

## Missoula County Airport Authority Regular Board Meeting

DATE: Tuesday, June 27, 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](mailto:lfagan@flymissoula.com).

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

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- 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 May 30, 2023 and the Special Board Meeting dated June 9, 2023. **Pg 3 & Pg 13**
- Approval of Claims for Payment – Will Parnell **Pg 15**
- Financial Report – Will Parnell **Pg 17**
- Director's Report – Brian Ellestad **Pg 29**
- Legal Report – Lynn Fagan
- Committee Updates –

Business Development Committee: No Activity  
Contract and Lease Committee: No Activity  
Executive Committee: Met June 27, 2023  
Facility and Operations Committee: No Activity  
Finance Committee: No Activity

General Aviation Committee: No Activity  
Legislative Committee: No Activity  
Marketing Committee: No Activity

#### Unfinished Business

- Renewal of Payne Insurance for FY2023 – Lynn Fagan **Pg 31**
- Approval of Moss Adams Engagement Letter and State Audit Contract – Will Parnell **Pg 60**
- B Concourse Furniture, Fixtures & Equipment Package – Tim Damrow **Pg 90**

#### New Business

- Morrison-Maierle Task Order-54, Final Design of Snow Removal Equipment (SRE) Bay Modifications – Brian Ellestad **Pg 121**
- Award of Badging Services Request for Proposals – Jesse Johnson **Pg 126**
- Award of Access Control Request for Proposals – Dylan O’Leary **Pg 157**
- Purchase of Cat 938 Front-End Loader – Nate Cole **Pg 219**
- Addendum to Car Condo Lease – Dan Neuman **Pg 220**

#### Information/Discussion Item(s)

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

MISSOULA COUNTY AIRPORT AUTHORITY  
Regular Board Meeting  
May 30, 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 Jeff Roth  
Alternate Commissioner Pat Boyle  
Alternate Commissioner David Bell  
Honorary Commissioner Jack Meyer

STAFF:

Director Brian Ellestad  
Deputy Director Tim Damrow  
Finance Manager Teri Norcross  
Director of Finance and Administration Will Parnell  
Administrative Manager Lynn Fagan  
Business Development Manager Dan Neuman  
Accounting Clerk Brianna Brewer  
Compliance Officer Jesse Johnson  
IT Specialist Dylan O'Leary  
Advertising Manager Amanda Jacobson

OTHERS:

Gary Matson, Runway 25 Hangars  
Shaun Shea, Morrison-Maierle  
Martin Kidston, Missoula Current via conference call  
Travis Frey, Martel Construction  
Dan Cederberg, Cederberg Law Offices

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

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

Chair Larry Anderson noted that an Alternate Commissioner needed to be seated.

Motion: Secretary/Treasurer Deb Poteet moved to seat Alternate Commissioner Pat Boyle.

Second: Vice Chair Winton Kemmis

Vote: Motion Passed Unanimously

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 April 25, 2023. There were none.

Motion: Commissioner Adriane Beck moved to approve the minutes of Regular Board Meeting dated April 25, 2023.

Second: Vice Chair Winton Kemmis

Vote: Motion Passed Unanimously

#### CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell noted in the general checking account check, the check to Deere & Company for \$45,869.67 was for a mower included in FY23 budget for \$55,000. On the credit card detail, Will explained that a check to Montana Party Time for \$1,923 was for renting a tent for the disaster drill. The tent served as a temporary shelter for the volunteers and first responders. Staff is anticipating additional expenses related to the drill in the next few months. Will also noted a check to Elder Demolition for \$11,500 which was costs for removal of railroad cars from the Pruyn property.

Chair Larry Anderson asked about voided checks shown on the Clams list. Will responded that those were related to printer errors. Larry asked if there were any Board questions or public comments regarding the Claims for Payment. There were none.

Chair Larry Anderson noted that Alternate Commissioner David Bell arrived during the discussion and requested a motion to seat David.

Motion: Vice Chair Winton Kemmis moved to seat Alternate Commissioner David Bell.

Second: Commissioner Jeff Roth

Vote: Motion Passed Unanimously

Chair Larry Anderson asked for a motion to approve the Claims for Payment.

Motion: Commissioner Jeff Roth moved to approve the Claims for Payment

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously



## FINANCIAL REPORT

Director of Finance and Administration Will Parnell noted the Board packet included the comparative balance sheet, profit and loss budget performance, statement of cash flow, operating revenues, and operating expenses as a percentage of gross, and a long-term debt roll forward.

From the profit and loss statement, Will noted that revenues and expenses are currently 98% and 86% of the annual operating budget, respectively. Also, Will explained that MCAA recognized \$838,898.98 & \$471,035.11 in CRRSA and CARES revenue in the month of April 2023. The revenue is recorded as Other Income and Expense and represents the final draws for both CRSSA and CARES. As of May 24, 2023, the grants have been closed out. Will explained that cash collections from both CRSSA and CARES were recorded as a noncapital financing activity as the final draws included reimbursable operating cost, namely payroll incurred in FY23.

Will also noted that the Accounts Receivable turnover ratio for April is is approximately 86%.

Finally, Will stated that outstanding principle on long-term as of April 30, 2023, is \$21,341,178. The airport did not draw money from the notes in April. Debt service was payable and paid on April 1, 2023. Principal paid on April 1, 2023 in the amount of \$130,932 on the 2019B note. Principal and interest is due the 1<sup>st</sup> day of each quarter – the next estimated principal and interest payment is due on July 1, 2023, in the amount of 335,535.

Alternate Commissioner David Bell asked if Will thought the outstanding Accounts Receivable balances were due to macro-economic issues or specific to MSO. Will responded that the team had recently reviewed this and determined that all the outstanding balances were collectible. Will also noted that the outstanding balances were limited to a few customers and that staff continues to work with those customers and believes the balances will be cleared. David then asked when a decision is made as to the collectability of the balances. Will stated that staff looks very closely at that as the fiscal year end approaches. Chair Larry Anderson asked if we do have to write-off an outstanding balance and the customer is a concessionaire or tenant, would that factor into a renewal of those contracts. Administrative Manager Lynn Fagan replied that those types of terms are written into the contract. Renewals generally require the tenant to be in compliance with all the terms of the agreement. When MSO goes out to bid for new contracts, one of the factors considered is past history with MSO, so non-payment would count against a bidder. Staff keeps track of those issues in Veoci so that everyone has access to that information.

Chair Larry Anderson asked if there were any Board questions or public comments regarding the Financial Report. Commissioner Jeff Roth asked why the non-signatory turn fees were down. Will responded that it is down because American was classified as non-signatory in Fiscal Year 2022 but is classified as signatory for Fiscal Year 2023.

Motion: Alternate Commissioner David Bell moved to approve the Financial Report as presented.

Second: Alternate Commissioner Pat Boyle

Vote: Motion Passed Unanimously

## DIRECTOR'S REPORT

Airport Director Brian Ellestad reported that enplanements for April 2023 were 2% over April 2022. Year to date, MSO is 7.9% over 2022. Brian then told the Board about the recent air service conference that MSO hosted in Missoula this month. Nine airlines with 14 representatives

attended, as well as 20 airports from across the country. All the participants commented that this was the best one to date and will be hard to beat. Brian thanked Glacier Country and Destination Missoula for their work in putting on the conference.

Brian noted that the summer schedule has begun. MSO goes from approximately 1,100 daily departure seats to about 2,200 on average during the peak summer period. Because of the Allegiant schedule, we will have over 2,700 departing seats on Mondays and Fridays.

Brian then praised staff members Justin Shaffer, Chief of Public Safety, and Jesse Johnson, Compliance Officer, for their work on the disaster drill that took place on May 5<sup>th</sup>. There was great participation by volunteers and mutual aid.

Staff members Dan Neuman, Business Development Manager, and Amanda Jacobson, Advertising Manager, introduced themselves to the Board.

Deputy Director Tim Damrow gave a brief update on construction progress. Tim reported that footings on the basement foundation for Concourse B of the terminal were complete and walls are in progress. There have been some weather delays on the deice pad and laydown yard. Steel for Concourse B is expected to begin installation in mid-July. Tim also noted that June 8<sup>th</sup>, is the one-year anniversary of the move into the new terminal.

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 reported that staff has begun working on implementation of software for HR and payroll functions. It is expected to be ready in late September. Next month Lynn will present the insurance renewal and there will be items to award bids for Badging Services and an Access Control Integrator.

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 May 30, 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

##### Award of Audit Request for Proposals

Director of Finance and Administration Will Parnell reminded the Board that 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. Anderson Zurmuehlen, now Pinion, is no longer

providing audit services for government entities. 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. After 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 various other 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, Administrative Manager Lynn Fagan and Deputy Director Tim Damrow. The review committee determined that Moss Adams proposal was the most advantageous for MSO and recommends awarding the bid to Moss Adams.

Vice Chair Winton Kemmis commented that the cost is double what MCAA paid last year. Honorary Commissioner Jack Meyer added that there is a huge shortage of CPAs and that we are lucky to find one.

Alternate Commissioner David Bell asked if auditing airports is a niche for Moss Adams. Will responded that it is, they audit 26 airports, from LAX to Spokane and smaller.

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

Motion: Alternate Commissioner David Bell moved to award the auditing proposal to Moss Adams.

Second: Secretary/Treasurer Deb Poteet

Vote: Motion Passed Unanimously

## NEW BUSINESS

### MCAA Resolution No. 2023-02 Setting Ground Rent for Aviation Leases

Administrative Manager Lynn Fagan explained that MCAA 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. Rates throughout the commercial airports in the state vary from \$0.14 per square foot up to \$0.41 per square foot.

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 Resolution No. 2023-02 setting ground rate for aviation leases on airport at \$0.175 per square foot.

Second: Secretary/Treasurer Deb Poteet

Vote: Motion Passed Unanimously

### MCAA Organizational Chart

Administrative Manager Lynn Fagan told the Board 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. 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. Lynn noted that when she began in 2016, MCAA had less than 50 employees and there were 85 employees on the last payroll. The increase also means that MCAA is subject to more regulatory and reporting requirements.

In conjunction with this review, staff conducted compensation research 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. Other union and non-union positions will receive a 3.2% increase for FY24.

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

Seconded Motion from Finance Committee to approve the proposed Organizational Chart as presented.

Vote: Motion Passed Unanimously

#### Fiscal Year 2024 Budget

Director of Finance and Administration Will Parnell told the Board that the draft budget for the Missoula County Airport Authority fiscal year 2024 is used for the budgeting of operating revenues and expenses based on best estimates of the airport staff. Will noted that staff uses a moderate approach in estimating revenues. As to expenditures, staff reviews actual expenditures and trends and then Will reviews all for reasonableness.

The budget 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. 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. No comments have been received from the air carriers. Will thanked the staff and outgoing Finance Manager Teri Norcross for all the assistance with this year's budget.

Alternate Commissioner David Bell asked if the objective was to match the revenue increases with the expenditure increases. Will responded that it was coincidental. There was a discussion of benchmarking and comparisons to other airports.

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

Motion: Secretary/Treasurer Deb Poteet moved to approve the budget for Fiscal Year July 1, 2023 to June 30, 2024.

Second: Vice Chair Winton Kemmis

Vote: Motion Passed Unanimously

#### MCAA Resolution No. 2023-03 – Authorizing Filing Application to Impose Passenger Facility Charges

Director of Finance and Administration Will Parnell explained that 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.

Finance Manager Teri Norcross explained the next step in the application process is consultation with air carriers serving MSO. Staff 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.

Chair Larry Anderson asked if Board members had any questions or public comments. Honorary Commissioner Jack Meyer asked how the process would work as far as collections for the two different applications and whether the FAA dictates how that occurs. Will responded that MCAA can co-mingle collections for both applications and the collection is based on eligible costs. Teri mentioned that there were required quarterly reports. Additionally, the auditors are required to audit the PFC collections.

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

Motion: Alternate Commissioner David Bell moved to approve MCAA Resolution No. 2023-03 Authorizing Filing Application to Impose Passenger Facility Charges

Second: Vice Chair Winton Kemmis

Vote: Motion Passed Unanimously

#### Amendment to International Association of Firefighters Agreement

Administrative Manager Lynn Fagan reminded the Board that an agreement with the International Association of Firefighters, representing MCAA's Public Safety Officers, was approved by the Board in June 2022. 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. A compromise that was reached to avoid arbitration. The agreement included adding a clear definition of Current CPI, including a calculation example, and changing the FY2026 wage from a 2 1/4% increase to a 3% increase. The change will result in a wage increase for the PSOs in FY24 of 3.2%.

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

Seconded Motion from Finance Committee to approve the Memo of Understanding with the International Association of Firefighters

Vote: Motion Passed Unanimously

#### Assignment of Avis On-Airport Rental Car Concession and Lease Agreement

Administrative Manager Lynn Fagan explained that 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 an 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.

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

Commissioner Adriane Beck had to leave the meeting.

Motion: Commissioner Jeff Roth moved to approve the Assignment and Assumption Agreement between Larson Enterprises, Inc., Blackfoot Rentals, LLC as assignors and Avis Budget Car Rental, LLC

Second: Secretary/Treasurer Deb Poteet

Vote: Motion Passed Unanimously

#### East Terminal Ramp Expansion

Airport Director Brian Ellestad explained that 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.

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

Motion: Vice Chair Winton Kemmis moved to approve Task Order No. 53 with Morrison-Maierle in the amount of \$60,000 for completing the Final Design of a future Commercial Air Carrier Ramp Expansion.

Second: Alternate Commissioner David Bell

Vote: Motion Passed Unanimously

MCAA Resolution No. 2023-04 – Resolution Authorizing the Waiving of Fees for Air Carriers for New Markets

Airport Director Brian Ellestad explained that air service incentives are utilized across the country and are almost considered a necessity to secure new service. Staff 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.

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

Motion: Alternate Commissioner David Bell moved to approve MCAA Resolution No. 2023-04 Authorizing the Waiving of Fees for Air Carriers for New Markets

Second: Vice Chair Winton Kemmis

Vote: Motion Passed Unanimously

Extension to Professional Services Agreement with Quotient Group

Administrative Manager Lynn Fagan told the Board that staff published a Request for Proposals 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 are therefore proposing a 5-year extension to the contract. The contract is a task order based format so staff has to assign tasks and negotiate fees on each task.

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

Motion: Commissioner Jeff Roth moved to approve the Addendum to Professional Services Agreement with Quotient Group for an additional 5-year term.

Second: Alternate Commissioner Pat Boyle

Vote: Motion Passed Unanimously

Award of IT Services Request for Proposals

Administrative Manager Lynn Fagan stated that 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. First Call had the best response times and the best staff to customer ratio, as well as being less expensive than the other bidders. The bid prices ranged from \$1700 per month to \$6920 per month.

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

Motion: Secretary/Treasurer Deb Poteet moved to approve the award of the IT Services Request for Proposals to First Call.

Second: Vice Chair Winton Kemmis

Vote: Motion Passed Unanimously

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

Airport Director Brian Ellestad told the Board that three 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 in the amount of \$1,014,436

- Pavement Rehabilitation Project (Design and Construction Services)
- South Side Perimeter Fence (Construction Only)

AIP-3-30-0056-084-2023 in the amount of \$3,054,240

- Deice Apron Expansion Project (Construction Only)

AIP-3-30-0056-085-2023 in the amount of \$3,809,741

- East Concourse Terminal Building (Construction Only)

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

Motion: Alternate Commissioner Pat Boyle moved 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.

Second: Secretary/Treasurer Deb Poteet

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 June 27<sup>th</sup> at 1:30 p.m.



MISSOULA COUNTY AIRPORT AUTHORITY  
Special Board Meeting  
June 9, 2023  
12:00 pm – via MS Teams

THOSE PRESENT

BOARD: Commissioner Jeff Roth – Acting Chair – via MS Teams  
Secretary Treasurer Deb Poteet – via MS Teams  
Commissioner Adriane Beck– via MS Teams  
Commissioner Shane Stack – via MS Teams  
Alternate Commissioner Pat Boyle– via MS Teams  
Alternate Commissioner David Bell– via MS Teams

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

OTHERS: Shaun Shea, Morrison-Maierle – via MS Teams

Acting Chair Jeff Roth called the meeting to order and advised everyone that the meeting was being recorded.

Acting Chair Jeff Roth noted that an Alternate Commissioner needed to be seated.

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

Second: Secretary Treasurer Deb Poteet

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD

Acting Chair Jeff Roth asked if there was any public comment on items not on the Board's agenda. There was none.

NEW BUSINESS

Approve FAA Grant Entitlement Transfer from Deer Lodge for approximately \$565,000

Airport Director Brian Ellestad explained to the Board that Deer Lodge airport was in jeopardy of losing AIP funding. They have four years to spend their entitlements and they have been waiting on an environmental report for their project. It is common practice for airport sponsors to help each other balance their surplus or shortfall of entitlement funds. In the past few years, MSO has transferred funds to/from the Butte Airport and most recently West Yellowstone Airport. This helps the FAA, Deer Lodge and MSO. Staff had programmed in entitlement funds for next fiscal year to pay down debt on the terminal project. This will reduce our interest expense by approximately \$23,000.

Motion: Commissioner Shane Stack moved to accept the entitlement transfer from Deer Lodge Airport in the total amount of \$565,851 and the reciprocal agreement to return said funds to Deer Lodge Airport in the next fiscal year.

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

Pre-approval for Airport Director to accept FAA grants

Airport Director Brian Ellestad told the Board that staff is preparing a grant application to the FAA to help with funding for the terminal project. Staff was going to submit the grant at the end of the fiscal year, but the FAA has requested to fast forward the process. Because of the FAA timeline, staff is requesting pre-approval for acceptance of this grant in the amount of \$2,340,936, with MSO's matching share at \$817,967.

Acting Chair Jeff Roth asked for a motion to seat Alternate Commissioner David Bell.

Motion: Commissioner Adriane Beck moved to seat Alternate Commissioner David Bell.

Second: Secretary Treasurer Deb Poteet

Vote: Motion Passed Unanimously

Acting Chair Jeff Roth asked if there was any Board questions or public comments; there were none.

Motion: Commissioner Shane Stack moved to pre-authorize the Airport Director or Deputy Director to accept the Grant Offer for AIP-086 in the total amount of \$2,340,936 as submitted to the FAA.

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

Acting Chair Jeff Roth closed the meeting.

**Missoula County Airport Authority**  
**Check Register**  
**General Checking Account**  
**April 25, 2023 through May 29, 2023**

Check	Vendor Name	Description	Amount
49148	KNIGHT, KATRIELA	Travel Expense - American BSO Initial Training DFW	\$ 192.00
49149	BLACKFOOT COMMUNICATIONS	Phone Charges	\$ 1,640.81
49150	CENTURYLINK	Phone Charges	\$ 692.98
49151	City of Missoula	Water/Sewer Expense	\$ 6,839.65
49152	ENERGY WEST	Electric/Gas Expense	\$ 2,402.41
49153	KELLY CONNECT	Contracted Maintenance	\$ 319.94
49154	MSLA ELECTRIC COOP	Electric/Gas Expense	\$ 812.40
49155	MURDOCHS	Safety Supplies/Equipment, Airfield Maintenance, Vehicle R&M	\$ 1,848.74
49156	NORTHWESTERN ENERGY	Electric/Gas Expense	\$ 9,592.21
49157	RISING FAST v	Custodial Services	\$ 35,450.00
49158	VEOCI	Contracted Maintenance - 6.1.22-6.30.22, Prepaid Insurance for FY24	\$ 31,137.00
49159	VERIZON	Phone Charges	\$ 1,038.53
49160	REPUBLIC SERVICES	Disposal Expense	\$ 190.79
49161	FIRST NATIONAL BANK	Credit Card Expenses	\$ 42,342.23
49162	139 FIRE LLC	Employee Training Expense - ARFF Fire Trainer	\$ 26,650.00
49163	AEROTRONICS INC.	Communications R&M	\$ 1,552.00
49164	AILEVON PACIFIC AVIATION CONSULTING, LLC	Marketing	\$ 144.03
49165	APPLIED INDUSTRIAL TECH	Mechanical/Supplies	\$ 55.81
49166	Armcor Cartridge Incorporated	Employee Training Expense	\$ 362.00
49167	BERLAND, KEVIN	Tools/Equipment	\$ 35.00
49168	BMC WEST	Building General R&M	\$ 1,074.92
49169	BRIANNA BREWER	Meals & PR	\$ 66.38
49170	BROSIOUS	USFS Hangar R&M	\$ 270.00
49171	COPPER STATE BOLT	Custodial Supplies	\$ 23.39
49172	CULLIGAN	Office Supplies	\$ 214.75
49173	CUSTOM WEST PEST CONTROL	Contracted Maintenance	\$ 195.00
49174	DATEC, INC	Computer Equipment Expense	\$ 968.00
49175	DSG (DAKOTA SUPPLY GROUP)	Plumbing Expense	\$ 281.77
49176	ELECTRO CONTROLS, INC	Rent Car R&M	\$ 202.97
49177	ELLESTAD	Travel Expense - Per Diem for Jumpstart Air Service	\$ 161.00
49178	FASTSIGNS	Display Expenses, Marketing	\$ 951.70
49179	FENCE CRAFTERS	Land Improvements	\$ 47,008.00
49180	Floridis, John	Marketing	\$ 750.00
49181	GELDERSMAN, AUGUSTUS	Travel Expense - Firearms Instructor	\$ 324.00
49182	GRAINGER	Building General R&M	\$ 192.23
49183	HILLYARD INC	Custodial Supplies	\$ 6,704.80
49184	INDUSTRIAL COMMUNICATIONS & ELECTRONICS	Construction in Progress:19481 - Terminal radios	\$ 49,202.75
49185	INLAND TRUCK PARTS	Vehicle R&M	\$ 611.44
49186	JBT AERO	Jet Bridge R&M	\$ 103.63
49187	JOHNSON CONTROLS/SIMPLEX	Contracted Maintenance	\$ 3,568.76
49188	JOHNSTONE SUPPLY	Mechanical/Supplies, Tools/Equipment	\$ 2,650.99
49189	KENT D. BRUCE COMPANY	Office Supplies	\$ 494.17
49190	KONE	Contracted Maintenance	\$ 991.10
49191	LES SCHWAB TIRE	Vehicle R&M	\$ 893.73
49192	MACOP	Memberships	\$ 100.00
49193	MSLA EMERGENCY	Memberships	\$ 30.00
49194	MSLA FIRE EQUIP, INC	Rent Car R&M	\$ 63.45
49195	MSLA OFFICE CITY	Office Supplies	\$ 62.28
49196	MSLA TEXTILE, INC	Contracted Maintenance, Custodial Supplies	\$ 206.48
49197	MOTOROLA SOLUTIONS INC	Tools/Equipment	\$ 1,176.00
49198	MT BOLT	Vehicle R&M	\$ 734.15
49199	MURDOCHS	Petroleum Products Expense, Uniform Expense	\$ 311.45
49200	NAPA	Jet Bridge R&M, Petroleum Products Expense, Vehicle R&M	\$ 2,594.89
49201	NORCO INDUSTRIAL	Vehicle R&M	\$ 114.48
49202	NORTHWEST INDUSTRIAL	Vehicle R&M	\$ 95.65
49203	PLATT ELECTRIC	Electric Maintenance	\$ 67.79
49204	QUADIENT	VOID	\$ -
49205	QUOTIENT GROUP	Marketing	\$ 758.40
49206	RDO EQUIPMENT CO.	Vehicle R&M	\$ 96.53
49207	SAPPHIRE RESOURCE CONNECTIONS	Fringe Benefits Expense:40691 - EAP Fees	\$ 747.00
49208	SPECTRUM WINDOW CLEANING	Custodial Services	\$ 1,025.00
49209	TETRA TECH, INC.	Contracted Maintenance	\$ 1,635.17
49210	THOMAS PLUMBING	Rent Car R&M	\$ 22.50
49211	TRI-ARC INC.	Vehicle R&M	\$ 70.95
49212	USDA	Consultants Expense	\$ 1,779.65
49213	VW ICE INC	Office Supplies	\$ 490.00
49214	WILLIAM D. STRATFORD, JR. M.D. P.C.	Consultants Expense	\$ 750.00
49215	LEXIS NEXIS	Prepaid - 7.1.23-6.30.24	\$ 9,900.00
49216	MSLA TEXTILE, INC	Uniform Expense	\$ 189.19
49217	VAISALA	Prepaid - 6.9.23-6.8.24	\$ 7,721.00
49218	D & G CRANE SERVICE	Jet Bridge R&M	\$ 760.50
49219	QUOTIENT GROUP	Marketing	\$ 412.50
49220	FIRST CALL	Contracted Maintenance	\$ 3,734.50
49221	INFAX	Contracted Maintenance	\$ 1,125.00
			<b>\$ 317,978.52</b>

**Missoula County Airport Authority  
Claims For Payment  
April 25, 2023 through May 29, 2023**

**Note**

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

**Credit Card Charges - by Expense Type (paid with check #49161)**

AvSec Fingerprinting Account	2,000.00
Legal Services	282.00
Communications R&M	6.00
Office Supplies	1,138.48
Job Postings	399.00
Postage	127.63
Computer Equipment Expense	210.01
Vehicle R&M	85.06
Tools/Equipment	606.74
Landscaping Expense	3,358.00
Contracted Maintenance	172.10
Jet Bridge R&M	84.86
Electric Maintenance	110.26
Plumbing Expense	209.92
Building General R&M	58.17
Airfield Maintenance	265.10
Landside Maintenance	227.23
Uniform Expense	105.40
Employee Training Expense - TQG - Roundtable register, lunch for crew for jet bridge training	1,725.59
Employee Training Expense - Axmen - propane ARFF burn prop for Disaster Drill training	3,276.66
Travel Expense - Roundtable, ACI conference, MKE training, CSA class - airfare, hotels, food	7,703.50
Safety Supplies/Equipment	35.93
Wildlife Mitigation	1,247.91
Meals & PR	3,031.37
Meals & PR - Krispy Kreme & City Brew Coffee for Disaster Drill	330.97
Marketing - Roundtable airfare, hotels	14,953.54
Consultants Expense	473.00
Display Expenses	78.90
Bank Charges - overlimit fee for PSO card	39.00
	<b><u>\$ 42,342.33</u></b>

**Project Checking Account**

Check Number	Vendor Name	Amount
1186	MISC TAX DIVISION	24.19
ACH	MARTEL	2,395.09
ACH	MORRISON MAIERLE	50,278.26
ACH	MARTEL	977,770.20
ACH	MORRISON MAIERLE	65,398.01
1187	MISC TAX DIVISION	9,876.47
		<b><u>\$ 1,105,742.22</u></b>

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

For Period Ended: 5/31/23.

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

- The quick ratio shows that liquid assets (Cash) are 2.63 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 May 31, 2023, the average duration of accounts receivable or the number of days it takes to collect them was 42 days.
- As of May 31, 2023, the percentage of assets financed by interest bearing liabilities is 14%.
- The month end debt balances totaled \$21,341,774.

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

- Revenues are currently 108% of the annual operating revenue budget.
- Operating expenses are currently 95% of the annual operating budget.
- AIP funds in the amount of \$1,255,801 were recognized as revenue during the month of May.

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

- For the month ended May 31, 2023:
  - Net cash flows from operating activities were \$357,507.
  - Net cash flows from capital and related financing activities were \$8,105
  - Net cash flows from noncapital financing activities were \$68,351.
  - Net cash flows from investing activities were \$5,738.

### **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 May 31, 2023

	<u>May 31, 23</u>	<u>May 31, 22</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
10100 · Petty Cash	300	300
10500 · General Checking Acct	4,955,551	2,953,369
10511 · Project Checking Acct	5,000	4,999
10550 · USFS Account	50,034	50,004
10560 · Debt Service Account	330,199	125,616
10580 · CFC Account	321,358	865,438
10590 · STIP Terminal Reserve	23,714	22,927
10600 · STIP	757,015	731,882
10604 · Money Market Accounts	1,239,630	1,059,835
10700 · Payroll Checking	167,585	182,447
10710 · Flex - FIB	12,996	8,354
10750 · PFC Cash at US BANK	2,379,009	1,613,741
<b>Total Checking/Savings</b>	<u>10,242,391</u>	<u>7,618,912</u>
<b>Accounts Receivable</b>		
10800 · Accounts Receivable	810,013	435,657
10807 · A/R Advertising	7,655	6,209
10809 · A/R Ground Handling	123,943	75,020
10810 · A/R Non-Based Landing Fees		2,131
<b>Total Accounts Receivable</b>	<u>941,611</u>	<u>519,017</u>
<b>Other Current Assets</b>		
10900 · AvSec Fingerprinting Account	762	915
11200 · Grants Receivable	1,946,178	317,072
11300 · Projects Rec'ble		389
11500 · Pre-Paid Expenses	97,994	81,736
11600 · Prepaid Insurance	17,260	11,006
11700 · Concession Contract Receivable	729,998	729,998
11810 · ST Lease Recble GASB 87	1,467,233	1,395,811
11820 · Interest Recble GASB 87	22,282	28,146
12000 · Undeposited Funds	4,235	2,110
26200 · Faber Loan	100,000	
<b>Total Other Current Assets</b>	<u>4,385,942</u>	<u>2,567,183</u>
<b>Total Current Assets</b>	<u>15,569,944</u>	<u>10,705,112</u>
<b>Fixed Assets</b>		
13000 · Land	11,617,234	11,617,234
13100 · Land Improvements	16,138,398	8,203,318
13200 · Buildings- Terminal	66,234,130	13,438,561
13300 · Buildings- Ops & Fire	6,184,039	6,184,039
13450 · Buildings - Other	11,113,776	7,858,137
13500 · Runways/Taxiways/Apron	70,927,696	70,814,746
13600 · Lighting/ Security System	4,002,233	3,910,737
13700 · Sewage System	298,102	298,102
13900 · ATCT	6,513,530	6,513,530
14000 · Equipment	3,210,247	3,210,247
14100 · Furniture & Fixtures	1,549,110	54,034
14300 · Vehicles	7,790,428	7,234,835
14400 · Studies	1,925,407	1,925,407
14500 · Allowance for Depreciation	(94,443,585)	(98,767,211)
19400 · Construction in Progress	16,546,646	79,976,023
<b>Total Fixed Assets</b>	<u>129,607,391</u>	<u>122,471,739</u>
<b>Other Assets</b>		
11830 · LT Lease Recble GASB 87	3,868,344	5,335,578
11840 · A/R Retainage Long-Term	182,434	
19610 · Deferred Pension Outflows	763,771	948,581
19700 · Concession Contract Recvble	735,064	1,443,256
19800 · LT Loan - Faber	808,571	
<b>Total Other Assets</b>	<u>6,358,184</u>	<u>7,727,415</u>
<b>TOTAL ASSETS</b>	<u><u>151,535,519</u></u>	<u><u>140,904,266</u></u>

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

	<u>May 31, 23</u>	<u>May 31, 22</u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
20500 · Accounts Payable	128,525	99,927
20505 · Accounts Payable- Projects	2,593,089	1,949,288
20510 · Current Debt Payable to FSB		115,304
<b>Total Accounts Payable</b>	<u>2,721,614</u>	<u>2,164,519</u>
<b>Other Current Liabilities</b>		
20800 · Current Portion of L/T Debt	535,906	
21130 · Misc Deductions Payable	(184)	
21300 · Valic Payable	(100)	
21600 · Accrued Vacation/Sick Payable	504,675	445,723
21930 · FSB Notes Interest Payable	131,984	
22140 · Advertising Deferred Revenue	2,500	
22150 · Deferred Income		1,500
24000 · Payroll Liabilities	(605)	(4,594)
<b>Total Other Current Liabilities</b>	<u>1,174,176</u>	<u>442,629</u>
<b>Total Current Liabilities</b>	<u>3,895,790</u>	<u>2,607,148</u>
<b>Long Term Liabilities</b>		
20502 · 2022 Note	2,575,280	625,500
25030 · 2019 Note A	15,316,800	13,942,200
25035 · 2019 Note B	3,449,694	3,707,800
25600 · Current Portion L/T Debt 2019B	(535,906)	
25700 · Deferred Concession Contract	1,465,062	2,173,254
25805 · A/P Retainage Long-Term	357,671	
26010 · Pension Liability sum	2,805,973	4,147,738
26110 · Deferred Pension Inflows	1,290,895	118,590
26300 · Dererred Lease Inflow GASB 87	5,108,477	6,600,729
<b>Total Long Term Liabilities</b>	<u>31,833,946</u>	<u>31,315,811</u>
<b>Total Liabilities</b>	<u>35,729,736</u>	<u>33,922,959</u>
<b>Equity</b>		
29500 · Unreserved	92,904,579	92,784,947
29510 · Reserved	2,322,956	2,442,588
32000 · Retained Earnings	15,109,090	158,805
Net Income	5,469,162	11,594,967
<b>Total Equity</b>	<u>115,805,787</u>	<u>106,981,307</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>151,535,523</b></u>	<u><b>140,904,266</b></u>

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

	<u>Jul '22 - May 23</u>	<u>Jul '21 - May 22</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
30100 · Signatory Landing Fees	578,374	510,218
30200 · Non Sig Landing Fees	107,203	252,772
30210 · Cargo Landing Fees	40,902	36,590
30220 · Charter Landing Fees		1,443
30300 · Non-Based Landing Fees	118,552	76,553
30400 · Signatory Rent	585,200	994,322
30410 · Non-Sig Turn Fees	1,850	344,530
30420 · Non-Sig Use Fees	118,573	
30430 · Signatory Use Fee	680,704	
30507 · Advertising Income	220,833	159,528
30509 · Ground Handling	825,580	816,323
30600 · FBO Rentals	241,877	234,759
30800 · Fuel Flowage Fees	91,763	116,633
30900 · Fuel Farm Leases	3,944	3,828
31000 · Coffee Concession	9,019	95,236
31100 · Restaurant	135,342	53,818
31110 · Liquor Concessions	115,494	
31200 · Food Truck Concessions		269
31300 · Rental Car %	1,771,597	1,740,024
31400 · Rent Car Rent	149,118	164,018
31800 · USFS Landing Fees	30,534	101,237
31900 · USFS Hangar Rent	228,601	227,970
32100 · Gift Shop Faber	316,490	105,735
32200 · Travel Agency	4,832	6,350
32400 · Parking Lot	2,694,409	2,055,134
32800 · Ag Land Leases	(7,531)	13,524
32900 · Non-Aeronautical Ground Rent	321,971	259,409
32910 · Aeronautical Ground Rent	97,665	94,046
33000 · Vending	28,392	35,989
33800 · Off Airport Rent Cars	38,294	22,064
34000 · Utilities Reimbursement	33,745	29,485
34200 · Miscellaneous Income	35,584	105,797
34300 · Ground Transport	146,927	
81402 · TSA LEO Reimbursement	98,825	116,230
81403 · TSA Checkpoint OTA	13,933	6,550
85100 · Badging Fees Collected	13,639	18,921
<b>Total Income</b>	<u>9,892,235</u>	<u>8,799,305</u>
<b>Gross Profit</b>	9,892,235	8,799,305



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

	<u>Jul '22 - May 23</u>	<u>Jul '21 - May 22</u>
<b>Expense</b>		
40100 · Wages	3,231,148	2,818,724
40330 · Overtime Wages	71,814	53,862
40600 · Fringe Benefits Expense	1,145,805	1,080,368
40800 · Legal Services	11,934	3,598
41200 · Insurance Expense	182,875	125,860
41300 · Accounting Expense	32,500	38,006
41400 · Phone Charges	37,895	43,932
41600 · Phone R&M		48
41800 · Communication R&M	27,517	22,906
42000 · Office Supplies	41,215	33,001
42100 · Computer Equipment Expense	23,489	26,413
42200 · Electricity/Gas Expense	426,844	306,597
42400 · Water Expense	55,452	61,936
42500 · Sewer Expense	34,317	41,639
42600 · Disposal Expense	33,350	45,344
42800 · Disposal-Industrial	(564)	(1,960)
43000 · Petroleum Products Expense	107,032	94,654
43400 · Vehicle R&M	96,706	82,974
43600 · Equipment Rental	7,850	742
43800 · Tools/Equipment	38,977	30,393
44000 · Landscaping Expense	4,443	1,819
44100 · Custodial Services	435,045	215,798
44200 · Contracted Maintenance	182,972	204,850
44302 · Jet Bridge R&M	8,487	33,255
44400 · Electric Maintenance	9,297	9,692
44600 · Plumbing Expense	4,169	3,452
44800 · Mechanical/Supplies	23,555	17,467
45000 · Building General R&M	18,039	14,274
45104 · Rent Car R&M	46,921	21,308
45106 · USFS Hangar R&M	15,845	5,220
45203 · Airfield Maintenance	63,479	18,810
45400 · Landside Maintenance	37,050	18,982
45600 · Airfield Lighting R&M	10,292	5,234
45703 · Fog Abatement	391	3,508
45800 · Snow & Ice Removal	262,215	243,546
46000 · Custodial Supplies	52,767	57,586
46400 · Uniform Expense	67,364	21,836
46600 · Employee Training Expense	84,515	47,112
46800 · Travel Expense	71,672	59,675
47000 · Memberships	43,031	11,271
47200 · Safety Supplies/Equipment	28,054	15,743
47303 · Wildlife Mitigation	5,452	5,758
47400 · Meals & PR	24,707	18,916
47501 · Marketing	152,872	141,630
47506 · Air Service Incentives	11,545	4,447
47600 · Consultants Expense	44,424	20,377
47605 · Landing Fee Commission Expense	21,538	
47707 · Display Expenses	3,228	3,082
47717 · VIC Expenses	41	
47999 · COVID-19 Expense		5,003
49100 · Fingerprint/STA Charges	8,153	8,146
66000 · Payroll Expenses		0
66900 · Reconciliation Discrepancies	0	1
80600 · Miscellaneous Expense	14,389	(762)
80611 · BANK Charges	2,594	3,459
80615 · Pass through		
80625 · TPA – EE benefits and Payroll	2,500	
80650 · Finance Charges	782	
<b>Total Expense</b>	<u>7,367,984</u>	<u>6,149,532</u>
<b>Net Ordinary Income</b>	<u>2,524,251</u>	<u>2,649,773</u>

