

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.