

Missoula County Airport Authority Regular Board Meeting

DATE: Tuesday, February 23, 2021
TIME: 1:30 p.m.
PLACE: Board Conference Room

PLEASE NOTE: To protect the health of the public and our employees during this public health emergency, this meeting will be in a call/video format.

Members of the public can submit comments by email to: lfagan@flymissoula.com.

Members of the public can call in and connect digitally to the meeting using the information below and will have the opportunity to comment prior to any vote of the Board as well as on any item not before the Board at the beginning of the meeting. We ask that, if possible, you turn your camera on if you wish to make a comment, as that will alert the Chair to call on you.

Documents will be available on the airport's website, www.flymissoula.com, by 9 a.m. on the meeting date.

Members of the public can view the meeting and documents relied on during the meeting by joining the meeting from their computer, tablet or smartphone at:

<https://global.gotomeeting.com/join/362010253>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3112](tel:+16467493112)

Access Code: 362-010-253

Staff members will be present in the Conference room and a limited number of public attendants will be permitted with facial coverings and social distancing rules in place.

- Chair to call the meeting to order.
 - Advise the Public the meeting is being recorded.
 - Seating of Alternate Commissioner if needed.
 - Approval of the Agenda.
- Public Comment.
- Review and approve the minutes of the Regular Board meeting dated January 26, 2021. **Pg 3**
- Approval of Claims for Payment – Teri Norcross **Pg 11**
- Financial Report – Teri Norcross **Pg 14**
- Director's Report – Cris Jensen **Pg 24**
- Legal Report – Lynn Fagan
- Committee Updates –

Business Development Committee: No Activity
Contract and Lease Committee: No Activity
Executive Committee: Met February 23, 2021
Facility and Operations Committee: No Activity

Finance Committee: No Activity
General Aviation Committee: No Activity
Legislative Committee: No Activity
Marketing Committee: No Activity

Unfinished Business

- Acceptance of Other Transaction Agreement with Transportation Security Administration for construction of inline baggage system – Brian Ellestad [Pg 27](#)
- Addendum to Jedediah Restaurant Lease Agreement – early termination – Lynn Fagan [Pg 61](#)
- Morrison Maierle Amendment No. 1 to Task Order No. 35 – Exit Plaza Relocation – Brian Ellestad [Pg 65](#)
- Martel Construction Contract Amendment No. 19 – Temporary Inbound Baggage Guaranteed Maximum Price – Brian Ellestad [Pg 75](#)

New Business

- History of Ground Handling – Part I – Dan Neuman
- Approval of purchase of Belt Loader for Ground Handling Dept. – Dan Neuman [Pg 120](#)
- Approval of purchase of Rubber Flooring for Gates 1A through 1C of Conex walkway - Thad Williams [Pg 125](#)
- Airport Director Contract Discussion – Chair
- Succession Planning - Chair

Information/Discussion Item(s)

March Board Meeting – Tuesday March 30, 2021 1:30 p.m.

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
January 26, 2021
1:30 pm, Airport Board Conference Room

THOSE PRESENT: Chair Matthew Doucette
Vice Chair Adriane Beck via conference call
Secretary/Treasurer Larry Anderson
Commissioner Dori Brownlow via conference call
Commissioner Deb Poteet via conference call
Commissioner Shane Stack 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
Finance Manager Teri Norcross
Administrative Manager Lynn Fagan
Manager of Projects Tim Damrow
Justin Shaffer, Chief of Public Safety via conference call
Nate Cole, Airfield Manager via conference call
Administrative Assistant Rick Reeve via conference call

OTHERS: Gary Matson, Runway 25 Hangars via conference call
Martin Kidston, Missoula Current via conference call
Shaun Shea, Morrison-Maierle via conference call
Kevin Huguet, OS2 via conference call
Tim Luibrand via conference call
Brian Hughes, Office City via conference call

Chair Matthew 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.

Chair Matthew Doucette noted that one Alternate Commissioner needed to be seated.

Motion: Secretary/Treasurer Larry Anderson moved to seat Alternate Commissioner Pat Boyle.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

AGENDA

Motion: Commissioner Dori Brownlow moved to approve the agenda as presented.

Second: Secretary/Treasurer Larry Anderson

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD:

None.

MINUTES

Chair Matthew Doucette asked if anyone had questions, edits, or comments regarding the minutes for the Regular Board Meeting dated December 29, 2020; there were none.

Motion: Vice Chair Adriane Beck via moved to approve the minutes of the Regular Board Meeting dated December 29, 2020 as presented.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Finance Manager Teri Norcross noted that Office Administrator Donna Marie Robnett is now handling the Claims for Payment report. Teri is very appreciative of her good work on that. Secretary/Treasurer Larry Anderson had a question on a payment to Cranky Flier. Teri explained that the company provides data on air service and the fee is for an annual membership.

Chair Matthew Doucette asked if there were any other questions or public comments regarding the Claims for Payment. There were none.

Motion: Commissioner Deb Poteet moved to approve the Claims for Payment as presented.

Second: Secretary/Treasurer Larry Anderson

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Finance Manager Teri Norcross stated that draws were taken from the CFC and STIP accounts in December to cover project expenses. The Airport's General Account looks good, but the others are lower than typical due to that. PFC account is being used to cover some eligible project costs this month. Accounts Payable is high, but that is also due to project expenses. Teri noted that budgeting for FY 2022 has already begun. On January 22, 2021, a \$2.1 million draw on the First Security Notes was made to fund current project expenses and reimburse the CFC and Sweep accounts for project expenses payable in December.

Chair Matthew Doucette asked if anyone had additional questions or comments regarding the Financial Report. Commissioner Deb Poteet asked about interest earned on our reserves in local

banks. Teri reported that the earnings are down considerably as interest rates have decreased. There were no other questions.

Motion: Vice Chair Adriane Beck moved to accept the financial report as presented.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Director Cris Jensen acknowledged Vice Chair Adriane Beck's dedication to the Airport despite her other obligations as the Vaccine Deployment Officer for the City and County of Missoula.

Cris mentioned that there are Coronavirus relief funds that will eventually come the Airport's way, which will help with the Terminal Project. There should also be some supplemental funds that are part of a \$400 million AIP grant. Cris was told by the FAA that MSO has been put on the high priority list for those monies.

Cris stated that the Airport passed its FAA Inspection with zero discrepancies, thanking Compliance Officer Jesse Johnson's efforts in leading that. He also mentioned that the Airport is currently involved with the annual TSA Inspection, and that we have good feedback to this point.

Deputy Director Brian Ellestad went through an overview of passenger traffic and load factors for the Airport. At the end of 2020, MSO was down 54% down on enplanements, which is better than the national average. March and April were particularly slow months. He also noted that airlines are still finalizing spring and summer schedules. Finally, Brian noted that fares are relatively inexpensive for flights to and from Missoula, which should drive passenger traffic up.

Project Manager Tim Damrow then gave a short update on terminal construction. One of the highlights included the installation of high impact drywall to minimize damage from impact in high traffic areas of the new terminal common areas. The focus of the building in the next few months will be the cladding of the interior and exterior. MEP rough-ins are underway throughout the building. The polishing of the concrete floors is finished.

Secretary/Treasurer Larry Anderson asked if there were other types of floor coverings in the new terminal. Tim informed him that the concrete was only in the high traffic areas and said that carpet would be found in the ticketing, holdroom and administration areas. Tim also added that these finishes are accounted for in the current budget.

Chair Matthew Doucette asked if anyone had any further questions or comments for Cris, Brian, or Tim; there were none.

LEGAL REPORT

Administrative Manager Lynn Fagan gave an update on the insurance claim related to the fuel farm accident. The deice truck has been declared totaled. The insurance company is still awaiting quotes on repairs for damages to Minuteman's property.

Lynn provided an update on the Deschamps case that goes back to a 2003 land purchase by the Airport. Lynn will be going to a court hearing to listen to an argument on possible reconfiguration of parcels that were re-purchased by the Deschamps. She will provide an update at the next board meeting.

Chair Matthew Doucette asked if anyone had questions or comments regarding the Legal Report; there were none.

COMMITTEE UPDATES

Executive Committee: Met January 26, 2021 to review the Board agenda.

Finance Committee: No Activity

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

South Concourse Holdroom Seating Contract with Arconas

Manager of Projects Tim Damrow stated that on November 24th, 2020, the Missoula County Airport Authority Board awarded the South Concourse Holdroom Seating bid to Arconas. The seating award covered high density passenger seating in the South Concourse passenger areas as well as alternate options for charging devices, tables, etc. Tim noted that they used a 442 seat bid as a baseline for the bid, and were able to successfully award the contract as a 521 seat plan, all while remaining under budget.

Chair Matthew Doucette asked how many of the seats would have the ability to charge electronics. Tim stated that 50% of seats will be installed with that capability, and that, as needed, there is the ability to expand to more seats with the way the system was designed.

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

Motion: Secretary/Treasurer Larry Anderson moved to approve the South Concourse Holdroom Seating Contract with Arconas for the amount not to exceed \$458,000 and authorize Airport Director or designee to execute the contract.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

South Concourse Office Furniture Purchase from Sourcewell (Missoula's Office City)

Manager of Projects Tim Damrow announced that as part of the final FFE (Furnishing, Fixtures and Equipment) Package for the South Concourse, the Airport needs to provide furnishings for

office, conference rooms and several public spaces throughout the facility. The Airport reviewed multiple furniture contracts on the Sourcewell contract and found that Steelcase was the closest to match in overall design feel and project budget. The local sales and installation representative for Steelcase is Missoula's Office City.

Secretary/Treasurer Larry Anderson asked what will become of the items in the existing terminal. Tim said the plan is to use a plan of donations and community garage sales to offload those items.

Chair Matthew Doucette asked if we were close to budget on this one and Tim noted that the package is actually slightly under budget.

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

Motion: Commissioner Deb Poteet moved to approve the South Concourse Office Furniture Purchase from Sourcewell for the amount not to exceed \$342,000.

Second: Commissioner Dori Brownlow

Vote: Motion Passed Unanimously

South Concourse Digital Display Purchase from Sourcewell (Office Solutions and Services (OS2))

Manager of Projects Tim Damrow announced that as part of the final FFE (Furnishing, Fixtures and Equipment) Package for the South Concourse, the airport will be providing digital displays that will serve as airline ticketing, gate branding, wayfinding signage and advertising at various locations throughout the facility. The implementation of the digital display package will also standardize the overall look and feel of branding for different airlines, tenants, and directional wayfinding elements. The project team reviewed the Sourcewell contract and found Sharp Electronics as a provider of commercial digital displays. The local sales and installation representative for Sharp Electronics is Office Solutions and Services, OS2.

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

Motion: Alternate Commissioner Pat Boyle moved to approve the South Concourse Digital Display Purchase from Sourcewell for the amount not to exceed \$149,500.

Second: Commissioner Dori Brownlow

Vote: Motion Passed Unanimously

Change Order No. 02 to the Guaranteed Maximum Price (GMP) for the construction of the Terminal Access Road (Martel Construction Contract Amendment No. 08).

Director Cris Jensen announced that Change Order #2 for the Terminal Access Road is for the excessive removal of unsuitable soils found during construction. Construction contingencies are in place to accommodate for events where unforeseen field conditions exceed original design assumptions. In this case, the amount of unsuitable soil removal exceeded the project contingency budget. Therefore, an increase to the GMP in the amount of \$188,040 is necessary to account for the unsuitable soils that were encountered during construction.

Commissioner Deb Poteet noted that she had to abstain from any involvement from this motion and the next two motions due to a potential conflict of interest.

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

Motion: Commissioner Dori Brownlow moved to accept Change Order No. 2 which increases the balance of the GMP for Martel Construction for Contract Amendment No. 08 in the amount of \$188,040.

Second: Secretary/Treasurer Larry Anderson

Vote: Motion Passed Unanimously with one abstention

Change Order No. 01 to the Guaranteed Maximum Price (GMP) for the construction of the Aviation Way Widening Project (Martel Construction Contract Amendment No. 8.2).

Director Cris Jensen announced that Change Order #1 for the Aviation Way Widening Project is being done to remove the remainder of available contingency that is no longer needed for the project from the GMP. The excess contingency will be used to supplement the Terminal Access Road Project.

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

Motion: Commissioner Dori Brownlow moved to accept Change Order No. 1 which reduces the balance of the GMP for Martel Construction for Contract Amendment No. 8.2 in the amount of \$159,500.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously with one abstention

Change Order No. 01 to the Guaranteed Maximum Price (GMP) for the construction of the Parking Lot Modifications Project (Martel Construction Contract Amendment No. 8.3).

Director Cris Jensen announced that Change Order #1 for the Parking Lot Modifications Project is being done to remove the remainder of available contingency that is no longer needed for the project from the GMP. The excess contingency will be to supplement the Terminal Access Road Project.

Secretary/Treasurer Larry Anderson asked if there would be a board review of the contingency monies at the end of the project. Cris replied that the GMP contract that is in use is inclusive of all the contingencies and that this type of contract is typical in GCCM projects. Cris also added that these monies will be adjusted to cover various needs as tasks are completed. So, overall, these 3 amendments have a zero impact to the overall GMP price.

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

Motion: Secretary/Treasurer Larry Anderson moved to accept Change Order No. 1 which reduces the balance of the GMP for Martel Construction for Contract Amendment No. 8.3 in the amount of \$28,540.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously with one abstention

At this point in the meeting, Vice Chair Adriane Beck had to leave the meeting. She motioned to have Alternate Commissioner Winton Kemmis be seated.

Second: Alternate Commissioner Pat Boyle

Vote: Motion Passed Unanimously

NEW BUSINESS

Task Order No. 36 to the Master Agreement for Professional Engineering Services with Morrison-Maierle.

Airport Director Cris Jensen began by reminding the Board that prior to the pandemic, we had been planning on a temporary solution for the rental car counters in the current terminal for dealing with the congestion in the bag claim area. That was put on hold but now, in preparation for enplanement numbers returning to normal, and in the impending demolition of the existing terminal building, the rental car offices will need to be relocated to a temporary space. This Task Order is to design such a space. Morrison-Maierle will work with A&E Architects and with a modular office supplier to develop temporary office spaces, customer counters and restroom facilities. New utilities will need to connect to the offices and restrooms, and site modifications to the rental car parking lot may be necessary. Morrison-Maierle will delivery plans/specs to Martel to bid and deliver a modular system that accommodates the rental car companies.

Secretary/Treasurer Larry Anderson asked where these would be located. Cris responded that they would likely be located near the end of the current terminal space but that was one of the items the design Task Order would establish.

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

Motion: Commissioner Shane Stack moved to approve Task Order No. 36 with Morrison-Maierle in the amount of \$24,500.00.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

Liquid Planet Lease Addendum

Administrative Manager Lynn Fagan began by reminding the Board that the Lease with Jedediahs Missoula LLC to run the airport restaurant expires on June 30, 2021 and the new concession with Faber for food/beverage services does not begin until the new terminal opens in approximately late January 2022, leaving a gap of about seven months with no restaurant provider. At the same time, Liquid Planet's lease for the coffee shop upstairs in the secured area runs through June

2023, and we do not expect much traffic through that area after the new terminal opens. Staff approached Liquid Planet about taking over the restaurant for the gap period in exchange for shortening their lease term and they were agreeable. Additionally, Jedediahs agreed to terminate their lease early so a transfer did not have to occur during the airport's busy summer season. Liquid Planet will therefore take over the restaurant beginning on April 1, 2021 through January 2022. The Lease Addendum has a holdover clause so the lease can continue on a month to month basis if there is a delay in moving into the new terminal. The airport has agreed to assist Liquid Planet with start-up costs up to \$20,000.

Chair Matthew Doucette asked if there would be no interruption in service. Lynn stated that was the plan; however, a health inspection is required and a transfer of the liquor license. If either of these are delayed, there could be a short delay in opening.

Secretary/Treasurer Larry Anderson asked if the \$20,000 payment to Liquid Planet included the purchase of equipment. Lynn responded that it did not. The airport also has an agreement with Jedediahs to purchase equipment, which Liquid Planet will be able to use, for an additional \$30,000. That will be brought to the Board next month. Larry then asked if that money would come out of the project fund. Lynn stated that it would not. It would come from airport reserves.

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

Motion: Alternate Commissioner Pat Boyle moved to approve Fifth Lease Addendum with Liquid Planet as presented.

Second: Alternate Commissioner Winton Kemmis

Vote: Motion Passed Unanimously

The February Board Meeting will be held in the Airport Conference Room and remotely via GoToMeeting on February 23, 2021 at 1:30pm.

There being no further business, the meeting was adjourned.

Missoula County Airport Authority
Claims For Payment
January 27, 2021 through February 17, 2021

Note

Per Airport policy, checks for prepaid invoices were mailed on February 5th and February 12th
They are highlighted in the Check Register list for the General Checking Account

Credit Card Charges - by Expense Type (paid with check # 46986)

Building Repair & Maintenance	5,141.57
Accounting Expense	2,620.00
Employee Training	1,796.28
Fingerprinting	1,000.00
Supplies	772.14
Landside Maintenance	649.39
Other Expenses	619.26
Legal Services	543.00
Meals & PR	433.22
Membership	119.00
	<u>\$ 13,693.86</u>

Project Checking Account

Check Number	Vendor Name	Amount
52	KNIFE RIVER	6,455.22
53	MARTEL	2,056,707.89
54	MORRISON MAIERLE	165,554.72
1043	MISC TAX DIVISION	65.20
1044	MISC TAX DIVISION	20,774.83
1045	MORRISON MAIERLE	10,693.80
		<u>\$ 2,260,251.66</u>

Missoula County Airport Authority
Check Register
General Checking Account
January 27, 2021 through February 17, 2021

Check Number	Vendor Name	Description	Amount
46983	Fed Ex	Reimburse Rent Overpayment	2,433.50
46984	BLACKFOOT COMMUNICATIONS	Phone Charges	2,840.04
46985	EXXONMOBIL	Petroleum Products Expense	15.96
46986	FIRST NATIONAL BANK	Credit Card Charges	13,693.86
46987	LEXIS NEXIS	Legal Services	100.00
46988	NORTHWESTERN ENERGY	Electric / Gas Expense	24,268.23
46989	RISING FAST v	Custodial Services	17,860.00
46990	VERIZON	Phone Charges	1,104.24
47000	ALASKA AIRLINES	Snow and Ice Removal	35,970.80
47001	AZ & CO, PC	Accounting Expense - Audit Services	1,200.00
47002	CENTURYLINK	Phone Charges	635.46
47003	ENERGY WEST	Electric / Gas Expense	2,996.64
47004	MSLA ELECTRIC COOP	Electric / Gas Expense	873.05
47005	MSLA WATER	Water Expense	4,843.39
47006	QUADIENT	Postage	200.00
47007	REPUBLIC SERVICES	Disposal Expense	3,472.08
47008	TFS-KELLEY IMAGING SYSTEMS	Contracted Maintenance - Printer Lease	269.74
47009	AIRSIDE SOLUTIONS	Airfield Lighting R&M	130.03
47010	AVIATION SPECTRUM RESOURCES	Communications R&M	405.00
47011	BMC WEST	Contracted Maintenance - Master Lock	10.00
47012	COPPER STATE BOLT	Building General R&M	117.95
47013	CRESCENT ELECTRIC	Electric Maintenance	117.06
47014	CROWLEY	Legal Services - Deschamps Case	2,625.50
47015	CULLIGAN	Contracted Maintenance - Water Service	140.00
47016	DSG (DAKOTA SUPPLY GROUP)	Mechanical/Supplies	1,869.02
47017	EXACT IMAGE	Uniform Expense	119.50
47018	FIRST CALL	Contracted Maintenance - Technology	1,271.50
47019	GLACIER COUNTRY	Marketing - Travel Guide Advertisement	7,935.00
47020	GRAINGER	Electric Maintenance	153.79
47021	HOUSE OF CLEAN	Custodial Supplies	2,577.55
47022	INLAND TRUCK PARTS	Vehicle R&M	680.10
47023	JOHNSON CONTROLS/SIMPLEX	Contracted Maintenance - Fire Protection	2,942.29
47024	KELLEY CONNECT	Contracted Maintenance - Copy Machine Monthly Use & Purchase Fee	181.91
47025	KLS HYDRAULICS	Vehicle R&M	123.32
47026	KNIFE RIVER	Rent Car R&M	3,010.00
47027	L.N. CURTIS	Uniform Expense	2,652.70
47028	LES SCHWAB TIRE	Vehicle R&M	281.34
47029	M-B COMPANIES, INC.	Vehicle R&M	50.33
47030	MACON SUPPLY, INC.	Building General R&M	254.00
47031	MINUTEMAN AVIATION	Electric Maintenance- Reimburse for Mountain Supply Invoices	127.90
47032	MORRISON MAIERLE	Electric Maintenance - Petro Cleanup	15,095.88
47033	MSLA FIRE EQUIP, INC	Consultant Expense - Fire Extinguisher Service	374.00
47034	MSLA TEXTILE, INC	Contracted Maintenance - Laundry Service/Uniform Expense	489.26
47035	MIDLAND IMPLEMENT	Snow and Ice Removal	759.50
47036	MT ACE	Building General/Vehicle R&M	364.77
47037	MT BOLT	Vehicle R&M	87.50
47038	MURDOCHS	Petro Products/Vehicle-Building R&M/Contracted Maint/Uniform Exp	797.39
47039	NAPA	Vehicle R&M	674.66
47040	NORCO INDUSTRIAL	Fog Abatement	163.68
47041	OFFICE CITY	COVID-19 Expense	158.16
47042	PACIFIC STEEL	Building General R&M	1,017.64
47043	PLATT ELECTRIC	Mechanical/Supplies	70.75
47044	RDO EQUIPMENT CO.	Safety Supplies / Equipment	101.12
47045	REEP, BELL & JASPER, P.C.	Legal Services - TSA Issues	3,567.60
47046	SABRE	Consultant Expense - N number flight tracking	150.00
47047	SAPPHIRE RESOURCE CONNECTIONS	Consultant Expense - Drug Testing	600.00
47048	SBG MISSOULA, LLC	Employee Training Expense - Defense Tactics	1,200.00
47049	SOLE STONE REIMBURSE	Safety Supplies / Equipment	12 29.28
47050	STANDARD SIGNS, INC.	Airfield Lighting R&M	6,433.62

Missoula County Airport Authority
Check Register
General Checking Account
January 27, 2021 through February 17, 2021

Check Number	Vendor Name	Description	Amount
47051	TEAR IT UP	Office Supplies	55.12
47052	TFS-KELLEY IMAGING SYSTEMS	Contracted Maintenance - Printer Usage	284.19
47053	TREMPER DISTRIBUTING	Petroleum Products Expense	11,390.25
47054	TRI-ARC INC.	Landscaping Expense	28.48
47055	VW ICE INC	Office Supplies	172.50
47056	WE DUST	Snow and Ice Removal	14,280.96
47057	WESTERN POLICE	Uniform Expense	275.75
47058	WESTERN STATES EQUIP	Snow and Ice Removal / Vehicle R&M	5,359.28
47059	WINDFALL	Marketing - Allegiant Orange County Campaign	1,500.00
47060	ASCENT AVIATION	Snow and Ice Removal	9,790.00
47061	INFAX, INC.	Contracted Maintenance - MUFIDS	375.00
47062	Horizon - LANDINGS	Reimburse Overpayment	93.00
			<u>\$ 216,292.12</u>

Missoula County Airport Authority - Financial Report

For Period Ended: January 31, 2021

○ **On the Balance Sheet:**

- ✚ Funds borrowed in December were returned to the CFC account.
- ✚ Detail of the \$43,272,752.53 in **Construction in Progress** is provided.
- ✚ Accounts Receivables continue to run very high and we continue to work with our air carriers and other tenants to collect what is owed.
- ✚ The **Grants Receivable** account balance includes amounts owed by the AIP and CARES grants and TSA agreements. Some of the accrued amounts are for AIP grants that have not been offered at this time.
- ✚ **Accounts Payable** includes \$1,725,391 in project costs.
- ✚ **Other current liabilities** include payroll liabilities and accrued employee leave balances.

○ **On the Profit and Loss reports:**

- ✚ Operating Revenues are better than budgeted for the year to date and Operating Expenses exceeded the budgeted.
- ✚ Net Ordinary Income year to date is \$249,677.53
- ✚ CARES revenue for January shows a credit balance resulting from two December project expenses that were ultimately not funded by CARES.
- ✚ PFC collections for the month were \$59,845.48.
- ✚ CFC collections for the month were \$30,548.
- ✚ Federal contributions for eligible project work totaled \$367,937.96.
- ✚ Profit and Loss comparisons to the prior year show Net Ordinary Income down by \$535,243.

○ **Other Financial Information:**

- ✚ Authority reserves are held in several local banks and in STIP. Reserves are earning between .28% to .35%.
- ✚ On February 16, 2021, a \$1.3M draw on the First Security Notes was made to fund current project expenses. With this latest draw the total debt owing is \$4.1M.
- ✚ Federal contributions are decreasing from prior months as grant funds are completely drawn.



Missoula County Airport Authority
Balance Sheet
As of January 31, 2021

Jan 31, 21

ASSETS

Current Assets

Checking/Savings

10100 · Petty Cash	300.00
10500 · General Checking Acct	3,355,147.95
10511 · Project Checking Acct	25,840.02
10550 · USFS Account	50,000.42
10560 · Contingency Account- new	125,607.15
10580 · CFC Account	427,783.27
10590 · STIP Terminal Reserve	22,863.81
10600 · STIP	729,864.20
10604 · Money Market Accounts	
10605 · BANK of Montana Money Market	257,321.77
10610 · Stockman MM	249,986.31
10644 · Sweep Acct FSB	575,326.70
10645 · FSB Construction	1.00
Total 10604 · Money Market Accounts	1,082,635.78
10700 · Payroll Checking	16,059.34
10710 · Flex - FIB	2,825.27
10750 · PFC Cash at US BANK	2,571,058.04

Total Checking/Savings	8,409,985.25
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Accounts Receivable

10800 · Accounts Receivable	371,045.35
10807 · A/R Advertising	6,954.25
10809 · A/R Ground Handling	309,855.08
10810 · A/R Non-Based Landing Fees	18,929.57

Total Accounts Receivable	706,784.25
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Other Current Assets

10900 · AvSec Fingerprinting Account	1,803.75
11200 · Grants Receivable	881,734.63
11500 · Pre-Paid Expenses	109,836.43
11600 · Prepaid Insurance	53,117.50
11700 · Concession Contract Receivable	729,998.00
12000 · Undeposited Funds	1,089.31

Total Other Current Assets	1,777,579.62
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Total Current Assets	10,894,349.12
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Missoula County Airport Authority
Balance Sheet
As of January 31, 2021

	<u>Jan 31, 21</u>
Fixed Assets	
13000 - Land	12,682,498.97
13100 - Land Improvements	8,203,318.43
13200 - Buildings- Terminal	13,438,560.91
13300 - Buildings- Ops & Fire	6,184,039.07
13450 - Buildings - Other	7,858,137.38
13500 - Runways/Taxiways/Apron	69,433,640.48
13600 - Lighting/ Security System	3,910,737.11
13700 - Sewage System	298,102.06
13800 - Signs	82,748.00
13900 - ATCT	6,513,529.80
14000 - Equipment	2,991,938.55
14100 - Furniture & Fixtures	54,034.29
14300 - Vehicles	5,470,261.72
14400 - Studies	2,156,094.19
14500 - Allowance for Depreciation	-90,814,670.93
19400 - Construction in Progress	
19402 - Parking Exit Lane Design	47,313.80
19403 - CIP - Fixtures/inventory	50,000.00
19408 - Parking Lot Study	30,000.00
19409 - West GA Development	14,224.10
19411 - CBIS Design	241,395.00
19412 - Rent Car Fuel Island	22,961.55
19413 - VALE Grant	82,969.57
19415 - AIP 69 Aviation Way Widening	286,154.97
19416 - Parking Lot Re-Construct	1,876,017.87
19417 - PCI	46,960.55
19418 - TAR Parking Lot Mods	530,995.54
19419 - AIP 67 West GA Bid & CM	1,366,881.47
19420 - East Concourse	596,093.50
19421 - AIP 72 Widen Aviation Way	1,190,913.61
19431 - Baggage Handling System - TSA	543,230.05
19435 - AIP DF, Steel, Interior	22,465,786.77
19452 - AIP 64 Demo & Foundation	6,545,260.74
19453 - D&F unclaimed expenses	10,275.83
19455 - AIP 63 Access Road	1,938,308.50
19458 - AIP 64 Terminal Final Design	4,250,840.00
19459 - CIP-Design access road/W GA	25,058.00
19466 - AIP 66 TAR	1,111,111.11
Total 19400 - Construction in Progress	43,272,752.53
Total Fixed Assets	91,735,722.56

Missoula County Airport Authority
Balance Sheet
As of January 31, 2021

	<u>Jan 31, 21</u>
Other Assets	
19600 - Deferred Pension Outflows	556,634.00
19700 - Concession Contract Recvble	<u>2,125,559.00</u>
Total Other Assets	<u>2,682,193.00</u>
TOTAL ASSETS	<u><u>105,312,264.68</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20500 - Accounts Payable	<u>1,833,694.85</u>
Total Accounts Payable	<u>1,833,694.85</u>
Other Current Liabilities	<u>430,830.49</u>
Total Current Liabilities	<u>2,264,525.34</u>
Long Term Liabilities	
25030 - 2019 Note A	2,210,700.00
25035 - 2019 Note B	589,300.00
25700 - Deferred Concession Contract	2,855,557.00
26000 - Pension Liability	3,215,164.66
26100 - Deferred Pension Inflows	<u>158,638.41</u>
Total Long Term Liabilities	<u>9,029,360.07</u>
Total Liabilities	<u>11,293,885.41</u>
Equity	
29500 - Unreserved	80,346,662.04
29510 - Reserved	5,220,066.55
Net Income	<u>8,451,650.68</u>
Total Equity	<u>94,018,379.27</u>
TOTAL LIABILITIES & EQUITY	<u><u>105,312,264.68</u></u>

Missoula County Airport Authority
Profit & Loss Budget Performance
January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget	
Ordinary Income/Expense						
Income						
30100 · Signatory Landing Fees	19,340.78	13,121.00	202,631.19	114,342.00	187,443.00	108%
30200 · Non Sig Landing Fees	8,407.50	3,370.00	83,053.52	29,370.00	48,147.00	172%
30210 · Cargo Landing Fees	2,131.83	3,741.00	23,805.87	26,187.00	44,892.00	53%
30220 · Charter Landing Fees	0.00	1,084.00	1,361.44	7,588.00	13,008.00	10%
30300 · Non-Based Landing Fees	3,323.67	3,498.00	52,871.61	24,486.00	41,972.00	126%
30400 · Signatory Rent	90,392.87	90,393.00	632,750.09	632,751.00	1,084,716.00	58%
30410 · Non-Sig Turn Fees	13,290.00	17,178.00	103,770.00	149,696.00	245,406.00	42%
30500 · Equipment/Space/Services	0.00		0.00	0.00	0.00	-
30507 · Advertising Income	18,018.00	7,208.00	98,586.00	50,456.00	86,500.00	114%
30509 · Ground Handling	71,175.00	19,385.00	446,361.06	168,929.00	276,935.00	161%
30600 · FBO Rentals	21,624.46	17,500.00	151,371.22	122,500.00	210,000.00	72%
30800 · Fuel Flowage Fees	7,622.10	6,250.00	60,253.37	43,750.00	75,000.00	80%
30900 · Fuel Farm Leases	337.48	292.00	2,362.36	2,044.00	3,500.00	67%
31000 · Coffee Concession	4,301.35	4,114.00	26,515.76	35,848.00	58,767.00	45%
31100 · Restaurant	4,267.91	3,713.00	42,107.18	37,131.00	61,884.00	68%
31300 · Rental Car %	45,721.69	47,498.00	755,098.30	413,914.00	678,548.00	111%
31400 · Rent Car Rent	18,759.50	8,750.00	108,398.30	61,250.00	105,000.00	103%
31700 · FAA Sector Office	0.00	2,583.00	0.00	18,081.00	30,996.00	0%
31800 · USFS Landing Fees	19,927.35	0.00	19,927.35	25,048.00	25,048.00	80%
31900 · USFS Hangar Rent	20,688.33	19,167.00	143,512.71	134,169.00	230,004.00	62%
32100 · Gift Shop Faber	10,668.75	7,861.00	64,381.03	68,501.00	112,295.00	57%
32200 · Travel Agency	591.09	583.00	4,137.63	4,081.00	7,000.00	59%
32400 · Parking Lot	140,196.20	90,791.00	394,368.92	635,538.00	1,297,020.00	30%
32800 · Ag Land Leases	0.00	0.00	0.00	0.00	1,000.00	0%
32900 · Non-Aeronautical Ground Rent	22,807.70	20,000.00	159,419.88	140,000.00	240,000.00	66%
32910 · Aeronautical Ground Rent	8,633.87	4,833.00	61,655.49	33,831.00	58,000.00	106%
33000 · Vending	1,551.62	1,133.00	11,987.40	7,931.00	13,601.00	88%
33800 · Off Airport Rent Cars	1,141.52	3,194.00	20,744.60	27,832.00	45,628.00	45%
34000 · Utilities Reimbursement	3,304.96	0.00	19,797.82	0.00	0.00	-
34200 · Miscellaneous Income	4,598.39	1,807.00	62,470.42	12,649.00	21,684.00	288%
81402 · TSA LEO Reimbursement	9,145.00	4,523.00	63,130.00	31,661.00	54,280.00	116%
81403 · TSA Checkpoint OTA	0.00		3,975.97			-
85100 · Badging Fees Collected	310.00		6,920.00			-
89201 · CARES Payroll Support Funds	0.00		89,660.34			-
Total Income	572,278.92	403,570.00	3,917,386.83	3,059,564.00	5,358,274.00	73%
Gross Profit	572,278.92	403,570.00	3,917,386.83	3,059,564.00	5,358,274.00	73%

