

## Missoula County Airport Authority Regular Board Meeting

DATE: Tuesday, March 28, 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](mailto:lfagan@flymissoula.com).

Documents will be available on the airport's website, [www.flymissoula.com](http://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 February 28, 2023. **Pg 3**
- Approval of Claims for Payment – Will Parnell **Pg 11**
- Financial Report – Will Parnell **Pg 13**
- Director's Report – Brian Ellestad **Pg 25**
- Legal Report – Lynn Fagan
- Committee Updates –

Business Development Committee: No Activity

Contract and Lease Committee: No Activity

Executive Committee: Met March 28, 2023

Facility and Operations Committee: No Activity

Finance Committee: No Activity

General Aviation Committee: No Activity

Legislative Committee: No Activity

Marketing Committee: No Activity

## Unfinished Business

- Morrison-Maierle Task Order No. 48 – Added Design Scope for Laydown Yard/Fuel Truck Road – Tim Damrow **Pg 27**
- Martel Contract Amendment No. 25 – Laydown Yard Expansion – Tim Damrow **Pg 29**
- Morrison-Maierle Task Order No. 49 - Construction Management for Laydown Yard Expansion – Tim Damrow **Pg 32**
- Amendment to Rising Fast Contract – Lynn Fagan **Pg 33**

## New Business

- Memo of Understanding with Missoula Economic Partnership – Brian Ellestad **Pg 35**
- Award of Cybersecurity Bid – Dylan O’Leary **Pg 40**
- Award of Ag Lease and approval of contract – Lynn Fagan **Pg 61**

## Information/Discussion Item(s)

- Master Plan Update – Mike Carlson and Shaun Shea, Morrison-Maierle

April Board Meeting – Tuesday, April 25, 2023, 1:30 p.m.

MISSOULA COUNTY AIRPORT AUTHORITY  
Regular Board Meeting  
February 28, 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 Adriane Beck  
Commissioner Matthew Doucette via conference call  
Alternate Commissioner Pat Boyle via conference call  
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  
Business Development Manager Dan Neuman  
Public Safety Chief Justin Shaffer  
Airfield Manager Nate Cole  
Ground Handling Manager Andrew Bailey  
Accounting Clerk Brianna Brewer  
Compliance Officer Jesse Johnson  
IT Specialist Dylan O'Leary  
Operations Tech Kent Russell  
Operations Mechanic Jake Sol  
Ground Handling Supervisor Stacy Gow  
Ground Handling Compliance Coordinator Vanessa Kolberg

OTHERS:

Gary Matson, Runway 25 Hangars  
Shaun Shea, Morrison-Maierle  
Scott Bell, Morrison-Maierle  
Josh Johnson, Minuteman Aviation  
Marjorie Coots Doyle, Dementia Friendly Missoula

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 an Alternate Commissioner would need to be seated.

Motion: Commissioner Shane Stack moved to seat Alternate Commissioner Pat Boyle

Second: Vice Chair Winton Kemmis

Vote: Motion Passed Unanimously

## AGENDA

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

Second: Secretary/Treasurer Deb Poteet

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 were none.

## MINUTES

Chair Larry Anderson asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated January 31, 2023. There were none.

Motion: Vice Chair Winton Kemmis moved to approve the minutes of Regular Board Meeting dated January 31, 2023.

Second: Secretary/Treasurer Deb Poteet

Vote: Motion Passed Unanimously

## CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell noted that there were no unusual or significant items in the Claims for Payment.

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 Claims for Payment

Second: Vice Chair Winton Kemmis

Vote: Motion Passed Unanimously

## FINANCIAL REPORT

Director of Finance and Administration Will Parnell noted that there were no unusual or significant items in the Financial Report. Will mentioned that project expenses are not reflected in the \$2.1 million net operating income.

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

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

Second: Secretary/Treasurer Deb Poteet

Vote: Motion Passed Unanimously

## DIRECTOR'S REPORT

Airport Director Brian Ellestad reported that January enplanements were up over last year and 2019. The airlines continue to populate the summer schedule and Brian reported that our schedule for the summer continues to increase. Currently, the summer schedule is up 34% over last year and 15% over 2019. American has extended its Los Angeles summer schedule through September and will provide daily service to Chicago again. Brian reminded the Board that American began providing service to MSO in 2018 under a Small Community Air Service Development grant with one regional jet daily flight to Dallas. This summer MSO will have two daily flights to Dallas, a daily flight to Chicago and Los Angeles. Brian stated that this shows the value of a revenue guarantee. Brian also noted that Global Entry is coming back to MSO and is already sold out.

Staff members Stacy Gow - Ground Handling Supervisor, Nate Cole - Airfield Operations Manager, Jake Sol - Operations Mechanic, Kent Russell - Operations Tech introduced themselves to the Board.

Deputy Director Tim Damrow gave a brief update on construction progress. Tim reported that he is still waiting for three final invoices in order to close out Phase 1 construction. Excavation on Phase 2 has begun. Martel will be installing the engineered piers at the end of March and early April.

Chair Larry Anderson asked if the increase in passengers was due to business or pleasure travel. Airport Director Brian Ellestad responded that business travel has returned but that MSO's mix used to be 60/40 pleasure/business and now it is about 80% leisure.

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 met with Minuteman Aviation owners last week to discuss their east side lease which expires in November 2024. Minuteman presented a list of capital improvements that have been made to the building and requested a five-year extension to plan and construct a new maintenance facility. Staff is reviewing parking options through the Master Plan process and the parcel Minuteman currently occupies will most likely be impacted by long-term parking needs. Staff scheduled a follow-up meeting with Minuteman at the end of March.

Lynn also reported that staff had met with Missoula City Public Works to discuss the City's Grant Creek restoration project. The project will impact the airport as current construction options include airport-owned land. Staff has scheduled a call with the FAA to determine what is required to move the project forward. The City will be preparing draft agreements for the airport to review.

Lynn also updated the Board on the status of bills of interest to MCAA in the legislature. The bill to increase the maximum lease term for airports from forty to fifty years has made it through committee with little to no resistance; the bill to increase the number of concessionaires that airports can lease their liquor license to from one to three has also passed out of committee. Unfortunately, the bill to allow airport public safety officers to enroll in the FURS retirement program does not look like it will advance.

Finally, Lynn told the Board members that they would be receiving airport emails and instructions later in the day. Lynn explained that all communications of the Board related to airport matters were public records and that using these email addresses will make it easier for staff to respond to public records requests and will protect the Board members' personal email accounts from disclosure.

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

#### MSO SENSORY INITIATIVES PRESENTATION

Ground Handling Manager Andrew Bailey explained that he, Deputy Director Tim Damrow and Ground Handling Supervisor Stacy Gow met to determine how best to ensure that the new airport terminal was accessible and usable to everyone. They partnered with Dementia Friendly Missoula and the Missoula Public Library and identified two initiatives to pursue whose primary focus is hidden disabilities and sensory sensitivities: Kulture City and the Sunflower Lanyard program. Kulture City is a certification program designed to help private/public use facilities offer accommodations to individuals with sensory needs or processing issues. Those with sensory sensitivity may experience intense discomfort due to loud noises, bright lights, strong smells, crowds, and other stimuli. The Sunflower Lanyard program provides lanyards to individuals with non-visible disabilities in order to discreetly identify themselves to airport staff.

Marjorie Coots Doyle from Dementia Friendly Missoula and a retired reference librarian spoke about Dementia Friendly Missoula and her work with the Missoula Public Library. Invisible or non-visible disabilities are those disabilities that are not immediately apparent to third parties. The goal is that staff are trained to recognize signs of non-visible disabilities and can respond to individuals in our facilities with non-visible disabilities who are having issues with the environment. The training empowers our employees in their ability to de-escalate situations.

Andrew further explained that the goals of both programs are to make MSO as accessible as possible to all travelers; become an example of sensory inclusivity for the region and encourage more facilities/event venues to adopt accessibility programs; encourage all terminal tenants to participate in these ongoing initiatives; and to spread program awareness to the community.

Andrew stated that Kulture City is the largest sensory awareness organization in the world and the goal of the program is creating sensory accessibility and inclusion. The Sunflower Lanyard Program is a discreet way to make the invisible visible. The sunflower lanyard is used to indicate to trained personnel that the individual has a non-visible disability.

Finally, Andrew stated that MSO is the 4th airport in the United States to receive the Kulture City Sensory Inclusive Facility certification. Andrew also noted that neither of these programs is the end goal and staff intend to continue to work, train and assess these programs in order to make MSO accessible and usable by all individuals.

#### MASTER PLAN UPDATE

Scott Bell from Morrison-Maierle presented an update on the Master Plan process. The Master Plan committee has been meeting for several months, looking at the existing conditions and also at development alternatives and facility requirements. Aviation forecasting has been provided to Airport Director Brian Ellestad and Deputy Director Tim Damrow for their review. There will be a presentation at the next Board meeting on the forecasting.

Scott briefly reviewed the committee's work on runways, parking, and general aviation development.

A discussion took place between Board members and members of the general aviation community regarding the value of general aviation to MSO and the community and the need for more parking space. Scott Bell stated that the goal, at the end of the Master Plan process, is to provide adequate space for every need of the airport over the next twenty years.

#### COMMITTEE UPDATES

Executive Committee: Met February 28, 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: No Activity

General Aviation Committee: No Activity

Legislative Committee: No Activity

#### UNFINISHED BUSINESS

##### Contracts for Asbestos Remediation and Removal of Items from Pruyn Property

Administrative Manager Lynn Fagan explained that when the Pruyns' vacated their leased property in August 2022, there were still quite a few items left behind, including old railroad box cars and a single wide mobile home. Additionally, there is an old house on the property that is uninhabitable. The house and mobile home tested positive for asbestos and require remediation before they can be removed. Staff received bids from Elder Construction and ACM Specialty Construction for remediation and removal. Based on the bids, staff recommends Elder to remove the railroad box cars for \$11,500 and ACM Specialty Construction to perform asbestos remediation and remove both the mobile home and the house for a total of \$51,935. Lynn also explained that under the terms of the agreement with Pruyns, they are required to reimburse MCAA for the costs of removal of personal property left onsite.

Vice Chair Winton Kemmis asked how much MCAA is likely to recover. Lynn stated that since the removal of the house is not reimbursable, the amount Pruyns would owe MCAA was approximately \$30,000.

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

Motion: Secretary/Treasurer Deb Poteet moved to approve the contract with Elder Demolition for removal, disposal, and clean-up of the existing railroad box cars and contract with ACM Specialty Construction for asbestos remediation and removal of a single-wide mobile home and existing house on former Pruyn leased property for a total amount of \$63,435.00.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

Change of Terms for 2019 First Security Bank Notes

Director of Finance and Administration Will Parnell explained that since Phase 1 of the terminal project is complete, the loan through First Security Bank needs to be amended to include the final amounts borrowed and an amortization schedule. Will reminded the Board that there were two notes issued in 2019 as draw down obligations to finance Phase 1. Note Series 2019A (non-AMT) was issued for \$27,500,000. As of the meeting date, the unpaid principal balance was \$15,316,800. Note Series 2019B (AMT) was issued for \$7,500,000 and had an unpaid principal balance of \$3,580,029.91 as of the date of the meeting. Will explained that outgoing Finance Manager Teri Norcross and management staff had utilized federal grant money so that the note balances were significantly lower than originally projected. Will stated that the undiscounted savings from the staff's approach were approximately \$7,600,000.

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

Motion: Vice Chair Winton Kemmis moved to approve the Change in Terms Agreement for Series 2019A and 2019B notes with First Security Bank.

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

MCAA Resolution No. 2023-01 – Terms of MT Department of Investment Short-Term Investment Pool (STIP) participation

Finance Manager Teri Norcross noted that since January 1, 2016, the Montana Board of Investments requires local governments participating in the Montana Short-Term Investment Pool (STIP) to adopt a Resolution outlining the terms of participation. The Resolution designates an Authorized Representative who is permitted to act on MCAA's behalf and updates the Authorized Delegates who are allowed to initiate transactions in STIP. With Teri's departure as the Finance Manager and the addition of Will Parnell as Director of Finance and Administration, it is necessary to update the resolution.

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

Motion: Commissioner Shane Stack moved to approve Resolution No. 2021-01 as presented.

Second: Secretary/Treasurer Deb Poteet

Vote: Motion Passed Unanimously

Martel Contract Amendment No. 25 – Laydown Yard Expansion

Morrison-Maierle Task Order No. 48 - Construction Management for Laydown Yard Expansion

Deputy Director Tim Damrow explained that staff has been working for the last few months trying to get pricing on expansion of Martel's laydown yard. This work has two goals; one is to provide Martel with an expanded laydown yard and the other is to provide some needed public parking. Staff had hoped to have the pricing complete for this meeting but are still vetting bids. Tim requested that the Board table both of these items for now.



Motion: Commissioner Adriane Beck moved to table Martel Contract Amendment No. 25 – Laydown Yard Expansion and Morrison-Maierle Task Order No. 48 - Construction Management for Laydown Yard Expansion

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

## NEW BUSINESS

### Memo of Understanding with Faber Coe & Gregg re: Phase II Terminal Construction

Deputy Director Tim Damrow explained that when Phase 2 was designed, staff determined to evaluate passenger behavior in Phase 1 prior to deciding what, if any, concession space was needed in Phase 2. Since the opening of Phase 1, MCAA staff and Faber have recognized the need for additional bar, storage, and kitchen support space to accommodate high passenger volumes. With Phase 2 under construction, the design and buildout requirements for concession space need to be finalized. As the exclusive holder of the airport's liquor license, this MOU would task Faber with funding design and purchasing equipment for Phase 2 concession space. In addition, MCAA would be included in design discussions as they relate to the added concession space. MCAA would be required to fund any space enhancements outside of the currently bid scope of the Phase 2 concession area. Additional funds for buildout are estimated to be less than \$150,000 and would be funded from construction contingencies.

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 approve the Memo of Understanding with Faber Coe & Gregg for Phase 2 Terminal Concessions

Second: Secretary/Treasurer Deb Poteet

Vote: Motion Passed Unanimously

### Purchase of Fencing for East Side Rental Car Overflow Lot

Airport Director Brian Ellestad stated that, as summer approaches, there will be additional demand for rental cars. MSO's rental car companies increase their fleet size in the spring and need a place to store cars until summer. Staff are proposing to fence and gate an area for these vehicles until they are put in use. In the fall, the rental car companies have the same need as customers return cars. In July staff obtained fencing quotes from three vendors and Fencecrafters was the low bid and agreed to hold their price for this project.

Chair Larry Anderson asked if Board members had any questions or public comments. Vice Chair Winton Kemmis asked if the fencing is reusable, and Brian stated that it can be moved if necessary.

Motion: Secretary/Treasurer Deb Poteet moved to approve a contract with Fencecrafters Missoula, Inc. as presented for approximately 1535 feet of fence not to exceed \$49,120.

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

Discussion Items

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 March 28<sup>th</sup> at 1:30 p.m.

**Missoula County Airport Authority  
Claims For Payment  
January 24, 2022 through February 27, 2023**

**Note**

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

**Credit Card Charges - by Expense Type (paid with check #48868)**

AvSec Fingerprinting	1,000.00
Construction in Progress	1,000.00
Legal Services	637.45
Communications R&M	740.13
Office Supplies	2,117.25
Postage	259.97
Computer Equipment Expense	470.94
Petroleum Products Expense	197.00
Vehicle R&M	1,386.99
Tools/Equipment	303.86
Contracted Maintenance	3,406.87
Mechanical/Supplies	103.94
Building General R&M	205.59
Rent Car R&M	2,424.52
USFS Hangar R&M	14.19
Landside Maintenance	2,413.86
Uniform Expense	1,958.18
Employee Training Expense - Snow Symposium, AAAE ASOS, EMT, ARFF, Excel training	6,709.73
Travel Expense - G4 conference, EMT, ARFF, Snow Symposium, Allegiant conference, etc.	11,491.27
Meals & PR	810.25
Marketing	19.00
Consultants Expense	200.00
Display Expenses	95.00
	<u>\$ 37,965.99</u>

**Project Checking Account**

Check Number	Vendor Name	Amount
150	KNIFE RIVER	112,225.16
151	MARTEL	1,118,112.71
152	MORRISON MAIERLE	115,333.26
1	AERO SPECIALTIES, INC.	-
1183	MISC TAX DIVISION	12,427.66
1182	AERO SPECIALTIES, INC.	194,169.00
32223	MARTEL	895,678.39
32224	MORRISON MAIERLE	212,856.60
1184	MISC TAX DIVISION	9,040.69

\$ 2,669,843.47

**Missoula County Airport Authority**  
**Check Register**  
**General Checking Account**  
**January 23, 2022 through February 27, 2023**

Check	Vendor Name	Description	Amount
48859	Gow, Stacy	Travel Expense - CSA class in DFW	\$ 79.00
48860	KOLBERG, VANESSA	Travel Expense - CSA class in DFW	\$ 79.00
48861	SHEEHAN, TROY	VOID	\$ -
48862	SINCLAIR, SOPHIA	Travel Expense - BSO class in DFW	\$ 231.00
48863	FIRST CALL	Contracted Maintenance - Jan-Mar billing	\$ 1,953.15
48865	CENTURYLINK	Phone Charges	\$ 708.54
48866	City of Missoula	Water/Sewer Expense	\$ 5,685.72
48867	ENERGY WEST	Electric/Gas Expense	\$ 5,606.55
48868	FIRST NATIONAL BANK	Credit Card Charges	\$ 37,965.99
48869	MSLA ELECTRIC COOP	Electric/Gas Expense	\$ 881.18
48870	MURDOCHS	Wildlife Mitigation, Building General R&M, Vehicle R&M	\$ 1,201.19
48871	NORTHWESTERN ENERGY	Electric/Gas Expense	\$ 46,286.58
48872	QUADIENT	Postage, Contracted Maintenance	\$ 409.89
48873	REPUBLIC SERVICES	Disposal Expense	\$ 3,209.41
48874	RIISING FAST v	Custodial Expense	\$ 35,450.00
48875	VERIZON	Phone Charges	\$ 1,072.14
48876	BLACKFOOT COMMUNICATIONS	Phone Charges	\$ 1,642.39
48881	EAN SERVICES, LLC	VOID	\$ -
48882	EAN SERVICES, LLC	Travel Expense	\$ 337.81
48883	AILEVON PACIFIC AVIATION CONSULTING, LLC	Marketing	\$ 4,875.00
48884	ALLEGIAN AIR	Marketing	\$ 8,334.00
48885	Alphagraphics	Office Supplies	\$ 581.81
48886	APPLIED INDUSTRIAL TECH	Rent Car R&M, Vehicle R&M	\$ 1,526.32
48887	AXMEN	Plumbing Expense	\$ 117.93
48888	BERLAND, KEVIN	Tools/Equipment	\$ 949.46
48889	BIG BEAR SIGN CO	Contracted Maintenance	\$ 687.00
48890	Big Sky Kubota, LLC	Vehicle R&M	\$ 31.64
48891	BMC WEST	Building General R&M	\$ 913.18
48892	BROWN'S SEPTIC	Rent Car R&M	\$ 1,100.00
48893	CARQUEST	Vehicle R&M	\$ 106.75
48894	COPPER STATE BOLT	Building General R&M	\$ 45.14
48895	CRESCENT ELECTRIC	Electric Maintenance	\$ 100.73
48896	CULLIGAN	Office Supplies - water	\$ 145.50
48897	CURTIS	Uniform Expense	\$ 401.71
48898	CUSTOM WEST PEST CONTROL	Contracted Maintenance - monthly mice & insect management	\$ 195.00
48899	DEVLIN, RYAN	Employee Training Expense - EMT course	\$ 995.00
48900	EAN SERVICES, LLC	Travel Expense - rental car for Justin Shaffer	\$ 331.62
48901	ESHLEMAN, EVAN	Tools/Equipment	\$ 575.99
48902	EXACT IMAGE	Uniform Expense	\$ 1,596.30
48903	FASTENAL	Building General R&M	\$ 26.16
48904	FASTSIGNS	Landside Maintenance	\$ 2,131.35
48905	FIRST CALL	Contracted Maintenance - monthly billing	\$ 1,224.00
48906	Floridis, John	Marketing	\$ 750.00
48907	GELDERSMA, AUGUSTUS	Travel Expense - Field training officer course in Great Falls	\$ 311.00
48908	GOSLING, BRIAN	Employee Training Expense - Boiler license fee	\$ 35.00
48909	GRAINGER	Building General R&M, Rent Car R&M	\$ 716.74
48910	HILLYARD INC	Custodial Expense	\$ 3,366.71
48911	HOTSY	Rent Car R&M	\$ 59.48
48912	INDUSTRIAL COMMUNICATIONS & ELECTRONICS	Communication R&M	\$ 745.00
48913	IRIS COMPANIES	Office Supplies	\$ 667.00
48914	JOHNSON CONTROLS/SIMPLEX	USFS Hangar R&M	\$ 206.54
48915	JOHNSTONE SUPPLY	USFS Hangar R&M	\$ 157.50
48916	KLS HYDRAULICS	Vehicle R&M	\$ 500.75
48917	KONE	Prepaid Expense - 3.1.23 - 2.29.24 maintenance period	\$ 39,200.76
48918	LIFE-ASSIST INC	Safety Supplies/Equipment	\$ 280.00
48919	MOTOROLA SOLUTIONS INC	Tools/Equipment	\$ 870.00
48920	MOUNTAIN SUPPLY	Plumbing Expense, Mechanical/Supplies, USFS Hangar R&M	\$ 201.70
48921	MSLA OFFICE CITY	Office Supplies	\$ 67.97
48922	MSLA TEXTILE, INC	Contracted Maintenance, Uniform Expense, Custodial Supplies	\$ 353.41
48923	MT DEQ	Contracted Maintenance	\$ 1,500.00
48924	MURDOCHS	Landside Maintenance	\$ 27.87
48925	NAPA	Building General R&M, Vehicle R&M, Petroleum Products Expense, Rent Car R&M	\$ 2,721.02
48926	NORCO INDUSTRIAL	Vehicle R&M	\$ 99.12
48927	PAVLIK, INC	Airfield Lighting R&M, Equipment Rental, Electric Maintenance, Landside Maintenance	\$ 17,272.00
48928	PAYNEWEST	Prepaid Insurance	\$ 505.00
48929	PLATT ELECTRIC	Electric Maintenance, Snow & Ice Removal, USFS Hangar R&M	\$ 1,513.47
48930	ROE, BRAD	VOID	\$ -
48931	RUSSELL, KENT	Employee Training Expense - EMT course	\$ 925.00
48932	SAFETY-KLEEN	Disposal-Industrial	\$ 291.95
48933	SAPPHIRE RESOURCE CONNECTIONS	EAP Fees	\$ 747.00
48934	SOLORZANO, AYDEN	Travel Expense - reimb of bag fee for CSA training in DFW	\$ 30.00
48935	TETRA TECH, INC.	Contracted Maintenance - project management	\$ 5,978.75
48936	TREMPER DISTRIBUTING	Petroleum Products Expense	\$ 3,972.43
48937	TRI-ARC INC.	Vehicle R&M	\$ 79.84
48938	ULINE	Building General R&M	\$ 311.59
48939	WAYNE DALTON	Rent Car R&M	\$ 5,867.00
48940	WE DUST	Snow & Ice Removal	\$ 8,554.88
48941	WINDFALL	Contracted Maintenance	\$ 600.00
48942	ROE, BRAD	Memberships - CDL, Uniform Expense	\$ 2,087.60
48943	DAMROW, TIM	Travel Expense - reimburseable	\$ 191.42

**\$ 271,556.63**

## **Missoula County Airport Authority - Financial Report**

For Period Ended: 2/28/23.

### **On the *Balance Sheet*:**

- The quick ratio shows that liquid assets (Cash) are 2.56 times the level of current liabilities.
- During fiscal year 2022, the average duration of accounts receivable or the number of days it takes to collect them was 34 days. For the month ended February 28, 2023, the average duration of accounts receivable or the number of days it takes to collect them was 41 days.
- As of February 28, 2023, the percentage of assets financed by interest bearing liabilities is 14%.
- The month end debt balances totaled \$21,472,110.

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

- Revenues are currently 82% of the annual operating revenue budget.
- Operating expenses are currently 69% of the annual operating budget.
- AIP funds in the amount of \$688,551 were recognized as revenue during the month of February.

### **On the *Cash Flow Report*:**

- For the month ended February 28, 2023:
  - Net cash flows from operating activities were \$91,092.
  - Net cash flows from capital and related financing activities were \$1,219,423.
  - Net cash flows from noncapital financing activities were \$138,937.
  - Net cash flows from investing activities were \$3,812.

### **Other Financial Information:**

- Authority reserves are held in several local banks and in the STIP. Reserves are earning between 2% to 4%.

**Missoula County Airport Authority**  
**Balance Sheet Prev Year Comparison**  
As of February 28, 2023

	<u>Feb 28, 23</u>	<u>Feb 28, 22</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
10100 · Petty Cash	300.00	300.00
10500 · General Checking Acct	3,602,729.19	3,257,514.59
10511 · Project Checking Acct	1,557,267.79	4,999.87
10550 · USFS Account	50,017.44	50,003.28
10560 · Debt Service Account	330,089.56	125,614.46
10580 · CFC Account	321,251.54	1,338,046.04
10590 · STIP Terminal Reserve	23,434.20	22,895.54
10600 · STIP	748,072.43	730,877.75
10604 · Money Market Accounts	1,066,712.32	1,058,885.79
10700 · Payroll Checking	-10,398.96	19,996.29
10710 · Flex - FIB	9,927.10	8,027.84
10750 · PFC Cash at US BANK	2,487,633.65	1,442,598.53
<b>Total Checking/Savings</b>	<u>10,187,036.26</u>	<u>8,059,759.98</u>
<b>Accounts Receivable</b>		
10800 · Accounts Receivable	956,932.71	519,322.81
10807 · A/R Advertising	11,155.00	7,114.00
10809 · A/R Ground Handling	105,909.17	109,372.44
10810 · A/R Non-Based Landing Fees	0.00	8,740.91
<b>Total Accounts Receivable</b>	<u>1,073,996.88</u>	<u>644,550.16</u>
<b>Other Current Assets</b>		
10900 · AvSec Fingerprinting Account	2,779.75	678.25
11200 · Grants Receivable	909,663.69	800,046.11
11500 · Pre-Paid Expenses	39,296.06	80,592.98
11600 · Prepaid Insurance	68,533.24	44,023.64
11700 · Concession Contract Receivable	729,998.00	729,998.00
11810 · ST Lease Recble GASB 87	1,467,233.22	1,395,810.91
11820 · Interest Recble GASB 87	22,281.97	28,145.79
12000 · Undeposited Funds	0.00	3,308.84
26200 · Faber Loan	100,000.00	0.00
<b>Total Other Current Assets</b>	<u>3,339,785.93</u>	<u>3,082,604.52</u>
<b>Total Current Assets</b>	<u>14,600,819.07</u>	<u>11,786,914.66</u>
<b>Fixed Assets</b>		
13000 · Land	11,617,234.48	11,617,234.48
13100 · Land Improvements	16,138,398.30	8,203,318.43
13200 · Buildings- Terminal	66,234,130.12	13,438,560.91
13300 · Buildings- Ops & Fire	6,184,039.07	6,184,039.07
13450 · Buildings - Other	11,113,776.40	7,858,137.38
13500 · Runways/Taxiways/Apron	70,927,696.30	70,814,746.05
13600 · Lighting/ Security System	4,002,233.31	3,910,737.11
13700 · Sewage System	298,102.06	298,102.06
13900 · ATCT	6,513,529.80	6,513,529.80
14000 · Equipment	3,210,246.70	3,182,996.70
14100 · Furniture & Fixtures	1,549,109.70	54,034.29
14300 · Vehicles	7,744,557.89	6,366,183.36
14400 · Studies	1,925,406.96	1,925,406.96
14500 · Allowance for Depreciation	-92,347,461.35	-97,222,396.55
19400 · Construction in Progress	13,044,772.97	73,900,917.69
<b>Total Fixed Assets</b>	<u>128,155,772.71</u>	<u>117,045,547.74</u>
<b>Other Assets</b>		
11830 · LT Lease Recble GASB 87	3,868,344.34	5,335,577.56
19610 · Deferred Pension Outflows	763,771.00	948,581.00
19700 · Concession Contract Recvble	735,064.00	1,443,256.26
19800 · LT Loan - Faber	833,505.84	0.00
<b>Total Other Assets</b>	<u>6,200,685.18</u>	<u>7,727,414.82</u>
<b>TOTAL ASSETS</b>	<u><u>148,957,276.96</u></u>	<u><u>136,559,877.22</u></u>

**Missoula County Airport Authority**  
**Balance Sheet Prev Year Comparison**  
As of February 28, 2023

	<u>Feb 28, 23</u>	<u>Feb 28, 22</u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
20500 · Accounts Payable	132,602.89	148,831.98
20505 · Accounts Payable- Projects	2,669,192.77	1,612,105.28
<b>Total Accounts Payable</b>	<u>2,801,795.66</u>	<u>1,760,937.26</u>
<b>Other Current Liabilities</b>		
20800 · Current Portion of L/T Debt	535,905.68	0.00
21130 · Misc Deductions Payable	-184.32	0.00
21300 · Valic Payable	-100.00	0.00
21600 · Accrued Vacation/Sick Payable	504,674.62	445,723.43
21930 · FSB Notes Interest Payable	131,061.10	0.00
22140 · Advertising Deferred Revenue	10,000.00	0.00
22150 · Deferred Income	0.00	1,500.00
24000 · Payroll Liabilities	-1,316.78	-3,264.16
<b>Total Other Current Liabilities</b>	<u>1,180,040.30</u>	<u>443,959.27</u>
<b>Total Current Liabilities</b>	<u>3,981,835.96</u>	<u>2,204,896.53</u>
<b>Long Term Liabilities</b>		
20502 · 2022 Note	2,575,279.74	0.00
25030 · 2019 Note A	15,316,800.00	11,437,900.00
25035 · 2019 Note B	3,580,029.92	3,042,100.00
25600 · Current Portion L/T Debt 2019B	-535,905.68	0.00
25700 · Deferred Concession Contract	1,465,062.00	2,173,254.26
26010 · Pension Liability sum	2,805,972.66	4,147,737.66
26110 · Deferred Pension Inflows	1,290,895.00	118,590.00
26300 · Dererred Lease Inflow GASB 87	5,108,476.56	6,600,729.24
<b>Total Long Term Liabilities</b>	<u>31,606,610.20</u>	<u>27,520,311.16</u>
<b>Total Liabilities</b>	<u>35,588,446.16</u>	<u>29,725,207.69</u>
<b>Equity</b>	<u>113,368,830.80</u>	<u>106,834,669.53</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>148,957,276.96</u></u>	<u><u>136,559,877.22</u></u>

**Missoula County Airport Authority**  
**Profit & Loss Prev Year Comparison**  
July 2022 through February 2023

Ordinary Income/Expense	Jul '22 - Feb 23	Jul '21 - Feb 22	\$ Change	% Change
<b>Income</b>				
30100 · Signatory Landing Fees	440,751.35	393,777.53	46,973.82	11.93%
30200 · Non Sig Landing Fees	83,450.65	208,210.34	-124,759.69	-59.92%
30210 · Cargo Landing Fees	25,883.50	25,921.01	-37.51	-0.15%
30220 · Charter Landing Fees	0.00	1,443.41	-1,443.41	-100.0%
30300 · Non-Based Landing Fees	95,607.35	57,400.04	38,207.31	66.56%
30400 · Signatory Rent	425,599.92	723,142.96	-297,543.04	-41.15%
30410 · Non-Sig Turn Fees	1,850.00	300,970.00	-299,120.00	-99.39%
30420 · Non-Sig Use Fees	92,396.20	0.00	92,396.20	100.0%
30430 · Signatory Use Fee	522,985.32	0.00	522,985.32	100.0%
30507 · Advertising Income	169,819.00	123,774.00	46,045.00	37.2%
30509 · Ground Handling	699,478.90	702,184.99	-2,706.09	-0.39%
30600 · FBO Rentals	176,556.12	170,210.30	6,345.82	3.73%
30800 · Fuel Flowage Fees	74,716.66	105,000.51	-30,283.85	-28.84%
30900 · Fuel Farm Leases	2,868.56	2,784.24	84.32	3.03%
31000 · Coffee Concession	7,378.60	73,466.64	-66,088.04	-89.96%
31100 · Restaurant	100,881.82	42,189.75	58,692.07	139.12%
31110 · Liquor Concessions	82,852.87	0.00	82,852.87	100.0%
31200 · Food Truck Concessions	0.00	269.00	-269.00	-100.0%
31300 · Rental Car %	1,513,456.22	1,392,829.56	120,626.66	8.66%
31400 · Rent Car Rent	106,398.40	119,258.40	-12,860.00	-10.78%
31800 · USFS Landing Fees	41,854.96	101,236.62	-59,381.66	-58.66%
31900 · USFS Hangar Rent	166,238.82	165,506.64	732.18	0.44%
32100 · Gift Shop Faber	255,030.03	88,018.58	167,011.45	189.75%
32200 · Travel Agency	3,514.48	4,728.72	-1,214.24	-25.68%
32400 · Parking Lot	1,841,528.49	1,361,864.91	479,663.58	35.22%
32800 · Ag Land Leases	-13,524.42	0.00	-13,524.42	-100.0%
32900 · Non-Aeronautical Ground Rent	225,601.60	187,191.25	38,410.35	20.52%
32910 · Aeronautical Ground Rent	73,213.34	71,130.31	2,083.03	2.93%
33000 · Vending	22,512.52	28,072.61	-5,560.09	-19.81%
33800 · Off Airport Rent Cars	34,398.84	16,892.33	17,506.51	103.64%
34000 · Utilities Reimbursement	24,576.77	20,316.07	4,260.70	20.97%
34200 · Miscellaneous Income	29,417.75	85,549.63	-56,131.88	-65.61%
34300 · Ground Transport	131,972.39	0.00	131,972.39	100.0%
81402 · TSA LEO Reimbursement	71,685.00	81,124.96	-9,439.96	-11.64%
81403 · TSA Checkpoint OTA	10,295.77	3,572.70	6,723.07	188.18%
85100 · Badging Fees Collected	8,336.00	14,055.00	-5,719.00	-40.69%
<b>Total Income</b>	<b>7,549,583.78</b>	<b>6,672,093.01</b>	<b>877,490.77</b>	<b>13.15%</b>
<b>Gross Profit</b>	<b>7,549,583.78</b>	<b>6,672,093.01</b>	<b>877,490.77</b>	<b>13.15%</b>



**Missoula County Airport Authority**  
**Profit & Loss Prev Year Comparison**  
**July 2022 through February 2023**

	Jul '22 - Feb 23	Jul '21 - Feb 22	\$ Change	% Change
<b>Expense</b>				
40100 · Wages	2,396,197.84	2,085,998.25	310,199.59	14.87%
40330 · Overtime Wages	61,498.44	36,474.28	25,024.16	68.61%
40600 · Fringe Benefits Expense	825,981.97	798,184.33	27,797.64	3.48%
40800 · Legal Services	11,438.45	2,228.57	9,209.88	413.26%
41200 · Insurance Expense	131,096.76	89,428.36	41,668.40	46.59%
41300 · Accounting Expense	32,500.00	33,656.00	-1,156.00	-3.44%
41400 · Phone Charges	27,766.47	30,809.76	-3,043.29	-9.88%
41600 · Phone R&M	0.00	47.99	-47.99	-100.0%
41800 · Communication R&M	21,518.94	20,159.34	1,359.60	6.74%
42000 · Office Supplies	32,860.15	23,350.75	9,509.40	40.72%
42100 · Computer Equipment Expense	21,752.65	20,371.77	1,380.88	6.78%
42200 · Electricity/Gas Expense	293,503.03	215,878.04	77,624.99	35.96%
42400 · Water Expense	42,369.23	46,726.10	-4,356.87	-9.32%
42500 · Sewer Expense	28,321.40	31,195.51	-2,874.11	-9.21%
42600 · Disposal Expense	29,134.50	32,658.58	-3,524.08	-10.79%
42800 · Disposal-Industrial	-76.02	-1,630.47	1,554.45	95.34%
43000 · Petroleum Products Expense	86,294.18	72,225.88	14,068.30	19.48%
43400 · Vehicle R&M	83,329.42	61,449.57	21,879.85	35.61%
43600 · Equipment Rental	1,248.20	742.11	506.09	68.2%
43800 · Tools/Equipment	29,956.28	12,478.54	17,477.74	140.06%
44000 · Landscaping Expense	1,085.47	1,794.29	-708.82	-39.5%
44100 · Custodial Services	313,075.00	144,078.00	168,997.00	117.3%
44200 · Contracted Maintenance	127,296.70	160,286.33	-32,989.63	-20.58%
44302 · Jet Bridge R&M	3,934.18	33,002.92	-29,068.74	-88.08%
44400 · Electric Maintenance	6,189.61	5,410.47	779.14	14.4%
44600 · Plumbing Expense	2,260.41	2,156.86	103.55	4.8%
44800 · Mechanical/Supplies	21,561.55	15,206.64	6,354.91	41.79%
45000 · Building General R&M	14,126.07	8,697.58	5,428.49	62.41%
45104 · Rent Car R&M	26,817.58	12,245.41	14,572.17	119.0%
45106 · USFS Hangar R&M	13,239.03	4,737.60	8,501.43	179.45%
45203 · Airfield Maintenance	43,527.58	5,888.80	37,638.78	639.16%
45400 · Landside Maintenance	23,941.76	9,833.58	14,108.18	143.47%
45600 · Airfield Lighting R&M	10,292.05	2,592.69	7,699.36	296.96%
45703 · Fog Abatement	391.00	3,507.66	-3,116.66	-88.85%
45800 · Snow & Ice Removal	234,752.43	243,519.81	-8,767.38	-3.6%
46000 · Custodial Supplies	40,485.04	41,505.66	-1,020.62	-2.46%
46400 · Uniform Expense	52,215.99	15,243.51	36,972.48	242.55%
46600 · Employee Training Expense	38,072.05	38,497.97	-425.92	-1.11%
46800 · Travel Expense	36,253.76	26,064.43	10,189.33	39.09%
47000 · Memberships	37,384.07	10,575.95	26,808.12	253.48%
47200 · Safety Supplies/Equipment	16,725.87	12,290.78	4,435.09	36.09%
47303 · Wildlife Mitigation	249.99	2,855.43	-2,605.44	-91.25%
47400 · Meals & PR	16,769.05	16,118.88	650.17	4.03%
47501 · Marketing	94,755.65	119,068.18	-24,312.53	-20.42%
47506 · Air Service Incentives	12,022.20	4,447.16	7,575.04	170.33%
47600 · Consultants Expense	38,661.14	15,836.23	22,824.91	144.13%
47707 · Display Expenses	974.71	3,081.80	-2,107.09	-68.37%
47717 · VIC Expenses	41.45	0.00	41.45	100.0%
47999 · COVID-19 Expense	0.00	4,306.78	-4,306.78	-100.0%
49100 · Fingerprint/STA Charges	3,334.50	4,683.00	-1,348.50	-28.8%
66000 · Payroll Expenses	0.00	0.06	-0.06	-100.0%
66900 · Reconciliation Discrepancies	0.05	0.03	0.02	66.67%
80600 · Miscellaneous Expense	1,352.97	-462.86	1,815.83	392.31%
80611 · BANK Charges	2,280.99	2,576.14	-295.15	-11.46%
80615 · Pass through	0.00	37.63	-37.63	-100.0%
<b>Total Expense</b>	<b>5,390,761.79</b>	<b>4,582,118.66</b>	<b>808,643.13</b>	<b>17.65%</b>
<b>Net Ordinary Income</b>	<b>2,158,821.99</b>	<b>2,089,974.35</b>	<b>68,847.64</b>	<b>3.29%</b>

