

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
January 25, 2022
1:30 pm, Airport Board Conference Room

THOSE PRESENT

BOARD:

Chair Adriane Beck
Vice Chair Larry Anderson
Secretary/Treasurer Winton Kemmis
Commissioner Jeff Roth via conference call
Commissioner Deb Poteet via conference call
Commissioner Shane Stack via conference call
Commissioner Matthew Doucette via conference call
Alternate Commissioner Pat Boyle via conference call
Alternate Commissioner David Bell via conference call

STAFF:

Director Brian Ellestad
Deputy Director Tim Damrow
Finance Manager Teri Norcross
Administrative Manager Lynn Fagan
Public Safety Chief Justin Shaffer
Airfield Manager Nate Cole via conference call
Compliance Officer Jesse Johnson
Administrative Assistant Rick Reeve
Office Administrator Donna Marie Robnett
Accounting Clerk Brianna Brewer

OTHERS:

Gary Matson, Runway 25 Hangars via conference call
Shaun Shea, Morrison-Maierle
Martin Kidston, Missoula Current via conference call

Chair Adriane Beck called the meeting to order and advised everyone that the meeting was being recorded.

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

AGENDA

Motion: Vice Chair Larry Anderson moved to approve the agenda as presented.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD

None.

MINUTES

Chair Adriane Beck asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated December 28, 2021. There were none.

Motion: Secretary/Treasurer Winton Kemmis moved to approve the minutes of the Regular Board Meeting dated December 28, 2021, as presented.

Second: Commissioner Matthew Doucette

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Finance Manager Teri Norcross noted that there were a few larger checks that she wanted to comment on. A \$23,000 payment to DFW Fire Training Center is for fire training of our Public Safety Officers – nine officers taking two classes each. Part of the training is related to some features on the new firetruck. Public Safety Chief Justin Shaffer explained that the truck will have a 65-foot stick on top so that if there is a fire in the middle of a cargo aircraft, you can use that feature to reach it. It also comes with a special certification that requires a 3-day course that will be taken down in Dallas. This is the reason for the annual training expense being higher than usual.

Teri explained that Fast Signs was cut a check for \$26,000 for marketing signage. Deputy Director Tim Damrow clarified that it was an expansion of our existing signage to replace traditional billboard advertising. A \$592,000 payment to M-B Companies is for snow removal equipment. That amount will be 100% reimbursed via an AIP Grant in February. The winter weather also led to purchases of \$125,000 in snow and ice removal chemicals, in addition to \$28,000 in fuel costs.

Director Brian Ellestad noted that the YWCA Donations was a pass-through. It was monies that staff collected and donated to the YWCA for a holiday donation. The \$2,700 Meals and PR line item was a purchase of Downtown Missoula gift cards handed out to Staff in lieu of the Airport hosting an employee Christmas party.

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

Motion: Commissioner Matt Doucette moved to approve the Claims for Payment as presented.

Second: Secretary/Treasurer Winton Kemmis

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Finance Manager Teri Norcross explained that for January project expenses, the Airport did not draw on our note, so the balance remained the same as last month. She also pointed out the chart that was at the end of the report. The graphic compared Operating Revenues over the past four fiscal years, detailing the breakdown of the three major areas where the monies come from.

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

Motion: Commissioner Deb Poteet moved to accept the Financial Report as presented.

Second: Commissioner Jeff Roth

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Director Brian Ellestad began by noting that air service continues to remain strong and that the rest of 2022 could provide record numbers. Carriers are seeing load factors above 90%. Brian envisions either himself or Tim attending more air service conferences as the Airport continues to trend towards needing more seats. Federal funding continues to go through negotiations. This is notable because the FAA will not issue grants until there are at least 6 months of federal spending agreed upon. This is a reason why the Airport Master Plan has been delayed. A new IT specialist has been hired for the Airport. Fog has led to cancelled and delayed flights. The Weather Service is predicting a cold and snowy February.

Deputy Director Tim Damrow began his report by updating progress on the new terminal project. Final counters and carpet are being installed throughout. It is much harder to give tours as there are a lot of sub-contractors on site and we want to be respectful to the contractor and not walk on newly installed items. Several airlines have been on site to review the construction with American being the most recent. High praise was given for what they are seeing, and they are looking forward to moving in before our summer peak. MSO is also working with our airline partners as we finalize our airline use agreement for the new terminal. When the Airport started this project, we committed to not raising rates and charges and we still believe we can honor that commitment.

The highlight of the update was the baggage system being tested. Tim was able to film a short video from the perspective of a bag going through the entire system.

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

Commissioner Jeff Roth had to leave the meeting. Chair Adriane Beck noted that an Alternate Commissioner would need to be seated.

