

Missoula County Airport Authority Regular Board Meeting

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

PLEASE NOTE: 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.

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

Documents will be available on the airport's website, www.flymissoula.com, by 9 a.m. on the meeting date. Members of the public can view the meeting and documents by joining the meeting from their computer, tablet or smartphone at:

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

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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 April 25, 2023. **Pg 3**
- Approval of Claims for Payment – Will Parnell **Pg 10**
- Financial Report – Will Parnell **Pg 12**
- Director's Report – Brian Ellestad **Pg 24**
- Legal Report – Lynn Fagan
- Committee Updates –
 - Business Development Committee: No Activity
 - Contract and Lease Committee: No Activity
 - Executive Committee: Met May 30, 2023
 - Facility and Operations Committee: No Activity
 - Finance Committee: Met April 25, 2023 – Minutes attached
 - General Aviation Committee: No Activity
 - Legislative Committee: No Activity
 - Marketing Committee: No Activity

Unfinished Business

- Award of Audit Request for Proposals – Will Parnell **Pg 28**

New Business

- MCAA Resolution No. 2023-02 Setting Ground Rent for Aviation Leases – Lynn Fagan **Pg 29**
- MCAA Organizational Chart – Lynn Fagan **Pg 31**
- Fiscal Year 2024 Budget – Will Parnell **Pg 34**
- MCAA Resolution No. 2023-03 – Authorizing Filing Application to Impose Passenger Facility Charges – Teri Norcross/Will Parnell **Pg 44**
- Amendment to International Association of Firefighters Agreement – Lynn Fagan **Pg 48**
- Assignment of Avis On-Airport Rental Car Concession and Lease Agreement – Lynn Fagan **Pg 51**
- East Terminal Ramp Expansion – Brian Ellestad **Pg 56**
- MCAA Resolution No. 2023-04 – Resolution Authorizing the Waiving of Fees for Air Carriers for New Markets – Brian Ellestad **Pg 64**
- Extension to Professional Services Agreement with Quotient Group – Brian Ellestad **Pg 67**
- Award of IT Services Request for Proposals – Lynn Fagan **Pg 84**
- Pre-approval for Airport Director to accept FAA grants MSO-NMG-3-30-0056-083-2023, MSO-NMG-3-30-0056-084-2023, and MSO-NMG-3-30-0056-085-2023 **Pg 85**

Information/Discussion Item(s)

June Board Meeting – Tuesday, June 27, 2023, 1:30 p.m.

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
April 25, 2023
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD: Chair Larry Anderson
Vice Chair Winton Kemmis
Secretary/Treasurer Deb Poteet
Commissioner Adriane Beck
Commissioner Shane Stack
Commissioner Matthew Doucette via conference call
Honorary Commissioner Jack Meyer

STAFF: Director Brian Ellestad
Deputy Director Tim Damrow
Finance Manager Teri Norcross
Director of Finance and Administration Will Parnell
Administrative Manager Lynn Fagan
Airfield Manager Nate Cole
Compliance Officer Jesse Johnson
IT Specialist Dylan O'Leary
Accounting Clerk Brianna Brewer
Public Safety Officer Gus Geldersma

OTHERS: Gary Matson, Runway 25 Hangars
Shaun Shea, Morrison-Maierle
Martin Kidston, Missoula Current via conference call
Travis Frey, Martel Construction
Cole Jensen, Martel Construction

Chair Larry Anderson called the meeting to order and advised everyone that the meeting was being recorded.

Administrative Manager Lynn Fagan performed a roll call of Board members, staff members, and members of the public.

Chair Larry Anderson noted that no Alternate Commissioner needed to be seated as the two Alternates were unable to attend the meeting.

AGENDA

Motion: Commissioner Adriane Beck moved to approve the agenda as presented.

Second: Vice Chair Winton Kemmis

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD

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

MINUTES

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

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

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell noted that the Project expenses listed were for costs incurred in March and paid in April. Will also highlighted two checks that were non-reoccurring costs related to furniture and fixtures for the new terminal.

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

Secretary/Treasurer Deb Poteet noted that she abstained from voting on this matter.

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

Second: Vice Chair Winton Kemmis

Vote: Motion Passed with one abstention

FINANCIAL REPORT

Director of Finance and Administration Will Parnell noted that he has included statements of cash flow, operating revenues, and operating expenses with the normal financial reports. Will also noted that the financials included two new accounts – accounts payable retainage long-term and accounts receivable retainage long-term. Will stated that accounts payable retainage was not previously considered reportable on the financials because it was payable by grant funds. Will also explained that he and the administrative staff have put new processes in place for reducing accounts receivable. Currently, 100% of the accounts receivable are deemed collectible. Will also reported that revenues are 90% of the current budget and expenses are 60% of the current budget.

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

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

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad reported that March passenger enplanements came in strong with a 1.3% increase year over year. Brian stated that he and Deputy Director Tim Damrow recently travelled to Las Vegas for the annual Allegiant update conference. Brian reported that Allegiant currently has an all-Airbus fleet but has 50 Boeing aircraft deliveries over the next few years. Allegiant reported that they are very happy with our market.

Delta has upgraded their early morning Salt Lake City flight to an A319 aircraft for the summer. Brian stated that the airlines are making schedule adjustments much closer to the summer season than in the past due to the pilot shortage.

Brian invited the Board members to a birthday celebration for the Miss Montana aircraft that will be held at the Museum of Mountain Flying. Brian also reported that staff has been notified that Broadway would be getting re-surfaced in front of the airport, potentially causing some traffic delays.

Brian then reported that there was a severe windstorm at the airport recently and a ground boarding bridge was tipped over. There was also some damage to cars in the parking lot.

Deputy Director Tim Damrow gave a brief update on construction progress. Tim reported that work is in progress on the basement foundation for the East Concourse of the terminal. Tim also reported that there would be a new naming convention for the terminal phases. Staff has been calling Phase 1 the "South Concourse" and Phase 2 the "East Concourse." Tim is now adding Concourse A to the South Concourse and Concourse B to the East Concourse, as he has received some criticism on the directional descriptors.

Tim then reported that work on the laydown yard was underway and work on the deice ramp will begin next week.

Tim reported that the Master Plan process was ongoing but there would not be a lengthy update today. Morrison-Maierle is working on facility requirements based on the forecast data that was presented last month. Staff has given Morrison-Maierle input on needs related to the terminal, parking, and support space for firefighting needs.

Tim reminded the Board that MSO's triennial disaster drill will be taking place on May 5th.

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

LEGAL REPORT

Administrative Manager Lynn Fagan began by thanking MSO's administrative professionals, Brianna Brewer, and Kathi Fritz, stating that they are two of our best employees. Lynn then gave an update on Montana legislation. Staff have been following three bills that directly affect MSO. House Bill 319 addressed retirement benefits for firefighters by making those employees eligible for the 20-year firefighters retirement plan. Unfortunately, that bill died in committee and missed the transmittal deadline. Senate Bill 263 raised the maximum lease term for airport authorities from 40 years to 50 years. Senate Bill 264 addressed airport liquor licenses by increasing an airport's ability to lease the liquor license from one vendor to up to 3 vendors. Senate Bills 263 and 264 passed the legislature and are currently awaiting signature by the Governor.

Lynn then reminded the Board that there will be a presentation on May 19th at 9:30 am by MSO's air service development consultant and all are welcome to attend.

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 April 25, 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

Contract with Systems Technology Consultants for Cybersecurity Assessment

Administrative Manager Lynn Fagan reminded the Board that they awarded the cybersecurity assessment RFP to Systems Technology Consultants last month. Staff has 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.

Chair Larry Anderson asked IT Specialist if this process would interrupt MSO's IT systems at all. Dylan responded that he did not believe it would interfere. Larry asked if there were any Board questions or public comments. Commissioner Adriane Beck asked if there was a timeframe for completion of this work. Dylan responded that it should be completed before the end of the fiscal year.

Chair Larry Anderson asked if there were any further Board questions or public comments.

Motion: Secretary/Treasurer Deb Poteet moved to approve the contract with Systems Technology Consultants for a cybersecurity assessment in the amount of \$8,000.

Second: Vice Chair Winton Kemmis

Vote: Motion Passed Unanimously

NEW BUSINESS

Purchase of Snow Removal Equipment

Airfield Manager Nate Cole explained that 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 for with AIP funds for federal fiscal year 2024. This will be

in MSO's budget for FY2025 for \$1,146,723.88. Nate noted that he and Ty Martinsen, Airport Mechanic, had discussed this equipment with staff at Denver airport. They have 5 of these and are very impressed with them. The big issue with them is the cost and the lead time.

Chair Larry Anderson asked if Board members had any questions. Vice Chair Winton Kemmis asked what staff's intention was for the old equipment. Nate responded that we would keep the old equipment for at least one year after delivery of the new equipment to ensure it functioned properly. Nate also stated that in the past, MSO has donated old equipment to smaller airports, but staff has not discussed this recently. There are now some sites online for auctioning off old equipment.

Chair Larry Anderson asked if the new equipment would reduce staff needs. Nate responded that it would not. The equipment it is replacing has the same functions.

Airport Director Brian Ellestad explained to the Board that staff is proposing purchasing this from our cooperative procurement vendor, Sourcewell. The FAA Airport District Office is not familiar with Sourcewell, so staff is providing them with information regarding Sourcewell's compliance with federal procurement regulations. However, Brian stated that he cannot confirm that this will be reimbursable by the FAA. However, if it is not, that money would be redirected to the terminal project.

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

Motion: Vice Chair Winton Kemmis moved to approve the purchase of the MB 5C High Speed runway broom with plow in the amount of \$1,146,723.88 from Sourcewell.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

Morrison-Maierle Task Order-50, FHWA Charging and Fueling Infrastructure Grant Application

Deputy Director Tim Damrow explained to the Board that this Task Order covers preparation and completion of an application for a Federal Highway Administration grant for Charging and Fueling Infrastructure charging and alternative energy infrastructure. There are two categories for the grant and MSO fits both. Staff believes the airport is a unique location for these services as the rental car companies can make use of them, as well as passengers and travelers coming through on the interstate. A more substantive task order for design will follow if MSO is awarded a grant.

Honorary Commissioner Jack Meyer asked how much grant money we are applying for. Tim responded that under the community access category has a minimum grant of \$500,000 with a maximum of \$15 million. The travel corridor category minimum is \$1 million with no maximum cap.

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

Motion: Secretary/Treasurer Deb Poteet moved to approve Task Order No. 50 with Morrison-Maierle in the amount of \$35,000.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

Award of Construction Bid for Pavement Rehabilitation Project

Airport Director mentioned that airside pavements are in need of upkeep. The Airport received and publicly opened bids for the Pavement Rehabilitation Project on April 19, 2023. Four bids were received and opened. 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. Brian noted that staff has worked with this vendor before and they did very good work.

The low bid (\$816,515.50) was 18% lower than the Engineer's Estimate. 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.

Shaun Shea of Morrison-Maierle noted that CR Contracting is out of Bend, Oregon. They are very familiar with airport work. They will self-perform all the work, including crack sealing, fog sealing and pavement marking.

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

Secretary/Treasurer Deb Poteet asked what the engineer's estimate for the project was. Shaun responded that it was \$992,000. Commissioner Shane Stack asked how long the runway would have to be closed. Shaun stated that the project would be 14 straight days with 100%-night work from 9 p.m. until 5 a.m. The runway should not have to closed, with the exception of some work at the ends of the runway.

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

Motion: Vice Chair Winton Kemmis moved 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.

Second: Secretary/Treasurer Deb Poteet

Vote: Motion Passed Unanimously

Morrison-Maierle Task Order-51, Construction Management Services for Pavement Rehabilitation Project

Airport Director Brian Ellestad noted that this task order is the corresponding construction management work for the Pavement Rehabilitation project. Services include on-site observation during construction, as well as grant management and closeout services.

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

Motion: Commissioner Shane Stack moved to approve Task Order No. 51 with Morrison-Maierle in the amount of \$53,500.

Second: Secretary/Treasurer Deb Poteet

Vote: Motion Passed Unanimously

Morrison-Maierle Task Order-52, Final Design of Rental Car Lot Modifications

Airport Director Brian Ellestad explained that 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 from 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 decreased.

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

Motion: Commissioner Shane Stack moved to approve Task Order No. 52 with Morrison-Maierle in the amount of \$67,500

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

Discussion Items

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

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

Check	Vendor Name	Description	Amount
49043	CHRISTENSEN, CODY	Employee Training Expense - Hotel for Buffalo - snow academy/hotel	\$ 1,562.93
49044	CLARKE, KEITH	Employee Training Expense - Hotel for Buffalo - snow academy/hotel	\$ 1,562.93
49045	LIBERTY ELECTRIC INC	Contracted Maintenance	\$ 1,462.62
49046	AC Hotel Missoula Downtown	VOID	\$ -
49047	RESIDENCE INN MISSOULA DOWNTOWN	VOID	\$ -
49048	BLACKFOOT COMMUNICATIONS	Phone Charges	\$ 1,640.81
49049	CENTURYLINK	Phone Charges	\$ 695.35
49050	City of Missoula	Water/Sewer Expense	\$ 5,961.89
49051	ENERGY WEST	Electric/Gas Expense	\$ 3,218.95
49052	FIRST NATIONAL BANK	Credit Card Expenses	\$ 32,915.82
49053	MSLA ELECTRIC COOP	Electric/Gas Expense	\$ 809.58
49054	MT DEPT OF REVENUE	Finance Charges - Penalty for filing forms MW-3	\$ 530.00
49055	MURDOCHS	Wildlife Mitigation, Petroleum Products Expense, Uniform Expense, Airfield Maintenance	\$ 760.86
49056	NORDBY, LYDIA	Travel Expense - United first bag fee for MSO>DFW>MSO	\$ 65.00
49057	NORTHWESTERN ENERGY	Electric/Gas Expense	\$ -
49058	RISING FAST v	Custodial Services	\$ 35,450.00
49059	UKG	VOID	\$ -
49060	VERIZON	Phone Charges	\$ 1,038.37
49061	NORTHWESTERN ENERGY	Electric/Gas Expense	\$ -
49062	NORTHWESTERN ENERGY	Electric/Gas Expense	\$ 43,408.45
49063	UKG	TPA- EE benefits & Payroll - Launch	\$ 2,500.00
49064	TFS-KELLEY CONNECT	Contracted Maintenance	\$ 539.68
49066	AILEVON PACIFIC AVIATION CONSULTING, LLC	Marketing	\$ 4,875.00
49067	AIRSIDE SOLUTIONS	Airfield Maintenance	\$ 221.86
49069	Alpine Power Systems, Inc	Safety Supplies/Equipment	\$ 1,394.00
49070	APPLIED INDUSTRIAL TECH	Mechanical/Supplies, Building General R&M, Jet Bridge R&M, Vehicle R&M	\$ 431.62
49071	Arconas Corporation	19400 - Construction in Progress:19430 - CIP- Terminal Phase 1:19403 - CIP - Terminal FFE	\$ 1,425.00
49072	ARFF WORKING GROUP	Employee Training Expense - 2023 ARFFWG Annual Int'l Educational Symposium - 3 tickets	\$ 1,875.00
49073	ASSOCIATED EMPLOYER	Employee Training Expense, Consultants Expense	\$ 3,010.00
49074	BERLAND, KEVIN	Tools/Equipment	\$ 636.97
49075	BIG BEAR SIGN CO	Vehicle R&M	\$ 115.00
49076	BLUE RIBBON INC.	Vehicle R&M	\$ 948.50
49077	BROWN'S SEPTIC	Rent Car R&M	\$ 300.00
49078	CHEMSEARCHFE	Tools/Equipment	\$ 649.85
49079	CHRISTENSEN, CODY	Employee Training Expense -	\$ 145.00
49080	CLARKE, KEITH	Travel Expense - MT EMT course	\$ 465.65
49081	Connection	Computer Equipment Expense	\$ 980.82
49082	CORE & MAIN	Airfield Maintenance	\$ 241.85
49083	COUNTRY INN AND SUITES	Travel Expense - CSA initial training - Willow, Debora, Abby, Shyanne, Alexis, Denten, Ivy	\$ 8,331.75
49084	CULLIGAN	Office Supplies	\$ 150.25
49085	CUSTOM STITCH AND PRINT	Uniform Expense	\$ 1,353.22
49086	CUSTOM WEST PEST CONTROL	Contracted Maintenance	\$ 195.00
49087	D2 FIRE SPRINKLER CO	USFS Hangar R&M, Contracted Maintenance	\$ 1,000.00
49088	DAMROW, TIM	Travel Expense - expense reimbursement for Allegiant conference in LAS 4.17.23-4.19.23	\$ 111.00
49089	DEERE & COMPANY	Vehicles	\$ 45,869.67
49090	DFW FIRE TRAINING CENTER	Employee Training Expense - Basic aircraft rescue fire suppression	\$ 1,450.00
49091	EAN SERVICES, LLC	Employee Training Expense, Travel Expense	\$ 1,795.21
49092	Elder	Miscellaneous Expense - Demolition services	\$ 11,500.00
49093	ELLESTAD	Travel Expense - expense reimbursement for Allegiant conference in LAS 4.17.23-4.19.23	\$ 111.00
49094	ESHLEMAN, EVAN	Travel Expense - DFW Basic ARFF	\$ 942.77
49095	FIRST ARRIVING	Memberships - license renewal	\$ 821.94
49096	FIRST CALL	Contracted Maintenance	\$ 3,392.60
49097	GELDERSMA, AUGUSTUS	Travel Expense - Hotel for firearms instructor course	\$ 1,427.39
49098	GRAINGER	Building General R&M, Electric Maintenance	\$ 525.10
49099	GRIZZLY DISPOSAL	Disposal Expense	\$ 840.00
49100	HILLYARD INC	Custodial Supplies	\$ 5,145.67
49101	INFAX, INC.	Contracted Maintenance	\$ 375.00
49102	JBT AERO	Jet Bridge R&M	\$ 3,545.76
49103	JOHNSTONE SUPPLY	Mechanical/Supplies	\$ 56.56
49104	KARL TYLER CHEVROLET	Vehicle R&M	\$ 336.40
49105	KONE	Building General R&M	\$ 395.40
49106	LES SCHWAB TIRE	Petroleum Products Expense, Vehicle R&M	\$ 802.94
49107	LIFE-ASSIST INC	Safety Supplies/Equipment	\$ 35.40
49109	MSLA TEXTILE, INC	Contracted Maintenance, Uniform Expense, Custodial Supplies	\$ 952.92
49110	MACON SUPPLY, INC.	Landside Maintenance	\$ 216.00
49111	MIDLAND IMPLEMENT	Landside Maintenance	\$ 9.97
49112	MONTANA GSE	Vehicle R&M	\$ 449.50
49113	MOTOROLA SOLUTIONS INC	Contracted Maintenance	\$ 10,460.00
49114	MOUNTAIN SUPPLY	Plumbing Expense	\$ 4.20
49115	MSLA OFFICE CITY	Office Supplies	\$ 90.58
49116	MT ACE	Landside Maintenance	\$ 228.26
49117	MT BOLT	Vehicle R&M	\$ 75.00
49118	MT DEPT OF LABOR	Contracted Maintenance - annual certificate of elevator inspection, USFS Hangar R&M	\$ 580.00
49119	MT ELECTRONICS	Communication R&M	\$ 119.85
49120	MURDOCHS	Petroleum Products Expense, Jet Bridge R&M	\$ 80.04
49121	N/S CORPORATION	Rent Car R&M	\$ 392.64
49122	NAPA	Building General R&M, Tools/Equipment, Jet Bridge R&M, Vehicle R&M,	\$ 1,386.48
49123	NORCO INDUSTRIAL	Vehicle R&M	\$ 374.87
49124	NORTHWEST PART	Rent Car R&M, Vehicle R&M	\$ 230.72
49125	NORTHWESTERN ENERGY	Electric/Gas Expense	\$ 24,190.56
49126	OSHKOSH CORPORATION	Vehicle R&M	\$ 778.62
49127	PLATT ELECTRIC	Electric Maintenance	\$ 1,869.19
49128	POTEET CONSTRUCTION	Employee Training Expense	\$ 800.00
49129	POWERDMS, INC.	Memberships	\$ 4,898.32
49130	QUADIENT	VOID	\$ -
49131	RDO EQUIPMENT CO.	Vehicle R&M	\$ 131.02
49132	RODDA PAINT	Airfield Maintenance	\$ 11,388.60
49133	RUSSELL, KENT	Travel Expense - National Registry, EMT, State of MT EMT License	\$ 139.00
49134	SEA-WESTERN, INC.	Uniform Expense	\$ 5,630.56
49135	SPECTRUM WINDOW CLEANING	Custodial Services	\$ 9,395.00
49136	STONE CREEK LODGE	Meals & PR	\$ 382.17
49137	SWEET PEA SEWER	Safety Supplies/Equipment	\$ 205.00
49138	TIME RENTAL, LLP	Equipment Rental	\$ 101.78
49139	TREMPER DISTRIBUTING	Petroleum Products Expense	\$ 12,976.97
49140	VW ICE INC	Office Supplies	\$ 610.00
49141	WATERMAN, LLC	Airfield Maintenance	\$ 96.00
49142	WE CONNECT MONTANA	Computer Equipment Expense	\$ 444.55
49143	WESTERN STATES EQUIP	Building General R&M	\$ 954.15
49144	WINDFALL	Marketing	\$ 300.00
49146	THERMAL	Rent Car R&M	\$ 641.85
49147	QUOTIENT GROUP	Marketing	\$ 3,102.00
			\$ 337,035.76

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

Note

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

Credit Card Charges - by Expense Type (paid with check #49052)

19400 · Construction in Progress:19430 · CIP- Terminal Phase 1:19440 · Teriminal Phase 1 misc exp	1,604.00
Legal Services	107.00
Communications R&M	6.00
Office Supplies	1,404.85
Postage	404.33
Computer Equipment Expense	101.31
Petroleum Products Expense	36.48
Vehicle R&M	3,719.50
Tools/Equipment	517.44
Contracted Maintenance	(13.40)
Contracted Maintenance - MT party time tent rental for Disaster Drill	1,923.00
Jet Bridge R&M	40.04
Electric Maintenance	285.48
Plumbing Expense	32.80
Building General R&M	951.67
Rent Car R&M	5,597.00
USFS Hangar R&M	971.74
Airfield Maintenance	7.00
Landside Maintenance	985.00
Employee Training Expense - Amanda - Governs Conference - Tourism	299.00
Travel Expense - EMT training, Allegiant Conference, CSA training in DFW	5,366.26
Safety Supplies/Equipment	1,216.67
Wildlife Mitigation	2,037.25
Meals & PR	1,336.60
Marketing	3,909.70
Consultants Expense	42.10
Miscellaneous Expense - Accidental personal charge on Amanda's card - will be credited back next month	27.00
	\$ 32,915.82

Project Checking Account

Check Number	Vendor Name	Amount
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\$ -

Missoula County Airport Authority - Financial Report

For Period Ended: 4/30/23.

On the Balance Sheet:

- The quick ratio shows that liquid assets (Cash) are 7.42 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 April 30, 2023, the average duration of accounts receivable or the number of days it takes to collect them was 51 days.
- As of April 30, 2023, the percentage of assets financed by interest bearing liabilities is 14.5%.
- The month end debt balances totaled \$21,341,178.