**Missoula County Airport Authority**  
**Profit & Loss Prev Year Comparison**  
July 2022 through February 2023

	<u>Jul '22 - Feb 23</u>	<u>Jul '21 - Feb 22</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
31500 · CFCs	692,432.00	565,976.00	126,456.00	22.34%
70200 · Interest Income-Unrestricted	22,814.82	2,913.99	19,900.83	682.94%
70400 · Project Restricted Interest	168.97	105.36	63.61	60.37%
70600 · Interest on land sale	0.00	455,717.74	-455,717.74	-100.0%
80520 · Gain on disposal of asset	19,000.00	0.00	19,000.00	100.0%
80550 · Insurance Settlement	3,100.00	0.00	3,100.00	100.0%
89010 · Federal Programs				
89000 · Airport Improvement Grants	4,294,359.56	1,926,321.45	2,368,038.11	122.93%
89100 · TSA OTA contribution	1,271.09	1,009,346.25	-1,008,075.16	-99.87%
89200 · CARES	117,125.98	1,216,255.67	-1,099,129.69	-90.37%
89204 · CRRSA Revenues	177,250.00	2,280,117.02	-2,102,867.02	-92.23%
89205 · ARPA funds	0.00	5,375,923.00	-5,375,923.00	-100.0%
89500 · PFC Contributions	1,084,350.38	863,898.40	220,451.98	25.52%
89010 · Federal Programs - Other	70,800.00	0.00	70,800.00	100.0%
<b>Total 89010 · Federal Programs</b>	<u>5,745,157.01</u>	<u>12,671,861.79</u>	<u>-6,926,704.78</u>	<u>-54.66%</u>
89400 · Capital Contributions	110,621.03	0.00	110,621.03	100.0%
<b>Total Other Income</b>	<u>6,593,293.83</u>	<u>13,696,574.88</u>	<u>-7,103,281.05</u>	<u>-51.86%</u>
<b>Other Expense</b>				
80140 · Note 2019A Interest Expense	398,058.41	231,204.85	166,853.56	72.17%
80145 · Note 2019 B Interest Expense	70,457.13	46,969.17	23,487.96	50.01%
80150 · Note 2022 Interest Expense	58,310.04	0.00	58,310.04	100.0%
80300 · Depreciation	5,193,084.30	3,852,545.54	1,340,538.76	34.8%
80500 · Loss on Disposal of Assets	0.00	207,500.29	-207,500.29	-100.0%
<b>Total Other Expense</b>	<u>5,719,909.88</u>	<u>4,338,219.85</u>	<u>1,381,690.03</u>	<u>31.85%</u>
<b>Net Other Income</b>	<u>873,383.95</u>	<u>9,358,355.03</u>	<u>-8,484,971.08</u>	<u>-90.67%</u>
<b>Net Income</b>	<u><u>3,032,205.94</u></u>	<u><u>11,448,329.38</u></u>	<u><u>-8,416,123.44</u></u>	<u><u>-73.51%</u></u>

**Missoula County Airport Authority**  
**Profit & Loss Budget Performance**  
February 2023

Ordinary Income/Expense	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget	
<b>Income</b>						
30100 · Signatory Landing Fees	51,732.25	49,449.17	440,751.35	395,593.32	593,390.00	74%
30200 · Non Sig Landing Fees	8,875.67	16,723.00	83,450.65	133,784.00	200,676.00	42%
30210 · Cargo Landing Fees	0.00	3,666.25	25,883.50	29,330.00	43,995.00	59%
30220 · Charter Landing Fees	0.00	682.00	0.00	5,456.00	8,184.00	0%
30300 · Non-Based Landing Fees	5,847.84	2,273.33	95,607.35	18,186.68	27,280.00	350%
30400 · Signatory Rent	53,199.99	53,200.00	425,599.92	425,600.00	638,400.00	67%
30410 · Non-Sig Turn Fees	0.00	0.00	1,850.00	0.00	0.00	
30420 · Non-Sig Use Fees	9,313.20	22,533.34	92,396.20	180,266.72	270,400.00	34%
30430 · Signatory Use Fee	58,732.74	38,882.66	522,985.32	311,061.28	466,592.00	112%
30507 · Advertising Income	17,003.00	12,291.67	169,819.00	98,333.32	147,500.00	115%
30509 · Ground Handling	60,110.50	58,585.00	699,478.90	609,348.00	783,496.00	89%
30600 · FBO Rentals	21,773.79	21,665.00	176,556.12	173,320.00	260,000.00	68%
30800 · Fuel Flowage Fees	6,476.08	5,835.00	74,716.66	46,680.00	70,000.00	107%
30900 · Fuel Farm Leases	358.57	335.00	2,868.56	2,680.00	4,000.00	72%
31000 · Coffee Concession	746.18	4,294.00	7,378.60	60,649.00	86,507.00	9%
31100 · Restaurant	9,229.67	8,650.00	100,881.82	122,158.00	174,238.00	58%
31110 · Liquor Concessions	9,388.19		82,852.87			
31300 · Rental Car %	68,075.95	48,520.00	1,513,456.22	1,288,284.00	1,652,123.00	92%
31400 · Rent Car Rent	13,299.80	8,750.00	106,398.40	70,000.00	105,000.00	101%
31800 · USFS Landing Fees	0.00	0.00	41,854.96	24,800.00	24,800.00	169%
31900 · USFS Hangar Rent	20,787.24	20,000.00	166,238.82	160,000.00	240,000.00	69%
32100 · Gift Shop Faber	15,617.21	21,850.00	255,030.03	308,578.00	440,137.00	58%
32200 · Travel Agency	439.31	592.00	3,514.48	4,736.00	7,100.00	49%
32400 · Parking Lot	246,757.62	176,107.00	1,841,528.49	1,331,965.00	2,235,180.00	82%
32800 · Ag Land Leases	0.00	1,125.00	-13,524.42	9,000.00	13,500.00	-100%
32900 · Non-Aeronautical Ground Rent	33,626.12	29,167.00	225,601.60	233,336.00	350,000.00	64%
32910 · Aeronautical Ground Rent	7,213.00	3,750.00	73,213.34	30,000.00	45,000.00	163%
33000 · Vending	1,826.65	4,855.00	22,512.52	38,840.00	58,259.00	39%
33800 · Off Airport Rent Cars	796.26	945.00	34,398.84	17,600.00	30,010.00	115%
34000 · Utilities Reimbursement	2,928.94	2,600.00	24,576.77	20,800.00	31,200.00	79%
34200 · Miscellaneous Income	1,448.00	6,317.00	29,417.75	50,536.00	75,801.00	39%
34300 · Ground Transport	4,402.58		131,972.39	0.00	0.00	
81402 · TSA LEO Reimbursement	8,260.00	8,916.67	71,685.00	71,333.32	107,000.00	67%
81403 · TSA Checkpoint OTA	1,212.54		10,295.77			
85100 · Badging Fees Collected	50.00		8,336.00			
<b>Total Income</b>	<b>739,528.89</b>	<b>632,560.09</b>	<b>7,549,583.78</b>	<b>6,272,254.64</b>	<b>9,189,768.00</b>	<b>82%</b>
<b>Gross Profit</b>	<b>739,528.89</b>	<b>632,560.09</b>	<b>7,549,583.78</b>	<b>6,272,254.64</b>	<b>9,189,768.00</b>	

**Missoula County Airport Authority**  
**Profit & Loss Budget Performance**  
February 2023

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget	
<b>Expense</b>						
40100 · Wages	269,850.07	247,519.00	2,396,197.84	2,182,557.00	3,307,434.00	72%
40330 · Overtime Wages	9,346.20	6,693.00	61,498.44	56,889.00	87,006.00	71%
40600 · Fringe Benefits Expense	101,890.26	99,835.00	825,981.97	856,379.00	1,305,338.00	63%
40800 · Legal Services	637.45	1,250.00	11,438.45	10,000.00	15,000.00	76%
41200 · Insurance Expense	17,133.32	12,500.00	131,096.76	100,000.00	150,000.00	87%
41300 · Accounting Expense	0.00	3,750.00	32,500.00	30,000.00	45,000.00	72%
41400 · Phone Charges	3,423.07	3,680.83	27,766.47	29,446.68	44,170.00	63%
41600 · Phone R&M	0.00	25.00	0.00	200.00	300.00	0%
41800 · Communication R&M	10,520.98	2,311.25	21,518.94	18,490.00	27,735.00	78%
42000 · Office Supplies	3,980.52	3,458.92	32,860.15	27,671.32	41,507.00	79%
42100 · Computer Equipment Expense	470.94	2,000.00	21,752.65	16,000.00	24,000.00	91%
42200 · Electricity/Gas Expense	55,699.06	33,946.66	293,503.03	271,573.36	407,360.00	72%
42400 · Water Expense	4,013.64	6,945.16	42,369.23	55,561.36	83,342.00	51%
42500 · Sewer Expense	1,672.08	4,766.42	28,321.40	38,131.32	57,197.00	50%
42600 · Disposal Expense	3,489.41	4,269.84	29,134.50	34,158.64	51,238.00	57%
42800 · Disposal-Industrial	-260.00	622.92	-76.02	4,983.32	7,475.00	-1%
43000 · Petroleum Products Expense	9,050.55	6,889.25	86,294.18	55,114.00	82,671.00	104%
43400 · Vehicle R&M	6,528.97	8,054.99	83,329.42	64,440.04	96,660.00	86%
43600 · Equipment Rental	1,000.00	218.76	1,248.20	1,749.96	2,625.00	48%
43800 · Tools/Equipment	2,691.74	5,813.84	29,956.28	46,510.64	69,766.00	43%
44000 · Landscaping Expense	0.00	450.00	1,085.47	3,600.00	5,400.00	20%
44100 · Custodial Services	35,450.00	40,175.00	313,075.00	321,400.00	482,100.00	65%
44200 · Contracted Maintenance	18,250.26	26,275.16	127,296.70	210,201.36	315,302.00	40%
44302 · Jet Bridge R&M	0.00	966.67	3,934.18	7,733.32	11,600.00	34%
44400 · Electric Maintenance	3,075.75	516.67	6,189.61	4,133.32	6,200.00	100%
44600 · Plumbing Expense	275.18	420.01	2,260.41	3,359.96	5,040.00	45%
44800 · Mechanical/Supplies	584.70	1,366.67	21,561.55	10,933.32	16,400.00	131%
45000 · Building General R&M	2,510.45	1,556.25	14,126.07	12,450.00	18,675.00	76%
45104 · Rent Car R&M	3,939.33	800.00	26,817.58	6,400.00	9,600.00	279%
45106 · USFS Hangar R&M	524.39	341.67	13,239.03	2,733.32	4,100.00	323%
45203 · Airfield Maintenance	0.00	5,048.75	43,527.58	40,390.00	60,585.00	72%
45400 · Landside Maintenance	12,587.81	2,077.08	23,941.76	16,616.68	24,925.00	96%
45600 · Airfield Lighting R&M	8,735.53	1,325.00	10,292.05	10,600.00	15,900.00	65%
45703 · Fog Abatement	0.00	353.33	391.00	2,826.68	4,240.00	9%
45800 · Snow & Ice Removal	43,334.75	22,941.26	234,752.43	183,529.96	275,295.00	85%
46000 · Custodial Supplies	5,111.64	5,112.91	40,485.04	40,903.36	61,355.00	66%
46400 · Uniform Expense	9,868.14	3,567.08	52,215.99	28,536.68	42,805.00	122%
46600 · Employee Training Expense	10,693.21	7,309.16	38,072.05	58,473.36	87,710.00	43%
46800 · Travel Expense	14,166.59	6,629.16	36,253.76	53,033.36	79,550.00	46%
47000 · Memberships	1,495.00	2,031.41	37,384.07	16,251.36	24,377.00	153%
47200 · Safety Supplies/Equipment	4,634.61	3,863.58	16,725.87	30,908.68	46,363.00	36%
47303 · Wildlife Mitigation	0.00	666.67	249.99	5,333.32	8,000.00	3%
47400 · Meals & PR	810.25	1,862.50	16,769.05	14,900.00	22,350.00	75%
47501 · Marketing	8,094.00	12,916.67	94,755.65	103,333.32	155,000.00	61%
47506 · Air Service Incentives	0.00		12,022.20			
47600 · Consultants Expense	1,908.90	5,454.17	38,661.14	43,633.32	65,450.00	59%
47707 · Display Expenses	95.00	145.83	974.71	1,166.68	1,750.00	56%
47717 · VIC Expenses	0.00	125.00	41.45	1,000.00	1,500.00	3%
49100 · Fingerprint/STA Charges	0.00		3,334.50			
66900 · Reconciliation Discrepancies	0.00		0.05			
80600 · Miscellaneous Expense	0.00	104.16	1,352.97	833.36	1,250.00	108%
80611 · BANK Charges	142.73	250.00	2,280.99	2,000.00	3,000.00	76%
80615 · Pass through	0.00		0.00			
<b>Total Expense</b>	<b>687,426.48</b>	<b>609,202.66</b>	<b>5,390,761.79</b>	<b>5,137,070.36</b>	<b>7,761,646.00</b>	<b>69%</b>
<b>Net Ordinary Income</b>	<b>52,102.41</b>	<b>23,357.43</b>	<b>2,158,821.99</b>	<b>1,135,184.28</b>	<b>1,428,122.00</b>	

**Missoula County Airport Authority**  
**Profit & Loss Budget Performance**  
February 2023

	Feb 23	Budget	Jul '22 - Feb 23	YTD Budget	Annual Budget
<b>Other Income/Expense</b>					
<b>Other Income</b>					
31500 · CFCs	41,080.00	61,750.00	692,432.00	494,000.00	741,000.00
70200 · Interest Income-Unrestricted	3,812.19	833.00	22,814.82	6,664.00	10,000.00
70400 · Project Restricted Interest	34.21		168.97		
80520 · Gain on disposal of asset	0.00		19,000.00		
80550 · Insurance Settlement	0.00		3,100.00		
<b>89010 · Federal Programs</b>					
89000 · Airport Improvement Grants	688,551.39	688,551.39	4,294,359.56	4,294,359.56	4,294,359.56
89100 · TSA OTA contribution	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	97,822.56	86,190.00	1,084,350.38	967,140.00	1,500,000.00
89010 · Federal Programs - Other	0.00		70,800.00		
<b>Total 89010 · Federal Programs</b>	<u>786,373.95</u>	<u>774,741.39</u>	<u>5,745,157.01</u>	<u>5,262,770.65</u>	<u>7,020,630.65</u>
89400 · Capital Contributions	0.00		110,621.03		
<b>Total Other Income</b>	<u>831,300.35</u>	<u>837,324.39</u>	<u>6,593,293.83</u>	<u>5,763,434.65</u>	<u>7,771,630.65</u>
<b>Other Expense</b>					
80140 · Note 2019A Interest Expense	50,348.72		398,058.41	145,859.75	145,859.75
80145 · Note 2019 B Interest Expense	8,978.41		70,457.13	28,317.00	28,317.00
80150 · Note 2022 Interest Expense	8,230.28		58,310.04	18,568.15	18,568.15
80300 · Depreciation	698,452.98	698,452.98	5,193,084.30	5,193,084.24	5,193,084.24
<b>Total Other Expense</b>	<u>766,010.39</u>	<u>698,452.98</u>	<u>5,719,909.88</u>	<u>5,385,829.14</u>	<u>5,385,829.14</u>
<b>Net Other Income</b>	<u>65,289.96</u>	<u>138,871.41</u>	<u>873,383.95</u>	<u>377,605.51</u>	<u>2,385,801.51</u>
<b>Net Income</b>	<u><u>117,392.37</u></u>	<u><u>162,228.84</u></u>	<u><u>3,032,205.94</u></u>	<u><u>1,512,789.79</u></u>	<u><u>3,813,923.51</u></u>

**MISSOULA COUNTY AIRPORT AUTHORITY**  
**STATEMENT OF CASH FLOW**  
For the Month Ended February 28, 2023

	<u>23-Feb</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Cash received from customers	\$ 795,012
Cash paid to suppliers	(322,848)
Cash paid to employees and employee benefits	<u>(381,072)</u>
Net cash flows from operating activities	<u>91,092</u>
 <b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Payments for capital assets	(1,164,612)
Construction payable incurred	1,116,925
Federal contributions	<u>1,267,110</u>
Net cash flows from capital and related financing activities	<u>1,219,423</u>
 <b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
Customer facility charges	41,080
Passenger facility charges	<u>97,857</u>
Net cash flows from noncapital financing activities	<u>138,937</u>
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Interest and investment revenue	<u>3,812</u>
Net cash flows from investing activities	<u>3,812</u>
Net change in cash and investments	1,453,264
Cash and investments, beginning of January, 2023	<u>8,733,772</u>
Cash and investments, end of year	<u>\$ 10,187,036</u>

	<u>23-Feb</u>
<b>RECONCILIATION OF INCOME FROM OPERATIONS TO NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Income from operations	<u>\$ 52,102</u>
Adjustments to reconcile loss from operations to net cash flows from operating activities:	
Change in receivables and other assets	57,983
Change in prepaid expenses	12,245
Change in unearned revenue, advance payment, and deferred inflows	(2,500)
Change in accounts payable and accrued expenses	<u>(28,738)</u>
Total adjustments	<u>38,990</u>
Net cash flows from operating activities	<u>\$ 91,092</u>

**MISSOULA COUNTY AIRPORT AUTHORITY**  
**OPERATING REVENUES & OPERATING EXPENSES % OF GROSS**  
For the Period Ended February 28, 2023 and 2022

	<u>Jul 22 - Feb 23</u>	<u>Jul 21 - Feb 22</u>	<u>Jul 22 - Feb 23</u> <u>% of Gross</u>	<u>Jul 21 - Feb 22</u> <u>% of Gross</u>	<u>Change</u>
<b>Passenger Airline Aeronautical Revenue:</b>					
Passenger airline landing fees	\$ 524,202	\$ 601,988	7%	9%	-2%
Terminal arrival fees, rents and utilities	1,042,831	1,024,113	14%	15%	-2%
<b>Total</b>	<u>1,567,033</u>	<u>1,626,101</u>	<u>21%</u>	<u>24%</u>	<u>-4%</u>
<b>Non-Passenger Aeronautical Revenue:</b>					
Landing Fees from Cargo	25,884	25,921	0%	0%	0%
Landing Fees GA & Military	137,462	160,080	2%	2%	-1%
FBO revenue; contract or sponsor-operated	179,425	172,995	2%	3%	0%
Cargo and hangar rentals	239,452	236,637	3%	4%	0%
Fuel sales net profit/loss or fuel flowage fees	74,717	105,001	1%	2%	-1%
Security Reimbursements from Fed govt.	81,981	84,698	1%	1%	0%
Other non-passenger operating revenue (ground handling)	699,479	702,185	9%	11%	-1%
<b>Total</b>	<u>1,438,399</u>	<u>1,487,516</u>	<u>19%</u>	<u>22%</u>	<u>-3%</u>
<b>Non-Aeronautical Revenue:</b>					
Land and non-terminal facility leases and revenues	212,077	187,191	3%	3%	0%
Terminal-food and beverage	191,113	115,925	3%	2%	1%
Terminal-retail stores & duty free	255,030	88,019	3%	1%	2%
Terminal-services and other	195,846	156,575	3%	2%	0%
Rental cars-excludes customer facility charges	1,654,253	1,528,980	22%	23%	-1%
Parking	1,841,528	1,361,865	24%	20%	4%
Other	62,331	84,332	1%	1%	0%
Ground transportation	131,972	35,588	2%	1%	1%
<b>Total</b>	<u>4,544,151</u>	<u>3,558,476</u>	<u>60%</u>	<u>53%</u>	<u>7%</u>
<b>Total Operating Revenue</b>	<u>\$ 7,549,584</u>	<u>\$ 6,672,093</u>	<u>100%</u>	<u>100%</u>	
	<u>Jul 22 - Feb 23</u>	<u>Jul 21 - Feb 22</u>	<u>Jul 22 - Feb 23</u> <u>% of Gross</u>	<u>Jul 21 - Feb 22</u> <u>% of Gross</u>	<u>Change</u>
Personnel compensation and benefits	\$ 3,283,678	\$ 2,920,657	60.91%	63.74%	-3%
Communications and utilities	421,019	355,638	7.81%	7.76%	0%
Supplies and materials	796,740	645,538	14.78%	14.09%	1%
Contractual services	758,228	570,858	14.07%	12.46%	2%
Insurance, claims and settlements	131,097	89,428	2.43%	1.95%	0%
<b>Total Operating Expenses</b>	<u>\$ 5,390,762</u>	<u>\$ 4,582,119</u>	<u>100%</u>	<u>100%</u>	

**MISSOULA COUNTY AIRPORT AUTHORITY**  
**LONG-TERM DEBT**  
 For the Month Ended February 28, 2023

2023	Balance June 30, 2022	Proceeds from Borrowing	Payments	Balance February 28, 2023
Note payable to First Security Bank of Missoula - series 2019A	\$ 14,135,750	\$ 1,181,050	\$ -	\$ 15,316,800
Note payable to First Security Bank of Missoula - series 2019B	3,759,250	317,434	(496,654)	3,580,030
Note payable to First Security Bank of Missoula - series 2022	<u>1,545,500</u>	<u>1,030,000</u>	<u>(220)</u>	<u>2,575,280</u>
	<u>\$ 19,440,500</u>	<u>\$ 2,528,484</u>	<u>\$ (496,874)</u>	<u>\$ 21,472,110</u>

Note payable activity for the month ended February 28, 2023:	Amount
Proceeds from Borrowing	\$ -
Payments	\$ -

Current estimated debt service payment; payable April 1, 2023	Principal	Interest	Total
Note payable to First Security Bank of Missoula - series 2019A	\$ -	\$ 151,046	\$ 151,046
Note payable to First Security Bank of Missoula - series 2019B	130,901	26,935	157,836
Note payable to First Security Bank of Missoula - series 2022	<u>-</u>	<u>24,691</u>	<u>24,691</u>
	<u>\$ 130,901</u>	<u>\$ 202,672</u>	<u>\$ 333,573</u>





**Director's Report  
March 2023**

**Director's Statement:** February passenger numbers continue to be strong, with a 5% increase over our record in 2019 and 12% more passengers than last year-so on a very good trend as we move forward. The next few months we have less seats than we had back in 2019 but we are experiencing much higher load factors so our trend should continue. Once we hit June, we see a noticeable increase in available seats as compared to previous years.

**2023 Air Service Update:** The airlines' June flight schedule should be final now; Delta did make some adjustments due to crew availability but are still up 10% year over year. United is setting themselves to overtake Delta as our number one carrier as they have added 25% more seats in June and 35% more in July. They will have 4 daily frequencies (mix of mainline and regional aircraft) to Denver along with mainline service to Chicago and regional aircraft service to San Francisco. American is more than doubling their service from last year with Dallas, Chicago and Los Angeles with service that stretches further into our fall months. Alaska Airlines is basically flat year over year and Allegiant is up slightly with the addition of Orange County, CA this summer. Our October is looking exceedingly well as Allegiant has doubled Phoenix Mesa service during the month to 4 weekly flights.

**Federal Affairs:** We continue to watch Washington as they work on the FY2024 budget and have the debt limit approaching that they need to deal with. Both Senators have reached out to the commercial airports in the state to hear our needs for the next fiscal federal budget. Contract tower staffing and timely funding top all our lists.

**Construction:** Phase 2 continues, we are finishing up placing our 294 "Engineered Aggregate Piers" which are basically 20-30 feet deep holes that are filled with rock and compacted. This is done to help stabilize the soil underneath the building as we sit on a massive clay bed, a remnant from old glacial Lake Missoula. Tim will have pictures to show at the meeting. Basement forms will follow and steel going up in early summer.

**Master Plan:** Master Plan meetings continue; draft chapter 2 has been completed and Tim has sent you a copy to review. Mike Carlson from Morrison-Maierle will be at the Board meeting to go over it and be available for questions.

**Board Agenda:** We believe that we will finally be ready to bring you a potential Martel contract amendment which would give us some additional parking and relocate our construction laydown yard

area with the corresponding Morrison-Maierle Task Order for construction management. This project will give us additional parking spots in the short term with the potential of 500 more once Martel finishes up the terminal project. Our cleaning contract for the terminal is set to terminate at the end of this fiscal year, staff would like to propose an amendment to extend Rising Fast's cleaning contract for another year with second year option. For new business, Memo of Understanding with Missoula Economic Partnership, award of cybersecurity bid and an award of a potential agriculture lease.

### **Miscellaneous Items:**

Global Entry is back in Missoula on April 11-13<sup>th</sup>, the event filled up extremely fast. We will work to hopefully bring it back in a few months.

Minuteman Aviation approached us to see if we would be interested in purchasing a deice fluid tank they have not been using. It has been inspected and it is in good condition, staff have elected to purchase it (\$6,500). It is a 9,000-gallon tank that will allow our ground handling division to purchase fluid in bulk rather than store it in 250-gallon containers. With the airport now ground handling multiple carriers this is something that we had planned on exploring anyway this upcoming fiscal year.

We have been spending some time studying and evaluating the Charging and Fueling Infrastructure (CFI) Discretionary Grant Program, established by the Bipartisan Infrastructure Law, which will provide \$2.5 billion over five years to a wide range of applicants, including cities, counties, local governments, and Tribes. This round of funding makes up to \$700 million from fiscal years 2022 and 2023 funding available to strategically deploy EV charging and other alternative vehicle-fueling infrastructure projects in publicly accessible locations in urban and rural communities, as well as along designated Alternative Fuel Corridors (AFCs). With our current Master Plan, we think there may be some opportunity to take advantage of this funding opportunity.

Planning is currently underway for our Tri Annual Disaster Drill which will be held on May 5, 2023. We held our kickoff meeting on March 14<sup>th</sup> where we had very good community mutual aid participation. Justin and Jesse are heading up this exercise, more updates will come as we get closer.

Amadeus which is our airline Common Use Computer System—we have been on loaned equipment since our opening. Amadeus technicians are on site this week and we are being swapped out for our final equipment.

Seattle Stair climb was held on Sunday March 12th which benefits leukemia & lymphoma society. Our Public Safety Department sent 4 Officers to compete. They did very well and most important came away with a great appreciation of the event.

We are currently working to update our airline ticket counter back wall. Currently we have "X"'s that are meant to denote where fishing access sites are on each river. Staff would like to see more detail and reached out to Montana Fish, Wildlife and Parks for permission to use their fish icon. They were more than happy to approve, that icon should be replaced in the near future.

**Missoula County Airport Authority  
Agenda Action Sheet**

Meeting Date: March 28th, 2023

1. **TITLE:** Task Order No. 48 to the Master Agreement for Professional Engineering Services with Morrison-Maierle.

Review, discussion, and possible approval of Task Order No. 48 to the Master Agreement for Professional Engineering Services with Morrison-Maierle. This Task Order will be for additional design scope for the Laydown Area, Fuel Truck Road and Parking Lot Expansion. **ACTION ITEM**

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** In an effort to alleviate an overflowing terminal parking lot, an expanded laydown area for Martel Construction (via the East Concourse Project) will need to be constructed. This project was initially designed under Task Order 44 with Morrison Maierle in mid-2022. Since the completion of the initial design, several things have changed at MSO requiring additional design elements to be considered.

The added design work will create an additional 240 parking spaces during construction with the ability to add another 400 parking spaces upon terminal project completion. In addition, the added design scope will incorporate a larger paved parking section, lot lighting, drainage and fencing. This added space will help supplement an already constrained parking lot by providing several hundred additional parking spaces, limit encroachment on existing tenant leaseholds and will provide a means to add additional parking in phases.

The additional design work will begin immediately in hopes of beginning construction in the April - May 2023 timeframe. This timeline will ensure the laydown yard and additional parking is available for the peak 2023 travel season.

5. **BUDGET INFORMATION:** Amount Required: \$20,000  
This project is funded using financing and Airport reserves.

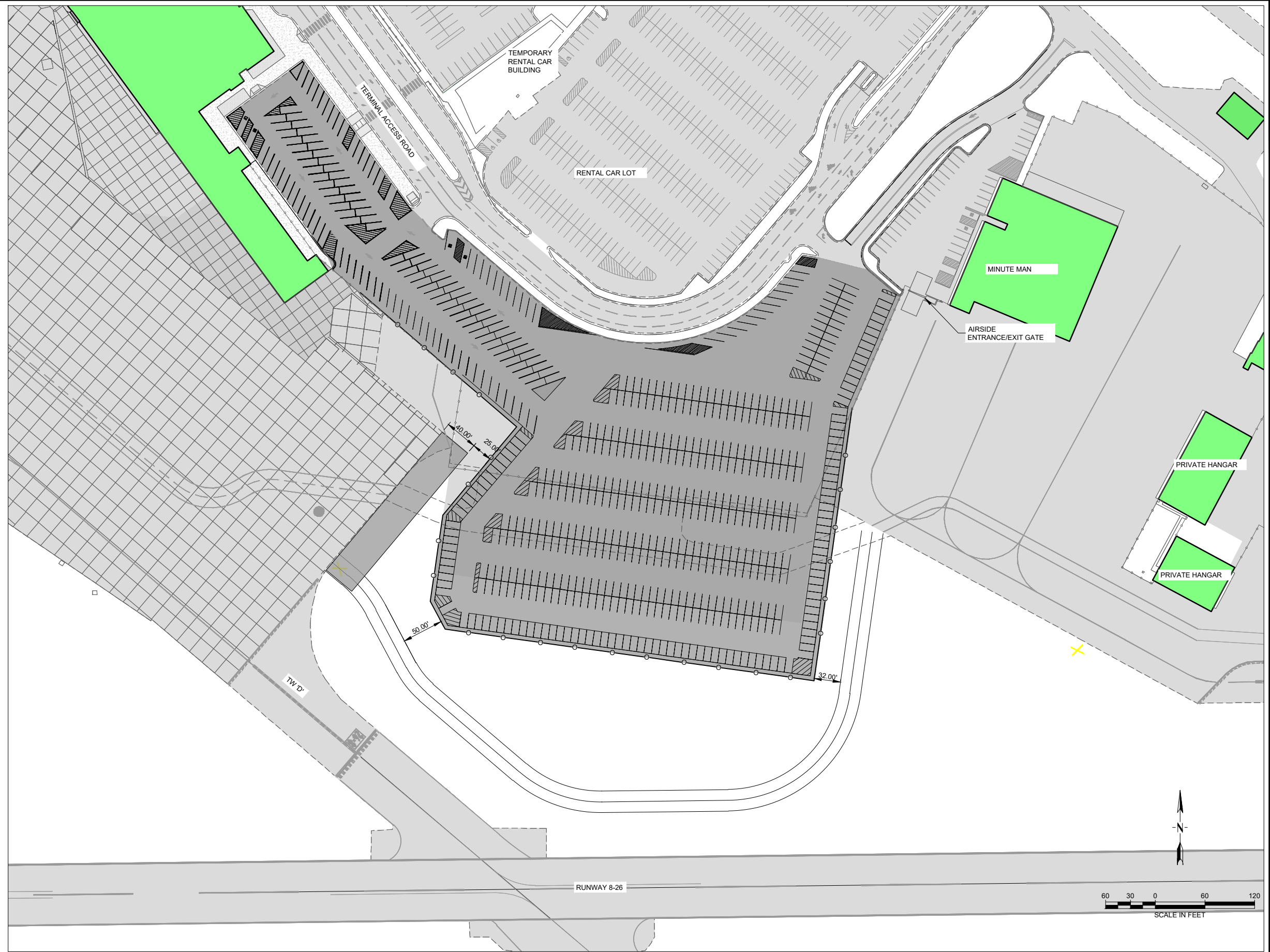
6. **SUPPLEMENTAL AGENDA INFORMATION:** Task Order No. 48 Scope and Fee.  
Alternate Parking Option A Exhibit

7. **RECOMMENDED MOTION:** Move to Approve Task Order No. 45 with Morrison-Maierle in the amount of \$20,000

8. **PREPARED BY:** Tim Damrow

9. **COMMITTEE REVIEW:** None.

657 PARKS



M:\3366\038 - MASTER PLAN\ACAD\EXHIBITS\2023\0320 PARKING EXHIBITS FOR BRIAN\OPTION A.DWG

VERIFY SCALE AND COLOR!  
THIS SHEET MAY BE REDUCED AND IS  
INTENDED TO BE IN COLOR. THE BAR  
BELOW WILL MEASURE ONE INCH AT  
ORIGINAL DESIGN SCALE AND RED,  
GREEN, AND BLUE WILL BE VISIBLE IF  
REPRODUCED CORRECTLY.  
MODIFY SCALE ACCORDINGLY!

NO.		DESCRIPTION	BY	DATE
#	#		#	#
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DRAWN BY: KJK  
DSGN BY: \_\_\_\_\_  
APPR BY: \_\_\_\_\_  
DATE: 03/2023  
Q.C. REVIEW BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

MISSOULA MONTANA AIRPORT  
MISSOULA MONTANA  
FUEL TRUCK ACCESS ROAD AND ALTERNATE PARKING - OPTION A

PROJECT NUMBER 3366.038  
SHEET NUMBER 1  
DRAWING NUMBER 28 A

**Missoula County Airport Authority  
Agenda Action Sheet**

Meeting Date: March 28th, 2023

1. **TITLE:** Contract Amendment No. 25 to the Master Agreement with Martel Construction for construction of the Laydown Area, Fuel Truck Road, and Parking Lot Expansion

Review, discussion, and possible approval of the Guaranteed Maximum Price (GMP) from Martel Construction in the amount of \$2,125,289.50 for the construction of the Laydown Area, Fuel Truck Road, and Parking Lot Expansion. **ACTION ITEM**

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** In continuation of the phased construction approach to this project, Martel Construction has provided a GMP to complete the Laydown Area, Fuel Truck Road and Parking Lot Expansion. This GMP also reflects the added design scope that will be incorporated into the project with Morrison Maierle Task Order #48.

The bid package was priced with existing subcontractors associated with the East Concourse project. The pricing set was reviewed and vetted by Martel Construction, Morrison-Maierle and Airport Staff to evaluate potential cost savings measures in preparation of the Guaranteed Maximum Price. A copy of the summarized divisions of work will be provided at the Board Meeting. Individual bid proposals are on file with Martel Construction, Morrison-Maierle and the Airport.

As a result of the bid opening, Martel Construction is proposing a GMP of \$2,125,289.50 to complete construction for the project. Construction is expected to begin in the April - May 2023 timeframe. This timeline will ensure the laydown yard and additional parking is available for the peak 2023 travel season.

5. **BUDGET INFORMATION:** Amount Required: \$2,125,289.50  
This project is funded using financing and Airport reserves
6. **SUPPLEMENTAL AGENDA INFORMATION:** Contract Amendment #25 Pricing, Martel Construction's Contract Amendment #25.
7. **RECOMMENDED MOTION:** Move to accept Contract Amendment #25 from Martel Construction and the Guaranteed Maximum Price in the amount of \$2,125,289.50 for the construction of the Laydown Area, Fuel Truck Road and Parking Lot Expansion.
8. **PREPARED BY:** Tim Damrow
9. **COMMITTEE REVIEW:** None

FUEL TRUCK ACCESS ROAD RELOCATION				FTAR BID	
ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
101	MOBILIZATION (NOT TO EXCEED 10% OF SCHEDULE I)	1	LS	\$33,000.00	\$33,000.00
102	TRAFFIC CONTROL	1	LS	\$48,000.00	\$48,000.00
103	EROSION CONTROL	1	LS	\$19,600.00	\$19,600.00
104	SAWCUT EXISTING PAVEMENT	52	LF	\$3.50	\$182.00
105	TOPSOIL STRIPPING (2")	0.6	AC	\$8,400.00	\$5,040.00
106	EXPLORATORY EXCAVATION	10	HR	\$360.00	\$3,600.00
107	UNCLASSIFIED EXCAVATION	2,710	CY	\$19.00	\$51,490.00
108	REMOVE ELECTRICAL CONDUCTORS AND CONDUIT	1	LS	\$2,500.00	\$2,500.00
109	REMOVE EXISTING EDGE LIGHTS	1	LS	\$2,500.00	\$2,500.00
110	ADJUST STORM DRAIN MANHOLE STRUCTURE	2	EA	\$3,000.00	\$6,000.00
111	REMOVE/SALVAGE VOR SIGN	1	LS	\$250.00	\$250.00
112	REMOVE/SALVAGE AIRFIELD SIGN	1	LS	\$500.00	\$500.00
113	RELOCATE FUEL TRUCK SIGNS	1	LS	\$1,000.00	\$1,000.00
114	AGGREGATE SUBBASE COURSE (PIT RUN)	985	CY	\$50.00	\$49,250.00
115	CRUSHED AGGREGATE BASE COURSE	655	CY	\$52.00	\$34,060.00
116	GEOTEXTILE FILTER FABRIC	2,950	SY	\$4.00	\$11,800.00
117	GEOGRID	2,950	SY	\$5.00	\$14,750.00
118	ASPAHLT SURFACE COURSE	712	TON	\$80.00	\$56,960.00
119	ASPHALT BINDER	45	TON	\$770.00	\$34,650.00
120	6 INCH PERFORATED UNDERDRAIN PIPE	1,050	LF	\$40.00	\$42,000.00
121	6 INCH PERFORATED UNDERDRAIN CLEANOUT	5	EA	\$1,100.00	\$5,500.00
122	UNDERDRAIN CONNECTION TO MANHOLE	1	EA	\$700.00	\$700.00
123	STORM DRAIN MANHOLE (AIRCRAFT RATED)	1	EA	\$8,800.00	\$8,800.00
124	NEW 18" STORM DRAIN PIPE	100	LF	\$140.00	\$14,000.00
125	STORM DRAIN CONNECTION TO MANHOLE	1	EA	\$700.00	\$700.00
126	PAVEMENT MARKINGS	360	SF	\$1.00	\$360.00
127	DELINEATORS	30	EA	\$50.00	\$1,500.00
128	SEEDING	0.4	AC	\$2,000.00	\$800.00
129	TOPSOIL	0.4	AC	\$17,000.00	\$6,800.00
130	MULCHING	0.4	AC	\$2,500.00	\$1,000.00
<i>Total Cost of Schedule I</i>				<i>\$457,292.00</i>	

EAST LAYDOWN AREA				FTAR BID	
ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
201	MOBILIZATION (NOT TO EXCEED 10% OF SCHEDULE 2)	1	LS	\$0.00	\$0.00
202	TRAFFIC CONTROL	1	LS	\$0.00	\$0.00
203	EROSION CONTROL	1	LS	\$0.00	\$0.00
204	TOPSOIL STRIPPING (2")	1.95	AC	\$8,400.00	\$16,380.00
205	EXPLORATORY EXCAVATION	10	HR	\$360.00	\$3,600.00
206	UNCLASSIFIED EXCAVATION	6,875	CY	\$19.00	\$130,625.00
207	ADJUST STORM DRAIN MANHOLE STRUCTURE	4	EA	\$3,000.00	\$12,000.00
208	AGGREGATE SUBBASE COURSE (PIT RUN)	3,125	CY	\$50.00	\$156,250.00
209	CRUSHED AGGREGATE BASE COURSE	2,085	CY	\$52.00	\$108,420.00
210	GEOTEXTILE FILTER FABRIC	9,375	SY	\$4.00	\$37,500.00
211	GEOGRID	9,375	SY	\$5.00	\$46,875.00
212	CRUSHED CONCRETE MILLINGS PLACEMENT (4")	1045	CY	\$32.00	\$33,440.00
213	STORM DRAIN MANHOLE (AIRCRAFT RATED)	3	EA	\$8,800.00	\$26,400.00
214	NEW 12" STORM DRAIN PIPE	500	LF	\$89.00	\$44,500.00
215	STORM DRAIN CONNECTION TO MANHOLE	2	EA	\$700.00	\$1,400.00
216	TEMPORARY SECURITY FENCING	1,000	LF	\$15.00	\$15,000.00
<i>Total Cost of Schedule II</i>				<i>\$632,390.00</i>	

EMPLOYEE PARKING EXPANSION				FTAR BID	
ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
301	MOBILIZATION (NOT TO EXCEED 10% OF SCHEDULE 3)	1	LS		\$0.00
302	TRAFFIC CONTROL	1	LS		\$0.00
303	EROSION CONTROL	1	LS		\$0.00
304	TOPSOIL STRIPPING (4")	2.3	AC	\$8,400.00	\$19,320.00
305	EXPLORATORY EXCAVATION	10	HR	\$360.00	\$3,600.00
306	UNCLASSIFIED EXCAVATION	8,100	CY	\$19.00	\$153,900.00
307	SAWCUT EXISTING PAVEMENT	500	LF	\$3.50	\$1,750.00
308	ADJUST STORM DRAIN MANHOLE STRUCTURE	4	EA	\$3,000.00	\$12,000.00
309	MILL EXISTING PAVEMENT FULL DEPTH	3,215	SY	\$5.50	\$17,682.50
310	REMOVE DELINEATORS	1	LS	\$1,000.00	\$1,000.00
311	REMOVE OVERHEAD LIGHT POLES	2	EA	\$5,840.00	\$11,680.00
312	REMOVE GFI RECEPTICLES	1	LS	\$2,500.00	\$2,500.00
313	REMOVE EXISTING SECURITY FENCE	485	LF	\$10.00	\$4,850.00
314	REMOVE PINDOWNS/JERSEY BARRIERS	1	LS	\$1,000.00	\$1,000.00
315	AGGREGATE SUBBASE COURSE (PIT RUN)	3,685	CY	\$50.00	\$184,250.00
316	CRUSHED AGGREGATE BASE COURSE	2,455	CY	\$52.00	\$127,660.00
317	GEOTEXTILE FILTER FABRIC	11,050	SY	\$4.00	\$44,200.00
318	GEOGRID	11,050	SY	\$5.00	\$55,250.00
319	ASPAHLT SURFACE COURSE	296	TON	\$80.00	\$23,680.00
320	ASPHALT BINDER	19	TON	\$770.00	\$14,630.00
321	STORM DRAIN MANHOLE (AIRCRAFT RATED)	3	EA	\$8,800.00	\$26,400.00
322	NEW 12" STORM DRAIN PIPE	500	LF	\$89.00	\$44,500.00
323	STORM DRAIN CONNECTION TO MANHOLE	2	EA	\$700.00	\$1,400.00
324	TEMPORARY SECURITY FENCING	875	LF	\$15.00	\$13,125.00
<i>Total Cost of Schedule III</i>					\$764,377.50

MARTEL EXPENSES				FTAR BID	
ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
401	GENERAL REQUIREMENTS	1	LS	\$68,250.00	\$68,250.00
402	PERFORMANCE BOND	1	LS	\$21,253.00	\$21,253.00
403	GENERAL LIABILITY INSURANCE	1	LS	\$21,253.00	\$21,253.00
404	CONSTRUCTION CONTINGENCY (3.5%)	1	LS	\$67,351.00	\$67,351.00
405	GROSS RECEIPTS TAX (1%)	1	LS	\$21,253.00	\$21,253.00
406	CONSTRUCTION FEE (3.5%)	1	LS	\$71,870.00	\$71,870.00
<i>Total Cost of Martel Expenses</i>					\$271,230.00

CONSTRUCTION COST SUMMARY		CONTRACTOR'S BID
SCHEDULE I - FUEL TRUCK ACCESS ROAD		\$457,292.00
SCHEDULE II - LAYDOWN YARD		\$632,390.00
SCHEDULE III - EMPLOYEE PARKING EXPANSION		\$764,377.50
MARTEL EXPENSES		\$271,230.00
<b>TOTAL ALL SCHEDULES</b>		<b>\$2,125,289.50</b>

**Missoula County Airport Authority  
Agenda Action Sheet**

Meeting Date: March 28th, 2023

1. **TITLE:** Task Order No. 49 to the Master Agreement for Professional Engineering Services with Morrison-Maierle.

