

Missoula County Airport Authority Regular Board Meeting

DATE: Tuesday, January 31, 2023
TIME: 1:30 p.m.
PLACE: Johnson Bell Board Room – Airport Terminal

PLEASE NOTE: To protect the health of the public and our employees during this public health pandemic, this meeting will be in a hybrid format.

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.

Members of the public can submit comments by email to: lfagan@flymissoula.com.

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 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

- 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 December 20, 2022. **Pg 3**
- Approval of Claims for Payment – Teri Norcross **Pg 8**
- Financial Report – Teri Norcross and Will Parnell **Pg 10**
- Director's Report – Brian Ellestad **Pg 19**
- Legal Report – Lynn Fagan
- Committee Updates –

Business Development Committee: No Activity
Contract and Lease Committee: No Activity
Executive Committee: Met January 31, 2022
Facility and Operations Committee: No Activity
Finance Committee: No Activity
General Aviation Committee: No Activity
Legislative Committee: No Activity
Marketing Committee: Met January 11, 2023

- MT State Dept of Environmental Quality Presentation – Volkswagen settlement funds – Neal Ullman, Andrew Bailey
- Master Plan Update – Scott Bell, Morrison-Maierle

Unfinished Business

None

New Business

- Air Service Development Consultant – Brian Ellestad **Pg 24**
- Purchase of 2019 Ford F-350 – Nate Cole **Pg 25**
- Contract for Public Safety Training - Burn Prop – Tim Damrow **Pg 39**
- New Bank Account signers – Teri Norcross **Pg 41**

Information/Discussion Item(s)

February Board Meeting – Tuesday, February 28, 2023, 1:30 p.m.

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
December 20, 2022
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD: Chair Adriane Beck
Vice Chair Larry Anderson
Secretary/Treasurer Winton Kemmis
Commissioner Shane Stack
Commissioner Matthew Doucette via conference call
Alternate Commissioner Pat Boyle via conference call
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
Compliance Officer Jesse Johnson
IT Specialist Dylan O'Leary
Accounting Clerk Brianna Brewer
Public Safety Officer Gus Geldersma

OTHERS: Gary Matson, Runway 25 Hangars via conference call
Shaun Shea, Morrison-Maierle
Steve Conway, Martel Construction
Travis Frey, 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 two Alternate Commissioners would need to be seated.

Motion: Vice Chair Larry Anderson moved to seat Alternate Commissioners Pat Boyle and David Bell

Second: Secretary/Treasurer Winton Kemmis

Vote: Motion Passed Unanimously

AGENDA

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

Second: Commissioner Shane Stack

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 November 29, 2022. There were none.

Motion: Vice Chair Larry Anderson moved to approve the minutes of Regular Board Meeting dated November 29, 2022.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Finance Director Teri Norcross explained that she has provided a revised Claims for Payment which includes three additional checks, one to Anderson Zurmuehlen, one to First Security Bank for the quarterly payment on Note 2019A and one to First Call, the company that provides IT services to the airport.

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

Motion: Commissioner Shane Stack moved to approve the revised Claims for Payment.

Second: Secretary/Treasurer Winton Kemmis

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad reported that MSO has exceeded 2019 record enplanement numbers for three months in a row and we continue to exceed the national trends. Staff continues to watch the federal government as they have a few more days to pass a budget. Brian reminded the Board that in August 2022, staff began to get nervous about air service various airlines then added capacity from August through November, which is traditionally the slower travel period. If the seats did not get filled, staff feared the airlines would react by decreasing capacity. Staff's goal was to increase the bookings in order to highlight the strength of our market through a digital marketing campaign. The marketing campaign was successful, and MSO had record load factors for the last three months.

Deputy Director Tim Damrow gave a brief update on construction progress. Project closeout for the south concourse will be complete today with the Board's consideration of deductive change orders. The demolition and foundation work on the east concourse is progressing, albeit slowly due to the cold weather.

Tim then presented a brief summary of the south concourse budget/cost history. In January 2017, the schematic design budget came in between \$83 million and \$89 million. After value engineering, the 100% design development budget came in at \$67.2 million. As of the date of the meeting, \$70.6 million in contracts have been awarded. The difference between these two numbers is essentially the cost of the TSA bag screening system, which was paid for by a grant. Other reimbursements received were from the TSA for design, build of their office spaces and a Voluntary Airport Low Emissions grant. The total of the three reimbursement agreements is \$4,938,935. Including the deductive change order that is before the Board today (\$1,120,284), MCAA's final cost for the south concourse project is \$64,601,924, for an estimated budget underrun of \$2,638,076. Tim then thanked all the team members, including Morrison Maierle, Martel Construction, A&E Architects, staff and Board members.

Shaun Shea presented a brief update on the Master Plan process. Inventory of existing facilities is ongoing, as well as aviation forecasting. Shaun reviewed some of the changes that have occurred at the airport since the last Master Plan was completed in 2008; some of the areas of focus from the 2008 plan are still relevant today, such as crosswind runway eligibility, terminal expansion and landside access concerns. The Working Group made the decision to begin with runway configuration because it is the primary function of the airport, it is the most restrictive space and it then determines the available space for the future. Shaun thanked Gary Matson and Art Dykstra for their participation on behalf of the general aviation community. Other members of the Working Group on the runway configuration are Christel Terrell from Air Traffic Control and tenants Minuteman, Northstar, Washington Corp., Forest Service and the Museum of Mountain Flying. Shaun noted that everyone has been engaged and energized and having their input has been invaluable. Shaun then went through a summary of the group's discussion on the runways.

Vice Chair Larry Anderson asked Shaun if the Forest Service had plans for any big changes to their smoke jumper campus. Shaun responded that it had been some time since staff had talked with the Forest Service about its long term plans, but that he would get in touch with them. Larry then asked if there were conflicts in the summer between commercial flights and firefighting aircraft. Shaun stated there are some conflicts but there are options for using the deice ramp and other areas for accommodating the firefighting aircraft.

Honorary Commissioner Jack Meyer asked if there were options for developing in between the parallel runway or to the south of the parallel runway, depending on its location. Shaun stated that the inventory and forecasting needed to be completed before they zeroed in on a location for the parallel runway and development potential would be a factor considered.

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

COMMITTEE UPDATES

Executive Committee: Met December 20, 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

Training Memo of Understanding with Missoula County Sheriff's Office

Chief of Public Safety Justin Shaffer explained that this Memo of Understanding with the County Sheriff's Office related to the Lease Agreement with the Missoula County Sheriff's Office for land to be used as a shooting range. The Lease effective date was July 1, 2022 and included a provision allowing the Sheriff's office to provide in-kind training services in lieu of rent payments. The fair market value rent was determined to be \$4,500 per year. The Sheriff has proposed a list of 19 trainings our Public Safety officers can attend throughout the year, as well as the ability to attend twice monthly firearm trainings. The County has requested that we execute a Memo of Understanding which clarifies that our officers will be covered by MCAA workers' compensation while at the Sheriff's trainings and that MCAA will indemnify the County for acts of our officers while they are at the trainings. Included with the draft MOU is a copy of the training exhibit to the Lease, which will be entered into annually. Justin requested that the Board authorize him to execute this exhibit each year.

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: Secretary/Treasurer Winton Kemmis moved to approve the Training Memo of Understanding with Missoula County Sheriff's Office and authorize the Chief of Public Safety to execute an annual Training Exhibit to the Lease Agreement with the County on behalf of the Sheriff's office.

Second: Vice Chair Larry Anderson

Vote: Motion Passed Unanimously

South Concourse Deductive Change Order

Deputy Director Tim Damrow summarized the eight deductive change orders that have resulted from the reconciliation and close out of the south concourse project. Three change orders related to Martel contract amendments and five related to Morrison Maierle task orders for a total of \$1,120,284.16. Each contract contained several allowances to cover unknown/unbid items that subsequently came in under budget. There was also a reduction in overall quantities leading to additional savings.

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 Shane Stack moved to accept the deductive change orders to Martel and Morrison Maierle Contract Amendments in the amount of One Million, One Hundred Twenty Thousand Two Hundred and Eighty-Four dollars and sixteen cents (\$1,120,284.16)

Second: Vice Chair Larry Anderson

Vote: Motion Passed Unanimously

NEW BUSINESS

Morrison-Maierle Task Order No. 47 – Pavement Maintenance Design

Airport Director Brian Ellestad reported that a recently completed Pavement Conditions Report showed that many of the airfield pavements are in need of maintenance. The last significant airfield maintenance was completed on both runways in 2018 and the runways are not in need of additional maintenance at this time. The last significant maintenance on airfield taxiways and parking ramps was done in 2011. This project will focus on the taxiways and parking ramps and includes design only through bidding services, which are expected in April.

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: Vice Chair Larry Anderson moved to approve Task Order No. 47 with Morrison-Maierle in the amount of \$125,000.00 contingent on the completion of an Independent Fee Estimate

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

Discussion Items

Vice Chair Larry Anderson thanked Chair Adriane Beck for her service as Chair. There being no further business, the meeting was adjourned. Adriane noted that the next Board meeting would be in the same hybrid format on January 31st at 1:30 p.m.

Missoula County Airport Authority
Claims For Payment
November 29, 2022 through December 20, 2022

Note

Per Airport policy, checks for prepaid invoices were mailed on January 14, 2023.
They are highlighted in the Check Register list for the General Checking Account

Credit Card Charges - by Expense Type (paid with check #48677 & #48690)

Holiday Donations Payable	2,266.32
Legal Services	107.00
Communications R&M	443.00
Office Supplies	2,167.77
Postage	59.95
Computer Equipment Expense	1,169.35
Petroleum Products Expense	575.00
Vehicle R&M	1,688.41
Tools/Equipment	173.52
Contracted Maintenance	3,411.06
Building General R&M	356.77
Rent Car R&M	1,958.90
USFS Hangar R&M	243.16
Uniform Expense	1,560.59
Employee Training Expense - Johnson Controls training, Quotient Group conference, FTO school, etc.	7,842.96
Travel Expense - Ccure training, CRO training	1,135.84
Safety Supplies/Equipment	91.92
Meals & PR	2,064.80
Marketing	542.95
Display Expenses	95.00
	<u>\$ 27,954.27</u>

Project Checking Account

Check Number	Vendor Name	Amount
ach 144	MARTEL	1,118,129.68
ach 145	MORRISON MAIERLE	75,223.94
1175	MISC TAX DIVISION	11,294.24
1176	GARDEN CITY PLUMBING	Void
1177	GARDEN CITY PLUMBING	746.01
ach 146	MARTEL	597,901.07
ach 147	MORRISON MAIERLE	89,926.96
1178	MISC TAX DIVISION	6,039.40

\$ 1,899,261.30

Missoula County Airport Authority
Check Register
General Checking Account
November 29, 2022 through December 20, 2022

