

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
September 27, 2022
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD:

Chair Adriane Beck
Vice Chair Larry Anderson
Commissioner Jeff Roth via conference call
Commissioner Deb Poteet
Commissioner Shane Stack
Commissioner Matthew Doucette
Alternate Commissioner Pat Boyle
Alternate Commissioner David Bell via conference call
Honorary Commissioner Jack Meyer

STAFF:

Director Brian Ellestad
Deputy Director Tim Damrow
Finance Manager Teri Norcross
Business Development Manager Dan Neuman
Public Safety Chief Justin Shaffer
Airfield Manager Nate Cole
Compliance Officer Jesse Johnson
IT Specialist Dylan O'Leary
Accounting Clerk Brianna Brewer
Ground Handling Manager Andrew Bailey

OTHERS:

Gary Matson, Runway 25 Hangars
Martin Kidston, Missoula Current via conference call
Bob Skogley
Alec Maguire, Northstar

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

Deputy Director Tim Damrow performed a roll call of Board members, staff members, and members of the public.

Chair Adriane Beck noted that an Alternate Commissioner would need to be seated.

Motion: Commissioner Matthew Doucette moved to seat Alternate Commissioner David Bell.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

AGENDA

Motion: Commissioner Deb Poteet moved to approve the agenda as presented.

Second: Vice Chair Larry Anderson

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. Bob Skogley spoke and stated that he has lived just south of the airport for fifteen years. Lighting from the airport was invisible to the neighborhood until about six months ago. Bob contacted Deputy Director Tim Damrow, through the website, sent him some pictures, and the lights were adjusted somewhat but they are still the brightest thing in his view. Bob stated that he is trying to understand if there's anything that can be done in light of the Dark Skies Initiative, and he would like to know if the second phase of construction will double the lighting coming from the airport. Bob also asked if the lights could be turned off in the middle of the night when there are no flights.

Chair Adriane Beck responded that she appreciated Bob bringing this issue to the Airport's attention and encouraged him to continue working with staff.

Deputy Director Tim Damrow stated that he was glad the lighting adjustment brought some relief. Tim then stated that we needed to find a balance between adequate lighting on the ramp for the safety of the individuals working there and the community concerns.

MINUTES

Chair Adriane Beck asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated August 30, 2022. There were none.

Motion: Vice Chair Larry Anderson moved to approve the minutes of the Regular Board Meeting dated August 30, 2022.

Second: Commissioner Matthew Doucette

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Finance Director Teri Norcross explained that there are some large checks going out to Martel Construction from the project account. Teri stated that Martel is currently working on six projects on airport and there are different processes that apply to each category of the project. Teri also explained that there is a list on the table for each Commissioner of additional checks that she is requesting be approved. There are checks for radios and for the auditors that the Board approved last month. Additionally, there is a check for ground service equipment which will be partially reimbursed by a grant from the Montana Department of Environmental Quality.

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

Motion: Commissioner Deb Poteet moved to approve the Claims for Payment, including the checks on the list provided at the meeting.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Finance Manager Teri Norcross drew the Board's attention to her notes in the Board packet referencing the costs in Construction in Progress that relates to the Phase 2 work on the terminal. Teri also mentioned that the revenues for Fiscal Year 2023 look good so far.

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

Motion: Commissioner Shane Stack moved to accept the Financial Report as presented.

Second: Commissioner Matthew Doucette

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad reported that the airport had record numbers for September. The contractor is currently out for bid on Phase 3 of the terminal project. Deputy Director Tim Damrow was in Helena recently for airline meetings. Tim reported that all the airlines are happy with their summer numbers. Tim also met with Dementia Friendly Missoula and showed them the Google walkthrough of the new terminal and they were very impressed. Brian stated that three staff members, the Deputy Director, the Chief of Public Safety, and the Ground Handling Manager, will all be attending NTSB trainings in the next month. The next big project on the horizon is the Master Plan. Shaun Shea from Morrison-Maierle will be briefing the Board in the next few months.

Chair Adriane Beck asked if anyone had any further questions or comments for Brian or Tim; there were none. Honorary Commissioner Jack Meyer asked Brian to remind him what Phase 3 of the terminal project entailed. Brian explained that Phase 2 included permanent baggage claim and rental cars as well as additional gates. Phase 3 simply adds a little length to the building to accommodate another jet bridge and shortens the walk to the ground boarding gates.