Review, discussion, and possible approval of Task Order No. 46 to the Master Agreement for Professional Engineering Services with Morrison-Maierle. This Task Order will be for Construction Management Services (CMS) for the Laydown Area, Fuel Truck Road and Parking Lot Expansion. **ACTION ITEM**

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** In an effort to alleviate an overflowing terminal parking lot, MSO completed design for an expanded laydown yard, fuel truck road and parking lot expansion (Task Order #44). This design focused on creating additional room for project staging and increasing terminal parking lot options. Upon completion of the project the laydown yard will be converted to additional paid terminal parking. This Task Order will provide on-site observation during construction, survey layout/staking for construction, and project closeout.

5. **BUDGET INFORMATION:** Amount Required: \$70,000  
This project is funded using financing and Airport reserves.

6. **SUPPLEMENTAL AGENDA INFORMATION:** Task Order No. 49 Scope and Fee.

7. **RECOMMENDED MOTION:** Move to Approve Task Order No. 49 with Morrison-Maierle in the amount of \$70,000

8. **PREPARED BY:** Tim Damrow

9. **COMMITTEE REVIEW:** None.



# Missoula County Airport Authority

## Agenda Action Sheet

Meeting Date: March 28, 2023

1. **TITLE:** Rising Fast Custodial Services Contract Addendum

Review, discussion, and possible approval of Addendum to Rising Fast Custodial Services Contract for one year extension. **ACTION ITEM.**

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** In Spring 2018, staff issued a Request for Proposals for cleaning services for the airport buildings. At that time, we were in the design phase for the new terminal but had not yet begun any work. We received two bids – one from Rising Fast and one from American Facility Services. Rising Fast was awarded the bid and a five-year contract was signed in May 2018. The contract runs through June 30, 2023.

In March 2022, the Board approved an amendment to the contract to address changes in scope and price resulting from the move into the first phase of the new terminal. Staff approached Rising Fast to extend the contract until the second phase of the terminal is complete. Rising Fast's owners were open to a one-year extension with an option for a second year. With this extension, an RFP can be issued upon completion of the second phase.

Rising Fast has also requested a monthly increase of \$2,300 to account for increases in payroll and longer terminal hours.

5. **BUDGET INFORMATION:** FY 24 – accounted for in budget

6. **SUPPLEMENTAL AGENDA INFORMATION:** Second Addendum to Custodial Services Agreement.

7. **RECOMMENDED MOTION:** Move to approve Second Addendum to Custodial Services Contract with Rising Fast extending the term for one year with an option for a second year.

8. **PREPARED BY:** Lynn Fagan, Administrative Manager

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## SECOND ADDENDUM TO CUSTODIAL SERVICES AGREEMENT

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THIS ADDENDUM TO CUSTODIAL SERVICES AGREEMENT is made and entered into this 28<sup>th</sup> day of March, 2023, by and between the MISSOULA COUNTY AIRPORT AUTHORITY (“MCAA”), a municipal airport authority organized under Montana law, and Rising Fast Maintenance, LLC (“Rising Fast” or “Contractor”), a Montana limited liability company.

### Recitals

1. The Missoula County Airport Authority owns and operates the Missoula Montana Airport in Missoula County, Montana (“the Airport”);
2. MCAA entered into a Custodial Services Agreement with Rising Fast in May 2018 after publishing a Request for Proposals for qualified custodial services and reviewing all submissions. An Addendum to the Agreement was executed in March 2022 to address changes in scope and price resulting from MCAA’s move into the first phase of a new terminal (together, “the Agreement”);
3. The second phase of construction of the new terminal is ongoing and MCAA desires to extend the Agreement so that bidding can occur upon completion of Phase 2;
4. The parties have agreed to amend the Custodial Services Agreement as set forth below;

NOW THEREFORE, the parties agree to amend the Agreement as follows:

1. Term. The Term of the Agreement, set forth in § 3, is amended to include an extension from July 1, 2023 through June 30, 2024. The parties may extend the Agreement for an additional year, ending June 30, 2025, if both parties agree in writing on or before January 31, 2024.
2. Fees. Fees shall be amended to the rate of \$37,750 per month.
3. Merger. This Addendum contains the entire understanding of the parties with respect to the amendments to the Agreement. All terms of the Agreement not specifically amended herein shall remain in full force and effect. In the event of a conflict between the terms of this Addendum and the Agreement, the terms of the Addendum will govern.

MISSOULA COUNTY AIRPORT AUTHORITY

RISING FAST MAINTENANCE, LLC

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Brian Ellestad, Airport Director

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Ralph Gentile

## Missoula County Airport Authority

### Agenda Action Sheet

Meeting Date: March 28, 2023

1. **TITLE:** Memo of Understanding with Missoula Economic Partnership (MEP)  
  
Review, discussion, and possible approval of the Memo of Understanding with MEP 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:** The attached MOU is a proposal between the Airport and Missoula Economic Partnership to document our working relationship as we work towards securing another Small Community Air Service grant in the future. The airport would designate five (5) parking spots within the Airport's public parking lot to be used by companies donating to MEP to support the community's match requirements for future air service revenue guarantees.
5. **BUDGET INFORMATION:**  
Amount Required: N/A
6. **SUPPLEMENTAL AGENDA INFORMATION:** This item was discussed with the Marketing Committee on January 11, 2023. Their proposal is attached for your consideration; Nicole Rush from MEP will be in attendance.
7. **RECOMMENDED MOTION:** Move to approve the MOU with Missoula Economic Partnership as presented.
8. **PREPARED BY:** Brian Ellestad, Airport Director
9. **COMMITTEE REVIEW:** N/A



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**MEMORANDUM OF UNDERSTANDING**

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This Memorandum of Understanding (“MOU”) is made and entered into this 29<sup>th</sup> day of March, 2023, by and between the Missoula County Airport Authority (“MCAA” or “the Authority”), a municipal airport authority created pursuant to Montana law, located at 5225 Highway 10 West, Missoula, Montana 59808 and Missoula Economic Partnership (“MEP”), a Montana non-profit corporation, located at 500 North Higgins, Suite 300, Missoula, MT 59801.

**RECITALS**

- A. The Missoula County Airport Authority owns and operates the Missoula Montana Airport in Missoula County, Montana (“the Airport”).
- B. MEP is a non-profit organization formed to expand prosperity and improve quality of life by engaging in strategic business development in Missoula.
- C. MCAA intends to apply for a Small Community Air Service Development grant (“SCASD”) through the U.S. Department of Transportation (“DOT”) in the future.
- D. Communities that include local cash and in-kind contributions are viewed favorably under the SCASD grant program.
- E. DOT also considers a community’s commitment to facilitate air carrier service in the form of a public-private partnership.
- F. MCAA and MEP (together referred to as “the Partners”) desire to enter into a public-private partnership in order to raise local funds for a future SCASD grant (“the Project”) and to set forth the framework and each partner’s obligations under such partnership;

NOW THEREFORE, the parties agree as follows:

- 1. The Partners acknowledge that no contractual relationship is created between them by this Memorandum but agree to work together in the true spirit of partnership to ensure that there is a united visible and responsive leadership of the Project and to demonstrate financial, administrative and managerial commitment to the Project by means of the following individual services.
- 2. Cooperation. The activities and services for the Project include, but are not limited to:
  - a. Services to be rendered by MCAA include:
    - i. Designate five (5) parking spots within the Airport’s public parking lot for free use by companies donating to MEP to support the community match requirements for future air service revenue guarantees.
    - ii. Create a system that allows the donors using the parking spots to enter and leave the lot at any hour of day without paying any fees;
  - b. Services to be rendered by MEP include:

- i. Solicit five (5) companies to contribute annually to support future air service revenue guarantees. In return each donor will receive a designed parking spot at MCAA.
    - ii. Provide a placard to each donor to hang from the driver's rearview mirror identifying the vehicle to MCAA parking attendants.
    - iii. Restrict 80% of each annual contribution to a reserve account designated for community match of future air service revenue guarantees ("Reserve Account"). Designate the remaining 20% of each annual contribution to MEP's general operating budget to support the cost of fundraising and outreach.
    - iv. If no Small Community Air Service Development Program grant is secured by MCAA, or no agreement with a U.S. air carrier to subsidize service to and from MCAA is reached, MEP will continue to hold restricted contributions in the Reserve Account through the term or any extensions of this Memorandum of Understanding.
    - v. Provide MCAA with quarterly accounting of the Reserve Account.
3. Resources.
  - a. The Partners will endeavor to have final approval and secure any financing necessary to fulfill their individual financial contributions at the time MCAA applies for the SCASD grant.
  - b. MCAA agrees to provide the following in-kind contributions in respect of the Project:
    - i. Staff time required to designate, paint and provide signage for five (5) dedicated parking spots;
    - ii. Staff time required to create a system that allows donors using the dedicated parking spots to enter and leave the lot at any hour of day without paying any fees.
  - c. MEP hereby agrees to provide the following in-kind contributions in respect of the Project:
    - i. Staff time required to solicit, account for, and renew donations;
    - ii. Cost of placards to identify donor vehicles.
4. Communication Strategy. The marketing of the Project and any media or other public relations contact shall be consistent with the aims of the Project and only undertaken with the express agreement of both parties. Where it does not breach any confidentiality protocols, a spirit of open and transparent communication should be adhered to. Coordinated communications should be made with external organizations to elicit their support and further the aims of the Project. MCAA designates \_\_\_\_\_ as the contact for the Project and MEP designates \_\_\_\_\_ as the contact for the Project. If either party changes the designated contact for the Project, that party will provide notice to the other party within ten business days.

5. Liability. The Partners agree that no liability will arise or be assumed between the Partners as a result of this Memorandum. The Partners agree to indemnify and hold each other and their officers, agents, and employees harmless from and against any and all claims, demands, loss or liability of any kind or nature which either Partner, its officers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons or damage to property arising out of or in any manner connected with the fault, negligence or lack of care of the other Partner, its officers, agents or employees in the performance of this MOU. This MOU shall not confer any rights or remedies upon any Person other than the Partners and their respective successors and permitted assigns.
6. Term. The term of this Agreement shall commence on March 29, 2023, and shall terminate on December 31, 2028, unless terminated sooner pursuant to the provisions of this Agreement.
7. Partner Representations. It is mutually agreed upon and understood by and among the Partners that:
  - a. Partners will work together in a coordinated fashion for the fulfillment of the Project.
  - b. This MOU does not restrict involved Partners from participating in similar agreements with other public or private agencies, organizations, and individuals.
  - c. To the extent possible, each Partner will participate in the development of the Project.
  - d. Any Partner may terminate its participation in this Memorandum by providing 30 days' prior written notice to the other Partner.
  - e. The Partners support the goals and objectives of fundraising for the community match for any future air service revenue guarantees funded through a SCASD grant.
8. Dispute Resolution. The parties shall attempt to resolve any dispute arising out of or relating to this contract through negotiations between senior executives of the parties who have authority to settle the same.
9. Notice. Any notices given or to be given by either party to the other shall be given in writing and delivered either in person, by electronic mail, or by certified mail, return receipt requested, and shall be addressed to the parties at the addresses set forth above or at such other addresses as the parties may by written notice designate.
10. Governing Law. This MOU shall be construed and interpreted pursuant to the laws of the State of Montana. Venue for any dispute or suit concerning this Agreement shall be in Missoula County, Montana.
11. Assignment. Neither party may assign or transfer the responsibilities or agreement made herein without the prior written consent of the non-assigning party.
12. Amendment. This MOU may not be modified, altered or amended in any manner unless such modification, alteration or amendment is reduced to writing and executed by all parties to this Agreement.



13. Severability. If any term, covenant, condition, or provision of this MOU is held by a court of competent jurisdiction to be invalid, void, or unenforceable the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
14. Merger. This MOU represents the entire agreement of the parties hereto and NO REPRESENTATIONS, EXPRESS OR IMPLIED, have been made by any party except as contained herein. This MOU is in substitution of and supersedes any and all prior agreements, discussions, understandings or conversations between the parties, their agents and employees pertaining to this Project.
15. Official and Corporate Action. The parties represent and warrant that each has taken all official or corporate action necessary to authorize the execution and performance of this Agreement.

MISSOULA COUNTY AIRPORT AUTHORITY

MISSOULA ECONOMIC PARTNERSHIP

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By: Brian Ellestad, Airport Director

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By: Grant Kier, CEO

**Missoula County Airport Authority  
Agenda Action Sheet**

Meeting Date: March 28, 2023

**1. TITLE:** Award of Cybersecurity Assessment proposal

Review, discussion, and possible award of Cybersecurity Assessment proposal to Systems Technology Consultants 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:** In July 2022 TSA required all airports to complete a cybersecurity self-assessment and develop a remediation plan for discovered vulnerabilities. Last month, TSA issued an emergency amendment requiring certain large airports to immediately implement certain large changes to their cybersecurity stance. Given the trend of TSA regulations focusing on cybersecurity, staff would like to contract with a third party experienced with the NIST standards to assess our cybersecurity environment, identify unknown vulnerabilities, and suggest remediation steps prior to TSA mandating rapid, expensive changes.

Staff published a Request for Proposals for Cybersecurity Assessment on February 10, 2023. Twelve firms requested the RFP documents and seven firms submitted proposals – Trace Security, LowersRiskGroup, Adversis, Systems Technology Consultants, LMG Security, and Plante Moran. A review committee including Deputy Director Tim Damrow, IT Specialist Dylan O’Leary, Compliance Officer Jesse Johnson and Director of Finance and Administration Will Parnell evaluated the proposals and determined that the proposal from Systems Technology Consultants is the most advantageous to MCAA. If award of the proposal is approved by the Board, staff will proceed to negotiate a contract with Systems Technology Consultants.

**5. BUDGET INFORMATION:** Unbudgeted: \$8,000

**6. SUPPLEMENTAL AGENDA INFORMATION:** Copy of Request for Proposals and proposal received from Systems Technology Consultants.

**7. RECOMMENDED MOTION:** Move to authorize staff to accept the proposal of Systems Technology Consultants for a cybersecurity assessment.

**8. PREPARED BY:** Dylan O’Leary

**9. COMMITTEE REVIEW:** None





MISSOULA COUNTY AIRPORT AUTHORITY  
REQUEST FOR PROPOSALS

## CYBER SECURITY ASSESSMENT

Fiscal Year 2023



*Missoula County Airport Authority*  
5225 Broadway St West  
Missoula, MT 59808  
(406) 728-4381

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## I. Invitation to Submit

The Missoula County Airport Authority (“MCAA”) invites the submission of proposals from firms to provide a comprehensive Cyber Security Assessment at the Missoula MT Airport (“Airport”). Request for Proposals (RFP) and contract documents are available from the Point of Contact Lynn Fagan by calling (406) 728-4381 during normal working hours or by email request at lfagan@flymissoula.com. Other than with written consent from the Point of Contact, all Proposers, including any persons affiliated with or in any way related to a Proposer, are strictly prohibited from contacting any Commissioners or any MCAA personnel on any matter having to do in any aspect with this RFP after RFP issued date. Any other contact with such persons associated with MCAA shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by Proposer may result in the disqualification of the Proposer. This requirement will be strictly enforced.

Submissions must be received by the designated point of contact no later than the due date/time listed in the schedule. Late submissions will not be accepted.

Firms must present evidence that they are fully competent and have the necessary facilities, experience, and resources to fulfill the conditions of the agreement which will ensure a high standard of service is afforded MCAA. MCAA reserves the right to reject any applicant which, in MCAA’s opinion does not have adequate qualifications. MCAA reserves the right to terminate selection proceedings at any time.

### Schedule

Date	Time	Description
02/10/2023	9:00 AM MT	RFP Issued
02/21/2023	1:00 PM MT	Optional Pre-Submission Meeting
02/28/2023	4:00 PM MT	Deadline for Follow-up Written Questions
03/14/2023	4:00 PM MT	Submissions Due in MCAA Office

## II. Information for Respondents

The Missoula County Airport Authority owns and operates the Missoula Montana Airport (MSO). MCAA is governed by a Board of seven Commissioners. Missoula Montana Airport serves the western area of Montana, with a population of approximately 175,256. Commercial passenger service is provided by American Airlines, Horizon/Alaska Air, United/United Express, Delta/Delta Connection, and Allegiant Air. The Airport has direct service to 16 destinations across the continental United States with 2019 enplanements exceeding 450,000.

MCAA has gone through an extensive planning effort to address modernization and expansion of its terminal building. As a result of its planning effort, MCAA has undertaken a \$111 million project to construct a new terminal building. The first phase of the project was complete in June of 2022 and included new ticket counters, a modernized baggage system, checkpoint, five gates, and new concession areas. Currently under construction, the second phase or East Concourse phase will include a new baggage claim and rental car area, four gates and additional concession space. This phase is expected to be completed in late 2025.



### 31 III. Scope of Work

#### 32 General Information

33 MCAA has determined that the NIST “Framework for Improving Critical Infrastructure Cybersecurity” (hereafter  
34 referred to as “NIST”) is the best basis for providing guidance to improving the Airport’s cyber security stance.  
35 As such MCAA is looking for a firm qualified and capable of performing a Cyber Security Assessment and provide  
36 guidance on steps we should take to mitigate vulnerabilities in compliance with NIST.

#### 37 Assessment

38 The selected firm will be expected to perform a thorough assessment of our Cybersecurity environment  
39 including:

- 40 • A vulnerability assessment of internal network hardware, software, and configurations including but not  
41 necessarily limited to:
  - 42 ○ Switches (about 45)
  - 43 ○ Firewall (SonicWALL TZ600)
  - 44 ○ Wireless APs (about 25)
  - 45 ○ Servers (2 physical, 3 virtual)
  - 46 ○ End-user laptops and desktops (about 150 devices)
- 47 • A vulnerability assessment of Internet facing systems, addresses, and configurations.
- 48 • A vulnerability assessment of cloud infrastructure (Azure AD) and configurations.
- 49 • A review of policies and procedures to evaluate what we need to revise or create to follow industry best  
50 practice and NIST.

#### 51 Ala carte services for consideration

- 52 • Penetration testing
- 53 • Physical assessment of our site and access controls
- 54 • Long-term vulnerability monitoring of MCAA systems

#### 55 Deliverables

56 Once the Assessment is completed, MCAA would like to have several deliverables prepared for use in moving  
57 forward with mitigation of threats.

- 58 1. An executive summary and a presentation to the MCAA board of directors to summarize what was  
59 found.
- 60 2. A detailed list of threats found and recommendations for mitigation and priority of each threat.
- 61 3. Inventory of any discovered physical and logical network assets.
- 62 4. A breakdown of projected costs to mitigate any discovered issues based on the contractor’s past  
63 experience with similar sized organizations at similar risk levels.
- 64 5. A recommended timeline to mitigate threats as well as any other major Cybersecurity targets MCAA IT  
65 staff should be aware of which may occur in the foreseeable future.
- 66 6. An estimate of costs for Ala carte services listed in the Assessment section.



67 Additional deliverables beyond the scope of the above will be considered.

#### 68 Follow-ups and Future Consultations

69 Following the completion of the initial assessment we would like to have quarterly follow-ups either in person or  
70 virtually where the firm would advise MCAA of ongoing changes and answer questions.

71 Additionally, MCAA may need ongoing consultations to assist in the mitigation process. The firm should provide  
72 an hourly rate sheet for support and services which may be related to implementation of mitigation items.

#### 73 IV. Civil Rights

74 MCAA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d  
75 to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for  
76 any contract entered into pursuant to this advertisement, all businesses will be afforded full and fair opportunity  
77 to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of  
78 race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and  
79 gender identity), age, or disability in consideration for an award.

80 The successful Respondent shall not discriminate on the grounds of race, color, national origin (including limited  
81 English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the  
82 performance of any contract entered into as a result of this RFP. The successful Respondent shall carry out  
83 applicable requirements of the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be  
84 amended from time to time, in the award and administration of any contract entered into as a result of this RFP.

85 If the Respondent is a certified Disadvantaged Business Enterprise (“DBE”), please provide evidence of  
86 certification with your submission. For information about DBE certification, please contact the Montana  
87 Department of Transportation or review the information at: [www.mdt.mt.gov/business/contracting](http://www.mdt.mt.gov/business/contracting/civil/dbe.shtml)  
88 [/civil/dbe.shtml](http://www.mdt.mt.gov/business/contracting/civil/dbe.shtml).

89 MCAA encourages all firms to subcontract portions of the work to DBE firms and to include DBE firms on their  
90 teams, even when they might otherwise perform the work with their own forces.

#### 91 V. Format for Submissions

92 Please format your response to this RFP in the following order to facilitate comparisons between respondents:

##### 93 Project Team

94 Provide the name, mailing address, email address, and contact telephone number of one person who will serve  
95 as the project manager responsible for the timely provision of all services and to whom all communications will  
96 be directed.

97 Include a list of offices and locations where work will be performed.

##### 98 Firm's Experience

99 Provide a brief explanation of your firm’s experience as it relates to the Scope of Work.



100 **References**

101 Please provide names, contact information for two references for your firm’s previous work with an organization  
102 the size of MCAA. There is space on the proposal form for this information.

103 **Non-Discrimination**

104 Provide a copy of your firm’s non-discrimination policy. Provide examples of DBE/ACDBE goals, utilization  
105 reports and/or bidding lists compiled for other airports and the name of the Project Team member who will be  
106 responsible for reporting DBE/ACDBE goals and reports for MCAA.

107 **Proposal Form**

108 Please complete the proposal form attached hereto.

109 **Insurance**

110 Provide evidence of ability to obtain professional liability insurance. Acceptable evidence includes letters from  
111 the Respondent’s insurance company (Best A Rating) dated no earlier than two weeks before submittal deadline  
112 date and signed by an officer of the insurer and security provider.

113 Provide evidence that Respondent has not had its insurance coverage (on current or past operations) cancelled  
114 during the last 10 years – and if it has –provide an explanation as to why and provide the name/address and  
115 name of insurer’s contact person (including phone number for the contact person).

116 **Submittal Format**

117 Each submitter should send their submission documents electronically by email to the point of contact indicated  
118 in the section [Instructions to Respondents](#). Documents should be submitted in .PDF or .docx format.

119 **VI. Evaluation of Submissions**

120 This RFP will be awarded to the responsible firm who in MCAA’s sole judgment is deemed most qualified. The  
121 selection shall be based on a comparative analysis of the professional qualifications necessary for satisfactory  
122 performances of the services required and shall satisfy requirements for open and free competition. MCAA shall  
123 appoint a selection committee to evaluate potential firms and shall ensure that the members of the selection  
124 committee are kept free of pressures, both internal and external, and that they have no conflicts of interest, real  
125 or apparent. The selection committee may conduct interviews and inquiries as desired and shall make a  
126 recommendation to the MCAA Board of Commissioners. The MCAA Board of Commissioners must approve the  
127 final selection.

128 Each submission received will be evaluated based on the information required as set forth in Section IV above,  
129 pursuant to the following selection criteria and rating system.

130



131 Selection Criteria and Numerical Rating

Selection Criteria	Rating Points
Overall Proposal Quality and Completeness of Information provided.	35
Capability to perform all or most aspects of the projects and recent experience in projects comparable to the proposed tasks.	10
Demonstrated understanding of MCAA’s project(s).	10
References and Respondent’s history, if any, with MCAA.	10
Pricing Information	35
Total Points	100

132 VI. Instructions To Respondents

133 For this RFP the Point of Contact is Lynn Fagan who is reachable by calling (406) 728-4381 during normal working  
 134 hours or by email at lfagan@flymissoula.com.

135 The deadline for submissions is indicated in the schedule below. Submissions must be received by the Point of  
 136 Contact no later than the due date/time in the schedule. Each submission must be in the form set forth in the  
 137 RFP, including all required Attachments. Late submissions will not be accepted.

138 Proposers should email their proposal by the deadline. The sent time on the email must be at or before the  
 139 submission due date and time. The provided forms must be utilized. It is also highly encouraged for  
 140 Respondents to be practical and economical in presenting the information requested and proposals should not  
 141 exceed **ten (10)** pages, including all attachments, forms, etc.

142 Schedule

Date	Time	Description
02/10/2023	9:00 AM MT	RFP Issued
02/21/2023	1:00 PM MT	Optional Pre-Submission Meeting
02/28/2023	4:00 PM MT	Deadline for Follow-up Written Questions
03/14/2023	4:00 PM MT	Submissions Due in MCAA Office

143  
 144 [Access Instructions for Optional Pre-Submission Meeting \(Virtual\)](#)

145 Microsoft Teams meeting

146 **Join on your computer, mobile app or room device**

147 [Click here to join the meeting](#)



148 Meeting ID: 238 471 584 891

149 Passcode: RKL3vy

150 [Download Teams](#) | [Join on the web](#)

151 [Learn More](#) | [Meeting options](#)

## 152 VII. Miscellaneous Provisions

153 It is the intent of this RFP to describe the services being sought in sufficient detail to secure qualified Proposals.  
154 Proposals will be evaluated based upon qualifications and experience for the proposed projects, using a  
155 weighted scoring method. Proposals not conforming to the requested format or not in compliance with the  
156 specifications will not receive full scoring.

157 The Missoula County Airport Authority reserves the right to reject any and all proposals received and if all  
158 proposals are rejected, to re-advertise under the same or new specifications, or to make such award as in the  
159 judgment of MCAA best meets its requirements. MCAA reserves the right to waive any formalities, irregularities  
160 and/or technicalities which are not of a substantial nature and to accept the proposal which is in the best  
161 interest of the Missoula County Airport Authority. MCAA reserves the right to determine what constitutes any  
162 and all formalities, irregularities, or technicalities. MCAA shall not be obligated to respond to any Proposal  
163 submitted or legally bound in any manner whatsoever by the submission of a Proposal.

164 Any Proposal submitted as provided herein shall be subject to negotiation at the option of the Authority.  
165 Submission of a Proposal shall obligate the Respondent to enter into an Agreement with the Authority in  
166 accordance with the content of the submission. It is specifically understood that the Authority can accept any  
167 Proposal in its entirety without negotiation and the Respondent shall be obligated to enter into an Agreement  
168 with the Authority reflecting that Proposal. The Authority reserves the right to request any Respondent to  
169 clarify its submission or to supply additional information necessary to assist the Authority in its selection.

### 170 Public Information

171 Subject to exceptions provided by Montana law, all information received in response to this RFP, including  
172 copyrighted material, is public information.

### 173 Exceptions

174 The exceptions to this requirement are: (1) bona fide trade secrets meeting the requirements of the Uniform  
175 Trade Secrets Act, Title 30, chapter 14, part 4, MCA, which have been properly marked, separated, and  
176 documented; (2) matters involving individual safety as determined by MCAA; and (3) other constitutional  
177 protections.

178 Before a contract will be awarded, MCAA may conduct reference investigations as is necessary to evaluate and  
179 determine the performance record and ability of the top ranked Respondent(s) to perform the size and type of  
180 work to be contracted, and to determine the quality of the service being offered. By submitting a proposal, you  
181 authorize MCAA to conduct reference investigations as needed.





182 Any and all Agreements arising out of this RFP and negotiations that follow shall not be binding or valid against  
183 MCAA, its officers, employees or agents unless executed by MCAA and the Successful Respondent in accordance  
184 with applicable laws.

185 The submission of a Proposal shall be considered evidence that the Respondent has investigated all the  
186 conditions as described in the RFP Documents and the Respondent is aware of the circumstances and conditions  
187 involved. The attention of the Respondent is specifically directed to, and the Respondent will be conclusively  
188 presumed to have read and become familiar with all the RFP Documents, which will be available from the MCAA  
189 Administration Office. No claim for adjustment of the provisions of the Agreement shall be honored after  
190 submission on the ground that Respondents were not fully informed as to the conditions which exist.

191 The Respondent will be responsible for all costs (including site visits where needed) incurred in preparing or  
192 responding to this RFP. All materials and documents submitted in response to the RFP become the property of  
193 MCAA and will not be returned.

194 No verbal interpretation made to any Respondent as to the meaning or consequence of any portion of the RFP  
195 Documents shall be considered binding. Every request for clarification of the RFP Documents shall be made in  
196 writing to the Point of Contact. All Proposers, including any persons affiliated with or in any way related to a  
197 Proposer, are strictly prohibited from contacting any Commissioners or any MCAA personnel other than the  
198 Point of Contact on any matter having to do in any aspect with this RFP after RFP issued date. Prohibitive or  
199 inappropriate contacts made by Proposer may result in the disqualification of the Proposer. This requirement  
200 will be strictly enforced.

#### 201 Disqualification and Rejection of Proposal

202 Any of the following causes may be considered as sufficient for the disqualification of a Respondent and the  
203 rejection of the Proposal:

- 204 • Submission of more than one Proposal hereunder by an individual, firm, or corporation under the same  
205 or different names.
- 206 • Evidence of collusion among Respondents.
- 207 • A Respondent's default or arrearage under any previous existing agreement with MCAA.
- 208 • Existence of any unresolved claims between the Respondent and MCAA.
- 209 • Prohibited or inappropriate contacts made by Proposer.
- 210 • MCAA reserves the right to reject any and all Proposals for any reason or for no reason.

#### 211 Withdrawal of Proposal

212 No Proposal may be withdrawn after it has been submitted to MCAA unless the Respondent so requests by  
213 letter or email and such request is received by MCAA prior to MCAA's time set for receiving Proposals. No  
214 Proposal may be withdrawn after the scheduled due date for a period of one hundred and twenty days.

215 Respondent to whom a contract is awarded shall within fifteen (15) days of the date of the receipt of the final  
216 Agreement negotiated between the Respondent and MCAA deliver said Agreement fully executed. The  
217 Agreement shall substantially be in the form attached as *Appendix "B."* All such documents must be executed  
218 and delivered by the Respondent and approved by MCAA before the Agreement will be executed and returned



*Missoula County Airport Authority*  
5225 Broadway St West  
Missoula, MT 59808  
(406) 728-4381

219 to the Respondent by MCAA. MCAA reserves the right to cancel the award without liability, at any time before  
220 the Agreement has been fully executed by both parties.

Proposal for CYBER SECURITY ASSESSMENT

Submitted To:



March 14, 2023

**ORIGINAL**

Prepared by:



315 N. 25<sup>th</sup> Street, Suite 102

Billings, MT 59101

Phone: (406) 237-1212



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## Attachments

- Proposal Form
- Insurance



MISSOULA COUNTY AIRPORT AUTHORITY  
Cyber Security Assessment – Fiscal Year 2023

## Summary Letter

Morrison-Maierle Systems (*Systems*) is pleased to submit the following proposal for completing a comprehensive Cyber Security Assessment at the Missoula MT Airport to the Missoula County Airport Authority (“MCAA”).

We recognize that MCAA has high expectations for network performance and security and is seeking to better understand the current cyber risk at the Missoula MT Airport and to decrease those risks by improving the Airport’s cyber security stance by conducting a comprehensive NIST Cyber Security Assessment with guidance on mitigating identified risk areas. *Systems* has developed and refined an assessment and service implementation process that is uniquely positioned to meet these expectations. Our team is consistent, certified, friendly, and proficient. Most importantly, we fully understand the critical role that predictable IT plays in organizational success.

We’re proud to be an employee-owned, Montana company, and we’ve been serving Montanans since 1982. Our solutions are customized and designed to maximize our clients IT investment’s highest value. This model presents the benefits of an internal IT professional at a fraction of the cost of staffing one.

*Systems* voluntarily undergoes an annual independent audit designed specifically for our industry: The Unified Certification Standard for Cloud & Managed Service Providers. We are evaluated on ten core principles that help to assure our policies, processes, and personnel exceed the industry standard. A full copy of the certification and findings are available on request.

Years of experience has informed our service delivery, and we have an in-depth understanding of our client partners’ IT needs. We have developed strong working relationships with vendors that provide critical services. *Systems* is well-positioned to offer a high level of ongoing support with reduced risk, while most efficiently resolving issues.

*Systems* is prepared to offer a comprehensive NIST Cyber Security Assessment and meet all requirements as outlined in the Missoula County Airport Authority’ Cyber Security Assessment RFP **for the sum of \$8,000**. Our team looks forward to developing a trusting, productive, and value-added partnership with the Missoula County Airport Authority.

The following solution and cost schedule shall be valid, and binding for ninety (90) days following the proposal due date, and it will become part of the contract that is negotiated with the Missoula County Airport Authority.

Kindest Regards,



Darin Shaun Brown  
President - Morrison-Maierle Systems

## Scope of Work

Morrison Maierle Systems (*Systems*) proposes to conduct a comprehensive Cyber Security Assessment at the Missoula Montana Airport (“Airport”). The Missoula County Airport Authority (“MCAA”) has determined that the NIST “Framework for Improving Critical Infrastructure Cybersecurity” (hereafter referred to as “NIST”) is the best basis for providing guidance to improving the Airport’s cyber security stance. As such MCAA is looking for a firm qualified and capable of performing a Cyber Security Assessment and provide guidance on steps to mitigate vulnerabilities in compliance with NIST. Compared with other agencies in Montana that *Systems* has performed this type of assessment and knowing about the current state of security in many organizations.

From pre-engagement to follow-up, the assessment process takes a couple of months to have actionable items to significantly improve your security posture designed to reduce cyber risk.

Our proposed assessment will include the following:

### **Systems Security Assessment includes:**

- Internal and external port scan
- Internal and external network vulnerability scan
- Asset inventory assistance
- Network vulnerability review (false positive reduction of scan data through a manual analysis)
- Policy reviews
- Policy awareness reviews
- In-depth regulatory and/or best practice review
- Network topology review
- Internal network vulnerability review
  - False positive reduction of scan data through manual analysis
  - Validation of false positive review through manual analysis
  - Advanced manual vulnerability analysis to determine vulnerability severity
- Wireless access point identification, including rogue
- Physical security review
- Offsite consultation and remediation strategy

*Systems* completes seven phases for a comprehensive security assessment:

1. Pre-engagement stage
2. Launch day
3. On-site analysis
4. Remote analysis
5. Clean up
6. Report presentation
7. Follow up

Going through these phases and completing a security assessment will give you knowledge and power to increase your network’s security.

### **Pre-engagement stage**

This typically is one or two weeks before the assessment starts. The pre-engagement phase is designed to allow the IT security team to gather information they’ll need, including terms of the assessment, contact information, and environment-specific information.

Three important components of the pre-engagement stage are:

- **Non-disclosure agreement**

During the pre-engagement stage, your assigned security officer will ask you not to disclose to employees that there is an ongoing security assessment.

- **Interview**

Your security officer will ask you questions about regulatory compliance requirements and what security policies and procedures you have in place.

**The most important question in the interview is what systems are mission critical.** Your answer to this question will determine how your security officer prioritizes remediation efforts and determines your level of risk.

- **Environment information form**

The final component of the pre-engagement stage is filling out the information for your environment information form (EIF). Provides our security team with admin credentials, important hostnames, IP addresses, subnet ranges, external IP addresses, wireless info, remote access information, and email aliases.

### **Launch day**

At this point, about one or two weeks after the pre-engagement phase, your security team will have all the information about your IT environment, and they'll be able to begin the security assessment.

There are two parts to the launch phase:

- **Ensure information is correct**

Your security officer will verify the information they retrieved during the pre-engagement phase is correct.

- **Start assessment**

We will deploy tools we use to complete network discovery and external and internal vulnerability scan.

### **On-site analysis**

While most of the security assessment can be performed remotely a portion of the security risk assessment takes place on-site. Based on the size and complexity of the Missoula International Airport network and environment your adviser will need two to three days on-site.

Then, the adviser will conduct the following two tests:

- **Manual assessment**

We will look at how your Physical infrastructure, server, routers, Active Directory, and other networking components are configured.

We will also begin to review existing policy and procedure maturity for categories including disaster recovery, business continuity, incident response, and acceptable use policies.

#### **Internal testing**

We will perform an internal vulnerability scan and threat review and We will also look at the physical security of your IT components by checking for fire suppression measures, battery back-ups, and locks.

## Remote analysis

Following the on-site analysis, your security officer begins to review data and continues the remote portions of the assessment.

During the remote analysis, your security officer will review the initial data and data they received during launch day and on-site analysis. The team will also continue its manual assessment of your network.

For the next two to three weeks, your security officer will be remotely analyzing your security posture, looking for vulnerabilities and listing remediation suggestions.

## Clean up

After 2 or 3 weeks of assessing your environment, your security officer will have examined the entirety of your network and determine what risks and vulnerabilities exist.

To close out the assessment, the security team will need to clean up your environment and leave it as they found it.

During the clean-up phase, your security team will go back and remove any tools that have been installed in the environment and retrieve any on-site scanners that may have been deployed. Essentially, they remove all traces of being inside your network.

## Report presentation

Between 3 and 4 weeks after beginning the security assessment process, your security team will share their discoveries with you during a presentation.

You can opt for a one-day overview of your security report, or you can split it up over a couple of days.

The presentation is comprehensive as it goes over everything your security officer analyzed and found.

A few highlights of the presentation are:

- The likelihood overview of your assets' risk
- Risk ratings break down the vulnerabilities assessed for the likelihood.
- Each vulnerability is given a risk reduction recommendation.

By the end of the presentation, you'll know what vulnerabilities exist in your environment and have ways to reduce those risks.

## Follow up

After the security assessment is complete, we will continue to keep the line of communication open with you.

First, you'll have an open invitation to reach out regarding questions about the assessment report. If you want further assistance prioritizing remediation efforts or need clarifying information, your security officer should be available to provide that information.

Within 4 weeks of closing the project, the security team will reach out to see how things are going. They'll be available to answer any outstanding questions you may have related to the report.

## Next steps

Pre-engagement to follow-up, takes a couple of months to deliver actionable items to significantly improve your security posture.



*Systems* is available to further engage to assist with the remediation of identified risks and to offer ongoing monitoring reporting or ongoing monitoring and remediation.

In IT, a lot can happen in a year, and it's likely you'll have new vulnerabilities that will need to be addressed. An annual assessment is a chance to follow-up and to continue working toward a stronger security posture.

## Deliverables

Within thirty (30) days of completing the audit, the client will receive a bound report that outlines the sectors of the network that were audited and the notable deficiencies in those areas. Along with the list of deficiencies, we will also provide a list of recommended solutions for the identified discrepancies. Additionally, within a week of the client's receipt of the final report, the auditing technician will schedule a meeting with the client to discuss the report findings and recommendations and answer any questions.

After the security assessment is complete, we will continue to keep the line of communication open. You will have an open invitation to reach out regarding questions about the assessment report. If you want further assistance prioritizing remediation efforts or need clarifying information, your security officer should be available to provide that information.

Within 4 weeks of closing the project, the security team will reach out to see how things are going. They'll be available to answer any outstanding questions you may have related to the report.

*Systems* is prepared to offer a comprehensive NIST Cyber Security Assessment and meet all requirements as outlined in the Missoula County Airport Authority' Cyber Security Assessment RFP **for the sum of \$8,000.**

## Follow-ups and Future Consultations

*Systems* is available to further engage to assist with the remediation of identified risks and to offer ongoing monitoring reporting or ongoing monitoring and remediation.

*Systems* is prepared to offer a comprehensive NIST Cyber Security Assessment and meet all requirements as outlined in the Missoula County Airport Authority' Cyber Security Assessment RFP **for the sum of \$8,000.**

*Systems* hourly rate for assistance with remediation tasks and requested quarterly reviews will be billed at \$155.00 per hour.