On the Profit and Loss reports:

- Revenues are currently 98% of the annual operating revenue budget.
- Operating expenses are currently 86% of the annual operating budget.
- AIP funds in the amount of \$31,750 were recognized as revenue during the month of April.

On the Cash Flow Report:

- For the month ended April 30, 2023:
 - Net cash flows from operating activities were \$65,360.
 - Net cash flows from capital and related financing activities were \$(404,471).
 - Net cash flows from noncapital financing activities were \$1,510,881.
 - Net cash flows from investing activities were \$4,759.

Other Financial Information:

- Authority reserves are held in several local banks and in the STIP. Reserves are earning between 2% to 5%.

Missoula County Airport Authority
Balance Sheet Prev Year Comparison
As of April 30, 2023

	Apr 30, 23	Apr 30, 22
ASSETS		
Current Assets		
Checking/Savings		
10100 · Petty Cash	300.00	300.00
10500 · General Checking Acct	4,699,744.75	3,303,675.03
10511 · Project Checking Acct	5,000.00	4,999.89
10550 · USFS Account	50,027.71	50,003.69
10560 · Debt Service Account	330,157.38	125,615.50
10580 · CFC Account	321,317.55	983,721.51
10590 · STIP Terminal Reserve	23,616.26	22,910.85
10600 · STIP	753,884.37	731,366.40
10604 · Money Market Accounts	737,224.97	1,059,738.88
10700 · Payroll Checking	180,575.10	21,119.83
10710 · Flex - FIB	14,253.68	9,436.30
10750 · PFC Cash at US BANK	2,686,588.76	1,509,149.51
Total Checking/Savings	9,802,690.53	7,822,037.39
Accounts Receivable	1,187,151.54	559,991.55
Other Current Assets		
10900 · AvSec Fingerprinting Account	1,213.25	1,109.75
11200 · Grants Receivable	126,236.45	426,280.89
11300 · Projects Rec'ble	0.00	7,710.91
11500 · Pre-Paid Expenses	67,655.90	64,125.12
11600 · Prepaid Insurance	34,519.10	22,011.80
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	1,446.00	2,609.08
26200 · Faber Loan	100,000.00	0.00
Total Other Current Assets	2,550,583.89	2,677,802.25
Total Current Assets	13,540,425.96	11,059,831.19
Fixed Assets		
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	7,790,427.56	7,234,835.36
14400 · Studies	1,925,406.96	1,925,406.96
14500 · Allowance for Depreciation	-93,744,367.31	-98,247,447.02
19400 · Construction in Progress	13,986,738.54	77,949,013.89
Total Fixed Assets	127,746,701.99	120,964,495.47
Other Assets		
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	816,882.30	0.00
Total Other Assets	6,366,496.04	7,727,414.82
TOTAL ASSETS	147,653,623.99	139,751,741.48

Missoula County Airport Authority
Balance Sheet Prev Year Comparison
As of April 30, 2023

	<u>Apr 30, 23</u>	<u>Apr 30, 22</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20500 · Accounts Payable	163,952.60	116,505.67
20505 · Accounts Payable- Projects	52,697.54	2,552,012.07
Total Accounts Payable	<u>216,650.14</u>	<u>2,668,517.74</u>
Other Current Liabilities		
20800 · Current Portion of L/T Debt	535,905.68	0.00
2110 · Direct Deposit Liabilities	-1,072.40	0.00
21130 · Misc Deductions Payable	-184.32	0.00
21300 · Valic Payable	-100.00	0.00
21600 · Accrued Vacation/Sick Payable	504,674.62	445,723.43
21930 · FSB Notes Interest Payable	64,600.66	0.00
22140 · Advertising Deferred Revenue	5,000.00	0.00
22150 · Deferred Income	0.00	1,500.00
24000 · Payroll Liabilities	-3,625.83	-6,352.31
Total Other Current Liabilities	<u>1,105,198.41</u>	<u>440,871.12</u>
Total Current Liabilities	<u>1,321,848.55</u>	<u>3,109,388.86</u>
Long Term Liabilities		
20502 · 2022 Note	2,575,279.74	395,500.00
25030 · 2019 Note A	15,316,800.00	13,254,900.00
25035 · 2019 Note B	3,449,097.81	3,525,100.00
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	2,805,972.66	4,147,737.66
26110 · Deferred Pension Inflows	1,290,895.00	118,590.00
26300 · Dererred Lease Inflow GASB 87	5,108,476.56	6,600,729.24
Total Long Term Liabilities	<u>31,814,039.01</u>	<u>30,215,811.16</u>
Total Liabilities	<u>33,135,887.56</u>	<u>33,325,200.02</u>
Equity		
29500 · Unreserved	92,904,579.34	92,486,310.41
29510 · Reserved	2,322,955.79	2,741,224.72
32000 · Retained Earnings	15,109,089.73	158,805.02
Net Income	4,181,111.57	11,040,201.31
Total Equity	<u>114,517,736.43</u>	<u>106,426,541.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>147,653,623.99</u></u>	<u><u>139,751,741.48</u></u>

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

	Jul '22 - Apr 23	Jul '21 - Apr 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
30100 · Signatory Landing Fees	530,025.93	470,206.51	59,819.42	12.72%
30200 · Non Sig Landing Fees	100,561.37	237,289.21	-136,727.84	-57.62%
30210 · Cargo Landing Fees	37,220.62	32,848.84	4,371.78	13.31%
30220 · Charter Landing Fees	0.00	1,443.41	-1,443.41	-100.0%
30300 · Non-Based Landing Fees	111,994.64	70,713.88	41,280.76	58.38%
30400 · Signatory Rent	531,999.90	903,928.70	-371,928.80	-41.15%
30410 · Non-Sig Turn Fees	1,850.00	330,930.00	-329,080.00	-99.44%
30420 · Non-Sig Use Fees	109,746.00	0.00	109,746.00	100.0%
30430 · Signatory Use Fee	625,381.02	0.00	625,381.02	100.0%
30507 · Advertising Income	205,015.00	148,355.00	56,660.00	38.19%
30509 · Ground Handling	794,226.90	777,515.49	16,711.41	2.15%
30600 · FBO Rentals	220,103.70	213,242.50	6,861.20	3.22%
30800 · Fuel Flowage Fees	80,424.82	111,182.65	-30,757.83	-27.66%
30900 · Fuel Farm Leases	3,585.70	3,480.30	105.40	3.03%
31000 · Coffee Concession	9,019.08	87,994.99	-78,975.91	-89.75%
31100 · Restaurant	122,658.21	49,631.97	73,026.24	147.14%
31110 · Liquor Concessions	104,139.12	0.00	104,139.12	100.0%
31200 · Food Truck Concessions	0.00	269.00	-269.00	-100.0%
31300 · Rental Car %	1,662,416.56	1,598,667.10	63,749.46	3.99%
31400 · Rent Car Rent	132,998.00	149,098.00	-16,100.00	-10.8%
31800 · USFS Landing Fees	30,533.76	101,236.62	-70,702.86	-69.84%
31900 · USFS Hangar Rent	207,813.30	206,883.30	930.00	0.45%
32100 · Gift Shop Faber	292,685.99	98,354.04	194,331.95	197.58%
32200 · Travel Agency	4,393.10	5,910.90	-1,517.80	-25.68%
32400 · Parking Lot	2,388,387.08	1,818,919.89	569,467.19	31.31%
32800 · Ag Land Leases	-13,524.42	0.00	-13,524.42	-100.0%
32900 · Non-Aeronautical Ground Rent	293,550.96	234,852.19	58,698.77	24.99%
32910 · Aeronautical Ground Rent	90,275.13	87,203.16	3,071.97	3.52%
33000 · Vending	26,236.12	33,074.46	-6,838.34	-20.68%
33800 · Off Airport Rent Cars	36,166.96	19,289.55	16,877.41	87.5%
34000 · Utilities Reimbursement	30,816.40	26,555.70	4,260.70	16.04%
34200 · Miscellaneous Income	32,109.75	97,823.95	-65,714.20	-67.18%
34300 · Ground Transport	141,023.54	0.00	141,023.54	100.0%
81402 · TSA LEO Reimbursement	80,830.00	98,824.96	-17,994.96	-18.21%
81403 · TSA Checkpoint OTA	11,508.31	5,357.70	6,150.61	114.8%
85100 · Badging Fees Collected	11,139.00	17,140.00	-6,001.00	-35.01%
Total Income	9,047,311.55	8,038,223.97	1,009,087.58	12.55%
Gross Profit	9,047,311.55	8,038,223.97	1,009,087.58	12.55%

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

	Jul '22 - Apr 23	Jul '21 - Apr 22	\$ Change	% Change
Expense				
40100 · Wages	2,952,933.94	2,575,516.98	377,416.96	14.65%
40330 · Overtime Wages	68,038.70	40,759.52	27,279.18	66.93%
40600 · Fringe Benefits Expense	1,039,023.52	984,452.75	54,570.77	5.54%
40800 · Legal Services	11,652.45	3,391.57	8,260.88	243.57%
41200 · Insurance Expense	165,615.90	112,632.20	52,983.70	47.04%
41300 · Accounting Expense	32,500.00	35,006.00	-2,506.00	-7.16%
41400 · Phone Charges	34,522.75	39,504.66	-4,981.91	-12.61%
41600 · Phone R&M	0.00	47.99	-47.99	-100.0%
41800 · Communication R&M	27,115.59	22,138.04	4,977.55	22.48%
42000 · Office Supplies	38,185.27	27,674.68	10,510.59	37.98%
42100 · Computer Equipment Expense	23,279.33	25,370.28	-2,090.95	-8.24%
42200 · Electricity/Gas Expense	374,985.67	279,494.53	95,491.14	34.17%
42400 · Water Expense	48,612.08	56,714.99	-8,102.91	-14.29%
42500 · Sewer Expense	34,316.88	37,340.72	-3,023.84	-8.1%
42600 · Disposal Expense	30,177.29	40,994.31	-10,817.02	-26.39%
42800 · Disposal-Industrial	-304.07	-1,874.80	1,570.73	83.78%
43000 · Petroleum Products Expense	95,956.00	88,958.77	6,997.23	7.87%
43400 · Vehicle R&M	92,051.44	78,263.87	13,787.57	17.62%
43600 · Equipment Rental	7,748.20	742.11	7,006.09	944.08%
43800 · Tools/Equipment	33,927.95	26,164.76	7,763.19	29.67%
44000 · Landscaping Expense	1,085.47	1,819.49	-734.02	-40.34%
44100 · Custodial Services	397,735.00	180,198.00	217,537.00	120.72%
44200 · Contracted Maintenance	170,836.64	192,853.20	-22,016.56	-11.42%
44302 · Jet Bridge R&M	3,974.22	33,255.04	-29,280.82	-88.05%
44400 · Electric Maintenance	7,088.97	9,319.42	-2,230.45	-23.93%
44600 · Plumbing Expense	3,677.27	3,442.71	234.56	6.81%
44800 · Mechanical/Supplies	23,171.33	17,467.32	5,704.01	32.66%
45000 · Building General R&M	16,384.47	12,186.41	4,198.06	34.45%
45104 · Rent Car R&M	46,428.66	16,646.69	29,781.97	178.91%
45106 · USFS Hangar R&M	15,645.16	5,219.75	10,425.41	199.73%
45203 · Airfield Maintenance	56,619.03	8,766.12	47,852.91	545.89%
45400 · Landside Maintenance	36,584.53	11,831.88	24,752.65	209.2%
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	262,214.64	243,545.78	18,668.86	7.67%
46000 · Custodial Supplies	47,591.02	51,087.87	-3,496.85	-6.85%
46400 · Uniform Expense	61,585.37	19,924.98	41,660.39	209.09%
46600 · Employee Training Expense	48,976.91	46,793.42	2,183.49	4.67%
46800 · Travel Expense	53,743.94	50,510.72	3,233.22	6.4%
47000 · Memberships	38,102.51	11,125.95	26,976.56	242.47%
47200 · Safety Supplies/Equipment	27,813.22	13,739.78	14,073.44	102.43%
47303 · Wildlife Mitigation	4,203.85	3,265.41	938.44	28.74%
47400 · Meals & PR	21,356.51	17,578.10	3,778.41	21.5%
47501 · Marketing	129,515.55	136,105.49	-6,589.94	-4.84%
47506 · Air Service Incentives	12,022.20	4,447.16	7,575.04	170.33%
47600 · Consultants Expense	41,421.04	18,406.23	23,014.81	125.04%
47605 · Landing Fee Commission Expense	20,226.94	0.00	20,226.94	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	5,002.51	-5,002.51	-100.0%
49100 · Fingerprint/STA Charges	5,726.00	7,151.50	-1,425.50	-19.93%
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	1,379.97	-762.14	2,142.11	281.07%
80611 · BANK Charges	2,497.38	3,360.35	-862.97	-25.68%
80615 · Pass through	0.00	0.00	0.00	0.0%
80625 · TPA – EE benefits and Payroll	2,500.00	0.00	2,500.00	100.0%
80650 · Finance Charges	781.98	0.00	781.98	100.0%
Total Expense	6,684,276.42	5,607,603.55	1,076,672.87	19.2%
Net Ordinary Income	2,363,035.13	2,430,620.42	-67,585.29	-2.78%

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

	Jul '22 - Apr 23	Jul '21 - Apr 22	\$ Change	% Change
Other Income/Expense				
Other Income				
31500 · CFCs	792,100.00	668,620.00	123,480.00	18.47%
70200 · Interest Income-Unrestricted	32,329.21	4,273.02	28,056.19	656.59%
70400 · Project Restricted Interest	256.88	126.82	130.06	102.56%
70600 · Interest on land sale	0.00	455,717.74	-455,717.74	-100.0%
80520 · Gain on disposal of asset	19,000.00	0.00	19,000.00	100.0%
80550 · Insurance Settlement	3,100.00	0.00	3,100.00	100.0%
89010 · Federal Programs				
89000 · Airport Improvement Grants	4,720,596.96	2,009,768.84	2,710,828.12	134.88%
89100 · TSA OTA contribution	183,705.49	1,039,023.81	-855,318.32	-82.32%
89200 · CARES	588,161.09	1,216,255.67	-628,094.58	-51.64%
89204 · CRRSA Revenues	1,016,148.98	2,280,117.02	-1,263,968.04	-55.43%
89205 · ARPA funds	0.00	5,375,923.00	-5,375,923.00	-100.0%
89500 · PFC Contributions	1,396,667.91	1,148,310.02	248,357.89	21.63%
89010 · Federal Programs - Other	70,800.00	0.00	70,800.00	100.0%
Total 89010 · Federal Programs	7,976,080.43	13,069,398.36	-5,093,317.93	-38.97%
89400 · Capital Contributions				
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%
Total 89400 · Capital Contributions	247,562.86	0.00	247,562.86	100.0%
Total Other Income	9,070,429.38	14,198,135.94	-5,127,706.56	-36.12%
Other Expense				
80140 · Note 2019A Interest Expense	499,318.06	339,075.19	160,242.87	47.26%
80145 · Note 2019 B Interest Expense	88,182.13	68,883.56	19,298.57	28.02%
80150 · Note 2022 Interest Expense	74,862.49	0.00	74,862.49	100.0%
80300 · Depreciation	6,589,990.26	4,877,596.01	1,712,394.25	35.11%
80400 · Cost of Issuance	0.00	95,500.00	-95,500.00	-100.0%
80500 · Loss on Disposal of Assets	0.00	207,500.29	-207,500.29	-100.0%
Total Other Expense	7,252,352.94	5,588,555.05	1,663,797.89	29.77%
Net Other Income	1,818,076.44	8,609,580.89	-6,791,504.45	-78.88%
Net Income	<u>4,181,111.57</u>	<u>11,040,201.31</u>	<u>-6,859,089.74</u>	<u>-62.13%</u>

Missoula County Airport Authority
Profit & Loss Budget Performance
April 2023

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget	
Ordinary Income/Expense						
Income						
30100 · Signatory Landing Fees	43,271.51	49,449.17	530,025.93	494,491.66	593,390.00	89%
30200 · Non Sig Landing Fees	7,383.51	16,723.00	100,561.37	167,230.00	200,676.00	50%
30210 · Cargo Landing Fees	3,840.59	3,666.25	37,220.62	36,662.50	43,995.00	85%
30220 · Charter Landing Fees	0.00	682.00	0.00	6,820.00	8,184.00	0%
30300 · Non-Based Landing Fees	6,673.68	2,273.33	111,994.64	22,733.34	27,280.00	411%
30400 · Signatory Rent	53,199.99	53,200.00	531,999.90	532,000.00	638,400.00	83%
30410 · Non-Sig Turn Fees	0.00	0.00	1,850.00	0.00	0.00	
30420 · Non-Sig Use Fees	6,874.40	22,533.34	109,746.00	225,333.40	270,400.00	41%
30430 · Signatory Use Fee	49,135.68	38,882.66	625,381.02	388,826.60	466,592.00	134%
30507 · Advertising Income	17,103.00	12,291.67	205,015.00	122,916.66	147,500.00	139%
30509 · Ground Handling	42,033.90	32,880.00	794,226.90	685,456.00	783,496.00	101%
30600 · FBO Rentals	21,773.79	21,665.00	220,103.70	216,650.00	260,000.00	85%
30800 · Fuel Flowage Fees	1,178.85	5,835.00	80,424.82	58,350.00	70,000.00	115%
30900 · Fuel Farm Leases	358.57	335.00	3,585.70	3,350.00	4,000.00	90%
31000 · Coffee Concession	776.79	4,755.00	9,019.08	70,008.00	86,507.00	10%
31100 · Restaurant	10,713.75	9,577.00	122,658.21	141,008.00	174,238.00	70%
31110 · Liquor Concessions	9,857.25		104,139.12			
31300 · Rental Car %	73,307.41	54,595.00	1,662,416.56	1,399,589.00	1,652,123.00	101%
31400 · Rent Car Rent	13,299.80	8,750.00	132,998.00	87,500.00	105,000.00	127%
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	207,813.30	200,000.00	240,000.00	87%
32100 · Gift Shop Faber	18,909.63	24,192.00	292,685.99	356,194.00	440,137.00	66%
32200 · Travel Agency	439.31	592.00	4,393.10	5,920.00	7,100.00	62%
32400 · Parking Lot	250,000.00	208,278.00	2,388,387.08	1,760,862.00	2,235,180.00	107%
32800 · Ag Land Leases	0.00	1,125.00	-13,524.42	11,250.00	13,500.00	-100%
32900 · Non-Aeronautical Ground Rent	26,686.60	29,167.00	293,550.96	291,670.00	350,000.00	84%
32910 · Aeronautical Ground Rent	9,848.79	3,750.00	90,275.13	37,500.00	45,000.00	201%
33000 · Vending	1,395.06	4,855.00	26,236.12	48,550.00	58,259.00	45%
33800 · Off Airport Rent Cars	736.12	1,917.00	36,166.96	21,583.00	30,010.00	121%
34000 · Utilities Reimbursement	3,310.69	2,600.00	30,816.40	26,000.00	31,200.00	99%
34200 · Miscellaneous Income	1,144.00	6,317.00	32,109.75	63,170.00	75,801.00	42%
34300 · Ground Transport	4,732.83		141,023.54	0.00	0.00	
81402 · TSA LEO Reimbursement	0.00	8,916.67	80,830.00	89,166.66	107,000.00	76%
81403 · TSA Checkpoint OTA	0.00		11,508.31			
85100 · Badging Fees Collected	1,400.00		11,139.00			
Total Income	700,172.74	649,803.09	9,047,311.55	7,595,590.82	9,189,768.00	98%
Gross Profit	700,172.74	649,803.09	9,047,311.55	7,595,590.82	9,189,768.00	

Missoula County Airport Authority
Profit & Loss Budget Performance
April 2023

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget	
Expense						
40100 · Wages	276,395.30	358,242.00	2,952,933.94	2,789,862.00	3,307,434.00	89%
40330 · Overtime Wages	2,112.11	10,038.00	68,038.70	73,620.00	87,006.00	78%
40600 · Fringe Benefits Expense	105,458.96	146,576.00	1,039,023.52	1,102,975.00	1,305,338.00	80%
40800 · Legal Services	107.00	1,250.00	11,652.45	12,500.00	15,000.00	78%
41200 · Insurance Expense	17,259.57	12,500.00	165,615.90	125,000.00	150,000.00	110%
41300 · Accounting Expense	0.00	3,750.00	32,500.00	37,500.00	45,000.00	72%
41400 · Phone Charges	3,374.71	3,680.83	34,522.75	36,808.34	44,170.00	78%
41600 · Phone R&M	0.00	25.00	0.00	250.00	300.00	0%
41800 · Communication R&M	125.85	2,311.25	27,115.59	23,112.50	27,735.00	98%
42000 · Office Supplies	2,004.72	3,458.92	38,185.27	34,589.16	41,507.00	92%
42100 · Computer Equipment Expense	545.86	2,000.00	23,279.33	20,000.00	24,000.00	97%
42200 · Electricity/Gas Expense	34,222.11	33,946.66	374,985.67	339,466.68	407,360.00	92%
42400 · Water Expense	3,894.64	6,945.16	48,612.08	69,451.68	83,342.00	58%
42500 · Sewer Expense	2,067.25	4,766.42	34,316.88	47,664.16	57,197.00	60%
42600 · Disposal Expense	-2,142.27	4,269.84	30,177.29	42,698.32	51,238.00	59%
42800 · Disposal-Industrial	-260.00	622.92	-304.07	6,229.16	7,475.00	-4%
43000 · Petroleum Products Expense	3,692.57	6,889.25	95,956.00	68,892.50	82,671.00	116%
43400 · Vehicle R&M	6,163.65	8,054.99	92,051.44	80,550.02	96,660.00	95%
43600 · Equipment Rental	0.00	218.76	7,748.20	2,187.48	2,625.00	295%
43800 · Tools/Equipment	761.57	5,813.84	33,927.95	58,138.32	69,766.00	49%
44000 · Landscaping Expense	0.00	450.00	1,085.47	4,500.00	5,400.00	20%
44100 · Custodial Services	44,845.00	40,175.00	397,735.00	401,750.00	482,100.00	83%
44200 · Contracted Maintenance	22,411.97	26,275.16	170,836.64	262,751.68	315,302.00	54%
44302 · Jet Bridge R&M	40.04	966.67	3,974.22	9,666.66	11,600.00	34%
44400 · Electric Maintenance	689.90	516.67	7,088.97	5,166.66	6,200.00	114%
44600 · Plumbing Expense	50.50	420.01	3,677.27	4,199.98	5,040.00	73%
44800 · Mechanical/Supplies	564.45	1,366.67	23,171.33	13,666.66	16,400.00	141%
45000 · Building General R&M	1,773.83	1,556.25	16,384.47	15,562.50	18,675.00	88%
45104 · Rent Car R&M	9,124.33	800.00	46,428.66	8,000.00	9,600.00	484%
45106 · USFS Hangar R&M	1,792.73	341.67	15,645.16	3,416.66	4,100.00	382%
45203 · Airfield Maintenance	8,850.78	5,048.75	56,619.03	50,487.50	60,585.00	93%
45400 · Landside Maintenance	1,201.00	2,077.08	36,584.53	20,770.84	24,925.00	147%
45600 · Airfield Lighting R&M	0.00	1,325.00	10,292.05	13,250.00	15,900.00	65%
45703 · Fog Abatement	0.00	353.33	391.00	3,533.34	4,240.00	9%
45800 · Snow & Ice Removal	10,079.17	22,941.26	262,214.64	229,412.48	275,295.00	95%
46000 · Custodial Supplies	2,179.06	5,112.91	47,591.02	51,129.18	61,355.00	78%
46400 · Uniform Expense	2,175.73	3,567.08	61,585.37	35,670.84	42,805.00	144%
46600 · Employee Training Expense	7,600.86	7,309.16	48,976.91	73,091.68	87,710.00	56%
46800 · Travel Expense	10,488.92	6,629.16	53,743.94	66,291.68	79,550.00	68%
47000 · Memberships	71.50	2,031.41	38,102.51	20,314.18	24,377.00	156%
47200 · Safety Supplies/Equipment	2,792.15	3,863.58	27,813.22	38,635.84	46,363.00	60%
47303 · Wildlife Mitigation	2,519.78	666.67	4,203.85	6,666.66	8,000.00	53%
47400 · Meals & PR	1,718.77	1,862.50	21,356.51	18,625.00	22,350.00	96%
47501 · Marketing	12,504.70	12,916.67	129,515.55	129,166.66	155,000.00	84%
47506 · Air Service Incentives	0.00		12,022.20			
47600 · Consultants Expense	2,662.10	5,454.17	41,421.04	54,541.66	65,450.00	63%
47605 · Landing Fee Commission Expense	1,334.74		20,226.94			
47707 · Display Expenses	0.00	145.83	2,323.20	1,458.34	1,750.00	133%
47717 · VIC Expenses	0.00	125.00	41.45	1,250.00	1,500.00	3%
49100 · Fingerprint/STA Charges	-100.00		5,726.00			
66900 · Reconciliation Discrepancies	0.00		0.05			
80600 · Miscellaneous Expense	27.00	104.16	1,379.97	1,041.68	1,250.00	110%
80611 · BANK Charges	131.83	250.00	2,497.38	2,500.00	3,000.00	83%
80615 · Pass through	0.00		0.00			
80625 · TPA – EE benefits and Payroll	2,500.00		2,500.00			
80650 · Finance Charges	251.98		781.98			
Total Expense	606,066.42	770,011.66	6,684,276.42	6,518,013.68	7,761,646.00	86%
Net Ordinary Income	94,106.32	-120,208.57	2,363,035.13	1,077,577.14	1,428,122.00	

