

## Missoula County Airport Authority Regular Board Meeting

DATE: Tuesday, April 25, 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:

### Microsoft Teams meeting

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

[Click here to join the meeting](#)

Meeting ID: 294 727 509 859

Passcode: HBYRUZ

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

**Or call in (audio only)**

[+1 332-249-0710,,885266763#](tel:+13322490710885266763) United States, New York City

Phone Conference ID: 885 266 763#

- 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 March 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 April 25, 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

- Contract with Systems Technology Consultants for Cybersecurity Assessment – Lynn Fagan/Dylan O’Leary **Pg 27**

#### New Business

- Purchase of Snow Removal Equipment – Nate Cole **Pg 41**
- Morrison-Maierle Task Order-50, FHWA Charging and Fueling Infrastructure Grant Application – Tim Damrow **Pg 42**
- Award of Construction Bid for Pavement Rehabilitation Project – Brian Ellestad **Pg 49**
- Morrison-Maierle Task Order-51, Construction Management Services for Pavement Rehabilitation Project – Brian Ellestad **Pg 51**
- Morrison-Maierle Task Order-52, Final Design of Rental Car Lot Modifications – Brian Ellestad **Pg 60**

#### Information/Discussion Item(s)

- Master Plan Update – Scott Bell, Morrison-Maierle

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

MISSOULA COUNTY AIRPORT AUTHORITY  
Regular Board Meeting  
March 28, 2023  
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

**BOARD:** Chair Larry Anderson  
Vice Chair Winton Kemmis via conference call  
Commissioner Jeff Roth  
Commissioner Adriane Beck  
Commissioner Shane Stack  
Commissioner Matthew Doucette via conference call  
Alternate Commissioner David Bell

**STAFF:** Director Brian Ellestad  
Deputy Director Tim Damrow  
Director of Finance and Administration Will Parnell  
Administrative Manager Lynn Fagan  
Public Safety Chief Justin Shaffer  
Airfield Manager Nate Cole  
Ground Handling Manager Andrew Bailey  
Accounting Clerk Brianna Brewer  
Compliance Officer Jesse Johnson  
IT Specialist Dylan O'Leary  
Accounting Clerk Brianna Brewer  
Receptionist Kathi Fritz  
Public Safety Officer Robert Whalen  
Public Safety Officer Evan Eshleman

**OTHERS:** Gary Matson, Runway 25 Hangars  
Shaun Shea, Morrison-Maierle  
Martin Kidston, Missoula Current via conference call  
Josh Johnson, Minuteman Aviation  
Mike Carlson, Morrison-Maierle  
Travis Frey, Martel Construction  
Cole Jensen, Martel Construction  
Nicole Rush, Missoula Economic Partnership  
Richard Huffman

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 Jeff Roth moved to seat Alternate Commissioner David Bell

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

## AGENDA

Motion: Commissioner Jeff Roth moved to approve the agenda as presented.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

## PUBLIC COMMENT PERIOD

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

## MINUTES

Chair Larry Anderson asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated February 28, 2023. There were none.

Motion: Vice Chair Winton Kemmis moved to approve the minutes of Regular Board Meeting dated February 28, 2023.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

## CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell noted that project expenses were included in the Claims packet. Will also explained that a void check was for a travel advance for an employee whose travel was cancelled.

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

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

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

## FINANCIAL REPORT

Director of Finance and Administration Will Parnell explained to the Board that he included some new report forms in the finance packet – a Statement of Cash Flow, Statement of Operating Revenues and Expenses as a Percentage of Gross, and a Long-Term Debt Roll-forward. Will noted that the Balance Sheet shows that the accounts receivable turnover rate has increased over prior years. Staff are pursuing collections on the remaining older balances.

Commissioner Jeff Roth asked if Will sees any trends in revenue or expenses that concern him. Will responded that there are no outliers but that it is difficult to compare year over year because

of the move into the new terminal. After June when we hit the one-year mark of occupying the new terminal, comparisons will be easier.

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

Motion: Commissioner Jeff Roth moved to approve the Financial Report as presented.

Second: Alternate Commissioner David Bell

Vote: Motion Passed Unanimously

### DIRECTOR'S REPORT

Airport Director Brian Ellestad reported that enplanements are still strong – February was up 5% over 2019 and 12% over last year. Are load factors continue to be high. Summer numbers continue to look good. Currently we are 15% over in seats for June year over year and 30% over in July. The airlines are still adjusting numbers for the summer based on staffing shortages.

Brian congratulated Nate Cole for successfully completing his Certified Member designation.

Staff members IT Specialist Dylan O'Leary, Public Safety Officer Robert Whalen, and Public Safety Officer Evan Eshleman introduced themselves to the Board.

Deputy Director Tim Damrow gave a brief update on construction progress. Tim reported that work is in progress on the foundation for the East Concourse of the terminal. Approximately 294 engineered piers have been installed and crews are working on concrete forms for the basement foundation. The engineered piers are meant to stabilize the foundation and are required because of the abundance of clay left from Lake Missoula. Tim also reported that the laydown yard and parking expansion site preparation will begin immediately after Board approval and site preparation for the de-ice ramp expansion is scheduled to begin in May.

Tim reminded the Board that MSO's triennial disaster drill will take place on May 5<sup>th</sup>. Tim then congratulated four of our Public Safety Officers who took part in a stair climb in Seattle, Washington to benefit the Leukemia Lymphoma Society. The challenge required the officers to climb 70 floors in full gear and on supplemental air.

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 procurement season is in full swing. Staff has issued a Request for Proposals (RFP) for cybersecurity assessment and one for Managed IT Services. RFPs for Badging, Security Access Control, and ATMs will be coming up. Lynn then reported that staff were completing the budget process and would likely be scheduling a Finance Committee meeting in the next month. Lynn then reported that staff has identified a company that may be able to perform payroll services. In the past, MSO's complex union rules have made it difficult for software companies to handle our payroll. A third-party vendor will ensure compliance and provide access to employees to review and change their data as needed. The platform also integrates HR functionality and covers everything from the application phase through the life of an employee.

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

### COMMITTEE UPDATES

Executive Committee: Met March 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

#### Morrison-Maierle Task Order No. 48 – Added Design Scope for Laydown Yard/Fuel Truck Road

Deputy Director Tim Damrow explained that the next three items on the agenda were all intertwined. Task Order No. 48 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. Tim stated that the added design work under this Task Order 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.

Chair Larry Anderson asked if there were any Board questions or public comments. Alternate Commissioner David Bell asked if staff had any sense of the ultimate parking needs right now. Tim responded that staff do not have a good sense of that, but that as new parking is added, it is being filled. The plan currently is to incrementally add spaces so that we don't overcorrect. David then asked if the new spaces would exit through the current parking exit lanes. Airport Director Brian Ellestad stated that they would not; the new spaces will utilize the pay by license plate system that was recently installed.

Chair Larry Anderson asked if there were any further Board questions or public comments. Josh Johnson from Minuteman thanked the Board and the staff for creating options that help preserve Minuteman's time in their maintenance building. Josh also invited Board members to come and tour their facilities at any time. There were no further questions or public comments.

Motion: Commissioner Jeff Roth moved to Approve Task Order No. 48 with Morrison-Maierle in the amount of \$20,000

Second: Alternate Commissioner David Bell

Vote: Motion Passed Unanimously

Martel Contract Amendment No. 25 – Laydown Yard Expansion

Deputy Director Tim Damrow explained that Martel Construction has provided a guaranteed maximum price (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. Pathways for fiber and lighting are included in the design and construction work.

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 GMP. Tim stated that 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.

Airport Director Brian Ellestad thanked Shaun Shea of Morrison-Maierle for the time that he put in reviewing bids on this to ensure MSO got the best value from this project. The original bid was in the range of \$2.6 million for less space.

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

Motion: Vice Chair Winton Kemmis moved 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

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

Morrison-Maierle Task Order No. 49 - Construction Management for Laydown Yard Expansion

Deputy Director Tim Damrow explained that this task order is for the construction management services for Morrison-Maierle to have an engineer on site to ensure that the project is constructed in compliance with the plans.

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

Motion: Alternate Commissioner David Bell moved to Approve Task Order No. 49 with Morrison-Maierle in the amount of \$80,000

Second: Commissioner Jeff Roth

Vote: Motion Passed Unanimously

Amendment to Rising Fast Contract

Administrative Manager Lynn Fagan reminded the Board that staff issued a Request for Proposals for cleaning services for the airport buildings in 2018. At that time, the design phase for the new terminal had begun but not the construction phase. 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 expires on 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 recently 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, a Request for Proposals can be issued upon completion of the second phase. The extension also includes a price increase of \$2,300 per month to account for increases in payroll and longer terminal hours. Lynn stated that Rising Fast has done a great job for the airport.

Motion: Commissioner Jeff Roth moved to approve Second Addendum to Custodial Services Contract with Rising Fast extending the term for one year with an option for a second year

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

## NEW BUSINESS

### Memo of Understanding with Missoula Economic Partnership

Airport Director Brian Ellestad explained that this Memo of Understanding (MOU) with Missoula Economic Partnership (MEP) documents MSO's working relationship with MEP as we work towards securing another Small Community Air Service grant (SCASG) 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 match requirements for future air service revenue guarantees. This was brought to the Marketing Committee in January. One of the Board members on the committee brought up the question of what would happen to the money if MSO did not apply for a SCASG and suggested adding a term that the money would then be returned to MSO. Administrative Manager Lynn Fagan explained that staff considered this option but chose not to include this term as it would trigger requirements for MSO to include those amounts in our financials. Rather, staff added a provision allowing for an extension if a SCASG grant was not applied for during the initial term of the agreement.

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. Alternate Commissioner David Bell noted that he recused himself from this vote.

Motion: Commissioner Shane Stack moved to approve the MOU with Missoula Economic Partnership as presented

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

### Award of Cybersecurity Bid

IT Specialist Dylan O'Leary explained that last summer TSA required all airports to complete a cybersecurity self-assessment and develop a remediation plan for any vulnerabilities. Last month, TSA issued an emergency amendment requiring certain large airports to immediately



implement 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.

Dylan then noted that a Request for Proposals for Cybersecurity Assessment was issued 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 was the most advantageous to MCAA.

Chair Larry Anderson asked if Board members had any questions or public comments. Commissioner Adriane Beck asked whether staff had considered cybersecurity liability insurance. Lynn responded that she has spoken with the insurer in the past on this type of coverage but that it was very costly. Deputy Director Tim Damrow added that as a result of the assessment, there may be a recommendation to purchase liability insurance. Alternate Commissioner David Bell asked if a penetration test would be included in this assessment. Dylan responded that it would not, but that staff anticipated having a penetration test once the issues identified in this assessment were addressed.

Motion: Commissioner Adriane Beck moved to authorize staff to accept the proposal of Systems Technology Consultants for a cybersecurity assessment

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

#### Award of Agricultural Lease and approval of contract

Administrative Manager Lynn Fagan reminded the Board that as a part of the purchase of property from Pruyns and Deschamps in the early 2000’s, 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.

Chair Larry Anderson asked if Board members had any questions or public comments.

Motion: Vice Chair Winton Kemmis moved to award the agricultural lease to Grass Valley Farms, LLC, for \$31 per acre, and authorize Airport Director to execute lease

Second: Commissioner Jeff Roth

Vote: Motion Passed Unanimously

MASTER PLAN UPDATE

Shaun Shea from Morrison-Maierle introduced Mike Carlson, a Senior Aviation Planner in their Helena office, who presented an update on the draft Forecasting chapter of the Master Plan.

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 April 25<sup>th</sup> at 1:30 p.m.

**Missoula County Airport Authority  
Check Register  
General Checking Account  
February 28, 2023 through March 27, 2023**