Check	Vendor Name	Description	Amount
48669	EGBERT, ABIGAIL	Travel Expense - CRO training in CLT	160.00
48670	Hathaway, Stefanie	Travel Expense - CRO training in CLT	160.00
48671	FSB	Notes Interest Payable	367,167.80
48672	Fed Ex	Overpayment	42,245.10
48673	BLACKFOOT COMMUNICATIONS	Phone Charges	1,642.39
48674	CENTURYLINK	Phone Charges	692.76
48675	City of Missoula	Utility expense (combined water & sewer)	6,033.90
48676	ENERGY WEST	Electric/Gas Expense	7,101.95
48677	FIRST NATIONAL BANK	Credit Card Charges	27,868.73
48678	Gow, Stacy	Travel Expense - American Mainline Door TTT - first trip cancelled, might rebook for early Feb	128.00
48679	JODSAAS, DYHLAN	GST Instructor Course	340.00
48680	KOLBERG, VANESSA	Travel Expense - American Mainline Door TTT - first trip cancelled, might rebook for early Feb	128.00
48681	MSLA ELECTRIC COOP	Electric/Gas Expense	949.51
48682	MURDOCHS	Petroleum Products Expense, Uniform Expense, Airfield Maintenance, Tools/Equipment, Building General R&M	504.18
48683	NORTHWESTERN ENERGY	Electric/Gas Expense	43,725.46
48684	REPUBLIC SERVICES	Disposal Expense	3,344.66
48685	RIISING FAST v	Custodial Expense	35,450.00
48686	ROOD & ASSOCIATES	CIP: Pavement Maintenance Design	3,200.00
48687	TRANSUNION	Memberships - Online investigative services 2.1.23 - 1.31.24	2,040.00
48688	VERIZON	Phone Charges	1,169.32
48689	WESTERN MONTANA CLINC	Legal Services - Slip & fall of passenger at Airport on Christmas Day	219.00
48690	FIRST NATIONAL BANK	Credit Card Charges	85.54
48691	AEROTRONICS INC.	Communication R&M	100.00
48692	Alphagraphics	Office Supplies	271.33
48693	APPLIED INDUSTRIAL TECH	Mechanical/Supplies	44.00
48694	ASCENT AVIATION	Snow & Ice Removal	29,879.64
48695	ASSOCIATED EMPLOYER	Memberships - Annual membership 2.1.23 - 1.31.24	800.00
48696	BITTERROOT FLOWERS	Meals & PR	93.00
48697	BROWN'S SEPTIC	Rent Car R&M	650.00
48698	CARQUEST	Vehicle R&M	501.42
48699	CRESCENT ELECTRIC	Rent Car R&M, Electric Maintenance	958.40
48700	CULLIGAN	Office Supplies - water monthly charges	117.25
48701	CURTIS	Uniform Expense	3,384.13
48702	FIRST CALL	Contracted Maintenance - monthly billing	1,895.67
48703	GRAINGER	Building General R&M	43.75
48704	GRIZZLY DISPOSAL	Disposal-Industrial	280.00
48705	HILLYARD INC	Custodial Expense	5,268.77
48706	HOTSY	Rent Car R&M, Building General R&M	225.94
48707	INFAX, INC.	Contracted Maintenance - monthly billing	375.00
48708	INTEGRATED SECURITY SOLUTIONS, INC	Contracted Maintenance - card reader replacement	866.20
48709	JOHNSON CONTROLS/SIMPLEX	VOID	0.00
48710	JOHNSON, JESSE	Travel Expense - JCI CCURE Training in SEA	406.00
48711	JOHNSTONE SUPPLY	VOID	0.00
48712	JOHNSTONE SUPPLY	Rent Car R&M, Electric Maintenance, Mechanical/Supplies, Tools/Equipment	3,899.85
48713	LAW ENFORCEMENT SEMINARS LLC	Employee Training Expense - Registration for Background Investigations for 54 & 52 in Helena	1,275.00
48714	M-B COMPANIES, INC.	Vehicle R&M	1,106.39
48715	MIDLAND IMPLEMENT	Snow & Ice Removal	1,773.80
48716	MOTOROLA SOLUTIONS INC	Communication R&M	67.76
48717	MOUNTAIN SUPPLY	Rent Car R&M, Plumbing Expense, Airfield Maintenance	161.75
48718	MSLA DOWNTOWN ASSOC	Memberships - 2023 membership dues	160.00
48719	MSLA CVB TBID	Air Service Incentives - Airport Roundtable mobile & hosting	12,022.20
48720	MSLA OFFICE CITY	Office Supplies	804.38
48721	MSLA TEXTILE, INC	Contracted Maintenance, Custodial Expense, Uniform Expense	585.07
48722	MT ACE	Building General R&M, Electric Maintenance	339.79
48723	MT DEPT OF LABOR	Rent Car R&M, USFS Hangar R&M, Building General R&M	216.00
48724	MT ELECTRONICS	Communication R&M	324.60
48725	MUNICIPAL EMERGENCY SERVICES	Safety Supplies/Equipment	5,300.00
48726	MURDOCHS	Vehicle R&M, Uniform Expense	504.79
48727	NAPA	Vehicle R&M, Building General R&M	1,851.06
48728	NEW DEAL DEICING	Snow & Ice Removal	50,415.37
48729	NORCO INDUSTRIAL	Vehicle R&M, Safety Supplies/Equipment	282.41
48730	NORTH RIDGE FIRE, LLC	Uniform Expense	3,443.65
48731	NORTHWEST PART	Vehicle R&M	687.19
48732	O'LEARY DYLAN	Travel Expense - JCI CCURE Training in SEA	406.00
48733	PAVLIK, INC	Rent Car R&M, Airfield Maintenance, Landside Maintenance	16,771.00
48734	PLATT ELECTRIC	USFS Hangar R&M, Electric Maintenance	1,638.70
48735	RDO EQUIPMENT CO.	Vehicle R&M	29.95
48736	SHERWIN WILLIAMS	USFS Hangar R&M	160.41
48737	SHIRT SHOP	Uniform Expense	207.00
48738	SPECTRUM WINDOW CLEANING	Custodial Services	1,860.00
48739	STANDARD SIGNS, INC.	Airfield Lighting R&M	548.64
48740	SWEET PEA SEWER	Disposal-Industrial	390.00
48741	TFS-KELLEY IMAGING SYSTEMS	Contracted Maintenance - monthly billing	300.82
48742	THERMAL	Mechanical/Supplies	52.36
48743	THOMAS PLUMBING	Plumbing Expense	38.40
48744	TIRE RAMA	Vehicle R&M	617.56
48745	TREMPER DISTRIBUTING	Petroleum Products Expense	24,331.99
48746	TRI-ARC INC.	Vehicle R&M, Fog Abatement	592.57
48747	WE DUST	Snow & Ice Removal	14,438.16
48748	WESTERN POLICE	Uniform Expense	2,461.80
48749	WESTERN STATES EQUIP	Vehicle R&M	2,449.30
48750	WAYNE DALTON	Rent Car R&M	1,671.00
48751	CUSTOM WEST PEST CONTROL	Contracted Maintenance - monthly billing	195.00
48752	HETLAND, SHYANNE	American BSO training in DFW	192.00
48753	INLAND TRUCK PARTS	Vehicle R&M	527.88
48754	IRONHORSE	Vehicle R&M	12,438.00
48755	MACON SUPPLY, INC.	Landside Maintenance	72.00
48756	SPECTRUM WINDOW CLEANING	Custodial Services	7,835.00
			\$ 765,963.40

Missoula County Airport Authority - Financial Report

For Period Ended: 12/31/22

*On the **Balance Sheet**:*

- ✦ The Quick Ratio shows that liquid assets (Cash) are 2.98 times the level of current liabilities.
- ✦ The month end **debt balances** totaled \$21,472,110.

*On the **Profit and Loss reports**:*

- ✦ The Fiscal year to date shows healthy operating results in both Profit and Loss reports.
- ✦ Revenues are currently 66% of the annual operating revenue budget.
- ✦ Operating Expenses are currently approximately 51% of the annual operating budget.
- ✦ The net operating income thru the end of December 2022 is \$2,107,914.
- ✦ AIP funds in the amount of \$452,757 and \$243,839 were recognized as revenue during the months of November and December, respectively.
- ✦ When compared to FY 2022 YTD, operating revenues are up by \$869,981 and expenses are up by \$556,743.

Other Financial Information:

- ✦ Authority reserves held in several local banks and in the STIP. Reserves are earning between 2% to 4%.
- ✦ Calculated conservatively, cash reserves at the date of this report are sufficient to cover 6 months of operating costs.

Missoula County Airport Authority
Balance Sheet
As of December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	300.00
10500 · General Checking Acct	4,701,890.06
10511 · Project Checking Acct	5,000.00
10550 · USFS Account	50,009.37
10560 · Debt Service Account	330,008.19
10580 · CFC Account	355,228.91
10590 · STIP Terminal Reserve	23,272.80
10600 · STIP	742,920.25
10604 · Money Market Accounts	1,064,266.69
10700 · Payroll Checking	44,562.56
10710 · Flex - FIB	5,459.13
10750 · PFC Cash at US BANK	2,322,955.79
Total Checking/Savings	<u>9,645,873.75</u>
Accounts Receivable	
10800 · Accounts Receivable	571,260.44
10807 · A/R Advertising	11,460.00
10809 · A/R Ground Handling	227,414.76
Total Accounts Receivable	<u>810,135.20</u>
Other Current Assets	
10900 · AvSec Fingerprinting Account	779.75
11200 · Grants Receivable	1,318,962.90
11500 · Pre-Paid Expenses	43,603.52
11600 · Prepaid Insurance	95,087.48
11700 · Concession Contract Receivable	729,998.00
11810 · ST Lease Recble GASB 87	1,467,233.22
11820 · Interest Recble GASB 87	22,281.97
12000 · Undeposited Funds	3,600.00
26200 · Faber Loan	100,000.00
Total Other Current Assets	<u>3,781,546.84</u>
Total Current Assets	<u>14,237,555.79</u>
Fixed Assets	
13000 · Land	11,617,234.48
13100 · Land Improvements	16,138,398.30
13200 · Buildings- Terminal	66,234,130.12
13300 · Buildings- Ops & Fire	6,184,039.07
13450 · Buildings - Other	11,113,776.40
13500 · Runways/Taxiways/Apron	70,927,696.30
13600 · Lighting/ Security System	4,002,233.31
13700 · Sewage System	298,102.06
13900 · ATCT	6,513,529.80
14000 · Equipment	3,210,246.70
14100 · Furniture & Fixtures	1,549,109.70
14300 · Vehicles	7,397,106.64
14400 · Studies	1,925,406.96
14500 · Allowance for Depreciation	-90,969,424.07
19400 · Construction in Progress	10,853,185.89
Total Fixed Assets	<u>126,994,771.66</u>
Other Assets	
11830 · LT Lease Recble GASB 87	3,868,344.34
19610 · Deferred Pension Outflows	
19600 · Deferred PERS Pension Outflows	654,023.00
19601 · OPEB Deferred Outflows	109,748.00
Total 19610 · Deferred Pension Outflows	<u>763,771.00</u>
19700 · Concession Contract Recvble	735,064.00
19800 · LT Loan - Faber	850,129.38
Total Other Assets	<u>6,217,308.72</u>
TOTAL ASSETS	<u><u>147,449,636.17</u></u>