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

	<u>Jul '22 - May 23</u>	<u>Jul '21 - May 22</u>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
31500 · CFCs	859,964	740,740
70200 · Interest Income-Unrestricted	38,011	4,902
70400 · Project Restricted Interest	313	137
70600 · Interest on land sale		455,718
80520 · Gain on disposal of asset	19,000	
80550 · Insurance Settlement	3,100	
89010 · Federal Programs		
89000 · Airport Improvement Grants	6,540,539	2,731,769
89100 · TSA OTA contribution	183,705	1,032,871
89200 · CARES	588,161	1,216,256
89204 · CRRSA Revenues	1,016,149	2,280,117
89205 · ARPA funds		5,375,923
89500 · PFC Contributions	1,397,155	1,330,385
89010 · Federal Programs - Other	70,800	
<b>Total 89010 · Federal Programs</b>	<u>9,796,509</u>	<u>13,967,321</u>
89400 · Capital Contributions		
88500 · Contributed Capital	26,998	
89103 · State Grants	220,565	
<b>Total 89400 · Capital Contributions</b>	<u>247,563</u>	
<b>Total Other Income</b>	<u>10,964,460</u>	<u>15,168,818</u>
<b>Other Expense</b>		
80140 · Note 2019A Interest Expense	550,229	431,558
80145 · Note 2019 B Interest Expense	96,929	87,670
80150 · Note 2022 Interest Expense	83,185	4,034
80300 · Depreciation	7,289,208	5,397,360
80400 · Cost of Issuance		95,500
80500 · Loss on Disposal of Assets		207,500
<b>Total Other Expense</b>	<u>8,019,551</u>	<u>6,223,622</u>
<b>Net Other Income</b>	<u>2,944,909</u>	<u>8,945,196</u>
<b>Net Income</b>	<u><u>5,469,160</u></u>	<u><u>11,594,969</u></u>

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

	<u>May 23</u>	<u>Budget</u>	<u>Jul '22 - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	
Ordinary Income/Expense						
Income						
30100 · Signatory Landing Fees	48,624	49,449	578,374	543,941	593,390	97%
30200 · Non Sig Landing Fees	6,642	16,723	107,203	183,953	200,676	53%
30210 · Cargo Landing Fees	3,681	3,666	40,902	40,329	43,995	93%
30220 · Charter Landing Fees		682		7,502	8,184	0%
30300 · Non-Based Landing Fees	6,558	2,273	118,552	25,007	27,280	435%
30400 · Signatory Rent	53,200	53,200	585,200	585,200	638,400	92%
30410 · Non-Sig Turn Fees			1,850			
30420 · Non-Sig Use Fees	8,827	22,533	118,573	247,867	270,400	44%
30430 · Signatory Use Fee	55,323	38,883	680,704	427,709	466,592	146%
30507 · Advertising Income	16,268	12,292	220,833	135,208	147,500	150%
30509 · Ground Handling	31,423	36,990	825,580	722,446	783,496	105%
30600 · FBO Rentals	21,774	21,665	241,877	238,315	260,000	93%
30800 · Fuel Flowage Fees	7,705	5,835	91,763	64,185	70,000	131%
30900 · Fuel Farm Leases	359	335	3,944	3,685	4,000	99%
31000 · Coffee Concession		5,354	9,019	75,362	86,507	10%
31100 · Restaurant	12,683	10,783	135,342	151,791	174,238	78%
31110 · Liquor Concessions	11,355		115,494			
31300 · Rental Car %	109,180	70,325	1,771,597	1,469,914	1,652,123	107%
31400 · Rent Car Rent	16,120	8,750	149,118	96,250	105,000	142%
31800 · USFS Landing Fees			30,534	24,800	24,800	123%
31900 · USFS Hangar Rent	20,787	20,000	228,601	220,000	240,000	95%
32100 · Gift Shop Faber	23,804	27,239	316,490	383,433	440,137	72%
32200 · Travel Agency	439	590	4,832	6,510	7,100	68%
32400 · Parking Lot	281,895	201,527	2,694,409	1,962,389	2,235,180	121%
32800 · Ag Land Leases	2,997	1,125	-7,531	12,375	13,500	-56%
32900 · Non-Aeronautical Ground Rent	28,420	29,167	321,971	320,837	350,000	92%
32910 · Aeronautical Ground Rent	7,389	3,750	97,665	41,250	45,000	217%
33000 · Vending	1,740	4,855	28,392	53,405	58,259	49%
33800 · Off Airport Rent Cars	2,127	2,319	38,294	23,902	30,010	128%
34000 · Utilities Reimbursement	2,929	2,600	33,745	28,600	31,200	108%
34200 · Miscellaneous Income	3,565	6,317	35,584	69,487	75,801	47%
34300 · Ground Transport	5,757		146,927			
81402 · TSA LEO Reimbursement	9,145	8,917	98,825	98,083	107,000	92%
81403 · TSA Checkpoint OTA	1,213		13,933			
85100 · Badging Fees Collected	2,500		13,639			
<b>Total Income</b>	<u>804,429</u>	<u>668,144</u>	<u>9,892,235</u>	<u>8,263,735</u>	<u>9,189,768</u>	108%
<b>Gross Profit</b>	<u>804,429</u>	<u>668,144</u>	<u>9,892,235</u>	<u>8,263,735</u>	<u>9,189,768</u>	

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

Expense	May 23	Budget	Jul '22 - May 23	YTD Budget	Annual Budget	
40100 · Wages	278,214	251,532	3,231,148	3,041,394	3,307,434	98%
40330 · Overtime Wages	3,776	6,693	71,814	80,313	87,006	83%
40600 · Fringe Benefits Expense	106,781	100,315	1,145,805	1,203,290	1,305,338	88%
40800 · Legal Services	282	1,250	11,934	13,750	15,000	80%
41200 · Insurance Expense	17,260	12,500	182,875	137,500	150,000	122%
41300 · Accounting Expense		3,750	32,500	41,250	45,000	72%
41400 · Phone Charges	3,372	3,681	37,895	40,489	44,170	86%
41600 · Phone R&M		25		275	300	0%
41800 · Communication R&M	401	2,311	27,517	25,424	27,735	99%
42000 · Office Supplies	2,535	3,459	41,215	38,048	41,507	99%
42100 · Computer Equipment Expense	210	2,000	23,489	22,000	24,000	98%
42200 · Electricity/Gas Expense	51,858	33,947	426,844	373,413	407,360	105%
42400 · Water Expense	6,840	6,945	55,452	76,397	83,342	67%
42500 · Sewer Expense		4,766	34,317	52,431	57,197	60%
42600 · Disposal Expense	3,173	4,270	33,350	46,968	51,238	65%
42800 · Disposal-Industrial	-260	623	-564	6,852	7,475	-8%
43000 · Petroleum Products Expense	11,076	6,889	107,032	75,782	82,671	129%
43400 · Vehicle R&M	4,655	8,055	96,706	88,605	96,660	100%
43600 · Equipment Rental	102	219	7,850	2,406	2,625	299%
43800 · Tools/Equipment	5,049	5,814	38,977	63,952	69,766	56%
44000 · Landscaping Expense	3,358	450	4,443	4,950	5,400	82%
44100 · Custodial Services	37,310	40,175	435,045	441,925	482,100	90%
44200 · Contracted Maintenance	11,760	26,275	182,972	289,027	315,302	58%
44302 · Jet Bridge R&M	4,512	967	8,487	10,633	11,600	73%
44400 · Electric Maintenance	2,208	517	9,297	5,683	6,200	150%
44600 · Plumbing Expense	492	420	4,169	4,620	5,040	83%
44800 · Mechanical/Supplies	384	1,367	23,555	15,033	16,400	144%
45000 · Building General R&M	1,655	1,556	18,039	17,119	18,675	97%
45104 · Rent Car R&M	492	800	46,921	8,800	9,600	489%
45106 · USFS Hangar R&M	200	342	15,845	3,758	4,100	386%
45203 · Airfield Maintenance	7,338	5,049	63,479	55,536	60,585	105%
45400 · Landside Maintenance	465	2,077	37,050	22,848	24,925	149%
45600 · Airfield Lighting R&M		1,325	10,292	14,575	15,900	65%
45703 · Fog Abatement		353	391	3,887	4,240	9%
45800 · Snow & Ice Removal		22,941	262,215	252,354	275,295	95%
46000 · Custodial Supplies	5,176	5,113	52,767	56,242	61,355	86%
46400 · Uniform Expense	5,779	3,567	67,364	39,238	42,805	157%
46600 · Employee Training Expense	35,538	7,309	84,515	80,401	87,710	96%
46800 · Travel Expense	11,046	6,629	71,672	72,921	79,550	90%
47000 · Memberships	4,928	2,031	43,031	22,346	24,377	177%
47200 · Safety Supplies/Equipment	241	3,864	28,054	42,499	46,363	61%
47303 · Wildlife Mitigation	1,248	667	5,452	7,333	8,000	68%
47400 · Meals & PR	3,350	1,863	24,707	20,488	22,350	111%
47501 · Marketing	23,231	12,917	152,872	142,083	155,000	99%
47506 · Air Service Incentives	-477		11,545			
47600 · Consultants Expense	2,253	5,454	44,424	59,996	65,450	68%
47605 · Landing Fee Commission Expense	1,312		21,538			
47707 · Display Expenses	79	146	3,228	1,604	1,750	184%
47717 · VIC Expenses		125	41	1,375	1,500	3%
49100 · Fingerprint/STA Charges	2,427		8,153			
80600 · Miscellaneous Expense	13,009	104	17,671	1,146	1,250	1414%
80611 · BANK Charges	97	250	2,594	2,750	3,000	86%
<b>Total Expense</b>	<b>674,735</b>	<b>613,697</b>	<b>7,367,984</b>	<b>7,131,709</b>	<b>7,761,646</b>	<b>95%</b>
<b>Net Ordinary Income</b>	<b>129,694</b>	<b>54,447</b>	<b>2,524,251</b>	<b>1,132,026</b>	<b>1,428,122</b>	

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

	<u>May 23</u>	<u>Budget</u>	<u>Jul '22 - May 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
31500 · CFCs	67,864	61,750	859,964	679,250	741,000
70200 · Interest Income-Unrestricted	5,682	833	38,011	9,163	10,000
70400 · Project Restricted Interest	56		313		
80520 · Gain on disposal of asset			19,000		
80550 · Insurance Settlement			3,100		
<b>89010 · Federal Programs</b>					
89000 · Airport Improvement Grants	1,255,801	1,255,801	6,540,539	5,976,398	5,976,398
89100 · TSA OTA contribution		1,271	183,705	13,982	15,253
89200 · CARES			588,161		1,225,000
89204 · CRRSA Revenues			1,016,149		
89500 · PFC Contributions	487	158,080	1,397,155	1,416,662	1,544,562
89010 · Federal Programs - Other			70,800		
<b>Total 89010 · Federal Programs</b>	<u>1,256,288</u>	<u>1,415,152</u>	<u>9,796,509</u>	<u>7,407,042</u>	<u>8,761,213</u>
<b>89400 · Capital Contributions</b>					
88500 · Contributed Capital			26,998		
89103 · State Grants			220,565		
<b>Total 89400 · Capital Contributions</b>			<u>247,563</u>		
<b>Total Other Income</b>	<u>1,329,890</u>	<u>1,477,735</u>	<u>10,964,460</u>	<u>8,095,455</u>	<u>9,512,213</u>
<b>Other Expense</b>					
80140 · Note 2019A Interest Expense	50,911	48,350	550,229	531,850	580,200
80145 · Note 2019 B Interest Expense	8,747	12,310	96,929	135,410	147,720
80150 · Note 2022 Interest Expense	8,322	6,915	83,185	76,065	82,980
80300 · Depreciation	699,217	699,217	7,289,208	7,289,207	7,289,207
<b>Total Other Expense</b>	<u>767,197</u>	<u>766,792</u>	<u>8,019,551</u>	<u>8,032,532</u>	<u>8,100,107</u>
<b>Net Other Income</b>	<u>562,693</u>	<u>710,943</u>	<u>2,944,909</u>	<u>62,923</u>	<u>1,412,106</u>
<b>Net Income</b>	<u><u>692,387</u></u>	<u><u>765,390</u></u>	<u><u>5,469,160</u></u>	<u><u>1,194,949</u></u>	<u><u>2,840,228</u></u>

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

	<u>31-May</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Cash received from customers	\$ 1,085,626
Cash paid to suppliers	(343,442)
Cash paid to employees and employee benefits	<u>(384,678)</u>
Net cash flows from operating activities	<u>357,507</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Payments for capital assets	(206)
Subsequent collections of capital contributions	<u>8,312</u>
Net cash flows from capital and related financing activities	<u>8,105</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
Customer facility charges	67,864
Passenger facility charges	<u>487</u>
Net cash flows from noncapital financing activities	<u>68,351</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Interest and investment revenue	<u>5,738</u>
Net cash flows from investing activities	<u>5,738</u>
Net change in cash and investments	439,702
Cash and investments, beginning of April, 2023	<u>9,802,691</u>
Cash and investments, end of year	<u>\$ 10,242,392</u>

	<u>31-May</u>
<b>RECONCILIATION OF INCOME FROM OPERATIONS TO NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Income from operations	\$ <u>129,696</u>
Adjustments to reconcile loss from operations to net cash flows from operating activities:	
Change in receivables and other assets	283,697
Change in prepaid expenses	(13,078)
Change in unearned revenue, advance payment, and deferred inflows	(2,500)
Change in accounts payable and accrued expenses	<u>(40,309)</u>
Total adjustments	<u>227,810</u>
Net cash flows from operating activities	<u>\$ 357,507</u>

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

	Jul 22 - May 23	Jul 21 - May 22	Jul 22 - May 23 % of Gross	Jul 21 - May 22 % of Gross	Change
<b>Passenger Airline Aeronautical Revenue:</b>					
Passenger airline landing fees	\$ 685,578	\$ 762,990	7%	9%	-2%
Terminal arrival fees, rents and utilities	1,386,327	1,338,852	14%	15%	-1%
<b>Total</b>	<b>2,071,905</b>	<b>2,101,842</b>	<b>21%</b>	<b>24%</b>	<b>-3%</b>
<b>Non-Passenger Aeronautical Revenue:</b>					
Landing Fees from Cargo	40,902	36,590	0%	0%	0%
Landing Fees GA & Military	149,086	179,233	2%	2%	-1%
FBO revenue; contract or sponsor-operated	245,822	238,587	2%	3%	0%
Cargo and hangar rentals	326,265	322,016	3%	4%	0%
Fuel sales net profit/loss or fuel flowage fees	91,763	116,633	1%	1%	0%
Security Reimbursements from Fed govt.	112,758	122,780	1%	1%	0%
Other non-passenger operating revenue (ground handling)	825,580	816,323	8%	9%	-1%
<b>Total</b>	<b>1,792,176</b>	<b>1,832,161</b>	<b>18%</b>	<b>21%</b>	<b>-3%</b>
<b>Non-Aeronautical Revenue:</b>					
Land and non-terminal facility leases and revenues	321,971	272,933	3%	3%	0%
Terminal-food and beverage	259,855	149,323	3%	2%	1%
Terminal-retail stores & duty free	316,490	105,735	3%	1%	2%
Terminal-services and other	254,057	201,868	3%	2%	0%
Rental cars-excludes customer facility charges	1,959,008	1,926,106	20%	22%	-2%
Parking	2,694,409	2,055,134	27%	23%	4%
Other	75,438	109,261	1%	1%	0%
Ground transportation	146,927	44,942	1%	1%	1%
<b>Total</b>	<b>6,028,155</b>	<b>4,865,302</b>	<b>61%</b>	<b>55%</b>	<b>6%</b>
<b>Total Operating Revenue</b>	<b>\$ 9,892,235</b>	<b>\$ 8,799,305</b>	<b>100%</b>	<b>100%</b>	

	Jul 22 - May 23	Jul 21 - May 22	Jul 22 - May 23 % of Gross	Jul 21 - May 22 % of Gross	Change
Personnel compensation and benefits	\$ 4,448,767	\$ 3,952,953	60.38%	64.28%	-4%
Communications and utilities	587,294	497,489	7.97%	8.09%	0%
Supplies and materials	1,050,549	802,547	14.26%	13.05%	1%
Contractual services	1,098,499	770,684	14.91%	12.53%	2%
Insurance, claims and settlements	182,875	125,860	2.48%	2.05%	0%
<b>Total Operating Expenses</b>	<b>\$ 7,367,984</b>	<b>\$ 6,149,533</b>	<b>100%</b>	<b>100%</b>	

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

2023	Balance June 30, 2022	Proceeds from Borrowing	Payments	Balance May 31, 2023
Note payable to First Security Bank of Missoula - series 2019A	\$ 14,135,750	\$ 1,181,050	\$ -	\$ 15,316,800
Note payable to First Security Bank of Missoula - series 2019B	3,759,250	317,434	(626,990)	3,449,694
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>\$ (627,210)</u>	<u>\$ 21,341,774</u>

Note payable activity for the month ended May 31, 2023:	Amount
Proceeds from Borrowing	\$ -
Payments	\$ -

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  
June 21, 2023**

**Director's Statement:** May passenger enplanements surpassed last year with a 5.5% month-over-month increase. Now that we have hit our summer stride, I would expect some double-digit increases going forward into the summer. We are on course to be up about 8% year over year at this point. Our parking lot within our terminal loop road continues to be at or exceed capacity each weekend but our "pay by license plate" overflow lot has been able to accept the needed overflow to date.

We had our annual FAA inspection on June 7-9<sup>th</sup>, happy to report that once again we had a zero-discrepancy inspection. Great positive comments by our FAA inspector, on our airfield condition and record keeping. Our staff does a great job and pride in their work shows!

**2023 Air Service Update:** Greg Atkin (Ailevon Pacific) and I were in Milwaukee, WI earlier this month to attend several air service meetings. We met with 7 different airlines, all good conversations which we hope leads to increased service next year. Then 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 next increase of seats happened Saturday June 17<sup>th</sup> where we added in weekend service to Portland, San Diego, and San Francisco no Alaska. Delta brought back the midday Minneapolis flight on Tuesday June 20<sup>th</sup> and our last increase will be on July 6<sup>th</sup> when we add the second daily flight to Dallas.

**Federal Affairs:** Senate Commerce Committee leaders have unveiled an updated bipartisan [five-year FAA reauthorization bill](#) that proposes to increase Airport Improvement Program funding to \$4 billion annually but would impose new federal grant assurances on airports. The proposed funding increase in the 461-page bill comes at a time when the recent debt ceiling puts downward pressure on non-defense spending. There are several key differences between the House and Senate proposals. Unlike the House version of the bill, the Senate plan is light on proposed AIP formula changes. The Senate bill would retain the 75 percent turnback for large and medium hub airports that impose PFCs above \$3. It also excludes proposals to shift more funding to general aviation airports. But the Senate bill proposes to increase funding for commercial service airports with between 4,000 and 8,000 enplanements. The Commerce Committee is currently working on markups. Meanwhile, the House Transportation and Infrastructure Committee is scheduled to begin considering its version this week. Committee leaders in both chambers are trying to move quickly to send a bill to the president's desk before the September 30 deadline.

**Construction:** Phase 2 continues to move along nicely; foundations should be fully set towards the end of July with steel showing up for installation in early to mid-August. On our other projects, the weather has slowed down progress on our parking addition. I would guess late summer completion; the clay has turned that area into a water feature! The good news is Knife River has been able to shift manpower over to the deice pad expansion as standing water has not been as big of an issue on that project.

**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:** Eight total items, all straightforward.

1. Audit engagement letter—great work by Will and Lynn to finally find an acceptable auditor.
2. B Concourse equipment package-mainly furniture and fixtures for phase 2 of the new terminal that have long lead items.
3. SRE bay door modifications-airport equipment continues to get wider and longer, this design services contract would enlarge two smaller bay doors to one over size usable door for future equipment.
4. Badging services RFP award-review and approval of a new badging contractor
5. Access control RFP-review and approval of a new access control system
6. Purchase of a Front-end loader-this is an FY24 capital item, replaces a 1986 piece of equipment.
7. Car condo lease-this is a proposed 6<sup>th</sup> expansion phase, phase 1 was back in 2002 and has been growing in phases over time.
8. Insurance policy-our yearly premium rate approval.

**Miscellaneous Items:** Tim will be attending the Board meeting remote this week, he will be in Phoenix attending Airports Council International, Business of Airports annual conference. Teri and I will be flying out Wednesday morning to join him for the remainder of the conference. This conference has multiple tracks, our focus on this one will be mainly the concession and finance tracks.

MEP asked that I join them on KGVO radio Tuesday morning to discuss air service and the importance of putting together a Small Community Air Service Grant next year. Our last grant we used to recruit American's Dallas service, since then they have expanded to both Chicago and Los Angeles during our peak summer period. This year 46 airports applied with grant requests totaling over \$34 million dollars with only \$15 million available to be distributed. Of the 46 airports that applied this year, Kalispell put in an application to try and get American to do Dallas year-round and Billings application is requesting Los Angeles or San Francisco routes. I would potentially like to apply next year and look forward to working with the community on a target market.

Staff have been interviewing for a Human Resource Generalist, lots of good candidates thus far. I would expect that we will extend and offer within the next couple of weeks.

**Missoula County Airport Authority**

**Agenda Action Sheet**

Meeting Date: June 27, 2023

1. **TITLE:** FY 2024 Payne Insurance Renewal  
Review, discussion and possible approval of the Fiscal Year 2024 PayneWest Insurance Premium in the amount of \$227,568.  
**ACTION ITEM**
2. **AGENDA CATEGORY:** (Please highlight)  
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS  
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 5 Minutes
4. **BACKGROUND INFORMATION:** Attached is the premium quote for the FY 2024 insurance policy. The premium last year was \$189,145. The proposed premium this year is \$227,568. The increase is due to a couple of factors. We estimate the enplanements for the liability portion of the insurance and those estimates have been fairly low in the past few years due to COVID. Last year, the estimate was 300,000 enplanements and this year we increased the estimate to 455,000 enplanements. Additionally, if you remember, the inspection on the new facility which insurers rely on was not complete when we received the premium from Cincinnati. Cincinnati guaranteed they would not increase the premium if the report came in higher than their estimate and, ultimately, it did come in significantly higher. I did budget for the increase and the premium is within the budgeted amount.
5. **BUDGET INFORMATION:**  
Amount Required: \$227,568  
Amount Budgeted: \$230,000
6. **SUPPLEMENTAL AGENDA INFORMATION:** Copy of the Renewal Proposal from PayneWest attached. Todd Koster from PayneWest will be in attendance to answer any questions.
7. **RECOMMENDED MOTION:** Move to accept the Payne Proposal for FY 2024 insurance renewal in the amount of \$227,568.
8. **PREPARED BY:** Lynn Fagan
9. **COMMITTEE REVIEW:** None.

# Missoula County Airport Authority

7-1-23/24 Insurance Proposal

*Presented by*

**Todd Koster**

| Sales Executive

This is not a binder of insurance, and all coverage summaries provided herein are intended as an outline of coverage only. In the event of a loss, all terms, conditions, exclusions and other provisions of the actual policy will apply.



A Marsh & McLennan Agency LLC company

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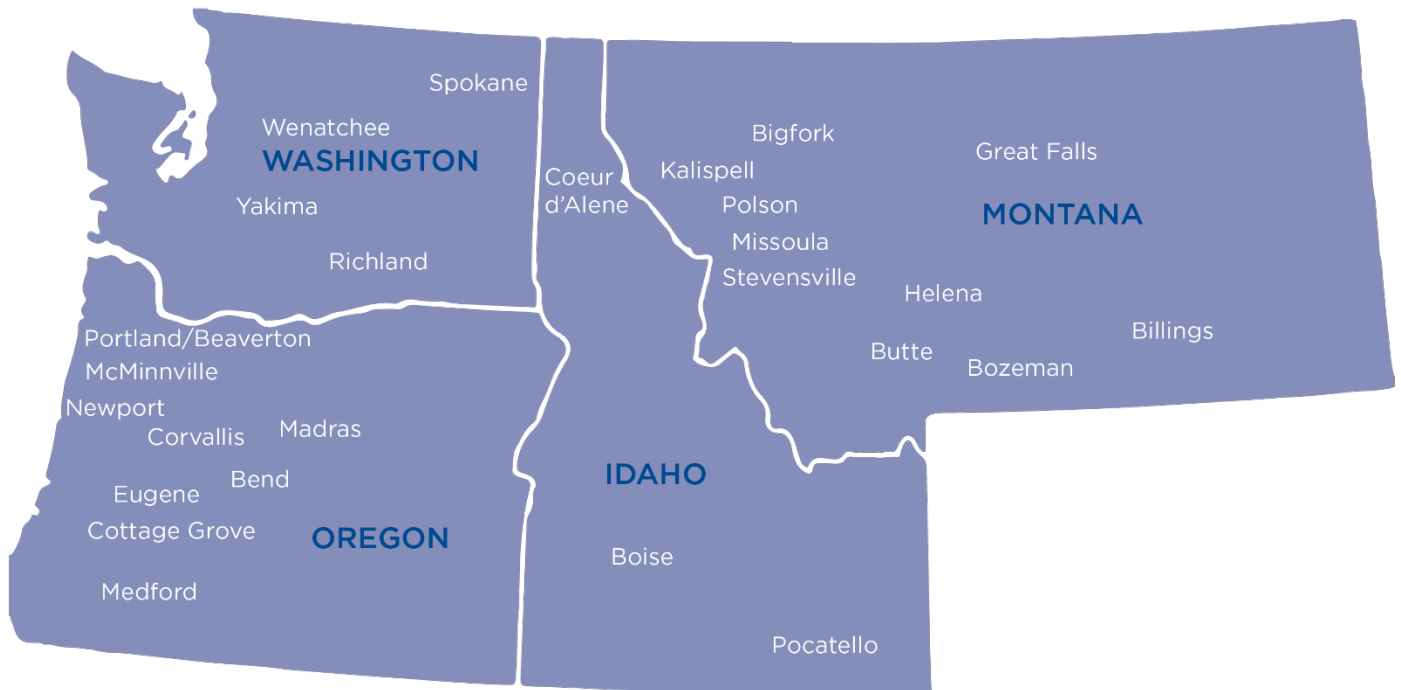
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# ABOUT PAYNEWEST

PayneWest Insurance, A Marsh & McLennan Agency (MMA) LLC company, is the Northwest's premier insurance agency. Operating since 1972, we provide business and personal insurance, employee benefits and surety throughout our local offices in Idaho, Montana, Oregon and Washington. In our Northwest region, we employ more than 700 insurance professionals, including teams that specialize in highly-complex market niches such as healthcare, construction, transportation, education, agriculture, hospitality, public entities and banking. PayneWest offers important, cost-saving services including risk mitigation and claim management. In addition, PayneWest partners with the best and most diverse insurance providers in the country.



## AT PAYNEWEST INSURANCE WE ARE:

- **Fiercely Committed.** Clients are our top priority-always.
- **Transparent.** We believe you should understand how we are paid and the services provided for the compensation we receive.
- **Specialized.** Providing employee benefits, business insurance, personal insurance, bonds and retirement funding.
- **Value Driven.** Our services are developed based on the needs of our clients.
- **Business Focused.** Specialized risk management tools and programs.
- **Long-term Strategic Planners.** Meeting the needs of clients today and well into the future.
- **Financially Strong.** Our financial strength provides a firm foundation for the long term.
- **Powered by MMA.** As a company of Marsh McLennan Agency we provide our clients with best-in-class services that meet their growing needs.

# MEET YOUR SERVICE TEAM

**Todd Koster**  
Sales Executive

P: (406) 532-5919  
M: (406) 239-2542  
tkoster@paynewest.com

**Traci Ross**  
Senior Client Manager

P: (406) 532-5841  
tross@paynewest.com

# COMMERCIAL PROPERTY

COMPANY  
Cincinnati Insurance Company

POLICY NUMBER  
EPP 0257670

POLICY TERM  
7/1/2023 to 7/1/2024

## COVERAGES

BLANKET LIMITS				
BUILDING	AMOUNT	VALUATION	COINS	DEDUCTIBLE
Blanket Buildings	\$75,879,494	Replacement Cost/Agreed Value	90%	\$5,000
Blanket Buildings - Earthquake	\$5,000,000			10%
Blanket Business Personal Property	\$900,322	Replacement Cost/Agreed Value	90%	\$5,000
Blanket Business Personal Property - Earthquake	\$900,322			10%



# COMMERCIAL PROPERTY CONTINUED

LOCATION #1: 5225 HIGHWAY 10 WEST, MISSOULA, MT 59808					
BLDG	BUILDING	AMOUNT	VALUATION	COINS	DEDUCTIBLE
1	Building - Terminal	\$55,000,000	Replacement Cost/Agreed Value	90%	\$5,000
	Building - Terminal - Flood Sublimit	\$1,000,000	Replacement Cost/Agreed Value		\$25,000
1	Business Personal Property - Terminal	\$733,394	Replacement Cost/Agreed Value		\$5,000
	Business Personal Property - Earthquake	\$733,394	Replacement Cost/Agreed Value	80%	10%
1	Business Income w/Extra Expense	\$1,500,000	¼ Monthly Limit		24 Hours
2	Building - Crash Fire Rescue	\$4,244,964	Replacement Cost/Agreed Value	90%	\$5,000
2	Business Personal Property - Crash Fire Rescue	\$56,414	Replacement Cost/Agreed Value	90%	\$5,000
3	Building - FAA-AFS-SFO Facilities	\$693,934	Replacement Cost/Agreed Value	90%	\$5,000
3	Business Personal Property - FAA-AFS-SFO Facilities	\$5,640	Replacement Cost/Agreed Value	90%	\$5,000
4	Building - Hangar	\$2,683,159	Replacement Cost/Agreed Value	90%	\$5,000
5	Building - Air Traffic Control Tower	\$3,982,230	Replacement Cost/Agreed Value	90%	\$5,000
6	Fencing, Gates, Lighting	\$257,000	Replacement Cost/Agreed Value	90%	\$5,000
7	Building - Quick Turnaround Car Wash	\$4,756,552	Replacement Cost/Agreed Value	90%	\$5,000
7	Business Personal Property - Quick Turnaround Car Wash	\$104,874	Replacement Cost/Agreed Value	90%	\$5,000
8	Building - Jet Bridge - A1 A3-53/104-125R	\$1,000,000	Replacement Cost/Agreed Value	90%	\$5,000
9	Building - Jet Bridge - A2 A3-53/104-125R	\$1,000,000	Replacement Cost/Agreed Value	90%	\$5,000
10	Building - Jet Bridge - A3 A3-53/104-125R	\$1,000,000	Replacement Cost/Agreed Value	90%	\$5,000
11	Building - Jet Bridge - A4 A3-53/104-125R	\$1,000,000	Replacement Cost/Agreed Value	90%	\$5,000
12	Temp. Rental Car Structure	\$945,000	Replacement Cost/Agreed Value	90%	\$5,000

# COMMERCIAL PROPERTY CONTINUED

**LOCATION #2: 3959 WHIPPOORWILL DRIVE, MISSOULA, MT 59808**

BLDG	BUILDING	AMOUNT	VALUATION	COINS	DEDUCTIBLE
1	Building – Shop	\$466,610	Replacement Cost/Agreed Value	90%	\$5,000
2	Building - Materials Shed	\$52,045	Replacement Cost/Agreed Value	90%	\$5,000

## FORMS AND ENDORSEMENTS

NUMBER	DESCRIPTION	ADDITIONAL INFORMATION
FA250	Cinciplus Commercial Property XC+ (Expanded Coverage Plus) Endorsement	Blanket Coverage Limit: \$150,000 - See Remarks
FA458	Business Income Changes - Waiting Period	"Period of Restoration" Waiting Period: 24 Hours
IA460	Protective Safeguards	Loc. 1, Bldg 1, P-1 Loc. 1, Bldg 2, P-1 Loc. 1, Bldg 3, P-1 P-1 = Automatic Sprinkler System
FA104	Flood Coverage Endorsement	\$1,000,000 Limit, \$25,000 Deductible Flood only applies Loc.1, Bldg 1 - Terminal Building
FA244	Equipment Breakdown (Excluding Production Equipment)	
FA213	Business Income ¼ Monthly Limit	\$1,000,000 Limit, 24 Hour Deductible

## REMARKS

- \$1,000,000 Sublimit Flood Applies to Just Terminal Bldg - Flood has \$25,000 deductible

# COMMERCIAL GENERAL LIABILITY

COMPANY  
ACE Property and Casualty Insurance

POLICY NUMBER  
AAP N16736399 006

POLICY TERM  
7/1/2023 to 7/1/2024

## COVERAGES – OCCURRENCE FORM

DESCRIPTION	LIMITS
Products & Completed Operations Aggregate	\$50,000,000
Personal & Advertising Injury	\$50,000,000
Each Occurrence	\$50,000,000
Damage to Rented Premises	\$1,000,000
Medical Expense (Any One Person)	\$5,000
Malpractice Aggregate	\$50,000,000

## ADDITIONAL COVERAGES

DESCRIPTION	LIMIT	DEDUCTIBLE
Employee Benefits Liability Endorsement (Primary)	\$1,000,000	\$500
Excess Automobile Liability (\$1,000,000 Underlying Limit)	\$25,000,000/\$25,000,000	
Hangarkeepers Liability (Per Occurrence/Any One Aircraft)	\$50,000,000/\$50,000,000	
Non-Owned Aircraft Liability (Any One Occurrence)	\$50,000,000	
Passenger Baggage Liability (Each Passenger/Each Occurrence)	\$2,500/\$250,000	\$500
Limited Terrorism Coverage Endorsement	\$5,000,000	
Excess Employers Liability (\$1,000,000 Underlying Limit)	\$25,000,000/\$25,000,000	

## FORMS AND ENDORSEMENTS

# COMMERCIAL GENERAL LIABILITY CONTINUED

NUMBER	DESCRIPTION	ADDITIONAL INFORMATION
AAP227	Extension - Specific Excess Employers Liability	Underlying Limits: \$1,000,000 Any One Accident  Excess Policy Limits: \$25,000,000 Each Occurrence Limit \$25,000,000 Aggregate Limit
AAP248	Volunteers Endorsement	Employee includes insured's volunteers. Insured's employment of an employees shall be deemed to also refer to activities of the Insured's volunteers on behalf of the Insured.
AAP250	Employee Benefits Liability Endorsement	\$1,000,000 aggregate \$500 deductible each claim
AAP265	Passenger Baggage Liability Endorsement	\$2,500 Each Passenger \$250,000 Each Occurrence \$500 Deductible Each Occurrence \$25,000 Deductible Annual Aggregate
AAP301	National Incident Management System/National Response Plan Agreement	Sublimits: \$50,000,000 Prod./Comp. Ops Agg. \$50,000,000 Pers.& Advertising Injury \$50,000,000 Malpractice Aggregate Sub-Limit \$50,000,000 Ea. Occurrence \$50,000 Fire Damage Any One Fire \$5,000 Medical Expense Not Insured: Hangarkeepers or Nonowned

- Enplanements increasing from 300,000 to 455,000 estimated

# COMMERCIAL AUTO

COMPANY  
Cincinnati Insurance Company

POLICY NUMBER  
EPP 0257670

POLICY TERM  
7/1/2023 to 7/1/2024

## COVERAGES

DESCRIPTION	AUTO SYMBOL	LIMITS & DEDUCTIBLES
Combined Single Limit	1	\$1,000,000
Medical Payments	2	\$5,000
Uninsured Motorists - Each Accident	2	\$1,000,000
Underinsured Motorists - Combined Single Limit	2	\$1,000,000
Comprehensive/Collision	2, 8	See Schedule of Autos
Hired / Borrowed & Non-owned Auto Liability	8, 9	Included

### SYMBOL DEFINITIONS

(1) Any Auto	(4) Owned Autos Other Than Private Passenger	(7) Autos Specified On Schedule
(2) All Owned Autos	(5) All Owned Autos Requiring No-Fault Coverage	(8) Hired Autos
(3) Owned Private Passenger Autos	(6) Owned Autos Subject To Compulsory U.M. Law	(9) Non-Owned Autos

## ADDITIONAL COVERAGES

DESCRIPTION	LIMIT	DEDUCTIBLE
Hired Auto Comprehensive	\$50,000	\$500
Hired Auto Collision	\$50,000	\$500

# VEHICLE SCHEDULE

VEH	INSD #	ST	YEAR	MAKE	MODEL	VIN	LIAB	MED PAY	UM/ UIM	COMP DED	COLL DED
1	AP-21	MT	2002	GMC	Sierra 1500	1GTEK19T42E253833	✓	✓	✓	\$1,000	\$1,000
2		MT	1990	Dodge	D300 Flatbed	1B6ME3656LS671161	✓	✓	✓	\$1,000	\$1,000
3	AP-23	MT	2000	GMC	Sierra 2500	1GTGK24R7YF456440	✓	✓	✓	\$1,000	\$1,000
4	AP-25	MT	2001	GMC	Sierra 1500	1GTEK19T81E140188	✓	✓	✓	\$1,000	\$1,000
5	A-4	MT	2009	GMC	Yukon	1GKFK13069R173315	✓	✓	✓	\$1,000	\$1,000
6	AP-19	MT	1989	GMC	C7000 Top Kick Dump	1GDP7D1Y3KV516439	✓	✓	✓	\$1,000	\$1,000
7	AP-8	MT	1990	GMC	C7000 Top Kick Dump	1GDP7D1Y1LV500855	✓	✓	✓	\$1,000	\$1,000
8	AP-45	MT	2002	GMC	Sierra 1500	1GTEC14V22Z330228	✓	✓	✓	\$1,000	\$1,000
9	A-20	MT	2004	GMC	Sierra Pickup	2GTEK19T541184686	✓	✓	✓	\$1,000	\$1,000
10	AP-35	MT	1983	GMC	K30	1GDJK34W2DV520817	✓	✓	✓	\$1,000	\$1,000
11	AP-26	MT	2011	Chevrolet	Silverado K1500	3GCPKSE33BG287369	✓	✓	✓	\$1,000	\$1,000
12	AP-99	MT	2012	GMC	Sierra K1500	3GTP2VE77CG224264	✓	✓	✓	\$1,000	\$1,000
13	AP-29	MT	2014	Ford	F250 w/ Meyer Plow	1FTBF2B60EEB42976	✓	✓	✓	\$1,000	\$1,000
14	AP-98	MT	2016	Chevrolet	Silverado 1500	3GCUKNEC7GG184788	✓	✓	✓	\$1,000	\$1,000
15	A-2	MT	2016	Kia	Sorento	5XYPGDA5XGG176442	✓	✓	✓	\$1,000	\$1,000
16	AP-28	MT	2002	International	NOVA	4RKGWTGA92R835597	✓	✓	✓		
17	A-97	MT	2019	Ford	Explorer	1FM5K8AT0KGA30810	✓	✓	✓	\$1,000	\$1,000
18	A-1	MT	2020	Kia	Sorento	5XYPGDA30LG642002	✓	✓	✓	\$1,000	\$1,000
19	AP-42	MT	2000	Freightliner	LMD-2000	1FV6JFAB4YHF90508	✓	✓	✓	\$1,000	\$1,000

## VEHICLE SCHEDULE CONTINUED

VEH	INSD #	ST	YEAR	MAKE	MODEL	VIN	LIAB	MED PAY	UM/ UIM	COMP DED	COLL DED
20		MT	2021	Oshkosh	ARFF 4X4	10TADLJF9NA814092	✓	✓	✓	\$1,000	\$1,000
21		MT	2022	Ford	Explorer	1FM5K8AC3NGB04595	✓	✓	✓	\$1,000	\$1,000
22		MT	2022	Ford	F550	1FDUF5HN0NDA14652	✓	✓	✓	\$1,000	\$1,000
23		MT	2019	Ford	F-350	1FT8W3B6XKEF97880	✓	✓	✓	\$1,000	\$1,000

Note: Comprehensive, Specified Perils and Collision coverage apply only when a deductible is shown for the vehicle.