Check	Vendor Name	Description	Amount
48944	NORTHWESTERN ENERGY	Electric/Gas Expense	\$ 169.27
48945	PIERCE, IVY	Travel Expense - AA CSA in DFW	\$ 604.00
48946	LANCHESTER, WILLOW	Travel Expense - AA CSA in DFW	\$ 604.00
48947	MATT, JORDAN	Travel Expense - AA CSA in DFW	\$ 604.00
48948	MOODY CARIAS, DEBORA	Travel Expense - AA CSA in DFW	\$ 604.00
48949	DEVLIN, RYAN	Travel Expense - EMT Cert in Bozeman	\$ 184.00
48950	RUSSELL, KENT	Travel Expense - EMT Cert ell Bozeman	\$ 184.00
48951	AEROTRONICS INC.	Construction in Progress	\$ 2,342.00
48952	BLACKFOOT COMMUNICATIONS	Phone Charges	\$ 1,640.99
48953	CENTURYLINK	Phone Charges	\$ 699.45
48954	City of Missoula	Water/Sewer Expense	\$ 6,276.44
48955	DONALDSON BROS.	Snow & Ice Removal	\$ 10,079.17
48956	EGBERT, ABIGAIL	Travel Expense - AA Ground Security Coordinator in DFW	\$ 124.00
48957	ENERGY WEST	Electric/Gas Expense	\$ 4,015.02
48958	FIRST NATIONAL BANK	Credit Card Expenses	\$ 30,140.62
48959	HETLAND, SHYANNE	Travel Expense - AA Ground Security Coordinator in DFW	\$ 124.00
48960	MSLA ELECTRIC COOP	Electric/Gas Expense	\$ 845.46
48961	MURDOCHS	Petroleum Products Expense, Tools/Equipment, Vehicle R&M, Wildlife Mitigation	\$ 394.59
48962	NORTHWESTERN ENERGY	Electric/Gas Expense	\$ 40,603.53
48963	PHILLIPS, DANIELLE	VOID	\$ -
48964	QUADIENT	Contracted Maintenance	\$ 455.45
48965	REPUBLIC SERVICES	Disposal Expense	\$ 3,185.06
48966	RISING FAST v	Custodial Services	\$ 35,450.00
48967	SEA-WESTERN, INC.	Uniform Expense	\$ 246.10
48968	TFS-KELLEY IMAGING SYSTEMS	Contracted Maintenance	\$ 501.77
48969	VERIZON	Phone Charges	\$ 1,039.73
48970	WULFF, DENTEN	Travel Expense - AA Ground Security Coordinator in DFW	\$ 124.00
48971	GRIZZLY FENCE	Landside Maintenance	\$ 3,100.00
48973	APPLIED INDUSTRIAL TECH	Mechanical/Supplies & Rental Car R&M	\$ 95.20
48974	MSLA TEXTILE, INC	Custodial Supplies	\$ 70.00
48975	SPECTRUM WINDOW CLEANING	Custodial Services	\$ 1,025.00
48976	WIRZ, ALEXIS	Travel Expense - AA CSA in DFW	\$ 604.00
48977	AAAE	Memberships	\$ 550.00
48978	AILEVON PACIFIC AVIATION CONSULTING, LLC	Marketing	\$ 8,375.00
48979	APPLIED INDUSTRIAL TECH	Mechanical/Supplies & Electric Maintenance	\$ 767.85
48980	BIG BEAR SIGN CO	Landside Maintenance & Airfield Maintenance	\$ 298.00
48981	BMC WEST	Building General R&M	\$ 105.56
48982	CARQUEST	Vehicle R&M	\$ 14.49
48983	CHINIKAYLO, YURIY	Employee Training Expense - boiler license	\$ 35.00
48984	CLARKE, KEITH	Employee Training Expense - EMT	\$ 995.00
48985	CULLIGAN	Office Supplies	\$ 206.00
48986	CURTIS	Contracted Maintenance, Uniform Expense	\$ 5,195.72
48987	CUSTOM WEST PEST CONTROL	Contracted Maintenance	\$ 195.00
48988	DONALDSON BROS.	Bank Charges - late fees	\$ 251.98
48989	DSG (DAKOTA SUPPLY GROUP)	Plumbing Expense	\$ 7.60
48990	EAN SERVICES, LLC	Travel Expense - Alex & Evan training	\$ 173.33
48991	ESHLEMAN, EVAN	Employee Training Expense, Travel Expense - ARFF, MLEA, EMT	\$ 984.60
48992	FARNES, NATHAN	Employee Training Expense - boiler license	\$ 35.00
48993	FASTENAL	Tools/Equipment	\$ 14.83
48994	FIRST CALL	Contracted Maintenance	\$ 1,908.00
48995	GRAINGER	Building General R&M & Electric Maintenance	\$ 192.40
48996	GRIZZLY FENCE	Landside Maintenance	\$ 9,897.50
48997	HIDAY, ALEX	Memberships, Employee Training Expense, Travel Expense, Uniform Expense - ARFF, EMT	\$ 1,012.45
48998	HILLYARD INC	Custodial Supplies	\$ 3,365.93
48999	HOTSY	Rent Car R&M	\$ 82.72
49000	IDEAL MANUFACTURING	Airfield Maintenance	\$ 478.78
49001	INLAND TRUCK PARTS	Vehicle R&M	\$ 346.93
49002	IRIS COMPANIES	Office Supplies	\$ 594.00
49003	IRONHORSE	Landside Maintenance	\$ 150.00
49004	JOHNSON CONTROLS/SIMPLEX	Contracted Maintenance	\$ 1,199.00
49005	KARL TYLER CHEVROLET	Vehicle R&M	\$ 86.13
49006	KLS HYDRAULICS	Airfield Maintenance	\$ 384.17
49007	LEE ENTERPRISES	Job Postings	\$ 48.00
49008	LES SCHWAB TIRE	Vehicle R&M	\$ 391.95
49009	M-B COMPANIES, INC.	Snow & Ice Removal	\$ 11,104.32
49010	MACON SUPPLY, INC.	USFS Hangar R&M	\$ 158.00
49011	MFGR Designs Inc.	Marketing	\$ 220.00
49012	MINUTEMAN AVIATION	Equipment Rental	\$ 6,500.00
49013	MOUNTAIN SUPPLY	Plumbing Expense & Rent Car R&M	\$ 384.70
49014	MSLA TEXTILE, INC	Contracted Maintenance	\$ 436.14
49015	MT ACE	Building General R&M, Vehicle R&M	\$ 8.87
49016	MT BOLT	Airfield Maintenance	\$ 5.00
49017	MT DEPT OF LABOR	Building General R&M	\$ 500.00
49018	MT LAW ENFORCEMENT	Employee Training Expense - Evan LEQ	\$ 125.00
49019	MUNICIPAL EMERGENCY SERVICES	Safety Supplies/Equipment	\$ 3,043.70
49020	MURDOCHS	Wildlife Mitigation	\$ 227.94
49021	NAPA	Petroleum Products Expense, Vehicle R&M	\$ 1,775.58
49022	NORCO INDUSTRIAL	Safety Supplies/Equipment, Vehicle R&M	\$ 361.34
49023	NORDBY, LYDIA	Travel Expense - AA CSA in DFW	\$ 618.00
49024	OAG AVIATION WORLDWIDE LLC	Marketing	\$ 5,775.00
49025	PLATT ELECTRIC	Electric Maintenance, Rent Car R&M	\$ 78.45
49026	POTEET CONSTRUCTION	Rent Car R&M	\$ 2,025.00
49027	ROCKY MOUNTAIN SCALE	Contracted Maintenance	\$ 1,260.00
49028	RODDA PAINT	Airfield Maintenance, Vehicle R&M	\$ 5,637.94
49029	SHERWIN WILLIAMS	USFS Hangar R&M	\$ 373.49
49030	SHIRT SHOP	Meals & PR	\$ 2,026.50
49031	SIGN PRO	19400 - Construction in Progress:19430 - CIP- Terminal Phase 1:19403 - CIP - Terminal FFE	\$ 3,218.58
49032	Sign Solutions	19400 - Construction in Progress:19430 - CIP- Terminal Phase 1:19403 - CIP - Terminal FFE	\$ 25,000.00
49033	SNOW CREST	Mechanical/Supplies	\$ 928.98
49034	SPECTRUM WINDOW CLEANING	Custodial Services	\$ 4,365.00
49035	SWEET PEA SEWER	USFS Hangar R&M, Contracted Maintenance	\$ 415.00
49036	TEAR IT UP	Office Supplies	\$ 62.20
49037	TFS-KELLEY IMAGING SYSTEMS	Contracted Maintenance	\$ 319.94
49038	THOMAS PLUMBING	Rent Car R&M	\$ 167.84
49039	ULINE	Rent Car R&M	\$ 573.47
49040	WESTERN STATES EQUIP	Vehicle R&M	\$ 487.83
49041	WINDFALL	Marketing	\$ 150.00
49042	GELDERSMA, AUGUSTUS	Travel Expense - gas for training	\$ 57.20
			\$ 262,868.78

**Missoula County Airport Authority  
Claims For Payment  
February 28, 2023 through March 27, 2023**

**Note**

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

**Credit Card Charges - by Expense Type (paid with check #48958)**

AvSec Fingerprinting	1,000.00
Legal Services	107.00
Communications R&M	5,470.80
Office Supplies	1,590.58
Postage	84.65
Petroleum Products Expense	160.00
Vehicle R&M	236.92
Tools/Equipment	800.03
Contracted Maintenance	2,421.27
Electric Maintenance	58.09
Plumbing Expense	777.94
Mechanical/Supplies	45.56
Building General R&M	138.00
Rent Car R&M	1,983.62
USFS Hangar R&M	248.86
Airfield Maintenance	1,535.00
Landside Maintenance	(2,240.00)
Custodial Expense	164.94
Uniform Expense	1,112.31
Employee Training Expense - EMT renewal for Nate, Jake, Kevin & NREMT renewals for Jake, Kevin, Gus	180.00
Travel Expense - Stairclimb, State Conference, Investigator School, AA Mainline	3,267.41
Memberships - EMT renewal Gus	35.00
Safety Supplies/Equipment	5,216.10
Wildlife Mitigation	297.86
Meals & PR	842.19
Marketing	3,121.20
Consultants Expense	97.80
Display Expenses	1,348.49
Bank Charges - overlimit fee	39.00
	<b>\$ 30,140.62</b>

**Project Checking Account**

Check Number	Vendor Name	Amount
1185	MISC TAX DIVISON	3404.24
ach-41923	KNIFE RIVER	22,760.10
ach-41923	MARTEL	314,259.25
ach-41923	MORRISON MAIERLE	177,668.24
		<b>\$ 514,687.59</b>

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

For Period Ended: 3/31/23.

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

- The quick ratio shows that liquid assets (Cash) are 4.43 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 March 31, 2023, the average duration of accounts receivable or the number of days it takes to collect them was 48 days.
- As of March 31, 2023, the percentage of assets financed by interest bearing liabilities is 15%.
- The month end debt balances totaled \$21,472,110.

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

- Revenues are currently 90% of the annual operating revenue budget.
- Operating expenses are currently 78% of the annual operating budget.
- AIP funds in the amount of \$394,487 were recognized as revenue during the month of March.

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

- For the month ended March 31, 2023:
  - Net cash flows from operating activities were \$52,424.
  - Net cash flows from capital and related financing activities were \$(1,831,198).
  - Net cash flows from noncapital financing activities were \$211,038.
  - Net cash flows from investing activities were \$4,456.

### **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 March 31, 2023

	<u>Mar 31, 23</u>	<u>Mar 31, 22</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
10100 · Petty Cash	300.00	300.00
10500 · General Checking Acct	3,339,918.17	3,334,017.60
10511 · Project Checking Acct	5,000.00	4,999.89
10550 · USFS Account	50,021.68	50,003.49
10560 · Debt Service Account	330,117.59	125,614.97
10580 · CFC Account	321,278.82	1,082,803.35
10590 · STIP Terminal Reserve	23,524.50	22,901.41
10600 · STIP	750,955.04	731,065.03
10604 · Money Market Accounts	1,068,124.78	1,059,242.81
10700 · Payroll Checking	189,481.81	16,602.96
10710 · Flex - FIB	7,891.66	4,993.67
10750 · PFC Cash at US BANK	2,537,142.44	1,615,017.14
<b>Total Checking/Savings</b>	<u>8,623,756.49</u>	<u>8,047,562.32</u>
<b>Accounts Receivable</b>		
10800 · Accounts Receivable	975,805.13	211,062.35
10807 · A/R Advertising	13,459.00	7,145.00
10809 · A/R Ground Handling	119,520.17	108,231.74
10810 · A/R Non-Based Landing Fees	0.00	5,838.44
10815 · Projects Receivable (non-fed)	90,612.00	0.00
<b>Total Accounts Receivable</b>	<u>1,199,396.30</u>	<u>332,277.53</u>
<b>Other Current Assets</b>		
10900 · AvSec Fingerprinting Account	1,213.25	911.75
11200 · Grants Receivable	489,586.50	913,231.53
11500 · Pre-Paid Expenses	73,076.36	72,359.05
11600 · Prepaid Insurance	51,778.67	33,017.72
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	1,525.48	2,690.00
26200 · Faber Loan	100,000.00	0.00
<b>Total Other Current Assets</b>	<u>2,936,693.45</u>	<u>3,176,164.75</u>
<b>Total Current Assets</b>	<u>12,759,846.24</u>	<u>11,556,004.60</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	3,210,246.70
14100 · Furniture & Fixtures	1,549,109.70	54,034.29
14300 · Vehicles	7,744,557.89	7,234,835.36
14400 · Studies	1,925,406.96	1,925,406.96
14500 · Allowance for Depreciation	-93,045,914.33	-97,727,683.02
19400 · Construction in Progress	13,932,437.00	76,044,743.80
<b>Total Fixed Assets</b>	<u>128,344,983.76</u>	<u>119,579,989.38</u>
<b>Other Assets</b>		
11830 · LT Lease Recble GASB 87	3,868,344.34	5,335,577.56
11840 · A/R Retainage Long-Term	182,434.40	0.00
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	825,194.07	0.00
<b>Total Other Assets</b>	<u>6,374,807.81</u>	<u>7,727,414.82</u>
<b>TOTAL ASSETS</b>	<u><u>147,479,637.81</u></u>	<u><u>138,863,408.80</u></u>

**Missoula County Airport Authority**  
**Balance Sheet Prev Year Comparison**  
As of March 31, 2023

	<u>Mar 31, 23</u>	<u>Mar 31, 22</u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
20500 · Accounts Payable	178,510.27	113,777.69
20505 · Accounts Payable- Projects	518,091.83	2,977,136.61
<b>Total Accounts Payable</b>	<u>696,602.10</u>	<u>3,090,914.30</u>
<b>Other Current Liabilities</b>		
20800 · Current Portion of L/T Debt	535,905.68	0.00
21120 · Garnishments Payable	270.19	0.00
21130 · Misc Deductions Payable	-184.32	0.00
21300 · Valic Payable	-100.00	0.00
21400 · Workers' Comp Payable	4,018.96	0.00
21600 · Accrued Vacation/Sick Payable	504,674.62	445,723.43
21930 · FSB Notes Interest Payable	198,618.50	0.00
22140 · Advertising Deferred Revenue	7,500.00	0.00
22150 · Deferred Income	0.00	1,500.00
24000 · Payroll Liabilities	-409.06	-4,657.54
<b>Total Other Current Liabilities</b>	<u>1,250,294.57</u>	<u>442,565.89</u>
<b>Total Current Liabilities</b>	<u>1,946,896.67</u>	<u>3,533,480.19</u>
<b>Long Term Liabilities</b>		
20502 · 2022 Note	2,575,279.74	0.00
25030 · 2019 Note A	15,316,800.00	12,227,900.00
25035 · 2019 Note B	3,580,029.92	3,252,100.00
25600 · Current Portion L/T Debt 2019B	-535,905.68	0.00
25700 · Deferred Concession Contract	1,465,062.00	2,173,254.26
25805 · A/P Retainage Long-Term	338,360.92	0.00
26010 · Pension Liability sum		
19900 · OPEB liability	146,148.00	0.00
26000 · PERS Pension Liability	2,659,824.66	4,147,737.66
<b>Total 26010 · Pension Liability sum</b>	<u>2,805,972.66</u>	<u>4,147,737.66</u>
26110 · Deferred Pension Inflows		
26100 · Deferred PERS Pension Inflows	1,233,040.00	118,590.00
26101 · OPEB Deferred Inflows	57,855.00	0.00
<b>Total 26110 · Deferred Pension Inflows</b>	<u>1,290,895.00</u>	<u>118,590.00</u>
26300 · Dererred Lease Inflow GASB 87	5,108,476.56	6,600,729.24
<b>Total Long Term Liabilities</b>	<u>31,944,971.12</u>	<u>28,520,311.16</u>
<b>Total Liabilities</b>	<u>33,891,867.79</u>	<u>32,053,791.35</u>
<b>Equity</b>		
29500 · Unreserved	92,904,579.34	92,940,895.08
29510 · Reserved	2,322,955.79	2,286,640.05
32000 · Retained Earnings	15,109,089.73	158,805.02
<b>Net Income</b>	<u>3,251,145.16</u>	<u>11,423,277.30</u>
<b>Total Equity</b>	<u>113,587,770.02</u>	<u>106,809,617.45</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>147,479,637.81</u></u>	<u><u>138,863,408.80</u></u>

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

Ordinary Income/Expense	Jul '22 - Mar 23	Jul '21 - Mar 22	\$ Change	% Change
<b>Income</b>				
30100 · Signatory Landing Fees	486,754.42	433,164.38	53,590.04	12.37%
30200 · Non Sig Landing Fees	93,177.86	221,912.15	-128,734.29	-58.01%
30210 · Cargo Landing Fees	25,883.50	29,564.60	-3,681.10	-12.45%
30220 · Charter Landing Fees	0.00	1,443.41	-1,443.41	-100.0%
30300 · Non-Based Landing Fees	105,320.96	57,400.04	47,920.92	83.49%
30400 · Signatory Rent	478,799.91	813,535.83	-334,735.92	-41.15%
30410 · Non-Sig Turn Fees	1,850.00	316,790.00	-314,940.00	-99.42%
30420 · Non-Sig Use Fees	102,871.60	0.00	102,871.60	100.0%
30430 · Signatory Use Fee	576,245.34	0.00	576,245.34	100.0%
30507 · Advertising Income	187,912.00	136,372.00	51,540.00	37.79%
30509 · Ground Handling	752,193.00	736,628.79	15,564.21	2.11%
30600 · FBO Rentals	198,329.91	191,726.40	6,603.51	3.44%
30800 · Fuel Flowage Fees	79,245.97	111,182.65	-31,936.68	-28.73%
30900 · Fuel Farm Leases	3,227.13	3,132.27	94.86	3.03%
31000 · Coffee Concession	8,242.29	81,003.73	-72,761.44	-89.83%
31100 · Restaurant	111,944.46	45,926.96	66,017.50	143.75%
31110 · Liquor Concessions	94,281.87	0.00	94,281.87	100.0%
31200 · Food Truck Concessions	0.00	269.00	-269.00	-100.0%
31300 · Rental Car %	1,589,109.15	1,501,115.64	87,993.51	5.86%
31400 · Rent Car Rent	119,698.20	134,178.20	-14,480.00	-10.79%
31800 · USFS Landing Fees	30,533.76	101,236.62	-70,702.86	-69.84%
31900 · USFS Hangar Rent	187,026.06	186,194.97	831.09	0.45%
32100 · Gift Shop Faber	273,776.36	92,969.93	180,806.43	194.48%
32200 · Travel Agency	3,953.79	5,319.81	-1,366.02	-25.68%
32400 · Parking Lot	2,091,528.49	1,600,726.78	490,801.71	30.66%
32800 · Ag Land Leases	-13,524.42	0.00	-13,524.42	-100.0%
32900 · Non-Aeronautical Ground Rent	266,864.36	211,021.72	55,842.64	26.46%
32910 · Aeronautical Ground Rent	80,426.34	77,973.23	2,453.11	3.15%
33000 · Vending	23,963.06	30,778.36	-6,815.30	-22.14%
33800 · Off Airport Rent Cars	35,430.84	18,516.72	16,914.12	91.35%
34000 · Utilities Reimbursement	27,505.71	23,245.01	4,260.70	18.33%
34200 · Miscellaneous Income	30,905.75	91,896.29	-60,990.54	-66.37%
34300 · Ground Transport	134,579.39	0.00	134,579.39	100.0%
81402 · TSA LEO Reimbursement	80,830.00	81,124.96	-294.96	-0.36%
81403 · TSA Checkpoint OTA	11,508.31	3,572.70	7,935.61	222.12%
85100 · Badging Fees Collected	9,719.00	14,165.00	-4,446.00	-31.39%
<b>Total Income</b>	<b>8,290,114.37</b>	<b>7,354,088.15</b>	<b>936,026.22</b>	<b>12.73%</b>
<b>Gross Profit</b>	<b>8,290,114.37</b>	<b>7,354,088.15</b>	<b>936,026.22</b>	<b>12.73%</b>