Missoula County Airport Authority
Balance Sheet
As of December 31, 2022

	<u>Dec 31, 22</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20500 · Accounts Payable	562,342.66
20505 · Accounts Payable- Projects	1,550,240.11
Total Accounts Payable	<u>2,112,582.77</u>
Other Current Liabilities	
20800 · Current Portion of L/T Debt	612,909.53
21130 · Misc Deductions Payable	-1,481.32
21300 · Valic Payable	-100.00
21600 · Accrued Vacation/Sick Payable	504,674.62
21930 · FSB Notes Interest Payable	-4,053.72
22140 · Advertising Deferred Revenue	15,000.00
24000 · Payroll Liabilities	-1,451.72
Total Other Current Liabilities	<u>1,125,497.39</u>
Total Current Liabilities	<u>3,238,080.16</u>
Long Term Liabilities	
20502 · 2022 Note	2,575,279.74
25030 · 2019 Note A	15,316,800.00
25035 · 2019 Note B	3,580,029.92
25600 · Current Portion L/T Debt 2019B	-612,909.53
25700 · Deferred Concession Contract	1,465,062.00
26010 · Pension Liability sum	
19900 · OPEB liability	146,148.00
26000 · PERS Pension Liability	2,659,824.66
Total 26010 · Pension Liability sum	<u>2,805,972.66</u>
26110 · Deferred Pension Inflows	
26100 · Deferred PERS Pension Inflows	1,233,040.00
26101 · OPEB Deferred Inflows	57,855.00
Total 26110 · Deferred Pension Inflows	<u>1,290,895.00</u>
26300 · Dererred Lease Inflow GASB 87	5,108,476.56
Total Long Term Liabilities	<u>31,529,606.35</u>
Total Liabilities	<u>34,767,686.51</u>
Equity	
29500 · Unreserved	92,904,579.34
29510 · Reserved	2,322,955.79
32000 · Retained Earnings	15,109,089.73
Net Income	2,345,324.80
Total Equity	<u>112,681,949.66</u>
TOTAL LIABILITIES & EQUITY	<u><u>147,449,636.17</u></u>

Missoula County Airport Authority
Profit & Loss Budget Performance
December 2022

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budget	
Ordinary Income/Expense						
Income						
30100 · Signatory Landing Fees	44,694.72	49,449.17	379,252.59	296,694.98	593,390.00	64%
30200 · Non Sig Landing Fees	10,813.52	16,723.00	65,130.39	100,338.00	200,676.00	32%
30210 · Cargo Landing Fees	0.00	3,666.25	18,506.74	21,997.50	43,995.00	42%
30220 · Charter Landing Fees	0.00	682.00	0.00	4,092.00	8,184.00	0%
30300 · Non-Based Landing Fees	8,642.80	2,273.33	82,755.99	13,640.02	27,280.00	303%
30400 · Signatory Rent	53,199.99	53,200.00	319,199.94	319,200.00	638,400.00	50%
30410 · Non-Sig Turn Fees	0.00	0.00	1,850.00	0.00	0.00	
30420 · Non-Sig Use Fees	11,715.60	22,533.34	73,673.60	135,200.04	270,400.00	27%
30430 · Signatory Use Fee	52,430.40	38,882.66	424,939.68	233,295.96	466,592.00	91%
30507 · Advertising Income	27,453.00	12,291.67	128,123.00	73,749.98	147,500.00	87%
30509 · Ground Handling	129,622.00	184,640.00	564,039.90	473,978.00	783,496.00	72%
30600 · FBO Rentals	22,168.09	21,665.00	133,008.54	129,990.00	260,000.00	51%
30800 · Fuel Flowage Fees	4,598.47	5,835.00	63,004.00	35,010.00	70,000.00	90%
30900 · Fuel Farm Leases	358.57	335.00	2,151.42	2,010.00	4,000.00	54%
31000 · Coffee Concession	864.08	5,547.00	5,836.20	51,777.00	86,507.00	7%
31100 · Restaurant	11,589.26	11,173.00	81,983.65	104,287.00	174,238.00	47%
31110 · Liquor Concessions	12,696.11		65,096.11			
31300 · Rental Car %	75,037.32	71,670.00	1,372,428.47	1,158,722.00	1,652,123.00	83%
31400 · Rent Car Rent	13,299.80	8,750.00	79,798.80	52,500.00	105,000.00	76%
31800 · USFS Landing Fees	41,854.96	0.00	41,854.96	24,800.00	24,800.00	169%
31900 · USFS Hangar Rent	20,787.24	20,000.00	124,664.34	120,000.00	240,000.00	52%
32100 · Gift Shop Faber	19,780.90	28,223.00	223,349.17	263,436.00	440,137.00	51%
32200 · Travel Agency	439.31	592.00	2,635.86	3,552.00	7,100.00	37%
32400 · Parking Lot	243,041.88	182,311.00	1,338,406.34	957,120.00	2,235,180.00	60%
32800 · Ag Land Leases	0.00	1,125.00	-13,524.42	6,750.00	13,500.00	-100%
32900 · Non-Aeronautical Ground	27,685.31	29,167.00	163,962.31	175,002.00	350,000.00	47%
32910 · Aeronautical Ground Ren	11,736.74	3,750.00	56,328.00	22,500.00	45,000.00	125%
33000 · Vending	2,121.43	4,855.00	19,280.22	29,130.00	58,259.00	33%
33800 · Off Airport Rent Cars	1,067.41	1,602.00	32,449.79	15,155.00	30,010.00	108%
34000 · Utilities Reimbursement	2,928.94	2,600.00	18,337.14	15,600.00	31,200.00	59%
34200 · Miscellaneous Income	2,875.00	6,317.00	24,163.50	37,902.00	75,801.00	32%
34300 · Ground Transport	5,796.15	0.00	119,887.13	0.00	0.00	
81402 · TSA LEO Reimbursement	9,145.00	8,916.67	54,280.00	53,499.98	107,000.00	51%
81403 · TSA Checkpoint OTA	0.00		5,445.61			
85100 · Badging Fees Collected	985.00		7,156.00			
Total Income	869,429.00	798,775.09	6,079,454.97	4,930,929.46	9,189,768.00	66%
Gross Profit	869,429.00	798,775.09	6,079,454.97	4,930,929.46	9,189,768.00	66%

Missoula County Airport Authority
Profit & Loss Budget Performance
December 2022

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budget	
Expense						
40100 · Wages	408,458.21	256,471.00	1,843,160.51	1,684,432.00	3,307,434.00	56%
40330 · Overtime Wages	15,686.96	6,693.00	48,598.68	43,503.00	87,006.00	56%
40600 · Fringe Benefits Expense	127,615.94	100,905.00	620,543.57	656,340.00	1,305,338.00	48%
40800 · Legal Services	107.00	1,250.00	9,190.00	7,500.00	15,000.00	61%
41200 · Insurance Expense	15,847.92	12,500.00	98,238.52	75,000.00	150,000.00	65%
41300 · Accounting Expense	3,000.00	3,750.00	32,500.00	22,500.00	45,000.00	72%
41400 · Phone Charges	3,501.55	3,680.83	20,958.24	22,085.02	44,170.00	47%
41600 · Phone R&M	0.00	25.00	0.00	150.00	300.00	0%
41800 · Communication R&M	543.00	2,311.25	3,317.22	13,867.50	27,735.00	12%
42000 · Office Supplies	3,562.89	3,458.92	22,243.55	20,753.48	41,507.00	54%
42100 · Computer Equipment Exp	1,169.35	2,000.00	19,131.06	12,000.00	24,000.00	80%
42200 · Electricity/Gas Expense	50,191.16	33,946.66	179,309.23	203,680.04	407,360.00	44%
42400 · Water Expense	6,033.90	6,945.16	34,427.33	41,671.04	83,342.00	41%
42500 · Sewer Expense	0.00	4,766.42	24,879.65	28,598.48	57,197.00	43%
42600 · Disposal Expense	3,344.66	4,269.84	22,092.74	25,618.96	51,238.00	43%
42800 · Disposal-Industrial	20.00	622.92	333.98	3,737.48	7,475.00	4%
43000 · Petroleum Products Expe	21,990.88	6,889.25	67,135.35	41,335.50	82,671.00	81%
43400 · Vehicle R&M	9,825.89	8,054.99	52,610.18	48,330.06	96,660.00	54%
43600 · Equipment Rental	0.00	218.76	248.20	1,312.44	2,625.00	9%
43800 · Tools/Equipment	173.52	5,813.84	24,077.30	34,882.96	69,766.00	35%
44000 · Landscaping Expense	0.00	450.00	1,085.47	2,700.00	5,400.00	20%
44100 · Custodial Services	49,430.00	40,175.00	234,340.00	241,050.00	482,100.00	49%
44200 · Contracted Maintenance	26,979.63	26,275.16	100,067.03	157,651.04	315,302.00	32%
44302 · Jet Bridge R&M	0.00	966.67	2,959.08	5,799.98	11,600.00	26%
44400 · Electric Maintenance	15.90	516.67	1,750.04	3,099.98	6,200.00	28%
44600 · Plumbing Expense	61.25	420.01	1,985.23	2,519.94	5,040.00	39%
44800 · Mechanical/Supplies	1,333.78	1,366.67	16,949.97	8,199.98	16,400.00	103%
45000 · Building General R&M	995.51	1,556.25	11,254.63	9,337.50	18,675.00	60%
45104 · Rent Car R&M	6,315.90	800.00	16,866.60	4,800.00	9,600.00	176%
45106 · USFS Hangar R&M	11,103.73	341.67	11,162.98	2,049.98	4,100.00	272%
45203 · Airfield Maintenance	10,983.00	5,048.75	35,526.56	30,292.50	60,585.00	59%
45400 · Landside Maintenance	4,255.00	2,077.08	7,997.95	12,462.52	24,925.00	32%
45600 · Airfield Lighting R&M	851.52	1,325.00	1,556.52	7,950.00	15,900.00	10%
45703 · Fog Abatement	0.00	353.33	0.00	2,120.02	4,240.00	0%
45800 · Snow & Ice Removal	50,085.66	22,357.93	125,714.66	134,147.42	268,295.00	47%
46000 · Custodial Supplies	2,984.69	5,112.91	30,735.62	30,677.54	61,355.00	50%
46400 · Uniform Expense	12,276.17	3,567.08	39,424.24	21,402.52	42,805.00	92%
46600 · Employee Training Expen	7,842.96	7,309.16	23,367.51	43,855.04	87,710.00	27%
46800 · Travel Expense	1,455.84	6,629.16	12,660.70	39,775.04	79,550.00	16%
47000 · Memberships	3,540.00	2,031.41	23,701.07	12,188.54	24,377.00	97%
47200 · Safety Supplies/Equipmer	5,469.44	3,863.58	11,804.56	23,181.52	46,363.00	25%
47303 · Wildlife Mitigation	0.00	666.67	249.99	3,999.98	8,000.00	3%
47400 · Meals & PR	4,994.00	1,862.50	15,149.29	11,175.00	22,350.00	68%
47501 · Marketing	4,250.00	12,916.67	81,968.31	77,499.98	155,000.00	53%
47600 · Consultants Expense	8,650.00	5,454.17	32,881.39	32,724.98	65,450.00	50%
47707 · Display Expenses	95.00	145.83	784.71	875.02	1,750.00	45%
47717 · VIC Expenses	0.00	125.00	41.45	750.00	1,500.00	3%
49100 · Fingerprint/STA Charges	499.50		3,384.50			
66900 · Reconciliation Discrepan	0.05		0.05			
80600 · Miscellaneous Expense	542.95	104.16	1,352.97	625.04	1,250.00	108%
80611 · BANK Charges	95.62	250.00	1,822.47	1,500.00	3,000.00	61%
Total Expense	886,179.93	618,641.33	3,971,540.86	3,911,709.02	7,754,646.00	51%
Net Ordinary Income	-16,750.93	180,133.76	2,107,914.11	1,019,220.44	1,435,122.00	