# DRIVER SCHEDULE

NAME	DATE OF BIRTH	LICENSE NUMBER
Bailey, Andrew	On File	On File
Bays, Ekaterina	On File	On File
Bemrose, Allen	On File	On File
Brewer, Brianna	On File	On File
Chinikaylo, Yuriy	On File	On File
Christensen, Cody	On File	On File
Cole, Nathan	On File	On File
Cook, Kaedon	On File	On File
Damrow, Tim	On File	On File
Ellestad, Brian	On File	On File
Erickson, George	On File	On File
Fagan,Carolynn	On File	On File
Follett, Dennis	On File	On File
Geldersma, Augustus	On File	On File
Gow, Stacey	On File	On File
Hamers, Geoffrey	On File	On File
Ives, Matthew	On File	On File
Jacobson, Amanda	On File	On File
Jodsaas, Dhylan	On File	On File
Johnson, Jesse	On File	On File
Kolberg, Vanessa	On File	On File
Lameman, Eric	On File	On File
Martinsen, Tyler	On File	On File
Neuman, Dan	On File	On File
Norcross, Therese	On File	On File
Olson, Kaitlin	On File	On File
Otte, Bob	On File	On File
Rice, Joshua	On File	On File
Roe, Brad	On File	On File
Romero-Olarte, Ronald	On File	On File
Russell, Kent	On File	On File
Shaffer, Justin	On File	On File
Shypowski, Luke	On File	On File
Sol, Jake	On File	On File
Wagner, Michael	On File	On File



## DRIVER SCHEDULE CONTINUED

NAME	DATE OF BIRTH	LICENSE NUMBER
Whalen, Robert	On File	On File
Whitmore, Scott	On File	On File
William, Thad	On File	On File
Wiltse, Jared	On File	On File
Wyman, Dylan	On File	On File
Zent, Anthony	On File	On File

# EQUIPMENT FLOATER

COMPANY  
Cincinnati Insurance Company

POLICY NUMBER  
EPP 0257670

POLICY TERM  
7/1/2023 to 7/1/2024

## COVERAGES

DESCRIPTION	VALUE
Valuation	Actual Cash Value
Total Scheduled Amount	Renewal \$6,287,701 Expiring \$6,037,894
Coinsurance	80%
Deductible	\$1,000

## UNSCHEDULED EQUIPMENT

DESCRIPTION	MAXIMUM ITEM	INSURANCE AMOUNT
Your Tools & Employee-Owned Tools	\$250	\$1,000
Leased/Rented Equipment		\$25,000

## SCHEDULED EQUIPMENT

ITEM	YEAR	DESCRIPTION	ID/SERIAL NUMBER	INSURANCE AMOUNT
1	1989	1594 AP-17 Case IH Tractor	11527897	\$15,000
2	1986	W20C AP-37 Case Front End Loader	9161884	\$10,000
3	1989	AP-11 Oshkosh H Series Snowblower	1GT3E1B53L1039527	\$60,000
4	1997	*Not licensed for road use Titan RED 1 - E1 ARFF Truck*	4ENDAAA85V1007925	\$250,000
5	1999	P-Series AP-12 Oshkosh Runway Sweeper	10TBFSF14X3065576	\$200,000
6	1982	*Not licensed for road use RED 7 - Mack Tanker ARFF Truck*	1M2B112C6CA001893	\$50,000
7	1995	Gator AP-36 John Deere ATV	W004X2X045133	\$6,000
8	2001	7410 AP-16 John Deere 4x4 Tractor w/ loader	RW7410R027271	\$50,000
9	2006	H-Series AP-6 Oshkosh Snow Plow	10TBFAP146S087968	\$300,000
10	2006	H-Series AP-7 Oshkosh Snow Plow	10TBFAP146S087969	\$300,000
11	2006	Tow Behind AP-6.1 MB Runway Broom	150586	\$185,965

# EQUIPMENT FLOATER CONTINUED

ITEM	YEAR	DESCRIPTION	ID/SERIAL NUMBER	INSURANCE AMOUNT
12	2004	HPX Diesel AP-14 John Deere ATV	MOHP2DX01049	\$10,000
13	2007	Ranger AP-15 Polaris ATV	TBD	\$10,000
14	2008	4300 SBA AP-5 International Vac Truck	1HTMMaaN08H665678	\$164,268
15	2007	Striker 1500 RED 2 - Oshkosh ARFF Truck	10TKBAK1X85102433	\$654,286
16	2008	5000 Ton AP-10 Kodiak Snowblower	TBD	\$473,500
17	2011	844K AP-18 John Deere Loader w/ 35' plow	1DW844KXHBD638236	\$468,000
18	2006	Tow Behind Model 46 AP-7.1 MB Runway Broom	151170	\$185,000
19	2012	with Mover AP-24 John Deere Tractor	TCRC758110454	\$40,000
20	2016	MP-1 AP-9 International Truck w/ 21' Plow	HTGPSNR4HH642122	\$337,096
21	2016	22' Broom #15-1428, MB-4 AP-13 Oshkosh Snow Blower w/ Broom	080196	\$744,218
22	1999	Sweepster AP-12.1 Oshkosh Broom	TBD	\$185,000
23	2017	272D2 AP-22 Caterpillar Skid Steer	CAT0272DABL200757	\$74,153
24	2016	1585 AP-27 John Deere Mower	TBD	\$35,444
25	2016	3650 AP-30 Bobcat ATV	4XAB3C3A768012350	\$34,821
26	2005	H80XM AP-36 Hyster Forklift	L005V08838D	\$15,000
27	2002	LM0200 G-1 Freightliner De-Ice Truck	LMD02036	\$77,000
28	2018	6215R John Deere Tractor w/ Mover	IRW6215RVJA034236	\$230,284
29		Williams Scotsman 20 x 8 Container	ACC-29483	\$3,600
30	2021	RTV Kubota RTV	A5KC2GDBJMG064528	\$18,500
31	2020	RTV Kubota RTV	A5KC2GDBAMG064503	\$18,500
32	2021	CAT 908M CAT Loader	0908MJH8805055	\$127,000
33	2021	Noblelift FE3D40N Forklift		\$35,719
34		Williams Scotsman TT2912 29x12 Toilet Trailer	TT2912	\$39,592
35		Items # E-100-3.1 MB3 Front Mount Airport Broom & Chassis	08-0592	\$584,699
36	2022	Lektro AP8850SDA-AL-100/150 Aircraft Tug	A86125-822A	\$118,287
37	2022	TLD NBL-E Belt Loader	T78012	\$58,923
38	2022	TLD NBL-E Belt Loader	T78172	\$58,923
39	2022	TLD NBL-E Belt Loader	T78173	\$58,923

# EQUIPMENT FLOATER CONTINUED

## ADDITIONAL COVERAGES

DESCRIPTION	LIMIT
Additional Debris Removal Expense	\$10,000
Pollutant Clean Up and Removal	\$10,000
Spare Parts and Fuel	\$5,000
Equipment Borrowed From Others	\$5,000

## ADDITIONAL INTERESTS

NAME	INTEREST
Williams Scotsman, Inc.	Loss Payee Item #28 Williams Scotsman M05612 56 x12 Mobile Office Trailer ID#BB-78106
	Loss Payee Item #29 Williams Scotsman CT208 20 x 8 Container ID#ACC-12277
	Loss Payee Item #30 Williams Scotsman CT208 20 x 8 Container ID#ACC-12107
	Loss Payee Item #32 Williams Scotsman 20 x 8 Container ID#ACC-29483
	Loss Payee Item #37 Williams Scotsman TT2912 29x12 Toilet Trailer Unit ID#TT2912

# CRIME

COMPANY  
Cincinnati Insurance Company

POLICY NUMBER  
EPP 0257670

POLICY TERM  
7/1/2023 to 7/1/2024

## COVERAGES

LOCATION #1: 5225 Highway 10 West, Missoula, MT		
DESCRIPTION	LIMIT	DEDUCTIBLE
Employee Dishonesty	\$100,000	\$500
Forgery or Alteration	\$25,000	\$500
Theft of Money and Securities - Inside Premises	\$25,000	\$500
Theft of Money and Securities - Outside Premises	\$5,000	\$500
Money Orders and Counterfeit Currency	\$25,000	\$500

# MANAGEMENT LIABILITY

COMPANY  
Cincinnati Insurance Company

POLICY NUMBER  
EMN 0542898

POLICY TERM  
7/1/2023 to 7/1/2024

## DIRECTORS & OFFICERS

DESCRIPTION	LIMIT
Liability Each Claim	\$2,000,000
Liability Annual Aggregate	\$2,000,000
Fiduciary Limit Each Claim	\$1,000,000
Claims Made	Full Prior Acts Coverage

DEDUCTIBLES
\$0 Each Claim – Insuring Agreement A (Insured Persons)
\$5,000 Each Claim – Insuring Agreement B (Indemnification)
\$5,000 Each Claim – Insuring Agreement C (Organization)

## EMPLOYMENT PRACTICES

DESCRIPTION	LIMIT
Annual Aggregate	\$2,000,000
Wage & Hour Defense Limit	\$100,000
Thrid Party Liability	\$2,000,000
Workplace Violence Expense Sublimit	\$100,000

DEDUCTIBLES
\$5,000 Each Claim – Employment Practices
\$5,000 Each Claim – Third Party Liability
\$0 Each Claim – Workplace Violence

# MANAGEMENT LIABILITY CONTINUED

## FIDUCIARY LIABILITY

DESCRIPTION	LIMIT
Annual Aggregate	\$1,000,000
Voluntary Settlement Program Sublimit	\$250,000
HIPPA Sublimit	\$150,000
ERISA 502c Sublimit	\$50,000
Pension Protection Act Sublimit	\$50,000
Deductible	\$1,000

*\*Additional forms, endorsements, exclusions, and limitations apply.*

# PREMIUM COMPARISON

LINES OF BUSINESS	7-1-22/23 ANNUALIZED EXPIRING	7-1-23/24 RENEWAL
Commercial Property	\$78,124	\$87,749
Commercial Auto	\$35,466	\$36,888
Inland Marine	\$30,495	\$30,495
Crime	\$483	\$515
<b>Package Total</b>	<b>\$144,568</b>	<b>\$155,647</b>
General/Airport Liability	\$56,180	\$64,607
Management Liability – D&O/EPL/Fiduciary	\$6,159	\$7,314
<b>Total Premium</b>	<b>\$206,907</b>	<b>\$227,568</b>

- Premium Increase for D&O is due to the increase in revenues and ratable employees.
- Premium increase for GL/Airport Liability is coming in part from increase in exposures of 45% as well as Enplanements increasing from 300,000 to 455,000 estimated

## 22/23 PROPERTY POLICY CHANGES

01/19/2023 – Added Temp. Rental Car Structure - Value \$945,000

## 22/23 AUTO POLICY CHANGES

07/20/2022 – Added 2022 Ford Explorer #4595

07/25/2022 – Added 2022 Ford F550 #4652

12/16/2022 – Removed 2017 Ford Transit #8843

02/26/2023 – Added 2019 Ford F350 #7880

## 22/23 EQUIPMENT POLICY CHANGES

02/22/2023 – Added Three 2022 Belt Loaders & 2022 Tug



# PROPOSAL ACCEPTANCE

## INSURED

Missoula County Airport Authority

- As presented (all lines)
- With changes noted below

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# COVERAGE CONSIDERATIONS

COVERAGES TO CONSIDER	NOTES
Cyber Liability	

## COMPENSATION DISCLOSURE

Marsh & McLennan Agency LLC (“MMA”) prides itself on being an industry leader in the area of transparency and compensation disclosure. We believe you should understand how we are paid for the services we are providing to you. We are committed to compensation transparency and to disclosing to you information that will assist you in evaluating potential conflicts of interest.

As a professional insurance producer, MMA and its subsidiaries facilitate the placement of insurance coverage on behalf of our clients. As an independent insurance agent, MMA may have authority to obligate an insurance company on behalf of our clients and as a result, we may be required to act within the scope of the authority granted to us under our contract with the insurer. In accordance with industry custom, we are compensated either through commissions that are calculated as a percentage of the insurance premiums charged by insurers, or fees agreed to with our clients.

MMA engages with clients on behalf of itself and in some cases as agent on behalf of its non-US affiliates with respect to the services we may provide. For a list of our non-US affiliates, please visit: <https://mma.marshmma.com/non-us-affiliates>. In those instances, MMA will bill and collect on behalf of the non-US Affiliates amounts payable to them for placements made by them on your behalf and remit to them any such amounts collected on their behalf;

MMA receives compensation through one or a combination of the following methods:

- Retail Commissions** – A retail commission is paid to MMA by the insurer (or wholesale broker) as a percentage of the premium charged to the insured for the policy. The amount of commission may vary depending on several factors, including the type of insurance product sold and the insurer selected by the client.
- Client Fees** – Some clients may negotiate a fee for MMA’s services in lieu of, or in addition to, retail commissions paid by insurance companies. Fee agreements are in writing, typically pursuant to a Client Service Agreement, which sets forth the services to be provided by MMA, the compensation to be paid to MMA, and the terms of MMA’s engagement. The fee may be collected in whole, or in part, through the crediting of retail commissions collected by MMA for the client’s placements.
- Contingent Commissions** – Many insurers agree to pay contingent commissions to insurance producers who meet set goals for all or some of the policies the insurance producers place with the insurer during the current year. The set goals may include volume, profitability, retention and/or growth thresholds. Because the amount of contingent commission earned may vary depending on factors relating to an entire book of business over the course of a year, the amount of contingent commission attributable to any given policy typically will not be known at the time of placement.
- Supplemental Commissions** – Certain insurers and wholesalers agree to pay supplemental commissions, which are based on an insurance producer’s performance during the prior year. Supplemental commissions are paid as a percentage of premium that is set at the beginning of the calendar year. This percentage remains fixed for all eligible policies written by the insurer during the ensuing year. Unlike contingent commissions, the amount of supplemental commission is known at the time of insurance placement. Like contingent commissions, they may be based on volume, profitability, retention and/or growth.
- Wholesale Broking Commissions** – Sometimes MMA acts as a wholesale insurance broker. In these placements, MMA is engaged by a retail agent that has the direct relationship with the insured. As the wholesaler, MMA may have specialized expertise, access to surplus lines markets, or access to specialized insurance facilities that the retail agent does not have. In these transactions, the insurer typically pays a commission that is divided between the retail and wholesale broker pursuant to arrangements made between them.
- Medallion Program and Sponsorships** – Pursuant to MMA’s Medallion Program, participating carriers sponsor educational programs, MMA events and other initiatives. Depending on their sponsorship levels, participating carriers are invited to attend meetings and events with MMA executives, have the opportunity to provide education and training to MMA colleagues and receive data reports from MMA. Insurers may also sponsor other national and regional programs and events.
- Other Compensation & Sponsorships** – From time to time, MMA may be compensated by insurers for providing administrative services to clients on behalf of those insurers. Such amounts are typically calculated as a percentage of premium or are based on the number of insureds. Additionally, insurers may sponsor MMA training programs and events.

We will be pleased to provide you additional information about our compensation and information about alternative quotes upon your request. For more detailed information about the forms of compensation we receive please refer to our Marsh & McLennan Agency Compensation Guide at <https://www.marshmma.com/us/compensation-guide.html>.

MMA’s aggregate liability arising out of or relating to any services on your account shall not exceed ten million dollars (\$10,000,000), and in no event shall we be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits or other economic loss arising out of or relating to such services. In addition, you agree to waive your right to a jury trial in any action or legal proceeding arising out of or relating to such services. The foregoing limitation of liability and jury waiver shall apply to the fullest extent permitted by law.

Rev September 8,2022

## ELECTRONIC DOCUMENT DELIVERY CONSENT FORM

By signing below, you are providing consent to Marsh & McLennan Agency LLC - PayneWest ("Agency") to provide documents to you electronically on behalf of the agency, the insurance companies represented by the agency, and other third parties. All documents sent by Agency to you are subject to this Consent Form, including but not limited to, any and all disclosures, declarations, contracts, policy forms, certificates, invoices and/or documents, information, requests, applications, communications, and/or notices required by federal law, except when applicable law requires notice by another means. You agree that electronic delivery of documents is sufficient to meet all reporting and/or notice requirements, except when applicable law requires notice by another means. You are not required to receive documents electronically. If you do not agree to this Consent Form, Agency will provide documents in accordance with applicable law.

Your agreement to accept documents electronically means that once Agency delivers a document to you, and if required, you click to accept the document, the terms contained in the document apply to you. Additionally, it means that Agency may not mail you copies of documents that are provided electronically. You must print or otherwise retain a copy of this consent form for your records.

**Electronic delivery of documents.** When Agency delivers a document electronically, it will do so by making the document available to you through an online customer portal where documents are placed for you to view or by sending the document by e-mail. You should check your e-mail periodically to ensure timely receipt of any document delivered electronically. You agree to access the portal within 10 days of receiving notification that a document has been posted. A document will be considered delivered to you when: (1) the e-mailed document leaves Agency's system (if e-mailed); or (2) the document is posted on the portal. To be clear, a document is not considered delivered based on when you review the document.

The receipt of documents electronically has security and privacy risks. E-mail and online security and privacy cannot be guaranteed, and e-mails can be intercepted without your permission. If you agree to this Consent Form, you acknowledge and agree to accept these and other risks of receiving documents electronically.

**Hardware and software requirements.** Before agreeing to receive documents electronically, you must determine whether you have the necessary hardware and software to access and retain documents electronically. To access documents, you will need an e-mail address, Adobe Acrobat Reader, and a personal computer or other personal device that is capable of accessing the internet. To retain documents, your access device must have the ability to download to your hard drive, or an external media storage device, or to print the documents, as well as embedded HTML files. If you are unable to access a document electronically, you are obligated to notify Agency immediately by phone at 1-406-721-1000 or by e-mail to [edocs@paynewest.com](mailto:edocs@paynewest.com). Additional contact information is located at Agency's website [www.paynewest.com](http://www.paynewest.com)

If, after you have consented to the terms and conditions of this Consent Form, a change in the hardware or software requirements needed to access or retain documents electronically creates a material risk that you will not be able to access or retain subsequent documents delivered electronically, upon request, Agency will provide you with a statement of the revised hardware and software requirements for access to, and retention of, the documents, and the right to withdraw your consent without imposition of any fees for such withdrawal, and without imposition of any condition or consequence that was not disclosed in this Consent Form.

**Delivery and receipt of documents in paper form.** You have the option to request that Agency provide you with paper copies of the documents Agency provides to you electronically. If you wish to obtain a paper copy of a document, you may send an e-mail request to [edocs@paynewest.com](mailto:edocs@paynewest.com) or a written request to PO Box 4386, Missoula, MT 59806 with attention to the Legal Department. You will not be charged for paper copies of a document.

Moreover, even if you consent to receive documents electronically, Agency may choose, in its sole discretion, to send paper copies of documents to you even though the documents were made or could have been made available to you electronically. Such delivery will be provided to you at the most current mailing address on file.

**Right to withdraw consent and procedures for withdrawal.** You may withdraw your consent to receive documents electronically, at any time and without charge, by sending an e-mail request to [edocs@paynewest.com](mailto:edocs@paynewest.com) or a written request to PO Box 4386, Missoula, MT 59806 with attention to the Legal Department. Withdrawal of your consent shall not affect the legal effectiveness, validity, and/or enforceability of documents provided or made available to you electronically prior to implementation of your withdrawal of consent. Your withdrawal of consent shall be effective within twenty (20) days after receipt by Agency of your withdrawal request, unless state or federal law requires otherwise. Thereafter, such delivery will be provided to you at the most current mailing address on file.

**Authority to access to documents delivered electronically.** You are the only individual authorized to access your documents from Agency electronically. You shall not share or disclose your password or other secure method to access documents delivered electronically. You shall take all reasonable measures to protect your access devices to prevent unauthorized access to documents delivered electronically.

**Prompt notification of changes.** You agree to notify Agency promptly of any changes to your mailing address, e-mail address, or other information. Notification may be by e-mail to [edocs@paynewest.com](mailto:edocs@paynewest.com), in writing to PO Box 4386, Missoula, MT 59806 with attention to the Legal Department, or by telephone at 1-406-721-1000. You agree to hold harmless Agency in connection with your failure to provide current and valid contact information.

## **ELECTRONIC DOCUMENT DELIVERY CONSENT FORM**

By signing below, you confirm that you have read and understood this Consent Form in its entirety, that you consent to the electronic delivery of documents by Agency on its behalf and on behalf of insurers and other third parties, that your hardware and software systems meet the requirements set forth herein, that you are able to access and retain documents presented to you on a portal or via e-mail, and that you have printed or stored a copy of this Consent Form.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

# SURPLUS LINES DUE DILIGENCE

## NON-ADMITTED CARRIER

We have offered a quotation to you through a Surplus Lines Insurer. You need to be aware of the following items:

1. The Surplus Lines Insurer with whom the insurance is placed is not an admitted carrier in this state and is not subject to the same supervision or laws as an admitted insurer. They are subject to the surplus lines laws of this State.
2. In the event of insolvency of the Surplus Lines Insurer the Property and Casualty Guaranty Fund of the state will not pay losses/claims under the surplus lines coverage.Cincinnati Insurance Company



**Missoula County Airport Authority  
Agenda Action Sheet**

Meeting Date: June 27, 2023

1. **TITLE:** Approval of the Audit Engagement Letter
2. **AGENDA CATEGORY:** (Please highlight)  
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS  
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 15 minutes
4. **BACKGROUND INFORMATION:** Annually the audit process includes the approval and execution of an Audit Engagement Letter and Standard Audit Contract which outlines the responsibilities of both the Auditors and the Authority.
5. **BUDGET INFORMATION:**

Amount Required:	n/a
Budget amount available:	n/a
6. **SUPPLEMENTAL AGENDA INFORMATION:** The Audit Engagement Letter & Standard Audit Contract is attached.
7. **RECOMMENDED MOTION:** Move to approve the execution of the annual Audit Engagement Letter & Standard Audit Contract.
8. **PREPARED BY:** William Parnell, Director of Finance and Administration
9. **COMMITTEE REVIEW:** none



June 8, 2023

Board of Airport Commissioners and Management  
Attn: William Parnell, Director of Finance and Administration  
Missoula County Airport Authority  
5255 Highway 10 West  
Missoula, MT 59808

Re: Audit and Nonattest Services

Dear Board of Airport Commissioners and Management:

Thank you for the opportunity to provide services to Missoula County Airport Authority. This engagement letter (“Engagement Letter”) and the attached Professional Services Agreement, which is incorporated by this reference, confirm our acceptance and understanding of the terms and objectives of our engagement, and limitations of the services that Moss Adams LLP (“Moss Adams,” “we,” “us,” and “our”) will provide to Missoula County Airport Authority (“you,” “your,” and “Authority”), subject to the terms and conditions of the Department of Administration Standard Audit Contract between Moss Adams LLP and the Missoula County Airport Authority (“Contract”).

### **Scope of Services – Audit**

You have requested that we audit the Authority’s financial statements, which comprise the statement of net position as of June 30, 2023, and the related statements of revenues, expenses, and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements. We will also report on whether the schedule of expenditures of federal awards, the schedule of passenger facility charges collected and expended, supplemental operating revenues, operating expenses, revenue bond coverage, and federal funded airport projects, presented as supplementary information, is fairly stated, in all material respects, in relation to the financial statements as a whole. We have not been engaged to report on whether the airport operations information, insurance in force schedule, and graphs, presented as supplementary information, is fairly stated, in all material respects, in relation to the financial statements as a whole.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (“RSI”), such as management’s discussion and analysis, to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Authority’s RSI in accordance with auditing standards generally accepted in the United States of America. We will not express an opinion or provide assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide assurance. The following RSI will be subjected to certain limited procedures, but will not be audited:

- 1) Management's discussion and analysis
- 2) Schedule of Proportionate Share of the PERS Net Pension Liability for the Last Ten Fiscal Years
- 3) Schedule of PERS Contributions for the Last Ten Fiscal Years

### **Scope of Services and Limitations – Nonattest**

We will provide the Authority with the following nonattest services:

- 1) Assist you in drafting the financial statements and related footnotes as of and for the year ended June 30, 2023.

Our professional standards require that we remain independent with respect to our attest clients, including those situations where we also provide nonattest services such as those identified in the preceding paragraphs. As a result, Authority management must accept the responsibilities set forth below related to this engagement:

- Assume all management responsibilities.
- Oversee the service by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to oversee our nonattest services. The individual is not required to possess the expertise to perform or reperform the services.
- Evaluate the adequacy and results of the nonattest services performed.
- Accept responsibility for the results of the nonattest services performed.

It is our understanding that William Parnell, Director of Finance and Administration, has been designated by the Authority to oversee the nonattest services and that in the opinion of the Authority is qualified to oversee our nonattest services as outlined above. If any issues or concerns in this area arise during the course of our engagement, we will discuss them with you prior to continuing with the engagement.

### **Timing**

Ashley Osten is responsible for supervising the engagement and authorizing the signing of the report. We expect to begin our audit on approximately August 2023, complete fieldwork on approximately September 2023, and issue our report no later than December 31, 2023.

Our scheduling depends on your completion of the year-end closing and adjusting process prior to our arrival to begin the fieldwork. We may experience delays in completing our services due to your staff's unavailability or delays in your closing and adjusting process. You understand our fees are subject to adjustment if we experience these delays in completing our services.

**Fees**

We estimate that our fees for the services will be \$68,000. This is broken down as follows:

Financial statement audit	\$50,000
Single audit (includes one major program)	\$8,000
Passenger facility charge audit	\$5,000
Assistance in drafting the financial statements	\$5,000

If additional major programs are identified, they will be billed separately at \$8,000 per major program.

You will also be billed for travel expenses, not to exceed \$5,000.

If additional audit related reconciliations (considered outside the scope of our general audit procedures) are considered necessary, the limitations and the responsibilities Authority management must accept that are described in the “Scope of Services and Limitations – Nonattest” section of this letter will apply, and management will be required to designate an individual responsible for overseeing and monitoring this work. These nonattest services will be billed in excess of the fee noted above, at our standard hourly rates.

**Reporting**

We will issue a written report upon completion of our audit of the Authority's financial statements. Our report will be addressed to the Board of Commissioners of the Missoula County Airport Authority. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. Our services will be concluded upon delivery to you of our report on your financial statements for the year ended June 30, 2023.

At the conclusion of the engagement, we will complete the auditor section of the Data Collection Form and electronically sign the Data Collection Form that summarizes our findings. We will provide electronic copies of our reports to you; however, it is management’s responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors’ reports, and corrective action plan, as applicable) along with the Data Collection Form to the Federal Audit Clearinghouse. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors’ reports or nine months after the end of the audit period. At the conclusion of the engagement, we will make arrangements with management regarding Data Collection Form submission procedures.

**Termination**

Moss Adams may terminate the Contract or performance of any part of the Services upon written notice to you if we determine in good faith that the performance of any part of the Services would be in conflict with law, or independence or professional rules.

**Access to Records**

Although Moss Adams may provide access to its working papers to the State and/or applicable oversight entities as set forth in §23 of the Contract, and notwithstanding any language to the contrary in the Contract, Entity shall not have access to Moss Adams' working papers in order to protect the integrity of the audit.

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We appreciate the opportunity to be of service to you. If you agree with the terms of our engagement as set forth in this Agreement, please sign the enclosed copy of this letter and return it to us with the Professional Services Agreement.

Very truly yours,



Ashley Osten, Partner, for  
Moss Adams LLP

Enclosures

**Accepted and Agreed:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **PROFESSIONAL SERVICES AGREEMENT**

### **Single Audit Version (Uniform Guidance)**

#### **Objectives of the Audit**

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

The objectives of our audit are also to obtain reasonable assurance about whether the Authority has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major federal program.

The objectives also include reporting on the following:

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*.
- Internal control over compliance related to major federal programs and on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and the audit requirements contained in OMB Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The reports on internal control and compliance will each include a statement that the purpose of the report is solely to: describe the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of the entity's internal control over financial reporting or on compliance; describe the scope of testing internal control over compliance for major federal programs and major federal program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance; that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control over financial reporting and compliance and the OMB Uniform Guidance in considering internal control over compliance and major federal program compliance; and, accordingly, it is not suitable for any other purpose.

The objectives of our audit are also to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

#### **The Auditor's Responsibility**

We will conduct our audit in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the audit provisions of the OMB Uniform Guidance. As part of an audit conducted in accordance with U.S. GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control or to identify deficiencies in the design or operation of internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosure, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time

In accordance with the OMB Uniform Guidance we also:

- Determine major program(s)
- Identify and assess the risks of material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion on compliance with applicable federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major federal program.
- Obtain an understanding of internal control over compliance that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program in order to design audit procedures that are appropriate in the circumstances. We will perform tests of controls to evaluate the effectiveness of the design and operation of such controls, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over compliance or to identify deficiencies in the design or operation of internal control over compliance. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control over compliance that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program that we have identified during the audit.

The supplementary information will be subject to certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves.

If our opinion on the financial statements or on compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion we may decline to express an opinion or to issue a report as a result of this engagement.

### **Procedures and Limitations**

Our procedures may include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of certain receivables and certain other assets, liabilities and transaction details by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about the financial statements and supplementary information and related matters. Management's failure to provide representations to our satisfaction will preclude us from issuing our report.

An audit includes examining evidence, on a test basis, supporting the amounts and disclosures in the financial statements. Therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Material misstatements may include errors, fraudulent financial reporting, misappropriation of assets, or noncompliance with the provisions of laws, regulations, contracts, and grant agreements that are attributable to the entity or to acts by management or employees acting on behalf of the entity that may have a direct financial statement impact. Pursuant to *Government Auditing Standards*, we will not provide reasonable assurance of detecting abuse. As required by the Single Audit Act Amendments of 1996 and the audit provisions of the OMB Uniform Guidance, our audit will include tests of transactions related to major federal award programs for compliance with applicable federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements and noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the OMB Uniform Guidance. An audit is not designed to detect immaterial misstatements or noncompliance with the provisions of laws, regulations, contracts, and grant agreements that do not have a direct and material effect on the financial statements or noncompliance with the provisions of federal statutes, regulations, and the terms and condition of federal awards that do not have a direct and material effect on major federal programs. However, we will inform you of any material errors, fraudulent financial reporting, misappropriation of assets, and noncompliance with the provisions of laws, federal statutes, regulations, contracts grant agreements and federal awards that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any time period for which we are not engaged as auditors.

We may assist management in the preparation of the Authority's financial statements and supplementary information. Regardless of any assistance we may render, all information included in the financial statements and supplementary information remains the representation of management. We may issue a preliminary draft of the financial statements and

supplementary information to you for your review. Any preliminary draft financial statements and supplementary information should not be relied upon, reproduced or otherwise distributed without the written permission of Moss Adams.

### **Procedures and Limitations—Internal Control**

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with the provisions of laws, regulations, contract and grant agreements and other noncompliance matters that have a direct and material effect on the financial statements.

Our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the OMB Uniform Guidance.

### **Procedures and Limitations—Compliance**

Our audit will be conducted in accordance with the standards referred to in the section titled “Objectives of the Audit.” As part of obtaining reasonable assurance about whether the financial statements are free from material misstatement, we will perform tests of the Authority’s compliance with the provisions of laws, regulations, contracts, and grant agreements that may have a direct and material effect on the financial statements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Our procedures will consist of the applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of your major federal programs. The purpose of those procedures will be to express an opinion on the Authority’s compliance with requirements applicable to each of its major federal programs in our report on compliance issued pursuant to the OMB Uniform Guidance.

### **Management’s Responsibility for Financial Statements, Internal Control, and Federal Award Compliance**

As a condition of our engagement, management acknowledges and understands that management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. We may advise management about appropriate accounting principles and their application and may assist in the preparation of your financial statements, including the schedule of expenditures of federal awards, but management remains responsible for the financial statements and the schedule of expenditures of federal awards. Management also acknowledges and understands that management is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud. This responsibility includes the maintenance of adequate records, the selection and application of accounting principles, and the safeguarding of assets.

You are responsible for informing us about all known or suspected fraud affecting the Authority involving: (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Authority received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the Authority complies with applicable laws and regulations and for taking timely and appropriate steps to remedy any fraud or noncompliance with the provisions of laws, regulations, contract, and grant agreements, that we may report.

Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

Management is responsible for establishing and maintaining internal control and for compliance with federal statutes, regulations, and the terms and conditions of federal awards and for identifying and ensuring that the Authority complies with such provisions. Management is also responsible for informing us of any significant contractor relationships in which the contractor is responsible for program compliance. Management is also responsible for addressing the audit findings and recommendations, establishing and maintaining a process to track the status of such findings and recommendations, and taking timely and appropriate steps to remedy any fraud and noncompliance with federal statutes, regulations, and the terms and conditions of federal awards or abuse that we may report. Additionally, as required by the OMB Uniform Guidance, it is your responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.



Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management agrees that as a condition of our engagement, management will provide us with:

- access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, whether obtained from within or outside of the general and subsidiary ledgers (including all information relevant to the preparation and fair presentation of disclosures), such as records, documentation, and other matters;
- additional information that we may request from management for the purpose of the audit; and
- unrestricted access to persons within the Authority from whom we determine it necessary to obtain audit evidence.

### **Management's Responsibility to Notify Us of Affiliates**

Our professional standards require that we remain independent of the Authority as well as any "affiliate" of the Authority. Professional standards define an affiliate as follows:

- a fund, component unit, fiduciary activity or entity that the Authority is required to include or disclose, and is included or disclosed in its basic financial statements, in accordance with generally accepted accounting principles (U.S. GAAP);
- a fund, component unit, fiduciary activity or entity that the Authority is required to include or disclosed in its basic financial statements in accordance with U.S. GAAP, which is material to the Authority but which the Authority has elected to exclude, and for which the Authority has more than minimal influence over the entity's accounting or financial reporting process;
- an investment in an investee held by the Authority or an affiliate of the Authority, where the Authority or affiliate controls the investee, excluding equity interests in entities whose sole purpose is to directly enhance the Authority's ability to provide government services;
- an investment in an investee held by the Authority or an affiliate of the Authority, where the Authority or affiliate has significant influence over the investee and for which the investment is material to the Authority's financial statements, excluding equity interests in entities whose sole purpose is to directly enhance the Authority's ability to provide government services

In order to fulfill our mutual responsibility to maintain auditor independence, you agree to notify Moss Adams of any known affiliate relationships, to the best of your knowledge and belief. Additionally, you agree to inform Moss Adams of any known services provided or relationships between affiliates of the Authority and Moss Adams or any of its employees or personnel.

### **Management's Responsibility for Supplementary Information**

Management is responsible for the preparation of the supplementary information in accordance with the applicable criteria. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information. Management is responsible to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the entity of the supplementary information and the auditor's report thereon. For purposes of this Agreement, audited financial statements are deemed to be readily available if a third party user can obtain the audited financial statements without any further action by management. For example, financial statements on your Web site may be considered readily available, but being available upon request is not considered readily available.

### **Other Information Included in an Annual Report**

When financial or nonfinancial information, other than financial statements and the auditor's report thereon, is included in an entity's annual report, management is responsible for that other information. Management is also responsible for providing the document(s) that comprise the annual report to us as soon as it is available.

Our opinion on the financial statements does not cover the other information, and we do not express an opinion or any form of assurance thereon. Our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the audited financial statements. If we identify that a material inconsistency or misstatement of the other information exists, we will discuss it with you; if it is not resolved U.S. GAAS requires us to take appropriate action.



### **Key Audit Matters**

U.S. GAAS does not require the communication of key audit matters in the audit report unless engaged to do so. You have not engaged us to report on key audit matters, and the Agreement does not contemplate Moss Adams providing any such services. You agree we are under no obligation to communicate key audit matters in the auditor's report.

If you request to engage Moss Adams to communicate key audit matters in the auditor's report, before accepting the engagement we would discuss with you the additional fees to provide any such services, and the impact to the timeline for completing the audit.

### **Dissemination of Financial Statements and Reports**

We will provide copies of our reports to the Authority; however, management is responsible for distribution of the reports and the financial statements. Our report on the financial statements must be associated only with the financial statements that were the subject of our engagement. You may make copies of our report, but only if the entire financial statements (including related footnotes and supplementary information, as appropriate) are reproduced and distributed with our report. You agree not to reproduce or associate our report with any other financial statements, or portions thereof, that are not the subject of this engagement.