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

	Jul '22 - Mar 23	Jul '21 - Mar 22	\$ Change	% Change
<b>Expense</b>				
40100 · Wages	2,676,538.64	2,334,298.97	342,239.67	14.66%
40330 · Overtime Wages	65,926.59	39,482.22	26,444.37	66.98%
40600 · Fringe Benefits Expense	933,564.56	892,620.79	40,943.77	4.59%
40800 · Legal Services	11,545.45	3,251.57	8,293.88	255.07%
41200 · Insurance Expense	148,356.33	101,626.28	46,730.05	45.98%
41300 · Accounting Expense	32,500.00	35,006.00	-2,506.00	-7.16%
41400 · Phone Charges	31,148.04	34,518.93	-3,370.89	-9.77%
41600 · Phone R&M	0.00	47.99	-47.99	-100.00%
41800 · Communication R&M	26,989.74	21,636.04	5,353.70	24.74%
42000 · Office Supplies	36,180.55	24,529.42	11,651.13	47.5%
42100 · Computer Equipment Expense	21,752.65	22,011.60	-258.95	-1.18%
42200 · Electricity/Gas Expense	340,763.56	249,325.52	91,438.04	36.67%
42400 · Water Expense	44,717.44	51,487.89	-6,770.45	-13.15%
42500 · Sewer Expense	32,249.63	33,042.03	-792.40	-2.4%
42600 · Disposal Expense	32,319.56	36,764.61	-4,445.05	-12.09%
42800 · Disposal-Industrial	-44.07	-1,890.47	1,846.40	97.67%
43000 · Petroleum Products Expense	92,263.43	85,129.76	7,133.67	8.38%
43400 · Vehicle R&M	85,887.79	63,955.96	21,931.83	34.29%
43600 · Equipment Rental	7,748.20	742.11	7,006.09	944.08%
43800 · Tools/Equipment	32,516.53	14,266.06	18,250.47	127.93%
44000 · Landscaping Expense	1,085.47	1,794.29	-708.82	-39.5%
44100 · Custodial Services	352,890.00	162,138.00	190,752.00	117.65%
44200 · Contracted Maintenance	147,923.25	177,205.75	-29,282.50	-16.53%
44302 · Jet Bridge R&M	3,934.18	33,255.04	-29,320.86	-88.17%
44400 · Electric Maintenance	6,399.07	9,030.08	-2,631.01	-29.14%
44600 · Plumbing Expense	3,626.77	3,442.71	184.06	5.35%
44800 · Mechanical/Supplies	22,560.31	15,241.89	7,318.42	48.02%
45000 · Building General R&M	14,610.64	10,845.82	3,764.82	34.71%
45104 · Rent Car R&M	37,304.33	15,777.25	21,527.08	136.44%
45106 · USFS Hangar R&M	13,852.43	4,991.14	8,861.29	177.54%
45203 · Airfield Maintenance	47,768.25	6,021.11	41,747.14	693.35%
45400 · Landside Maintenance	35,383.53	9,833.58	25,549.95	259.82%
45600 · Airfield Lighting R&M	10,292.05	3,430.93	6,861.12	199.98%
45703 · Fog Abatement	391.00	3,507.66	-3,116.66	-88.85%
45800 · Snow & Ice Removal	252,135.47	243,519.81	8,615.66	3.54%
46000 · Custodial Supplies	45,411.96	46,459.60	-1,047.64	-2.26%
46400 · Uniform Expense	59,409.64	17,568.36	41,841.28	238.16%
46600 · Employee Training Expense	41,376.05	41,953.42	-577.37	-1.38%
46800 · Travel Expense	43,511.02	36,241.71	7,269.31	20.06%
47000 · Memberships	38,009.07	11,125.95	26,883.12	241.63%
47200 · Safety Supplies/Equipment	24,985.67	12,710.20	12,275.47	96.58%
47303 · Wildlife Mitigation	1,684.07	2,855.43	-1,171.36	-41.02%
47400 · Meals & PR	19,637.74	16,800.00	2,837.74	16.89%
47501 · Marketing	117,010.85	135,657.28	-18,646.43	-13.75%
47506 · Air Service Incentives	12,022.20	4,447.16	7,575.04	170.33%
47600 · Consultants Expense	38,758.94	17,784.23	20,974.71	117.94%
47605 · Landing Fee Commission Expen:	18,892.20	0.00	18,892.20	100.0%
47707 · Display Expenses	2,323.20	3,081.80	-758.60	-24.62%
47717 · VIC Expenses	41.45	0.00	41.45	100.0%
47999 · COVID-19 Expense	0.00	4,888.54	-4,888.54	-100.0%
49100 · Fingerprint/STA Charges	5,826.00	5,449.50	376.50	6.91%
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	-762.14	2,115.11	277.52%
80611 · BANK Charges	2,365.55	2,694.37	-328.82	-12.2%
80615 · Pass through	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>6,075,700.00</b>	<b>5,100,843.84</b>	<b>974,856.16</b>	<b>19.11%</b>
<b>Net Ordinary Income</b>	<b>2,214,414.37</b>	<b>2,253,244.31</b>	<b>-38,829.94</b>	<b>-1.72%</b>

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

	Jul '22 - Mar 23	Jul '21 - Mar 22	\$ Change	% Change
<b>Other Income/Expense</b>				
<b>Other Income</b>				
31500 · CFCs	740,588.00	615,240.00	125,348.00	20.37%
70200 · Interest Income-Unrestricted	27,232.46	3,464.88	23,767.58	685.96%
70400 · Project Restricted Interest	207.22	116.31	90.91	78.16%
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%
<b>89010 · Federal Programs</b>				
89000 · Airport Improvement Grants	4,688,846.52	2,009,768.84	2,679,077.68	133.3%
89100 · TSA OTA contribution	183,705.49	1,039,023.81	-855,318.32	-82.32%
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	1,247,232.52	1,147,696.77	99,535.75	8.67%
89010 · Federal Programs - Other	70,800.00	0.00	70,800.00	100.0%
<b>Total 89010 · Federal Programs</b>	<b>6,484,960.51</b>	<b>13,068,785.11</b>	<b>-6,583,824.60</b>	<b>-50.38%</b>
<b>89400 · Capital Contributions</b>				
88500 · Contributed Capital	26,998.14	0.00	26,998.14	100.0%
89103 · State Grants	220,564.72	0.00	220,564.72	100.0%
<b>Total 89400 · Capital Contributions</b>	<b>247,562.86</b>	<b>0.00</b>	<b>247,562.86</b>	<b>100.0%</b>
<b>Total Other Income</b>	<b>7,522,651.05</b>	<b>14,143,324.04</b>	<b>-6,620,672.99</b>	<b>-46.81%</b>
<b>Other Expense</b>				
80140 · Note 2019A Interest Expense	448,407.13	339,075.19	109,331.94	32.24%
80145 · Note 2019 B Interest Expense	79,435.53	68,883.56	10,551.97	15.32%
80150 · Note 2022 Interest Expense	66,540.32	0.00	66,540.32	100.0%
80300 · Depreciation	5,891,537.28	4,357,832.01	1,533,705.27	35.19%
80500 · Loss on Disposal of Assets	0.00	207,500.29	-207,500.29	-100.0%
<b>Total Other Expense</b>	<b>6,485,920.26</b>	<b>4,973,291.05</b>	<b>1,512,629.21</b>	<b>30.42%</b>
<b>Net Other Income</b>	<b>1,036,730.79</b>	<b>9,170,032.99</b>	<b>-8,133,302.20</b>	<b>-88.69%</b>
<b>Net Income</b>	<b>3,251,145.16</b>	<b>11,423,277.30</b>	<b>-8,172,132.14</b>	<b>-71.54%</b>

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

Ordinary Income/Expense	Mar 23	Budget	Jul '22 - Mar 23	YTD Budget	Annual Budget	% of Annual Budget
<b>Income</b>						
30100 · Signatory Landing Fees	46,003.07	49,449.17	486,754.42	445,042.49	593,390.00	82%
30200 · Non Sig Landing Fees	9,727.21	16,723.00	93,177.86	150,507.00	200,676.00	46%
30210 · Cargo Landing Fees	0.00	3,666.25	25,883.50	32,996.25	43,995.00	59%
30220 · Charter Landing Fees	0.00	682.00	0.00	6,138.00	8,184.00	0%
30300 · Non-Based Landing Fees	5,580.30	2,273.33	105,320.96	20,460.01	27,280.00	386%
30400 · Signatory Rent	53,199.99	53,200.00	478,799.91	478,800.00	638,400.00	75%
30410 · Non-Sig Turn Fees	0.00	0.00	1,850.00	0.00	0.00	
30420 · Non-Sig Use Fees	10,475.40	22,533.34	102,871.60	202,800.06	270,400.00	38%
30430 · Signatory Use Fee	53,260.02	38,882.66	576,245.34	349,943.94	466,592.00	124%
30507 · Advertising Income	18,093.00	12,291.67	187,912.00	110,624.99	147,500.00	127%
30509 · Ground Handling	50,409.10	43,228.00	752,193.00	652,576.00	783,496.00	96%
30600 · FBO Rentals	21,773.79	21,665.00	198,329.91	194,985.00	260,000.00	76%
30800 · Fuel Flowage Fees	4,851.21	5,835.00	79,245.97	52,515.00	70,000.00	113%
30900 · Fuel Farm Leases	358.57	335.00	3,227.13	3,015.00	4,000.00	81%
31000 · Coffee Concession	863.69	4,604.00	8,242.29	65,253.00	86,507.00	10%
31100 · Restaurant	11,062.64	9,273.00	111,944.46	131,431.00	174,238.00	64%
31110 · Liquor Concessions	11,429.00		94,281.87			
31300 · Rental Car %	75,652.93	56,710.00	1,589,109.15	1,344,994.00	1,652,123.00	96%
31400 · Rent Car Rent	13,299.80	8,750.00	119,698.20	78,750.00	105,000.00	114%
31800 · USFS Landing Fees	0.00	0.00	30,533.76	24,800.00	24,800.00	123%
31900 · USFS Hangar Rent	20,787.24	20,000.00	187,028.06	180,000.00	240,000.00	78%
32100 · Gift Shop Faber	18,746.33	23,424.00	273,776.36	332,002.00	440,137.00	62%
32200 · Travel Agency	439.31	592.00	3,953.79	5,328.00	7,100.00	56%
32400 · Parking Lot	250,000.00	220,619.00	2,091,528.49	1,552,584.00	2,235,180.00	94%
32800 · Ag Land Leases	0.00	1,125.00	-13,524.42	10,125.00	13,500.00	-100%
32900 · Non-Aeronautical Ground Rent	27,619.93	29,167.00	266,864.36	262,503.00	350,000.00	76%
32910 · Aeronautical Ground Rent	7,213.00	3,750.00	80,426.34	33,750.00	45,000.00	179%
33000 · Vending	1,450.54	4,855.00	23,963.06	43,695.00	58,259.00	41%
33800 · Off Airport Rent Cars	1,032.00	2,066.00	35,430.84	19,666.00	30,010.00	118%
34000 · Utilities Reimbursement	2,928.94	2,600.00	27,505.71	23,400.00	31,200.00	88%
34200 · Miscellaneous Income	1,338.00	6,317.00	30,905.75	56,853.00	75,801.00	41%
34300 · Ground Transport	2,502.00		134,579.39	0.00	0.00	
81402 · TSA LEO Reimbursement	9,145.00	8,916.67	80,830.00	80,249.99	107,000.00	76%
81403 · TSA Checkpoint OTA	1,212.54		11,508.31			
85100 · Badging Fees Collected	85.00		9,719.00			
<b>Total Income</b>	<b>730,539.55</b>	<b>673,533.09</b>	<b>8,290,114.37</b>	<b>6,945,787.73</b>	<b>9,189,768.00</b>	<b>90%</b>
<b>Gross Profit</b>	<b>730,539.55</b>	<b>673,533.09</b>	<b>8,290,114.37</b>	<b>6,945,787.73</b>	<b>9,189,768.00</b>	