Missoula County Airport Authority
Profit & Loss Budget Performance
January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget	
Expense						-
40100 - Wages	251,850.64	200,746.00	1,733,217.77	1,505,600.00	2,609,703.00	66%
40330 - Overtime Wages	4,494.06	7,191.00	51,438.03	53,934.00	93,500.00	55%
40600 - Fringe Benefits Expense	91,643.26	80,322.00	684,111.40	602,492.00	1,044,285.00	66%
40800 - Legal Services	4,210.60	200.00	4,960.60	1,500.00	2,500.00	198%
41200 - Insurance Expense	10,623.50	10,835.00	74,364.50	75,845.00	130,000.00	57%
41300 - Accounting Expense	6,320.00	3,000.00	30,120.00	31,000.00	31,750.00	95%
41400 - Phone Charges	4,648.22	3,935.00	30,973.51	27,565.00	47,225.00	66%
41600 - Phone R&M	0.00	0.00	0.00	200.00	200.00	0%
41800 - Communication R&M	661.50	981.00	2,881.98	6,872.00	11,755.00	25%
42000 - Office Supplies	966.65	2,740.00	13,808.48	19,180.00	32,877.00	42%
42100 - Computer Equipment Expense	75.12		3,811.83	0.00	0.00	-
42200 - Electricity/Gas Expense	27,264.87	40,860.00	176,182.26	227,590.00	381,655.00	46%
42400 - Water Expense	4,843.39	2,180.00	33,880.50	48,225.00	76,680.00	44%
42500 - Sewer Expense	0.00	4,377.00	24,453.40	25,597.00	40,008.00	61%
42600 - Disposal Expense	3,472.08	3,003.00	23,889.30	21,038.00	36,015.00	66%
42800 - Disposal-Industrial	-260.00	460.00	-1,189.42	3,220.00	5,475.00	-22%
43000 - Petroleum Products Expense	7,977.65	6,908.00	28,234.90	33,390.00	53,232.00	53%
43400 - Vehicle R&M	7,370.98	5,408.00	30,979.76	37,966.00	64,990.00	48%
43600 - Equipment Rental	0.00		241.31	0.00	0.00	-
43800 - Tools/Equipment	0.00		8,314.61	0.00	0.00	-
44000 - Landscaping Expense	0.00	0.00	623.14	1,125.00	7,925.00	8%
44100 - Custodial Services	18,058.00	18,260.00	125,383.00	127,820.00	219,120.00	57%
44200 - Contracted Maintenance	23,248.41	19,480.00	143,249.19	144,996.00	242,346.00	59%
44302 - Jet Bridge R&M	688.83	665.00	1,586.48	4,675.00	8,000.00	20%
44400 - Electric Maintenance	923.84	933.00	3,289.32	6,571.00	11,200.00	29%
44600 - Plumbing Expense	8.98	902.00	3,378.38	6,346.00	10,842.00	31%
44800 - Mechanical/Supplies	2,198.63	1,777.00	11,070.02	12,519.00	21,353.00	52%
45000 - Building General R&M	5,349.99	1,449.00	12,753.33	10,143.00	17,325.00	74%
45104 - Rent Car R&M	29.48	665.00	2,955.63	4,675.00	8,000.00	37%
45106 - USFS Hangar R&M	55.96	288.00	649.43	2,016.00	3,455.00	19%
45203 - Airfield Maintenance	0.00	100.00	7,203.10	11,260.00	40,000.00	18%
45400 - Landside Maintenance	564.39	200.00	1,469.65	10,035.00	22,400.00	7%
45600 - Airfield Lighting R&M	130.03	1,325.00	582.54	9,275.00	15,900.00	4%
45703 - Fog Abatement	497.24	710.00	1,570.42	2,840.00	4,240.00	37%
45800 - Snow & Ice Removal	67,449.58	61,085.00	163,814.26	119,855.00	178,915.00	92%
46000 - Custodial Supplies	4,649.92	3,690.00	24,739.75	27,305.00	49,920.00	50%
46400 - Uniform Expense	5,231.15	1,930.00	20,891.22	19,155.00	31,725.00	66%
46600 - Employee Training Expense	2,996.28	2,830.00	12,223.23	16,075.00	42,550.00	29%
46800 - Travel Expense	60.50	785.00	4,356.62	14,430.00	26,150.00	17%

Missoula County Airport Authority
Profit & Loss Budget Performance
January 2021

	Jan 21	Budget	Jul '20 - Jan 21	YTD Budget	Annual Budget	
47000 · Memberships	2,014.00	1,115.00	11,099.00	7,866.00	13,441.00	83%
47200 · Safety Supplies/Equipment	417.73	2,638.00	12,113.85	18,494.00	31,658.00	38%
47303 · Wildlife Mitigation	0.00	500.00	13.98	3,500.00	6,000.00	0%
47400 · Meals & PR	433.22	827.00	8,427.11	5,809.00	9,940.00	85%
47501 · Marketing	900.00	4,838.00	74,540.75	150,683.00	175,000.00	43%
47506 · Air Service Incentives	0.00		0.00	0.00	0.00	-
47600 · Consultants Expense	2,455.09	710.00	17,400.48	5,040.00	8,590.00	203%
47707 · Display Expenses	305.00		1,014.66	0.00	0.00	-
47717 · VIC Expenses	0.00	40.00	0.00	300.00	500.00	0%
47999 · COVID-19 Expense	2,264.75		42,161.39			-
49100 · Fingerprint/STA Charges	0.00		2,614.00			-
66900 · Reconciliation Discrepancies	0.00		-2.89			-
80600 · Miscellaneous Expense	330.86	0.00	465.81	0.00	199,987.00	0%
80611 · BANK Charges	438.34	325.00	1,397.73	2,375.00	4,000.00	35%
80650 · Finance Charges	-59.67		0.00			-
Total Expense	567,803.05	501,213.00	3,667,709.30	3,466,397.00	6,072,332.00	60%
Net Ordinary Income	4,475.87	-97,643.00	249,677.53	-406,833.00	-714,058.00	-35%
Other Income/Expense						
Other Income						
70200 · Interest Income-Unrestricted	421.08	3,750.00	8,692.93	26,250.00	45,000.00	
70400 · Project Restricted Interest	24.91		172.50			
89200 · CARES	-61,358.01	0.00	1,289,072.28	1,350,431.14	1,350,431.14	
89202 · COVID-19 Relief Revenue	0.00		6,132.54			
89400 · Capital Contributions						
31500 · CFCs	30,548.00	45,065.00	501,476.00	315,455.00	540,774.00	
89000 · Federal Contributions	367,937.96	367,937.96	8,878,012.07	8,878,012.07	8,878,012.07	
89100 · TSA CBIS contribution	0.00		27,491.51			
89500 · PFC Contributions	59,845.48	59,845.48	348,334.60	348,334.60	348,334.60	
89400 · Capital Contributions - Other	0.00		155,381.95			
Total 89400 · Capital Contributions	458,331.44	472,848.44	9,910,696.13	9,541,801.67	9,767,120.67	
Total Other Income	397,419.42	476,598.44	11,214,766.38	10,918,482.81	11,162,551.81	
Other Expense						
80140 · Note 2019A Interest Expense	0.00		8,092.35			
80145 · Note 2019 B Interest Expense	0.00		1,668.08			
80300 · Depreciation	429,004.80	429,005.00	3,003,032.80	3,003,035.00	5,148,060.00	
Total Other Expense	429,004.80	429,005.00	3,012,793.23	3,003,035.00	5,148,060.00	
Net Other Income	-31,585.38	47,593.44	8,201,973.15	7,915,447.81	6,014,491.81	
Net Income	-27,109.51	-50,049.56	8,451,650.68	7,508,614.81	5,300,433.81	

Missoula County Airport Authority
Profit & Loss for Current to Prior Year
July 2020 through January 2021

	Jul '20 - Jan 21	Jul '19 - Jan 20	\$ Change	
Ordinary Income/Expense				
Income				
30100 · Signatory Landing Fees	202,631.19	472,343.38	-269,712.19	
30200 · Non Sig Landing Fees	83,053.52	114,820.94	-31,767.42	
30210 · Cargo Landing Fees	23,805.87	23,606.28	199.59	
30220 · Charter Landing Fees	1,361.44	7,421.75	-6,060.31	
30300 · Non-Based Landing Fees	52,871.61	19,868.14	33,003.47	
30400 · Signatory Rent	632,750.09	632,750.72	-0.63	
30410 · Non-Sig Turn Fees	103,770.00	123,620.00	-19,850.00	
30500 · Equipment/Space/Services	0.00	0.00	0.00	
30507 · Advertising Income	98,586.00	123,168.50	-24,582.50	
30509 · Ground Handling	446,361.06	358,744.22	87,616.84	
30600 · FBO Rentals	151,371.22	148,959.53	2,411.69	
30800 · Fuel Flowage Fees	60,253.37	52,056.67	8,196.70	
30900 · Fuel Farm Leases	2,362.36	2,351.81	10.55	
31000 · Coffee Concession	26,515.76	66,992.14	-40,476.38	
31100 · Restaurant	42,107.18	73,849.59	-31,742.41	
31200 · Food Truck Concessions	0.00	1,893.76	-1,893.76	
31300 · Rental Car %	755,098.30	946,948.36	-191,850.06	80%
31400 · Rent Car Rent	108,398.30	86,573.46	21,824.84	125%
31700 · FAA Sector Office	0.00	36,536.57	-36,536.57	0%
31800 · USFS Landing Fees	19,927.35	19,779.84	147.51	101%
31900 · USFS Hangar Rent	143,512.71	135,844.56	7,668.15	106%
32100 · Gift Shop Faber	64,381.03	142,965.90	-78,584.87	45%
32200 · Travel Agency	4,137.63	4,137.63	0.00	100%
32400 · Parking Lot	394,368.92	437,860.00	-43,491.08	90%
32800 · Ag Land Leases	0.00	17.32	-17.32	0%
32900 · Non-Aeronautical Ground Rent	159,419.88	138,257.61	21,162.27	115%
32910 · Aeronautical Ground Rent	61,655.49	57,777.22	3,878.27	107%
33000 · Vending	11,987.40	22,112.04	-10,124.64	54%
33800 · Off Airport Rent Cars	20,744.60	39,616.26	-18,871.66	52%
34000 · Utilities Reimbursement	19,797.82	14,461.51	5,336.31	137%
34200 · Miscellaneous Income	62,470.42	62,500.54	-30.12	100%
81402 · TSA LEO Reimbursement	63,130.00	63,130.00	0.00	100%
81403 · TSA Checkpoint OTA	3,975.97	9,034.95	-5,058.98	44%
85100 · Badging Fees Collected	6,920.00	12,629.00	-5,709.00	55%
89201 · CARES Payroll Support Funds	89,660.34	0.00	89,660.34	-
Total Income	3,917,386.83	4,452,630.20	-535,243.37	88%
Gross Profit	3,917,386.83	4,452,630.20	-535,243.37	88%

Missoula County Airport Authority
Profit & Loss for Current to Prior Year
July 2020 through January 2021

	Jul '20 - Jan 21	Jul '19 - Jan 20	\$ Change	
Expense				-
40100 · Wages	1,733,217.77	1,759,828.86	-26,611.09	98%
40330 · Overtime Wages	51,438.03	24,769.27	26,668.76	208%
40600 · Fringe Benefits Expense	684,111.40	632,570.06	51,541.34	108%
40800 · Legal Services	4,960.60	897.00	4,063.60	553%
41200 · Insurance Expense	74,364.50	72,950.44	1,414.06	102%
41300 · Accounting Expense	30,120.00	26,101.96	4,018.04	115%
41400 · Phone Charges	30,973.51	26,925.60	4,047.91	115%
41800 · Communication R&M	2,881.98	5,395.34	-2,513.36	53%
42000 · Office Supplies	13,808.48	15,226.04	-1,417.56	91%
42100 · Computer Equipment Expense	3,811.83	8,856.21	-5,044.38	43%
42200 · Electricity/Gas Expense	176,182.26	228,632.59	-52,450.33	77%
42400 · Water Expense	33,880.50	44,603.14	-10,722.64	76%
42500 · Sewer Expense	24,453.40	12,338.10	12,115.30	198%
42600 · Disposal Expense	23,889.30	25,997.00	-2,107.70	92%
42800 · Disposal-Industrial	-1,189.42	-1,150.35	-39.07	103%
43000 · Petroleum Products Expense	28,234.90	41,578.06	-13,343.16	68%
43400 · Vehicle R&M	30,979.76	45,096.89	-14,117.13	69%
43600 · Equipment Rental	241.31	947.04	-705.73	25%
43800 · Tools/Equipment	8,314.61	25,170.29	-16,855.68	33%
44000 · Landscaping Expense	623.14	4,739.85	-4,116.71	13%
44100 · Custodial Services	125,383.00	128,082.50	-2,699.50	98%
44200 · Contracted Maintenance	143,249.19	160,775.29	-17,526.10	89%
44302 · Jet Bridge R&M	1,586.48	27,969.52	-26,383.04	6%
44400 · Electric Maintenance	3,289.32	7,742.51	-4,453.19	42%
44600 · Plumbing Expense	3,378.38	4,597.11	-1,218.73	73%
44800 · Mechanical/Supplies	11,070.02	15,191.25	-4,121.23	73%
45000 · Building General R&M	12,753.33	23,495.24	-10,741.91	54%
45104 · Rent Car R&M	2,955.63	11,403.42	-8,447.79	26%
45106 · USFS Hangar R&M	649.43	12,680.29	-12,030.86	5%
45203 · Airfield Maintenance	7,203.10	30,954.38	-23,751.28	23%
45400 · Landside Maintenance	1,469.65	11,006.17	-9,536.52	13%
45600 · Airfield Lighting R&M	582.54	2,590.05	-2,007.51	22%
45703 · Fog Abatement	1,570.42	1,214.41	356.01	129%
45800 · Snow & Ice Removal	163,814.26	120,664.41	43,149.85	136%
46000 · Custodial Supplies	24,739.75	37,646.48	-12,906.73	66%
46400 · Uniform Expense	20,891.22	10,868.82	10,022.40	192%
46600 · Employee Training Expense	12,223.23	15,495.42	-3,272.19	79%
46800 · Travel Expense	4,356.62	30,412.01	-26,055.39	14%
47000 · Memberships	11,099.00	8,905.00	2,194.00	125%
47200 · Safety Supplies/Equipment	12,113.85	6,967.94	5,145.91	174%
47303 · Wildlife Mitigation	13.98	61.53	-47.55	23%
47400 · Meals & PR	8,427.11	19,235.90	-10,808.79	44%
47501 · Marketing	74,540.75	78,453.35	-3,912.60	95%
47506 · Air Service Incentives	0.00	41,084.56	-41,084.56	0%
47600 · Consultants Expense	17,400.48	23,766.97	-6,366.49	73%
47707 · Display Expenses	1,014.66	2,761.94	-1,747.28	37%
47717 · VIC Expenses	0.00	702.01	-702.01	0%
47999 · COVID-19 Expense	42,161.39	0.00	42,161.39	-
49100 · Fingerprint/STA Charges	2,614.00	6,002.00	-3,388.00	44%
66000 · Payroll Expenses	0.00	40.69	-40.69	0%
66900 · Reconciliation Discrepancies	-2.89	0.00	-2.89	-
80600 · Miscellaneous Expense	465.81	1,883.68	-1,417.87	25%
80611 · BANK Charges	1,397.73	721.30	676.43	194%
80650 · Finance Charges	0.00	0.00	0.00	-
Total Expense	3,667,709.30	3,844,849.54	-177,140.24	95%
Net Ordinary Income	249,677.53	607,780.66	-358,103.13	41%

Missoula County Airport Authority
Profit & Loss for Current to Prior Year
July 2020 through January 2021

	Jul '20 - Jan 21	Jul '19 - Jan 20	\$ Change	
Other Income/Expense				-
Other Income				-
70200 - Interest Income-Unrestricted	8,692.93	46,204.07	-37,511.14	19%
70400 - Project Restricted Interest	172.50	143.65	28.85	120%
89200 - CARES	1,289,072.28	0.00	1,289,072.28	-
89202 - COVID-19 Relief Revenue	6,132.54	0.00	6,132.54	-
89400 - Capital Contributions				-
31500 - CFCs	501,476.00	594,178.51	-92,702.51	84%
89000 - Federal Contributions	8,878,012.07	5,660,950.24	3,217,061.83	157%
89100 - TSA CBIS contribution	27,491.51	47,947.28	-20,455.77	57%
89103 - State Grants	0.00	21,460.71	-21,460.71	0%
89500 - PFC Contributions	348,334.60	812,500.98	-464,166.38	43%
89400 - Capital Contributions - Other	155,381.95	0.00	155,381.95	-
Total 89400 - Capital Contributions	9,910,696.13	7,137,037.72	2,773,658.41	139%
Total Other Income	11,214,766.38	7,183,385.44	4,031,380.94	156%
Other Expense				-
80140 - Note 2019A Interest Expense	8,092.35	0.00	8,092.35	-
80145 - Note 2019 B Interest Expense	1,668.08	0.00	1,668.08	-
80300 - Depreciation	3,003,032.80	3,164,729.22	-161,696.42	95%
Total Other Expense	3,012,793.23	3,164,729.22	-151,935.99	95%
Net Other Income	8,201,973.15	4,018,656.22	4,183,316.93	204%
Net Income	8,451,650.68	4,626,436.88	3,825,213.80	183%



Director's Report February 23, 2021

Director's Statement: I wrote in my last month's report about the mild winter that we had experienced to date. I of course recognized that by mentioning the mild winter that I had likely doomed us all to suffer a harsh February. Sure enough, Mother Nature is punishing us for my flippant remarks. I take full responsibility for the staggering cold and vast amounts of snow. At this point, all I can say is that I am sorry, and that spring cannot get here soon enough.

Also, by now you likely know that I have submitted my resignation to the Executive Committee. I will remain in the office and assist with the transition until my last day on April 9th. I know we **will discuss my resignation at this month's meeting, and** I will write more on my time at MSO and **my future in the March Director's report**, but just know for now that this was a difficult personal decision for me, and that Team MSO will always remain a part of my heart and soul.

Other items of interest:

TSA Inspection: You may recall from my January Board Report that we had completed our FAA annual inspection and immediately rolled into our annual TSA inspection. The TSA inspector was on site for 8 days and as you can imagine this was a most comprehensive inspection. I am happy to report that the result was the same as our FAA inspection. The TSA lauded our staff for their diligence and focus on all things security related. The inspector complimented all areas of our operation including our concessionaires and contractors. I am grateful to Jesse Johnson, Compliance Officer and Justin Shaffer, Public Safety Chief, for leading Team MSO through this process. It is thanks to them that I hear repeatedly from our inspectors that MSO is the best run airport in the state of Montana.

Coronavirus Response and Relief Supplemental Appropriation Act (CRSSA): You may recall that in late 2020, Congress passed and the President signed the CRSSA. Among other things, this Act provided \$2.0 billion to be granted to airports to assist them with the challenges of relief and recovery from COVID-19. One additional feature of this bill that was not included in the original CARES Act was relief for airport concessionaires. We have now been provided with the dollar

value that MSO will be eligible to receive under this program (\$3,390,850). Of this amount, \$97,182 will be made available to provide relief to our concessionaires based on a formula established in the act. As before, these funds can be used for operations and maintenance expenses, debt service or any project that is designed to combat the spread of pathogens at the airport. It seems that the most logical use of these funds for MSO will be to service debt.

As a reminder, MSO may be eligible to receive additional funds under the AIP supplemental program and our recent conversations with the FAA indicates that we are still on the list to receive those funds however, I have yet to see a timeline for when we might expect those funds to be available.

Finally, there now appears to be some momentum in the new administration and congress to pass an additional relief bill. It is rumored that there is currently a proposal to include an additional \$8 billion for airports again for relief and recovery. I will be sure to let you know when I have more details to share.

Air service: We continue to live in the strange dichotomy that has been created by the pandemic. Since last March, MSO has had numerous announcements of new service or announcements by incumbent carriers adding competing service on existing markets. This all while we have flights that are half full or less. Of course, as we have said at past meetings, Montana in general has been performing better than much of the country and the airlines seem to be responding to that fact with the new service announcements. Brian will have the details during the meeting with yet another head scratching announcement.

Construction: As always, Tim will give you a detailed construction report during the meeting. From my perspective, the terminal project and the associated roadway and parking improvements continue to go smoothly. Given the level of complexity of this project, I am very pleased with the performance of our staff, our design team, and our contractor. As you know we are now down to picking out furniture and fixtures and in the near future, the staff will start planning the ribbon cutting ceremony and public open house. In addition, design continues to progress on the second phase and staff hopes to complete a pricing exercise in the near future so that we can better understand the financial need and determine a path forward. Finally, as always there are numerous changes taking place within the new building and if you have not seen it in a while (or even if you have) and you would like to take a tour, please let a member of staff know.

Legislative Update: Focusing this legislative update on the Montana Legislature, I can say that there appears to be very little proposed that will affect airports in this session. Right now, the one bill proposal that has been discussed by the Montana Airport Managers Association (MAMA) is related to a tax credit for film projects in the state of Montana. Currently, the credit has a cap of \$10 million and apparently the filming of Yellowstone here in the Missoula and Bitterroot areas has consumed most of that credit. It appears that the proposal in front of the legislature would remove the cap and likely generate a great deal of additional television and movie production in the state of Montana. MAMA will formally take up this issue at their meeting in early March. In the meantime, the MAMA lobbyist is keeping a watchful eye on proposed bills.

Budget: Staff continues to work their way through the budgeting process. You may recall last year at this time that we were in the depths of the pandemic and staff was busy making **“draconian” cuts to the budget, offering retirement packages, and not backfilling** organizational vacancies. While we are still feeling the effects of the pandemic, I believe that we are all a little more optimistic going into this budget process. The budget will still likely be tight and the nature of the staff is to be conservative so there will be some hard conversations but hopefully the worst is behind us now. Teri will provide you with updates and the Finance Committee will need to review and recommend the budget to the full board in the May timeframe.

Equipment Acquisition: As you are aware, most of our financial attention has been focused on the terminal project for the past few years. With the first phase of the terminal project reaching completion, staff is starting to shift focus to some equipment acquisition that we have been holding off on. In the near future, you will see bids for both a new piece of Aircraft Rescue Fire Fighting (ARFF) apparatus and a new front mount broom. Both pieces of equipment will be funded with AIP and will require a 10% match. The award of these bids will be brought to the board for your consideration and possible approval at the April or May board meeting. The build time for both pieces of equipment will likely be close to a year.

Planning and Engineering Request For Proposals (RFP): The FAA requires that an airport receiving federal funds seek proposals from interested parties for professional services at least every five years. Our current selection of Morrison and Maierle for both engineering and special services (planning, environmental etc.) was done back in 2016 meaning that it is again time to go through the RFP process. Staff will put together an advertisement and seek proposals. A committee of interested board and staff will review the proposals and short list several proposers. The committee will then interview the shortlisted firms and make a recommendation to the full board for the selection and negotiation of both engineering and special services contracts. Please let a member of staff know if you have interest in participating on the selection committee.

Human trafficking video: I would like to acknowledge Justin Shaffer, Chief of Public Safety for his work with the Montana Beer and Wine Distribution Association on a human trafficking video. This project, known as the Sentinel Project, is a video to be shared with beer and wine route personnel to educate them about signs of human trafficking that they should be aware of. These people have unique access and exposure to locations that have traditionally been hot spots for human trafficking. Justin has been asked by the Montana Attorney General to go to the capital on February 17th to be present for the video release. We are extremely proud of Justin for his involvement with this project. For those of you that are available, I would like to play the video after the meeting.

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: February 23, 2021

1. **TITLE:** Acceptance of Other Transaction Agreement from Transportation Security Administration

Review, discussion, and possible acceptance of an Other Transaction Agreement (OTA) from the Transportation Security Administration (TSA)
ACTION ITEM
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS NEW BUSINESS COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 5 Minutes
4. **BACKGROUND INFORMATION:** On April 15th, 2019, the Missoula County Airport Authority Board accepted an Other Transaction Agreement from TSA to design an automated inline baggage screening system as part of the South Concourse project. Upon completion of the design in September of 2020, the airport formally applied for an OTA with TSA to fund the eligible portions of the baggage screening system. These “eligible” portions are focused on the screening equipment and components located in the TSA controlled baggage screening room. The system also includes several “ineligible” components including inbound baggage belts and an outbound baggage carousel that are the responsibility of the airport to fund. On September 17th, 2020, the Missoula County Airport Authority Board amended a series of task orders to Martel and Morrison Maierle to allow the airport to proceed with construction of the “ineligible” pieces of the project while awaiting receipt of the OTA award. After completion, the automated inline baggage system will streamline passenger and baggage movement through the building resulting in a better overall experience for both staff and passengers.
5. **BUDGET INFORMATION:** Amount Required: \$0
Budget amount available: N/A
6. **SUPPLEMENTAL AGENDA INFORMATION:** Transportation Security Administration
Other Transactional Agreement Contract
7. **RECOMMENDED MOTION:** Move to accept the Other Transaction Agreement from Transportation Security Administration in the amount of \$2,319,362.
8. **PREPARED BY:** Tim Damrow
9. **COMMITTEE REVIEW:** None.



Transportation
Security
Administration

OTHER TRANSACTION AGREEMENT

OTA NUMBER		REQUISITION NUMBER	
70T04021T7672N008		PR217672A009	
ISSUED TO		ISSUED BY	
Missoula County Airport Authority 5225 W BROADWAY ST STE 25 MISSOULA, MONTANA 59808-9318 DUNS: 119545663		Melyssa Bertucci, Contracting Officer Transportation Security Administration 6596 Springfield Center Drive Springfield, VA 20598 Email: Melyssa.Bertucci@tsa.dhs.gov	
PROGRAM TITLE			
Program Office: Acquisition Program Management Program: Electronic Baggage Screening Program Period of Performance: 36 months from date of award PSC: Y1BE – Construction of Airport Terminals NAICS: 48819			
FISCAL DATA			
Accounting Line: 2021 5385000B01XXXXDM F300F310F000 7672080102 T21D170400 25100 1 61000000 7672000000 72OAPXXCF4 010103 000000 000000 000000 0 0 0 0 TAS: 070X5385000 Obligated Amount: \$2,319,362.30			
PURPOSE			
See following pages for details.			
AUTHORIZED SIGNATURES			
IN WITNESS WHEREOF, the Parties have entered into this Agreement by their duly authorized officers.			
Signature _____ Date _____		Contracting Officer's Signature _____ Date _____	
PRINTED NAME AND TITLE _____		Melyssa Bertucci, TSA Contracting Officer _____ PRINTED NAME AND TITLE	

ARTICLE I - PARTIES

This Other Transaction Agreement (hereinafter referred to as “**Agreement**” or “**OTA**”) is entered into between the U.S. Department of Homeland Security, Transportation Security Administration (hereinafter referred to as “**TSA**”) and Missoula County Airport Authority (hereinafter referred to as the “**PROJECT SPONSOR**”) relating to the **Missoula International Airport (MSO or Airport)**. The **TSA** and the **PROJECT SPONSOR** agree to cooperate in good faith and to perform their respective obligations using their cooperative good faith efforts in executing the purpose of this **Agreement**.

ARTICLE II – LEGAL AUTHORITY

TSA and the **PROJECT SPONSOR** enter into this **Agreement** under the authority of the Aviation and Transportation Security Act, Pub. L. 107-71, 115 Stat. 597, specifically 49 U.S.C. 106(l)(6) and 114(m)(l), which authorizes agreements and other transactions on such terms and conditions as the Administrator determines necessary.

ARTICLE III – SCOPE

The purpose of this **Agreement** is to set forth the terms and conditions, as well as establish the respective cost-sharing obligations and responsibilities of the **TSA** and the **PROJECT SPONSOR**, with respect to the construction-related services necessary to implement the Facility Modification for the installation of two (2) Explosive Detection Systems at the Main Terminal of MSO’s design (hereinafter “**the Project**”) submitted by the **PROJECT SPONSOR** and approved by **TSA** (Reference: TSA approval letter dated August 31, 2020) pursuant to the TSA Planning Guidelines and Design Standards (PGDS) version stated in the 100% design submittal documentation¹

This **Project**, undertaken by the **PROJECT SPONSOR**, involves the modification or construction of the Airport terminal building infrastructure to install the TSA Explosive Detection Systems (EDS) located within the Checked Baggage Inspection System (CBIS). Terminal modifications include required changes to baggage conveyor components, mechanical, plumbing, electrical, structural, and telecommunications infrastructure to provide for the installation of EDS within the baggage screening area, Explosive Trace Detection (ETD) systems in the Checked Baggage Resolution Areas (CBRA), and applicable CBIS hardware and software for use with a checked baggage in-line baggage screening system. The objective of the **Project** is to enhance Airport security and baggage screening capabilities.

ARTICLE IV – RESPONSIBILITIES

A. Cost Sharing

1. Capital Costs: The estimated cost of the **Project** (Total Project Cost) relates to the activities to modify the airport terminal building infrastructure and the baggage handling system (BHS) to support the installation and operation of the checked baggage screening equipment (hereinafter “**security screening equipment**”). It does not include the costs of acquisition, delivery or installation of the security screening

¹ This is available on beta.sam.gov at <https://beta.sam.gov/opp/2982dc2e953886ba2f71802b9b46711f/view> or upon request to the Contracting Officer.

equipment. **TSA** will be solely responsible for the acquisition, delivery, installation, and testing of the security screening equipment at the designated **Project** location(s). All work performed by the **PROJECT SPONSOR** pursuant to this **Agreement** shall be accomplished in accordance with the TSA PGDS.

2. The cost of the CBIS-related portion of the **Project** has been determined to be **\$2,441,434.00** (CBIS Project Costs). **TSA** agrees to reimburse the **PROJECT SPONSOR** for **ninety-five** percent (**95%**) of the allowable, allocable, and reasonable costs of construction for the project, not to exceed a total reimbursement of **\$2,319,362.30** (calculated as **95%** of **\$2,441,434.00**). **TSA** reimburses **ninety-five cents** for every dollar of allowable, allocable, and reasonable costs submitted by the **PROJECT SPONSOR** for reimbursement up to the **TSA** funded amount of **\$2,319,362.30** (**TSA** Reimbursement Limit).
3. **TSA** will determine allowable and allocable costs in accordance with the DHS Guidance in 2 C.F.R. Part 3002 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards” adopting the OMB guidance codified at 2 C.F.R. Part 200 (Subpart E – Cost Principles) and the Electronic Baggage Screening Program TSA Funding of Checked Baggage Inspection System Projects Memo (Version 4.0). **TSA** will reimburse the **PROJECT SPONSOR** on an actual expense basis, supported by one or more invoices submitted by the **PROJECT SPONSOR**, in accordance with Article VIII “Billing Procedure and Payment.” The parties understand and agree that all **Project** costs in excess of the **TSA** Reimbursement Limit of **\$2,319,362.30**, as well as any costs that are inconsistent with OMB guidance codified at 2 C.F.R. Part 200 (Subpart E – Cost Principles) and the guidance set forth in the TSA PGDS and the Electronic Baggage Screening Program TSA Funding of Checked Baggage Inspection System Projects Memo (Version 4.0), which discusses TSA Funding of CBIS Project Costs, shall be borne solely by the **PROJECT SPONSOR** unless otherwise agreed to by the **TSA** in a written modification in accordance with this Article (IV) and Article XIV “Changes and/or Modifications.” Should the **TSA** reimbursements of **\$2,319,362.30**, as adjusted pursuant to Article XIV, represent more than **95%** of the final allowable, allocable, and reasonable **Project** costs, the **PROJECT SPONSOR** will refund **TSA** sufficient funds such that **TSA**’s total reimbursement will equal no more than **95%** of the final allowable, allocable, and reasonable **Project** costs.
4. All costs requested for reimbursement must satisfy the requirements of OMB guidance codified at 2 C.F.R. Part 200 (Subpart E – Cost Principles) and the Electronic Baggage Screening Program TSA Funding of Checked Baggage Inspection System Projects Memo (Version 4.0). In general, the costs for which **TSA** will provide reimbursement under this **Agreement** are limited to those costs associated with the deliverables in Appendix C as defined in **TSA**’s PGDS. The Electronic Baggage Screening Program TSA Funding of Checked Baggage Inspection System Projects Memo (Version 4.0) provides guidance regarding the reimbursable costs for **TSA** CBIS Projects.²

² This is available on beta.sam.gov at <https://beta.sam.gov/opp/2982dc2e953886ba2f71802b9b46711f/view> or upon request to the Contracting Officer.

