

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
October 25, 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
Alternate Commissioner Pat Boyle
Alternate Commissioner David Bell
Honorary Commissioner Jack Meyer

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
Compliance Officer Jesse Johnson
IT Specialist Dylan O'Leary
Accounting Clerk Brianna Brewer

OTHERS: Gary Matson, Runway 25 Hangars
Shaun Shea, Morrison-Maierle
Scott Bell, Morrison-Maierle
Travis Frey, Martel Construction
Steve Conway, Martel Construction

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 an Alternate Commissioner would not need to be seated as all the Board members were present.

AGENDA

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

Second: Commissioner Matthew Doucette.

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 September 27, 2022, and the Special Board meeting dated October 7, 2022. There were none.

Motion: Secretary/Treasurer Winton Kemmis moved to approve the minutes of Regular Board Meeting dated September 27, 2022, and the Special Board meeting dated October 7, 2022.

Second: Commissioner Jeff Roth

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Finance Director Teri Norcross explained that she provided an updated list of the Claims for Payment for the Board members as several of the checks were cut off on the copy that was provided with the packet.

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

Motion: Commissioner Matthew Doucette moved to approve the updated Claims for Payment.

Second: Vice Chair Larry Anderson

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Finance Manager Teri Norcross noted that the debt balance has not increased as the airport has not had to draw on the 2022 note because of grants received to date. Teri also noted that 87% of the Construction in Progress balance is related to Phase II construction. The financials show a healthy first quarter, with revenues up 21% from last year. Revenues are 38% of the entire year's budget and expenses are 22%.

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

Motion: Secretary/Treasurer Winton Kemmis moved to accept the Financial Report as presented.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad reported that air service was up 9.3% but parking was a challenge. Staff has been working with Republic Parking to obtain stand alone parking units, similar to the ones downtown, that can be utilized in the old rental car lot.

Brian thanked Gary Matson for organizing the annual General Aviation Barbeque. It was very successful.

Brian reported that the Airline Rendezvous would be back in Missoula next year. Martel has received bids for Phase 3, and they came in slightly higher than expected. Since this part of the project is more 'want to have' than 'have to have,' staff will have a Board workshop to discuss once Martel has finalized the numbers.

Deputy Director Tim Damrow gave a brief update on construction progress. Project closeout for the south concourse is nearing completion. Deconstruction continues. The old tower came down in early October. Basement deconstruction is ongoing. All the concrete being removed is going to be used for the fill around the building.

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

LEGAL REPORT

Administrative Manager Lynn Fagan responded to a question that Vice Chair Larry Anderson had asked at the September meeting regarding the insurance inspection. The ISO report has been issued and the rate from that report came out higher by 15% from what Cincinnati had quoted the Airport for property insurance on the new terminal. However, Cincinnati had guaranteed its rate for Fiscal Year 2023, so the Airport's insurance will not increase. It will affect the rate for the next fiscal year, but since the terminal is only part of the package and the insurers look at other factors as well, we may not see a 15% increase.

Lynn reported that she has been working on the agenda items. Lynn also thanked Brianna Brewer for taking over payroll duties since Donna Marie Robnett left last month. Brianna has been doing a phenomenal job.

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

MASTER PLAN UPDATE

Shaun Shea from Morrison-Maierle introduced Scott Bell, also from Morrison-Maierle, to present an introduction to the Board on the Master Plan process. Shaun noted that the FAA requires bidding on engineering and planning services to be separate and in order to keep the two services separate, Scott Bell is the lead on planning while Shaun is the lead on the engineering side.

Scott introduced the team that will be working on the Master Plan project. Scott then explained the different chapters that go into the Master Plan – Inventory, Forecasts, Facility Requirements, Alternatives, Recommended Concept & Financial Plan, and Airport Layout Plan. The process typically takes 18 to 24 months to complete. The FAA approves the Forecast chapter and the Airport Layout Plan. Scott stated that the team anticipates bringing formal action to the Board

when each of the following chapters are complete: Inventory, Forecast, Alternatives, Recommended Concept & Financial Plan, and Airport Layout Plan (ALP). Additionally, each month the team will present an update to the Board at the Board's regular meeting. There will be a final public meeting at the end.

Scott then explained that the team will meet twice a month in smaller committee/work sessions on the first and last Mondays of the month. Each meeting will be focused on a particular task and any stakeholders with interest in that particular area/task will be invited to that meeting.

Commissioner Jeff Roth asked Scott if he has done this Master Plan process for other airports. Scott responded that most recently, he has worked on Master Plans for Bozeman, Helena, Gillette and Sheridan, Wyoming. He worked on his first Master Plan in 1980.

Vice Chair Larry Anderson asked if the final ALP can be changed in time if something changes. Scott responded that the ALP is continuously updated as construction and changes occur on the airport.

Gary Matson asked how general aviation will be represented in the process. Scott responded that members of the general aviation community will be invited to meetings that involve those issues.

Chair Adriane Beck thanked Scott for the presentation.

COMMITTEE UPDATES

Executive Committee: Met October 25, 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

Contract for Removal of Items from Pruyn Property

Airfield Manager Nate Cole reminded the Board that the Pruyns were no longer leasing the property and since Elder Demolition was on site for the terminal demolition, staff asked them to provide a bid for removing the old house, railroad box cars, a single wide trailer, and piles of debris. The cost for the personal property and debris removal is \$44,750 and the cost for the house removal is \$18,500. Both the house and the mobile home need to be inspected for asbestos before removal. Nate Cole has requested a bid for this inspection but has not yet received it.

Chair Adriane Beck asked if Board members had any questions. Vice Chair Larry Anderson asked if the Board wanted to make the motion or to wait until the bid for the asbestos inspection was in before moving forward. Nate explained that staff was at first concerned that Elder wanted to get the job done while they were still on site but that he had spoken with them recently and they stated that they would honor the price if they had to come back to do the job and that it was not a concern to them if they had to come back.

Commissioner Deb Poteet asked Nate to confirm that it would not cost more to wait.

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

Motion: Commissioner Deb Poteet moved to table this item until more financial detail is available.

Second: Vice Chair Larry Anderson

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 Public Safety Officer Luke Shypkowski 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 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: Public Safety Officer

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.

Chair Adriane Beck mentioned that there were no other discussions or business before the Board, and that the November Board Meeting will be held in the same room and remotely via GoToMeeting on Tuesday November 29, 2022, at 1:30 pm.

There being no further business, the meeting was adjourned.