Deputy Director Tim Damrow then presented a Project update. Full deconstruction of the old terminal is now underway. The old tower will be deconstructed around the second week of October. Tim mentioned that everything possible is being salvaged. Tim then stated that there will be a financial debrief on Phase 1 coming soon. Next, Tim introduced a new segment that will be added to our website called "Ask MSO." In this month's installment, Tim discussed when the best time is to purchase an airline ticket. The take-aways are to book 45-90 days prior to departure, avoid peak days and times, utilize OTAs to search for the best deals but book your flight directly with the airline.

COMMITTEE UPDATES

Executive Committee: Met September 27, 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

Audit Engagement Letter

Finance Director Teri Norcross explained that every year, the audit team presents an Audit Engagement letter which outlines the responsibilities of both the auditors and the Airport Authority.

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 Matthew Doucette moved to approve the execution of the annual Audit Engagement Letter.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

American Airlines Ground Handling Contract

Airport Director Brian Ellestad reminded the Board that our staff has been ground handling American Airlines since June 2018. Brian mentioned that he hears nothing but praise from American regarding our Ground Handling Manager, Andrew Bailey, and his staff. This amendment is for a 3-year period.

Chair Adriane Beck asked if Board members had any questions. Vice Chair Larry Anderson asked if the pricing has changed. Brian responded that the pricing is the same but that the price increased last year when there was a one-year extension.

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

Motion: Vice Chair Larry Anderson moved to approve the American Airlines Ground Handling contract extension as presented.

Second: Commissioner Matthew Doucette

Vote: Motion Passed Unanimously

NEW BUSINESS

Capital Improvement Plan

Airport Director Brian Ellestad explained that each year, MSO is required to submit an Airport Capital Improvement Plan (ACIP) to the FAA. This ACIP shows proposed capital projects for the next six years. While the FAA is primarily concerned with projects that are funded using Airport Improvement Program (AIP) funds, staff has included local contributions (Passenger Facility Charges and/or reserves/debt) to these projects. Brian noted that the airport does not receive its

AIP funds until the federal government is funded for the full year. If the government is under a continuing resolution, the AIP funds will not be released.

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

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

Motion: Commissioner Matthew Doucette moved to approve the 2023 Airport Capital Improvement Plan as presented.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

Purchase of John Deere Commercial Mower

Airfield Operations Manager Nate Cole explained to the Board that staff would like to purchase a new John Deere mower with a 72" mower deck. This will match two other mowers that the airport currently has, so the attachments will work on any of them. Staff would like to add a broom on it as well but will likely do that later. They need to get it ordered because it's unlikely it will be delivered before spring. At that point, staff will likely order the broom.

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: Commissioner Deb Poteet moved to approve the purchase of the John Deere 1585 mower with 72" deck.

Second: Commissioner Matthew Doucette

Vote: Motion Passed Unanimously

Chair Adriane Beck noted that the next two items on the agenda related to matters of individual privacy, specifically that of the Finance Manager Teri Norcross and the Airport Director Brian Ellestad. Adriane Beck noted that the meeting was being closed to the public as it relates to matters of individual privacy and as the presiding officer, she had determined that the demands of individual privacy clearly exceeded the merits of public disclosure. Adriane then asked Teri and Brian if they waived their right to privacy. Both indicated that they did not. Adriane then asked that members of staff and the public who were not involved in the specific matters leave the room. Adriane stated that at the conclusion of the discussion on the two items, the meeting would reopen to the public.

Personnel Matter re: Finance Manager

Closed Session

Personnel Matter re: Airport Director Performance review

Closed Session

The meeting reopened to the public. Chair Adriane Beck asked if there were any other items for the Board's consideration. Vice Chair Larry Anderson asked about whether we ever heard back on the insurance review that was mentioned when the Board approved the insurance for Fiscal Year 2023. Airport Director Brian Ellestad noted that the inspection did occur but that we have not received the report yet.

Chair Adriane Beck mentioned that there were no other discussions or business before the Board, and that the October Board Meeting will be held in the same room and remotely via GoToMeeting on Tuesday October 25, 2022, at 1:30 pm.

There being no further business, the meeting was adjourned.