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

	Mar 23	Budget	Jul '22 - Mar 23	YTD Budget	Annual Budget	% of Annual Budget
<b>Expense</b>						
40100 - Wages	280,340.80	249,063.00	2,676,538.64	2,431,620.00	3,307,434.00	81%
40330 - Overtime Wages	4,428.15	6,693.00	65,926.59	63,582.00	87,006.00	76%
40600 - Fringe Benefits Expense	107,582.59	100,020.00	933,564.56	956,399.00	1,305,338.00	72%
40800 - Legal Services	107.00	1,250.00	11,545.45	11,250.00	15,000.00	77%
41200 - Insurance Expense	17,259.57	12,500.00	148,356.33	112,500.00	150,000.00	99%
41300 - Accounting Expense	0.00	3,750.00	3,750.00	32,500.00	45,000.00	72%
41400 - Phone Charges	3,381.57	3,680.83	31,148.04	33,127.51	44,170.00	71%
41600 - Phone R&M	0.00	25.00	0.00	225.00	300.00	0%
41800 - Communication R&M	5,470.80	2,311.25	26,989.74	20,801.25	27,735.00	97%
42000 - Office Supplies	3,320.40	3,458.92	36,180.55	31,130.24	41,507.00	87%
42100 - Computer Equipment Expense	0.00	2,000.00	21,752.65	18,000.00	24,000.00	91%
42200 - Electricity/Gas Expense	47,091.26	33,946.66	340,763.56	305,520.02	407,360.00	84%
42400 - Water Expense	4,604.36	6,945.16	44,717.44	62,506.52	83,342.00	54%
42500 - Sewer Expense	1,672.08	4,766.42	32,249.63	42,897.74	57,197.00	56%
42600 - Disposal Expense	3,185.06	4,269.84	32,319.56	38,428.48	51,238.00	63%
42800 - Disposal-Industrial	31.95	622.92	-44.07	5,606.24	7,475.00	-1%
43000 - Petroleum Products Expense	5,969.25	6,889.25	92,263.43	62,003.25	82,671.00	112%
43400 - Vehicle R&M	2,558.37	8,054.99	85,887.79	72,495.03	96,660.00	89%
43600 - Equipment Rental	6,500.00	218.76	7,748.20	1,968.72	2,625.00	295%
43800 - Tools/Equipment	2,560.25	5,813.84	32,516.53	52,324.48	69,766.00	47%
44000 - Landscaping Expense	0.00	450.00	1,085.47	4,050.00	5,400.00	20%
44100 - Custodial Services	38,980.00	40,175.00	352,890.00	361,575.00	462,100.00	73%
44200 - Contracted Maintenance	20,626.55	26,275.16	147,923.25	236,476.52	315,302.00	47%
44302 - Jet Bridge R&M	0.00	966.67	3,934.18	8,699.99	11,600.00	34%
44400 - Electric Maintenance	209.46	516.67	6,399.07	4,649.99	6,200.00	103%
44600 - Plumbing Expense	1,054.77	420.01	3,626.77	3,779.97	5,040.00	72%
44800 - Mechanical/Supplies	998.76	1,366.67	22,560.31	12,299.99	16,400.00	138%
45000 - Building General R&M	796.16	1,556.25	14,610.64	14,006.25	18,675.00	78%
45104 - Rent Car R&M	10,486.75	800.00	37,304.33	7,200.00	9,600.00	389%
45106 - USFS Hangar R&M	613.40	341.67	13,852.43	3,074.99	4,100.00	338%
45203 - Airfield Maintenance	4,240.67	5,048.75	47,768.25	45,438.75	60,585.00	79%
45400 - Landside Maintenance	11,291.77	2,077.08	35,383.53	18,693.76	24,925.00	142%
45600 - Airfield Lighting R&M	0.00	1,325.00	10,292.05	11,925.00	15,900.00	65%
45703 - Fog Abatement	0.00	353.33	391.00	3,180.01	4,240.00	9%
45800 - Snow & Ice Removal	17,383.04	22,941.26	252,135.47	206,471.22	275,295.00	92%
46000 - Custodial Supplies	4,936.92	5,112.91	45,411.96	46,016.27	61,355.00	74%
46400 - Uniform Expense	6,947.55	3,567.08	59,409.64	32,103.76	42,805.00	139%
46600 - Employee Training Expense	3,304.00	7,309.16	41,376.05	65,782.52	87,710.00	47%
46800 - Travel Expense	7,257.26	6,629.16	43,511.02	59,662.52	79,550.00	55%
47000 - Memberships	350.00	2,031.41	38,009.07	18,282.77	24,377.00	156%
47200 - Safety Supplies/Equipment	8,259.80	3,863.58	24,985.67	34,772.26	46,363.00	54%
47303 - Wildlife Mitigation	1,434.08	666.67	1,684.07	5,999.99	8,000.00	21%
47400 - Meals & PR	2,868.69	1,862.50	19,637.74	16,762.50	22,350.00	88%
47501 - Marketing	22,255.20	12,916.67	117,010.85	116,249.99	155,000.00	75%
47506 - Air Service Incentives	0.00			12,022.20		
47600 - Consultants Expense	97.80	5,454.17	38,758.94	49,087.49	65,450.00	59%
47605 - Landing Fee Commission Expense	1,116.06		18,892.20			
47707 - Display Expenses	1,348.49	145.83	2,323.20	1,312.51	1,750.00	133%
47717 - VIC Expenses	0.00	125.00	41.45	1,125.00	1,500.00	3%
49100 - Fingerprint/STA Charges	2,566.50		5,826.00			
65900 - Reconciliation Discrepancies	0.00		0.05			
80600 - Miscellaneous Expense	0.00	104.16	1,352.97	937.52	1,250.00	108%
80611 - BANK Charges	84.56	250.00	2,365.55	2,250.00	3,000.00	79%
80615 - Pass through	0.00		0.00			
<b>Total Expense</b>	<b>665,541.70</b>	<b>610,931.66</b>	<b>6,075,700.00</b>	<b>5,748,002.02</b>	<b>7,761,646.00</b>	<b>78%</b>
<b>Net Ordinary Income</b>	<b>64,997.85</b>	<b>62,601.43</b>	<b>2,214,414.37</b>	<b>1,197,785.71</b>	<b>1,428,122.00</b>	

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

	<u>Mar 23</u>	<u>Budget</u>	<u>Jul '22 - Mar 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Other Income/Expense					
Other Income					
31500 - CFCs	48,156.00	61,750.00	740,588.00	555,750.00	741,000.00
70200 - Interest Income-Unrestricted	4,417.64	833.00	27,232.46	7,497.00	10,000.00
70400 - Project Restricted Interest	38.25		207.22		
80520 - Gain on disposal of asset	0.00		19,000.00		
80550 - Insurance Settlement	0.00		3,100.00		
89010 - Federal Programs					
89000 - Airport Improvement Grants	394,486.96	394,486.96	4,688,846.52	4,688,846.52	4,688,846.52
89100 - TSA OTA contribution	182,434.40		183,705.49	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	162,882.14	162,882.14	1,247,232.52	1,130,022.14	1,544,562.14
89010 - Federal Programs - Other	0.00		70,800.00		
Total 89010 - Federal Programs	<u>739,803.50</u>	<u>557,369.10</u>	<u>6,484,960.51</u>	<u>5,820,139.75</u>	<u>7,459,679.75</u>
89400 - Capital Contributions					
88500 - Contributed Capital	0.00		26,998.14		
89103 - State Grants	136,941.83		220,564.72		
Total 89400 - Capital Contributions	<u>136,941.83</u>		<u>247,562.86</u>		
Total Other Income	<u>929,357.22</u>	<u>619,952.10</u>	<u>7,522,651.05</u>	<u>6,383,386.75</u>	<u>8,210,679.75</u>
Other Expense					
80140 - Note 2019A Interest Expense	50,348.72		448,407.13	145,859.75	145,859.75
80145 - Note 2019 B Interest Expense	8,978.40		79,435.53	28,317.00	28,317.00
80150 - Note 2022 Interest Expense	8,230.28		66,540.32	18,568.15	18,568.15
80300 - Depreciation	<u>698,452.98</u>	<u>698,452.98</u>	<u>5,891,537.28</u>	<u>5,891,537.22</u>	<u>5,891,537.22</u>
Total Other Expense	<u>766,010.38</u>	<u>698,452.98</u>	<u>6,485,920.26</u>	<u>6,084,282.12</u>	<u>6,084,282.12</u>
Net Other Income	<u>163,346.84</u>	<u>-78,500.88</u>	<u>1,036,730.79</u>	<u>299,104.63</u>	<u>2,126,397.63</u>
Net Income	<u><b>228,344.69</b></u>	<u><b>-15,899.45</b></u>	<u><b>3,251,145.16</b></u>	<u><b>1,496,890.34</b></u>	<u><b>3,554,619.63</b></u>

**MISSOULA COUNTY AIRPORT AUTHORITY**  
**STATEMENT OF CASH FLOW**  
For the Month Ended March 31, 2023

	<u>31-Mar</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Cash received from customers	\$ 685,583
Cash paid to suppliers	(246,004)
Cash paid to employees and employee benefits	<u>(387,155)</u>
Net cash flows from operating activities	<u>52,424</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Payments for capital assets	(2,700,404)
Federal contributions (\$688,551 in AIP and \$126,013 in OTA-BHS)	814,564
Subsequent collections of capital contributions	8,312
State grants	<u>46,330</u>
Net cash flows from capital and related financing activities	<u>(1,831,198)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
Customer facility charges	48,156
Passenger facility charges	<u>162,882</u>
Net cash flows from noncapital financing activities	<u>211,038</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Interest and investment revenue	<u>4,456</u>
Net cash flows from investing activities	<u>4,456</u>
Net change in cash and investments	(1,563,280)
Cash and investments, beginning of January, 2023	<u>10,187,036</u>
Cash and investments, end of year	<u>\$ 8,623,756</u>

	<u>31-Mar</u>
<b>RECONCILIATION OF INCOME FROM OPERATIONS TO NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Income from operations	<u>\$ 64,998</u>
Adjustments to reconcile loss from operations to net cash flows from operating activities:	
Change in receivables and other assets	(42,457)
Change in prepaid expenses	(17,026)
Change in unearned revenue, advance payment, and deferred inflows	(2,500)
Change in accounts payable and accrued expenses	<u>49,409</u>
Total adjustments	<u>(12,573)</u>
Net cash flows from operating activities	<u>\$ 52,424</u>

**MISSOULA COUNTY AIRPORT AUTHORITY**  
**OPERATING REVENUES & OPERATING EXPENSES % OF GROSS**  
For the Period Ended March 31, 2023 and 2022

	<u>Jul 22 - Mar 23</u>	<u>Jul 21 - Mar 22</u>	<u>Jul 22 - Mar 23</u> <u>% of Gross</u>	<u>Jul 21 - Mar 22</u> <u>% of Gross</u>	<u>Change</u>
<b>Passenger Airline Aeronautical Revenue:</b>					
Passenger airline landing fees	\$ 579,932	\$ 655,077	7%	9%	-2%
Terminal arrival fees, rents and utilities	1,159,767	1,130,326	14%	15%	-1%
<b>Total</b>	<u>1,739,699</u>	<u>1,785,402</u>	<u>21%</u>	<u>24%</u>	<u>-3%</u>
<b>Non-Passenger Aeronautical Revenue:</b>					
Landing Fees from Cargo	25,884	29,565	0%	0%	0%
Landing Fees GA & Military	135,855	160,080	2%	2%	-1%
FBO revenue; contract or sponsor-operated	201,557	194,859	2%	3%	0%
Cargo and hangar rentals	267,452	264,168	3%	4%	0%
Fuel sales net profit/loss or fuel flowage fees	79,246	111,183	1%	2%	-1%
Security Reimbursements from Fed govt.	92,338	84,698	1%	1%	0%
Other non-passenger operating revenue (ground handling)	752,193	736,629	9%	10%	-1%
<b>Total</b>	<u>1,554,525</u>	<u>1,581,181</u>	<u>19%</u>	<u>22%</u>	<u>-3%</u>
<b>Non-Aeronautical Revenue:</b>					
Land and non-terminal facility leases and revenues	253,340	211,022	3%	3%	0%
Terminal-food and beverage	214,469	127,200	3%	2%	1%
Terminal-retail stores & duty free	273,776	92,970	3%	1%	2%
Terminal-services and other	215,829	172,470	3%	2%	0%
Rental cars-excludes customer facility charges	1,744,238	1,653,811	21%	22%	-1%
Parking	2,091,528	1,600,727	25%	22%	3%
Other	68,130	90,121	1%	1%	0%
Ground transportation	134,579	39,186	2%	1%	1%
<b>Total</b>	<u>4,995,890</u>	<u>3,987,505</u>	<u>60%</u>	<u>54%</u>	<u>6%</u>
<b>Total Operating Revenue</b>	<u>\$ 8,290,114</u>	<u>\$ 7,354,088</u>	<u>100%</u>	<u>100%</u>	
	<u>Jul 22 - Mar 23</u>	<u>Jul 21 - Mar 22</u>	<u>Jul 22 - Mar 23</u> <u>% of Gross</u>	<u>Jul 21 - Mar 22</u> <u>% of Gross</u>	<u>Change</u>
Personnel compensation and benefits	\$ 3,676,030	\$ 3,266,402	60.50%	64.04%	-4%
Communications and utilities	481,154	403,249	7.92%	7.91%	0%
Supplies and materials	914,975	687,956	15.06%	13.49%	2%
Contractual services	855,185	641,611	14.08%	12.58%	1%
Insurance, claims and settlements	148,356	101,626	2.44%	1.99%	0%
<b>Total Operating Expenses</b>	<u>\$ 6,075,700</u>	<u>\$ 5,100,844</u>	<u>100%</u>	<u>100%</u>	

**MISSOULA COUNTY AIRPORT AUTHORITY**  
**LONG-TERM DEBT**  
**For the Month Ended March 31, 2023**

2023	Balance June 30, 2022	Proceeds from Borrowing	Payments	Balance March 31, 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 March 31, 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	-	24,691	24,691
	<u>\$ 130,901</u>	<u>\$ 202,672</u>	<u>\$ 333,573</u>





**Director's Report**  
**April 21, 2023**

**Director's Statement:** March passenger enplanements came in strong once again, 1.3% year over year increase. This month we may be down as we have slightly less seats in our market than last year but once we hit June, we see a noticeable increase in available seats as compared to previous years.

**2023 Air Service Update:** Tim and I traveled to Las Vegas along with 125 other airports to visit with Allegiant at their yearly user update conference. At our one-on-one meeting we learned that all our markets are performing extremely well. Allegiant currently has an all-Airbus fleet but will start getting Boeing deliveries at the end of this year. They have 50 firm Boeing aircraft deliveries over the next few years with another 50 aircraft options. As they transition to the second aircraft type, they will need to pull Airbus pilots off their flight line for training which will limit their growth in 2024.

Delta will be upgrading their early morning Salt Lake City flight to A319 mainline aircraft this summer. More early morning departure seats and for those passengers that are familiar with the Salt Lake City Airport construction they will be happy to skip the remote gate upon arrival. The same thing goes for our late-night arrival into Missoula as that will be upgraded as well. The airlines continue to make schedule adjustments much closer in than in prior years due to the pilot shortage.

**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. We continue to lobby for additional funding where we can as we have numerous ongoing projects. Contract tower staffing and timely AIP funding top our list.

**Construction:** This will be one of the busiest construction summers we have had in a long time! Our laydown yard expansion kicked off this week, deice pad expansion starts May 1<sup>st</sup> and our pavement rehabilitation will take place later this summer. Those three projects total over \$10 million, while we continue our \$42 million phase 2 of our terminal. Terminal foundation is currently underway with the first basement wall concrete being poured this week.

**Master Plan:** Master Plan meetings continue; staff has given Morrison-Maierle a lot of things to work through and to bring back options now that we have a forecast to work from. Tim will give a brief update at the Board meeting.

**Board Agenda:** We have a long Board meeting agenda on Tuesday. Unfinished business includes a contract for cybersecurity assessment as it was awarded to Systems Technology at last month's Board meeting.

New business will include several items:

1. One of the items is to approve purchase of snow removal equipment. Currently snow removal equipment is severely on back order. If we place an order today it may not arrive for up to 15 months, so we are trying to time it with next year's Airport Improvement Program Federal Entitlements.
2. We would like to engage Morrison-Maierle to write a grant as we would like to apply for a vehicle charging and fueling infrastructure grant. We see a real need for charging stations at the airport, not only for our customers but we expect our rental car fleet to greatly expand in the near future. 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. We think we will compete very well for this funding.
3. We went out to bid and would like to award a bid for pavement rehabilitation on the airfield and a corresponding project management service.
4. We have asked Morrison-Maierle to design some rental car lot modifications. As we expand the laydown yard, we will get additional rental cars and customer parking spaces, so we want to make sure they align and are laid out correctly for the future.
5. Lastly, design of fire station bay door modifications-they are currently extremely tight as new equipment gets wider and bigger as we undergo necessary upgrades.

**Miscellaneous Items:**

Global Entry was back in Missoula on April 11-13<sup>th</sup>, the event was very well received. We will work to hopefully bring it back in a few months.

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 exceptionally good community mutual aid participation. Justin and Jesse are heading up this exercise, more updates will come as we get closer.

We are excited to have Wilson the comfort dog on staff, he has been very well received and a warm welcoming addition!

Last Sunday we had an extraordinarily strong wind event at the airport, lots of temporary fence blown down along with a ground board loading bridge. Several rental cars and parking lot customers cars were damaged as well. It is exceedingly rare to have 55 mile per hour southerly wind gusts.

**Missoula County Airport Authority**  
**Agenda Action Sheet**  
Meeting Date: April 25, 2023

1. **TITLE:** Contract with Systems Technology Consultants for Cybersecurity Assessment

Review, discussion, and possible approval of contract with Systems Technology Consultants for Cybersecurity Assessment Cybersecurity Assessment 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:** Last month, the Board awarded the cybersecurity assessment RFP to Systems Technology Consultants and staff has now negotiated a contract. The contract incorporates the RFP, Systems Technology Consultants response, and provisions required by our FAA grant assurances. Systems Technology Consultants will perform a comprehensive NIST (National Institute of Standards and Technology) cybersecurity assessment in order to better understand our current risks and provide guidance on mitigating those risks.

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

6. **SUPPLEMENTAL AGENDA INFORMATION:** Copy of Systems Technology Consultants quote and Required Federal Provisions.

7. **RECOMMENDED MOTION:** Move to approve the contract with Systems Technology Consultants for a cybersecurity assessment in the amount of \$8,000.

