

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
August 31, 2021
1:30 pm, Airport Board Conference Room

THOSE PRESENT: Chair Matthew Doucette via conference call
Vice Chair Adriane Beck
Commissioner Jeff Roth via conference call
Commissioner Dori Brownlow via conference call
Commissioner Deb Poteet via conference call
Commissioner Shane Stack via conference call
Alternate Commissioner Pat Boyle
STAFF: Acting Director Brian Ellestad
Finance Manager Teri Norcross via conference call
Administrative Manager Lynn Fagan
Manager of Projects Tim Damrow
Public Safety Chief Justin Shaffer
Airfield Manager Nate Cole via conference call
Compliance Officer Jesse Johnson via conference call
Office Administrator Donna Marie Robnett via conference call
Accounting Clerk Brianna Brewer via conference call
Airport Intern Doug Stobie
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
Scott Billadeau, Liquid Planet

Vice-Chair Adriane Beck called the meeting to order and advised everyone that the meeting was being recorded. Adriane noted that she would be chairing the meeting as Chair Matthew Doucette was calling in for the meeting.

Administrative Manager Lynn Fagan performed a roll call of Board members, staff members, and members of the public.

Vice-Chair Adriane Beck noted that with the absence of Secretary Treasurer Larry Anderson, she would entertain a motion to seat Alternate Commissioner Pat Boyle.

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

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

AGENDA

Motion: Commissioner Jeff Roth moved to approve the agenda as presented.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD

Administrative Manager Lynn Fagan stated that it was Gary Matson's 80th birthday coming up in September and she wanted to wish him a happy birthday from the Airport. She also wanted to thank him for being an active member of the aviation community and for all he does for the Airport. There were no other public comments for items not on the agenda.

MINUTES

Vice Chair Adriane Beck asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated July 27, 2021; there were none.

Motion: Commissioner Dori Brownlow moved to approve the minutes of the Regular Board Meeting dated July 27, 2021, as presented.

Second: Alternate Commissioner Pat Boyle

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Office Administrator Donna Marie Robnett offered to answer any questions on the Claims for Payment.

Vice Chair Adriane Beck asked if there were any questions or public comments regarding the Claims for Payment; there were none.

Motion: Alternate Commissioner Pat Boyle moved to approve the Claims for Payment as presented.

Second: Chair Matthew Doucette

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Finance Manager Teri Norcross started the Finance Report by telling the Board that more than 50% of the accounts receivable had been collected at the end of July. Teri thanked Office Administrator Donna Marie Robnett for her efforts in making connections with airline staff. Teri then reported that AIP No. 65 had finally been closed, and that the grant money would be used to reimburse the reserve account. Teri also reported that she will be using some of the CARES grant to pay down debt in the coming month.

Vice Chair Adriane Beck asked if anyone had additional questions or public comments regarding the Financial Report; there were none.

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

Second: Alternate Commissioner Pat Boyle

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Acting Director Brian Ellestad began by noting that the mask ordinance for airports has been extended until January 18, 2022. When the pandemic started, MSO received 50,000 masks from FAA. We are now down to the last two weeks' worth of masks. It is beginning to slow down, but we were going through about 500 masks per day. For air service in July, we were about 400 passengers short of our 2019 numbers. August has started slowing down, but we expect to be close to our 2019 numbers. Payroll protection for the airlines ends at the end of September, so we expect to see our numbers decrease. Brian also discussed the noise complaint that was received at the last Board meeting, noting that staff is going to recommend that the Master Plan include a noise study component.

Manager of Projects Tim Damrow began his terminal construction update by stating that the parking lot and access road phase is nearing completion. Landscaping is starting this month. In the terminal building, they have started tile in the bathrooms. The server and utility rooms in the basement are also nearing completion. The baggage screening area is being built out. The third floor is the closest to being complete. The crews are working from the top down to complete the finishing work. Tim noted that he will be doing a financial update on the project at next month's Board meeting and will continue to do those on a quarterly basis.

Vice Chair Adriane Beck asked if anyone had any further questions or comments for Brian or Tim; there were none.

LEGAL REPORT

Administrative Manager Lynn Fagan reported to the Board that the FAA provided the release for the Deschamps property. Lynn reminded the Board that they Deschamps had given notice they would be purchasing all the property they had an option on pursuant to a 2011 Settlement Agreement with MCAA. After consulting with their surveyors, Deschamps have concluded the purchase will be for 154.2 acres. Nancy and Charlie Deschamps came out with their attorneys and met with staff a few weeks ago and discussed future Airport plans. Lynn stated that from the Airport's perspective, all is in place for closing on the transaction. Lynn stated that she has a conference call with the Deschamps' attorneys next week. The Deschamps may need to go to court on an issue, and Lynn informed the Board that if that was the case, she may need to call a special meeting of the Board.