Missoula County Airport Authority
Profit & Loss Budget Performance
April 2023

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
Other Income/Expense					
Other Income					
31500 · CFCs	51,512.00	61,750.00	792,100.00	617,500.00	741,000.00
70200 · Interest Income-Unrestricted	4,709.71	833.00	32,329.21	8,330.00	10,000.00
70400 · Project Restricted Interest	49.66		256.88		
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	31,750.44	0.00	4,720,596.96	4,688,846.52	4,688,846.52
89100 · TSA OTA contribution	0.00		183,705.49	1,271.09	1,271.09
89200 · CARES	471,035.11	0.00	588,161.09	0.00	1,225,000.00
89204 · CRRSA Revenues	838,898.98		1,016,148.98		
89500 · PFC Contributions	149,435.39	128,560.00	1,396,667.91	1,258,582.14	1,544,562.14
89010 · Federal Programs - Other	0.00		70,800.00		
Total 89010 · Federal Programs	1,491,119.92	128,560.00	7,976,080.43	5,948,699.75	7,459,679.75
89400 · Capital Contributions					
88500 · Contributed Capital	0.00		26,998.14		
89103 · State Grants	0.00		220,564.72		
Total 89400 · Capital Contributions	0.00		247,562.86		
Total Other Income	1,547,391.29	191,143.00	9,070,429.38	6,574,529.75	8,210,679.75
Other Expense					
80140 · Note 2019A Interest Expense	50,910.93		499,318.06	145,859.75	145,859.75
80145 · Note 2019 B Interest Expense	8,746.60		88,182.13	28,317.00	28,317.00
80150 · Note 2022 Interest Expense	8,322.17		74,862.49	18,568.15	18,568.15
80300 · Depreciation	698,452.98	0.00	6,589,990.26	5,891,537.22	5,891,537.22
Total Other Expense	766,432.68	0.00	7,252,352.94	6,084,282.12	6,084,282.12
Net Other Income	780,958.61	191,143.00	1,818,076.44	490,247.63	2,126,397.63
Net Income	875,064.93	70,934.43	4,181,111.57	1,567,824.77	3,554,519.63

MISSOULA COUNTY AIRPORT AUTHORITY
STATEMENT OF CASH FLOW
For the Month Ended April 30, 2023

	<u>30-Apr</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash received from customers	\$ 676,409
Cash paid to suppliers	(218,504)
Cash paid to employees and employee benefits	<u>(392,545)</u>
Net cash flows from operating activities	<u>65,360</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Payments for capital assets	(565,566)
Principal payments on long-term debt	(130,932)
Federal contributions (\$688,551 in AIP and \$126,013 in OTA-BHS)	395,100
Subsequent collections of capital contributions	8,312
State grants	<u>90,612</u>
Net cash flows from capital and related financing activities	<u>(404,471)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
CARES & CRRSA contributions	1,309,934
Customer facility charges	51,512
Passenger facility charges	<u>149,435</u>
Net cash flows from noncapital financing activities	<u>1,510,881</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest and investment revenue	<u>4,759</u>
Net cash flows from investing activities	<u>4,759</u>
Net change in cash and investments	1,176,530
Cash and investments, beginning of January, 2023	<u>8,626,161</u>
Cash and investments, end of year	<u>\$ 9,802,691</u>

	<u>30-Apr</u>
RECONCILIATION OF INCOME FROM OPERATIONS TO NET CASH FLOWS FROM OPERATING ACTIVITIES	
Income from operations	\$ <u>94,106</u>
Adjustments to reconcile loss from operations to net cash flows from operating activities:	
Change in receivables and other assets	(21,263)
Change in prepaid expenses	22,680
Change in unearned revenue, advance payment, and deferred inflows	(2,500)
Change in accounts payable and accrued expenses	<u>(27,663)</u>
Total adjustments	<u>(28,746)</u>
Net cash flows from operating activities	<u>\$ 65,360</u>

MISSOULA COUNTY AIRPORT AUTHORITY
OPERATING REVENUES & OPERATING EXPENSES % OF GROSS
For the Period Ended April 30, 2023 and 2022

	Jul 22 - April 23	Jul 21 - April 22	Jul 22 - April 23 % of Gross	Jul 21 - April 22 % of Gross	Change
Passenger Airline Aeronautical Revenue:					
Passenger airline landing fees	\$ 630,587	\$ 707,496	7%	9%	-2%
Terminal arrival fees, rents and utilities	1,268,977	1,234,859	14%	15%	-1%
Total	1,899,564	1,942,354	21%	24%	-3%
Non-Passenger Aeronautical Revenue:					
Landing Fees from Cargo	37,221	32,849	0%	0%	0%
Landing Fees GA & Military	142,528	173,394	2%	2%	-1%
FBO revenue; contract or sponsor-operated	223,689	216,723	2%	3%	0%
Cargo and hangar rentals	298,088	294,086	3%	4%	0%
Fuel sales net profit/loss or fuel flowage fees	80,425	111,183	1%	1%	0%
Security Reimbursements from Fed govt.	92,338	104,183	1%	1%	0%
Other non-passenger operating revenue (ground handling)	794,227	777,515	9%	10%	-1%
Total	1,668,517	1,709,933	18%	21%	-3%
Non-Aeronautical Revenue:					
Land and non-terminal facility leases and revenues	280,027	234,852	3%	3%	0%
Terminal-food and beverage	235,816	137,896	3%	2%	1%
Terminal-retail stores & duty free	292,686	98,354	3%	1%	2%
Terminal-services and other	235,644	187,340	3%	2%	0%
Rental cars-excludes customer facility charges	1,831,582	1,767,055	20%	22%	-2%
Parking	2,388,387	1,818,920	26%	23%	4%
Other	74,065	102,334	1%	1%	0%
Ground transportation	141,024	39,186	2%	0%	1%
Total	5,479,230	4,385,937	61%	55%	6%
Total Operating Revenue	<u>\$ 9,047,312</u>	<u>\$ 8,038,224</u>	<u>100%</u>	<u>100%</u>	

	Jul 22 - April 23	Jul 21 - April 22	Jul 22 - April 23 % of Gross	Jul 21 - April 22 % of Gross	Change
Personnel compensation and benefits	\$ 4,063,278	\$ 3,605,732	60.79%	64.30%	-4%
Communications and utilities	522,311	452,174	7.81%	8.06%	0%
Supplies and materials	975,209	740,649	14.59%	13.21%	1%
Contractual services	957,863	696,416	14.33%	12.42%	2%
Insurance, claims and settlements	165,616	112,632	2.48%	2.01%	0%
Total Operating Expenses	<u>\$ 6,684,276</u>	<u>\$ 5,607,604</u>	<u>100%</u>	<u>100%</u>	

MISSOULA COUNTY AIRPORT AUTHORITY
LONG-TERM DEBT
For the Month Ended April 30, 2023

2023	Balance June 30, 2022	Proceeds from Borrowing	Payments	Balance April 30, 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	(627,586)	3,449,098
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>\$ (627,806)</u>	<u>\$ 21,341,178</u>

Note payable activity for the month ended April 30, 2023:	Amount
Proceeds from Borrowing	\$ -
Payments	\$ 130,932

Current estimated debt service payment; payable July 1, 2023	Principal	Interest	Total
Note payable to First Security Bank of Missoula - series 2019A	\$ -	\$ 152,733	\$ 152,733
Note payable to First Security Bank of Missoula - series 2019B	131,596	26,240	157,836
Note payable to First Security Bank of Missoula - series 2022	<u>-</u>	<u>24,967</u>	<u>24,967</u>
	<u>\$ 131,596</u>	<u>\$ 203,939</u>	<u>\$ 335,535</u>



**Director's Report
May 30, 2023**

Director's Statement: April passenger enplanements surpassed last year with a 1.89% 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: This has been a very busy month as we come off hosting an air service conference last week. 9 airlines with 14 airline representatives along with 20 airports across the country were in Missoula last week. Ailevon Pacific, Quotient Group and all the attendee's commented this was the best one to date and will be hard to beat. It was followed up by a presentation by Greg Atkin from Ailevon Pacific to Destination Missoula, Glacier Country, MEP, and several of you in attendance. I will forward the presentation for all of you to see. Next month Greg and I will be in Milwaukee, WI to attend air service meetings where we will pitch proposals to numerous airlines. Currently we have 7 meetings lined up with existing and potential new entrants. Later in the fall we will once again host our Montana Rendezvous where all the state airports come together and have one-on-one meetings with our airline partners.

Our summer schedule is almost upon us, we will go from approximately 1,100 daily departure seats to about 2,200 on average during our peak summer period. Because of our Allegiant schedule on Mondays and Fridays we will peak with over 2,700 departing seats on those days.

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. Hopefully they have a deal by the time of our Board meeting so we can gain some certainly! Staff continues 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 and deice pad expansion have started and are going well. 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 numerous basement walls already completed. Tim will show updated pictures and give an overview of our progress at our meeting.

Master Plan: Master Plan meetings continue behind the scenes; 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.

Board Agenda: I believe that I mentioned that we had a long Board meeting agenda last month, sorry this one is even longer!

- Award of Audit Request for Proposals, you may recall that several audit firms are getting out of the governmental accounting function. Will and Lynn worked long and hard to find a couple of firms to submit. They were able to get two to submit and we would like to make an award.
- MCAA Resolution Setting Ground Rent for Aviation Leases, this is something we look at annually and have a recommended general aviation adjustment for you to consider.
- MCAA Organizational Chart, with all the growth and leadership changes within our organization we thought we would formalize our structure as we move forward.
- Fiscal Year 2024 Budget, it's that time of year again! The Finance Committee has reviewed, Will and staff are looking forward to explaining and answering any questions you may have.
- Authorizing Filing Application to Impose Passenger Facility Charges, our current application was very narrow and focused on phase 1, this will give us added flexibility for phase 2 & potential expansion in the future.
- Amendment to International Association of Firefighters Agreement, staff would like to clean up some contract language as it relates to future wage increases.
- Assignment of Avis On-Airport Rental Car Concession and Lease Agreement, our local Avis concessionaire would like to be bought out by Avis Corporate. It was nice having local ownership but with our growth this will give them capital to bring in additional cars for our summer peak.
- Terminal Ramp Expansion, this is design work so we can have a 4th mainline aircraft parking space on the B Concourse, it is currently sized for a regional size aircraft so we would like additional aircraft flexibility as fleet sizes continue to grow.
- Resolution Authorizing the Waiving of Fees for Air Carriers for New Markets, we need to be fair and equitable for all carriers, this creates an even playing field for all carriers.
- Extension to Professional Services Agreement with Quotient Group, we have come to an end to our current agreement, we are proposing to extend it for another five years.
- Award of IT Services Request for Proposals, Lynn and staff continue to be busy issuing RFP's, one more for your consideration!
- Pre-approval to accept FAA grants, we will have three coming our way shortly. This will allow us to accept instead of calling for a special Board meeting.

Miscellaneous Items: Our triannual airport disaster drill took place on May 5th, with great participation by volunteers and mutual aid. The comments that I heard were that this was one of our best, great job by Jesse and Justin along with all our staff.

On May 9th, I spoke to both the Missoula Reserve Street Working Group and afternoon Rotary, both great groups as we brought them up to date on our terminal project.

Last week Delta Air Line property representatives also came into town to tour our new terminal, they had great things to say and are looking forward to our next phase.

**Missoula County Airport Authority
Finance Committee Meeting
Tuesday, April 25, 2023
2:30 pm, Johnson Bell Conference Room**

THOSE PRESENT

BOARD: Chair Larry Anderson
Vice Chair Winton Kemmis
Secretary/Treasurer Deb Poteet
Commissioner Shane Stack
Commissioner Matthew Doucette via conference call
Honorary Commissioner Jack Meyer

STAFF: Director Brian Ellestad
Deputy Director Tim Damrow
Director of Finance and Administration Will Parnell
Administrative Manager Lynn Fagan

Chair Larry Anderson called the meeting to order.

Organizational Chart update

Administrative Manager Lynn Fagan explained that it has been quite some time since the Board approved an organizational chart. As part of the budgeting process, staff reviewed and updated the Organizational Chart. Lynn stated things to note on the update include the addition of a Human Resources Specialist, moving the Receptionist and Accounting Clerk positions from reporting to the Administrative Manager to reporting to the Director of Finance, changing the title of the Administrative Manager to Legal, Contracts and Procurement, adding another Operations Technician position and adding a Public Safety Officer position.

Lynn then explained that staff had conducted compensation research in order to ensure that MCAA's compensation remained competitive. Lynn presented the results of the study and updated salary ranges for non-union positions.

Motion: Commissioner Shane Stack moved to accept the Proposed Organizational Chart as presented.

Second: Secretary/Treasurer Deb Poteet

Vote: Motion Passed Unanimously

Fiscal Year 2024 Budget

Director of Finance and Administration Will Parnell then reviewed the Fiscal Year 2024 budget with the committee, including the operating budget, terminal rental rate calculation, landing fee rate calculation, revenue bond coverage and capital equipment and projects.

Commissioner Matthew Doucette asked Will where he identified any risk. Will responded that the main risk was passenger numbers dropping due to a macro-economic event such as a pandemic.

Chair Larry Anderson asked if staff would like a seconded motion on the budget to go to the Board. Administrative Manager Lynn Fagan stated that the committee had, in the past, decided

not to present seconded motions on the budget in order to ensure full discussion at the Board level.

Amendment to IAFF agreement

Administrative Manager Lynn Fagan explained that the union agreement approved with the Public Safety Officers last year contained a provision that stated wages for Fiscal Years 24 and 25 would increase by 3% of $\frac{1}{2}$ of the Current Consumer Price Index (CPI), whichever is higher. The union and staff disagreed on how to calculate the CPI, so met several times to negotiate the issue. The compromise that was reached included adding a clear definition of Current CPI, including a calculation example, and changing the FY2026 wage from a 2 $\frac{1}{2}$ % increase to a 3% increase. The change will result in a wage increase for FY24 of 3.2%.

Motion: Commissioner Shane Stack moved to approve the Memo of Understanding with the International Association of Firefighters.

Second: Commissioner Matthew Doucette

Vote: Motion Passed Unanimously

Resolution regarding Incentives for New Airline Service

Airport Director Brian Ellestad explained that he would like to get a new air service incentive plan in place and presented MCAA Resolution No. 2023-2. The new incentive plan applies to new markets from existing air carriers or for a new airline entrant and provides waivers or fee credits for landing and terminal fees as well as credit for ground handling services.

Chair Larry Anderson stated that there being no further business, the meeting was adjourned.

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 30, 2023

1. **TITLE:** Award of Audit Request for Proposals

Review, discussion and possible award of Audit proposal to Moss Adams.

ACTION ITEM

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** MCAA has been using Anderson Zurmuehlen for its audit services for the last few years and the contract expired upon completion of the Fiscal Year 2022 audit. Staff published a Request for Qualifications for Financial Audit Services on January 4, 2023. Proposals were due February 3, 2023. Unfortunately, we did not receive any responses. Anderson Zurmuehlen, now Pinion, is no longer providing audit services for government entities. Subsequent to the proposal deadline, staff reached out to the vendors who are authorized to perform government audits in Montana but none of them were able to take on the work. After reaching out to numerous accounting firms, we finally received two proposals. One from Moss Adams and one from Forvis. Both firms are fully qualified and have relevant experience auditing large airports as well as airports similar in size to MSO. The proposals were reviewed by Will Parnell, Lynn Fagan and Tim Damrow. The review committee determined that Moss Adams proposal was the most advantageous for MSO.

5. **BUDGET INFORMATION:** Amount required: \$73,000
Budget amount available: \$-

6. **SUPPLEMENTAL AGENDA INFORMATION:**

7. **RECOMMENDED MOTION:** Move to award auditing proposal to Moss Adams.

8. **PREPARED BY:** Lynn Fagan

9. **COMMITTEE REVIEW:** None

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 30, 2023

1. **TITLE:** Resolution No. 2023-02 Resolution Setting Ground Rent for Aviation Leases at the Missoula Montana Airport

Review, discussion, and possible approval of a Resolution increasing ground rent for the aviation leases on airport from \$0.17 per square foot to \$0.175 per square foot.

ACTION ITEM

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** Missoula Airport manages aviation ground rent based on a Board resolution system. This ensures consistency in ground rents on airport in compliance with FAA regulations and provides the lessees an opportunity to address the Board on rent increases. The last increase was in 2022. This Resolution increases the ground rent by half of a cent per square foot - from \$0.17 to \$0.175 per square foot.

Airport land rates in the state's commercial service airports range from \$0.14 per square foot (Great Falls) to \$0.41 per square foot (Kalispell) so we are still at the lower end. Rates at small general aviation airports in the state generally range from \$0.04 per square foot to \$0.22 per square foot. For example, Polson rates range from \$0.18 to .22 per square foot; Seeley Lake charges .1125 per square foot; Hamilton charges \$0.12 per square foot and Stevensville charges \$0.06 per square foot.

5. **BUDGET INFORMATION:** Increase in revenue of approximately \$10,000/year
Included in budget
6. **SUPPLEMENTAL AGENDA INFORMATION:** Resolution 2022-02 attached
7. **RECOMMENDED MOTION:** Move to approve Resolution No. 2023-02 setting ground rent for aviation leases on airport at \$0.175 per square foot.
8. **PREPARED BY:** Lynn Fagan
9. **COMMITTEE REVIEW:** None

MISSOULA COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 2023-02

RESOLUTION SETTING GROUND RENT FOR AVIATION LEASES
AT THE MISSOULA MONTANA AIRPORT
(RATE RESOLUTION)

RECITALS

1. The Missoula County Airport Authority (the "AUTHORITY") operates the Missoula Montana Airport (the "Airport") pursuant to Title 67, Chapter 11, Montana Code Annotated;
2. The AUTHORITY is charged with the obligation to operate, maintain and develop the Airport as a public facility for the accommodation of air commerce;
3. The AUTHORITY is authorized by § 67-11-202, Montana Code Annotated to adopt, amend and repeal reasonable resolutions, rules, and orders which are necessary for the management, government and use of the Airport;
4. The AUTHORITY has an obligation to make the Airport available to all types, kinds and classes of aeronautical activity;
5. The AUTHORITY has entered into lease agreements with providers of aeronautical services that allow the AUTHORITY to adjust the ground rent from time to time, but not more frequently than annually, to the rate specified per square foot per year by Resolution;

NOW THEREFORE, BE IT RESOLVED that effective July 1, 2023, ground rent for all aviation leases with a rate increase provision shall be \$.175 per square foot. This ground rental rate shall be effective until such a time as a new Rate Resolution is passed by the AUTHORITY.

ADOPTED BY THE MISSOULA COUNTY AIRPORT AUTHORITY BOARD OF COMMISSIONERS this 30th day of May 2023.

MISSOULA COUNTY AIRPORT AUTHORITY

ATTEST:

Chair Larry Anderson

Vice Chair Winton Kemmis

APPROVED AS TO FORM AND CONTENT

Carolynn Fagan, Legal Counsel

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 30, 2023

1. **TITLE:** MCAA Organizational Chart

Review, discussion, and possible approval of updated Organizational Chart.

ACTION ITEM

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** It has been quite some time since the Board approved an organizational chart. As part of the budgeting process, staff reviewed and updated the Organizational Chart. Changes to note on the update include the addition of a Human Resources Specialist, moving the Receptionist and Accounting Clerk positions from reporting to the Administrative Manager to reporting to the Director of Finance, changing the title of the Administrative Manager to Legal, Contracts and Procurement, adding another Operations Technician position and adding a Public Safety Officer position. In conjunction with this review, staff conducted compensation research in order to ensure that MCAA's compensation remained competitive and also updated the salary ranges for non-union positions. The salary changes are included in the FY24 budget.