5. Identification of cost classifications herein does not create any obligation on **TSA's** part beyond the requirements found in OMB guidance codified at 2 C.F.R. Part 200 (Subpart E – Cost Principles), TSA's PGDS, and the Electronic Baggage Screening Program TSA Funding of Checked Baggage Inspection System Projects Memo (Version 4.0).
6. Change Orders are defined as work that is added to or removed post **OTA** award that consequentially adds cost or changes to the scope of the **OTA**. Change orders shall not be considered authorization to exceed **TSA's** Reimbursement Limit. Any changes to the authorized amount shall be submitted by the **PROJECT SPONSOR** to the TSA Contracting Officer's Representative (COR) and TSA Contracting Officer (CO) prior to any work starting. Once the COR and CO have been given advance notice of the impact the Change Order has on the total cost of the Project, if agreed to by **TSA**, the TSA CO will provide written approval to the **PROJECT SPONSOR** via a modification to the **OTA** in accordance with Article XIV. The fully executed modification will provide the **PROJECT SPONSOR** authority to proceed with the work identified in the Change Order. **TSA** will not reimburse the **PROJECT SPONSOR** for any cost incurred for change order work that was not pre-approved by **TSA**. Note: Change Orders for cost increases related to inaccurate as-built design specifications and/or issues that existed and were clearly visible, but not considered in the design plans or construction bids, will not be considered an allowable cost.
7. Change Requests are defined as requests for the utilization of contingency funds that do not add costs or changes to the scope of the **OTA**. Change requests shall not be considered authorization to exceed **TSA's** Reimbursement Limit. Any change requests shall be submitted by the **PROJECT SPONSOR** to the TSA COR prior to any work starting. Once the COR has been given advance notice of the impact the change request has on the Project, if agreed to by **TSA**, the TSA COR will provide written approval to the **PROJECT SPONSOR** to proceed with the work identified in the Change Request. **TSA** will not reimburse the **PROJECT SPONSOR** for any cost incurred for change request work that was not pre-approved by **TSA**. Note: Change Requests for costs related to inaccurate as-built design specifications and/or issues that existed and were clearly visible, but not considered in the design plans or construction bids, will not be considered an allowable cost.
8. Timely invoicing and management of costs is critical to **TSA's** portfolio management. The specific cost sharing adjustments are outlined in ARTICLE VIII "Billing Procedure and Payment."

B. Project Responsibilities

i. **TSA Responsibilities**

1. Provide the TSA's PGDS.
2. Furnish, deliver, install, and test the security screening equipment, including equipment for the permanent CBIS and for temporary screening, if required.
3. Provide EDS Original Equipment Manufacturer Technical Support Advisory Services to the **PROJECT SPONSOR** regarding installation, integration, networking, and acceptance testing of the EDS units into the BHS.
4. Establish and conduct the Integrated Site Acceptance Testing (ISAT) for the in-line CBIS performance capabilities with joint support from the **PROJECT SPONSOR**.

5. Review and approve ISAT results before the in-line CBIS is certified as ready for operational use.
6. Provide training for Transportation Security Officer personnel on the screening equipment.
7. Evaluate the in-line CBIS in operation for up to thirty (30) days after substantial use begins.
8. Review and consider requested changes submitted by the **PROJECT SPONSOR** to the CBIS design. Any changes in scope or associated costs must be approved in accordance with Article XIV "Changes and/or Modifications".
9. Provide maintenance, repair, and refurbishment to all TSA security screening equipment, including OSR and CBRA viewing stations for alarm resolution, but not ancillary equipment (such as CBRA inspection tables), throughout its life cycle at no cost to the **PROJECT SPONSOR**.

ii. **PROJECT SPONSOR Responsibilities:**

1. Except for the responsibilities of the **TSA**, as outlined above, the **Project** will be managed and overseen by the **PROJECT SPONSOR**. The **PROJECT SPONSOR**, acting through such contractors as it may engage, will provide the engineering and design services, as well as the associated CBIS construction, necessary for successful completion of the **Project**. The **PROJECT SPONSOR** will provide oversight of such contractor(s) to ensure the **Project** conforms to the TSA endorsed design and PGDS criteria and is completed within the prescribed costs and schedule identified and incorporated herein as Appendix A.
2. CBIS designs shall be compliant with all applicable OSHA requirements; adhere to the applicable EDS and ETD installation and integration guide specifications; and shall comply with all applicable Federal, CITY, and local building regulations. Provisions will be made in the CBIS design that will allow **TSA** and its contractors full ingress to and egress from the CBIS area for the installation, operation, testing, maintenance, and repair of the security screening equipment.
3. CBIS designs shall be developed based on up- to- date and accurate as-built architectural specifications. If current specs are not available, it is the sole responsibility of **the PROJECT SPONSOR** to procure and incorporate accurate as-built specs prior to securing a construction contractor.
4. Obtain all necessary construction licenses, insurance permits, and approvals.
5. The **PROJECT SPONSOR** shall deliver a firm EDS delivery schedule to **TSA** no later than 60 days after the construction contract award. This schedule will be reviewed and approved by **TSA** based on OEM EDS delivery schedules. If the **PROJECT** cannot meet the acceptance date, the **PROJECT SPONSOR** will be responsible for the safekeeping of the EDS in a secure and climate controlled environment until such time the system(s) can be installed at the agreed upon site. The **PROJECT SPONSOR** will be solely responsible for any damages and or extra startup costs associated with, or that occur, during this delay.
 - **TSA** requires 180 days to plan for the procurement, manufacture and deployment of EDS. Therefore, the **PROJECT SPONSOR** must communicate this 180-day timeframe to Construction Managers upon construction contract award to be built into the project schedule.
6. The insurance coverage for damage or loss of EDS units and peripherals, while being stored offsite, is the airports responsibility, as the warehouse is required to be bonded and insured.
7. If the building is on airport property and OTA guidelines are followed, the EDS units don't need specific insurance.

8. If the EDS units and peripherals are damaged or suffer loss due to negligence caused by the Project Sponsor or its contractors, the Project Sponsor may be held responsible for damages, repairs, or the cost of replacement.
9. If an act of God damages the EDS units, the airport would not be liable.
10. Ensure the Project site will be ready to accommodate the installation of the EDS units when delivered. Project site preparation includes, but is not limited to, BHS modifications, mechanical, heating, electrical site preparation, including infrastructure to protect electrical or fiber optic cables, environmental controls, and any other airport terminal infrastructure work required to support the operational environment of the EDS and ETD units.
11. Facilitate the installation of the EDS units by providing a clear path during rigging and EDS installation. The rigging path must be able to support the EDS equipment and associated rigging equipment during delivery and provide sufficient space to allow for initial deployment activities (such as uncrating the device).
12. Provide maintenance access space around the equipment so that spare parts may be removed and replaced in accordance with the OEM integration guide.
13. Once installed, provide reasonable measures to protect the security screening equipment from harm, theft, and water intrusion in the screening area.
14. Prior to live operation, it shall be the **PROJECT SPONSOR'S** responsibility to exercise due diligence to protect and insure the EDS equipment from damage due to ongoing construction or weather.
15. The **PROJECT SPONSOR** shall provide for personnel, assistance, equipment, and support services to jointly execute the Test Readiness Review (TRR) and ISAT leading to the commissioning and acceptance of the CBIS. Support will include but will not be limited to:
 - a. Providing storage areas for test bag laydown are secure and protected from the elements.
 - b. Baggage handlers for test bag staging, induction, and retrieval during testing and commissioning, including personnel and equipment necessary to move test bags between staging and ISAT areas.
 - c. Ensuring that representatives of the Baggage Handling System Contractor (BHSC), and System Programmer(s) are on site to run the CBIS during ISAT and resolve deficiencies found during testing.
 - d. The **PROJECT SPONSOR** shall provide all escorts necessary to allow the TSA ISAT Team to conduct the ISAT and follow-on live operations run-in period.
 - e. Provide **TSA** and their Contractors full and complete versions of the most recent documentation for the Project to include "approved for Construction" sets of the mechanical, electrical, and controls drawings and control descriptions, see Appendix A for details.
16. Perform and bear all costs of the operation, maintenance, and repairs for the airport terminal installed property such as the baggage handling conveyor system, including the conveyors in the baggage screening matrix, heating, air conditioning, electrical, EDS network fiber, and mechanical infrastructure in support of **this Project**. This shall also include all property, which is provided by **TSA** to the airport, and is not listed in the PGDS as **TSA's** responsibility to maintain.
17. Bear all costs associated with additional ISATs in the event that the initial ISAT results for the **PROJECT** is determined a failure by the OTA COR. **TSA** will provide the **PROJECT SPONSOR** with a detailed description of the areas of noncompliance, and the **PROJECT SPONSOR** will make its best efforts to remedy the ISAT deficiencies defined

in the Quick Look Report (QLR). The costs of remediating these findings and all further compliance testing shall be borne by the **PROJECT SPONSOR**. These costs shall be deducted as actual costs from the **OTA** retainage as detailed in Section C.4 of the Electronic Baggage Screening Program TSA Funding of Checked Baggage Inspection System Project Costs Memo (Version 4.0).

18. Submit monthly milestone and project progress status reports by the 10th of each month to the TSA COR, TSA CO, and TSA Site Lead Contractor. Once **TSA** issues the “CBIS Acceptance Letter”, monthly reporting will focus solely on finalizing invoicing. Specific requirements for the content of the monthly project status report are identified in Appendix C of this **OTA**.
19. CBIS construction shall meet all requirements of the TSA Security Technology Integrated Program (STIP) Data Requirements for Checked Baggage Systems in accordance with the PGDS. The **PROJECT SPONSOR** shall provide all deliverables required in the STIP Data Requirements to the TSA COR.
20. If necessary, **PROJECT SPONSOR** shall submit a formal request to extend the period of performance greater than 90 days prior to the period of performance expiration. The request shall include the newly proposed period of performance, reason for project delays, and a revised project schedule that shows new project completion date.

For additional clarification regarding roles and responsibilities see Appendix A.

iii. Operation and Maintenance Costs

It is understood and agreed that the security screening equipment is, and will at all times remain, the property of the **TSA**. **TSA** will maintain, repair, and refurbish the EDS and ETD units at no cost to **PROJECT SPONSOR**.

Except for the security screening equipment owned by the **TSA** and separately provided for use at the Airport, the **PROJECT SPONSOR** shall own and have title to all airport terminal building improvements made in accordance with this **Agreement** such as heating, ventilation, air conditioning, electrical and mechanical infrastructure, EDS network fiber, baggage handling conveyor systems and controls, or other assets which the **PROJECT SPONSOR** acquires and installs under this **Agreement** in support of the **Project**. This includes all property the **PROJECT SPONSOR** purchases to support the **TSA** provided security screening equipment, such as specific tables, storage units, or other ancillary items. It will remain the responsibility of the **PROJECT SPONSOR**, as well as its contractors or lessees acting through such agents as it may use, to maintain, repair, and/or replace such airport property to sustain the operational environment of the security screening equipment. Title to all airport terminal building improvements that were purchased or reimbursed using Federal funds for this Project, shall become the property of the **PROJECT SPONSOR**, whether purchased with **TSA**, or **PROJECT SPONSOR** funds.

The **PROJECT SPONSOR** shall ensure that all connections between the EDS equipment, the baggage handling system, or any other connection of the CBIS meet the requirements of the EDS OEM integration guide and the **TSA** cabling guidelines as given in the PGDS. The **PROJECT SPONSOR**, or its authorized representative, shall coordinate all activities involving such connections directly with the EDS OEM. If questions or concerns about the data connection or any of the relevant requirements arise, the **PROJECT SPONSOR** shall communicate the issue/concern with the **TSA COR** and **CO**.

A. Deliverables

Appendices A through D identify other required deliverables to be submitted by the **PROJECT SPONSOR**.

ARTICLE V - EFFECTIVE DATE AND TERM

The term of this **Agreement** shall be **thirty-six months (36)** from the date of execution of the **Agreement**, unless earlier terminated by the parties pursuant to Article XIII “Termination” as provided herein or extended by mutual agreement pursuant to Article XIV “Changes and/or Modifications”, in order to allow the **PROJECT SPONSOR** time to submit a final invoice, close out the Project, and address any other issues. The **PROJECT SPONSOR** agrees to work with **TSA** to close this **OTA** within six (6) months of completion of the Project. In accordance with Section C4 of the Electronic Baggage Screening Program TSA Funding of Checked Baggage Inspection System Projects Memo (Version 4.0), costs incurred, to include work performed outside the term of this agreement, are not eligible for reimbursement.

The **PROJECT SPONSOR** will establish and provide to the TSA COR and CO, within ten (10) business days of execution of this **Agreement**, **Project** Milestones that allow objective measurement of progress toward **Project** completion. **TSA** maintains the right to identify any additional **Project** Milestones to be tracked by the **PROJECT SPONSOR**.

ARTICLE VI – ACCEPTANCE AND PROJECT COMPLETION

TSA will deem the **Project** complete upon successful completion of the TSA ISAT (Integrated Site Acceptance Test) as conducted by the TSA independent Acceptance Test Contractor and successful completion of the 30-day Operational Run-In period. TSA ISAT will evaluate the CBIS against the TSA PGDS version stated in the 100% design submittal documentations, as well as assess and comment on functional and performance differences to the most current version of the PGDS version published at the time of ISAT.

Successful completion of the **Project** requires the correction of CBIS deficiencies identified during the TSA ISAT as documented in the QLR and as followed up at the end of the Operational Run-In period in the Test Summary Report (TSR). **TSA** will release the funds retained pursuant to Article VIII only after the CBIS has passed the ISAT test and Operational Run-in period and all deficiencies have been corrected. Additional details are contained in Appendix A, "CBIS Project and Acceptance Testing Requirements".

ARTICLE VII - FUNDING AND LIMITATIONS

TSA will provide funding to the **PROJECT SPONSOR** in an amount not to exceed **\$2,319,362.30** (TSA Reimbursement Limit). Funds in the amount of **\$2,319,362.30** are hereby obligated and made available for payment for performance as outlined below under this **Agreement**:

Project Costs:	\$2,206,343.65
Contingency Funding:	\$113,018.65
Total OTA Obligation:	\$2,319,362.30

Expenses incurred in executing the work identified herein are chargeable to:

PR: PR217672A009
Accounting Line: 2021|5385000B01XXXXDM|F300F310F000|7672080102|T21D170400|25100
1|61000000|7672000000|72OAPXXCF4|010103|000000|000000|000000|0|0|0|
0 TAS: 070X5385000
Amount: \$2,319,362.30

In the event of termination or expiration of this **Agreement**, any **TSA** funds that have not been spent or incurred for allowable expenses prior to the date of termination and are not reasonably necessary to cover allowable and allocable costs as of the date of termination will be returned and/or de-obligated from this **Agreement**. **TSA's** liability to make payments to the **PROJECT SPONSOR** is limited to the funds obligated and available for payment hereunder, including written modifications to this **Agreement**.

Under no circumstances will **TSA** be responsible to reimburse the **PROJECT SPONSOR** for profit or the general costs of government, except for indirect costs allocable to this Project. The **PROJECT SPONSOR** may recover the allowable direct costs of **PROJECT SPONSOR** personnel performing work necessary under this **Agreement**, as well as the allowable and allocable costs of the contractors hired by the **PROJECT SPONSOR** to perform the necessary work under this **Agreement**. Profit and overhead costs for the **PROJECT SPONSOR** contractors performing work on the **Project** are allowable costs. Submission of a cost allocation plan is required to address any indirect costs, to include the **PROJECT SPONSOR** employees, who work on multiple activities that will result in a request for reimbursement under this **Agreement**. **TSA** will not be responsible for costs incurred by the **PROJECT SPONSOR**, its contractors or agents to perform work not in compliance with the **TSA** requirements in this **Agreement**. The **TSA CO** has the right to recoup any payments made to the **PROJECT SPONSOR** if the **TSA CO** determines that the invoices exceed the actual costs incurred, or if the work substantially deviates from the **TSA** approved design requirements for the **Project** pursuant to this **Agreement**.

TSA will reimburse only for allowable, allocable, and reasonable costs in accordance with the OMB guidance codified at 2 C.F.R. Part 200 (Subpart E – Cost Principles) in effect on the Effective Date of the **Agreement** and the Electronic Baggage Screening Program **TSA** Funding of Checked Baggage Inspection System Projects Memo (Version 4.0).

ARTICLE VIII – BILLING PROCEDURE AND PAYMENT

A. Payment / Performance Provisions

The United States Coast Guard Finance Center performs the payment function on behalf of the **TSA**. For purposes of submission to the Coast Guard Finance Center, the **PROJECT SPONSOR** must submit a completed Summary Invoice. Registration in the System for Award Management (SAM) for “All Awards” is mandatory for invoice payment. To obtain information regarding SAM, please refer to <https://www.sam.gov/portal/public/SAM/Error!> **Hyperlink reference not valid..**

Invoices for reimbursable expenses will be submitted every thirty (30) days, as expenses are incurred. For periods in which the **PROJECT SPONSOR** has not incurred a reimbursable expense totaling more than \$25,000, an invoice is not required. However, a Memorandum

noting the non-submission of an invoice in a specific month must be submitted to the TSA CO and COR to document the record. This can be sent in conjunction with the monthly reports. Expenses are considered to accrue on the date that the **PROJECT SPONSOR** is invoiced from a contractor, sub-contractor, supplier, or provider of services. Reimbursement by **TSA** is conditioned upon submission to **TSA** of an invoice identifying the Project costs that have been incurred and paid. The **TSA** intends to make payment to the **PROJECT SPONSOR** within 120 days from receipt of each properly prepared invoice for reimbursement of incurred Project costs.

Ten percent (10%) of all submitted costs identified by **TSA** as allowable, allocable and reasonable shall be retained by **TSA**, and will only be reimbursed to the **PROJECT SPONSOR** upon successful completion of all of its obligations under this **Agreement**, including, completed system documentation is submitted to **TSA** and successful completion of all testing as required in Article VI of this **Agreement** and evidenced by the **TSA** CBIS Acceptance Letter.

In the event that an invoice for reimbursable expenses is not received by the **TSA** within a six (6) month period, the **TSA** reserves the right to terminate the **Agreement** per Article XIII "Termination."

B. Invoicing

The **PROJECT SPONSOR** invoice format is acceptable. However, the invoice shall, at a minimum, include the following:

1. **Agreement** Number.
2. Invoice Number and Invoice Date.
3. Name, Airport Code, and Address of the **PROJECT SPONSOR** Requesting Fund Disbursement.
4. Point of Contact, with Address, Telephone, Fax and E-mail Contact Information.
5. Tax Identification Number and DUNS Number.
6. Period of invoice services (inclusive of dates).
7. Supporting Documentation to include Invoices or Other Documentation that Substantiates the Amount of Funds to be Disbursed by **TSA**.
8. Total Amount of Funds Requesting to be Disbursed by **TSA**.
9. Electronic Funds Transfer (EFT) Banking Information (If Applicable).
10. Remittance Address.
11. Certification of Requestor, including the following language: *This is to certify that the incurred costs billed were actually expended in furtherance of this **Agreement**, and we understand that intentional falsification of the information contained herein may be subject to civil and criminal penalties under applicable federal laws and/or regulations.*
12. Signature of Requestor's Authorized Representative with Date.
13. Name and Address of the **PROJECT SPONSOR**'s facility.

The Invoice may be submitted by electronic transmission to the following address(s):

Email: FIN-SMB-TSAINVOICES@uscg.mil

Notwithstanding any other payment clause in this **Agreement**, the Government shall make invoice payments under the terms and conditions specified in this Article. Payment shall be considered made on the day the check is dated and deposited in the US mail, or an electronic funds transfer is completed. All days referred to in this clause are calendar days, unless otherwise specified.

C. Approval for Payment

The TSA CO and the COR are required to review all invoices prior to the CO's approval for payment. To aid in this review, the **PROJECT SPONSOR** shall provide a copy of the Summary Invoice along with all receipts, contractor pay requests, and other supporting information which specify the vendor, description, date of services provided, and products delivered, as well as the appropriate documentation showing that the **PROJECT SPONSOR** has paid these obligations. The **PROJECT SPONSOR** shall provide this supporting information simultaneously with Step 1 to expedite the payment process.

The Supporting Documentation shall contain the following items:

- A summary spreadsheet providing a categorized breakdown of the amount invoiced.
- TSA Invoice Log.
- CWE.
- Completed Checklist.
- Signed, approved and legible copies of each individual contractor's invoice to include schedules of values and scope of work.
 - Copies of contracts and change orders that provide support for the actual work being invoiced.
 - Vendor and subcontractor invoices with specific details about services provided and when these services were rendered.
 - Rationale for all allocations or unusual calculations or assumptions.
 - Copies of subcontractor's invoices if listed on a prime contractor's invoice as a single amount (copies of timesheets and detailed backup not required if descriptions are clear and specific)
 - Proof of payment by the **PROJECT SPONSOR** for each invoice in the form of copies of check/warrants, bank wire transfers, or accounting systems transactions.

The Summary Invoice and supporting documentation may be submitted by email or mail via CD or paper documents to the TSA CO, TSA COR, and other TSA representatives identified by the TSA COR. The final closeout invoice shall include proof that all required deliverables have been provided.

Upon completion of the review of the supporting documentation for the Summary Invoice, the TSA CO and COR will advise the Coast Guard Finance Center regarding approval of payment of the Summary Invoice.

D. Final Invoice: Assignment and Release of Claims

The **PROJECT SPONSOR** shall execute and deliver, at the time of and as a condition precedent to final payment under this **OTA**, a release discharging the Government, its officers,

agents, and employees of and from all liabilities, obligations, and claims arising out of or under the **OTA**. The release of claims includes all claims, past, present, and future, known and unknown, foreseen and unforeseen, which can be asserted by any person or persons, other than claims for property loss or damage, personal injury, or wrongful death cognizable under the Federal Tort Claims Act, 28 U.S.C. §§ 1342(b)(1), 1402(b), 2401(b), 2671-2680.

As such, the **PROJECT SPONSOR's** final invoice requesting release/payment of retainage withheld throughout the project shall state the following:

“Missoula County Airport Authority for and in consideration of the funding provided under **OTA 70T04021T7672N008**, does hereby remise, release, and forever discharge the Government, its officers, agents, and employees from any and all manner of actions, causes of action, rights, suits, covenants, contracts, claims, agreements, judgments, and demands whatsoever by request, in law, or in equity arising from and by reason of any and all known and unknown, foreseen and unforeseen circumstances, claims or injuries, and the consequences thereof, other than claims for property loss or damage, personal injury, or wrongful death cognizable under the Federal Tort Claims Act, 28 U.S.C. §§ 1342(b)(1), 1402(b), 2401(b), 2671-2680. Such claims must be asserted within the time limits and in accordance with the procedures prescribed by the Federal Tort Claims Act and the implementing regulations promulgated by the U.S. Department of Justice at 28 C.F.R. part 14. Missoula County Airport Authority expressly waives its ability to seek additional reimbursement from the Government under **OTA 70T04021T7672N008**.”

E. Untimely Invoices

In furtherance of the timely closeout of this **Agreement**, all final project invoices shall be submitted no later than six (6) months after the period of performance end date or six (6) months after the date of termination by either party pursuant to Article XIII (whichever is earlier). The **PROJECT SPONSOR** must notify **TSA** of any outstanding issues precluding them from meeting this requirement as soon as it is known.

Invoices submitted six (6) months after the period of performance ends will be considered untimely and **TSA** cannot guarantee payment. The **PROJECT SPONSOR** may be liable for any expenses incurred as a result of an untimely or improperly submitted invoice. **TSA** reserves the right to reject untimely or improperly submitted invoices.

ARTICLE IX - AUDITS

TSA shall have the right to examine or audit relevant financial records for the Project funded by this **OTA**, while this **Agreement**, or any part thereof, remains in force and effect, and for a period of three (3) years after expiration or termination of the terms of this **Agreement**. For the Project funded by this **OTA**, the **PROJECT SPONSOR** shall maintain all project records, technology maintenance records, and data associated with this **PROJECT** while this **Agreement**, or any part thereof, remains in force and effect, and for a period of three (3) years after the expiration or termination of this **Agreement**. If this **Agreement** is completely or partially terminated, the records relating to the work terminated shall be made available for three years after any resulting final termination settlement. Records relating to appeals under the “Disputes” provision in Article XII regarding this **Agreement** shall be made available until such appeals are finally resolved.

As used in this provision, “records” includes books, documents and other data, regardless of type and regardless of whether such items are in written form, in the form of computer or other electronic data, or in any other form that relate to this **PROJECT**.

The **PROJECT SPONSOR** shall also maintain all records and other evidence sufficient to reflect costs claimed to have been incurred by each facility in the purchase of technologies allowed in the **PROJECT**. The CO, COR, or the authorized representatives of these officers shall have the right to examine and audit those records at any time. This right of examination shall include inspection at all reasonable times at the **PROJECT SPONSOR**’s offices directly responsible for managing the **PROJECT**.

The Comptroller General of the United States shall also have access to, and the right to examine, any records involving transactions related to this **Agreement**.

This article shall not be construed to require the **PROJECT SPONSOR**, or its contractors or subcontractors who are associated with or engaged in activities relating to this **OTA**, to create or maintain any record that they do not maintain in the ordinary course of business pursuant to a provision of law, provided that those entities maintain records which conform to generally accepted accounting procedures.

ARTICLE X – AUTHORIZED REPRESENTATIVES

The authorized representative for each party shall act on behalf of that party for all matters related to this **Agreement**. Each party’s authorized representative may appoint one or more personnel to act as an authorized representative for any administrative purpose related to this **Agreement**, provided written notice of such appointment is made to the other party to this **Agreement**. The authorized representatives for the parties are as follows:

A. TSA Points of Contact:

Contracting Officer’s Representative (COR):

Name: Joseph Kuchta
Address: 6596 Springfield Center Drive
Springfield, VA 22150
Phone: C: (202) 604-8574
E-Mail: Joseph.Kuchta@tsa.dhs.gov

Contracting Officer (CO):

Name: Melyssa Bertucci
Address: 6596 Springfield Center Drive
Springfield, VA 22150
Phone: (571) 227-2521
E-Mail: Melyssa.Bertucci@tsa.dhs.gov

Only the TSA CO shall have the authority to bind the Federal government with respect to scope of work, funding, and liability. The TSA COR is responsible for the technical administration of this **Agreement** and is the technical liaison with the **PROJECT SPONSOR**. The TSA COR is not authorized to change the scope of work, to make any commitment or otherwise obligate the **TSA**, or authorize any changes, such as amount or level of funding, which affect the liability of the **TSA**. The TSA COR is authorized to approve the use of contingency funds that fall within the funded **TSA** amount.

The **PROJECT SPONSOR** must notify the TSA CO and COR in the event that any TSA employee or TSA contracted agent takes any action that may be interpreted by the **PROJECT SPONSOR** as direction which could increase the Project costs and could cause the **PROJECT SPONSOR** to seek reimbursement from **TSA** in excess of the **TSA's** total reimbursement liability as defined in Articles IV and VII of this **Agreement**.

B. The **PROJECT SPONSOR** Points of Contact:

Name: Tim S. Damrow, A.A.E.
Address: 5225 West Broadway, Missoula, MT 59808
Phone: O: (406) 532-8745
C: (406) 830-7033
E-Mail: TDamrow@flymissoula.com

ARTICLE XI - LIMITATIONS ON LIABILITY

- A. Subject to the provisions of Federal law, including the Federal Torts Claims Act, each party expressly agrees without exception or reservation that it shall be solely and exclusively liable for the acts or omissions of its own agents and/or employees and that neither party looks to the other to save or hold it harmless for the consequences of any act or omission on the part of one or more of its own agents or employees, subject to the same conditions provided above.
- B. The **PROJECT SPONSOR** has the affirmative duty to notify the TSA CO in the event that the **PROJECT SPONSOR** believes that any act or omission of a TSA agent or employee would increase the **PROJECT SPONSOR's** costs and cause the **PROJECT SPONSOR** to seek compensation from **TSA** beyond **TSA's** liability as stated in Article IV "Responsibilities" or Article VII "Funding and Limitations." Claims against either party for damages of any nature whatsoever pursued under this **Agreement** shall be limited to direct damages not to exceed the aggregate outstanding amount of funding obligated under this **Agreement** at the time the dispute arises. If the **PROJECT SPONSOR** receives any communication which it interprets as instructions to change the work encompassed in this **Agreement**, or to incur costs not covered by funding obligated at that time, the **PROJECT SPONSOR** must not act on that communication, and must contact the CO verbally and in writing immediately.

- C. In no event shall either party be liable to the other for consequential, punitive, special and incidental damages, claims for lost profits, or other indirect damages.
- D. No third party shall assert any rights under this **Agreement** unless expressly provided herein.

ARTICLE XII – DISPUTES (AUG 2018)

Where possible, disputes shall be resolved by informal discussion between the CO for TSA and an authorized representative of **PROJECT SPONSOR**. All disputes arising under or related to this Agreement shall be resolved under this Article. Disputes, as used in this Agreement, mean a written demand or written assertion by one of the parties seeking, as a matter of right, the adjustment or interpretation of Agreement terms, or other relief arising under this Agreement. The dispute shall be made in writing and signed by a duly authorized representative of the **PROJECT SPONSOR** or the TSA CO. At a minimum, a dispute under this Agreement shall include a statement of facts, adequate supporting data, and a request for relief. In the event the parties are unable to resolve any disagreement through good faith negotiations, the **PROJECT SPONSOR** may submit the dispute to the Deputy Assistant Administrator for Contracting and Procurement. If the decision of the Deputy Assistant Administrator for Contracting and Procurement is unsatisfactory, the decision may be appealed to the TSA Assistant Administrator for Contracting and Procurement. The parties agree that the TSA Assistant Administrator/Head of the Contracting Activity for Contracting and Procurement's decision shall be final and not subject to further judicial or administrative review and shall be enforceable and binding upon the parties.

ARTICLE XIII - TERMINATION

- A. In addition to any other termination rights provided by this **Agreement**, either party may terminate this **Agreement** at any time prior to its expiration date, with or without cause, by giving the other party at least thirty (30) days prior written notice of termination. Upon receipt of a notice of termination, the receiving party shall take immediate steps to stop the accrual of any additional obligations that might require payment.
- B. If the **PROJECT SPONSOR** exercises its right under Paragraph A of this Article to withdraw voluntarily from the Project, the **PROJECT SPONSOR** agrees to reimburse the United States Government for all monies disbursed to it under this **Agreement**.
- C. In the event of termination or expiration of this **Agreement**, any **TSA** funds that have not been spent or incurred for allowable expenses prior to the date of termination and are not reasonably necessary to cover termination expenses will be returned and/or de-obligated from this **Agreement**.
- D. (ONLY APPLICABLE TO RECAPITALIZATION PROJECTS) In the event that TSA terminates the Agreement prior to its expiration date, after the Project has started, but before the Project has been completed, TSA agrees to reimburse the Project Sponsor for reasonable costs incurred in restoring the Project Area as nearly as possible to the condition it was in prior to commencing the Project.

ARTICLE XIV - CHANGES AND/OR MODIFICATIONS

Changes or modifications to this **Agreement** shall be in writing and signed by the TSA CO and the authorized representative of the **PROJECT SPONSOR**. The modification shall cite the subject provision to this **Agreement** and shall document the exact nature of the modification. No oral statement by any person shall be interpreted as modifying or otherwise affecting the terms of this **Agreement**. The properly signed written modification shall be attached to this **Agreement** and thereby becomes a part of this **Agreement**.

The TSA CO reserves the right to make unilateral modifications (signed only by the TSA CO) for administrative modifications, such as changes to the line of accounting in Article VII, updates to TSA POCs in Article X, and/or other administrative changes that do not affect the terms and conditions of this **Agreement**.

