

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
March 30, 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
Commissioner Jeff Roth via conference call
Alternate Commissioner Winton Kemmis via conference call
Honorary Commissioner Jack Meyer via conference call

STAFF: Director Cris Jensen
Acting Director Brian Ellestad
Finance Manager Teri Norcross via conference call
Administrative Manager Lynn Fagan
Manager of Projects Tim Damrow
Nate Cole, Airfield Manager via conference call
Dan Neuman, Business Development Manager
Jesse Johnson, Compliance Officer
Andrew Bailey, Ground Handling Manager
Rick Reeve, Administrative Assistant via conference call

OTHERS: Gary Matson, Runway 25 Hangars via conference call
Martin Kidston, Missoula Current via conference call
Shaun Shea, Morrison-Maierle
Steve Conway, Martel via conference call
Todd Taylor, Fast Signs 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.

AGENDA

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

Second: Commissioner Deb Poteet

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 February 23, 2021; there were none.

Motion: Commissioner Dori Brownlow moved to approve the minutes of the Regular Board Meeting dated February 23, 2021 as presented.

Second: Commissioner Jeff Roth

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Finance Manager Teri Norcross asked if there were any questions regarding the Claims for Payment; there were none.

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

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

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Finance Manager Teri Norcross stated that the Accounts Receivable Balance has decreased. Teri also noted that we have been receiving healthy payments from our air carriers, both for landing and ground handling fees. Grant monies that are coming in soon will help draw down the note balance debt. There is a formula that needs to be corrected on the Profit and Loss numbers, so ignore those figures. Teri noted that revenue is at about 50% compared to February 2020.

The 2022 Budget draft is ready and there will be a Finance Committee meeting coming up before the next board meeting in April.

Chair Matthew Doucette asked if anyone had additional questions or comments regarding the Financial Report. There were none.

Motion: Commissioner Jeff Roth moved to accept the financial report as presented.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Acting Director Brian Ellestad began by noting that there was some increase in passenger traffic over the Spring Break period, meaning numbers were down only 40% compared to last year. The CARES 3 Act funding should be available soon, but the Airport is still waiting to find out how much

MSO will receive from that. Brian said we should know some time in April. The monies will be used in part to fund the Terminal Project.

Secretary/Treasurer Larry Anderson asked if the Airport would receive any of the funds from the various CARES Acts that the state receives. Brian noted that the language of the funding is still in progress, so there is no sure answer at this time.

Regarding Air Service, Alaska's flights to San Diego launched and Delta has announced a route to Los Angeles and Atlanta for the summer.

Union negotiations for Building and Field are underway and should be done soon. There will be a committee meeting once that happens.

Brian noted that Jedediah's Restaurant's last day will be on March 31, 2021. Liquid Planet Grille will then spruce up the existing space and re-brand it in anticipation of opening sometime in April.

Manager of Projects Tim Damrow gave an update on the terminal project. He noted that the parking lot expansion should finish up soon, adding that landscaping would start in July. One of the last bid packages out there is the FFE Equipment package for the Administration areas of the new terminal.

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

LEGAL REPORT

Administrative Manager Lynn Fagan noted that there would be a General Aviation Committee meeting coming up soon as the current lease for the Museum of Mountain Flying ends in June. She also stated that there will be a Hiring Committee meeting for the vacated director position. The Airport is due to review the Engineering and Planning contracts this year. Lastly, Lynn noted that there were no real updates on the Deschamps case, but that the Deschamps may have a buyer for some of the land involved.

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

COMMITTEE UPDATES

Executive Committee: Met March 30, 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

Recommendation of Award for the Terminal Parking Lot Exit Plaza Project.

Acting Director Brian Ellestad explained that this bid was related to needing more exits out of the Airport parking lot. The plan is to increase to 4 exits total, an addition from the 2 existing. Only one bid was received and it was vetted by Morrison-Maierle and considered to be a reasonable and responsible bid.

