

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
July 26, 2022
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD:

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

STAFF:

Director Brian Ellestad
Deputy Director Tim Damrow
Finance Manager Teri Norcross
Administrative Manager Lynn Fagan
Business Development Manager Dan Neuman
Compliance Officer Jesse Johnson
Public Safety Chief Justin Shaffer
Airfield Operations Manager Nate Cole
Office Administrator Donna Marie Robnett
Accounting Clerk Brianna Brewer

OTHERS:

Shaun Shea, Morrison-Maierle
Martin Kidston, Missoula Current

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.

Chair Adriane Beck noted that no Alternate Commissioner would be needed.

AGENDA

Motion: Secretary/Treasurer Winton Kemmis moved to approve the agenda as presented.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD

Chair Adriane Beck asked if there was any public comment on items not on the Board's agenda. There was none.

MINUTES

Chair Adriane Beck asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated June 28, 2022. There were none.

Motion: Vice Chair Larry Anderson moved to approve the minutes of the Regular Board Meeting dated June 28, 2022, as presented.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Finance Manager Teri Norcross stated that Donna Marie explained the Visa charges that were in there. For the Project Checking Account, the project expenses she highlighted prepaid accounts for utilities. Teri explained that the check to AAAE on the Claims for Payment was for a training system. Administrative Manager Lynn Fagan explained that the \$10,000 check to Daigle Law Group Inc. was for a contract the Board approved last month to write policies for the Public Safety department. Teri noted that she would like to add two vehicle payments for \$50,000 each to the Claims.

Chair Adriane Beck asked if there were any questions or public comments regarding the Claims for Payment.

Vice Chair Larry Anderson asked Chief Shaffer if he was satisfied with the policies he had received from the law firm. Chief Shaffer stated that the law firm had just begun working on the policies. Chief Shaffer explained that the Public Safety department has previously just used the same policies as the City of Missoula but at a recent training, he met representatives from this firm, and they expressed that the airport should have different policies as it was a much smaller department dealing with different issues. Chief Shaffer has been satisfied with the services they have provided so far.

Motion: Commissioner Jeff Roth moved to approve the Claims for Payment with the addition of the two vehicle payments.

Second: Secretary/Treasurer Winton Kemmis

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Finance Manager Teri Norcross gave the Board a graph showing revenue comparison between fiscal year 2019 and fiscal year 2022. In most cases, fiscal year 2022 was close or exceeded fiscal year 2019. Overall, revenues were up 10% above fiscal year 2019. Teri then mentioned that there were some new items on the balance sheet related to debt. Additionally, the Construction in Progress (CIP) account is down because most of that cost has been moved into service with our move into the new terminal. There are some non-terminal related costs remaining.

Chair Adriane Beck asked if anyone had any questions or public comments regarding the Financial Report.

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

Second: Vice Chair Larry Anderson

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Director Brian Ellestad reported that MSO has received 11 million dollars from the federal terminal grant and Brian thanked Deputy Director Tim Damrow and Morrison-Maierle engineer Shaun Shea for their assistance in that process.

Deputy Director Tim Damrow then reported that all the work on the temporary rental car facility has been completed and more or less all the work has been completed on Phase I of the terminal. Local flavor is being added to the building with art and advertising being hung on the walls. The work on deconstruction of the old terminal building will be starting next week. Tim stated he will have some deductive change orders from the South Concourse on the agenda next month.

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

LEGAL REPORT

Administrative Manager Lynn Fagan updated the Board on the Pruyn lease termination. Lynn stated that she had not heard back from Dr. Pruyn but had left him a message stating that anything left on the property after August 1st would be considered abandoned and subject to the lease provision that the Pruyns would be responsible for MCAA's cost for removal. There are still at least one railroad car and some silos on the property. Tetro Tech has begun the work on the environmental assessment of the property.

Lynn also reported that she has met with County planners who are working on an overlay for the airport affected area. Lynn and Dan also attended a meeting of the Grant Creek Working Group.

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

COMMITTEE UPDATES

Executive Committee: Met July 26, 2022, 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

Mutual Aid Agreement with Missoula Fire Department

Administrative Manager Lynn Fagan reported that the Board approved this Mutual Aid Agreement on June 25, 2019. Both parties have been acting pursuant to the provisions of the agreement since that time; however, signed copies of the agreement cannot be located. Airport PSO Chief and Legal Counsel met with the City Fire Chief and Assistant Chief to review the provisions of the agreement and no changes were recommended. The agreement outlines each department's roles and responsibilities regarding fire and emergency medical service duties and responses. Responses regarding airplane/runway emergencies are covered under MCAA's FAA-approved Emergency Plan. This agreement will automatically renew every year unless either party provides notice of their intention to terminate or amend it.

Chair Adriane Beck asked if Board members had any questions.

Chair Adriane Beck asked if there were any public comments; there were none.

Motion: Commissioner Jeff Roth moved Move to approve the Fire Protection and Emergency Medical Service Mutual Aid Agreement Between Missoula Fire Department and Missoula Airport Authority.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

Agreement for Services with Republic Services for Waste Disposal and Recycling Services

Administrative Manager Lynn Fagan reminded the Board that it awarded waste disposal and recycling services (with the exception of cardboard recycling) to Republic Services pursuant to a Request for Proposals (RFP) for both Waste Disposal and Recycling services at the June Board meeting. The parties have agreed to a contract with services beginning on August 1, 2022, with a term of three years. The terms of the RFP and the response are incorporated into the contract.