5. **BUDGET INFORMATION:** Personnel changes are accounted for in the FY24 budget

6. **SUPPLEMENTAL AGENDA INFORMATION:** Current and Proposed Organizational Chart

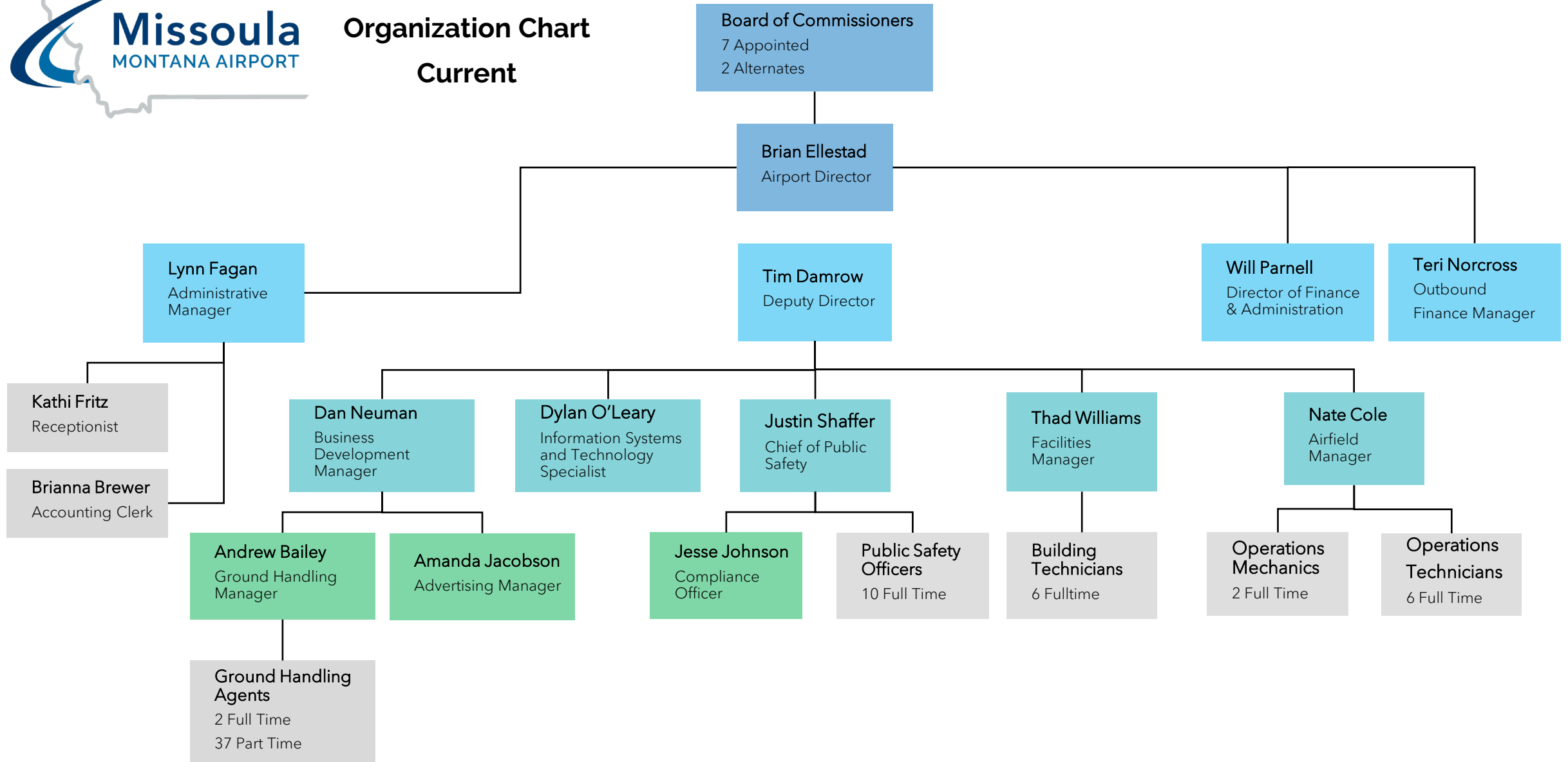
7. **RECOMMENDED MOTION:** Seconded Motion from the Finance Committee - Moved to approve the Proposed Organizational Chart as presented.

8. **PREPARED BY:** Lynn Fagan

9. **COMMITTEE REVIEW:** None

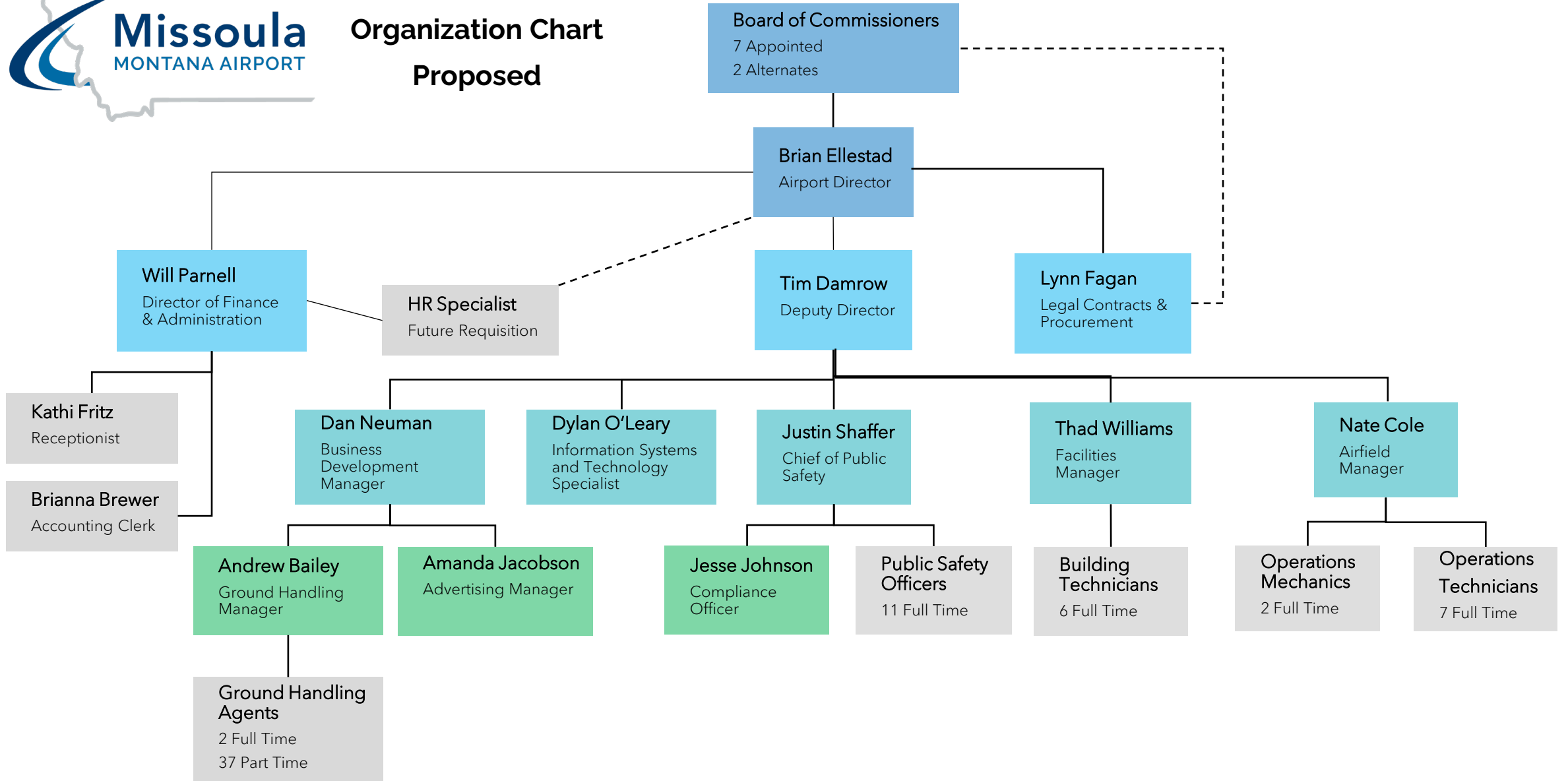


Organization Chart Current





Organization Chart Proposed



**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: May 30, 2023

1. **TITLE:** Approval of the Missoula County Airport Authority Budget for fiscal year 2024.
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 15 minutes
4. **BACKGROUND INFORMATION:** The draft budget for the Missoula County Airport Authority fiscal year 2024 is attached. The budget model is used for the budgeting of operating revenues and expenses based on best estimates of the airport staff. It is also used to calculate the terminal rental rates, use fees, and landing fees charged to the air carriers for the upcoming year. There is no proposed rate increase for airlines in rent or landing fees.
5. **BUDGET INFORMATION:**
Amount Required: \$ N/A
Budget amount available: \$
6. **SUPPLEMENTAL AGENDA INFORMATION:** The finance committee met on April 25, 2023, to review the draft budget. The draft budget was sent to signatory carriers on April 4, 2023. Carriers have 30 days to review the draft. As of the date of this memo, no comments have been received from the air carriers.
7. **RECOMMENDED MOTION:** Move to approve the budget for Fiscal year July 1, 2023, to June 30, 2024.
8. **PREPARED BY:** William Parnell, Director of Finance and Administration
9. **COMMITTEE REVIEW:** Finance Committee



MISSOULA COUNTY AIRPORT AUTHORITY

DRAFT BUDGET

Fiscal Year 2024

(July 1, 2023 – June 30, 2024)



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OPERATING BUDGET

	2024 Budgeted	2023 Budgeted	\$ Change	% Change	2024 Budgeted	2022 Audited Actual	\$ Change	% Change
OPERATING REVENUES:								
Air services	\$ 2,593,797	\$ 2,273,717	\$ 320,080	14%	\$ 2,593,797	\$ 2,509,114	\$ 84,683	3%
Car rentals	2,440,629	1,822,934	617,695	34%	2,440,629	2,079,128	361,501	17%
Parking	2,883,542	2,235,180	648,362	29%	2,883,542	2,256,973	626,569	28%
Concessions	729,480	836,241	(106,762)	-13%	729,480	479,269	250,211	52%
Facilities and ground rental	845,300	912,500	(67,200)	-7%	845,300	913,030	(67,730)	-7%
Miscellaneous revenue	73,000	71,200	1,800	3%	73,000	165,740	(92,740)	-56%
Interest	12,500	10,000	2,500	25%	12,500	5,812	6,688	115%
TSA Reimbursement	107,000	107,000	-	0%	107,000	131,925	(24,925)	-19%
Advertising and Ground Services	1,141,075	987,155	153,920	16%	1,141,075	1,049,699	91,376	9%
Badging Fees	-	-	-	-	-	21,092	(21,092)	-100%
Total operating revenues	10,826,322	9,255,927	1,570,395.11	17%	\$10,826,322	\$9,611,782	\$1,214,540	13%
OPERATING EXPENSES:								
Professional services/Insurance	(372,200)	(275,450)	(96,750.00)	35%	(372,200)	(209,237)	(162,963)	78%
Equipment/Rental	(101,606)	(96,391)	(5,215.20)	5%	(101,606)	(63,210)	(38,396)	61%
Miscellaneous	(606,817)	(417,407)	(189,410.00)	45%	(606,817)	(426,106)	(180,711)	42%
Materials & Supplies	(642,402)	(565,486)	(76,916.00)	14%	(642,402)	(495,441)	(146,961)	30%
Repairs & Maintenance	(1,330,969)	(1,093,522)	(237,447.00)	22%	(1,330,969)	(837,831)	(493,138)	59%
Salaries and Benefits	(5,500,059)	(4,904,308)	(595,750.45)	12%	(5,500,059)	(4,881,326)	(618,733)	13%
Utilities	(786,634)	(606,612)	(180,022.00)	30%	(786,634)	(492,678)	(293,956)	60%
Total operating expenses	(9,340,687)	(7,959,176)	(1,381,511)	17%	(9,340,687)	(7,405,829)	(1,934,858)	26%
REVENUE FROM OPERATIONS BEFORE OTHER BUDGETED REVENUES AND (EXPENSES) AND CAPITAL EXPENSES								
	1,485,635	1,296,751	188,884	15%	1,485,635	2,205,953	(720,318)	-33%
OTHER BUDGETED REVENUES AND (EXPENSES):								
PFC collections to debt service	1,245,648	-	1,245,648.00	-	1,245,648.00	1,477,715.00	(232,067.00)	-16%
Debt Service	(1,780,933)	(1,980,000)	199,067.00	-10%	(1,780,933)	(7,971,022)	6,190,089.00	-78%
Covid Funding - payroll assist, CARES, misc.	-	1,225,000	(1,225,000.00)	-100%	-	8,870,353	(8,870,353)	-100%
Total other budgeted items	(535,285)	(755,000)	219,715	-29%	(535,285)	2,377,046	(2,912,331)	-123%
CAPITAL EXPENSES:								
Capital equipment and projects	(775,350)	(384,500)	(390,850)	102%	(775,350)	(393,000)	-\$382,350	97%
CHANGE IN NET POSITION	\$ 175,000	\$ 157,251	\$ 17,749	11%	\$ 175,000	\$ 4,189,999	\$ (4,014,999)	-96%



TERMINAL RENTAL RATE CALCULATION

Terminal Building Airline Leased Space

	Sq Ft
Airline Exclusive Use Space (sq ft):	
Delta Airlines	1,795
Alaska/Horizon Air	1,729
United Airlines	1,728
American Airlines	1,468
Total Exclusive Use Space	6,720
Airline Preference Use Space (Sq Ft):	
Delta Airlines	2,310
Alaska/Horizon Air	2,310
United Airlines	2,310
American Airlines	2,310
Total Preference Use Space	9,240
Airline Joint Use Space (Sq Ft):	82,632
Total Airline Leased Space (Sq Ft)	98,592

Airline Terminal Building Requirement

Terminal Building Budgeted Cost Requirements	\$6,468,404
Rentable Space (Sq Ft):	
Total Airline Leased Space	98,592
Total Non-Signatory Rentable Space	14,594
Total Rentable Space (Sq Ft)	113,186
Percent of Airline Space	87.1%
	=
Terminal Costs Applicable to Airlines	\$ 5,634,379.98
Less Non-Signatory Fees	(141,013.60)
Terminal Building Rental Requirement	\$ 5,493,366.38
Airline Rented Space (Sq Ft)	98,592
	=
Full Cost Recovery Compensatory Rental Rate (Sq Ft)	\$55.72
	-\$15.72
	\$40.00

<u>Subsidy</u>
28.21% 1,549,686

Terminal Rent Components (Sq Ft * \$40):	Exclusive	Preferential	Total
Delta Airlines	\$ 71,800	\$ 92,400	\$ 164,200
Alaska/Horizon Air	69,160	92,400	161,560
United Airlines	69,120	92,400	161,520
American Airlines	58,720	92,400	151,120
Total Terminal Rent	\$ 268,800	\$ 369,600	\$ 638,400



PASSENGER USE FEE CALCULATION

	*Projected Pax Enplaned	Rate	Enplanement Rate Total
Delta Airlines	133,608	\$ 1.98	\$ 264,543.84
Alaska/Horizon Air	85,295	\$ 1.98	168,884.10
United Airlines	113,511	\$ 1.98	224,751.78
American Airlines	67,669	\$ 1.98	133,984.62
Non-Sign	54,236	\$ 2.60	141,013.60
Total	<u>454,319</u>		<u>\$ 933,177.94</u>

* Based on MSO internal projection calculations



LANDING FEE RATE CALCULATION

<u>Landed Weight Estimate (1,000 lb units)</u>	Landed Weight
<u>*Estimated Signatory Airline Landed Weight</u>	
Delta Airlines	154,360
Alaska/Horizon Air	96,978
United Airlines	135,368
American Airlines	80,564
Total Signatory Airline Landed Weight	467,270
<u>*Estimated non-Signatory Carrier Landed Weight</u>	
Non-Sig Carriers	49,642
Cargo Air Carriers	16,229
Forest Service	40,821
Charters	582
Non-Based Aircraft > 12,500 lbs	32,897
Total Non-Signatory Carrier Landed Weight	140,171
Total Air Carrier Landed Weight	607,441
30% Plus Non-signatory Premium	14,893
Total Air Carrier Landed Weight With Non-Sig Premium	622,334

* Based on MSO internal projection calculations

Airline Landing Fee Requirement

Airfield Budgeted Cost Requirements	\$ 3,372,266.26
* Less Estimated Non-Commercial Airfield Revenues	
Fuel Flowage Fees	(110,000.00)
Cargo Air Carriers	(40,247.92)
Forest Service	(101,236.08)
Charters	(1,443.36)
Non-Based Aircraft > 12,500 lbs	(81,584.56)
Total Non-Commercial Airfield Revenues	(334,511.92)
Net Airfield Requirement	\$3,037,754

	=	
Full Cost Recovery Residual Landing Fee		
Per 1,000 Pounds of Landed Weight	\$ 4.88	
	\$ (3.38)	
		<u>Subsidy</u> 69.27% \$2,053,899
	\$ 1.50	signatory carriers
	\$ 1.95	non-sig commercial carriers
	\$ 2.48	non commercial air traffic

Signatory Air Carriers:	
Delta Airlines	\$ 231,540.00
Alaska/Horizon Air	145,467.00
United Airlines	203,052.00
American Airlines	120,846.00
Total Signatory Airline Landing Fees	700,905.00
Non-Signatory Air Carriers:	
Non-signatory Carriers	\$ 96,801.90
Cargo Air Carriers:	40,247.92
Forest Service	101,236.08
Charters	1,443.36
Non-Based Aircraft > 12,500 lbs	81,584.56
Total Non-Signatory Air Carrier Landing Fees	321,313.82
Total Air Carrier Landing Fees	\$ 1,022,218.82



TERMINAL RENTAL RATE, PASSENGER USE FEE, & LANDING FEE COMPARISON

	Terminal Rental Rate (per Sq Ft)	Passenger Use Fee (per Pax)	Landing Fee Rate (per 1,000 lbs.)
Fiscal Year 2024	\$ 40.00	\$ 1.98	\$ 1.50
Fiscal Year 2023	\$ 40.00	\$ 1.98	\$ 1.50
Change	\$ -	\$ -	\$ -



REVENUE BOND COVERAGE

	<u>2024</u>
GROSS REVENUES	
Operating	\$ 10,826,322
PFC collections to debt service	<u>1,245,648</u>
	12,071,970
 OPERATING EXPENSES	 <u>9,340,687</u>
 NET REVENUE AVAILABLE FOR DEBT SERVICE	 <u>\$ 2,731,283</u>
 FISCAL YEAR DEBT SERVICE REQUIREMENT	 <u>\$ 1,780,933</u>
 COVERAGE RATIO	 <u>1.53</u>
 MINIMUM DEBT SERVICE COVERAGE REQUIRED BY RATE COVENANT	 <u>1.25</u>



CAPITAL EQUIPMENT AND PROJECTS

DESCRIPTION	TERMINAL	AIRFIELD	GNDSEV	PUBLIC SAFETY	Total
Replacement police truck for AP98	\$ -	\$ -	\$ -	\$ 65,000	\$ 65,000
PAST HRET trainer (piercing prop for new fire truck)	-	-	-	23,350	23,350
Replace the roof at USDA hanger	290,000	-	-	-	290,000
Replace tube heaters at SRE shop area	20,000	-	-	-	20,000
Replace stairs at USFS hanger	25,000	-	-	-	25,000
DEQ match or replacement baggage delivery service vehicle	-	-	40,000	-	40,000
New electric lavatory servicing cart	-	-	20,000	-	20,000
Loader with plow to replace 1986 case loader	-	280,000	-	-	280,000
Brine mixing system for liquid de-icer	-	12,000	-	-	12,000
<i>Total</i>	<u>\$ 335,000</u>	<u>\$ 292,000</u>	<u>\$ 60,000</u>	<u>\$ 88,350</u>	<u>\$ 775,350</u>

Missoula County Airport Authority Agenda Action Sheet

Meeting Date: May 30, 2023

1. **TITLE:** MCAA Resolution No. 2023-03 – Authorizing Filing Application to Impose Passenger Facility Charges
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 15 minutes
4. **BACKGROUND INFORMATION:** In 2018 the Authority began collecting Passenger Facility Charges (PFC) for PFC application #9. PFC application #9 allowed for PFC collections to fund local match requirements for federal grants, other eligible costs, and debt service related to the Phase 1 terminal project (2019 Series Notes). The Authority will continue to collect PFC under application #9. As of March 31, 2023, the uncollected available balance to spend under PFC application #9 is approximately \$30.6M. The uncollected available balance to spend will be utilized to pay debt service on the notes to finance Phase 1 of the terminal.

PFC application #10 will fund the next phases of the terminal. Planned PFC collections will fund local match requirements for federal grants, other eligible costs, and debt service related to the next phases of the terminal project (2022 Note).

The application process includes consultation with the FAA as to eligibility of the projects included in the application, as well as to the form of presentation. This consultation has been ongoing. The next step in the application process is consultation with air carriers serving MSO. We will provide the application information including the description, justification and estimated cost of the projects and will request a consultation meeting to discuss the application with the air carriers. The air carriers have the right to protest or oppose a project but process allows the Airport Authority to defend that project to the FAA.
7. **SUPPLEMENTAL AGENDA INFORMATION:** Resolution No. 2023-03 attached
8. **RECOMMENDED MOTION:** Move to approve MCAA Resolution No. 2023-03 – Authorizing Filing Application to Impose Passenger Facility Charges
9. **PREPARED BY:** William Parnell, Director of Finance and Administration
10. **COMMITTEE REVIEW:** None.

**MISSOULA COUNTY AIRPORT
AUTHORITY RESOLUTION NO. 2023-03**

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION TO IMPOSE
PASSENGER FACILITY CHARGES AND SETTING FORTH ASSURANCES REGARDING
PASSENGER FACILITY CHARGE APPLICATION**

RECITALS

- A. The Missoula County Airport Authority (the "AUTHORITY") owns and operates the Missoula Montana Airport (the "Airport"), a commercial service airport, pursuant to Title 67, Chapter 11, Montana Code Annotated;
- B. The AUTHORITY is authorized to plan, develop, construct, improve, enlarge, operate, regulate and protect and the Airport;
- C. The AUTHORITY is authorized by § 67-11-305, Montana Code Annotated ("MCA") to accept, receive, receipt for and spend federal and state moneys, public or private moneys, made available by grant or loan, to accomplish the purposes set forth in Title 67, Chapter 11, MCA;
- D. Pursuant to 49 U.S.C. § 40117, the Secretary of Transportation ("the Secretary") can authorize the AUTHORITY to impose a passenger facility charge ("PFC") on each paying passenger of an air carrier or foreign air carrier boarding an aircraft at the Airport to finance an eligible airport-related project, including making payments for debt service on indebtedness incurred to carry out the project;
- E. The AUTHORITY has prepared its 10th application to the Secretary to impose PFCs and will submit the application to the Secretary upon completion of the consultation process;

NOW THEREFORE, BE IT RESOLVED:

- 1. The AUTHORITY hereby authorizes the filing of the 10th application to the Secretary to impose PFCs upon completion of the consultation process, including all understandings and assurances contained therein, and directs and authorizes the Airport Director to act in connection with the application;
- 2. The AUTHORITY further resolves that:
 - a. It will comply with all provisions of 14 C.F.R. Part 158;
 - b. It has complied, or will comply, with all applicable State and local laws and regulations;
 - c. It will not use PFC revenue on a project until the Federal Aviation Administration ("FAA") has notified it that:

- i. Any actions required under the National Environmental Policy Act of 1969 have been completed;
 - ii. The appropriate airspace finding has been made; and
 - iii. The FAA Airport Layout Plan with respect to the project has been approved.
- d. It will not enter into an exclusive long-term lease or use agreement with an air carrier or foreign air carrier for projects funded by PFC revenue. Such leases or use agreements will not preclude the AUTHORITY from funding, developing, or assigning new capacity at the Airport with PFC revenue;
- e. It will not enter into any lease or use agreement with any air carrier or foreign air carrier for any facility financed in whole or in part with revenue derived from a PFC if such agreement for such facility contains a carryover provision regarding a renewal option which, upon expiration of the original lease, would operate to automatically extend the term of such agreement with such carrier in preference to any potentially competing air carrier or foreign air carrier seeking to negotiate a lease or use agreement for such facilities;
- f. It agrees that any lease or use agreements between the AUTHORITY and any air carrier or foreign air carrier for any facility financed in whole or in part with revenue derived from a PFC will contain a provision that permits the AUTHORITY to terminate the lease or use agreement if-
 - i. The air carrier or foreign air carrier has an exclusive lease or use agreement for existing facilities at the Airport; and
 - ii. Any portion of its existing exclusive use facilities is not fully utilized and is not made available for use by potentially competing air carriers or foreign air carriers.
- g. It will not treat PFC revenue as airport revenue for the purpose of establishing a rate, fee or charge pursuant to a contract with an air carrier or foreign air carrier;
- h. It will not include in its rate base by means of depreciation, amortization, or any other method, that portion of the capital costs of a project paid for by PFC revenue for the purpose of establishing a rate, fee or charge pursuant to a contract with an air carrier or foreign air carrier;
- i. Notwithstanding the limitation provided in subparagraph (h), with respect to a project for terminal development, gates and related areas, or a facility occupied or used by one or more air carriers or foreign air carriers on an exclusive or preferential basis, the rates, fees, and charges payable by such carriers that use such facilities will be no less than the rates, fees, and charges paid by such carriers using similar facilities at the Airport that were not financed by PFC revenue;
- j. It will carry out the project in accordance with FAA airport design, construction and equipment standards and specifications contained in advisory circulars current on the date of project approval;
- k. It will maintain an accounting record for audit purposes for 3 years after

physical and financial completion of the project. All records must satisfy the requirements of 14 CFR part 158 and contain documentary evidence for all items of project costs;

- l. It will submit reports in accordance with the requirements of 14 CFR part 158, subpart D, and as the FAA Administrator may reasonably request;
- m. It understands 49 U.S.C. 47524 and 47526 require that the authority to impose a PFC be terminated if the FAA Administrator determines the AUTHORITY has failed to comply with those sections of the United States Code ("the Code") or with the implementing regulations published under the Code.