*Systems* would also offer optional ongoing services as follows:

- Ongoing internal security monitoring and reporting. \$6.00 per monitored device.
- Proactive managed security essentials. \$125 per server per month
  - Managed Detection and Response Solution (AniVirus)
  - Managed Operating System Patch Management
  - Third-party patch management
  - DNS Web Security
  - Ongoing hardware monitoring
- Managed Backup solution \$175.00 per server per month
  - Local and Cloud solutions available
  - No data limits

## Project Team

Provide name, mailing address, email address, and contact telephone number of one person who will serve as the project manager for the timely provision of all services and to whom all communication will be directed.

Josh Botz  
315 N. 25<sup>th</sup> St.  
Billings, MT 59101  
[jbotz@getsytsems.net](mailto:jbotz@getsytsems.net)  
(406) 237-1212

Include a list of offices and locations where work will be performed.

Billings, MT  
Helena, MT  
Missoula, MT

Systems has offices strategically located throughout the State of Montana including Helena, Missoula, and Billings. Josh Botz is a certified CISSP located in our Billings office and will oversee this assessment from our Billings office our investment in technology and the depth in our team allows us to utilize our most qualified resources for individual client needs regardless of location, resulting in a faster time to resolution and greater end-user satisfaction.

## Firm's Experience

Systems has been providing IT support services and consulting to Montana companies and municipalities for more than 37 years. We have been offering fixed fee Fully Managed IT Services for just over 12 years. As an employee-owned company, we are acutely aware that the ongoing success of our clients directly translates to our own success as a business.

We are a trusted partner to over 300 clients in Montana and surrounding states ranging in size from 3 to 300+ users, with over 100 of those clients requiring Cyber Security guidance either on an ongoing basis or similar to the MCAA - Missoula Montana Airport RFP a tailored solution.

Systems provides similar support services to six Montana counties, five 911-dispatch centers, and more than a dozen Montana Cities and Towns as well several Montana based Small Businesses. Systems has offered project services and on-going services to Great Falls Airport, Helena Airport and East Helena Airport. Our parent company, Morrison-Maierle Inc., offers a variety of engineering services to airports across the state of MT and surrounding states. This experience allows us to fully understand and appreciate the requirements outlined in this RFP, and respond with a collaborative, effective, and complete solution.

## References

Provided in the Proposal Form attached hereto.

## Non-Discrimination

Provide a copy of your firm's non-discrimination policy. Provide examples of DBE/ACDBE goals, utilization reports and/or bidding lists compiled for other airports and the name of the Project Team member who will be responsible for reporting DEB/ACDBE goals and reports for MCAA.

Morrison-Maierle, Inc. and subsidiary firms have described our policies in this manual in order to ensure consistent application of company practices and procedures among all employees-owners and to promote continuity and understanding within the responsibilities and benefits of employment and ownership.

The purpose of this manual is to create clarity, where clarity is necessary. However, if you live and work abiding by the Company's Core Values of Integrity, Respect, Commitment, and Excellence, you will find your work very rewarding. We are proud to be members of a values-led team. Morrison-Maierle expects each employee to follow the Company's policies, practices and procedures, which enables the Company to operate effectively and to provide quality service for clients. All statements were formulated without regard to race, creed, color, national origin, religion sex (including pregnancy), age, marital status, or disability.

## Proposal Form and Insurance

Proposal Form has been completed and is attached hereto. Certificate of Insurance is attached hereto.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/6/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Helena Office PayneWest Insurance, a Marsh McLennan Agency LLC Company P.O. Box 6127 Helena, MT 59604	<b>CONTACT NAME:</b> Patty Kercher <b>PHONE (A/C, No, Ext):</b> (406) 457-4554 <b>E-MAIL ADDRESS:</b> pkercher@paynewest.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  Morrison-Maierle Systems Corp P.O. Box 6147 Helena, MT 59604-6147	<b>INSURER A :</b> Cincinnati Insurance Company <b>NAIC #</b> 10677	
	<b>INSURER B :</b> Montana State Fund <b>15819</b>	
	<b>INSURER C :</b> Lloyd's Syndicate 2987 (Brit Syndicates Limited)	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

### COVERAGES

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			EPP 0510761	12/31/2022	12/31/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							EMPLOYEE BENEFIT	\$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			EPP 0510761	12/31/2022	12/31/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			EPP 0510761	12/31/2022	12/31/2023	EACH OCCURRENCE	\$ 9,000,000
							AGGREGATE	\$
								\$ 9,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	03-330283-7	1/1/2023	1/1/2024	PER STATUTE <input checked="" type="checkbox"/> OTHER	\$ 1,000,000
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
C	Professional Liabili			APT1030322	1/30/2022	1/30/2023	Professional Liab	\$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

### CERTIFICATE HOLDER

### CANCELLATION

Morrison - Maierle Systems  
For Information Purpose Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

## Missoula County Airport Authority

### Agenda Action Sheet

Meeting Date: March 28, 2023

1. **TITLE:** Award of Agricultural Lease to Grass Valley Farms, LLC  
  
Review, discussion and possible award of Agricultural Lease to Grass Valley Farms and related matters.  
**ACTION ITEM**
2. **AGENDA CATEGORY:** (Please highlight)  
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS  
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 5 Minutes
4. **BACKGROUND INFORMATION:** As a part of the purchase of property from Pruyns and Deschamps, MCAA was required to lease the land back to the seller for a period of approximately ten years. Both of those leases have now expired and staff issued a Request for Proposals for Agricultural Lease on February 16, 2023, for approximately 850 acres. Two proposals were received by the deadline – one from Grass Valley Farms, LLC, and one from JBK Ranches. A review committee of Airport Director Brian Ellestad, Airfield Manager Nate Cole and Administrative Manager Lynn Fagan evaluated the proposals and determined that the Grass Valley Farms proposal was the most advantageous to MCAA. The main difference between the two proposals was in price. Grass Valley proposed rent in the amount of \$31 per acre for the full acreage (approximately \$26,000 annually); JBK Ranches proposed rent in the amount of \$3,000 annually, noting that it would work 100 acres per year in new planting and spraying. The attached lease form has the acreage left blank at this point while MCAA's engineer calculates an accurate number.
5. **BUDGET INFORMATION:** Revenue of approximately \$26,000 annually
6. **SUPPLEMENTAL AGENDA INFORMATION:** Copy of Request for Proposals, proposal received from Grass Valley Farms, LLC, and Agricultural Lease Agreement.
7. **RECOMMENDED MOTION:** Move to award the agricultural lease to Grass Valley Farms, LLC, for \$31 per acre, and authorize Airport Director to execute lease.
8. **PREPARED BY:** Lynn



MISSOULA COUNTY AIRPORT AUTHORITY

REQUEST FOR PROPOSALS FOR  
AGRICULTURAL LEASE

ISSUE DATE: FEBRUARY 16, 2023

## **I. INVITATION TO SUBMIT**

The Missoula County Airport Authority (“MCAA”) invites the submission of proposals from parties interested in leasing agricultural land owned by MCAA. Request for Proposals (RFP) and contract documents are available from the Missoula County Airport Authority, Administration office, 5225 Hwy 10 West, Missoula MT 59808 or by calling Lynn Fagan at (406) 728-4381 during normal working hours or may be obtained through written request to the above address, or by email request to the Point of Contact, Lynn Fagan, at lfagan@flymissoula.com. Other than with written consent from the Point of Contact, all Proposers, including any persons affiliated with or in any way related to a Proposer, are strictly prohibited from contacting any Commissioners or any MCAA personnel on any matter having to do in any aspect with this RFP after RFP issued date. Any other contact with such persons associated with MCAA shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by Proposer may result in the disqualification of the Proposer. This requirement will be strictly enforced.

Submissions must be received in the Administration office of the Missoula County Airport Authority, 5225 Hwy 10 West, Missoula Montana 59808 no later than 4:00 PM MST on March 10, 2023. Late submissions will not be accepted.

Firms must present evidence that they are fully competent and have the necessary facilities, experience and resources to fulfill the conditions of the agreement which will ensure a high standard of service is afforded MCAA. MCAA reserves the right to reject any applicant which, in MCAA’s opinion does not have adequate qualifications. MCAA reserves the right to terminate selection proceedings at any time.

## **II. INFORMATION FOR RESPONDENTS**

The Missoula County Airport Authority owns and operates the Missoula Montana Airport (MSO). MCAA is governed by a Board of seven Commissioners. Missoula Montana Airport serves the western area of Montana, with a population of approximately 175,256. Commercial passenger service is provided by American Airlines, Alaska Air, United, Delta and Allegiant Air. The Airport has direct service to 16 destinations across the continental United States with 2019 enplanements exceeding 455,000.

## **III. SCOPE OF WORK**

MCAA owns approximately 1000 acres that are not currently needed for aviation purposes and is suitable for agricultural uses. Please see attached exhibit showing available land. MCAA seeks proposals from individuals and/or entities who are experienced, equipped and qualified to put the land to the best and highest agricultural use. A lease for one year with automatic renewals is offered as MCAA may have need for some of the land in the future.

The successful proposer will be responsible for control of weeds on the property; will be required to cultivate the fields promptly after harvest in order to reduce the attraction of birds; will assure that the agricultural activities on the property do not interfere with Airport operations or create a hazard to Airport users; and will follow recommendations of MCAA staff and ensure that all

equipment or crops stored on the property are a safe distance from areas of Airport Operations. Further requirements are set forth in the attached draft Agricultural Lease Agreement.

#### **IV. FORMAT FOR SUBMISSIONS**

Please format your response to this RFP in the following order to facilitate comparisons between respondents:

1. Bid Form. Please complete the attached Bid Form.
2. Firm's Experience. Provide a detailed explanation of your firm's experience as it relates to the Scope of Work.
3. Best Practices. Describe what you believe are best practices as they relate to the agricultural uses you propose and describe how you will integrate these practices into your operation should you obtain the lease.
4. References. Provide three references. The references should be for relevant projects and should include the name, title, address and phone number of the reference.
5. Proposal Form. Please complete the proposal form attached hereto.
6. Insurance. Provide evidence of ability to obtain liability insurance. Acceptable evidence includes letters from the Respondent's insurance company (Best A Rating) dated no earlier than two weeks before submittal deadline date and signed by an officer of the insurer and security provider.

Provide evidence that Respondent has not had its insurance coverage (on current or past operations) cancelled during the last 10 years – and if it has –provide an explanation as to why, and provide the name/address and name of insurer's contact person (including phone number for the contact person).

#### **V. EVALUATION OF SUBMISSIONS**

This RFP will be awarded to the responsible firm who in MCAA's sole judgment is deemed most qualified. The selection shall be based on a comparative analysis of the qualifications necessary for satisfactory performances of the services required and shall satisfy requirements for open and free competition. MCAA shall appoint a selection committee to evaluate submissions and shall ensure that the members of the selection committee are kept free of pressures, both internal and external, and that they have no conflicts of interest, real or apparent. The selection committee may conduct interviews and inquiries as desired and shall make a recommendation to the MCAA Board of Commissioners. The MCAA Board of Commissioners must approve the final selection.

Each submission received will be evaluated based on the information required as set forth in Section IV above, pursuant to the following selection criteria and rating system.



### Selection Criteria and Numerical Rating

Selection Criteria	Rating Points
I. Number of acres and price per acre	<b>30</b>
II. Proposed agricultural use	<b>20</b>
III. Respondent's experience	<b>15</b>
IV. Best practices	<b>15</b>
V. References	<b>10</b>
VI. Exceptions, if any	<b>5</b>
VII. Respondent's past history, if any, with MCAA	<b>5</b>
<b>TOTAL POINTS</b>	<b>100</b>

### VI. INSTRUCTIONS TO RESPONDENTS

Submissions must be received in the Administration office of the Missoula County Airport Authority, 5225 Hwy 10 West, Missoula MT by the deadline stated below. Each submission must be in the form set forth in the RFP, including all required Attachments. Late submissions will not be accepted. Proposals may be emailed to [lfagan@flymissoula.com](mailto:lfagan@flymissoula.com) or sent by regular mail to MCAA. If a proposer chooses to email their proposal by the deadline, the mailed copies must be postmarked on or before the submission date. If a proposer does not email their proposal, the mailed copy must be received in the Administration office by the deadline. The provided forms must be utilized.

Schedule:

DATE	TIME	DESCRIPTION
February 16, 2023	10 am MST	RFP Issued
February 27, 2023	4 pm MST	Deadline for Follow-up Written Questions
March 10, 2023	4 pm MST	Submissions Due in MCAA Office

### VII. MISCELLANEOUS PROVISIONS

It is the intent of this RFP to describe the services being sought in sufficient detail to secure qualified Proposals. Proposals will be evaluated based upon qualifications and experience for the proposed projects, using a weighted scoring method. Proposals not conforming to the requested

format or not in compliance with the specifications will not receive full scoring.

The Missoula County Airport Authority reserves the right to reject any and all proposals received and if all proposals are rejected, to re-advertise under the same or new specifications, or to make such award as in the judgment of MCAA best meets its requirements. MCAA reserves the right to waive any formalities, irregularities and/or technicalities which are not of a substantial nature and to accept the proposal which is in the best interest of the Missoula County Airport Authority. MCAA reserves the right to determine what constitutes any and all formalities, irregularities or technicalities. MCAA shall not be obligated to respond to any Proposal submitted or legally bound in any manner whatsoever by the submission of a Proposal.

Any Proposal submitted as provided herein shall be subject to negotiation at the option of the Authority. Submission of a Proposal shall obligate the Respondent to enter into an Agreement with the Authority in accordance with the content of the submission. It is specifically understood that the Authority can accept any Proposal in its entirety without negotiation and the Respondent shall be obligated to enter into an Agreement with the Authority reflecting that Proposal. The Authority reserves the right to request any Respondent to clarify its submission or to supply additional information necessary to assist the Authority in its selection.

**Public Information.** Subject to exceptions provided by Montana law, all information received in response to this RFP, including copyrighted material, is public information.

**Exceptions.** The exceptions to this requirement are: (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by MCAA; and (3) other constitutional protections.

Before a contract will be awarded, MCAA may conduct reference investigations as is necessary to evaluate and determine the performance record and ability of the top ranked Respondent(s) to perform the size and type of work to be contracted, and to determine the quality of the service being offered. By submitting a proposal, you authorize MCAA to conduct reference investigations as needed.

Any and all Agreements arising out of this RFP and negotiations that follow shall not be binding or valid against MCAA, its officers, employees or agents unless executed by MCAA and the Successful Respondent in accordance with applicable laws.

The submission of a Proposal shall be considered evidence that the Respondent has investigated all the conditions as described in the RFP Documents and the Respondent is aware of the circumstances and conditions involved. The attention of the Respondent is specifically directed to, and the Respondent will be conclusively presumed to have read and become familiar with all the RFP Documents, which will be available from the MCAA Administration Office. No claim for adjustment of the provisions of the Agreement shall be honored after submission on the ground that Respondents were not fully informed as to the conditions which exist.

The Respondent will be responsible for all costs (including site visits where needed) incurred in preparing or responding to this RFP. All materials and documents submitted in response to the RFP become the property of MCAA and will not be returned.

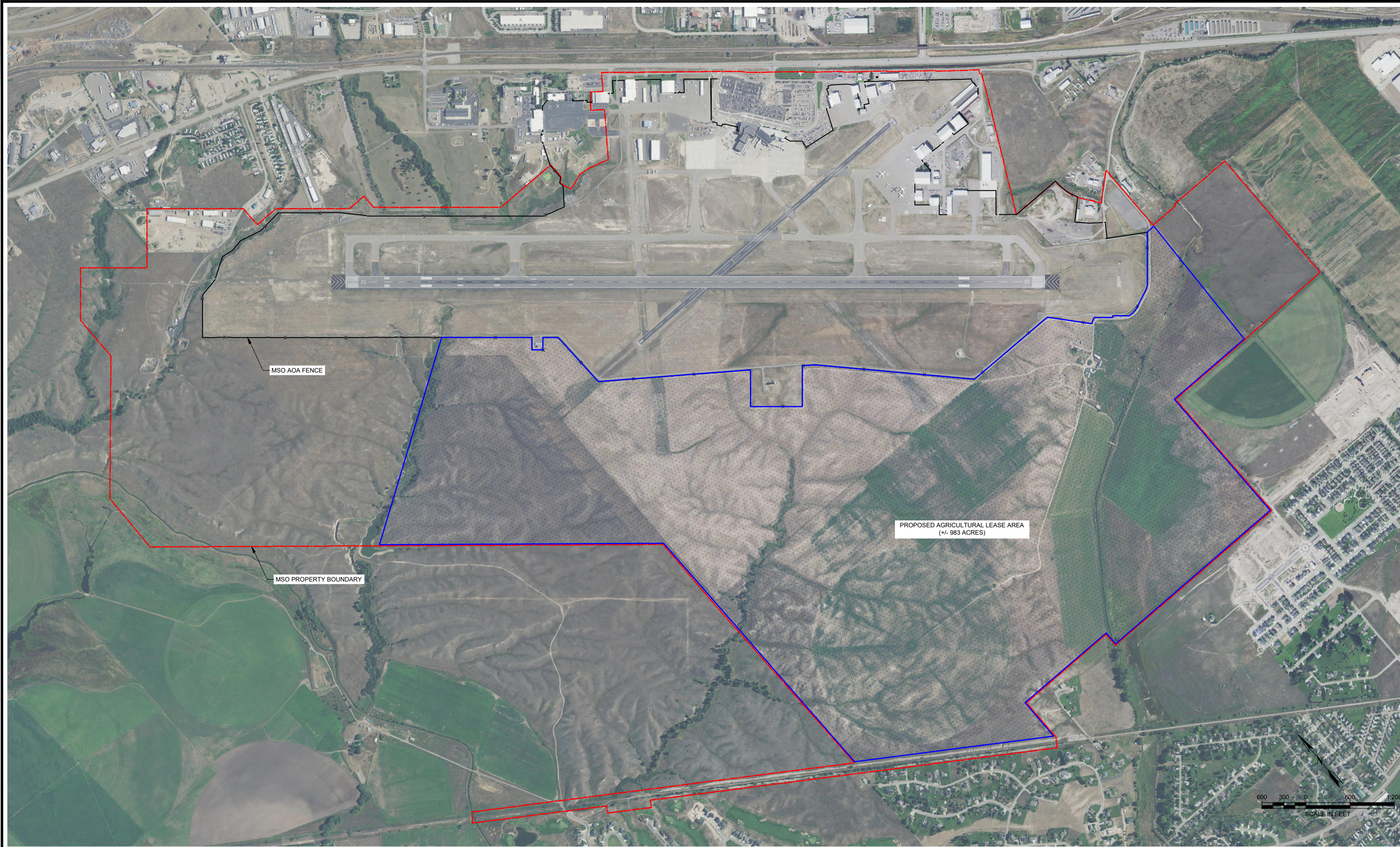
No verbal interpretation made to any Respondent as to the meaning or consequence of any portion of the RFP Documents shall be considered binding. Every request for clarification of the RFP Documents shall be made in writing to the Point of Contact. All Proposers, including any persons affiliated with or in any way related to a Proposer, are strictly prohibited from contacting any Commissioners or any MCAA personnel other than the Point of Contact on any matter having to do in any aspect with this RFP after RFP issued date. Prohibitive or inappropriate contacts made by Proposer may result in the disqualification of the Proposer. This requirement will be strictly enforced.

**Disqualification and Rejection of Proposal:** Any of the following causes may be considered as sufficient for the disqualification of a Respondent and the rejection of the Proposal:

- Submission of more than one Proposal hereunder by an individual, firm, or corporation under the same or different names;
- Evidence of collusion among Respondents;
- A Respondent's default or arrearage under any previous existing agreement with MCAA;
- Existence of any unresolved claims between the Respondent and MCAA;
- Prohibited or inappropriate contacts made by Proposer;
- MCAA reserves the right to reject any and all Proposals for any reason or for no reason.

**Withdrawal of Proposal:** No Proposal may be withdrawn after it has been submitted to MCAA unless the Respondent so requests by letter or email and such request is received by MCAA prior to MCAA's time set for receiving Proposals. No Proposal may be withdrawn after the scheduled due date for a period of one hundred and twenty days.

Respondent to whom a contract is awarded shall within fifteen (15) days of the date of the receipt of the final Agreement negotiated between the Respondent and MCAA deliver said Agreement fully executed. The Agreement shall substantially be in the form attached as *Appendix "B."* All such documents must be executed and delivered by the Respondent and approved by MCAA before the Agreement will be executed and returned to the Respondent by MCAA. MCAA reserves the right to cancel the award without liability, at any time before the Agreement has been fully executed by both parties.



MSO AOA FENCE

MSO PROPERTY BOUNDARY

PROPOSED AGRICULTURAL LEASE AREA  
(+/- 983 ACRES)



M:\3366\000-MAS-TERVACAD\EXHIBITS\2023\0215\_PROPOSED AGRICULTURAL LEASE AREA.DWG  
PLOTTED BY: SHAUN P. SHEA ON Feb/16/2023

VERIFY SCALE!		REVISIONS		BY	DATE
THESE PRINTS MAY BE REDUCED. LINE BELOW MEASURES ONE INCH ON ORIGINAL DRAWING.					
MODIFY SCALE ACCORDINGLY!					



DRAWN BY: TSR  
 DSGN BY: \_\_\_\_\_  
 APPR BY: \_\_\_\_\_  
 DATE: 2/15/2023  
 Q.C. REVIEW BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_

MISSOULA MONTANA AIRPORT  
 MISSOULA MONTANA  
 PROPOSED AGRICULTURAL LEASE AREA

PROJECT NUMBER 3366  
 SHEET NUMBER  
 DRAWING NUMBER 68

**BID FORM  
AGRICULTURAL LEASE**

**MISSOULA COUNTY AIRPORT AUTHORITY, MISSOULA, MONTANA**

**PROPOSER NAME:** \_\_\_\_\_

**NUMBER OF ACRES TO LEASE:** \_\_\_\_\_ (Up to 850).

If proposing to lease less than the full acreage available, please mark on the EXHIBIT A MAP with hash marks the area proposed to be leased.

**PRICE PER ACRE PER YEAR:** \_\_\_\_\_ (Minimum of \$31/acre/year)

**PROPOSED AGRICULTURAL USE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXCEPTIONS/NOTES:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BID FORM  
AGRICULTURAL LEASE

MISSOULA COUNTY AIRPORT AUTHORITY, MISSOULA, MONTANA

PROPOSER NAME: Grass Valley Farms - Comy Miller

NUMBER OF ACRES TO LEASE: All available (Up to 850).

If proposing to lease less than the full acreage available, please mark on the EXHIBIT A MAP with hash marks the area proposed to be leased.

PRICE PER ACRE PER YEAR: \$31.00 (Minimum of \$31/acre/year)

PROPOSED AGRICULTURAL USE: See Attached Form  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXCEPTIONS/NOTES:  
See Attached Form  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## AGRICULTURAL LEASE AGREEMENT

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THIS AGRICULTURAL LEASE AGREEMENT ("Agreement") is made and entered into this 28<sup>th</sup> day of March, 2023, by and between MISSOULA COUNTY AIRPORT AUTHORITY ("Lessor" or "MCAA"), and Grass Valley Farms, LLC ("Lessee").

### RECITALS

1. The Missoula County Airport Authority owns and operates the Missoula Montana Airport in Missoula County, Montana ("the Airport");
2. MCAA issued a Request for Proposals for Agricultural Lease on February 16, 2023;
3. MCAA currently has no need for the land for aviation or development purposes and desires to lease these certain areas for agricultural purposes;
4. Lessee submitted a responsive proposal and is engaged in the farming business and is prepared, equipped and qualified to farm certain areas of the Airport; and
5. MCAA has determined that Lessee's proposal is the most advantageous;

NOW THEREFORE, for and in consideration of the prompt payment of all amounts due under this Agreement and the performance of the covenants, terms and conditions of this Agreement, the sufficiency of which is recognized by both parties, the parties agree as follows:

1. Lease. Lessor grants Lessee the use of the Leased Property as described below and on Exhibit A for the limited purposes and uses as set forth in this Agreement.
2. Description of Leased Property. The property leased shall consist of [REDACTED] acres as more particularly described in the attached Exhibit A ("Leased Property").
3. Term and Renewals. The term of this Agreement shall start on April 1, 2023 (Effective Date) and continue for one year ("Initial Term"). Upon expiration of the Initial Term, this Agreement shall be renewed automatically unless either party elects not to renew the term by delivering written notice thereof to the other party at least thirty (30) days prior to the expiration of the Initial Term or any renewal terms.
4. Right of Entry. MCAA reserves the right to enter the Leased Property at any reasonable time to (a) mitigate airport wildlife hazards; (b) perform inspections. MCAA shall not interfere with Lessee's regular operations and shall provide Lessee with 48-hour notice prior to any major removal work.
5. Rents and Fees. Beginning on April 1, 2023, Lessee agrees to pay to the Lessor a base ground rent of \$31 per acre per year based on the acreage of the Leased Property. The ground rent shall be paid annually in one lump sum. All payments made under this Agreement will be sent to Lessor at the address set forth in this Agreement, or to whatever other person and/or address Lessor designates in writing.
6. Late Charge. Lessee must pay a late charge of ten cents (\$.10) for each one dollar of each payment that is more than twenty (20) days in arrears to cover the extra expense involved in handling delinquent payments. Any payment made after that date will not be considered complete unless it includes this late payment charge. Lessee will be in default under this Agreement until the late payment charge is paid.

7. Rental Rate Adjustment. Rental charges per acre shall be adjusted annually to the higher of the current rate or the Non-Irrigated Cropland per-acre lease rate as published by Montana State University Extension, Agricultural Land Leasing, Montana Statewide Per-Acre Lease Rates (<https://aglease.msuextension.org/statewideleaserates.html>) (hereafter "State Ag Rate").
8. Taxes and Assessments. Lessee shall timely and promptly pay any and all taxes and assessments, personal property taxes, business taxes and fees, and sales taxes which become due and payable upon or arising from the Leased Property; any fixtures, equipment or other property constructed on the Leased Property or used in Lessee's operations; Lessee's use of the Leased Property; and/or Lessee's operations on or from the Leased Property.

If requested in writing by Lessor, Lessee shall provide Lessor with proof of payment of all such taxes and assessments.

9. Use.
  - a. Lessee's use of the Leased Property pursuant to this Agreement is limited to agricultural uses. Lessee shall provide all necessary labor, equipment and materials to farm the Leased Property in a good and proper manner.
  - b. To reduce attraction of birds, Lessee shall cultivate fields promptly after the harvest.
  - c. Lessee shall be responsible for control of weeds on the Leased Property.
  - d. Lessee shall assure that the agricultural activities on the Leased Property do not interfere with Airport operations or create a hazard to Airport users. Specifically, Lessee shall follow recommendations of MCAA staff and ensure that all equipment or crops stored on the Leased Parcels are a safe distance from Areas of Airport Operations.
  - e. In the event Lessee anticipates making any improvements to the Leased Property for which Lessee may subsequently claim an entitlement to reimbursement under § 13b herein, Lessee shall provide written notification of such improvements and obtain Lessor's written consent for same not less than six months prior to the commencement of the improvements.
  - f. Lessee shall be responsible for maintaining all fencing on the Leased Property and bear all cost related thereto. Provided, however, if the existing fences on the Leased Property reasonably require replacement due to natural deterioration, the Lessor shall provide the materials and Lessee shall provide all labor to replace such fences.
  - g. Lessee agrees to allow the U.S. Government and Forest Service paratroopers to use the Leased Property if required and any damages to crops will be the responsibility of Lessor.
10. No Other Uses. No other uses or operations are permitted under this Agreement without the prior written approval of Lessor. Lessee must submit to Lessor a detailed written



description of the proposed new use or operation and satisfy all applicable criteria and standards set forth in MCAA's Primary Guiding Documents. The proposed new use or operation must be: consistent with MCAA's overall mission; in compliance with MCAA's grant assurances to the FAA; compatible and consistent with current and planned future uses of the Airport's facilities and property; in compliance with all applicable federal, state and local laws, regulations and/or ordinances; and consistent with MCAA policies and/or rules and regulations as they may exist at the time of the proposed new use or operation.

11. Compliance with Laws. Lessee will not use or permit the use of the Leased Property for any illegal, immoral, offensive, objectionable, improper, or disreputable purpose, any purpose which may result in damage to the Leased Property, any purpose which may cause a public or private nuisance or disturb other persons in the area, any purpose which is dangerous or prohibited by typical casualty or liability insurance policies available for similar properties, any purpose which may result in the cancellation of any insurance policy, or any purpose which violates any federal, state, or local statute or regulation.
12. Applicable Laws. The Agreement is subject to all applicable federal, state and local laws and regulations governing the use of MCAA property including those of the FAA, the State of Montana and the Missoula County Airport Authority. Lessee agrees to comply with all such laws and regulations in all its operations on and uses of the Leased Property.
13. Restrictions and Conditions on Use of Leased Property.
  - a. Lessor reserves unto itself, its successors and assigns for the use and benefits of the public a right of flight for the passage of aircraft in the airspace above the surface of the Leased Property, together with the right to cause in said airspace such noise as may be inherent in the operations of aircraft now known or hereafter used for navigation of or flight in the said airspace and for use of said airspace for landing on, taking off from, or operating on the airport.
  - b. Lessor reserves the right to further develop or improve the Airport as it sees fit, regardless of the desires or view of Lessee and without interference or hindrance. In the event Lessor has to use a portion of the Leased Property for expansion or development, the Leased Property will be adjusted accordingly. Lessor agrees to reimburse Lessee for any actual expense incurred upon any land Lessee is requested to surrender to Lessor. Lessee shall be required to provide evidence to substantiate the expense for which reimbursement is being requested. Reimbursement is limited to expenses in maintaining the Leased Property during the current year of the Agreement, costs and expenses in planting, growing or harvesting crops, or the loss of the crop if the Leased Property is taken prior to harvest.
  - c. The Leased Property is accepted by Lessee subject to any and all existing easements or other encumbrances; and Lessor shall have the right to install, lay, construct, maintain, repair and operate such sanitary sewers, drains, storm water sewers, pipelines, manholes, connection, water, oil and gas pipelines, telephone and telegraph power lines and other such appliances with appurtenances necessary or convenient to use in connection therewith, over, in, upon, through,

across and along the Leased Property or any part thereof, as will not interfere with Lessee's operation hereunder and to enter thereupon for any and all such purposes. Lessor also reserves the right to grant franchises, easements, rights of way and permits in, over, upon, along or across any and all such portions of the Leased Property as Lessor may elect so to do.

- d. This Agreement shall be subordinate to the provisions and requirements of any existing or future Agreement between Lessor and the United States of America relative to the development, operation or maintenance of the Airport and subject to whatever right the United States Government has affecting the control, operation, regulation and taking over of said Airport, or the exclusive or non-exclusive use of the Airport by the United States during the time of war or national emergency.
14. Restoration of Leased Property Upon Expiration or Termination. Upon the expiration of the term of this Agreement or upon any termination of this Agreement, Lessee shall return the Leased Property to Lessor without any further compensation. Lessee shall remove all personal property from the Leased Property, which shall include the removal of any structures, fixtures, improvements, or alterations to the Leased Property.

In the event all the personal property is not removed from the Leased Property, Lessor may recover from Lessee the costs and expenses associated with removing any personal property, including the disposal of any unwanted property and/or improvements left behind by Lessee. In addition, all rents and fees due under this Agreement shall continue at the normal rate until the Leased Property is returned to MCAA in the proper condition.

15. Default by Lessee. In the event of a default by Lessee in the performance of any covenant, term, condition, or obligation or violation of any term of this Agreement and such default is not corrected within thirty (30) days after written notice to Lessee by MCAA, MCAA may pursue any and all legal remedies available. If the default is not capable of being corrected within thirty (30) days, then Lessee must commence corrective action within the thirty (30) days and diligently pursue it to completion.
16. MCAA's Rights Upon Default. If the MCAA notifies the Lessee in writing that it is in default under this Agreement, and the Lessee fails to cure the default within the time set forth in the notice, MCAA may, without making further notice or demand upon the Lessee, take any or all of the following actions:
- a. Leave this Agreement in effect, permit the Lessee to remain in possession of the Leased Property, and bring an action or actions against the Lessee to recover the amounts owed by the Lessee under this Agreement as they become due, and to recover any other amounts necessary to compensate the MCAA for all detriment caused by the Lessee's failure to perform its obligations under this Agreement. The abandonment of the Leased Property by the Lessee will not affect the Lessee's obligations under this Agreement.
  - b. Notify the Lessee in writing that the Agreement is terminated, and demand that the Lessee immediately relinquish possession of the Leased Property. The MCAA may take this action either as an alternative to or subsequent to exercising the remedies set forth in sub-section (a) of this paragraph. If the

Lessee does not relinquish possession of the Leased Property, the MCAA may enter and take possession of the Leased Property, may remove the property and personnel of the Lessee from the Leased Property at the expense of the Lessee, and may store the Lessee's personal property in any reasonable manner and place selected by the MCAA, without liability for any physical damage or financial loss that may be caused to the Lessee by such removal. The Lessee agrees to reimburse the MCAA for all expenses of and all damage caused by the repossession of the Leased Property and the removal and storage of the Lessee's property.

- c. Hold, renovate, or dispose of the Leased Property or any part of the Leased Property on any terms selected by the MCAA, free and clear of any rights of the Lessee and without any duty to account to the Lessee for any proceeds of the use of the Leased Property.
  - d. Relet the Leased Property in any commercially reasonable manner, and apply the proceeds, after deducting all costs and expenses incurred in connection with retaking possession of, remodeling, and reletting the Leased Property, in payment of the Lessee's obligations under this Agreement, with the Lessee remaining responsible for any deficiency.
  - e. If Lessee's default consists of failure to obtain, maintain or pay for any of the insurance policies which this Agreement requires it to maintain, or failure to pay any tax, assessment, or other charge which this Agreement requires it to pay, or failure to keep the Leased Property free from liens, levies and encumbrances, or failure to indemnify the MCAA against any claim, action, damage, loss, injury, demand, liability, cost or expense, the MCAA will have the right, but not be obligated, to take that action itself, and to bill the Lessee for the costs of taking that action. If the Lessee fails to pay such costs with the next payment due under this Agreement, the Lessee agrees to pay the late charge and interest on those costs at the rates provided for in paragraphs 6(j) and 6(k), respectively, of this Agreement.
  - f. Pursue any and all other rights or remedies available to the MCAA at law or in equity.
17. Notice of Default Fee. If an event of default occurs and the MCAA sends a notice of default to Lessee, Lessee must pay the MCAA \$300 per notice to reimburse MCAA for the costs of sending the notice of default. This fee will be set forth in the notice of default, and the default will not be considered cured until this fee is paid.
18. Hold Harmless. Lessee agrees to indemnify and hold MCAA and its officers, agents, and employees harmless from and against any and all claims, demands, loss or liability of any kind or nature which MCAA, its officers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons or damage to property arising out of or in any manner connected with the fault, negligence or lack of care of Lessee, its officers, agents or employees in its operations on the Leased Property. MCAA agrees to indemnify and hold Lessee and its officers, agents, and employees harmless from and against any and all claims, demands, loss or liability of any kind or nature which Lessee, its officers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons or damage to

property arising out of or in any manner connected with the fault, negligence or lack of care of MCAA, its officers, agents or employees in the use of the Leased Property.

19. Insurance. During the term of this Agreement, the Lessee will obtain and maintain the following kinds and amounts of insurance with respect to the Leased Property:

- a. Commercial general liability insurance with a reputable company insuring against liability for bodily injury and property damage occurring in, on or around the Leased Property, in an amount not less than one Million Dollars (\$1,000,000.00) combined single limit of bodily injury and property damage and shall name MCAA as an additional insured.
- b. Any other insurance that is customarily required for the type of business activity conducted by Lessee and that MCAA may request in writing.
- c. All such insurance policies will be in a form or forms which satisfy the requirements of MCAA's Primary Guiding Documents as the same may exist or be amended from time to time. Lessee shall deliver to MCAA a certificate of all required insurance showing it to be in effect and providing that it will not be canceled without at least thirty (30) days prior written notification to MCAA. The procuring of such policy or policies of insurance shall not be construed to be a limitation upon Lessee's liability under the hold harmless agreements set forth in this Agreement, nor as full performance of Lessee's part of the indemnification provisions of this Agreement. Regardless of the existence of insurance, Lessee's obligation is the full and total amount of any damage, injury or loss caused by the fault, negligence or lack of care of Lessee, its officers, agents or employees in its operations at the Airport.

20. Notices. All default or termination notices given or to be given by either party to the other shall be given in writing, sent certified mail, return receipt requested, and shall be addressed to the parties at the addresses set forth below or at such other addresses as the parties may by written notice designate:

**Airport Director**

Missoula County Airport Authority  
5225 Highway 10 West Box 25  
Missoula, Montana 59808

**Grass Valley Farms, LLC**

610 N. Grove  
Missoula, MT 59804

21. Hazardous Substances – Pollution Liability. For purposes of this Agreement, "Hazardous Substances" means asbestos and any toxic, dangerous, or hazardous waste, substance, or material under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, the Resource Conservation and Recovery Act, any so-called Superfund or Superlien law, or any other federal, state, or local statute, law, ordinance, code, rule, regulation, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning any hazardous, toxic, or dangerous waste, substance, or material.

- a. MCAA warrants and represents that to the best of its knowledge there are no existing hazardous substances, wastes or pollutants or any underground storage tanks on the Leased Property and that, to the best of its knowledge, no

hazardous substances have been released or discharged by MCAA on the Leased Property including in the soil and groundwater. MCAA shall indemnify and hold harmless the Lessee against any and all costs, including fines, penalties or administrative costs that may be associated with a breach of this warranty and representation.

- b. Lessee warrants and covenants that during the term of this Agreement it will not produce, handle, store, release, or dispose of hazardous substances on the Leased Property except as expressly authorized in this Agreement or by prior written permission from MCAA. The phrase "expressly authorized in this Agreement" means Lessee's use of substances such as fuel, oil, lubricants, cleaning solvents or other similar such substances used in the ordinary course of Lessee's business on the Leased Property provided such use is in strict compliance with this Agreement and all applicable environmental and safety laws, rules and regulations. Failure of Lessee to abide by the terms of this paragraph may be restrained by injunction, in addition to any other remedies available to MCAA.
- c. Lessee will give written notice to MCAA before storing, using, or disposing of any hazardous substances on the Leased Property. The notice will identify the hazardous substance, describe the manner in which it will be stored, used, or disposed of, and describe the manner in which any excess quantities of the hazardous substance or byproducts arising from the hazardous substance will be disposed of by Lessee. If MCAA objects to the storage, use, or disposal of a hazardous substance on the Leased Property, it may demand that Lessee refrain from or cease the activity objected to, and may demand that Lessee take any appropriate steps to remove the hazardous substance from the Leased Property. The failure of the Lessee to notify MCAA of the storage, use, or disposal of a hazardous substance on the Leased Property, or the failure of Lessee to comply with any demand of MCAA with respect to hazardous substances, will constitute an event of default under this Agreement.
- d. Any approved and authorized hazardous substances on the Leased Property will be stored, used, and disposed of in strict compliance with all applicable laws, rules, and ordinances. MCAA has the right to inspect the Leased Property, 24 hours after giving written notice to the Lessee, to determine if the Lessee is storing, using, or disposing of any hazardous substances, and if so whether the Lessee is doing so properly.
- e. Lessee must immediately notify MCAA of any fuel spills, breaches of any nature of any environmental laws or regulations, disposal or release of hazardous substance in the Leased Property, any discovery of hazardous substances in the Leased Property, or of any notice by a governmental authority or private party alleging that a disposal or release of hazardous substances on or near the Leased Property may have occurred. Lessee will promptly deliver to MCAA copies of and provide complete access to any and all documents or information in its custody, control or possession, regarding hazardous substances including any such documents or information received from, or submitted by the Lessee to, the United States Environmental Protection Agency and/or any federal, state, county, or municipal environmental or health agency concerning the Leased Property or the operations being conducted on the Leased Property.

