

MISSOULA COUNTY AIRPORT AUTHORITY  
Regular Board Meeting  
January 31, 2023  
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD:

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

STAFF:

Director Brian Ellestad  
Deputy Director Tim Damrow  
Finance Manager Teri Norcross  
Director of Finance and Administration Will Parnell  
Administrative Manager Lynn Fagan  
Public Safety Chief Justin Shaffer  
Airfield Manager Nate Cole  
Ground Handling Manager Andrew Bailey  
Accounting Clerk Brianna Brewer  
Receptionist Kathi Fritz  
Public Safety Officer Gus Geldersma

OTHERS:

Gary Matson, Runway 25 Hangars  
Shaun Shea, Morrison-Maierle  
Steve Conway, Martel Construction via conference call  
Martin Kidston, Missoula Current via conference call  
Neal Ullman, MT Dept of Environmental Quality

Chair Larry Anderson 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 Larry Anderson noted that no Alternate Commissioner would need to be seated.

AGENDA

Motion: Commissioner Shane Stack moved to approve the agenda as presented.

Second: Vice Chair Winton Kemmis

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD

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

## MINUTES

Chair Larry Anderson asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated December 20, 2022. There were none.

Motion: Commissioner Jeff Roth moved to approve the minutes of Regular Board Meeting dated December 20, 2022.

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

## CLAIMS FOR PAYMENT

Finance Director Teri Norcross noted that she had one check to add to the Claims list to Infax for \$375.00 and requested that the motion include this check. Teri also noted that there were several checks included for snow removal chemicals due to the winter weather.

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

Motion: Vice Chair Winton Kemmis moved to approve the revised Claims for Payment with the additional check to Infax.

Second: Secretary/Treasurer Deb Poteet

Vote: Motion Passed Unanimously

## FINANCIAL REPORT

Finance Director Teri Norcross noted that Will Parnell, new Finance and Administration Manager, prepared the financials and did an excellent job. Teri then brought the Board's attention to the year-to-date revenues and explained that landing fees, ground handling revenue and most of the concessions have exceeded the budget. Teri also reported that snow removal costs were high and that more costs have been posted for January.

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

Motion: Secretary/Treasurer Deb Poteet moved to approve the Financial Report as presented.

Second: Vice Chair Winton Kemmis

Vote: Motion Passed Unanimously

## DIRECTOR'S REPORT

Airport Director Brian Ellestad reported that the state enplanements report for 2022 has been published. Brian explained that five to eight years ago, MSO was always the third busiest airport in the state, after Billings and Bozeman, with Kalispell in the number four slot. Things have shifted in the last couple of years and Bozeman has been in the number one position. Now that business

travel has come back, MSO is in the number two spot for the first time, which is nice to see. We did not reach our 2019 record enrollment number, but we are up 10% over 2021. Brian then reported that staff will be meeting with City of Missoula staff in mid-February to discuss the Grant Creek restoration project and the BUILD grant work on infrastructure.

Brian then introduced a new section of the meeting where members of staff will introduce themselves to the Board. This month Will Parnell, Finance and Administration Manager, Brianna Brewer, Accounting Clerk, Kathi Fritz, Receptionist, and Gus Geldersma, Public Safety Officer, were introduced.

Deputy Director Tim Damrow gave a brief update on construction progress. Tim reported that Elder Demolition had completed the deconstruction of the old terminal and turned the site over to Martel Construction. Martel has begun excavation for Phase 2.

Vice Chair Winton Kemmis asked Tim if Martel would be putting piers in the ground for the foundation as they did for Phase 1. Tim responded that yes, the piers would be installed in the March-April timeframe.

Chair Larry Anderson asked if there were any more Board questions or public comments for Brian and Tim. There were none.

#### LEGAL REPORT

Administrative Manager Lynn Fagan reported that staff published a Request for Qualifications for Auditors. Staff has some concerns about finding qualified auditors as Anderson Zurmuehlen, now Pinion, is no longer performing government audit services and they have been auditing the majority of airports in the state. Responses to the RFQ are due Friday. Lynn stated any board members interested in serving on the review committee should email her.

Lynn then reported that she, Airport Director Brian Ellestad and Deputy Director Tim Damrow met with staff from City Parks. The City is still interested in purchasing the old Milwaukee rail bed that the Airport owns.

Lynn also mentioned that there are two bills in the legislature that the Montana Airport Managers Association has put forth. One is to increase the maximum lease term for airports from forty to fifty years; the other regards the airports' ability to lease its liquor license. Currently, the law allows only one lease and the proposed legislation increases that number to three. Finally, there is a bill to allow airport public safety officers to enroll in the FURS retirement program.

Chair Larry Anderson asked if there were any Board questions or public comments regarding the Legal Report. There were none.

#### STATE DEPT. OF ENVIRONMENTAL QUALITY PRESENTATION

Ground Handling Manager Andrew Bailey began by reminding the Board that staff has recently purchased four new pieces of ground handling equipment with grant funds from the Department of Environmental Quality (DEQ). The grant funds are the result of the Volkswagen settlement. Andrew gave a summary of the equipment purchased and what it replaced. One of the new purchases was an electric pushback, which replaced a 1990 gas-powered pushback. The old pushback required the use of a towbar and used an average of 371 gallons of fuel per year. The new pushback is electric powered with zero emissions and does not use a towbar. Andrew stated that the new pushback is much simpler and safer to use as well. The other equipment purchased

is three belt loaders. They are replacing three belt loaders that are all from the early 1990s. Each of the belt loaders used approximately 300-400 gallons of diesel per year and were unreliable and required a lot of maintenance. The new belt loaders are fully electric, with zero emissions, low maintenance and can service the lowest and highest commercial aircraft door heights. Andrew then showed a short video demonstrating use of the new pushback.