ADOPTED BY THE MISSOULA COUNTY AIRPORT AUTHORITY BOARD OF COMMISSIONERS this 30th day of May, 2023.

MISSOULA COUNTY AIRPORT AUTHORITY

Chair Larry Anderson

ATTEST:

Vice Chair Winton Kemmis

APPROVED AS TO FORM AND CONTENT

Carolynn Fagan, Legal Counsel

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 30, 2023

1. **TITLE:** Amendment to IAFF Agreement

Review, discussion, and possible approval of Amendment to IAFF Agreement.

ACTION ITEM

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** The Agreement with the International Association of Firefighters, representing MCAA's Public Safety Officers, was approved by the Board last year. The Agreement contained a provision that stated wages for Fiscal Years 24 and 25 would increase by 3% of ½ of the Current Consumer Price Index (CPI), whichever is higher. The union and staff disagreed on how to calculate the CPI, so met several times to negotiate the issue. The compromise that was reached included adding a clear definition of Current CPI, including a calculation example, and changing the FY2026 wage from a 2 ½% increase to a 3% increase. The change will result in a wage increase for the PSOs in FY24 of 3.2%.

5. **BUDGET INFORMATION:** Wage changes are accounted for in the FY24 budget

6. **SUPPLEMENTAL AGENDA INFORMATION:** Memo of Understanding between MCAA and IAFF

7. **RECOMMENDED MOTION:** Seconded Motion from the Finance Committee - Moved to approve the Memo of Understanding with the International Association of Firefighters.

8. **PREPARED BY:** Lynn Fagan

9. **COMMITTEE REVIEW:** None

**MEMORANDUM OF UNDERSTANDING
BETWEEN MISSOULA COUNTY AIRPORT AUTHORITY
AND**

INTERNATIONAL ASSOCIATION of FIREFIGHTERS, LOCAL 2457

This Memorandum of Understanding ("MOU") is entered into this ____ day of May, 2023 by and between the Missoula County Airport Authority ("MCAA" or "Employer") and the International Association of Firefighters, Local 2457 ("IAFF") concerning the parties' July 1, 2022 through June 30, 2026 collection bargaining agreement ("CBA").

Recitals

1. IAFF is the exclusive bargaining agent for the Public Safety Officers employed by MCAA;
2. MCAA and IAFF are parties to a collective-bargaining agreement effective from July 1, 2022 through June 30, 2026 in which agreement was reached through the process of collective-bargaining ("the CBA");
3. In February 2023, the parties met to discuss an ambiguity in the definition of CPI contained in Appendix A of the CBA;
4. The parties negotiated and agreed to the following changes in Appendix A of the CBA;

NOW THEREFORE, Employer and IAFF agree as follows:

1. The definition of CPI contained in the CBA is hereby deleted and replaced with the following:
CPI is defined as the Consumer Price Index (U.S. Department of Labor, Consumer Price Index, All Urban Consumers, All Items, U.S. City Average, Not Seasonally Adjusted, 1982-1984 = 100) published by the United States Department of Labor, Bureau of Labor Statistics. Current CPI equals the percentage change between January of the prior year and January of the year of the adjustment. For example, the CPI for January 2021 is listed as 261.582 and the CPI for January 2022 is listed as 281.148. The percent increase between January 2021 and January 2022 is 7.48 (281.148-261.582 = 19.566 divided by 261.582=.07479 = 7.48%).
2. The Base Wage Schedule – July 1, 2022 – June 30, 2025 in the CBA is hereby deleted and replaced with the following:

CURRENT POSITIONS	FY 2023	FY 2024	FY 2025	FY 2026
Officers	\$36.00	3% or ½ Current CPI, whichever is greater	3% or ½ Current CPI, whichever is greater	3%

3. The above changes are effective immediately and will be utilized to determine the wage for Fiscal Year 2024 and carry through the end of the contract term.

4. All terms of the CBA not specifically amended herein shall remain in full force and effect. In the event of a conflict between the terms of this MOU and the CBA, the terms of this MOU will govern.

DATED this ____ day of May, 2023.

Brian Ellestad, A.A.E.
Airport Director, Missoula County Airport Authority

IAFF Local 2457

Toby Ballard (Lead Negotiator)

George Erickson (Negotiator)

Brad Roe (Negotiator)

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 30, 2023

1. **TITLE:** Assignment of Avis On-Airport Rental Car Concession and Lease Agreement

Review, discussion, and possible approval of Assignment of Avis On-Airport Rental Car Concession and Lease Agreement.

ACTION ITEM
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 5 Minutes
4. **BACKGROUND INFORMATION:** Rob Doyle, through his businesses Larson Enterprises, Inc. and Blackfoot Rentals LLC, has been the owner of the Avis and Budget franchises at MSO for many years and is now proposing to sell the franchises to Avis Budget National. Per the On-Airport Rental Car Concession and Lease Agreement, any assignments must be approved by the Board. The parties to the sale have drafted the attached Assignment and Assumption Agreement which provides that Larson Enterprises and Blackfoot Rentals remain liable for all provisions of the agreement through the closing date and Avis Budget National take on all the obligations of the agreement after the closing date. The parties anticipate an effective date of July 1, 2024.
5. **BUDGET INFORMATION:** No change to budget
6. **SUPPLEMENTAL AGENDA INFORMATION:** Assignment and Assumption Agreement
7. **RECOMMENDED MOTION:** Move to approve the Assignment and Assumption Agreement between Larson Enterprises Inc., Blackfoot Rentals, LLC as assignors and Avis Budget Car Rental, LLC.
8. **PREPARED BY:** Lynn Fagan
9. **COMMITTEE REVIEW:** None

ASSIGNMENT AND ASSUMPTION AGREEMENT

THIS ASSIGNMENT is made in multiple originals and entered into by and between **Larson Enterprises, Inc., a Montana corporation, d/b/a Avis Rent a Car and Blackfoot Rentals, LLC, a Montana limited liability company, d/b/a Budget Rent a Car** (hereinafter called "Assignor") and **Avis Budget Car Rental, LLC, a Delaware limited liability company authorized to do business in Montana** (hereinafter called "Assignee") (Assignor and Assignee being hereinafter collectively referred to as the "Parties").

WITNESSETH:

WHEREAS, Assignor wishes to assign all its rights under that certain On Airport Rental Car Concession and Lease Agreement dated the 24th day of September, 2019 between Assignor and the Missoula County Airport Authority ("Authority") as amended by an Addendum to Rental Car Concession Lease Agreement dated June 30, 2020, for operation of a rental car concession at the Missoula Montana Airport ("Airport"), hereinafter referred to as "Concession Agreement" and

WHEREAS, Assignor, Assignee and Authority each have a copy of the Concession Agreement; and

WHEREAS, Assignor has requested that the Authority consent to the assignment of Assignor's rights and obligations under the Concession Agreement to Assignee; and

WHEREAS, the Authority is willing to grant this request of Assignor to assign its rights under the Concession Agreement to Assignee, provided Assignee also agrees to assume Assignor's obligations, duties and responsibilities under the Concession Agreement; and

WHEREAS, Authority's consent to the Assignment of the Concession Agreement is conditioned upon the completion of a transaction between Assignor and Assignee whereby Assignee will acquire the Assignor's car rental business operations at and related to the Airport.

NOW, THEREFORE, in consideration of the terms, covenants and promises, agreements and demises herein contained, and for other good and valuable consideration, each to the other given, the sufficiency and receipt of which are hereby acknowledged, the Parties hereto agree as follows:

1. The Assignor hereby transfers, assigns and sets over to the Assignee all right, title and interest of the Assignor in and to the Concession Agreement effective as of the 1st day of July, 2023 or as soon thereafter as the completion of the transaction between Assignor and Assignee described above ("Effective Date").
2. In consideration therefore, the Assignee hereby accepts, assumes, takes over and succeeds to all of the Assignor's rights, duties, interests, liabilities and obligations from the Effective Date forward under the Concession Agreement and agrees to be bound by all of the terms, conditions, provisions, covenants and obligations contained therein solely commencing as of and after the Effective Date.

3. Assignor warrants to Assignee that it is not in breach and at no time had any uncured breach of the Concession Agreement and hereby agrees, for itself and its successors and assigns, to indemnify and hold harmless the Assignee and its parent and their directors, officers, employees, representative, consultants, agents and attorneys from any loss, damage, claim, cost or expense (each, a "Claim"), including such Claims as relating to any environmental condition or contamination, arising from the failure of Assignor, its successors or assigns, to perform any of the terms, conditions, covenants and obligations of the Concession Agreement, provided such indemnity shall apply only to failures commencing or accruing prior to the Effective Date.
4. Assignee hereby agrees, for itself and its successors and assigns, to indemnify and hold harmless the Assignor from any loss, damage, environmental damage, claim, cost or expense solely arising from the failure of Assignee, its successors or assigns, to materially perform any of the terms, conditions, covenants and obligations of the Concession Agreement, provided such indemnity shall apply only to failures solely commencing and/or accruing on or after the Effective Date of this Assignment.
5. The Assignor shall remain responsible to the Authority for any and all obligations under the Concession Agreement prior to the Effective Date; and the Assignee shall be responsible to the Authority only for obligations under the Concession Agreement solely arising on and after the Effective Date. For purposes of this paragraph, the obligations of the Parties shall include, but not be limited to, the various responsibilities of each Party on Appendix "A" hereto.
6. The Authority consents to the assignment, as of the Effective Date, of the rights, duties, interest, liabilities and obligations of Assignor under the Concession Agreement to Assignee for the balance of the Term thereof and hereby authorizes execution of this Assignment and Assumption Agreement. The Authority understands and agrees that Assignor remains responsible for any and all obligations arising under the Concession Agreement prior to the Effective Date and that Assignee is responsible only for obligations solely arising on and after the Effective Date.
7. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Delivery of an executed counterpart of a signature page of this Agreement in Portable Document Format (PDF) or by facsimile transmission shall be effective as delivery of an executed original counterpart of this Agreement.

[Signature Page Follows.]

IN WITNESS WHEREOF, the undersigned have duly executed this Assignment and Assumption Agreement as of the date set forth below.

EXECUTED THIS _____ day of _____, 2023.

ASSIGNOR:
LARSON ENTERPRISES, INC.

By: _____
Robert D. Doyle, President

BLACKFOOT RENTALS, LLC

By: _____
Robert D. Doyle, President

ASSIGNEE:
AVIS BUDGET CAR RENTAL, LLC

By: _____
Izilda P. Martins,
Executive Vice President, Americas

CONSENT GRANTED:
Missoula County Airport Authority

Brian Ellestad, Airport Director
Date: _____

Appendix "A"

Partial list of Assignor and Assignee Concession Agreement responsibilities

Assignor:

1. Payment of all rent and concession fees and remittance of all CFCs to the Authority for the month in which the Effective Date falls subject to after-the-fact adjustment as between Assignor and Assignee for proration of partial month amounts.
2. True up with Assignee on Contract Year to date Minimum Annual Guarantee and top up payment to Assignee if required for difference between 10% of Gross Receipts and prorated MAG to the Effective Date.
3. Monthly report to Authority of Gross Receipts for portion of month in which Effective Date occurs from first day of month to the day prior to Effective Date. Assignor will be required to complete this obligation by the 20th day of the month following the month in which the Effective Date occurs.
4. If required by Authority, Assignor to complete certified statement of Gross Receipts and CFCs for the period of January 1, 2023 through to the day prior to Effective Date and shall submit to the Authority.

Assignee:

1. Adjustment and proration of rents and concession fees prepaid by Assignor but owed by Assignee for the month during which the Effective Date occurs.
2. Monthly report of Gross Receipts and CFCs to Authority from Effective Date to end of month in which Effective Date occurs and subsequent months.
3. If required by Authority, provide a Certified Statement of Gross Revenues and CFCs from Effective Date through end of current Contract Year and for subsequent Agreement Years.
4. Provision of Insurance certificate to Authority.
5. Provision of security deposit bond in the amount of \$70,000.00 to Authority or to replace existing bond provided by Assignor.

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: May 30, 2023

1. **TITLE:** Task Order No. 53 to the Master Agreement for Professional Engineering Services with Morrison-Maierle.

Review, discussion and possible approval of Task Order No. 53 to the Master Agreement for Professional Engineering Services with Morrison-Maierle. This Task Order will be for the completion of Final Design Services for an expansion of the East Terminal Commercial Air Carrier Ramp and matters related thereto. **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 existing air carrier ramp at the Airport currently accommodates 7 commercial airline aircraft parking positions. With the completion of the South Concourse and the potential East Concourse Terminal project, the ramp will be able to accommodate 8 parked aircraft positions. Due to the continued growth of air service and airlines requesting RON (Remain Over Night) operations at the Airport, the ideal ramp for the Airport would have 9 commercial aircraft parking positions. Therefore, we wish to create one additional position by expanding the ramp to the east. This expansion will also improve the flow of vehicular traffic across the ramp which supports airline operations.

Design for this project would begin immediately and then be folded into the Deice Apron Expansion Project as a construction change order. Construction costs are estimated to be \$700,000.

5. **BUDGET INFORMATION:** Amount Required: \$60,000.00 (AIP funded)
AIP Funds: \$54,000
MSO Share: \$6,000

6. **SUPPLEMENTAL AGENDA INFORMATION:** Task Order No. 53 Scope and Fee

7. **RECOMMENDED MOTION:** Move to Approve Task Order No. 53 with Morrison-Maierle in the amount of \$60,000.00 for completing the Final Design of a future Commercial Air Carrier Ramp Expansion.

8. **PREPARED BY:** Brian Ellestad

9. **COMMITTEE REVIEW:** None.

TASK ORDER-53

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: AIR CARRIER RAMP EXPANSION – FINAL DESIGN

- I. Objective: To prepare final design documents for the expansion of the commercial air carrier ramp. The design will create one additional parking position that could accommodate the full fleet of aircraft that operate at the Airport.

Final Design Services: Design will be delivered as a modification to the existing Deice Apron Expansion Project's Plans and Specifications.

This project will be associated with the Deice Apron Expansion Project. Construction of the completed design will occur as an approved change order that will be based on an extension of existing bid items and contracted unit bid prices associated with that project. The Engineer will develop an amendment to federal grant AIP-084-2023 to fund the additional project scope and cost. The project will be conducted in accordance with Federal Aviation Administration (FAA) *Advisory Circulars 150/5300-13, Airport Design*.

Deliverables: At the completion of Final Design, the ENGINEER will deliver the following documents to the OWNER and FAA-Helena ADO for review:

- Construction Safety and Phasing Plan (CSPP)
- Final Plans and Specifications
- Recommendation of Award for construction change order

Project Schedule: The design schedule will last 6-weeks and begin immediately. It will end with a final deliverable to the OWNER and Contractor in mid July. The final construction change order will be presented to the MCAA Board at the July Board Meeting. 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 and Grant Management Services

1. Develop project scope, fee, schedule and obtain subconsultant services for the Task Order.
2. Communicate project progress with the OWNER, Contractor, FAA-Helena ADO and ATCT. Manage the services of the design team (including all engineering disciplines and subconsultants), provide oversight and quality control, check documents and organize project information. Milestone meetings will also include a review of project costs and schedule updates. The following are estimated communication points used to properly manage the project (many of which are detailed in Preliminary and Final Design Services):
 - Internal Design Team Meetings (bi-weekly)
 - OWNER Progress Meetings (50%, 90%)
 - Contractor Progress Meetings (50%, 90%)

- FAA Coordination
 - MCAA Board Meetings (monthly)
3. Coordinate, prepare and submit the following project documents on behalf of the OWNER:
 - FAA Grant Amendment
 - 7460 for Airspace Analysis
 - Construction Safety and Phasing Plan
 - Monthly Invoicing and Request For Reimbursement paperwork

B. Final Design Services

Final Design will consist of work associated with completing the plans for construction, as well as submittal of the Construction Safety & Phasing Plans and an updated engineering construction cost estimate.

1. Update layouts based on Owner and FAA preliminary design review comments.
2. Finalize pavement design (calculate PCN).
3. Finalize ramp and taxiway geometry design.
4. Final Storm Drain Plan and Design.
 - Develop and finalize storm drain runoff model based on survey, as-built drawings, and proposed improvements for the project
 - Finalize storm drainage calculations
 - Finalize surface drainage conveyances to catch basins and piped conveyances
 - Finalize edge drain design and connections to storm drainage features
5. Final ramp and taxiway sign and lighting design.
 - Develop new ramp and taxiway edge light layouts
 - Develop ramp and taxiway signage layouts
6. Finalize ramp and taxiway pavement marking plan.
 - 1 aircraft parking position
 - Modified taxiway markings, including surface painted hold bar and non-movement line
 - Modified service equipment travel-path markings
 - SIDA markings and Compass Rose
7. Finalize ramp grading design.
8. Finalize erosion and sedimentation control design.
9. Submit Marking and Lighting Drawing for FAA Part 139 Certification.
 - Prepare Figures for submittal
 - Prepare Narrative indicating changes from existing approved plan.
10. Prepare 90% complete project plans and specifications. This will include selected pavement section, general layout, identification of issues found to date with alternative design solutions.
11. Prepare updated quantities and engineer's estimate.
12. Finalize and submit Construction Safety and Phasing Plan (CSPP) to FAA. Include in the specification's Special Provisions a CONSTRUCTION SAFETY AND PHASING PLAN (CSPP) to address specific impacts of construction activities on airport operations. The CSPP will be developed in accordance with the latest version of AC 150/5370-10, Operational Safety on Airports During Construction which is in effect as of the date of the Contract. Submit revised plan specifications to FAA for review.
13. QA Review. This includes an internal review session of the project design by qualified engineers

not engaged in the day-to-day operations of the project. QA will provide an overall review of the design and development of the plans and specifications.

14. Meet with Owner to discuss 90% design results.
 - Complete page-turn of the final project plans
15. Make final adjustments to project based on comments received by the Owner.
16. Prepare final plans for Contractor.

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. Final Design	Mid July, 2023
C. Construction Cost Approval	July MCAA Meeting

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>
Task Order #53 Services	\$51,249	\$8,751	\$60,000

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 – ATTACHMENTS:

- A. Morrison-Maierle – Engineering Fees

SECTION 8 – 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: **May 30, 2023**

ENGINEER

Shaun P. Shea 05.25.23
Signature Date

Shaun P. Shea, P.E.
Name

Vice President, Morrison-Maierle, Inc.
Title

1055 Mount Avenue, Missoula, MT 59808
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

M:\3366\037 - AC Ramp Expansion\01 Project Management\Contracts\Engineering\Task Order-53_East AC Ramp Design.docx

TASK ORDER-53
COMMERCIAL AC RAMP EXPANSION - FINAL DESIGN
AIP 3-30-0056-084-2022



Summary of Professional Service Fees
May 25, 2023

	<u>Labor</u>	<u>Expense</u>	<u>Total</u>
FINAL DESIGN SERVICES	\$51,249	\$8,751	\$60,000

Design Fee Basis Assumptions

Engineer's Construction Estimate	\$700,000
Task Order (as % of Estimate)	8.57%

ENGINEERING BUDGET
MISSOULA MONTANA AIRPORT
AIP 3-30-0056-084-2022
TASK ORDER-53
COMMERCIAL AC RAMP EXPANSION - FINAL DESIGN