- f. To the full extent permitted by applicable law, Lessee will defend, indemnify, and hold MCAA harmless from any and all costs, expenses, damages, assessments, remediation, claims, liabilities, fines, judgments, penalties, costs, suits, procedures, violations of environmental laws or regulations, and actions of any kind, including but not limited to attorney fees, arising out of or in any way connected with any storage, use, spills, discharges, or releases of hazardous substances on the Leased Property caused by or arising from the fault, conduct, act, omission and/or negligence of Lessee and/or its employees, agents, contractors, guests and/or invitees. The obligations and liabilities of the Lessee shall continue for as long as MCAA remains responsible for any spills, discharges, or releases of hazardous substances.
  - g. Upon expiration or termination of this Agreement, the Lessee will remove, to the satisfaction of MCAA, all hazardous substances released or deposited on the Leased Property, including in the soil and groundwater, by Lessee and/or its employees, agents, contractors, guests and/or invitees.
  - h. If Lessee fails to comply with any applicable environmental laws, regulations or rules, MCAA, in addition to its rights and remedies to enter the Leased Property and improvements, may take necessary measures to ensure compliance with environmental requirements all at Lessee's expense.
  - i. The provisions of this section shall survive any expiration or termination of this Agreement.
22. Place of Performance, Governing Law and Choice of Venue. The place of performance of this Agreement shall be in Missoula County, Montana. This Agreement shall be construed and interpreted pursuant to the laws of the State of Montana. Venue for any dispute or suit concerning this Agreement shall be in Missoula County, Montana.
23. Negotiation of This Agreement. The parties acknowledge that this Agreement is the result of substantial negotiations between the parties and should be construed in accordance with the fair intent and meaning of the language, considered in its entirety and not for or against either party, regardless of which party (or which party's attorney) prepared this Agreement. Each party acknowledges that it has consulted with its own attorney in connection with the negotiation of this Agreement.
24. Amendments and Assignments. This Agreement may not be assigned, sublet, modified, altered or amended in any manner unless such modification, alteration or amendment is reduced to writing and executed by all parties to this Agreement.
25. Merger. This Agreement represents the entire agreement of the parties hereto and NO REPRESENTATIONS, EXPRESS OR IMPLIED, have been made by any party except as contained herein. This Agreement is in substitution of and supersedes any and all prior agreements, discussions, understandings or conversations between the parties, their agents and employees pertaining to this transaction.
26. Attorney Fees, Expenses and Costs. In any action brought by either party to enforce any of the terms of this Agreement, the prevailing party in such action shall be entitled to costs, out of pocket expenses, expert and lay witness fees and expenses, and such

reasonable attorney and paralegal fees as the court shall determine just including any such costs, out of pocket expenses and fees incurred on any appeals or in any bankruptcy proceeding.

27. Partial Invalidity. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
28. Headings and Captions. The various headings, titles, subtitles, captions and numbers and the groupings of the provisions of this Agreement into separate sections and paragraphs are for the purpose of convenience only and are to be ignored in any construction of the provisions of this Agreement.
29. Waiver. The failure of MCAA or Lessee to insist upon strict performance of any of the terms, conditions, or covenants herein shall not be deemed a waiver of any rights or remedies that either may have and shall not be deemed a waiver of any subsequent breach or default in the terms, conditions or covenants contained in this Agreement.
30. Successors in Interest. The terms, covenants and conditions of this Agreement apply to and are binding on the successors and assigns of the parties to this Agreement.

**LESSOR:**  
MISSOULA COUNTY AIRPORT AUTHORITY

\_\_\_\_\_  
Brian Ellestad, Airport Director

**LESSEE:**  
GRASS VALLEY FARMS, LLC

\_\_\_\_\_  
Cory Miller, Member

## **2.1 Introduction**

The first step in planning for future facilities is to define the level of demand that can reasonably be expected to occur over the planning period. In the airport master planning process, this involves preparing forecasts of key aviation activity indicators that define the level of airport demand. Forecasts of commercial service and general aviation are used as the basis for facility planning, financial projections and environmental analysis.

The forecasts will be applied to several phases of the Airport Master Plan. Initially, they will be used to identify individual segments of future activity. They will then be used in the evaluation of airfield capacity, and the facility requirements of the airfield and the terminal area. From these evaluations, the need for new or improved facilities within the twenty-year planning period can be determined.

Aviation activity and the demand for aviation services can be affected by a variety of unforeseeable and unpredictable influences such as competition; local, regional, national and global economies; fuel supply volatility and pricing; and the implementation of effective airport sales and marketing programs. Planning and projecting aviation activities for a twenty-year planning period with absolute certainty is unrealistic. Therefore, it is important to remember that forecasts are to serve only as guidelines. Planning and development of improvements must remain a dynamic process, flexible enough to respond to unforeseen facility needs and service demands. Reviewing the airport's activity on a regular basis to determine if changes to the guidelines are necessary is a way to stay current with changing conditions and demands.

The following forecast analysis examines recent developments, historical information, and current aviation trends for the Missoula Montana Airport (MSO) to provide an updated set of passenger and operational projections. The intent of the Master Plan is to assist the Missoula County Airport Authority in making the adjustments necessary to ensure that the facility meets projected demands in an efficient and cost-effective manner.

## **2.2 National Aviation Trends**

The Federal Aviation Administration (FAA) publishes its national aviation forecast each year which includes forecasts for major air carriers, regional/commuters and general aviation. The forecast uses the economic performance of the United States as an indicator of future aviation industry growth. The current edition at the time of this chapter's preparation was FAA Aerospace Forecast Fiscal Years 2022-2042. The following is excerpted from the Aerospace Forecast:



The U.S. airline industry underwent considerable restructuring since the 2007-2009 recession. Air carriers adopted a strategy of "capacity discipline", fine-tuning their business models to minimize losses by lowering operating costs, eliminating unprofitable routes, and grounding older, less fuel-efficient aircraft. To increase operating revenues, carriers initiated new services that customers were willing to purchase and started charging separately for services that were historically bundled in the price of a ticket. The industry also experienced an unprecedented period of consolidation with four major mergers in five years. The results of these efforts were impressive: 2019 marked the eleventh consecutive year of profitability for the U.S. airline industry.

The outbreak of the COVID-19 pandemic in 2020, however, brought a rapid and cataclysmic end to those boom years. Airline activity and profitability tumbled almost overnight and without the financial and competitive strength built up during the boom, airlines would have faced even greater challenges. As it was, they were able to slash capacity and costs, and then, relying on their balance sheets, credit ratings and value inherent in their brands, to raise capital through borrowing and restructuring fleets allowing them to withstand the period of losses. Although several small regional carriers ceased operations in 2020, no mainline carriers did.

By the middle of 2021, conditions and the outlook had brightened considerably. With the arrival of spring, the introduction of vaccines, and the lifting of some local restrictions, leisure travel began rebounding. Favored destinations remained concentrated in outdoor recreation spots, whether beach or mountain, and some recorded traffic levels higher than in 2019. The emergence of the COVID-19 variants in the second half of the year paused the recovery but generally didn't reverse it. Two new low-cost carriers were formed and one regional carrier that ceased operations in 2020 was reborn. By the third quarter, industry profitability was nearing the breakeven point.

The business modifications necessitated by the downturn will shape the industry for years to come, long after the recovery is complete. Primarily, airlines will be smaller having retired aircraft and encouraged voluntary employee separations. Fleets, however, become younger and more fuel-efficient as retirements targeted the oldest and the least efficient aircraft. As airlines carry high levels of debt, capital spending and investment will be restrained which in turn holds back future growth. And even the unbundling of services took a small step backwards as carriers eliminated change fees for all but Basic Economy tickets.

In the medium-term, airlines will be focused on trying to foretell the recovery in demand and position themselves to meet it. To date, that demand recovery has been extremely uneven across markets and population segments, driven by COVID-19 case counts, vaccinations, governmental restrictions and the degree of pent-up demand experienced by consumers and businesses. While domestic leisure traffic has led the recovery, domestic business travel is expected to gain momentum in 2022. International activity

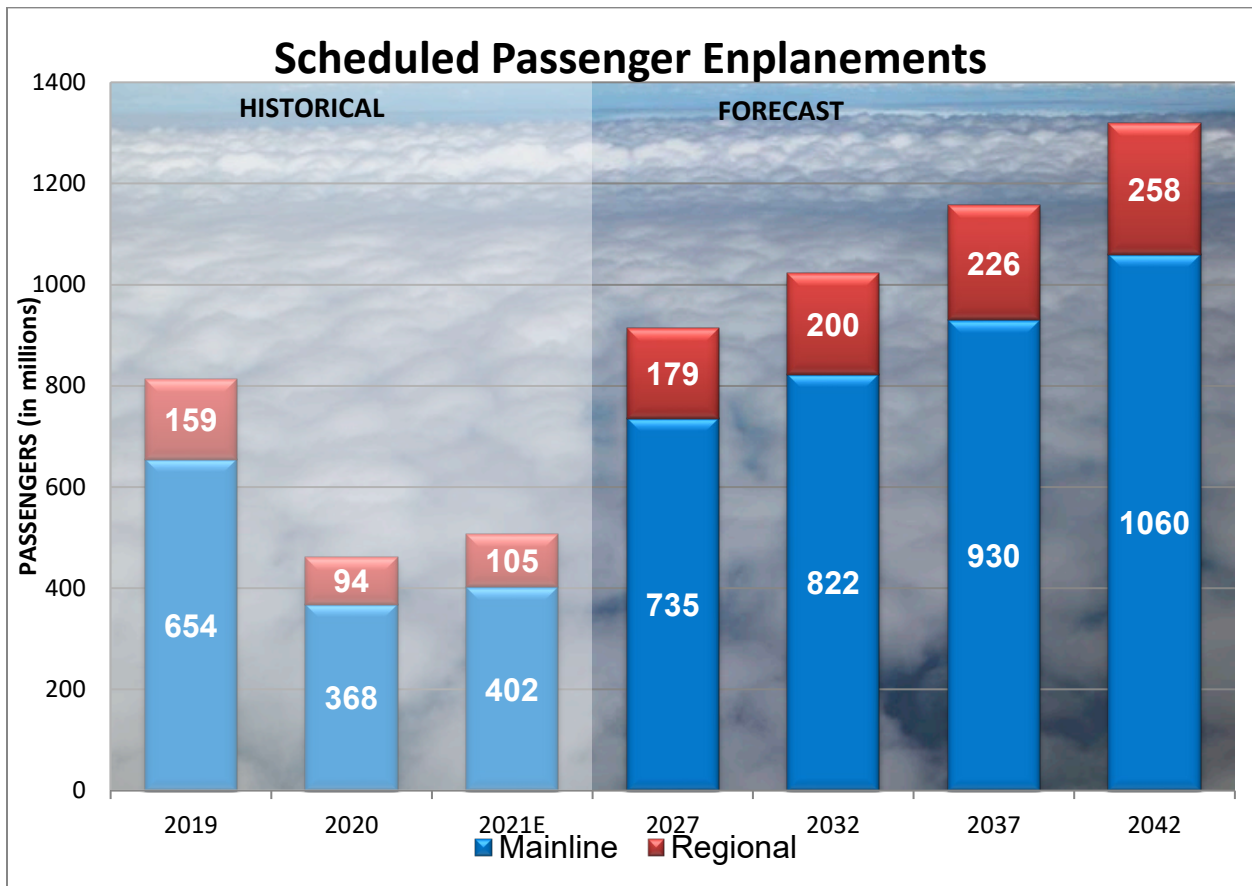
generally lags domestic as individual country experience with the pandemic is varying and shifting so widely.

Long-term, the strengths and capabilities developed over the past decade will become evident again. There is confidence that U.S. airlines have finally transformed from a capital intensive, highly cyclical industry to an industry that can generate solid returns on capital and sustained profits. Pent-up demand is expected to drive the commercial operations back to the pre-COVID level by 2023, hence leading to the stronger growth in the commercial sector.

The unpredictable demand environment carriers faced in the previous two years improved in 2022. Driving the predictability was continued lifting of COVID-19 precautions, the working off of pent-up demand, and employees returning to offices as they became more comfortable with travelling again and employers finding ways to satisfy duty-of-care requirements. Increasingly predictable activity allowed carriers to return capacity to typical markets and reduce reliance on purely recreational destinations. Load factors and utilization rates will rise and so did fares.

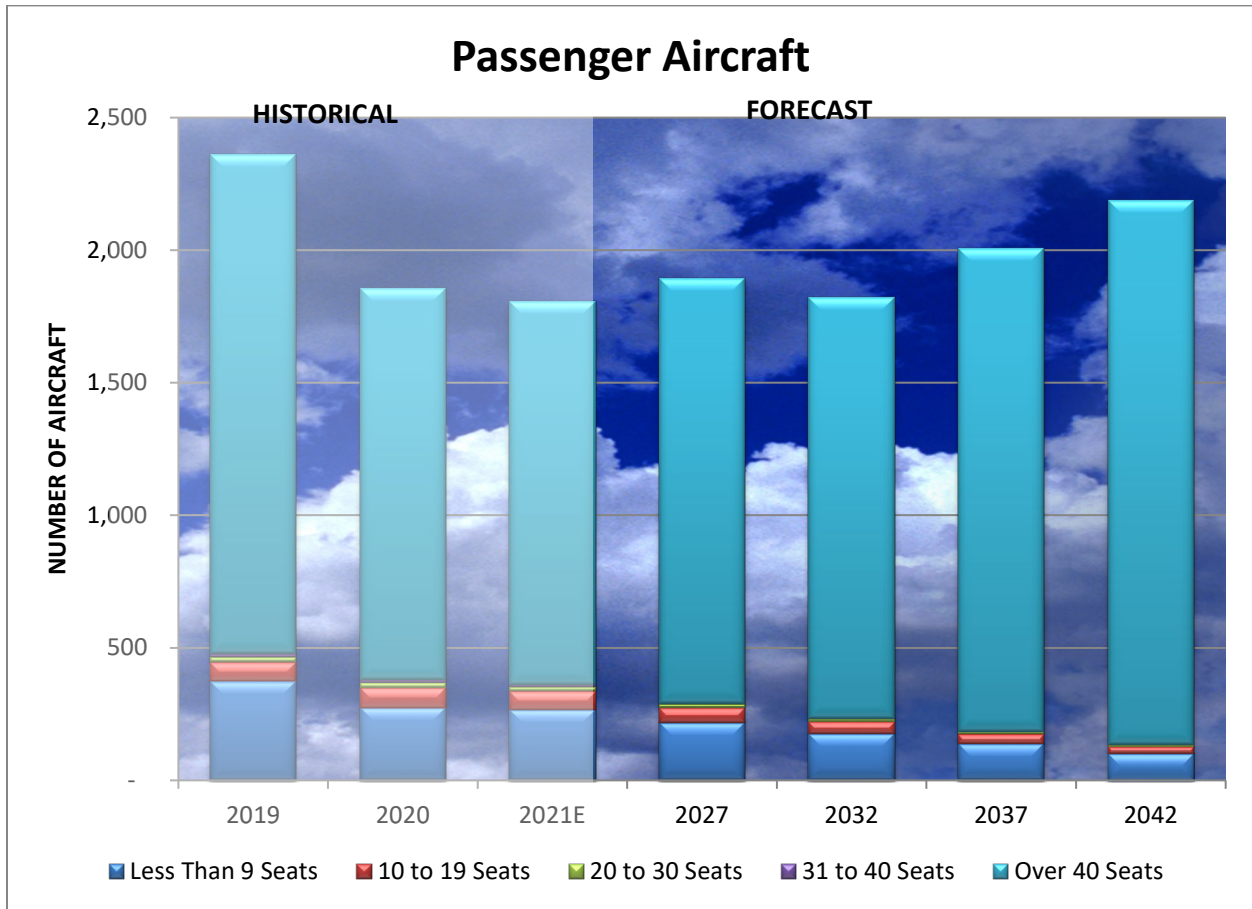
In the final recovery phase, activity approaches 2019 levels and industry conditions begin to normalize. Leisure travel has largely returned to pre-pandemic levels and business travel is steadily catching up. Carriers remain somewhat constrained by debt incurred to survive the crisis and forgo some capital investments in favor of strengthening their balance sheets. Throughout the recovery from the pandemic, several trends emerged that subsequently will, to greater or lesser extent, be reversed. Low-cost carriers targeting leisure travelers benefitted from relative strength in this segment. The sharp curtailment of business travel, on the other hand, impacted legacy carriers and those serving key business markets. And all carriers received a boost from low fuel prices that were due in part to reduced energy demand worldwide.

The 2022 FAA forecast calls for mainline U.S. carrier passenger growth over the next 20 years to average 3.7 percent per year with regional carriers growing at an average 3.8 percent per year. Regional carrier aircraft size is projected to continue to grow, with 70-90 seat regional jet aircraft entering the fleet and reductions in the 50 seat and under jet fleet. The changing aircraft fleet mix is narrowing the gap between the size and aircraft types operated by the mainline and regional carriers. **Figure 2-1** depicts passenger forecasts and **Figure 2-2** depicts fleet mix forecasts for Regional/Commuter Airlines from the 2022-2042 Aerospace Forecast.



Source: FAA Aerospace Forecast, FY 2022-2042, 2021 Estimated

Figure 2-1 U.S. Regional / Commuter Enplanements Forecasts

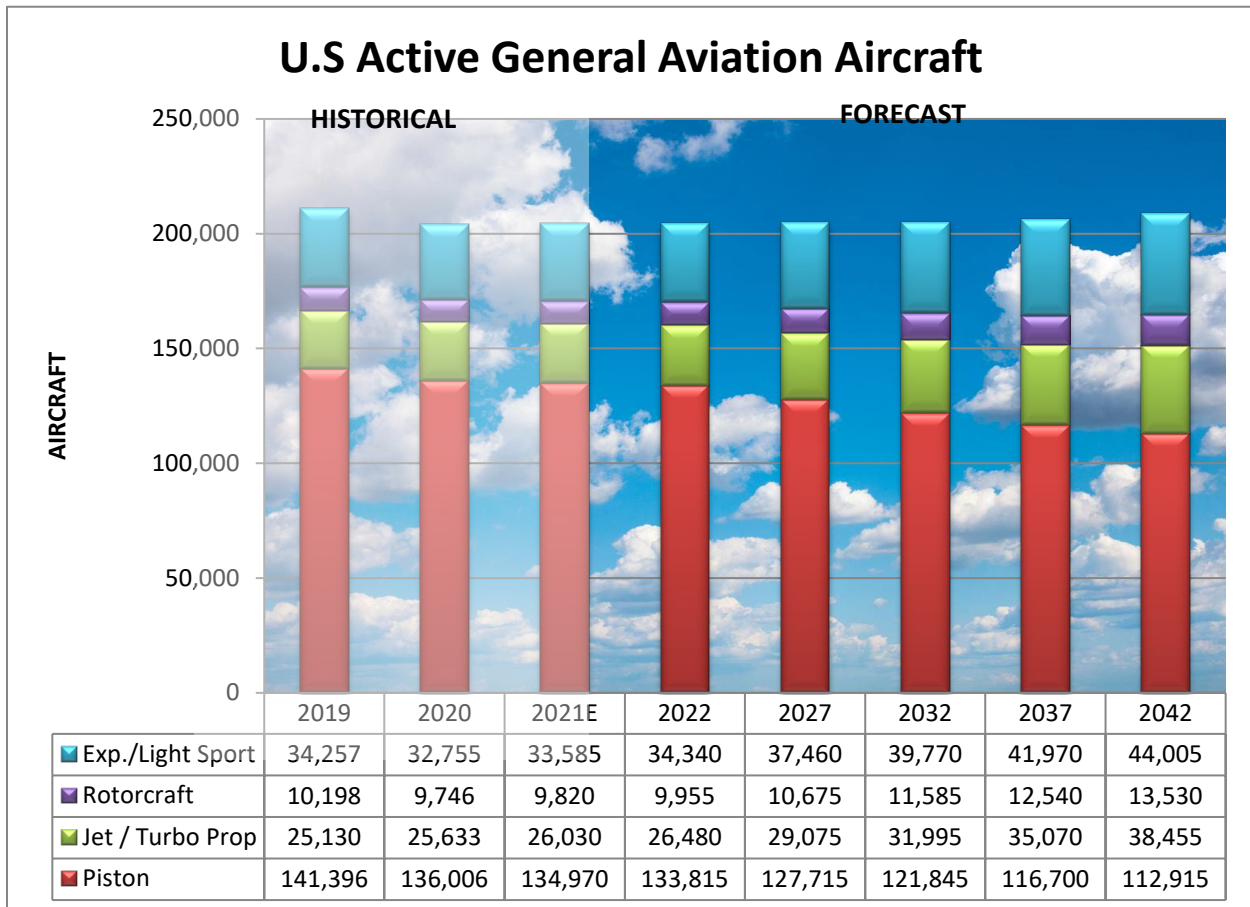


Source: FAA Aerospace Forecast, FY 2022-2042, 2021 Estimated

Figure 2-2 U.S. Regional / Commuter Aircraft Forecasts

**Figure 2-3** depicts the FAA forecast for active general aviation aircraft in the United States. The FAA forecasts total general aviation active aircraft to remain around its current level over the next 20 years. Declines in the fixed-wing piston fleet are anticipated to be offset by increases in the turbine, experimental and light sport fleets. The more expensive and sophisticated turbine-powered fleet (including rotorcraft) is projected to grow at an average rate of 1.9 percent per year over the forecast period, with the turbojet fleet increasing 2.6 percent per year.

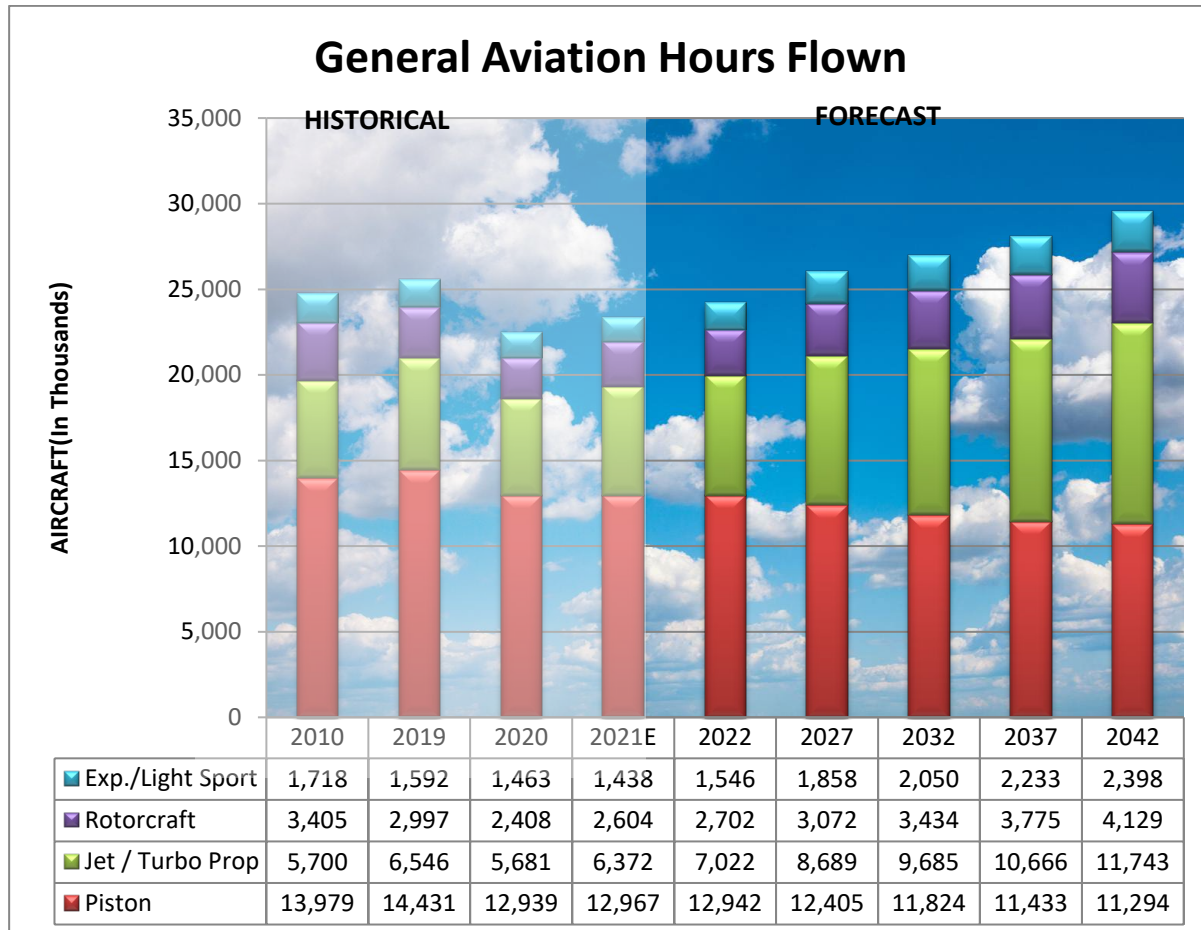
As indicated in the FAA forecast, the growth in U.S. Gross Domestic Product (GDP) and corporate profits are catalysts for the growth in the general aviation turbine fleet. The largest segment of the fleet, fixed wing piston aircraft, is predicted to shrink over the forecast period by 22,055 aircraft (an average annual rate of -0.8 percent). Unfavorable pilot demographics, overall increasing cost of aircraft ownership, coupled with new aircraft deliveries not keeping pace with retirements of the aging fleet are the drivers of the decline. On the other hand, the smallest category, light-sport-aircraft, (created in 2005), is forecast to grow by 3.5 percent annually, adding about 2,890 new aircraft by 2039, doubling its 2019 fleet size.



Source: FAA Aerospace Forecast, FY 2022-2042, 2021 Estimated

**Figure 2-3 U.S. General Aviation Aircraft Forecasts**

Although the total active general aviation fleet is projected to marginally increase, the number of general aviation hours flown is forecast to increase an average of 1.1 percent per year to 29.6 million through 2042 from 22.5 million in 2020, as the newer aircraft fly more hours each year. Fixed wing piston hours are forecast to decrease by 0.6 percent. Countering this trend, hours flown by turbine aircraft are forecast to increase 3.2 percent yearly over the forecast period. Jet aircraft are expected to account for most of the increase, with hours flown increasing at an average annual rate of 3.8 percent over the forecast period. The large increases in jet hours result mainly from the increasing size of the business jet fleet, along with estimated increases in utilization rates.



Source: FAA Aerospace Forecast, FY 2022-2042, 2021 Estimated

**Figure 2-4 U.S. General Aviation Hours Flown**

The significance of these national trends is that they point to a general, but modest, growth within all sectors of the aviation industry and provide the basis for forecasting growth at MSO.

## 2.3 Airport Service Area

The airport service area is generally defined by the proximity of other airports providing similar services. For general aviation, the service area is generally more closely defined around the airport but will depend on the level of service and facilities needed by the specific user such as longer runways, air traffic control services and instrument capability. The analysis of the airport service area contained within this chapter focuses on the commercial service aspects.

The airport service area has been defined to include Missoula County and the eight adjacent counties of Mineral, Granite, Ravalli, Sanders, Lake and Powell counties in Montana, and Clearwater and Idaho Counties in Idaho. While the passenger service area may extend outside the boundaries of the defined service area, these nine counties are presumed to provide the source for the majority of locally originating passengers. There are several other large towns with competing air service facilities within an approximately 150-mile, straight-line distance from

MSO including those at Kalispell, Helena, Butte, Great Falls, and Lewiston, Idaho, while Bozeman and Spokane, Washington, are just beyond this 150-mile threshold. These competing facilities surround the Missoula service area to the east/southeast, north and west, while the nearest competing airports to the south are more than 200 miles distant in southern Idaho. Of these other regional facilities, Spokane, which is approximately 200 miles from Missoula by car, is by far the largest in terms of air service.

**Local Population and Economy**

**Table 2-1** shows 2021 population estimates for the MSO service area. The projections reflect U.S. Census estimates for July 1, 2021.

**Table 2-1 MSO Service Area Population, 2021**

County	Population (2021)	% of Air Service Region
Missoula County, MT	119,533	47%
Ravalli County, MT	45,959	18%
Lake County, MT	32,033	13%
Idaho County ID	17,040	7%
Sanders County, MT	12,959	5%
Clearwater County, ID	8,895	3%
Powell County, MT	6,999	3%
Mineral County, MT	4,860	2%
Granite County, MT	6,999	3%
<b>Service Area Population</b>	<b>255,277</b>	

Source: US Census Bureau Population Estimates July 1, 2021

**Table 2-2** shows historic census counts and population projections for the MSO Service Area through 2040. The projections were obtained from the Census & Economic Information Center (CEIC), Montana Department of Commerce for surrounding counties and from the Idaho Department of Labor for Idaho counties. Forecasts for 2040 were not available for Idaho County and Clearwater County in Idaho. Flat growth was assumed between 2030 and 2040 for these two counties based on historic and projected trends. In 2020 the U.S. Census estimated the population of the MSO service area at 245,695. Projections provided by the Montana CEIC and derived from the Idaho Department of Labor reflect a population for the Airport Service Area of about 283,826 in the year 2040. This represents a projected average annual growth rate of 0.78 percent over the planning period.

Table 2-2 MSO Service Area Population Projections

	Actual				Projected	
	1990	2000	2010	2020	2030	2040
Missoula County, MT	78,687	95,802	109,299	117,922	132,802	141,601
Ravalli County, MT	25,010	36,070	40,212	44,174	51,073	55,716
Lake County, MT	21,041	26,507	28,746	31,134	32,115	33,141
Idaho County ID	13,783	15,511	16,267	16,541	16,507	16,507
Sanders County, MT	8,669	10,227	11,413	12,400	12,693	12,967
Clearwater County, ID	8,505	8,930	8,761	8,734	8,746	8,746
Powell County, MT	6,620	7,180	7,027	6,946	7,625	8,425
Mineral County, MT	3,315	3,884	4,223	4,535	4,922	5,314
Granite County, MT	2,548	2,830	3,079	3,309	3,469	3,503
<b>TOTAL</b>	<b>168,178</b>	<b>206,941</b>	<b>229,027</b>	<b>245,695</b>	<b>269,952</b>	<b>285,920</b>
% Change Between Census Years		23.05%	10.67%	7.28%	9.87%	5.92%
<b>State of Montana</b>	<b>799,065</b>	<b>902,195</b>	<b>989,415</b>	<b>1,084,225</b>	<b>1,172,150</b>	<b>1,229,024</b>
% Change Between Census Years		12.91%	9.67%	9.58%	8.11%	4.85%
<b>United States</b>	<b>248,790,925</b>	<b>281,421,906</b>	<b>308,745,538</b>	<b>331,449,281</b>	<b>355,100,000</b>	<b>373,500,000</b>
% Change Between Census Years		13.12%	9.71%	7.35%	7.14%	5.18%

Sources: US Census Bureau 1990, 2000, 2010, 2020

US Projections, "Demographic Turning Points for the United States: Population Projections for 2020 to 2060"

2030, 2040 MT County & State Projections - CEIC, MT Department of Commerce

2030 ID County Projections - Idaho Department of Labor

\* Note: 2040 Projections for ID Counties not Available. Flat growth assumed 2030-2040 based on historic trends.

Additional detail on historical and expected population change is provided in **Table 1-3**. Over the most recent ten-year census period (2010-2020), the population in the MSO service area has grown slightly slower than that of Montana (7.28 percent vs. 9.58 percent), and just slightly more slowly than that of the United States (7.35 percent). Population projections for 2020-2030 and 2030-2040 indicate that the air service area will grow at a faster rate than both the State of Montana and the United States. At a sub-regional level, the fastest growth is forecast for Ravalli, and Missoula Counties, where increases of 15.62 percent and 12.62 percent, respectively, are expected for the 2020-2030 time period. Lake County, the third largest population center in the service area is projected to grow at a rate of 3.15 percent for this period. Increases of 9.09 percent, 6.63 percent, and 3.19 percent are anticipated for the 2030-2040 time frame. Most of the area of these three counties is within 50 miles of the airport and therefore represents strong population growth within the core of the service area. Conversely, the slowest growth is expected in Idaho County, Idaho, where negative population change is projected through 2030. The overall trend for the full-service area is expected to be positive.



Table 2-3 MSO Service Area Population Growth by County

	Change 2010-2020	Change 2020 - 2030	Change 2030 - 2040
Ravalli County, MT	9.85%	15.62%	9.09%
Missoula County, MT	7.89%	12.62%	6.63%
Powell County, MT	-1.15%	9.78%	10.49%
Mineral County, MT	7.39%	8.53%	7.96%
Granite County, MT	7.47%	4.84%	0.98%
Lake County, MT	8.31%	3.15%	3.19%
Sanders County, MT	8.65%	2.36%	2.16%
Clearwater County, ID	-0.31%	0.14%	0.00%
Idaho County ID	1.68%	-0.21%	0.00%
Service Area Overall	7.28%	9.87%	5.92%
State of Montana	9.58%	8.11%	4.85%
United States	7.35%	7.14%	5.18%

Sources: US Census Bureau 1990, 2000, 2010, 2020

US Projections, "Demographic Turning Points for the United States: Population Projections for 2020 to 2060"

2030, 2040 MT County & State Projections - CEIC, MT Department of Commerce

2030 ID County Projections - Idaho Department of Labor

\* Note: 2040 Projections for ID Counties Not Available. Flat growth assumed 2030-2040 based on historic trends.

The economy of the Missoula Trade Area is dominated by service industries (including health care), government and retail. Health care in particular is one of the Missoula's fastest growing industries with St. Patrick's Hospital (western Montana's only level-II trauma center) and the Community Medical center being among the City of Missoula's largest employers behind the University of Montana. **Table 2-3** provides recent statistics on the civilian labor force and unemployment levels in the airport service area, the State of Montana and the United States. The data indicates that trends in job growth have been strong in the service area. Over the last five years, employment growth was 7.8 percent in the service area, in comparison with growth of 6.4 percent in the State of Montana and 0.8 percent in the United States. Unemployment rates also show positive trends. The average unemployment rate for the air service region (4.4 percent) is one percent higher than the State of Montana (3.4 percent) but one percent lower than the United States (5.4%). The unemployment rate for the air service region is falling at a rate faster than both the State of Montana and the United States on average.

Table 2-3: Civilian Labor Force and Unemployment Rate

	Employment 2021	Employment Change 2016 - 2021	Unemployment Rate 2021	Unemployment Rate Change 2016 - 2021
Missoula County, MT	62,920	6.7%	3.4%	-12.8%
Ravalli County, MT	20,564	10.6%	3.6%	-28.0%
Lake County, MT	13,472	8.3%	3.8%	-22.4%
Idaho County ID	6,487	8.4%	4.9%	-10.9%
Sanders County, MT	4,955	13.2%	4.8%	-40.0%
Clearwater County, ID	2,837	0.2%	6.5%	-8.5%
Powell County, MT	2,903	6.8%	2.6%	-50.0%
Mineral County, MT	1,772	13.9%	5.3%	-32.1%
Granite County, MT	1,548	1.0%	4.4%	-27.9%
<b>Air Service Region</b>	<b>117,458</b>	<b>7.8%</b>	<b>4.4%</b>	<b>-26.5%</b>
<b>State of Montana</b>	<b>531,202</b>	<b>6.4%</b>	<b>3.4%</b>	<b>-20.9%</b>
<b>United States</b>	<b>152,586,000</b>	<b>0.8%</b>	<b>5.4%</b>	<b>10.2%</b>

Source: Bureau of Labor Statistics

**Table 2-4** shows historic per capita income of each county in the service area for 2021, 2016 and the change from 2016 to 2021. Overall, the mean per capita income for the region was \$48,773, and Missoula County had the highest single per capita income at \$61,881 per person in 2021. This was the only county in the service area with per capita income levels above those for the state (\$56,949). No county, however, exceeded per capita income for the nation (\$64,143). Other counties with relatively high incomes were Ravalli, Granite and Powell Montana – each of which had per capita incomes of \$50,000-\$56,000. Conversely, Clearwater and Idaho Counties, Idaho and Sanders County, Montana, had the lowest per capita incomes – each was less than \$43,000 in 2021. Over the past decade, income levels in the service region overall grew at a rate (29.5 percent) that was slightly higher than that of Montana (29.2 percent) and the national per capita income growth (29.3 percent). Individually, the largest increases in income were seen in Ravalli (35.4 percent), Missoula (34.4 percent) and Lake (30.4 percent) Counties, where income growth outpaced that of both Montana and the United States. The slowest per capita income growth occurred in Mineral, MT (23.7 percent), Clearwater, ID (26.0 percent) and Granite, MT (26.6 percent).

Table 2-4: Per Capita Income

	Income 2021	Income 2016	Income Change 2016 - 2021
Missoula County, MT	61,881	46,029	34.4%
Ravalli County, MT	56,321	41,584	35.4%
Lake County, MT	46,387	35,575	30.4%
Idaho County ID	41,484	31,865	30.2%
Sanders County, MT	42,153	32,890	28.2%
Clearwater County, ID	41,834	33,190	26.0%
Powell County, MT	50,932	39,475	29.0%
Mineral County, MT	45,966	37,169	23.7%
Granite County, MT	51,995	41,080	26.6%
<b>Air Service Region</b>	<b>48,773</b>	<b>37,651</b>	<b>29.5%</b>
<b>State of Montana</b>	<b>56,949</b>	<b>44,063</b>	<b>29.2%</b>
<b>United States</b>	<b>64,143</b>	<b>49,613</b>	<b>29.3%</b>

Source: U.S. Bureau of Economic Analysis

## 2.4 Historical Enplaned Passengers

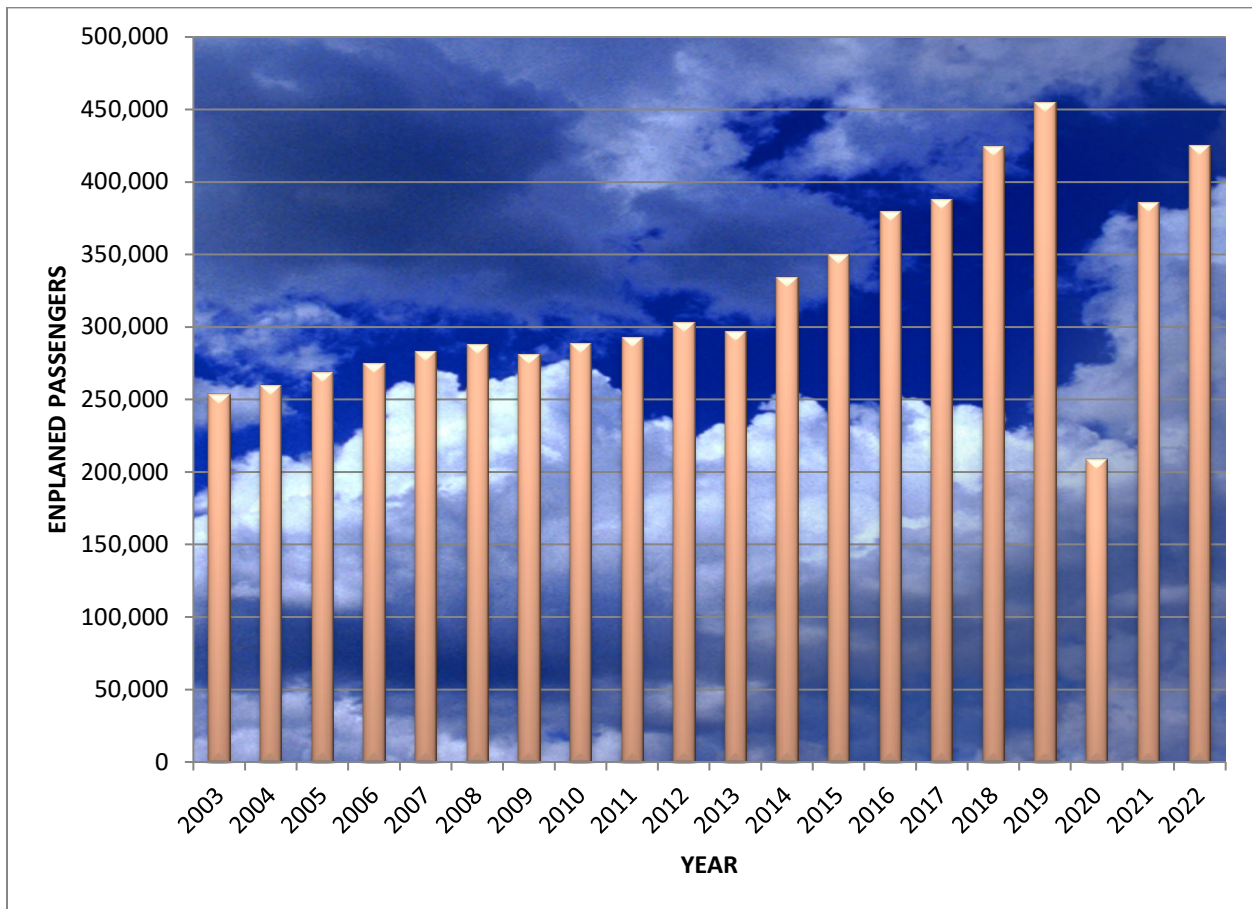
**Table 2-5** and **Figure 2-5** show the historical enplaned passengers at MSO for the last twenty years, from 2003, when the airlines enplaned 253,761 passengers, through 2022, when 424,945 passengers were enplaned.