ARTICLE XV - CONSTRUCTION OF THE AGREEMENT

This **Agreement** is issued under 49 U.S.C. §106 (l)(6) and §114(m) and is not a procurement contract, grant, cooperative agreement, or other financial assistance. It is not intended to be, nor shall it be construed as, a partnership, corporation, or other business organization. Both parties agree to provide their best efforts to achieve the objectives of this **Agreement**. Additionally, each party acknowledges that all parties hereto participated equally in the negotiation and drafting of this **Agreement** and any amendments thereto, and that, accordingly, this **Agreement** shall not be construed more stringently against one party than against the other. The **Agreement** constitutes the entire agreement between the parties with respect to the subject matter and supersedes all prior agreements, understanding, negotiations and discussions whether oral or written of the parties. Each party acknowledges that there are no exceptions taken or reserved under this **Agreement**.

In the event that any Article and/or parts of this **Agreement** are determined to be void or otherwise invalid or unenforceable, such Article or portions thereof shall lapse. No such lapse will affect the rights, responsibilities, and obligations of the parties under this **Agreement**, except as provided therein. If either party determines that such lapse has or may have a material effect on the performance of the **Agreement**, such party shall promptly notify the other party, and shall negotiate in good faith a mutually acceptable amendment to the **Agreement** if appropriate to address the effect of the lapse.

ARTICLE XVI - PROTECTION OF INFORMATION (AUG 2018)

The parties agree that they shall take appropriate measures to protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this Agreement.

A. RECORDS AND RELEASE OF INFORMATION

Pursuant to 49 U.S.C. § 114(r), Sensitive Security Information and Nondisclosure of Security Activities, Sensitive Security Information (SSI) is a category of sensitive but unclassified (SBU) information that must be protected because it is information that, if publicly released, would be detrimental to the security of transportation. Under 49 Code of Federal Regulations Part 1520.5(a), the SSI Regulation also provides additional reasons for protecting information as SSI beyond the condition that the release of the information would be detrimental to the security of transportation. SSI may not be disclosed except in accordance with the provisions of that rule.

Title 49 of the Code of Federal Regulations, Part 1520 defines the scope, categorization, handling requirements and disposition of information deemed SSI is the 49 C.F.R. Part 1520 (<http://ecfr.gpoaccess.gov/>). All members assigned to work under this Agreement are subject to the provisions of 49 CFR Part 1520, Protection of Sensitive Security Information, and shall safeguard and handle any SSI in accordance with the policies and procedures outlined in 49 C.F.R. Part 1520, as well as the DHS and TSA policies and procedures for handling and safeguarding SSI. All members assigned to work under this Agreement must complete the TSA-mandated SSI Awareness Training course prior to accessing SSI, and on an annual basis for the duration of the OTA or for the duration of the requester's need for access to SSI, whichever is later. The Agreement Holder shall place this requirement in all contracts, sub-contracts, joint venture agreements, and teaming agreements related to the performance of this agreement. For purposes of this OTA, the OTA Agreement holder (OTA Entity) would fall under the provision of 49 CFR § 1520.7(k): *Each person employed by, contracted to, or acting for a covered person, including a grantee of DHS or DOT, and including a person formerly in such position.*

Pursuant to 49 C.F.R. Part 1520.9(a)(3), the Agreement Holder must contact SSI@tsa.dhs.gov for guidance on handling requests to access to SSI (before using SSI materials) for any other purpose besides activities falling within the scope of the agreement by other persons, including requests from experts, consultants, and legal counsel ("requesters") hired by the Agreement Holder. The Agreement Holder shall include the CO and COR as a carbon copy "cc" recipient of its contact to SSI@tsa.dhs.gov. The TSA SSI office must first make a determination as to whether the requesters are a "covered person" with a "need to know" under 49 C.F.R. Parts 1520.7 and 1520.11. Further recipients of SSI shall be provided NDAs, in accordance with these contract provisions, and with a copy of the *SSI Quick Reference Guide for DHS Employees and Contractors*.

(Non-Disclosure Agreements (NDAs)). The CO will provide the non-disclosure form (DHS Form 11000-6), as necessary, to the Agreement holder when circumstances warrant. NDAs are required to be signed by all OTA personnel when access to SSI is necessary for performance of the agreement. By signing the NDA, the recipient certifies in writing that they will take the necessary steps to prevent the unauthorized disclosure and use of information.

Breach. In accordance with 49 C.F.R. Part 1520.9(c), the Agreement holder agrees that in the event of any actual or suspected breach of SSI (i.e., loss of control, compromise, unauthorized disclosure, access for an unauthorized purpose, or other unauthorized access, whether physical or electronic), the Agreement holder shall immediately, and in no event later than one hour of discovery, report the breach to the CO and the COR. The Agreement holder is responsible for positively verifying that notification is received and acknowledged by at least one of the foregoing Government officials.

- I. Background. Members assigned to work under this Agreement must obtain specific authorization in order to obtain SSI. SSI will not be available or otherwise provided or disclosed to any person not specifically authorized to receive it. As part of this OTA, SSI may only be accessed by individuals which have successfully passed a Security Threat Assessment. This assessment may include a criminal history records check (CHRC) and/or a check against terrorism databases.
- II. Information Requirements. Consistent with the criteria release described above, the Agreement Holder shall provide the appropriate information to the TSA COR as identified below. Note that this requirement applies likewise to all contracts, sub-contracts, joint venture agreements, and teaming agreements related to the performance of this agreement. This information will be

handled in accordance with the applicable Privacy Act system of records notice (SORN), Transportation Security Threat Assessment System (T-STAS) noted below.

1. The Agreement Holder shall provide the following information for all employees who require access to SSI in a single password protected Microsoft Excel spreadsheet emailed to the COR. The password for the password protected spreadsheet shall be sent to the COR in a separate email, at the same time.
 - Employee Full Name
 - Employee Gender: (i.e., Male or Female)
 - Employee Birth Date
 - Employee Citizenship
 - Social Security Number (for U.S. Citizens and Legal Permanent Residents only)
 - Known Traveler Number (KTN), if available

III. Privacy Act Statement. TSA will use the information provided to conduct a security threat assessment on individuals who seek access to Sensitive Security Information (SSI). The information will be shared within DHS with personnel who need the information to perform their official duties. Additionally, DHS may share the information with law enforcement, intelligence, or other government agencies as necessary to identify and respond to potential or actual threats to transportation security in accordance with the routine uses identified in the applicable Privacy Act system of records notice (SORN), DHS/TSA 002, Transportation Security Threat Assessment System (T-STAS). This SORN was last published in the Federal Register on August 11, 2014, and can be found at 79 FR 46862-46866. Authority: 49 USC 114. Furnishing this information is voluntary. However, failure to furnish the requested information may delay or prevent the completion of your security threat assessment, without which you may not be granted access to the SSI.

IV. Notification of Assessment. Individuals who receive a successful Security Threat Assessment will be eligible to receive SSI. If it is determined that covered individuals are not eligible to receive access to particular SSI based on the threat assessment, the TSA Contacting Officer or COR will provide the company point of contact with notification that the individual does not qualify to receive SSI. Appeal of the determination will not be permitted due to the time sensitive nature of the acquisition process, however, the potential offeror may nominate another individual to receive SSI access. In the event that an individual is determined to be a security threat and the individual believes that the results of the screening are inaccurate, he or she may request access to their records by submitting a Privacy Act Request through TSA's Freedom of Information Act (FOIA) internet site at: <https://www.tsa.gov/foia/requests>. However, due to the demanding acquisition schedule, TSA will not delay an acquisition to resolve these issues.

B. Publicity and Dissemination of Agreement Information

The Agreement holder shall not publish, permit to be published, or distribute for public consumption, any information, oral or written, concerning the results or conclusions made pursuant to the performance of this Agreement without the prior written consent of the CO. The Agreement holder shall submit any request for public release at least ten (10) business days in advance of the planned release. Under no circumstances shall the Agreement holder release any requested submittal prior to TSA approval.

Any material proposed to be published or distributed shall be submitted via email to the CO. The CO will follow the procedures in Management Directives 1700.3 and 1700.4. The Office of the Administrator retains the authority to deny publication authorization. Any conditions on the approval for release will be clearly described. Notice of disapproval will be accompanied by an explanation of the basis or bases for disapproval.

Any contact with or by a Media firm or personnel related to this Agreement and in accordance with the terms of this Agreement shall be referred to the CO.

ARTICLE XVII – SURVIVAL OF ARTICLES

The following Articles of this Agreement shall survive the termination and expiration of this Agreement: Article VII – Funding and Limitations; Article IX – Audits; Article XI – Limitations on Liability; Article XII – Disputes; Article XIII – Termination; Article XVI – Protection of Information; and Article XVII – Survival of Articles.

APPENDICES

Appendix A – Project and Acceptance Testing Requirements

Appendix B – Construction Milestone Schedule

Appendix C – Schedule of Construction Deliverables

Appendix A

Project and Acceptance Testing Requirements

Scope: TSA support for the **Project** solution at the Airport will encompass construction to support the approved **Project**.

A. TSA responsibilities with regard to the Project are listed below in sections 1.1 to 1.7. Many responsibilities are delegated to TSA contractors such as the EDS Original Equipment Manufacturer (OEM), TSA Site Lead Contractor, and TSA Acceptance Test Contractor; however, the ultimate responsibility resides with TSA.

1.1 EDS PLACEMENT AND REMOVAL

TSA will ship, rig and install EDS machines and associated EDS screening equipment, to include any necessary ETD screening equipment, in their respective operational locations within the Project location. TSA, through the EDS OEM or other TSA contractors, shall be responsible for coordinating and integrating activities regarding delivery and placement of EDS equipment with the local TSA Point of Contact and **PROJECT SPONSOR** Point of Contact. TSA will remove, rig, and ship any EDS machines that are decommissioned as part of the Project scope.

1.2 INSTALLATION SUPPORT

1.2.1 Project Management

The TSA Site Lead Contractor and the EDS OEM shall be responsible for providing technical support throughout the entire period of performance during the installation Project. The OEM shall be responsible for all labor, materials, equipment, and support services required for planning, managing, and supervising all items related to the installation, integration and networking of the EDS units and associated ancillary equipment.

1.2.2 Technical Support

TSA will provide technical support to the Project through existing TSA contracts with the EDS OEM, TSA Site Lead Contractor, and TSA Acceptance Testing Contractor.

- The identified TSA Site Lead Contractor shall be included in all relevant **PROJECT** planning/project meetings relevant to TSA contributions to the Project. Project schedules and updates shall be provided to the TSA Site Lead Contractor and TSA COR to ensure TSA has timely and sufficient notice of deliverable dates.
- The EDS OEM shall provide technical consultations to the TSA COR and **PROJECT SPONSOR** regarding Project efforts that may include, but are not limited to: teleconferences; reviews of drawings and specifications; and exchanges of technical documentation such as specifications, manuals, and guides.
- TSA Acceptance Testing Site Lead shall support testing of the **Project** (the EDS units, BHS and the integration between them) and will develop relevant **Project** test plans and reports that will be shared with the **PROJECT SPONSOR**.
- Support for the development and execution of the TSA **OTA** in place between TSA and the **PROJECT SPONSOR** will be provided by TSA Contracting and Procurement.

- Oversight and coordination of technical aspects of the Project will be provided by the TSA COR.
- Local TSA personnel shall support coordination of issues between the TSA COR and the **PROJECT SPONSOR** as directed by the Federal Security Director (FSD).

1.2.3 Commissioning Services

TSA, through the screening equipment OEM and its other TSA contractors, shall be responsible for all labor, materials, equipment, and support services needed to assemble, power up, configure, and install the screening equipment machines into the required operational condition. The screening equipment OEM shall provide technical support, documentation, and installation of the screening equipment units and the associated local Baggage Viewing Stations (BVS) after confirmation that all pre-installation requirements have been met. The screening equipment OEM shall coordinate with the TSA COR, TSA Site Lead Contractor, TSA Acceptance Test Lead, and the **PROJECT SPONSOR** to perform system testing.

1.3 Acceptance Testing

Mandatory testing for this system includes Site Acceptance Testing (SAT) for the EDS following installation; pre-Integrated Site Acceptance Testing (pre-ISAT) following the integration of the EDS units with the BHS is verified with performance of a Test Readiness Review (TRR) and documented in affirmed through a Test Readiness Notification (TRN) Report (TRR); and Integrated Site Acceptance Testing (ISAT) is conducted prior to TSA acceptance of the PROJECT for operational use. See the following table for minimum lead time requirements for testing activities.

Lead Times for ISAT (Days Prior to projected test date)	Activity	Responsible Parties
Site Initiation or ≥180 days from ISAT	Site Survey Data Collection Checklist provided to the PROJECT SPONSOR by the Acceptance Test Pre-ISAT Team.	TSA COR, TSA Site Lead Contractor, TSA Acceptance Test Team
≥120 days	Completed Site Survey Data Collection Checklist and supporting site documentation received from PROJECT SPONSOR , to include <ul style="list-style-type: none"> • Any and All Approved Request for Variance (RFV) • Basis of Design Report • Sample BHS & CBIS Reports for all PGDS required Reports • BHS & EDS Network Diagrams and Server Architecture • Local Procedures for Fail-Safe, E-Stop, Jam Clearing and IQ Test Conduct • Airport/Airline Bag Induction/Hygiene 	PROJECT SPONSOR , TSA Site Lead Contractor, TSA Acceptance Test Team

	<p>Procedures</p> <ul style="list-style-type: none"> • BHS Specifications • Controls Description and/or Description of Operation (if both exist then provide both) • Fail-safe and/or E-Stop Zone Drawings • BHS Mechanical Plan and Elevation Drawings from Natural Induction Locations to & through the CBIS, CBRA and Make-up Locations with Conveyors labeled, Plan View Drawings and Electrical Drawings of the BHS/CBIS with Control Station & Photo eye Locations and labeling. All drawings will be “Approved for Construction” by the Airport and not Pre-Bid or Bid Use Only versions. • At least 1 Plan/Overview Drawing that shows the entire CBIS in a single view • Conveyor Motor Manifest to include not less than (Conveyor Name, Phase, Conveyor Type, Degree of Turn, Degree of Incline/Decline, Length, Speed in FPM, Motor HP, Control Type (VFD yes/no), Brake Type, Motor Type, drive Type, FLA Rating). Installation Phasing Plan Narrative and Phasing Plan Drawings Construction and Testing Schedule(s) • Installation & Commissioning Phasing Plan Narrative and Phasing Plan Drawings • Construction and Testing Schedule(s) 	
≥90 days	TSA Site Lead Contractor coordinates schedule with the PROJECT SPONSOR and TSA’s Acceptance Test Contractor.	PROJECT SPONSOR , TSA COR, TSA Site Lead Contractor, TSA Acceptance Test Team
Typically 14 days to 1 day	TSA Acceptance Test Team will ship test articles to the PROJECT SPONSOR . The PROJECT SPONSOR receives the test articles and stores them in a secure and weather protected laydown area as agreed to by the PROJECT SPONSOR	PROJECT SPONSOR , TSA Acceptance Test Team
≥11 business days	CBIS pre-testing - The PROJECT SPONSOR conducts pre-testing. The TSA Site Lead contractor will provide oversight of CBIS pre-testing to validate the Test Readiness Notification (TRN) to the TSA COR and Acceptance Test Team. Delivers internal pre-ISAT test results to the TSA Site Lead Contractor and the Site	PROJECT SPONSOR , TSA Site Lead Contractor

	and TRR readiness confirmation letter to the TSA COR. Upon successful review, the TSA Site Lead Contractor is deployed to the site within 7 days. Note: TSA may combine TRN with CBIS pre-testing and/or conduct TRR as a subset of ISAT.	
≥ 7 business days	TSA Site Lead Contractor initiates & performs the TRR. Note: The Acceptance Test Team may participate in TRR and the data may be used to support the ISAT testing. A TRR failure will result in 2-week moratorium to allow for corrections and retest.	PROJECT SPONSOR , TSA Site Lead Contractor
≥ 3 business days	Upon completion of the successful TRR, a TRN is submitted to the TSA Acceptance Test Team, preferably by COB Wednesday of the week prior to the test. If delivered later without prior coordination, the test team may not be available on the requested test day.	TSA Site Lead Contractor, TSA Acceptance Test Team
Test start	TSA Acceptance Test Team will perform an in-brief meeting with PROJECT SPONSOR prior to the start of testing. TSA Acceptance Test Team will obtain PLC code from the PROJECT SPONSOR prior to the start of testing. The PLC code shall be completely assessable and free from any encryption (if encrypted then the key must be provided prior to test) upon delivery to the TSA Acceptance Test Team. TSA Acceptance Test Team and PROJECT SPONSOR will work together to perform ISAT and collect BHS and EDS performance documentation.	PROJECT SPONSOR , TSA Acceptance Test Team, TSA Site Lead Contractor
≤ 5 business days after ISAT complete	QLR is submitted to the TSA Checked Baggage Acceptance Test Lead for review, approval, and distribution.	TSA Acceptance Test Team, TSA COR
14 days after operational use	The TSA Acceptance Test Team remotely monitors system performance during live operations. The duration of this is initially 14 days but can be extended out to 30 days based on system performance. Prior to the run-in period a data analysis plan will be provided to the site outlining the data to be collected during this period.	PROJECT SPONSOR , TSA Acceptance Test Team, TSA Test Lead
5 business days after completion of operational run-in	COR distributes TSA approved TSR to PROJECT SPONSOR . If project is phased the TSR will be held until all phases of the project are completed and the final Operational Run-in is completed.	PROJECT SPONSOR , TSA COR

1.3.1. Site Acceptance Testing (SAT)

The EDS OEM shall coordinate a SAT on the EDS machines. The SAT shall be conducted by the TSA Assessment Test Team. The EDS OEM shall implement and coordinate testing by issuing a Test Readiness Notification (TRN) at least seven (7) days prior to the scheduled Acceptance testing. Passing SAT results are required prior to integration of EDS to the BHS and to certify equipment readiness for operational use in screening baggage. In the event that the TSA supplied EDS units cannot meet SAT test requirements, TSA will ensure that any EDS machine defects are corrected or that the EDS unit is replaced.

1.3.2. Pre-ISAT Test Planning

The Acceptance Test Team will participate in the ILDT meetings early in the construction process at the discretion of the TSA COR. During these meetings the Team will provide assistance to the team in all aspects regarding testing and testing requirements. The Pre-ISAT Team will be collecting data and project schedules to establish an internal planning document to determine testing methodology and timelines. The Pre-ISAT Team will review the owner's test report to provide feedback and assistance to ensure the system is adequately tested prior to the TRR or ISAT. The Pre-ISAT Team will participate in the ILDT meetings until thirty (30) days prior to the requested ISAT, at which time the project will be transferred to the ISAT Execution Team. Upon transfer, the Execution Team will be actively ensuring that all aspects for the execution of the ISAT testing are coordinated and verified.

1.3.3. Integrated Site Acceptance Testing (ISAT)

Scheduling and Coordination: The Pre-ISAT Planning Team will be included on all schedules and coordination meetings. This will facilitate a continual dialog through the construction, integration, and testing processes. The Pre-ISAT Team will be able to assist with the project schedule as it relates to testing requirements, methodologies, and durations of the testing. They will also initially coordinate all testing requirements with the team.

Test Results and Reports:

Testing results will be shared in digital copy format with the **PROJECT SPONSOR** through the Checked Baggage Regional Deployment Coordinator (CBRDC). The test report will be a comprehensive report that will cover all phases of TSA Testing (TRR, ISAT, and Run-in). The report will identify all deficiencies noted during testing. The report will provide a pass/fail recommendation that will be provided to the CBRDC for his determination as to system status and operation.

In the event of a failed ISAT, TSA reserves the right to defer any subsequent re-tests for a period of at least thirty (30) days.

1.4 INTEGRATION SERVICES

1.4.1. BHS Support

The EDS OEM shall assist the Airport's contractor to establish digital and serial communication for the EDS units. Once communication between devices has been established, the EDS OEM shall provide the following support and integration services:

- Assist the BHS contractor to obtain efficient EDS operation.
- Provide on-site Integration Engineer Support Services to facilitate the entire integration effort with the BHS.
- Be available to support system testing and validation conducted by internal or external organizations including the Integrated Site Acceptance Test (ISAT) and pre-ISAT testing and throughout the planning phases including the issuance of the ISAT TRN and TRR.

- During initial system operations run of live checked baggage, provide technical assistance as requested by **TSA** and/or the **PROJECT SPONSOR**.

1.4.2. Software and Hardware

Following SAT and throughout the integration effort, the EDS OEM shall install and test the required software and hardware to allow for digital and serial communication between the EDS and the BHS PLC if required. Functionality of the EDS BHS interface hardware and software shall be verified by the EDS OEM at the interface box prior to working with the **PROJECT SPONSOR** BHS contractor to ensure a proper operating PLC interface and to avoid delays.

1.5 SYSTEM NETWORKING

1.5.1 Network Infrastructure

The EDS OEM shall provide required patch cables and miscellaneous hardware to interface between network patch panel and EDS OEM supplied networking components.

1.5.2 Network Services

The EDS OEM shall provide: training for TSA staff; coordination and support for TSA and testing certification; and resources to conduct installation, testing, and initial operational support for networking. No other network may interface with the networked airport screening solution. The implemented assigned network for operation shall be an isolated, stand-alone network.

1.6. TRAINING

TSA will provide training for TSA screening staff on the operation of the security screening equipment.

1.7. MAINTENANCE

Upon successful completion of SAT testing for each unit, TSA will maintain and repair the security screening equipment in accordance with Article IV.B.iii of the **OTA**.

B. PROJECT SPONSOR's RESPONSIBILITIES with regard to the Project are listed below in sections 2.0 to 2.5 listed below.

2.0 DESIGN

The **PROJECT SPONSOR** will undertake design modifications and as-built drawings during the **Project**. The airport shall keep a design change log and provide to the **OTA** COR as an appendix to the monthly **OTA** report. If the design changes fall under the Change Order or Change Request process per Article IV of this **OTA** shall be submitted to the TSA COR and CO for review.

2.1 EDS PLACEMENT

The **PROJECT SPONSOR** shall ensure that the **Project** site will be ready to accommodate the installation of the EDS and associated equipment. The **PROJECT SPONSOR** shall provide adequate protection to the EDS machines and to the **PROJECT SPONSOR** infrastructure during any and all EDS movements. The **PROJECT SPONSOR** shall coordinate with the EDS OEM to integrate all activities regarding placement of EDS equipment. The **PROJECT SPONSOR** shall provide reasonable measures to protect the security screening equipment from damage in the screening area.

2.1.1 Site Readiness and Storage

The **PROJECT SPONSOR** shall confirm site readiness to receive EDS units to the TSA Site Lead Contractor no later than ten (10) business days prior to requested delivery date. Site readiness shall address availability of permanent power; removal of obstacles to the rigging path; and adequacy of physical environmental conditions within the delivery area that meet EDS OEM standards for protecting the EDS units. The **PROJECT SPONSOR** shall provide secure storage for the EDS units and any ancillary screening equipment if site conditions at the time of delivery do not provide adequate protection. The **PROJECT SPONSOR** shall provide secure storage space for hardware associated with EDS / ETD integration and multiplexing until it can be installed by EDS OEM Integration Support Staff. Failure to meet these minimum requirements may result in reallocation of equipment to other sites, thus affecting the airport's overall project schedule.

2.1.2 Rigging Services

The **PROJECT SPONSOR** will be responsible for providing rigging path verification, ingress path, and/or structural analysis. If required, the **PROJECT SPONSOR** will remove and replace any walls, windows, glass, doors, or other physical barriers in support of rigging activities.

2.2 INSTALLATION SUPPORT

2.2.1 Power Requirements

The **PROJECT SPONSOR** will be responsible for providing all infrastructure power requirements for the CBIS including providing and installing all terminations for and cabling to all screening equipment in the CBIS area, CBRA room and OSR room. If required, the airport can provide separate metering of the screening equipment. The **PROJECT SPONSOR** shall attest to the availability of power supply to adequately support the screening equipment and associated equipment in accordance with OEM specifications and be liable for damage to this equipment resulting from intentional deviations to accepted power supply conditions.

2.2.2 Commissioning Services

The **PROJECT SPONSOR** will be responsible for obtaining all other infrastructures not mentioned in Section 2.2.1 to support screening equipment operations and maintenance.

2.3 INTEGRATION SERVICES

The **PROJECT SPONSOR** shall ensure that the BHS Contractor coordinates with EDS OEM in support of integration activities (e.g. installation and testing the required software and hardware to allow for digital and serial communication between the EDS and the BHS PLC) as needed. Terminations to the EDS for BHS PLC communication shall be performed by the **Airport**.

2.4 NETWORKING

2.4.1. Network Infrastructure

The **PROJECT SPONSOR** will design and install all communication conduit, fiber, etc. as required by the EDS OEM's design criteria for the EDS and EDS networking system, including but not limited to connectivity of Checked Baggage Resolution Areas, TSA network control room, and BHS Control Room as required. Exact parameters will be reviewed at **Project** start-up by **TSA** and the EDS OEM.

The **PROJECT SPONSOR** will provide cabling and network patch panels in TSA control rooms, ETD search areas, and the TSA network room as determined by the network design conducted in conjunction with the **PROJECT SPONSOR**. The EDS OEM shall provide required patch cables and miscellaneous hardware to interface between network patch panel and EDS OEM-supplied networking

components. The **PROJECT SPONSOR** will provide all electrical outlets to support installation and operation of a fully multiplexed explosive detection system.

2.4.2. Network Services

No other network may interface with the networked airport screening solution. The implemented assigned network for operation shall be an isolated, stand-alone network.

2.5. ACCEPTANCE - TESTING SUPPORT

The Project schedule shall allow for sufficient time to conduct mandatory testing of the EDS units after installation and integration. The Project schedule shall also factor in minimum lead times for notification of readiness for testing (seven (7) days for SAT; three (3) days for TRR; and at least three (3) business days for ISAT). The **PROJECT SPONSOR** shall identify operational windows in time in which testing activities can be accomplished. Testing activities will be scheduled for normal 8-hour business days (Monday-Friday) and shall not include holidays.

Requests for overtime or multiple shifts are discouraged and will only be considered based on compelling justification. The TSA COR will review/evaluate any requests for phased testing (e.g. non-consecutive testing activities requiring multiple test team trips). Such requests must be in writing, supported by compelling justification, and submitted to the TSA COR. Programming or mechanical changes made before ISAT (typically during Contractor pre-testing or TRR) must be documented and provided to the TSA COR and Acceptance Test Team.

2.5.1 Pre-ISAT Checklist

The **PROJECT SPONSOR** shall ensure that information needed to develop the Checklist is provided to TSA Test Acceptance Lead at the earliest opportunity. The Pre-ISAT Team will provide a timeline for the compilation of the information during the ILDT meetings. Required documentation includes the following (but additional information may be required):

- The Site Planning Checklist
- BHS Specifications
- Controls Description and/or Description of Operation (if both exist then provide both)
- Fail-safe and/or E-Stop Zone Drawings
- BHS Drawings, Plan Views (with control stations and locations, Photoelectric Cell numbering and locations, and conveyor numbering) and Elevation Views
- Sample CBIS Reports per PGDS shall be provided along with the Site Planning Checklist and full CBIS Reports shall be provided during ISAT testing and throughout the Run-In period. These reports shall meet the requirements described in PGDS.
- Conveyor Motor Manifest
- Installation Phasing Plan Narrative and Phasing Plan Drawings
- Construction and Testing Schedule.

All drawings shall be clearly visible and readable when plotted on Arch D Size Stock. All documents shall be submitted electronically (e.g. text documents in MS Word or PDF and drawings in AutoCAD [.dwg] or PDF.)

Any system constraints that will prevent compliance with TSA testing and performance criteria must be disclosed in writing to TSA as far in advance as possible to allow for evaluation of applicable waivers. Any restrictions on system availability and accessibility for testing shall be disclosed.

Cutover plans, including any phasing plans that will affect the TSA Acceptance Test Team's ability to test the full system from any/all ticket counters and curbside inductions (if applicable) through the outbound/sortation system, shall also be disclosed. Cutover plans that will result in multiple testing phases shall also be presented to the TSA COR in writing for review and approval.

2.5.2. Test Readiness Review (TRR)

This pre-ISAT activity is conducted by a TSA Site Lead Contractor in coordination with the **PROJECT SPONSOR** (typically the BHS Contractor.) The purpose of this testing activity is to assure TSA of site readiness for ISAT and is a precursor for TSA authorization for the TSA Acceptance Test Team to deploy for ISAT. The **PROJECT SPONSOR** will be provided TRR data sheets by the TSA Site Lead Contractor. BHS/CBIS configuration and operation shall be in final form intended for bag screening operations. Unless mutually agreed to, changes/improvements to BHS/CBIS between TRR and ISAT are not authorized. The **PROJECT SPONSOR** must address security and efficiency defects found during TRR and be prepared to implement mutually agreed upon corrective actions prior to ISAT.

The **PROJECT SPONSOR** will conduct tests in accordance with PGDS Appendix D and owner's acceptance testing to confirm compliance to CBIS design specifications.

Functional Testing Documentation: The TSA Site Lead will require all PGDS required CBIS reports and EDS FDRS reports during TRR to evaluate and document CBIS performance during TRR. The TSA site lead will conduct all tests in accordance with PGDS Appendix D to validate the system is prepared to proceed to ISAT.

The TSA Site Lead Contractor performs the TRR. If successful, a Test Readiness Notification (TRN) is issued to the TSA COR and the TSA Acceptance Test Team Lead for ISAT deployment. Typically, the TRN is issued on the Wednesday before the start of ISAT the following week. Changes to the CBIS between conclusion of TRR and ISAT start must be provided by the **PROJECT SPONSOR** and approved by the TSA CBDC.

2.5.3. Logistical Support Needs: The **PROJECT SPONSOR** shall identify any logistical or support needs that will impact TRR and ISAT testing, to include:

- any process needed to obtain sufficient baggage tags should the system use IATA baggage tracking mechanisms, pier tags should the system use pier tags, or blank bag tags if the system does not use IATA baggage tracking mechanisms;
 - any process needed to obtain sufficient baggage tubs/totes (typically 20 per installed EDS)
 - availability of BHSC and BHS Programmer to operate BHS during ISAT and provide support for ISAT Testing and diagnostic activities
 - availability of baggage handling support for testing activities; and
- availability of support for delivery and secure storage of TSA Acceptance Test Team test bags for ISAT

2.5.4. ISAT Testing: The TSA Acceptance Test Team will meet with the **PROJECT SPONSOR** at least thirty (30) days prior to testing to coordinate the conduct of ISAT testing. The TSA Acceptance Test Lead and the **PROJECT SPONSOR** will finalize details relating to the scheduling and duration of the testing.

2.5.5. Test Results and Reports

In the event of a Defect Found or Failed result during TRR or ISAT testing, the **PROJECT SPONSOR** shall report corrective actions to be applied and the timeline associated with said corrections. Corrective actions shall address all defects identified in the TRR/TRN (pre-ISAT) or QLR (ISAT). **TSA** is not obligated to accept or operate a baggage screening system that does not meet the minimum test standards.

2.5.6. Operational Run-In

After the CBIS begins live bag screening, the run-in period will begin from the start of substantial operations. The Run-In period will generally last fourteen (14) days and if need be up to thirty (30) days. During this time the Acceptance Test Team will collect BHS and EDS operational data to support documenting CBIS performance in the Test Summary Report (TSR). A data analysis plan will be provided to the **PROJECT SPONSOR** upon completion of the ISAT outlining the run-in requirements. Substantial Operations shall normally be defined as when the CBIS is processing 85% or greater of its normal (not peak) operational daily load of “checked bags or luggage”. This period shall also be dependent on resolution of deficiencies found during testing and Run-In.

Once a week during the Run-In period, the **PROJECT SPONSOR** or their authorized representatives shall forward the reports outlined in the data analysis plan to the TSA Acceptance Test Team Point of Contact, TSA Site Lead and TSA COR, CBRDC in electronic format, preferably in native CSV/Excel file format (no scanned hard copies) or PDF. After receipt, review and analysis of sufficient performance data, the TSA Acceptance Test Team will develop a TSR where all ISAT deficiencies and closed deficiencies are recorded. The **PROJECT SPONSOR** will be required to address and resolve open deficiencies to permit **TSA** to issue the CBIS Acceptance Letter to initiate OTA closeout activities.

2.5.7. Post Commissioning Activities:

The TSA Site Lead Contractor will conduct 30-day operational run-in observations of the system following successful ISAT testing.

The **PROJECT SPONSOR** shall provide the TSA COR a written response outlining corrective actions that will be taken due to outstanding deficiencies, issues, and action items identified in the Quick Look Report (QLR) and Test Summary Report within two (2) weeks of receipt of the QLR and TSR.

