

Missoula County Airport Authority Regular Board Meeting

DATE: Tuesday, December 28, 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.

MASKS ARE STILL REQUIRED IN THE AIRPORT PURSUANT TO FEDERAL RULE

- 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 November 30, 2021. **-Pg 3**
- Approval of Claims for Payment – Teri Norcross **-Pg 10**
- Financial Report – Teri Norcross **-Pg 13**
- Director's Report – Brian Ellestad **-Pg 24**
- Legal Report – Lynn Fagan
- Committee Updates –

Business Development Committee: No Activity
Contract and Lease Committee: No Activity

Executive Committee: Met December 28, 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

- Republic Parking Contract Addendum – Brian Ellestad **-Pg 26**
- Revision to GSA Lease Amendment for South Concourse TSA Lease Improvements – Tim Damrow **-Pg 28**

New Business

- Morrison-Maierle Task Order No. 42 – Design for Terminal Project Phase III – East Concourse Extension – Brian Ellestad **-Pg 30**
- Martel Contract Amendment No. 23 – Pre-construction services for Design for Terminal Project Phase III – East Concourse Extension – Brian Ellestad **-Pg 45**
- MCAA Resolution No. 2022-02 – Adopting Rules, Regulations and Fees for the Use of the Commercial Lane – Lynn Fagan **-Pg 52**
- Purchase of Weather Century System – Nate Cole **-Pg 59**
- Purchase of Motorola Dual Band Radios for Public Safety Department – Justin Shaffer **-Pg 60**
- Pre-approval to accept FAA Infrastructure Grant – Brian Ellestad **-Pg 61**

Information/Discussion Item(s)

January Board Meeting – Tuesday January 25, 2022 1:30 p.m.

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

THOSE PRESENT

BOARD:

Chair Matthew Doucette
Vice Chair Adriane Beck
Secretary/Treasurer Larry Anderson
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 Winton Kemmis via conference call
Alternate Commissioner Pat Boyle via conference call

STAFF:

Director Brian Ellestad
Deputy Director Tim Damrow
Finance Manager Teri Norcross
Administrative Manager Lynn Fagan via conference call
Business Development Manager Dan Neuman via conference call
Public Safety Chief Justin Shaffer
Compliance Officer Jesse Johnson
Administrative Assistant Rick Reeve

OTHERS:

Office Administrator Donna Marie Robnett via conference call
Gary Matson, Runway 25 Hangars via conference call
Shaun Shea, Morrison-Maierle
Martin Kidston, Missoula Current via conference call
Steve Conway, Martel Construction via conference call
William Parnell, Anderson ZurMuehlen via conference call
Jan Schweitzer, Anderson ZurMuehlen via conference call

Chair Matthew Doucette called the meeting to order and advised everyone that the meeting was being recorded.

Administrative Assistant Rick Reeve 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: Secretary/Treasurer Larry Anderson

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD

None.

MINUTES

Chair Matthew Doucette asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated October 26, 2021. There were none.

Motion: Commissioner Jeff Roth moved to approve the minutes of the Regular Board Meeting dated October 26, 2021, as presented.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Finance Manager Teri Norcross noted there were 2 large checks. The first was for equipment - a landside loader. The other was a large refund check to Delta. They overpaid the Airport by sending us the landing fees intended for LAX.

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

Motion: Commissioner Jeff Roth moved to approve the Claims for Payment as presented.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Finance Manager Teri Norcross mentioned that a decrease in passenger traffic over the last couple months has the Accounts Receivable (AR) balances down overall. However, we were able to collect some aging monies in the General Account - \$104,527 - all dated July 31 or older. In addition, Ground Handling recuperated \$149,225 in past due balances.

Regarding debt, the Airport drew another \$1.4 million in November. The Airport did collect about \$1.3 million from the sale of land to the Deschamps. A request for reimbursement has been placed with the CARES funds for about \$600,000, which includes operating expenses. The Airport was reimbursed by the CRSSA grant for \$123,000 that was from interest on the debt.

On Profit & Loss, the revenue to date looks good compared to what was budgeted.

Secretary/Treasurer Larry Anderson asked if the Airport imposes late fees and/or interest charges on customers with outstanding invoices. Teri replied that with air carriers, we do not.

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

Motion: Secretary/Treasurer Larry Anderson moved to accept the Financial Report as presented.

Second: Commissioner Dori Brownlow

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Director Brian Ellestad began by noting that MSO continues to outpace the national average. Overall, we are short about 15% of available seats compared to 2019, but the load factors are very high and flights are pretty much full. Over the Thanksgiving holiday, the parking lot was just about at capacity. The plan then is to use the Overflow Plan for the Christmas holiday as numbers are expected to be even higher. Summer 2022 schedules have pretty much been set and the numbers are expected to be higher than 2019.

Federal funding continues to await a formal resolution. December 3rd could be the date that certain agencies are forced to shutdown if no agreement is reached. The Infrastructure Investment and Jobs Act was signed into law on November 15th, which is great news for Missoula and our industry.

Brian took time to thank MSO Staff for their help in getting the University of Montana Western football team to its bowl game. The charter plane was a 767 and the large craft required some extra work in order for it to land here at MSO. Staff took on the challenge and made it happen. Many thanks were expressed for everyone's efforts.

Secretary/Treasurer Larry Anderson asked if there had been any feedback on the new parking lot exit system. Brian replied that Republic/Reef Parking employees are happy with the new setup. He also said he has not noticed any long lines to leave the parking lot, as there had been in the past. Deputy Director Tim Damrow added that the audio prompts at the payment booths appear to be helping folks get in and out. He also said the 2nd lane of the exit takes cash, which is handy for when there is no attendant. Finally, Brian noted that there are still about 50-60 parking spots left to finish, but winter weather interrupted.

Deputy Director Tim Damrow began his report by updating progress on the new terminal project. The short-term portion of the parking lot has been re-established. Interior finishes continue throughout the terminal. Landscaping features are also going in out front. The loading ramp was poured, and the concrete work is all finished in that area. The east concourse bid package is being finalized and will be going out to bid in early 2022. Public tours will be going on hiatus for a while starting soon so the construction crews can focus on getting the building prepped for the Ribbon Cutting Ceremony/Grand Opening on 2/22/22.

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 informed everyone that the Deschamps land sale was completed. The Airport received \$1,314,231 in proceeds for the sale of 154.2 acres. The settlement is completed and there is no further pending litigation for the Airport.

The City and County are updating their zoning codes and Lynn is working with them to incorporate changes to the Airport Affected Area into their codes. This will be a long-term process, but it is good that MSO is working with them right from the start.

The Public Safety officers have been officially certified with the International Association of Firefighters Local 2457. Union negotiations to reach an agreement with the Airport will happen in December and will eventually be presented to the Board in the following months.

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

COMMITTEE UPDATES

Executive Committee: Met November 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

Terminal Civil Construction Projects Balancing Change Orders

Deputy Director Tim Damrow explained that with the recent completion this fall of terminal civil construction projects (Aviation Way Widening, Access Road, Parking Lot Modifications), we are needing to reconcile project balances and closeout these units of work. Each of these respective projects is requiring a deductive change order to effectively close out the project and balance unused funds. Upon initial GMP formulation, these projects contained several allowances to cover unknown/unbid items that subsequently came in under budget. In addition, we also saw a reduction in overall quantities on several project items leading to additional cost savings. The deductive change orders are listed below for reference:

Martel Amendment No. 8 – Deductive Change Order #3 = (\$54,677)

Martel Amendment No. 8.2 – Deductive Change Order #2 = (\$41,600)

Martel Amendment No. 8.3 – Deductive Change Order #1 = (\$20,130)

Total Deductive Change Orders – (\$116,407)

As this portion of the project ends, staff is looking to augment existing project contingencies (Martel Contract Amendment #14, Vertical Construction) with the unspent funds from previously mentioned civil project components (Martel Contract Amendments 8, 8.2, 8.3) in the amount of \$116,407.

Martel Amendment No. 14 – Additive Change Order #1 = \$116,407

Total Additive Change Orders – \$116,407

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

Motion: Commissioner Deb Poteet moved to accept the deductive change orders to Martel Contract Amendment's 8, 8.2 and 8.3 in the amount of (\$116,407) and accept the additive change order to Martel Contract Amendment 14 in the amount of \$116,407.

Second: Secretary/Treasurer Larry Anderson

Vote: Motion Passed Unanimously

NEW BUSINESS

Fiscal year 2021 Audit Report Approval

Finance Manager Teri Norcross explained that the annual audit report is required by the state and by the Authority's federal programs. The auditors express an opinion as to whether the Authority's

financial statements for the period ending June 30, 2021, fairly present the financial position of the Authority. The auditors also provide opinions as to whether the Authority complied with requirements of the Airport Improvement Program and the Passenger Facility Charge program for the period ended June 30, 2021. All audit opinions were unmodified = good!

Will Parnell and Jan Schweitzer of Anderson ZurMuehlen attended the board meeting virtually to discuss highlights and additional deliverables of the audit report, and to answer any questions.

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

Motion: Commissioner Shane Stack moved to approve the annual audit report for Fiscal Year 2021.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

Award of Vending Request for Proposals

Administrative Manager Lynn Fagan explained that MSO Staff published a Request for Proposals for Vending Services in the new terminal on September 23, 2021. Proposals were due on October 13, 2021. Five proposals were received: 1. Coca-Cola Bottling Company High Country; 2. Refreshing USA LLC, dba Valley Vending; 3. Pepsi-Cola of Missoula; 4. Faber Coe & Gregg of Florida, Inc.; and 5. Local Lux. A committee of staff members reviewed and scored the proposals. This was a difficult process because the proposals did not all offer the same products. In the current terminal, there are three vending locations with three separate machines in each location – Coke, Pepsi and snacks provided by Valley Vending. In addition to the three current providers, Faber proposed providing beverage and snack machines and Local Lux proposed providing a variety of products, including snacks, gifts and electronics.

In the new terminal, because of space constraints until the second phase is completed, there will only be two vending locations with two machines in each location. Faber's percentage of gross bid was 11% for beverage and snacks; Local Lux's bid was 18% for snacks and gifts; Valley Vending's bid was 20% for snacks; Coke and Pepsi both bid 40% for beverages only. Based on the lack of space and the difference in the bid amounts, the committee determined there needed to be one snack bid accepted and one beverage bid accepted. Valley Vending and Pepsi each also proposed Minimum Annual Guarantees, whereas the other bidders did not. The committee recommends that the vending bid for the new terminal be awarded to Valley Vending and Pepsi. Contracts will be brought to the Board in January.

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

Motion: Commissioner Jeff Roth moved to award the vending bid for the new terminal to Refreshing USA LLC, dba Valley Vending and Pepsi-Cola of Missoula.

Second: Commissioner Dori Brownlow

Vote: Motion Passed Unanimously

Purchase of PFAS Testing Solution for ARFF Trucks

Director Brian Ellestad explained that AFFF, known officially as aqueous film-forming firefighting foam, creates a blanket that cuts off the fuel from the oxygen it needs to burn. To help smother

the fire, chemicals known as Perfluoroalkyl and polyfluoroalkyl substances (PFAS) are used. Major health organizations like the Centers for Disease Control and Prevention (CDC), United States Environmental Protection Agency (EPA), and the American Cancer Society (ACS) have noted that certain PFAS may be linked to cancer. In fact, the EPA has classified PFAS as “emerging contaminants,” meaning they are likely dangerous to human health. FAA Part 139 Certificate holders are required to test the AFFF annually. That means firefighters and maintenance staff are exposed to these hazardous materials, along with exposing our soil to hazardous contaminants.

The FAA issued a Cert Alert with recommendations on testing AFFF. Under section 4 of Part 139 CertAlert No.19-02 states:

The FAA recommends the following to airport operators:

Consider using one of the following AFFF testing systems, accepted by the FAA for immediate use, to satisfy the Part 139 testing requirement while minimizing any possible environmental impact:

- a. Eco-Logic System from E-One
- b. NoFoam System
- c. Oshkosh Eco EFP (Electronic Foam Proportioning)

Essentially, the foam has become recognized as a carcinogenic and an environmental hazard. Public Safety Chief Justin Shaffer added that this purchase eliminates the need to physically release the foam each year in order to test it. Not only is the foam dangerous, but it is also costly to waste the foam and then have to clean it up after the test. Further, it eliminates the need for any MSO Staff to have to come in contact with the foam.

Staff has received quotes from Eco-Logic System for \$27,250.00 and NoFoam System for \$31,771.53. The Oshkosh System is not an option for our existing unit. Eco-Logic System provided the lowest quote and staff is recommending that system.

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

Motion: Commissioner Deb Poteet moved to approve the purchase of an Eco-Logic Mobile Foam Test System for ARFF Vehicles not to exceed the amount of \$27,250.00

Second: Secretary/Treasurer Larry Anderson

Vote: Motion Passed Unanimously

Election of 2022 Board Officers

Chair Matthew Doucette explained that Pursuant to Article III, Section 3 of the MCAA Bylaws, “The current Chair may nominate a slate of Officers by nominating a Commissioner to serve as Secretary/Treasurer, nominating the current Secretary/Treasurer to serve as Vice Chair and nominating the current Vice Chair to serve as Chair. This shall be defined as the Succession Order.”

Chairman Doucette is proposing that Secretary/Treasurer Larry Anderson be elevated to Vice-Chair and that Vice-Chair Adriane Beck be elevated to Chair. Chairman Doucette also proposed that Alternate Commissioner Winton Kemmis be elevated to Secretary/Treasurer.

As no motion is necessary, Chairman Doucette called for nominations from the floor three times. Hearing none, a vote was proposed to accept the slate of officers as nominated. The vote was unanimous.

Administrative Manager Lynn Fagan noted that the elections become effective on January 1, 2022.

Chairman Doucette took time to thank current Board members as well as MSO Staff for all their support and help during his two-year tenure as Chair. He also thanked everyone for their consistent attendance and for the feedback they have provided.

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

There being no further business, the meeting was adjourned.

**Missoula County Airport Authority
Claims For Payment**

November 30, 2021 through December 27, 2021

Note

Per Airport policy, checks for prepaid invoices were mailed on December 8th
They are highlighted in the Check Register list for the General Checking Account

Credit Card Charges - by Expense Type (paid with check # 47754)

AvSec Fingerprinting	1,000.00
Accounting Expense	125.00
Communication R&M	270.00
Office Supplies	936.05
Computer Equipment Expense	167.93
Vehicle R&M	2,445.61
Equipment Rental	487.96
Tools/Equipment	2,319.95
Contracted Maintenance - license, software, web hosting	986.25
Building R&M	263.98
Uniform Expense	1,237.79
Employee Training Expense	164.00
Travel Expense - G4 conference, AA CSA, PSO recertification	2,765.14
Memberships	275.00
Safety Supplies	818.55
Meals & PR	850.58
Marketing	483.98
COVID-19 Expense	994.41
Miscellaneous expenses	474.37
	<u>\$ 17,066.55</u>

Project Checking Account

Check Number	Vendor Name	Amount
ACH 94	MARTEL	133,749.45
ACH 95	MORRISON MAIERLE	16,146.00
ACH 96	Knife River	215,445.37
	MISC TAX DIVISION	13,970.30
1095	ROOD & ASSOCIATES	3,200.00
1096	MFGR Designs Inc.	17,240.00
1097	MISC TAX DIVISION	1,351.00
1098	FASTSIGNS	3,616.12
1100	MISC TAX DIVISION	2,176.21
		<u>\$ 406,894.45</u>

Missoula County Airport Authority
Check Register
General Checking Account
November 30, 2021 through December 27, 2021