8. **PREPARED BY:** Lynn Fagan

9. **COMMITTEE REVIEW:** None



## We have prepared a quote for you

### Cybersecurity Assessment

Quote # 004450  
Version 2

Prepared for:

### Missoula International Airport

Dylan O'Leary  
[doleary@flymissoula.com](mailto:doleary@flymissoula.com)

Tuesday, April 04, 2023

Missoula International Airport  
Dylan O'Leary  
5225 West Broadway Street  
Missoula, MT 59808  
[doleary@flymissoula.com](mailto:doleary@flymissoula.com)

Dear Dylan,

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.

B Taulbee



Phone: 406.542.4855

Email: [btaulbee@getsystems.net](mailto:btaulbee@getsystems.net)

Web: [www.getsystems.net](http://www.getsystems.net)

Bryan Taulbee  
Account Manager  
Missoula - Systems

## Scope of Project

### 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

## Cybersecurity Assessment



**Prepared by:**

**Missoula - Systems**

Bryan Taulbee  
 866.401.4846  
 btaulbee@getsystems.net

**Prepared for:**

**Missoula International Airport**

5225 West Broadway Street  
 Missoula, MT 59808  
 Dylan O'Leary  
 (406) 830-6264  
 doleary@flymissoula.com

**Quote Information:**

**Quote #: 004450**

Version: 2  
 Delivery Date: 04/04/2023  
 Expiration Date: 04/28/2023

Upon receiving this commitment, Systems agrees to schedule staff and negotiate a suitable start date to begin the implementation of our service(s).

In agreeing to partner with Systems, the Client acknowledges that project scope, deliverables, ongoing management and methodology outlined in this proposal are satisfactory and agrees to accept ongoing support cost as specified herein.

The terms and conditions of this Agreement are confidential between the parties and shall not be disclosed to anyone else, except as may be necessary to effectuate its terms.

By entering my initials below, I am confirming I am in fact the signor and authorizing party. I have read and agree to the services, equipment, and supplies provided in this Quote. My initials are to serve as my signature in accordance with the Date, Time, and IP Address stamps digitally documented below.

### Missoula - Systems

Signature: B Taulbee  
 Name: Bryan Taulbee  
 Title: Account Manager  
 Date: 04/04/2023

### Missoula International Airport

Signature: \_\_\_\_\_  
 Name: Dylan O'Leary  
 Date: \_\_\_\_\_

---

## REQUIRED FEDERAL CONTRACT PROVISIONS

---

The following provisions are incorporated by reference into the contract between the Missoula County Airport Authority (“MCAA” or “Owner”) and Systems Technology Contractors (“Contractor”) for a Cybersecurity Assessment.

### 1. CONTRACT DOCUMENTS

The contract documents consist of the following, which are incorporated by reference:

- a. Cybersecurity Assessment Quote #004450 from Systems Technology Contractors dated April 4, 2023;
- b. This document titled Required Federal Contract Provisions;
- c. Request for Proposals for Cybersecurity Assessment issued by MCAA for Fiscal Year 2023;
- d. Systems Technology Contractors Proposal and Proposal Form dated March 14, 2023.

### 2. ACCESS TO RECORDS AND REPORTS

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the Owner, the Federal Aviation Administration, and the Comptroller General of the United States or any of their duly authorized representatives, access to any books, documents, papers, and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

### 3. GENERAL CIVIL RIGHTS PROVISIONS

The Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision binds the Contractor and sub-tier Contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

### 4. COMPLIANCE WITH NONDISCRIMINATION REQUIREMENTS

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees as follows:

- A. **Compliance with Regulations:** The Contractor (hereinafter includes Contractors) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- B. **Non-discrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- C. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of

materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.

- D. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Owner or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Owner or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
- E. **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the Non-discrimination provisions of this contract, the Owner will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
- a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
- F. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs A through E in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Owner or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Owner to enter into any litigation to protect the interests of the Owner. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

## 5. TITLE VI LIST OF PERTINENT NONDISCRIMINATION ACTS AND AUTHORITIES

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the

terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and Contractors, whether such programs or activities are Federally funded or not);

- Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

## **6. TEXTING WHEN DRIVING**

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), the FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

In support of this initiative, the Owner encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$3,500 and involve driving a motor vehicle in performance of work activities associated with the project.

## **7. FAIR LABOR STANDARDS ACT**

The provisions of 29 CFR Part 201, the Federal Fair Labor Standards Act (FLSA), are incorporated by reference herein with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers. The Contractor has full responsibility to monitor compliance to the referenced statute or regulation. The Contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

## **8. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970**

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor’s compliance with the applicable requirements of the

Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

#### **9. TERMINATION FOR CONVENIENCE**

The Owner may, by written notice to the Contractor, terminate this Agreement for its convenience and without cause or default on the part of Contractor. Upon receipt of the notice of termination, except as explicitly directed by the Owner, the Contractor must immediately discontinue all services affected.

Upon termination of the Agreement, the Contractor must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Contractor for satisfactory work completed up through the date the Contractor receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Contractor harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

#### **10. TERMINATION FOR DEFAULT**

Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

The terminating party must provide the breaching party [7] days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

a) **Termination by Owner:** The Owner may terminate this Agreement in whole or in part, for the failure of the Contractor to:

1. Perform the services within the time specified in this contract or by Owner approved extension;
2. Make adequate progress so as to endanger satisfactory performance of the Project;
3. Fulfill the obligations of the Agreement that are essential to the completion of the Project.

Upon receipt of the notice of termination, the Contractor must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Contractor must deliver to the Owner all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Engineer under this contract, whether complete or partially complete.

Owner agrees to make just and equitable compensation to the Contractor for satisfactory work completed up through the date the Contractor receives the termination notice. Compensation will not include anticipated profit on non-performed services.

Owner further agrees to hold Contractor harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

If, after finalization of the termination action, the Owner determines the Contractor was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the Owner issued the termination for the convenience of the Owner.

**b) Termination by Contractor:** The Contractor may terminate this Agreement in whole or in part, if the Owner:

1. Defaults on its obligations under this Agreement;
2. Fails to make payment to the Contractor in accordance with the terms of this Agreement;
3. Suspends the Project for more than [180] days due to reasons beyond the control of the Contractor.

Upon receipt of a notice of termination from the Contractor, Owner agrees to cooperate with Contractor for the purpose of terminating the agreement or portion thereof, by mutual consent. If Owner and Contractor cannot reach mutual agreement on the termination settlement, the Contractor may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the Owner's breach of the contract.

In the event of termination due to Owner breach, the Engineer is entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Contractor through the effective date of termination action. Owner agrees to hold Contractor harmless for errors or omissions in documents that are incomplete as a result of the termination action under this clause.

IN WITNESS WHEREOF, MCAA and Contractor have executed this Agreement as of April 25, 2023.

MISSOULA COUNTY AIRPORT AUTHORITY

SYSTEMS TECHNOLOGY  
CONTRACTORS

\_\_\_\_\_  
By: Brian Ellestad, Airport Director

\_\_\_\_\_  
By: Bryan Taulbee, Account Manager



**Missoula County Airport Authority**

**Agenda Action Sheet**

Meeting Date: 4/25/2023

1. **TITLE:** Purchase of MB-5C High Speed Runway Broom/Plow Combo

Review, discussion and possible approval of the purchase of one new MB-5C Runway Broom/Plow Combo unit.

**ACTION ITEM**

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** Staff would like to purchase a new MB-5C high speed runway broom/plow combination. The unit will have a 24' plow, and a 22' broom, with high-speed air blast. Sourcewell cooperative purchasing would be utilized. The airport would like to use this new unit to replace a 2005 Osh Kosh truck and tow behind MB broom. There is a 15-month lead time for this vehicle and it will be paid with AIP funds for federal fiscal year 2024. This will be in MSO's budget for FY2025.

5. **BUDGET INFORMATION:**  
Amount Required: \$1,146,723.88  
Budget amount available: AIP Funding – 10% match from MSO in FY25

6. **SUPPLEMENTAL AGENDA INFORMATION:**

7. **RECOMMENDED MOTION:** Move to approve the purchase of the MB 5C High Speed runway broom with plow in the amount of \$1,146,723.88 from Sourcewell.

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

9. **COMMITTEE REVIEW:** N/A

**Missoula County Airport Authority  
Agenda Action Sheet**

Meeting Date: April 25, 2023

1. **TITLE:** Task Order No. 50 to the Master Agreement for Professional Engineering Services with Morrison-Maierle.

Review, discussion, and possible approval of Task Order No. 50 to the Master Agreement for Professional Engineering Services with Morrison-Maierle. This Task Order will cover preparation and application for a Federal Highway Administration Charging and Fueling Infrastructure Grant. **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 early March 2023 a Notification of Funding Opportunity (NOFO) was issued outlining a grant opportunity for Charging and Fueling Infrastructure Improvements. This will be the first of a multi-round grant program to provide funding for these types of alternative fueling improvements. The grant program "...seeks to ensure that charging stations are more visible and accessible in our communities." The team believes that the airport has a unique opportunity as a transportation center, in addition to easy access to the highway system that makes us an ideal applicant. This funding opportunity would give the airport the ability to offer a wide array of electric vehicle (EV) charging or alternative fuel services not only to the public but also our rental car tenants. The turnaround for submission is relatively short but the team believes we can meet the deadline of May 30<sup>th</sup>, 2023. Being that this is a relatively new opportunity, this Task Order for Morrison-Maierle will cover research of the opportunity, project narrative, preliminary budget, and grant application.

5. **BUDGET INFORMATION:** Amount Required: \$35,000  
Project is funded using airport reserves, a portion of engineering fees will be reimbursable upon grant award

6. **SUPPLEMENTAL AGENDA INFORMATION:** Task Order No. 50 Scope and Fee.

7. **RECOMMENDED MOTION:** Move to Approve Task Order No. 50 with Morrison-Maierle in the amount of \$35,000

8. **PREPARED BY:** Tim Damrow

9. **COMMITTEE REVIEW:** None.

## TASK ORDER-50

### For Master Agreement for Engineering Services Between OWNER, Missoula County Airport Authority and the ENGINEER, Morrison-Maierle

#### Task Order

---

*This Task Order is issued under the Master Agreement for Professional Engineering Services between OWNER, Missoula County Airport Authority (MCAA) and ENGINEER, Morrison-Maierle (M-M) dated June 29, 2021, the terms of which are incorporated herein by reference.*

#### SPECIFIC PROJECT DATA

##### TITLE: FHWA CHARGING AND FUELING INFRASTRUCTURE GRANT APPLICATION

- I. **Objective:** To prepare an application for a CFI Grant for a future parking lot that would serve electric vehicle charging stations. This application will take into consideration design, equipment procurement and construction estimates of the future parking lot, as well as upgrades to the power needs for this lot.

**Deliverables:** At the completion of this Task Order, the ENGINEER will deliver the following documents to the OWNER for review:

- Grant Application Submittal
- Parking lot layout with charging station array
- Estimated project costs

**SECTION 1 – ENGINEER’S RESPONSIBILITY:** Applicable paragraphs of Section 1 of the Master Agreement for Engineering Services are hereby incorporated for the following services:

#### A. Project Management

1. Develop scope, fees, project schedule and obtain subconsultant services. Coordinate with design team on their role, expectations, and scope/fee submittals.
2. Communicate project progress with the OWNER and EV charging station specialists for design standards. Manage the services of the design team, provide oversight and quality control, check documents, organize project information and process pay applications for the task order.

#### B. Application Submittal

1. Research the grant opportunity to fully understand all programs and eligibility limitations and cost sharing obligations.
2. Complete a Project Narrative for the Grant Application describing the project and the benefits to the community.
3. Develop a budget for the Grant Application. It will be determined through this process whether a non-construction application is submitted or if a construction application. In either case, final design and construction cost estimates will be developed. This section of the grant application includes completing the following forms:
  - SF-424
  - Grants.gov Lobbying Form
  - Project Abstract Summary
  - Key Contacts
4. Develop the Project Readiness and Environmental Risk for the Grant Application. This includes

the following:

- Include a statement of work that focuses on the technical and engineering aspects of the project and items to be constructed
  - Discussion of energy source and storage needs
  - Information about the inclusion of this project to local planning documents
  - Identification of known or anticipated project risks and how they will be addressed
  - Discussion of coordination or public engagement that has been completed or is on-going
  - Discussion about intentions for Disadvantaged Business Enterprise participation
  - Discussion on how equity and accessibility will be met
  - Information on expected or anticipated environmental impacts to the projects (any NEPA reviews that have been completed or anticipated timeline to complete).
  - Anticipated project timeline
5. Develop the Project Merit Criteria for the Grant Application. This includes the following:
- Criterion #1 – Safety. Address how the project mitigates any safety risks introduced by the project.
  - Criterion #2 – Climate Change. Address how the project will consider climate change and environmental justice in the planning stage and project delivery.
  - Criterion #3 – Equity, Community Engagement. Address how the project will include equity assessment and community engagement, involvement.
  - Criterion #4 – Workforce Development. Address how the project will create good-paying jobs.
  - Criterion #5 – CFI Program Vision. Describe how the project will fulfill the CFI Program Vision.

**SECTION 2 – OWNER’S RESPONSIBILITY:** All paragraphs of Section 2 of the Master Agreement for Engineering Services are hereby incorporated by reference.

**SECTION 3 – TIMES OF PERFORMANCE:** Applicable paragraphs of Section 3 of the Master Agreement for Engineering Services are hereby incorporated for the following services:

Pre-Application Submittal – November 1, 2019  
Final Application Submittal – June 1, 2020

**SECTION 4 – PAYMENT TO ENGINEER:** Applicable paragraphs of Section 4 of the Master Agreement for Engineering Services are hereby incorporated for the following services:

- A. The approved and audited overhead rate in effect for this Task Order is **59.51%**.
- B. The services identified under this Task Order will be paid by method of Lump Sum (LS). Total compensation for this Task Order is estimated to be:

	<u>Labor</u>	<u>Expense*</u>	<u>Total</u>
Grant Application Services	\$9,724	\$25,276	\$35,000

**SECTION 5 – GENERAL PROVISIONS:** All paragraphs in Section 5 of the Master Agreement for Engineering Services are incorporated by reference.

**SECTION 6 – CONSULTANTS:** None

**SECTION 7 – OTHER MODIFICATIONS TO MASTER AGREEMENT:** None.

**SECTION 8 – ATTACHMENTS:**

A. Morrison-Maierle – Engineering Fees

**SECTION 9 – APPROVAL AND ACCEPTANCE:** Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Master Agreement for Engineering Services. ENGINEER is authorized to begin performance upon receipt of a copy of this Task Order signed by OWNER.