The past two decades at MSO have been characterized by consistent strong and steady growth. While most airports in the US experienced high volatility over the past decade, MSO has experienced sustained growth. Through the “Great Recession” years of 2007 through 2009, where most airports experienced sharp declines in passenger enplanements, MSO experienced steady increases in 2007 and 2008 and a modest 2.4 percent decline in 2009. 2019 was a record setting year, but the outbreak of the COVID-19 pandemic drove numbers down dramatically in 2020 as passenger air travel all but ceased nationwide for several months. By the middle of 2021, enplanements began to recover to pre-pandemic levels as leisure travel began rebounding. September, October and November of 2022 saw passenger enplanement levels surpass 2019’s record setting pre-pandemic levels at MSO. Over the last twenty years, the average annual growth rate has been 5.4 percent, while over the last ten years, growth has averaged 8.4 percent. Passenger counts at MSO have increased by more than 44 percent between the 2013 and 2023.

Table 2-5 Historical Enplaned Passengers

Year	Total Enplanements	Annual % Change
2003	253,761	5.6%
2004	260,039	2.5%
2005	268,745	3.3%
2006	275,125	2.4%
2007	283,478	3.0%
2008	287,934	1.6%
2009	280,884	-2.4%
2010	288,807	2.8%
2011	292,530	1.3%
2012	303,016	3.6%
2013	296,797	-2.1%
2014	334,417	12.7%
2015	350,361	4.8%
2016	379,532	8.3%
2017	388,028	2.2%
2018	424,836	9.5%
2019	455,272	7.2%
2020	208,473	-54.2%
2021	385,818	85.1%
2022	424,945	10.1%
Avg. annual % change 2003 - 2022		5.4%
Avg. annual % change 2013 - 2022		8.4%
Avg. annual % change 2018 - 2022		11.5%

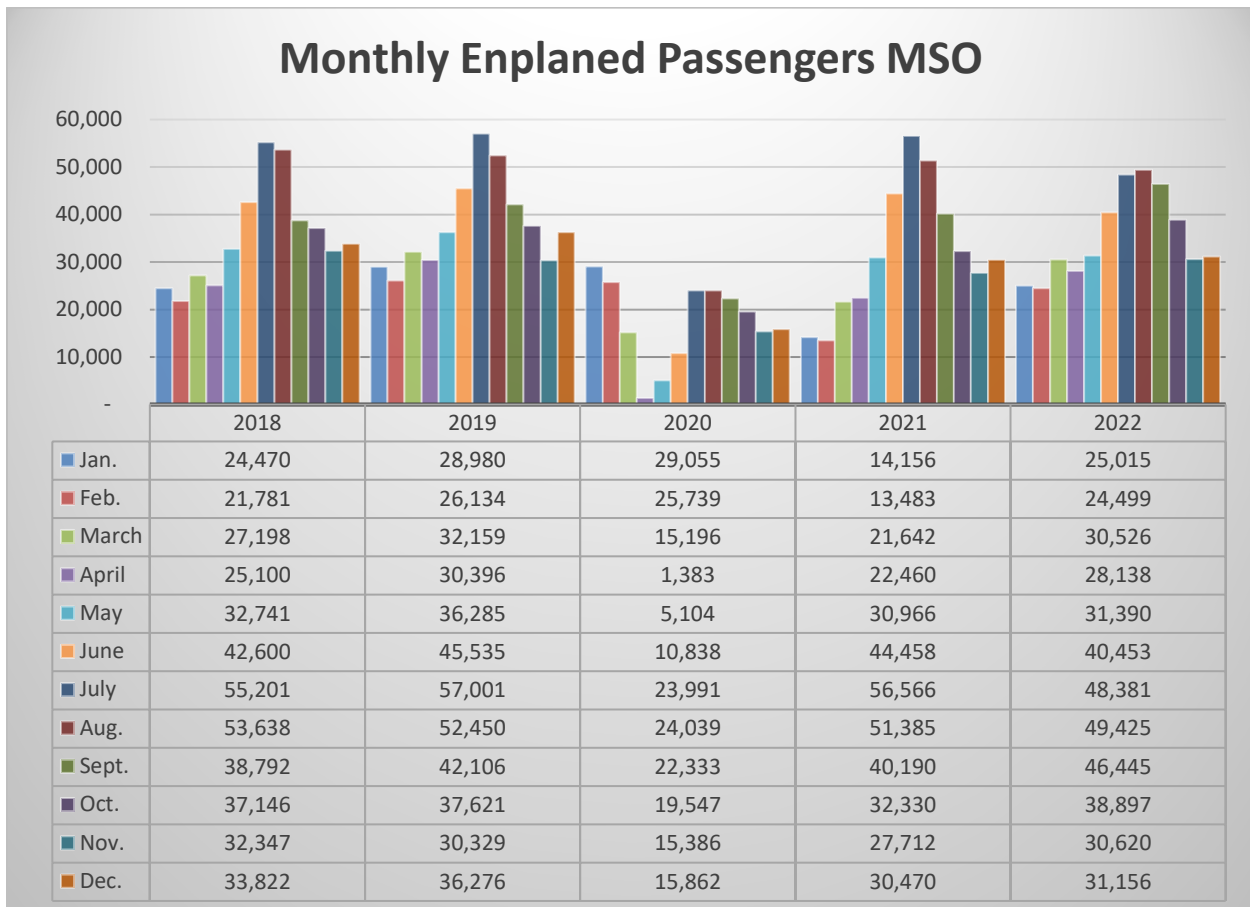
Source: Airport Records



Source: Airport Records

Figure 2-5 Historical Enplaned Passengers

**Figure 2-6** shows monthly enplaned passenger counts at MSO for the last five years. Monthly passenger enplanements are a function of both demand and schedule. Passenger traffic at MSO exhibits a seasonal pattern, typically peaking during the summer months of July and August. As shown in **Table 2-6**, July and August together have historically accounted for over 25 percent of annual enplanements.



Source: Montana Department of Transportation, MSO Records

**Figure 2-6 Monthly Enplanements 2018-2022**

Table 2-6 Average Monthly Distribution of Annual Enplanements 2018-2022

	Avg Mo. Distribution
Jan.	6.5%
Feb.	6.0%
March	6.8%
April	5.8%
May	7.3%
June	9.8%
July	12.9%
Aug.	12.4%
Sept.	10.2%
Oct.	8.9%
Nov.	7.3%
Dec.	6.2%

Source: Montana Department of Transportation, MSO Records

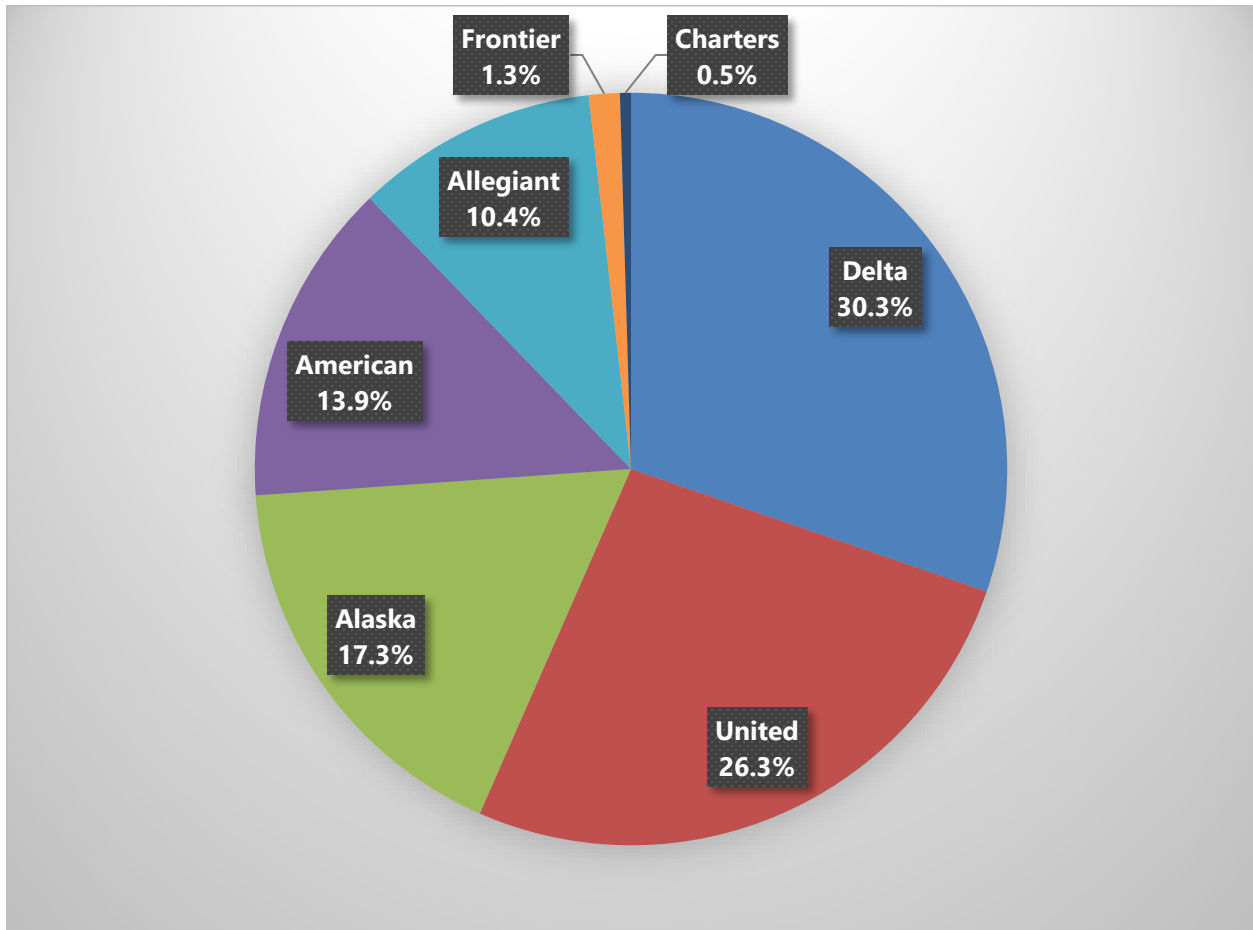
Six airlines provided scheduled service at MSO in 2022, as shown in **Table 2-7** and **Figure 2-7**, accounting for 99.5 percent of total enplanements (charters accounted for 0.5%):

- Delta accounted for 30.3 percent of total enplanements.
- United accounted for 26.3 percent of total enplanements.
- Alaska accounted for 17.3 percent of total enplanements.
- American accounted for 13.9 percent of total enplanements.
- Allegiant accounted for 10.4 percent of total enplanements.
- Frontier accounted for 1.3 percent of total enplanements.

Table 2-7 Enplanements by Airline – 2022

Airline	Enplanements	Share
Delta	128,680	30.3%
United	111,766	26.3%
Alaska	73,504	17.3%
American	59,085	13.9%
Allegiant	44,275	10.4%
Frontier	5,633	1.3%
Charters	2,002	0.5%
<b>Total - 2022</b>	<b>424,945</b>	<b>100.0%</b>

Source: Montana Department of Transportation



Source: Montana Department of Transportation

Figure 2-7: Enplanements by Airline

MSO serves mainly origin and destination (O&D) passengers – passengers that either originate their trip from or end their trip at the Airport. **Table 2-8** shows MSO’s enplaned passenger shares by nonstop destination in 2022. Denver tops the list with 28.0 percent of passengers, followed by Salt Lake City with 18.3 percent and Seattle with 16.6 percent.



Table 2-8: Enplaned Passengers by Nonstop Destination, 2022

Rank	City	Passenger Share
1	Denver	28.0%
2	Salt Lake City	18.3%
3	Seattle	16.6%
4	Minneapolis / St. Paul	12.3%
5	Dallas	12.2%
6	Phoenix-Mesa	4.0%
7	Las Vegas	3.5%
8	Los Angeles	2.9%
9	Santa Anna (Orange County)	0.9%
10	Oakland	0.7%
11	Portland	0.3%
12	San Diego	0.2%
13	San Francisco	0.1%

Source: MSO Records

Note: Data available through November, 2022 at time of writing

## 2.5 Historical Commercial Passenger Operations

**Table 2-9** lists the nonstop destinations from MSO, the airlines serving each destination, and the number of scheduled commercial passenger aircraft departures to each destination in 2019, 2020, 2021 and 2022.

In 2019, twelve destinations were served from MSO with nonstop flights to Atlanta, Denver, Dallas-Ft. Worth, Phoenix-Mesa, Las Vegas, Los Angeles, Minneapolis – St. Paul, Oakland, Chicago, Portland, Seattle, and Salt Lake City. Denver, served a United hub, was the top destination with a 26.4 percent share of total scheduled passenger aircraft departures from MSO.

By 2022 non-stop flights increased to thirteen as San Diego and San Francisco were added by Alaska and Orange County was added by Allegiant and Chicago was dropped by American and Atlanta was dropped by Delta. Salt Lake City, a Delta hub, was the top destination in 2022 with 24.6 percent of departures.

Table 2-9: Scheduled Nonstop Commercial Passenger Aircraft Departures by Destination from MSO, 2019-2022

	2019		2020		2021		2022	
	Number	% Share	Number	% Share	Number	% Share	Number	% Share
<b>ATL - Atlanta, GA</b>	<b>13</b>	<b>0.2%</b>		<b>0.0%</b>	<b>15</b>	<b>0.3%</b>		<b>0.0%</b>
Delta	13	0.2%		0.0%	15	0.3%		0.0%
<b>DEN - Denver, CO</b>	<b>1,543</b>	<b>26.4%</b>	<b>787</b>	<b>18.3%</b>	<b>1,266</b>	<b>21.2%</b>	<b>1,019</b>	<b>23.2%</b>
Frontier	125	2.1%	48	1.1%	44	0.7%	40	0.9%
United	1,418	24.2%	739	17.2%	1,222	20.5%	979	22.3%
<b>DFW - Dallas - Ft. Worth, TX</b>	<b>377</b>	<b>6.4%</b>	<b>502</b>	<b>11.7%</b>	<b>594</b>	<b>9.9%</b>	<b>410</b>	<b>9.3%</b>
American	377	6.4%	502	11.7%	594	9.9%	410	9.3%
<b>IWA - Phoenix-Mesa, AZ</b>	<b>128</b>	<b>2.2%</b>	<b>107</b>	<b>2.5%</b>	<b>116</b>	<b>1.9%</b>	<b>95</b>	<b>2.2%</b>
Allegiant	128	2.2%	107	2.5%	116	1.9%	95	2.2%
<b>LAS - Las Vegas, NV</b>	<b>106</b>	<b>1.8%</b>	<b>87</b>	<b>2.0%</b>	<b>110</b>	<b>1.8%</b>	<b>95</b>	<b>2.2%</b>
Allegiant	106	1.8%	87	2.0%	110	1.8%	95	2.2%
<b>LAX - Los Angeles, CA</b>	<b>50</b>	<b>0.9%</b>	<b>49</b>	<b>1.1%</b>	<b>289</b>	<b>4.8%</b>	<b>149</b>	<b>3.4%</b>
Alaska		0.0%	26	0.6%	169	2.8%	0	0.0%
Allegiant	24	0.4%	22	0.5%	24	0.4%	24	0.5%
American		0.0%		0.0%	74	1.2%	125	2.8%
Delta	26	0.4%	1	0.0%	22	0.4%		0.0%
<b>MSP - Minneapolis-St. Paul, MN</b>	<b>547</b>	<b>9.3%</b>	<b>352</b>	<b>8.2%</b>	<b>592</b>	<b>9.9%</b>	<b>415</b>	<b>9.4%</b>
Delta	547	9.3%	352	8.2%	592	9.9%	415	9.4%
<b>OAK - Oakland, CA</b>	<b>27</b>	<b>0.5%</b>	<b>24</b>	<b>0.6%</b>	<b>23</b>	<b>0.4%</b>	<b>21</b>	<b>0.5%</b>
Allegiant	27	0.5%	24	0.6%	23	0.4%	21	0.5%
<b>ORD - Chicago, IL</b>	<b>99</b>	<b>1.7%</b>	<b>63</b>	<b>1.5%</b>	<b>121</b>	<b>2.0%</b>		<b>0.0%</b>
American	99	1.7%	63	1.5%	121	2.0%		0.0%
<b>PDX - Portland, OR</b>	<b>392</b>	<b>6.7%</b>	<b>171</b>	<b>4.0%</b>	<b>146</b>	<b>2.4%</b>	<b>26</b>	<b>0.6%</b>
Alaska	392	6.7%	171	4.0%	119	2.0%	26	0.6%
Allegiant		0.0%		0.0%	27	0.5%		0.0%
<b>SAN - San Diego, CA</b>		<b>0.0%</b>		<b>0.0%</b>	<b>103</b>	<b>1.7%</b>	<b>12</b>	<b>0.3%</b>
Alaska		0.0%		0.0%	103	1.7%	12	0.3%
<b>SEA - Seattle, WA</b>	<b>1,423</b>	<b>24.3%</b>	<b>1,122</b>	<b>26.1%</b>	<b>1,300</b>	<b>21.8%</b>	<b>1,035</b>	<b>23.5%</b>
Alaska	1,423	24.3%	1,122	26.1%	1,300	21.8%	1,035	23.5%
<b>SFO - San Francisco, CA</b>		<b>0.0%</b>		<b>0.0%</b>	<b>16</b>	<b>0.3%</b>	<b>12</b>	<b>0.3%</b>
Alaska		0.0%		0.0%	16	0.3%	12	0.3%
<b>SJC - San Jose, CA</b>		<b>0.0%</b>		<b>0.0%</b>	<b>16</b>	<b>0.3%</b>		<b>0.0%</b>
Alaska		0.0%		0.0%	16	0.3%		0.0%
<b>SLC - Salt Lake City, UT</b>	<b>1,148</b>	<b>19.6%</b>	<b>1,029</b>	<b>24.0%</b>	<b>1,189</b>	<b>19.9%</b>	<b>1,080</b>	<b>24.6%</b>
Delta	1,148	19.6%	1,029	24.0%	1,189	19.9%	1,080	24.6%
<b>SNA - Santa Anna - Orange County, CA</b>		<b>0.0%</b>		<b>0.0%</b>	<b>76</b>	<b>1.3%</b>	<b>28</b>	<b>0.6%</b>
Allegiant		0.0%		0.0%	76	1.3%	28	0.6%

Source: MSO Records

Note: Data through Nov. 2022

**Commercial Passenger Aircraft Fleet Mix**

**Table 2-10** shows the fleet mix for commercial aircraft operating at MSO in 2021 (the most recent year full year data is available). **Figure 2-8** shows the changes in the type and mix of aircraft operated at MSO from 2012 to 2022.

Narrow body jet aircraft, which were used to provide only 10.9 percent of the scheduled service at MSO in 2012, have replaced shares of smaller turboprop and regional jet aircraft over the last decade. Narrow body jet aircraft accounted for 38.5 percent of scheduled commercial passenger service in 2022.

The use of regional jet aircraft is decreasing, mostly by an increasing share of narrow body jets. Regional jets, which provided 67.3 percent of scheduled service at MSO in 2012, accounted for 43.7 percent of scheduled service in 2022.

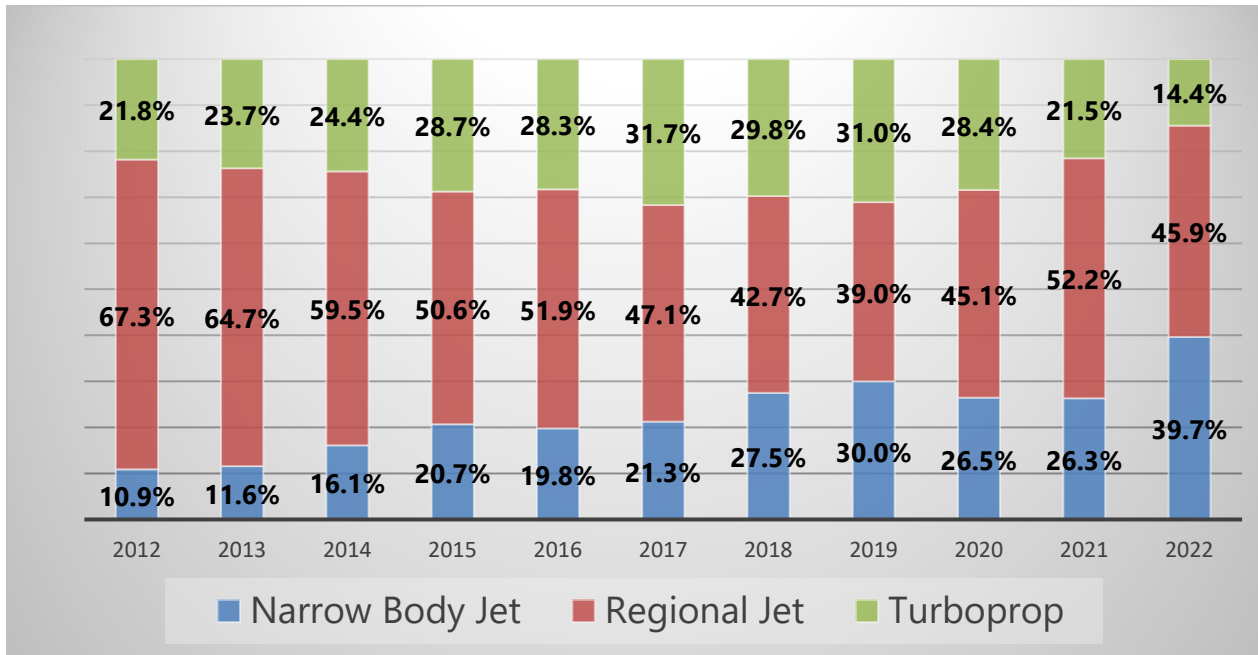
The use of turboprop aircraft continues at the Airport largely due to operations of Alaska / Horizon’s Q400.

**Table 2-10: Commercial Aircraft Fleet Mix, 2021**

Aircraft	Seats	Departures	% Share
<b>Narrow Body Jet</b>		<b>1572</b>	<b>26.3%</b>
Airbus Industrie A319	128 -156	745	12.5%
Airbus Industrie A320-100/200	150 - 186	530	8.9%
Airbus Industrie A320-200n	151 - 186	23	0.4%
Airbus Industrie A321/Lr	191	65	1.1%
Boeing 737-700/700LR/Max 7	126	6	0.1%
Boeing 737-800	160-172	195	3.3%
Boeing 737-900ER	180	8	0.1%
<b>Regional Jet</b>		<b>3118</b>	<b>52.2%</b>
Canadair CRJ 900	90	440	7.4%
Canadair RJ-200ER /RJ-440	50	437	7.3%
Canadair RJ-700	69	157	2.6%
Embraer ERJ-175	70-76	2040	34.1%
Embraer-Emb-170	70	44	0.7%
<b>Turboprop</b>		<b>1287</b>	<b>21.5%</b>
De Havilland DHC8-400 Dash-8	76	1287	21.5%
<b>Total</b>		<b>5977</b>	<b>100.0%</b>

Source: BTS T-100 Domestic Segment Data

Note: Scheduled Passenger Service Carriers, Departures Performed



Source: BTS T-100 Domestic Segment Data

Note: Scheduled Passenger Service Carriers, Departures Performed

Figure 2-8: Commercial Aircraft Fleet Mix, 2012-2022

**Commercial Passenger Aircraft Departures and Seats**

Table 2-11 and Figures 2-9, 2-10 and 2-11 show the historical trends in scheduled commercial passenger service at MSO from 2012 through 2022 in terms of aircraft departures, seats and average number of seats per departure. (note: at the time of this chapter’s preparation data were available through September, 2022, therefore 2022 counts shown are underrepresented) While there have been fluctuations in total passenger aircraft departures from year to year, passenger aircraft departures from MSO increased 1.6 percent annually, on average, from 2012 through 2021. The number of scheduled passenger aircraft departures increased a total of 16.4 percent from a total of 5,134, or 14 departures per day, in 2012 to 5,977, or approximately 16 departures per day, in 2021.

While annual aircraft departures have increased modestly, the air service capacity provided at the Airport has increased more dramatically. Scheduled seats grew from a total of 363,544 in 2012 to 553,383 in 2021 at an average annual rate of 5.4 percent.

The trends in the average number of seats per departure reflect changes in the size and mix of aircraft used by airlines to service the MSO market. The average number of seats per departure increased from 70.8 in 2012 to 93.4 in 2021 and 103.9 for the first nine months of 2022. Between 2012 and 2021, seats per departure at MSO increased at an average annual rate of 3.2 percent. This was due to the replacement of smaller regional jets such as the Canadair RJ 50 seaters with larger regional jets and narrow body jets.

Table 2-11: MSO Aircraft Departures, Seats and Average Seats per Departure 2012-2022

	Departures	Seats Available	Seats / Departure
<b>2012</b>	<b>5,134</b>	<b>363,544</b>	<b>70.8</b>
<b>2013</b>	<b>4,819</b>	<b>336,931</b>	<b>69.9</b>
<b>2014</b>	<b>5,435</b>	<b>407,401</b>	<b>75.0</b>
<b>2015</b>	<b>4,868</b>	<b>404,103</b>	<b>83.0</b>
<b>2016</b>	<b>5,438</b>	<b>455,009</b>	<b>83.7</b>
<b>2017</b>	<b>5,237</b>	<b>446,755</b>	<b>85.3</b>
<b>2018</b>	<b>5,694</b>	<b>512,725</b>	<b>90.0</b>
<b>2019</b>	<b>5,838</b>	<b>551,761</b>	<b>94.5</b>
<b>2020</b>	<b>4,321</b>	<b>396,705</b>	<b>91.8</b>
<b>2021</b>	<b>5,977</b>	<b>558,383</b>	<b>93.4</b>
<b>2022</b>	<b>4,716</b>	<b>492,465</b>	<b>104.4</b>

Source: BTS T-100 Domestic Segment Data

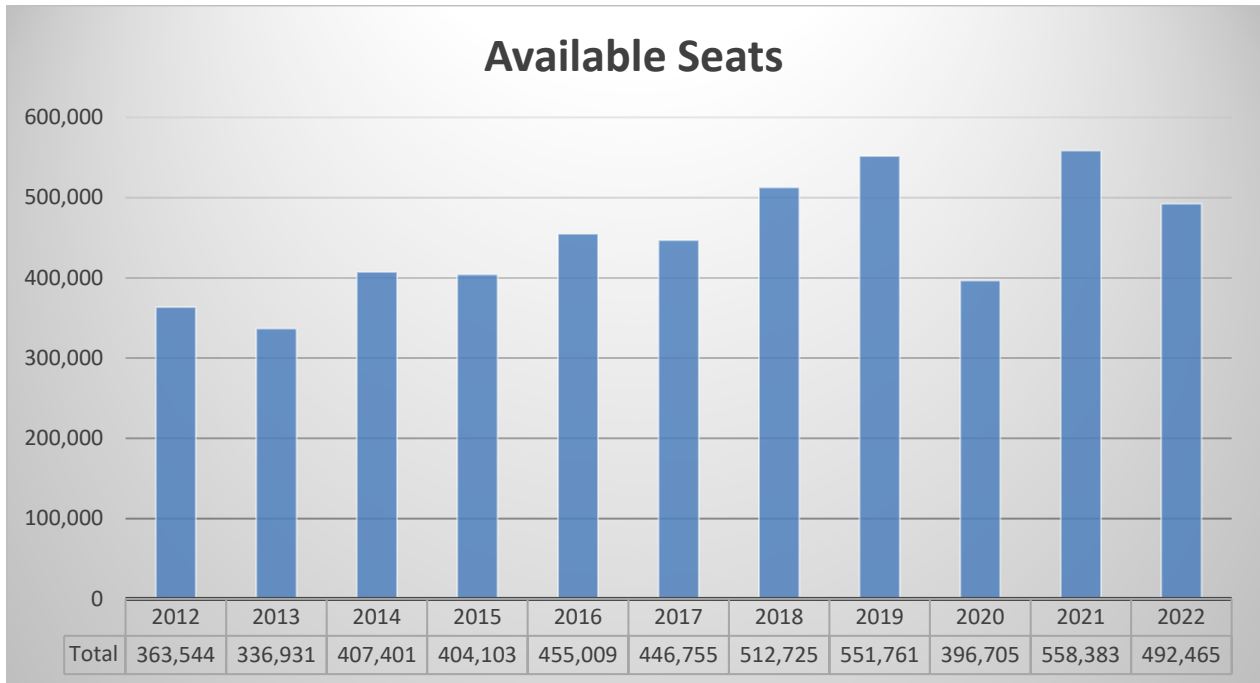
Note: Scheduled Passenger Service Carriers, Departures Performed



Source: BTS T-100 Domestic Segment Data

Note: Scheduled Passenger Service Carriers, Departures Performed

Figure 2-9: Commercial Aircraft Departures, 2012-2022



Source: BTS T-100 Domestic Segment Data  
Note: Scheduled Passenger Service Carriers, Departures Performed

Figure 2-10: Available Seats - Commercial Aircraft, 2012-2022



Source: BTS T-100 Domestic Segment Data  
Note: Scheduled Passenger Service Carriers, Departures Performed

Figure 2-11: Available Seats per Departure - Commercial Aircraft, 2012-2022

**Commercial Passenger Aircraft Boarding Load Factors**

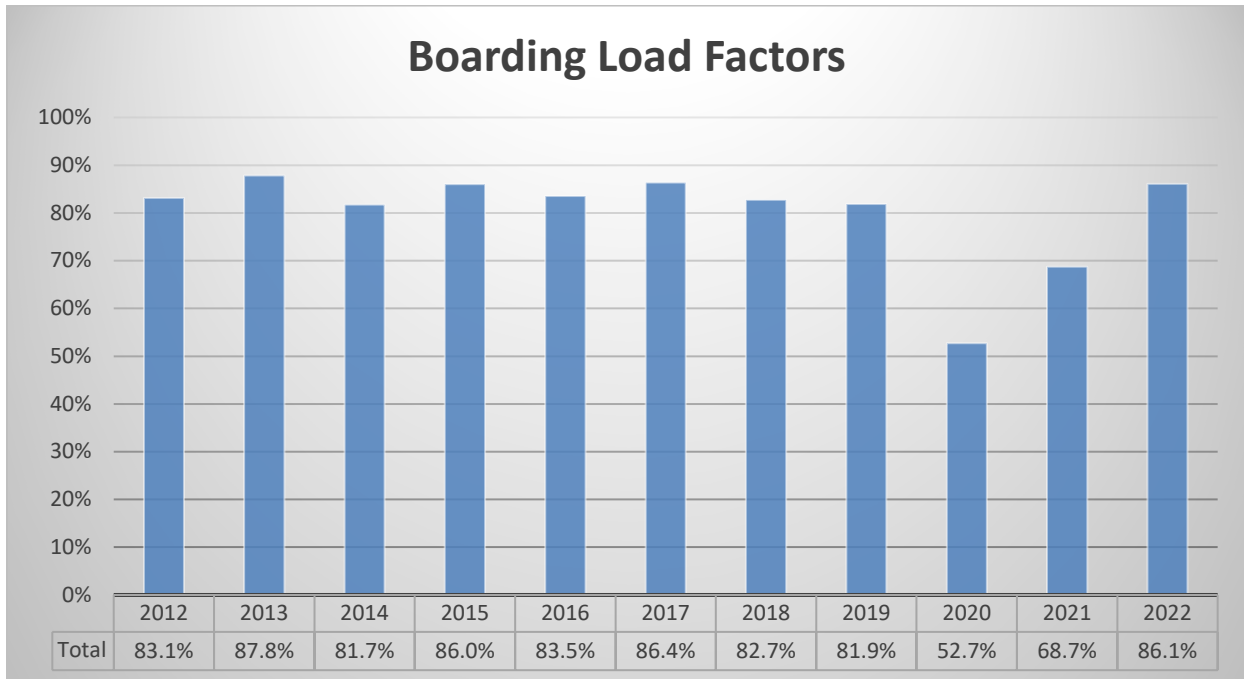
Boarding load factors were calculated based on actual enplanements and available seats. **Table 2-12** and **Figure 2-12** show that boarding load factors have, setting aside pandemic year anomalies in 2020 and 2021, remained consistently strong, over the past decade. Even with an increasing share of larger aircraft into the fleet mix, commercial aircraft departing MSO have been consistently over 80 percent full. Monthly boarding load factors reflect the seasonal pattern of enplanements. They are highest during the summer months of July and August.

**Table 2-12: Commercial Passenger Monthly Aircraft Boarding Load Factors, 2012-2022**

	Monthly Load Factor											
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Average
Jan	81.1%	85.7%	82.3%	77.5%	81.2%	83.7%	87.0%	71.1%	81.7%	54.8%	78.9%	78.4%
Feb	84.1%	87.3%	85.1%	79.8%	79.6%	80.9%	89.1%	77.8%	79.5%	53.6%	84.1%	79.8%
Mar	86.2%	86.0%	84.8%	82.1%	82.5%	86.0%	84.6%	83.0%	46.1%	59.0%	86.4%	78.2%
Apr	83.3%	79.9%	86.1%	78.4%	82.3%	76.7%	82.5%	75.1%	11.7%	56.0%	83.3%	74.8%
May	85.5%	85.4%	83.6%	83.2%	85.1%	83.1%	85.9%	80.4%	38.8%	63.5%	88.1%	79.9%
Jun	71.9%	82.8%	79.0%	83.2%	83.7%	83.8%	73.8%	77.4%	55.4%	63.3%	82.8%	76.3%
Jul	81.9%	88.0%	82.8%	89.9%	83.0%	89.3%	84.4%	88.2%	55.9%	72.9%	87.2%	82.2%
Aug	87.4%	93.1%	82.9%	94.9%	83.8%	92.2%	85.9%	85.5%	49.7%	70.2%	86.0%	82.1%
Sep	86.7%	91.0%	75.5%	92.5%	84.7%	89.0%	85.2%	85.8%	52.2%	68.3%	87.0%	80.8%
Oct	83.6%	93.8%	81.5%	90.2%	88.3%	87.9%	81.8%	85.1%	48.3%	84.5%	90.6%	82.5%
Nov	84.2%	86.7%	78.6%	84.4%	83.4%	89.5%	78.9%	81.5%	37.2%	88.0%	89.4%	78.8%
Dec	84.5%	91.5%	82.5%	88.1%	83.3%	89.1%	78.9%	86.6%	46.5%	86.9%	87.5%	82.1%
<b>Average</b>	<b>83.1%</b>	<b>87.8%</b>	<b>81.7%</b>	<b>86.0%</b>	<b>83.5%</b>	<b>86.4%</b>	<b>82.7%</b>	<b>81.9%</b>	<b>52.7%</b>	<b>68.7%</b>	<b>86.1%</b>	<b>79.9%</b>

Source: BTS T-100 Domestic Segment Data

Note: Scheduled Passenger Service Carriers, Departures Performed



Source: BTS T-100 Domestic Segment Data

Note: Scheduled Passenger Service Carriers, Departures Performed

**Figure 2-12: Commercial Passenger Annual Aircraft Boarding Load Factors, 2012-2022**

## 2.6 Aviation Forecast

This section presents forecasts of scheduled passenger enplanements, based aircraft and aircraft operations that will serve as the basis for planning facility additions and expansion at MSO. The process begins with the development of enplanement forecasts, which serve as the basis for developing passenger aircraft operations. In addition to passenger aircraft operations, forecasts of air taxi, general aviation and military operations are also provided to arrive at a forecast of total aircraft operations at MSO.

As previously noted, aviation activity and the demand for aviation services can be affected by a variety of unforeseeable and unpredictable influences. Planning and projecting aviation activities for a twenty-year planning period with absolute certainty is unrealistic. Therefore, it is important to remember that forecasts are to serve only as guidelines. Planning and development of improvements must remain a dynamic process, flexible enough to respond to unforeseen facility needs and service demands. Reviewing the airport's activity on a regular basis to determine if changes to the guidelines are necessary is a way to stay current with changing conditions and demands.

The Covid 19 pandemic created a shock to the aviation system resulting in significant downward anomalies in years 2020 and 2021. While 2022 levels are still below pre-pandemic levels, national forecasts predict full recovery to pre-pandemic levels in 2023. Forecasts in this section utilize data through 2019 for historic trend analysis and utilize the FAA's Terminal Area Forecast for 2023 forecast baselines.



## 2.6.1 Enplanement Forecasts

Several analytical techniques have been used to examine trends in passenger growth. These have included time-series “linear trend” extrapolation, regression analysis, and market share analysis. While the potential timeframes used for time-series can be rather extensive, the past twenty-year period was considered to be a good reflection of recent trends.

### **Time-Series Linear Trend Extrapolation**

Trend extrapolation examines the historical enplanement growth trend and projects this trend into the future. In this chapter, it is implemented using regression techniques where a regression model is specified with enplanements as the dependent variable and time as the explanatory variable. This regression model yields a trendline that best fits the historical enplanement growth trends and can be used to forecast enplanements by extending the trendline into the future.

The acceptability of time-series projections is based upon the correlation between the data. The correlation coefficient (Pearson’s “r-squared”) measures the association between changes in the dependent and independent variables. If the r-squared value (coefficient of determination) is greater than 0.95, it indicates good predictive reliability, with an r-squared value of 0.90 generally identified as a threshold of statistical reliability. Values lower than that become increasingly unreliable.

Rather than applying an average compounding annual growth rate, a regression-based time series projection produces coefficients which are used to create a “best fit” line through historical data. This can be projected into the future to predict future values based on the linear trend.

Initially, a linear time-series analysis was performed on historical enplanement data for the 20 year 2000-2019 time period. This yielded an r-squared value of 0.860 indicating a relatively low level of predictive reliability.

A linear time-series analysis was also performed on historical enplanement data for the ten-year 2010-2019 time period. This yielded an r-squared value of .938, a relatively high level of predictive reliability.

### **Regression Analysis**

Regression analysis is a method used to measure the degree at which one or more independent variables (predictors) and a dependent variable (response) are linearly related. Once a degree of relation, as measured by Pearson’s r-squared noted above, is established, the method can be used to predict the behavior of the response variable in relation to the predictor variable(s).

A regression analysis was performed on enplanements vs. service area population for the ten-year time period between 2010 and 2019. This provided an r-squared value of .972.

A multiple variable regression analysis of population and per capita income for Missoula County between 2010 and 2019 was also performed and provided best predictive reliability of any of the analyses performed, providing an r-squared values of .976.

**Market Share Analysis**

A market share projection was also developed using a variable share of MSO’s historical share of the national regional/commuter market. Historical passenger enplanements, US regional / commuter enplanements and local market share have been summarized in **Table 2-13** for the 20-year period beginning in 2003 and extending through 2022. The airport has experienced a steadily increasing share of the US market consistently over this 20-year period. The annual increase in MSO’s market share over the twenty-year period has averaged 0.002% per year over the twenty year period between 2003 and 2022.

A market share projection was developed using FAA projections for national regional air carrier traffic. A variable market share rate was applied reflecting the increasing market share experienced at MSO over the past 20 years.

**Table 2-13 Historical Passenger Enplanements and Market Shares**

Year	MSO Passenger Enplanements	U.S. Regional Carriers Scheduled Passenger Traffic	MSO Share of U.S Passenger Traffic
2003	253,761	108,600,000	0.234%
2004	260,039	130,000,000	0.200%
2005	268,745	149,700,000	0.180%
2006	275,125	155,700,000	0.177%
2007	283,478	159,700,000	0.178%
2008	287,934	162,600,000	0.177%
2009	280,884	156,600,000	0.179%
2010	288,807	164,381,978	0.176%
2011	292,530	164,058,380	0.178%
2012	303,016	162,047,362	0.187%
2013	296,797	158,328,133	0.187%
2014	334,417	156,950,195	0.213%
2015	350,361	155,989,891	0.225%
2016	379,532	155,006,546	0.245%
2017	388,028	152,037,412	0.255%
2018	424,836	157,043,008	0.271%
2019	455,272	162,554,893	0.280%
2020	208,473	95,574,134	0.218%
2021	385,818	107,125,464	0.360%
2022	424,945	125,378,083	0.339%

Sources: FAA Aerospace Forecast, FY 2022-2042  
Airport Records

## 2.6.2 Enplanement Forecast Summary

A summary of enplanement forecasts is presented in **Table 2-14**, and in **Figure 2-13**. **Figure 2-13** clearly shows the spread, or envelope, created by the different forecasting methods. The spread between the high and low forecasts is a reasonable window within which actual enplanement numbers may fall in the future, based upon a number of factors: number of local airlines, frequency, equipment, fares, non-stop destinations, and the local economy.

For planning purposes, a mid-range forecast is generally chosen, if it provides a reasonable growth rate. When all of the forecasting methods are compared, as shown in **Figure 2-13**, the population with per-capita income-based forecasts represents the mid-range forecast. In addition, based on historical regression analysis, it is the forecast with the greatest statistical reliability for MSO. This mid-range forecast is consistent with FAA’s national forecast assumption that regional/commuter carriers will continue to exhibit strong growth in the future.