Check	Vendor Name	Description	Amount
47746	MSLA DOWNTOWN ASSOC	Meals & PR - employee gift cards	5,250.00
47747	BLACKFOOT COMMUNICATIONS	Phone Charges	1,815.12
47748	City of Missoula	Utility Expense (combined water & sewer)	7,318.45
47749	LEXIS NEXIS	Legal Services - November monthly subscription	103.00
47750	MURDOCHS	Petroleum Products, Uniform, Vehicle R&M, Tools	412.92
47751	QUADIENT	Postage	382.51
47752	RISING FAST v	Custodial Services	18,060.00
47753	VERIZON	Phone Charges	925.43
47754	FIRST NATIONAL BANK	Credit Card Charges	17,066.55
47755	CENTURYLINK	Phone Charges	661.66
47756	ENERGY WEST	Electric / Gas Expense	2,444.01
47757	MSLA ELECTRIC COOP	Electric / Gas Expense	809.49
47758	REPUBLIC SERVICES	Disposal Expense	3,740.17
47759	NORTHWESTERN ENERGY	Electric / Gas Expense	23,644.15
47760	WESTERN STATES EQUIP	Equipment - generator for exit plaza	56,533.00
47761	MT DEPT OF ADMIN	Accounting Expense - annual financial report filing fee	2,500.00
47762	ASCENT AVIATION	Snow & Ice Removal - de-icing fluid	20,065.20
47763	AXMEN	Rent Car R&M, Petroleum Products Expense	89.29
47764	BLUE RIBBON INC.	Vehicle R&M	199.95
47765	CARQUEST	Vehicle R&M	44.99
47766	CHRISTENSEN, CODY	Employee Training Expense - reimburse DOT physical	90.00
47767	CRESCENT ELECTRIC	Electric Maintenance	140.92
47768	CULLIGAN	Contracted Maintenance - water service	128.50
47769	CUSTOM WEST PEST CONTROL	Contracted Maintenance - pest control	165.00
47770	DSG (DAKOTA SUPPLY GROUP)	Mechanical/Supplies, Plumbing Expense	651.34
47771	FIRST CALL	Contracted Maintenance - technology, monthly IT agreement December	1,202.00
47772	GRAINGER	Rent Car R&M, Tools/Equipment	389.97
47773	HILLYARD INC	Custodial Supplies	2,109.64
47774	IRONHORSE	De-ice Truck AP8 - plow	8,995.00
47775	JBT AERO	Jet Bridge R&M	4,552.38
47776	JOHNSON CONTROLS/SIMPLEX	Contracted Maintenance - fire alarm service	455.00
47777	JOHNSTONE SUPPLY	Mechanical/Supplies, Tools/Equipment	279.39
47778	KARL TYLER CHEVROLET	Vehicle R&M	1,096.69
47779	KELLEY CONNECT	Contracted Maintenance - Copy Machine Monthly Use & Purchase Fee	224.55
47780	KOLBERG, VANESSA	Meals & PR	57.74
47781	KONE	USFS Hangar R&M	799.68
47782	L.N. CURTIS	Uniform Expense	36.50
47783	LES SCHWAB TIRE	Vehicle R&M	531.33
47784	MOUNTAIN SUPPLY	Tools/Equipment, Plumbing Expense	583.95
47785	MSLA TEXTILE, INC	Uniforms, Contracted Maintenance - cleaning	493.57
47786	MT ELECTRONICS	Communication R&M	141.78
47787	N470MK	Refund customer overpayment	81.84
47788	NAPA	Vehicle R&M, Jet Bridge R&M	1,400.69
47789	NORCO INDUSTRIAL	Vehicle R&M	89.70
47790	NORTHWEST INDUSTRIAL	Vehicle R&M	160.56
47791	OVERHEAD DOOR, INC	Rent Car R&M	854.00
47792	PAVLIK, INC	Airfield Maintenance, Landside Maintenance	4,185.00
47793	PAYNEWEST	Insurance Expense	123.00
47794	PLATT ELECTRIC	Electric Maintenance	1,739.84
47795	RDO EQUIPMENT CO.	Vehicle R&M	80.54
47796	RODDA PAINT	Airfield Maintenance	130.00
47797	SAPPHIRE RESOURCE CONNECTIONS	Employee Assistance Program Fees - service fees January - March	711.00
47798	SHERWIN WILLIAMS	Building General R&M	85.63
47799	SHIRT SHOP	Uniform Expense	854.00
47800	STANDARD SIGNS, INC.	Airfield Maintenance	71.12
47801	THERMAL	Mechanical/Supplies	489.91

Missoula County Airport Authority
Check Register
General Checking Account
November 30, 2021 through December 27, 2021

Check	Vendor Name	Description	Amount
47802	THOMAS PLUMBING	Plumbing Expense	225.00
47803	N323GP	Refund customer overpayment	41.83
47804	TNT TRUCK PARTS	Vehicle R&M	747.75
47805	TREMPER DISTRIBUTING	Petroleum Products Expense - fuel for all departments	9,088.91
47806	WE DUST	Snow & Ice Removal - de-icing fluid	3,898.47
47807	WHALEN	Uniform Expense	50.00
47808	TFS-KELLEY IMAGING SYSTEMS	Contracted Maintenance - Printer Lease	284.19
47809	First Security Bank	Quarterly interest payment on 2019 Notes	154,773.66
47810	Ander Zurmuehlen	Final audit fee payment	500.00
			<u>\$ 365,857.46</u>

Missoula County Airport Authority - Financial Report

For Period Ended: 11/30/21



On the *Balance Sheet*:

- 🚒 **Accounts Receivables** for general revenues at 11/30/21 were \$500,329, down from \$655,217 at 10/31/21.
- 🚒 **Accounts Receivables** for ground services was \$261,426 at months end.
- 🚒 **Grants Receivable** primarily holds close out amounts on two AIP grants for the terminal project and the widening of Aviation Way totaling \$276,692. \$683,153 in costs for the Baggage Handling System which will be reimbursed by the TSA are also included.
- 🚒 **Land** in the amount of \$1,065,264 was removed from the fixed asset account to account for the sale of 154.2 acres to the Deschamps.
- 🚒 **Terminal** projects costs to 11/30/21 are \$57,199,663.
- 🚒 **Accounts Payable** shows separate amounts for general AP and AP related to the capital projects.
- 🚒 Additional debt of \$1,400,000 was drawn from **Notes 2019 A & B** during November. Month end debt balances total \$18,595,000.

• On the *Profit and Loss* reports:

- 🚒 Fiscal year 2022 revenues for the year-to-date exceed budgeted revenues by nearly \$1.1 million.
- 🚒 Operating expenses for the year-to-date are running under budget.
- 🚒 Net Operating Income is \$1,530,381.
- 🚒 Interest revenue of \$455,718 was received as per the terms of the land sale to the Deschamps.
- 🚒 A loss of \$207,500 related to the same land sale was also posted.
- 🚒 \$596,461 was drawn from the CARES grant to cover operating expenses.
- 🚒 Overall net income is \$5,209,301.
- 🚒 The comparative Profit and Loss statement shows the year-to-date activity for the past 4 years.

• *Other Financial Information*:

- 🚒 Authority reserves are held in several local banks and in the STIP. Reserves are earning between .122% to .35%.
- 🚒 Calculated conservatively, cash reserves at the date of this report are sufficient to cover approximately 8.25 months.



Missoula County Airport Authority
Balance Sheet
As of November 30, 2021

	<u>Nov 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	300.00
10500 · General Checking Acct	5,609,789.80
10511 · Project Checking Acct	4,999.99
10550 · USFS Account	50,002.67
10560 · Contingency Account- new	125,612.39
10580 · CFC Account	1,184,065.98
10590 · STIP Terminal Reserve	22,886.28
10600 · STIP	730,582.07
10604 · Money Market Accounts	1,057,989.66
10700 · Payroll Checking	182,051.00
10710 · Flex - FIB	9,494.68
10750 · PFC Cash at US BANK	1,634,163.89
Total Checking/Savings	<u>10,611,938.41</u>
Accounts Receivable	
10800 · Accounts Receivable	500,329.13
10807 · A/R Advertising	8,244.00
10809 · A/R Ground Handling	261,426.47
10810 · A/R Non-Based Landing Fees	11,773.53
Total Accounts Receivable	<u>781,773.13</u>
Other Current Assets	
10900 · AvSec Fingerprinting Account	1,143.75
11200 · Grants Receivable	959,846.76
11500 · Pre-Paid Expenses	88,299.25
11600 · Prepaid Insurance	77,041.40
11700 · Concession Contract Receivable	729,998.00
12000 · Undeposited Funds	3,416.17
Total Other Current Assets	<u>1,859,745.33</u>
Total Current Assets	<u>13,253,456.87</u>
Fixed Assets	
13000 · Land	11,617,234.48
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	70,814,746.05
13600 · Lighting/ Security System	3,910,737.11
13700 · Sewage System	298,102.06
13900 · ATCT	6,513,529.80
14000 · Equipment	3,105,263.70
14100 · Furniture & Fixtures	54,034.29
14300 · Vehicles	5,781,484.36
14400 · Studies	1,925,406.96
14500 · Allowance for Depreciation	-95,707,735.67

Missoula County Airport Authority
Balance Sheet
As of November 30, 2021

	<u>Nov 30, 21</u>
19400 · Construction in Progress	
19401 · GS Equipment	525.00
19402 · Exit Plaza	1,825,037.99
19407 · CIP PSO Vehicle	693.72
19415 · AIP 69 Aviation Way Widening	286,154.97
19416 · Parking Lot Re-Construct	2,435,403.43
19417 · AIP 74 PCI	57,995.00
19418 · TAR Parking Lot Mods	596,166.99
19420 · East Concourse	1,891,094.46
19421 · AIP 73 Widen Aviation Way	1,301,541.97
19423 · Rent Cars Temp Facility	24,500.00
19425 · De-Ice Ramp Design	57,140.72
19427 · De-ice Truck AP8	30,150.92
19430 · CIP- Terminal	
19403 · CIP - Terminal FFE	813,795.01
19411 · Conex improvements	284,236.98
19413 · VALE Grant	2,669,912.90
19422 · Future Grant Landscaping	80,007.19
19431 · Baggage Handling System - TSA	3,264,676.16
19432 · Future AIP Steel and vertical	807,099.80
19433 · Future AIP Demo/Foundation	630,020.01
19434 · AIP 76 CSI	16,312,496.03
19436 · AIP 65 Demo/Foundation	3,513,757.48
19437 · AIP 65 Vertical/Steel	4,820,081.56
19438 · AIP 65 Core/Interior	4,099,817.63
19439 · AIP 68 Core Interior	9,097,385.23
19452 · AIP 64 Demo & Foundation	6,545,260.74
19453 · D&F unclaimed expenses	10,275.83
19458 · AIP 64 Terminal Final Design	4,250,840.00
Total 19430 · CIP- Terminal	57,199,662.55
19455 · AIP 63 Access Road	1,938,308.50
19459 · CIP-Design access road/W GA	25,058.00
19466 · AIP 66 TAR	1,111,111.11
19400 · Construction in Progress - Other	30,000.00
Total 19400 · Construction in Progress	68,810,545.33
Total Fixed Assets	112,807,404.26
Other Assets	
19600 · Deferred Pension Outflows	948,581.00
19700 · Concession Contract Recvble	1,443,256.26
Total Other Assets	2,391,837.26
TOTAL ASSETS	128,452,698.39

Missoula County Airport Authority
Balance Sheet
As of November 30, 2021

	<u>Nov 30, 21</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20500 · Accounts Payable	81,254.33
20505 · Accounts Payable- Projects	2,456,773.27
Total Accounts Payable	<u>2,538,027.60</u>
Other Current Liabilities	
21600 · Accrued Vacation/Sick Payable	445,723.43
22150 · Deferred Income	1,500.00
24000 · Payroll Liabilities	-3,970.53
Total Other Current Liabilities	<u>443,252.90</u>
Total Current Liabilities	<u>2,981,280.50</u>
Long Term Liabilities	
25030 · 2019 Note A	14,688,750.00
25035 · 2019 Note B	3,906,250.00
25700 · Deferred Concession Contract	2,173,254.26
26000 · Pension Liability	4,147,737.66
26100 · Deferred Pension Inflows	118,590.00
Total Long Term Liabilities	<u>25,034,581.92</u>
Total Liabilities	<u>28,015,862.42</u>
Equity	
29500 · Unreserved	91,963,912.30
29510 · Reserved	3,263,622.83
Net Income	5,209,300.84
Total Equity	<u>100,436,835.97</u>
TOTAL LIABILITIES & EQUITY	<u><u>128,452,698.39</u></u>

Missoula County Airport Authority
Profit & Loss Budget Performance
November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget	
Ordinary Income/Expense						
Income						
30100 · Signatory Landing Fees	34,693.06	53,092.00	287,976.52	265,460.00	637,109.00	45.20%
30200 · Non Sig Landing Fees	11,637.39	16,973.00	129,075.24	84,865.00	203,681.00	63.37%
30210 · Cargo Landing Fees	3,441.31	3,666.00	16,013.58	18,330.00	43,995.00	36.40%
30220 · Charter Landing Fees	1,443.41	682.00	1,443.41	3,410.00	8,184.00	17.64%
30300 · Non-Based Landing Fees	5,902.37	2,273.00	42,275.61	11,365.00	27,280.00	154.97%
30400 · Signatory Rent	90,392.87	90,393.00	451,964.35	451,965.00	1,084,716.00	41.67%
30410 · Non-Sig Turn Fees	14,680.00	20,450.00	150,040.00	102,250.00	245,406.00	61.14%
30507 · Advertising Income	11,093.00	12,292.00	69,525.00	61,456.00	147,500.00	47.14%
30509 · Ground Handling	54,438.19	74,397.00	445,495.69	422,392.00	936,741.00	47.56%
30600 · FBO Rentals	21,516.10	21,667.00	107,580.50	108,335.00	260,000.00	41.38%
30800 · Fuel Flowage Fees	22,164.41	5,833.00	90,234.17	29,165.00	70,000.00	128.91%
30900 · Fuel Farm Leases	348.03	333.00	1,740.15	1,665.00	4,000.00	43.50%
31000 · Coffee Concession	6,499.83	6,744.00	53,954.36	45,685.00	86,507.00	62.37%
31100 · Restaurant	3,950.06	4,323.00	30,050.27	33,573.00	74,238.00	40.48%
31200 · Food Truck Concessions	0.00		269.00			----
31300 · Rental Car %	94,871.54	44,860.00	1,110,244.65	698,099.00	1,072,662.00	103.50%
31400 · Rent Car Rent	14,919.80	8,750.00	74,599.00	43,750.00	105,000.00	71.05%
31800 · USFS Landing Fees	0.00	24,800.00	0.00	24,800.00	24,800.00	0.00%
31900 · USFS Hangar Rent	20,688.33	20,000.00	103,441.65	100,000.00	240,000.00	43.10%
32100 · Gift Shop Faber	6,837.84	10,353.00	72,067.23	95,671.00	166,052.00	43.40%
32200 · Travel Agency	591.09	592.00	2,955.45	2,960.00	7,100.00	41.63%
32400 · Parking Lot	0.00	44,344.00	633,860.46	221,720.00	1,617,706.00	39.18%
32800 · Ag Land Leases	0.00	1,125.00	0.00	5,625.00	13,500.00	0.00%
32900 · Non-Aeronautical Ground Rent	23,758.97	23,000.00	118,084.03	115,000.00	276,000.00	42.78%
32910 · Aeronautical Ground Rent	7,632.18	3,750.00	43,601.55	18,750.00	45,000.00	96.89%
33000 · Vending	2,811.24	4,125.00	20,062.22	22,907.00	51,343.00	39.07%
33800 · Off Airport Rent Cars	831.55	1,238.00	12,216.82	21,121.00	33,006.00	37.01%
34000 · Utilities Reimbursement	2,928.94	2,600.00	11,147.50	13,000.00	31,200.00	35.73%
34200 · Miscellaneous Income	8,603.18	3,333.00	42,609.57	16,665.00	40,000.00	106.52%
81402 · TSA LEO Reimbursement	9,145.00	8,917.00	53,984.96	44,585.00	107,000.00	50.45%
85100 · Badging Fees Collected	145.00		8,038.00			----
Total Income	475,964.69	514,905.00	4,184,550.94	3,084,569.00	7,659,726.00	54.63%
Gross Profit	475,964.69	514,905.00	4,184,550.94	3,084,569.00	7,659,726.00	

Missoula County Airport Authority
Profit & Loss Budget Performance
November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget	
Expense						
40100 · Wages	233,120.66	248,937.00	1,216,260.50	1,394,572.00	3,229,771.00	37.66%
40330 · Overtime Wages	618.43	3,847.00	12,154.15	21,149.00	50,000.00	24.31%
40600 · Fringe Benefits Expense	90,385.48	92,826.00	492,717.29	511,226.00	1,201,171.00	41.02%
40800 · Legal Services	103.00	1,250.00	1,314.00	6,250.00	15,000.00	8.76%
41200 · Insurance Expense	12,263.92	11,667.00	56,287.60	58,335.00	140,000.00	40.21%
41300 · Accounting Expense	5,125.00	3,500.00	30,656.00	26,500.00	31,750.00	96.55%
41400 · Phone Charges	2,133.50	4,296.00	18,564.39	21,480.00	51,550.00	36.01%
41600 · Phone R&M	0.00	16.00	47.99	80.00	200.00	24.00%
41800 · Communication R&M	498.03	1,492.00	11,005.25	7,460.00	17,905.00	61.46%
42000 · Office Supplies	1,870.07	3,529.00	10,167.35	17,645.00	42,357.00	24.00%
42100 · Computer Equipment Expense	167.93	2,066.00	13,032.37	10,330.00	24,800.00	52.55%
42200 · Electricity/Gas Expense	26,677.18	55,995.00	118,963.96	176,565.00	394,513.00	30.15%
42400 · Water Expense	5,586.65	4,236.00	30,540.32	39,535.00	78,790.00	38.76%
42500 · Sewer Expense	1,731.80	2,359.00	23,794.56	21,530.00	47,758.00	49.82%
42600 · Disposal Expense	3,740.17	3,959.00	20,838.36	19,795.00	47,506.00	43.86%
42800 · Disposal-Industrial	189.53	485.00	-850.47	2,425.00	5,825.00	-14.60%
43000 · Petroleum Products Expense	82.97	4,827.00	23,598.52	24,644.00	76,052.00	31.03%
43400 · Vehicle R&M	6,358.56	5,855.00	42,370.84	41,065.00	92,440.00	45.84%
43600 · Equipment Rental	487.96	635.00	906.56	3,175.00	7,625.00	11.89%
43800 · Tools/Equipment	5,585.62	4,989.00	11,342.19	24,945.00	59,875.00	18.94%
44000 · Landscaping Expense	72.61	0.00	1,746.23	3,003.00	7,925.00	22.03%
44100 · Custodial Services	17,860.00	17,860.00	89,300.00	89,300.00	214,320.00	41.67%
44200 · Contracted Maintenance	13,647.22	20,758.00	102,682.54	103,790.00	249,079.00	41.22%
44302 · Jet Bridge R&M	4,206.08	583.00	30,040.90	2,915.00	7,000.00	429.16%
44400 · Electric Maintenance	5,245.93	976.00	4,645.47	4,880.00	11,700.00	39.70%
44600 · Plumbing Expense	626.56	691.00	1,864.62	3,455.00	8,300.00	22.47%
44800 · Mechanical/Supplies	625.47	1,792.00	12,225.68	8,960.00	21,500.00	56.86%
45000 · Building General R&M	349.61	1,547.00	6,872.25	7,735.00	18,575.00	37.00%
45104 · Rent Car R&M	-12,093.51	667.00	10,945.39	3,335.00	8,000.00	136.82%
45106 · USFS Hangar R&M	0.00	288.00	2,470.72	1,440.00	3,455.00	71.51%
45203 · Airfield Maintenance	251.11	1,001.00	899.88	19,789.00	51,085.00	1.76%
45400 · Landside Maintenance	0.00	1,641.00	4,215.68	12,129.00	22,400.00	18.82%
45600 · Airfield Lighting R&M	551.38	1,325.00	2,441.64	6,625.00	15,900.00	15.36%
45703 · Fog Abatement	0.00	524.00	2,880.00	1,675.00	4,240.00	67.92%
45800 · Snow & Ice Removal	17,353.60	8,320.00	74,906.89	31,838.00	192,306.00	38.95%
46000 · Custodial Supplies	2,656.97	4,366.00	27,998.26	27,543.00	56,155.00	49.86%
46400 · Uniform Expense	3,433.58	4,822.00	9,174.63	17,119.00	41,275.00	22.23%
46600 · Employee Training Expense	2,254.00	5,734.00	10,801.44	28,670.00	68,810.00	15.70%
46800 · Travel Expense	4,604.14	1,943.00	13,641.84	21,680.00	63,400.00	21.52%