The Effective Date of this Task Order is: **April 25, 2023**

**ENGINEER**

Shaun P. Shea 4.20.23  
*Signature* *Date*

Shaun P. Shea, P.E.  
*Name*

Vice President, Morrison-Maierle  
*Title*

1055 Mount Avenue, Missoula, MT 59801  
*Address*

sshea@m-m.net  
*E-Mail Address*

(406) 542.4846  
*Phone*

**OWNER**

\_\_\_\_\_  
*Signature* *Date*

Brian Ellestad, A.A.E.  
*Name*

Airport Director, MCAA  
*Title*

5225 Highway 10 W. – Missoula, MT 59808  
*Address*

bellestad@flymissoula.com  
*E-Mail Address*

(406) 728.4381  
*Phone*

Task Order Airport Master, June, 2016  
M:\3366\043 - EV Lot\01 Project Management\Contracts\Engineering\Task Order-50\_CFI Grant.docx

**CFI GRANT  
GRANT APPLICATION**



**Summary of Professional Service Fees  
April 20, 2023**

	<u>Labor</u>	<u>Expense</u>	<u>Total</u>
GRANT APPLICATION	\$25,276	\$9,724	\$35,000
	<b>Project Total</b>		<b>\$35,000</b>

ENGINEERING BUDGET  
 MISSOULA MONTANA AIRPORT  
 GRANT APPLICATION



CFI GRANT

WORK DESCRIPTION	PROJECT MANAGER	PLANNER	AIRPORT ENGINEER	ELECTRICAL ENGINEER	LOW VOLTAGE DESIGNER	ENGINEER TECHNICIAN	SR. CAD DESIGNER	ADMIN ASSISTANT	TOTAL LABOR HOURS	TOTAL LABOR COST
<b>PROJECT MANAGEMENT</b>										
Develop Task Order, Project Schedule	4							1	5	\$1,019.40
Internal Design Team Meetings (4-total)	4	4	2	2		2			14	\$2,145.44
Coordination with Subconsultant	8								8	\$1,855.00
Coordination with OWNER	8								8	\$1,855.00
Coordination with NWE	2			4		4			10	\$1,445.75
Prepare Monthly Invoicing Paperwork (2-total)	1							1	2	\$323.78
Quality Assurance Reviews	4	2							6	\$1,145.11
<b>SUBTOTAL</b>	<b>31</b>	<b>6</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>53</b>	<b>\$9,789.47</b>
<b>APPLICATION SUBMITTAL</b>										
Research Grant Opportunity	4	2							6	\$1,145.11
Develop Project Narrative	2	8	2	2				2	16	\$2,072.16
Develop Project Budget	2		4	4	2	4	2		18	\$2,682.92
Produce Grant Forms	2								2	\$463.75
Develop Project Readiness	12	4	2	2		4	4	2	30	\$4,893.88
Evaluate Project Merit Criteria	12	4	2	2		4			24	\$4,229.00
<b>SUBTOTAL</b>	<b>34</b>	<b>18</b>	<b>10</b>	<b>10</b>	<b>2</b>	<b>12</b>	<b>6</b>	<b>4</b>	<b>96</b>	<b>\$15,486.83</b>
<b>TOTAL LABOR HOURS</b>	<b>65</b>	<b>24</b>	<b>12</b>	<b>16</b>	<b>2</b>	<b>18</b>	<b>6</b>	<b>6</b>	<b>149</b>	<b>\$25,276.30</b>

SUMMARY OF ESTIMATED LABOR COSTS CFI GRANT	HOURS	LABOR RATE	TOTAL COST
PROJECT MANAGER	65	\$231.87	\$15,071.85
PLANNER	24	\$108.81	\$2,611.36
AIRPORT ENGINEER	12	\$145.86	\$1,750.33
ELECTRICAL ENGINEER	16	\$131.22	\$2,099.48
LOW VOLTAGE DESIGNER	2	\$206.60	\$413.20
ENGINEER TECHNICIAN	18	\$114.28	\$2,057.07
SR. CAD DESIGNER	6	\$120.27	\$721.60
ADMIN ASSISTANT	6	\$91.90	\$551.42
<b>TOTAL LABOR COSTS</b>	<b>149</b>		<b>\$25,276.30</b>

SUMMARY OF DIRECT EXPENSES CFI GRANT	QTY	UNIT	RATE	TOTAL COST
Vehicle (Company)	0	Mile	\$0.70	\$0.00
Survey Equipment	0	Day	\$240.00	\$0.00
Survey Supplies	0	Lump Sum	\$100.00	\$0.00
Printing	500	Each	\$0.15	\$75.00
Miscellaneous	1	Lump Sum	\$83.50	\$83.50
<b>TOTAL - DIRECT EXPENSES</b>				<b>\$158.50</b>

OUTSIDE SERVICES (SUBCONSULTANTS) CFI GRANT	QTY	UNIT	RATE	TOTAL COST
Sky Blue	1	LS	\$5,000.00	\$5,000.00
<b>TOTAL - OUTSIDE SERVICES</b>				<b>\$5,000.00</b>

FEE SUMMARY CFI GRANT	
TOTAL LABOR COSTS	\$25,276
TOTAL DIRECT EXPENSES	\$159
TOTAL OUTSIDE SERVICES	\$5,000
TOTAL COSTS	\$30,435
FIXED FEE	\$4,565
<b>TOTAL FEE - SCHEMATIC DESIGN SERVICES</b>	<b>\$35,000</b>



**Missoula County Airport Authority  
Agenda Action Sheet**

Meeting Date: April 25, 2023

1. **TITLE:** Recommendation of Award for the Pavement Rehabilitation Project.

Review, discussion and possible approval of the bid results for the construction of the pavement rehabilitation project. **ACTION ITEM**

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

3. **TIME REQUIRED:** 10 Minutes

4. **BACKGROUND INFORMATION:** The Airport received and publicly opened bids for the Pavement Rehabilitation Project on April 19, 2023. Four bids were received and opened (see attached for breakdown). All bids were vetted by Morrison-Maierle for compliance with FAA regulations. The low bid (submitted by CR Contracting) is considered to be a reasonable and responsible bid.

The low bid (\$816,515.50) was 18% lower than the Engineer's Estimate (\$992,790.66). While there were a number of bid items that were lower than the Engineer's Estimate, the primary reason for the lower bid is due to a competitive bid market for this project. In comparison to the competing bidders, there are no significant outliers in costs that would allude to any bidding discrepancies or mistakes in CR Contracting's overall bid.

5. **BUDGET INFORMATION:**
- |                  |               |
|------------------|---------------|
| Amount Required: | \$ 816,515.50 |
| AIP Funds:       | \$ 734,863.00 |
| MSO Share:       | \$ 81,652.50  |

6. **SUPPLEMENTAL AGENDA INFORMATION:** Bid Tabulations

7. **RECOMMENDED MOTION:** Move to accept the Pavement Rehabilitation Project bid results and award construction to CR Contracting in the amount of \$816,515.50 contingent on the availability of federal funding.

8. **PREPARED BY:** Brian Ellestad

9. **COMMITTEE REVIEW:** None.



**MISSOULA MONTANA AIRPORT  
PAVEMENT REHABILITATION  
BID OPENING: APRIL 19, 2023 - 2:00 P.M.**



	<u>ENGINEER</u> MORRISON-MAIERLE	<u>CONTRACTOR</u> CR CONTRACTING	<u>CONTRACTOR</u> ROAD PRODUCTS, LLC	<u>CONTRACTOR</u> AMERICAN ROAD MAINTENANCE	<u>CONTRACTOR</u> HI-LITE AIRFIELD SERVICES, LLC
COMPLETED BID FORM (SEPARATE ONLINE BIDDING DOCUMENT)	X	X	X	X	X
10% BID BOND ENCLOSED (ELECTRONIC SUBMITTAL)	X	X	X	X	X
COMPLETED EQUAL OPPORTUNITY CERTIFICATION (FORM C)	X	X	X	X	X
COMPLETED TAX DELINQUENCY AND FELONY CONVICTION CERTIFICATION (FORM D)	X	X	X	X	X
COMPLETED DEBARMENT CERTIFICATION (FORM E)	X	X	X	X	X
COMPLETED LOBBYING CERTIFICATION (FORM F)	X	X	X	X	X
COMPLETED DOMESTIC PREFERENCE CERTIFICATION (FORM G)	X	X	X	X	X
COMPLETED TRADE RESTRICTION CERTIFICATION (FORM H)	X	X	X	X	X
COMPLETED NON-COLLUSION AFFIDAVIT (FORM I)	X	X	X	X	X
EVIDENCE OF COMPETENCY (FORM J)	X	X	X	X	X
CONTRACTOR FINANCIAL RESPONSIBILITY (FORM K)	X	X	X	X	X
COMPLETED BIDDER'S LIST (FORM L)	X	X	X	X	X
COMPLETED DISADVANTAGED BUSINESS ENTERPRISE FORMS (FORM M)	X	X	X	X	X
COMPLETED BUY AMERICAN CERTIFICATION (FORM N)	X	X	X	X	X
BID PROPOSAL ELECTRONICALLY SIGNED/DATED	X	X	X	X	X
CONTRACTOR'S REGISTRATION NUMBER PROVIDED	X	X	X	X	X
ADDENDA ACKNOWLEDGED (ACKNOWLEDGED ONLINE)	X	X	X	X	X
<b>SCHEDULE I - TAXIWAY PAVEMENT REHAB</b>	\$751,852.95	\$614,628.00	\$681,580.00	\$676,427.50	\$841,810.00
<b>SCHEDULE II - APRON AND TAXILANE PAVEMENT REHAB</b>	\$240,937.71	\$201,887.50	\$208,234.50	\$214,240.00	\$250,699.00
<b>TOTAL - ALL SCHEDULES</b>	\$992,790.66	\$816,515.50	\$889,814.50	\$890,667.50	\$1,092,509.00

**Missoula County Airport Authority  
Agenda Action Sheet**

Meeting Date: April 25, 2023

1. **TITLE:** Task Order No. 51 to the Master Agreement for Professional Engineering Services with Morrison-Maierle.

Review, discussion, and possible approval of Task Order No. 51 to the Master Agreement for Professional Engineering Services with Morrison-Maierle. This Task Order will be for the Construction Management Services for the Pavement Rehabilitation Project. **ACTION ITEM**

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** This Task Order for Morrison-Maierle coincides with the bid opening for the Pavement Rehabilitation Project. Services will include on-site observation during construction, as well as grant management and closeout services.

5. **BUDGET INFORMATION:** Amount Required: \$53,500  
This project is funded using financing and Airport reserves.

6. **SUPPLEMENTAL AGENDA INFORMATION:** Task Order No. 51 Scope and Fee.

7. **RECOMMENDED MOTION:** Move to Approve Task Order No. 51 with Morrison-Maierle in the amount of \$53,500

8. **PREPARED BY:** Tim Damrow

9. **COMMITTEE REVIEW:** None.

## TASK ORDER-51

### For Master Agreement for Engineering Services Between OWNER, Missoula County Airport Authority and the ENGINEER, Morrison-Maierle

#### Task Order

---

*This Task Order is issued under the Master Agreement for Professional Engineering Services between OWNER, Missoula County Airport Authority (MCAA) and ENGINEER, Morrison-Maierle (M-M) dated June 29, 2021, the terms of which are incorporated herein by reference.*

#### SPECIFIC PROJECT DATA

##### TITLE: PAVEMENT REHABILITATION PROJECT – CONSTRUCTION MANAGEMENT SERVICES

- I. **Objective:** Complete the construction management services and project closeout for the Pavement Rehabilitation Project. This project will consist of completing a crack seal, fog seal and remarking of the taxiways, taxilanes and aprons north of the main runway at the Airport.

**Construction Management Services:** Provide services for on-site construction observation for the project. On-site observation will be full time observation covered by the Project Manager and Engineer Technician throughout construction.

**Project Closeout Services:** Provide assistance in closing out the project and grant with the FAA, compile testing results, lien releases, affidavits of amounts paid DBE, provide as-built drawings of the completed project and provide a final report to the OWNER and the FAA.

**Project Schedule:** The project schedule will last 14-calendar days. The tentative construction start date is early August, but needs to be finalized with the Contractor. Project milestones are listed in *Section 3 – Times of Performance*.

**SECTION 1 – ENGINEER’S RESPONSIBILITY:** Applicable paragraphs of Section 1 of the Master Agreement for Engineering Services are hereby incorporated for the following services:

#### A. Project Management Services

1. Develop project scope and fee for Task Order.
2. Coordinate with Contractor on project scope, schedule and budget, validate with OWNER prior to commencing.
3. Review the Contractor’s Project Schedule.
4. Process Contractor pay requests (assume 2 total).
5. Coordinate and review Contractor’s quality control, field and lab materials testing as required by the project specifications.
6. Review Contractor’s Safety Plan Compliance document.
7. Prepare agenda and graphic displays for a Pre-Construction Conference. Conduct conference in accordance with FAA checklist. Attendance will require the Project Manager, Project Engineer and Engineer Technician.
8. Review Contractor’s and Subcontractor’s certified labor payrolls for compliance to Davis-Bacon wage rates and Montana prevailing wage rates. This effort is performed continuously throughout

the project.

9. Review shop drawings, samples, certifications, and other submittals of the Contractor for general conformance to the design concept of the Project and for general compliance with the construction contract documents. Such reviews and approvals will not extend to the means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
10. Respond to various Request For Information (RFI) and evaluate/respond to Potential Change Orders (PCO) for the OWNER's approval. ***Change Orders involving additional design and construction management services shall be considered Additional Services.***
11. Maintain project coordination with the Owner, Contractor, ATCT and FAA throughout the life of the project. Ensure milestones and deliverables are meeting expectations and the predetermined project schedule.

## **B. Construction Management Services**

1. Provide the services of a full-time Resident Project Representative (RPR) at the site to assist the ENGINEER and to provide observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in the Master Agreement. The furnishing of such RPR services will not extend ENGINEER's responsibilities or authority beyond the specified limits set forth in the Master Agreement. Estimated construction period is ***14-working days to obtain substantial completion, plus 5 additional days to complete the final pavement marking application.***

RPR coverage of the construction will be divided between the Project Manager, Engineer Intern and Project Representatives. During concrete and asphalt paving operations, we will have multiple staff on site providing additional construction oversight. Concrete paving oversight includes the construction of the stabilized base course and completing joint preparation. Coverage breaks down as:

### **BASE SCHEDULE COVERAGE (14-working days)**

- Project Manager – 14-working days at 1-hours per day
- Project Engineer – 14-working days at 1-hours per day
- Engineer Technician – 14-working days at 10-hours per day

### **FINAL PAVEMENT MARKING APPLICATION (5-working days)**

- Project Manager – 1-working day at 2-hours per day
- Project Engineer – 5-working days at 1-hour per day
- Engineer Technician – 5-working days at 8-hours per day

Make visits to the site at intervals appropriate to the various stages of construction, as ENGINEER deems necessary, in order to observe the progress and quality of the work. Such visits and observations by ENGINEER and RPR are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress or to involve detailed inspection of Contractor's work in progress, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work. Based on information obtained during such visits and such observations, ENGINEER will determine in general if Contractor's work is proceeding in accordance with the construction contract documents, and ENGINEER shall keep OWNER informed of the progress of the work.

The purpose of ENGINEER's visits to, and observation by the Resident Project Representative will be to enable ENGINEER to better carry out the duties and responsibilities assigned to and undertaken by ENGINEER during the construction phase, and, in addition, to provide for OWNER a greater degree of confidence that the completed Work will conform in general to the Contract Documents. ENGINEER shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall ENGINEER have authority over or responsibility for the means, methods, techniques, sequences,

or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, or for any failure by Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the WORK. Accordingly, ENGINEER neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the construction contract documents.

2. Require such special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspection, tests, and approvals. ENGINEER's review of such certificates will be for the purpose of determining that the results certified indicate compliance with the construction contract documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the construction contract documents. ENGINEER shall be entitled to rely on the results of such tests.
4. Monitor Contractor operations during construction for general adherence to the construction operations plan. In the event construction activities are not in conformance with the provisions of the construction operations plan, the Contractor and OWNER will be notified verbally and in writing. Failure of the Contractor to take corrective action will result in a Stop Work Order issued to the Contractor until such time as the Contractor takes corrective action. The Stop Work Order will be issued at the direction of the OWNER, through the ENGINEER.
5. Make recommendations to the OWNER on all claims relating to the execution and progress of the construction work.
6. Notify the OWNER of permanent work that does not conform to the result required in the construction contract documents, prepare a written report describing any apparent non-conforming permanent work, make recommendations to the OWNER for its correction, and, at the request of the OWNER, have these recommendations implemented by the Contractor.
8. Promptly after notice from Contractor that Contractor considers each work area ready for its intended use, in company with OWNER and Contractor, conduct a semi-final inspection to determine if the Work is substantially complete. If, after considering any objections of OWNER, the ENGINEER considers the Work substantially complete, the ENGINEER shall then deliver a Certificate of Substantial Completion to OWNER and Contractor. There will be a walk through at the completion of each construction phase, prior to opening completed areas to parking.
9. Final Notice of Acceptability of the Work. Conduct a final inspection to determine if the completed Work of Contractor is acceptable so that ENGINEER may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, ENGINEER shall also provide a "Notice of Acceptability of Work" that the Work is acceptable to the best of the ENGINEER's knowledge, information, and belief and based on the extent of the services provided by ENGINEER under this Task Order.