### **Offering of Securities**

This Agreement does not contemplate Moss Adams providing any services in connection with the offering of securities, whether registered or exempt from registration, and Moss Adams will charge additional fees to provide any such services. You agree not to incorporate or reference our report in a private placement or other offering of your equity or debt securities without our express written permission. You further agree we are under no obligation to reissue our report or provide written permission for the use of our report at a later date in connection with an offering of securities, the issuance of debt instruments, or for any other circumstance. We will determine, at our sole discretion, whether we will reissue our report or provide written permission for the use of our report only after we have conducted any procedures we deem necessary in the circumstances. You agree to provide us with adequate time to review documents where (a) our report is requested to be reissued, (b) our report is included in the offering document or referred to therein, or (c) reference to our firm is expected to be made. If we decide to reissue our report or provide written permission to the use of our report, you agree that Moss Adams will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to reissue our report or withhold our written permission to use our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our engagement documentation for those periods, we are under no obligation to permit such access.

### **Changes in Professional or Accounting Standards**

To the extent that future federal, state, or professional rule-making activities require modification of our audit approach, procedures, scope of work, etc., we will advise you of such changes and the impact on our fee estimate. If we are unable to agree on the additional fees, if any, that may be required to implement any new accounting and auditing standards that are required to be adopted and applied as part of our engagement, we may terminate this Agreement as provided herein, regardless of the stage of completion.

### **Representations of Management**

During the course of our engagement, we may request information and explanations from management regarding, among other matters, the Authority's operations, internal control, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide us with a written representation letter confirming some or all of the representations made during the engagement. The procedures that we will perform in our engagement will be heavily influenced by the representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or fraud to go undetected by our procedures. In view of the foregoing, you agree that we will not be responsible for any misstatements in the Authority's financial statements and supplementary information that we fail to detect as a result of false or misleading representations, whether oral or written, that are made to us by the Authority's management. While we may assist management in the preparation of the representation letter, it is management's responsibility to carefully review and understand the representations made therein.

In addition, because our failure to detect material misstatements could cause others relying upon our audit report to incur damages, the Authority further agrees to indemnify and hold us harmless from any liability and all costs (including legal fees) that we may incur in connection with claims based upon our failure to detect material misstatements in the Authority's financial statements and supplementary information resulting in whole or in part from knowingly false or misleading representations made to us by any member of the Authority's management.

### **Limitation on Liability**

IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH OR OTHERWISE ARISING OUT OF THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR EXEMPLARY OR PUNITIVE DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT.

### **Subpoena or Other Release of Documents**

As a result of our services to you, we may be required or requested to provide information or documents to you or a third-party in connection with governmental regulations or activities, or a legal, arbitration or administrative proceeding (including a grand jury investigation), in which we are not a party. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate to protect information from discovery. If you take no action within the time permitted for us to respond or if your action does not result in a judicial order protecting us from supplying requested information, we will construe your inaction or failure as consent to comply with the request. Our efforts in complying with such requests or demands will be deemed a part of this engagement and we shall be entitled to additional compensation for our time and reimbursement for our out-of-pocket expenditures (including legal fees) in complying with such request or demand.

Pursuant to authority given by law or regulation, we may be requested to make certain engagement documentation available to an applicable entity with oversight responsibilities for the audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such engagement documentation will be provided under the supervision of Moss Adams personnel. Furthermore, upon request, we may provide photocopies of selected engagement documentation to the aforementioned parties. These parties may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

### **Document Retention Policy**

At the conclusion of this engagement, we will return to you all original records you supplied to us. Your Authority records are the primary records for your operations and comprise the backup and support for the results of this engagement. Our records and files, including our engagement documentation whether kept on paper or electronic media, are our property and are not a substitute for your own records. Our firm policy calls for us to destroy our engagement files and all pertinent engagement documentation after a retention period of seven years (or longer, if required by law or regulation), after which time these items will no longer be available. We are under no obligation to notify you regarding the destruction of our records. We reserve the right to modify the retention period without notifying you. Catastrophic events or physical deterioration may result in our firm's records being unavailable before the expiration of the above retention period.

Except as set forth above, you agree that Moss Adams may destroy paper originals and copies of any documents, including, without limitation, correspondence, agreements, and representation letters, and retain only digital images thereof.

### **Use of Electronic Communication**

In the interest of facilitating our services to you, we may communicate by facsimile transmission or send electronic mail over the Internet. Such communications may include information that is confidential. We employ measures in the use of electronic communications designed to provide reasonable assurance that data security is maintained. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, we will assume you consent to our use of electronic communications to your representatives and other use of these electronic devices during the term of this Agreement as we deem appropriate.

### **Use of Moss Adams' Name**

The Authority may not use any of Moss Adams' name, trademarks, service marks or logo in connection with the services contemplated by this Agreement or otherwise without the prior written permission of Moss Adams, which permission may be withheld for any or no reason and may be subject to certain conditions.

### **Use of Nonlicensed Personnel**

Certain engagement personnel who are not licensed as certified public accountants may provide services during this engagement.

### **Use of Subcontractor and Affiliate**

We may retain subcontractors and/or our affiliate, Moss Adams (India) LLP, to assist us in providing our services to you. These entities may collect, use, transfer, store, or otherwise process information provided by you or on your behalf ("Client information") in the domestic and foreign jurisdictions in which they operate. All of these entities are required to protect the

confidentiality of any Client information to which they have access in the course of their work. We will be responsible for their performance in accordance with the terms of this Agreement.

**Notice Regarding Hiring of Employees**

Any offer of employment to members of the audit team prior to issuance of our report may impair our independence, and as a result, may result in our inability to complete the engagement and issue a report.

DEPARTMENT OF ADMINISTRATION

STANDARD AUDIT CONTRACT

This Contract is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and among

Moss Adams LLP

**Certified Public Accountant  
("Contractor"),**

Missoula County Airport Authority

**Governmental Entity  
("Entity"),**

and the **Montana Department of Administration, Local Government Services**, ("State"), acting under the authority of Title 2, Chapter 7, Part 5, of the Montana Code Annotated. **The State's mailing address, phone number and e-mail address are P.O. Box 200547, Helena, MT 59620-0547; (406) 444-9101; and LGSPortalRegistration@mt.gov.**

1. **Effective Date:** This contract is not effective with respect to any party until it is approved and signed by the State, as required by Section 2-7-506(3), MCA. The Contractor may not begin any audit work until the State gives this approval. If the Contractor begins work before the State's approval of the contract and the State subsequently does not approve the contract, the Contractor is not entitled to receive any compensation for the work performed.
2. **Audit Period and Payment:** This contract covers the following audit period(s):  
July 1, 2022 to June 30, 2023.
  - A. The Entity shall pay the Contractor for the audit work on the basis of time and necessary out-of-pocket expenses, which will not exceed:  
  
68,000 for initial (or sole) audit covering 07/01/2022 to 06/30/2023.  
  
The Entity shall pay the fees listed in Appendices A, B & C, as applicable, which are attached hereto and incorporated by reference. Any change to the audit fees requires a contract amendment.
  - B. The contract payments do not include the cost of additional work that may be required if the Contractor discovers a defalcation or material irregularity. Any change in the scope of the audit services to be provided under this contract requires a contract amendment.
  - C. The Contractor may submit interim bills to the Entity each month, based upon the estimated percentage of contract completion. The Entity may retain ten percent (10%) of each of these estimates until the Contractor has delivered the final audit report, at which time the Entity shall release the amount retained.
3. **Peer Review:** The Contractor shall provide the Entity with a copy of its most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the contract period.

4. **Audit Scope:** The Contractor shall perform the following:

- A. The Contractor shall conduct the audit in accordance with (i) generally accepted auditing standards adopted by the American Institute of Certified Public Accountants and (ii) the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

The Contractor shall opine on the presentation of the Entity's financial statements in accordance with the Entity's applicable financial reporting framework prescribed at Section 2-7-504, MCA.

If the Contractor's opinion on the Entity's financial statements is other than unmodified, the Contractor shall fully discuss the reasons with the Entity in advance of issuing a report. If, for any reason, the Contractor is unable to complete the audit or is unable to form or has not formed an opinion, the Contractor may decline to express an opinion or decline to issue a report as a result of the engagement.

- B. The Contractor shall perform tests of internal control over financial reporting. Findings resulting from these tests shall be reported in accordance with Government Auditing Standards

- C. The Contractor shall perform tests of the Entity's compliance with provisions of laws, regulations, contracts, and grant agreements. The Contractor shall use the local government compliance supplement prepared by the State, as required by Section 2-7-505(2), MCA, in conjunction with Government Auditing Standards to determine the compliance testing to be performed during the audit. Findings resulting from these tests shall be reported in accordance with Government Auditing Standards. If the Contractor becomes aware of fraud, waste or abuse, the Contractor shall report related findings in accordance with Government Auditing Standards. The Contractor shall perform tests, including but not limited to the following, to determine whether:

- (1) the Entity has complied with all appropriate statutes and regulations, as required by Section 2-7-502, MCA;
- (2) the Entity has complied with the provisions of each of its debt covenants and agreements;
- (3) if the audit is of a county, city or town, the Entity has retained money in a local charge for services fund contrary to the requirements of Sections 17-2-301 through 17-2-303, MCA, as required by Section 17-2-302, MCA. **The Contractor shall report any findings of noncompliance with the provisions of these statutes, regardless of materiality; and**
- (4) if the audit is of a county or consolidated city/county government, the Entity has complied with state laws relating to receipts and disbursements of agency or custodial funds maintained by the Entity, as required by Section 2-7-505, MCA.

If required by the State, the Contractor shall provide documentation of testing performed to comply with (3) and (4), above.

- D. When applicable, the audit must meet all requirements of the Federal Single Audit Act of 1984, as amended, and Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance"). If these federal regulations are amended, the amended regulations will prevail.

- E. The audit scope with regard to federal financial assistance for each fiscal year covered by this contract must be as specified in Appendices A, B and C. Any change to the audit scope with regard to federal financial assistance requires a contract amendment.
- F. Except as provided below, for purposes of determining the scope of the audit, the Entity is considered the financial reporting entity as defined in the Entity's applicable financial reporting framework prescribed at Section 2-7-504, MCA. This provision does not preclude the Entity from engaging a different audit firm for the audit of a segment, fund or component unit of the Entity. However, both the Entity and Contractor shall notify the State whenever the Entity elects to engage a different audit firm for the audit of a segment, fund or governmental component unit. Such additional audit must be contracted for on the State's Standard Audit Contract, and the audit firm shall be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the State.

If this contract is for an audit of a segment, fund, or governmental component unit of the primary government, the Entity is considered to be the segment, fund or component unit.

- G. Any school district audit must also include auditing procedures sufficient to provide an opinion as to whether the following supplemental information is fairly stated in relation to the basic financial statements:
  - (1) the school district's enrollment for the fiscal year or years being audited as reported to the Office of Public Instruction in the Fall and Spring "Student Count for ANB" reports; and
  - (2) when applicable, the extracurricular funds for pupil functions.
- H. If the Entity is a school district or associated cooperative, the Contractor shall contact the State Office of Public Instruction and the county superintendent of schools before or during the audit of the Entity. The Contractor shall determine whether those offices are aware of potential financial or legal compliance problems relating to the Entity that could affect the scope of the audit.
- I. The Contractor shall immediately notify the Entity and the State in writing of any material irregularities it discovers. If the Entity is a school district or special education cooperative, the Contractor shall also immediately notify the State Office of Public Instruction in writing. To notify the State, Contractors shall email [LGSPortalRegistration@mt.gov](mailto:LGSPortalRegistration@mt.gov) to the attention of the Local Government Services Bureau Chief. To notify the State Office of Public Instruction, Contractors shall email [OPIAuditReport@mt.gov](mailto:OPIAuditReport@mt.gov) to the attention of the OPI Auditor.
- J. The Contractor shall notify the Entity of all proposed audit adjustments and, if the Entity concurs, shall obtain written acceptance of these proposed adjustments. The State reserves the right to request documentation of these proposed and accepted audit adjustments.

5. **Entity's Responsibilities:** The Entity shall be responsible for:

- A. its basic financial statements, including note disclosures;
- B. all supplementary information required by its applicable financial reporting framework prescribed at Section 2-7-504, MCA and by provisions of this contract;



- C. establishing and maintaining effective internal control over financial reporting, including internal controls related to the prevention and detection of fraud;
  - D. ensuring that it complies with the laws, regulations, contracts and grant agreements applicable to its activities;
  - E. making all financial records and related information available to the Contractor;
  - F. the schedule of expenditures of federal awards required for audits conducted under Uniform Guidance;
  - G. approving all proposed audit adjustments before posting, if the Entity concurs with the proposed adjustments;
  - H. adjusting the financial statements and accounting records to correct material misstatements and to agree with the audited financial statements; and
  - I. providing the Contractor, at the conclusion of the audit engagement, with a letter that confirms certain representations made during the audit, including an affirmation that the effects of any uncorrected misstatements aggregated by the auditor during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
6. **Dates for Annual Financial Report or Trial Balance of Accounts:** The Entity shall prepare its annual financial report or a trial balance of accounts no later than the dates specified in Appendices A, B and C. If the Entity is unable to prepare its annual financial report or trial balance by the date specified in the Appendices, the Entity shall notify the Contractor and the State in writing prior to the specified dates.
7. **Beginning the Audit:** The Contractor shall begin the audit field work based on the schedule established in Appendices A, B and C. Under Section 2-7-503(3)(a), MCA, all audits must commence within nine months from the close of the last fiscal year of the audit period.
8. **Completion of Audit:** The Contractor shall deliver the audit report to the Entity and the State, based on the schedule established in Appendices A, B and C. If the Contractor cannot deliver the audit report to the Entity and the State on the date specified in the Appendices, the Contractor shall notify the Entity and the State in writing of that fact, and the reason(s) for the delay. Under Section 2-7-503(3)(a), MCA, all audits must be completed and the reports issued within one year from the close of the last fiscal year covered by the audit. If the audit is conducted in accordance with the provisions of Uniform Guidance, the Contractor shall complete the audit and issue the audit report within the time period required by that federal regulation, unless a longer period has been agreed to in advance by the federal cognizant or oversight agency for audit. If the Entity has requested and received an extension of the due date of the Uniform Guidance from a federal agency, the Entity shall submit a copy of the approved extension to the State.
9. **Due Date Extension:** The State may grant an extension to the Entity for filing the audit report beyond the one- year due date provided for in paragraph 8, above. To do so, the Entity shall make a request to the State in writing and shall show good cause for the delinquency or demonstrate that the failure to meet the deadline provided for in paragraph 8, above, was the result of circumstances beyond the Entity's control. The State will determine good cause or circumstances beyond the Entity's control based on the facts of each case.
10. **Presentation of Audited Financial Statements:** The final audit report must contain basic financial statements and supplementary information consistent with the applicable financial reporting framework prescribed at

Section 2-7-504, MCA. In addition, other supplementary information required by provisions within this contract and by Uniform Guidance must also be included, if applicable.

- A. The final audit report must also contain any supplementary or other information as agreed upon by the Entity and Contractor.
  - B. If the Entity’s accounting records or other circumstances do not permit financial statements to comply with the applicable financial reporting framework prescribed at Section 2-7-504, MCA, the Contractor shall notify the State of those conditions and describe the financial statements that will be presented. The applicable auditor’s reports must be modified in accordance with professional standards to reflect a departure from the applicable financial reporting framework.
  - C. If the audit is of a school district with separate elementary and high school district general funds, the general funds must be combined as a single major fund. All other funds must be separately considered for major fund criteria.
  - D. If the audit is a biennial audit covering two years, the Contractor shall present complete financial statements as specified above for each year covered by the audit. However, note disclosures for both fiscal years may be in one set of notes, with separate fiscal year disclosures as necessary. The two years must be presented under one audit report cover and opined upon in one Independent Auditor’s Report.
11. **Auditor’s Reports:** All audit reports must contain the following auditor's reports, which must comply with applicable professional standards in effect for the fiscal year or years being audited:
- A. a report on the financial statements of the Entity;
  - B. a report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards.
  - C. a reference to a report disclosing any deficiencies in internal control or instances of noncompliance with provisions of contracts or grant agreements or abuse that have a less than material effect on the financial statements but warrant the attention of management or those charged with governance. This report must be referred to in the report required in 11.B. above.
  - D. a report on any supplementary or other information presented in the audit report. This report must be given in an “other matters” paragraph(s) of the auditor’s report on the financial statements (11.A. above), and shall identify, if applicable:
    - (1) Any Required Supplementary Information (RSI), as required by the Governmental Accounting Standards Board.
    - (2) Any Supplementary Information (SI) included in the report to comply with provisions of laws, regulations, contracts, or grant agreements. For the following schedules, the Contractor shall report on whether the information is fairly stated, in all material respects, “in relation to” the financial statements as a whole, unless the condition of the financial records do not allow the auditor to render such an opinion:
      - a) schedule of school district “Student Count for ANB” required in paragraph 13.A.;
      - b) schedule of school district extracurricular fund financial activities required in paragraph



13.B.;

- c) schedule of expenditures of federal awards required by Uniform Guidance and in paragraph 12.A.; and
- d) Any supplementary information for financial reporting frameworks required by A.R.M. 2.4.401.

(3) Any Other Information (OI) for financial reporting frameworks required by A.R.M. 2.4.401.

(4) Any Other Information (OI) that is included in the audit report, if deemed appropriate in accordance with professional standards.

- E. a report disclosing the action taken by the Entity to correct any deficiencies or implement any recommendations contained in the prior audit report. This report must be in a format that specifically identifies, by title or summary, each deficiency or recommendation contained in the prior audit report and the action taken by the Entity on each such deficiency or recommendation.
- F. If the Contractor includes audit findings in the reports referenced in 11.B. and 11.C. above, the views of Entity officials and their planned corrective actions must also be included, as required by Government Auditing Standards, if they are available at the time the Contractor submits the audit report to the State. If the views and planned corrective actions are not available at that time, the Contractor shall so indicate in the reports.

12. **Single Audits:** All audit reports for single audits done in accordance with Uniform Guidance must contain the following:

- A. a schedule of expenditures of federal awards, prepared by the Entity, which must contain all elements required by Uniform Guidance.
- B. a report on the schedule of expenditures of federal awards. This report may be combined with other reports as provided by Uniform Guidance and professional standards. This report must comply with applicable professional standards in effect for the fiscal year or years being audited.
- C. a report on compliance for each major program and a report on internal control over compliance in accordance with Uniform Guidance. These reports must refer to the separate schedule of findings and questioned costs described in paragraph 12.D. of the contract and must comply with applicable professional standards in effect for the fiscal year or years being audited.
- D. a schedule of findings and questioned costs which must include the information required by Uniform Guidance.
- E. an Entity-prepared document, separate from the Contractor's findings, that describes the Entity's corrective action plan in accordance with Uniform Guidance for each current-year audit finding, if that plan is available at the time the Contractor submits the audit report to the State. This document should be submitted on Entity letterhead and should include a corrective action plan for each finding, regardless whether the finding is identified in accordance with Uniform Guidance or Government Auditing Standards.

13. **School Districts:** School district audit reports must include the following as supplementary

information/schedules:

- A. a schedule of the district's enrollment as reported to the Office of Public Instruction for the fiscal year or years being audited. The schedule must contain the enrollment both as reported in the Fall and Spring "Student Count for ANB" reports and as documented by the school district's enrollment records; and
  - B. a detailed schedule of extracurricular fund financial activities.
14. **Local Governments Reporting on Non-GAAP Financial Reporting Framework:** Audit reports of local governments that report on a non-GAAP financial reporting framework as provided in A.R.M. 2.4.401 must include any Supplementary Information and Other Information required in that administrative rule.
15. **Written Report to Entity:** The Contractor shall render a single, written report for the Entity audited, including the reports and schedules referenced in paragraphs 11 through 14 above.
16. **Exit Conference:** Before submitting the final audit report, the Contractor shall hold an exit review conference in which the audit results are discussed with those charged with governance and other appropriate Entity officials and employees. The Contractor shall ensure that all members of the governing body and key members of management are notified of this exit conference. The Contractor further agrees that before the exit conference, it will not discuss the audit findings with anyone other than the Entity or the State. Once the Contractor delivers the final audit report to the Entity, the report is deemed to be a public record.
17. **Report Distribution:** The Contractor and Entity shall file copies of the audit report as specified below:
- A. The Contractor shall provide the Entity with the number of copies of the audit report specified in Appendices A, B and C. The cost of those copies is included in the total price for the engagement as set out in paragraph 2.A., above, and in the Appendices.
  - B. The Contractor shall submit one of the copies referred to in 17.A., above, to the attorney for the Entity.
  - C. Upon request by the Entity, the Contractor shall provide additional copies of the audit report at a price per copy agreed upon by the Entity and Contractor.
  - D. The Contractor shall provide the State with a text-searchable, unlocked, and unencrypted electronic copy of the audit report at no charge. The report must be submitted to the State at the same time when the Contractor delivers the final audit report to the Entity. Any report delivered separately to management or those charged with governance identifying findings and recommendations as described in 11.C. above must be submitted electronically at the same time the audit report is submitted. The Contractor shall advise the State, at the time of submitting the electronic report, of the date the final report was delivered to the Entity, the date of the audit report, the actual number of hours the Contractor spent conducting the audit, the total audit fee billed the Entity, and whether the audit was conducted in accordance with the provisions of Uniform Guidance.
  - E. If the Entity is a school district or associated cooperative, the Contractor shall provide at no additional charge copies of the audit report to the Office of Public Instruction, the county superintendent of schools, and the county attorney.
  - F. If the Entity is a city or town fire department relief association disability and pension fund, the Contractor shall provide at no additional charge one copy of the audit report to the city or town clerk.

G. If the audit is a single audit conducted in accordance with the provisions of Uniform Guidance, the Entity shall provide copies of the reporting package defined in Uniform Guidance and the data collection form to the federal clearinghouse designated by OMB.

18. **Entity Response:** If not included in the audit report as provided in paragraphs 11.F. and 12.E., within 30 days after receiving the audit report, the Entity shall notify the State in writing as to what action it plans to take to correct any deficiencies or implement any recommendations identified or contained in the audit report as required by Section 2-7-515, MCA, and ARM 2.4.409. This notification must also address any findings and recommendations identified in any report to management or those charged with governance described in 11.C. above. If the audit is a single audit conducted in accordance with Uniform Guidance, this corrective action plan must also meet the requirements of Uniform Guidance. If the Entity is a school district or special education cooperative, the Entity shall also send a copy of this notification to the Office of Public Instruction.
19. **Entity's Attorney:** If requested by the State, the attorney for the Entity shall report to the State on the actions taken or the proceedings instituted or to be instituted relating to violations of law and nonperformance of duty as required by Section 2-7-515(4), MCA. The attorney shall report to the State within 30 days after receiving the request.
20. **Certification of Auditor Independence:** The Contractor certifies that, as required by generally accepted government auditing standards, it and its principals and employees are independent in all matters regarding this engagement. This contract must not include non-audit services. The Contractor shall neither arrange for nor accept other work with the Entity that could in any way impair the Contractor's compliance with professional independence standards. If required by the State, the Contractor shall provide documentation that independence has been maintained in both mind and appearance as required by professional auditing standards.
21. **Contractor and Subcontractors:** The Contractor shall not assign any rights, or subcontract or delegate any duties of the contract without the Entity's and State's prior written consent.

The Contractor is the prime contractor and is responsible, in total, for all work of any subcontractors. Any subcontractors performing audit work shall be on the Roster of Independent Auditors authorized to conduct audits of Montana local governments that is maintained by the State. The Contractor is responsible to the Entity and the State for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors or agents. There is no contractual relationship between any subcontractor and the State.

22. **State Participation in Conferences:** The State may participate in all entrance and exit conferences between the Entity and Contractor, as well as all major conferences held in conjunction with the audit of the Entity.
23. **Access to Records:** The Contractor shall give the State and, when required by law, the Montana Legislative Audit Division, access to the Contractor's work programs, supporting working papers, time records, and all other documents relating to the audit. Access to these documents must be provided at the State's offices in Helena, Montana. Access to working papers includes the right of the State to obtain copies of working papers, as is reasonable and necessary. The Contractor shall make the work programs and supporting working papers available to the State for use by the State or other public accounting firms as directed by the State in future audits of the Entity. The Contractor shall make the audit programs and supporting working papers available to the cognizant or oversight agency for audit or its designee, federal agencies providing direct or indirect funding, or the U.S. General Accounting Office, if requested. Access to working papers includes the right of federal agencies to obtain copies of working papers, as is reasonable and necessary. The Contractor shall

retain the audit report, work programs, and supporting working papers for a minimum of five years from the date of the audit report, unless the State notifies the Contractor to extend the retention period. If professional standards or other applicable laws, rules, or regulations require a longer retention period, the Contractor shall retain the above materials for that specified period.

24. **State Review of Report:** As provided by Section 2-7-522, MCA, the State shall review the Contractor's audit report. If the State determines that reporting requirements have not been met, it will notify the Entity and the Contractor of the significant issues of noncompliance. The Contractor shall correct the identified deficiencies within 60 days of notification.
25. **Independent Contractor:** The Contractor is an independent contractor and neither its principals nor its employees are employees of the State or Entity for any purposes.
26. **Workers' Compensation:** The Contractor certifies that it carries Workers' Compensation for its employees and that it has either elected Workers' Compensation or has an approved Independent Contractor's Exemption covering the Contractor while performing work under this contract. (Montana Code Annotated, Title 39, Chapter 71).
27. **Indemnity:** The Contractor shall defend and indemnify the State and Entity, their elected and appointed officials, agents, and employees from and against all claims, causes of action, damages, liabilities, court costs and attorney fees in favor of the Contractor's employees or third parties for bodily or personal injuries, death, or damage to property arising from the acts or omissions or alleged acts or omissions of the Contractor and/or its agents, employees, representatives, assigns, subcontractors under this contract. This defense and indemnify obligation does not apply to acts or omissions arising from the sole negligence of the State or Entity under this contract. This defense and indemnity obligation survives termination or expiration of this contract.

If the Contractor is or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of the Entity's intentional or knowing misrepresentation or provision to the Contractor of inaccurate or incomplete information in connection with this engagement, and not any failure on the Contractor's part to comply with professional standards, the Entity shall defend and indemnify the Contractor against such obligations.

28. **Insurance – Commercial General Liability:** The Contractor shall maintain for the duration of the contract, at its cost and expense, occurrence coverage insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Contractor, and/or its agents, employees, representatives, assigns, or subcontractors. The Contractor's insurance coverage shall be primary insurance for the Contractor's negligence with respect to the State and Entity and their elected officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the State and Entity and their officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**Insurance - Professional Liability:** The Contractor shall purchase and maintain occurrence coverage to cover such claims as may be caused by any act, omission, negligence of the Contractor or its officers, agents, representatives, assigns or subcontractors.

If occurrence coverage is unavailable or cost-prohibitive, the state will accept 'claims made' coverage provided the following conditions are met: 1) the commencement date of the contract must not fall outside the effective date of insurance coverage and it will be the retroactive date for insurance coverage in future years, and 2) the claims made policy must have a three-year tail for claims that are made (filed) after the cancellation

or expiration date of the policy.

The State and Entity may require complete copies of certificates of insurance during the term of this contract.

29. **Compliance with Laws:**

A. The Contractor shall, in performance of work under this contract, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. The Contractor is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.L. 111-148, 124 Stat. 119]. Any subcontracting by the Contractor subjects subcontractors to the same provisions.

B. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016 the Contractor agrees that the hiring of persons to perform this contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing this contract.

30. **Work Accommodations:** The Entity shall provide the Contractor with reasonable space in which to conduct the audit and shall respond promptly to requests for information as well as for all necessary books and records. Support for clerical, equipment, reproduction services shall be agreed upon by the Entity and the Contractor as specified in Appendices A, B and C.

31. **Termination before Audit Commences:** Before the commencement of the audit, either the Contractor or the Entity, with the State's consent, or the State alone, may terminate this contract for cause if another party has breached a material term or condition of this contract or violated an applicable law or regulation. The non-breaching party shall provide the other party written notice of the breach and allow 20 days to remedy the breach.

The Contractor and the Entity may agree to terminate this contract without cause before the commencement of the audit. If such a termination occurs, the State shall consent to the termination upon written notification by the Contractor and the Entity of their agreement to terminate this contract.

The State, however, will not consent to the cancellation of an audit contract for the sole purpose of allowing the Contractor and Entity to then enter into a new contract that extends the number of fiscal years to be audited by the Contractor. Unless there are extenuating circumstances, the existing audit contract must be completed first. This provision does not prohibit the cancellation of a contract for the purpose of replacing an annual audit with a biennial audit.

32. **Termination after Audit Commences:** After the audit has commenced, but before the audit report has been issued, either the Contractor or the Entity, with the State's consent, or the State alone, may terminate this contract for cause if another party has breached a material term or condition of this contract or violated an applicable law or regulation. The non-breaching party shall provide the other party written notice of the breach and allow 20 days to remedy the breach. If the Contractor is the breaching party and fails to remedy the breach, the Contractor is not entitled to the fee set out in this contract. This is the Entity's and the State's sole remedy. If the Entity is the breaching party, the Entity shall pay the Contractor a pro rata portion of the fee set

out in this contract, based on the percentage of work completed at the time of termination. This is the Contractor's sole remedy.

The Contractor and the Entity may agree to terminate this contract without cause after the audit has commenced but before the audit report has been issued. If such a termination occurs, the State shall consent to the termination upon written notification by the Contractor and the Entity of their agreement to terminate this contract.

33. **Contractor Compliance with CPE and Quality Control Review:** The Contractor certifies compliance with the continuing professional education requirements and the external quality control review requirements as set out in Government Auditing Standards, as established by the Comptroller General of the United States. The State may require the Contractor to provide evidence that it has met the above requirements.
34. **Single Audit Act Certification:** If the audit is required to meet the requirements of the Single Audit Act of 1984, as amended, and Uniform Guidance, the Contractor certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from performing audits by any Federal department or agency.
35. **Time is of the Essence:** Time is of the essence regarding all provisions of this contract.
36. **Governing Law and Venue:** This contract is governed by the laws of Montana. The parties agree that any litigation concerning this contract in which the State is named as a party must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana. Each party shall pay its own costs and attorney fees, except as otherwise allowed in this contract. The parties also agree that any litigation concerning this contract in which the State is not named as a party must be brought in the State of Montana Judicial District in the County in which the Entity is located. Each party shall pay its own costs and attorney fees, except as otherwise allowed in this contract.
37. **Notice:** All notices under this contract must be in writing and will be deemed given if delivered personally, by mail, certified, return receipt requested, or by e-mail. All notices will (a) if delivered personally, be deemed given upon delivery, (b) if delivered by mail, be deemed given upon receipt, or (c) if delivered by e-mail be deemed given upon receipt.
38. **Invalid Provision:** If any provision of this contract is held to be illegal or unenforceable and the parties' rights or obligations will not be materially and adversely affected, such provision will be (a) severed from the contract, (b) the contract will be interpreted as if such provision was never a part of the contract and (c) the remaining provisions will stay in effect.
39. **Authority:** Each party represents that the person signing this contract has the authority to bind that party.
40. **Entire Agreement and Amendment:** This contract and the attached Appendices and Contractor's annual Audit Engagement Letter contain the entire understanding and agreement of the parties. No modification or amendment of this contract is valid unless it is reduced to writing, signed by the parties, and made a part of this contract.



Contractor, Entity, and State have executed this Standard Audit Contract on the date first above written:

**Certified Public Accountant**

\_\_\_\_\_  
Firm Name

By: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_

**Governmental Entity**

\_\_\_\_\_  
Entity Name

By: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_

**Montana Department of Administration,  
Local Government Services**

By: \_\_\_\_\_  
Approved By

Date: \_\_\_\_\_





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4. Date Annual Financial Report or a trial balance will be available: December 31, 2023
  5. Number of copies of audit report Contractor will provide to Entity: Electronic copy will be available
  6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:  
N/A
  7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

× The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of \$750,000** during the fiscal year(s), or such other dollar amount (\$ \_\_\_\_\_) that is effective for the fiscal year(s) being audited.

**OR**

The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of **less than \$750,000** during the fiscal year(s), or such other dollar amount (\$ \_\_\_\_\_) that is effective for the fiscal year(s) being audited.

**Certified Public Accountant**

Moss Adams LLP

Firm Name

By: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_

**Governmental Entity**

Missoula County Airport Authority

Entity Name

By: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_

**Montana Department of Administration,  
Local Government Services**

By: \_\_\_\_\_  
Approved By

Date: \_\_\_\_\_

**APPENDIX B**

**Subsequent Audit under this Contract**

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**GOVERNMENTAL ENTITY (ENTITY):** \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_ Address: \_\_\_\_\_  
(Street Address or P.O. Box)  
\_\_\_\_\_, MT 59 \_\_\_\_\_  
(City/Town) (Zip Code)

\_\_\_\_\_ Contact Person(s) and E-Mail Address(es)

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**PUBLIC ACCOUNTANT/ACCOUNTING FIRM (CONTRACTOR) :** \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_ Address: \_\_\_\_\_  
(Street Address or P.O. Box)  
\_\_\_\_\_, MT 59 \_\_\_\_\_  
(City/Town) (Zip Code)

\_\_\_\_\_ Contact Person(s) and E-Mail Address(es)

- 
- 
1. Audit Period and Dates of Engagement:
    - A. This audit will cover the fiscal year(s) ending \_\_\_\_\_, \_\_\_\_\_ (and \_\_\_\_\_).  
*(Month & Day) (Year) (Year)*
    - B. Date to commence audit work: \_\_\_\_\_
    - C. Date to submit final audit report to Entity and State: \_\_\_\_\_
  
  2. Time and Price for Engagement:
    - A. Estimated total hours - \_\_\_\_\_
    - B. Price for audit personnel \$ \_\_\_\_\_  
Price for Travel \_\_\_\_\_  
Price for typing, clerical and report preparation \_\_\_\_\_  
Total price for this engagement \$ \_\_\_\_\_
  
  3. The reporting entity contains the following discretely presented component units: \_\_\_\_\_

4. Date Annual Financial Report or a trial balance will be available: \_\_\_\_\_

5. Number of copies of audit report Contractor will provide to Entity: \_\_\_\_\_

6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:

\_\_\_\_\_  
\_\_\_\_\_

7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of \$750,000** during the fiscal year(s), or such other dollar amount (\$\_\_\_\_\_) that is effective for the fiscal year(s) being audited.

**OR**

The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of **less than \$750,000** during the fiscal year(s), or such other dollar amount (\$\_\_\_\_\_) that is effective for the fiscal year(s) being audited.

**Certified Public Accountant**

\_\_\_\_\_  
Firm Name

By: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_

**Governmental Entity**

\_\_\_\_\_  
Entity Name

By: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_

**Montana Department of Administration,  
Local Government Services**

By: \_\_\_\_\_  
Approved By

Date: \_\_\_\_\_

**APPENDIX C**

**Subsequent Audit under this Contract**

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**GOVERNMENTAL ENTITY (ENTITY):** \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_ Address: \_\_\_\_\_  
(Street Address or P.O. Box)  
\_\_\_\_\_, MT 59 \_\_\_\_\_  
(City/Town) (Zip Code)

\_\_\_\_\_ Contact Person(s) and E-Mail Address(es)

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**PUBLIC ACCOUNTANT/ACCOUNTING FIRM (CONTRACTOR) :** \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_ Address: \_\_\_\_\_  
(Street Address or P.O. Box)  
\_\_\_\_\_, MT 59 \_\_\_\_\_  
(City/Town) (Zip Code)

\_\_\_\_\_ Contact Person(s) and E-Mail Address(es)

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1. Audit Period and Dates of Engagement:

A. This audit will cover the fiscal year(s) ending \_\_\_\_\_ (and \_\_\_\_\_).  
(Month & Day) (Year) (Year)

B. Date to commence audit work: \_\_\_\_\_

C. Date to submit final audit report to Entity and State: \_\_\_\_\_

2. Time and Price for Engagement:

A. Estimated total hours - \_\_\_\_\_

B. Price for audit personnel \$ \_\_\_\_\_  
Price for Travel \_\_\_\_\_  
Price for typing, clerical and report preparation \_\_\_\_\_  
Total price for this engagement \$ \_\_\_\_\_

3. The reporting entity contains the following discretely presented component units: \_\_\_\_\_

- 
- 
4. Date Annual Financial Report or a trial balance will be available: \_\_\_\_\_
  5. Number of copies of audit report Contractor will provide to Entity: \_\_\_\_\_
  6. The Entity will provide clerical, equipment, and photocopying or reproduction services to the Contractor as follows:  
\_\_\_\_\_  
\_\_\_\_\_
  7. The audit scope with regard to federal financial assistance received by the Entity for the above fiscal year(s) will be as indicated below:

The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of \$750,000** during the fiscal year(s), or such other dollar amount (\$\_\_\_\_\_) that is effective for the fiscal year(s) being audited.

**OR**

The audit will not be a single audit conducted in accordance with the provisions of Uniform Guidance and will not include audit coverage of any federal financial assistance in accordance with requirements of that federal regulation, because the Entity expended a total amount of federal awards of **less than \$750,000** during the fiscal year(s), or such other dollar amount (\$\_\_\_\_\_) that is effective for the fiscal year(s) being audited.

**Certified Public Accountant**

\_\_\_\_\_  
Firm Name

By: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_

**Governmental Entity**

\_\_\_\_\_  
Entity Name

By: \_\_\_\_\_  
Authorized Representative

Date: \_\_\_\_\_

**Montana Department of Administration,  
Local Government Services**

By: \_\_\_\_\_  
Approved By

Date: \_\_\_\_\_

**Missoula County Airport Authority  
Agenda Action Sheet**

Meeting Date: June 27<sup>th</sup>, 2023

1. **TITLE:** B Concourse Furniture, Fixtures and Equipment

**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 “B” Concourse FFE (Furniture, Fixtures and Equipment) Package 1 includes a variety of components to support operations and outfitting of the new concourse. In an effort to reduce costs and complexities, the Missoula airport team will be coordinating purchase, delivery and installation of these components. As such, this package has been assembled like a construction GMP, allowing airport staff to procure these components and services in accordance with MCAA Procurement Policies. The elements of this package include supply and installation of hold room seating, building and kitchen equipment, network components/configuration and rental car office furniture. With changing market conditions driving potential price increases, the team would like to begin proactively purchasing items for this package to ensure pricing and supply. A contingency amount of 5% has been added to help cover any additional product adjustments that may occur. Most items of this package are under their initial budget estimate, but other items (hold room seating, network components) are seeing sharp price increases and prolonged lead times.