Missoula County Airport Authority
Profit & Loss Budget Performance
November 2021

	Nov 21	Budget	Jul - Nov 21	YTD Budget	Annual Budget	
47000 · Memberships	275.00	1,782.00	6,891.95	8,910.00	21,377.00	32.24%
47200 · Safety Supplies/Equipment	818.55	2,425.00	11,268.24	12,125.00	29,113.00	38.71%
47303 · Wildlife Mitigation	0.00	667.00	2,855.43	3,335.00	8,000.00	35.69%
47400 · Meals & PR	850.58	1,482.00	6,607.15	7,410.00	17,790.00	37.14%
47501 · Marketing	16,364.23	12,917.00	61,341.81	64,585.00	155,000.00	39.58%
47600 · Consultants Expense	11,801.82	2,765.00	14,251.50	13,825.00	33,190.00	42.94%
47707 · Display Expenses	0.00	229.00	669.81	1,145.00	2,750.00	24.36%
47717 · VIC Expenses	0.00	125.00	0.00	625.00	1,500.00	0.00%
47999 · COVID-19 Expense	994.41		2,072.29			----
49100 · Fingerprint/STA Charges	677.00		3,592.50			----
66000 · Payroll Expenses	0.00		0.06			----
66900 · Reconciliation Discrepancies	1.01		1.03			----
80600 · Miscellaneous Expense	0.00	138.00	-741.89	690.00	1,650.00	-44.96%
80611 · BANK Charges	153.25	379.00	1,893.93	1,895.00	4,550.00	41.62%
Total Expense	490,307.06	554,513.00	2,654,169.60	2,939,132.00	6,955,233.00	38.16%
Net Ordinary Income	-14,342.37	-39,608.00	1,530,381.34	145,437.00	704,493.00	
Other Income/Expense						
Other Income						
70200 · Interest Income-Unrestricted	292.24	833.00	1,690.24	4,165.00	10,000.00	16.90%
70400 · Project Restricted Interest	7.49		65.24			----
70600 · Interest on land sale	455,717.74		455,717.74			----
89200 · CARES	596,461.38	596,461.38	596,461.38	596,461.38	596,461.38	
89400 · Capital Contributions						
31500 · CFCs	61,616.00	70,000.00	445,380.00	350,000.00	840,000.00	53.02%
89000 · Federal Contributions						
89204 · CRRSA Revenues	123,400.36	0.00	2,123,400.36	2,000,000.00	2,000,000.00	
89000 · Federal Contributions - Other	0.00	0.00	1,296,411.67	1,296,351.22	1,296,351.22	
Total 89000 · Federal Contributions	123,400.36	0.00	3,419,812.03	3,296,351.22	3,296,351.22	
89100 · TSA OTA contribution	212,011.81	212,011.81	903,241.96	903,242.06	903,242.06	
89500 · PFC Contributions	120,422.97	120,000.00	525,336.22	389,400.00	1,500,000.00	
Total 89400 · Capital Contributions	517,451.14	402,011.81	5,293,770.21	4,938,993.28	6,539,593.28	
Total Other Income	1,569,929.99	999,306.19	6,347,704.81	5,539,619.66	7,146,054.66	
Other Expense						
80140 · Note 2019A Interest Expense	0.00	0.00	102,563.25	134,300.00	1,036,524.00	9.89%
80145 · Note 2019 B Interest Expense	0.00	0.00	20,837.11	35,700.00	275,531.00	7.56%
80300 · Depreciation	495,608.73	495,605.73	2,337,884.66	2,337,881.56	2,337,881.56	
80500 · Loss on Disposal of Assets	207,500.29		207,500.29			
Total Other Expense	703,109.02	495,605.73	2,668,785.31	2,507,881.56	3,649,936.56	
Net Other Income	866,820.97	503,700.46	3,678,919.50	3,031,738.10	3,496,118.10	
Net Income	852,478.60	464,092.46	5,209,300.84	3,177,175.10	4,200,611.10	

Missoula County Airport Authority
Profit & Loss for Current to Prior Years
July through November 2021

	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
<u>Ordinary Income/Expense</u>				
Income				
30100 · Signatory Landing Fees	287,976.52	157,780.33	357,065.08	366,707.12
30200 · Non Sig Landing Fees	129,075.24	64,075.81	100,485.33	84,555.70
30210 · Cargo Landing Fees	16,013.58	19,821.70	16,699.43	18,202.83
30220 · Charter Landing Fees	1,443.41	1,361.44	5,660.54	5,089.46
30300 · Non-Based Landing Fees	42,275.61	42,320.94	17,385.53	17,550.83
30400 · Signatory Rent	451,964.35	451,964.35	451,964.80	454,638.70
30410 · Non-Sig Turn Fees	150,040.00	72,190.00	108,450.00	91,400.00
30500 · Equipment/Space/Services	-	-	-	15,580.00
30507 · Advertising Income	69,525.00	57,465.00	72,857.50	76,778.00
30509 · Ground Handling	445,495.69	284,474.96	251,688.72	240,417.45
30600 · FBO Rentals	107,580.50	108,122.30	107,570.97	89,700.31
30800 · Fuel Flowage Fees	90,234.17	51,131.27	44,915.71	53,062.40
30900 · Fuel Farm Leases	1,740.15	1,687.40	1,676.85	1,645.21
31000 · Coffee Concession	53,954.36	17,909.68	42,566.17	47,053.52
31100 · Restaurant	30,050.27	33,153.13	43,520.36	33,997.06
31200 · Food Truck Concessions	269.00	-	1,893.76	-
31300 · Rental Car %	1,110,244.65	678,533.51	834,241.23	780,156.05
31400 · Rent Car Rent	74,599.00	74,699.00	56,793.86	44,775.26
31700 · FAA Sector Office			26,097.55	20,878.04
31800 · USFS Landing Fees			19,779.84	-
31900 · USFS Hangar Rent	103,441.65	102,136.05	97,079.10	97,107.04
32100 · Gift Shop Faber	72,067.23	25,161.29	128,241.08	124,304.88
32200 · Travel Agency	2,955.45	2,955.45	2,955.45	3,546.54
32400 · Parking Lot	633,860.46	183,302.14	312,860.00	312,500.03
32800 · Ag Land Leases			17.32	-
32900 · Non-Aeronautical Ground Rent	118,084.03	113,808.19	98,972.94	102,012.20
32910 · Aeronautical Ground Rent	43,601.55	41,846.55	38,636.62	49,127.40
33000 · Vending	20,062.22	9,099.95	17,323.43	13,596.94
33800 · Off Airport Rent Cars	12,216.82	18,545.53	37,026.33	27,857.33
34000 · Utilities Reimbursement	11,147.50	13,876.44	10,140.35	9,832.80
34200 · Miscellaneous Income	42,609.57	22,514.88	43,036.91	31,220.46
81402 · TSA LEO Reimbursement	53,984.96	27,140.00	45,135.00	35,990.00
81403 · TSA Checkpoint OTA	-	3,975.97	7,440.78	13,707.04
85100 · Badging Fees Collected	8,038.00	5,785.00	9,026.08	-
89201 · Payroll Support Funds	-	89,660.34		
Total Income	4,184,550.94	2,776,498.60	3,409,204.62	3,262,990.60
Gross Profit	4,184,550.94	2,776,498.60	3,409,204.62	3,262,990.60

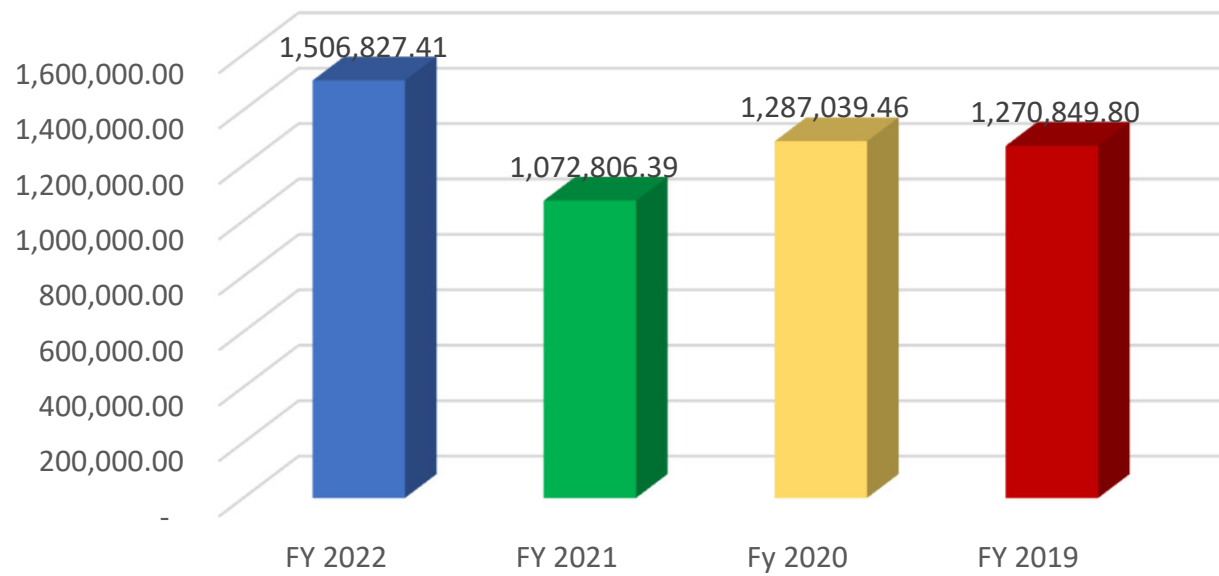
Missoula County Airport Authority
Profit & Loss for Current to Prior Years
July through November 2021

	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Expense				
40100 · Wages	1,216,260.50	1,116,102.98	1,157,840.20	1,124,965.19
40330 · Overtime Wages	12,154.15	32,857.82	14,518.22	22,368.22
40600 · Fringe Benefits Expense	492,717.29	439,103.28	432,619.94	423,729.59
40800 · Legal Services	1,314.00	650.00	805.00	-
41200 · Insurance Expense	56,287.60	53,117.50	52,528.60	51,427.42
41300 · Accounting Expense	30,656.00	23,800.00	22,575.00	19,200.00
41400 · Phone Charges	18,564.39	21,566.28	19,383.37	19,350.95
41600 · Phone R&M	47.99	-	-	6.99
41800 · Communication R&M	11,005.25	971.12	4,368.27	4,502.69
42000 · Office Supplies	10,167.35	7,346.81	10,774.39	9,409.33
42100 · Computer Equipment Expense	13,032.37	2,931.43	8,003.29	8,740.13
42200 · Electricity/Gas Expense	118,963.96	119,366.71	125,967.11	148,489.38
42400 · Water Expense	30,540.32	24,896.74	34,745.92	28,187.77
42500 · Sewer Expense	23,794.56	24,453.40	5,467.09	18,355.05
42600 · Disposal Expense	20,838.36	17,116.75	18,900.31	17,664.60
42800 · Disposal-Industrial	(850.47)	(669.42)	(630.35)	128.05
43000 · Petroleum Products Expense	23,598.52	15,427.15	21,312.00	29,504.90
43400 · Vehicle R&M	42,370.84	21,586.85	33,703.97	39,637.23
43600 · Equipment Rental	906.56	241.31	874.26	1,671.36
43800 · Tools/Equipment	11,342.19	7,360.20	24,226.38	5,859.64
44000 · Landscaping Expense	1,746.23	448.50	4,739.85	(221.91)
44100 · Custodial Services	89,300.00	89,465.00	91,387.50	91,475.00
44200 · Contracted Maintenance	102,682.54	105,034.52	124,303.46	90,173.65
44302 · Jet Bridge R&M	30,040.90	153.48	14,984.14	2,683.37
44400 · Electric Maintenance	4,645.47	1,782.97	5,536.31	7,142.48
44600 · Plumbing Expense	1,864.62	788.18	4,412.51	898.44
44800 · Mechanical/Supplies	12,225.68	8,546.73	13,182.43	9,192.15
45000 · Building General R&M	6,872.25	4,484.40	19,095.54	12,947.24
45104 · Rent Car R&M	10,945.39	2,594.17	9,333.75	4,703.77
45106 · USFS Hangar R&M	2,470.72	(715.49)	3,652.94	3,122.00
45203 · Airfield Maintenance	899.88	5,807.34	30,511.40	13,239.23
45400 · Landside Maintenance	4,215.68	298.26	8,009.84	4,892.17
45600 · Airfield Lighting R&M	2,441.64	-	1,680.13	3,587.33
45703 · Fog Abatement	2,880.00	909.50	896.29	796.40
45800 · Snow & Ice Removal	74,906.89	70,090.12	21,670.46	33,963.66
46000 · Custodial Supplies	27,998.26	16,119.15	29,753.27	27,980.85
46400 · Uniform Expense	9,174.63	8,260.21	7,737.66	11,299.36
46600 · Employee Training Expense	10,801.44	7,888.95	11,545.24	19,735.48
46800 · Travel Expense	13,641.84	2,412.02	28,677.34	12,584.39
47000 · Memberships	6,891.95	6,550.00	7,435.00	8,495.00
47200 · Safety Supplies/Equipment	11,268.24	9,103.82	4,984.52	4,983.75
47303 · Wildlife Mitigation	2,855.43	13.98	-	256.82
47400 · Meals & PR	6,607.15	4,543.36	8,930.66	9,157.04
47501 · Marketing	61,341.81	8,760.75	72,228.65	22,159.51
47506 · Air Service Incentives			(7,045.44)	380,246.50
47600 · Consultants Expense	14,251.50	13,666.16	22,257.37	24,957.60
47707 · Display Expenses	669.81	709.66	2,635.89	3,186.68
47999 · COVID-19 Expense	2,072.29	34,977.77		
47717 · VIC Expenses			702.01	1,428.43
49100 · Fingerprint/STA Charges	3,592.50	2,614.00	4,444.00	232.00
66000 · Payroll Expenses	0.06	-		
66900 · Reconciliation Discrepancies	1.03		-	(1.00)
80100 · Other Interest Expense			-	2.99
80600 · Miscellaneous Expense	(741.89)	164.86	854.42	1,487.32
80611 · BANK Charges	1,893.93	745.88	597.56	447.99
Total Expense	2,654,169.60	2,334,445.16	2,537,117.67	2,780,434.18
Net Ordinary Income	1,530,381.34	442,053.44	872,086.95	482,556.42

Missoula County Airport Authority
Profit & Loss for Current to Prior Years
July through November 2021

	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2019
Other Income/Expense				
Other Income				
70200 · Interest Income-Unrestricted	1,690.24	7,513.24	34,583.09	21,543.58
70400 · Project Restricted Interest	65.24	120.14	-	7.72
70600 · Interest on land sale	455,717.74	-	100.51	45.05
89200 · CARES	596,461.38	1,202,977.10	-	0.11
89202 · COVID-19 Relief Revenue	-	6,132.54		
89400 · Capital Contributions				
31500 · CFCs	445,380.00	450,444.00	502,629.00	529,496.25
89204 · CRRSA Revenues	2,123,400.36	-		
89000 · Federal Contributions - Other	1,296,411.67	7,209,246.73	4,678,949.31	2,052,378.37
89100 · TSA OTA contribution	903,241.96	24,498.81	38,700.89	-
89103 · State Grants			21,460.71	12,857.14
89500 · PFC Contributions	525,336.22	217,597.35	551,871.97	626,554.32
89400 · Capital Contributions - Other	-	155,381.95		
Total Other Income	6,347,704.81	9,273,911.86	5,828,295.48	3,242,882.54
Other Expense				
80150 · FIB QTA Interest Expense	-	-	-	3,782.28
80140 · Note 2019A Interest Expense	102,563.25	4,196.44	-	-
80145 · Note 2019 B Interest Expense	20,837.11	864.62	-	-
80300 · Depreciation	2,337,884.66	2,145,023.20	2,259,035.09	2,194,365.00
80500 · Loss on Disposal of Assets	207,500.29	-		
Total Other Expense	2,668,785.31	2,150,084.26	2,259,035.09	2,198,147.28
Net Other Income	3,678,919.50	7,123,827.60	3,569,260.39	1,044,735.26
Net Income	5,209,300.84	7,565,881.04	4,441,347.34	1,527,291.68

Revenues - Commercial Air Service





Director's Report December 20, 2021

Director's Statement: Air service continues to improve. Nationwide, November finished at 84% of 2019; MSO once again exceeded the national number and came in at 91.4% of 2019. While we were slightly down in available departure seats, our load factors set all time records at 88.9%. We had several airlines that had well over 90% full flights on average in November. December looks like we will have the same trend and may exceed November's record load factors. I would expect the airlines to schedule more seats in our market next year at this time.