### **C. Project Closeout Services**

1. Upon completion of construction, the ENGINEER shall prepare a Final Project Report covering all items included under this Task Order, in accordance with appropriate ADO Notices in affect at the time of the project. The ENGINEER shall furnish the OWNER with one (1) full size set and FAA with one (1) 11 x 17 set of record drawings, based on information furnished to the ENGINEER by the Contractor. The ENGINEER shall furnish one (1) copy of the Final Project Report to the OWNER and to the FAA.
2. The construction specifications require the Contractor to perform all tests of materials and to submit a set of marked up as-constructed plans. The Contractor will be responsible for retaining the services of a certified materials testing firm to perform quality control and acceptance testing in accordance with FAA requirements. The ENGINEER will utilize the above Contractor-furnished testing data to prepare the Final Project Report.
3. The ENGINEER will also furnish, without restriction, to the OWNER and the FAA, PDF drawings in electronic media (disk) format. Copies of documents that may be relied upon by OWNER are

limited to the printed copies (also known as hard copies) that are signed or sealed by ENGINEER. Files in electronic media format of text, data, graphics, or of other types that are furnished by ENGINEER to OWNER are only for convenience of OWNER. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

4. Summarize and report DBE achievement to FAA Civil Rights Office.
5. Receive and review maintenance and operating instructions, schedules, and guarantees.
6. Receive bonds, product certificates, certificates of inspection, tests, and approvals, shop drawings, samples and other data required by the construction Contract documents and the annotated record documents which are to be assembled by Contractor in accordance with the construction Contract documents to obtain final payment.

**SECTION 2 – OWNER’S RESPONSIBILITY:** All paragraphs of Section 2 of the Master Agreement for Engineering Services are hereby incorporated by reference.

**SECTION 3 – TIMES OF PERFORMANCE:** Applicable paragraphs of Section 3 of the Master Agreement for Engineering Services are hereby incorporated for the following services:

<u>Milestone</u>	<u>Completion Date</u>
A. Pre-Construction Meeting	Mid July, 2023
B. Begin Construction	July 31, 2023
C. Substantial Completion	August 13, 2023
D. Final Pavement Marking Application	September 22, 2023
C. Complete Project Closeout	September 29, 2023

**SECTION 4 – PAYMENT TO ENGINEER:** Applicable paragraphs of Section 4 of the Master Agreement for Engineering Services are hereby incorporated for the following services:

- A. The approved and audited overhead rate in effect for this Task Order is **59.51%**.
- B. The services identified under this Task Order will be paid by method of not to exceed, **Cost Plus Fixed Fee (CPFF)**. Total compensation for this Task Order is estimated to be:

	<u>Labor</u>	<u>Expense</u>	<u>Total</u>
Construction Management	\$45,028	\$8,472	\$53,500

**SECTION 5 – GENERAL PROVISIONS:** All paragraphs in Section 5 of the Master Agreement for Engineering Services are incorporated by reference.

**SECTION 6 – CONSULTANTS:** None

**SECTION 7 – OTHER MODIFICATIONS TO MASTER AGREEMENT:** None.

**SECTION 8 – ATTACHMENTS:**

- A. Morrison-Maierle – Engineering Fees

**SECTION 9 – APPROVAL AND ACCEPTANCE:** Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Master Agreement for Engineering Services. ENGINEER is authorized to begin performance upon receipt of a copy of this Task Order signed by OWNER.

The Effective Date of this Task Order is: **April 25, 2023**

**ENGINEER**

Shaun P. Shea 4.20.23  
*Signature Date*

Shaun P. Shea, P.E.  
*Name*

Vice President, Morrison-Maierle  
*Title*

1055 Mount Avenue, Missoula, MT 59801  
*Address*

[sshea@m-m.net](mailto:sshea@m-m.net)  
*E-Mail Address*

(406) 542.4846  
*Phone*

**OWNER**

\_\_\_\_\_  
*Signature Date*

Brian Ellestad, A.A.E.  
*Name*

Airport Director, MCAA  
*Title*

5225 Highway 10 W. – Missoula, MT 59808  
*Address*

[bellestad@flymissoula.com](mailto:bellestad@flymissoula.com)  
*E-Mail Address*

(406) 728.4381  
*Phone*

Task Order Airport Master, June, 2016  
M:\3366\041 - Pavement Maintenance\01 Project Management\Contracts\Engineering\Task Order-51\_Pave Rehab CMS.docx



**TASK ORDER-51**  
**CONSTRUCTION MANAGEMENT SERVICES**  
**MISSOULA MONTANA AIRPORT**  
**AIP 3-30-0056-084-2023**



**Summary of Professional Service Fees**

**April 20, 2023**

	<u>Labor</u>	<u>Expense</u>	<u>Total</u>
CONSTRUCTION MANAGEMENT SERVICES	\$45,028	\$8,472	\$53,500
	<b>Project Total</b>		<b>\$53,500</b>

ENGINEERING BUDGET  
 MISSOULA MONTANA AIRPORT  
 AIP 3-30-0056-084-2023  
 TASK ORDER-51  
 CONSTRUCTION MANAGEMENT SERVICES



WORK DESCRIPTION	PROJECT PRINCIPAL	PROJECT MANAGER	RESIDENT PROJECT REP.	SR. CAD DESIGNER	ADMIN ASSISTANT	TOTAL LABOR HOURS	TOTAL LABOR COST
<b>PROJECT MANAGEMENT</b>							
Develop Task Order, Project Schedule	2	2			1	5	\$847.37
Process Contractor Pay Request (2-total)		1			1	2	\$237.76
Prepare FAA Request for Reimbursement (3-total)	2					2	\$463.75
Prepare FAA Weekly Construction Reports		1			1	2	\$237.76
Project Coordination (MSO, FAA, ATCT, Contractor)	2	4	2			8	\$1,264.81
Review, Process Certified Payrolls					2	2	\$183.81
<b>SUBTOTAL</b>	<b>6</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>21</b>	<b>\$3,235.26</b>
<b>CONSTRUCTION MANAGEMENT</b>							
Review Contractor Insurance Submittal		1				1	\$145.86
Prepare Executed Contract Documents		1	2		2	5	\$547.28
Pre-Construction Conference	2	1	1	1		5	\$838.68
Review Contractor Safety Plan Compliance Doc.	1	1	1			3	\$486.54
Review Contractor Project Schedule	1	1	1			3	\$486.54
Review Construction Materials Submittals	1	4	8		2	15	\$1,869.58
Construction Administration (14-calendar days)	8	4			2	14	\$2,622.25
Construction Observation (19-working days)	16	19	180			215	\$26,066.53
Substantial Completion, Final Inspection	2	2	2			6	\$973.08
<b>SUBTOTAL</b>	<b>31</b>	<b>34</b>	<b>195</b>	<b>1</b>	<b>6</b>	<b>267</b>	<b>\$34,036.35</b>
<b>PROJECT CLOSEOUT</b>							
Review Contractor As-Built Drawings		1	1			2	\$254.67
Review Testing Summaries, DBE, Lien Releases		1	1		1	3	\$346.57
Prepare Record Drawings		1	2	4		7	\$844.54
Closeout Checklist		1	2		1	4	\$455.38
Prepare Maintenance Program		1				1	\$145.86
Prepare Closeout Report		4	24		2	30	\$3,378.61
Closeout Coordination (MSO, FAA, Contractor)	4	2			2	8	\$1,403.03
Quality Assurance	4					4	\$927.50
<b>SUBTOTAL</b>	<b>8</b>	<b>11</b>	<b>30</b>	<b>4</b>	<b>6</b>	<b>59</b>	<b>\$7,756.15</b>
<b>TOTAL LABOR HOURS</b>	<b>45</b>	<b>53</b>	<b>227</b>	<b>5</b>	<b>17</b>	<b>347</b>	<b>\$45,027.75</b>

SUMMARY OF ESTIMATED LABOR COSTS CONSTRUCTION MANAGEMENT SERVICES	HOURS	LABOR RATE	TOTAL COST
PROJECT PRINCIPAL	45	\$231.87	\$10,434.36
PROJECT MANAGER	53	\$145.86	\$7,730.62
RESIDENT PROJECT REP.	227	\$108.81	\$24,699.10
SR. CAD DESIGNER	5	\$120.27	\$601.33
ADMIN ASSISTANT	17	\$91.90	\$1,562.35
<b>TOTAL LABOR COSTS</b>	<b>347</b>		<b>\$45,027.75</b>

SUMMARY OF DIRECT EXPENSES CONSTRUCTION MANAGEMENT SERVICES	QTY	UNIT	RATE	TOTAL COST
Vehicle (Company)	19	Day	\$60.00	\$1,140.00
Survey Equipment	0	Day	\$240.00	\$0.00
Survey Supplies	0	Lump Sum	\$100.00	\$0.00
Printing	500	Each	\$0.15	\$75.00
Miscellaneous	1	Lump Sum	\$279.00	\$279.00
<b>TOTAL - DIRECT EXPENSES</b>				<b>\$1,494.00</b>

OUTSIDE SERVICES (SUBCONSULTANTS) CONSTRUCTION MANAGEMENT SERVICES	QTY	UNIT	RATE	TOTAL COST
	0	LS	\$0.00	\$0.00
<b>TOTAL - OUTSIDE SERVICES</b>				<b>\$0.00</b>

FEE SUMMARY CONSTRUCTION MANAGEMENT SERVICES	
TOTAL LABOR COSTS	\$45,028
TOTAL DIRECT EXPENSES	\$1,494
TOTAL OUTSIDE SERVICES	\$0
TOTAL COSTS	\$46,522
FIXED FEE	\$6,978
<b>TOTAL FEE - SCHEMATIC DESIGN SERVICES</b>	<b>\$53,500</b>

**Missoula County Airport Authority  
Agenda Action Sheet**

Meeting Date: April 25, 2023

1. **TITLE:** Task Order No. 52 to the Master Agreement for Professional Engineering Services with Morrison-Maierle.

Review, discussion, and possible approval of Task Order No. 52 to the Master Agreement for Professional Engineering Services with Morrison-Maierle. This Task Order will be for the final design scope for the Rental Car Lot Modifications Project. **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, and in conjunction with the expanded parking area currently under construction, this project will add controlled access/egress points into the rental car lot and allow separation to the paid parking lot in this area. Final design will modify and improve existing site lighting in this area with energy efficient LED lighting, add security cameras throughout the parking area and provide emergency backup power. This project will also research and recommend access control equipment as part of the bid documents. Lastly, this project will create a grading plan to mill and overlay the existing rental car lot.

With the upcoming completion of the added parking lot this summer, this design will finalize the components necessary for making this a complete paid parking area that can also flex into rental car parking at the completion of the terminal project.

The design work will begin immediately in hopes of bidding the project this summer and constructing in the fall when parking needs have regressed.

5. **BUDGET INFORMATION:** Amount Required: \$67,500  
This project is funded using financing and Airport reserves.

6. **SUPPLEMENTAL AGENDA INFORMATION:** Task Order No. 52 Scope and Fee.  
Alternative Parking Exhibit

7. **RECOMMENDED MOTION:** Move to Approve Task Order No. 52 with Morrison-Maierle in the amount of \$67,500

8. **PREPARED BY:** Tim Damrow

9. **COMMITTEE REVIEW:** None.

## TASK ORDER-52

### For Master Agreement for Engineering Services Between OWNER, Missoula County Airport Authority and the ENGINEER, Morrison-Maierle

#### Task Order

---

*This Task Order is issued under the Master Agreement for Professional Engineering Services between OWNER, Missoula County Airport Authority (MCAA) and ENGINEER, Morrison-Maierle (M-M) dated June 29, 2021, the terms of which are incorporated herein by reference.*

#### SPECIFIC PROJECT DATA

##### TITLE: RENTAL CAR LOT MODIFICATIONS – FINAL DESIGN

- I. **Objective:** To prepare modifications to the rental car parking lot in connection with the newly expanded parking lot on the east side of the terminal building. This includes upgrades to site lighting, security cameras and backup power, a mill and overlay of the existing asphalt, and a new access controls system to process ingress/egress to the parking lot that will divide rental cars from paid parking. Morrison-Maierle shall prepare construction documents and shall assist with bidding process. The project consists of two schedules.

**Preliminary Design Services:** This phase will involve the development of a phasing plan and demolition plan to minimize impacts to the adjacent projects and the traveling public. The work also includes survey, data collection; preparation of a design and constructability options; signage and marking plan; and options for new access controls equipment. Deliverables also includes estimate of probable cost, project specifications and bid documents.

**Final Design Services:** This phase includes the development of plans and specifications that will be used for bid solicitation.

**Bidding Services:** This Task Order assumes that this project will begin advertising for bid in mid to late July 2023. Morrison-Maierle will work with MCAA to place the necessary advertisements and schedule the pre-bid and bid meetings.

**Construction Management Services:** TBD

**Deliverables:** At the completion of this Task Order, the ENGINEER will deliver the following documents to the OWNER for review:

- Final Plans for bidding purposes
- Recommendation of Award for construction

**SECTION 1 – ENGINEER’S RESPONSIBILITY:** Applicable paragraphs of Section 1 of the Master Agreement for Engineering Services are hereby incorporated for the following services:

#### A. Project Management Services

1. Develop project scope and fee for Task Order.
2. Present Task Order to MCAA for approval.
3. Communicate project progress, design issues, scheduling and construction project scope, bidding dates and miscellaneous project requirements with the OWNER. The following are estimated communication points used to properly manage the project:
  - Internal Design Team Meetings (weekly)
  - OWNER Milestone Meetings (2 meetings)

- Coordination with OWNER and Airport Tenants
4. Coordinate, prepare and submit the following project documents on behalf of the OWNER:
    - Environmental Documentation (CAT-EX)
    - 7460 for Airspace Analysis
    - Monthly Invoicing and RFR Paperwork
  5. Complete internal quality assurance reviews.

## **B. Preliminary Design**

1. Review existing conditions (pavements and utilities) for use in future design, capacity, and construction connections.
2. Complete topographic and utility survey.
3. Develop a demolition plan that will have the least impact on Airport operations. Itemize, quantify demolition work items for each area.
4. Develop preliminary layouts for access/egress for the parking lot along with considerations for dividing into a future rental car lot. This shall also include pavement markings, signage and access control equipment.
5. Develop preliminary site lighting layout for the parking lot. This includes evaluating site lighting in the parking lot (existing lights vs. new lighting), and security camera locations and provisions. This shall include extending power and fiber to the lot entrance for access controls for the parking lot and planning for emergency backup power.
6. Develop preliminary mill and overlay plan that connects to the newly expanded lot to the south.
7. Based on the preferred alternative and preliminary layouts, develop preliminary construction phasing plan that will be least impactful to the Airport's operations. Determine staging area location and size, construction site access, routing to potential demo drop on the airside.
8. Prepare a 7460 on the preferred alternative and preliminary layout, submit to the FAA for airspace review.
9. Prepare a simplified Construction Safety and Phasing Plan (CSPP) to address specific impacts of construction activities on Airport Operations.
10. Prepare ENGINEER's preliminary opinion of total project costs.
11. Complete Quality Assurance reviews of the project plans as necessary through Preliminary Design.

## **C. Final Design**

1. Finalize the demolition plan for the lot access based on preliminary design findings. Itemize, quantify demolition work items.
2. Finalize layout for the parking lot access. This includes pavement markings and signage, as well as specified access control equipment for acquisition and power/data connections.
3. Finalize site lighting layouts for the economy parking lot. This includes removal of various existing site lights, retrofitting various existing site lights to energy efficient heads, installing new site lights and security cameras to all site lighting poles. This also includes designing emergency backup power to all electrical features of the economy parking lot.

4. Finalize mill and overlay extents with connections and grading plan.
5. Finalize standard details for the project.
6. Update the Engineer's opinion of construction cost based on final construction drawings.
7. Complete Quality Assurance reviews of the project plans as necessary through Final Design.
8. Prepare final Plans and Specifications to the OWNER for review.