Missoula County Airport Authority
Profit & Loss Budget Performance
December 2022

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budget
Other Income/Expense					
Other Income					
31500 · CFCs	40,412.00	61,750.00	611,792.00	370,500.00	741,000.00
70200 · Interest Income-Unrestricted	1,115.50	833.00	14,966.17	4,998.00	10,000.00
70400 · Project Restricted Interest	40.00		96.36		
80520 · Gain on disposal of asset	19,000.00		19,000.00		
80550 · Insurance Settlement	0.00		3,100.00		
89010 · Federal Programs					
89000 · Airport Improvement Grar	243,838.53	243,838.53	2,460,147.77	2,460,147.77	2,460,147.77
89100 · TSA OTA contribution	0.00	0.00	1,271.09	1,271.09	1,271.09
89200 · CARES	0.00	0.00	117,125.98	0.00	1,225,000.00
89204 · CRRSA Revenues	0.00		177,250.00		
89500 · PFC Contributions	131,055.57	106,285.00	874,706.21	779,470.00	1,500,000.00
89010 · Federal Programs - Other	0.00		70,800.00		
Total 89010 · Federal Programs	374,894.10	350,123.53	3,701,301.05	3,240,888.86	5,186,418.86
89400 · Capital Contributions					
89103 · State Grants	0.00		83,622.89		
Total 89400 · Capital Contributions	0.00		83,622.89		
Total Other Income	435,461.60	412,706.53	4,433,878.47	3,616,386.86	5,937,418.86
Other Expense					
80140 · Note 2019A Interest Expens	51,211.22	0.00	297,360.97	145,859.75	145,859.75
80145 · Note 2019 B Interest Expens	5,479.31	0.00	52,500.31	28,317.00	28,317.00
80150 · Note 2022 Interest Expense	7,670.33	0.00	41,849.48	18,568.15	18,568.15
80300 · Depreciation	637,485.53	637,485.53	3,805,047.02	3,805,046.96	3,805,046.96
Total Other Expense	701,846.39	637,485.53	4,196,757.78	3,997,791.86	3,997,791.86
Net Other Income	-266,384.79	-224,779.00	237,120.69	-381,405.00	1,939,627.00
Net Income	-283,135.72	-44,645.24	2,345,034.80	637,815.44	3,374,749.00

Missoula County Airport Authority
Profit & Loss Prev Year Comparison
July through December 2022

	<u>Jul - Dec 22</u>	<u>Jul - Dec 21</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
30100 · Signatory Landing Fees	379,252.59	324,102.72	55,149.87
30200 · Non Sig Landing Fees	65,130.39	186,092.34	-120,961.95
30210 · Cargo Landing Fees	18,506.74	19,821.74	-1,315.00
30220 · Charter Landing Fees	0.00	1,443.41	-1,443.41
30300 · Non-Based Landing Fees	82,755.99	45,106.65	37,649.34
30400 · Signatory Rent	319,199.94	542,357.22	-223,157.28
30410 · Non-Sig Turn Fees	1,850.00	277,920.00	-276,070.00
30420 · Non-Sig Use Fees	73,673.60	0.00	73,673.60
30430 · Signatory Use Fee	424,939.68	0.00	424,939.68
30507 · Advertising Income	128,123.00	93,088.00	35,035.00
30509 · Ground Handling	564,039.90	602,438.99	-38,399.09
30600 · FBO Rentals	133,008.54	129,096.60	3,911.94
30800 · Fuel Flowage Fees	63,004.00	94,076.82	-31,072.82
30900 · Fuel Farm Leases	2,151.42	2,088.18	63.24
31000 · Coffee Concession	5,836.20	61,088.12	-55,251.92
31100 · Restaurant	81,983.65	34,904.86	47,078.79
31110 · Liquor Concessions	65,096.11	0.00	65,096.11
31200 · Food Truck Concessions	0.00	269.00	-269.00
31300 · Rental Car %	1,372,428.47	1,179,243.07	193,185.40
31400 · Rent Car Rent	79,798.80	89,518.80	-9,720.00
31800 · USFS Landing Fees	41,854.96	101,236.62	-59,381.66
31900 · USFS Hangar Rent	124,664.34	124,129.98	534.36
32100 · Gift Shop Faber	223,349.17	78,078.68	145,270.49
32200 · Travel Agency	2,635.86	3,546.54	-910.68
32400 · Parking Lot	1,338,406.34	815,899.13	522,507.21
32800 · Ag Land Leases	-13,524.42	0.00	-13,524.42
32900 · Non-Aeronautical Ground Rent	163,962.31	141,983.81	21,978.50
32910 · Aeronautical Ground Rent	56,328.00	50,444.47	5,883.53
33000 · Vending	19,280.22	23,595.65	-4,315.43
33800 · Off Airport Rent Cars	32,449.79	13,759.23	18,690.56
34000 · Utilities Reimbursement	18,337.14	14,076.44	4,260.70
34200 · Miscellaneous Income	24,163.50	73,478.53	-49,315.03
34300 · Ground Transport	119,887.13	0.00	119,887.13
81402 · TSA LEO Reimbursement	54,280.00	71,979.96	-17,699.96
81403 · TSA Checkpoint OTA	5,445.61	3,572.70	1,872.91
85100 · Badging Fees Collected	7,156.00	11,036.00	-3,880.00
Total Income	<u>6,079,454.97</u>	<u>5,209,474.26</u>	<u>869,980.71</u>
Gross Profit	6,079,454.97	5,209,474.26	869,980.71

Missoula County Airport Authority
Profit & Loss Prev Year Comparison
July through December 2022

	<u>Jul - Dec 22</u>	<u>Jul - Dec 21</u>	<u>\$ Change</u>
Expense			
40100 · Wages	1,843,160.51	1,594,767.58	248,392.93
40330 · Overtime Wages	48,598.68	24,135.61	24,463.07
40600 · Fringe Benefits Expense	620,543.57	611,248.92	9,294.65
40800 · Legal Services	9,190.00	1,473.40	7,716.60
41200 · Insurance Expense	98,238.52	67,416.52	30,822.00
41300 · Accounting Expense	32,500.00	33,656.00	-1,156.00
41400 · Phone Charges	20,958.24	21,923.99	-965.75
41600 · Phone R&M	0.00	47.99	-47.99
41800 · Communication R&M	3,317.22	13,008.75	-9,691.53
42000 · Office Supplies	22,243.55	11,925.14	10,318.41
42100 · Computer Equipment Expense	19,131.06	13,032.37	6,098.69
42200 · Electricity/Gas Expense	179,309.23	150,679.37	28,629.86
42400 · Water Expense	34,427.33	35,575.27	-1,147.94
42500 · Sewer Expense	24,879.65	26,166.36	-1,286.71
42600 · Disposal Expense	22,092.74	24,822.68	-2,729.94
42800 · Disposal-Industrial	333.98	-1,110.47	1,444.45
43000 · Petroleum Products Expense	67,135.35	45,200.56	21,934.79
43400 · Vehicle R&M	52,610.18	52,668.96	-58.78
43600 · Equipment Rental	248.20	742.11	-493.91
43800 · Tools/Equipment	24,077.30	11,984.81	12,092.49
44000 · Landscaping Expense	1,085.47	1,746.23	-660.76
44100 · Custodial Services	234,340.00	107,360.00	126,980.00
44200 · Contracted Maintenance	100,067.03	118,379.37	-18,312.34
44302 · Jet Bridge R&M	2,959.08	31,660.96	-28,701.88
44400 · Electric Maintenance	1,750.04	5,316.13	-3,566.09
44600 · Plumbing Expense	1,985.23	2,156.86	-171.63
44800 · Mechanical/Supplies	16,949.97	13,478.70	3,471.27
45000 · Building General R&M	11,254.63	6,983.76	4,270.87
45104 · Rent Car R&M	16,866.60	11,318.42	5,548.18
45106 · USFS Hangar R&M	11,162.98	3,270.40	7,892.58
45203 · Airfield Maintenance	35,526.56	4,071.80	31,454.76
45400 · Landside Maintenance	7,997.95	5,400.68	2,597.27
45600 · Airfield Lighting R&M	1,556.52	2,441.64	-885.12
45703 · Fog Abatement	0.00	2,972.69	-2,972.69
45800 · Snow & Ice Removal	125,714.66	135,291.67	-9,577.01
46000 · Custodial Supplies	30,735.62	32,292.65	-1,557.03
46400 · Uniform Expense	39,424.24	13,325.11	26,099.13
46600 · Employee Training Expense	23,367.51	36,602.44	-13,234.93
46800 · Travel Expense	12,660.70	17,498.83	-4,838.13
47000 · Memberships	23,701.07	6,891.95	16,809.12
47200 · Safety Supplies/Equipment	11,804.56	12,073.46	-268.90
47303 · Wildlife Mitigation	249.99	2,855.43	-2,605.44
47400 · Meals & PR	15,149.29	14,852.76	296.53
47501 · Marketing	81,968.31	64,741.81	17,226.50
47600 · Consultants Expense	32,881.39	14,391.48	18,489.91
47707 · Display Expenses	784.71	669.81	114.90
47717 · VIC Expenses	41.45	0.00	41.45
47999 · COVID-19 Expense	0.00	2,417.07	-2,417.07
49100 · Fingerprint/STA Charges	3,384.50	3,517.50	-133.00
66000 · Payroll Expenses	0.00	0.06	-0.06
66900 · Reconciliation Discrepancies	0.05	0.03	0.02
80600 · Miscellaneous Expense	1,352.97	-564.92	1,917.89
80611 · BANK Charges	1,822.47	2,017.03	-194.56
Total Expense	<u>3,971,540.86</u>	<u>3,414,797.73</u>	<u>556,743.13</u>
Net Ordinary Income	2,107,914.11	1,794,676.53	313,237.58

Missoula County Airport Authority
Profit & Loss Prev Year Comparison
July through December 2022