2022 Air Service Update: With the airlines short on flight crews, we will be slightly behind on available seat counts going forward the first part of next year but expect load factors to be very strong going into summer. American Airlines reevaluated our market and decided to reload Los Angeles service for next summer after Alaska decided to temporary drop that market for 2022. With just Allegiant and American in the market, I am expecting it to perform quite well. Delta has not finalized their summer schedule yet; currently for peak summer we are showing a 10% increase in seats over 2019.

Washington DC: The Federal Government funding is now extended until February 18th. While it was good news to get us past the holidays, it will delay our typical grant cycle as the FAA is looking for continuous 6 months of funds before they release any grants. The Bipartisan Infrastructure Law (BIL) was signed into law on November 15th which is great news for Missoula and our industry. FAA will award \$2.89 billion in grants to 3,075 airports across the country for fiscal year 2022 with funds that have been made available under the BIL and the agency's new Airport Infrastructure Grant program. Missoula is set to receive \$3,433,751 that we will be able to use on infrastructure on airport grounds. We still don't have full details but will earmark this first round of grant money for our current terminal. Within the Bipartisan Infrastructure Bill there was also competitive grant money set aside for "airport terminal projects". The FAA plans on sending out information on how and when to apply sometime in February of this upcoming year. We believe we should compete very well for these additional funds, additional details below:

New Airport Terminal Program: \$5 billion/\$1 billion annually for a new "airport terminal program."

- Competitive Grants: DOT to distribute funds through competitive grant program
- Distributed by Hub Size:
 - 55% to LH 15% to MH 20% to SH
 - 10% to NH and nonprimary airports

- **Eligible Projects:** Terminal projects, including multimodal terminal development/on-airport rail projects. DOT required to consider projects that increase capacity, improve passenger access, replace aging infrastructure, expand accessibility for persons with disabilities, and improve airport access for historically disadvantaged populations.
- **Preferences and Priorities:** DOT to provide a preference to projects that “achieve a complete development objective” even if those projects are phased over multiple years. It would also require DOT to prioritize projects that “have received partial awards.”
- **Local Match:** Federal share is 80% for LH, MH and 95% for SH and smaller.

Board Agenda: One item that we are pushing back a month is a task order for our Airport Master Plan. With federal funding on hold due to the continuing resolution only going until February 18th we are taking the extra time to meet with the FAA. With the Bipartisan Infrastructure Bill being funded for a total of 5 years, we are proposing a more detailed Airport Master Plan that would include needed infrastructure on the south side of our property, I will go into more details at our meeting. Also related to the New Airport Terminal Program (BIL), we would like to bring to you for approval design for phase 3 of our new terminal. With funding available the next 5 years, we believe that we should have design ready to potentially compete for this additional discretionary funding. We designed phase 2 for what we believed we could afford; we would like to stretch the phase to include a third jet bridge and single ground board. Lynn will be updating our rules and regulations for our commercial lane. Nate Cole our Airfield Manager would like to purchase a subscription for additional weather reporting system. Justin Shaffer our Public Safety Chief has the need to purchase dual band radios for his department, we had originally planned to put in next years fiscal budget but due to upcoming price increases would like to make that purchase now. We would also like pre-approval for our upcoming FAA infrastructure grant.

2022 State Aviation Conference: Continuing reminder, the state aviation conference that will be held March 3-5th 2022 in Missoula at the Downtown Holiday Inn. This will be a great opportunity to highlight our new terminal and are working through the logistics to offer tours to as many of the attendees as possible.

Construction: Terminal work continues to move forward; Tim will have lots of updated pictures to share. On the third floor, carpet and other final finishes are taking shape. Glass walls for the upper-level conference room has been set. Bathroom fixtures are being set and ceilings are almost complete. The TSA baggage screening belt system is also being tested. Airline and gate counters are in place with counter tops being completed off site and should be installed shortly. Our temporary inbound baggage claim carousel is also in place. The food and beverage areas are now shaping up and you will see lots of progress on those areas over the next couple of months.

Winter weather: I have purposely stayed away from the weather topic, but it has not held off winter! We have had some expensive snow removal days caused by snow and ice. Just in deice product alone, we have had one \$15,000+ day and another day we spent over \$20,000 just keeping the runway operational due to ice accumulation.

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: December 28, 2021

1. **TITLE:** Republic Parking Contract Addendum
ACTION ITEM
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS NEW BUSINESS COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 5 Minutes
4. **BACKGROUND INFORMATION:** Republic Parking's current Lease Agreement was entered into July 1, 1999 and runs through June 30, 2024. Their Minimum Annual Guarantee is \$750,000.00 and they pay a tiered percentage of gross which ranges from 50% to 92.5%. Over the term of the Lease, Republic has made close to \$900,000 in capital investments. Obviously, since 1999, the cost of labor has increased significantly. In 2013, the Board approved an addendum to Republic's lease allowing an adjustment for any increases in minimum wages. Since COVID-19, labor costs have increased drastically and Republic has had difficulty maintaining full staffing at MSO. Republic staff reached out to MSO with a request for assistance to bring their wages more in line with the local market. At first, staff believed that the concession relief provided through Congress would assist Republic. However, in working through the concession relief plan, it seems that parking services are not eligible for relief. Staff and Republic then formulated the plan presented today, which provides a credit to Republic to offset labor costs but that is tied to staff hours in order to address the airport's concern that the parking lot be manned 24/7. Last year during the pandemic, Republic requested and the Board approved an addendum to their lease so that they could pay the percentage of gross monthly rather than MAG, so it is difficult to compare their receipts from prior years to this year. However, anecdotally the parking lot seems to be rivaling 2019 based on the need for overflow lots during the recent holidays. Additionally, the deduction is only between 4-6% of the MAG.
5. **BUDGET INFORMATION:** Amount Required: \$32,000 - \$48,000
6. **SUPPLEMENTAL AGENDA INFORMATION:** Lease Addendum attached.
7. **RECOMMENDED MOTION:** Move to approve 2021 Addendum to Republic Parking Lease Agreement.
8. **PREPARED BY:** Lynn Fagan

2021 ADDENDUM TO PARKING LOT CONCESSION LEASE AGREEMENT

This 2021 Addendum to Parking Lot Concession Lease Agreement ("2021 Addendum") is made and entered into this 28th day of December, 2021 by and between Missoula County Airport Authority ("MCAA" or "Lessor") and REEF Parking, successor in interest to Republic Parking System, ("Concessionaire").

RECITALS

1. MCAA and Concessionaire have entered into a Parking Lot Concession Lease Agreement for Operation at the Missoula International Airport, dated July 1, 1999, an Addendum to Parking Lot Concession Lease Agreement; a Second Addendum to Parking Lot Concession Lease Agreement; a Third Addendum to Parking Lot Concession Lease Agreement; and a 2020 Addendum to Parking Lot Concession Lease Agreement (collectively "the Lease Agreement");
2. Concessionaire is in compliance with the Primary Guiding Documents, is current in payment of all rents, fees and other sums accruing under the Lease Agreement, and is not in default of any provision of the Lease Agreement;
3. Based on the current economic conditions resulting from the global COVID-19 pandemic, Concessionaire and MCAA have agreed to certain changes to the Lease agreement;

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

1. **Staffing Credit.** Beginning January 1, 2021, for each month that Concessionaire maintains a minimum of 955 staffing hours at the Missoula Montana Airport, it shall be entitled to take a \$4,000.00 credit toward any payments due under the Lease Agreement. For any month that Concessionaire maintains more than 728 staffing hours but less than 955 staffing hours at the Missoula Montana Airport, it shall be entitled to take a \$2700 credit toward any payments due under the Lease Agreement. A signed statement shall be included with the monthly report affirming that the operation maintained the required staffing hours for each month in which such credit is taken. In the event MCAA or Concessionaire add new technology or equipment that, after mutual agreement between MCAA and Concessionaire, allows Concessionaire to efficiently reduce staffing levels, MCAA and Concessionaire shall mutually agree on changes to the staffing credit.
2. **Merger.** This 2021 Addendum, together with the Lease Agreement, as defined in the Recitals above, comprise the complete agreement between the parties. 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 2021 Addendum and the Lease Agreement, the terms of the 2021 Addendum will govern.

Missoula County Airport Authority

REEF Parking

By: Brian Ellestad
Airport Director

By: Leonard Carder
President, Real Estate Services

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: December 28th, 2021

1. **TITLE:** Pre-Authorization of GSA Lease Amendment No. 2 for South Concourse TSA Lease Space Improvements

Review, discussion, and possible approval to pre-authorize acceptance of GSA Lease Amendment No. 2 for South Concourse TSA Lease Space Improvements

ACTION ITEM

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** In May 2021, the Missoula County Airport Authority Board accepted General Services Administration Lease Amendment No. 1 for \$618,657.15 to reimburse the airport for construction of TSA lease space in the South Concourse. In addition to general construction, the scope of the amendment covered the procurement and installation of TSA security components. After contract award, the security contractor became unresponsive to the project team over the trailing months. The team coordinated with GSA/TSA to identify and bring another security contractor on board to complete the scope of work. The switch to the new contractor, combined with multiple supply and price constraints led to an increase in the overall cost of the security scope of work. As a result of the increase, GSA has proposed amendment No. 2 to the existing lease agreement to cover the incremental amount (\$14,596.41) of the security scope of work. The airport will complete this scope of work under the existing South Concourse GMP using available contingency funds. The GSA will reimburse the airport in the amount of \$633,253.56 upon completion of the lease space improvements.

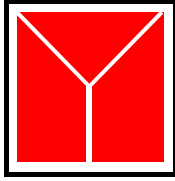
5. **BUDGET INFORMATION:** Amount Required: \$633,253.56 (Existing project GMP)
GSA Lease Amendment No 1: \$618,657.15
GSA Lease Amendment No 2: \$633,253.56 (Reimbursement)

6. **SUPPLEMENTAL AGENDA INFORMATION:** Martel Change Order No. 1 – GSA/TSA Security Contractor

7. **RECOMMENDED MOTION:** Move to pre-authorize the Airport Director to accept revised General Services Administration Lease Amendment No.2 for \$633,253.56.

8. **PREPARED BY:** Tim Damrow

9. **COMMITTEE REVIEW:** None.

**MARTEL CONSTRUCTION, INC.**

MAIN OFFICE
1203 SOUTH CHURCH AVENUE
BOZEMAN, MONTANA 59715-5801
(406) 586-8585 FAX (406) 586-8646

Change Order

December 21, 2021

PROJECT #	20-001
MSO Core Shell Interiors Package 3B 5225 Highway 10 West Missoula, MT 59808	

Owner
Missoula Montana Airport 5225 Highway 10 West Missoula, MT 59808

Attn: Tim Damrow

Change Order # 1

The Contract is changed as follows:

New TSA Security Contractor and Revised Proposal	
Integrated Security Solutions, Inc. Difference from Non-Responsive Panhandle Contractors	
Panhandle Original Proposal = \$167,429.00	
Electrical Subcontract Scope Budget = \$26,999.79	
Total Security Scope of Work = \$194,428.79	
ISS Revised Quote = \$179,678.11 - See Attached Quote dated 12/16/21	
Electrical Subcontract Actual Work Performed = \$29,347.09	
Revised Total Security Scope of Work = \$209,025.20	
Difference add for ISS as new security contractor = \$12,249.11	12,249.11
Reconcile Electrical Budget with Actual Work Performed = \$2,347.30	2,347.30
Subtotal:	14,596.41

Total Amount of Change Order

14,596.41

The Original Contract Sum was	618,657.15
Net Change by Previously Authorized Change Orders	0.00
The Contract Sum Prior to this Change Order	618,657.15
The Amount of this Change Order is	14,596.41
The New Contract Sum Including this Change Order	633,253.56

CONTRACTOR:

Martel Construction, Inc.

By:

Cole Jensen

Date: 12/21/21

OWNER

Missoula Montana Airport

By:

Tim Damrow

Date:

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: December 28, 2021

1. **TITLE:** Morrison-Maierle Task Order No. 42 – Design for Terminal Project Phase III – East Concourse Extension.

Review, discussion and possible approval of Task Order No. 42 to the Master Agreement for Professional Engineering Services with Morrison-Maierle. This Task Order will be for Final Design and Bidding Services for Phase-3 of the New Passenger Terminal Building 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 light of record growth continuing at the Airport, conservative project budgets staying in line, and unexpected federal funds being allocated to the project, it is time to start planning for the third phase of the terminal project. This phase will build off design principals associated with the East Concourse.

This Task Order will complete the design for the expansion of the East Concourse hold rooms to allow for a third jet bridge to serve planned aircraft parking positions. The Task Order will be taken through bidding services once the delivered design coincides with a suitable project budget determined by the Airport. After bids have been opened and vetted with Martel Construction, a Guaranteed Maximum Price (GMP) will be presented to the Board.

5. **BUDGET INFORMATION:** Amount Required: \$570,000.00
Budget amount available: Future AIP Grant
6. **SUPPLEMENTAL AGENDA INFORMATION:** Task Order No. 42 Scope and Fee
7. **RECOMMENDED MOTION:** Move to Approve Task Order No. 42 with Morrison-Maierle in the amount of \$570,000.00 contingent on the completion of an Independent Fee Estimate (IFE).
8. **PREPARED BY:** Brian Ellestad, Airport Director
9. **COMMITTEE REVIEW:** None.

TASK ORDER-42

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 29, 2021, the terms of which are incorporated herein by reference.

SPECIFIC PROJECT DATA

**TITLE: NEW PASSENGER TERMINAL BUILDING
EAST CONCOURSE EXPANSION, PHASE 3 – FINAL DESIGN**

- I. Objective: To prepare final design and bidding services for Phase-3 of the new passenger terminal building.

Final Design Services: Final Design will include the preparation of Plans and Specifications for an expansion of the East Concourse Terminal Building. Design will be taken through to Construction Documents and bidding services. This scope of service will be a continuation of final design of the ongoing terminal project and build off previous planning, design and construction efforts. This phase of design includes a Level-01 circulation area for ground service equipment, storage and MEP equipment room. Level-02 will consist of hold room circulation and seating, plus two gate locations: one passenger boarding bridge and one ground load position. This expansion is approximately 18,000-sf combined on the two levels. The cost of construction for this phase is estimated at \$6,500,000 (which includes a new jet bridge plus 15% construction contingency).

Services shall also include coordination meetings with the OWNER, GC/CM, FAA, TSA and Airlines to discuss the future terminal and its operations in preparation for construction. It is anticipated that a minimum of three grant applications will be prepared for Federal assistance.

It is anticipated that two bid openings will occur with this project – one for vertical construction, one for FFE. At all bidding deliverables, the design team will work with the GC/CM to evaluate bids, apply value engineering where applicable, and assist in developing the Guaranteed Maximum Price (GMP) for each bid package.

The Engineer will also continue studying alternative construction phasing ideas to minimize impacts to Airport users, preparation of a construction operations and phasing plan, design report, final plans and specifications, and complete bidding services. A separate task order will be developed for Construction Management Services at the time of each bid opening and award.

The project will be conducted in accordance with Federal Aviation Administration (FAA) *Advisory Circulars 150/5360-13 (and DRAFT AC 150/5360-13A)*, *Airport Terminal Planning and Design* and 150/5300-13, *Airport Design*.

Deliverables: At the completion of this Task Order, the ENGINEER will deliver the following documents to the OWNER, FAA-Helena ADO, and TSA for review:

- Design Report and corresponding amendments for each federal grant
- Closeout Reports and corresponding amendment for each federal grant
- Construction Safety and Phasing Plan (CSPP)
- Final Plans and Specifications for each anticipated bid package
- Recommendation of Award (Guaranteed Maximum Price) for each bid package

- Construction Management Services Task Orders

Project Schedule: The project schedule will last approximately 443-months (17-weeks) beginning on January 3, 2022 and ending with a potential GMP presentation to Airport Board on May 31, 2022. Estimated project milestones are listed in *Section 3 – Times of Performance*.