**Table 2-14 Summary of Passenger Enplanement Forecasts**

	2027	2032	2037	2042	R squared
<b>20 Yr. Linear Trend</b>	501,702	550,686	599,671	648,655	0.860
<b>10 Yr. Linear Trend</b>	537,994	632,343	726,693	821,042	0.938
<b>Regression - Population</b>	532,532	629,476	710,301	762,659	0.972
<b>Regression - Population &amp; PCI</b>	532,559	629,540	710,396	762,774	0.976
<b>Market Share</b>	530,274	616,227	723,781	854,788	NA
<b>FAA Terminal Area Forecast</b>	536,192	612,298	691,698	772,819	NA

## Passenger Enplanement Forecasts

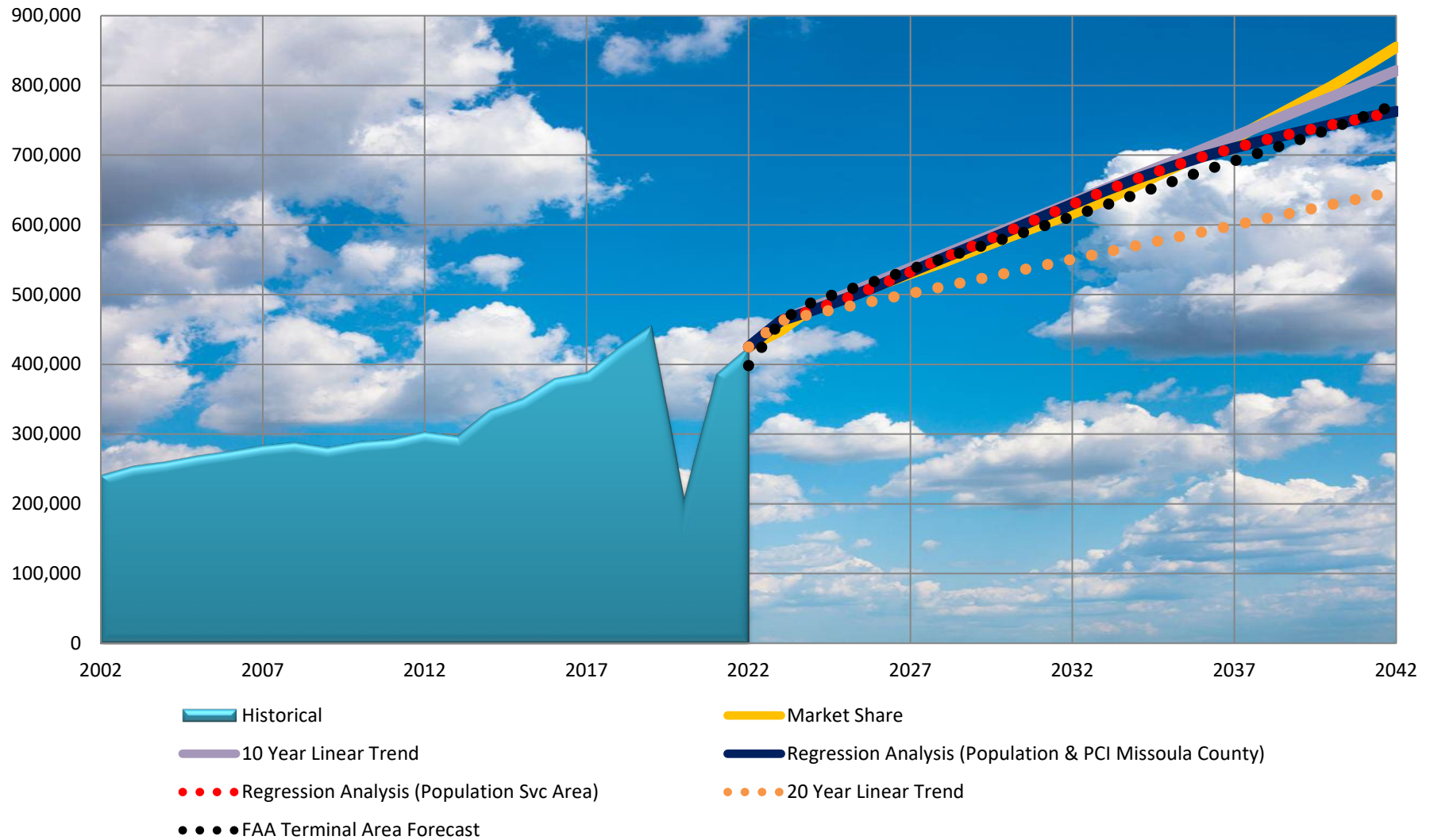


Figure 2-13 Passenger Enplanement Forecasts

### 2.6.3 Based Aircraft Forecasts

#### Historic Based Aircraft

The number of general aviation aircraft which can be expected to base at an airport facility is dependent on several factors, such as airport communication practices, available facilities, airport operator’s services, airport proximity and access, and similar considerations.

**Table 2-15** presents the based aircraft at MSO between 2003 and 2022 by category based on FAA 5010 report data as recorded in the FAA’s Terminal Area Forecast. The historical counts show that based aircraft counts have risen from a low of 69 in 2003 to a high of 174 in 2021, then dropping to 169 in 2022. The last 10 years have seen based aircraft counts rise from 150 to 169, representing an average annual growth rate of 1.12 percent. In the last five years, based aircraft counts have increased from 161 to 169, an average annual growth rate of 0.99 percent.

Table 2-15: Historic Based Aircraft

	Single Engine	Jet	Multi	Helicopter	Other	TOTAL
<b>ACTUAL</b>						
<b>2003</b>	32	7	24	6	0	<b>69</b>
<b>2004</b>	66	6	22	10	0	<b>104</b>
<b>2005</b>	63	6	20	10	0	<b>99</b>
<b>2006</b>	63	6	20	10	0	<b>99</b>
<b>2007</b>	70	14	42	20	0	<b>146</b>
<b>2008</b>	87	9	20	11	0	<b>127</b>
<b>2009</b>	59	11	21	12	0	<b>103</b>
<b>2010</b>	92	11	20	14	0	<b>137</b>
<b>2011</b>	99	19	24	13	0	<b>155</b>
<b>2012</b>	87	20	22	16	0	<b>145</b>
<b>2013</b>	86	26	20	18	0	<b>150</b>
<b>2014</b>	86	26	20	18	0	<b>150</b>
<b>2015</b>	86	28	20	18	0	<b>152</b>
<b>2016</b>	86	28	19	18	0	<b>151</b>
<b>2017</b>	90	29	20	22	0	<b>161</b>
<b>2018</b>	90	29	20	22	0	<b>161</b>
<b>2019</b>	100	29	20	20	0	<b>169</b>
<b>2020</b>	105	29	20	20	0	<b>174</b>
<b>2021</b>	105	29	20	20	0	<b>174</b>
<b>2022</b>	97	30	15	27	0	<b>169</b>

Source: FAA 2021 Terminal Area Forecast

\*2022 Data Source: FAA Form 5010, Airport Master Record, eff. 1/26/23

**Based Aircraft Forecast**

The FAA’s Terminal Area Forecast (TAF) for based aircraft at MSO is presented in **Table 2-16**. Adjustment has been made to account for 2022 based aircraft which were not reflected in the 2021 TAF. The TAF forecasts flat growth for the twenty-year planning period. Given the dynamic nature of the service area’s population and economy, together with regional and national aviation trends, flat growth is not considered a reasonable reflection of based aircraft demand at MSO.

**Table 2-17** presents a based aircraft forecast using a time series trendline for the twenty year period from 2003 to 2022. This analysis yielded an r squared value of 0.8014

**Table 2-18** presents a based aircraft forecast using a time series trendline for the ten year period from 2013 to 2022 yielding an r squared value of 0.865.

A regression analysis was also performed using the population of Missoula County. **Table 2-19** presents a based aircraft forecast based on population forecasts for the MSO service area. This analysis yielded an r squared value of 0.851.

Other regression analyses were performed, but, showing low predictive values, were discarded.

The mid-range based aircraft forecast based on the past 10 year growth rate (**Table 2-18**) has been selected as the preferred forecast given its highest r squared predictive value. The range of based aircraft forecasts is graphically depicted on **Figure 2-14**.

**Table 2-16: FAA Terminal Area Forecast**

Based Aircraft	
<b>Base Year</b>	
<b>2022</b>	169
<b>Forecast</b>	
<b>2027</b>	176
<b>2032</b>	176
<b>2037</b>	176
<b>2042</b>	176

Note: Adjusted to reflect 2022 base year data found in FAA Form 5010, Airport Master Record, eff. 1/26/23

Table 2-17: Based Aircraft Projections Based on 2003 to 2022 Linear Trend

Based Aircraft	
<b>Base Year</b>	
<b>2022</b>	169
<b>Forecast</b>	
<b>2027</b>	192
<b>2032</b>	214
<b>2037</b>	237
<b>2042</b>	259

Table 2-18: Based Aircraft Projections Based on 2013 to 2022 Linear Trend

Based Aircraft	
<b>Base Year</b>	
<b>2022</b>	169
<b>Forecast</b>	
<b>2027</b>	184
<b>2032</b>	199
<b>2037</b>	215
<b>2042</b>	230

Table 2-19: Based Aircraft Projections Based on Forecast Population Growth

Based Aircraft	
<b>Base Year</b>	
<b>2022</b>	169
<b>Forecast</b>	
<b>2027</b>	185
<b>2032</b>	197
<b>2037</b>	207
<b>2042</b>	214

Source: CEIC, MT Department of Commerce

### Based Aircraft Forecasts

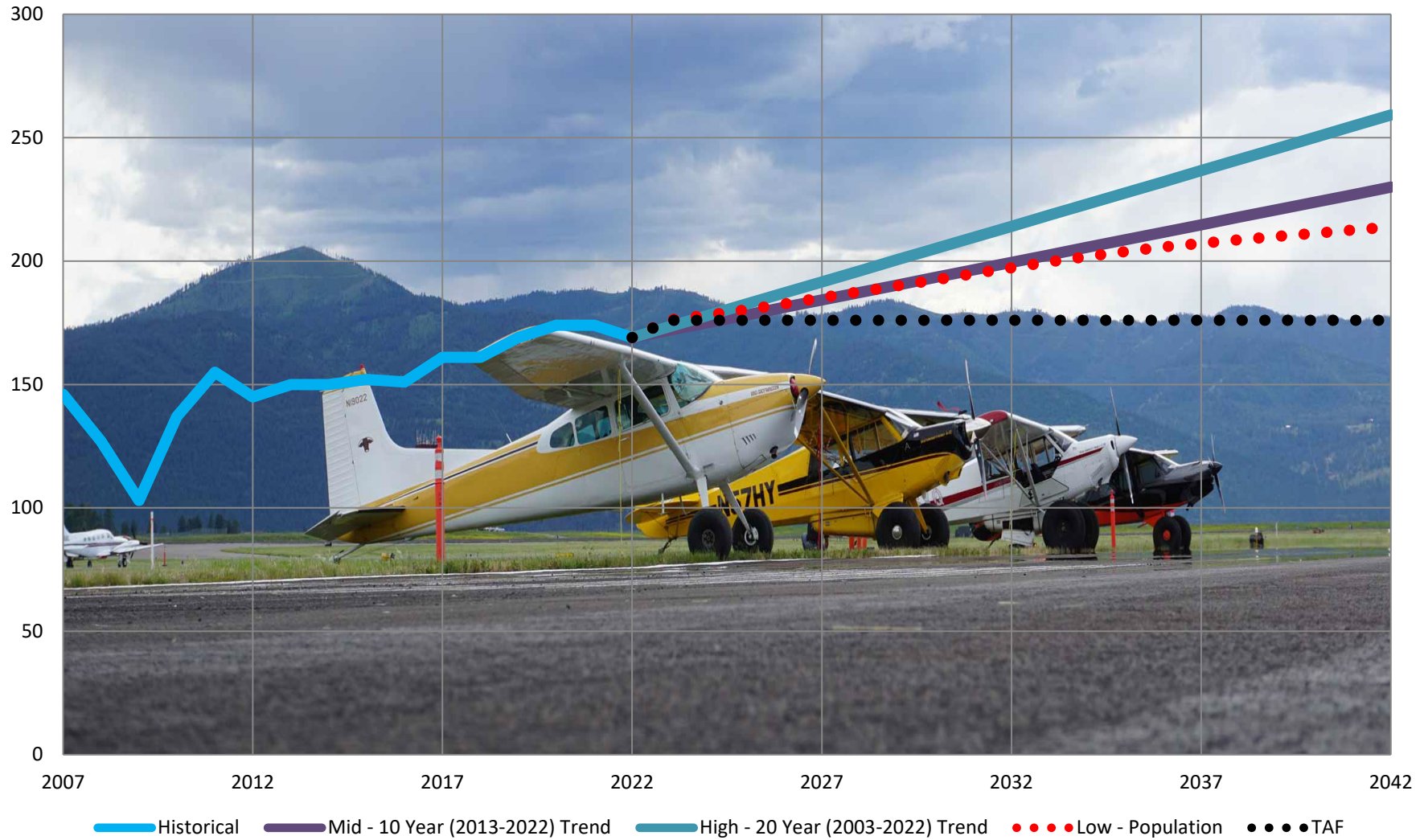


Figure 2-14: Based Aircraft Forecasts



## 2.6.4 Operations Forecasts

**Table 2-20** displays historic commercial air carrier operations by seating capacity as well as load factors and enplanements at MSO for the last five years. As noted earlier in this chapter, regional carriers nationwide are in the process of phasing out smaller regional jets like the CRJ 200 in favor of larger, more fuel efficient and technologically advanced aircraft. Consistent with national trends, MSO has seen a general trend toward larger aircraft as 50 seat regional jets are replaced with 70 to 100 seat aircraft. In addition, due to strong and steadily increasing demand, MSO attracts mainline carriers utilizing aircraft seating in excess of 100 passengers. Aircraft over 100 passengers have represented a steadily increasing share of the fleet mix over the last five years. This trend toward larger aircraft has, excluding the pandemic years of 2020 and 2021, corresponded with a steadily increasing count of enplanements per departure, a steady increase in overall commercial departures from year to year and passenger boarding load factors consistently over 80 percent, all indicators of very high air service demand at MSO.

**Table 2-21** summarizes fleet mix and operations projections for commercial service airlines at MSO. Fleet mix projections have been applied to estimate projected future average seats per departure, which (after applying a load factor) were combined with enplanement forecasts to project annual departures. In accordance with national trends, it is expected that the airport will see an increase in average seats per departure as carriers replace the 50 seat CRJ-200 with the 76 seat EMB 175, the 76 seat CRJ-700 and the 90 seat CRJ-900 over the planning period. Larger aircraft in use by mainline carriers are anticipated to continue to represent an increasing share of the fleet mix at MSO over the planning horizon. Currently, Allegiant has 50 new 737 Max aircraft on order, with 173 and 200 seats. Other airlines are currently in discussion with MSO regarding transitioning from regional jets to mainline aircraft. A significant increase in airlines use of mainline aircraft is anticipated in the short term at MSO.

**Table 2-20: Historic Scheduled Airline Fleet Mix and Operations**

Fleet Mix Seating Capacity	2018	2019	2020	2021	2022
< 40	0%	0%	0%	0%	0%
40 - 59	25%	30%	7%	7%	4%
60-99	50%	53%	66%	66%	58%
>100	25%	17%	27%	27%	38%
(1) Average Seats Per Departure	90	95	92	93	104
(1) Boarding Load Factor	82.7%	81.9%	52.7%	68.7%	86.1%
Enplanements Per Departure	74	77	48	64	90
(2) Annual Enplanements	424,836	455,272	208,473	385,818	424,945
(1) Annual Departures	5,694	5,838	4,321	5,977	4,716
Annual Operations	11,388	11,676	8,642	11,954	9,432

(1) Bureau of Transportation Statistics

(2) MSO Records

Table 2-21: Scheduled Airline Fleet Mix and Operations Forecast

Fleet Mix Seating Capacity	Forecast			
	2027	2032	2037	2042
< 40	0.0%	0.0%	0.0%	0.0%
40 - 59	0.0%	0.0%	0.0%	0.0%
60-99	45.0%	30.0%	25.0%	25.0%
>100	55.0%	70.0%	75.0%	75.0%
Average Seats Per Departure	132	147	151	151
Boarding Load Factor	81%	82%	83%	83%
Enplanements Per Departure	107	120	126	126
Annual Enplanements	532,559	629,540	710,396	762,774
Annual Departures	4,971	5,240	5,659	6,076
Annual Operations	9,943	10,481	11,318	12,152

Airline operations are carried forward in all three scenarios from the above analysis. FAA tracking and forecasting methods split commercial air service into two designations, "Air Carrier" and "Air Taxi". Air Carrier operations are counted by the FAA tower as operations by aircraft with seating capacity over 60 seats while Air Taxi operations represent activity by commercial aircraft with seating capacity of 60 seats or less. As 50 seat regional jets are replaced with larger aircraft over the forecast period, it is anticipated that commercial "Air Carrier" operations will displace commercial operations recorded by the tower as "Air Taxi" operations. For the purposes of this report, air carrier operations have been considered to be any commercial flight that uses the terminal regardless of the numbers of seats. Air taxi numbers represent flights of passengers or cargo for hire that do not use the terminal facilities. Data is presented in this format to support planning decisions for the terminal area.

Air taxi operators are defined as being a classification of air carriers which directly engage in the air transportation of persons, property, mail, or in any combination of such transportation and which do not directly or indirectly use large aircraft. At MSO this includes cargo operators and charters. Historical air taxi operations were estimated as the residual between the sum of air carrier and air taxi/commuter operations as reported in the TAF, and the sum of mainline and regional passenger aircraft operations as estimated from Bureau of Transportation Statistics (BTS) T-100 data on scheduled passenger aircraft departures. Air taxi operations are forecast to grow based on the annual national average growth rates in GA hours flown of 2.6% for turbine aircraft projected by the FAA (see FAA Aerospace Forecasts, 2022-2042).

General aviation local operations projected under all growth scenarios assume an Operations Per Based Aircraft (OPBA) of 65 derived from a comparison of based aircraft and local operations in recent years. (Operations per based aircraft are derived by dividing the number of local operations cited in the FAA Terminal Area Forecast by the number of based aircraft). The projection of local operations under the low growth scenario utilizes the low growth-based

aircraft forecast, the mid-range operations forecast utilizes the mid-range based aircraft forecast and the high growth scenario utilizes the high based aircraft forecast.

The projection of itinerant general aviation operations for the low-growth mid-range and the high-growth scenarios utilize an average annual growth rate of 1.0 percent following the annual national average growth rates in GA hours flown projected by the FAA (see FAA Aerospace Forecasts, 2022-2042).

Military operations have historically fluctuated at MSO without a clear upward or downward trend. Because the historical data do not exhibit a clear increasing, decreasing, or cyclical trend, a constant value is assumed utilizing the FAA's Terminal Area Forecast for 2023 levels as a base.

Overall, the total annual operations at the airport are projected to increase over the forecast period under the low, mid-range and high forecasts at compound annual growth rates of 1.1 percent, 1.4 percent and 1.7 percent respectively. Because it represents a balanced view of growth in airport activity, the mid-range forecast will be carried forward as the preferred forecast.

**Tables 2-22, 2-23** and **2-24** present aircraft operations forecasts for the low-growth, mid-range and high-growth scenarios and **Figure 2-15** graphically presents the range of operations forecasts.

Table 2-22 Operations Scenario 1: Low Forecast

	Based Aircraft	OPBA	Itinerant Operations					Local Operations			Total Ops
			Air Carrier	Air Taxi / Commuter	GA	Military	Total Itinerant	GA	Military	Total Local	
2027	185	65	9,367	7,787	18,245	399	35,798	12,034	513	12,547	48,345
2032	197	65	9,168	8,683	19,079	399	37,328	12,824	513	13,337	50,665
2037	207	65	9,554	9,578	19,912	399	39,443	13,468	513	13,981	53,424
2042	214	65	10,334	10,474	20,745	399	41,952	13,898	513	14,411	56,363

Table 2-23 Operations Scenario 2: Mid-Range Forecast

	Based Aircraft	OPBA	Itinerant Operations					Local Operations			Total Ops
			Air Carrier	Air Taxi / Commuter	GA	Military	Total Itinerant	GA	Military	Total Local	
2027	184	65	9,943	7,787	18,245	399	36,374	11,976	513	12,489	48,863
2032	199	65	10,481	8,683	19,079	399	38,641	12,967	513	13,480	52,121
2037	215	65	11,318	9,578	19,912	399	41,207	13,957	513	14,470	55,677
2042	230	65	12,152	10,474	20,745	399	43,770	14,948	513	15,461	59,231

Table 2-24 Operations Scenario 3: High Forecast

	Based Aircraft	OPBA	Itinerant Operations					Local Operations			Total Ops
			Air Carrier	Air Taxi / Commuter	GA	Military	Total Itinerant	GA	Military	Total Local	
2027	192	65	9,900	7,787	18,293	399	36,379	12,450	513	12,963	49,342
2032	214	65	10,259	8,683	19,226	399	38,567	13,916	513	14,429	52,996
2037	237	65	11,531	9,578	20,207	399	41,715	15,381	513	15,894	57,609
2042	259	65	13,618	10,474	21,237	399	45,729	16,847	513	17,360	63,088

### Operations Forecasts

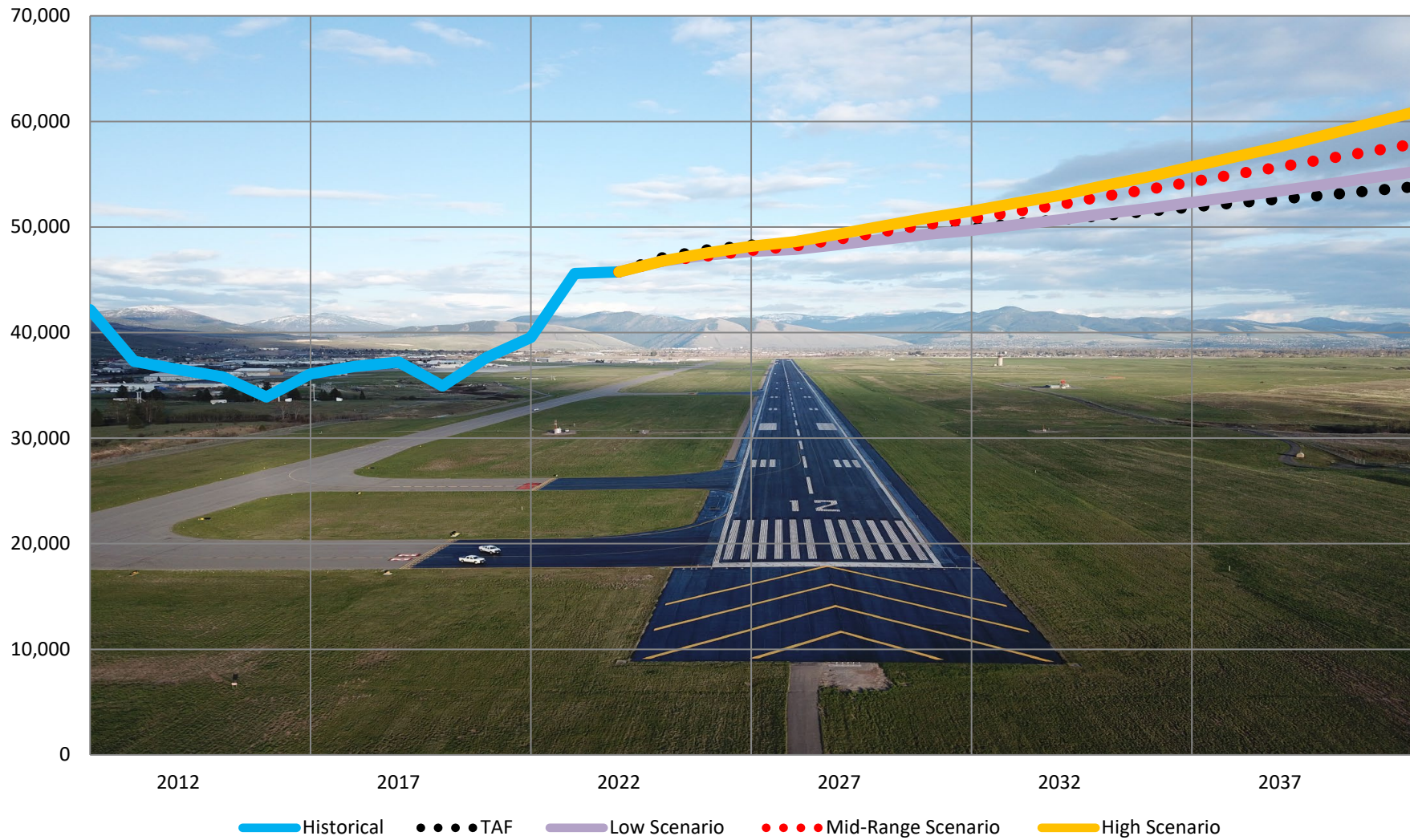


Figure 2-15: Operations Forecasts

### 2.6.5 Instrument Operations

Annual instrument approaches are recorded by the tower. This data can be used to determine future navigation aid facilities. Historic instrument approaches by aircraft category are displayed in **Table 2-25**.

As operations increase, so will the number of instrument operations. Between 2018 and 2022 instrument operations as a percentage of total operations have averaged 99.5% for Air Carrier, 77.1% for Air Taxi, 15.6% for General Aviation and 32.1% for Military. It is anticipated that these percentages will remain fairly constant throughout the planning period. Forecast Instrument operations based on these percentages are shown in **Table 2-26**.

**Table 2-25: Historic Annual Instrument Operations**

	Air Carrier	Air Taxi	General Aviation	Military	Total
<b>2013</b>	3,791	7,267	3,507	122	14,687
<b>2014</b>	5,118	7,024	3,571	211	15,924
<b>2015</b>	6,327	4,970	4,074	175	15,546
<b>2016</b>	7,431	4,549	4,476	145	16,601
<b>2017</b>	7,495	4,510	4,595	200	16,800
<b>2018</b>	8,212	4,917	4,484	178	17,791
<b>2019</b>	9,035	3,919	4,300	262	17,516
<b>2020</b>	7,325	4,511	4,064	228	16,128
<b>2021</b>	10,311	4,663	5,440	278	20,692
<b>2022</b>	8,330	4,306	4,546	214	17,396

**Table 2-26: Forecast Annual Instrument Operations**

	Air Carrier	Air Taxi	General Aviation	Military	Total
<b>2027</b>	9,894	6,001	4,707	164	20,767
<b>2032</b>	10,430	6,691	4,991	164	22,276
<b>2037</b>	11,262	7,381	5,275	164	24,083
<b>2042</b>	12,093	8,072	5,560	292	26,016

### 2.6.6 Air Cargo

Carriers of cargo include the airlines as well as independent cargo specific operators. Specific carriers operating on the airport include Empire Airlines and FedEx.

The demand for air cargo services is the result of economic activity. Consistent with the volatility in the U.S. economy, air cargo rates have fluctuated over the last 10 years. Increases as high as 12.9% in 2020 were offset by declines as great as -13.7 in 2022.

Historic air cargo statistics for the last ten years are provided in **Table 2-27**. Note that all cargo carriers are not required to report their activity levels. Historical information is provided for air freight which is reported to the airport.

Historically, about 35% of the total air cargo is loaded on, and 65% is off loaded.

**Table 2-28** is the forecast for air cargo. An annual growth rate of 1.7 percent was applied, which is consistent with the average annual growth rate over the past ten years.

**Table 2-27: Historic Annual Air Cargo (Pounds)**

YEAR	TOTAL	Growth Rate	Annual Total On	% On	Annual Total Off	% Off
2013	3,892,458	-1.7%	1,470,716	37.8%	2,421,742	62.2%
2014	4,084,089	4.9%	1,430,524	35.0%	2,653,565	65.0%
2015	4,236,101	3.7%	1,528,128	36.1%	2,707,973	63.9%
2016	3,950,380	-6.7%	1,268,069	32.1%	2,682,311	67.9%
2017	4,143,331	4.9%	1,352,535	32.6%	2,790,796	67.4%
2018	3,864,204	-6.7%	1,254,998	32.5%	2,609,206	67.5%
2019	4,052,086	4.9%	1,286,753	31.8%	2,765,333	68.2%
2020	4,574,946	12.9%	1,785,036	39.0%	2,789,910	61.0%
2021	4,780,284	4.5%	1,819,964	38.1%	2,960,320	61.9%
2022	4,517,681	-5.5%	1,581,045	35.0%	2,936,636	65.0%

Source: BTS T-100 Domestic Segment Data

**Table 2-28: Air Cargo Forecast (Pounds)**

YEAR	TOTAL	Annual Total On	Annual Total Off
2027	4,870,233	1,704,326	3,165,906
2032	5,250,297	1,837,329	3,412,968
2037	5,660,020	1,980,711	3,679,309
2042	6,101,718	2,135,282	3,966,436

### 2.6.7 Fuel Volume

**Table 2-29** summarizes the Historic Fuel Sales at MSO for the ten year period from 2013 to 2022. The sales include Avgas and Jet-A, including sales to the airlines by the Fixed Base Operators.

Sales have fluctuated considerably over the years with annual changes ranging from a 22.9 percent decline in 2020 to a 144.1 percent increase in 2014. With the exception of 2020, which

was severely impacted by the Covid 19 pandemic, sales overall have been trending upward since 2013.

In general, all things being equal, fuel volumes are projected to increase as operations increase over the next 20 years. Fuel storage areas should be reserved for such an increase.

**Table 2-30** applies a non-compounded annual growth rate of 6.2 percent to airline fuel and a non-compounded annual growth rate of 10.1 percent to non-airline jet fuel, which are consistent with the average annual growth rates over the past five years. Av gas sales have historically been trending downward are forecast at no growth. Due to past fluctuations, the forecasts in **Table 2-30** should be viewed as fairly speculative. Additional research is required before making any investment decision based on forecast fuel sales.

**Table 2-29: Historic Fuel Usage (Gallons)**

YEAR	TOTAL FUEL	Growth Rate	Airline Fuel	Growth Rate	Non-Airline Jet Fuel	Growth Rate	Av Gas 100LL	Growth Rate
2013	1,970,435		1,571,970		351,719		46,746	
2014	4,809,220	144.1%	3,859,927	145.5%	844,594	140.1%	104,699	124.0%
2015	4,700,126	-2.3%	3,525,501	-8.7%	1,060,350	25.5%	114,275	9.1%
2016	5,055,238	7.6%	3,774,823	7.1%	1,160,419	9.4%	119,996	5.0%
2017	5,376,181	6.3%	3,649,432	-3.3%	1,559,970	34.4%	166,779	39.0%
2018	6,109,666	13.6%	4,488,730	23.0%	1,545,156	-0.9%	75,780	-54.6%
2019	6,271,523	2.6%	4,694,254	4.6%	1,495,715	-3.2%	81,554	7.6%
2020	4,833,707	-22.9%	3,152,502	-32.8%	1,610,843	7.7%	70,362	-13.7%
2021	7,959,733	64.7%	5,301,805	68.2%	2,583,760	60.4%	74,168	5.4%
2022	7,200,692	-9.5%	4,786,671	-9.7%	2,344,932	-9.2%	69,089	-6.8%

Source: FBO Records

**Table 2-30: Forecast Fuel Usage (Gallons)**

Year	TOTAL FUEL	Airline Fuel	Non-Airline Jet Fuel	Av Gas 100LL
2027	9,877,367	6,278,297	3,524,879	74,191
2032	12,548,941	7,769,924	4,704,827	74,191
2037	15,220,515	9,261,550	5,884,774	74,191
2042	17,892,089	10,753,176	7,064,722	74,191



### 2.6.8 Peaking Characteristics

Most facility planning relates to levels of peak activity. The following planning definitions apply to the peak periods:

- **Peak Month:** The calendar month when peak passenger enplanements or aircraft operations occur.
- **Design Day:** The average day in the peak month.
- **Peak Day:** The busy day of a typical week in the peak month.
- **Design Hour:** The peak hour within the design day.

It is important to recognize that only the peak month is an absolute peak within a given year. All of the others will be exceeded at various times during the year. However, they represent reasonable planning standards that can be applied to future facility needs.

The peak month for passenger enplanements in 2022 was August with 11.6 percent of the annual total. This percentage has been applied to the forecasts of annual enplanements.

The design day is derived by dividing the peak month operations or enplanements by the number of days in the month. A review of tower operations indicates that there are 12 percent more air carrier operations on the peak day (Monday) than the average day, therefore, a 12 percent adjustment has been applied to the design day enplanement figures to reflect the peak day enplanement activity for terminal planning purposes.

The design hour enplanements were estimated at 21 percent of the peak day after reviewing the peak hourly departures from the airline schedule, aircraft seating capacity and average load factors.

Peak monthly airline operations were projected at 14 percent of annual operations based on a review of historic airline operations data.

Design day and hour airline operations were calculated upon review of current schedules. The forecast of design day airline operations was calculated as 3 percent of peak month activity. Airline design hour operations were estimated at 21 percent of design day operations based on a review of flight schedules.

Peak month general aviation operations and military were projected based on monthly tower operations counts at 12 percent of total annual operations. Design day operations were estimated as peak month operations divided by the number of days in the month (31). Overall design hour operations were estimated at 15 percent of design day operations.

**Table 2-32** summarizes peak activity forecasts for the MSO.

Table 2-32 MSO Peaking Characteristics

	Forecasts				
	2022	2027	2032	2037	2042
<b>Airline Enplanements</b>					
<b>Annual</b>	424,945	532,559	629,540	710,396	762,774
<b>Peak Month</b>	49,425	61,942	73,221	82,626	88,718
<b>Design Day</b>	1,594	1,998	2,362	2,665	2,862
<b>Peak Day</b>	1,786	2,238	2,645	2,985	3,205
<b>Design Hour</b>	375	470	556	627	673
<b>Airline Operations</b>					
<b>Annual</b>	9,452	9,943	10,481	11,318	12,152
<b>Peak Month</b>	1,282	1,349	1,422	1,535	1,648
<b>Design Day</b>	41	44	46	50	53
<b>Design Hour</b>	9	9	10	10	11
<b>General Aviation &amp; Military Operations</b>					
<b>Annual</b>	35,447	38,920	41,640	44,359	47,079
<b>Peak Month</b>	4,260	4,678	5,005	5,332	5,659
<b>Design Day</b>	137	151	161	172	183
<b>Design Hour</b>	18	20	21	23	24
<b>Total Operations (Airline Operations + GA Operations)</b>					
<b>Annual</b>	44,899	48,863	52,121	55,677	59,231
<b>Peak Month</b>	5,543	6,027	6,427	6,867	7,307
<b>Design Day</b>	179	194	207	222	236
<b>Design Hour</b>	27	29	31	33	35

### 2.6.9 Forecast Summary

This chapter has outlined the key aviation demand levels anticipated over the planning period. Long term growth at the MSO will be sustained by local promotion of the airport trends experienced at the national level. The next step in the master planning process will be to assess the capacity of existing facilities, their ability to meet forecast demand, and to identify changes to the airfield or landside facilities which will create a more functional facility. The preferred aviation forecasts have been summarized in **Table 2-33**.

Table 2-33 Aviation Demand Forecast Summary

	2022	2027	2032	2037	2042
<b>Enplanements</b>	<b>424,945</b>	<b>532,559</b>	<b>629,540</b>	<b>710,396</b>	<b>762,774</b>
<b>Based Aircraft</b>	<b>169</b>	<b>184</b>	<b>199</b>	<b>215</b>	<b>230</b>
<b>Annual Operations</b>					
Air Carrier	9,452	9,943	10,481	11,318	12,152
Air Taxi	6,891	7,787	8,683	9,578	10,474
Military					
Local	382	513	513	513	513
Itinerant	452	399	399	399	399
General Aviation					
Local	11,060	11,976	12,967	13,957	14,948
Itinerant	16,662	18,245	19,079	19,912	20,745
<b>Total</b>	<b>44,899</b>	<b>48,863</b>	<b>52,121</b>	<b>55,677</b>	<b>59,231</b>

### 2.6.10 Comparison with the TAF

The FAA annually updates a Terminal Area Forecast (TAF), which forecasts enplanements, based aircraft and operations. The 2018 TAF was the version available at the time of the preparation of this forecast. The FAA requires that forecasts be consistent with the TAF or include sufficient documentation to explain the difference.

The FAA generally considers a forecast consistent with the TAF if it differs by less than 10 percent in the five-year forecast and less than 15 percent in the ten-year forecast.

**Table 2-34** compares the preferred Master Plan forecasts with the TAF as recommended in Appendix C of the FAA document, Forecasting Aviation Activity by Airport. Master Plan forecasts for Enplanements, Operations and Based Aircraft.

The preferred enplanement forecast, operations forecast and based aircraft forecast are within 10 percent in the five-year and 15 percent in the ten-year period and are therefore consistent with the TAF.

Table 2-34: Comparison of Master Plan and TAF Forecasts

	Year	Airport Forecast (AF)	TAF	AF/TAF (% Difference)
<b>Passenger Enplanements</b>				
Base yr.	2022	424,945	398,139	6.7%
Base yr. + 5yrs.	2027	532,559	536,192	-0.7%
Base yr. + 10yrs.	2032	629,540	612,298	2.8%
Base yr. + 15yrs.	2037	710,396	691,698	2.7%
<b>Total Operations</b>				
Base yr.	2022	44,899	45,744	-1.8%
Base yr. + 5yrs.	2027	48,863	48,739	0.3%
Base yr. + 10yrs.	2032	52,121	50,689	2.8%
Base yr. + 15yrs.	2037	55,677	52,653	5.7%
<b>Based Aircraft</b>				
Base yr.	2022	169	169	0.0%
Base yr. + 5yrs.	2027	184	176	4.7%
Base yr. + 10yrs.	2032	199	176	13.3%
Base yr. + 15yrs.	2037	215	176	22.0%

TAF Data is on a U.S. Government fiscal year basis (October through September)

## 2.7 Critical Aircraft and Airport Reference Code

Federal Aviation Administration (FAA) Advisory Circular AC150-5325-4B, *Runway Length Requirements for Airport Design*, indicates that critical aircraft, upon which runway design is based, are required for federally funded projects to “have at least 500 or more annual itinerant operations at the airport (landings and takeoffs are considered as separate operations) for an individual airplane or a family grouping of airplanes.” The AC also states that adjustments may be made to the 500 total annual itinerant operations threshold after considering the circumstances of a particular airport.

The FAA has established aircraft classification systems that group aircraft types based on their performance and geometric characteristics. These classification systems, described and illustrated in **Table 2-35**, are used to determine the appropriate airport design standards for specific runway, taxiway, apron, or other facilities, as described in FAA AC 150/5300-13B *Airport Design*. The Aircraft Approach Category (AAC) represents a grouping of aircraft based on approach reference speed, typically 1.3 times the aerodynamic stall speed. Approach speed drives the dimensions and size of runway safety and object free areas. The Airplane Design

Group (ADG) classification of aircraft is based on wingspan and tail height. The ADG drives the dimensions of taxiway and apron object free areas, as well as apron and parking configurations.

Under former guidance, taxiway design was based on ADG. In the updated Advisory Circular AC 150/5300-13B, taxiway design is based on **Taxiway Design Groups (TDG)**, which are based on the overall Main Gear Width (MGW) and the Cockpit to Main Gear (CMG) distance. TDG classifications are presented in **Figure 2-16**.