In addition to the bid opening, there are three equipment acquisitions that need to take place: Attendant Booth, Exit Gate Equipment, and Emergency Contractor. The Airport will procure this equipment and supply it to the contractor for installation. This will save budget for the project by reducing overhead and markups by the contractor.

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

Motion: Commissioner Deb Poteet moved to accept the Terminal Parking Lot Exit Plaza bid results and award construction to Knife River in an amount not to exceed \$1,888,719 and authorize staff to purchase additional equipment acquisitions as presented for a total not to exceed \$2,094,681.

Second: Secretary/Treasurer Larry Anderson

Vote: Motion Passed Unanimously

Morrison Maierle Task Order No. 37 – Exit Plaza Relocation Construction Management.

Acting Director Brian Ellestad noted that this is the Construction Management piece related to the construction of the Exit Plaza just discussed. This Task Order will provide on-site observation during construction, as well as survey layout/staking for construction, and project closeout

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

Motion: Commissioner Dori Brownlow moved to approve Task Order No. 37 with Morrison-Maierle for construction management services related to the exit plaza relocation in the amount of \$ 133,950, contingent upon an independent fee estimate.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

Contract Amendment No. 20 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 \$198,698 for the construction of the Terminal Landscaping.

Acting Director Brian Ellestad noted that as part of Martel Construction's contract amendment #20, they have provided a GMP to complete the construction of the landscaping for the terminal building. This phase consists of installing irrigation, plantings, fencing, curbside seating for the south concourse of the new terminal. As a result of the bids, Martel Construction is proposing a GMP of \$198,698 to complete the construction of this project. This project will begin in the late summer of 2021 with plantings established before frost in the fall. Brian also added that the final design had input from internal Airport staff for ease of maintenance and will involve 3 contractors.

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

Motion: Secretary/Treasurer Larry Anderson moved to accept the Guaranteed Maximum Price from Martel Construction in the amount of \$198,698 for the construction of the Landscaping for the New Passenger Terminal Building and Contract Amendment No. 20.

Second: Commissioner Jeff Roth

Vote: Motion Passed Unanimously

Morrison Maierle Task Order No. 38 – Landscaping Construction Management

Acting Director Brian Ellestad noted that this is the Construction Management piece related to the construction of the Landscaping just discussed. On-site observation will be absorbed under a previous task order (TO#27). This Task Order will include additional services for the landscape architect to assist with the construction process (submittals, RFIs, spot inspections, planting selections and layouts) on an as-needed basis.

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

Motion: Commissioner Dori Brownlow moved to approve Task Order No. 38 with Morrison-Maierle in the amount of \$19,750.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

South Concourse Signage and Wayfinding from Fast Signs of Missoula

Manager of Projects Tim Damrow explained that the South Concourse Signage and Wayfinding package covers all ADA and code required signage and placarding in addition to navigational wayfinding elements throughout the building. FastSigns of Missoula provided a complete quote to supply and install the 225 signs in the package. Tim noted that a 5% contingency on this quote has been included to cover any additional product adjustments that may occur between now and final installation.

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

Motion: Commissioner Shane Stack moved to approve the South Concourse Signage and Wayfinding Package from FastSigns of Missoula for the amount not to exceed \$105,975.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

NEW BUSINESS

Review, discussion and possible approval of the purchase of a 90kVA frequency convertor to provide ground power for aircraft at Gates 5, 6 and 7

Acting Director Brian Ellestad explained that Installation of a 90kVA frequency convertor will allow most types of narrow body aircraft to have access to ground power when parked at either Gate 5, 6 or 7. This is important when an aircraft has to remain overnight. Since this frequency converter is mobile, it can be repurposed onto the Conex boarding array during construction of the second concourse then repurposed again off the end of the East concourse for ground boarded aircraft. Brian also noted that this replaces the current diesel gas powered unit that serves this purpose. The amount required for this purchase was budgeted at up to \$37,500.