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 scope, fees, project schedule and obtain subconsultant services. Coordinate with design team on their role, expectations, and scope/fee submittals.
2. Communicate project progress with the OWNER, GC/CM, FAA-Helena ADO, TSA, and Airlines. Manage the services of the design team (including the architects, all engineering disciplines and subconsultants), provide oversight and quality control, check documents and organize project information. Milestone meetings will also include a review of project costs and schedule updates. The following are estimated communication points used to properly manage the project:
 - Kick-Off Meeting
 - Pre-Design Meeting w/ OWNER and FAA
 - Internal Design Team Meetings (weekly)
 - OWNER and GC/CM Progress Meetings (monthly)
 - Tenant, TSA and Airline Coordination
 - FAA Coordination
 - Milestone Submittal Meetings (100% SD, 100% DD, 95% CD)
 - MCAA Board Meetings (monthly)
3. Coordinate, prepare and submit the following project documents on behalf of the OWNER:
 - FAA Grant Application(s)
 - 7460 for Airspace Analysis
 - Design Report
 - Construction Safety and Phasing Plan
 - Final Design Grant Closeout Report
 - Monthly Invoicing and Request For Reimbursement paperwork
 - Assist the OWNER with project budgeting and cash flow reports

B. Schematic Design

AVIATION (CIVIL DESIGN & SURVEY)

1. Work with the design team and OWNER to develop the schematic site plan layouts (airside and landside). Site plans will be evaluated for the following:
 - Airside rehabilitation limits (concrete apron vs. asphalt areas)
 - Airside access (ground service access)
 - Ramp equipment parking/storage
 - Commercial airline parking plan
2. Proposed site electrical features (such as ramp/site lighting and GPU) will be coordinated with the electrical engineer and specified on those drawings.
3. Complete site survey of impacts to ramp area, building expansion and future jet bridge extents which includes existing utilities, topographic survey and existing concrete joint/panel layout.
4. Coordinate site-civil scope of work with GC/CM to consolidate with East Concourse. Evaluate alternative cost saving measures.

STRUCTURAL DESIGN

1. Develop a structural model for the expansion within REVIT.
2. Coordination with all disciplines in regards to space/system needs, areas of exposed structure and other requirements.
3. Coordination with GC/CM in regards to constructability, construction operations and performance.

ELECTRICAL/IT DESIGN

1. Coordination utility relocates and future connection points for Power, Phone and Fiber with utility providers.
3. Develop an electrical model for the expansion within REVIT.
4. Review national electrical code requirements for future expansion.
5. Develop space/system needs and equipment sizing for electrical systems (including public address system, servers, flight information, technology, etc.) within the future expansion, coordinate impacts with all other disciplines.
6. Develop site light layouts for ramp lighting.
7. Develop GPU layouts for the ramp.
8. Analyze electrical distribution and develop one-line diagram for the existing building, post construction existing building, and future expansion.
9. Develop emergency generator requirements and sizing.
10. Coordinate with mechanical on the fire protection system for the future expansion and remaining existing building during/post construction.
11. Coordination with GC/CM in regards to constructability, construction operations and performance.

MECHANICAL/FIRE PROTECTION DESIGN

1. Develop a mechanical model for the expansion within REVIT.
2. Review building code requirements for future expansion.
3. Develop space/system needs and equipment sizing for mechanical components within the future expansion, coordinate impacts with all other disciplines.
4. Define HVAC zones within the future expansion.
5. Consider future plumbing layout and connections for future expansion.
6. Develop fire protection system for the future expansion.
7. Coordination with GC/CM in regards to constructability, construction operations and performance.

C. Design Development (DD)

AVIATION (SITE-CIVIL DESIGN)

1. Finalize Air Carrier parking positions with jet bridge restrictions and ground service access routing.
2. Develop construction limits on the Air Carrier Ramp and schedule Portland Cement Concrete

Pavement replacement sections.

3. Coordinate with the GC/CM on project development.
4. Complete Design Development (50% and 100%) submittal package and review meeting with GC/CM, Design Team and OWNER. Submittal package includes construction plan set.
5. Complete ongoing quality assurance reviews, specifically at DD Submittal milestones.

STRUCTURAL DESIGN

1. Continue to develop the structural model for the east concourse within REVIT.
2. Expand the design of the major components of the foundation and structural framing systems for the east concourse.
3. Expand the design of the exterior cladding and framing system.
4. Coordination support requirements with all disciplines (MEP and Architectural) in regards to space/system needs, areas of exposed structure and other requirements.
5. Coordination with GC/CM in regards to constructability, construction operations and performance.
6. Vet and incorporate value engineering proposals and constructability suggestions from the GC/CM.
7. Deliver design development drawings that include general structural notes, statement of special inspections, typical details, foundation plans, floor and roof framing plans, moment frame elevations, column schedules, and details for the major framing components.
8. Complete ongoing quality assurance reviews, specifically at DD Submittal milestones.

ELECTRICAL/IT DESIGN

1. Develop load demands for electrical services of the east concourse. Coordinate with Northwestern Energy and the equipment installed in the new building to verify services are adequate.
2. Develop emergency power to back up the entire electrical system. This will be supplied by a diesel generator with provisions for future installations. We will provide automatic transfer switch to allow division of the electrical system into priority levels.
4. Continue to develop the electrical model for the east concourse within REVIT.
5. Develop distribution panels fed from the various priority levels in convenient locations throughout the expansion.
6. Expand the design a power system layout and circuiting for the building including tamper-resistant receptacles with USB charging ports in the expanded area.
7. Expand the luminaire design and layout to meet the needs of expanded space in the building based on IESNA recommended lighting levels.
8. Expand the design of the interior/exterior lighting control system layout that meets the requirements of the International Energy Conservation Code (IECC).
9. Expand the design of the raceways for low voltage communication systems that will consist of conduits with innerduct in inaccessible areas, cable trays in accessible ceilings and conduit down to outlet boxes in walls, including the infrastructure for the Cable/Satellite TV system throughout the passenger holdroom.
10. Expand the design of the passive portion of the tele/data network that will include:

- Extensions from the main server room and satellite server rooms to contain power for equipment, grounding, backboards, gas-tube surge protection, punchdown blocks, fiber distribution cabinets, racks and patch panels in quantities and configurations required.
 - Type OM3, multi-mode fiber optic backbone cables throughout the terminal
 - Cat. 6 copper cables for horizontal cabling to the outlets and devices
 - Tele/data outlets with at least two Cat. 6 modules
11. Expand the design of an addressable voice evacuation fire alarm system in the building.
 12. Expand the design of the Announcement Control (Public Address) system including TV monitors, speakers, amplifiers, equalizers, microphones, receivers, UL listed interface with fire alarm system, etc.
 13. Coordination support requirements with all disciplines (Structural, Mechanical, Plumbing and Architectural) in regards to space/system needs, areas of exposed structure and other requirements.
 14. Coordination with GC/CM in regards to constructability, construction operations and performance.
 15. Vet and incorporate value engineering proposals and constructability suggestions from the GC/CM.
 16. Deliver design development drawings that include general electrical notes, typical details, phasing considerations, layouts and routing plans, and coordination with special trades.
 17. Complete ongoing quality assurance reviews, specifically at DD Submittal milestones.

MECHANICAL/FIRE PROTECTION DESIGN

1. Develop load demands for services of the expanded building.
2. Continue to develop the mechanical model (HVAC) for the east concourse within REVIT.
3. Expand the design of heating ventilation and air conditioning (HVAC) systems for the building which will include the following:
 - Variable air volume air handling systems.
 - Redundant Computer/IT room cooling systems.
 - A DDC Building Management System that allows remote monitoring and adjustment of all HVAC systems.
 - Vehicle exhaust detection and exhaust system in the first level covered parking area.
4. Coordination support requirements with all disciplines (Structural, Electrical and Architectural) in regards to space/system needs, areas of exposed structure and other requirements.
5. Coordination with GC/CM in regards to constructability, construction operations and performance.
6. Vet and incorporate value engineering proposals and constructability suggestions from the GC/CM.
7. Deliver design development drawings that include general HVAC notes, typical details, phasing considerations, layouts and routing plans, and coordination with special trades.
8. Complete ongoing quality assurance reviews, specifically at DD Submittal milestones.

D. Construction Documents (CD)

AVIATION (SITE-CIVIL DESIGN)

1. Finalize Air Carrier parking positions with jet bridge restrictions and ground service access routing.
2. Finalize Portland Cement Concrete Pavement replacement sections.

3. Coordination with GC/CM in regards to construction operations, performance and final construction documents.
4. Complete Construction Documents (95%) submittal package and review meeting with GC/CM, Design Team and OWNER.
5. Complete ongoing quality assurance reviews, specifically at CD Submittal milestones.

STRUCTURAL DESIGN

1. Complete the structural model for the east concourse within REVIT.
2. Finalize the design of the major components of the foundation and structural framing systems for the east concourse.
3. Finalize the design of the exterior cladding and framing system.
4. Finalize design of any structural components with pre-engineered or deferred design elements.
5. Coordination support requirements with all disciplines (MEP and Architectural) in regards to space/system needs, areas of exposed structure and other requirements.
6. Coordination with GC/CM in regards to construction operations, performance and final construction documents.
7. Vet and incorporate value engineering proposals and constructability suggestions from the GC/CM.
8. Complete Construction Documents (95%) submittal package and review meeting with GC/CM, Design Team and OWNER.
9. Complete ongoing quality assurance reviews, specifically at CD Submittal milestones.

ELECTRICAL/IT DESIGN

1. Finalize load demands for electrical services of the east concourse. Coordinate with Northwestern Energy and the equipment installed in the new building to verify services are adequate.
2. Finalize emergency power to back up the entire electrical system. This will be supplied by diesel generator with provisions for future installations. We will provide automatic transfer switch to allow division of the electrical system into priority levels.
5. Complete the electrical model for the east concourse within REVIT.
6. Finalize the distribution panels fed from the various priority levels in convenient locations throughout the facility.
7. Finalize the power system layout and circuiting for the building including tamper-resistant receptacles with USB charging ports in lounge and waiting areas.
8. Finalize luminaire options (for the Architect's selection) and layout to meet the needs of each space in the building based on IESNA recommended lighting levels.
9. Finalize the interior/exterior lighting control system layout that meets the requirements of the International Energy Conservation Code (IECC).
10. Finalize the design of the raceways for low voltage communication systems that will consist of conduits with innerduct in inaccessible areas, cable trays in accessible ceilings and conduit down to outlet boxes in walls, including the infrastructure for the Cable/Satellite TV system throughout the passenger holdroom.

11. Finalize the design of the passive portion of the tele/data network that will include:
 - Extensions from the main server room and satellite server rooms to contain power for equipment, grounding, backboards, gas-tube surge protection, punchdown blocks, fiber distribution cabinets, racks and patch panels in quantities and configurations required.
 - Type OM3, multi-mode fiber optic backbone cables throughout the terminal
 - Cat. 6 copper cables for horizontal cabling to the outlets and devices
 - Tele/data outlets with at least two Cat. 6 modules
12. Finalize the design of an addressable voice evacuation fire alarm system in the building.
13. Finalize the design of the Announcement Control (Public Address) system including TV monitors, speakers, amplifiers, equalizers, microphones, receivers, UL listed interface with fire alarm system, etc.
14. Coordination support requirements with all disciplines (Structural, Mechanical, Plumbing and Architectural) in regards to space/system needs, areas of exposed structure and other requirements.
15. Coordination with GC/CM in regards to construction operations, performance and final construction documents.
16. Vet and incorporate value engineering proposals and constructability suggestions from the GC/CM.
17. Complete Construction Documents (95%) submittal package and review meeting with GC/CM, Design Team and OWNER.
18. Complete ongoing quality assurance reviews, specifically at CD Submittal milestones.

MECHANICAL/FIRE PROTECTION DESIGN

1. Coordinate temporary HVAC and plumbing services with the GC/CM to accommodate the project phasing.
2. Finalize load demands for electrical and gas services of the new building. Coordinate with Northwestern Energy and the equipment installed in the new building to verify services are adequate.
4. Complete the mechanical model (HVAC and Plumbing) for the east concourse within REVIT.
5. Finalize the design of heating ventilation and air conditioning (HVAC) systems for the building which will include the following:
 - Variable air volume air handling systems.
 - Redundant Computer/IT room cooling systems.
 - A DDC Building Management System that allows remote monitoring and adjustment of all HVAC systems.
 - Vehicle exhaust detection and exhaust system in the first level covered parking area.
6. Coordination support requirements with all disciplines (Structural, Electrical and Architectural) in regards to space/system needs, areas of exposed structure and other requirements.
7. Coordination with GC/CM in regards to construction operations, performance and final construction documents.
8. Vet and incorporate value engineering proposals and constructability suggestions from the GC/CM.
10. Complete Construction Documents (95%) submittal package and review meeting with GC/CM, Design Team and OWNER.

11. Complete ongoing quality assurance reviews, specifically at CD Submittal milestones.

E. Bidding Process

This project is assumed to be bid as one project, but with two bidding packages and construction schedules:

- Bid Package #1 – Phase-3 bid and rolled into the East Concourse GMP
- Bid Package #2 – Furnishing, Fixtures and Equipment for the East Concourse Terminal Building

Additional bid packages will be released depending on financial situations and available funding. Fees for the ENGINEER have been developed to coordinate and attend two (2) total bid openings. The services included with coordinating and attending a bid opening are detailed below.

1. Prepare Invitation to Bid and Bidder's List.
2. Deliver hard copy plans and specifications to the OWNER, and electronic plans and specifications to GC/CM for distribution to subcontractors, suppliers and manufacturers.
3. Respond to bidder inquiries during the advertisement period; coordinate all design team responses and prepare addendums to Plans and Specifications as required. Three addendums are anticipated per bid package.
4. Attend bid opening.
5. Coordinate bid tabulations with the GC/CM and Design Team, cross reference all bid results with design elements, analyze validity of bids and identify any additional value engineering items.
6. Assist GC/CM in compiling a Guaranteed Maximum Price for the bid package, make recommendation of award to the OWNER.

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:

<u>Milestone</u>	<u>Completion Date</u>
A. Project Kick Off	January 3, 2022
B. Schematic Design	January 21, 2022
C. Design Development	February 25, 2022
D. Construction Documents	March 31, 2022
E. Bidding Phase	April 29, 2022
F. GMP Recommendation	May 31, 2022

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:

	<u>Labor</u>	<u>Expense*</u>	<u>Total</u>
Final Design Services	\$235,975	\$334,025	\$570,000

**Expenses: Expenses also include all subcontractor fees associated with Construction Management. Refer to the fee attachment for detailed breakdown.*

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:

- A. A&E Architects – Architectural Lead
B. KPA Group – Terminal Technical Advisor

SECTION 7 – OTHER MODIFICATIONS TO MASTER AGREEMENT: None.

SECTION 8 – ATTACHMENTS:

- #### A. Morrison-Maierle – Engineering Fees

SECTION 9 – APPROVAL AND ACCEPTANCE: Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Master Agreement for Engineering Services. ENGINEER is authorized to begin performance upon receipt of a copy of this Task Order signed by OWNER.

The Effective Date of this Task Order is: **December 28, 2021**

ENGINEER

Shawn P. Shea 12.21.21
Signature Date

Shaun P. Shea, P.E.
Name

Vice President, Morrison-Maierle, Inc.

1055 Mount Avenue, Missoula, MT 59808
Address

sshea@m-m.net
E-Mail Address

(406) 542-4846
Phone

OWNER

Signature
Date

Brian Ellestad, A.A.E.