	<u>Jul - Dec 22</u>	<u>Jul - Dec 21</u>	<u>\$ Change</u>
Other Income/Expense			
Other Income			
31500 · CFCs	611,792.00	486,194.83	125,597.17
70200 · Interest Income-Unrestricted	14,966.17	2,379.28	12,586.89
70400 · Project Restricted Interest	96.36	82.91	13.45
70600 · Interest on land sale	0.00	455,717.74	-455,717.74
80520 · Gain on disposal of asset	19,000.00	0.00	19,000.00
80550 · Insurance Settlement	3,100.00	0.00	3,100.00
89010 · Federal Programs			
89000 · Airport Improvement Grants	2,460,147.77	1,296,411.67	1,163,736.10
89100 · TSA OTA contribution	1,271.09	903,241.96	-901,970.87
89200 · CARES	117,125.98	596,461.38	-479,335.40
89204 · CRRSA Revenues	177,250.00	2,278,174.02	-2,100,924.02
89205 · ARPA funds	0.00	5,375,923.00	-5,375,923.00
89500 · PFC Contributions	874,706.21	647,750.53	226,955.68
89010 · Federal Programs - Other	70,800.00	0.00	70,800.00
Total 89010 · Federal Programs	<u>3,701,301.05</u>	<u>11,097,962.56</u>	<u>-7,396,661.51</u>
89400 · Capital Contributions			
89103 · State Grants	83,622.89	0.00	83,622.89
Total 89400 · Capital Contributions	<u>83,622.89</u>	<u>0.00</u>	<u>83,622.89</u>
Total Other Income	<u>4,433,878.47</u>	<u>12,042,337.32</u>	<u>-7,608,458.85</u>
Other Expense			
80140 · Note 2019A Interest Expense	297,360.97	231,204.85	66,156.12
80145 · Note 2019 B Interest Expense	52,500.31	46,969.17	5,531.14
80150 · Note 2022 Interest Expense	41,849.48	0.00	41,849.48
80300 · Depreciation	3,805,047.02	2,842,653.84	962,393.18
80500 · Loss on Disposal of Assets	0.00	207,500.29	-207,500.29
Total Other Expense	<u>4,196,757.78</u>	<u>3,328,328.15</u>	<u>868,429.63</u>
Net Other Income	<u>237,120.69</u>	<u>8,714,009.17</u>	<u>-8,476,888.48</u>
Net Income	<u>2,345,034.80</u>	<u>10,508,685.70</u>	<u>-8,163,650.90</u>



Director's Report January 2023

Director's Statement: Happy New Year! With 2022 behind us we look forward to 2023 and completing a full year in our new terminal as phase two is now fully underway. Looking at 2022, we had 844,012 total (enplane and deplane) passengers in 2022 which was a 10% increase over 2021 and we are now the second busiest airport in the state behind Bozeman (Kalispell is now third and Billings remains 4th). 2019 was our record year where we had 907,777 total passengers, we are hoping to exceed that in 2023.

As Larry Anderson moves into the Board Chair role, we will be starting a new segment each month during my report called "meet the staff". Each month we will do a very brief introduction of 2-3 people from our staff, so you get to meet those that make up our team. Our goal over the next year or so is for you to meet everyone. We get lots of great feedback from our customers about staff members that go above and beyond—here are a couple of recent emails we have received:

Good afternoon-We recently visited Montana for a vacation and flew [Airline]. They sent our bags across the country, and we were without them for 4.5 days. While [Airline] was essentially no help in getting our bags, one staff member at the Missoula Airport named Kathy was. We were driving from Kalispell to Missoula when we were informed there was no [Airline] staff there for the rest of the day and we would not be able to get our bags. I was upset because [Airline] did not tell us this and it had already been 4.5 days without our belongings. Kathy called me back and went out of her way to find our bags and put them where we could get them. She was more help than [Airline] had been all week. As I mentioned, Kathy truly went out of her way to help us, and this was right before she got off work for the day. Thanks to her, we were able to relax and enjoy the rest of the trip. I hope this message finds the person that can tell her thank you for us. Her help was appreciated, and she should be considered for employee of the month and a raise in my opinion!

A few moments ago, an employee of the Missoula County Airport named Mike knocked on the door of my house and handed me my wallet. Before this moment, I had no idea that it was missing - I flew in last night and hadn't needed my ID or credit cards for anything yet this morning. Simply, I am overwhelmingly grateful for Mike and the MSO team! Whether later today or tomorrow when I will need my University ID to enter my office, when I eventually discovered that my wallet was missing, I would have been in nothing short of a panic trying to track it down from Miami to Tampa to Minneapolis to Missoula, I am extremely grateful that such a kerfuffle has been averted. Thank you, Mike! And I hope that my gratitude and appreciation can be passed along appropriately.

Construction: Phase 2 continues to move forward; the site now has been turned over to Knife River to start forming out the foundation and pier footings. We will probably have limited pictures as dirt gets moved around the site as they fill the old basement and dig out the new one. Noticeable progress gets made daily.

2023 Air Service Update: We continue to see seat increases year over year. The airlines are in different stages as they finalize our upcoming summer schedule. First quarter of this year we will be up about 10% as compared to 2022, second quarter 2023 we are trending about 18% higher available seats than this past 2022. We have several air service meetings upcoming as we continue to lobby for additional service and more seats in our market.

Board Agenda: Staff invited Neal Ullman from the Montana Department of Environmental Quality. MSO was awarded some Volkswagen settlement funds that we used to purchase 3 electric belt loaders and one aircraft pushback. They are all on site and we will hear about the program from Neal and our equipment will be available for viewing following the meeting. MSO started into the ground handling business about 15 years ago and we have made huge strides in upgrading our equipment over time.

We continue to dig into our Master Plan Update, Scott Bell from Morrison-Maierle will give this month's update.

Other business items will include:

Air service development consultant selection.

Purchase of a used Field Department vehicle.

Contract for Public Safety training burn prop.

The Marketing Committee also discussed a Memo of Understanding with Missoula Economic Partnership (MEP). MEP will bring an updated version for the full Board consideration at the February Board meeting. Additional future items that will be considered in February will be Pruyn ranch asbestos remediation and removal, and purchase of some additional fencing for a remote lot located off Whippoorwill Road.

Montana State Legislature & Federal Affairs: Staff continues to watch for legislative items at both the state and federal level.

Miscellaneous Items: Happy to announce that Will Parnell started with us this past Wednesday! He will work with Teri over the next several months as Teri nears retirement. Staff has started drafting our next year's fiscal budget. Each department head is working on their line items and Tim and I are forecasting our revenue so that Teri and Will can work it all into our budget model and have it ready to share with our airline partners and for your review in a couple of months.

Staff continues to meet with the Clark Fork Coalition as they work to potentially realign Grant Creek. They recently hired an aviation biologist to help address our concerns as they finalize their design.

MISSOULA COUNTY AIRPORT AUTHORITY
Marketing Committee Meeting
January 11, 2023
12:00 pm, Lolo Peak Conference Room

THOSE PRESENT

BOARD: Board Chair Larry Anderson
Commissioner Adriane Beck (Committee Chair)
Secretary/Treasurer Winton Kemmis
Alternate Commissioner David Bell

STAFF: Director Brian Ellestad
Deputy Director Tim Damrow
Administrative Manager Lynn Fagan

OTHERS: Nicole Rush, Deputy Director, Missoula Economic Partnership

Committee Chair Adriane Beck called the meeting to order and asked Airport Director Brian Ellestad to take the committee through the agenda items.

Air Service Development RFP

Airport Director Brian Ellestad noted that the first agenda item was review of Requests for Proposals for an air service development consultant. Brian explained that Missoula has not engaged an air service development consultant for some time because he and Deputy Director Tim Damrow had been doing air service development in house. Both Brian and Tim had worked for airlines in the past and therefore knew what the airlines were looking for and have been very successful. However, with their new roles and the possibility of applying for a Small Community Air Service grant (SCASG) in the future, it seemed prudent to seek out a consultant. A consultant will be able to work with the community on the SCASG and provide additional credibility.

Brian explained that we received three proposals from Ailevon Pacific, Mead & Hunt, and Intervistas. The three proposals were sent to the committee and staff is recommending Ailevon Pacific for the following reasons:

- a. Ailevon Pacific has a well-rounded client list that includes numerous destination clients such as Asheville, NC, Savannah, GA and business markets like Lexington, KY and Cedar Rapids, IA.
- b. No other Montana clients, want them to be Missoula focused.
- c. Boutique size with clients large and small.
- d. Only proposal that included some air service data to show how they secured new service for one of their existing clients.

Chair Larry Anderson asked whether the SCASG covered a new airline or a new destination. Brian responded that a new carrier to a new destination is best but not required.

Commissioner Adriane Beck asked if consultants have more credibility from the airline's perspective. Brian responded that in some cases, they do because most airport staff do not have airline experience.

Alternate Commissioner David Bell asked if getting service from Southwest Airlines to New York would be considered. Brian responded that it would and that Ailevon Pacific has an ex-Southwest employee on their staff.

Vice Chair Winton Kemmis asked about added cost of the consultants. Brian stated that it would be an added cost, but that most airports spent \$40,000 - \$60,000 annually on air service development and Missoula has been lucky in the past to not have to expend this much. This contract will be task based in order to maximize the value of the consultant's time.

Commissioner Adriane Beck asked if there were any more questions from the Committee members or public comments. There were none.

Motion: Alternate Commissioner David Bell moved to engage the consultant of staff's choice, Ailevon Pacific.

Second: Secretary/Treasurer Winton Kemmis

Vote: Motion Passed Unanimously

Missoula Economic Partnership Proposal

Airport Director Brian Ellestad then explained to the Board that the next item on the agenda was consideration of a proposal from Missoula Economic Partnership (MEP) to document an informal agreement with the airport regarding fund raising for the SCASG. A copy of MEP's proposal was provided to the committee.

Nicole Rush, Deputy Director of Missoula Economic Partnership, explained the MEP would like to expand the number of dedicated parking spaces at the airport which they will, in turn, provide to companies for a \$5,000 annual contribution. Eighty percent (80%) of the contribution will be deposited into MEP's reserve account for future airline revenue guarantees and 20% will support MEP's general operating budget to cover the cost of fundraising and outreach.

Airport Director Brian Ellestad noted that staff is supportive of this proposal. The airport needs a community partner for the SCASG and supports MEP's proactive approach to the fundraising needed for the matching revenue guarantee required.

Commissioner Adriane Beck asked if five parking spaces was enough and what would be the revenue loss to the airport. Brian explained that under our lease with Republic Parking, the airport received anywhere from 50% to 92.5% of the parking revenue, so it is difficult to calculate the annual loss of five spaces.

Alternate Commissioner David Bell stated that there were two benefits wrapped into this proposal – one was the actual physical parking spot while the other was the free parking. He stated that the free parking was more valuable, and it may benefit MEP and the airport to look at separating the benefits. David also asked whether the revenue generated would be sequestered and whether there would be required reporting on the balance. Administrative Manager Lynn Fagan suggested that MEP draft a Memo of Understanding outlining all the terms of the agreement for her review and then presentation to the full Board. Nicole agreed that she would draft an MOU.

Republic Parking Proximity Readers

Airport Director Brian Ellestad explained that staff has investigated installing some proximity readers in the parking lot. This would allow us to implement MEPs request more efficiently and could be used for others as well. For example, Board members would have the ability to exit the parking lot without accessing the manned booth. The system costs \$6,783.68.

The committee members all agreed that the system was a good idea. Commissioner Adriane Beck noted that the cost is within Brian's purchasing authority. Brian will make the purchase.

Discussion Items

Airport Director Brian Ellestad explained that he had been contacted by community member Bear Thomas, who wanted to donate a carved, wooden American flag to the airport. Brian presented pictures of the flag and explained that staff generally declines offers for donations as they are difficult to manage.

Administrative Manager Lynn Fagan explained that when moving out of the old terminal, it was difficult to determine what items had been loaned to the airport for display versus donated. Lynn suggested that if this item was accepted, it was made clear to Bear that the airport had full control over where and how long it would be displayed and, additionally, that it be marked on the back that it had been donated to the airport by Bear Thomas for future reference.

Committee members agreed with staff's concerns and suggestions. All committee members agreed that the flag was a beautiful work of art and that they would like to accept the donation and have the flag displayed in the Board room.

