoming grant.

Second: Alternate Commissioner Pat Boyle

Vote: Motion Passed Unanimously

Morrison-Maierle Task Order #32(a), 32(b) and 32(c) – Construction Management Services for Baggage Handling System

Manager of Projects Tim Damrow explained that Task Order 32 has been sub-divided into Task Orders 32(a), 32(b), and 32(c). He stated TO 32(a) will cover the design of the temporary inbound passenger baggage claim carousel and will be included in the baggage claim system regardless of whether the TSA secure screening area portion of the project is included.

Chair Matt Doucette announced that Alternate Commissioner Winton Kemmis joined the meeting and recommended that he be seated.

Motion: Commissioner Shane Stack moved to seat Alternate Commissioner Winton Kemmis.

Second: Commissioner Dori Brownlow

Vote: Motion passed.

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

Motion: Alternate Commissioner Pat Boyle moved to approve task order number 32(a) with Morrison-Maierle in the amount of \$90,000.

Second: Commissioner Deb Poteet.

Vote: Motion Passed Unanimously

Tim Damrow then explained there was some clarification being waited on for an independent fee estimate (IFE) last month, adding that it has come back positive. He stated Task Order 32(b) is in compliment with Contract Amendment 18-A with Martel Construction and will cover preconstruction design services and submittals for the outbound baggage claim area. He stated this TO will not be contingent on a completed grant since this design work would still be completed on MCAA's behalf at some point.

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

Motion: Commissioner Shane Stack moved to approve task order number 32(b) with Morrison-Maierle in the amount of \$24,000.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

Tim then explained Task Order 32(c) is in complement to Contract Amendment 18-B with Martel Construction and will cover construction management services of the actual baggage claim space and closeout of the other transactional agreement (OTA) grant. He stated this TO will be contingent upon receipt of the LOI for the upcoming TSA grant for the secure baggage screening area.

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

Motion: Commissioner Dori Brownlow moved to approve task order number 32(c) with Morrison-Maierle in the amount of \$111,000 contingent on receiving a letter of intent from TSA for the upcoming grant.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

INFORMATION/DISCUSSION ITEMS

Chair Matt Doucette reminded other Board Members to submit their reviews of Director Cris Jensen's performance before the Regular Board Meeting which will be on Tuesday, September 29, 2020 at 1:30pm. Matt thanked Manager of Projects Tim Damrow for providing the tour of the new terminal building. Tim added that Board Members can reach out to him if they want to have a tour at any point.

There being no further business the meeting was adjourned.