Name

Airport Director, MCAA
Title

5225 Highway 10 W. – Missoula, MT 59808
Address

bellestad@flymissoula.com
E-Mail Address

(406) 728-4381
Phone

TASK ORDER #42

EAST CONCOURSE TERMINAL, PHASE 3 - FINAL DESIGN



Summary of Professional Service Fees

December 21, 2021

	<u>Labor</u>	<u>Expense</u>	<u>Total</u>
FINAL DESIGN SERVICES	\$235,975	\$39,025	\$275,000
ARCHITECTURAL SERVICES	\$0	\$295,000	\$295,000
Project Total			\$570,000

Design Fee Basis Assumptions

Martel Construction Estimate	\$6,500,000
Task Order (as % of Estimate)	8.77%

ENGINEERING BUDGET
MISSOULA MONTANA AIRPORT

TASK ORDER #42
EAST CONCOURSE TERMINAL, PHASE 3 - FINAL DESIGN



FINAL DESIGN SERVICES

WORK DESCRIPTION	PROJECT MANAGER	AIRPORT ENGINEER	DESIGN ENGINEER	ENGINEER TECHNICIAN	STRUCTURAL ENGINEER	MECHANICAL ENGINEER	ELECTRICAL ENGINEER	FIRE PROTECTION	LOW VOLTAGE DESIGNER	SURVEY MANAGER	SURVEY TECHNICIAN	SR. CAD DESIGNER	CAD TECHNICIAN	ADMIN ASSISTANT	TOTAL LABOR HOURS	TOTAL LABOR COST
PROJECT MANAGEMENT																
Consult and Obtain Subconsultant Services	2				1	1	1							1	3	\$467.85
Develop Task Order, Project Schedule	8													1	12	\$2,038.50
Independent Fee Review, Correspondence	2													1	3	\$467.85
Kick-Off Meeting w/ Airport and Design Team	2	2			2	2	2		2					1	13	\$1,724.92
Internal Design Team Meetings (weekly, 1-hr)	12	12	12		12	12	12	4	12					4	92	\$12,165.10
Progress Meetings w/ Airport, GCCM (monthly, 1-hr)	5	2		2	2	2	2		2					4	21	\$2,716.80
Tenant Coordination	8	8		8					8					4	36	\$4,747.31
TSA Coordination	2														2	\$401.98
Airline Coordination	2														2	\$401.98
FAA Coordination	4														4	\$803.97
City Coordination (code review)	2	1	2	2	1	2	2	1	1						14	\$1,812.94
Prepare FAA Grant Application (3 applications)	8													2	10	\$1,739.68
Prepare/Submit 7460 Form		2										1			3	\$338.24
Prepare/Submit Design Report	12	8		16										4	40	\$5,200.05
Prepare/Submit Construction Safety and Phasing Plan	2	4										2		2	10	\$1,210.20
Prepare/Submit Grant Closeout Report	8			16										4	28	\$3,401.78
Project Invoicing, RFR Paperwork (monthly)	4													4	8	\$1,067.45
Project Budgeting & Cash Flow Updates	4														4	\$803.97
MCAA Board Meetings (monthly)	10														10	\$2,009.92
SUBTOTAL	97	39	14	44	18	19	19	5	25	0	0	3	0	32	315	\$43,520.52
SCHEMATIC DESIGN (SITE-CIVIL, SURVEY)																
Evaluate Impacts of Planned Expansion	1	2		2								2			7	\$820.19
Evaluate Site Electrical Features w/ Elec. Engineer	1	2					2								5	\$669.71
Complete Site Topo, Utility Verification Survey	1	2								2	8	2			15	\$1,702.51
Coordinate with GCCM	1	2													3	\$449.57
Quality Assurance Review	4														4	\$803.97
SUBTOTAL	8	8	0	2	0	0	2	0	0	2	8	4	0	0	34	\$4,445.95
SCHEMATIC DESIGN (STRUCTURAL)																
Develop REVIT Structural Model				8	4								8		20	\$1,850.35
Coordinate w/ Architectural Sections, Details				4	16								4		24	\$2,878.89
Coordinate MEP Equipment Supports				8	4								4		16	\$1,586.87
Coordinate MEP Routing Impacts on Framing				8	4								4		16	\$1,586.87
Coordinate with GCCM				2	4										6	\$749.50
Quality Assurance Review					4										4	\$558.20
SUBTOTAL	0	0	0	30	36	0	0	0	0	0	0	0	20	0	86	\$9,210.68
SCHEMATIC DESIGN (ELECTRICAL)																
Coordinate Utility Relocations as Related to Expansion				1			1		1				1		4	\$411.14
Coordinate Future Electrical Services w/ NWE				2			8								10	\$1,071.88
Develop REVIT Electrical and IT Model				4			2		2				4		12	\$1,145.32
Develop Emergency Power Back Up for Expansion				1			4								5	\$535.94
Develop Announcement Control System (PA System)				1			1		2				1		5	\$550.69
Develop Addressable Voice Evac Fire Alarm System				1			2		2				1		6	\$660.77
Develop Tele/Data Routing for the Building				2			4		4				2		12	\$1,321.53
Develop Access Controls/Security System				1			2		4				1		8	\$939.87
Develop Electrical Layout & Distribution for Expansion				2			4		4				2		8	\$763.33
Coordinate MEP Routing Impacts on Framing				2			2		2				2		8	\$822.28
Coordinate with GCCM							2		2						4	\$499.25
Quality Assurance Review							4		2						6	\$719.39
SUBTOTAL	0	0	0	17	0	0	36	0	21	0	0	0	14	0	88	\$9,441.39
SCHEMATIC DESIGN (MECHANICAL)																

FINAL DESIGN SERVICES

WORK DESCRIPTION	PROJECT MANAGER	AIRPORT ENGINEER	DESIGN ENGINEER	ENGINEER TECHNICIAN	STRUCTURAL ENGINEER	MECHANICAL ENGINEER	ELECTRICAL ENGINEER	FIRE PROTECTION	LOW VOLTAGE DESIGNER	SURVEY MANAGER	SURVEY TECHNICIAN	SR. CAD DESIGNER	CAD TECHNICIAN	ADMIN ASSISTANT	TOTAL LABOR HOURS	TOTAL LABOR COST
Develop REVIT Mechanical and Fire Protection Model				4		2		2					4		12	\$1,124.79
Review Building Code for Expansion				1		2		1							4	\$450.08
Develop Space/System Needs for Expansion				1		2		1					1		5	\$515.95
Define HVAC Zone for Expansion				2		4									6	\$651.58
Consideration for Future Plumbing Connections				2		2									4	\$421.44
Develop Expansion of Fire Protection System				1				2					1		4	\$410.09
Coordinate MEP Routing Impacts on Framing				1		2		2					1		6	\$640.24
Coordinate with GCCM						2		2							4	\$478.72
Quality Assurance Review						4		2							6	\$708.86
SUBTOTAL	0	0	0	12	0	20	0	12	0	0	0	0	7	0	51	\$5,401.74
DESIGN DEVELOPMENT (SITE-CIVIL DESIGN)																
Finalize Aircraft Parking w/ Jetbridge and GSE Access	1	4		1								2			8	\$973.12
Develop Construction Limits for PCCP Replacement	1	4		2								1			8	\$979.10
Coordinate New Electrical Services for Expansion	1	4		2								2			9	\$1,068.77
Develop Ramp Lighting w/ Electrical Engineer	1	1					1					1			4	\$525.02
Coordinate with GCCM	2														2	\$401.98
Develop DD Submittal Package	2	4		4								4			14	\$1,640.38
Quality Assurance Review	4														4	\$803.97
SUBTOTAL	12	17	0	9	0	0	1	0	0	0	0	10	0	0	49	\$6,392.33
DESIGN DEVELOPMENT (STRUCTURAL DESIGN)																
Continue to Develop Structure Model w/in REVIT				16	24								16		56	\$5,933.51
Expand Design of Foundation/Structural Systems				16	24								16		56	\$5,933.51
Expand Design of Exterior Cladding and Framing System				8	16								8		32	\$3,524.96
Coordinate w/ Architectural Sections, Details				8	16								8		32	\$3,524.96
Coordinate MEP Equipment Supports				8	12								8		28	\$2,966.76
Coordinate MEP Routing Impacts on Framing				8	12								8		28	\$2,966.76
Coordinate with GCCM					8										8	\$1,116.41
Develop DD Submittal Packages				8	4								8		20	\$1,850.35
Quality Assurance Review					8										8	\$1,116.41
SUBTOTAL	0	0	0	72	124	0	0	0	0	0	0	0	72	0	268	\$28,933.63
DESIGN DEVELOPMENT (ELECTRICAL)																
Develop Load Demands for Expansion				2			8								10	\$1,071.88
Coordinate Future Electrical Services w/ NWE				2			8								10	\$1,071.88
Develop REVIT Electrical and IT Model				4			8						4		20	\$2,084.86
Develop Emergency Power Back Up for Expansion				1			4		4				1		6	\$601.81
Develop Distribution Panels for Expansion				1			4						1		6	\$601.81
Expand Design for Power System Layout				2			4						2		8	\$763.33
Expand Luminaire Design/Layout				4			4						4		12	\$1,086.36
Expand Design for Raceways and Low Voltage Systems				4			4		16				4		28	\$3,319.18
Expand Design for Passive Tele/Data Network				4			2		16				2		24	\$2,967.30
Expand Design for Fire Alarm System				1			1		2				1		5	\$550.69
Expand Design of Announcement Control (PA System)				1			1		2				1		5	\$550.69
Coordinate MEP Routing Impacts				2			4						2		8	\$763.33
Coordinate with GCCM							4								4	\$440.29
Develop DD Submittal Packages				4			8						4		16	\$1,526.65
Quality Assurance Review							8								8	\$880.58
SUBTOTAL	0	0	0	32	0	0	72	0	40	0	0	0	26	0	170	\$18,280.64
DESIGN DEVELOPMENT (MECHANICAL)																
Develop REVIT Mechanical and Fire Protection Model				4		2		2					4		12	\$1,124.79
Develop Load Demands for Expansion				1		4									5	\$555.93
Expand on Design of HVAC System				8		16							4		28	\$2,869.79
Expand on Design of Fire Protection System				2				4					2		8	\$820.19
Coordinate MEP Routing Impacts				4		8		2					2		16	\$1,683.47
Coordinate with GCCM						8									8	\$920.56
Develop DD Submittal Packages				8		4							8		20	\$1,752.43
Quality Assurance Review						8									8	\$920.56
SUBTOTAL	0	0	0	27	0	50	0	8	0	0	0	0	20	0	105	\$10,647.73

FINAL DESIGN SERVICES

WORK DESCRIPTION	PROJECT MANAGER	AIRPORT ENGINEER	DESIGN ENGINEER	ENGINEER TECHNICIAN	STRUCTURAL ENGINEER	MECHANICAL ENGINEER	ELECTRICAL ENGINEER	FIRE PROTECTION	LOW VOLTAGE DESIGNER	SURVEY MANAGER	SURVEY TECHNICIAN	SR. CAD DESIGNER	CAD TECHNICIAN	ADMIN ASSISTANT	TOTAL LABOR HOURS	TOTAL LABOR COST
CONSTRUCTION DOCUMENTS (SITE-CIVIL DESIGN)																
Finalize Aircraft Parking w/ Jetbridge and GSE Access	1	2										1			4	\$539.23
Finalize AC Ramp Replacement Sections & Grading	2	8										4			14	\$1,754.94
Finalize Electrical Service Layouts	1	2										1			4	\$539.23
Coordinate with GCCM	4	2													6	\$1,052.54
Complete CD Submittal Package	2	8										2			12	\$1,575.61
Quality Assurance Review	8														8	\$1,607.94
SUBTOTAL	18	22	0	0	0	0	0	0	0	0	0	8	0	0	48	\$7,069.50
CONSTRUCTION DOCUMENTS (STRUCTURAL DESIGN)																
Complete the Structural REVIT model				16	16								16		48	\$4,817.10
Finalize Design of Foundation/Structural Systems				16	40								8		64	\$7,639.37
Finalize Design of Exterior Cladding and Framing System				16	40								8		64	\$7,639.37
Coordinate w/ Architectural Sections, Details				16	16								16		48	\$4,817.10
Coordinate MEP Equipment Supports				4	8								4		16	\$1,762.48
Coordinate MEP Routing Impacts on Framing				4	8								4		16	\$1,762.48
Coordinate with GCCM					8										8	\$1,116.41
Develop CD Submittal Packages				8	4								8		20	\$1,850.35
Quality Assurance Review					8										8	\$1,116.41
SUBTOTAL	0	0	0	80	148	0	0	0	0	0	0	0	64	0	292	\$32,521.08
CONSTRUCTION DOCUMENTS (ELECTRICAL DESIGN)																
Finalize Load Demands for Expansion				1			4								5	\$535.94
Finalize Electrical Services w/ NWE				2			8								10	\$1,071.88
Finalize REVIT Electrical and IT Model				8			8								32	\$3,289.13
Finalize Emergency Power Back Up for Expansion				2			4						8		6	\$631.59
Finalize Distribution Panels for Expansion				2			4						4		10	\$895.07
Finalize Design for Power System Layout				4			12						4		20	\$1,966.94
Finalize Luminaire Design/Layout				2			4						2		8	\$763.33
Finalize Design for Raceways and Low Voltage Systems				8			8		40				8		64	\$7,754.77
Finalize Passive Tele/Data Network				8			4		40				8		60	\$7,314.48
Finalize Design for Fire Alarm System				2			2		2				1		7	\$756.41
Finalize Design of Announcement Control (PA System)				2			1		8				1		12	\$1,483.65
Coordinate MEP Routing Impacts				8			4						2		14	\$1,337.21
Coordinate with GCCM							8								8	\$880.58
Develop CD Submittal Packages				8			4						8		20	\$1,732.43
Quality Assurance Review							8								8	\$880.58
SUBTOTAL	0	0	0	57	0	0	83	0	98	0	0	0	46	0	284	\$31,294.00
CONSTRUCTION DOCUMENTS (MECHANICAL DESIGN)																
Finalize REVIT Mechanical and Fire Protection Model				4		8		2					4		18	\$1,815.21
Finalize Load Demands for Expansion				1		4									5	\$555.93
Finalize Design of HVAC System				16		24							8		48	\$4,819.02
Finalize Design of Fire Protection System				2				8					2		12	\$1,317.34
Coordinate MEP Routing Impacts				4		8		2					2		16	\$1,683.47
Coordinate with GCCM						8									8	\$920.56
Develop DD Submittal Packages				8		4							8		20	\$1,752.43
Quality Assurance Review						8									8	\$920.56
SUBTOTAL	0	0	0	35	0	64	0	12	0	0	0	0	24	0	135	\$13,784.53
BIDDING PHASE																
Prepare Bidding Documents for GCCM Delivery	1	2	2	4	2	2	2	2	2			8	8	8	43	\$4,102.14
Respond to Bidding RFIs	2	2	4	4	4	4	4	2	2			4	4	4	40	\$4,388.61
Prepare Bid Addendums	2	2	2	2	2	2	2	2	2			4	4	2	28	\$3,094.49
Attend Bid Opening	2														2	\$401.98
Coordinate Bid Results with GCCM	4	2			2	2	2	2	2					2	18	\$2,441.35
Finalize GMP with GCCM	1														1	\$200.99
Review GMP with Airport	1														1	\$200.99
Present GMP to Airport Board	1														1	\$200.99
SUBTOTAL	14	8	8	10	10	10	10	8	8	0	0	16	16	16	134	\$15,031.55
TOTAL LABOR HOURS	149	94	22	427	336	163	223	45	192	2	8	41	309	48	2059	\$235,975

SUMMARY OF ESTIMATED LABOR COSTS EAST CONCOURSE TERMINAL, PHASE 3 - FINAL DESIGN	HOURS	LABOR RATE	TOTAL COST
PROJECT MANAGER	149	\$200.99	\$29,947.81
AIRPORT ENGINEER	94	\$124.29	\$11,683.09
DESIGN ENGINEER	22	\$120.85	\$2,658.63
ENGINEER TECHNICIAN	427	\$95.65	\$40,841.60
STRUCTURAL ENGINEER	336	\$139.55	\$46,889.20
MECHANICAL ENGINEER	163	\$115.07	\$18,756.51
ELECTRICAL ENGINEER	223	\$110.07	\$24,546.22
FIRE PROTECTION	45	\$124.29	\$5,592.97
LOW VOLTAGE DESIGNER	192	\$139.55	\$26,793.83
SURVEY MANAGER	2	\$136.14	\$272.28
SURVEY TECHNICIAN	8	\$100.17	\$801.33
SR. CAD DESIGNER	41	\$89.66	\$3,676.15
CAD TECHNICIAN	309	\$65.87	\$20,353.85
ADMIN ASSISTANT	48	\$65.87	\$3,161.76
TOTAL LABOR COSTS	2059		\$235,975.25

SUMMARY OF DIRECT EXPENSES EAST CONCOURSE TERMINAL, PHASE 3 - FINAL DESIGN	QTY	UNIT	RATE	TOTAL COST
Vehicle (Company)	1500	Mile	\$0.70	\$1,050.00
Survey Equipment	2	Each	\$240.00	\$480.00
Survey Supplies	1	Lump Sum	\$200.00	\$200.00
Printing	1500	Each	\$0.10	\$150.00
Miscellaneous	1	Lump Sum	\$1,275.00	\$1,275.00
TOTAL - DIRECT EXPENSES				\$3,155.00

OUTSIDE SERVICES (SUBCONSULTANTS) EAST CONCOURSE TERMINAL, PHASE 3 - FINAL DESIGN	QTY	UNIT	RATE	TOTAL COST
Architectural (A&E - Lead Architectural Services)	1	Lump Sum	\$245,000.00	\$245,000.00
Architectural (KPA - Architectural Tech. Advisor)	1	Lump Sum	\$50,000.00	\$50,000.00
TOTAL - OUTSIDE SERVICES				\$295,000

FEE SUMMARY EAST CONCOURSE TERMINAL, PHASE 3 - FINAL DESIGN	
TOTAL LABOR COSTS	\$235,975
TOTAL DIRECT EXPENSES	\$3,155
TOTAL COSTS	<u>\$239,130</u>
FIXED FEE	\$35,870
TOTAL OUTSIDE SERVICES	\$295,000
TOTAL FEE - SCHEMATIC DESIGN SERVICES	\$570,000

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: December 28, 2021

1. **TITLE:** Martel Contract Amendment No. 23 – Pre-construction services for Design for Terminal Project Phase III – East Concourse Extension.

Review, discussion and possible approval of Amendment No. 23 with Martel Construction for Pre-Construction Services for Phase 3 of the New Passenger Terminal Building 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 conjunction with Morrison-Maierle's Task Order for Final Design of Phase 3 also comes the Pre-Construction Services contract for Martel Construction. This Amendment will assist the design team with constructability reviews, value engineering alternatives and project scheduling.

The Amendment will be taken through bidding services and combined in with the bids that will be underway with East Concourse. After bids have been opened and vetted with Martel Construction, and budget commitments approved by the Airport, a Guaranteed Maximum Price (GMP) will be presented to the Board for each individual bid package.