Brian then discussed the airport's history with the Missoula Chamber of Commerce and his intent to have the airport once again become a member.

There being no further business, the meeting was adjourned.

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: January 31, 2023

1. **TITLE:** Air Service Development Consultant

Review, discussion, and possible approval of air service development consultant selection and matters related thereto. **ACTION ITEM**

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** Staff would like to work with an air service development consultant to help validate new market opportunities. In the next year or two we expect to work with the community and apply for another Small Community Air Service Development Grant and would like to have someone under contract to write our application as they always have a very short turnaround. This person would also give us feedback on our current air service incentive package and help write presentation materials as we meet with multiple airlines throughout the year. Three firms responded to our request for qualifications. Ailevon Pacific, Mead & Hunt & Intervistas, all three are quality firms. Ailevon Pacific is the firm that staff and the marketing committee is recommending we move forward with. This would be a 5 year on call as needed contract and will include lobbying for additional air service on our behalf.

5. **BUDGET INFORMATION:** N/A

6. **SUPPLEMENTAL AGENDA INFORMATION:**

7. **RECOMMENDED MOTION:** Seconded motion from Marketing Committee for consideration - Motion to engage the consultant of staff's choice, Ailevon Pacific.

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

9. **COMMITTEE REVIEW:** Marketing committee meet on January 11th; committee minutes are attached.

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: January 31, 2023

1. **TITLE:** Purchase of 2019 Ford F-350

Review, discussion, and possible approval of purchase of 2019 Ford F-350 and matters related thereto. **ACTION ITEM**

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** Staff would like to purchase a truck to replace a vintage 80's era truck. This vehicle will be used for sanding and general purposes throughout the airport. Staff has located a 2019 Ford F-350 for \$44,995 from Rehbein Ford in Plains, Montana. Per MCAA Procurement Policy, three comparable prices were obtained and are attached but the 2019 Ford F-350 is the best value.

5. **BUDGET INFORMATION:** Budgeted: \$47,500
Actual: \$44,995

6. **SUPPLEMENTAL AGENDA INFORMATION:** Comparable used truck prices

7. **RECOMMENDED MOTION:** Move to authorize staff to purchase a 2019 Ford F-350 for \$44,995 from Rehbein Ford in Plains, Montana.

8. **PREPARED BY:** Nate Cole, Airfield Manager

9. **COMMITTEE REVIEW:** None



Used 2020 Ford F-250 Truck Crew Cab Oxford White For Sale in Missoula MT | Stock#:9602FM

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Check out the 360° Walkaround Video

2020 FORD F-250 LARIAT

Used 2020 Ford F-250 Truck Crew Cab V-8 cyl

👁 75 views in the past 7 days

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Our goal is to be the #1 Ford Store in Montana!

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for current incentives!

Detailed Pricing

Price	\$51,301
Perma Plate	\$699
Final Price**	\$52,000
Detailed Pricing	

We're here to help
(877) 979-3853

☐ Oxford White

4x4

Interior Color

Engine

☐ Black

V-8 cyl

Odometer

VIN

82015

1FT7W2B60LED35020

Transmission

Stock Number

Automatic

9602FM



Detailed Specifications

+ Standard Features

Dealer Notes

Oxford White exterior and Black interior, LARIAT trim, CARFAX 1-Owner, PRICE DROP FROM \$54,995, Leather Interior, Flex Fuel, Back-Up Camera, Trailer Hitch, Alloy Wheels, 4x4, CLICK NOW!

KEY FEATURES INCLUDE

Leather Seats, Back-Up Camera, Flex Fuel MP3 Player, 4x4, Onboard Communications System, Aluminum Wheels, Privacy Glass, Keyless Entry, Steering Wheel Controls, Ford LARIAT with Oxford White exterior and Black interior features a 8 Cylinder Engine with 385 HP at 5750 RPM*.

AFFORDABILITY

Reduced from \$54,995.

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Price does not include title, license, or dealer doc fees of \$499. Price contains all applicable dealer incentives and non-limited factory rebates. You may qualify for additional rebates; see dealer for details.

Some of our Pre-Owned vehicles may be subject to unrecalled safety recalls. Check for a vehicle's unrecalled recalls by VIN at <http://vinrl.safercar.gov/vin/>.

SEARCH RECALLS BY VIN >

<https://vinrl.safercar.gov/vin/?&vin=1FATP8UH6J5133380>

KBB.com Consumer Reviews



Overall
4.7
Out of 5

Been A Great Truck

By JohnG | Saturday, December 05, 2020

4.0

This has been an excellent truck. I have worked it fairly hard, hauling and towing. With 210,000 miles, it still doesn't have a single rattle (I hate rattles). Except...
[Read More](#)

Great Truck

By Chris | Saturday, December 14, 2019

5.0

This truck goes through pastures, through creek beds, undulating terrain, hauls, and pulls without any problem. So it can work. Great truck!

Expensive But Inline With The Competition.

By Steve | Monday, April 22, 2019

5.0

The Ford Super Duty trucks are gorgeous, well made, feature-laden and very powerful.

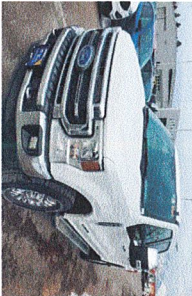
Ford often sets the bar for innovation and power but GM and Dodge leap...
[Read More](#)

Based on 36 consumer ratings for 2017–2022 models. | Privacy
(<https://www.kbb.com/company/privacy-policy/>)

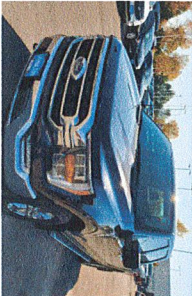
Also Recommended for You...



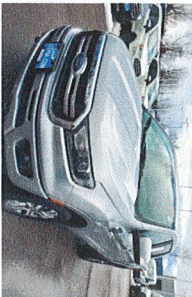
2005 Ford F-250 Truck Crew Cab...
\$11,694



2021 Ford F-250 Truck Crew Cab...
\$81,000



2022 Ford F-150 Truck SuperCre...
\$52,000



2020 Ford Ranger Truck SuperCr...
\$35,300

Price does not include title, license, or dealer doc fees of \$499. The prices shown above may vary from region to region as incentives may depend on buyer's residence. Incentives are also subject to change. Vehicle information is based off standard equipment and may vary. Call or email for complete vehicle specific information.



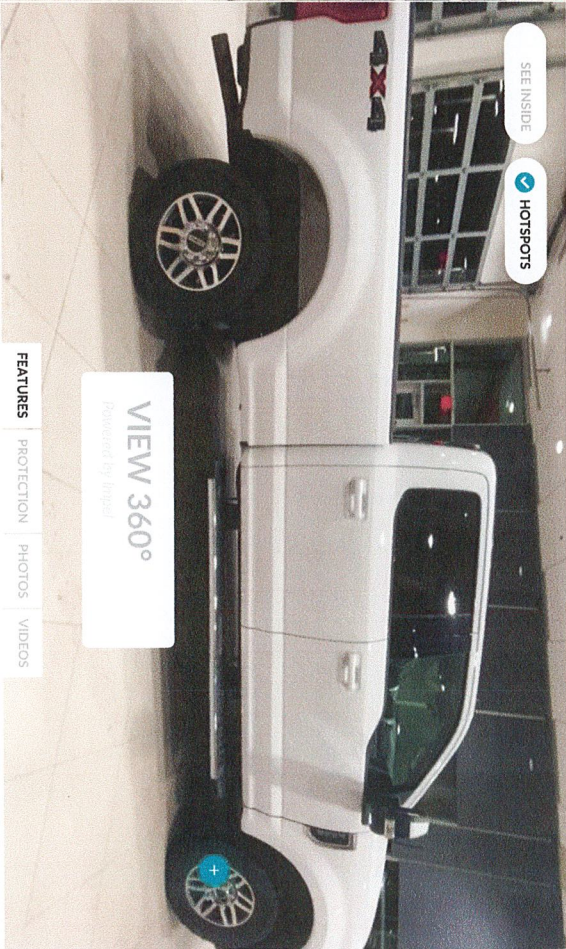
Used 2019 Ford F-350 Truck Crew Cab Oxford White For Sale in Missoula MT | Stock:13248 near Hamilton, Kalispell MT

Lithia Toyota of Missoula

Why Drive Farther to Pay More?

Sales: 833-720-1999 Service: 833-720-1999 Parts: 833-720-1999
4001 Brooks Street, Missoula, MT 59804

2019
110,700 miles
\$44,979
Not XLT





Deal of the Week
2019 Ford F-350

40 views in the past 7 days

Ready to Trade In or Sell Your Car?
Get a Kelley Blue Book® Instant Cash Offer in minutes.

GET MY OFFER

Feature Highlights

- All (23)
- Convenience (10)
- Safety (6)
- Technology (4)
- Performance (3)

Apple CarPlay™ Lets you use Siri® to interact with your iPhone®. Make calls, return missed calls and listen to voicemail, as well as sen...

More

Heated Exterior Mirrors Clear the outside mirrors of snow or mist faster, so you can get on the road quicker.

More

Fog Lamps Provide added illumination under misty conditions.

More

See All

- Exterior Color

☐ Oxford White

☐ Black
- Drivetrain

4x4

Engine

V-8 cyl

- Convenience Features
- Safety Features
- Technology Features
- Performance Features
- CARFAX

Detailed Pricing

Selling Price **\$44,979**

Selling Price Detailed Pricing **\$44,979**

FAQs

Is This A Good Deal?
Click Here To Find Out!

We're here to help
833-720-1999

Odometer
110732
Transmission
Automatic

VIN
1FTTW3B69KEE92324
Stock Number
13248

SHOW ME THE
CARFAX

Highlighted Features

- ⦿ Exterior parking camera rear
- ✓ Split folding rear seat
- ⦿ Fully automatic headlights
- ✓ Trailer hitch receiver
- ✓ Trailer sway control

Detailed Specifications

+ Convenience Features

+ Suspension/Handling

+ Seats And Trim

+ Powertrain

Cylinder configuration: V-8

Drive type: four-wheel

Engine location: front

Fuel tank capacity: 34.0gal.

Manual-shift auto: SelectShift

Mode select transmission

Sequential multi-point fuel injection

Transmission: 6 speed automatic

Variable valve control

+ Off-Road Capability

+ Body Exterior

+ Specs And Dimensions

+ Lighting, Visibility And Instrumentation

+ Safety And Security

Dealer Notes

WAS \$46,859. PRICED TO MOVE \$8,800 below J.D. Power Retail! Leather Seats, Remote Engine Start, Onboard Communications System, iPod/MP3 Input, Satellite Radio, Premium Sound System, Back-Up Camera, 4x4, Alloy Wheels, Tow Hitch CLICK NOW!

KEY FEATURES INCLUDE

Leather Seats, 4x4, Back-Up Camera, Flex Fuel, Premium Sound System, Satellite Radio, iPod/MP3 Input, Onboard Communications System, Trailer Hitch, Aluminum Wheels, Remote Engine Start, Dual Zone A/C, Smart Device Integration, Apple CarPlay, WiFi Hotspot, MP3 Player, Privacy Glass, Keyless Entry, Steering Wheel Controls, Electronic Stability Control, Ford LARIAT with Oxford White exterior and Black interior features a 8 Cylinder Engine with 385 HP at 5750 RPM*.