5. **BUDGET INFORMATION:** Amount Required: \$919,900  
Budget amount available: Terminal financing

6. **SUPPLEMENTAL AGENDA INFORMATION:** B Concourse FFE Package Summary

7. **RECOMMENDED MOTION:** Move to approve the B Concourse FFE Package 1 and authorize staff to procure and purchase package elements in the total amount not to exceed \$919,900.

8. **PREPARED BY:** Tim Damrow

9. **COMMITTEE REVIEW:** None.



## B Concourse Terminal Expansion

Furniture, Fixtures and Equipment

Package 1

Fixtures, Equipment, Seating and Systems

6.27.2023

Package Summary	
<b>Description</b>	
Supply and installation of holdroom seating, building components and wayfinding components for the B Concourse.	
<b>Components</b>	<b>Amount</b>
<u>Building Equipment</u>	
Lowes - Breakroom/Laundry Room Appliances	\$9,716.00
Trash Can Depot - Refuse Containers	\$36,633.52
ULINE - Basement Shelving (Allowance)	\$15,000.00
<u>Information Systems</u>	
Gov Connection - Network Switches/Access Points	\$145,800.22
Gov Connection - Digital Signage Players	\$25,677.54
OS2 - Digital Displays	\$55,472.00
Misc - Installation Hardware (Allowance)	\$5,000.00
FirstCall - T&M Install and Configuration (Allowance)	\$5,000.00
<u>Public Area Seating</u>	
Arconas - Holdroom/Baggage Claim Seating	\$453,710.55
<u>Rental Car Center</u>	
Office Furnishings	\$49,531.41
MFGR - Feature Wall	\$73,810.00
Contingency (5%) - Missoula Airport	\$43,768
<b>Total</b>	<b>\$919,119</b>

# ARCONAS

Your Trusted Source for Airport  
and Passenger Terminal Furniture

**Quote Number:**

E8486-R001

**Project Name:**

MSO- East Concourse Exp.

**Date:**

June 13, 2023

**Prepared For:**

Tim S. Damrow, A.A.E.  
Missoula Airport Authority  
5225 U.S. Highway 10 W, Missoula, MT  
406.830.7033

**Prepared By:**

Donna Cook, Account Manager

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Seating • Power • Waste & Recycling • Modular Counters



# ARCONAS

## PRICE QUOTE

Number E8486-R001

Price List US Price List

Date 13-Jun-2023

Expiry Date 12-Aug-2023

Prepared By Donna Cook

Terms 1/3 Order, 1/3 Ship, 1/3 N30 (OAC)

To Missoula Airport Authority  
 Project MSO- East Concourse Exp.  
 Attn Tim S. Damrow, A.A.E.

Qty	Item	Description	List Price	Discount	Net Price	Extended Price
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**Project: MSO - East Concourse Expansion**

**FLYAWAY SERIES**

Upholstery: Grade A, Nassimi Esprit Vinyl, CAL 117 Color- TBC  
 Legs, seat sides and arms finish: Satin Aluminum  
 Frame & Back pan finish: Powder coat, color-Cloud Silver  
 Arm type: Regular arm with arm pad, Drink holder  
 Glides type: Regular Floor Glides

(2) FLY3S Units allocated in:  
 (1) in Area B with Power  
 (1) in Area C with Power

2	FLY3S	Flyaway 3 Seat Linear Unit	3,984.00	45.00%	2,191.20	4,382.40
		4 Regular Arm Per Unit @ 96	384.00			
		Base Price	3,600.00			
		Seats Per Unit: 3				
		Tables Per Unit				
		<b>Total</b>	<b>3,984.00</b>			

(17) FLY4S Units allocated in:  
 (3) in Area B - non-Powered  
 (5) in Area B with Power  
 (5) in Area C - non-Powered  
 (4) in Area C with Power

17	FLY4S	Flyaway 4 Seat Linear Unit	5,280.00	45.00%	2,904.00	49,368.00
		5 Regular Arm Per Unit @ 96	480.00			
		Base Price	4,800.00			
		Seats Per Unit: 4				
		Tables Per Unit				
		<b>Total</b>	<b>5,280.00</b>			

(56) FLY5S Units allocated in:  
 (17) in Area B - non-Powered  
 (13) in Area B with Power  
 (11) in Area C - non-Powered  
 (15) in Area C with Power

56	FLY5S	Flyaway 5 Seat Linear Unit	6,576.00	45.00%	3,616.80	202,540.80
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# ARCONAS

## PRICE QUOTE

Number E8486-R001

Price List US Price List

Date 13-Jun-2023

Expiry Date 12-Aug-2023

Prepared By Donna Cook

Terms 1/3 Order, 1/3 Ship, 1/3 N30 (OAC)

To Missoula Airport Authority  
 Project MSO- East Concourse Exp.  
 Attn Tim S. Damrow, A.A.E.

Qty	Item	Description	List Price	Discount	Net Price	Extended Price
		6 Regular Arm Per Unit @ 96	576.00			
		Base Price	6,000.00			
		Seats Per Unit: 5				
		Tables Per Unit				
		<b>Total</b>	<b>6,576.00</b>			
<hr/>						
<b>FLYAWAY BENCH SERIES</b>						
Upholstery: Grade A, Nassimi Esprit Vinyl, CAL 117 Color- TBC						
Perforated seats & beams finish: Powder coat, Color: Cloud Silver						
Legs Finish: Satin Aluminum						
Glides type: Regular Floor Glides						
<b>(4) FLY5B allocated in Baggage Claim</b>						
4	FLY5B	Flyaway 5 Seat Bench Unit	6,898.00	45.00%	3,793.90	15,175.60
		Seats Per Unit: 5				
		Base Price	6,898.00			
		<b>Total</b>	<b>6,898.00</b>			
<hr/>						
<b>FLYAWAY CLUSTER SERIES</b>						
Upholstery: Grade A, Nassimi Esprit Vinyl, CAL 117 Color- TBC						
Legs, seat sides and arms finish: Satin Aluminum						
Frame & Back pan finish: Powder coat, color-Cloud Silver						
Arm type: Arm with arm pad (Regular)						
Center Table Finish: Arconas Standard Corian, Color-TBC						
Glides type: Regular Floor Glides						
<b>(3) FLYCLUSTER units allocated in Baggage Claim</b>						
3	FLYCLUSTER	Flyaway Six Seat Cluster Unit	18,476.00	45.00%	10,161.80	30,485.40
		6 Regular Arm Per Unit @ 96	576.00			
		Base Price	17,900.00			
		GENERAL Table Price :				
		Seats Per Unit: 6				
		Tables Per Unit: 1				
		<b>Total</b>	<b>18,476.00</b>			
<hr/>						
204	FLYDRINK	Flyaway Drink Holder	172.00	45.00%	94.60	19,298.40

# ARCONAS

## PRICE QUOTE

Number E8486-R001

Price List US Price List

Date 13-Jun-2023

Expiry Date 12-Aug-2023

Prepared By Donna Cook

Terms 1/3 Order, 1/3 Ship, 1/3 N30 (OAC)

To Missoula Airport Authority  
 Project MSO- East Concourse Exp.  
 Attn Tim S. Damrow, A.A.E.

Qty	Item	Description	List Price	Discount	Net Price	Extended Price
30	FLYBTOBR	Flyaway Back To Back Connector Retro Fit	555.00	45.00%	305.25	9,157.50
19	Embroidery-ADA	Embroidery ADA (Wheelchair logo)	67.00	45.00%	36.85	700.15
2	IP2565R	Flyaway ADA Mounting Package Retrofit	220.00	45.00%	121.00	242.00
<p><b>INPOWER FLEX 3 SERIES</b>  <b>One Simplex, 2 USB, 2 USBC</b>  <b>Includes: Flyaway seat bracket and 6' power cord or jumper</b></p> <p><b>(78) IP2601-USBA modules allocated in:</b>  <b>(38) in Area B with Power</b>  <b>(40) in Area C with Power</b></p> <p><b>(50) Modules with 6ft power cord (TBC)</b>  <b>(28) Modules with 8ft jumper cord</b></p>						
50	IP2601-USBA	InPower Flex V3 North American Kit USB-A	1,199.00	45.00%	659.45	32,972.50
		Flyaway Seat Bracket ( Only for V3) Bracket Price : Base Price 1,199.00 NA Power Cord 6 Ft Cable Price : <b>Total 1,199.00</b>				
28	IP2601-USBA	InPower Flex V3 North American Kit USB-A	1,224.00	45.00%	673.20	18,849.60
		Flyaway Seat Bracket ( Only for V3) Bracket Price : Base Price 1,199.00 Jumper Cord 8 Ft Cable Price : 25.00 <b>Total 1,224.00</b>				

# ARCONAS

## PRICE QUOTE

Number E8486-R001

Price List US Price List

Date 13-Jun-2023

Expiry Date 12-Aug-2023

Prepared By Donna Cook

Terms 1/3 Order, 1/3 Ship, 1/3 N30 (OAC)

To Missoula Airport Authority  
 Project MSO- East Concourse Exp.  
 Attn Tim S. Damrow, A.A.E.

Qty	Item	Description	List Price	Discount	Net Price	Extended Price
2	IP2510	Cable Management Device	88.00	45.00%	48.40	96.80
9	IP2576	Cable Management Device 42.5" for 4 seat	176.00	45.00%	96.80	871.20
28	IP2575	Cable Management Device 65.5" for 5 Seat	263.00	45.00%	144.65	4,050.20
1	HT-FLY	Tapping Kit for Flyaway			0.00	0.00
1	Freight	Freight			24,000.00	24,000.00

Location: MSO

Scope of Labor:  
 Receive off-site  
 Assemble/Install on-site  
 Regular Labour  
 Normal Business Hours  
 Construction Site  
 No DBE Component  
 No Floor Mounting  
 Security badging included  
 Free & clear work area, remove trash  
 Exclusive use of elevators  
 No carry-up or -down (unless specifically noted in proposal)  
 No double-handling of product, not quoted in original proposal

1	Installation	Installation			41,520.00	41,520.00
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# ARCONAS

## PRICE QUOTE

Number E8486-R001

Price List US Price List

Date 13-Jun-2023

Expiry Date 12-Aug-2023

Prepared By Donna Cook

Terms 1/3 Order, 1/3 Ship, 1/3 N30  
(OAC)

To Missoula Airport Authority  
Project MSO- East Concourse Exp.  
Attn Tim S. Damrow, A.A.E.

### NOTES:

Products ship knock down for local assembly

Freight charge is based on dock-to-dock delivery, during regular business hours. Please note, due to unstable freight cost increase, freight cost will be reassessed at the time of shipping.

Lead Time: 12-14 weeks (TBC) upon receipt of PO, plus shipping.

Credit Card payment terms: If total order amount is over \$10,000.00, an additional 3.8% surcharge will apply.

Please send Purchase Order to orders@arconas.com

Total Seats

Total Tables

Product	388,190.55
Installation	41,520.00
Freight	24,000.00
Sub Total	453,710.55
GST	0.00
HST Not Applicable	0.00
<b>Total Amount</b>	<b>453,710.55</b>

**USU**

\*Freight charges subject to revision at time of shipping

\*Discounts do not apply to shipping, installation & assembly

\*Unless specified, any form of Sales / Value Added Tax is excluded

## TERMS OF SALE

**Standard Terms of Sale.** Unless otherwise agreed to in writing between Arconas Inc. ("Arconas") and the recipient of Arconas' quotation (the "Customer") for the sale of products (the "Products") the following terms:

(a) are part of Arconas' quotation for the sale of Products and acceptance by Arconas of any resulting order from the Customer (the "Order"); (b) shall become the exclusive and binding agreement between Arconas and the Customer with respect to the Order (the "Agreement"); and (c) shall apply to any purchase order issued by the Customer in connection with an Order, regardless of whether these terms are expressly referenced in that purchase order. No term set forth in any of the Customer's form of solicitation, purchase order, or contract shall become part of the Agreement or otherwise become binding on Arconas unless expressly agreed to in writing by Arconas.

**Change Orders.** Substitutions, deletions, additions or other changes to an Order may not be made by a Customer without the written approval of Arconas.

**Warranty.** Arconas shall provide a warranty on the Products in accordance with the terms of the warranty made available to the Customer in connection with the Order.

**Freight.** Freight terms shall be as described in the Order.

**Prices, Payment and Taxes.**

The purchase price for the Products as described in Arconas' quotation is F.O.B. Arconas' factory (the "Purchase Price"). Payment terms shall be as described in Arconas' quotation.

If any undisputed amount payable by the Customer under this Agreement is not paid when due, Arconas may assess and, if so assessed, the Customer shall pay a late charge at the rate of twelve percent (12%) of the outstanding amount (or at highest rate permitted by law, whichever is lower), per annum, pro rated on a daily basis. If an invoiced item is disputed, the Customer must give Arconas written notice of such dispute with full particulars thereof within thirty (30) days after the Customer's receipt of the applicable invoice. If the Customer disputes an invoiced item and such invoiced item is upheld in Arconas' favour, then such late payment charge provided for herein shall apply to the time period starting ten (10) days from the date on which the dispute is resolved. If the invoice contains an error, the Customer shall notify Arconas of such error and late charges shall apply thirty (30) days after the Customer's receipt of a corrected invoice.

Unless expressly provided for in Arconas' quotation and the Order, the Purchase Price does not include any applicable taxes, duties or other assessments that are applicable to the Order. The Customer shall pay any applicable taxes, duties or other assessments of a governmental authority and related interest and penalties relating to the Order (excluding taxes on Arconas' income). The Customer shall forthwith provide Arconas with copies of any documents which are reasonably requested by Arconas to evidence the remittance of any taxes, duties or other assessments relating to the self-assessment and remittance of taxes, duties or other assessments paid by the Customer relating to an Order. The Customer shall indemnify and save Arconas and Arconas' directors harmless from any taxes, duties, assessments, penalties, interest or other amounts which may be payable by or assessed against Arconas or its directors as a result of or in connection with the Customer's failure to pay in full when due all taxes, duties or other assessments relating to an Order.

**Cancellation.** A Customer may not cancel any order without Arconas' approval and then only upon payment of the applicable cancellation charges set forth herein. The effective date of any approved cancellation shall be the date that Arconas receives notice from the Customer of its request to cancel an order (the "Cancellation Date"). Cancellation charges shall be assessed as follows: (i) for orders scheduled to ship within ten (10) days of the Cancellation Date, cancellation charges shall be one hundred percent (100%) of the Purchase Price; (ii) for shipments scheduled beyond ten (10) days from the Cancellation Date, cancellation charges shall be fifty percent (50%) of the Purchase Price. Arconas is under no obligation to accept any order cancellation and may refuse any Customer request for cancellation in Arconas' sole discretion. In the event of an approved cancellation, Arconas shall have the right to retain any funds paid in the form of a progress or deposit payment, as applicable, towards satisfaction of a cancellation charge payable hereunder.

**Events of Default.** The occurrence of any one of the following events before payment in full is received by Arconas shall be an "Event of Default": (a) the Customer fails to make a payment when due and payable; (b) the Customer fails or neglects to perform any of its obligations hereunder; (c) the Customer makes any false or misleading representation to Arconas in connection with this Agreement; (d) the Customer enters into any arrangement with its creditors or any of them or suspends payment generally or is otherwise unable to pay its debts as they become due; (e) a receiver for the Customer or any material portion of its property is appointed or steps are taken for the appointment of such receiver by any person or entity; (f) if a bankruptcy, liquidation, insolvency or other similar proceeding is filed by or against the Customer, and in the case of an involuntary proceeding, is not vacated or set aside within sixty (60) days of its commencement; or (g) a breach or default by the Customer occurs under any other agreement between the Customer and Arconas or with respect to any other obligation of the Customer to Arconas. Upon the occurrence of an Event of Default, in addition to any other remedies available to Arconas under this Agreement or at law, Arconas shall have the right to terminate this Agreement and retain any funds paid in the form of a progress or deposit payment, as applicable, towards satisfaction of any expenses, costs, damages or other liabilities incurred by Arconas related to the Event of Default.

**Title to Products and Arconas Security Interest.** So long as any amount of the Purchase Price and any other charges payable hereunder in connection with an Order remain outstanding, title to the Products shall remain with Arconas.

Arconas hereby retains and the Customer hereby grants to Arconas a security interest in the Products purchased hereunder until the Customer has made payment in full for the Products. The Customer shall execute, deliver or endorse any and all instruments, documents, assignments, security agreements and other agreements and writings that Arconas may at any time reasonably request in order to secure, protect, perfect or enforce the security interest and Arconas' rights under this Agreement. Arconas shall have all of the rights of a secured party with respect to the Products purchased hereunder under applicable laws. Upon the Customer's default of any payment obligation, in addition to other rights and remedies it has under this Agreement and may have at law, Arconas may exercise all the rights and remedies of a secured party in respect of the Products on default under applicable law, including, without limitation, the right to enforce the security interest to retake possession of any or all of the Products. Upon payment of the Purchase Price and all other charges payable by the Customer in connection with an Order, title to the Products shall transfer to the Customer and the security interest granted hereunder to Arconas shall be discharged.

**Compliance with Law.** The Customer shall comply with all laws, ordinances, rules, regulations, codes and orders of any authority having jurisdiction over the Customer and which relate to the Customer's installation, maintenance and use of the Products. If the Customer's installation or use of any Products contravenes any such laws, ordinances, rules, regulations, codes or orders of such authorities, the Customer shall be responsible for the violations thereof and shall bear the costs, expense and damages attributable to its failure to comply with the provisions of such laws, ordinances, rules, regulations, codes or orders.

**Indemnification.** The Customer shall indemnify, defend and hold Arconas harmless from and against any and all claims, actions, losses, damages, demands, liabilities, costs and expenses, including reasonable attorney's fees and expenses, whether or not a suit or other proceeding is initiated, which may arise from, but not limited to, the following events: (i) representations or misrepresentations made by the Customer, (ii) any neglect by the Customer or end-users, (iii) the Customer's or end-users' use of the Products not in compliance with the Products' intended purposes, (iv) installation of the Products by the Customer is not in accordance with Arconas' installation guidelines, (v) Customer's or end-users' modifications or alterations of Products that have not been approved by Arconas, (vi) damage from Customer or end-user misuse of the Products, or (vii) any other act, or failure to act, not in accordance with the terms of this Agreement by the Customer, or any other breach by the Customer of any covenants of the Customer under this Agreement.

**Governing Law; Consent to Jurisdiction.** This Agreement shall be governed by and construed in accordance with the laws of the State of New York, USA. The application of the United Nations Convention for the International Sale of Goods is excluded and shall not apply to any purchase and sale made hereunder. Any legal suit or action arising out of or relating to this Agreement may be instituted in a court of competent jurisdiction State of New York USA, Canada and the Customer waives any objection which it may now otherwise have or hereafter have to the waiving of the venue of any such suit, action or proceeding and hereby subjects itself to the jurisdiction of any such court.

**Assignment.** The Customer may not assign, transfer or otherwise encumber this Agreement or any part thereof without express written consent of Arconas. Arconas may assign and transfer this Agreement or any interest or right hereunder or any interest or right in the Products and/or grant a security interest in the Products, in whole or in part. Subject to the foregoing, this Agreement shall inure to the benefit of, and is binding upon, the successors and permitted assigns of the parties.

**Force Majeure.** A party's obligations hereunder will be excused during any time period when it is unable to perform such obligations hereunder due to circumstances beyond its reasonable control, including but not limited to fire, flood, embargoes, war, strikes, lockouts or other labour disturbances, shortages of labour or materials, acts of God, omissions or delays in acting by any governmental authority or other party. The party so affected, upon giving prompt written notice to the other party, shall be excused from performance of its obligations hereunder to the extent of the duration of such event provided that such party shall use its reasonable commercial efforts to avoid or remove such event.

**Time.** Time is of the essence hereof.

**Entire Agreement.** The Customer's acceptance of any Products purchased under this Agreement shall be deemed acceptance of all the terms and conditions stated herein. Arconas' failure to object to any provisions contained in any communication from the Customer shall not be deemed a waiver of the provisions contained herein. This Agreement represents the entire agreement between the parties relating to the subject matter hereof and shall supersede all prior written or oral understandings and/or other terms in any purchase order or other document, now or hereafter delivered, except that this Agreement shall not supersede other written agreements between the parties that expressly reference this Agreement.

# Missoula's Office City

115 W BROADWAY ST  
Missoula MT 59802

# Quotation

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
5899	06/21/23		3121	Brian Hughes	

**Quote To**

MSLA CNTY AIRPORT AUTHORITY  
5225 W BROADWAY ST STE 25  
Missoula MT 59808-9318

**Ship To**

MSLA CNTY AIRPORT AUTHORITY  
5225 W BROADWAY ST STE 25  
Missoula MT 59808-9318

Phone 4067284381

Phone 4067284381

Terms Due Upon Receipt

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
1	14	4821418 STEELCASE Amia; Chair, Upholstered, 3D knit back, Arms	747.56	10,465.84
2	2	490410 STEELCASE Move; Chair, Plastic back, No arms, Glides	294.31	588.62
3	6	490410 STEELCASE Move; Chair, Plastic back, No arms, Glides	279.23	1,675.38
4	2	490410 STEELCASE Move; Chair, Plastic back, No arms, Glides	200.17	400.34
5	1	BFR54 STEELCASE Table-Round, 54 dia EDGE :6706 CLAY WENGE	367.85	367.85
6	1	BX36 STEELCASE Base-X, 36W BASE :4799 PLATINUM METALLIC	263.60	263.60
7	2	CRBKS STEELCASE 15" D Stacking Bookcase Depth: 15.00000	350.02	700.04
8	2	CRDSK STEELCASE Desk	499.66	999.32

Accepted By \_\_\_\_\_

Date \_\_\_\_\_

# Missoula's Office City

115 W BROADWAY ST

Missoula MT 59802

# Quotation

Page 2 / 3

(cont'd)

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
5899	06/21/23		3121	Brian Hughes	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
9	3	Depth: 24.00000 CRDSK STEELCASE Desk	317.77	953.31
10	1	Depth: 30.00000 CRDSK STEELCASE Desk	333.25	333.25
11	2	Depth: 30.00000 CRDSK STEELCASE Desk	346.58	693.16
13	2	CRL2H STEELCASE Lateral 2 High File/File Size Option: Modular	634.68	1,269.36
15	1	CROH STEELCASE 15" H Overhead Width: 60.00000	672.47	672.47
17	3	CRTBWM STEELCASE Tackboard, Wallmount Size Option: Modular	180.60	541.80
18	2	CRTBWM STEELCASE Tackboard, Wallmount Size Option: Modular	215.00	430.00
19	2	CRTBWM STEELCASE Tackboard, Wallmount Size Option: Modular	227.90	455.80
20	2	CRTWDBFL STEELCASE Tower- Dual Doors,Box/File, Wardrobe Left Size Option: Modular	1,118.43	2,236.86
22	8	RSC24365KP STEELCASE Cabinet-Storage, 4 adjustable shelves, Proud steel front, 24D x 36W x 65 1/2H	1,210.91	9,687.28
23	3	SNGLKRD10 STEELCASE WorkValet Locker Double Wide 10 Door Size Option: Modular	1,967.09	5,901.27

Accepted By \_\_\_\_\_

Date \_\_\_\_\_

100



# Missoula's Office City

115 W BROADWAY ST

Missoula MT 59802

# Quotation

Page 3 / 3

(cont'd)

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
5899	06/21/23		3121	Brian Hughes	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
24	1	TS4TBASE22 STEELCASE Base, 22 dia BASE :4799 PLATINUM METALLIC	231.34	231.34
25	1	TS4TLDR30 STEELCASE Top-Table, Round, 30 dia, 1 1/8 thick, Low pressure laminate	159.10	159.10
26	2	TSATRC48 STEELCASE Channel-Reinforcing, 48D	29.45	58.90
27	2	CRL2H STEELCASE Lateral 2 High File/File Size Option: Modular	568.46	1,136.92
28	2	CRPD2H STEELCASE Pedestal 2 High Depth: 22.81250	394.74	789.48
29	1	CRPD2H STEELCASE Pedestal 2 High Depth: 29.06250	444.19	444.19
32	3	CROH STEELCASE 15" H Overhead Width: 42.00000	493.83	1,481.49
33	5	LSL18 STEELCASE Light-Shelf, LED, 18 1/2W BASIC :6000 BLACK	257.50	1,287.50
34	1	INSTALLATION STEELCASE Delivery & Installation	5,306.94	5,306.94

### QUOTATION TOTALS

Sub Total	<u>49,531.41</u>
Montana Non-Taxable	<u>0.00</u>
Grand Total	<u>49,531.41</u>

End of Quotation

Accepted By \_\_\_\_\_

Date \_\_\_\_\_

101

## Tim Damrow

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**From:** Frank Sheehy <frank@os2inc.com>  
**Sent:** Thursday, June 22, 2023 8:53 AM  
**To:** Dan Neuman; Tim Damrow  
**Subject:** RE: EXTERNAL:RE: Quote for Displays

Hello Dan and Tim,

The current Sourcewell pricing for displays at the new terminal is as follows:

70" (Sharp 4T-B70CJ1U) \$1,323 each	Total for 34 - \$44,982
10 - 43" (NEC M431) \$1,049 each	Total for 10 - \$10,490
44 - Mounting Hardware \$195 each	Total for 44 - \$ 8,580

Labor to install mount on wall and display on mount - \$200 each                      Total for 44 - \$8,800

The model numbers/pricing may change before the order is placed, but the current contract pricing is expected to be in effect for at least six more months.

Thank you very much for the opportunity to provide these budgetary numbers.

## Frank Sheehy

**SHARP** Sales

Direct (406)541-2616

Cell (406)880-7219



**Gov Connection (Sourcewell)**  
Furniture, Fixtures and Equipment  
Package 1  
Digital Signage Players  
6.27.2023

Component Summary			
<u>Components</u>	<u>Price</u>	<u>Qty</u>	<u>Amount</u>
Intel NUC 13 Pro	\$ 611.37	42	\$25,677.54
<b>Total</b>			<b>\$25,677.54</b>

# SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Sandra Saunders  
**Phone:** (800) 800-0019 ext. 34347  
**Fax:** (603) 683-1154  
**Email:** sandra.saunders@connection.com

**# 25510601.01**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 6/21/2023  
**Valid Through:** 7/21/2023  
**Account #:**

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Dylan O'Leary  
**Email:** doleary@flymissoula.com

**Phone:** (406) 830-6264  
**Fax:**

QUOTE PROVIDED TO:	SHIP TO:
<b>County of Missoula</b> Dylan O'Leary 200 W Broadway St Missoula, MT 59802-4216  (406) 830-6264	<b>County of Missoula</b> Dylan O'Leary 200 W Broadway St Missoula, MT 59802-4216  (406) 830-6264

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	5.00 lbs		

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Due to the industry-wide constraints and fluctuations, we reserve the right to change pricing at any time. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	1	<a href="#">41635926</a>	RNUC13ANKI30WCU	INTEL NUC 13 PRO MINI PC W / I3 Intel	Intel	\$ 611.37	\$ 611.37
						<b>Subtotal</b>	<b>\$ 611.37</b>
						<b>Fee</b>	<b>\$ 0.00</b>
						<b>Shipping and Handling</b>	<b>\$ 0.00</b>
						<b>Tax</b>	<b>Exempt!</b>
						<b>Total</b>	<b>\$ 611.37</b>



**ORDERING INFORMATION**  
**GovConnection, Inc. DBA Connection**

**Please contact your account manager with any questions.**

**Ordering Address**  
GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Remittance Address**  
GovConnection, Inc.  
Box 536477  
Pittsburgh, PA 15253-5906

**Please reference the Contract # on all purchase orders.**

**TERMS & CONDITIONS**

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE
Erate Spin Number:	143026005

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

*Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: [www.govconnection.com](http://www.govconnection.com) or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Due to the industry-wide constraints and fluctuations, we reserve the right to change pricing at any time. Please refer to our Quote Number in your order.*

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

<b>Please forward your Contract or Purchase Order to:</b> <a href="mailto:SLEDOPS@connection.com">SLEDOPS@connection.com</a>
<b>QUESTIONS: Call 800-800-0019</b>

# SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Sandra Saunders  
**Phone:** (800) 800-0019 ext. 34347  
**Fax:** (603) 683-1154  
**Email:** sandra.saunders@connection.com

**# 25510660.02**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 6/21/2023  
**Valid Through:** 7/21/2023  
**Account #:**

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Dylan O'Leary  
**Email:** doleary@flymissoula.com

**Phone:** (406) 830-6264  
**Fax:**

QUOTE PROVIDED TO:	SHIP TO:
<b>County of Missoula</b> Dylan O'Leary 200 W Broadway St Missoula, MT 59802-4216  (406) 830-6264	<b>County of Missoula</b> Dylan O'Leary 200 W Broadway St Missoula, MT 59802-4216  (406) 830-6264

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	559.00 lbs		SOURCEWELL RFP#081419

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our Sourcwell Contract # 081419. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	20	<a href="#">41505880</a>	R7J50A	Aruba AP-615, US Campus Access Point Aruba HPE -	Aruba HPE	\$ 615.18	\$ 12,303.60
2	20	<a href="#">41542360</a>	H62E3E	1 Year Aruba FC Next Business Day Exchange AP-615 Campus SVC Hewlett Packard Aruba/Services -	Hewlett Packard Aruba/Services	\$ 46.11	\$ 922.20
3	6	<a href="#">38038952</a>	JL662A	6300M 1U RM L3 720W PoE+ Managed Switch / 24xGbE PoE+ / 4x50GbE SFP Aruba HPE -	Aruba HPE	\$ 4,785.83	\$ 28,714.98
4	6	<a href="#">41266766</a>	HR5G4E	1-Year Foundation Care NBD Exchange Aruba 6300M24P POE Service HP ESSN/Services -	HP ESSN/Services	\$ 690.91	\$ 4,145.46
5	12	<a href="#">30945873</a>	JL086A#ABA	Aruba X372 54VDC 680W P / S Aruba HPE -	Aruba HPE	\$ 523.94	\$ 6,287.28
6	10	<a href="#">38038987</a>	JL661A	6300M 48-Port GbE PoE Switch w / 4xSFP56 Aruba HPE -	Aruba HPE	\$ 7,599.50	\$ 75,995.00
7	10	<a href="#">37859118</a>	HL6K5E	1-Year Foundation Care Next Business Day Exchange Aruba 6300M 48P Hewlett Packard Aruba/Services -	Hewlett Packard Aruba/Services	\$ 722.15	\$ 7,221.50
8	20	<a href="#">30945873</a>	JL086A#ABA	Aruba X372 54VDC 680W P / S Aruba HPE -	Aruba HPE	\$ 510.51	\$ 10,210.20

<b>Subtotal</b>	<b>\$ 145,800.22</b>
<b>Fee</b>	<b>\$ 0.00</b>
<b>Shipping and Handling</b>	<b>\$ 0.00</b>
<b>Tax</b>	<b>Exempt!</b>

# SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Sandra Saunders  
**Phone:** (800) 800-0019 ext. 34347  
**Fax:** (603) 683-1154  
**Email:** sandra.saunders@connection.com

**# 25510660.02**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 6/21/2023  
**Valid Through:** 7/21/2023  
**Account #:**

**Account Manager:**  
**Phone:**  
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**Customer Contact:** Dylan O'Leary  
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**Phone:** (406) 830-6264  
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QUOTE PROVIDED TO:	SHIP TO:
<b>County of Missoula</b> Dylan O'Leary 200 W Broadway St Missoula, MT 59802-4216  (406) 830-6264	<b>County of Missoula</b> Dylan O'Leary 200 W Broadway St Missoula, MT 59802-4216  (406) 830-6264

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	559.00 lbs		SOURCEWELL RFP#081419

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our Sourcwell Contract # 081419. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
<b>Total</b>							<b>\$ 145,800.22</b>

**ORDERING INFORMATION**  
**GovConnection, Inc. DBA Connection**  
**SOURCEWELL Contract # RFP#081419**  
**Contract Expiration: 30 October 2024**

**Please contact your account manager with questions.**

**Ordering Address**  
 GovConnection, Inc.  
 732 Milford Road  
 Merrimack, NH 03054

**Remittance Address**  
 GovConnection, Inc.  
 PO Box 536477  
 Pittsburgh, PA 15253-5906

**Please reference the Contract # on all purchase orders.**

**TERMS & CONDITIONS**

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
Delivery Time:	1-30 DAYS ARO
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

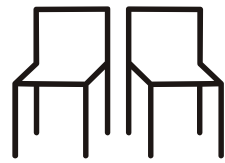
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If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

**Notice on Tariff Tax Impacts:** Please be aware that the pricing shown in this quote is potentially subject to change at time of order placement due Federal Government tax law changes resulting in increases in Tariff's assessed on imports and exports, which are outside our control and the control of our suppliers. Please confirm pricing with your Account Manager prior to order placement. We apologize for this inconvenience.

**Please forward your Contract or Purchase Order to:**  
[SLEDOPS@connection.com](mailto:SLEDOPS@connection.com)  
**QUESTIONS: Call 800-800-0019**  
**FAX: 603.683.0374**





MFGR  
DESIGNS

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PROJECT PROPOSAL

# MFGR PROJECT PROPOSAL

Date: 6/15/23

Prepared for: Bret Sander  
bsander@ae.design

Prepared by: Will Brazelton, Project Manager  
(832)370-3600  
will@mfgdesigns.com

**FUNCTIONAL  
ART WELL-MADE  
INSPIRED BY LIFE  
WELL-LIVED**



## OUR STORY

We're known for our furniture, but we're not a furniture company. We're a design forward, high-function, creative, made in Montana modern firm that eludes classification by operating at the intersection of art, architecture, furniture and fabrication. Progressive in thought and design, we rely on established and experimental digital and physical techniques to create our designs. The environment we live in informs the designs we build; our curiosity helps bring those designs to life.

Visit us at: [mfgrdesigns.com](http://mfgrdesigns.com)



## OUR TEAM

Just because they look like ski bums, doesn't mean they are. Okay—They Are, but they also make rad stuff.

Refusing to confine ourselves to the traditional rules of design, we consider ourselves one-of-a-kind, blurring the lines between being an architecture firm, design house, landscape architects and artists. Our signature style is evident all over town, from public park bridges and music venues, to the hippest hotels and eateries, MFGR gives voice to modern mountain design.

Description: 920 SF of Riverwall for MSO Rental Car space. Cost includes design, fabrication, and installation. Priced reduced to elimination of paint.

Total: \$73,810

Terms: 40% Deposit

Timeline: Summer 2024

**MFGR Pricing:** Senior Designer: \$150/hour  
 Junior Designer: \$120/hour  
 Drafting: \$100/hour  
 Project Management: \$100/hour  
 Shop Fabrication: \$120/hour  
 Onsite Welding: \$120/hour  
 Lead Installation: \$130/hour  
 Installation: \$100/hour  
 Crating/Packing: \$65/hour  
 Delivery: \$60/hour  
 (Additional \$0.50/mile after 20 miles)

## Design Process:

After the initial consultation, we create a design proposal outlining scope and rough budgetary ranges. Before design work begins, we request a design deposit to begin producing concepts. Once a design is chosen and the scope is chosen, design time will be billed, a final cost will be presented and a 50% deposit request is created, leading us into the production phase.

## Production Process:

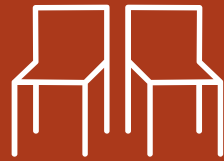
Once a deposit for production is received the projects are entered into the MFGR calendar. We begin building products relative to current lead times. After the product is complete it is ready for pickup, delivery or installation! A final invoice is sent for the remainder of the amount after completion.

Scope approved by:

---

Bret Sander

If scope approved, MFGR will proceed to design phase.



MFGR  
DESIGNS

---

THANK YOU

# Trash Can Depot Quote Summary

Furniture, Fixtures and Equipment

Package 1

Waste Receptacles

6.27.2023

Component Summary			
<u>Components</u>	<u>Price</u>	<u>Qty</u>	<u>Amount</u>
TCIND712	8.84	12	\$106.08
<u>BMTCU32</u>	81.2	6	\$487.20
<u>M3601-FT-BK</u>	1024	4	\$4,095.36
<u>RC-KD36 Recycling EGX</u>	563.5	16	\$9,016.32
<u>RC-KD36-TBLX</u>	538.5	16	\$8,616.32
<u>RC-KDSQ-T BLX</u>	298.9	16	\$9,716.00
<u>RC-KD117-T-BT PBG</u>	383	12	\$4,596.24
<b>Total</b>			<b>\$36,633.52</b>





Trash Cans Depot  
 1360 Fulton Street, #472596  
 Brooklyn, NY 11216  
[Sales@trashcansdepot.com](mailto:Sales@trashcansdepot.com)  
 Phone: 1 (866) 778-9509  
[TrashCansDepot.com](http://TrashCansDepot.com)

**PRICE QUOTE**

Date	03/30/23
Valid Until	04/13/23

<b>PREPARED FOR</b>
Missoula Montana Airport

<b>ATTENTION</b>	<b>PHONE NUMBER</b>	<b>EMAIL</b>
Thad Williams	(406) 546-1201	<a href="mailto:TWilliams@flymissoula.com">TWilliams@flymissoula.com</a>

<b>DELIVERY ADDRESS</b>
5225 Highway 10 W Missoula, MT 59808

ITEM NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL
TCIND712	Suncast Commercial Desk-Side 7 Gallon Resin Trash Can   Black   (Sub RCP-295600BK)	12	8.84	106.08
BMTCU32	Suncast Commercial Utility 32 Gallon Resin Trash Can   Black   (Sub RCP263200GY)	1	81.20	81.20
M3601-FT-BK	Witt Industries Oakley Collection Flat Top 36 Gallon Steel Trash Receptacle   Black   (Sub Busch 101479   Sub SAF-9934BL)	1	1,023.84	1,023.84
RC-KD36 Recycling EGX	Ex-Cell Kaiser Kaleidoscope XL Series 36 Gallon Steel Recycling Receptacle   Green   "Recycling"	1	563.52	563.52
RC-KD36-T BLX	Ex-Cell Kaiser Kaleidoscope XL Series 36 Gallon Steel Trash Receptacle   Black   "Trash"	1	538.52	538.52
RC-KDSQ-T BLX	Ex-Cell Kaiser Kaleidoscope Collection 24 Gallon Steel Trash Receptacle   Black   "Trash"	1	298.94	298.94
RC-KDSQ Recycling EGX	Ex-Cell Kaiser Kaleidoscope Collection 24 Gallon Steel Trash Receptacle   Green   "Recycling"	1	323.94	323.94
RC-KD17-T-BT PBG	Ex-Cell Kaiser Black Tie Kaleidoscope XL Series 17 Gallon Steel Trash Receptacle   Black   "Trash"	1	383.02	383.02

<b>SUBTOTAL</b>	3,319.06
<b>DISCOUNT</b>	0.00
<b>SUBTOTAL LESS DISCOUNT</b>	3,319.06
<b>TAX RATE</b>	TBD
<b>TAX</b>	N/A
<b>SHIPPING / HANDLING</b>	INCLUDED

**Notes**  
 We will work out discounted pricing when quantities are finalized. The TCIND712 only comes in packs of 12. The Busch Systems Denver item has been discontinued. We recommend the Witt Industries 36 Gallon M3601-FT-BK for \$1,023.84 each. "Recyclables" lettering comes at a cost of \$25 less than "Recycling" lettering. Switching to "Recyclables" will further reduce your cost. Shipping is dock to dock, a forklift is required. Missoula Montana Airport is a tax-exempt organization.