5. **BUDGET INFORMATION:** Amount Required: \$13,087
Budget amount available: Future AIP Grant
6. **SUPPLEMENTAL AGENDA INFORMATION:** Amendment No. 23 is attached
7. **RECOMMENDED MOTION:** Move to approve Amendment No. 15 with Martel Construction in the amount of \$13,087 for Pre-Construction Services associated with Phase 3 Design.
8. **PREPARED BY:** Brian Ellestad, Airport Director
9. **COMMITTEE REVIEW:** None.

AIA Document A133™ – 2019 Exhibit A

Guaranteed Maximum Price Amendment

This Amendment dated the 28th day of December in the year 2021, is incorporated into the accompanying AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 25th day of April in the year 2017 (the "Agreement")
(In words, indicate day, month, and year.)

for the following **PROJECT**:
(Name and address or location)

MSO Terminal Phase 3 Preconstruction Services – Contract Amendment #23

THE OWNER:
(Name, legal status, and address)

Missoula County Airport Authority
A Municipal Airport Authority 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

TABLE OF ARTICLES

- A.1 GUARANTEED MAXIMUM PRICE**
- A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**
- A.3 INFORMATION UPON WHICH AMENDMENT IS BASED**
- A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS**

ARTICLE A.1 GUARANTEED MAXIMUM PRICE

§ A.1.1 Guaranteed Maximum Price

Pursuant to Section 3.2.6 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 the Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed Thirteen Thousand, Eighty Seven Dollars (\$ 13,087)

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™–2017, 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.

), 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, including allowances; the Construction Manager's contingency; alternates; the Construction Manager's Fee; and other items that comprise the Guaranteed Maximum Price as defined in Section 3.2.1 of the Agreement.

(Provide itemized statement below or reference an attachment.)

See Itemized Statement by Trade Categories

§ A.1.1.3 The Construction Manager's Fee is set forth in Section 6.1.2 of the Agreement.

§ A.1.1.4 The method of adjustment of the Construction Manager's Fee for changes in the Work is set forth in Section 6.1.3 of the Agreement.

§ A.1.1.5 Alternates

§ A.1.1.5.1 Alternates, if any, included in the Guaranteed Maximum Price:

See Itemized Statement by Trade Categories

Item

Price

§ A.1.1.5.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Exhibit A. Upon acceptance, the Owner shall issue a Modification to the Agreement.

(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

See Itemized Statement by Trade Categories

Item

Price

Conditions for Acceptance

§ A.1.1.6 Unit prices, if any:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item

Units and Limitations

Price per Unit (\$0.00)

See Itemized Statement by Trade Categories

ARTICLE A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ A.2.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

☒ **[TO BE DETERMINED]** The date of execution of this Amendment.

☐ Established as follows:

(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of execution of this Amendment.

§ A.2.2 Unless otherwise provided, the Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work. The Contract Time shall be measured from the date of commencement of the Work.

§ A.2.3 Substantial Completion

§ A.2.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

[TO BE DETERMINED] Not later than () calendar days from the date of commencement of the Work.

[] By the following date:

§ A.2.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Construction Manager shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

§ A.2.3.3 If the Construction Manager fails to achieve Substantial Completion as provided in this Section A.2.3, liquidated damages, if any, shall be assessed as set forth in Section 6.1.6 of the Agreement.

ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

§ A.3.1 The Guaranteed Maximum Price and Contract Time set forth in this Amendment are based on the Contract Documents and the following:

As listed in Procore, Team Construction Management Software

§ A.3.1.1 The following Supplementary and other Conditions of the Contract:

As listed in Procore Team Construction Management Software

Document	Title	Date	Pages
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§ A.3.1.2 The following Specifications:

(Either list the Specifications here, or refer to an exhibit attached to this Amendment.)

As listed in Procore Team Construction Management Software

Section	Title	Date	Pages
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§ A.3.1.3 The following Drawings:

(Either list the Drawings here, or refer to an exhibit attached to this Amendment.)

As listed in Procore Team Construction Management Software

Number	Title	Date
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§ A.3.1.4 The Sustainability Plan, if any:

(If the Owner identified a Sustainable Objective in the Owner's Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective; the targeted Sustainable Measures; implementation strategies selected to achieve the Sustainable Measures; the Owner's and Construction Manager's roles and responsibilities associated with achieving the Sustainable Measures; the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure; and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)

Title	Date	Pages
NA		

Other identifying information:

§ A.3.1.5 Allowances, if any, included in the Guaranteed Maximum Price:

(Identify each allowance.)

Given the last-minute design changes and schematic level of the design, some of the Itemized Statement by Trade Categories are shown as an Allowance. There is a Contingency Fund included in the GMP. The Construction Manager

Int.

will have exclusive use of the Contingency Fund to complete the design and construction. A Change Order to this Contract Amendment and GMP may be required if the Contingency Fund is exhausted.

Item

Price

§ A.3.1.6 Assumptions and clarifications, if any, upon which the Guaranteed Maximum Price is based:
(Identify each assumption and clarification.)

See Itemized Statement by Trade Categories

§ A.3.1.7 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 Amendment.)

This Contract Amendment is an Exhibit to the original A133 – 2009 between MSO and Martel Construction.

ARTICLE A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

§ A.4.1 The Construction Manager shall retain the consultants, contractors, design professionals, and suppliers, identified below:
(List name, discipline, address, and other information.)

See Itemized Statement by Trade Category.

This Amendment to the Agreement entered into as of the day and year first written above.

OWNER (Signature)

Brian Ellestad - Director
(Printed name and title)

CONSTRUCTION MANAGER (Signature)

Steve Conway – Vice President
(Printed name and title)

Group	Description	Takeoff Quantity	Labor Amount	Material Amount	Sub Amount	Equip Amount	Other Amount	Total Amount
1	01-000 GENERAL							
	0 REQUIREMENTS							
2	Project Management							
3	Meetings	40.00 hr	3,800	0	-	0	-	3,800
4	50% CD Estimate	0.00 hr	0	0	-	-	-	0
5	Scheduler	25.00 hr	2,375	0	-	-	-	2,375
6	Vetting of Change Order Proposals	50.00 hr	4,750	0	-	-	-	4,750
	Project Management		10,925					10,925
	GENERAL		10,925					10,925
	REQUIREMENTS							

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Cost per Unit	Percent of Total
Labor	10,925		115,000 hrs				83.48%
Material							
Subcontract							
Equipment			40,000 hrs				
Other							
	10,925	10,925					83.48% ####
General Liability Insurance	131			1.000 %	T		1.00%
OCP	2			0.015 %	T		0.01%
Gross Receipts Tax	131			1.000 %	T		1.00%
Performance Bond	131			1.000 %	T		1.00%
Construction Fee	458			3.500 %	T		3.50%
Construction Contingency	1,308			10.000 %	T		10.00%
	2,162	13,087					16.52% ####
Total		13,087					

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: December 28, 2021

1. **TITLE:** MCAA Resolution No. 2022-02 – Revising Rules, Regulations and Fees for the Use of the Commercial Lane
ACTION ITEM
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 5 Minutes
4. **BACKGROUND INFORMATION:** In July 2017, the Board adopted a Resolution which set forth fees and rules for the use of the commercial lane in front of the terminal. This Resolution defined two classes of users – those whose business it is to transport people, such as taxis, Uber, Lyft, etc.; and those whose transportation of people is incidental to their business, such as hotel shuttles, guest ranches, etc. The cost for accessing airport property differs for the different classes. Because of changes to the configuration of the front of the terminal and the access road, the exhibit for the 2017 resolution needed to be updated. Staff took this opportunity to update the rules and regulations as well. The biggest difference is an added section requiring insurance and more clarity regarding some of the issues that have arisen since the 2017 resolution, such as the requirement for logos on vehicles and airport permits for vehicles when the driver intends on leaving the vehicle. The pricing has not changed. In addition to these changes, staff has been working on contacting all hotels who access the airport to ensure they are familiar with the rules and requirements to pay fees and have automated this process through the Veoci system.
5. **BUDGET INFORMATION:** Amount Required: NONE
6. **SUPPLEMENTAL AGENDA INFORMATION:** Resolution No. 2022-02 Rules, Regulations and Fees for the Use of the Commercial Lane attached.
7. **RECOMMENDED MOTION:** Move to adopt Resolution No. 2022-02 Revising the Rules, Regulations and Fees for the Use of the Commercial Lane.
8. **PREPARED BY:** Lynn Fagan

MISSOULA COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 2022-02
RESOLUTION REVISING RULES, REGULATIONS AND FEES FOR THE USE OF THE
COMMERCIAL LANE AT THE MISSOULA MONTANA AIRPORT

RECITALS

1. The Missoula County Airport Authority (the "AUTHORITY") operates the Missoula Montana Airport (the "Airport") pursuant to Title 67, Chapter 11, Montana Code Annotated;
2. The AUTHORITY is charged with the obligation to operate, maintain and develop the Airport as a public facility for the accommodation of air commerce;
3. The AUTHORITY is authorized by § 67-11-202, Montana Code Annotated to adopt, amend and repeal reasonable resolutions, rules, and orders which are necessary for the management, government and use of the Airport;
4. Pursuant to its federal grant assurances, the AUTHORITY has an obligation to maintain a fee and rental structure for the facilities and services at the Airport which will make the Airport as self-sustaining as possible;
5. In order to promote the safe and efficient use of limited airport facilities, including alleviation of congestion on airport roadways and terminal curbsides and to preserve and generate revenues needed for airport development, maintenance, and operations and provide for reliable and convenient ground transportation options for the traveling public, the AUTHORITY adopted Resolution No. 2018-01 Resolution Setting Forth Regulations and Fees for the Use of the Commercial Lane at the Missoula International Airport on July 25, 2017;
6. The AUTHORITY has determined that Resolution No. 2018-01 should be updated and replaced with Ground Transportation Rules, Regulations and Fees to address the reconfigured Airport entrance and changes to the commercial lane made in anticipation of the opening of the new terminal in Spring 2022;

NOW THEREFORE, BE IT RESOLVED that the Ground Transportation Rules, Regulations and Fees attached herewith is hereby adopted and that Resolution No. 2018-01 is hereby repealed and superseded, effective January 1, 2022.

ADOPTED BY THE MISSOULA COUNTY AIRPORT AUTHORITY BOARD OF COMMISSIONERS this 28th day of December, 2021.

MISSOULA COUNTY AIRPORT AUTHORITY

ATTEST:

Chair Matt Doucette

Vice Chair Adriane Beck

APPROVED AS TO FORM AND CONTENT

Carolynn Fagan, Legal Counsel



5225 West Broadway | Missoula, MT 59808
www.flymissoula.com | 406-728-4381

GROUND TRANSPORTATION RULES, REGULATIONS AND FEES

SECTION ONE INTRODUCTION AND OBJECTIVES

The Missoula County Airport Authority (MCAA) has established Ground Transportation Rules, Regulations and Fees for the Missoula Montana Airport (Airport) to promote the safe and efficient use of limited airport facilities, including alleviation of congestion on airport roadways and terminal curbsides; preservation and generation of revenues needed for airport development, maintenance, and operations; and provision of reliable and convenient ground transportation options for the traveling public.

These Ground Transportation Rules, Regulations and Fees (hereafter “Regulations”) apply to all individuals or entities operating commercial vehicles at the Airport engaged in transporting persons or property as a business activity, regardless of whether the customer pays a charge for such service directly or indirectly, whether as operator, driver, employee, or representative of an operator or otherwise (hereafter “Ground Transportation Company” or “Ground Transportation Service”). Any person who in any capacity engages in Ground Transportation Services at the Airport in such a manner as to violate any provision of these Regulations is subject to enforcement actions as provided herein.

The adoption of these Regulations is not intended, nor should it be construed, to grant any property right or expectation to any person or company whatsoever. MCAA expressly reserves the right to amend or revise these Regulations at any time and in any respect. MCAA reserves the right to limit or restrict access to any area of the Airport, without the issuance of prior notice, for reasons including, but not limited to, safety and security of the general public, construction or renovation work at the Airport, acts of God, violation of these rules and regulations, or nonpayment of fees.

Any regulations or parts of regulations specifically relating to commercial vehicles at the Airport that are in conflict with these Regulations are hereby superseded by these Regulations, but only to the extent of the conflict.

Any person who invests time or financial resources in the provision of Ground Transportation Services at the Airport does so at their own risk and shall have no right or standing to make any claim whatsoever against MCAA by reason of any subsequent amendment to these Regulations, any amendment to an agreement, or any limitations or restriction of access to the Airport.

SECTION TWO CLASSIFICATION OF OPERATORS

2.1 Prior to engaging in the transportation of passengers at the Airport, Ground Transportation Companies are required to register with MCAA and obtain authorization for the specific activity

to be engaged in according to the classifications set forth below. Applications may be obtained from the Administration office or by calling 406.728.4381.

- 2.2 *Class 1 Ground Transportation Companies* shall be those whose principal business is the transportation of passengers for hire on a commercial basis, either as a common carrier or under private contract, agreement, charter or undertaking. Examples of *Class 1 Ground Transportation Companies* are taxis, transportation network carrier services such as Uber and Lyft, limousines, etc.
- 2.3 *Class 2 Ground Transportation Companies* shall be those whose transportation of passengers to and from the airport is incidental to an existing principal business. Examples of *Class 2 Ground Transportation Companies* are hotels, guest ranches, etc.

SECTION THREE FEES AND CHARGES

- 3.1 For the privilege of operating at the Airport, Class 1 Ground Transportation Companies shall pay to MCAA an amount equal to one dollar (\$1.00) per pickup and one dollar (\$1.00) per drop off ("Per Trip Fee") anywhere inside the geo-fence identified in Exhibit A. A pickup or drop-off is anytime a Ground Transportation Company enters Airport property and makes one or more stops to pick up one or more passengers. Class 1 Ground Transportation Companies shall be required to report total trips to the Airport on a monthly basis. Payment of the Per Trip Fee for the preceding month shall be made to MCAA no later than the twentieth (20th) day of the following calendar month. Monthly Per Trip Fees which are not received by the twentieth (20th) day of the month shall be subject to a late charge of ten percent (10%) of the total payment due and unpaid (total amount of all Per Trip Fees due) which shall be added to the payment, and the total sum shall become immediately due and payable to MCAA.
- 3.2 For the privilege of operating at the Airport, Class 2 Ground Transportation Companies shall pay to MCAA an annual fee of four hundred dollars (\$400.00) ("Annual Fee"). Any Class 2 Ground Transportation Company that makes more than three trips to the Airport annually is subject to the Annual Fee. The Annual Fee is due and payable on July 1st each year. Class 2 Ground Transportation Companies can choose to pay the Annual Fee on a quarterly basis on July 1st, October 1st, January 1st and April 1st. If any of the quarterly payments are not received by the 20th of the following month, the total remaining sum of the Annual Fee shall be subject to a late charge of ten percent (10%) and the total sum shall become immediately due and payable to MCAA.

SECTION FOUR INSURANCE REQUIREMENTS

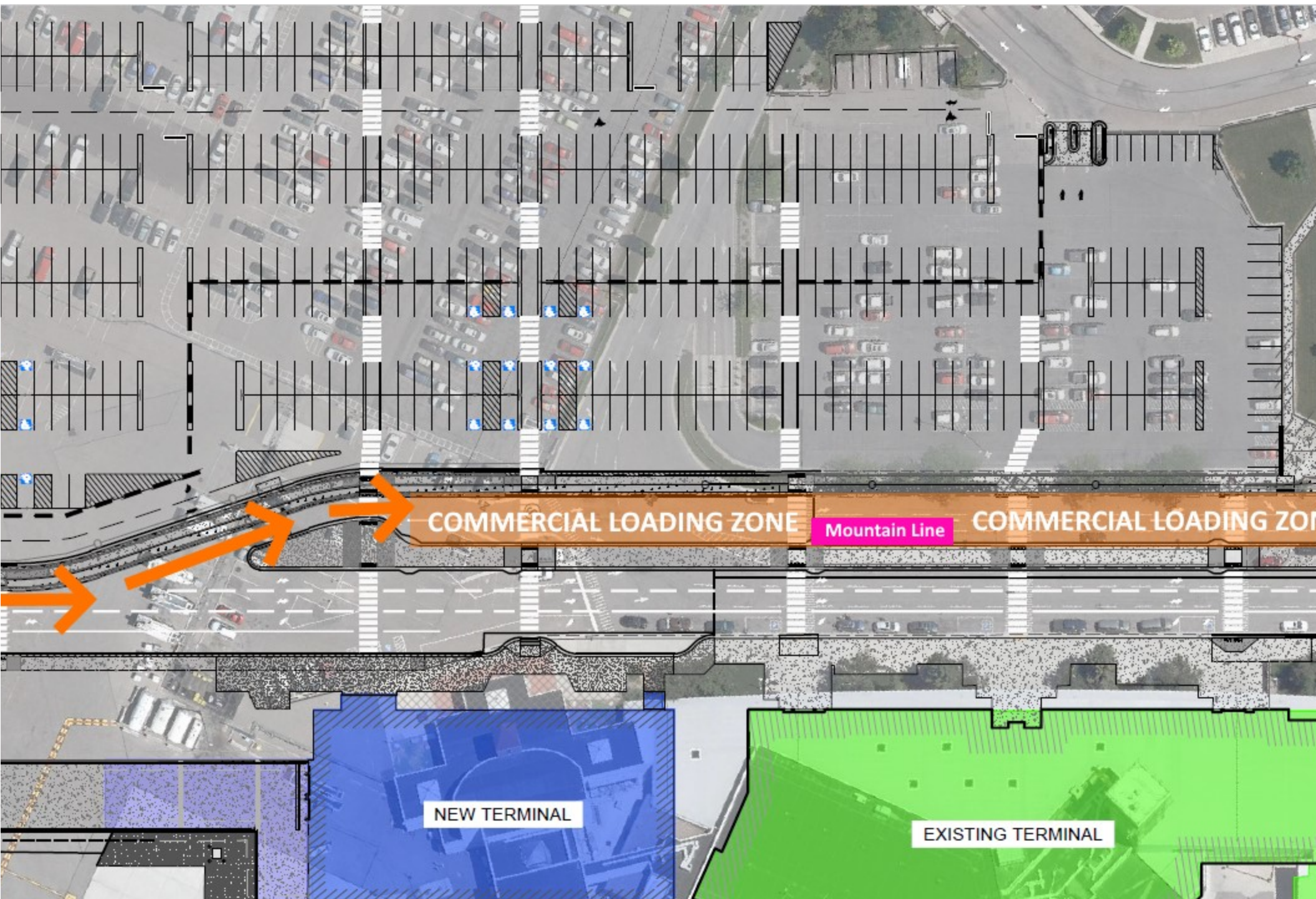
- 4.1 All Ground Transportation Companies shall maintain Commercial General Liability and Property Damage Insurance in an amount of not less than One Million Dollars (\$1,000,000) and Automobile Liability Insurance in at least the minimum amounts required by Montana law.
- 4.2 A Certificate of Insurance must be on file with MCAA prior to the commencement of Airport service. The insurance certificate must include a schedule of covered vehicles or include blanket coverage for all vehicles. The insurance certificate, endorsements and policies must name the Missoula County Airport Authority as an additional insured. The insurance provider shall provide a thirty (30) day notice to MCAA prior to any decrease below the minimum required coverage, cancellation in coverage or nonrenewal of coverage.