A GREAT TIME TO BUY

Was \$46,859. This Super Duty F-350 SRW Pickup is priced \$8,800 below J.D. Power Retail.


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** Toyota Certified Used Vehicle Warranty conditions apply. For more details, visit our Toyota Certified Used Vehicles page.*
Price does not include title, license, or \$499 dealer doc fees. Only equipment basic to each model is listed. Call or email for complete, specific vehicle information. Factory incentives are subject to change and may depend on location of buyer's residence.

KBB.com Consumer Reviews



Overall

4.6

Out of 5

Best Toy Ever
By westxcowboy | Friday, September 03, 2021

The truck never disappoints, the Turbo Diesel is amazing, the sheer power to get this large truck to move quickly from a dead start allows me to take sport cars at...
[Read More](#)

Been A EXCELLENT TRUCK
By Jeff | Sunday, November 28, 2021

I BOUGHT This Truck New , HAS Now 24 000 Miles , I DROVE To Deadwood S.D. 5 Years IN A Row , That's AROUND 16,000 Miles On My Truck. , - THAT Miles , ...
[Read More](#)

A Very Powerful Truck
By Lopez | Wednesday, January 12, 2022

I been driving this truck for the last 6 months besides oil change and all the necessary filters, everything else is good with the truck 128000 miles and counting.

Based on 24 consumer ratings for 2017–2022 models. | [Privacy](#)
(<https://www.kbb.com/company/privacy-policy/>)

Price does not include title, license, or \$399 dealer doc fees. Only equipment basic to each model is listed. Call or email for complete, specific vehicle information. Factory incentives are subject to change and may depend on location of buyer's residence.

New Arrivals

2012 Toyota RAV4 Base 4WD \$16,999	2011 Toyota Matrix Base Please Call	2017 Toyota Sienna LE 7 Passen... \$32,999	2021 Toyota RAV4 XLE Please Call
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X



Have you already test driven our latest models? You absolutely should!

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J.D. POWER

2019 Ford F350 Super Duty

Crew Cab XLT 4WD Values

Pricing & Values

Prices shown for the used **2019 Ford F-350 Crew Cab XLT 4WD** with 56,000 miles are what people paid to buy this vehicle or what people received when trading in this vehicle at a dealer. [Edit options.](#)

Buy from Dealer

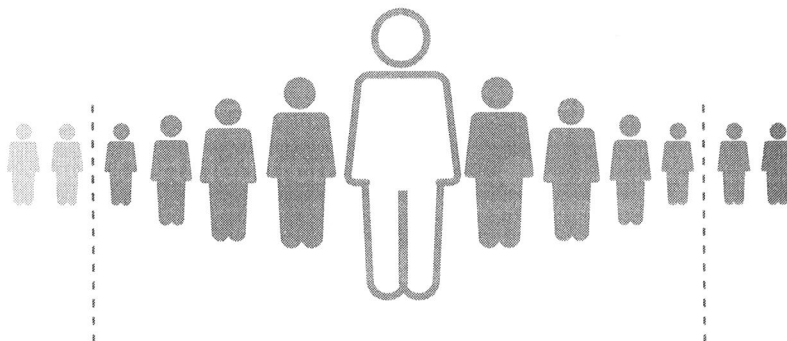
Prices shown are what people paid including dealer discounts. Taxes and fees (title, registration, license, document, and transportation fees) are not included.

Buy from Dealer Buy Certified from Dealer ⓘ

Average Price Paid

\$50,367

Data from **1,963** transactions - Updated 01/21/23



80% of People Paid

\$47,818 - \$53,197

Trade In to Dealer

Prices shown are what people received from a dealer for their trade-in vehicle by condition.
See definitions.

Base Price	\$38,675
Mileage and Options	\$0
Rough Condition ⓘ	\$38,675
Base Price	\$40,575
Mileage and Options	\$0
Average Condition ⓘ	\$40,575
Base Price	\$42,150
Mileage and Options	\$0
Clean Condition ⓘ	\$42,150

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**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: January 31st, 2023

1. **TITLE:** Aircraft Rescue Fire Fighting (ARFF) Fire Trainer

Review, discussion, and possible approval of contract with 139 Fire for an Aircraft Rescue Fire Fighting (ARFF) fire trainer. **ACTION ITEM**
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS NEW BUSINESS COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 5 Minutes
4. **BACKGROUND INFORMATION:** To satisfy FAA requirements, every 3 years the Missoula Montana Airport is required to host a full-scale exercise simulating an aircraft disaster at the airport. These drills incorporate a mutual aid response from multiple first response agencies per the Airport Emergency Plan (AEP). Upon completion of the drill, the airport and responding agencies will conduct a debrief to evaluate the response and discuss whether modifications to procedures are required.

In addition to participating in the full-scale exercise, the airport is also required to provide annual live fire training for Public Safety. Typically, this training is provided offsite (Dallas or Helena) with large costs associated for travel and shift coverage. As part of the 2020 full scale exercise the airport incorporated a "Fire Trainer" or "Burn Prop" provided by 139 Fire to simulate an aircraft fire. This trainer increases the realism and overall participation of the drill as first responders are dealing with an aircraft like structure, can be drilled on multiple scenarios and run multiple cycles through the trainer. By utilizing an on-site fire trainer, staff are also able to use our own fire equipment and vehicles. Staff budgeted \$25,000 for this trainer in the current year but the quote slightly exceeded this amount.
5. **BUDGET INFORMATION:** Budgeted: \$25,000
Unbudgeted: \$1,650
6. **SUPPLEMENTAL AGENDA INFORMATION:**
139 Fire Quote for Equipment Lease
7. **RECOMMENDED MOTION:** Move to accept the quote from 139 Fire to lease an Aircraft Rescue Fire Fighting Fire Trainer in the amount of \$26,650.
8. **PREPARED BY:** Tim Damrow
9. **COMMITTEE REVIEW:** None



www.139Fire.com 724-699-2948 info@139Fire.com

QUOTE

QUOTE NO. MSO-23

DATE December 16, 2022

CUSTOMER ID MSO

CUSTOMER

BILL TO Missoula County Airport Authority
406-274-0888
botte@flymissoula.com
Attn: Chief of Public Safety

SHIP TO Same

TRAINING MONTH	AIRPORT	DELIVERY & PU	PAYMENT TERMS	REP
April/May	Missoula	INCLUDED	NET 30	Natalee Tueller

QTY	ITEM	DESCRIPTION	FUEL	DURATION	TOTAL PRICE
1.00	MAFT	ARFF Fire Trainer	LPG (NOT INCLUDED)	6 Days	\$ 26,650.00
1.00	INST	ARFF Instructor			Included
1.00	OP	Operator			Included

ANNUAL SUBTOTAL \$ 26,650.00

SALES TAX EXTRA

Accepted by Customer

Name _____
Title _____
Signature _____
Date: _____

139FIRE EQUIPMENT LEASE TERMS AND CONDITIONS

OWNERSHIP Except for Customer's rights of use under this Lease, the Equipment is and shall at all times be and remain the exclusive personal property of 139Fire. The Customer shall have no right, title, or interest in or to the Equipment except as expressly set forth in this Lease. The Customer shall not assign, sublease, or transfer the Equipment without 139Fire's prior written consent.

CARE AND USE OF EQUIPMENT The Customer and/or any operator hereby warrants that, upon completion of operation and maintenance training provided by 139Fire, that they are familiar with the safe operation and use of the piece of equipment. The Customer agrees that the Equipment will be operated by competent employees and used solely in the conduct of its business. The Customer and its employees shall use the Equipment carefully and properly, and in compliance with all federal, state, and local laws, including, but not limited to NFPA 1403 'Standard on Live Fire Training Evolutions'. The Customer is responsible for all liability in connection with use of Equipment. Customer shall not make any alterations or additions to the Equipment without 139Fire's prior written consent. The Customer shall notify 139Fire promptly of any loss, theft, or destruction of all or any part of the Equipment, or of any damage beyond repair to the Equipment, and shall make the Equipment or any wreckage available for disposal.

FUEL AND UTILITIES Customer is responsible for fuel (in excess of the amount included in the lease), as well as the supply of all utilities needed to operate the equipment. All leaks, changes in performance/operation, unusual noises, or conditions indicating or relating to potential failure must be reported to 139Fire immediately. The Equipment must be shut down immediately if the problem is significant.

DELIVERY AND PICK-UP 139Fire will deliver the equipment to the Customer's facility and the customer will provide all necessary unloading equipment to position the leased equipment on site. Upon pick-up of the equipment from site by 139Fire, the Customer will provide all necessary loading equipment. The delivery and pick-up of equipment to site will be scheduled with the customer approximately 30 days in advance of the annual planned training time and customer agrees to allow 139Fire to store equipment on site for up to 30 days before and after training dates at no cost to 139Fire.

CANCELLATION Customer may cancel lease at any time after the first year of the term by written notice and will be subject to a charge of 50% of the sum of all outstanding year's lease amount due immediately upon cancellation.

INSURANCE During the Term, the Customer shall procure and continuously maintain and pay for insurance in such form and with such company satisfactory to 139Fire. At a minimum, the insurance must include: Risk insurance against loss of and damage to the Equipment for not less than the full replacement value of the Equipment, naming 139Fire as loss payee; and Combined public liability and property damage insurance, in the amount of Two Million Dollars (\$US 2,000,000.00) or such other reasonable amount as approved by 139Fire, naming 139Fire as an additionally named insured and a loss payee. This insurance shall provide primary coverage for the protection of the Parties without regard to any other coverage carried by either Party protecting against similar risks. The Customer shall provide 139Fire with an original policy or certificate evidencing the insurance. The Customer hereby appoints 139Fire as the Customer's attorney in fact, with power and authority to do all things, including but not limited to, making claims, receiving payments, and endorsing documents, checks, or drafts necessary or advisable to secure payments due under any policy of insurance required under this Lease. The Customer shall provide at least thirty (30) days' advance written notice to 139Fire about any cancellation, change, or modification of the insurance coverage.

TAXES AND FEES During the Term, the Customer shall pay all applicable taxes, assessments, and license and registration fees on the Equipment. The Customer shall, on request, provide 139Fire with proof of such payments and copies of any tax returns and reports filed or prepared concerning the Equipment.

GOVERNING LAW This Lease shall be governed by the laws of the state of Ohio. Customer agrees that any suit relating to this lease shall be brought only in Trumbull County, Ohio and Customer irrevocably consents and submits to the jurisdiction of such Court. Each party waives any right to a jury trial. In the event that litigation results from or arises out of this Lease or the performance thereof, the Parties agree to reimburse the prevailing Party's reasonable attorneys' fees, court costs, and all other expenses, whether or not taxable by the court as costs, in addition to any other relief to which the prevailing Party may be entitled.

INDEMNITY The Customer shall indemnify 139Fire against all losses, damages, claims, suits, actions, costs, expenses, obligations, or disbursements, including legal expenses, incurred by 139Fire in any way connected to the Customer's use or possession of the Equipment during the Term. In no event shall 139Fire be responsible for special, incidental or consequential damages whatsoever or howsoever caused, including but not limited to, loss of use, business interruption or any other economic loss, whether in contract, negligence of any other theory of liability.