<b>Quote Total</b>	<b>\$3,319.06</b>
--------------------	-------------------

**TERMS AND CONDITIONS**

- SHIPPING**  
 All merchandise is sold F.O.B. Deliveries are made during normal business hours, 8am to 4pm Monday to Friday. Unless otherwise noted, shipping includes standard delivery only. Standard shipping are for Tailgate delivery to any commercial location on a commercial truck route; the truck driver is under no obligation to help you unload.
- **Service Discrepancies:** If there is a discrepancy in the services requested and the minimum services required to deliver the product, Trash Cans Depot reserves the right to charge the customer for any necessary additional services provided at the time of delivery.
  - **Inspection of Shipments:** It is the customer's responsibility to inspect all deliveries for possible damage, correct quantities and to note any discrepancies on the freight bill PRIOR to signing the delivery receipt provided by the driver. All claims MUST be recorded on the delivery receipt and reported within 48 hours of delivery. Trash Cans Depot does NOT GUARANTEE replacement parts or products FREE of charge due to concealed or unreported damages.
  - **Assembly May Be Required:** Some of our products are shipped unassembled in order to minimize damage and lower freight charges.

**CANCELLATIONS**  
 All cancellations must be done prior to shipping. Made-to-Order items already in production may not be cancelled.

- RETURNS**  
 We accept returns of unused products, up to 30 days from the shipping date, subject to ALL of the following terms and conditions:
1. **Approval:** Written approval and instructions must be issued by our Trash Cans Depot before any merchandise can be returned.
  2. **Shipping Returns:** All merchandise must be returned in its original packaging, freight Prepaid. No Collect shipments are accepted.
  3. **Re-Stocking & Shipment Fees:** The custom is responsible for a minimum 25% re-stocking fee and all related shipping charges on product returned for reasons other than damage or defect. Original shipping costs will not be refunded.
  4. **Online Orders:** Trash Cans Depot is not responsible if the customer orders incorrect product or colors. All return and restock fees apply.
  5. **Made-to-Order or Personalized:** These items are not returnable unless a defect in manufacturing us presented to us with pictures prior to return.
  6. **Large Volume Orders:** Large volume orders are not subject to cancellation or return.
  7. **Force Majeure:** No Party to this Agreement shall be responsible for any delays or failure to perform any obligation under this Agreement due to acts of God, outbreaks, epidemic/pandemic or the spreading of disease or contagion strikes or other disturbances, including without limitations, war, insurrection, embargoes, governmental restrictions, acts of governmental authorities, and any other cause beyond the control of such party. During an event of force majeure, the Parties' duty to perform obligations shall be suspended.

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

SHOP OUR 1-DAY ONLINE-ONLY DEALS OF THE DAY. SHOP NOW >

Search

Missoula Lowe's Open until 10 PM

Delivery to 59808



Prices, Promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

### Shopping Cart (28)

[Email Cart](#) [Empty Cart](#)

Missoula Lowe's [Change](#)

**Pickup at Missoula Lowe's**  
20 Items



**\$1,986.89**

You Saved \$112.11

**GE - 30-in Smooth Surface 4 Elements 4.4-cu ft Self-Cleaning Drop-In Electric Range (Stainless Steel)**

Item #5258649  
Model #JD630STSS

[Save For Later](#)

- 1 +



**FREE Store Pickup**

Get it by **Mon, Jul 3 (Est.)**

[Change](#)

#### Required for Use



Utilitech Utilitech 6-ft 3-Prong Gray Range Appliance Power Cord

\$30.48

[Remove](#)



Utilitech 6-ft 4-Prong Black Range Appliance Power Cord

\$39.28

[Remove](#)

#### What We Offer



Haul Away \$50.00

[How it Works](#)



Protection Plans

[Terms & Coverage](#)



**\$680.60**

Was \$999.00

You Saved \$318.40

Ends Jun 28

**GE - Top Control 24-in Built-In Dishwasher (Stainless Steel) ENERGY STAR, 51-dBA**

Item #1303537  
Model #GDT226SSLSS

[Save For Later](#)

- 1 +

Start Secure Checkout





Get it by **Mon, Jul 3 (Est.)**

[Change](#) ▾

**Required for Use**



EASTMAN 8-ft 3/8-in Compression  
Inlet x 3/4-in Hose Thread Outlet...

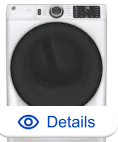
\$32.98  
[Remove](#)

**What We Offer**

Installation  
[How it Works](#)

Haul Away \$50.00  
[How it Works](#)

Protection Plans  
[Terms & Coverage](#)



**\$1,496.00**

Was ~~\$1,049.00~~

You Saved **\$602.00**  
Ends Jun 28

[Details](#)

[Save For Later](#)

**PLUS, up to \$50 in Rebates**

**GE - 7.8-cu ft Stackable Smart Electric Dryer (White) ENERGY STAR**

Item #1639526  
Model #GFD55ESSNWW

-  +

\$748.00/ea

• Low in Stock



**FREE Store Pickup**  
Available

[Change](#) ▾

**Required for Use**

These items are necessary for your appliance to function.



4-1/16-in to 4-in dia Galvanized Full  
Clamp

\$13.12  
[Remove](#)



Utilitech 6-ft 3-Prong Gray Dryer  
Appliance Power Cord

\$53.96  
[Remove](#)



Utilitech 6-ft 4-Prong Black Dryer  
Appliance Power Cord

\$59.96  
[Remove](#)



Lambro Rigiflex 4-in x 96-in  
Aluminum Semi-rigid Flexible Duct

\$39.96  
[Remove](#)

The following items may be required for installation.

[Learn More](#) ▾



4-1/16-in to 4-in dia  
Galvanized Full Clamp

\$3.28

[+ Add to Cart](#)

**What We Offer**



 Haul Away \$50.00  
[How it Works](#)

 Protection Plans  
[Terms & Coverage](#)



**\$2,649.51**

✓ You Saved \$149.49

**GE - 23.7-cu ft French Door Refrigerator with Ice Maker (Stainless Steel) ENERGY STAR**

Item #4926941  
Model #GFE24JYKFS

[Details](#)

[Save For Later](#)

- 1 +

 **FREE Store Pickup**  
Get it by **Mon, Jul 3 (Est.)**

[Change](#) ▼

**Required for Use**


 These items are necessary for your appliance to function.



EASTMAN 10-ft 1/4-in Compression  
Inlet x 1/4-in Compression Outlet...

\$18.98  
[Remove](#)

**What We Offer**

 Haul Away \$50.00  
[How it Works](#)

 Protection Plans  
[Terms & Coverage](#)



**\$194.00**

**GE - 1.6-cu ft 1150-Watt Countertop Microwave (Stainless Steel)**

Item #1083963  
Model #JES1657SMSS

[Details](#)

[Save For Later](#)

- 1 +

 **FREE Store Pickup**  
Get it by **Mon, Jul 3 (Est.)**

[Change](#) ▼

**What We Offer**

 Haul Away \$50.00  
[How it Works](#)

 Protection Plans  
[Terms & Coverage](#)



 **Delivery • 8 Items**



118

\$849.36



GE - 16-in x 27.9-in Universal Laundry Pedestal (White) with Storage Drawer

Item #1971108  
Model #GFP1528SNWW

[Details](#)

[Save For Later](#)

4  
\$212.34/ea

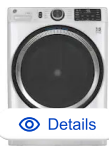
**FREE Scheduled Delivery**

Get it by **Sun, Jul 2**  
Delivery Scheduling in Checkout

[Change](#)

**What We Offer**

Haul Away \$50.00  
[How it Works](#)



\$1,496.00

Was \$1,049.00

**You Saved \$602.00**  
Ends Jun 28

[Details](#)

[Save For Later](#)

**PLUS, up to \$35 in Rebates**

GE - UltraFresh Vent System 4.8-cu ft Stackable Smart Front-Load Washer (White) ENERGY STAR

Item #1639525  
Model #GFW550SSNWW

2  
\$748.00/ea

**FREE Scheduled Delivery**

Get it by **Sun, Jul 2**  
Delivery Scheduling in Checkout

[Change](#)

**Required for Use**

These items are necessary for your appliance to function.

EASTMAN 2-Pack 6-ft 3/4-in Fht Inlet  
x 3/4-in Fht Outlet Stainless Steel...

\$73.96  
[Remove](#)

**What We Offer**

Haul Away \$50.00  
[How it Works](#)

Protection Plans  
[Terms & Coverage](#)



**FREE & Easy Returns**  
[View Returns Policy](#)

**Lowes's Price Promise**  
[View Details](#)



### Order Summary

Item Subtotal (28) \$9,715.04

▼ Delivery FREE

Estimated Tax Calculated in Checkout

[Add Promo Code](#) ▼

Promo(s) Applied

▲ You're saving \$1,784.00 today on this order!

Item Discount

Buy More, Get up to \$1000 Off Discount

**Estimated Total** **\$9,715.04**

[Back to Top](#)

### Deals, Inspiration and Trends

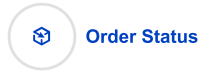
We've got ideas to share.

Email Address

Sign Up



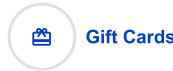
Contact Us & FAQ



Order Status



Lowe's Credit Cards



Gift Cards



Installation Services



Lowe's App

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**Missoula County Airport Authority  
Agenda Action Sheet**

Meeting Date: June 27, 2023

1. **TITLE:** Task Order No. 54 to the Master Agreement for Professional Engineering Services with Morrison-Maierle.

Review, discussion and possible approval of Task Order No. 54 to the Master Agreement for Professional Engineering Services with Morrison-Maierle. This Task Order will be for the completion of Final Design Services for the modifications to the west side garage bay at the Snow Removal Equipment Building 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 doors for the west side equipment parking garage at the Snow Removal Equipment Building are not large enough to adequately maneuver equipment through them. The design modifications include removal of four (14' wide) overhead garage doors and replace with two (30' wide) overhead doors. The existing doors are also recessed into the building, so modifications will include installing the doors at the northern and southern faces of the garage bay exterior walls in order to gain more room inside the parking bay.

These modifications will help house new equipment that is planned for purchase next year.

Design for this project would begin immediately and bid early this winter. Construction costs are estimated to be \$350,000.

5. **BUDGET INFORMATION:** Amount Required: \$45,000.00 (AIP funded – future grant)  
AIP Funds: \$40,500  
MSO Share: \$4,500

6. **SUPPLEMENTAL AGENDA INFORMATION:** Task Order No. 54 Scope and Fee

7. **RECOMMENDED MOTION:** Move to Approve Task Order No. 54 with Morrison-Maierle in the amount of \$45,000.00 for completing the Final Design of a the SRE Building Modifications.

8. **PREPARED BY:** Brian Ellestad

9. **COMMITTEE REVIEW:** None.

## TASK ORDER-54

### 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: SNOW REMOVAL EQUIPMENT BUILDING MODIFICATIONS – FINAL DESIGN

- I. **Objective:** To prepare modifications to the SRE Building to provide additional space for storage of a new plow and ARFF equipment. The modifications include removal of four (14' wide) overhead garage doors and replace with two (30' wide) overhead doors. The existing doors are also recessed into the building, so modifications will include installing the doors at the northern and southern faces of the garage bay exterior walls in order to gain more room inside the parking bay.

**Final Design:** Final design will include demolition of the existing doors and structural support system, installation of new overhead doors and a new structural support system and wall extensions. It will also include electrical design to operate the doors (no interior lighting modifications are necessary). Final design will also include new security and access controls for operating the doors.

The project will be conducted in accordance with Federal Aviation Administration (FAA) *Advisory Circulars 150/5300-13, Airport Design, 150/5210-15, ARFF Station Building Design, and 150/5220-18, Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials.*

**Bidding Services:** This Task Order assumes that this project will begin advertising for bid in early winter 2023. Morrison-Maierle will work with MCAA to place the necessary advertisements and schedule the pre-bid and bid meetings. Construction is anticipated to begin in spring of 2024.

**Construction Management Services:** TBD

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

- Design Report
- Construction Safety and Phasing Plan
- Final Plans for bidding purposes
- Recommendation of Award for construction

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

**A. Project Management Services**

1. Develop project scope and fee for Task Order.
2. Present Task Order to MCAA for approval.
3. Communicate project progress with the OWNER. 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 Final Design Services):
  - Kick-Off Meeting
  - Pre-Design Meeting w/ OWNER and FAA
  - Internal Design Team Meetings (bi-weekly)
  - OWNER Progress Meetings (3 total)
  - Project Team Cost Control Meetings (30% and 90%)
  - FAA Coordination
  - Milestone Submittal Meetings (30% and 90%)
  - MCAA Board Meetings (monthly)
4. Coordinate, prepare and submit the following project documents on behalf of the OWNER:
  - FAA Grant Application
  - Sponsor Certifications
  - Categorical Exclusions Checklist
  - Modified Design Report
  - Construction Safety and Phasing Plan
  - Monthly Invoicing and Request For Reimbursement paperwork
  - Assist the OWNER with their DBE Plan Update

**B. Final Design**

1. Review existing conditions for use in design, capacity, and construction connections.
2. Complete topographic, utility survey and as-built survey of the garage.
3. Develop a demolition plan that will have the least impact on Airport operations. Itemize, quantify demolition work items for each area.
4. Develop preliminary layouts for access/egress for the parking of equipment in garage bay.
5. Design approach aprons to garage bay entrance for the north and south doors.
6. Design electrical modifications for overhead door power requirements.
7. Design electrical modifications to wall-mounted exterior lighting.
8. Design security and access controls for the new doors.
9. Design foundation system for the new doors.
10. Design structural framing system for the new doors, and connections to the existing structure, which may include additional roof supports.
11. Prepare and submit a Design Report to the FAA for this project and associated SRE equipment purchase

12. Prepare a simplified Construction Safety and Phasing Plan (CSPP) to address specific impacts of construction activities on Airport Operations.
13. Prepare ENGINEER's preliminary opinion of total project costs.
14. Complete Quality Assurance reviews of the project plans and specifications.
15. Prepare final Plans and Specification for bidding purposes.

**C. Bidding Process**

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

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

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

<u>Milestone</u>	<u>Completion Date</u>
A. Project Kickoff	July 17, 2023
B. Preliminary Layout for Review	August 16, 2023
C. 30% Submittal Review	September 14, 2023
D. 90% Submittal Review	October 26, 2023
E. Final Submittal Plans/Specs	November 9, 2023
F. Bid Advertisement	TBD
G. Pre-Bid Conference	TBD
H. Bid Opening	TBD
I. Bid Award	TBD

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

- A. The approved and audited overhead rate in effect for this Task Order is **59.51%**.



- B. The services identified under this Task Order will be paid by method of Lump Sum (LS). Total compensation for this Task Order is estimated to be:

	<u>Labor</u>	<u>Expense*</u>	<u>Total</u>
Final Design Services	\$29,473	\$15,527	\$45,000

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

**SECTION 6 – CONSULTANTS:** Subconsultant services shall be absorbed in the final fees and will be under the direction of Morrison-Maierle. Those subconsultants include

- A. A&E Architects – Architectural Lead

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

**SECTION 8 – ATTACHMENTS:**

- A. Morrison-Maierle – Engineering Fees

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

The Effective Date of this Task Order is: **June 27, 2023**

**ENGINEER**

Shaun P. Shea 6.22.23  
Signature Date

Shaun P. Shea, P.E.  
Name

Vice President, Morrison-Maierle  
Title

1055 Mount Avenue, Missoula, MT 59801  
Address

sshea@m-m.net  
E-Mail Address

(406) 542.4846  
Phone

**OWNER**

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

Brian Ellestad, A.A.E.  
Name

Airport Director, MCAA  
Title

5225 Highway 10 W. – Missoula, MT 59808  
Address

bellestad@flymissoula.com  
E-Mail Address

(406) 728.4381  
Phone

Task Order Airport Master, June, 2021  
M:\3366\044 - SRE\01 Project Management\Contracts\Engineering\Task Order-54\_SRE Mods.docx

**Missoula County Airport Authority**  
**Agenda Action Sheet**  
Meeting Date: June 27, 2023

1. **TITLE:** Award of Badging Services proposal

Review, discussion, and possible award of Badging Services RFP to AirBadge  
**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 published a Request for Proposals for Badging Services on May 11, 2023. Our current airport badging system is time-consuming, and staff is looking to transition to a paperless system which will automate several processes. These updated badging systems automate numerous labor-intensive processes such as document compilation, auditing, scheduling, and appointment reminders. The estimated time savings as a result of automation is approximately 200/hours per year in addition to reducing the likelihood of audit findings. Three firms submitted proposals: HID Global, Intellisoft, and AirBadge. A review committee evaluated and scored the proposals based on quality, staff resources, products, pricing, and references. The committee determined that the proposal from AirBadge is the most advantageous to MCAA and recommends approval by the Board.

5. **BUDGET INFORMATION:**

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

7. **RECOMMENDED MOTION:** Move to authorize staff to accept the proposal of AirBadge for badging services.

8. **PREPARED BY:** Lynn Fagan

9. **COMMITTEE REVIEW:** None



AIRPORT BADGING SERVICES

RFP

May 11th, 2023



1 I. Invitation to Submit

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

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

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

18 Schedule

Date	Time	Event
May 10 <sup>th</sup> , 2023	1pm	RFP Issued
May 24 <sup>th</sup> , 2023	1pm	Mandatory Pre-Submission Virtual Meeting (see <a href="#">section VIII</a> )
May 31 <sup>st</sup> , 2023	4pm	Deadline for Follow-up Written Questions
June 7 <sup>th</sup> , 2023	4pm	MCAA Responses to Written Follow-Up questions due
June 13 <sup>th</sup> , 2023	4pm	Submissions Due into MCAA Office

19 II. Information for Respondents

20 The Missoula County Airport Authority (MCAA) owns and operates the Missoula Montana Airport (MSO).  
21 Missoula Montana Airport (MSO) is the Gateway to Western Montana. Currently five airlines serve Missoula  
22 Montana Airport: Alaska, Allegiant, American, Delta, and United. Airlines at MSO collectively provide nonstop  
23 flights to thirteen destinations: Atlanta, GA; Chicago, IL; Dallas, TX; Denver, CO; Las Vegas, NV; Los Angeles, CA;  
24 Minneapolis, MN; Oakland, CA; Phoenix-Mesa, AZ; Salt Lake City, UT; San Diego, CA; San Francisco, CA; and  
25 Seattle, WA (some routes are seasonal). MSO serves approximately 880,000 passengers annually. Missoula  
26 Montana Airport is financially self-supporting; no local tax revenues are used for the administration, promotion,  
27 operation, or maintenance of the airport.



### 28 III. RFP Scope Of Services

29 The Missoula Montana Airport (Airport) is soliciting proposals from qualified firms for a comprehensive and  
30 automated Identity Management System (IdMS) at the Airport. The main function of the system will be to issue  
31 Airport Identification (ID) badges. The primary objectives of the IdMS are to enforce business rules for badge  
32 issuance; maintain compliance with the Transportation Security Administration's (TSA) regulations and Security  
33 Directives (SD); reduce data entry into multiple standalone systems; improve customer service; and achieve a  
34 paperless records management process.

35 MCAA's current IdMS system includes:

- 36 a. 1 Primary badging workstation, 1 secondary computer with badging software
- 37 b. 1 HID Badge Printer
- 38 c. 1 Valcom ID Camera
- 39 d. 1 Live Scan Guardian fingerprint station
- 40 e. 3 Training workstation's

41 Integrations with current IdMS system include:

- 42 a. Crossmatch LSMS
- 43 b. C-CURE 9000
- 44 c. AAAE IET Learning Suite
- 45 d. Transportation Security Clearinghouse (DAC)

### 46 Current IdMS Process:

47 MCAA incorporated our current IdMS system in 2011. There are approximately 1,000 active badge holders. The  
48 IdMS system has been enhanced multiple times to comply with TSA regulations as regulations were modified.  
49 The current process and functions that are used to create a badge from start to finish are as follows;

- 50 a. Applicant's (New or Renewal) set up a badging appointment using the Airport website. Through a  
51 series of pertinent questions, an appointment is set up using Aquity Scheduling. Once the  
52 appointment is finalized and confirmed, the badging office will receive an email indicating that an  
53 appointment has been scheduled.
  - 54 i. The badging office staff then sends a response email to the applicant with requested  
55 badging paperwork and expectations for the appointment.
  - 56 ii. The applicant will be able to either print out the paperwork or can proceed to the  
57 Airport administration office for a hard copy.
  - 58 iii. The applicant fills out the paperwork, has the Authorized Signer sign the paperwork,  
59 and then proceeds to the badging office with the required ID's during their  
60 appointment time.
- 61 b. During the appointment, the badging department staff reviews the paperwork to make sure  
62 it is fully filled out and correct, the Authorized Signer has authorized the badging request by  
63 filling out the Signatory section and confirms that the applicant has the appropriate ID's.



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- i. Once everything looks correct, the applicant’s data is added into the badging system software by the badging office staff.
  - ii. Once the applicant data has been entered and the appropriate badge profile has been created, the badging office staff will prompt the information to automatically be transferred to the Transportation Security Clearing House (DAC) for processing, if no fingerprints are required. If fingerprints are required, the badging office staff will open up the Crossmatch program and the applicants’ information will automatically be transferred by the badging office staff entering the applicants newly created unique 5-digit identifier assigned to their profile. The badging office staff confirms that all of the information is correct and proceeds to capture prints.
    - 1. Fingerprints are captured using a Live Scan scanner.
  - iii. Once fingerprints have been accepted in Crossmatch, the information is locked and ready to be transferred to the Transportation Security Clearing House (DAC).
  - iv. MCAA uses the AA AE IET platform for training. After the applicant’s information is sent for background check processing, the badging office staff will log into the AA AE website to review the training profile of the applicant to make sure that data is correct, add additional information as needed by selecting the required training videos and adding contact information.
  - v. The badging office staff created an excel spreadsheet to keep track of each applicant and the badge type they requested so that appropriate billing is conducted. The spreadsheet is constantly updated depending on where the applicant is in the process from start to finish.
- c. Each morning (M-F) the badging office staff looks up each pending application’s profile in TSC and FPRD to see if they have cleared.
- i. Once the applicant passes the background checks, the badging office staff sends out an email to the applicant/s letting them know that they passed and are ready to schedule the next phase of the process. A link is built into the email that takes them to Aquity Scheduling on the Airport website. Once the appointment is scheduled, the badging office will be notified via email.
  - ii. The applicants have two options to train. One option is using the AA AE IET online training program from their computer or phone. The other option is using the same program but with one of our three training stations located in the badging office.
  - iii. Once the training is completed, the badge office staff will take a picture of the applicant and print the badge for issuance.
- d. After an applicant is issued their badge, the paperwork will be reviewed again for completeness and to make sure errors were not made, then will be filed in the appropriate company 3-ringed binder.
- b. When badges are no longer needed, the badge holder is required to turn in the badge to either the Authorized Signer for them to turn into the badging office, or they can take it straight to the badging office. Once a badge has been turned in, the badging office staff deactivates the badge by marking it recovered/destroyed, pulls the paperwork from the appropriate 3-ringed binder, and places it into a file where it must be kept for 6 months. After 6 months the paperwork is destroyed.



- 106 c. There are two required badge audits per year, the 100% audit and the 10% audit. Both audits are  
107 completed by printing off a PDF for each company that includes all Active and Expired badges. PDF's  
108 are password protected and sent to the Authorized Signer for a specific company. The Authorized  
109 Signer is required to validate that every badge holder within the company that they sign for is still an  
110 employee and has their badge in their possession. The Airport has multiple companies that we are  
111 Authorized Signers for, which requires multiple phone calls and/or emails.  
112 a. Once the badges notated on the audit forms are accounted for by the signatory, the  
113 completed form is sent back to the badging office. The badging office staff will review the  
114 reports and take corrective actions as needed if discrepancies are notated.  
115 d. Authorized Signers become authorized signers for a company by completing the required paperwork  
116 provided to them by the badging office and taking the required yearly training.  
117 a. Yearly training and re-authorizing signatories are completed by requiring the signatories to  
118 fill out the paperwork that they initially filled out and complete the initial training. To help  
119 keep track, all paperwork is completed in April, regardless of what month they did the initial  
120 training.

## 121 Proposed upgrades to current processes:

122 The functionality of the current IdMS system meets all TSA regulations and Security Directives. To meet all the  
123 requirements, a lot of time and attention to detail is required so that nothing is overlooked. MCAA is looking to  
124 upgrade processes that continue to meet all current TSA regulations and Security Directives but save the  
125 badging office processing time and help eliminate the potential for errors. MCAA is soliciting proposals that  
126 focus on but are not limited to these primary objectives:

- 127 a. Transition to a paperless, automated system that fully integrates and automatically transfers  
128 required data to C-CURE 9000, AAAE IET Learning Suite, TSC and a fingerprint system (we are open  
129 to looking at alternatives to our current fingerprint system).  
130 b. Automate the Signatory Authority application and training process so that renewal dates are not  
131 missed.  
132 c. Automate TSA mandated badge audits so that multiple follow up phone calls and emails are not  
133 needed.  
134 d. Automatically update badge holders and Signatories when the badge holder needs to renew their  
135 badge.

## 136 IV. Civil Rights

137 MCAA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d  
138 74 to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that  
139 for any contract entered into pursuant to this advertisement, all businesses will be afforded full and fair  
140 opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the  
141 grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual  
142 orientation and gender identity), age, or disability in consideration for an award.



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

148 The requirements of 49 CFR part 26 apply to this contract. It is the policy of the MCAA to practice  
149 nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract.  
150 MCAA encourages participation by all firms qualifying under this solicitation regardless of business size or  
151 ownership.

152 If the Respondent is a certified Disadvantaged Business Enterprise (“DBE”), please provide evidence of  
153 certification with your submission. For information about DBE certification, please contact the Montana  
154 Department of Transportation or review the information at: [Disadvantaged Business Enterprise | Montana](#)  
155 [Department of Transportation \(MDT\) \(mt.gov\)](#).

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

## 158 V. Format for Submissions

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

### 160 1. General Contractor Information

161 Please include the following information in your transmittal/cover letter:

- 162 a. History of the Firm and its experience.
- 163 b. Names and resumes of the principals in the firm.
- 164 c. Locations of offices where work will be performed.
- 165 d. Total number of active or current clients (do not include former clients).
- 166 e. Total number of public sector clients and list of these clients.
- 167 f. Number of full-time personnel in the following areas:
  - 168 i. Consulting
  - 169 ii. Installation
  - 170 iii. Training
  - 171 iv. Sales
  - 172 v. Marketing
  - 173 vi. Administrative Support

### 174 2. Staff Resources

- 175 a. Identify by name and title the key personnel who, if your company is selected, will be  
176 responsible for providing the information technology services.
- 177 b. Summarize the experience and technological expertise of these staff and describe the role and  
178 responsibilities that each of these individuals will have and indicate their availability.
- 179 c. If there is a help desk available, please list the hours and days of the week it is available.





- 180 d. Describe your problem escalation process, including initial problem identification, triage for  
181 priority and severity of problem and steps for resolving problem escalation when a solution is  
182 not forthcoming, or an implemented solution is unsatisfactory.  
183 e. Indicate your response time and goal and statistics, if any, regarding meeting that goal.

184 3. Products Used

- 185 a. If your firm has preferred or recommended products used to address the expected scope of  
186 service items, please identify:  
187 i. The name of the product.  
188 ii. The name of the company which produces the product.  
189 iii. The country in which the product was developed.  
190 iv. An explanation of features or benefits of the product which have led to your firm's use  
191 or recommendation of the product.  
192 b. If your company works with other third parties to meet the scope of services identify the  
193 companies and provide contact information for them.  
194 i. This might include a company which would, for example, provide licensing services for  
195 Microsoft.

196 4. Firm's Experience

- 197 a. Provide a detailed explanation of your firm's experience as it relates to the Scope of Services  
198 and provide a history of experience providing similar services.  
199 b. Describe your approach to providing these services and your methodology for providing on-  
200 going support.

201 5. Proposal Form

- 202 a. Complete the proposal form attached as Addendum A.

203 6. Insurance

- 204 a. Provide evidence of insurance.  
205 b. Acceptable evidence includes letters from the Respondent's insurance company (Best A Rating)  
206 dated no earlier than two weeks before submittal deadline date and signed by an officer of the  
207 insurer and security provider.  
208 c. Insurance requirements:  
209 i. Commercial General Liability - \$1,500,000 per occurrence; \$2,000,000 aggregate  
210 ii. Workers' Compensation – Statutory limits  
211 iii. Automobile Liability – Statutory limits  
212 d. Provide evidence that Respondent has not had its insurance coverage (on current or past  
213 operations) cancelled during the last 10 years – and if it has –provide an explanation as to why  
214 and provide the name/address and name of insurer's contact person (including phone number  
215 for the contact person).

216 7. Pricing

- 217 a. Provide a list of regularly scheduled management services performed by your organization on a  
218 daily, weekly, monthly, or yearly basis to meet the requirements laid out in [Section IV. Scope of](#)  
219 [Services.](#)



- 220 i. For each service provide an hourly rate and an estimated time spent. (i.e., What are you
- 221 going to do on a regular basis, how much will it cost, and how much time will it take?)
- 222 ii. Please provide an overall rate for these regularly scheduled management services and a
- 223 defined billing period. (i.e. How much are you going to charge and how often?)
- 224 b. Provide a list of non-regularly scheduled services which may need to be performed at the
- 225 discretion and request of MCAA or at the suggestion of your organization to meet the
- 226 requirements laid out in [Section IV. Scope of Services](#).
- 227 i. For each non-regular serve provide an hourly rate for the proposed service and an
- 228 expected billable time.
- 229 ii. Include billing rates for hourly tech support of any tiers not included in the “regularly
- 230 scheduled services” section.
- 231 8. **Submittal Format**
- 232 a. Each submitter should send their submission documents electronically by email to the point of
- 233 contact indicated in the section [Instructions to Respondents](#).
- 234 b. Documents should be submitted in .PDF or .docx format unless otherwise necessary for
- 235 presentation of the file.

236 **VI. Evaluation of Submissions**

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

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

Scoring Rubric	
<b>Scoring Criteria</b>	<b>Rating Points</b>
Overall quality and completeness of proposal	10
Firm’s experience and Staff Resources	30
Products Used	20
Pricing	30
References and past history with MCAA	10
<b>Total Points</b>	<b>100</b>



247 VII. Instructions to Respondents

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

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

253 Proposers should email their proposal by the deadline. The sent time on the email must be at or before the  
254 submission due date and time. The provided forms must be utilized. It is also highly encouraged for  
255 Respondents to be practical and economical in presenting the information requested and proposals should not  
256 exceed **ten (10)** pages, including all attachments, forms, etc. Any documents submitted by legacy mail or in  
257 person must be submitted in quadruplicate.

258 Schedule

Date	Time	Event
May 10 <sup>th</sup> , 2023	1pm	RFP Issued
May 24 <sup>th</sup> , 2023	1pm	Mandatory Pre-Submission Virtual Meeting (see <a href="#">section VIII</a> )
May 31 <sup>st</sup> , 2023	4pm	Deadline for Follow-up Written Questions
June 7 <sup>th</sup> , 2023	4pm	MCAA Responses to Written Follow-Up questions due
June 13 <sup>th</sup> , 2023	4pm	Submissions Due into MCAA Office

259  
260 Virtual Meeting Connection Information

261 Microsoft Teams meeting  
262 **Join on your computer, mobile app or room device**  
263 [Click here to join the meeting](#)  
264 Meeting ID: 298 198 459 410  
265 Passcode: 62ytSj  
266 [Download Teams](#) | [Join on the web](#)  
267 **Or call in (audio only)**  
268 [+1 332-249-0710,,638992582#](#) United States, New York City  
269 Phone Conference ID: 638 992 582#  
270 [Find a local number](#) | [Reset PIN](#)  
271 [Learn More](#) | [Meeting options](#)

272 VIII. Miscellaneous Provisions

273 It is the intent of this RFP to describe the services being sought in sufficient detail to secure qualified Proposals.  
274 Proposals will be evaluated based upon qualifications and experience for the proposed projects, using a



275 weighted scoring method. Proposals not conforming to the requested format or not in compliance with the  
276 specifications will not receive full scoring.

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

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

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

294 Any and all agreements arising out of this RFP and negotiations that follow shall not be binding or valid against  
295 the Authority, its officers, employees, or agents unless approved by the Authority Board of Commissioners and  
296 executed by the Authority and the Successful Respondent in accordance with applicable laws.

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

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

306 No verbal interpretation made to any Respondent as to the meaning or consequence of any portion of the RFP  
307 Documents shall be considered binding. Every request for clarification of the RFP Documents shall be made in  
308 writing and delivered to Missoula County Airport Authority, 5225 Hwy 10 West, Box 25, Missoula MT. 59808 or  
309 by email to lfagan@flymissoula.com. All such requests must be received at least ten (10) days before the  
310 established time for receipt of Proposals. Any response by the Authority to a request by a Respondent for  
311 clarification will be made in the form of an addendum to the RFP Documents and will be sent to all parties to  
312 whom the RFP Documents have been issued not later than five (5) calendar days prior to the deadline for



313 receiving Proposals. All Addenda so issued shall become part of the RFP Documents. The Authority will not be  
314 responsible for any oral instructions, interpretations, or explanations.

#### 315 Disqualification and Rejection of Proposal:

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

- 318 • Submission of more than one Proposal hereunder by an individual, firm, or corporation under the same  
319 or different names.
- 320 • Evidence of collusion among Respondents.
- 321 • A Respondent's default or arrearage under any previous existing agreement with the Authority.
- 322 • Existence of any unresolved claims between the Respondent and the Authority.
- 323 • The Authority reserves the right to reject any and all Proposals for any reason or for no reason.

#### 324 Withdrawal of Proposal

325 No Proposal may be withdrawn after it has been submitted to the Authority unless the Respondent so requests  
326 in writing and such request is received by the Authority prior to the Authority's time set for receiving Proposals.  
327 No Proposal may be withdrawn after the scheduled due date for a period of ninety (90) days.

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

334 The Authority reserves the right to reject any or all proposals if it determines that the proposals are not  
335 responsive to the RFP or if the proposals themselves are judged not to be in the best interest of the Authority.

336 By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its  
337 principals are presently debarred or suspended by any Federal department or agency from participation in this  
338 transaction.

339 All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of  
340 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in  
341 full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part-  
342 time workers. The Respondent has full responsibility to monitor compliance to the referenced statute or  
343 regulation. The Respondent must address any claims or disputes that arise from this requirement directly with  
344 the U.S. Department of Labor – Wage and Hour Division.

345 By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract,  
346 the Offeror –



- 347 1) is not owned or controlled by one or more citizens of a foreign country included in the list of  
348 countries that discriminate against U.S. firms as published by the Office of the United States Trade  
349 Representative (USTR);
- 350 2) has not knowingly entered into any contract or subcontract for this project with a person that is a  
351 citizen or national of a foreign country included on the list of countries that discriminate against U.S.  
352 firms as published by the USTR; and
- 353 3) has not entered into any subcontract for any product to be used on the Federal project that is  
354 produced in a foreign country included on the list of countries that discriminate against U.S. firms  
355 published by the USTR.

356 This certification concerns a matter within the jurisdiction of an agency of the United States of America and the  
357 making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title  
358 18 USC § 1001.

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

364 Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR §  
365 30.17, no contract shall be awarded to an Offeror or subcontractor:

- 366 1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the  
367 list of countries that discriminate against U.S. firms published by the USTR; or
- 368 2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign  
369 country on such USTR list; or
- 370 3) who incorporates in the public works project any product of a foreign country on such USTR list.

371 Nothing contained in the foregoing shall be construed to require establishment of a system of records in order  
372 to render, in good faith, the certification required by this provision. The knowledge and information of a  
373 contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary  
374 course of business dealings.

375 The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for  
376 certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a  
377 prospective subcontractor that it is not a firm from a foreign country included on the list of countries that  
378 discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is  
379 erroneous.

380 This certification is a material representation of fact upon which reliance was placed when making an award. If  
381 it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the



382 Federal Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract  
383 for default at no cost to the Owner or the FAA.