For the continued and secure operation of the CBIS, all changes to the BHS system that impact the CBIS operation after its initial commissioning must be reviewed, evaluated, and approved by the TSA CBDC before they are implemented by the **PROJECT SPONSOR**. The Post-ISAT changes procedure must be provided in accordance with PGDS. The procedure is to be followed for all changes to CBIS systems other than those required for normal routine and periodic maintenance/repairs to the BHS system. The **PROJECT SPONSOR** responsible for the BHS system shall submit a CBIS Change Request (CCR) to the TSA COR which includes the following minimum information:

- Written description of all proposed physical and programming changes to the BHS and CBIS system(s)
- Reason for proposed change(s)
- Anticipated impact to system operation (e.g. increased throughput, lowered tracking losses, elimination of bag jams)

- Drawings showing affected areas
- Any potential security, tracking or efficiency impacts, including impacts on TSA manpower or operations
- Testing procedures
- Proposed date of changes

A sample CBIS Change Request Form is attached. This package shall be delivered to the local TSA FSD who shall review the package. The local TSA FSD shall add any comments he/she may have and forward the form to the following email addresses: Joseph.Kuchta@tsa.dhs.gov and Baseteam@tsa.dhs.gov.

The TSA will review and analyze the efficacy and impact of these changes to determine if it may be necessary for TSA to test the CBIS. Once the review has been completed, TSA shall notify the local TSA FSD and the **PROJECT SPONSOR** with the **TSA** recommendation and testing requirements for the system changes.

APPENDIX B
Construction Milestone Schedule

Construction Services Milestones	[Dates to be included]
Facility Modification OTA Awarded	
Construction NTP	
Construction from NTP to EDS Delivery	
EDS Decommission and Removal of Existing EDS (if applicable)	
Deliver and Install new EDS	
EDS Site Acceptance Test (SAT)	
Construction from EDS installation to BHS pre-testing	
BHS pre-testing and TRR	
Conduct ISAT	
Received TSA Operational Decision	
Live Bag Screening (LBS) Start	
Record Dwgs / CAD As-Built Submitted	
Received TSA CBIS Acceptance Letter	
Final Invoice Submitted	
Project Completion Notification Submitted	
Project Finish / Contract Closeout	
Facility Modification OTA PoP end date	

APPENDIX C

SCHEDULE OF CONSTRUCTION DELIVERABLES

The following deliverables are required to be submitted by the **PROJECT SPONSOR**:

Item	Submitted To	Frequency or Due Date
Project Schedule	TSA COR	Monthly by the 10 th of each month.
Schedule of Values (Design, Construction, Baggage Handling Contracts)	TSA COR; TSA CO	Within 30 days after execution of the TSA Agreement or upon issuing Notice to Proceed to Contractor. To be updated on a monthly basis and submitted with the monthly report.
Copies of the Design and related Construction Contracts and Change Orders	TSA COR; TSA CO	Upon contract award. Change Orders affecting the Project require advance TSA approval.
Monthly Milestone and Project Status Report	TSA COR; TSA CO; TSA Site Lead Contractor;	By the 10 th of each month. Electronic submission is requested if feasible.
Quarterly Project Financial Statement	TSA COR; TSA CO; FinanceConfirm@tsa.dhs.gov	Quarterly upon execution of the OTA.
CONSTRUCTION PHASE		
Mechanical and Electrical Shop Drawings	TSA COR TSA Site Lead Contractor	Upon completion by the PROJECT SPONSOR
Close Out Process		
Close Out Process – Correction of testing deficiencies	Close Out Report submitted to TSA COR and TSA Site Lead Contractor	PROJECT SPONSOR responses within (2) weeks of receipt of QLR and TSR to address noted CBIS
Final Copy of PLC program and software disaster recovery procedure in electronic format.	TSA COR and via electronic file transfer or email if less than 15 MB.	No later than 30 days after commissioning of system(s)
As Built Drawings in electronic format, .dwg (AutoCAD) or comparable format to include final description of operations; mechanical layouts, including belt speeds in CAD and PDF file format.	TSA COR and via electronic file transfer or email if less than 15MB.	No later than 30 days after 30-day operational run-in period
Overview of drawings of the Matrix/Node, Checked Baggage Resolution Area,	TSA COR and via electronic file transfer or email if less than 15 MB.	30 days after 30-day operational run-in period

OSR Room as applicable. dwg (AutoCAD) or comparable format		
Final Invoice	TSA COR; TSA CO	No later than 90 days after final sign-off of system by TSA Deployment Manager, following successful operational run-in period and start of live bag screening
POST COMMISSIONING CHANGES		
CBIS Change Requests (CCR) after Commissioning	TSA COR	See Post Commissioning Requirements, PGDS

The Monthly Milestone and Project Report are to be submitted by the 10th of each month. A draft Monthly report template will be submitted via separate correspondence. The Monthly Milestone and Project Report shall address the following:

- a. Actual start and/or finish dates for updated/completed activities.
- b. Remaining duration, required to complete each activity started, or scheduled to start, but not completed
- c. The Project's progress to include Project Percent Completion; cost incurred and invoiced to date; a forecast of the Project completion date and final costs; as well as monthly schedule and budget variances throughout the Project.
- d. Percentage for completed and partially completed activities.
- e. Any CO approved changes including but not limited to new activities, deleted activities, activity duration changes, and change in logic relationships between activities.
- f. Status date for the schedule update.
- g. A statement that identifies and describes any current or anticipated delays that includes the following information: identification of the delayed activity by description and activity code; type of delay; cause of the delay; effect of the delay on other activities, milestones, and completion dates; identification of actions needed to avoid or mitigate the delay.
- h. Summary of cost incurred and invoiced to date.
- i. Description of lessons learned
- j. Construction Schedule in both PDF and "live"/usable format to depict the critical path, baseline and actual date information; predecessors/successors and shall be broken down to a minimum of three (3) Work Breakdown Structure (WBS) levels where applicable.

The construction schedule will be used for all planned TSA activities (delivery of equipment, scheduling of testing, etc.).

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: February 23, 2021

1. **TITLE:** Addendum to Jedediah Restaurant Lease Agreement.

Review, discussion, and possible approval of an addendum to Jedediah restaurant lease Agreement and matters related thereto. **ACTION ITEM**

2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS NEW BUSINESS COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM

3. **TIME REQUIRED:** 10 Minutes

4. **BACKGROUND INFORMATION:** Last month we took the first step in filling the restaurant gap as the Lease with Jedediah's to operate the airport restaurant expires June 30, 2021 but the new terminal will not open until early 2022. Staff did not want to make a vendor switch in the middle of our peak summer so we approached both Jedediah's and Liquid Planet to see if we could reach an agreement. What this amended agreement does is help smooth the transition into the new terminal when Faber takes over our concessions. Liquid Planet's lease for the upstairs and outside coffee shop was to run until June 2023, with terminating Jedediah's lease early we were able to reduce the length of Liquid Planet's to coincide with the opening of the new terminal. As we hope to deconstruct the existing terminal and then would not have space for the Liquid Planet operation. The Airport has agreed to purchase the remaining physical assets of the restaurant from Jedediah's for \$30,000, which will be available for Liquid Planet's use and ease the transition. This is a win-win for all parties, as it gives Liquid Planet revenue now when needed due to the downturn from the pandemic; Jedediah's will not have to operate the last few months of its agreement and the airport will not have to write a check or enter into extended and complex negotiations to buy-out Liquid Planet's excess term.

5. **BUDGET INFORMATION:** Amount Required: \$30,000
Budget amount available: Budget augmentation if necessary, at the end of the fiscal year.

6. **SUPPLEMENTAL AGENDA INFORMATION:**

7. **RECOMMENDED MOTION:** Move to approve the addendum to Jedediah Restaurant Lease Agreement, as presented.

8. **PREPARED BY:** Lynn Fagan

9. **COMMITTEE REVIEW:**

RESTAURANT LEASE AGREEMENT 2021 ADDENDUM

This Restaurant Lease Agreement 2021 Addendum is made and entered into this 23rd day of February, 2021 by and between Missoula County Airport Authority ("Lessor" or "MCAA") and Jedediah Missoula, LLC, a Wyoming limited liability company authorized to do business in Montana ("Lessee").

Recitals

1. MCAA owns and operates the Missoula International Airport in Missoula County, Montana ("the Airport")
2. Lessor and Lessee are parties to a Restaurant Lease Agreement dated July 22, 2011;
3. Lessor and Lessee entered into an Addendum to the Restaurant Lease Agreement in January 2013, a Second Addendum dated April 30, 2014, a Third Addendum dated March 31, 2015; a 4th Addendum dated November 27, 2018; and a Fifth Addendum dated December 10, 2018 (the Addendums and the Restaurant Lease Agreement together are referred to herein as "the Lease");
4. The Lease term ends June 30, 2021, which is in the busy season for both parties. The parties desire to change the termination date and make other agreements for the transition;
5. Lessee is in compliance with the Primary Guiding Documents, and is not in default of any provision of the Lease Agreement;

NOW THEREFORE, the parties agree to amend the Lease Agreement as follows:

1. **Termination Date.** The Lease shall terminate at 11:59 p.m. on March 31, 2021.
2. **Liquor License Lease.** The grant to Lessee of the use of MCAA's all beverage liquor license, as set forth in § 2 of the Lease, terminates at 11:59 p.m. on March 31, 2021.
3. **Equipment Purchase.** MCAA shall purchase from Lessee the equipment listed on the attached Exhibit 1 for the price of \$30,000.00. Such payment shall be due and payable by March 31, 2021.
4. **Inspection.** A representative from both parties shall meet to inspect the Leased Property and the equipment being purchased prior to the termination date.
5. **Merger.** This Addendum contains the entire understanding of the parties with respect to the amendments to the Lease Agreement. All terms of the Lease Agreement not specifically amended herein shall remain in full force and effect. In the event of a conflict between the terms of this Addendum and the Lease Agreement, the terms of the Addendum will govern.

Missoula County Airport Authority

Jedediah's Missoula LLC

By: Cris Jensen
Airport Director

By:
Its:

JEDEDIAH EQUIPMENT LIST
EXHIBIT 1

Quantity	Item	Brand	Model	Description
1	2 door upright freezer			
2	Fryers	Dean	SR42GN	With coupler
1	Iron Grill	Vollrath		3 Burner
1	Flat Top Grill			5 Burner
1	Oven	Jade Range		2 Ranges
2	Line Cooler			Open Top with hoods
1	Soup Warmer	Wells		
1	Air Moving Fan	Central Machinery		24" Fan
1	Booster Heater	Hatco		
64	Wire Shelf	Metra		
14	Baking Sheet Pan			
3	Prep Tables			
1	Slicer	Vollrath	SLR 7012	
1	Can Opener			
1	Pizza Warmer			
1	Low Prep table			
5	Chest Freezers			
1	Coffee Maker	Bunn		Single NIB
1	Coffee Maker	Bunn	CW Series	Single
1	Coffee Maker	Bunn	CW Series	Double
1	Warmer/Cooker	Vollrath	Cayenne	
1	Espresso Machine	Frankie	Evolution	
1	Cooler, Reach-in/Upright	Beverage Air	KR48-1AS	
1	B-fast sand warmer	Wisco		
3	Garbage Enclosure			
1	Cooler, Open Air	Omcan	RS-CN-0380	
4	POS Terminal	Posiflex	XT-3000	
4	Cash Box			
4	Receipt Printer	SNBC	BTP-R880NP	
1	UPC Scanner	Voyager	1250g	
1	UPC Scanner	Honeywell	MS59590	
4	Fryer Baskets			
77	Chairs			
14	Stool, Swivel			
20	Stool, Stationary			
1	Cart, LG Tray			
2	Cart, LG Grey			
2	Cart, LG Grey			
8	Table			4 Seat
2	Table			2 Seat
1	Grill Table			
4	High Chair			
3	Booster Seat			
1	Warmer	Wisco		Short
1	Mixer	Hobart	A-200	

JEDEDIAH EQUIPMENT LIST
EXHIBIT 1

1	Fryer prep table			
1	Ice Bin	Manitowoc	B970	
1	Ice Hopper	Manitowoc		
24	Condiment Caddies			
1	Office Desk			
2	Liquor Shelves			
1	Microwave			
21	Napkin Dispenser			
1	Tall File Cabinet			
1	Short File Cabinet			
1	Laser Printer	Brother	HL-L2360DW	
1	Speco Camera Stystem			
1	Dell POS Computer	Dell		Plus Monitor
1	Paper Cutter	Xacto	12"	
1	Hand Cart	Magliner		
1	Divider	Screenflex		11 section
7	Airport			
2	Airport Tall			
2	Insulated Urn			
2	Big Kitchen Garbage Can			
2	Big Kitchen G Can Roller			
3	Small garbage can			
1	Wood Bar			
Various	Pots, Pans			
Various	Kitchen Utensils			
Various	Flatware and Plates			
Various	Barware and Glassware			
2	Walk in Cooler Compressors			
3	Large Screen TV's			
6	Tall Tables			
24	Bar Height Chairs			

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: February 23, 2021

1. **TITLE:** Contract Amendment No. 01 to Task Order No. 35 to the Master Agreement for Professional Engineering Services with Morrison-Maierle.

Review, discussion and possible approval of Contract Amendment No. 01 for additional design services for the Terminal Parking Lot Exit Plaza and matters related thereto.

ACTION ITEM

2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM

3. **TIME REQUIRED:** 10 Minutes

4. **BACKGROUND INFORMATION:** In continuation of the improvements to the Terminal Parking Lot, and the reconstruction of the Exit Plaza, this contract amendment expands design services to maximize parking near the future exit plaza, as well as research backup generator options for the exit plaza. This coincides with previous planning studies completed by Morrison-Maierle on an ultimate parking lot concept.

The enlarged area will add approximately 65 parking stalls to the terminal parking lot.

Design will begin immediately and will be incorporated into the overall Exit Plaza bidding documents as an additive alternative bidding schedule so costs and budgets can be analyzed before moving forward with construction.

5. **BUDGET INFORMATION:** Amount Required: \$29,650.00
Budget amount available: Reserves
6. **SUPPLEMENTAL AGENDA INFORMATION:** Amendment No. 01 Scope and Fee.
7. **RECOMMENDED MOTION:** Move to Approve Amendment No. 01 to Task Order No. 35 with Morrison-Maierle in the amount of \$29,650.00.
8. **PREPARED BY:** Brian Ellestad
9. **COMMITTEE REVIEW:** None.

AMENDMENT NO. 01 TO TASK ORDER NO. 35
For Master Agreement for Engineering Services between
OWNER, Missoula County Airport Authority and the ENGINEER, Morrison-Maierle

Project Number: 3366.035.00

1. Background Information:

- a. Effective date of Master Agreement: June 28, 2016
- b. Effective date of Task Order No. 35: December 2, 2020
- b. Owner: Missoula County Airport Authority
- c. Engineer: Morrison-Maierle
- d. Project: Exit Plaza Reconstruction

2. Amendment to Task Order Information

2.1 ENGINEER shall perform the following Services under this Amendment to the Task Order: Services for this amendment are attached.

2.2 The Budget for the Amendment to the Task Order services shall be: Original contracted fee was \$78,200. This amendment results in an increase to the overall Lump Sum contract fee by \$29,650. This brings the total contract amount to \$107,850

2.3 The schedule for the Amendment to the Task Order services is as follows: Schedule for this amendment are attached.

2.4 The responsibilities of OWNER for this Amendment to the Task Order are as follows: Not Applicable

CLIENT and CONSULTANT hereby agree to modify the above-referenced Agreement as set forth in this Amendment to the Task Order. All provisions of the Agreement not modified by this or previous Task Orders remain in effect.

The effective date of this AMENDMENT is: January 27, 2021.

OWNER:

Missoula County Airport Authority

Signed: _____

By: Cris Jensen, A.A.E

Title: Airport Director

Contact Information and Address for giving notices:

5225 Highway 10 West

Missoula, MT 59808

Email: cjensen@flymissoula.com

Phone: (406) 728.4381

Address for Invoices (if different)

ENGINEER:

Morrison-Maierle

Signed: _____

By: Shaun P. Shea, PE

Title: Vice President

Contact Information and Address for giving notices:

1055 Mount Ave

Missoula, MT 59801

Email: sshea@m-m.net

Phone: (406) 542.4846

TASK ORDER-35_CONTRACT AMENDMENT NO. 1

TERMINAL PARKING LOT EXIT PLAZA

DESIGN AND BIDDING SERVICES



Summary of Professional Service Fees

January 27, 2021

	<u>Labor</u>	<u>Expenses</u>	<u>Total</u>
CONTRACT AMENDMENT NO. 1	\$25,316	\$4,334	\$29,650
	Project Total		\$29,650

TASK ORDER-35 AMENDMENT NO. 1

For Master Agreement for Engineering Services Between OWNER, Missoula County Airport Authority and the ENGINEER, Morrison-Maierle

Task Order

This Task Order is issued under the Master Agreement for Professional Engineering Services between OWNER, Missoula County Airport Authority (MCAA) and ENGINEER, Morrison-Maierle (M-M) dated June 28, 2016, the terms of which are incorporated herein by reference.

SPECIFIC PROJECT DATA

TITLE: EXIT PLAZA RECONSTRUCTION

- I. **Objectives:** Additional services to modify the BASE BID schedule prepare an ADDITIVE ALTERNATE (ADD ALT) bid schedule for the Terminal Exit Plaza Reconstruction consisting of the following:
- BASE BID: To relocate the existing Short-Term Exit Gates to the west to align with the Terminal Exit Plaza. Modifications to the exiting parking lot layout and marking and signage plans shall also be required. Engineering services also include grading plan to place millings at Whippoorwill Road site for Rental Car Overflow Parking Lot.
 - ADD ALT: To develop additional parking in the East Parking Field where there is currently landscaping.
 - ADD ALT: To develop additional employee parking by demolishing the existing employee exit lane and converting it to parking. This will also require some modifications to the exiting gate equipment to provide an employee exit lane immediately south of the existing exit lane.
 - ADD ALT: To modify the existing electrical system to provide a new transformer feed to the exit plaza for the exit plaza and future expansion of parking lot lighting generally lying 'east' of the new exit plaza. This work will also entail the design and installation of a new service panel, manual transfer switch and receptacle for a "plug-in" generator, provide backup power to the exit plaza only.
 - ADD ALT: To design a new telecommunications panel at the attendant booth to serve the communications needs of the new exit plaza with the ability to extend communications through new and existing conduit to each of the entrance gates to the parking lot.

Project Management: This phase includes additional time for meetings with the Airport and for internal meetings. These meetings are necessary to discuss design and construction issues posed by the increased scope of the project.

Preliminary Design Services: This phase will involve the development of a modified phasing and demolition plans to minimize impacts to the adjacent projects and the traveling public. The work will also include preparation of ADD ALT plans for the following disciplines: Site; Grading; Drainage; Marking and Signage; SWPP plan sheets; and Electrical. Deliverables also includes estimate of probable costs for the ADD ALT portions of the work.

Final Design Services: This phase includes the development of modified BASE BID and ADD ALT "Issued for Bid Construction Documents" and adjustment of the contracts for the projects under construction. (MSO Parking Lot, Aviation Way and Parking Lot Mods.)

Bidding Services: This phase includes additional time to respond to RFI's, prepare Addenda and review Bid Documents resulting from the modified BASE BID and ADD ALT portion of the project.

Construction Management Services: TBD

Deliverables: At the completion of this Task Order, the ENGINEER will deliver the following documents to the OWNER for review:

- Final Plans and Specifications for bidding purposes

- Recommendation of Award for construction

SECTION 1 – ENGINEER’S RESPONSIBILITY: Applicable paragraphs of Section 1 of the Master Agreement for Engineering Services are hereby incorporated for the following services:

A. Project Management

1. Develop updated scope, fees and project schedule. Coordinate with design team on their role, expectations, and scope/fee submittals.
2. Coordinate additional Kick-Off Meeting with the Airport and internal design meetings.

B. Preliminary Design

1. Expand the existing survey to include the ADD ALT additions, to be used in the design of the project.
2. Modify the Geotechnical subconsultant work under the Task Order 35 to include gathering information on the pavement conditions. Review geotechnical report and incorporate recommendations into designs.
3. Review existing conditions (pavements and utilities) for use in future design, capacity, and construction connections.
4. Prepare ADD ALT construction phasing alternatives with an estimated construction cost and arrive at a consensus on the preferred phasing plan.
5. Develop ADD ALT Landscape and Fencing plan.
6. Prepare ADD ALT Demo Plan and the Grading and Drainage Plan.
7. Investigate ADD ALT Lighting Layout, updated Photometrics Plan. Prepare Communications Plan.
8. Complete Quality Assurance reviews of the project plans as necessary through Preliminary Design.
9. Develop Construction Costs for ADD ALT items.

C. Final Design

1. Finalize the ADD ALT CSPP and demolition plan for the exit plaza based on preliminary design findings. Itemize and quantify demolition work items.
2. Finalize grading plans for the ADD ALT work associated with the exit plaza and associated parking lot improvements. This shall include overall grading plan for connections to Terminal Exit Plaza, existing parking lot, curb and gutter profiles, sidewalks and pedestrian access per ADA requirements.
3. Finalize utility layouts for the ADD ALT areas including revisions to the MSO Terminal Parking Lot Project.
4. Finalize storm drainage design and calculations for the ADD ALT work items. This shall include finalizing plan and profiles for the storm drainage system, avoiding conflicts with surrounding utility alignments, and connecting to the existing storm drainage trunks in the area.
5. Finalize utilities to the Short-Term and Employee Gates and finalize the gate details.
6. Complete final ADD ALT site lighting and communications plans including any security camera additions.

7. Finalize signage and marking plans and the landscaping alternatives.
8. Update the Engineer's opinion of construction cost based on final construction drawings.
9. Complete Quality Assurance reviews of the project plans as necessary through Final Design.
10. Prepare final Plans and Specifications to the OWNER for review.
11. Following review of the above by the OWNER and based on their acceptance, modification and direction, prepare final Plans and Specifications indicating the scope, extent and character of the work to be performed and furnished by the Contractor.

D. Bidding Process

1. Respond to bidder inquiries during the advertisement period; prepare addenda to Plans and Specifications as required.
2. Attend bid opening, tabulate bids, and make recommendations to the OWNER in awarding the contract.

SECTION 2 – OWNER'S RESPONSIBILITY: All paragraphs of Section 2 of the Master Agreement for Engineering Services are hereby incorporated by reference.

SECTION 3 – TIMES OF PERFORMANCE: Applicable paragraphs of Section 3 of the Master Agreement for Engineering Services are hereby incorporated for the following services:

ACTIVITY	COMPLETION DATE
Task Order No. 35 Approval	November 24, 2020
Preliminary Layouts for Review	November 2020
Kick-Off Meeting with MSO	November 30, 2020
2nd Kick-Off Meeting with MSO	January 6, 2021
PM to meet with Q/A Reviewers (Civil and Buildings)	January 29, 2021
Q/A Submittal to Q/A Reviewers	February 12, 2021
90% Submittal Review with MSO	February 19, 2021
Begin Advertising for Bids	February 28, 2021
Pre-Bid Meeting	March 9, 2021
Open Bids	March 23, 2021
Recommendation of Award	March 30, 2021

SECTION 4 – PAYMENT TO ENGINEER: Applicable paragraphs of Section 4 of the Master Agreement for Engineering Services are hereby incorporated for the following services:

- A. The approved and audited overhead rate in effect for this Task Order is **80.47%**.
- B. The services identified under this Task Order will be paid by method of Lump Sum (LS). Total compensation for this Task Order is estimated to be:

	LABOR	EXPENSE	TOTAL
Amendment No. 1	\$ 25,136	\$ 4,334	\$ 29,650
TOTAL			\$ 29,650

SECTION 5 – GENERAL PROVISIONS: All paragraphs in Section 5 of the Master Agreement for Engineering Services are incorporated by reference.

SECTION 6 – CONSULTANTS: Subconsultant services shall be absorbed in the final fees and will be under the direction of Morrison-Maierle. Those subconsultants include: N/A

SECTION 7 – OTHER MODIFICATIONS TO MASTER AGREEMENT: None.

SECTION 8 – ATTACHMENTS:

- A. Morrison-Maierle – Engineering Fees

DESIGN AND BIDDING SERVICES

WORK DESCRIPTION	PROJECT PRINCIPAL	PROJECT MANAGER	DESIGN ENGINEER	LOW VOLTAGE ENGINEER	ELECTRICAL ENGINEER	ENGINEER INTERN	SURVEY MANAGER	SURVEY TECHNICIAN	2-MAN SURVEY CREW	SR. CAD DESIGNER	ADMIN ASSISTANT	TOTAL LABOR HOURS	TOTAL LABOR COST
PRELIMINARY DESIGN FOR ADDITIVE ALTERNATE													
Site Survey/Topo/Control and Utility Verification		1				1	1	1	6	1		11	\$1,570.74
Geotechnical Investigation						1						1	\$81.52
Preliminary Site Layout Alternatives	2	4				16				4		26	\$2,675.80
Landscape Alternatives inc'l Plantings and Fencing		1										1	\$137.40
Preliminary Demo Plan		1				2				2		5	\$524.42
Preliminary Grading and Drainage Plan		2				8				4		14	\$1,374.92
Preliminary Site Lighting Layout/Photometrics/Communications		4		8	12	8						32	\$3,508.92
Develop Construction Costs for Alternatives		1		1	1	2						5	\$535.91
Quality Assurance Design Reviews	1	1	2	1	1							6	\$802.35
SUBTOTAL	3	15	2	10	14	38	1	1	6	11	0	101	\$11,211.98
FINAL DESIGN- ADDITIVE ALTERNATE													
Finalize Demolition Plan		1				4						5	\$463.48
Finalize CSPP		1				1						2	\$218.92
Finalize Grading Plan		2				12				1		15	\$1,365.05
Finalize Storm Drainage Design and SWPPP Details		1				2						3	\$300.44
Finalize Dry Utility Relocations (Power/Phone/Fiber)	1	2		2	2	2						9	\$1,095.73
Finalize Control and Power for the Short Term Exit Gates and Employee Exit Gate	2	4		4	16	8						34	\$3,787.78
Finalize Site Lighting w/Photometrics & Security Cameras		2		8	16	12						38	\$3,983.63
Finalize Signage and Pavement Markings Layouts		1				2						3	\$300.44
Finalize Landscaping Layout	1	1				1						3	\$405.87
Finalize Gate Details		1				2						3	\$300.44
Finalize Opinion of Construction Estimate	1	1				2						4	\$487.40
Quality Assurance Reviews	2	1	4	1	1	2						11	\$1,394.88
SUBTOTAL	7	18	4	15	35	50	0	0	0	1	0	130	\$14,104.07
TOTAL LABOR HOURS													
TOTAL LABOR HOURS	10	33	6	25	49	88	1	1	6	12	0	231	\$25,316.05

SUMMARY OF ESTIMATED LABOR COSTS TERMINAL PARKING LOT EXIT PLAZA	HOURS	LABOR RATE		TOTAL COST
PROJECT PRINCIPAL	10	\$186.96		\$1,869.56
PROJECT MANAGER	33	\$137.40		\$4,534.08
DESIGN ENGINEER	6	\$121.27		\$727.59
LOW VOLTAGE ENGINEER	25	\$129.62		\$3,240.38
ELECTRICAL ENGINEER	49	\$105.85		\$5,186.80
ENGINEER INTERN	88	\$81.52		\$7,173.94
SURVEY MANAGER	1	\$132.82		\$132.82
SURVEY TECHNICIAN	1	\$96.79		\$96.79
2-MAN SURVEY CREW	6	\$168.37		\$1,010.23
SR. CAD DESIGNER	12	\$111.99		\$1,343.86
ADMIN ASSISTANT	0	\$73.80		\$0.00
TOTAL LABOR COSTS	231			\$25,316.05

SUMMARY OF DIRECT EXPENSES TERMINAL PARKING LOT EXIT PLAZA	QTY	UNIT		RATE	TOTAL COST
Vehicle (Company)	240	Trip		\$0.67	\$160.80
Meals	0	Person/Day		\$40.00	\$0.00
Lodging	0	Night		\$150.00	\$0.00
Survey Supplies	1	Lump Sum		\$50.00	\$50.00
Survey Equipment	0.5	Day		\$240.00	\$120.00
Printing	200	Each		\$0.15	\$30.00
Miscellaneous	1	Lump Sum		\$63.00	\$63.00
TOTAL - DIRECT EXPENSES					\$423.80

OUTSIDE SERVICES (SUBCONSULTANTS) TERMINAL PARKING LOT EXIT PLAZA	QTY	UNIT		RATE	TOTAL COST
Geotechnical	0	LS		\$0.00	\$0.00
Landscape Architect	0	LS		\$0.00	\$0.00
TOTAL - OUTSIDE SERVICES					\$0.00

FEE SUMMARY TERMINAL PARKING LOT EXIT PLAZA	
TOTAL LABOR COSTS	\$25,316
TOTAL DIRECT EXPENSES	\$424
TOTAL COSTS	\$25,740
FIXED FEE	\$3,910
TOTAL OUTSIDE SERVICES	\$0
TOTAL FEE - CONSTRUCTION MANAGEMENT SERVICES	\$29,650

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: February 23, 2021

1. **TITLE:** Contract Amendment No. 19 to the Master Agreement with Martel Construction for the New Passenger Terminal Building.

Review, discussion and possible approval of the Guaranteed Maximum Price (GMP) from Martel Construction in the amount of \$ 301,904 for the construction of the Temporary Inbound Baggage Handling System. **ACTION ITEM**

2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM

3. **TIME REQUIRED:** 10 Minutes

4. **BACKGROUND INFORMATION:** As part of Martel Construction's contract amendment #19, they have provided a GMP to complete the construction of the next phase of the terminal building. This phase consists of installing a new carousel for inbound bag claim in the south concourse of the new terminal. This carousel has been designed so that it can be relocated to the bag claim area of the east concourse should that phase continue with construction.

The bid package was publicly solicited by Martel Construction and opened on February 10th at 2:00 pm. All bids were evaluated for budget and schedule by Martel and the design team. A copy of the summarized work has been included with Martel's Contract Amendment. Individual bid proposals are on file with Martel Construction, Morrison-Maierle and the Airport.

As a result of the bids, Martel Construction is proposing a GMP of \$ 301,904 to complete the construction of this project. This project will begin immediately with procurement but will not be installed until the Summer of 2021 with completion by the end of October 2021.

This project will be partially funded through the existing terminal financing program.

5. **BUDGET INFORMATION:** Amount Required: \$ 301,904
Budget amount available: Terminal financing
6. **SUPPLEMENTAL AGENDA INFORMATION:** Martel Construction's Contract Amendment No. 19 is attached.
7. **RECOMMENDED MOTION:** Move to accept the Guaranteed Maximum Price from Martel Construction in the amount of \$ 301,904 for the construction of the Temporary Inbound Baggage Handling System for the New Passenger Terminal Building and Contract Amendment No. 19.
8. **PREPARED BY:** Brian Ellestad
9. **COMMITTEE REVIEW:** None



AIA Document A133™ – 2009 Exhibit A

Guaranteed Maximum Price Amendment

for the following PROJECT:

(Name and address or location)

MSO Terminal

Amendment No. 19 – Incoming Baggage Handling System

THE OWNER:

(Name, legal status and address)

Missoula County Airport Authority

a municipal airport authority organized under Montana law

5225 Highway 10 West

Missoula, MT 59808

THE CONSTRUCTION MANAGER:

(Name, legal status and address)

Martel Construction Inc.

1203 South Church Street

Bozeman, MT 59715

ARTICLE A.1

§ A.1.1 Guaranteed Maximum Price

Pursuant to Section 2.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of this Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed Three Hundred One Thousand, Nine Hundred Four (\$ 301,904

), subject to additions and deductions by Change Order as provided in the Contract Documents.

§ A.1.1.2 Itemized Statement of the Guaranteed Maximum Price. Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, allowances, contingencies, alternates, the Construction Manager's Fee, and other items that comprise the Guaranteed Maximum Price.

(Provide below or reference an attachment.)

See Attached Trade Category Statement

§ A.1.1.3 The Guaranteed Maximum Price is based on the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

(State the numbers or other identification of accepted alternates. If the Contract Documents permit the Owner to accept other alternates subsequent to the execution of this

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Amendment, attach a schedule of such other alternates showing the amount for each and the date when the amount expires.)

None

§ A.1.1.4 Allowances included in the Guaranteed Maximum Price, if any:
(Identify allowance and state exclusions, if any, from the allowance price.)