Lynn also informed the Board that when the Airport purchased the Pruyn property, it received shares in the Hellgate Ditch Company. The City of Missoula has been working with the Ditch Company to buy the water rights in exchange for drilling wells and converting the surface water rights to sub-surface rights. Staff has been working with the City of Missoula on the location and size of the well for the Airport's water rights. An agreement will be brought to the Board in the next month or two.

Vice Chair Adriane Beck asked if anyone had questions or public comments regarding the Legal Report; there were none.

COMMITTEE UPDATES

Executive Committee: Met August 31, 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: Met August 11, 2021 (Minutes attached)
General Aviation Committee: No Activity
Legislative Committee: No Activity

UNFINISHED BUSINESS

Employment Contract for Airport Director

Administrative Manager Lynn Fagan reminded the Board that after Director Cris Jensen gave his notice and took a position at the Reno Airport, the Board appointed a Hiring Committee to find his replacement. Deputy Director Brian Ellestad was named as Acting Director for the interim. The Hiring Committee (composed of Chair Matthew Doucette, Vice Chair Adriane Beck, Secretary Treasurer Larry Anderson, Commissioner Jeff Roth, and Honorary Commissioner Jack Meyer) performed outreach to Board members and community partners regarding skills and attributes for the new director, which formed the basis for an updated job description and interview questions. The Committee advertised the position nationally and received 21 applications. From there, the Committee short listed four candidates. Interviews were conducted mid-July, with the Committee making a recommendation at the July 27th Board meeting. The Board voted to approve the selection of Brian Ellestad and authorized the Executive Committee to negotiate an Employment Agreement for the Director position with Brian. The Employment Contract is for a five-year term, which is the same term as Cris Jensen's first contract and begins on the first day of MCAA's next pay period.

Commissioner Dori Brownlow asked if this contract was the same as the previous contract. Lynn responded that the previous contract had a provision allowing the Director to terminate the contract with 60-day notice; that provision has been removed. Lynn also stated that she added the clause regarding termination without cause to provide the Board some leeway if needed.

Vice Chair Adriane Beck asked if anyone had any other questions or public comments; there were none.

Motion: Alternate Commissioner Pat Boyle moved to approve the Employment Contract with Brian Ellestad as Airport Director for a five-year term.

Second: Commissioner Jeff Roth

Vote: Motion Passed Unanimously

Rebranding of Airport and Acceptance of New Logo

Manager of Projects Tim Damrow reminded the Board that this process started back in 2017, and staff updated the Board in March of 2020 on progress related to updating our logo and possible rebranding of the Airport. Our current logo dates back to the late 90's and is in desperate need of a refresh. Staff worked with several agencies to come up with potential designs, but ultimately a staff design is being recommended. Staff recommended that the airport be rebranded as the "Missoula Montana Airport" as the current "international" designation was not representative of current Airport operations. The rebranded name will also help support search engine optimization for individuals seeking out travel to Montana. In addition, the Airport logo and color schema will

be updated and modernized to align with the new South Concourse Terminal design elements. The new branding and logo will be rolled out gradually and will not require a budget to implement.

Vice Chair Adriane Beck asked if anyone had any other questions or public comments; there were none. Adriane stated that this is being brought to the Board as a seconded motion from the Marketing Committee and asked if there was any additional discussion or public comment. There was none.

Seconded Motion: Adopt the updated Airport branding and logo as proposed.

Vote: Motion Passed Unanimously

NEW BUSINESS

Approval of the Audit Engagement Letter

Finance Manager Teri Norcross stated that every year, the Airport is required to sign a letter with the audit team which outlines the responsibilities of the parties. Because a Board member needs to sign the letter, staff is bringing it for approval.

Vice Chair Adriane Beck asked if anyone had questions or public comments; there were none.

Motion: Commissioner Deb Poteet moved to approve the execution of the annual Audit Engagement Letter.

Second: Commissioner Dori Brownlow

Vote: Motion Passed Unanimously

Contract Amendment No. 21 to the Master Agreement with Martel Construction for the New Passenger Terminal Building.

Acting Director Brian Ellestad stated that the Board approved a Task Order for Morrison-Maierle last month for design of an air carrier ramp extension, as the staff is trying to get a jump on what will be needed once we move into the new terminal. Now that design services are under way, Martel will work with Morrison-Maierle to evaluate constructability, value engineer alternatives, and perform estimates for the project. Brian stated that staff has found we save money by getting the contractor on board early on. Shaun Shea of Morrison-Maierle also stated that with all the material and labor shortages going on right now, it will be very good to have Martel working with them.

Vice Chair Adriane Beck asked if anyone had any questions or public comments; there were none.

Motion: Alternate Commissioner Pat Boyle moved to approve Amendment No. 21 with Martel Construction in the amount of \$13,865 for Pre-Construction Services associated with the Air Carrier Ramp Expansion.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

Vice Chair Adriane Beck mentioned that there were no other discussions items on the agenda, but that the September Board Meeting will be held in the Airport Conference Room and remotely via GoToMeeting on Tuesday, September 28, 2021, at 1:30pm.

There being no further business, the meeting was adjourned.