384 The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge  
385 and belief, that:

386 (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror,  
387 to any person for influencing or attempting to influence an officer or employee of an agency, a Member  
388 of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection  
389 with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal  
390 loan, the entering into of any cooperative agreement, and the extension, continuation, renewal,  
391 amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

392 (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for  
393 influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an  
394 officer or employee of Congress, or an employee of a Member of Congress in connection with this  
395 Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit  
396 Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

397 (3) The undersigned shall require that the language of this certification be included in the award documents  
398 for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and  
399 cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

400 This certification is a material representation of fact upon which reliance was placed when this transaction was  
401 made or entered into. Submission of this certification is a prerequisite for making or entering into this  
402 transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification  
403 shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

404





# PROPOSAL



## IDENTIFICATION MANAGEMENT SYSTEM (IDMS) **AIRPORT BADGING SERVICES**

**Dylan Smallcomb** — Chief Revenue Officer, AirBadge LLC

*AirBadge LLC is a California Limited Liability Company.*

2777 Yulupa Ave #229  
Santa Rosa, CA 95405

**(707) 321-9363**

June 13, 2023



## GENERAL CONTRACTOR INFORMATION

### 1.a. *History of the Firm and its experience.*

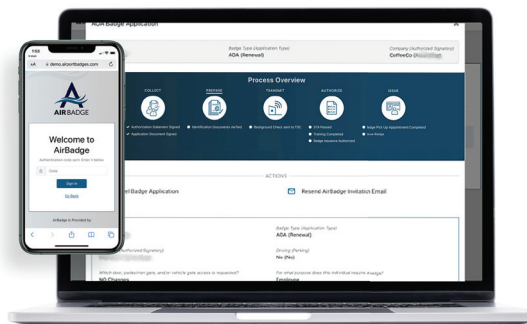
AirBadge LLC is a software development company founded in 2018 with the sole purpose of helping airport badging offices. After noting the challenges that airport badge offices face in managing and maintaining badging and TSA reporting requirements, our team built a user-friendly online platform to streamline operations and improve security.

### SINCE INCEPTION, OUR COMPANY FOCUSES SOLELY ON IDENTITY MANAGEMENT IN THE AVIATION INDUSTRY.

Our Software as a Service Model (SaaS) allows airports the ability to focus on efficiency and badge holder experience where AirBadge is solely responsible for the infrastructure, security, version control and updates. In comparison to on-premise solutions, this means you avoid the reliance on internal IT, long implementation processes, outdated versions, and expensive upgrades.



On top of our product, AirBadge has a strategic partnership with The American Association of Airport Executives (AAAE) due to our common goal of supporting the aviation industry. AirBadge LLC develops no other software products, does not work with any other industries, and has no plans to dilute our focus.



## GENERAL CONTRACTOR INFORMATION

### 1.b. *Names and resumes of the principals in the firm.*



#### **NATHAN SMALLCOMB — CHIEF TECHNOLOGY OFFICER**

Nathan has been an innovator in the tech industry for more than 25 years. Nathan applies his experience interacting with dozens of airport badge offices directly into the AirBadge platform and modules.

**Degrees and Certifications:**

Business Administration, California Polytechnic State University, San Luis Obispo CA  
Various certifications from companies such as Microsoft, Cisco and Google.

Nathan oversees every aspect of product development and implementation including feature design, user experience, platform stability, application scalability, functional testing and customer success. Nathan loves efficiency and process optimization.

*Extended resume and work experience available upon request.*



#### **DYLAN SMALLCOMB — CHIEF REVENUE OFFICER**

As the Chief Revenue Officer, Dylan handles client relations. He has worked in the aviation space at AirBadge for over 5 years and has 10 years of experience supporting go-to-market activities for software-as-a-service platforms.

**Degrees and Certifications:**

Master's in Business Administration (MBA), San Jose University, San Jose, CA  
Bachelors of Economics, Willamette University, Salem, OR

In addition to Sales, Dylan manages the extensive partner relationships that AirBadge maintains with vendors in the aviation industry.

*Extended resume and work experience available upon request.*



## GENERAL CONTRACTOR INFORMATION

**1.c.** *Locations of offices where work will be performed.*

We are a remote company with team members based in the following timezones: PT, MT, CT & ET.

**1.d.** *Total number of active or current clients (do not include former clients)*

We only service the United States aviation market and currently have six clients.

**1.e.** *Total number of active or current clients (do not include former clients)*

We do not serve any companies outside of the aviation industry thus our six airports are the total number of AirBadge clients.

**1.f.** *Number of full-time personnel in the following areas:*

- i. **Consulting** - One (1) + a number of strategic partners including (AAAE)
- ii. **Installation** - Three (3) installation specialists
- iii. **Training** - Two (2) training specialists
- iv. **Sales** - Two (2) Sales specialists
- v. **Marketing** - Two (2) Marketing specialists
- vi. **Administrative Support** - Three (3) Administrative specialists



## STAFF RESOURCES

**2.a.** *Identify by name and title the key personnel who, if your company is selected, will be responsible for providing the information technology services.*

- Nathan Smallcomb, Chief Technology Officer
- Adam Horky, Vice President of Technology
- Jamie Hansen, Communications Director
- Justin Dagen, Co-Founder - Detrios

**2.b.** *Summarize the experience and technological expertise of these staff and describe the role and responsibilities that each of these individuals will have and indicate their availability.*



### **NATHAN SMALLCOMB — CHIEF TECHNOLOGY OFFICER**

Nathan has been an innovator in the tech industry for more than 25 years. Nathan applies his experience interacting with dozens of airport badge offices directly into the AirBadge platform and modules.

*Availability: M-F 9:00AM - 5PM PT*



### **ADAM HORKY — VICE PRESIDENT OF TECHNOLOGY**

As the VP of Technology, Adam provides direct management of the software development team. Adam has extensive experience in enterprise-scale application development. He has a strong background in data protection and information security with experience in HIPAA, government, and military environments.

*Availability: M-F 9:00AM - 5PM CT*



### **JAMIE HANSEN — DIRECTOR OF COMMUNICATIONS**

Jamie is a content specialist who creates and presents information and resources to our clients. Jamie generates documentation and training resources, recommends UI/UX improvements based on client feedback, and manages marketing and public relations campaigns.

*Availability: M-F 9:00AM - 5PM ET*



### **JUSTIN DAGEN — CO-FOUNDER, DETRIOS**

Justin is a Co-Founder of Detrios and manages the technical integration between AirBadge and C-Cure. He has 17+ years of experience in the access control industry.

*Availability: M-F 9:00AM - 5PM ET*



**2.c.** *If there is a help desk available, please list the hours and days of the week it is available.*

AirBadge offers self service support to all users: badge holders, authorized signatories; and badge office staff at the following link <https://help.airbadge.us/> and within the application. On top of this, we provide training for the authorized signatories and badge office staff as part of the onboarding process. For any support related issues, we have team members in all continental United States time zones.

**2.d.** *Describe your problem escalation process, including initial problem identification, triage for priority and severity of problem and steps for resolving problem escalation when a solution is not forthcoming, or an implemented solution is unsatisfactory*

The AirBadge platform is monitored by multiple external services for uptime and performance. Any error generated by a user initiated activity is logged, categorized and an Action Item is created within the platform for follow-up activities by the user and the support team as needed. Errors generated by system-initiated activity, such as data archiving, are also logged and categorized, though they are typically only presented to the Tech Team for follow-up. Any and all updates to the platform will be announced and any updates that require downtime will be done during non-business hours.

**2.e.** *Indicate your response time and goal and statistics, if any, regarding meeting that goal.*

Our goal is to respond to all support issues that occur Monday through Friday within two hours of the notification. Depending on the severity of that support request, we provide either phone, email and/or screen share communication to work to remedy the situation.

## PRODUCTS USED

**3.a.** *If your firm has preferred or recommended products used to address the expected scope of service items, please identify:*

i. The name of the product.

**Kojack (Fingerprint Scanner)**

ii. The name of the company which produces the product.

**Integrated Biometrics**

iii. The country in which the product was developed.

**United States**

iv. An explanation of features or benefits of the product which have led to your firm's use or recommendation of the product:

**The Kojack fingerprint scanner is compact and retails at a reasonable price point, \$900.** Additionally, AirBadge has an out of the box integration with this device cutting down on implementation time and cost.

**3.b.** *If your company works with other third parties to meet the scope of services identify the companies and provide contact information for them.*

i. *This might include a company which would, for example, provide licensing services for Microsoft.*

**Detrios**

+1 585-626-5300

154 Cobblestone Court Dr, #224  
Victor, NY 14564

<https://www.meetdax.com/>  
Contacts: Justin Dagen and Jason Higley.



## FIRM'S EXPERIENCE

### 4.a. *Provide a detailed explanation of your firm's experience as it relates to the Scope of Services and provide a history of experience providing similar services.*

AirBadge is fully focused on providing Identity Management to the aviation industry. Given this, we have a strategic relationship with AAAE and have been building our software platform since 2018. Here is how we specifically address the desired objectives in the Scope of Services:

### INTEGRATIONS

AirBadge collects the required information from the badge applicant during the application process. Once collected the platform can distribute information to the fingerprint reader, TSC, AAAE IET and ultimately the access control system, C-CURE 9000. By connecting these systems, we eliminate the need for manual data entry and manual assignment of training courses by the badge office staff. Additionally, this ensures data accuracy across all systems.

### DIGITAL BADGE OFFICE

we have an integrated file management system that captures documents (badge applications, identity documents, etc.) throughout the badge application process automatically. Eliminating the need to file these documents physically or scan them in manually.

### SIGNATORY PORTAL

AirBadge provides signatories with the ability to view all badges, take actions against their badge holders (prevent renewal, start renewal, deactivate badge), start and work through badge applications, and complete audits.

### AUDITS

AirBadge excels at automating TSA-mandated audits. It is reasonable to expect the platform will eliminate 80% or more of the manual effort typically performed by MSO staff. The AirBadge platform will handle the following steps:

- **Creation** - Staff can expect to spend less than one minute creating the audit. AirBadge performs TSA compliant active badge selection for partial (percentage) or full audits and continues with automation...
- **Collation** - Lists of badges under audit are prepared for signatories and companies
- **Notification** - Advice of audit commencement is sent to involved signatories and companies along with response instructions (and training if desired)
- **Collection** - Responses from signatories are received, verified and validated
- **Tallying** - Responses are grouped by outcome (success and failures) and progress is presented to staff for monitoring
- **Remediation** - Failing audits are instantly cured where possible. For example: lost badges or previously unreported terminations are synchronized to PACS as deactivated badges and TSC is updated immediately with an appropriate deactivation reason.

*(Continued on next page)*

- **Reminders** - Sent only to delinquent signatories and companies as needed
- **Closure** - The audit can be auto-closed, preventing further responses. This includes the option to autodeactivate all badges that did not receive a verified, validated, successful response. (corresponding notifications are sent to signatories)
- **Issue Tracking** - Failing audits which cannot be remediated through automation are organized and presented to staff. Any corrective measures taken are logged
- **Reporting** - Data for the report to your TSA inspector is prepared. This includes the very time consuming metric some inspectors demand: ratio by badge type of badges-in-audit to unaccounted-for discovered by audit

## RENEWAL TRACKING

We have automated reminders that go out to badge holders and signatories when it is time for them to renew their badge. We also provide indicators in the application to show when badge holders are under renewal.

### 4.b. *Describe your approach to providing these services and your methodology for providing on-going support.*

Throughout the contracted period, our team will make any necessary updates, fixes, repairs, or replacements at no additional charge. We also release new features on an ongoing basis and will ensure any platform related activities will not impact day to day activities at MSO. Updates, which include new features and improvements to existing features, typically occur monthly. Updates to the platform will be announced, and any updates that require downtime will be performed during nonbusiness hours. Fixes and repairs, typically in response to issues reported by our users, are deployed to the platform on a schedule informed by the level of impact to our customers as determined by the Tech Team. Fixes and repairs are also deployed during non-business hours unless the Tech Team determines an immediate release to be appropriate.

## PROPOSAL FORM

- a. Please find our completed the proposal form at the end of this document.



## INSURANCE

- 6.a-c.**
- a. Provide evidence of insurance.*
  - b. Acceptable evidence includes letters from the Respondent's insurance company (Best A Rating) dated no earlier than two weeks before submittal deadline date and signed by an officer of the insurer and security provider.*
  - c. Insurance requirements:*
    - i. Commercial General Liability - \$1,500,000 per occurrence; \$2,000,000 aggregate*
    - ii. Workers' Compensation – Statutory limits*
    - iii. Automobile Liability – Statutory limits*

We maintain the appropriate insurance requirements for all of our current clients and will happily provide this information if we are selected at MSO.

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

We have not had any insurance policies canceled in the past 10 years and will be happy to discuss any documentation that MSO needs regarding insurance if we are selected.

## PRICING

- 7.a.**
- Provide a list of regularly scheduled management services performed by your organization on a daily, weekly, monthly, or yearly basis to meet the requirements laid out in Section IV. Scope of Services.*

AirBadge is a subscription service where all maintenance, support, customer success, upgrades, security, and usage of the platform is included in the annual subscription. Based on the estimate of 1,000 badges the subscription amount would be \$40,000 annually, \$120,000 over a three-year contract.

- 7.a.i**
- For each service provide an hourly rate and an estimated time spent. (i.e., What are you going to do on a regular basis, how much will it cost, and how much time will it take?)*

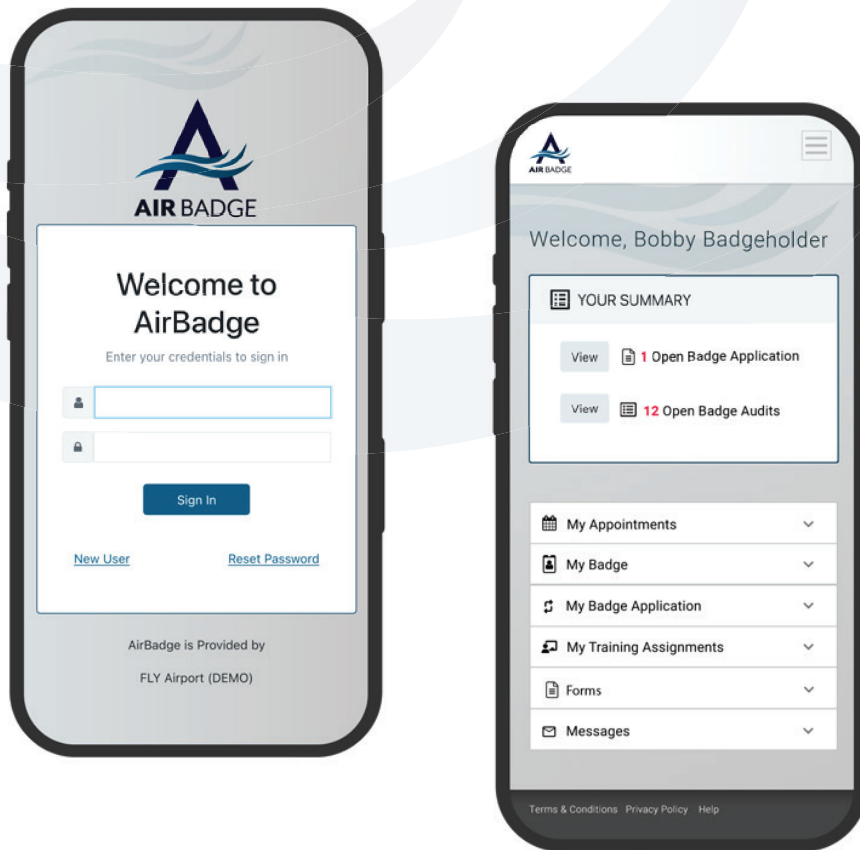
Please see the answer for 7. a, all of our services are built into the recurring annual fee.

- 7.b.** *Provide a list of non-regularly scheduled services which may need to be performed at the discretion and request of MCAA or at the suggestion of your organization to meet the requirements laid out in Section IV. Scope of Services.*
- i. For each non-regular serve provide an hourly rate for the proposed service and an expected billable time.*

Please see the answer for 7. a, all of our services are built into the recurring annual fee.

- 7.b.** *Include billing rates for hourly tech support of any tiers not included in the “regularly scheduled services” section.*

Please see the answer for 7. a, all of our services are built into the recurring annual fee.



## **THANK YOU FOR YOUR CONSIDERATION.**

We appreciate the opportunity to submit this proposal to MSO.  
If you have any questions, please contact us.



### **PRIMARY CONTACTS**

#### **DYLAN SMALLCOMB**

Co-Founder/Chief Revenue Officer

Mobile: (707) 321-9363

Email: [dylan@airbadge.us](mailto:dylan@airbadge.us)

#### **NATHAN SMALLCOMB**

Co-Founder/Chief Technology Officer

Mobile: (707) 280-4393

Email: [nathan@airbadge.us](mailto:nathan@airbadge.us)





# MCAA Request for Proposal

## Response Form

### Missoula County Airport Authority, Missoula, Montana

This form must be completed in full. Indicate "N/A" where appropriate. If additional room is needed for a response attach an additional sheet of paper.

## I. Contact Information

Information about the person(s) responding to this RFP. This should be the same person(s) who will be the point of contact for MCAA to reach out to in regard to this RFP.

A. Contact Name Dylan Smallcomb

B. Contact Role in the Business Co-Founder

C. Contact Phone Number (707) 321-9363

D. Contact Fax \_\_\_\_\_

E. Contact E-Mail Address dylan@airbadge.us

## II. Business Information

Information about the business which the contact is responding to the RFP on behalf of.

A. Business Name AirBadge LLC

B. Doing Business As \_\_\_\_\_

C. Business Type LLC

D. Business Mailing Address \_\_\_\_\_

Address Line 1:	<u>2777 Yulupa Ave. #229</u>
Address Line 2:	
City:	<u>Santa Rosa</u>
State/Province:	<u>California</u>
ZIP Code:	<u>95405</u>
Country:	<u>United States</u>



E. Business Phone Number (707) 321-9363

F. Business Fax \_\_\_\_\_

G. Business E-Mail Address dylan@airbadge.us

H. Business Registration State California

I. Business Registration Date 04/2018

J. Business registered in the state of Montana? No

K. Business Owner/Stakeholder(s) Dylan Smallcomb and Nathan Smallcomb

### III. Business History

Describe a brief history of the Business entity. Note any changes in the Business's name and ownership structure and any other dbas under which the company has been doing business. Please indicate airport experience if any.

AirBadge LLC was founded in California in 2018. We have always used this as our entity name. We currently have six airports that we support and are solely focused on Identity Management in the aviation space.

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IV. Business Financials

1. List three (3) credit references, including at least one banking reference.

Table with 3 columns: Reference Name, Reference Address, Reference Phone Number. Row 1: JPMorgan Chase & Co, 270 Park Ave., New York, NY, 10017, (212) 270-6000.

2. Please circle Yes or No to indicate whether the Business and any joint venture or affiliate entities have ever been involved in one of the following actions:

- A. File a petition in bankruptcy court. Yes/No
B. Filed for protection from creditors in bankruptcy court. Yes/No
C. Had involuntary proceedings filed in bankruptcy court. Yes/No
D. Have an expectation of doing any of the three (3) actions above in the next six (6) months? Yes/No

3. If you have answered Yes to any of the above, please briefly describe below the circumstances and status of each occurrence.

Large empty rectangular box for describing circumstances and status of each occurrence.



4. Has Business defaulted on a loan or a contract or performance agreement for the delivery of services/product at an airport or other facility? Yes  No

Empty form area with horizontal lines for providing details.

- 5. For owners of a closely held corporation: Attach a personal financial statement current within three (3) months from date of submittal.
- 6. Attach a list of any judgments against Business or any litigation pending against the Business and describe circumstances. Also list any judgments against Business which have been satisfied within the last five (5) years and explain.
- 7. Attach a list of any outstanding tax liens against the Business with an explain of each.
- 8. Business shall supply information as to whether any of its officers and/or principals have been convicted of a felony or whether the Business is currently involved in legal proceedings regarding its performance or delivery of its services to a vendor/service provider, property owner, airport owner or its agent or other party. If it is, it shall supply a brief narrative describing the situation.

### V. Conditions of Proposal Submission

Submission of Proposal constitutes a firm offer to the Authority and may be accepted by the Authority at any time prior to 120 days after the submission deadline.

### VI. Acknowledgment of the Proposal Required

This Proposal is being submitted in response to a specific Request For Proposal/Qualification supplied to the Business by an authorized representative of the Missoula County Airport Authority.





**Missoula County Airport Authority**  
**Agenda Action Sheet**  
Meeting Date: June 27, 2023

1. **TITLE:** Award of Access Control and CCTV Integrator RFP  
  
Review, discussion, and possible award of Access Control and CCTV Integrator RFP to Integrated Security Solutions, Inc.  
**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 published a Request for Proposals (RFP) for Access Control and CCTV Integrator on May 15, 2023. MSO has more than 150 doors and gates and around 300 networked cameras around the airport that will be maintained by the successful respondent. Two firms submitted proposals: Johnson Controls and Integrated Security Solutions, Inc. A review committee evaluated and scored the proposals based on quality, proposed terms, experience and understanding of the products and services, pricing and references. The committee determined that the proposal from Integrated Security Solutions, Inc. is the most advantageous to MCAA and recommends approval by the Board.
  
5. **BUDGET INFORMATION:**
  
6. **SUPPLEMENTAL AGENDA INFORMATION:** Copy of Request for Proposals and proposal received from Integrated Security Solutions, Inc.
  
7. **RECOMMENDED MOTION:** Move to authorize accept the proposal of Integrated Security Solutions, Inc. for Access Control and CCTV Integrator.
  
8. **PREPARED BY:** Lynn Fagan
  
9. **COMMITTEE REVIEW:** None



ACCESS CONTROL AND CCTV  
INTEGRATOR

May 15th, 2023



## I. Invitation to Submit

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

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

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

## Schedule

Date	Time	Event
May 15 <sup>th</sup> , 2023	1:00 PM MST	RFP Issued
May 26 <sup>th</sup> , 2023	3:00 PM MST	Mandatory Pre-Submission Virtual Meeting (see <a href="#">section VII</a> )
June 2 <sup>nd</sup> , 2023	4:00 PM MST	Deadline for Follow-up Written Questions
June 7 <sup>th</sup> , 2023	4:00 PM MST	MCAA Responses to Written Follow-Up questions due
June 13 <sup>th</sup> , 2023	4:00 PM MST	Submissions Due into MCAA Office

## II. Information for Respondents

The Missoula County Airport Authority (MCAA) owns and operates the Missoula Montana Airport (MSO). Missoula Montana Airport (MSO) is the Gateway to Western Montana. Currently five airlines serve Missoula Montana Airport: Alaska, Allegiant, American, Delta, and United. Airlines at MSO collectively provide nonstop flights to thirteen destinations: Atlanta, GA; Chicago, IL; Dallas, TX; Denver, CO; Las Vegas, NV; Los Angeles, CA; Minneapolis, MN; Oakland, CA; Phoenix-Mesa, AZ; Salt Lake City, UT; San Diego, CA; San Francisco, CA; and Seattle, WA (some routes are seasonal). MSO serves approximately 880,000 passengers annually. Missoula Montana Airport is financially self-supporting; no local tax revenues are used for the administration, promotion, operation, or maintenance of the airport.

The Airports Access control system utilizes C-Cure 9000 and a network of iStar panels to control more than 150 doors and gates, and other access control hardware around the airport. The CCTV system uses around 300



30 networked cameras connected to a stack of Avigilon NVR servers to record and process video from around the  
31 Airport property. Together these systems help us provide a quick response to issues around the Airport and  
32 document events with video evidence.

### 33 III. RFP Scope Of Services

34 The Airport is looking for qualified integrator Firms to assist the airport in maintaining our C-Cure 9000 system.

35 Proposers shall be able to provide the following services:

#### 36 1. Support

37 An SLA that provides a clear and well defined technical and customer support channel during normal  
38 business hours (weekdays from 7AM to 5 PM). Since the Airport is open 24/7/365 and since the Access  
39 Control and CCTV systems are critical systems, the Integrator must be able to provide support outside of  
40 normal business hours on nights, weekends, and holidays.

#### 41 2. Service Level Agreement

42 An SLA which will guarantee timely response to requests for support and provide terms for penalties in the  
43 event of a breach of the SLA. This SLA must include, at least:

- 44 • A minimum expected response time and level for a response to a request for support from Airport staff.
- 45 • A maximum allowable time to get a trained and experienced technician to the Airport's property in the  
46 event that phone and/or remote support prove insufficient to resolve the issue.
- 47 • A minimum definition of what the Firm will consider a resolution to an issue.

#### 48 3. Documentation

- 49 • Documentation used or created in the process of installing, configuring, operating, and updating the  
50 supported systems.
- 51 • This documentation should include, but may not be limited to: operation manuals, service manuals,  
52 software installers, configuration backups, network maps (physical and logical), inventories of hardware  
53 and software, license keys/files, administrative credentials, etc.
- 54 • A system which allows the airport IT and Administrative staff access to this documentation in real time.
- 55 • Upon termination of the contract, the Proposer shall be required to provide a up-to-date, final, archival  
56 copy of all such documentation to the Airport representing the final state that the system was left in at  
57 the end of the contract.

#### 58 4. C-Cure 9000 Access Control

59 Regarding the C-Cure 9000 Access control system:

- 60 • Provide primary technician(s) assigned to work with the airport who must be certified by Software  
61 House by completing, at least, the AC9001 and AC9005 courses.
- 62 • Provide operator training on the C-Cure 9000 software for Airport staff at the request of the Airport.



- 63 • Facilitate the establishment and maintenance of an Enhanced Software Support Agreement (ESSA) with  
64 the Firm as the Integrator of record but also providing for the Airport to get support directly from  
65 Software House in the event we cannot reach the Integrator, or on Nights/Weekends.
- 66 • Work with Airport IT to plan and implement regular updates to the C-Cure 9000 software and related  
67 hardware/software (including servers) to maintain the system at no more than 2 minor versions behind  
68 the most recent version or provide instruction and support to the Airport staff to allow them to perform  
69 these updates themselves.
- 70 • Be able to acquire, install, and maintain C-Cure compatible hardware (iStar Panels, door components,  
71 room presences detection sensors, weatherproof enclosures, etc.).
- 72 • Be able to advise on and facilitate configuration of secure connections between the C-Cure 9000  
73 software and various integration partners (such as AirportICE, Crossmatch, Avigilon, etc.) as well as  
74 connections between the server and cloud-based portions of the application.

## 75 5. Avigilon CCTV System

76 Regarding the Avigilon Camera System:

- 77 • Provide primary technician(s) assigned to work with the airport who must be certified by Motorola to  
78 install and maintain the Avigilon software and all related hardware.
- 79 • Provide operator training on the use and features of the Avigilon Control Center (ACC) software at the  
80 request of the Airport.
- 81 • Facilitate the acquisition, installation, licensing, and maintenance of camera hardware compatible with  
82 the ACC software.
- 83 • Acquire, install, and maintain the ACC software and related integrations on the Airports fleet of Avigilon  
84 NVR Servers.
- 85 • Work with Airport IT to plan and implement regular updates to the Avigilon software and related  
86 hardware/software (including servers) to maintain the system at no more than 2 minor versions behind  
87 the most recent version or provide instruction and support to the Airport staff to allow them to perform  
88 these updates themselves.
- 89 • Acquire (or provide recommendations for the Airport to acquire), install, and maintain Avigilon NVR  
90 servers to maintain the Airports requirement of maintaining at least 30 days of video archive and that  
91 physical servers should be replaced every 8 years.

## 92 IV. Civil Rights

93 MCAA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d  
94 74 to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that  
95 for any contract entered into pursuant to this advertisement, all businesses will be afforded full and fair  
96 opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the  
97 grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual  
98 orientation and gender identity), age, or disability in consideration for an award.

99 The successful Respondent shall not discriminate on the grounds of race, color, national origin (including limited  
100 English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the



101 performance of any contract entered into as a result of this RFP. The successful Respondent shall carry out  
102 applicable requirements of the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be  
103 amended from time to time, in the award and administration of any contract entered into as a result of this RFP.

104 If the Respondent is a certified Disadvantaged Business Enterprise (“DBE”), please provide evidence of  
105 certification with your submission. For information about DBE certification, please contact the Montana  
106 Department of Transportation or review the information at: [Disadvantaged Business Enterprise | Montana](#)  
107 [Department of Transportation \(MDT\) \(mt.gov\)](#).

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

## 110 V. Format for Submissions

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

### 112 1. General Contractor Information

- 113 a. Please include the following information in your transmittal/cover letter:
- 114 b. History of the Firm and its experience.
- 115 c. Names and resumes of the principals in the firm.
- 116 d. Locations of offices where work will be performed.
- 117 e. Total number of active or current clients (do not include former clients).
- 118 f. Total number of public sector clients and list of these clients.
- 119 g. Number of full-time personnel in the following areas:
  - 120 i. Consulting
  - 121 ii. Installation
  - 122 iii. Training
  - 123 iv. Sales
  - 124 v. Marketing
  - 125 vi. Administrative Support

### 126 2. Staff Resources

- 127 a. Identify by name and title the key personnel who will be responsible for providing services to MCAA.
- 128 b. Summarize the experience and technological expertise of these staff and describe the role and  
129 responsibilities that each of these individuals will have and indicate their availability.
- 130 c. If there is a help desk available, please list the hours and days of the week it is available.
- 131 d. Describe your problem escalation process, including initial problem identification, triage for priority  
132 and severity of problem and steps for resolving problem escalation when a solution is not  
133 forthcoming, or an implemented solution is unsatisfactory.
- 134 e. Indicate your response time and goal and statistics, if any, regarding meeting that goal.



135 3. Products Used

- 136 a. If your firm has preferred or recommended products used to address the expected Scope of Service  
137 items, please identify:  
138 i. The name of the product.  
139 ii. The name of the company which produces the product.  
140 iii. The country in which the product was developed.  
141 iv. An explanation of features or benefits of the product which have led to your firm's use or  
142 recommendation of the product.
- 143 b. If your company works with other third parties to meet the scope of services, identify the companies  
144 and provide contact information for them.  
145 i. This might include a company which would, for example, provide licensing services for  
146 Microsoft.

147 4. Firm's Experience

- 148 a. Provide a detailed explanation of your firm's experience as it relates to the Scope of Services and  
149 provide a history of experience providing similar services.  
150 b. Describe your approach to providing these services and your methodology for providing on-going  
151 support.  
152 c. Two (2) business references who the Proposer has worked with in the past.  
153 i. Please note these are separate from the "financial references" requested in the RFP form  
154 and should be included in the text of the proposal and not on the RFP form.

155 5. Proposal Form

- 156 a. Complete the proposal form attached as Addendum A

157 6. Proposal to Address Required Scope of Services

- 158 a. Support Contact Information and hours of operation per [section III.1](#)  
159 b. Terms of the proposed SLA per [section III.2](#)  
160 c. Proposed procedures and availability for documentation per [section III.3](#)  
161 d. Proposal for supporting C-Cure 9000 per [section III.4](#)  
162 e. Proposal for supporting Avigilon CCTV system [per section III.5](#)

163 7. Insurance

- 164 a. Provide evidence of insurance.  
165 i. Acceptable evidence includes letters from the Respondent's insurance company (Best A  
166 Rating) dated no earlier than two weeks before submittal deadline date and signed by an  
167 officer of the insurer and security provider.
- 168 b. Insurance requirements:  
169 i. Commercial General Liability - \$1,500,000 per occurrence; \$2,000,000 aggregate  
170 ii. Workers' Compensation – Statutory limits  
171 iii. Automobile Liability – Statutory limits



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

176 8. Pricing

- 177 a. Provide a list of regularly scheduled management services performed by your organization on a  
178 daily, weekly, monthly, quarterly, or yearly basis to meet the requirements laid out in [Section III. RFP](#)  
179 [Scope of Services](#).  
180 i. For each service provide an hourly rate and an estimated time spent. (i.e., What are you  
181 going to do on a regular basis, how much will it cost, and how much time will it take?)  
182 ii. Please provide an overall rate for these regularly scheduled management services and a  
183 defined billing period. (i.e. How much are you going to charge for these services and how  
184 often?)  
185 b. Provide a list of non-regularly scheduled services which may need to be performed at the discretion  
186 and request of MCAA or at the suggestion of your organization to meet the requirements laid out in  
187 [Section III. RFP Scope of Services](#).  
188 i. For each non-regular service provide an hourly rate for the proposed service and an  
189 expected billable time.  
190 ii. Include billing rates for hourly tech support of any tiers not included in the “regularly  
191 scheduled services” section.

192 9. Submittal Format

- 193 a. Each Proposer should send their submission documents electronically by email to the Point of  
194 Contact indicated in the section Instructions to Respondents.  
195 b. Documents should be submitted in .PDF or .docx format unless otherwise necessary for  
196 presentation of the file.  
197 c. Proposals should not exceed ten (10) pages, excluding the Proposal Form and evidence of insurance.

198 VI. Evaluation of Submissions

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

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





Scoring Rubric	
<u>Scoring Criteria</u>	<u>Rating Points</u>
Submission documents are complete and meet criteria in <a href="#">V. Format for Submissions</a> .	10
Demonstrates experience with and understanding of products or services in scope of services.	30
Quality of Proposal terms.	30
Provides appropriate and responsive references.	15
Pricing Information.	15
<b>Total Points</b>	100

209 **VII. Instructions to Respondents**

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

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

215 Proposers should email their proposal by the deadline. The sent time on the email must be at or before the  
 216 submission due date and time. The provided forms must be utilized. It is also highly encouraged for  
 217 Respondents to be practical and economical in presenting the information requested. Any documents  
 218 submitted by legacy mail or in person must be submitted in quadruplicate and must be **received** no later than  
 219 the due date/time.

220 **Schedule**

Date	Time	Event
May 15 <sup>th</sup> , 2023	1:00 PM MST	RFP Issued
May 26 <sup>th</sup> , 2023	11:00 AM MST	Mandatory Pre-Submission Virtual Meeting (see <a href="#">section VII</a> )
June 2 <sup>nd</sup> , 2023	4:00 PM MST	Deadline for Follow-up Written Questions
June 7 <sup>th</sup> , 2023	4:00 PM MST	MCAA Responses to Written Follow-Up questions due
June 13 <sup>th</sup> , 2023	4:00 PM MST	Submissions Due into MCAA Office

221 **Virtual Meeting Connection Information**

222 Microsoft Teams meeting

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

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



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

225 Meeting ID: 228 817 231 633

226 Passcode: oAvyam

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

228 **Or call in (audio only)**

229 [+1 332-249-0710,,838654903#](#) United States, New York City

230 Phone Conference ID: 838 654 903#

231 [Find a local number](#) | [Reset PIN](#)

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

## 233 VIII. Miscellaneous Provisions

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

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

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

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

255 Any and all agreements arising out of this RFP and negotiations that follow shall not be binding or valid against  
256 the Authority, its officers, employees, or agents unless approved by the Authority Board of Commissioners and  
257 executed by the Authority and the Successful Respondent in accordance with applicable laws.



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

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

267 No verbal interpretation made to any Respondent as to the meaning or consequence of any portion of the RFP  
268 Documents shall be considered binding. Every request for clarification of the RFP Documents shall be made in  
269 writing and delivered to Missoula County Airport Authority, 5225 Hwy 10 West, Box 25, Missoula MT. 59808 or  
270 by email to lfagan@flymissoula.com. All such requests must be received at least ten (10) days before the  
271 established time for receipt of Proposals. Any response by the Authority to a request by a Respondent for  
272 clarification will be made in the form of an addendum to the RFP Documents and will be sent to all parties to  
273 whom the RFP Documents have been issued not later than five (5) calendar days prior to the deadline for  
274 receiving Proposals. All Addenda so issued shall become part of the RFP Documents. The Authority will not be  
275 responsible for any oral instructions, interpretations, or explanations.

#### 276 Disqualification and Rejection of Proposal:

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

- 279 • Submission of more than one Proposal hereunder by an individual, firm, or corporation under the same  
280 or different names.
- 281 • Evidence of collusion among Respondents.
- 282 • A Respondent's default or arrearage under any previous existing agreement with the Authority.
- 283 • Existence of any unresolved claims between the Respondent and the Authority.
- 284 • The Authority reserves the right to reject any and all Proposals for any reason or for no reason.

#### 285 Withdrawal of Proposal

286 No Proposal may be withdrawn after it has been submitted to the Authority unless the Respondent so requests  
287 in writing and such request is received by the Authority prior to the Authority's time set for receiving Proposals.  
288 No Proposal may be withdrawn after the scheduled due date for a period of ninety (90) days.

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



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

295 The Authority reserves the right to reject any or all proposals if it determines that the proposals are not  
296 responsive to the RFP or if the proposals themselves are judged not to be in the best interest of the Authority.



# MCAA Request for Proposal

Response Form

## Missoula County Airport Authority, Missoula, Montana

This form must be completed in full. Indicate "N/A" where appropriate. If additional room is needed for a response attach an additional sheet of paper.

### I. Contact Information

Information about the person(s) responding to this RFP. This should be the same person(s) who will be the point of contact for MCAA to reach out to in regard to this RFP.

- A. Contact Name \_\_\_\_\_
- B. Contact Role in the Business \_\_\_\_\_
- C. Contact Phone Number \_\_\_\_\_
- D. Contact Fax \_\_\_\_\_
- E. Contact E-Mail Address \_\_\_\_\_

### II. Business Information

Information about the business which the contact is responding to the RFP on behalf of.

- A. Business Name \_\_\_\_\_
- B. Doing Business As \_\_\_\_\_
- C. Business Type \_\_\_\_\_
- D. Business Mailing Address \_\_\_\_\_

Address Line 1:	
Address Line 2:	
City:	
State/Province:	
ZIP Code:	
Country:	







4. Has Business defaulted on a loan or a contract or performance agreement for the delivery of services/product at an airport or other facility? Yes / No

Empty response box with horizontal lines for text entry.

- 5. For owners of a closely held corporation: Attach a personal financial statement current within three (3) months from date of submittal.
- 6. Attach a list of any judgments against Business or any litigation pending against the Business and describe circumstances. Also list any judgments against Business which have been satisfied within the last five (5) years and explain.
- 7. Attach a list of any outstanding tax liens against the Business with an explain of each.
- 8. Business shall supply information as to whether any of its officers and/or principals have been convicted of a felony or whether the Business is currently involved in legal proceedings regarding its performance or delivery of its services to a vendor/service provider, property owner, airport owner or its agent or other party. If it is, it shall supply a brief narrative describing the situation.

### V. Conditions of Proposal Submission

Submission of Proposal constitutes a firm offer to the Authority and may be accepted by the Authority at any time prior to 120 days after the submission deadline.

### VI. Acknowledgment of the Proposal Required

This Proposal is being submitted in response to a specific Request For Proposal/Qualification supplied to the Business buy an authorized representative of the Missoula County Airport Authority.





Defined terms below shall have the meanings given them in the Request for Proposal.

The undersigned having:

- 1. Carefully examined the RFP document.
2. Become familiar with all terms and conditions specified in the RFP document.
3. Completed answers to all forms and responded fully to the RFP document requests for information.

represents and warrants to the Authority as follows:

- 1. The undersigned person(s) are authorized representatives of the Business.
2. All information submitted by the Business in the proposal package is complete, accurate, and truthful.