Item	Price (\$0.00)
None	

§ A.1.1.5 Assumptions, if any, on which the Guaranteed Maximum Price is based:

None

§ A.1.1.6 The Guaranteed Maximum Price is based upon the following Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
Swanson Rink	Project Manual	January, 2021	68

§ A.1.1.7 The Guaranteed Maximum Price is based upon the following Specifications:
(Either list the Specifications here, or refer to an exhibit attached to this Agreement.)
(Table deleted)

Swanson Rink Specifications – 68 Pages

§ A.1.1.8 The Guaranteed Maximum Price is based upon the following Drawings:
(Either list the Drawings here, or refer to an exhibit attached to this Agreement.)
Swanson Rink – 7 Sheets

Number	Title	Date
--------	-------	------

§ A.1.1.9 The Guaranteed Maximum Price is based upon the following other documents and information:
(List any other documents or information here, or refer to an exhibit attached to this Agreement.)
Addenda #1, & 2

ARTICLE A.2

§ A.2.1 The anticipated date of Substantial Completion established by this Amendment:

TBD by MSO Team Schedule

OWNER (Signature)

CONSTRUCTION MANAGER (Signature)

(Printed name and title)

Travis Frey Vice President

(Printed name and title)

Project name	MSO 3B - Incoming Baggage Handling System
Labor rate table	06 - Martel
Equipment rate table	Martel
Report format	Sorted by 'Group phase/Phase' 'Detail' summary

	Group	Phase	Phase	Description	Total Amount
1	01-000			GENERAL	
	0			REQUIREMENTS	
2		01-0110		Supervision	
3			01-0110	Superintendent	3,481
				Supervision	3,481
4		01-0150		Project Management	
5			01-0150	Technical Manager	3,969
				Project Management	3,969
6		01-3150		Temporary Toilet	
7			01-3150	Temporary Toilet	380
				Temporary Toilet	380
8		01-7010		Layout	
9			01-7010	Layout	887
				Layout	887
10		01-7350		Blue Prints & Copies	
11			01-7350	Blue Prints & Copies	495
				Blue Prints & Copies	495
				GENERAL	9,212
				REQUIREMENTS	
12	11-000			EQUIPMENT	
	0				
13		11-5000		Industrial Equipment	
14			11-5000	Robson Incoming Baggage Handling System	233,803
				Industrial Equipment	233,803
				EQUIPMENT	233,803

Estimate Totals

Estimate Totals

Labor	8,227				2.72%
Material	505				0.17%
Subcontract	233,803				77.44%
Equipment	100				0.03%
Other	380				0.13%
	243,015	243,015			80.49% ####
General Liability Insurance	3,019		1.000 %	T	1.00%
Builders Risk	755		0.250 %	T	0.25%
Performance Bond	3,019		1.000 %	T	1.00%
OCP	242		0.080 %	T	0.08%
Gross Receipts Tax	280			L	0.09%
Building Permit - rate	2,717		0.900 %	T	0.90%
Construction Fee	8,857		3.500 %	T	2.93%
Construction Contingency	40,000			L	13.25%
	58,889	301,904			19.51% ####
Total		301,904			

[illegible]



Missoula Airport Baggage Handling Package

Prepared for: Martel Construction

Location: Missoula, Montana

Missoula International Airport

Inbound BHS Proposal

Date: 02/10/2021

Missoula Airport Inbound Baggage Handling Package



Feasibility



Design



Manufacture



Install



Maintenance

Proposal	Missoula Airport Inbound Baggage Handling Package
Prepared For	Martel Construction Inc.

Copyright

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Martel Construction, Inc.
5903 Sandpiper Drive
Missoula, MT 59808

February 10th, 2021

Missoula Airport Inbound Baggage Handling Package

Mr. Cole Jensen and Mr. Travis Frey,

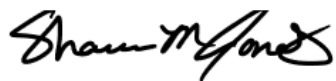
Thank you for the opportunity to provide pricing for the Missoula Airport Inbound Baggage Handling Package.

Robson Handling Technology has a 115-year company history and has built a strong reputation on being dependable, reliable, and performing with the utmost professional integrity. We are committed on being the very best integrator in the Baggage Handling System industry and we have a spirited objective of providing favorable and ongoing results for Martel.

Our proposal has been prepared in accordance with the Specifications and Drawings supplied in the tender enquiry, including all Addendums. Maintenance of the system has been considered in the design and all drives are fully accessible for maintenance purposes.

Robson is focused on effective, cost-efficient results and we feel confident in our ability to successfully deliver. Once again, thank you for your consideration- we look forward to supporting you on this project.

Warm regards,

A handwritten signature in black ink, appearing to read "Shawn M. Jones". The signature is fluid and cursive, with the first name "Shawn" being more prominent and the last name "Jones" following in a similar style.

Shawn M. Jones, Vice-President

Robson Handling Technology USA Inc
129 South Main Street #260, Grapevine, 76051

1 COMPANY OVERVIEW

Founded in 1906, Robson Handling Technology has 115 years of experience in the Design, Manufacture, Installation, Commissioning, and Testing of material handling equipment and Baggage Handling Systems (BHS). Robson has since successfully delivered more than 400 baggage handling projects and integrated more than 200 EDS machines in locations across the United Kingdom, Europe, Asia, and North America. **Projects are undertaken on a “Turnkey” basis and include new** systems, capacity enhancements, modification layout changes, EDS Installation, and Full Integration.

We are fully devoted to the progression of the BHS mission with effective, efficient security screening methods, improved passenger experience, and operation results.

Robson’s personnel have the experience and expertise to customize every project individually with the context of specific requirements. We are comfortable and familiar in all environments from the greatest and most compounded airports to modest terminals looking for a quality, small-scale solution.

1.1 Safety

Robson’s safety culture is driven by how our design will provide a safe working environment for our system users. This includes providing designs that are buildable for the trades building the systems and for the operators that will use the systems for many years to come.

Our products are designed to comply with the strictest standards. Tremendous effort has been put into ensuring that these products are safe and compliant. We have peer reviews with our own operators and stakeholders to ensure that that our designs are fit for purpose. We also engage health and safety experts on both the design and construction portions to ensure that our designs comply with best practice requirements.

2 SCOPE OF WORK

2.1 Baggage Handling Conveyors

The equipment shall be manufactured to Baggage Handling System standards.

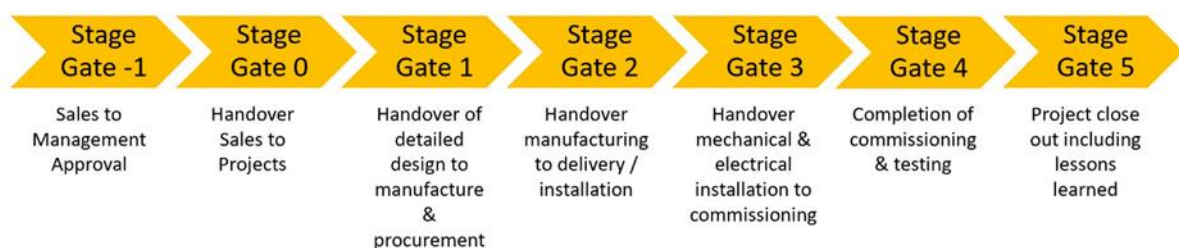
Our proposal is based on **“MSO Terminal Expansion – Bidding Documents Basic Baggage Handling System Requirements Inbound BHS” Section 34 78 16 Specifications, Plans; “New Passenger Terminal Building – BHS; Project # 18-345.93, Addendum 1, dated January 25th, 2021 and Addendum 2, dated February 8th, 2021.**

3 QUALITY ASSURANCE

3.1 Stage Gate

The Robson stage gate process gives a structure to how projects are managed through the business and then passed to the maintenance and aftercare support teams. Some of the stage gate highlights are included below:

- Identifying the quality procedures and systems needed to operate each project
- Developing an on time, in full (OTIF) culture throughout the business
- Giving a clear template of communication with project tasks between departments
- Providing information to Project Managers and department heads to manage projects.



3.2 Project Planning & Risk Mitigation

Robson maintains a proprietary Control and Quality Assurance program, which will be implemented as part of this project.

Procore: Procore is the defining tool Robson uses to manage project data and communications. Procore is an electronic, cloud-based project management software that constantly circulates information to members of the project team including project documentation, status, and responsibility of each deliverable while closely monitoring schedule and budget. The various transmittal and correspondence tools in Procore gives team members the ability to keep documented records of any project-related correspondence providing quick accessibility to information. Procore is a beneficial resource that ensures all activities are performed in a timely manner and in accordance with required procedures.

Primavera 6 / Microsoft Projects: In conjunction with Procore, Robson uses the Primavera 6 / Microsoft Project scheduling tool. This tool manages and records the pre-planned durations, sequences, and relational ties of the various project activities, and measures them against the as-built status.

Risk Mitigation: Throughout the project, Robson Handling Technology will actively seek ways to mitigate potential risks that may impact either Robson or the contractor.

4 PRICING

4.1 Pricing

Robson Handling Technology offers the following pricing to supply the Baggage Handling System at the Missoula Airport (MSO) as offered and outlined in this proposal.

Base Bid: BHS Supply for the MSO Airport \$229,777.00

Two Hundred Twenty-Nine Thousand, Seven Hundred Seventy-Seven Dollars and Zero Cents.

Optional Alternate: Supply and Installation of the internal area metal stud framework, decking platform, and access hatch \$40,000

Forty Thousand Dollars and Zero Cents.

4.2 One Year Preventative Maintenance & Remote Support Plan *

Robson Handling Technology has included a One (1) year preventative maintenance and remote support plan. Scope to include:

- Remote diagnostics and controls support via owner supplied VPN connection
- Quarterly site visits by trained technician(s) to access and report equipment status
- Preventative maintenance performed on quarterly site visits per OEM recommendations
- All travel and accommodations are included for the quarterly visits up to two (2) days on site per visit.
 - Additional time, as requested by the owner, will be invoiced at pre-negotiated rates
 - Additional travel and expensed, as requested by the owner, will be invoiced at cost plus pre-negotiated mark-up.

* The above scope to be completed while on site for Outbound Baggage inspections. Special/ dedicated trips for this unit are not required due to Robson's presence at Missoula Airport.

5 COMMERCIAL

5.1 Currency

All prices are quoted in USD and are exclusive of taxes, which will be charged at the appropriate rate, if applicable.

5.2 Form of Contract

Mutually agreeable terms & conditions will be negotiated prior to entering a contract and commencing work on this project.

5.3 Validity

The price quoted is valid for 60 days from the date of this offer and only valid if executed within duration of current Robson project.

5.4 Warranty

Robson is fully specification compliant to the warranty provisions laid out in the tender documents. We will offer a two (2) year warranty against defective parts and specialty labor beginning on the Substantial Completion Date as related to this Project.

6 TENDER CLARIFICATIONS

6.1 Clarifications/Exclusions

The following services, supply or engineering are excluded from the scope of this estimate:

- Excludes cost of permits and all building related works
- Excludes temporary walls including installation and removal
- Full time Site Safety Manager is not included
- Hazardous materials testing, removal, or disposal is not included
- On-site laydown provided by others
- Excludes x-ray of slab
- Sanitary facilities by others
- Excludes allowance for inflation or escalation, costs beyond December 2021
- Excludes owner allowances or contingencies
- Contractor to supply temp power and Internet for Robson use.

7 ATTACHMENTS

7.1 Proposal Form

Missoula Airport Inbound Baggage Handling Package.

7.2 Certificate of Buy American Compliance – Manufactured Product

7.3 Certificate of Contractor Registration

Montana Department of Labor & Industry.

Proposal Form
Missoula Airport Inbound Baggage Handling Package
Missoula, Montana

Scope of Work Description: Inbound baggage handling system detailed in the plans and specifications
(Attach Scope of Work clarification to this form)

Specification Sections Relating to Scope 34 78 16

Submitted By: Robson Handling Technology USA inc.

To: **Martel Construction, Inc.**
5903 Sandpiper Drive
Missoula, MT 59808

On Behalf of:
Missoula County Airport Authority
5225 HWY 10 West
Missoula, MT 59808

We, the undersigned Company, having carefully read the Documents for the proposed contract, including the Bid Invitation, Instructions to Bidders, Bidders Supplemental Requirements, Specifications, Drawings and Addendums and having carefully ascertained the conditions under which the Work is to be performed, hereby propose and offer to enter into a Contract to perform the Work as described in accordance with the Documents, complete and ready for use by the time specified, for the price of:

Schedule Price:

Item #1 – Supply and Installation of the Inbound Baggage Handling System detailed in the plans and specifications. Scope to include:

- **New Slope Plate Inbound Claim Device**
- **New 480V MCP**
 - **General contractor to provide power to the MCP. Bidders will be responsible for all other electrical scope.**
- **2 EA New Draft Curtains** *includes 1% GRT

Complete as per Bid Description Named Above \$ 229,777

(written) Two Hundred Twenty-Nine Thousand, Seven Hundred Seventy Seven Dollars and Zero Cents

Item #2 – One year preventative maintenance and remote support plan.

Complete as per Bid Description Named Above \$ 5.00*

(written) Five Dollars and Zero Cents

* The One year preventative maintenance and remote support plan scope to be completed while on site for MSO Outbound Baggage inspections. Special/ dedicated trips for this unit are not required due to Robson's presence at Missoula Airport.

Optional Alternate #1 – Supply and Installation of the internal area metal stud framework, decking platform, and access hatch.

- Please write “No Bid” if a bid is not submitted for the scope. This is an Optional Alternate and the overall bid will not be penalized if a bid is not submitted.

Complete as per Bid Description Named Above

\$ 40,000

(written) Forty Thousand Dollars and Zero Cents

Subject to such additions and deductions as may be properly made under the terms of finalizing the Contract, the prices are firm and are not subject to escalation for the entire duration of the project.

PERIOD OF ACCEPTANCE:

The proposer agrees that this bid shall remain open for acceptance and the price shall remain unchanged and notwithstanding any error in the Bid at the amount stated for a period of sixty (60) days from the date of closing of this Proposal.

CONTRACT:

The Bidder agrees that this Bid is subject to a formal AIA 401 Contract Modified being prepared and executed with the Construction Manager. A sample copy of this contract is Available upon Request.

The bidder agrees to execute the contract within 14 days of notification and acceptance of his bid and to provide Certificates of Insurance including Worker's Compensation Insurance.

The Bidder shall furnish 100% performance and Payment Bonds, if required by the Construction Manager or Owner. Cost of said bonds is in addition to Bid Prices listed above.

Performance and Payment Bond Cost if Required - rate as a %: 1.75

ADDENDA (Acknowledge All Received):

Addendum No. 1: Received, as dated 01/25/2021

Addendum No. 2: Received 02/09/2021

Addendum No. 3: _____

Addendum No. 4: _____

ADDITIONAL INFORMATION MAY BE REQUESTED WITHIN 48 HOURS AFTER BID PROPOSALS ARE OPENED

1. Proposed Construction Schedule by the Trade Contractor
2. References of Similar Projects – Minimum of 3
Owner, Contractor and Architect
3. Staffing and Organizational Chart for this Project
4. Letter from Surety supporting ability to bond
5. Current Insurance Limits
6. Current Work Load
7. Additional Information per Instructions to Bidders Item 5.3.1
8. Warranty, Service Rates and Policies.

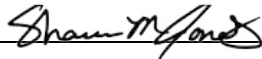
SUBMITTED BY:

Company: Robson Handling Technology USA Inc.

129 South Main Streer, #260

Grapevine, Texas 76051 Registration No. 256418

Name of Bidder: Shawn M. Jones

Signature of Bidder:  Dated: 02/10/2021

Phone No. (417) 844-1891

Email shawn.jones@robson-usa.com

END OF PROPOSAL FORM

Certificate of Buy American Compliance – Manufactured Product

Certificate of Buy American Compliance for Manufactured Products

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one on the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (not both) by inserting a checkmark (✓) or the letter “X”.

- ☒ Bidder or offeror hereby certifies that it will comply with 49 USC § 50101 by:
- a) Only installing steel and manufactured products produced in the United States;
 - b) Installing manufactured products for which the Federal Aviation Administration (FAA) has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or
 - c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
 2. To faithfully comply with providing U.S. domestic product.
 3. To furnish U.S. domestic product for any waiver request that the FAA rejects
 4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.
- ☐ The bidder or offeror hereby certifies it cannot comply with the 100 percent Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:
1. To the submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that supports the type of waiver being requested.
 2. That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination may result in rejection of the proposal.
 3. To faithfully comply with providing U.S. domestic products at or above the approved U.S. domestic content percentage as approved by the FAA.
 4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation

Type 3 Waiver – The cost of the item components and subcomponents produced in the United States is more that 60 percent of the cost of all components and subcomponents of the “item”. The required documentation for a Type 3 waiver is:

- a) Listing of all product components and subcomponents that are not comprised of 100 percent U.S. domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety).
- b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly at place of manufacture.
- c) Percentage of non-domestic component and subcomponent cost as compared to total “item” component and subcomponent costs, excluding labor costs associated with final assembly at place of manufacture.

Type 4 Waiver – Total cost of project using U.S. domestic source product exceeds the total project cost using non-domestic product by 25 percent. The required documentation for a Type 4 of waiver is:

- a) Detailed cost information for total project using U.S. domestic product
- b) Detailed cost information for total project using non-domestic product

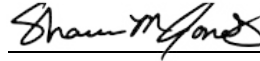
False Statements: Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

02/10/2021

Date

Robson Handling Technology USA Inc.

Company Name



Signature

Vice-President

Title

ROBSON HANDLING TECHNOLOGY USA INC
129 S MAIN STREET SUITE 260
GRAPEVINE, TX 76051

Visit our website at mtcontractor.mt.gov or call the
Registration Section at 406-444-7734 for more information
or to verify the validity of this certificate.

STATUS
This is a Bid Only Certificate

REGISTRATION NO.
256418

EFFECTIVE DATE
07/20/2020

EXPIRATION DATE
07/19/2022



New Passenger Terminal Building
Missoula Airport Baggage Handling Package

A Proposal

By:

G and S Mechanical USA, Inc.
dba G & S Airport Conveyor



To:

Martel Construction



February 10th, 2021

Mr. Cole Jensen
Martel Construction
5903 Sandpiper Drive
Missoula, MT 59808
(406) 317-2867
cjensen@martelconstruction.com

G and S Mechanical USA, Inc is pleased to submit this proposal to Martel Construction for the Baggage Handling System for the Missoula Airport Inbound Baggage Handling System Package at Missoula International Airport.

We strive to provide our customers with the highest level of quality products and services. We believe our experience in all aspects of baggage handling systems including design, manufacturing, installation, and maintenance gives us a unique advantage in the industry.

We have enjoyed working with the Missoula Airport over the past 25 years and appreciate the business and opportunities that we have had in working together.

After attending the pre proposal meeting and reviewing the drawings & specifications, we have put together our proposal and submitted as per Martel Construction's request via email.

We thank you for the opportunity and look forward to answering any questions you may have about our proposal.

Sincerely,

Tim Buffam

A handwritten signature in dark ink, appearing to read 'Tim Buffam', with a stylized, cursive script.

Sales Manager
G and S Mechanical USA, Inc.

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2. Buy American Form	
3. DBE Status List	

Company Information

G and S Mechanical USA, Inc. is an original equipment manufacturer (OEM) of airport baggage handling systems specializing in the commercial airline industry. We design, manufacture, install, commission, and maintain baggage handling systems for airports across the globe. The commitment to quality products and service has positioned G and S Mechanical USA, Inc. as the baggage conveyor supplier of choice for many architects, engineers, and airline clients.

G and S Mechanical USA, Inc. was founded in 1982 as an operations & maintenance service company by Mr. James Goertz. In 1993, G and S started manufacturing Baggage Handling Systems and currently employs roughly 100 full-time employees in various locations.

G and S Mechanical USA, Inc. prides itself on the provision of fully integrated turnkey solutions. Working in close partnership with our clients, we are fully involved from the initial stages of system design and engineering, manufacturing and installation; all the way through to operations and maintenance training and maintenance and aftermarket support.

G and S Mechanical USA, Inc. offers a reliable and economical line of products that are designed with quality and reliability in mind. Emphasis is placed on standardized, modular design and construction, and this is translated to the manufacturing process. Our accurate, repeatable manufacturing procedures ensure that products manufactured in the past, present, or future can be combined to work together to provide a superior, lasting product.

We strive to provide our customers with the highest level of quality products and services and believe our experience in all aspects of baggage handling systems including design, manufacturing, installation, and maintenance gives us a unique advantage in the industry.

At G and S Mechanical USA, Inc., we realize that a good reputation is built on actions rather than words. Our commitment to our customers is second to none. We have built our company and reputation around our company objectives:

- Build a quality product.
- Be committed to the highest standards of service in all phases of our projects.
- Exercise integrity even in difficult situations.
- Endeavour to build long term, mutually beneficial relationships with our clients.
- Endeavour to be recognized as industry leaders while assisting our customers achieve their goals

The following includes some of the main manufacturing tooling at G&S:

- Trumpf L3030 4000 Watt CNC Laser Cutter
- Trumpf L3040 6000 Watt CNC Laser Cutter
- Trumpf TruLaser Tube 7000
- (3) Trumpf 5230 Press Brakes
- Haeger 824 Insertion machine
- CNC Rolling Machine
- Kern Laser Etcher 400W
- Lemmer compressed air painter with a full exhaust paint booth
- Lincoln Robotic Welder
- Hydmech CNC bandsaws
- Various drill presses & welding machines



Trumpf L3040 6000-Watt CNC Laser Cutter

Project Profiles and References

Project Name: Phoenix Sky Harbor International Airport - Recapitalization Project T4S & T4I

Project Location: Phoenix Sky Harbor International Airport
3400 E. Sky Harbor Blvd.
Phoenix, AZ 85034

Project Description: Terminal 4 South (T4S) modifications required changes to baggage conveyor components, mechanical, plumbing, electrical, structural, and telecommunications infrastructure to provide for the installation of Explosive Detection Equipment (EDS) within the baggage screening area, Explosive Trace Detection (ETD) equipment in the Checked Baggage Resolution Areas, and the installation of applicable CBIS hardware and software for use with the project. The objective of the Project is to enhance baggage screening capabilities and throughput.

Equipment Provided: General transport, power curves, queues, merges, diverters, catwalk, and replaced MCP cabinets



Value: \$12,000,000.00

Completion Date: May 2016

Project References:

Contact: Asher David
Company: BNP Associates
Phone: 720-259-9381

Project Name: TSA System Integration Facility (TSIF) in Washington, DC

Project Location: Transportation Security Administration Facility
One West Post Office Road
Ronald Reagan Washington National Airport
Washington, DC 20001-6000

Project Description: Manufactured, designed, and installed an Inline EDS Baggage Handling System for the TSA System Integration Facility.

Equipment Provided: **Check-in conveyor, power curves, vertical sortation devices, horizontal sortation devices, general transport conveyor, queue conveyors, power curves, merges, and catwalk.**



Value: \$12,000,000.00
Completion Date: January 2012

Project References:

Contact: Chris Norton
Company: Vic Thompson Company
Phone: 817-293-7600

Project Name: SWA T-Point Relocation at the Kansas City International Airport

Project Location: Kansas City International Airport
601 Brasilia Ave
Kansas City, MO 64153

Project Description: This project consisted of the modification of an existing slope plate carousel & the addition of a new make-up slope plate carousel, as well as new transport conveyor to feed the new device.

Equipment Provided: General transport conveyor, power curves, queues, slope plate carousel, catwalk, and a new MCP.



Value: \$900,000
Completion Date: June 2019

Project References:
Contact: Jade Wilson
Company: The Whiting-Turner Contracting Company
Phone: 816-929-8589
Email: Jade.Wilson@whiting-turner.com

Project Name: BWI Thurgood Marshall Airport – Task 6

Project Location: BWI Thurgood Marshall Airport
7050 Friendship Road,
Baltimore, MD 21240

Project Description: This project modified and extended the two inbound feeders that were previously provided in the DE Connector project. The existing conveyors were replaced with new weather-proof, hooded transports originating in a new remote loading area further from the main terminal. The system included exterior access panels and catwalk for maintenance. Control Touch Systems, Inc. teamed with G&S to provide the new motor control, upper level modifications and programming updates.

Equipment Provided: General transport, power curves, queues, and catwalk.



Value: \$1,800,000.00
Completion Date: August 2015

Project References:
Contact: John H. Rouse
Company: Baltimore Contractors, Inc.
Phone: 410-908-1010
Email: j.rouse@baltimorecontractors.com

Project Name: Fairbanks International Airport Checked Baggage Handling System
Recapitalization Screening Design

Project Location: Fairbanks International Airport
6450 Airport Way
Fairbanks, AK 99709, USA

Project Description: Recapitalization / Optimization Outbound Baggage Handling Systems. The upgrade included replacement and modifications to the existing conveyor, EDS integration, BHS reporting, upper and lower level software / programming, mechanical / HVAC, UPS upgrades, plumbing, electrical, structural, and telecommunications upgrades. The existing X-rays were replaced to improve throughput and overall performance. The CBRA was upgraded to full PGDS compliance including conveyor modifications, new search stations, anti-fatigue flooring, lighting, noise abatement, and all necessary egress improvements. The project was successfully phased in during Live Operations and brought online incrementally with the completion of numerous ISAT's.

Equipment Provided: General transport, power curves, queues, merges, diverters, catwalk, and replaced MCP cabinets



Value: \$5,000,000
Completion Date: July 2017

Project References:
Contact: Mike Dean
Company: State of Alaska - Department of Transportation
Phone: (907) 451-1657

February 12, 2018

Re: **James I. Goertz and G&S Mechanical, Inc.**

To Whom it May Concern:

As a designer and construction manager of Baggage Handling Systems (BHS) and Checked Baggage Inspection Systems (CBIS), VTC has worked with Jim Goertz and G&S Mechanical for over twenty years.

We have completed many Design/Bid/Build projects together where we did not have a formal contractual relationship but were both working toward a common goal for the same client. We have also partnered on Design/Build projects, in some G&S took the lead and held the contract and in others VTC took the lead. We have a strong working relationship and continue to look for projects where we can work together.

Our trust in Jim and G&S stems from our long working experience together, their consistent exemplary product and willingness to work with us to find the right solution for our mutual clients. They are our first choice of baggage handling system original equipment manufacturers to team with or bid to no matter the contracting mechanism.

If you have any questions or require additional information, please contact me.

Sincerely,



Chris Norton
Chief Executive Officer
cnorton@vtc.us.com



3751 New York Avenue, Suite 140 • Arlington, TX 76014 • T. 817-557-5600 F. 817-557-5602 • www.vtc.us.com

Basic Scope Overview & Pricing

G&S Airport Conveyor is pleased to present this Baggage Handling System Proposal to Martel Construction for the Missoula Airport Inbound Baggage Handling Package Project at Missoula International Airport.

This Proposal is based on the drawing and specifications:

- B-Series Drawings by Swanson Rink - Dated January 25, 2021
- Baggage Handling System Specifications – Section 347816 by Swanson Rink – Dated January 25, 2021
- Addendum 1 – Dated January 25th, 2021
- Addendum 2 – Dated February 8th, 2021

This project involves furnishing & installing the Outbound Baggage Handling including the following items:

- Supply & Install of (1) G&S Slope Plate Claim Carousel
- Supply & Install of (2) Draft Curtains complete with stainless steel trim and headers
- Furnish and install Motor Control Panels complete with necessary field electrical devices
- Field wire all motors and electrical devices
- Provide shop drawings, engineering, as-built drawings
- Provide all necessary Training & Testing
- Freight inclusive to site

Mechanical Installation

Mechanical installation will be provided by G&S Airport Conveyor. G&S will provide qualified factory trained personnel for the installation of the conveyor throughout the project.

Electrical Installation of Equipment

G&S Airport Conveyor will be responsible for the electrical portion of the project, including furnishing and installing all conduits, conductors and terminations from MCP to each motor and all devices.

Controls Equipment & Installation

G&S Airport Conveyor will be responsible for the supply of all conveyor controls such as sensors, timers, display panels, VFDs, PLC programming, control stations, emergency stop buttons, and motor control panels. The PLC program will provide start/stop control of the entire conveyor arrangement including all mechanical components in the system.

Fire Alarm / Security Access Controls

The Motor Control Panels will have the ability to integrate with existing building controls such as Fire Alarm & Security Access Controls.

Design Criteria

All G&S Airport Conveyor materials and components are selected to exceed the specified load and speed requirements of typical airport baggage handling specifications.

Warranty

G&S Airport Conveyor specifies a standard warranty period of 1 year parts and labor for components that are part of the delivered systems. This period will begin after the acceptance test, latest 3 months after the delivery of each system.

Validity

This offer is not binding until all technical and commercial details have been clarified and any necessary amendments have been made. This quote is valid for 90 days from the quotation date.

Item #2 – One Year Preventative Maintenance and Remote Support Plan

Service Provided

G&S Airport Conveyor will provide trained technicians to perform thorough maintenance checks on the outbound baggage handling system. There will be a total of (4) Quarterly Maintenance Visits included in the Bid Item #2 as well as a remote support plan outlined below. It is recommended that the Maintenance visits take place every (3) months.

The maintenance procedure will include the following items:

- Visual checks of exterior trim & flights on Slope Plate Claim Device
- Inspection of all guide wheels for damage on Slope Plate Claim Device
- Bearing checks (grease where necessary)
- Inspection of Drive Chain
- Inspection of Drive(s) assembly
- Motor temperature checks
- Motor amperage checks
- Checks for leaks on reducers
- Check Photo Eyes for alignment & tightness
- Thorough evaluation of electrical controls and system functionality
- Fastener checks (Tightening or replacement)
- Inspection of Draft Curtains & Trim

Inspection Report

Following this inspection G&S will provide a report outlining the work performed and recommendations for future preventative maintenance by us or local staff. The G&S representative will also be available to review existing preventative maintenance reports from the local maintenance staff and provide recommendations for future maintenance scheduling.

Remote Support Plan

Remote Telephone Support for the Baggage Handling System for a period of (12) months is included in Item #2.

Base Pricing Schedule

Item	Price
Item # 1 - Base Price (includes engineering, manufacturing, mechanical installation, controls, freight, and testing)	\$273,995.00
1% GRT	Included
Bonding	Extra
Total Price	\$273,995.00

One Year Preventative Maintenance and Remote Support Plan Pricing

Item	Price
Item #2 - One Year Quarterly Preventative Maintenance and Remote Support Plan	\$20,825.00
1% GRT	Included
Bonding	Extra
Total Price	\$20,825.00

Optional Alternate #1

Item	Price
Optional Alternate #1– Supply and Installation of the Carousel Infill Deck (includes metal stud framework, decking platform, and access hatch)	\$2,495.00
1% GRT	Included
Bonding	Extra
Carpet or Cladding on top of the decking (if required)	Extra
Total Price	\$2,495.00

Notes and Exceptions:

- Prices are in US dollars
- General Contracting work such as hole openings, utility relocations, floor repair and concrete work is by others
- Relocation of Slope Plate at a future date is NOT included but pricing is available for this work upon request
- Fire Security Door is assumed to be by others and is NOT included
- Carpet or Cladding on top of the infill decking quoted in Optional Alternate #1 is assumed to be by others and is not included. Pricing and options are available for this upon request.
- Spare Parts are extra
- Sales Tax (if applicable) is extra

- 1% GRT is included
- Bonding is Extra but available upon request. Our bond rate is provided on the attached bid forms.
- Construction of Security Wall Chase is by others

Thank you for the opportunity to provide this proposal. If you have any questions, please call me at 403-230-1140.

Best Regards,

Tim Buffam

A handwritten signature in dark ink, appearing to read 'Tim Buffam', with a stylized, cursive script.

Sales Manager
G and S Mechanical USA, Inc.

Proposal Form
Missoula Airport Inbound Baggage Handling Package
Missoula, Montana

Scope of Work Description: Baggage Handling System

(Attach Scope of Work clarification to this form)

Specification Sections Relating to Scope Baggage Handling System - 347816

Submitted By: G and S Mechanical USA, Inc.

To: **Martel Construction, Inc.**
5903 Sandpiper Drive
Missoula, MT 59808

On Behalf of:
Missoula County Airport Authority
5225 HWY 10 West
Missoula, MT 59808

We, the undersigned Company, having carefully read the Documents for the proposed contract, including the Bid Invitation, Instructions to Bidders, Bidders Supplemental Requirements, Specifications, Drawings and Addendums and having carefully ascertained the conditions under which the Work is to be performed, hereby propose and offer to enter into a Contract to perform the Work as described in accordance with the Documents, complete and ready for use by the time specified, for the price of:

Schedule Price:

Item #1 – Supply and Installation of the Inbound Baggage Handling System detailed in the plans and specifications. Scope to include:

- **New Slope Plate Inbound Claim Device**
- **New 480V MCP**
 - General contractor to provide power to the MCP. Bidders will be responsible for all other electrical scope.
- **2 EA New Draft Curtains**

Complete as per Bid Description Named Above \$ 273,995.00

(written) Two Hundred Seventy-Three Thousand, Nine Hundred Ninety-Five Dollars

Item #2 – One year preventative maintenance and remote support plan.