SUCCESSORS AND ASSIGNS All references in this Lease to the Parties shall be deemed to include, as applicable, a reference to their respective successors and assigns. The provisions of this Lease shall be binding upon and shall inure to the benefit of the successors and assigns of the Parties.

DISPUTE RESOLUTION Any dispute under this agreement will be submitted to the American Arbitration Association for binding arbitration.

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: January 31, 2023

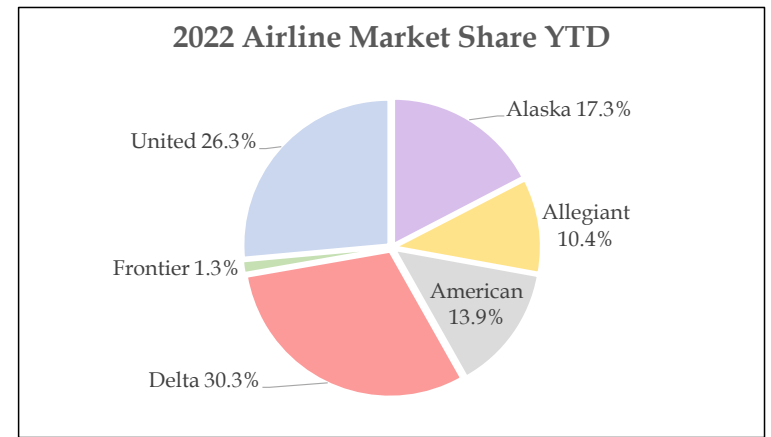
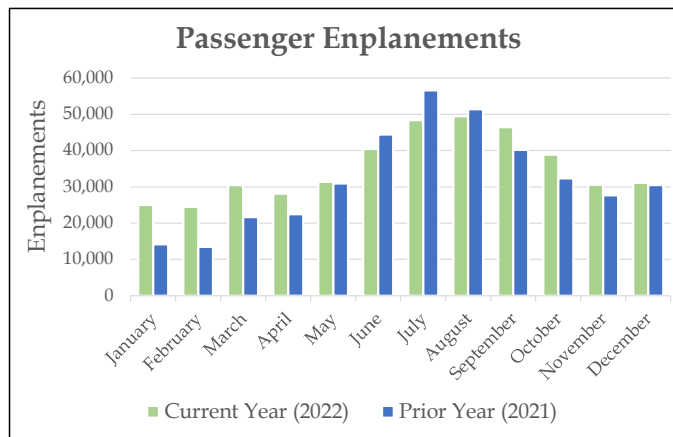
1. **TITLE:** Bank Account Signers for Calendar Year 2023
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 5 minutes
4. **BACKGROUND INFORMATION:** The Authority has checking accounts at First Interstate and at US Bank. With the addition of Will Parnell to the airport management team and the annual changing of the Board officers, the authorized signers on Authority checking accounts need to be updated. The proposed signers include Larry Anderson – Board Chair, Brian Ellestad – Airport Director, Tim Damrow – Deputy Director, Lynn Fagan - Administrative Manager, Will Parnell - Director of Finance Administration and myself.
I would ask that you approve the signers as indicated above for First Interstate Payroll Account ending in 4902, US Bank Checking Accounts ending in 2668 and 3541.

Additionally, I would also ask you to approve the addition of Will Parnell to conduct transactions for Authority investment accounts at First Security Bank, Bank of Montana, Stockman Bank, and the State Investment Pool (STIP).
5. **BUDGET INFORMATION:** N/A
Amount Required: \$
Budget amount available: \$
6. **SUPPLEMENTAL AGENDA INFORMATION:**
7. **RECOMMENDED MOTION:** Move to approve the changes to banking signers as outlined above.

Move to approve authority for Will Parnell to access and conduct transactions in investment accounts as indicated above.
8. **PREPARED BY:** Teri Norcross, Finance Manager
9. **COMMITTEE REVIEW:** none

Summary

- Airport Record Monthly Load Factor (87.9%)
-Highest ever recorded December LF at MSO
-LF strengthened by airline capacity changes
- 2022 year end enplanements were (-6%) vs. 2019 record enplanements
- Short notice airline schedule reductions due to industry wide rising fuel prices and lack of pilots
- 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	566	536	526	468	560	840	959	959	966	733	590	566	8,269	-21%	
	Air Taxi	320	388	427	411	494	688	619	766	574	468	443	443	6,041	-7%	
	GA	827	1107	1178	1326	1392	1714	2384	2495	1942	1340	738	556	16,999	-8%	
	Military	31	22	130	44	47	44	63	109	53	85	61	10	699	-25%	
	Civil	1,055	792	1150	1329	1111	1090	1039	836	590	974	670	438	11,074	10%	
	Total	2022	2,799	2,845	3,411	3,578	3,604	4,376	5,064	5,165	4,125	3,600	2,502	2,013	43,082	-7%
	2021	2,880	2,293	3,638	3,738	4,233	4,977	5,891	5,128	4,650	3,847	2,827	2,333	46,435		
Enplaned Passengers	Airlines	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y	
	Alaska	4,948	5,016	5,201	3,949	5,934	6,306	6,697	6,797	7,916	7,716	7,044	5,980	73,504	-14%	
	Allegiant	2,868	3,132	3,939	3,349	3,141	4,681	5,724	3,968	2,948	2,913	3,106	4,506	44,275	9%	
	American	2,387	1,603	2,158	3,213	3,654	6,251	7,094	8,165	9,359	7,516	3,753	3,932	59,085	12%	
	Delta	7,773	8,245	10,893	10,310	11,184	10,204	14,162	16,051	12,295	9,612	9,148	8,803	128,680	18%	
	Frontier	0	0	0	0	0	462	1,267	1,289	1,209	1,302	104	0	5,633	17%	
	United	7,039	6,479	8,335	7,317	7,477	12,543	13,352	13,155	11,935	9,409	6,960	7,765	111,766	22%	
	Charters	0	24	0	0	0	6	85	0	783	429	505	170	2,002	41%	
	Total	2022	25,015	24,499	30,526	28,138	31,390	40,453	48,381	49,425	46,445	38,897	30,620	31,156	424,945	10%
		2021	14,156	13,483	21,642	22,460	30,966	44,458	56,566	51,385	40,190	32,330	27,712	30,470	385,818	
LF	2022	79.7%	84.3%	86.6%	83.2%	81.5%	82.7%	87.1%	85.7%	89.4%	91.7%	91.1%	87.9%	86.1%		
	2021	54.6%	52.0%	58.4%	55.5%	63.7%	64.9%	73.1%	70.5%	68.9%	85.7%	88.9%	87.6%	69.1%		
Deplaned Passengers	Airlines	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y	
	Alaska	4,660	4,923	5,089	3,889	6,343	6,887	6,631	6,779	8,093	7,631	6,835	5,968	73,728	-12%	
	Allegiant	2,802	2,867	3,939	3,473	3,282	5,229	5,519	3,805	2,696	2,892	3,075	4,674	44,253	9%	
	American	2,191	1,448	2,013	3,021	3,666	6,482	6,834	8,061	8,925	7,085	3,423	3,718	56,867	12%	
	Delta	7,312	8,349	10,497	10,166	11,404	10,416	13,944	15,411	11,402	9,073	9,125	8,830	125,929	16%	
	Frontier	0	0	0	0	0	595	1,193	1,095	1,105	1,180	108	0	5,276	7%	
	United	6,771	6,472	8,205	7,991	8,138	13,627	12,898	12,207	10,835	8,934	6,865	8,062	111,005	24%	
	Charters	0	24	0	0	0	6	85	0	794	429	501	170	2,009	35%	
	Total	2022	23,736	24,083	29,743	28,540	32,833	43,242	47,104	47,358	43,850	37,224	29,932	31,422	419,067	10%
		2021	12,560	13,373	21,029	22,895	31,902	47,154	56,142	47,400	38,773	30,734	27,325	30,949	380,236	
Total Pax	2022	48,751	48,582	60,269	56,678	64,223	83,695	95,485	96,783	90,295	76,121	60,552	62,578	844,012	10%	
	2021	26,716	26,856	42,671	45,355	62,868	91,612	112,708	98,785	78,963	63,064	55,037	61,419	766,054		
T12M			824,281	Legend:												

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

State of Montana
Airline Enplanements

December 2022

	Alaska / Horizon	Allegiant	American	Avelo	Cape Air	Delta	Frontier	Jet Blue	Neptune	Southwest	Sun Country	United	Charter	Total	Tower Operations
Billings	4,109	5,286	3,468		1,227	10,020						10,686		34,796	5,924
Bozeman	9,182	4,423	9,266			21,470		1,306		13,741		25,050	156	84,594	7,457
Butte						2,489								2,489	
Glasgow					194									194	
Glendive					174									174	
Great Falls	2,111	3,478				3,958						4,207		13,754	
Havre					181									181	
Helena	1,970					3,372						1,239		6,581	2,470
Kalispell	4,292	2,304				8,695						7,967		23,258	2,416
Missoula	5,980	4,506	3,932			8,803						7,765	170	31,156	2,013
Sidney					549									549	
Wolf Point					236									236	
Yellowstone															
Total	27,644	19,997	16,666	-	2,561	58,807	-	1,306	-	13,741	-	56,914	326	197,962	20,280
Market Share %	14.0%	10.1%	8.4%	0.0%	1.3%	29.7%	0.0%	0.7%	0.0%	6.9%	0.0%	28.7%	0.2%		

Year-to-Date

	Alaska / Horizon	Allegiant	American	Avelo	Cape Air	Delta	Frontier	Jet Blue	Neptune	Southwest	Sun Country	United	Charter	Total	Tower Operations
Billings	45,304	39,414	42,649	-	14,977	128,757	-	-	4,045	-	488	109,063	-	384,697	91,587
Bozeman*	113,972	50,969	110,558	-	-	314,085	-	17,396	-	223,000	7,555	295,368	2,778	1,135,681	111,062
Butte	-	-	-	-	-	15,261	-	-	-	-	-	3,635	-	18,896	-
Glasgow	-	-	-	-	2,975	-	-	-	-	-	-	-	-	2,975	-
Glendive	-	-	-	-	4,344	-	-	-	-	-	-	-	-	4,344	-
Great Falls	23,941	24,028	-	-	-	39,500	-	-	-	-	-	55,865	103	143,437	2,499
Havre	-	-	-	-	2,863	-	-	-	-	-	-	-	-	2,863	-
Helena	21,570	-	-	-	-	41,071	-	-	-	-	-	20,094	-	82,735	43,957
Kalispell	69,335	28,552	41,520	-	-	137,367	2,229	-	-	-	3,524	136,940	69	419,536	60,766
Missoula*	73,504	44,275	59,085	-	-	128,680	5,633	-	-	-	-	111,766	2,002	424,945	43,082
Sidney	-	-	-	-	6,573	-	-	-	-	-	-	-	-	6,573	-
Wolf Point	-	-	-	-	3,069	-	-	-	-	-	-	-	-	3,069	-
Yellowstone	-	-	-	-	-	6,326	-	-	-	-	-	871	-	7,197	-
Total	347,626	187,238	253,812	-	34,801	811,047	7,862	17,396	4,045	223,000	11,567	733,602	4,952	2,636,948	352,953
Market Share %	13.2%	7.1%	9.6%	0.0%	1.3%	30.8%	0.3%	0.7%	0.2%	8.5%	0.4%	27.8%	0.2%		