Motion: Vice Chair Larry Anderson moved to seat Alternate Commissioner Pat Boyle

Second: Commissioner Matthew Doucette

Vote: Motion Passed Unanimously

LEGAL REPORT

Administrative Manager Lynn Fagan continues to work on the Airline Use Agreement contract. Union Negotiations with the Public Safety Officers are also ongoing. The team is going through each article one by one to ensure there is mutually satisfactory language in the contract. The negotiations are going well so far.

Lynn noted that COVID has been impacting the Airport Staff pretty hard recently. All departments have been affected. Missoula County is reporting a drastic increase in cases compared to just a

month ago. Director Brian Ellestad added that the restaurant has had staffing issues and at times have been only able to operate one of the two locations inside the terminal at MSO.

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

COMMITTEE UPDATES

Executive Committee: Met January 25, 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

Morrison-Maierle Task Order 'D' – Master Plan

Director Brian Ellestad noted that the Airport continues to see record growth which results in continuous change in our current and future operational and planning needs. The Airport has recently changed in its classification from a Non-Hub Commercial Airport to a Small Hub Commercial Airport. Our annual enplanements continue to increase, and the airlines that serve the Airport are also modifying their operations to meet demand by adding destinations and increasing capacity with more flights and upsizing aircraft. The General Aviation community is also seeing a significant increase in operations which is resulting in more ramp, taxi lane and hangar requests. As a result, the demand for infrastructure and developable land on the airside and landside has increased dramatically. The Missoula community is also growing at a rapid pace. This is putting pressure on the Airport to protect the airspace and surrounding property for our current and future growth needs.

As a result, Morrison-Maierle has been requested to develop a new Master Plan. The Master Plan will identify the aeronautical and non-aeronautic demands of the Airport and develop a plan to address those needs and concerns. Planning will begin once a grant has been accepted by the FAA, with the whole process taking 18-24 months to complete. A grant application will be submitted shortly after acceptance of this Task Order and completion of an Independent Fee Review.

Shaun Shea of Morrison-Maierle added that this study will have more scope than a typical Master Plan. The FAA requested a deep dive into a few areas: the South side of the Airport land; how to protect air space on the East side of the property; and looking into noise. The graduation for MSO to a small hub requires an SRM Panel. An AGIS Survey detailing the approaches into the airport is required and has not been done since 1995. This will all mean higher costs than normal as well.

Commissioner Shane Stack asked how this study will help with future Airport growth. Brian replied that the main benefit would be in forecasting aviation for Phase IV and beyond. Shane also asked about carbon neutrality and solar implementation. Shaun responded that it is being looked at. Some of the ways that is being pulled in is through the use of recyclable material in the design of the terminal, as well as future planning for solar/electric vehicle charging for both the parking lot and the ground handling equipment. Sustainable energy is another factor that will be looked into.

Shane also asked about the Steering Committee. He was curious if getting other local developers involved in the process would be a benefit, especially the Mullan area people since the two areas are so close to each other. Brian said that would be very likely, adding that Shane is probably going to be involved in the process as well. Administrative Manager Lynn Fagan noted that she had already made City and County staffs aware of the Master Plan study and will be utilizing their participation.

Vice Chair Larry Anderson asked about the team at Morrison-Maierle that will be involved. Shaun clarified that he will be focusing on the terminal but will remain the main point of contact for all things Airport related. Keith Belden will be heading up all things relating to Civil design. Scott Bell will be leading the charge on the Master Plan along with Mike Carlson in Helena.

Larry also asked about the Planning Advisory Committee and who would be part of that. Shaun replied that was still to be determined. There would be a group decision involving the Board, Morrison-Maierle, Director Brian Ellestad and Deputy Director Tim Damrow. The last Master Plan was in 2008 and Shaun was not involved during that study, so he was not sure how this compares to the previous one.

Gary Matson, of Runway 25 Hangars and publisher of the MSO GA Newsletter, asked about a General Aviation Committee since one was used during the 2008 study. Shaun responded that it sounded like a great idea.

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

Motion: Secretary/Treasurer Winton Kemmis moved to approve Task Order 'D' with Morrison-Maierle in the amount of \$1,100,000.00, contingent on the completion of an Independent Fee Review.

Second: Alternate Commissioner Pat Boyle

Vote: Motion Passed Unanimously

Chair Adriane Beck mentioned that there were no other discussions items on the agenda, and that the February Board Meeting will be held in the Airport Conference Room and remotely via GoToMeeting on Tuesday, February 22, 2022, at 1:30 pm.

There being no further business, the meeting was adjourned.