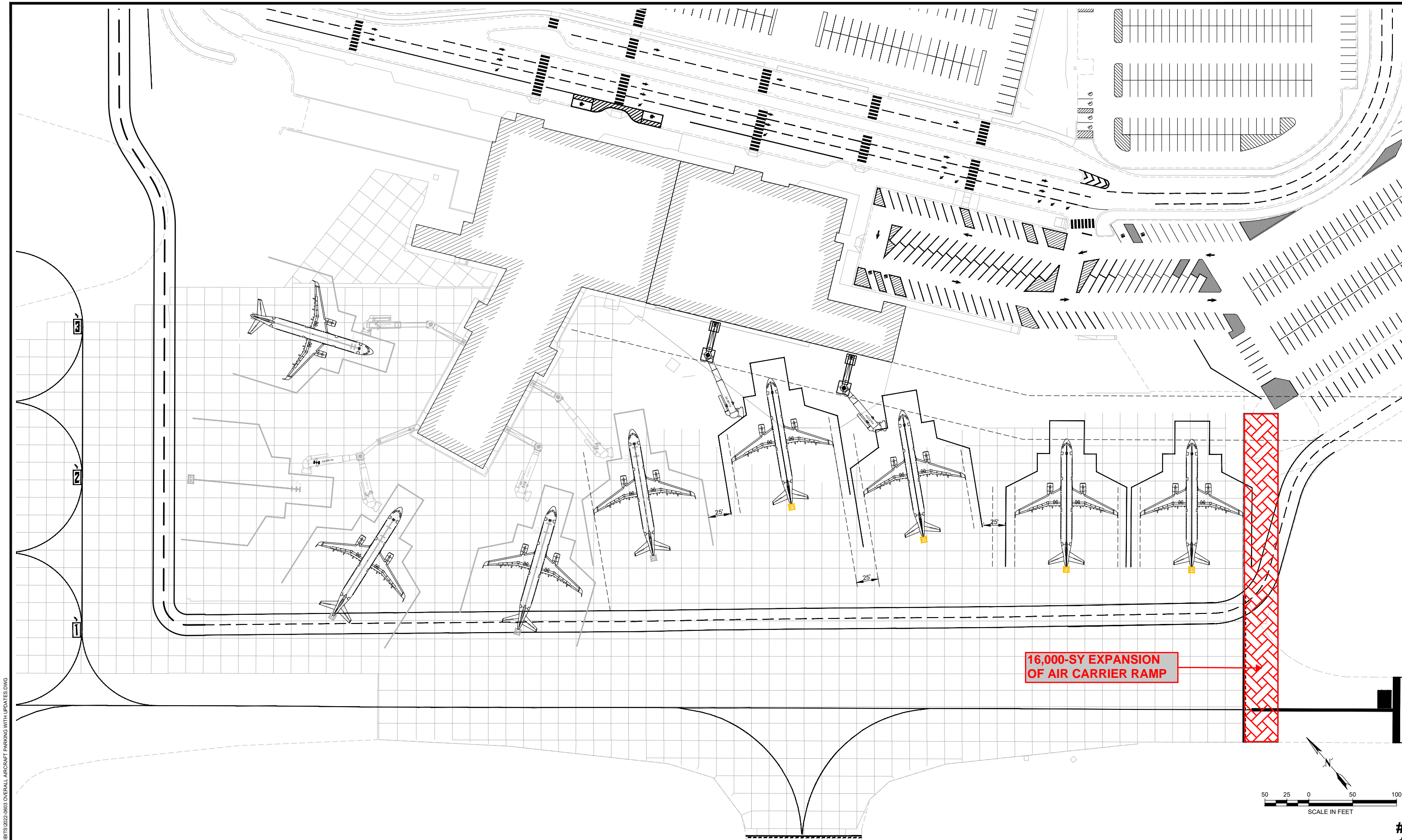
FINAL DESIGN SERVICES

WORK DESCRIPTION	PRINCIPAL	PROJECT MANAGER	AIRPORT ENGINEER	ENGINEER INTERN	SR. CAD DESIGNER	ADMIN ASSISTANT	TOTAL LABOR HOURS	TOTAL LABOR COST
PROJECT & GRANT MANAGEMENT								
Develop Task Order, Project Schedule	2	4				1	7	\$1,165.71
Internal Design Team Meetings (bi-weekly, 1-hr)	4	4	4	4	2		18	\$2,957.45
Progress Meetings w/ Airport (50%, 90%, 1-hr)	4	4		4			12	\$1,991.12
Progress Meetings w/ Contractor (50%, 90%, 1-hr)	4	4		4			12	\$1,991.12
Project Coordination (Airport, FAA, ATCT)	4	4					8	\$1,547.49
Prepare FAA Grant Amendment		1					1	\$148.69
Monthly Invoicing and RFR Paperwork	1					1	2	\$332.75
MCAA Board Meetings (monthly)	4						4	\$952.71
SUBTOTAL	23	21	4	12	2	2	64	\$11,087.04
FINAL DESIGN								
Update Final Layout per Airport, FAA Comments	1	2	2	4	4		13	\$1,724.03
Finalize Pavement Design	1	2	4	4			11	\$1,771.08
Finalize Ramp and Taxiway Geometry		1	2	4	2		9	\$1,162.72
Finalize Storm Drainage Design		4	2	16	4		26	\$3,114.14
Finalize Signage and Lighting Design	1	2		4	2		17	\$1,153.64
Finalize Ramp Marking Design		1		2	1		4	\$457.73
Finalize Ramp Grading Design	2	4	8	24	8		46	\$6,014.48
Finalize Erosion and Sediment Control Plan		1		2	1		4	\$457.73
Submit Marking and Lighting Drawings to FAA Certification	1	1		2	1		5	\$695.91
Prepare 90% Design Submittal for Airport Review	2	8		20	24	2	56	\$6,166.58
Update Engineer's Construction Cost Estimate	1	1		4			6	\$830.50
Finalize CSPP, Submit to FAA	1	4	4	8	2		19	\$2,686.55
Owner Coordination Meeting - 90% Design Review	2	4		2	2		10	\$1,467.39
Update 90% Design per Airport Comments	1	2	2	4	2		11	\$1,549.59
Prepare Final Plan Set for Construction	2	8	4	24	24	4	66	\$7,591.25
Quality Assurance Review	8	4		4	4		20	\$3,292.72
SUBTOTAL	23	49	28	128	81	6	323	\$40,136.04
TOTAL LABOR HOURS	46	70	32	140	83	8	387	\$51,223

SUMMARY OF ESTIMATED LABOR COSTS COMMERCIAL AC RAMP EXPANSION - FINAL DESIGN	HOURS	LABOR RATE	TOTAL COST
PRINCIPAL	46	\$238.18	\$10,956.17
PROJECT MANAGER	70	\$148.69	\$10,408.57
AIRPORT ENGINEER	32	\$197.97	\$6,335.10
ENGINEER INTERN	140	\$110.91	\$15,527.06
SR. CAD DESIGNER	83	\$87.22	\$7,239.55
ADMIN ASSISTANT	8	\$94.58	\$756.62
TOTAL LABOR COSTS	387		\$51,248.54

SUMMARY OF DIRECT EXPENSES COMMERCIAL AC RAMP EXPANSION - FINAL DESIGN	QTY	UNIT	RATE	TOTAL COST
Vehicle (Company)	500	Mile	\$0.70	\$350.00
Vehicle (Rental)	0	Day	\$60.00	\$0.00
Air Travel (Commercial)	0	Round Trip	\$500.00	\$0.00
Air Travel (Charter)	0	Trip	\$2,500.00	\$0.00
Meals	0	Person/Day	\$40.00	\$0.00
Lodging	0	Night	\$150.00	\$0.00
Survey Equipment	0	Each	\$240.00	\$0.00
Survey Supplies	0	Lump Sum	\$200.00	\$0.00
Printing	1000	Each	\$0.10	\$100.00
Miscellaneous	1	Lump Sum	\$475.00	\$475.00
TOTAL - DIRECT EXPENSES				\$925.00

FEE SUMMARY COMMERCIAL AC RAMP EXPANSION - FINAL DESIGN	
TOTAL LABOR COSTS	\$51,249
TOTAL DIRECT EXPENSES	\$925
TOTAL COSTS	\$52,174
FIXED FEE	\$7,826
TOTAL FEE - SCHEMATIC DESIGN SERVICES	\$60,000





M:\3368022_TERMINAL\ACAD\EXHIBITS\2022-0603 OVERALL AIRCRAFT PARKING WITH UPDATES.DWG
PLOTTED BY:SHAUN P. SHEA ON May/26/2023

REVISIONS				
NO.	DESCRIPTION	BY	DATE	
#	#	#		
#	#	#	#	
#	#	#	#	

VERIFY SCALE!

THESE PRINTS MAY BE REDUCED.
LINE BELOW MEASURES ONE INCH
ON ORIGINAL DRAWING.

MODIFY SCALE ACCORDINGLY!



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DRAWN BY: TSR	#	MISSOULA MONTANA AIRPORT	PROJECT NUMBER
DSGN. BY:			3366
APPR. BY:			SHEET NUMBER
DATE: 5/25/2023			
Q.C. REVIEW		AIRCRAFT PARKING	DRAWING NUMBER
BY:			63
DATE:			

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 30, 2023

1. **TITLE:** MCAA Resolution No. 2023-04 – Resolution Authorizing the Waiving of Fees for Air Carriers for New Markets
2. Review, discussion, and possible approval of a Resolution Authorizing the Waiving of Fees for Air Carriers for New Markets 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:** Air service incentives are utilized across the country and are almost considered a necessity to secure new service. We are not proposing any drastic changes or large increases. In the past we have given marketing dollars to the air carrier, we are now instead proposing to use that same amount of dollars and give credit for ground handling regardless of whom the ground handler is the airline contracts with. We will still do some marketing but will do it out of our general budget as it allows.
5. **BUDGET INFORMATION:** N/A
6. **SUPPLEMENTAL AGENDA INFORMATION:** 2010 Air Carrier Incentive Program Guidebook is attached.
7. **RECOMMENDED MOTION:** Move to approve MCAA Resolution No. 2023-04 – Resolution Authorizing the Waiving of Fees for Air Carriers for New Markets
8. **PREPARED BY:** Brian Ellestad, Airport Director
9. **COMMITTEE REVIEW:** Finance Committee

**MISSOULA COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 2023-04**

**RESOLUTION AUTHORIZING THE WAIVING OF FEES
FOR AIR CARRIERS AND NEW MARKETS**

RECITALS

- A. The Missoula County Airport Authority (the "AUTHORITY") owns and operates the Missoula Montana Airport (the "Airport"), a commercial service airport, pursuant to Title 67, Chapter 11, Montana Code Annotated;
- B. The AUTHORITY is authorized to plan, develop, construct, improve, enlarge, operate, regulate and protect and the Airport;
- C. In connection with the operation of the Airport, the AUTHORITY may enter into contracts, leases, and other arrangements and establish reasonable terms and conditions and fix charges, rentals, or fees for the privileges or services;
- D. In accordance with federal statutes and FAA regulations and grant assurances, the AUTHORITY may cover the full costs of activities directed at promoting competition at an airport, use revenue to support new air service and competition at the airport and share in the promotional expenses for such new service.

NOW THEREFORE, BE IT RESOLVED:

- 1. The AUTHORITY hereby authorizes the Airport Director or his designee to provide waivers or fee credits for air carriers who provide service to New Markets, or all markets for New Entrants, in compliance with the FAA's Air Carrier Incentive Program Guidebook and applicable federal statutes and regulations.
- 2. The AUTHORITY further authorizes the Airport Director or his designee to waive landing and terminal fees for air carriers who provide service to New Markets and for New Entrants.
- 3. The AUTHORITY further authorizes the Airport Director or his designee to provide a ground handling credit for whomever an eligible air carrier selects as its ground handling provider as follows:
 - a. In the amount of \$50,000 for year-round service per New Market;
 - b. In the amount of \$50,000 for daily seasonal service to a New Market; or
 - c. In the amount of \$25,000 for service to a New Market that is operated on less than daily pattern of service and is a seasonal market only.

4. The following definitions apply to this Resolution:
 - a. New Market: Service from MSO to an airport city code not currently served by any commercial air carrier at MSO;
 - b. New Entrant: A commercial air carrier not currently providing service from MSO;

PASSED AND ADOPTED BY THE MISSOULA COUNTY AIRPORT AUTHORITY BOARD OF COMMISSIONERS this 30th day of May 2023.

MISSOULA COUNTY AIRPORT AUTHORITY

Chair Larry Anderson

ATTEST:

Secretary Winton Kemmis

APPROVED AS TO FORM AND CONTENT

Carolynn Fagan, Legal Counsel

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 30, 2023

1. **TITLE:** Extension to Professional Services Agreement with Quotient Group

Review, discussion, and possible approval of a 5-year extension to Professional Services Agreement with Quotient Group.

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 went out to bid for public relations services in early 2018, in anticipation of construction of the new terminal. Quotient Group was selected, and the Board approved a 5-year contract on May 29, 2018. Quotient Group has provided great service over the term of the contract and, as construction of Phase 2 is underway, staff determined it was advantageous to keep Quotient Group on contract and is therefore proposing a 5-year extension to the contract.
5. **BUDGET INFORMATION:** Costs included in marketing budget
6. **SUPPLEMENTAL AGENDA INFORMATION:** 2018 Professional Services Agreement with Quotient Group and Addendum.
7. **RECOMMENDED MOTION:** Move to Addendum to Professional Services Agreement with Quotient Group for an additional 5-year term.
8. **PREPARED BY:** Lynn Fagan
9. **COMMITTEE REVIEW:** None

ADDENDUM TO PROFESSIONAL SERVICES AGREEMENT

This Addendum to Professional Services Agreement is made and entered into this 30TH day of May, 2023 by and between the Missoula County Airport Authority (the "Authority") and the Quotient Group ("Contractor");

RECITALS

1. The Authority and Contractor entered into a Professional Services Agreement on May 29, 2018 with a five year term ending on May 31, 2023 ("the Agreement");
2. Contractor has performed the services outlined in the agreement to the satisfaction of the Authority and the parties desire to extend the term of the Agreement;


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

1. **Term.** Section 3 of the Agreement is amended to include an extension from June 1, 2023 through June 30, 2028.
2. **Merger.** This Addendum contains the entire understanding of the parties with respect to the amendments to the Agreement. All terms of the Agreement not specifically amended herein shall remain in full force and effect. In the event of a conflict between the terms of this Addendum and the Agreement, the terms of the Addendum will govern.

Missoula County Airport Authority

By: Brian Ellestad
Airport Director

The Quotient Group



By: Kim Sipola
Its: Principal

PROFESSIONAL SERVICES AGREEMENT

THIS **PROFESSIONAL SERVICES AGREEMENT** is made and entered into this 29th day of May, 2018, by and between the MISSOULA COUNTY AIRPORT AUTHORITY, 5225 Highway 10 West, Missoula, MT 59808 ("MCAA"), a municipal airport authority organized under Montana law and The Quotient Group, N1374 Tuckaway Court, Greenville, WI 54942 ("Contractor"), a limited liability company organized under Nevada law and registered to do business in Montana.

Recitals

1. The Missoula County Airport Authority owns and operates the Missoula International Airport in Missoula County, Montana ("the Airport");
2. MCAA is interested in obtaining professional public relations services;
3. MCAA issued a Request for Proposals for public relations services on January 11, 2018;
4. Contractor's proposal was responsive and MCAA has determined that Contractor is qualified;
5. After reviewing all submissions, MCAA has determined that Contractor's proposal is the most advantageous to the Airport;

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

1. Scope of Services. The Contractor shall provide the specific services, tasks, or work products shown in Section III of the Request for Qualifications. All the provisions of the Request for Proposals ("RFP") and Contractor's response to the RFP are hereby incorporated into this Agreement.
2. Fees. The Authority shall pay to the Contractor for its services the fees as set forth on the attached Exhibit A or as bid per project. The fees shall be paid within thirty (30) days of receipt of Contractor's invoice. Invoices must include a report on Contractor's activities and milestones during the preceding month. Fees not to exceed \$20,000.00 per MCAA fiscal year.
3. Term. This Agreement shall become effective upon approval by MCAA Board of Commissioners and will continue through May 31, 2023 unless terminated earlier as provided herein.
4. Representatives. The Deputy Director shall be Contractor's primary contact for all services under this Agreement. Contractor has designated Kim Sippola as the individual responsible for providing the services under this agreement and for being MCAA's primary contact.

5. Independent Contractor Status. The parties agree that Contractor is an independent contractor for purposes of this Agreement and is not to be considered an employee of MCAA for any purpose. Contractor is not subject to the terms and provisions of MCAA's personnel policies handbook and may not be considered an MCAA employee for workers' compensation or any other purpose. Contractor is not authorized to represent MCAA or otherwise bind MCAA in any dealings between Contractor and any third parties. Each party will furnish to the other such cooperation and assistance as may be reasonably required and specified hereunder. However, at all times, each party shall remain an independent Contractor with respect to the other. Contractor will perform or provide its services free from the supervision, direction or control of MCAA. Contractor agrees that it shall comply with the applicable requirements of Montana law relating to worker's compensation insurance. Contractor shall provide proof of compliance in the form of workers' compensation insurance or documentation of corporate officer status and maintain such insurance or corporate officer status for the duration of this Agreement.
6. Compliance with Laws. Contractor, its officers, employees, agents, subcontractors, or those under its control, will at all times comply with applicable federal, state, and local laws and regulations, Airport rules, regulations, policies, procedures and operating directives as are now or may hereinafter be prescribed by MCAA, all applicable health rules and regulations and other mandates whether existing or as promulgated from time to time by the federal, state, or local government, or MCAA including, but not limited to, permitted and restricted activities, security matters, parking, ingress and egress, environmental and storm water regulations and any other operational matters related to the operation of Airport. Contractor, its officers, employees, agents, subcontractors, and those under its control, will comply with safety, operational, or security measures required of Contractor or MCAA by the Federal Aviation Administration (FAA) or Transportation Security Administration (TSA). If Contractor, its officers, employees, agents, subcontractors or those under its control will fail or refuse to comply with said measures and such noncompliance results in a monetary penalty being assessed against MCAA, then, in addition to any other remedies available to MCAA, Contractor will be responsible and will reimburse MCAA in the full amount of any such monetary penalty or other damages. This amount must be paid by Contractor within 15 days from the date of the invoice or written notice.
7. Assignability. Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written approval of MCAA.
8. Indemnification. To the fullest extent permitted by law, CONTRACTOR agrees to indemnify, defend and save MCAA, its officers, agents and employees harmless from and against any and all losses, damage, liability, claims, expenses, costs, fines, including but not limited to attorney's fees and court costs, and causes of action of every kind and character occasioned by, growing out of, or in any way arising or resulting from Contractor's presence on or use or occupancy of the Airport, Contractor's acts,

omissions, negligence, activities, operations, professional negligence, or malpractice; Contractor's performance, non-performance or purported performance of this Agreement; or any breach by Contractor of the terms of this Agreement or any such acts, omissions, negligence, activities, operations, professional negligence, or malpractice of Contractor's officers, employees, agents, subcontractors, invitees, or any other person directly or indirectly employed or utilized by Contractor, that results in any bodily injury (including death) or any damage to property, including loss of use, incurred or sustained by any party hereto, any agent or employee of any party hereto, any other person whomsoever, or any governmental agency, regardless or whether or not it is caused in whole or in part by the negligence of a party indemnified hereunder.

In addition to the duty to indemnify and hold harmless, Contractor shall have the duty to defend MCAA, its agents, employees, and officers from all liabilities, claims, expenses, losses, costs, fines and damages (including but not limited to attorney's fees and court costs) and causes of action of every kind and character. The duty to defend under this section is independent and separate from the duty to indemnify, and the duty to defend exists regardless of any ultimate liability of Contractor, MCAA, or any indemnified party. The duty to defend arises immediately upon written presentation of a claim to the Contractor.

9. Insurance. Contractor will be required to maintain general liability insurance in the amount of \$1,500,000.00 per occurrence and \$2,000,000.00 in the aggregate. Contractor will be required to provide professional liability insurance.

Contractor shall maintain automobile occurrence coverage with combined single limits for bodily injury, personal injury and property damage of \$500,000 per occurrence and \$1,000,000.00 aggregate per year to cover such claims as may be caused by any act, omission, or negligence of Contractor and its employees, agents, representatives, or subcontractors.

All insurance policies required, including workers' compensation insurance, must be from an insurance carrier licensed to do business in the State of Montana. Contractor agrees to provide proof of insurance prior to commencing work under this Agreement. MCAA must be listed as an additional insured on the general liability insurance certificate for this Agreement unless otherwise agreed to in writing by MCAA.

10. Modifications. This Agreement may be modified in writing at any time by mutual agreement of the Authority and Contractor.
11. Records. Contractor shall maintain sufficient records incident to the performance of this Agreement to enable MCAA to document the performance of the Agreement. Contractor shall allow access to those records by MCAA. Records shall be maintained for at least three years after completion of this Agreement.
12. Ownership and Publication of Materials. All reports, information, data and other materials prepared by Contractor pursuant to this Agreement are the property of the

Authority, which has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or in part, information relating thereto. No material produced in whole or in part under this Agreement may be copyrighted or patented in the United States or in any other country without the prior written approval of the Authority.

13. Public Access to Information. Contractor acknowledges that the Authority is a political subdivision of the State of Montana and its records are public and subject to disclosure under Montana law. Certain limited information may be protected from disclosure. Protected information includes information concerning individual privacy, legitimate trade secrets and other constitutionally protected proprietary information and certain information relating to individual or public safety. The parties agree to confer prior to disclosure of information relating to this Agreement and its performance which may include protected information.
14. Nondiscrimination. Contractor agrees to comply with all federal and state laws, rules and regulations regarding non-discrimination, including any such laws, rules or regulations of the U.S. Department of Transportation, Title 49, Part 21.
 - a. This agreement is subject to the requirements of the U.S. Department of Transportation's regulations, 49 CFR Part 23. The Contractor agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, or sex in connection with the award or performance of any concession agreement, management contract, or subcontract, purchase or lease agreement, or other agreement covered by 49 CFR Part 23. The Contractor agrees to include the above statements in any subsequent agreement or contract covered by 49 CFR Part 23, that it enters and cause those businesses to similarly include the statements in further agreements.
 - b. Contractor agrees for the term of this Agreement, and any renewals, that all hiring of employees must be on the basis of merit and qualifications, and there shall be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin.
 - c. Contractor agrees to provide information to MCAA on an annual basis regarding participation by Airport Concession Disadvantaged Business Enterprises.
 - d. Noncompliance with the above provisions shall constitute a material breach of this Agreement. In the event of such noncompliance, MCAA shall have the right to terminate this Agreement and the estate created without liability therefor or at the election of MCAA or the United States either or both shall have the right to judicially enforce said provisions.
 - e. The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by

MCAA or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to MCAA or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.

15. 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.

16. Compliance with Nondiscrimination Requirements. During the performance of this Agreement, the Contractor, for itself, its assignees, and successors in interest agrees as follows:

- a. **Compliance with Regulations:** The Contractor 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 sub-Contractors, 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 sub-Contractor 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:

i. Withholding payments to the Contractor under the contract until the Contractor complies; and/or

ii. 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 sub-contractor, 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.

17. 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).
18. Certification Regarding Debarment. By entering into this Agreement, the Contractor certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.
19. 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.
20. Occupational Safety and Health Act of 1970. 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.

21. 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.
22. Equal Opportunity Clause. During the performance of this contract, the Contractor agrees as follows:
 - (a) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identify or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
 - (b) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
 - (c) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - (d) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
 - (e) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
 - (f) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be

canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- (g) The Contractor will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (f) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided, however,* That in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

23. Trade Restriction Certification. Contractor hereby certifies that with respect to this contract, the Contractor -

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (U.S.T.R.);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the U.S.T.R.; and
- c. has not entered into any subcontract for any product to be used on the Federal on the project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the U.S.T.R.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

The Contractor must provide immediate written notice to the Owner if the Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

The Contractor agrees that it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by U.S.T.R, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

24. Veteran's Preference. In the employment of labor (excluding executive, administrative, and supervisory positions), the Contractor and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 U.S.C. 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.
25. 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.

26. 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.

27. 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.

28. Termination of Agreement. MCAA shall have the right to terminate this Agreement with or without cause, on giving thirty (30) days written notice to Contractor.

Each party shall have the right to terminate this Agreement with cause if:

- a. The other party violates any provision of this Agreement;
- b. The other party: (i) terminates or suspends its business; (ii) becomes subject to any bankruptcy or insolvency proceeding under Federal or Montana statute; (iii) becomes insolvent or subject to direct control by a trustee, receiver, or similar authority; (iv) has liquidated, voluntarily or otherwise; or (v) is unable to perform under the terms of this Agreement.

MCAA reserves the right to cancel this Agreement at any time in event of default or violation by Contractor of any provision of this Agreement. MCAA may take whatever action at law or in equity that may appear necessary or desirable to collect damages arising from a default or violation or to enforce performance of this Agreement.