Complete as per Bid Description Named Above \$ 20,825.00

(written) Twenty Thousand, Eight Hundred Twenty-Five Dollars

Optional Alternate #1 – Supply and Installation of the internal area metal stud framework, decking platform, and access hatch.

- Please write “No Bid” if a bid is not submitted for the scope. This is an Optional Alternate and the overall bid will not be penalized if a bid is not submitted.

Complete as per Bid Description Named Above

\$ 2,495.00

(written) Two Thousand, Four Hundred Ninety-Five Dollars

Subject to such additions and deductions as may be properly made under the terms of finalizing the Contract, the prices are firm and are not subject to escalation for the entire duration of the project.

PERIOD OF ACCEPTANCE:

The proposer agrees that this bid shall remain open for acceptance and the price shall remain unchanged and notwithstanding any error in the Bid at the amount stated for a period of sixty (60) days from the date of closing of this Proposal.

CONTRACT:

The Bidder agrees that this Bid is subject to a formal AIA 401 Contract Modified being prepared and executed with the Construction Manager. A sample copy of this contract is Available upon Request.

The bidder agrees to execute the contract within 14 days of notification and acceptance of his bid and to provide Certificates of Insurance including Worker's Compensation Insurance.

The Bidder shall furnish 100% performance and Payment Bonds, if required by the Construction Manager or Owner. Cost of said bonds is in addition to Bid Prices listed above.

Performance and Payment Bond Cost if Required - rate as a %: 1.89

ADDENDA (Acknowledge All Received):

Addendum No. 1: January 25, 2021

Addendum No. 2: February 8, 2021

Addendum No. 3: _____

Addendum No. 4: _____

ADDITIONAL INFORMATION MAY BE REQUESTED WITHIN 48 HOURS AFTER BID PROPOSALS ARE OPENED

1. Proposed Construction Schedule by the Trade Contractor
2. References of Similar Projects – Minimum of 3
Owner, Contractor and Architect
3. Staffing and Organizational Chart for this Project
4. Letter from Surety supporting ability to bond
5. Current Insurance Limits
6. Current Work Load
7. Additional Information per Instructions to Bidders Item 5.3.1
8. Warranty, Service Rates and Policies.

SUBMITTED BY:


Company: G and S Mechanical USA, Inc.

3409 West Harry St.

Wichita, KS 67213

Registration No. 160706

Name of Bidder: Chad Buffam

Signature of Bidder: 

Dated: February 10, 2021

Phone No. 403-230-1140

Email chad.buffam@gsairportconveyor.com

END OF PROPOSAL FORM

A4.1.3 Certificate of Buy American Compliance – Manufactured Product

Certificate of Buy American Compliance for Manufactured Products

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one on the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (not both) by inserting a checkmark (✓) or the letter "X".

- ☒ Bidder or offeror hereby certifies that it will comply with 49 USC § 50101 by:
- a) Only installing steel and manufactured products produced in the United States;
 - b) Installing manufactured products for which the Federal Aviation Administration (FAA) has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or
 - c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
 2. To faithfully comply with providing U.S. domestic product.
 3. To furnish U.S. domestic product for any waiver request that the FAA rejects
 4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.
- ☐ The bidder or offeror hereby certifies it cannot comply with the 100 percent Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:
1. To submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that supports the type of waiver being requested.
 2. That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination may result in rejection of the proposal.
 3. To faithfully comply with providing U.S. domestic products at or above the approved U.S. domestic content percentage as approved by the FAA.
 4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation

Type 3 Waiver – The cost of the item components and subcomponents produced in the United States is more than 60 percent of the cost of all components and subcomponents of the "item". The required documentation for a Type 3 waiver is:

- a) Listing of all product components and subcomponents that are not comprised of 100 percent U.S. domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety).
- b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly at place of manufacture.
- c) Percentage of non-domestic component and subcomponent cost as compared to total "item" component and subcomponent costs, excluding labor costs associated with final assembly at place of manufacture.

Type 4 Waiver – Total cost of project using U.S. domestic source product exceeds the total project cost using non-domestic product by 25 percent. The required documentation for a Type 4 of waiver is:

- a) Detailed cost information for total project using U.S. domestic product
- b) Detailed cost information for total project using non-domestic product

False Statements: Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

February 10, 2021

Date

G and S Mechanical USA, Inc.

Company Name



Signature

Director

Title

DBE Status List

As requested in the Invitation to Bid, we have provided a list of subcontractors that have submitted quotes to us for this project. At G&S, we are built upon team work and equal opportunity. We highly value DBE participation and will continue to actively pursue DBE participation for this project.

Company Name	Address	DBE Status
Liberty Electric	9660 Summit Drive, Missoula, MT 59808	Small Business Entity

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: February 23, 2021

1. **TITLE:** Approval of purchase of Belt Loader for Ground Handling Dept Review, discussion and possible approval of the purchase of 3 belt loaders for the Airport Ground Handling Service. **ACTION ITEM.**
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 10 minutes
4. **BACKGROUND INFORMATION:** Ground Service is experiencing unprecedented growth this year. We expect to double the number of flights we ground handle year over year. As a part of our overall review of and investment in ground handling equipment, our priority is replacing our current belt loaders. We are currently operating belt loaders that are 30+ years old. While they have proven to be great investments, they are nearing the end of their useful life. We propose to replace them with TUG 660 belt loaders that are roughly 15 years old that have been reconditioned.
5. **BUDGET INFORMATION:**
Amount Required: up to \$77,000
Budget amount available: 0 (see note below)
6. **SUPPLEMENTAL AGENDA INFORMATION:** This is not a budgeted item in the current year. All capital expenditures were curtailed because of the pandemic and funding will need to come out of reserves.
7. **RECOMMENDED MOTION:** Move to approve the purchase of 3 Belt Loaders as presented.
8. **PREPARED BY:** Dan F. Neuman
9. **COMMITTEE REVIEW:** None



Proposal for Missoula Montana Airport

Prepared by Nicole Romeo

February 1, 2021

Lessee: Missoula Montana Airport
5225 West Broadway
Missoula, MT 59808

Lessor: Fortbrand Services, LLC
50 Fairchild Court
Plainview, NY 11803

Purchase and Lease Options:

UNIT #	YEAR	MFG	MODEL	S/N	HOURS	Purchase Price	2 Month Term Monthly Lease Payment
6079	2007	Tug Tech	660	8641	81	\$26,500	\$1,325
6080	2005	Tug Tech	660	7805	565	\$20,750	\$1,038
6084	2006	Tug Tech	660	7957	778	\$21,250	\$1,063

Volume Incentive:

- If MSO agrees to purchase QTY (3) TUG Tech Belt Loaders, Unit# 6079, Unit# 6080, Unit# 6084, Fortbrand agrees to provide a discount on the purchase price in the amount of \$6,000 for a total sale price of \$62,500 + tax.

End of Lease Options:

- **Option to Purchase:** At the expiration of the Base Term and with 30 days advanced written notice, Customer may purchase the Equipment for an amount equal to the purchase price plus applicable taxes.
- **Fixed Term Extension Option:** At the expiration of the Base Term, Customer may extend the contract, based on the Fair Market Value of the Equipment over the extended period.
- **Month to Month Extensions:** Customer may extend the Base Term covering the Equipment on a month to month basis at the same monthly payment as noted in the original base term.
- **Return Option:** At the expiration of the Base Term, Customer may return the equipment.

**Daily Rent:**

- Rent that is charged for use of equipment before the lease period begins. This is calculated as one-thirtieth of the monthly rental, and is payable for each day from, and including, the commencement date to, but not including, the first day of the lease term.

Other:

- This offer is valid for 30 days from date of proposal.
- MSO has the option to purchase the equipment immediately for the purchase price + applicable taxes, or rent the equipment for a short term with the option to buy for the purchase price + applicable taxes at the end of the rental term.
- Prices do not include sales tax which will be assessed on monthly invoices.
- Payments are billed monthly in advance.
- Equipment is available on a first come first serve basis.
- Equipment comes with a 60-day parts only warranty.

Freight:

- Fortbrand can arrange shipping for two units from Plainview, NY to MSO on a Flatbed Truck for an estimated price ranging from \$8,400 to \$9,218.
- The cost to ship an additional unit from Plainview, NY to MSO on a Flatbed Truck is \$4,829.00 + tax.
- At time of deliver, MSO must supply their own dock, or two forklifts in order to be able to unload the belt loaders off flatbed truck.

Exchange Policy:

- Within the first 60 days of possession, Fortbrand agrees to allow MSO to exchange the equipment for full purchase price for a different model(s), less any freight costs. MSO would also be responsible for any new shipping charges incurred due to exchange.

The information contained within this proposal is confidential and proprietary and is for information and evaluation purposes only. This proposal is prepared solely for the company listed above (the "Customer") and is not be disclosed to any parties other than Customer, its employees, officers, or directors with a need to know the information contained herein, unless Fortbrand Services, LLC otherwise agrees in writing. Unless and until a written contract has been duly executed, neither Customer nor Fortbrand Services, LLC will have any obligation to the other with respect to any proposed transaction, with respect to the procedures employed in connection therewith, or with respect to any representations made by either party. The terms and conditions contained within a final signed contract between Customer and Fortbrand Services, LLC will supersede those within this document.

Electric Belt Loader

Prices										
Company	Model	Battery	Charger	Service Needed	Beltloader	Battery	Charger	Options	Freight	Total
Charlotte	CBL 2000E	Deka 80v	Impaq EI3-KP-5G	208/220/240v	\$ 45,675.00	\$ 7,651.00	\$ 3,702.00	\$ 110.00	\$ 5,350.00	\$ 62,488.00
Textron	Tug 660E	Deka 80v		240-480 v service	\$ 57,465.45	inc	\$ 7,600.00		\$ 5,500.00	\$ 70,565.45
TLD	TLD NBL-E	80v			\$ 40,053.00	\$ 6,453.00	\$ 5,872.00	\$ 4,761.00	\$ 4,767.00	\$ 61,906.00
Fortbrand	Tug 660E				\$ 56,631.42	inc	\$ 7,600.00		\$ 3,760.00	\$ 67,991.42

Gas/Diesel Belt Loader

Company	Model	Fuel	Hours	Year	Beltloader	Freight	Total	Other
Fortbrand	Tug 660	Gas	565	2005	\$20,750	\$4,600	\$25,350	
Fortbrand	Tug 660	Gas	778	2006	\$21,250	\$4,600	\$25,850	
Global GSE	Tug 660	Diesel -	6583	1999	\$23,000	\$4,500	\$27,500	
Fortbrand	Tug 660	Gas	81	2007	\$26,500	\$4,500	\$31,000	
Advance GSE	TC888	Diesel (Deutz)	0	1999	\$25,400	\$5,900	\$31,300	Rebuild
Advance GSE	Tug 660	Gas	0	1998	\$24,900	\$7,500	\$32,400	Rebuild
Aero Specialties	Tug 660	Gas	0	1994	\$34,000	\$4,500	\$38,500	reconditioned (inspected and repaired)
Advance GSE	Tug 660	Gas	0	1999	\$55,900	\$6,000	\$61,900	Rebuild

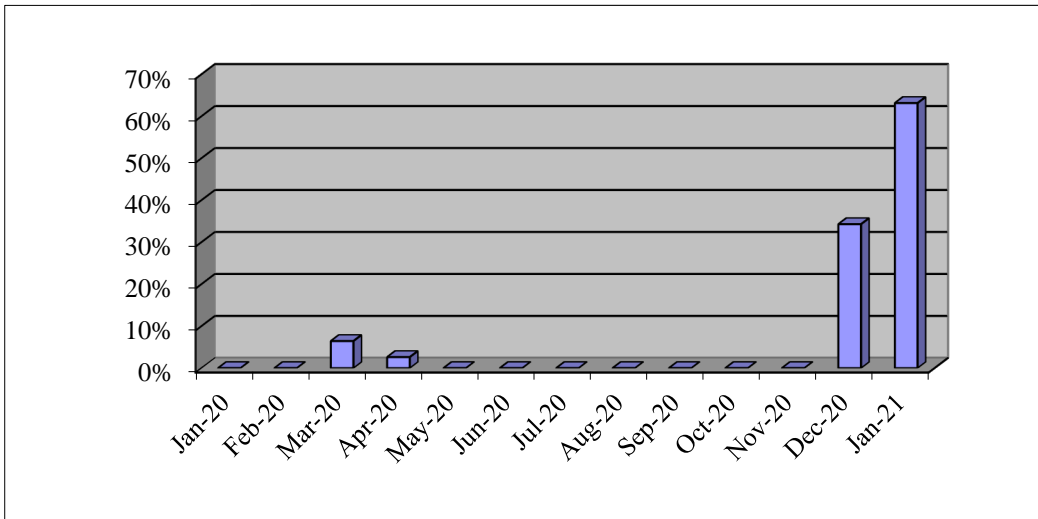
Missoula County Airport Authority Agenda Action Sheet

Meeting Date: February 23, 2021

1. **TITLE:** Approval of purchase of Rubber Flooring for Gates 1A through 1C of Conex walkway
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 5 minutes
4. **BACKGROUND INFORMATION:** Alaska Airlines is moving operations and will start boarding out of Gate 1 due to an increased flight schedule which starts mid-March. We are refurbishing the conex walkway with much needed flooring repairs and transitioning to a rubber mat flooring and underlayment. The cost of the supplies will come from our construction project account.
5. **BUDGET INFORMATION:**
Amount Required: \$24,000
6. **SUPPLEMENTAL AGENDA INFORMATION:** Bids were received by Great Floors- \$23,578.95; Pierce Flooring- \$15,380 *low bid, however, would not return calls or emails to answer questions on products, material, and procedures.; Carpet Garage- \$26,639.28.
- 7.. **RECOMMENDED MOTION:** Move to approve the purchase of rubber flooring for Gates 1A through 1C of Conex walkway from Great Floors in the amount of \$23,578.95.
8. **PREPARED BY:** Thad Williams
9. **COMMITTEE REVIEW:** None.

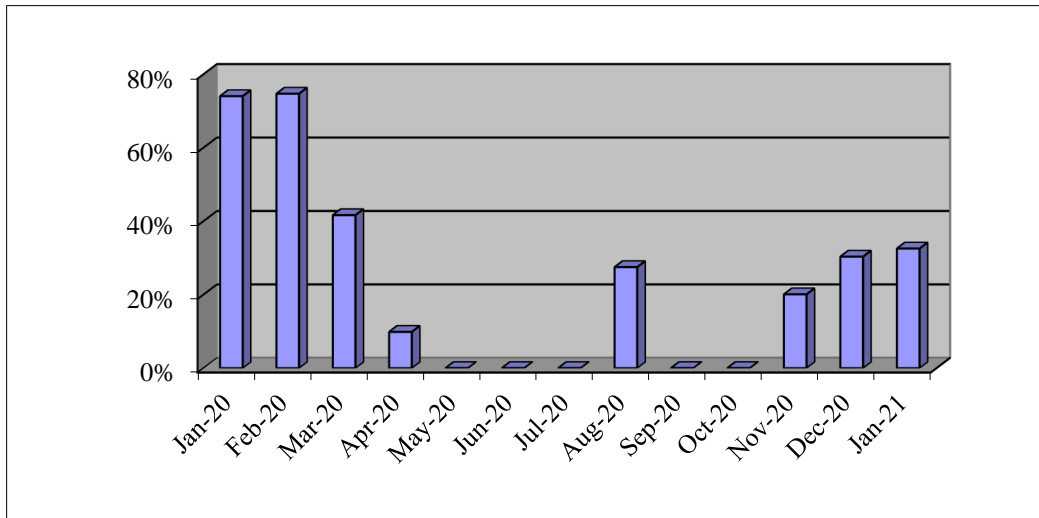
Missoula County Airport Authority
Alaska-Los Angeles

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	0	0	-	0	January-20	-
February-20	0	0	-	0	February-20	-
March-20	10	49	4.90	76	March-20	6%
April-20	1	2	2.00	76	April-20	3%
May-20	0	0	-	0	May-20	-
June-20	0	0	-	0	June-20	-
July-20	0	0	-	0	July-20	-
August-20	0	0	-	0	August-20	-
September-20	0	0	-	0	September-20	-
October-20	0	0	-	0	October-20	-
November-20	0	0	-	0	November-20	-
December-20	15	391	26.07	76	December-20	34%
January-21	4	192	48.00	76	January-21	63%



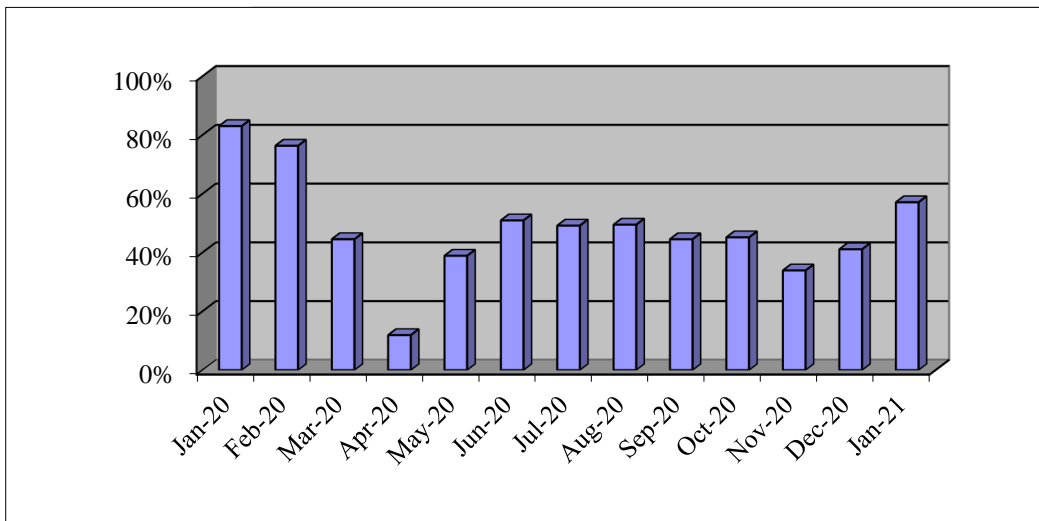
Missoula County Airport Authority
Alaska-Portland

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	36	2,026	56.28	76	January-20	74%
February-20	29	1,647	56.79	76	February-20	75%
March-20	29	918	31.66	76	March-20	42%
April-20	2	15	7.50	76	April-20	10%
May-20	0	0	-	0	May-20	-
June-20	0	0	-	0	June-20	-
July-20	0	0	-	0	July-20	-
August-20	31	648	20.90	76	August-20	28%
September-20	0	0	-	0	September-20	-
October-20	0	0	-	0	October-20	-
November-20	30	458	15.27	76	November-20	20%
December-20	14	323	23.07	76	December-20	30%
January-21	4	99	24.75	76	January-21	33%



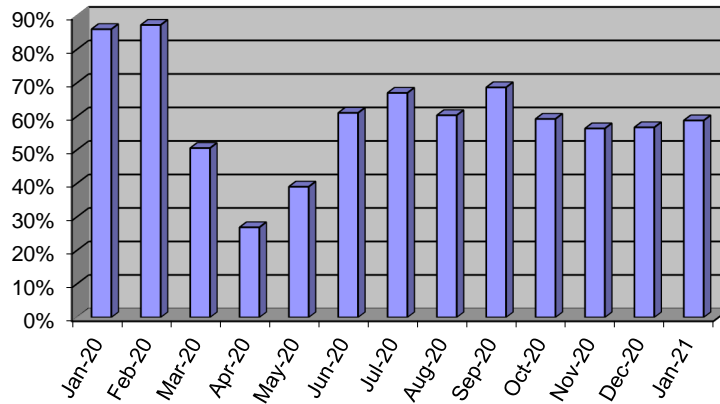
Missoula County Airport Authority
Alaska-Seattle

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	114	7,196	63.12	76	January-20	83%
February-20	110	6,385	58.05	76	February-20	76%
March-20	98	3,319	33.87	76	March-20	45%
April-20	35	317	9.06	76	April-20	12%
May-20	29	858	29.59	76	May-20	39%
June-20	66	2,556	38.73	76	June-20	51%
July-20	122	4,560	37.38	76	July-20	49%
August-20	93	3,499	37.62	76	August-20	50%
September-20	120	4,063	33.86	76	September-20	45%
October-20	124	4,259	34.35	76	October-20	45%
November-20	119	3,068	25.78	76	November-20	34%
December-20	92	2,876	31.26	76	December-20	41%
January-21	66	2,866	43.42	76	January-21	57%



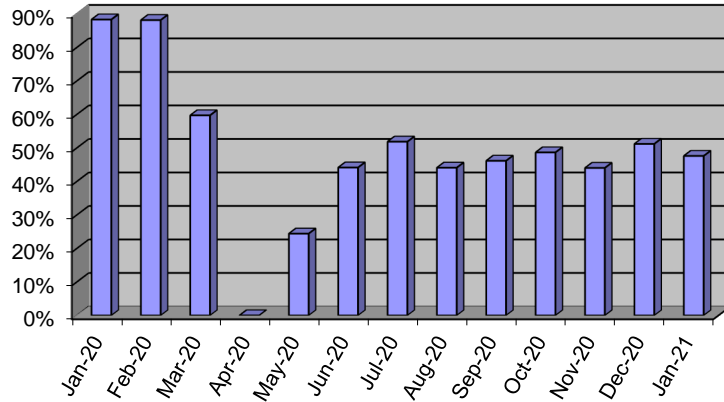
Missoula County Airport Authority
Allegiant - Mesa

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	10	1,600	160.00	186	January-20	86%
February-20	8	1,290	161.25	185	February-20	87%
March-20	12	1,128	94.00	186	March-20	51%
April-20	1	50	50.00	186	April-20	27%
May-20	9	653	72.56	186	May-20	39%
June-20	8	890	111.25	182	June-20	61%
July-20	11	1,371	124.64	186	July-20	67%
August-20	10	1,104	110.40	183	August-20	60%
September-20	8	1,001	125.13	182	September-20	69%
October-20	9	974	108.22	183	October-20	59%
November-20	11	1,103	100.27	178	November-20	56%
December-20	10	1,038	103.80	183	December-20	57%
January-21	9	984	109.33	186	January-21	59%



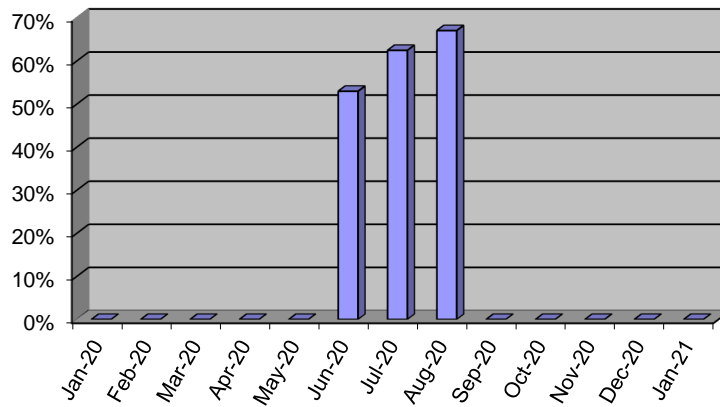
Missoula County Airport Authority
Allegiant - Las Vegas

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	9	1,240	137.78	156	January-20	88%
February-20	8	1,100	137.50	156	February-20	88%
March-20	7	652	93.14	156	March-20	60%
April-20	0	0	-	0	April-20	-
May-20	3	124	41.33	169	May-20	24%
June-20	9	633	70.33	159	June-20	44%
July-20	9	728	80.89	156	July-20	52%
August-20	9	619	68.78	156	August-20	44%
September-20	8	648	81.00	176	September-20	46%
October-20	9	683	75.89	156	October-20	49%
November-20	9	618	68.67	156	November-20	44%
December-20	7	559	79.86	156	December-20	51%
January-21	8	594	74.25	156	January-21	48%



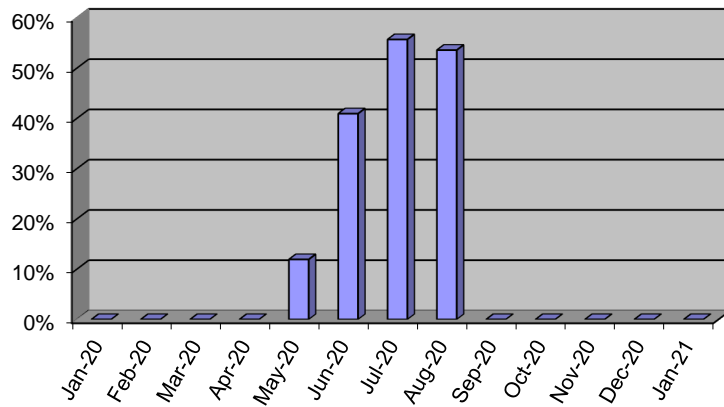
Missoula County Airport Authority
Allegiant - Los Angeles

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	0	0	-	0	January-20	-
February-20	0	0	-	0	February-20	-
March-20	0	0	-	0	March-20	-
April-20	0	0	-	0	April-20	-
May-20	0	0	-	0	May-20	-
June-20	8	661	82.63	156	June-20	53%
July-20	9	877	97.44	156	July-20	62%
August-20	5	523	104.60	156	August-20	67%
September-20	0	0	-	0	September-20	-
October-20	0	0	-	0	October-20	-
November-20	0	0	-	0	November-20	-
December-20	0	0	-	0	December-20	-
January-21	0	0	-	0	January-21	-



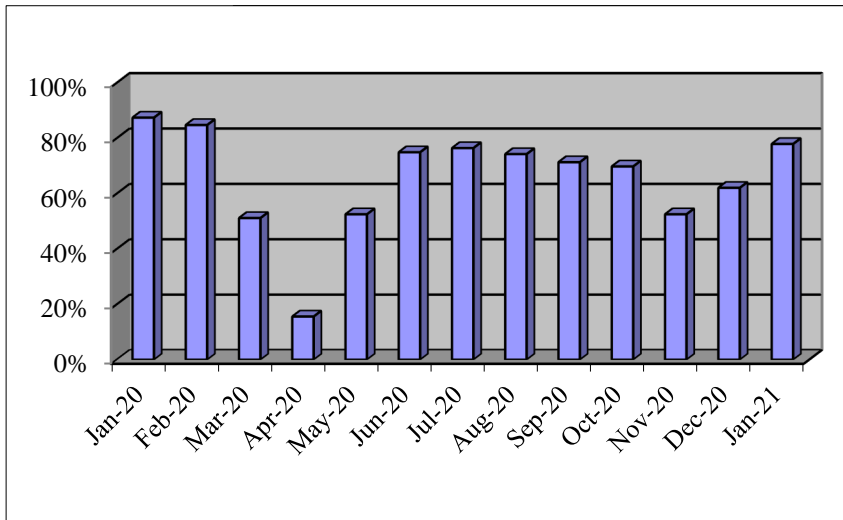
Missoula County Airport Authority
Allegiant - Oakland

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	0	0	-	0	January-20	-
February-20	0	0	-	0	February-20	-
March-20	0	0	-	0	March-20	-
April-20	0	0	-	0	April-20	-
May-20	2	42	21.00	176	May-20	12%
June-20	8	511	63.88	156	June-20	41%
July-20	9	782	86.89	156	July-20	56%
August-20	5	418	83.60	156	August-20	54%
September-20	0	0	-	0	September-20	-
October-20	0	0	-	0	October-20	-
November-20	0	0	-	0	November-20	-
December-20	0	0	-	0	December-20	-
January-21	0	0	-	0	January-21	-



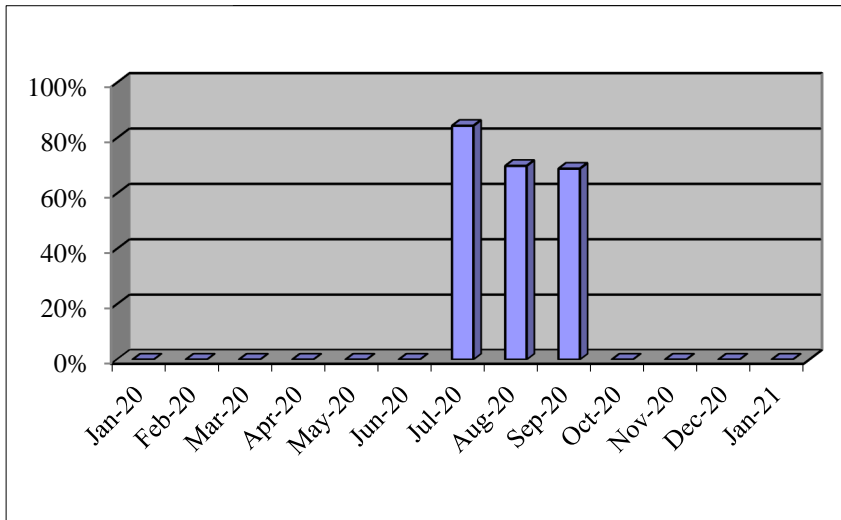
Missoula County Airport Authority
American-Dallas

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	30	1,993	66.43	76	January-20	87%
February-20	29	1,868	64.41	76	February-20	85%
March-20	32	1,244	38.88	76	March-20	51%
April-20	25	296	11.84	76	April-20	16%
May-20	31	1,237	39.90	76	May-20	53%
June-20	31	1,765	56.94	76	June-20	75%
July-20	52	3,139	60.37	79	July-20	76%
August-20	52	3,050	58.65	79	August-20	74%
September-20	53	2,910	54.91	77	September-20	71%
October-20	52	2,758	53.04	76	October-20	70%
November-20	55	2,195	39.91	76	November-20	53%
December-20	60	2,830	47.17	76	December-20	62%
January-21	35	2,072	59.20	76	January-21	78%



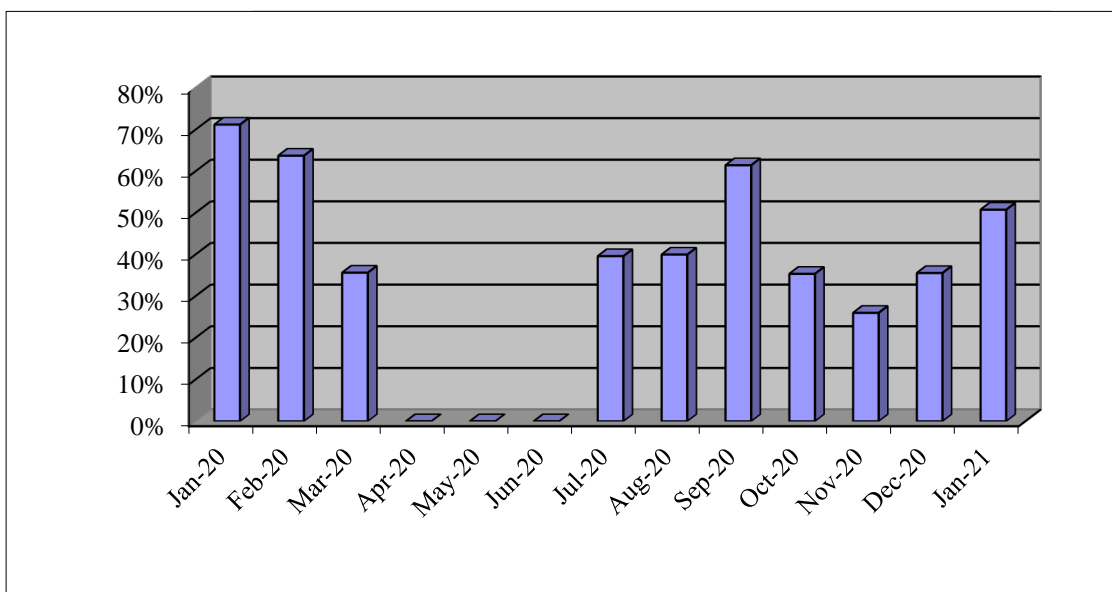
Missoula County Airport Authority
American - Chicago

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	0	0	-	0	January-20	-
February-20	0	0	-	0	February-20	-
March-20	0	0	-	0	March-20	-
April-20	0	0	-	0	April-20	-
May-20	0	0	-	0	May-20	-
June-20	0	0	-	0	June-20	-
July-20	25	1,605	64.20	76	July-20	84%
August-20	31	1,649	53.19	76	August-20	70%
September-20	7	367	52.43	76	September-20	69%
October-20	0	0	-	0	October-20	-
November-20	0	0	-	0	November-20	-
December-20	0	0	-	0	December-20	-
January-21	0	0	-	0	January-21	-