- 4.3 All such insurance policies will be in a form or forms which satisfy the requirements of MCAA's Primary Guiding Documents as the same may exist or be amended from time to time.
- 4.4 Regardless of the existence of insurance, an Operator's obligation is the full and total amount of any damage, injury or loss caused by the fault, negligence or lack of care of the Operator, its officers, agents or employees in its operations at the Airport.
- 4.5 Should agencies of the State of Montana or the City or County of Missoula require insurance amounts greater than those listed above, it shall be the Ground Transportation Company's responsibility to obtain and maintain such coverage as may be required.

SECTION FIVE RULES AND REGULATIONS

- 5.1 All Ground Transportation Companies shall have branding or logo identification on their vehicles.
- 5.2 All Ground Transportation Companies shall be responsible for the conduct and actions of their drivers, regardless of whether such drivers are deemed to be an employee or an independent contractor. In considering any fine, suspension or revocation of operating privileges, MCAA may consider actions taken by the Operator to act responsibly, take disciplinary measures, mitigate damage, or otherwise take appropriate corrective action. Nevertheless, Ground Transportation Companies are ultimately accountable for the actions of their drivers as it relates to these Regulations;
- 5.3 Ground Transportation Companies shall not engage in any discrimination, either in employment or in providing Ground Transportation Services, on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, physical or mental disability, or sex as provided in Title 49, C.F.R. Part 21, Non-Discrimination in Federally Assisted Programs of the Department of Transportation, Title VI of the Civil Rights Act of 1964, and all federal regulations promulgated to achieve non-discrimination with respect to such services;
- 5.4 Operators, employees and/or independent contractor drivers shall at all times have a neat and clean appearance. Clothing shall include shirts and shoes and may bear reasonable insignia indicating affiliation with provider;
- 5.5 All Ground Transportation Operators, employees, and/or independent contractor drivers shall:
- Meet the state of Montana licensing, registration, insurance and inspection requirements to operate a vehicle;
 - Comply fully with all applicable Authority, local, state, and federal laws, rules, regulations, including but not limited to any applicable regulations issued by the Federal Aviation Administration, Transportation Security Administration, or successor agencies, governing conduct on and operations at the Airport;
 - Comply with all lawful instructions issued by the Airport personnel with respect to the loading, unloading, parking and operation of Commercial Vehicles upon the Airport and the conduct of Operators, employees, and/or independent contractor drivers at the Airport;
 - Not exceed 15 miles per hour on Airport property;
 - Yield to pedestrians at all times on Airport property;

- f. Not operate vehicles in a careless, negligent, unsafe, or reckless manner; in disregard of the rights and safety of others; without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or Property.
- 5.6 Class 1 and 2 Ground Transportation Companies shall pick up and drop off passengers ONLY at the locations designated as Commercial Loading Zone on the attached map, designated as Exhibit A.
- 5.7 Any Class 2 Ground Transportation Company who will at any time need to leave their vehicle unattended in the Commercial Loading Zone will be required to obtain a Commercial Pass from the Airport Director. Commercial Passes may be requested from the Administration office between 8 a.m. and 4:30 p.m. and Operators must provide all reasonable information to Airport Administration as requested, such as copies of current city or state business licenses, insurance, etc. Passes must be displayed in window of vehicle while left unattended in the Commercial Loading Zone. Under no circumstances may commercial vehicles be left unattended at the front curb.
- 5.8 No Ground Transportation Company, Operator, employee and/or independent contractor driver shall solicit business from passengers inside the Airport terminal building or shall solicit passengers who have reservations with another commercial vehicle Operator.
- 5.9 The Airport Director and Public Safety Department have the authority to enforce these regulations, issue tickets and fines for violations and revoke an individual or company's right of access to the Airport as follows:
- a. For a first violation, a fine of not less than \$10 or more than \$50 shall be imposed;
 - b. For a second violation, a fine of not less than \$25 or more than \$100 shall be imposed;
 - c. For a third violation, a fine of not less than \$50 or more than \$200 shall be imposed;
 - d. The Chief of Public Safety may revoke any individual's right of access to the Airport for a period of up to ten days for any violation;
 - e. The Chief of Public Safety may revoke any individual's right of access to the Airport permanently upon a third violation or if the Chief of Public Safety determines that the individual poses a significant risk to public safety;
 - f. The Chief of Public Safety may revoke any Ground Transportation Company's right of access to the Airport if the Ground Transportation Company fails to pay the fees provided for herein and such failure to pay is not corrected within thirty (30) days after written notice is provided.
 - g. Notice of any revocation of rights under subsections d, e, or f above must be sent to the individual or Commercial Vehicle Operator at the address on file with the Administration Office.
 - h. Any revocation of rights under subsections d, e, or f above may be appealed to the Airport Director in writing within ten written days of the date of notice. The decision of the Airport Director is final.



Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: 12/28/2021

1. **TITLE:** Purchase of DTN Weather Sentry system

Review, discussion and possible approval of the purchase of DTN weather forecasting service.

ACTION ITEM

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** The airport currently uses a company called Vaisala for runway sensor data, along with the National Weather Service for weather forecasting. We are proposing that we switch to DTN Weather Sentry forecasting. With this service, they are able to use our surface sensor data to provide more accurate localized weather forecasting. Also we will be able to customize the system to our needs, and automatically send out custom alerts to any number of people, for example if lightning is forecast in the next 20 minutes any number of people can get the alert via text or email. We did a free trial, and the system worked well. We will still get the same information as always from the weather service. Currently we pay Vaisala \$7354/year, and also a company called DBT \$14,500/year for maintenance of the system, so this service will actually save the airport money. This is a sole source purchase, as we are unable to find anyone else to offer the same service. Brian Ellestad and Lynn Fagan approved the sole source.

5. **BUDGET INFORMATION:**
Amount Required: \$16,995.52
Budget amount available:

6. **SUPPLEMENTAL AGENDA INFORMATION:**

7. **RECOMMENDED MOTION:** Move to Approve the purchase of DTN Weather Sentry system.

8. **PREPARED BY:** Nate Cole Airfield Operations Manager, Presented by Nate Cole

9. **COMMITTEE REVIEW:** N/A

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: December 28, 2021

1. **TITLE:** Purchase of Motorola Dual Band Radios
ACTION ITEM
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 5 Minutes
4. **BACKGROUND INFORMATION:** MCAA's Procurement Policy, approved by the Missoula County Airport Board in November 2019, permits staff to procure goods through cooperative purchasing groups, such as National Association of State Procurement Officials (NASPO). The Missoula County 911 Dispatch Center currently communicates with Law Enforcement, Fire, and EMS on VHF radio frequencies. Due to constant radio communication issues around the city/county, Missoula Agencies conducted a study and learned communication would be better in certain areas by switching from VHF frequencies to 800Mhz frequencies. The Missoula County Sheriff's Office, Missoula City Police Department, and Missoula City Fire Department are currently in the process of changing out all their radios to a Motorola Dual Band Radio. This will allow agencies to transmit & receive on both VHF and 800Mhz frequencies. The plan is to switch the Missoula Police Department to 800Mhz frequencies by next year. This means our current radios will no longer be compatible to transmit & receive on those frequencies.

The City and County have already purchased their radios. A few months ago, the initial price setup for one portable radio, mic, spare battery, and charger was \$6,422.12. In November, there was a significant price increase without warning. The NASPO price went up to \$8,191.92 per setup. After speaking further with Motorola, they have agreed to a discounted price until the end of December. The Public Safety Department would need to purchase 8 portable radios. If purchased before the end of December, the discounted price to purchase all 8 radios will be \$55,016.66. The current NASPO purchase price for all 8 radios would be \$65,528.16.
5. **BUDGET INFORMATION:** Amount Required: \$ 55,016.66
Budget amount available: Non-Budgeted Item
6. **SUPPLEMENTAL AGENDA INFORMATION:**
7. **RECOMMENDED MOTION:** Move to approve the purchase of (8) Motorola APX Dual Band Radios not to exceed the amount of \$55,017.66
8. **PREPARED BY:** Justin Shaffer

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: December 28, 2021

1. **TITLE:** Authorization to Accept FAA Infrastructure Grant

Review, discussion, and possible pre-authorization for Airport Director to accept upcoming infrastructure grant.

ACTION ITEM

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** We received word from the FAA that they will be issuing grant offers for the Bipartisan Infrastructure Law (BIL) recently passed by Congress and signed by the President. Missoula is set to receive \$3,433,751. Time frames to execute grants back to the District Office are always short. Because of the requirement to post public notices of Board meetings at least 48 hours in advance, staff determined that it was prudent to request that the Board pre-authorize the Airport Director to accept the grant offer. This grant will be used for terminal construction.

5. **BUDGET INFORMATION:**
Amount Required:
Budget amount available:

6. **SUPPLEMENTAL AGENDA INFORMATION:**

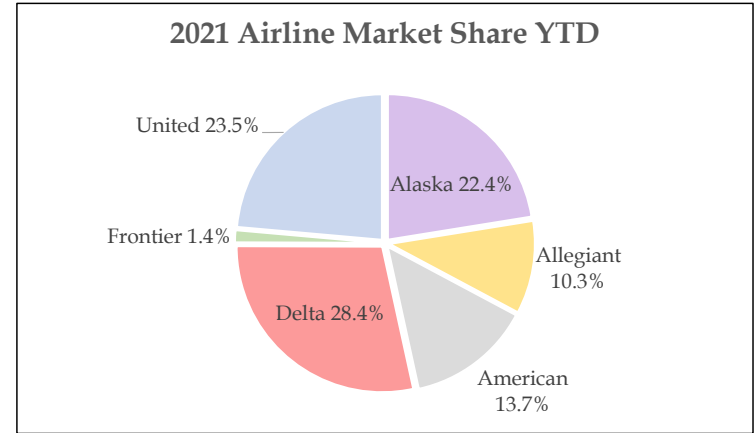
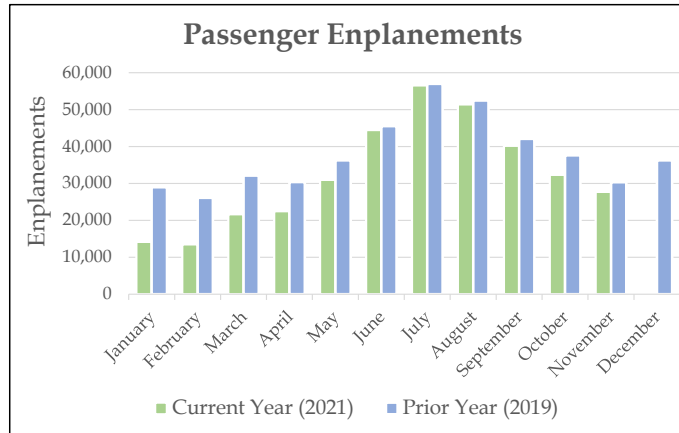
7. **RECOMMENDED MOTION:** Move to pre-authorize the Airport Director to accept FAA Infrastructure Grant in the amount of approximately \$3,433,751.

8. **PREPARED BY:** Brian Ellestad, Airport Director

9. **COMMITTEE REVIEW:** N/A

Summary

- Welcome to the new Missoula Montana Airport operations report. We have consolidated our old report into this single page document to provide a quick view of airport operations.
- Airport record load factor of 88.9% for November
-Strong load factors continuing through holidays
-Bolstered by airline capacity changes
- Y/Y compares 2021 v. 2019 data
- Please reach out with any comments or changes to improve our report going forward!



Tower Operations	Ops Type	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y	
	Air Carrier	549	543	808	885	1037	1241	1289	1229	995	681	638	0	9,895	14%	
	Air Taxi	391	351	450	399	531	807	817	720	647	481	427	0	6,021	18%	
	GA	926	689	1343	1596	1600	2031	2892	2006	2171	1610	931	0	17,795	26%	
	Military	84	40	161	82	39	102	25	93	124	75	62	0	887	116%	
	Civil	930	670	876	776	1026	796	868	1080	713	1000	769	0	9,504	7%	
	Total	2021	2,880	2,293	3,638	3,738	4,233	4,977	5,891	5,128	4,650	3,847	2,827	0	44,102	19%
	2020	2,518	2,692	2,732	1,687	2,692	3,814	5,522	5,757	3,959	3,107	2,712	3,256	40,448		
Enplaned Passengers	Airlines	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y	
	Alaska	3,157	3,453	6,070	6,734	8,339	9,345	11,007	10,900	7,515	6,439	6,573	0	79,532	-20%	
	Allegiant	1,578	1,745	2,628	2,527	3,408	4,622	5,882	4,391	2,962	3,086	3,755	0	36,584	-6%	
	American	2,072	1,510	3,399	3,177	3,829	7,093	8,393	7,489	6,516	3,167	2,130	0	48,775	79%	
	Delta	4,114	3,647	5,621	5,493	9,489	12,703	15,145	13,673	10,829	10,843	9,289	0	100,846	-30%	
	Frontier	0	0	0	0	642	1,052	1,340	1,568	205	0	0	0	4,807	-68%	
	United	3,232	3,124	3,924	4,529	5,259	9,643	14,799	13,209	11,889	8,339	5,580	0	83,527	-9%	
	Charters	3	4	0	0	0	0	0	155	274	456	385	0	1,277	-42%	
	Total	2021	14,156	13,483	21,642	22,460	30,966	44,458	56,566	51,385	40,190	32,330	27,712	0	355,348	-15%
		2020	29,026	25,715	15,182	1,383	5,100	10,833	23,988	24,039	22,330	19,547	15,386	15,862	208,391	
LF	2021	54.6%	52.0%	58.4%	55.5%	63.7%	64.9%	73.1%	70.5%	68.9%	85.7%	88.9%		140.2%		
	2020	82.5%	79.3%	46.5%	11.8%	37.8%	54.8%	55.3%	46.9%	54.0%	47.7%	37.8%	46.7%	52.5%		
Deplaned Passengers	Airlines	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y	
	Alaska	2,700	3,439	6,152	6,967	8,333	9,782	11,111	10,279	7,331	6,076	6,281	0	78,451	-22%	
	Allegiant	1,431	1,603	2,440	2,594	3,441	5,114	5,956	4,198	2,905	2,910	3,770	0	36,362	-5%	
	American	1,700	1,402	2,926	3,033	3,485	7,660	8,421	7,007	6,486	2,813	1,920	0	46,853	77%	
	Delta	3,969	3,922	5,574	5,744	10,438	12,595	14,706	12,580	10,376	10,572	9,289	0	99,765	-30%	
	Frontier	0	0	0	0	677	1,193	1,467	1,360	212	0	0	0	4,909	-70%	
	United	2,760	2,895	3,937	4,557	5,528	10,810	14,481	11,897	11,189	7,908	5,644	0	81,606	-10%	
	Charters	0	112	0	0	0	0	0	79	274	455	421	0	1,341	-24%	
	Total	2021	12,560	13,373	21,029	22,895	31,902	47,154	56,142	47,400	38,773	30,734	27,325	0	349,287	-16%
		2020	27,795	25,430	17,491	1,460	5,405	11,741	24,594	24,429	20,802	18,892	14,312	16,805	209,156	
Total Pax	2021	26,716	26,856	42,671	45,355	62,868	91,612	112,708	98,785	78,963	63,064	55,037	0	704,635	-16%	
	2020	56,821	51,145	32,673	2,843	10,505	22,574	48,582	48,468	43,132	38,439	29,698	32,667	417,547		
	T12M		711,963	Legend:												

Legend:
 LF - Load Factor
 T12M - Previous 12 Months
 Y/Y - Year Over Year
 Pax - Passengers