29. Notices. A notice, demand or other communication under this Agreement by one party to the other shall be sufficiently given or delivered if it is dispatched by mail, postage prepaid, return receipt requested, or delivered personally; and

- a. In the case of Contractor is addressed or delivered personally to:

Kim Sippola, Principal
The Quotient Group
N1374 Tuckaway Court
Greenville, WI 54942

- b. In the case of the Authority, is addressed or delivered personally to:

Missoula County Airport Authority
5225 Highway 10 West
Missoula, MT 59808-9399
Attention: Airport Director

30. Governing Law and Venue. This Agreement shall be construed and interpreted pursuant to the laws of the State of Montana. Venue for any dispute or suit concerning this Agreement shall be in Missoula County, Montana.
31. Merger. This Agreement represents the entire agreement of the parties hereto and NO REPRESENTATIONS, EXPRESS OR IMPLIED, have been made by any party except as contained herein. This Agreement is in substitution of and supersedes any and all prior agreements, discussions, understandings or conversations between the parties, their agents and employees pertaining to this transaction.
32. Partial Invalidity. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
33. Attorney Fees. In any action brought by either party to enforce any of the terms of this Agreement, the prevailing party in such action shall be entitled to costs, out-of-pocket expenses, expert and lay witness fees and expenses, and such reasonable attorney and paralegal fees as the court shall determine just including any such costs, out-of-pocket expenses and fees incurred on any appeals or in any bankruptcy proceeding.
34. Headings and Captions. The various headings, titles, subtitles, captions and numbers and the groupings of the provisions of this Agreement into separate sections and paragraphs are for the purpose of convenience only and are to be ignored in any construction of the provisions of this Agreement.
35. Waiver. The failure of MCAA or Contractor to insist upon strict performance of any of the terms, conditions, or covenants herein shall not be deemed a waiver of any rights or remedies that either may have and shall not be deemed a waiver of any subsequent breach or default in the terms, conditions or covenants contained in this Agreement.
36. Amendments. This Agreement may not be modified, altered or amended in any manner unless such modification, alteration or amendment is reduced to writing and executed by all parties to this Agreement.

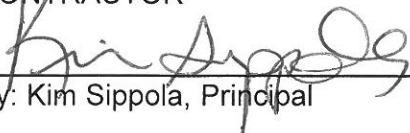
IN WITNESS WHEREOF, the Authority and Contractor have executed this Agreement as of the date first written above.

MISSOULA COUNTY AIRPORT AUTHORITY

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by a horizontal line.

By: Cris Jensen, Airport Director

CONTRACTOR

A handwritten signature in black ink, appearing to read 'Kim Sippola' in a cursive style.

By: Kim Sippola, Principal



RATES AND CHARGES

Service	Rate
Creative Production (video production, writing, editing, other non-design work)	\$150/hr
Strategy/Consulting (concept, project management, strategic support, etc.)	\$150/hr
Web Development (design, layout, technical support)	\$125/hr
Reimbursable Expenses (printing, production, third-party services, etc.)	negotiable % fee
Graphic Design	\$85/hr

REIMBURSABLE EXPENSES

Not included in the fixed or hourly rates:

- ▶ Travel costs, including airfare, lodging, meals, ground transportation, parking, tips and other associated travel costs for approved trips.
- ▶ Printing and production costs, including but not limited to the purchase and/or production of promotional items (giveaways, attire, promotion prizes, etc.), printing for marketing collateral (such as brochures, postcards, banners, billboard vinyl, etc.), and postage costs.
- ▶ All costs associated with the use of subcontractors, including but not limited to videography, multi-media or audio projects (such as radio spots), or language translation services.
- ▶ Subscriptions and/or flat fees for online tools and services, including but not limited to those tools and services used for survey and data-gathering, e-newsletter distribution, and stock photo, video or audio files.
- ▶ All advertising costs

Example Services	Rate
One page Press Release	\$200
Social Media Promotions	\$1,500 - \$4,000
Social Media Management	\$400-750/month
E-Newsletter	\$250/month
Terminal Outreach Plan - Depending on detail and research	\$8,000 - \$20,000

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 30, 2023

1. **TITLE:** Award of IT Services Request for Proposals

Review, discussion, and possible award of IT Services RFP to First Call.

ACTION ITEM
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 5 Minutes
4. **BACKGROUND INFORMATION:** MCAA's contract with its current IT Service provider expires at the end of this Fiscal Year. Staff published an RFP on March 20, 2023 with proposals due May 1, 2023. We received 4 responses from First Call, Pine Cove, Pinion Technology and Structured. A review committee, composed of Dylan O'Leary, Will Parnell, Tim Damrow and Thad Williams, met and scored the proposals. The review committee determined that First Call submitted the proposal most advantageous to MCAA and recommends award to First Call.
5. **BUDGET INFORMATION:**
6. **SUPPLEMENTAL AGENDA INFORMATION:**
7. **RECOMMENDED MOTION:** Move to approve the award of the IT Services Request for Proposals to First Call.
8. **PREPARED BY:** Lynn Fagan
9. **COMMITTEE REVIEW:** None

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: May 30, 2023

1. **TITLE:** Federal Aviation Administration Grant Offer Pre-Approvals

Review, discussion and possible approval of the grant offers for AIP-083, AIP-084 and AIP-085 and its associated projects. **ACTION ITEM**
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 10 Minutes
4. **BACKGROUND INFORMATION:** There grant applications were submitted to the FAA in February to fund this year's projects. It is anticipated the grant offers will be sent in the upcoming week. The FAA requires a quick turn around on these grant offers, and to avoid a Special Board Meeting, we are requesting pre-approval on the following:
AIP-3-30-0056-083-2023
 - Pavement Rehabilitation Project (Design and Construction Services)
 - South Side Perimeter Fence (Construction Only)AIP-3-30-0056-084-2023
 - Deice Apron Expansion Project (Construction Only)AIP-3-30-0056-085-2023
 - East Concourse Terminal Building (Construction Only)
5. **BUDGET INFORMATION:**
AIP-083 Grant Offer = \$1,014,436
MSO Matching Share = \$112,715.50
AIP-084 Grant Offer = \$3,054,240
MSO Matching Share = \$339,361.00
AIP-085 Grant Offer = \$3,809,741
MSO Matching Share = \$,1335,259.00
6. **SUPPLEMENTAL AGENDA INFORMATION:** See estimated project cost breakdown
7. **RECOMMENDED MOTION:** Move to authorize the Airport Director or Deputy Director to accept the Grant Offers for AIP-083, AIP-084 and AIP-085 in the total amount of \$7,878,714 as submitted to the FAA and their corresponding matching share.
8. **PREPARED BY:** Brian Ellestad
9. **COMMITTEE REVIEW:** None.



PAVEMENT REHABILITATION PROJECT		
ADMINISTRATION		AIP-083-2023
Independent Fee Review (MM Design & CMS TOs)	\$	3,200.00
Miscellaneous (Ads, Expenses, etc.)	\$	800.00
Subtotal Administration	\$	4,000.00
ENGINEERING		
Task Order-47 (Pavement Maint. Final Design)	\$	125,000.00
Task Order-TBD (Pavement Main. Constr. Manag't)	\$	53,500.00
Subtotal Planning	\$	178,500.00
CONSTRUCTION		
South Side Fence Installation	\$	92,400.00
Pavement Maintenance Project	\$	816,515.50
Subtotal Construction	\$	908,915.50
FORCE ACCOUNT		
Force Account	\$	35,736.00
Subtotal Construction	\$	35,736.00
TOTAL PROJECT COSTS	\$	1,127,151.50

Total Administration	\$	4,000.00
Total Engineering	\$	178,500.00
Total Construction	\$	908,915.50
Total Force Account	\$	35,736.00
Total Project Costs	\$	1,127,151.50
Federal Share (90% share)		\$1,014,436.00
Local Share (10% share)		\$112,715.50



DEICE RAMP EXPANSION PROJECT			
ADMINISTRATION	Total Project Cost	AIP-082-2022	AIP-084-2023
Independent Fee Review (MM TO-40)	\$ 3,200.00	\$ 3,200.00	\$ -
Independent Fee Review (MM TO-44)	\$ 3,200.00	\$ 3,200.00	\$ -
Miscellaneous (Ads, Expenses, etc.)	\$ 1,000.00	\$ 1,000.00	\$ -
Subtotal Administration	\$ 7,400.00	\$ 7,400.00	\$ -
ENGINEERING			
Task Order-40 (Design Services)	\$ 185,000.00	\$ 185,000.00	\$ -
Task Order-44 (Construction Management Services)	\$ 398,500.00	\$ 398,500.00	\$ -
Subtotal Planning	\$ 583,500.00	\$ 583,500.00	\$ -
CONSTRUCTION			
Knife River (Deice Apron Expansion)	\$ 7,054,648.00	\$ 3,685,767.00	\$ 3,368,881.00
Subtotal Construction	\$ 7,054,648.00	\$ 3,685,767.00	\$ 3,368,881.00
FORCE ACCOUNT			
MSO Force Account	\$ 24,720.00	\$ -	\$ 24,720.00
Subtotal Construction	\$ 24,720.00	\$ -	\$ 24,720.00
TOTAL PROJECT COSTS	\$ 7,645,548.00	\$ 4,276,667.00	\$ 3,368,881.00
Total Administration	\$ 7,400.00	\$ 7,400.00	\$ -
Total Engineering	\$ 583,500.00	\$ 583,500.00	\$ -
Total Construction	\$ 7,054,648.00	\$ 3,685,767.00	\$ 3,368,881.00
Total Force Account	\$ 24,720.00	\$ -	\$ 24,720.00
Total Project Costs	\$ 7,670,268.00	\$ 4,276,667.00	\$ 3,393,601.00
Federal Share (90% share)	\$6,903,241.00	\$3,849,000.00	\$3,054,240.00
Local Share (10% share)	\$767,027.00	\$427,667.00	\$339,361.00



NEW PASSENGER TERMINAL BUILDING (EAST CONCOURSE)				
ADMINISTRATION	Total Project Cost	ESTIMATED AIP-081-2022	ESTIMATED AIP-085-2023	REMAINING
Independent Fee Review (MM TO-43)	\$ 3,200.00	\$ 3,200.00	\$ -	\$ -
Subtotal Administration	\$ 3,200.00	\$ 3,200.00	\$ -	\$ -
ENGINEERING				
Task Order-43 (Constr. Mng't Services)	\$ 2,150,000.00	\$ 700,000.00	\$ 245,000.00	\$ 1,205,000.00
Subtotal Planning	\$ 2,150,000.00	\$ 700,000.00	\$ 245,000.00	\$ 1,205,000.00
CONSTRUCTION				
Contract Amend #24 (Construction)	\$ 42,330,275.00	\$ 14,140,403.00	\$ 4,900,000.00	\$ 23,289,872.00
Subtotal Construction	\$ 42,330,275.00	\$ 14,140,403.00	\$ 4,900,000.00	\$ 23,289,872.00
TOTAL PROJECT COSTS	\$ 44,483,475.00	\$ 14,843,603.00	\$ 5,145,000.00	\$ 24,494,872.00
Total Administration	\$ 3,200.00	\$ 3,200.00	\$ -	\$ -
Total Engineering	\$ 2,150,000.00	\$ 700,000.00	\$ 245,000.00	\$ 1,205,000.00
Total Construction	\$ 42,330,275.00	\$ 14,140,403.00	\$ 4,900,000.00	\$ 23,289,872.00
Total Project Costs	\$ 44,483,475.00	\$ 14,843,603.00	\$ 5,145,000.00	\$ 24,494,872.00
Federal Share (82.34% of 90%)	\$32,964,923.00	\$11,000,000.00	\$3,809,741.00	\$18,152,169.00
Local Share (17.66% share)	\$11,518,552.00	\$3,843,603.00	\$1,335,259.00	\$6,342,703.00

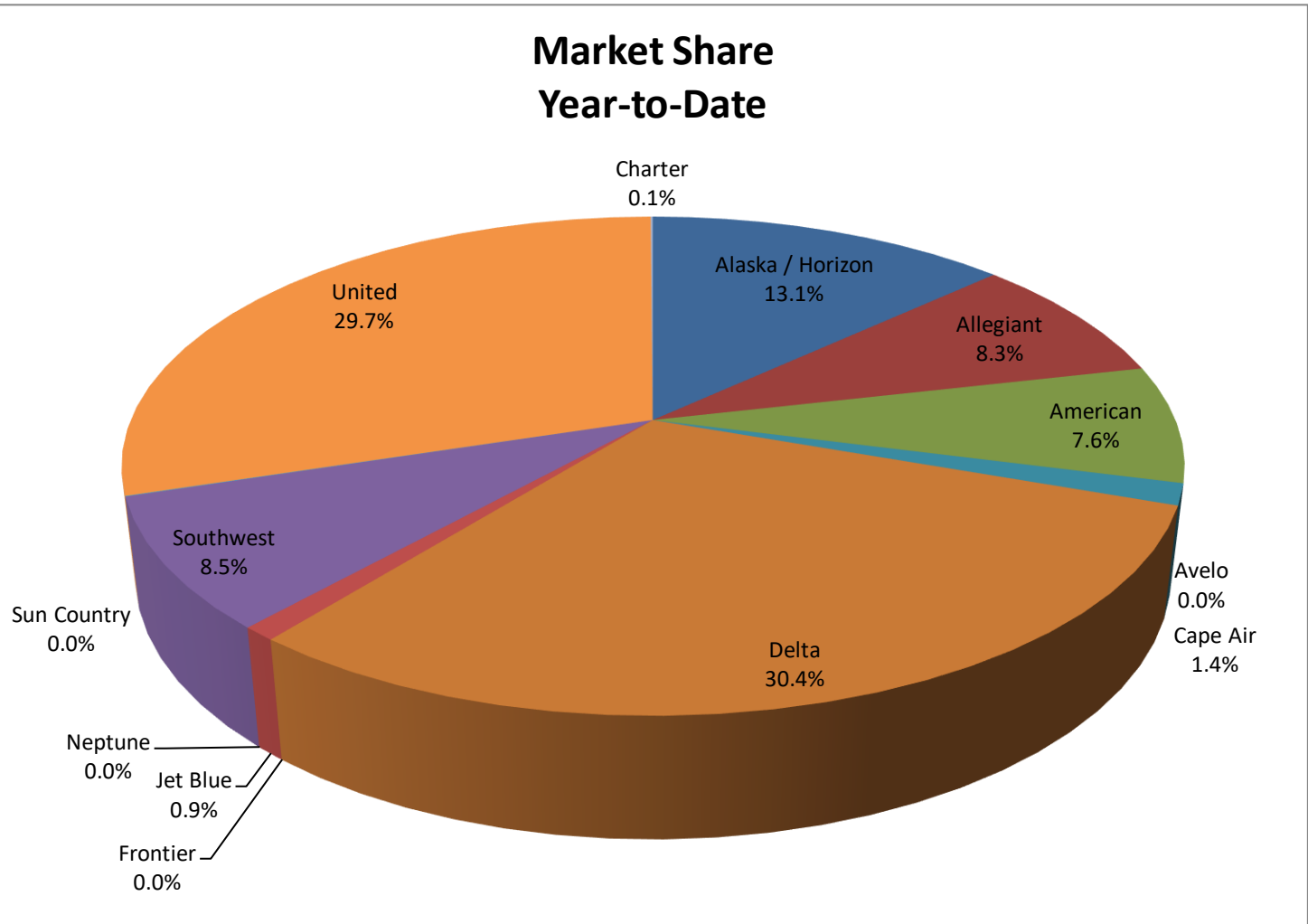
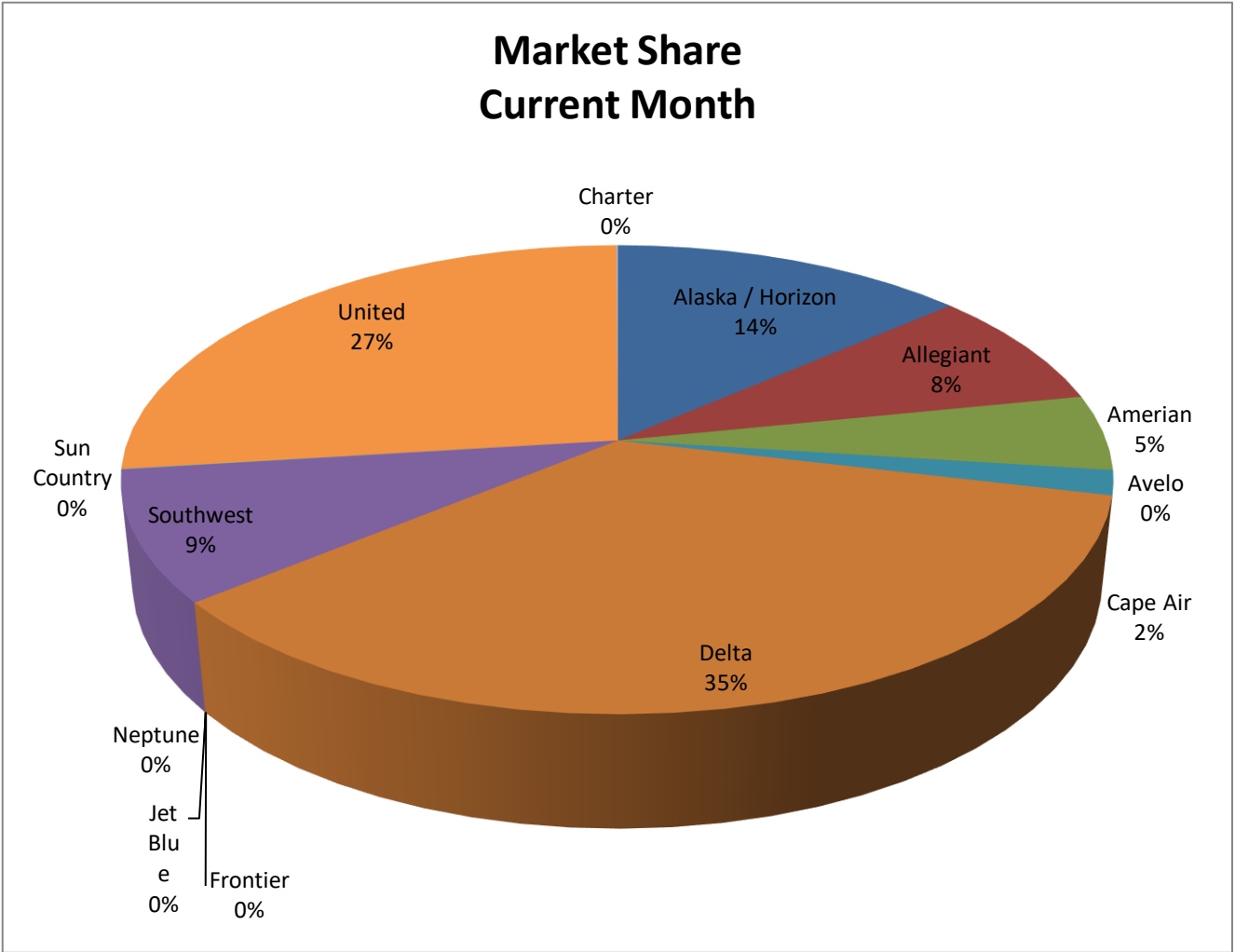
State of Montana
Airline Enplanements

April 2023

	Alaska / Horizon	Allegiant	Amerian	Avelo	Cape Air	Delta	Frontier	Jet Blue	Neptune	Southwest	Sun Country	United	Charter	Total	Tower Operations
Billings	4,050	2,648	3,968		1,538	10,045					66	9,751		32,066	8,483
Bozeman	7,497	4,421	3,315			24,118				16,175		18,593	96	74,215	10,657
Butte						1,095								1,095	
Glasgow					232									232	
Glendive					164									164	
Great Falls	1,824	2,544				5,397						3,701		13,466	
Havre					249									249	
Helena	1,573					3,476						1,387		6,436	4,136
Kalispell	4,558	2,543				9,919						5,241		22,261	3,023
Missoula	5,009	2,644	2,082			9,516						9,784		29,035	2,974
Sidney					610									610	
Wolf Point					274									274	
Yellowstone														-	
Total	24,511	14,800	9,365	-	3,067	63,566	-	-	-	16,175	66	48,457	96	180,103	29,273
Market Share %	13.6%	8.2%	5.2%	0.0%	1.7%	35.3%	0.0%	0.0%	0.0%	9.0%	0.0%	26.9%	0.1%		

Year-to-Date

	Alaska / Horizon	Allegiant	American	Avelo	Cape Air	Delta	Frontier	Jet Blue	Neptune	Southwest	Sun Country	United	Charter	Total	Tower Operations
Billings	15,419	12,768	17,002	-	5,466	37,241	-	-	-	-	259	35,001	-	123,156	30,462
Bozeman	34,383	18,632	34,166	-	-	93,476	-	7,256	-	68,430	-	110,331	452	367,126	41,604
Butte	-	-	-	-	-	4,501	-	-	-	-	-	-	-	4,501	-
Glasgow	-	-	-	-	766	-	-	-	-	-	-	-	-	766	-
Glendive	-	-	-	-	597	-	-	-	-	-	-	-	-	597	-
Great Falls	7,353	10,550	-	-	-	18,745	-	-	-	-	-	14,527	89	51,264	8,511
Havre	-	-	-	-	914	-	-	-	-	-	-	-	-	914	-
Helena	6,831	-	-	-	-	13,504	-	-	-	-	-	5,401	-	25,736	10,839
Kalispell	20,670	10,981	-	-	-	41,700	-	-	-	-	-	38,914	32	112,297	11,349
Missoula	21,283	13,874	10,153	-	-	35,708	-	-	-	-	-	35,664	-	116,682	11,291
Sidney	-	-	-	-	2,455	-	-	-	-	-	-	-	-	2,455	-
Wolf Point	-	-	-	-	949	-	-	-	-	-	-	-	-	949	-
Yellowstone	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	105,939	66,805	61,321	-	11,147	244,875	-	7,256	-	68,430	259	239,838	573	806,443	114,056
Market Share %	13.1%	8.3%	7.6%	0.0%	1.4%	30.4%	0.0%	0.9%	0.0%	8.5%	0.0%	29.7%	0.1%		



STATE TOTAL

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	178,518	173,999	352,517	352,517	203,399	194,565	397,964	397,964	13.9%	11.8%	12.9%	12.9%
FEB	179,469	179,191	358,660	711,177	194,183	200,352	394,535	792,499	8.2%	11.8%	10.0%	11.4%
MAR	217,195	209,429	426,624	1,137,801	228,758	212,524	441,282	1,233,781	5.3%	1.5%	3.4%	8.4%
APR	170,265	169,166	339,431	1,477,232	180,103	178,744	358,847	1,592,628	5.8%	5.7%	5.7%	7.8%
MAY	192,594	204,851	397,445	1,874,677	-	-	-	1,592,628	-100.0%	-100.0%	-100.0%	-15.0%
JUN	252,470	267,262	519,732	2,394,409	-	-	-	1,592,628	-100.0%	-100.0%	-100.0%	-33.5%
JUL	301,745	298,344	600,089	2,994,498	-	-	-	1,592,628	-100.0%	-100.0%	-100.0%	-46.8%
AUG	302,698	290,414	593,112	3,587,610	-	-	-	1,592,628	-100.0%	-100.0%	-100.0%	-55.6%
SEP	254,440	242,127	496,567	4,084,177	-	-	-	1,592,628	-100.0%	-100.0%	-100.0%	-61.0%
OCT	213,513	201,841	415,354	4,499,531	-	-	-	1,592,628	-100.0%	-100.0%	-100.0%	-64.6%
NOV	174,970	173,252	348,222	4,847,753	-	-	-	1,592,628	-100.0%	-100.0%	-100.0%	-67.1%
DEC	174,704	204,743	379,447	5,227,200	-	-	-	1,592,628	-100.0%	-100.0%	-100.0%	-69.5%
	2,612,581	2,614,619			806,443	786,185						