Andrew then introduced Neal Ullman from DEQ. Neal reviewed the funding used for the grant the airport received. The funding came from Montana state's portion of the Volkswagen settlement funds, which totaled \$12.6 million. DEQ grant program was designed to reduce mobile source NOx emissions, invest in clean alternative fuels and infrastructure and achieve long-term air quality benefits for the greatest number of Montanans. Neal then presented a summary of electricity sources in the state, annual emissions per vehicle, electric vehicle registrations in the state as well as information on other grants they have issued throughout the state. In Missoula, grants were issued to Mountain Line and the University of Montana (UM). Chair Larry Anderson asked Neal who pays for the plug-ins at UM. Neal responded that UM put in 4 charging stations and that the user pays to charge their vehicle. Montana law currently prohibits charging by kilowatt hour so UM charges by the hour.

Chair Larry Anderson asked if there were any Board questions or comments for Neal. There were none. Larry thanked Neal for coming over from Helena for a very informative presentation. Andrew reminded the Board that he had the new equipment downstairs if the members wanted to view it after the meeting.

#### MASTER PLAN UPDATE

Shaun Shea presented a brief update on the Master Plan process. Shaun stated that it is still early in the process but there is a consensus that Runway 8/26 (the crosswind runway) will be abandoned when necessary. The FAA is not funding any maintenance for 8/26 so it will be abandoned when its condition warrants. Shaun then stated that the forecasting numbers should be ready in February.

Chair Larry Anderson asked if anyone had questions or comments for Brian, Tim or Shaun; there were none.

#### COMMITTEE UPDATES

Executive Committee: Met January 31, 2023, 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: Met January 11, 2023 – minutes attached.

General Aviation Committee: No Activity

Legislative Committee: No Activity

#### UNFINISHED BUSINESS

None.

## NEW BUSINESS

### Air Service Development Consultant

Airport Director Brian Ellestad explained that staff would like to work with an air service development consultant to help validate new market opportunities. In the past, Brian and Deputy Director Tim Damrow have done air service development in house. In the next year or two staff expects 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. The consultant 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 the request for qualifications. Ailevon Pacific, Mead & Hunt & Intervistas. Brian stated that 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. Brian stated that this matter was brought to the Marketing Committee and they were in full agreement with staff's choice of Ailevon Pacific.

Chair Larry Anderson asked if Board members had any questions; there were none.

Chair Larry Anderson asked if there were any public comments; there were none.

Motion: Seconded Motion from Marketing Committee to engage the consultant of staff's choice, Ailevon Pacific

Vote: Motion Passed Unanimously

### Purchase of 2019 Ford F-350

Airfield Manager Nate Cole informed the Board that staff would like to purchase a 2019 Ford F-350 to replace a vintage 1980s era truck. The truck will be used for sanding and general purposes on airport. Nate presented comparable prices and stated that the price of \$44,995 seems to be a good deal for this vehicle.

Chair Larry Anderson asked if Board members had any questions or public comments; there were none.

Motion: Commissioner Jeff Roth moved to authorize staff to purchase a 2019 Ford F-350 for \$44,995 from Rehbein Ford in Plains, Montana

Second: Vice Chair Winton Kemmis

Vote: Motion Passed Unanimously

### Contract for Public Safety Training

Deputy Director Tim Damrow explained that per FAA regulations, every three years staff is required to host a full-scale exercise simulating an aircraft disaster on airport. The last time this was required was at the beginning of the pandemic in 2020 and staff used a Burn Prop, which is a model of an aircraft that can be lit on fire in any number of scenarios. Use of this equipment increases the realism and overall participation of the drill as first responders are dealing with an aircraft-like structure and our staff are able to use our fire equipment and vehicles. Additionally,

our staff needs to be recertified annually and they can use this Burn Prop to do so here rather than having to travel elsewhere. The quote from 139 Fire to lease the Burn Prop is \$26,650.

Chair Larry Anderson asked if Board members had any questions; there were none.

Chair Larry Anderson asked if there were any public comments; there were none.

Motion: Vice Chair Winton Kemmis moved to accept the quote from 139 Fire to lease an Aircraft Rescue Fire Fighting Trainer in the amount of \$26,650

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

#### New Bank Account signers

Finance Manager Teri Norcross stated that it was necessary to update the signature cards for the airport's accounts at First Interstate and US Bank to include Will Parnell and new Board officers. The proposed signers are Teri, Larry Anderson, Board Chair, Brian Ellestad, Airport Director, Tim Damrow, Deputy Director, and Will Parnell, Director of Finance and Administration

Chair Larry Anderson asked if Board members had any questions or public comments; there were none.

Motion: Secretary/Treasurer Deb Poteet moved to approve the changes to banking signors as outlined and to approve authority for Will Parnell to access and conduct transactions in investment accounts.

Second: Vice Chair Winton Kemmis

Vote: Motion Passed Unanimously

#### Discussion Items

Vice Chair Winton Kemmis thanked Neil Ullman and the State of Montana.

Chair Larry Anderson stated that there being no further business, the meeting was adjourned. Chair Larry Anderson noted that the next Board meeting will be in the same hybrid format on February 28<sup>th</sup> at 1:30 p.m.