**D. Bidding Process**

1. Prepare bidding documents.
2. Advertise Project for bidding.
3. Deliver hard copy plans, specifications, and contract to the OWNER, and upload electronic plans, specification, and contract documents to QuestCDN for distribution to contractors, suppliers, and manufacturers.
4. Conduct Pre-Bid Conference.
5. Respond to bidder inquiries during the advertisement period; coordinate all design team responses and prepare addendums to Plans and Specifications as required. Three addendums are anticipated.
6. Attend bid opening.
7. Review bid proposals, verify accuracy, review DBE participation and verify contractor qualifications and Buy American on all submittals of the Contractor. Prepare bid tabulations.
8. Make recommendation of award to the OWNER.

**SECTION 2 – OWNER’S RESPONSIBILITY:** All paragraphs of Section 2 of the Master Agreement for Engineering Services are hereby incorporated by reference.

**SECTION 3 – TIMES OF PERFORMANCE:** Applicable paragraphs of Section 3 of the Master Agreement for Engineering Services are hereby incorporated for the following services:

<u>Milestone</u>	<u>Completion Date</u>
A. Project Kickoff	May 1, 2023
B. Preliminary Layout for Review	May 23, 2023
C. 50% Submittal Review	June 13, 2023
E. Final Submittal Plans/Specs	June 29, 2023
F. Bid Advertisement	July 2, 2023
G. Pre-Bid Conference	July 11, 2023
H. Bid Opening	July 20, 2023
I. Bid Award	July 25, 2023

**SECTION 4 – PAYMENT TO ENGINEER:** Applicable paragraphs of Section 4 of the Master Agreement for Engineering Services are hereby incorporated for the following services:

- A. The approved and audited overhead rate in effect for this Task Order is **59.51%**.
- B. The services identified under this Task Order will be paid by method of Lump Sum (LS). Total

compensation for this Task Order is estimated to be:

	<u>Labor</u>	<u>Expense*</u>	<u>Total</u>
Final Design Services	\$58,005	\$9,495	\$67,500

**SECTION 5 – GENERAL PROVISIONS:** All paragraphs in Section 5 of the Master Agreement for Engineering Services are incorporated by reference.

**SECTION 6 – CONSULTANTS:** None

**SECTION 7 – OTHER MODIFICATIONS TO MASTER AGREEMENT:** None.

**SECTION 8 – ATTACHMENTS:**

A. Morrison-Maierle – Engineering Fees

**SECTION 9 – APPROVAL AND ACCEPTANCE:** Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Master Agreement for Engineering Services. ENGINEER is authorized to begin performance upon receipt of a copy of this Task Order signed by OWNER.

The Effective Date of this Task Order is: **April 25, 2023**

**ENGINEER**

Shaun P. Shea 4.20.23  
Signature Date

Shaun P. Shea, P.E.  
Name

Vice President, Morrison-Maierle  
Title

1055 Mount Avenue, Missoula, MT 59801  
Address

sshea@m-m.net  
E-Mail Address

(406) 542.4846  
Phone

**OWNER**

\_\_\_\_\_  
Signature Date

Brian Ellestad, A.A.E.  
Name

Airport Director, MCAA  
Title

5225 Highway 10 W. – Missoula, MT 59808  
Address

bellestad@flymissoula.com  
E-Mail Address

(406) 728.4381  
Phone

Task Order Airport Master, June, 2016  
M:\3366\042 - Rental Lot\01 Project Management\Contracts\Engineering\Task Order-52\_Rental Lot Mods.docx



**TASK ORDER-52**  
**RENTAL PARKING LOT MODIFICATIONS**  
**FINAL DESIGN**



**Summary of Professional Service Fees**  
**April 20, 2023**

	<u>Labor</u>	<u>Expense</u>	<u>Total</u>
FINAL DESIGN SERVICES	\$58,005	\$9,495	\$67,500
	<b>Project Total</b>		<b>\$67,500</b>

ENGINEERING BUDGET  
MISSOULA MONTANA AIRPORT  
FINAL DESIGN  
TASK ORDER-52  
RENTAL PARKING LOT MODIFICATIONS



FINAL DESIGN SERVICES

WORK DESCRIPTION	PROJECT PRINCIPAL	PROJECT MANAGER	QA MANAGER	AIRPORT ENGINEER	ELECTRICAL ENGINEER	LOW VOLTAGE DESIGNER	ENGINEER TECHNICIAN	SURVEY MANAGER	SURVEY TECHNICIAN	SR. CAD DESIGNER	ADMIN ASSISTANT	TOTAL LABOR HOURS	TOTAL LABOR COST
<b>PROJECT MANAGEMENT</b>													
Develop Task Order, Project Schedule	2	2									1	5	\$847.37
Present Task Order to Airport Board	2											2	\$463.75
Internal Design Team Meetings (4-total)	4	4		4	2	2						16	\$2,621.80
Milestone Submittal Meetings w/ Airport (2-total)	2	2		2								6	\$973.08
Submit Environmental Documents (CAT-EX)	1		4							1		6	\$894.33
Submit 7460		1		2							1	4	\$455.38
Prepare Monthly Invoicing Paperwork (2-total)		1									1	2	\$237.76
Quality Assurance Reviews	8		8		2	2						20	\$3,615.00
<b>SUBTOTAL</b>	<b>19</b>	<b>10</b>	<b>12</b>	<b>8</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>61</b>	<b>\$10,108.48</b>
<b>PRELIMINARY DESIGN</b>													
Review Existing Conditions		1		1	1	1	1					5	\$706.77
Complete Site Survey		1						2	8	2		13	\$1,344.32
Develop Demolition Plan		1		2			2			1		6	\$712.30
Develop Preliminary Layouts	1	2	4	4			4			4		19	\$2,439.20
Research Access Control Equipment Options	1	1			1	1	4					8	\$1,172.68
Develop Preliminary Site Lighting Layouts					4		4			2		10	\$1,222.53
Develop Preliminary Security Camera Layouts					1	4	2			2		9	\$1,426.71
Develop Preliminary Signage/Marking Layouts		1		4			4			2		11	\$1,278.75
Develop Preliminary Mill/Overlay Plan	1	4	2	8			4			4		23	\$2,895.06
Develop Preliminary Construction Phasing Options	1	4	2	4			2			8		21	\$2,712.33
Prepare Engineer's Estimate		2		8	1	1						12	\$1,499.99
<b>SUBTOTAL</b>	<b>4</b>	<b>17</b>	<b>8</b>	<b>31</b>	<b>8</b>	<b>7</b>	<b>27</b>	<b>2</b>	<b>8</b>	<b>25</b>	<b>0</b>	<b>137</b>	<b>\$17,410.65</b>
<b>FINAL DESIGN</b>													
Finalize Demolition Plan		1		2	1		2			2		8	\$963.79
Finalize Access Layout	1	2	2	2			2			4		13	\$1,721.93
Finalize Pavement Marking and Signage Plan	1	1	2	2			2			4		12	\$1,576.07
Finalize Site Lighting and Security Cameras		1			8	4	2			2		17	\$2,491.09
Finalize Power and Data Layouts		1			8	4	2			2		17	\$2,491.09
Finalize Emergency Backup Power		1			8		2			1		12	\$1,544.43
Finalize Access Control Equipment Requirements	1	1		2	1	1	4					10	\$1,390.29
Finalize Mill/Overlay Extents and Connections	1	4	2	8			8			8		31	\$3,833.25
Finalize Standard Details		1		2	1	1	2			4		11	\$1,410.92
Prepare Engineer's Estimate		1		4								5	\$581.09
Prepare Project Specifications and Contract Docs	4	16		24	2	2	4			8	2	62	\$8,151.33
<b>SUBTOTAL</b>	<b>8</b>	<b>30</b>	<b>6</b>	<b>46</b>	<b>29</b>	<b>12</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>35</b>	<b>2</b>	<b>198</b>	<b>\$26,155.29</b>

BIDDING PROCESS													
Prepare Bidding Documents		1		1						1	2	5	\$558.74
Aadvertise for Bidding											1	1	\$91.90
Deliver and Upload Plans, Specs, Contract Docs		1		2							4	7	\$731.09
Conduct Pre-Bid Conference	1	1		1							1	4	\$578.44
Respond to RFIs, Prepare Bid Addendum	1	2		2	1	1				1	1	9	\$1,291.19
Attend Bid Opening	1	1										2	\$377.74
Review Bid Documents, Tabulate Results	1	1									1	3	\$469.64
Recommend Award to Airport	1											1	\$231.87
<b>SUBTOTAL</b>	<b>5</b>	<b>7</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>10</b>	<b>32</b>	<b>\$4,330.62</b>
<b>TOTAL LABOR HOURS</b>	<b>36</b>	<b>64</b>	<b>26</b>	<b>91</b>	<b>42</b>	<b>24</b>	<b>57</b>	<b>2</b>	<b>8</b>	<b>63</b>	<b>15</b>	<b>428</b>	<b>\$58,005.03</b>

SUMMARY OF ESTIMATED LABOR COSTS RENTAL PARKING LOT MODIFICATIONS	HOURS	LABOR RATE	TOTAL COST
PROJECT PRINCIPAL	36	\$231.87	\$8,347.48
PROJECT MANAGER	64	\$145.86	\$9,335.08
QA MANAGER	26	\$135.55	\$3,524.21
AIRPORT ENGINEER	91	\$108.81	\$9,901.40
ELECTRICAL ENGINEER	42	\$131.22	\$5,511.13
LOW VOLTAGE DESIGNER	24	\$206.60	\$4,958.37
ENGINEER TECHNICIAN	57	\$114.28	\$6,514.07
SURVEY MANAGER	2	\$132.87	\$265.75
SURVEY TECHNICIAN	8	\$86.52	\$692.19
SR. CAD DESIGNER	63	\$120.27	\$7,576.80
ADMIN ASSISTANT	15	\$91.90	\$1,378.55
<b>TOTAL LABOR COSTS</b>	<b>428</b>		<b>\$58,005.03</b>

SUMMARY OF DIRECT EXPENSES RENTAL PARKING LOT MODIFICATIONS	QTY	UNIT	RATE	TOTAL COST
Vehicle (Company)	100	Mile	\$0.70	\$70.00
Survey Equipment	1	Day	\$240.00	\$240.00
Survey Supplies	1	Lump Sum	\$100.00	\$100.00
Printing	500	Each	\$0.15	\$75.00
Miscellaneous	1	Lump Sum	\$206.00	\$206.00
<b>TOTAL - DIRECT EXPENSES</b>				<b>\$691.00</b>

OUTSIDE SERVICES (SUBCONSULTANTS) RENTAL PARKING LOT MODIFICATIONS	QTY	UNIT	RATE	TOTAL COST
	0	LS	\$0.00	\$0.00
<b>TOTAL - OUTSIDE SERVICES</b>				<b>\$0.00</b>

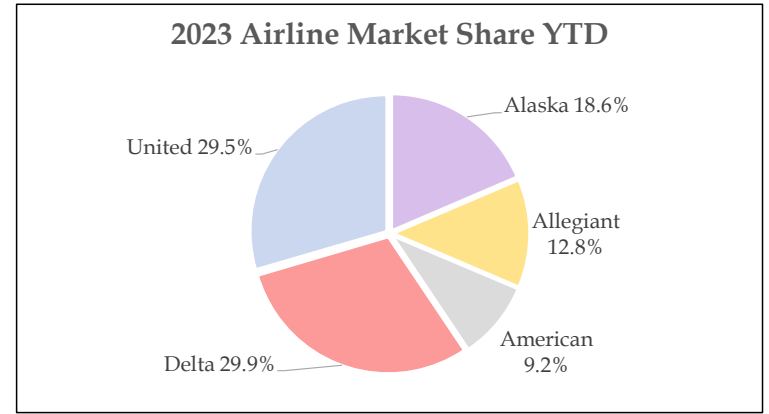
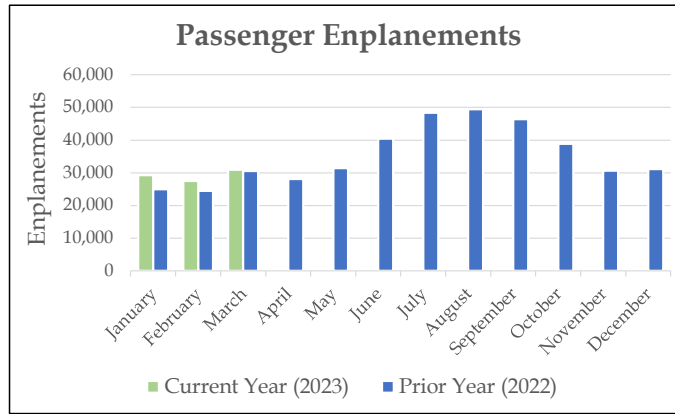
FEE SUMMARY RENTAL PARKING LOT MODIFICATIONS	
TOTAL LABOR COSTS	\$58,005
TOTAL DIRECT EXPENSES	\$691
TOTAL OUTSIDE SERVICES	\$0
<b>TOTAL COSTS</b>	<b>\$58,696</b>
FIXED FEE	\$8,804
<b>TOTAL FEE - SCHEMATIC DESIGN SERVICES</b>	<b>\$67,500</b>

**Summary**

- Strong load factors ramping up for summer  
-Bolstered by spring break traffic
- 2022 year end enplanements were (-6%) vs. 2019 record enplanements

**Air Service Highlights**

- Airline summer schedule becoming final  
-On track for a record setting 2023 enplanements
- 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	617	0	0	0	0	0	0	0	0	0	0	1,722
Air Taxi	364	371	380	0	0	0	0	0	0	0	0	0	0	1,115	-2%
GA	843	727	1030	0	0	0	0	0	0	0	0	0	0	2,600	-16%
Military	46	137	96	0	0	0	0	0	0	0	0	0	0	279	52%
Civil	794	824	983	0	0	0	0	0	0	0	0	0	0	2,601	-13%
<b>Total</b>	<b>2023</b>	2,617	2,594	3,106	0	0	0	0	0	0	0	0	0	8,317	-8%
	<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	5,542	0	0	0	0	0	0	0	0	0	0	16,274
Allegiant	3,619	3,582	4,029	0	0	0	0	0	0	0	0	0	0	11,230	13%
American	2,652	3,333	2,086	0	0	0	0	0	0	0	0	0	0	8,071	31%
Delta	8,746	7,657	9,789	0	0	0	0	0	0	0	0	0	0	26,192	-3%
United	8,457	7,941	9,482	0	0	0	0	0	0	0	0	0	0	25,880	18%
Charters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-100%
<b>Total</b>	<b>2023</b>	29,251	27,468	30,928	0	0	0	0	0	0	0	0	0	87,647	10%
	<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%	84.9%											82.4%
	<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	5,803	0	0	0	0	0	0	0	0	0	0	16,080
Allegiant	3,330	3,664	3,971	0	0	0	0	0	0	0	0	0	0	10,965	14%
American	2,160	3,228	1,856	0	0	0	0	0	0	0	0	0	0	7,244	28%
Delta	8,458	7,606	9,582	0	0	0	0	0	0	0	0	0	0	25,646	-2%
United	8,095	8,274	9,570	0	0	0	0	0	0	0	0	0	0	25,939	21%
Charters	0	24	0	0	0	0	0	0	0	0	0	0	0	24	-79%
<b>Total</b>	<b>2023</b>	27,338	27,778	30,782	0	0	0	0	0	0	0	0	0	85,898	11%
	<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	

<b>Total</b>	<b>2023</b>	56,589	55,246	61,710	0	0	0	0	0	0	0	0	0	173,545	10%
<b>Pax</b>	<b>2022</b>	48,751	48,582	60,269	56,678	64,223	83,695	95,485	96,783	90,295	76,121	60,552	62,578	844,012	
<b>T12M</b>			858,514												

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