BILLINGS

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	25,611	24,708	50,319	50,319	30,579	29,130	59,709	59,709	19.4%	17.9%	18.7%	18.7%
FEB	25,459	25,135	50,594	100,913	25,699	30,369	56,068	115,777	0.9%	20.8%	10.8%	14.7%
MAR	29,370	29,743	59,113	160,026	34,812	35,542	70,354	186,131	18.5%	19.5%	19.0%	16.3%
APR	27,183	28,161	55,344	215,370	32,066	33,072	65,138	251,269	18.0%	17.4%	17.7%	16.7%
MAY	31,564	31,972	63,536	278,906	-		-	251,269	-100.0%	-100.0%	-100.0%	-9.9%
JUN	32,119	33,305	65,424	344,330	-		-	251,269	-100.0%	-100.0%	-100.0%	-27.0%
JUL	36,295	35,660	71,955	416,285	-		-	251,269	-100.0%	-100.0%	-100.0%	-39.6%
AUG	37,154	37,199	74,353	490,638	-		-	251,269	-100.0%	-100.0%	-100.0%	-48.8%
SEP	36,557	35,300	71,857	562,495	-		-	251,269	-100.0%	-100.0%	-100.0%	-55.3%
OCT	35,304	34,858	70,162	632,657	-		-	251,269	-100.0%	-100.0%	-100.0%	-60.3%
NOV	33,285	32,611	65,896	698,553	-		-	251,269	-100.0%	-100.0%	-100.0%	-64.0%
DEC	34,796	35,759	70,555	769,108	-		-	251,269	-100.0%	-100.0%	-100.0%	-67.3%
	384,697	384,411			123,156	128,113						

BOZEMAN

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	83,551	83,492	167,043	167,043	91,699	90,610	182,309	182,309	9.8%	8.5%	9.1%	9.1%
FEB	84,977	86,119	171,096	338,139	93,190	94,850	188,040	370,349	9.7%	10.1%	9.9%	9.5%
MAR	105,959	100,257	206,216	544,355	108,022	104,062	212,084	582,433	1.9%	3.8%	2.8%	7.0%
APR	71,578	68,453	140,031	684,386	74,215	70,743	144,958	727,391	3.7%	3.3%	3.5%	6.3%
MAY	79,383	85,762	165,145	849,531	-		-	727,391	-100.0%	-100.0%	-100.0%	-14.4%
JUN	109,698	115,712	225,410	1,074,941	-		-	727,391	-100.0%	-100.0%	-100.0%	-32.3%
JUL	128,371	127,863	256,234	1,331,175	-		-	727,391	-100.0%	-100.0%	-100.0%	-45.4%
AUG	130,033	124,412	254,445	1,585,620	-		-	727,391	-100.0%	-100.0%	-100.0%	-54.1%
SEP	103,482	100,362	203,844	1,789,464	-		-	727,391	-100.0%	-100.0%	-100.0%	-59.4%
OCT	87,449	80,402	167,851	1,957,315	-		-	727,391	-100.0%	-100.0%	-100.0%	-62.8%
NOV	66,606	66,606	133,212	2,090,527	-		-	727,391	-100.0%	-100.0%	-100.0%	-65.2%
DEC	84,594	89,576	174,170	2,264,697	-		-	727,391	-100.0%	-100.0%	-100.0%	-67.9%
	1,135,681	1,129,016			367,126	360,265						

BUTTE

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	1,483	1,443	2,926	2,926	1,104	1,167	2,271	2,271	-25.6%	-19.1%	-22.4%	-22.4%
FEB	1,613	1,589	3,202	6,128	882	939	1,821	4,092	-45.3%	-40.9%	-43.1%	-33.2%
MAR	1,595	1,631	3,226	9,354	1,420	1,439	2,859	6,951	-11.0%	-11.8%	-11.4%	-25.7%
APR	1,354	1,482	2,836	12,190	1,095	1,250	2,345	9,296	-19.1%	-15.7%	-17.3%	-23.7%
MAY	1,680	1,958	3,638	15,828	-		-	9,296	-100.0%	-100.0%	-100.0%	-41.3%
JUN	1,846	2,148	3,994	19,822	-		-	9,296	-100.0%	-100.0%	-100.0%	-53.1%
JUL	1,450	1,476	2,926	22,748	-		-	9,296	-100.0%	-100.0%	-100.0%	-59.1%
AUG	1,188	1,228	2,416	25,164	-		-	9,296	-100.0%	-100.0%	-100.0%	-63.1%
SEP	1,375	1,435	2,810	27,974	-		-	9,296	-100.0%	-100.0%	-100.0%	-66.8%
OCT	1,431	1,325	2,756	30,730	-		-	9,296	-100.0%	-100.0%	-100.0%	-69.7%
NOV	1,392	1,410	2,802	33,532	-		-	9,296	-100.0%	-100.0%	-100.0%	-72.3%
DEC	2,489	2,351	4,840	38,372	-		-	9,296	-100.0%	-100.0%	-100.0%	-75.8%
	18,896	19,476			4,501	4,795						

GLASGOW

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	212	197	409	409	192	173	365	365	-9.4%	-12.2%	-10.8%	-10.8%
FEB	201	203	404	813	175	150	325	690	-12.9%	-26.1%	-19.6%	-15.1%
MAR	237	236	473	1,286	167	141	308	998	-29.5%	-40.3%	-34.9%	-22.4%
APR	114	121	235	1,521	232	236	468	1,466	103.5%	95.0%	99.1%	-3.6%
MAY	179	202	381	1,902	-		-	1,466	-100.0%	-100.0%	-100.0%	-22.9%
JUN	188	191	379	2,281	-		-	1,466	-100.0%	-100.0%	-100.0%	-35.7%
JUL	347	356	703	2,984	-		-	1,466	-100.0%	-100.0%	-100.0%	-50.9%
AUG	367	342	709	3,693	-		-	1,466	-100.0%	-100.0%	-100.0%	-60.3%
SEP	431	331	762	4,455	-		-	1,466	-100.0%	-100.0%	-100.0%	-67.1%
OCT	306	295	601	5,056	-		-	1,466	-100.0%	-100.0%	-100.0%	-71.0%
NOV	199	194	393	5,449	-		-	1,466	-100.0%	-100.0%	-100.0%	-73.1%
DEC	194	192	386	5,835	-		-	1,466	-100.0%	-100.0%	-100.0%	-74.9%
	2,975	2,860			766	700						

GLENDDIVE

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	146	175	321	321	139	163	302	302	-4.8%	-6.9%	-5.9%	-5.9%
FEB	166	157	323	644	146	122	268	570	-12.0%	-22.3%	-17.0%	-11.5%
MAR	246	226	472	1,116	148	172	320	890	-39.8%	-23.9%	-32.2%	-20.3%
APR	420	416	836	1,952	164	145	309	1,199	-61.0%	-65.1%	-63.0%	-38.6%
MAY	570	533	1,103	3,055	-		-	1,199	-100.0%	-100.0%	-100.0%	-60.8%
JUN	484	491	975	4,030	-		-	1,199	-100.0%	-100.0%	-100.0%	-70.2%
JUL	526	527	1,053	5,083	-		-	1,199	-100.0%	-100.0%	-100.0%	-76.4%
AUG	543	535	1,078	6,161	-		-	1,199	-100.0%	-100.0%	-100.0%	-80.5%
SEP	507	491	998	7,159	-		-	1,199	-100.0%	-100.0%	-100.0%	-83.3%
OCT	390	384	774	7,933	-		-	1,199	-100.0%	-100.0%	-100.0%	-84.9%
NOV	172	159	331	8,264	-		-	1,199	-100.0%	-100.0%	-100.0%	-85.5%
DEC	174	154	328	8,592	-		-	1,199	-100.0%	-100.0%	-100.0%	-86.0%
	4,344	4,248			597	602						

GREAT FALLS

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	9,570	9,327	18,897	18,897	12,209	11,627	23,836	23,836	27.6%	24.7%	26.1%	26.1%
FEB	9,777	9,616	19,393	38,290	11,409	11,365	22,774	46,610	16.7%	18.2%	17.4%	21.7%
MAR	11,282	11,400	22,682	60,972	14,180	3,724	17,904	64,514	25.7%	-67.3%	-21.1%	5.8%
APR	11,564	11,759	23,323	84,295	13,466	14,070	27,536	92,050	16.4%	19.7%	18.1%	9.2%
MAY	11,544	12,011	23,555	107,850	-		-	92,050	-100.0%	-100.0%	-100.0%	-14.6%
JUN	11,878	11,939	23,817	131,667	-		-	92,050	-100.0%	-100.0%	-100.0%	-30.1%
JUL	12,191	12,099	24,290	155,957	-		-	92,050	-100.0%	-100.0%	-100.0%	-41.0%
AUG	12,505	12,347	24,852	180,809	-		-	92,050	-100.0%	-100.0%	-100.0%	-49.1%
SEP	12,487	12,016	24,503	205,312	-		-	92,050	-100.0%	-100.0%	-100.0%	-55.2%
OCT	14,334	13,868	28,202	233,514	-		-	92,050	-100.0%	-100.0%	-100.0%	-60.6%
NOV	12,551	12,250	24,801	258,315	-		-	92,050	-100.0%	-100.0%	-100.0%	-64.4%
DEC	13,754	13,434	27,188	285,503	-		-	92,050	-100.0%	-100.0%	-100.0%	-67.8%
	143,437	142,066			51,264	40,786						

HAVRE

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	208	238	446	446	183	181	364	364	-12.0%	-23.9%	-18.4%	-18.4%
FEB	212	204	416	862	225	226	451	815	6.1%	10.8%	8.4%	-5.5%
MAR	227	240	467	1,329	257	224	481	1,296	13.2%	-5.8%	3.0%	-2.5%
APR	223	210	433	1,762	249	238	487	1,783	11.7%	6.7%	12.5%	1.2%
MAY	245	254	499	2,261	-		-	1,783	-100.0%	-100.0%	-100.0%	-21.1%
JUN	208	198	406	2,667	-		-	1,783	-100.0%	-100.0%	-100.0%	-33.1%
JUL	283	238	521	3,188	-		-	1,783	-100.0%	-100.0%	-100.0%	-44.1%
AUG	273	285	558	3,746	-		-	1,783	-100.0%	-100.0%	-100.0%	-52.4%
SEP	264	235	499	4,245	-		-	1,783	-100.0%	-100.0%	-100.0%	-58.0%
OCT	286	251	537	4,782	-		-	1,783	-100.0%	-100.0%	-100.0%	-62.7%
NOV	253	244	497	5,279	-		-	1,783	-100.0%	-100.0%	-100.0%	-66.2%
DEC	181	170	351	5,630	-		-	1,783	-100.0%	-100.0%	-100.0%	-68.3%
	2,863	2,767			914	869						

HELENA

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	6,258	6,378	12,636	12,636	6,485	6,139	12,624	12,624	3.6%	-3.7%	-0.1%	-0.1%
FEB	6,331	6,172	12,503	25,139	5,911	5,901	11,812	24,436	-6.6%	-4.4%	-5.5%	-2.8%
MAR	6,839	6,497	13,336	38,475	6,904	6,882	13,786	38,222	1.0%	5.9%	3.4%	-0.7%
APR	7,263	7,537	14,800	53,275	6,436	6,541	12,977	51,199	-11.4%	-13.2%	-12.3%	-3.9%
MAY	8,007	8,018	16,025	69,300	-		-	51,199	-100.0%	-100.0%	-100.0%	-26.1%
JUN	6,688	6,988	13,676	82,976	-		-	51,199	-100.0%	-100.0%	-100.0%	-38.3%
JUL	6,889	6,757	13,646	96,622	-		-	51,199	-100.0%	-100.0%	-100.0%	-47.0%
AUG	7,199	6,774	13,973	110,595	-		-	51,199	-100.0%	-100.0%	-100.0%	-53.7%
SEP	7,050	6,650	13,700	124,295	-		-	51,199	-100.0%	-100.0%	-100.0%	-58.8%
OCT	7,186	6,984	14,170	138,465	-		-	51,199	-100.0%	-100.0%	-100.0%	-63.0%
NOV	6,444	6,445	12,889	151,354	-		-	51,199	-100.0%	-100.0%	-100.0%	-66.2%
DEC	6,581	6,614	13,195	164,549	-		-	51,199	-100.0%	-100.0%	-100.0%	-68.9%
	82,735	81,814			25,736	25,463						

KALISPELL

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	25,722	23,539	49,261	49,261	30,846	27,315	58,161	58,161	19.9%	16.0%	18.1%	18.1%
FEB	25,431	25,124	50,555	99,816	28,310	27,967	56,277	114,438	11.3%	11.3%	11.3%	14.6%
MAR	30,038	28,634	58,672	158,488	30,880	28,580	59,460	173,898	2.8%	-0.2%	1.3%	9.7%
APR	21,855	21,981	43,836	202,324	22,261	22,812	45,073	218,971	1.9%	3.8%	2.8%	8.2%
MAY	27,270	29,769	57,039	259,363	-		-	218,971	-100.0%	-100.0%	-100.0%	-15.6%
JUN	46,604	50,825	97,429	356,792	-		-	218,971	-100.0%	-100.0%	-100.0%	-38.6%
JUL	64,526	63,792	128,318	485,110	-		-	218,971	-100.0%	-100.0%	-100.0%	-54.9%
AUG	61,676	57,517	119,193	604,303	-		-	218,971	-100.0%	-100.0%	-100.0%	-63.8%
SEP	43,583	39,386	82,969	687,272	-		-	218,971	-100.0%	-100.0%	-100.0%	-68.1%
OCT	27,010	25,119	52,129	739,401	-		-	218,971	-100.0%	-100.0%	-100.0%	-70.4%
NOV	22,563	22,563	45,126	784,527	-		-	218,971	-100.0%	-100.0%	-100.0%	-72.1%
DEC	-	24,360	24,360	808,887	-		-	218,971	#DIV/0!	-100.0%	-100.0%	-72.9%
	396,278	412,609			112,297	106,674						

MISSOULA

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	25,015	23,736	48,751	48,751	29,251	27,338	56,589	56,589	16.9%	15.2%	16.1%	16.1%
FEB	24,499	24,083	48,582	97,333	27,468	27,778	55,246	111,835	12.1%	15.3%	13.7%	14.9%
MAR	30,526	29,743	60,269	157,602	30,928	30,782	61,710	173,545	1.3%	-6.6%	2.4%	10.1%
APR	28,138	28,540	56,678	214,280	29,035	28,712	57,747	231,292	3.2%	0.6%	1.9%	7.9%
MAY	31,390	32,833	64,223	278,503	-		-	231,292	-100.0%	-100.0%	-100.0%	-17.0%
JUN	40,453	43,242	83,695	362,198	-		-	231,292	-100.0%	-100.0%	-100.0%	-36.1%
JUL	48,381	47,104	95,485	457,683	-		-	231,292	-100.0%	-100.0%	-100.0%	-49.5%
AUG	49,425	47,358	96,783	554,466	-		-	231,292	-100.0%	-100.0%	-100.0%	-58.3%
SEP	46,445	43,850	90,295	644,761	-		-	231,292	-100.0%	-100.0%	-100.0%	-64.1%
OCT	38,897	37,224	76,121	720,882	-		-	231,292	-100.0%	-100.0%	-100.0%	-67.9%
NOV	30,620	29,932	60,552	781,434	-		-	231,292	-100.0%	-100.0%	-100.0%	-70.4%
DEC	31,156	31,422	62,578	844,012	-		-	231,292	-100.0%	-100.0%	-100.0%	-72.6%
	424,945	419,067			116,682	114,610						

SIDNEY

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	533	576	1,109	1,109	525	510	1,035	1,035	-1.5%	-11.5%	-6.7%	-6.7%
FEB	563	538	1,101	2,210	568	517	1,085	2,120	0.9%	-3.9%	-1.5%	-4.1%
MAR	626	596	1,222	3,432	752	700	1,452	3,572	20.1%	17.4%	18.8%	4.1%
APR	430	375	805	4,237	610	658	1,268	4,840	41.9%	75.5%	57.5%	14.2%
MAY	552	560	1,112	5,349	-		-	4,840	-100.0%	-100.0%	-100.0%	-9.5%
JUN	489	433	922	6,271	-		-	4,840	-100.0%	-100.0%	-100.0%	-22.8%
JUL	515	548	1,063	7,334	-		-	4,840	-100.0%	-100.0%	-100.0%	-34.0%
AUG	518	521	1,039	8,373	-		-	4,840	-100.0%	-100.0%	-100.0%	-42.2%
SEP	551	492	1,043	9,416	-		-	4,840	-100.0%	-100.0%	-100.0%	-48.6%
OCT	612	592	1,204	10,620	-		-	4,840	-100.0%	-100.0%	-100.0%	-54.4%
NOV	635	596	1,231	11,851	-		-	4,840	-100.0%	-100.0%	-100.0%	-59.2%
DEC	549	501	1,050	12,901	-		-	4,840	-100.0%	-100.0%	-100.0%	-62.5%
	6,573	6,328			2,455	2,385						

WOLF POINT

	2022 Passengers				2023 Passengers				% 2022 VS 2023			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	209	190	399	399	187	212	399	399	-10.5%	11.6%	0.0%	0.0%
FEB	240	251	491	890	200	168	368	767	-16.7%	-33.1%	-25.1%	-13.8%
MAR	250	226	476	1,366	288	276	564	1,331	15.2%	22.1%	18.5%	-2.6%
APR	143	131	274	1,640	274	267	541	1,872	91.6%	103.8%	97.4%	14.1%
MAY	210	179	389	2,029	-		-	1,872	-100.0%	-100.0%	-100.0%	-7.7%
JUN	255	243	498	2,527	-		-	1,872	-100.0%	-100.0%	-100.0%	-25.9%
JUL	299	295	594	3,121	-		-	1,872	-100.0%	-100.0%	-100.0%	-40.0%
AUG	332	267	599	3,720	-		-	1,872	-100.0%	-100.0%	-100.0%	-49.7%
SEP	337	326	663	4,383	-		-	1,872	-100.0%	-100.0%	-100.0%	-57.3%
OCT	308	291	599	4,982	-		-	1,872	-100.0%	-100.0%	-100.0%	-62.4%
NOV	250	242	492	5,474	-		-	1,872	-100.0%	-100.0%	-100.0%	-65.8%
DEC	236	210	446	5,920	-		-	1,872	-100.0%	-100.0%	-100.0%	-68.4%
	3,069	2,851			949	923						

* YELLOWSTONE

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

* The Yellowstone Airport is a seasonal airport.

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

*2022 season operating May 2022 through October 2022.

2023 Missoula Airport Operations and Route Performance

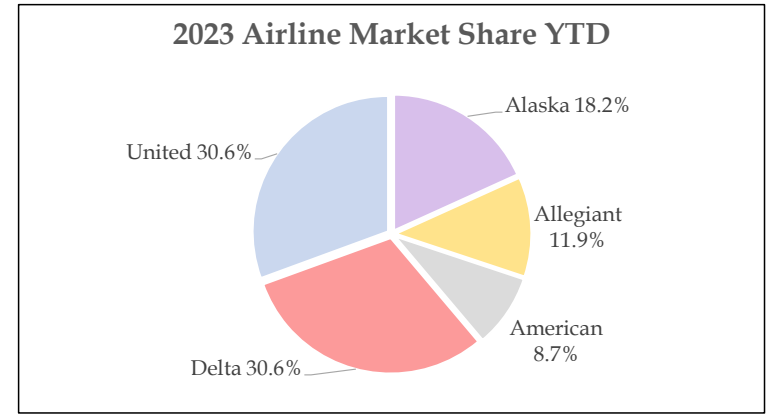
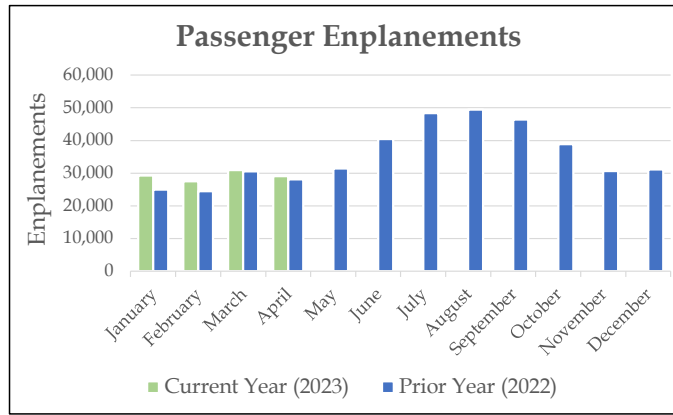
April-23

Summary

- Strong load factors ramping up for summer
-Record high LF for April 2023
- 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	565	0	0	0	0	0	0	0	0	2,287	9%
	Air Taxi	364	371	380	367	0	0	0	0	0	0	0	0	1,482	-4%
	GA	843	727	1030	1251	0	0	0	0	0	0	0	0	3,851	-13%
	Military	46	137	96	29	0	0	0	0	0	0	0	0	308	36%
	Civil	794	824	983	762	0	0	0	0	0	0	0	0	3,363	-22%
Total	2023	2,617	2,594	3,106	2,974	0	0	0	0	0	0	0	0	11,291	-11%
	2022	2,799	2,845	3,411	3,578	3,604	4,376	5,064	5,165	4,125	3,600	2,502	2,013	43,082	

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	5,009	0	0	0	0	0	0	0	0	21,283	11%
	Allegiant	3,619	3,582	4,029	2,644	0	0	0	0	0	0	0	0	13,874	4%
	American	2,652	3,333	2,086	2,082	0	0	0	0	0	0	0	0	10,153	8%
	Delta	8,746	7,657	9,789	9,516	0	0	0	0	0	0	0	0	35,708	-4%
	United	8,457	7,941	9,482	9,784	0	0	0	0	0	0	0	0	35,664	22%
	Charters	0	0	0	0	0	0	0	0	0	0	0	0	0	-100%
Total	2023	29,251	27,468	30,928	29,035	0	0	0	0	0	0	0	0	116,682	8%
	2022	25,015	24,499	30,526	28,138	31,390	40,453	48,381	49,425	46,445	38,897	30,620	31,156	424,945	
LF	2023	81.9%	80.1%	84.9%	87.8%									83.7%	
	2022	79.7%	84.3%	86.6%	83.2%	81.5%	82.7%	87.1%	85.7%	89.4%	91.7%	91.1%	87.9%	86.1%	

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	5,000	0	0	0	0	0	0	0	0	21,080	14%
	Allegiant	3,330	3,664	3,971	2,191	0	0	0	0	0	0	0	0	13,156	1%
	American	2,160	3,228	1,856	1,924	0	0	0	0	0	0	0	0	9,168	6%
	Delta	8,458	7,606	9,582	9,338	0	0	0	0	0	0	0	0	34,984	-4%
	United	8,095	8,274	9,570	10,259	0	0	0	0	0	0	0	0	36,198	23%
	Charters	0	24	0	0	0	0	0	0	0	0	0	0	24	-79%
Total	2023	27,338	27,778	30,782	28,712	0	0	0	0	0	0	0	0	114,610	8%
	2022	23,736	24,083	29,743	28,540	32,833	43,242	47,104	47,358	43,850	37,224	29,932	31,422	419,067	
Total Pax	2023	56,589	55,246	61,710	57,747	0	0	0	0	0	0	0	0	231,292	8%
	2022	48,751	48,582	60,269	56,678	64,223	83,695	95,485	96,783	90,295	76,121	60,552	62,578	844,012	
T12M		858,514													

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