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

Motion: Secretary/Treasurer Larry Anderson moved to approve the purchase of an Aero Specialties 90kVA frequency convertor as presented.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

Review, discussion and possible approval of purchase of Utility Vehicles for Ground Handling Department

Dan Neuman, Business Development Manager, stated that a priority purchase for Ground Handling is 2 UTV's for the purpose of pulling bag carts. While this is a non-traditional use for this type of a vehicle, we are seeing other airlines (Alaska Airlines here-MSO) utilize these vehicles for towing bag carts and other ground service equipment. We performed a trial run with one of the Airport's existing utility vehicles and found no deficiencies in this application. Purchase is through the Sourcewell Contract. Traditional bag tractors cost between \$41,000 - \$48,000 each. The amount required for this purchase was budgeted at \$37,000. Acting Director Brian Ellestad also noted that the UTV's are 4-wheel drive, which will be better for winter use.

Vice Chair Adriane Beck asked what the life expectancy of these vehicles would be vs a traditional tug. Dan replied that he would estimate that the UTV's would last about 2/3 as long, but that since this type of vehicle has not been used for this purpose for very long, the Airport would have to track that.

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

Motion: Commissioner Deb Poteet moved to approve the purchase of 2 UTV's as presented.

Second: Commissioner Jeff Roth

Vote: Motion Passed Unanimously

Review, discussion and possible approval of the purchase of 4 bag carts for the Airport Ground Handling Service Discussion

Dan Neuman, Business Development Manager explained that ground service is experiencing unprecedented growth this year. We expect to nearly 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 next priority is acquiring additional baggage carts. We propose purchasing 4 covered bag carts. These are used units that have been refurbished and will cost up to \$13,500 (estimate based upon availability at the time of this presentation).

Secretary/Treasurer Larry Anderson asked if the curtains shown in the slides are included; Dan said that they are.

Vice Chair Adriane Beck asked if shipping was included in the price; Dan said it is.

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

Motion: Commissioner Shane Stack moved to approve the purchase of a 4 Baggage Carts as presented.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

Approval of Lease Agreement with Missoula County Sheriff's Dept Review; discussion and possible approval of lease agreement with Missoula County Sheriff's Department for shooting range

Administrative Manager Lynn Fagan noted that back in 1993, the Airport entered into a lease agreement with the County for land to be used as a Law Enforcement Training Facility. This land is located in a gully on the west side of the property, outside of the fence and is used for a shooting range for the Sheriff's Dept. The lease was for a term of thirty years and a rent payment of \$1 per year. The FAA's new revenue use guidelines no longer permit these types of nominal fee leases. Because of the property's remote location and rough terrain, it is not useful for aeronautical purposes.

After many discussions, Staff and the Sheriff's office agreed to use comparable annual fees for local shooting ranges and agreed upon an annual rate of \$4,500.00. Additionally, because the Sheriff's office has many training opportunities that may be of value to MCAA Public Safety Officers, there is a provision in the lease that allows the parties to annually negotiate in-kind contributions of training costs to offset the rent.

The Sheriff's office has also agreed to allow other local law enforcement agencies use of the facilities and to coordinate a calendar to facilitate such use. Our staff frequently gets requests from other agencies, so this will assist to lessen their workload. As the County Sheriff's department is a mutual aid agency for the airport, this agreement furthers our cooperative relationship with them while also complying with our grant assurances.

Secretary/Treasurer Larry Anderson asked who was fiscally responsible for any improvements made to the land in question. Lynn replied that the Sheriff's office would be responsible, and that the Airport would have to approve any such work.

Director Cris Jensen complimented Larry for his help in finalizing the lease agreement.

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

Motion: Secretary/Treasurer Larry Anderson moved to approve the Lease Agreement with Missoula County with two changes. The first being that the 10-year renewal is automatic if neither party gives notice to terminate. The second being that Sheriff's office would make the Leased Property "reasonably" available to local law enforcement agencies "under such restrictions and conditions as the Department may impose."

Second: Commissioner Dori Brownlow

Vote: Motion Passed Unanimously

The April Board Meeting will be held in the Airport Conference Room and remotely via GoToMeeting on Tuesday, April 27, 2021 at 1:30pm.

There being no further business, the meeting was adjourned.