Chair Adriane Beck asked if Board members had any questions; there were none. Chair Adriane Beck asked if there were any public comments; there were none. Commissioner Jeff Roth stated that he was recusing himself from voting on this matter.

Motion: Commissioner Deb Poteet moved to approve the Contract for Services with Allied Waste Services of North America LLC, dba Republic Services, for waste disposal and recycling services, excluding cardboard recycling, for a term of three years.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

Agreement for Services with Grizzly Disposal for Cardboard Recycling Services

Administrative Manager Lynn Fagan stated that this agreement was identical to the Republic Services agreement except that this one is for cardboard recycling services.

Chair Adriane Beck asked if Board members had any questions. Chair Adriane Beck asked if there were any public comments; there were none. Commissioner Jeff Roth stated that he was recusing himself from voting on this matter.

Motion: Secretary/Treasurer Winton Kemmis moved to approve the Contract for Services with L&L Site Services, dba Grizzly Disposal for cardboard recycling for a term of three years.

Second: Vice Chair Larry Anderson

Vote: Motion Passed Unanimously

Acceptance of FAA AIP Grant

Airport Director Brian Ellestad reminded the Board that staff had applied for funding under the newly established Airport Terminal Project, which was created by the Infrastructure and Investment and Jobs Act, commonly known as the Bipartisan Infrastructure Law (BIL). MSO's application was successful, and staff has received notice that we will receive \$11 million through this program for the second phase of the terminal project. The grants announced will fund 92 projects at 85 airports. Because of the quick turn-around time on federal grants, staff is requesting pre-approval to authorize the Director to accept the grant.

Chair Adriane Beck asked if Board members had any questions. Chair Adriane Beck asked if there were any public comments; there were none.

Motion: Commissioner Jeff Roth moved to pre-authorize the Airport Director to accept upcoming Terminal Discretionary grant for this [federal] fiscal year 2022.

Second: Secretary/Treasurer Winton Kemmis

Vote: Motion Passed Unanimously

NEW BUSINESS

Morrison-Maierle Task Order #45 – Design Lay Down Yard for Phase II Terminal Construction

Airport Director Brian Ellestad explained that this Task Order is to provide Martel Construction more room for staging for the second phase of the terminal construction. Additionally, it will get them out of the old rental car parking lot, which allows the terminal lot to serve rental cars and more parking public. When the project is complete, this area will be able to be used as employee parking. The project will require the relocation and straightening of the fuel truck access road. Design will begin on this immediately in hopes of having plans ready to bid and begin construction in late December.

Chair Adriane Beck asked if there was any Board discussion or questions. Vice Chair Larry Anderson asked if the rental cars are moved into the main terminal area, will they be charged by Republic Parking. Brian explained the current layout with rental cars using the lot which used to be occupied by Republic and that they are not being charged by Republic for that use.

Chair Adriane Beck asked if there were any other Board discussion or questions. There was none. Chair Adriane Beck asked if there were any public comments; there were none.

Motion: Vice Chair Larry Anderson moved to approve Morrison-Maierle Task Order #45 – Design Lay Down Yard for Phase II Terminal Construction

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

Morrison-Maierle Task Order #46 – Boundary Line Readjustment for former FAA Property on Aviation Way

Administrative Manager Lynn Fagan reported that Morrison-Maierle will complete a boundary line adjustment on former FAA lot on Aviation Way so the use of this lot is in compliance with City of Missoula zoning regulations. Under state subdivision regulations, the airport is exempt from subdivision review for aviation uses; therefore, when the FAA was leasing the property, there was no requirement for a separate legal parcel. Now that the use is non-aviation, it is required. A legal boundary survey, new property corners, and a new Certificate of Survey will be filed with the City of Missoula for the non-aeronautical use that is leasing this lot from the Airport.

Chair Adriane Beck asked if there was any Board comment or questions; there were none. Chair Adriane Beck asked if there were any public comments; there were none.

Motion: Secretary/Treasurer Winton Kemmis moved to Morrison-Maierle Task Order #46 for a Boundary Line Readjustment for former FAA Property on Aviation Way

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

Off-Airport Rental Car Agreement with Sojourn Vehicle Rental, LLC

Administrative Manager Lynn Fagan explained that Sheila Lang-Bullard, organizer and member of Sojourn Vehicle Rental, LLC, has been advertising her other business, Montana Adventure Shuttle, on airport for over five years and has also been a commercial lane user. She recently started Sojourn Vehicle Rental, LLC and met with staff about being able to leave vehicles on airport for customers who are flying in and out of the airport. The business does all the paperwork prior to rental so none of that will occur on site. If the vehicles are left in the parking lot, either the business or the customer will pay the applicable parking fees. The term of the agreement is for three years to coincide with the next RFP for on-airport car rentals. This is basically the same agreement our other off-airport rental car companies have executed.

Chair Adriane Beck asked if Board members had any questions; there were none. Chair Adriane Beck asked if there were any public comments; there were none.

Motion: Commissioner Deb Poteet moved to approve the Off-Airport Rental Car Agreement between Sojourn Vehicle Rental LLC and Airport as presented.

Second: Commissioner Jeff Roth

Vote: Motion Passed Unanimously

Chair Adriane Beck mentioned that there were no other discussions items on the agenda; the combined Finance and Facilities and Operations Committee meeting would begin in five minutes; and that the August Board Meeting will be held in the same room and remotely via GoToMeeting on Tuesday August 30, 2022, at 1:30 pm.

There being no further business, the meeting was adjourned.