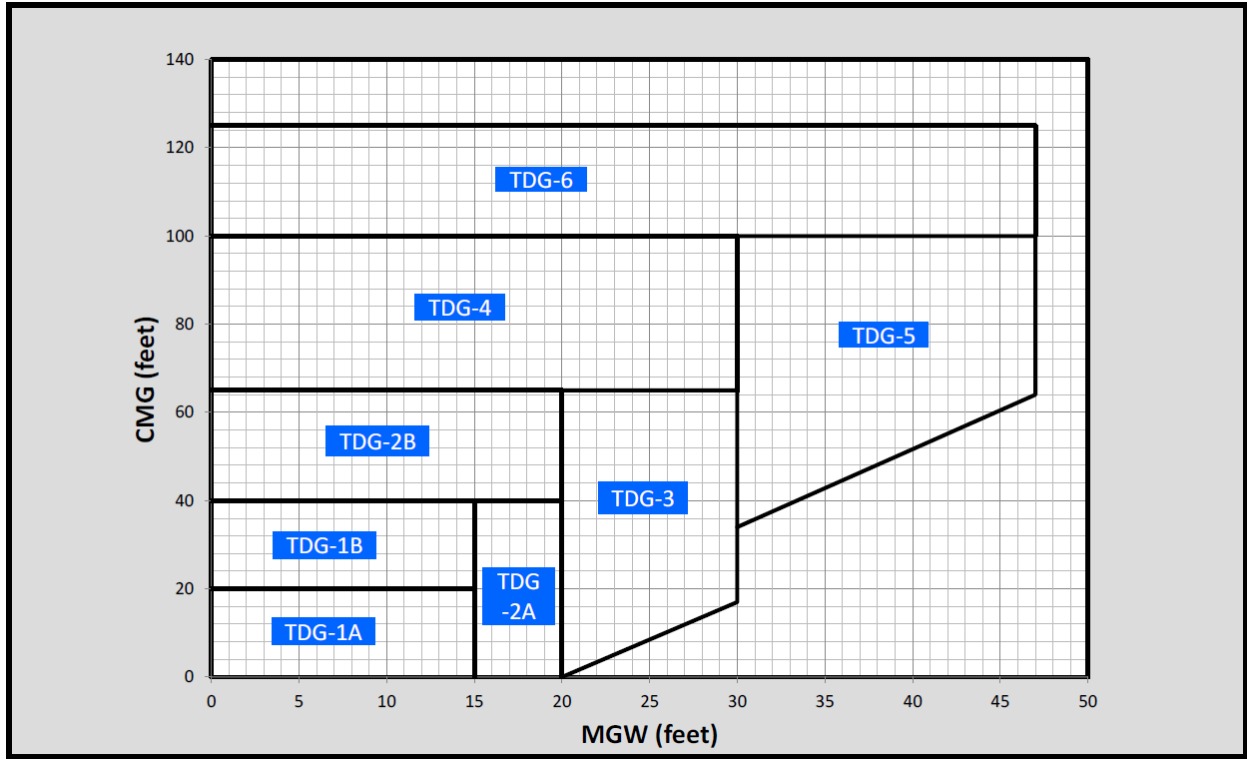
Table 2-35: Airfield Classification Systems

Aircraft Approach Category (AAC)		
AAC	Approach Speed (1.3 X Stall Speed)	
A	Less than 91 knots.	
B	91 knots or more but less than 121 knots.	
C	121 knots or more but less than 141 knots.	
D	141 knots or more but less than 166 knots.	
E	166 knots or more.	
Airplane Design Group (ADG)		
ADG	Tail Height (ft.)	Wingspan (ft.)
I	<20'	< 49'
II	20' - < 30'	49' - < 79'
III	30' - < 45'	79' - < 118'
IV	45' - < 60'	118' - < 171'
V	60' - < 66'	171' - < 214'
VI	66' - < 80'	214' - < 262'

Aircraft weight criteria is considered in airport capacity and runway length calculations. FAA AC 150/5060-5 *Airport Capacity and Delay* classification of aircraft is shown in **Table 2-36** below.

Table 2-36 Aircraft Weight Classifications

Aircraft Classification	Maximum Takeoff Weight (MTOW)	Number of Engines	Wake Turbulence
A	< 12,500 lbs,	Single	Small (S)
B		Multi	Small (S)
C	12,500-300,000 lbs.	Multi	Large (L)
D	>300,000 lbs	Multi	Heavy (H)



Source: Figure 1-1 from AC 5300-13B

**Figure 2-16: Taxiway Design Groups**

In order to gain an understanding of the most demanding aircraft utilizing the airport, existing air traffic data was analyzed to determine the approximate makeup of aviation traffic. Data was retrieved from the FAA’s Traffic Flow Management System Counts (TFMSC) database. TFMSC data provide specific air traffic movement details including aircraft type, date and occurrence for flights for which a plan had been filed, and that are radar-detectable. TFMSC data are built largely upon flight plan filings, in addition to data provided by aircraft with radar-detectable equipment. General aviation operators frequently do not have the equipment necessary to be captured by the NAS, and commonly opt not to file flight plans. Additionally, flight plans do not capture practice operations, such as touch-and-go’s, that are likely to be performed by GA and military operators. Therefore, GA operations are under-represented in the TFMSC database.

**Table 2-37** depicts a representation of the more demanding aircraft types in approach categories C and D observed at the airport over the course of calendar year 2022. The data presented in **Table 2-38** represents a summary of TFMSC operations counts by Aircraft Approach Category and Airplane Design Group.

Table 2-37 AAC C & D Aircraft Filing Instrument Flight Plans – MSO

Aircraft Type	AAC	ADG	Wing Span	Operations
H25B - BAe HS 125/700-800/Hawker 800	C	I	54'4"	87
LJ31 - Bombardier Learjet 31/A/B	C	I	44'0"	31
LJ40 - Learjet 40; Gates Learjet	C	I	48'0"	19
LJ45 - Bombardier Learjet 45	C	I	48'0"	84
LJ55 - Bombardier Learjet 55	C	I	44'0"	8
LJ60 - Bombardier Learjet 60	C	I	44'0"	64
WW24 - IAI 1124 Westwind	C	I	44'10"	4
CL60 - Bombardier Challenger 600/601/604	C	II	64'0"	66
LJ70 - Learjet 70	C	II	51'0"	2
LJ75 - Learjet 75	C	II	51'0"	44
ASTR - IAI Astra 1125	C	II	54'7"	8
CL30 - Bombardier (Canadair) Challenger 300	C	II	64'0"	250
CL35 - Bombardier Challenger 300	C	II	64'0"	248
CRJ2 - Bombardier CRJ-200	C	II	69'7"	308
G150 - Gulfstream G150	C	II	55'7"	20
G280 - Gulfstream G280	C	II	63'0"	22
GALX - IAI 1126 Galaxy/Gulfstream G200	C	II	58'0"	46
CRJ7 - Bombardier CRJ-700	C	II	76'0"	40
E135 - Embraer ERJ 135/140/Legacy	C	II	65'9"	4
E35L - Embraer 135 LR	C	II	65'9"	30
GL5T - Bombardier BD-700 Global 5000	C	III	94'0"	2
GLEX - Bombardier BD-700 Global Express	C	III	94'0"	50
P3 - Lockheed P-3C Orion	C	III	99'7"	4
B462 - BAe 146 -200	C	III	86'5"	37
RJ1H - Avro RJ-100 Avroliner	C	III	86'5"	1
A319 - Airbus A319	C	III	117'5"	1444
A320 - Airbus A320 All Series	C	III	117'5"	1155
A321 - Airbus A321 All Series	C	III	112'0"	2
B733 - Boeing 737-300	C	III	94'9"	3
B734 - Boeing 737-400	C	III	95'0"	2
B735 - Boeing 737-500	C	III	94'9"	8
B737 - Boeing 737-700	C	III	113'0"	15
E170 - Embraer 170	C	III	85'4"	184
E75L - Embraer 175	C	III	85'4"	3703
E75S - Embraer 175	C	III	85'4"	119

C130 - Lockheed 130 Hercules	C	IV	132'0"	14
C30J - C-130J Hercules ; Lockheed	C	IV	132'7"	4
B752 - Boeing 757-200	C	IV	124'10"	2
K35R - Boeing KC-135 Stratotanker	C	IV	33'0"	4
F18 - Boeing FA-18 Hornet	D	I	37'5"	1
F18H - F/A 18 Hornet	D	I	37'5"	1
F18S - F18 Hornet	D	I	37'5"	8
F22 - Boeing Raptor F22	D	I	44'6"	2
LJ35 - Bombardier Learjet 35/36	D	I	40'0"	20
GLF4 - Gulfstream IV/G400	D	II	77'10"	116
GLF5 - Gulfstream V/G500	D	III	94'0"	89
GLF6 - Gulfstream	D	III	99'7"	52
B738 - Boeing 737-800	D	III	117'5"	948
B739 - Boeing 737-900	D	III	117'5"	20
P8 - Boeing P-8 Poseidon	D	III	123'0"	51

Source: FAA Traffic Flow Management System Counts (TFMSC) Jan 2022-Dec 2022

Table 2-38: Instrument Flight Plans by Type MSO – 2022

AAC / ADG	2022 Operations
Approach Category A	1,642
Approach Category B	8,567
Approach Category C	8,138
Approach Category D	1,308
Aircraft Design Group I	2,603
Aircraft Design Group II	7,209
Aircraft Design Group III	9,816
Aircraft Design Group IV	27

Source: FAA Traffic Flow Management System Counts (TFMSC) Jan 2022-Dec 2022

The totals in **Table 2-38** indicate that the most demanding aircraft type that currently exceeds 500 operations are aircraft in Aircraft Approach Category D and Airplane Design Group III.

In terms of taxiway design, the most demanding aircraft regularly operating at MSO is the Bombardier Dash 8 Q-400 (TDG 5). According to TFMSC data, the Dash 8 Q-400 had 1,379 operations in 2022.

**Given the operations counts in recent years, it is recommended that D-III and TDG 5 aircraft should function as the current critical aircraft.**



Considering forecast trends, it is recommended that **D-III and TDG 5 aircraft also serve as future critical aircraft and the basis of design for future airport design.**

MSO has historically been planned and built to ARC D-IV / TDG 5 and greater standards. While it is not expected that aircraft in design group IV will account for more than 500 operations in the planning horizon, existing separation safety standards which are designed to D-IV specifications should be maintained. Chapter 3, Facility Requirements will examine in detail the extent to which airport facilities meet current and future design standards, their ability to meet forecast demand, and identify changes to the airfield or landside facilities which will create a more functional facility.

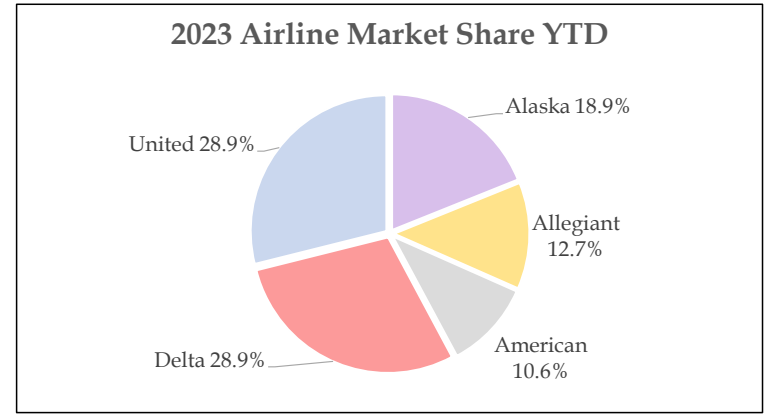
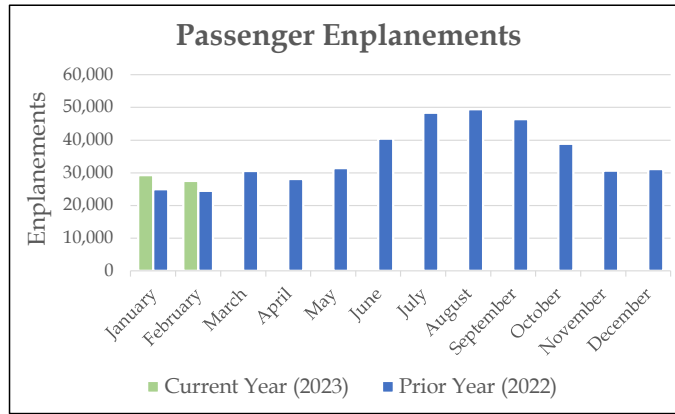
## 2023 Missoula Airport Operations and Route Performance

**Summary**

- Airport Record Monthly Enplanements (Feb)  
-Highest ever recorded February enplanements at MSO
- 2022 year end enplanements were (-6%) vs. 2019 record enplanements

**Air Service Highlights**

- Current summer schedule seats up 7% vs. 2019  
-On track for a record setting 2023 enplanements
- Delta MSP overnight returns for Feb/Mar
- Seasonal service to ORD resumes June - October
- 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	570	535	0	0	0	0	0	0	0	0	0	0	0	1,105
Air Taxi	364	371	0	0	0	0	0	0	0	0	0	0	0	735	130%
GA	843	727	0	0	0	0	0	0	0	0	0	0	0	1,570	90%
Military	46	137	0	0	0	0	0	0	0	0	0	0	0	183	490%
Civil	794	824	0	0	0	0	0	0	0	0	0	0	0	1,618	53%
<b>Total</b>	<b>2023</b>	2,617	2,594	0	0	0	0	0	0	0	0	0	0	5,211	86%
	<b>2022</b>	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	

Enplaned Passengers	Airlines	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y
	Alaska	5,777	4,955	0	0	0	0	0	0	0	0	0	0	0	10,732
Allegiant	3,619	3,582	0	0	0	0	0	0	0	0	0	0	0	7,201	151%
American	2,652	3,333	0	0	0	0	0	0	0	0	0	0	0	5,985	151%
Delta	8,746	7,657	0	0	0	0	0	0	0	0	0	0	0	16,403	111%
United	8,457	7,941	0	0	0	0	0	0	0	0	0	0	0	16,398	133%
Charters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Total</b>	<b>2023</b>	29,251	27,468	0	0	0	0	0	0	0	0	0	0	56,719	127%
	<b>2022</b>	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	
<b>LF</b>	<b>2023</b>	81.9%	80.1%												81.0%
	<b>2022</b>	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%	

Deplaned Passengers	Airlines	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y
	Alaska	5,295	4,982	0	0	0	0	0	0	0	0	0	0	0	10,277
Allegiant	3,330	3,664	0	0	0	0	0	0	0	0	0	0	0	6,994	150%
American	2,160	3,228	0	0	0	0	0	0	0	0	0	0	0	5,388	146%
Delta	8,458	7,606	0	0	0	0	0	0	0	0	0	0	0	16,064	120%
United	8,095	8,274	0	0	0	0	0	0	0	0	0	0	0	16,369	142%
Charters	0	24	0	0	0	6	85	0	794	429	501	170	2,009		
<b>Total</b>	<b>2023</b>	27,338	27,778	0	0	0	6	85	0	794	429	501	170	57,101	141%
	<b>2022</b>	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	

Total Pax	2023	2022	T12M
	56,589	48,751	858,514
	55,246	48,582	
	0	60,269	
	0	56,678	
	0	64,223	
	6	83,695	
	85	95,485	
	0	96,783	
	794	90,295	
	429	76,121	
	501	60,552	
	170	62,578	
	113,820	844,012	
	133%		

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

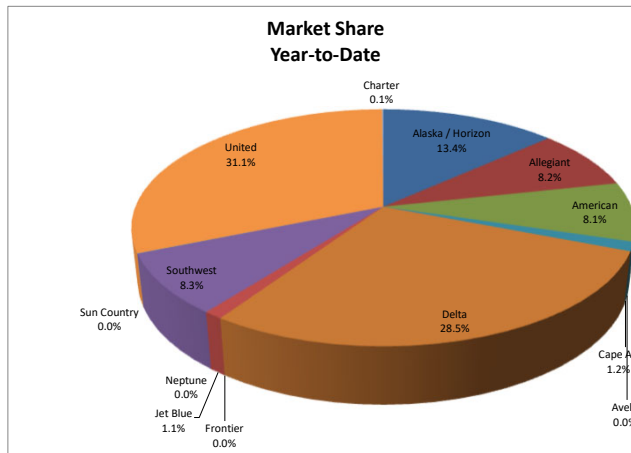
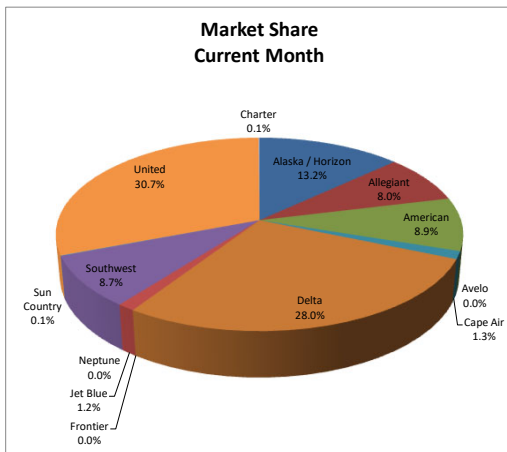
## State of Montana Airline Enplanements

February 2023

	Alaska / Horizon	Allegiant	American	Avelo	Cape Air	Delta	Frontier	Jet Blue	Neptune	Southwest	Sun Country	United	Charter	Total	Tower Operations
Billings	3,444	3,141	4,336		1,182	7,551					112	5,933		25,699	6,830
Bozeman	8,756	3,960	9,539			21,330		2,374		16,811		30,342	78	93,190	10,541
Butte						882								882	
Glasgow					175									175	
Glendive					146									146	
Great Falls	1,762	2,523				3,735						3,300	89	11,409	T/O-N/R
Havre					225									225	
Helena	1,613					3,002						1,296		5,911	3,474
Kalispell	5,010	2,417				10,130						10,753		28,310	2,710
Missoula	4,955	3,582	3,333			7,657						7,941		27,468	2,594
Sidney					568									568	
Wolf Point					200									200	
Yellowstone														-	
<b>Total</b>	<b>25,540</b>	<b>15,623</b>	<b>17,208</b>	<b>-</b>	<b>2,496</b>	<b>54,287</b>	<b>-</b>	<b>2,374</b>	<b>-</b>	<b>16,811</b>	<b>112</b>	<b>59,565</b>	<b>167</b>	<b>194,183</b>	<b>26,149</b>
<b>Market Share %</b>	<b>13.2%</b>	<b>8.0%</b>	<b>8.9%</b>	<b>0.0%</b>	<b>1.3%</b>	<b>28.0%</b>	<b>0.0%</b>	<b>1.2%</b>	<b>0.0%</b>	<b>8.7%</b>	<b>0.1%</b>	<b>30.7%</b>	<b>0.1%</b>		

Year-to-Date

	Alaska / Horizon	Allegiant	American	Avelo	Cape Air	Delta	Frontier	Jet Blue	Neptune	Southwest	Sun Country	United	Charter	Total	Tower Operations
Billings	7,329	6,631	7,524	-	2,415	16,514	-	-	-	-	112	15,753	-	56,278	13,831
Bozeman	17,541	8,283	18,624	-	-	44,060	-	4,207	-	32,817	-	59,097	260	184,889	19,967
Butte	-	-	-	-	-	1,986	-	-	-	-	-	-	-	1,986	-
Glasgow	-	-	-	-	367	-	-	-	-	-	-	-	-	367	-
Glendive	-	-	-	-	285	-	-	-	-	-	-	-	-	285	-
Great Falls	3,741	5,084	-	-	-	7,469	-	-	-	-	-	7,235	89	23,618	-
Havre	-	-	-	-	408	-	-	-	-	-	-	-	-	408	-
Helena	3,387	-	-	-	-	6,369	-	-	-	-	-	2,640	-	12,396	6,703
Kalispell	10,398	5,539	-	-	-	20,669	-	-	-	-	-	22,550	-	59,156	4,986
Missoula	10,732	7,201	5,985	-	-	16,403	-	-	-	-	-	16,398	-	56,719	5,211
Sidney	-	-	-	-	1,093	-	-	-	-	-	-	-	-	1,093	-
Wolf Point	-	-	-	-	387	-	-	-	-	-	-	-	-	387	-
Yellowstone	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>53,128</b>	<b>32,738</b>	<b>32,133</b>	<b>-</b>	<b>4,955</b>	<b>113,470</b>	<b>-</b>	<b>4,207</b>	<b>-</b>	<b>32,817</b>	<b>112</b>	<b>123,673</b>	<b>349</b>	<b>397,582</b>	<b>50,698</b>
<b>Market Share %</b>	<b>13.4%</b>	<b>8.2%</b>	<b>8.1%</b>	<b>0.0%</b>	<b>1.2%</b>	<b>28.5%</b>	<b>0.0%</b>	<b>1.1%</b>	<b>0.0%</b>	<b>8.3%</b>	<b>0.0%</b>	<b>31.1%</b>	<b>0.1%</b>		



**STATE TOTAL**

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	178,518	173,999	352,517	352,517	203,399	194,565	397,964	397,964	13.9%	11.8%	12.9%	12.9%
FEB	179,469	179,191	358,660	711,177	194,183	200,352	394,535	792,499	8.2%	11.8%	10.0%	11.4%
MAR	217,195	209,429	426,624	1,137,801	-	-	-	792,499	-100.0%	-100.0%	-100.0%	-30.3%
APR	170,265	169,166	339,431	1,477,232	-	-	-	792,499	-100.0%	-100.0%	-100.0%	-46.4%
MAY	192,594	204,851	397,445	1,874,677	-	-	-	792,499	-100.0%	-100.0%	-100.0%	-57.7%
JUN	252,470	267,262	519,732	2,394,409	-	-	-	792,499	-100.0%	-100.0%	-100.0%	-66.9%
JUL	301,745	298,344	600,089	2,994,498	-	-	-	792,499	-100.0%	-100.0%	-100.0%	-73.5%
AUG	302,698	290,414	593,112	3,587,610	-	-	-	792,499	-100.0%	-100.0%	-100.0%	-77.9%
SEP	254,440	242,127	496,567	4,084,177	-	-	-	792,499	-100.0%	-100.0%	-100.0%	-80.6%
OCT	213,513	201,841	415,354	4,499,531	-	-	-	792,499	-100.0%	-100.0%	-100.0%	-82.4%
NOV	174,970	173,252	348,222	4,847,753	-	-	-	792,499	-100.0%	-100.0%	-100.0%	-83.7%
DEC	174,704	204,743	379,447	5,227,200	-	-	-	792,499	-100.0%	-100.0%	-100.0%	-84.8%
	<b>2,612,581</b>	<b>2,614,619</b>			<b>397,582</b>	<b>394,917</b>						

**BILLINGS**

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	25,611	24,708	50,319	50,319	30,579	29,130	59,709	59,709	19.4%	17.9%	18.7%	18.7%
FEB	25,459	25,135	50,594	100,913	25,699	30,369	56,068	115,777	0.9%	20.8%	10.8%	14.7%
MAR	29,370	29,743	59,113	160,026	-	-	-	115,777	-100.0%	-100.0%	-100.0%	-27.7%
APR	27,183	28,161	55,344	215,370	-	-	-	115,777	-100.0%	-100.0%	-100.0%	-46.2%
MAY	31,564	31,972	63,536	278,906	-	-	-	115,777	-100.0%	-100.0%	-100.0%	-58.5%
JUN	32,119	33,305	65,424	344,330	-	-	-	115,777	-100.0%	-100.0%	-100.0%	-66.4%
JUL	36,295	35,660	71,955	416,285	-	-	-	115,777	-100.0%	-100.0%	-100.0%	-72.2%
AUG	37,154	37,199	74,353	490,638	-	-	-	115,777	-100.0%	-100.0%	-100.0%	-76.4%
SEP	36,557	35,300	71,857	562,495	-	-	-	115,777	-100.0%	-100.0%	-100.0%	-79.4%
OCT	35,304	34,858	70,162	632,657	-	-	-	115,777	-100.0%	-100.0%	-100.0%	-81.7%
NOV	33,285	32,611	65,896	698,553	-	-	-	115,777	-100.0%	-100.0%	-100.0%	-83.4%
DEC	34,796	35,759	70,555	769,108	-	-	-	115,777	-100.0%	-100.0%	-100.0%	-84.9%
	<b>384,697</b>	<b>384,411</b>			<b>56,278</b>	<b>59,499</b>						

**BOZEMAN**

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	83,551	83,492	167,043	167,043	91,699	90,610	182,309	182,309	9.8%	8.5%	9.1%	9.1%
FEB	84,977	86,119	171,096	338,139	93,190	94,850	188,040	370,349	9.7%	10.1%	9.9%	9.5%
MAR	105,959	100,257	206,216	544,355	-	-	-	370,349	-100.0%	-100.0%	-100.0%	-32.0%
APR	71,578	68,453	140,031	684,386	-	-	-	370,349	-100.0%	-100.0%	-100.0%	-45.9%
MAY	79,383	85,762	165,145	849,531	-	-	-	370,349	-100.0%	-100.0%	-100.0%	-56.4%
JUN	109,698	115,712	225,410	1,074,941	-	-	-	370,349	-100.0%	-100.0%	-100.0%	-65.5%
JUL	128,371	127,863	256,234	1,331,175	-	-	-	370,349	-100.0%	-100.0%	-100.0%	-72.2%
AUG	130,033	124,412	254,445	1,585,620	-	-	-	370,349	-100.0%	-100.0%	-100.0%	-76.6%
SEP	103,482	100,362	203,844	1,789,464	-	-	-	370,349	-100.0%	-100.0%	-100.0%	-79.3%
OCT	87,449	80,402	167,851	1,957,315	-	-	-	370,349	-100.0%	-100.0%	-100.0%	-81.1%
NOV	66,606	66,606	133,212	2,090,527	-	-	-	370,349	-100.0%	-100.0%	-100.0%	-82.3%
DEC	84,594	89,576	174,170	2,264,697	-	-	-	370,349	-100.0%	-100.0%	-100.0%	-83.6%
	<b>1,135,681</b>	<b>1,129,016</b>			<b>184,889</b>	<b>185,460</b>						

**BUTTE**

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	1,483	1,443	2,926	2,926	1,104	1,167	2,271	2,271	-25.6%	-19.1%	-22.4%	-22.4%
FEB	1,613	1,589	3,202	6,128	882	939	1,821	4,092	-45.3%	-40.9%	-43.1%	-33.2%
MAR	1,595	1,631	3,226	9,354	-	-	-	4,092	-100.0%	-100.0%	-100.0%	-56.3%
APR	1,354	1,482	2,836	12,190	-	-	-	4,092	-100.0%	-100.0%	-100.0%	-66.4%
MAY	1,680	1,958	3,638	15,828	-	-	-	4,092	-100.0%	-100.0%	-100.0%	-74.1%
JUN	1,846	2,148	3,994	19,822	-	-	-	4,092	-100.0%	-100.0%	-100.0%	-79.4%
JUL	1,450	1,476	2,926	22,748	-	-	-	4,092	-100.0%	-100.0%	-100.0%	-82.0%
AUG	1,188	1,228	2,416	25,164	-	-	-	4,092	-100.0%	-100.0%	-100.0%	-83.7%
SEP	1,375	1,435	2,810	27,974	-	-	-	4,092	-100.0%	-100.0%	-100.0%	-85.4%
OCT	1,431	1,325	2,756	30,730	-	-	-	4,092	-100.0%	-100.0%	-100.0%	-86.7%
NOV	1,392	1,410	2,802	33,532	-	-	-	4,092	-100.0%	-100.0%	-100.0%	-87.8%
DEC	2,489	2,351	4,840	38,372	-	-	-	4,092	-100.0%	-100.0%	-100.0%	-89.3%
	<b>18,896</b>	<b>19,476</b>			<b>1,986</b>	<b>2,106</b>						

**GLASGOW**

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	212	197	409	409	192	173	365	365	-9.4%	-12.2%	-10.8%	-10.8%
FEB	201	203	404	813	175	150	325	690	-12.9%	-26.1%	-19.6%	-15.1%
MAR	237	236	473	1,286	-	-	-	690	-100.0%	-100.0%	-100.0%	-46.3%
APR	114	121	235	1,521	-	-	-	690	-100.0%	-100.0%	-100.0%	-54.6%
MAY	179	202	381	1,902	-	-	-	690	-100.0%	-100.0%	-100.0%	-63.7%
JUN	188	191	379	2,281	-	-	-	690	-100.0%	-100.0%	-100.0%	-69.8%
JUL	347	356	703	2,984	-	-	-	690	-100.0%	-100.0%	-100.0%	-76.9%
AUG	367	342	709	3,693	-	-	-	690	-100.0%	-100.0%	-100.0%	-81.3%
SEP	431	331	762	4,455	-	-	-	690	-100.0%	-100.0%	-100.0%	-84.5%
OCT	306	295	601	5,056	-	-	-	690	-100.0%	-100.0%	-100.0%	-86.4%
NOV	199	194	393	5,449	-	-	-	690	-100.0%	-100.0%	-100.0%	-87.3%
DEC	194	192	386	5,835	-	-	-	690	-100.0%	-100.0%	-100.0%	-88.2%
	<b>2,975</b>	<b>2,860</b>			<b>367</b>	<b>323</b>						

**GLENDIVE**

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	146	175	321	321	139	163	302	302	-4.8%	-6.9%	-5.9%	-5.9%
FEB	166	157	323	644	146	122	268	570	-12.0%	-22.3%	-17.0%	-11.5%
MAR	246	226	472	1,116	-	-	-	570	-100.0%	-100.0%	-100.0%	-48.9%
APR	420	416	836	1,952	-	-	-	570	-100.0%	-100.0%	-100.0%	-70.8%
MAY	570	533	1,103	3,055	-	-	-	570	-100.0%	-100.0%	-100.0%	-81.3%
JUN	484	491	975	4,030	-	-	-	570	-100.0%	-100.0%	-100.0%	-85.9%
JUL	526	527	1,053	5,083	-	-	-	570	-100.0%	-100.0%	-100.0%	-88.8%
AUG	543	535	1,078	6,161	-	-	-	570	-100.0%	-100.0%	-100.0%	-90.7%
SEP	507	491	998	7,159	-	-	-	570	-100.0%	-100.0%	-100.0%	-92.0%
OCT	390	384	774	7,933	-	-	-	570	-100.0%	-100.0%	-100.0%	-92.8%
NOV	172	159	331	8,264	-	-	-	570	-100.0%	-100.0%	-100.0%	-93.1%
DEC	174	154	328	8,592	-	-	-	570	-100.0%	-100.0%	-100.0%	-93.4%
	<b>4,344</b>	<b>4,248</b>			<b>285</b>	<b>285</b>						

**GREAT FALLS**

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	9,570	9,327	18,897	18,897	12,209	11,627	23,836	23,836	27.6%	24.7%	26.1%	26.1%
FEB	9,777	9,616	19,393	38,290	11,409	11,365	22,774	46,610	16.7%	18.2%	17.4%	21.7%
MAR	11,282	11,400	22,682	60,972	-	-	-	46,610	-100.0%	-100.0%	-100.0%	-23.6%
APR	11,564	11,759	23,323	84,295	-	-	-	46,610	-100.0%	-100.0%	-100.0%	-44.7%
MAY	11,544	12,011	23,555	107,850	-	-	-	46,610	-100.0%	-100.0%	-100.0%	-56.8%
JUN	11,878	11,939	23,817	131,667	-	-	-	46,610	-100.0%	-100.0%	-100.0%	-64.6%
JUL	12,191	12,099	24,290	155,957	-	-	-	46,610	-100.0%	-100.0%	-100.0%	-70.1%
AUG	12,505	12,347	24,852	180,809	-	-	-	46,610	-100.0%	-100.0%	-100.0%	-74.2%
SEP	12,487	12,016	24,503	205,312	-	-	-	46,610	-100.0%	-100.0%	-100.0%	-77.3%
OCT	14,334	13,868	28,202	233,514	-	-	-	46,610	-100.0%	-100.0%	-100.0%	-80.0%
NOV	12,551	12,250	24,801	258,315	-	-	-	46,610	-100.0%	-100.0%	-100.0%	-82.0%
DEC	13,754	13,434	27,188	285,503	-	-	-	46,610	-100.0%	-100.0%	-100.0%	-83.7%
	<b>143,437</b>	<b>142,066</b>			<b>23,618</b>	<b>22,992</b>						

**HAVRE**

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	208	238	446	446	183	181	364	364	-12.0%	-23.9%	-18.4%	-18.4%
FEB	212	204	416	862	225	226	451	815	6.1%	10.8%	8.4%	-5.5%
MAR	227	240	467	1,329	-	-	-	815	-100.0%	-100.0%	-100.0%	-38.7%
APR	223	210	433	1,762	-	-	-	815	-100.0%	-100.0%	-100.0%	-53.7%
MAY	245	254	499	2,261	-	-	-	815	-100.0%	-100.0%	-100.0%	-64.0%
JUN	208	198	406	2,667	-	-	-	815	-100.0%	-100.0%	-100.0%	-69.4%
JUL	283	238	521	3,188	-	-	-	815	-100.0%	-100.0%	-100.0%	-74.4%
AUG	273	285	558	3,746	-	-	-	815	-100.0%	-100.0%	-100.0%	-78.2%
SEP	264	235	499	4,245	-	-	-	815	-100.0%	-100.0%	-100.0%	-80.8%
OCT	286	251	537	4,782	-	-	-	815	-100.0%	-100.0%	-100.0%	-83.0%
NOV	253	244	497	5,279	-	-	-	815	-100.0%	-100.0%	-100.0%	-84.6%
DEC	181	170	351	5,630	-	-	-	815	-100.0%	-100.0%	-100.0%	-85.5%
	<b>2,863</b>	<b>2,767</b>			<b>408</b>	<b>407</b>						

**HELENA**

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	6,258	6,378	12,636	12,636	6,485	6,139	12,624	12,624	3.6%	-3.7%	-0.1%	-0.1%
FEB	6,331	6,172	12,503	25,139	5,911	5,901	11,812	24,436	-6.6%	-4.4%	-5.5%	-2.8%
MAR	6,839	6,497	13,336	38,475	-	-	-	24,436	-100.0%	-100.0%	-100.0%	-36.5%
APR	7,263	7,537	14,800	53,275	-	-	-	24,436	-100.0%	-100.0%	-100.0%	-54.1%
MAY	8,007	8,018	16,025	69,300	-	-	-	24,436	-100.0%	-100.0%	-100.0%	-64.7%
JUN	6,688	6,988	13,676	82,976	-	-	-	24,436	-100.0%	-100.0%	-100.0%	-70.6%
JUL	6,889	6,757	13,646	96,622	-	-	-	24,436	-100.0%	-100.0%	-100.0%	-74.7%
AUG	7,199	6,774	13,973	110,595	-	-	-	24,436	-100.0%	-100.0%	-100.0%	-77.9%
SEP	7,050	6,650	13,700	124,295	-	-	-	24,436	-100.0%	-100.0%	-100.0%	-80.3%
OCT	7,186	6,984	14,170	138,465	-	-	-	24,436	-100.0%	-100.0%	-100.0%	-82.4%
NOV	6,444	6,445	12,889	151,354	-	-	-	24,436	-100.0%	-100.0%	-100.0%	-83.9%
DEC	6,581	6,614	13,195	164,549	-	-	-	24,436	-100.0%	-100.0%	-100.0%	-85.1%
	<b>82,735</b>	<b>81,814</b>			<b>12,396</b>	<b>12,040</b>						

**KALISPELL**

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	25,722	23,539	49,261	49,261	30,846	27,315	58,161	58,161	19.9%	16.0%	18.1%	18.1%
FEB	25,431	25,124	50,555	99,816	28,310	27,967	56,277	114,438	11.3%	11.3%	11.3%	14.6%
MAR	30,038	28,634	58,672	158,488	-	-	-	114,438	-100.0%	-100.0%	-100.0%	-27.8%
APR	21,855	21,981	43,836	202,324	-	-	-	114,438	-100.0%	-100.0%	-100.0%	-43.4%
MAY	27,270	29,769	57,039	259,363	-	-	-	114,438	-100.0%	-100.0%	-100.0%	-55.9%
JUN	46,604	50,825	97,429	356,792	-	-	-	114,438	-100.0%	-100.0%	-100.0%	-67.9%
JUL	64,526	63,792	128,318	485,110	-	-	-	114,438	-100.0%	-100.0%	-100.0%	-76.4%
AUG	61,676	57,517	119,193	604,303	-	-	-	114,438	-100.0%	-100.0%	-100.0%	-81.1%
SEP	43,583	39,386	82,969	687,272	-	-	-	114,438	-100.0%	-100.0%	-100.0%	-83.3%
OCT	27,010	25,119	52,129	739,401	-	-	-	114,438	-100.0%	-100.0%	-100.0%	-84.5%
NOV	22,563	22,563	45,126	784,527	-	-	-	114,438	-100.0%	-100.0%	-100.0%	-85.4%
DEC	-	24,360	24,360	808,887	-	-	-	114,438	#DIV/0!	-100.0%	-100.0%	-85.9%
	<b>396,278</b>	<b>412,609</b>			<b>59,156</b>	<b>55,282</b>						

**MISSOULA**

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	25,015	23,736	48,751	48,751	29,251	27,338	56,589	56,589	16.9%	15.2%	16.1%	16.1%
FEB	24,499	24,083	48,582	97,333	27,468	27,778	55,246	111,835	12.1%	15.3%	13.7%	14.9%
MAR	30,526	29,743	60,269	157,602	-	-	-	111,835	-100.0%	-6.6%	-100.0%	-29.0%
APR	28,138	28,540	56,678	214,280	-	-	-	111,835	-100.0%	-100.0%	-100.0%	-47.8%
MAY	31,390	32,833	64,223	278,503	-	-	-	111,835	-100.0%	-100.0%	-100.0%	-59.8%
JUN	40,453	43,242	83,695	362,198	-	-	-	111,835	-100.0%	-100.0%	-100.0%	-69.1%
JUL	48,381	47,104	95,485	457,683	-	-	-	111,835	-100.0%	-100.0%	-100.0%	-75.6%
AUG	49,425	47,358	96,783	554,466	-	-	-	111,835	-100.0%	-100.0%	-100.0%	-79.8%
SEP	46,445	43,850	90,295	644,761	-	-	-	111,835	-100.0%	-100.0%	-100.0%	-82.7%
OCT	38,897	37,224	76,121	720,882	-	-	-	111,835	-100.0%	-100.0%	-100.0%	-84.5%
NOV	30,620	29,932	60,552	781,434	-	-	-	111,835	-100.0%	-100.0%	-100.0%	-85.7%
DEC	31,156	31,422	62,578	844,012	-	-	-	111,835	-100.0%	-100.0%	-100.0%	-86.7%
	<b>424,945</b>	<b>419,067</b>			<b>56,719</b>	<b>55,116</b>						

**SIDNEY**

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	533	576	1,109	1,109	525	510	1,035	1,035	-1.5%	-11.5%	-6.7%	-6.7%
FEB	563	538	1,101	2,210	568	517	1,085	2,120	0.9%	-3.9%	-1.5%	-4.1%
MAR	626	596	1,222	3,432	-	-	-	2,120	-100.0%	-100.0%	-100.0%	-38.2%
APR	430	375	805	4,237	-	-	-	2,120	-100.0%	-100.0%	-100.0%	-50.0%
MAY	552	560	1,112	5,349	-	-	-	2,120	-100.0%	-100.0%	-100.0%	-60.4%
JUN	489	433	922	6,271	-	-	-	2,120	-100.0%	-100.0%	-100.0%	-66.2%
JUL	515	548	1,063	7,334	-	-	-	2,120	-100.0%	-100.0%	-100.0%	-71.1%
AUG	518	521	1,039	8,373	-	-	-	2,120	-100.0%	-100.0%	-100.0%	-74.7%
SEP	551	492	1,043	9,416	-	-	-	2,120	-100.0%	-100.0%	-100.0%	-77.5%
OCT	612	592	1,204	10,620	-	-	-	2,120	-100.0%	-100.0%	-100.0%	-80.0%
NOV	635	596	1,231	11,851	-	-	-	2,120	-100.0%	-100.0%	-100.0%	-82.1%
DEC	549	501	1,050	12,901	-	-	-	2,120	-100.0%	-100.0%	-100.0%	-83.6%
	<b>6,573</b>	<b>6,328</b>			<b>1,093</b>	<b>1,027</b>						

**WOLF POINT**

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	209	190	399	399	187	212	399	399	-10.5%	11.6%	0.0%	0.0%
FEB	240	251	491	890	200	168	368	767	-16.7%	-33.1%	-25.1%	-13.8%
MAR	250	226	476	1,366	-	-	-	767	-100.0%	-100.0%	-100.0%	-43.9%
APR	143	131	274	1,640	-	-	-	767	-100.0%	-100.0%	-100.0%	-53.2%
MAY	210	179	389	2,029	-	-	-	767	-100.0%	-100.0%	-100.0%	-62.2%
JUN	255	243	498	2,527	-	-	-	767	-100.0%	-100.0%	-100.0%	-69.6%
JUL	299	295	594	3,121	-	-	-	767	-100.0%	-100.0%	-100.0%	-75.4%
AUG	332	267	599	3,720	-	-	-	767	-100.0%	-100.0%	-100.0%	-79.4%
SEP	337	326	663	4,383	-	-	-	767	-100.0%	-100.0%	-100.0%	-82.5%
OCT	308	291	599	4,982	-	-	-	767	-100.0%	-100.0%	-100.0%	-84.6%
NOV	250	242	492	5,474	-	-	-	767	-100.0%	-100.0%	-100.0%	-86.0%
DEC	236	210	446	5,920	-	-	-	767	-100.0%	-100.0%	-100.0%	-87.0%
	<b>3,069</b>	<b>2,851</b>			<b>387</b>	<b>380</b>						

**\* YELLOWSTONE**

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN												
FEB												
MAR												
APR												
MAY	-	800	800	800	-	-	-	-	#DIV/0!	-100.0%	-100.0%	-100.0%
JUN	1,560	1,547	3,107	3,907	-	-	-	-	-100.0%	-100.0%	-100.0%	-100.0%
JUL	1,672	1,629	3,301	7,208	-	-	-	-	-100.0%	-100.0%	-100.0%	-100.0%
AUG	1,485	1,629	3,114	10,322	-	-	-	-	-100.0%	-100.0%	-100.0%	-100.0%
SEP	1,371	1,253	2,624	12,946	-	-	-	-	-100.0%	-100.0%	-100.0%	-100.0%
OCT	-	248	248	13,194	-	-	-	-	#DIV/0!	-100.0%	-100.0%	-100.0%
NOV												
DEC												
	<b>6,088</b>	<b>7,106</b>			<b>-</b>	<b>-</b>						

\* The Yellowstone Airport is a seasonal airport.

\*2021 season operating May 6, 2021 through October 15, 2021.

\*2022 season operating May 2022 through October 2022.