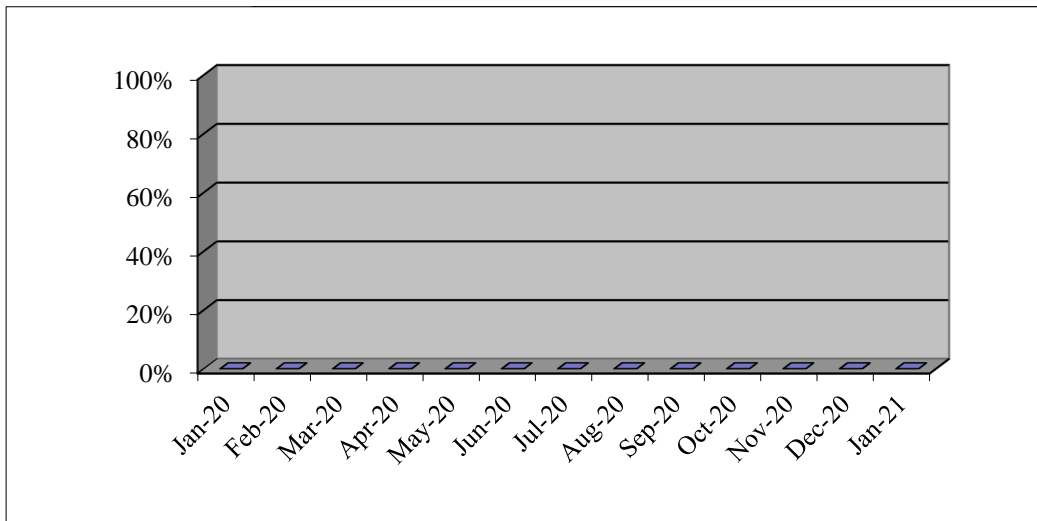
Missoula County Airport Authority
Delta - Minneapolis

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	24	2,645	110.21	155	January-20	71%
February-20	22	2,173	98.77	155	February-20	64%
March-20	22	1,255	57.05	160	March-20	36%
April-20	0	0	-	0	April-20	-
May-20	0	0	-	0	May-20	-
June-20	0	0	-	0	June-20	-
July-20	30	1,569	52.30	132	July-20	40%
August-20	57	3,009	52.79	132	August-20	40%
September-20	50	4,057	81.14	132	September-20	61%
October-20	54	2,521	46.69	132	October-20	35%
November-20	40	1,311	32.78	126	November-20	26%
December-20	53	1,735	32.74	92	December-20	36%
January-21	37	1,428	38.59	76	January-21	51%



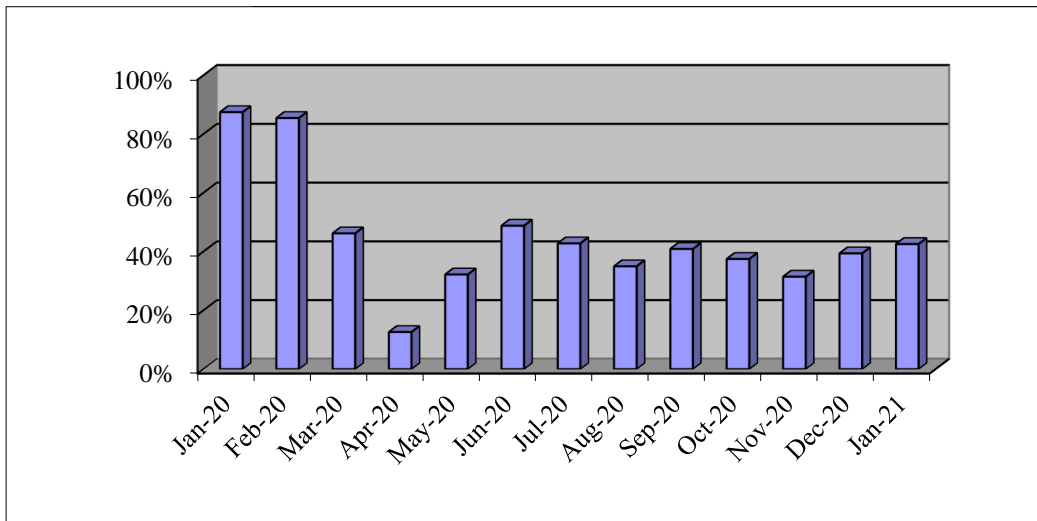
Missoula County Airport Authority
Delta-Atlanta

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	0	0	-	0	January-20	-
February-20	0	0	-	0	February-20	-
March-20	0	0	-	0	March-20	-
April-20	0	0	-	0	April-20	-
May-20	0	0	-	0	May-20	-
June-20	0	0	-	0	June-20	-
July-20	0	0	-	0	July-20	-
August-20	0	0	-	0	August-20	-
September-20	0	0	-	0	September-20	-
October-20	0	0	-	0	October-20	-
November-20	0	0	-	0	November-20	-
December-20	0	0	-	0	December-20	-
January-21	0	0	-	0	January-21	-



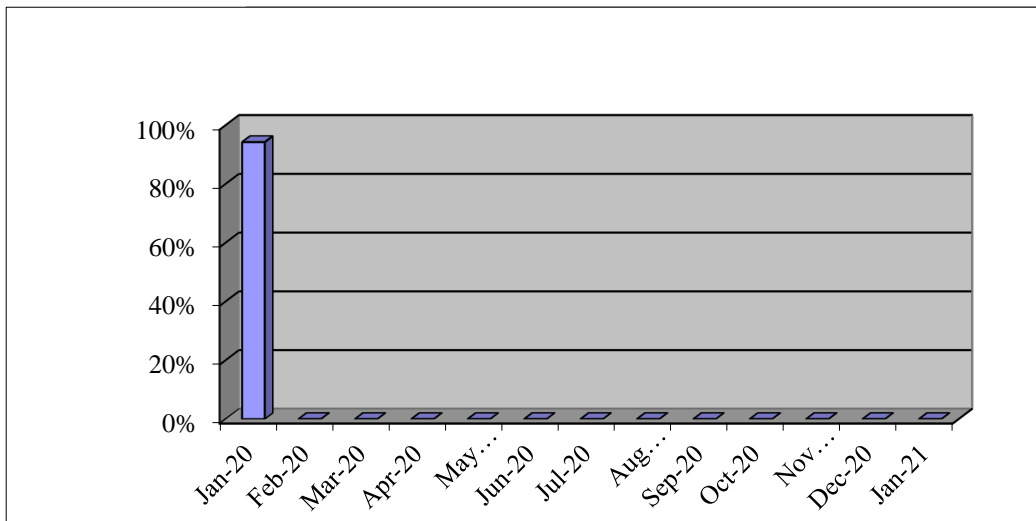
Missoula County Airport Authority
Delta-Salt Lake City

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	89	6,374	71.62	82	January-20	87%
February-20	80	5,451	68.14	80	February-20	85%
March-20	74	3,163	42.74	93	March-20	46%
April-20	60	543	9.05	72	April-20	13%
May-20	59	1,334	22.61	70	May-20	32%
June-20	64	2,275	35.55	73	June-20	49%
July-20	124	3,931	31.70	74	July-20	43%
August-20	91	4,340	47.69	136	August-20	35%
September-20	96	3,822	39.81	97	September-20	41%
October-20	92	3,588	39.00	104	October-20	37%
November-20	110	3,280	29.82	95	November-20	31%
December-20	91	2,681	29.46	75	December-20	39%
January-21	88	2,686	30.52	72	January-21	43%



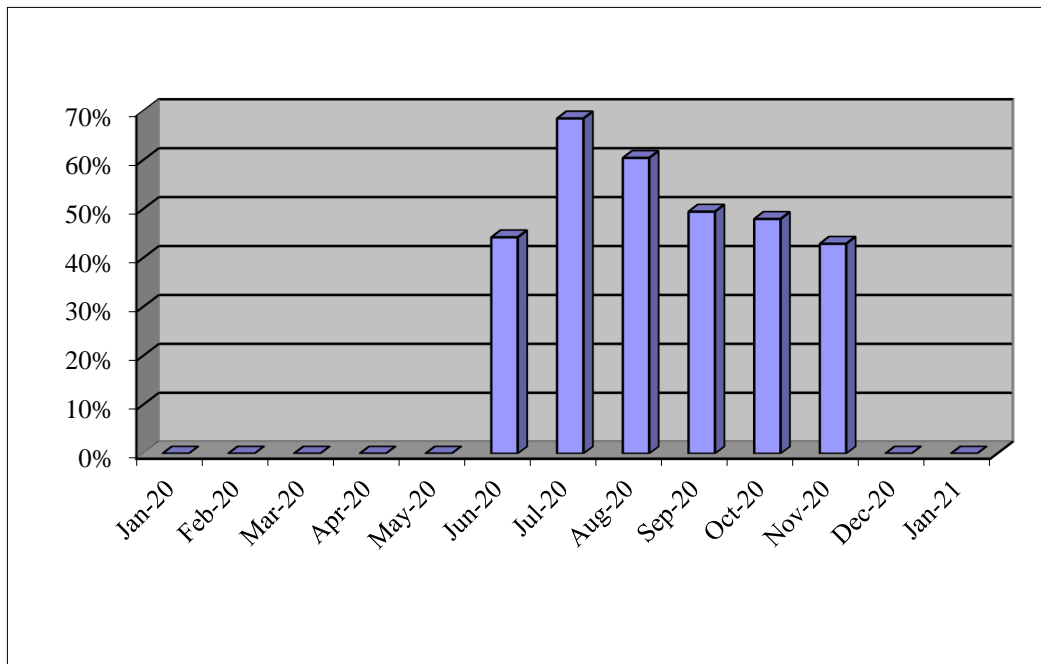
Missoula County Airport Authority
Delta-LAX

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	1	66	66.00	70	January-20	94%
February-20	0	0	-	0	February-20	-
March-20	0	0	-	0	March-20	-
April-20	0	0	-	0	April-20	-
May-20	0	0	-	0	May-20	-
June-20	0	0	-	0	June-20	-
July-20	0	0	-	0	July-20	-
August-20	0	0	-	0	August-20	-
September-20	0	0	-	0	September-20	-
October-20	0	0	-	0	October-20	-
November-20	0	0	-	0	November-20	-
December-20	0	0	-	0	December-20	-
January-21	0	0	-	0	January-21	-



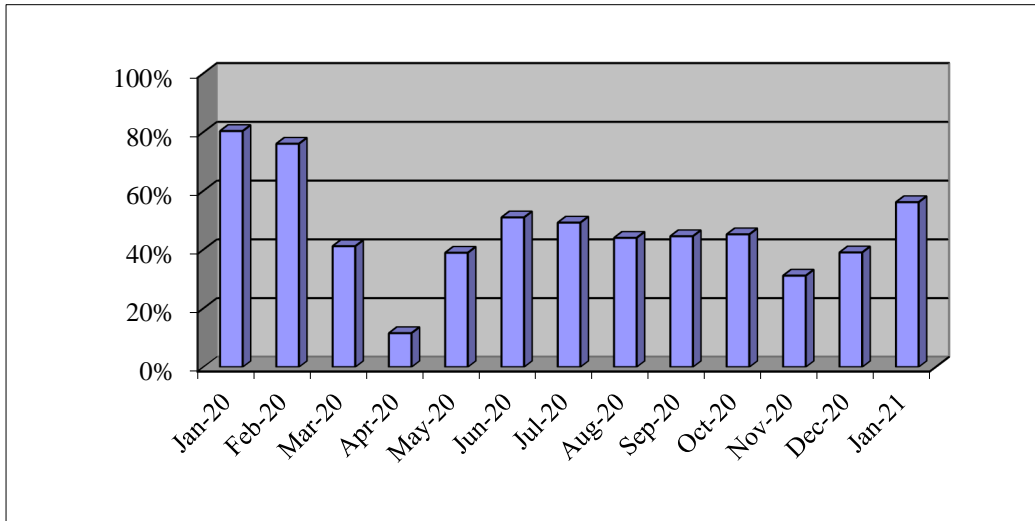
Missoula County Airport Authority
Frontier - Denver

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	0	0	-	0	January-20	-
February-20	0	0	-	0	February-20	-
March-20	0	0	-	0	March-20	-
April-20	0	0	-	0	April-20	-
May-20	0	0	-	0	May-20	-
June-20	4	329	82.25	186	June-20	44%
July-20	9	1,147	127.44	186	July-20	69%
August-20	9	1,012	112.44	186	August-20	60%
September-20	12	1,104	92.00	186	September-20	49%
October-20	9	803	89.22	186	October-20	48%
November-20	5	399	79.80	186	November-20	43%
December-20	0	0	-	0	December-20	-
January-21	0	0	-	0	January-21	-



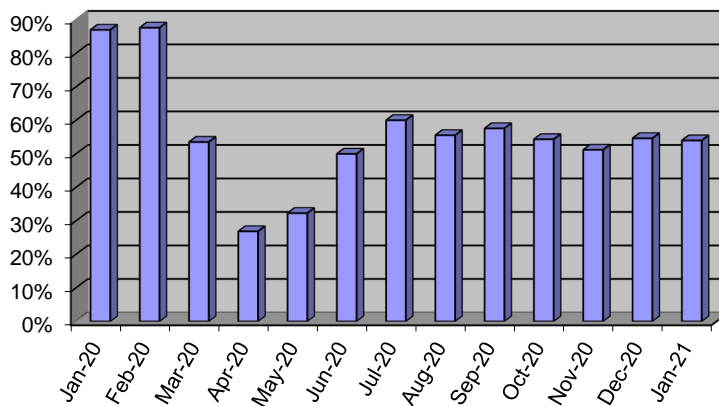
Missoula County Airport Authority
Alaska

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	151	9,222	61.07	76	January-20	80%
February-20	139	8,032	57.78	76	February-20	76%
March-20	137	4,286	31.28	76	March-20	41%
April-20	38	334	8.79	76	April-20	12%
May-20	29	858	29.59	76	May-20	39%
June-20	66	2,556	38.73	76	June-20	51%
July-20	122	4,560	37.38	76	July-20	49%
August-20	124	4,147	33.44	76	August-20	44%
September-20	120	4,063	33.86	76	September-20	45%
October-20	124	4,259	34.35	76	October-20	45%
November-20	149	3,526	23.66	76	November-20	31%
December-20	121	3,590	29.67	76	December-20	39%
January-21	74	3,157	42.66	76	January-21	56%



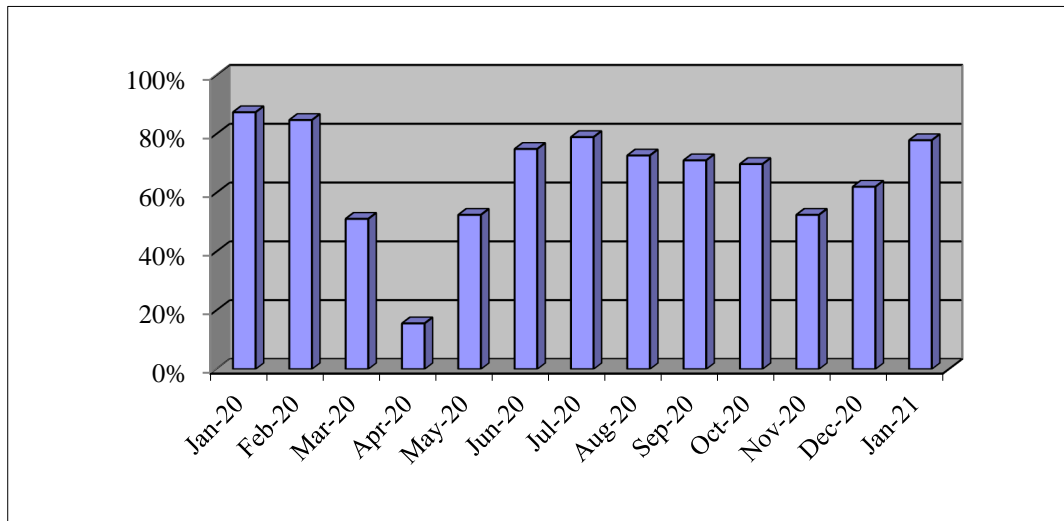
Missoula County Airport Authority
Allegiant

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	19	2,840	149.47	172	January-20	87%
February-20	16	2,390	149.38	170	February-20	88%
March-20	19	1,780	93.68	175	March-20	54%
April-20	1	50	50.00	186	April-20	27%
May-20	14	819	58.50	181	May-20	32%
June-20	33	2,695	81.67	163	June-20	50%
July-20	38	3,758	98.89	165	July-20	60%
August-20	29	2,664	91.86	165	August-20	56%
September-20	16	1,649	103.06	179	September-20	58%
October-20	18	1,657	92.06	169	October-20	54%
November-20	20	1,721	86.05	168	November-20	51%
December-20	17	1,597	93.94	172	December-20	55%
January-21	17	1,578	92.82	172	January-21	54%



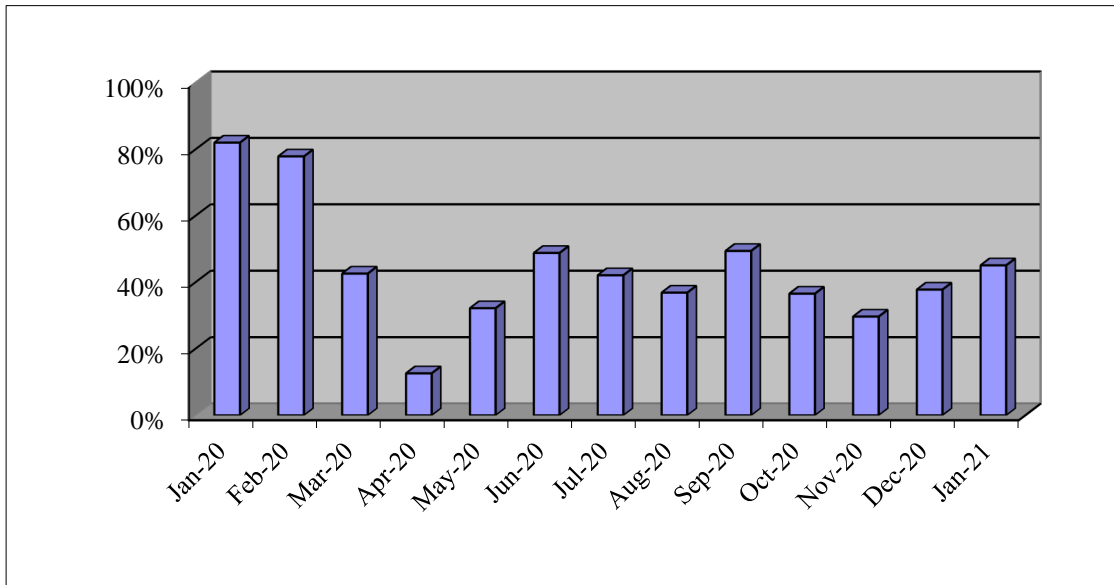
Missoula County Airport Authority
American

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	30	1,993	66.43	76	January-20	87%
February-20	29	1,868	64.41	76	February-20	85%
March-20	32	1,244	38.88	76	March-20	51%
April-20	25	296	11.84	76	April-20	16%
May-20	31	1,237	39.90	76	May-20	53%
June-20	31	1,765	56.94	76	June-20	75%
July-20	77	4,744	61.61	78	July-20	79%
August-20	83	4,699	56.61	78	August-20	73%
September-20	60	3,277	54.62	77	September-20	71%
October-20	52	2,758	53.04	76	October-20	70%
November-20	55	2,195	39.91	76	November-20	53%
December-20	60	2,830	47.17	76	December-20	62%
January-21	35	2,072	59.20	76	January-21	78%



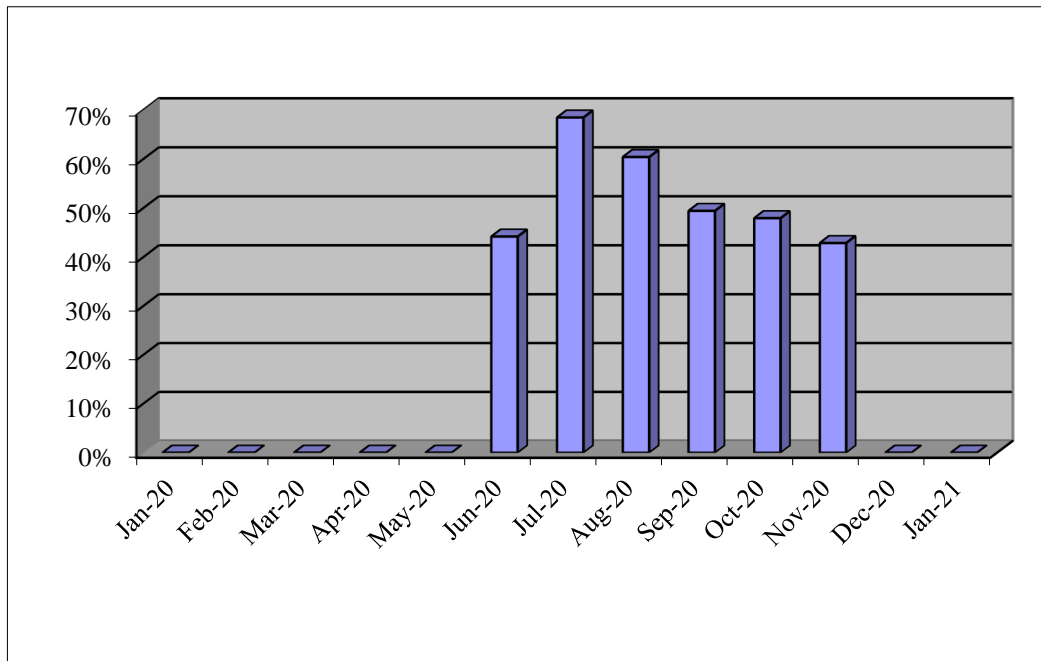
Missoula County Airport Authority
Delta

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	114	9,085	79.69	97	January-20	82%
February-20	102	7,624	74.75	96	February-20	78%
March-20	96	4,418	46.02	108	March-20	43%
April-20	60	543	9.05	72	April-20	13%
May-20	59	1,334	22.61	70	May-20	32%
June-20	64	2,275	35.55	73	June-20	49%
July-20	153	5,500	35.95	85	July-20	42%
August-20	178	7,349	41.29	112	August-20	37%
September-20	146	7,879	53.97	109	September-20	49%
October-20	146	6,109	41.84	114	October-20	37%
November-20	150	4,591	30.61	103	November-20	30%
December-20	144	4,416	30.67	81	December-20	38%
January-21	125	4,114	32.91	73	January-21	45%



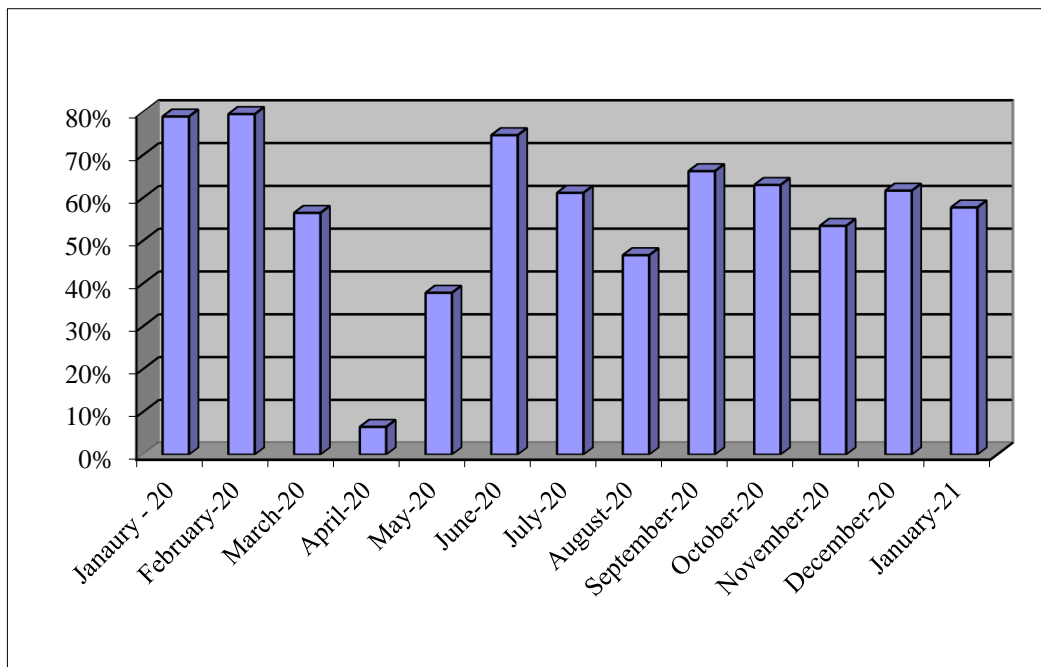
Missoula County Airport Authority
Frontier

<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	0	0	-	0	January-20	-
February-20	0	0	-	0	February-20	-
March-20	0	0	-	0	March-20	-
April-20	0	0	-	0	April-20	-
May-20	0	0	-	0	May-20	-
June-20	4	329	82.25	186	June-20	44%
July-20	9	1,147	127.44	186	July-20	69%
August-20	9	1,012	112.44	186	August-20	60%
September-20	12	1,104	92.00	186	September-20	49%
October-20	9	803	89.22	186	October-20	48%
November-20	5	399	79.80	186	November-20	43%
December-20	0	0	-	0	December-20	-
January-21	0	0	-	0	January-21	-



Missoula County Airport Authority
United



<u>Month</u>	<u>Departures</u>	<u>Pax</u>	<u>Pax/Departure</u>	<u>Seats</u>	<u>Month</u>	<u>Load Factor</u>
January-20	92	5,886	63.98	81	Janaury - 20	79%
February-20	86	5,656	65.77	83	February-20	80%
March-20	54	3,454	63.96	113	March-20	56%
April-20	19	160	8.42	130	April-20	6%
May-20	31	852	27.48	73	May-20	38%
June-20	22	1,203	54.68	73	June-20	75%
July-20	79	4,279	54.16	89	July-20	61%
August-20	107	4,168	38.95	84	August-20	47%
September-20	66	4,358	66.03	100	September-20	66%
October-20	62	3,911	63.08	100	October-20	63%
November-20	59	2,877	48.76	91	November-20	53%
December-20	62	3,423	55.21	90	December-20	62%
January-21	62	3,232	52.13	90	January-21	58%



Missoula County Airport Authority

Airline	Plane	SEATS
Alaska	DH4/Q400	76
	E175	76
	CRJ-200	50
Allegiant	MD80	166
	MD83	166
	MD88	166
	A319	156
	A320	177
American	E175	76
	A320	150
	A319	128
Frontier	A319	150
	A320	186
Delta	CRJ	50
	CR7	69
	CR9	76
	E170	76
	E175	76
	A319	132
	A320	157
	737-800	160
	737-900	180
	717	110
	MD90	160
	738	
United	CRJ	50
	CR7	70
	CR9	76
	E175	76
	A319	128
	A320	150

- As of 2/18/21, there have been minor weather related schedule disruptions
 - Metal siding installation was suspended during cold weather last week
 - Dynamic glazing panels should be arriving this month for installation

		Budgeted Cost	Remaining Cost
South Paw Concourse Estimated Completion Jan 2022		\$68,229,853	\$34,591,905
			
• Phase 2 - Demo/Excavation/Foundation		\$16,012,241	\$1,471,347
Construction Costs		\$10,874,343	\$1,444,095
Soft Costs (Design, Precon)		\$5,108,564	\$27,252
Owner Expenses		\$29,334	\$0
• Phase 3 - Vertical Construction (\$52M Awarded, Est. \$1M Future Packages)	Estimated	\$50,657,612	\$31,017,334
Construction Costs		\$47,645,327	\$29,475,499
Soft Costs (Design, Precon)		\$3,012,285	\$1,541,835
• Phase 4 - Furnishings/Fixtures/Equipment	Estimated	\$1,560,000	\$1,560,000
Construction Costs		\$1,560,000	\$1,560,000
Soft Costs (Design, Precon)		\$0	\$0
East Paw Concourse Not Scheduled, estimated costs at 12% contingency		Estimated \$33,700,007	\$33,325,676
			
• East Paw Baggage Claim/Passenger Gates	Estimated	\$33,700,007	\$33,325,676
Construction Costs		\$30,265,025	\$30,265,025
Soft Costs (Design, Precon)		\$3,434,982	\$3,060,651



Missoula Airport Terminal Expansion Task Order Summary

2.23.2021

Morrison-Maierle	Remaining Amount	Contract Amount	Closeout Date
• Task Order - 16 Demo/Foundation (Construction Administration)	\$27,252	\$553,500	
• Task Order - 18 Baggage Screening System Design (TSA Grant)	\$0	\$241,395	
• Task Order - 19 Voluntary Airport Low Emissions Grant Administration	\$0	\$50,520	
• Task Order - 20 Aviation Way Widening	\$0	\$47,500	August, 2020
• Task Order - 21 West GA/Martel Laydown Yard	\$0	\$49,308	November, 2019
• Task Order - 22 Parking Lot Modifications	\$0	\$19,972	August, 2020
• Task Order - 23 Structural Steel/Vertical Circulation CMS	\$127,545	\$397,500	
• Task Order - 24 Rental Car Fuel Island Design/Construction Administration	\$0	\$51,000	June, 2020
• Task Order - 24 - Amendment 1 Rental Car Fuel Island Design/Construction Administration	\$0	-\$9,530	June, 2020
• Task Order - 25 Rental Car Counter Design	\$0	\$19,250	June, 2020
• Task Order - 25 - Amendment 1 Rental Car Counter Design	\$0	-\$4,743	June, 2020
• Task Order - 26 Exhibit A and Property Survey	\$11,000	\$11,000	
• Task Order - 27 Vertical Construction CMS	\$1,177,194	\$1,785,250	
• Task Order - 28 East Concourse Final Design	\$1,453,501	\$2,035,000	
• Task Order - 29 West GA (Construction Administration)	\$0	\$74,500	August, 2020
• Task Order - 30 Parking Lot Expansion Design	\$0	\$200,000	July, 2020
• Task Order - 31 JetBridge Install CMS	\$59,500	\$59,500	
• Task Order - 32A Baggage Handling System Design	\$27,414	\$90,000	
• Task Order - 32B Baggage Handling System Pre-Con	\$24,000	\$24,000	
• Task Order - 32C Baggage Handling System Construction Management	\$111,000	\$111,000	
• Task Order - 33 Terminal Parking Lot - CMS	\$38,495	\$187,550	
• Task Order - 34 PCI Study	\$65,990	\$108,500	
• Task Order - 35 Parking Exit Plaza Design	\$30,886	\$78,200	
• Task Order - 36 Temporary Rental Car Office Design	\$0	\$24,500	



Missoula Airport Terminal Expansion Task Order Summary

2.23.2021

Martel Construction	Remaining Amount	Contract Amount	Closeout Date
• Task Order - 1 Preconstruction Services for Schematic Design, Phases 1 & 2	\$0	\$25,480	March, 2018
• Task Order - 2 Preconstruction Services for the Terminal Access Road	\$0	\$5,735	July, 2018
• Task Order - 3 Preconstruction Services for TSA Relocation	\$0	\$19,925	September, 2018
• Task Order - 4 Add Third TSA Lane	\$0	\$30,098	May, 2018
• Task Order - 4 - Amendment 1 - Deductive Change Order Add Third TSA Lane	\$0	-\$5,900	May, 2018
• Task Order - 5 Preconstruction Services for Phases 2 - 4	\$0	\$97,240	August, 2019
• Task Order - 6 Engineered Aggregate Pier Design	\$0	\$14,386	August, 2019
• Task Order - 7 Asbestos Materials Inspection and Testing	\$0	\$9,989	July, 2020
• Task Order -8 Construction for Terminal Access Road	\$0	\$3,186,552	
• Task Order -8 - Amendment 1 Access Road Poor Soils	\$0	\$212,106	December, 2018
• Task Order -8 - Amendment 2 Access Road Poor Soils	\$188,040	\$188,040	
• Task Order -8.2 - Amendment 1 Aviation Way Widening	\$241,343	\$875,682	
• Task Order -8.3 - Amendment 1 Parking Lot Mods	\$113,841	\$582,963	
• Task Order - 9 Construction for TSA Relocation	\$0	\$1,014,977	May, 2019
• Task Order - 10 Demolition, Excavation, Foundation and Jet Bridges, Ramps	\$1,444,095	\$10,864,354	
• Task Order - 11 Commisioning Agent Preconstruction Services	\$0	\$17,432	July, 2020
• Task Order - 12 Independent Testing Agent	\$0	\$276,006	
• Task Order - 13 Structural Steel/Vertical Circulation	\$1,213,356	\$5,760,683	
• Task Order - 14 Vertical Construction	\$22,517,294	\$36,039,184	
• Task Order - 15 East Concourse Pre-Construction Services	\$99,088	\$149,982	
• Task Order - 16 Rental Car Counters	\$0	\$2,956	March, 2020
• Task Order - 17 JetBridges and Ramps	\$3,948,868	\$3,981,766	
• Task Order - 18A Baggage Handling Pre-Con	\$15,182	\$303,640	
• Task Order - 18B Baggage Handling Construction	\$795,981	\$863,694	