(Note: If Business is a joint venture, all joint venture partners must sign; if Business is a corporation, at least Business's president and secretary must sign.)

Signatures

Signatory 1

Signature \_\_\_\_\_ Signatory Title \_\_\_\_\_
Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signatory 2

Signature \_\_\_\_\_ Signatory Title \_\_\_\_\_
Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signatory 3

Signature \_\_\_\_\_ Signatory Title \_\_\_\_\_
Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Attested By

Secretary

Signature \_\_\_\_\_ Signatory Title \_\_\_\_\_
Printed Name \_\_\_\_\_ Date \_\_\_\_\_



June 13, 2023  
2023-0038



Attn: Lynn Fagan  
Administrative Manager  
Missoula Montana Airport  
lfagan@flymissoula.com  
406.532.8640

Subject: Missoula Montana Airport Request for Proposal

Enclosures: (1) Technical Proposal (2) Detailed Price Quote  
& (3) Attachment 1 -Missoula RFP Forms

Dear Ms. Fagan,

Integrated Security Solutions, Inc. (ISS) is pleased to respond to the above solicitation which is due on 6/13/2023 by 4:00 PM Mountain Time. The enclosed pricing accounts for all associated costs and will be valid until 7/13/2023.

Since our inception in 2001, ISS has been involved with designing, advising, procuring, installing, maintaining and servicing the highest-grade security components to bring sensitive and critical sites up to, and above constantly increasing security requirements.

ISS is a certified Veteran-Owned Small Business and a GSA Schedule Contractor (GS-07F-0070U respectively), and a Certified Installer of Electronic Security Systems (ESS). ISS has a certified Homeland Security Level V President, supported by a team of qualified and experienced staff, most of whom maintain a DOD SECRET Clearance.

Thank you for your time and consideration. I am authorized to represent Integrated Security Solutions, Inc. in contractual matters, including final negotiations. Please feel free to contact me if you have any questions.

Sincerely,

Marquis L. Laude  
CPP, CHS-V, CSEIP, President  
108 Cooperative Way Kalispell,  
MT 59901  
Tel: 406-249-1651



## Missoula County Airport Authority Access Control and CCTV Integrator

# Technical Proposal

5225 Broadway Street West  
Missoula, MT 59808

*Date of Solicitation:* May 15, 2023

*Response Date:* June 13, 2023, 4:00 PM MST

*Proposal is valid for 30 calendar days*

---

### Integrated Security Solutions, Inc.

#### Primary Point of Contact:

Marquis L. Laude, CPP, CHS – V, CSEIP  
President

O: 406.755.2504, M: 406.249.1651

[mlaude@mtiss.com](mailto:mlaude@mtiss.com)

Marquis L. Laude

#### Alternate Point of Contact:

Whitney Barr  
Business Development Manager

O: 406.755.2504, ext. 226

[wbarr@mtiss.com](mailto:wbarr@mtiss.com)

108 Cooperative Way  
Kalispell, MT 59901  
Tel: 406.755.2504  
[www.mtiss.com](http://www.mtiss.com)  
Small Business

GSA GS 07F 0070U  
Primary NAICS 561621  
TIN: 200640573  
CAGE 3Q1Y3  
IIFI: YW11IRH5F9AA



 Contract Holder



Integrated Security Solutions, Inc.  
“Protecting the World’s Greatest Assets”



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FAR 52.215-1 This response includes data that shall not be disclosed outside of the Government and shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this Offeror as result of or in connection with the submission of this data, the Government shall have the right to duplicate, use or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government’s right to use information contained in the data if it is obtained from another source without restriction. The data subject to this restriction are contained in all pages of this proposal.



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## 1. General Contractor Information

### b) History of the Firm and its experience

Founded in 2001, Integrated Security Solutions, Inc. (ISS) is a Veteran-Owned Small Business (VOSB) security integrator based in Kalispell, Montana, specializing in electronic and physical security system and infrastructure design, procurement, installation, integration, and maintenance/service for electronic and physical security systems for government critical infrastructures and commercial facilities. ISS has overall responsibility for all work and performance aspects including, but not limited to, project management, supervision, resource and financial allocation, planning, and preparing the contract-required deliverables along with coordinating onsite preventive/corrective maintenance, cybersecurity activities, and maintenance/support.

Integrated Security Solutions, Inc. (ISS) fully understands the requirements in the RFP for Missoula MT Airport Access Control and CCTV Systems, dated 15 May 2023. We are thoroughly familiar with designing, installing, and maintaining Access Control and CCTV Systems for highly secure facilities. Our personnel have been performing similar work as demonstrated on more than 600 successful projects (military installation, critical infrastructure, other government, and commercial) with an annual revenue of \$18.8 Million.

### c) Names and resumes of the principals in the Firm

<b>Marquis Laude, CPP, CHS-V</b>	<b>Founder and President</b>
<b>Eddie W. Wise, CPP</b>	<b>Director of Operations</b>
<b>Marcelle R. Nihei</b>	<b>Director of Contracting</b>
<b>Laura D. Cox</b>	<b>Business Manager</b>

*Resumes have been included as Addendum B*

### d) Locations of offices where work will be performed

All work will be performed onsite at the Missoula Montana Airport (MSO) facility with management at ISS Headquarters in Kalispell, Montana.

### e) Total number of active or current clients

Total number of active or current clients: 90

### f) Public Sector Clients

Total number of active or current clients: 80

ISS CURRENT PUBLIC SECTOR CLIENTS		
Robbins Air Force Base	USARC Headquarters	Missoula Montana Airport
NGB/USAR Program Support	Savannah Lock & Dam	Gathright Dam, Norfolk District
M&S CA/TN/GU	WBAMC Ft Bliss	Kerr Dam
USAG Bavaria	Dugway PG UT	Flathead County Sheriff’s Office
Flathead School District 15	Flathead School District 5	Glacier International Airport
Department of State	Fort McCoy	IRS Charlotte
Wright Patterson AFB	USCIS Boise	VA West NY Healthcare System
VA Battle Creek, MI	VA Boise, ID	VA Boston Health Care System
VA Greater LA Healthcare System	VA Iron Mountain, MI	VA Kernersville
VA Loma Linda, CA	VA Maine	VA Miami, FL
VA Puget Sound Health Care System	VA Richmond	ARNG Indiana



ARNG Iowa	ARNG New Jersey	ARNG Ohio
ARNG Colorado	ARNG Delaware	ARNG Maryland
ARNG Maine	ARNG Missouri	ARNG New Hampshire
ARNG Pennsylvania	ARNG Puerto Rico	ARNG Virginia
ARNG Virgin Islands	ARNG Wyoming	ARNG Alaska
ARNG Montana	ARNG North Dakota	ARNG Nevada
ARNG Oregon	ARNG Rhode Island	ARNG South Dakota
ARNG California	ARNG Guam	ARNG Tennessee
ARNG Georgia	ARNG Utah	ARNG Illinois
ARNG Massachusetts	ARNG Connecticut	ARNG Idaho
ARNG Vermont	ARNG Alabama	ARNG Florida
ARNG Wisconsin	ARNG Minnesota	ARNG Nebraska
ARNG Oklahoma	ARNG Arizona	ARNG New Mexico
ARNG New York	ARNG Michigan	ARNG North Carolina
ARNG Washington	ARNG Louisiana	Portland District
BLM Dillon, MT	BLM Wyoming	

**g) Number of full-time personnel:**

- i. Consulting: 15
- ii. Installation: 39
- iii. Training: 4
- iv. Sales: 4
- v. Marketing: 1
- vi. Administrative Support: 6

**2. Staff Resources**

Below are key personnel currently designated for services to be provided to MCAA.

Name and Title	Role	Responsibilities	Availability
<b>TODD TROYER</b> Project Manager	Project Manager	The Project Manager follows the ISS Project Manager's Guide which provides processes, procedures, checklists, and templates that are continuously improved through our prior and ongoing project experience. The Project Manager identifies and resolves conflicts or issues that may impact project performance. The consolidated efforts ensure a balanced, coordinated, and controlled course of action to meet project requirements, budgets, contract schedules, and deliverables during project execution. ISS takes pride in keeping all lines of communication open between all parties while continually following the chain of command at the lowest level possible.	Monday-Friday, 7:00 AM-4:00 PM
<p>Mr. Troyer has over 12 years of industry experience in electronic security, manufacturing operations, and electric utility services. His roles include Quality Control (QC) and project management functions as well as Project Manager, Site Safety &amp; Health Officer (SSHO), Site Superintendent, onsite Quality Control Manager, and Security Technician on multi-million-dollar wide-area multiple building security integration projects at critical infrastructures.</p> <p>He is quality focused, customer-centric, and driven to make sure that every work product and service meets all contractual requirements and successfully passes all internal Quality Control (QC) standards and customer Quality Assurance Surveillance Plan (QASP) inspections.</p>			





<b>EDDIE WISE</b> Operations Director	Operations Director	Oversight of operational activities on every level of projects and ISS. Project Managers report directly to the operations manager. Mr. Wise also helps in coordinating technicians between projects. This ensures that each contract held by ISS has certified technicians readily available.	Monday-Friday, 8:00 AM-5:00 PM
--	---------------------	--	-----------------------------------

As Operations Director for ISS, Mr. Wise has expertise in Program Management, Regulatory Compliance, Project Management and Budgeting, Personnel Management, Critical Infrastructure Protection, and has a master’s degree in Homeland Security. His experience in leadership roles over decades makes him invaluable to ISS and thus, our clients. **Resume included in Addendum B.**

<b>ROSE DAWSON</b> Corporate Safety Officer	Safety Officer	Ms. Dawson oversees all safety and health-related activities both at ISS headquarters and at customer locations. The corporate safety officer is to be knowledgeable in all safety codes to be followed. She also oversees all job safety and emergency planning.	Monday-Friday, 8:00 AM-5:00 PM
--	----------------	---	-----------------------------------

Ms. Dawson’s experience in the various departments within the company offers a multifaceted broad spectrum of knowledge and experience of all the workings within. Ms. Dawson has represented ISS in the capacity of Corporate Safety Officer, Data Manager, and Operations Manager. Ms. Dawson now serves as the Safety Officer for several complex contracts and fulfills duties as the Corporate Safety Officer.

<b>JEROMY WAGNER</b> Security Technician	Primary Security Technician	The Primary Security Technician oversees all onsite technicians during onsite activities, coordinates all onsite technician efforts, provides advanced technical expertise, ensures that crew members adhere to all processes and procedures, and performs technician duties (including corrective and preventive maintenance, installation, testing, and programming tasks) as required. Technicians maintain/install and test system components IAW the approved Maintenance Plan, manufacturers’ recommendations, and the SOW requirements.	Monday-Friday, 8:00 AM-5:00 PM
---	-----------------------------	--	-----------------------------------

Mr. Wagner is a Security Technician with Integrated Security Solutions, Inc. (ISS) and has nearly 20 years of experience working in the electronic security industry. His background includes installation and maintenance of electronic security and fire alarm equipment, along with extensive experience reading schematics and cable fabrication. He is adept in all facets of Electronic Security Systems (ESS) including infrastructure, wiring, fiber optic cable termination, configuration, programming and integrating system components.

<b>DAVID BURNS</b> Technician	Technician	The Security Technician oversees all onsite technicians during onsite activities, coordinates all onsite technician efforts, provides advanced technical expertise, ensures that crew members adhere to all processes and procedures, and performs technician duties (including corrective and preventive maintenance, installation, testing, and programming tasks) as required. Technicians maintain/install and test system components IAW the approved Maintenance Plan, manufacturers’ recommendations, and the SOW requirements.	Monday-Friday, 8:00 AM-5:00 PM
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Mr. Burns has over 5 years of experience in the field of Electronic Security Systems (ESS) and 25 years in IT. In that time, he also acquired 14 years of experience in construction as a Field Engineer/Customer Engineer II. His background includes installation and maintenance of ESS equipment, and experience reading schematics and cable fabrication. He has proven to be very adept at leading all facets of ESS installations, including configuration, programming, and integrating system components.

**c) Help Desk Availability**

The Service Order (SO) process provides prompt response to any system performance issues by facilitating 24/7/365 communications with the Customer. ISS Customer Support Center (CSC) is fully staffed and able to respond to all service requests, regardless of cause, using pre-determined resources.



#### **d) Escalation Process**

ISS and/or end-user identify an applicable corrective maintenance requirement, or the end-user may initiate a service request by sending an email to [service@mtiss.com](mailto:service@mtiss.com) or calling the (1-800) service line to speak with a representative.

ISS representative determines severity for Corrective Maintenance. Corrective maintenance repair is an additional resource provided to the customer for unforeseen circumstances and situations that may arise during the period of the contract. These situations are random in nature, frequency, and magnitude and therefore impossible to price as an FFP.

- Routine CMR response time will be two (2) business days, while Emergency CMR would be defined as a complete system failure, need to place a guard due to system failure, or system failure for which the response time will be four (4) hours.

When receiving service calls, either on our 24/7/365 response number or direct to the office, experience and trained professionals will assist in troubleshooting telephonically. If the issue is not resolved telephonically, the technician and the customer will determine the appropriate escalation of the call, emergency, or non-emergency.

### **3. Products Used**

#### **a) Recommended Products**

ISS will use the same manufacturers and parts already in place at Missoula Montana Airport. Thus, allowing for full integration without issue.

- C•CURE & Avigilon, already in place**
- Software House, Motorola**
- United States of America and Canada, with some metal fabricated parts from Mexico**

All systems installed by ISS will be **NDAA and TAA compliant**.

#### **b) Third Parties**

ISS does not plan to subcontract any work for this contract. ISS will only work directly with the customer and manufacturer of parts/equipment/software.

- Third party software**

ISS will utilize and program the Software House C•CURE software, for which ISS will provide contact information upon licensing.

### **4. Firm's Experience**

#### **a) Related Experience**

ISS routinely implements HSPD-12/FIPS 201 compliant electronic access control and electronic security systems solutions for Federal Government and commercial entities as well as North American Reliability Corporation (NERC) Critical Infrastructure Protection Standard (CIP) compliant high availability fault-tolerant solutions.

We have a long-standing reputation for the professional installation and configuration of ESS without delays, problems, or disappointment. Our product will meet or exceed all expectations of a video surveillance system. ISS is trained and certified to provide the Missoula Airport Authority with the experience and expertise to provide an optimal installation. ISS has an established history of successfully providing military and critical facilities and some of their most guarded assets



with cost-effective solutions, which offer the highest degree of professionalism and service to meet Missoula Airport Authority standards.

**Fort McCoy**

**2012 – present**

Since 2012, Integrated Security Solutions, Inc. (ISS) has been a security integrator for the U.S. Army Corps of Engineers (USACE) at the U.S. Army installation at Fort McCoy, Wisconsin to provide for the security requirements required to install, maintain, and service its facility-wide Electronic Security Systems (ESS).

Fort McCoy encompasses 60,000-acres, has 1,200+ buildings, and offers year-round training for reserve- and active-component military personnel from all branches of the Armed Forces. ISS has managed all activities directly related to the Electronic Security System (ESS) procurement, installation, training, and maintenance, service, repairs and upgrades at Fort McCoy, primarily under the USACE ESS V and Maintenance and Service (M&S) contract vehicles. This contract work typically involves designing, procuring, installing, configuring, programming, integrating, testing, commissioning, and training activities for an IP-based enterprise CCTV system and Software House C•CURE 9000 PACS/Security Management System upgrade and expansion.

**Wright Patterson Air Force Base**

**2019 - present**

The U.S. Air Force (USAF) at Wright-Patterson Air Force Base (AFB), Ohio, contracted with ISS to provide for the security requirements required to upgrade the Air Force Research Laboratory (AFRL), Aerospace Systems Directorate, Computing Technologies Branch’s current Access Control System (ACS). ISS Reduced the twelve (12) servers/systems monitoring/controlling access to the buildings, and individual room access for two (2) Access Control Systems (RQ-ACS), while providing the same/enhanced capabilities of the existing systems to have all the necessary resources to handle access control of 168 access-controlled doors, 113 monitored-only doors, and support 28 current CCTV locations in 28 separate buildings. The networked RQ-ACS solution provided capability for controlling access and providing live monitoring of access points from multiple mobile networks connected operator locations manned by authorized AFRL/RQ administrators, provided physical oversight of all software installations performed by Government personnel. ISS also provided support as needed for issues outside the support guidelines with a local security technician capable of responding to service calls within 24 hours.

**Missoula International Airport (MSO), Missoula, Montana**

**2011-2013**

ISS was subcontracted to design, install, program, test, document, and train personnel on turn-key operational and integrated Hirsch Velocity Physical Access Control System (PACS), Bosch Intrusion Detection System (IDS), VSS/CCTV system, Duress Alarms, and Video Intercom/Door Answering System with Door Lock Release for the TSA occupied space at Missoula International Airport (MSO).

**Bert Mooney Airport (BTM), Butte, Montana**

**2021-2022**

ISS was subcontracted for installation of High Security Locks, Duress Alarms, Intrusion Detection System, Hirsch Electronic Access Control, Video Intercom/Door Answering System with Door Lock Release, and VSS/CCTV System for the TSA occupied space at Bert Mooney Airport (BTM) in Butte, Montana. ISS provides ongoing warranty and support for this system.

**b) Approach and Support Methodologies**

ISS plans to mobilize trained and certified technicians to the project site and initiate the first PM actions after award in accordance with (IAW) the awarded tasks. ISS coordinates all work with the Onsite Representative(s) (OSR) and performs all work during hours as coordinated with the OSRs. We comply with all contract requirements regarding: meetings, status reports, coordination of work, contractor access to the site, deliveries, parking, field office, staging, storage, and work areas, work area requirements to maintain work areas in a neat and orderly condition, staffing, Customer Support Center, special requirements, outage requests, software licensing, submittals/deliverables, and payment schedule.



**c) Business References:**

<b>PARSONS</b> Katy Smith, PMP, ESS Program Manager 350 Racetrack Rd., Fort Walton Beach, FL 32547 (903) 748-5517, katy.smith@parsons.com	Longstanding partnership with Parsons, to include ESS projects for US Army Corp of Engineers (USACE) Savannah District Locks and Dams.
<b>MARTEL CONSTRUCTION</b> Travis Frey, Market Manager 5903 Sandpiper Drive, Missoula, MT 59808 (406) 541-8122, tfrey@martelconstruction.com	Partnership with Martel Construction for ESS Solution for Missoula Montana Airport.

**5. Proposal Form**

ISS has submitted the proposal form separately as Attachment 1.

**6. Proposal to Address Required Scope of Services**

**a) Support Contact Information and hours of operation per section III.1**

The Service Order (SO) process provides prompt response to any system performance issues by facilitating **24/7/365 communications** for critical services with the Customer, with regular phone support available Monday through Friday, 7:00 AM – 5:00 PM, excluding United States (US) federal holidays. ISS Customer Support Center (CSC) is fully staffed and able to respond to all service requests, regardless of cause, using pre-determined resources. We take all service calls seriously and immediately respond to all system failures regardless of the cause. Response methods include but are not limited to resolving problems over the telephone or sending personnel to the Customer site.

**b) Terms of the proposed SLA per section III.2**

**Preventive Maintenance and Service**

Preventive maintenance and service is crucial to the health and longevity of any Electronic Security System (ESS). With an effective preventive maintenance and service program, combined with good operational practices, system owners and customers will reduce the need for corrective and emergency maintenance, as well as total operating cost. Preventive maintenance and service is comprised of two parts, preventive maintenance inspections (PMI) which is a firm fixed price (FFP) agreed upon between the customer and the contractor, and corrective maintenance repair (CMR) which are additional costs accrued, beyond the FFP for PMI, for unforeseen circumstances.

**Preventive maintenance inspections (PMI)**

PMIs are an FFP and contractually agreed upon at the time of award. The FFP shall include travel, per diem, and labor hours to complete the PMI. Additional FFP may be included in the PMI PWS and contract. Examples would be semi-annual software updates, battery life cycle replacement, and refresher training. It is assumed that during these inspections, the ESS system is completely functional and operating as it was designed. PMI inspections are **not** intended for repair, troubleshooting, or reconfiguring any portion of the ESS system. PMI inspections or visits to the site are for the sole purpose of inspecting and cleaning the ESS system and equipment. The frequency of the inspections is predetermined by the needs of the customer and is specified in the contract. All PMI inspections are completed by trained and certified. It shall be assumed that the customer will provide the contractor with all administrator and password log-in information for the ESS system. It shall also be assumed that the customer will make the contractor dealer of record for the duration of the contract.

Preventive maintenance inspections shall include:

1. Inspect all equipment, hardware, barriers, gates, and infrastructure for wear or damage.
2. Inspect and clean all headend servers and computers to include monitoring equipment for wear, damage, and software updates.



3. Exercise all possible alarms and entry points to confirm operability. This shall include intrusion, tamper, loss of power or communication, proper annunciation, and graphics call-up.
4. Inspect and clean all CCTV cameras and their associated components.
5. Exercise all CCTV actions to include motion, camera call ups, CCTV control, video loss, and recording.
6. Update any software support agreements, if included in the FFP.
7. Provide refresher training, if included in the FFP.

Preventive maintenance inspections shall **not** include:

1. Building maintenance
2. Electrical circuits and breakers
3. Store fronts or doors, broken or damaged windows
4. Lighting or lighting equipment, to include fixtures, circuits, poles, or sensors
5. Extensive troubleshooting, programming, or repair of existing systems

Preventive maintenance inspections shall be conducted per the manufacturer’s recommendations. Corrections that can be accomplished without additional labor and additional parts, such as loss or broken wires, misalignments, cleaning, tightening, and adjustments shall be provided during the PMI.

Upon completion of the PMI, a PMI report will be generated and provided to the customer. This report will include:

1. A description of the PM inspection
2. All testing and inspection results
3. A list of all available I.P. addresses for all equipment
4. A list of recommendations for future needs

The PMI report will list any deficiencies or repairs that were found during the PMI. Deficiencies or repairs can include, but are not limited to:

1. Wore out or broken equipment or hardware
2. Failed, damaged, or defective components
3. Malfunctioning equipment
4. Missing or incorrect programming
5. Damaged infrastructure
6. Battery replacement, if not included in the PMI
7. Relocation of equipment
8. Power failure

Upon the customer receiving and reviewing the PMI report, they may wish to correct or repair any discrepancies or failures listed in the PMI report. These repairs will require additional funding and visits to the site that are beyond the FFP for preventive maintenance inspections and shall be priced separately under the corrective maintenance repair.

### **Corrective Maintenance Repair (CMR)**

Corrective maintenance repair is an additional resource provided to the customer for unforeseen circumstances and situations that may arise during the period of the contract. These situations are random in nature, frequency, and magnitude and therefore impossible to price as an FFP. Routine CMR response time will be two (2) business days, while Emergency CMR would be defined as a complete system failure, need to place a guard due to system failure, or system failure for which Airport is incurring expense, for which the response time will be four (4) hours. CMR will be an additional cost to the customer. The cost for CMR shall be priced on an as needed basis and will include, but not limited to, equipment, labor, travel, per diem, and shipping. All CMR requests shall be logged into a CMR tracking spreadsheet and kept updated by the contractor.



Corrective Maintenance Response Times	
Work Order Priority Description	Response Time
Routine	Telephone Response within 1 business hour. If not corrected via telephone, then physically respond in 2 business days after telephone response.
Emergency (Critical Systems)	Telephone Response within 1 hour. If not corrected via telephone, then physically respond onsite in 4 hours after telephone response.

Below are some examples of CMR:

1. Extended periods of technical phone support, anything past the first hour
2. Remote access to the ESS system, anything past the first hour
3. Remediations to the PMI report
4. Ad-Hoc or triage issues
5. Additional on-site support
6. New equipment
7. Repair or warranty costs

Below are the steps for initiating a CMR request:

1. A predesignated point of contact from the customer will initiate the CMR by contacting the contractor with the request. This should include a detailed description of the request and any on-site actions taken by on-site personnel.
2. The contractor will log the CMR request in the CMR log and begin compiling pricing to remedy the request.
3. The contractor will convert the detailed pricing onto the Service Order form and submit it to the predesignated on-site representative for approval and signature.
4. The predetermined on-site representative will review the Service Order and upon finding it acceptable will sign the Service Order and send it back to the contractor.
5. The contractor will then submit the Service Order to the contracting officer or designated representative for their signature confirming that funds are available and that it meets the requirements of the contract.
6. The Contracting Officer Representative will return the signed Service Order to the contractor.
7. Upon receiving the signed Service Order, the contractor will initiate and schedule the work.

Upon completion of the CMR, the contractor shall resubmit the Service Order to the predetermined on-site representative for signature of completion and satisfaction. Once signed by the predetermined on-site representative and returned to the contractor, the contractor will send an invoice and a copy of the signed Service Order to the contracting officer or designated representative for payment.

The contractor shall maintain a log of Service Orders. This allows the contractor to determine areas of the ESS system that cause multiple service calls. The contractor will use this log to make further recommendations to the customer on replacements to save the customer on future problems.

**c) Documentation – per section III.3**

ISS documents installations, configurations, and maintenance operations throughout the contract. This documentation includes operation/training manuals, service logs, configuration backups, network maps (physical and logical), software installers, software licenses/keys, hardware/software inventories (with update logs), and administrative credentials. This documentation is updated with any change to the system by ISS and after every onsite visit to include reports and is available in real time for airport IT and Administrative staff.





Upon termination of the contract, ISS will provide an up-to-date, final archival copy of all such documentation to the Airport representing the final state that the system was left in at the end of the contract.

#### **d) Proposal for supporting C•Cure 9000 per section III.4**

As a Software House Enterprise Level Partner, the designated ISS technician is certified by Software House in C•CURE 9000 System Installer (AC9001), Advanced Integrator (AC9005), as well as Enterprise Architecture and will facilitate operator training for Airport staff.

ISS will facilitate an Enhanced Software Support Agreement (ESSA) with ISS as Integrator of record, but also provide for the Airport to receive support directly from Software House on the rare occasion it be needed. ISS will also work with Airport IT to plan and implement regular updates to the C•CURE 9000 software and related hardware/software and will maintain the system at no more than two (2) minor versions behind the most recent version or will provide instruction and support to Airport IT staff to allow them to perform updates themselves.

With a service order, ISS can acquire, install, and maintain C•CURE compatible hardware, such as iStar Panels, door components room presence detection sensors, weatherproof enclosures, etc.

ISS will advise on and facilitate configuration of secure connections between the C•CURE 9000 software and various integration partners (such as Airport ICE, Crossmatch, Avigilon, etc.) as well as connections between the server and cloud-based portions of the application. ISS designs, procures, installs, and **integrates** physical and ESS at critical infrastructure facilities for all levels of government and commercial facilities around the world. We are committed to providing excellent training, maintenance, and service because we know the function of these security systems is key to security of critical infrastructure.

#### **e) Proposal for supporting Avigilon CCTV system per section III.5**

ISS is an Avigilon Preferred Vendor with several Avigilon (Motorola) certified technicians and will facilitate operator training for Airport staff.

With a service order, ISS can acquire, install, and maintain the ACC software and related integrations on the Airport’s current fleet of Avigilon NVR Servers. Further, ISS will also work with Airport IT to plan and implement regular updates to the Avigilon software and related hardware/software (including servers) to maintain the system at no more than two (2) minor versions behind the most recent version or will provide instruction and support to Airport IT staff to allow them to perform updates themselves.

During PMI inspections, ISS will determine if the servers are fully operational per the manufacturer’s recommendations. In the PMI report, ISS experts will make recommendations for upgrading or replacing servers that maintain at least 30 days of video archive with replacement recommendation of physical servers every 8 years as needed. These upgrades and repairs will be approved by the customer and a service order will be issued in response.

### **7. Insurance**

ISS has included proof of insurance as *Addendum A*.

### **8. Pricing**

ISS has included a Detailed Price Quote separately as *Addendum C*.

### **9. Assumptions**

ISS assumes that **corrective maintenance** will be covered and paid for via service order to include parts, labor, and travel.



## Conclusion

In summary, Integrated Security Solutions has the technical skills and logistics/management experience to provide the Access Control and CCTV Integrator Solution for Missoula County Airport Authority. The solution presented herein fully supports the requirements to maintain the security systems so that they perform in accordance with (IAW) the original design criteria. Properly maintained and tested ESS equipment contributes to the Airport’s success by monitoring and controlling access to and preventing unauthorized access sensitive installation assets (sensitive/secure buildings and areas, etc.), improving security system accuracy/alarm annunciation, and reliability, improving real time surveillance and forensic capabilities, and reducing lifecycle costs. We execute all maintenance and service work IAW all applicable standards and safety requirements to ensure compliance and operational performance meet contract requirements for Missoula County Airport Authority.





## **Addendum A - Insurance**



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June 1, 2023

Integrated Security Solutions, Inc.  
108 Cooperative Way  
Kalispell, MT 59901

Insurance Company: Chubb Group of Insurance Companies  
Policy Number: 35878293 SEA

To Whom it May Concern:

PayneWest Insurance has been the agent of record for Integrated Security Solutions for many years.

To the best of our knowledge with regards to the insurance policies we have written for Integrated Security Solutions over the years they have not had a policy canceled in the last 10 years.

Sincerely,

**Nicole Steinborn**  
PayneWest Insurance  
**406-758-4219**



## **Addendum B – Key Personnel Resumes**



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**Credentials At-A-Glance:**

- ✓ 30 years of Security Experience
- ✓ Certified Protection Professional (CPP)
- ✓ Certified System Engineer ICAM PACS (CSEIP)
- ✓ Certified Homeland Security Level V (CHS-V)
- ✓ CONUS/OCONUS Experience
- ✓ Security Clearance
- ✓ DoD Common Access Credential (CAC)

**Expertise In:**

- ✓ Access Control Systems
- ✓ CCTV
- ✓ Computer Networks
- ✓ Data Transmission Systems and Communications
- ✓ Integration Engineering
- ✓ Intrusion Detection Systems
- ✓ Physical Security Measures

**Knowledge Of:**

- ✓ Army Regulations
- ✓ DoD Minimum Construction Standards
- ✓ Unified Facility Guide Specifications

**Site Survey Experience:**

- ✓ Anti-terrorism Vulnerability Assessments
- ✓ CONUS/OCONUS Locations
- ✓ Cost Estimates
- ✓ DOD Facilities
- ✓ Drawing Preparation
- ✓ Federal Agencies
- ✓ Force Protection Surveys

**Ancillary Support:**

- ✓ Factory Testing
- ✓ Performance Verification Testing
- ✓ Endurance Testing
- ✓ On-site Installation Inspection
- ✓ Quality Control
- ✓ Title II Services

**QUALIFICATIONS**

Mr. Laude, President of Integrated Security Solutions, Inc., has more than 30 years of security industry experience designing, installing, and commissioning security and life safety systems. The extensive experience of his portfolio includes over 20 years of government contracting and proves his ability to successfully manage concurrent multi-million-dollar programs (involving multiple locations) in the government and private sectors.

Mr. Laude’s past and ongoing programs include:

**International Boundary and Water Commission, 2020-2022**

- Installation of electronic security equipment for a \$1.1M Physical Security Project at Amistad Dam and Field Office. This project included access control, intrusion detection, CCTV, physical barriers, and extensive infrastructure installation and enhancement.

**Department of Veterans Affairs**

- Bay Pines VA Medical Center, FL–Physical Security Upgrade, \$5.8M;
- Atlanta VA Medical Center, GA–Security Video & Security Surveillance, \$2.5M;

**National Guard Bureau**

- ESS Installation MATOC, total value \$9.0M (current awarded value is \$7.5M for programming and training)

**US Army Corp of Engineers**

- Iowa Army Ammunition Plant, IA–Advanced metering infrastructure \$1.8M;
- Multiple USACE Regions–Advanced metering and infrastructure, \$5.9M;
- US Army Fort McCoy, WI–Procure and install ESS (Phases I, III, IV, V, VI, VII), \$11M+;

His expertise and certifications encompass program management; government contracting; federal law enforcement, federal agent and protective security; security management; surveys and assessments; electronic and physical security systems (ACS, IDS, CCTV, force protection, barriers, etc.) system design, installation, integration, testing, and commissioning; investigations; training and development; problem solving; and communications. Mr. Laude’s unique and comprehensive security background qualifies him to fill almost any security management role. Important accomplishments include:

- Special Agent with the US Government.
- Protective Services Agent from 1989-1992.
- Special Agent-in-Charge of multiple protective service missions conducting and supervising worldwide protective service missions for then-Secretary of Defense, The Honorable Richard B. Cheney, and the Chairman Joint Chiefs of Staff, General Colin Powell.

FAR 52.215-1 (e)(1). This document includes data that shall not be disclosed outside the Government and shall not be duplicated, used or disclosed-in whole or in part for any purpose other than to evaluate this proposal. If however, a contract is awarded to this offeror as a result of- or in connection with –the submission of this data, the Government shall have the right to duplicate, use or disclose the data to the extent provided in the resulting contract. The restriction does not limit the Government’s right to use information contained in this data if it is obtained from another source without restriction.

# Marquis L. Laude, CPP, CHS-V, CSEIP

President/CEO/Program Manager

- Project Engineer on the US Army Corps of Engineers, Engineering and Support Center's initial Electronic Security System Procurement and Installation contracts for 13 years, designing, engineering, and managing complex system installations throughout the world.
- Physical Security Manager for an international organization employing over 5,000 multi-national multi-cultural employees around the world. His primary responsibilities covered the corporate security program, including developing and implementing security policies and procedures, physical security, electronic security, vulnerability assessments on diplomatic officials, and conducting investigations as well as training employees on violence in the workplace, personal security, and travel and life safety.
- Represented the US Army Corps of Engineers Center of Expertise, Huntsville, AL on the Critical Project Security Program (CPSP), the Critical Infrastructure Security Program (CISP) and the Access Control Equipment Program that came into existence following the September 11, 2001 terrorist attacks. Mr. Laude continues to assist the Center of Expertise in post-911 security efforts by providing expert technical advice and support related to antiterrorism security measures. This assistance includes conducting surveys and vulnerability assessments for critical United States assets such as CONUS/OCONUS government facilities, military installations, and other government interests.
- Mr. Laude's broad experience in program management, government contracting, security management, electronic and physical security systems, federal law enforcement, personal protection for high profile individuals, vulnerability assessments, international terrorism, investigations, and security training offer an exceptional array of competencies rarely seen in a security professional.

## RELEVANT PROJECT EXPERIENCE

Mr. Laude has been the program manager for hundreds of CONUS/OCONUS programs and projects. Some significant projects include security work for: Afghan President Karzai's residence and palace; multiple hydroelectric facilities on the Mississippi, Illinois, and Columbia rivers; navigation locks on intracoastal waterways in Louisiana; Space Command's Ground-Based Midcourse Defense program; Pfizer headquarters; the Empire State Building; and various facilities for the Department of the Interior/Bureau of Land Management/Bureau of Reclamation, the US Army Corps of Engineers, the Department of Homeland Security, and Thomson Reuters. Refer to the list below for details on the more noteworthy programs.

### **Amistad Dam at El Paso, TX** **2022-2022**

Warranty response after external weather factors. Mr. Laude went to Texas for emergency response repairs on this facility.

### **Naval Surface Warfare Center Activity at Bangor, WA** **2021-2022**

Installation and updating of intrusion detection system involving multiple doors and remote monitoring connectivity.

### **Allatoona Dam, Cartersville, Georgia** **2016-2021**

Procurement and installation of electronic security systems at Allatoona Dam, valued at \$421,000, inclusive of modifications.

### **US Army Corps of Engineers, Fort McCoy, WI** **2012-Ongoing**

Installation of integrated access control, CCTV systems and physical security upgrades. Subcontracts currently valued at over \$11M – Phases I, III, IV, V.

### **Department of Veterans Affairs, Atlanta VA Medical Center** **2014-2019**

Installation of new Video and Surveillance System with 400+ cameras and fiber optic infrastructure for the campus. Contract valued at over \$2.5M. Project duration includes three-year warranty.

### **US Army Corps of Engineers, Portland District** **2009-2012**

Installation of integrated access control, CCTV systems and physical security upgrades at 8 of the district's dams. Contract valued at over \$4M.

### **Bureau of Reclamation, Hoover, Parker, and Davis Dams** **2007-2009**

Installation of integrated access control, CCTV systems and physical security upgrades. Subcontract valued at over \$4M.



**US Army Corps of Engineers, Nashville District IDIQ** **2006-2011**

Electronic Security design, procurement, installation, and maintenance for nine hydroelectric dams in the Tennessee River valley. Installation of integrated access control, CCTV systems, physical security upgrades, and SCADA. Completed 18 Task Orders during the 5-year contract with a total value of \$7M

**Dept. of the Interior, Bureau of Reclamation, Grand Coulee Dam, Washington** **2005-2006**

Installation of integrated access control, CCTV systems and physical security upgrades. Contract valued at over \$3M.

**US Army Corps of Engineers, Chief Joseph Dam, Washington** **2005**

Installation of integrated access control, CCTV systems and physical security upgrades valued at over \$5M.

**U.S. Air Force, Vandenberg Air Force Base** **2003- 2005**

**Ground Based Midcourse Defense Program (GMD)**

Multiple projects involving installation of integrated access control, CCTV systems, and physical security upgrades. Contracts valued at over \$5.9M.

## TRAINING AND CERTIFICATIONS

Course	Vendor	Expiration
Alarm Installer	State of Montana	2021
Alarm Refresh	ISS	2021
Certified Systems Engineer ICAM PACS (CSEIP)	Smart Card Alliance	2021
Gallagher Access Technician Certification	Gallagher	2020
Resident Manager	Montana Department of Labor	2020
System Galaxy	Galaxy Control Systems	2020
CPR/AED, Standard First Aid, and Bloodborne Pathogens	American CPR Care Association	2018
Identifying and Safeguarding Personally Identifiable Information	Department of Defense	2016
Fusion Splicer Certification	AFL Mile High Technical Sales	2014
Hitachi's Video Analytics VG-1000 series	Hitachi	2010
Professional Locksmithing	Foley-Belsaw Institute	1988
Certified Protection Professional (CPP)	ASIS International (previously America Society of Industrial Security)	1997-2023



***Credentials At-A-Glance:***

- ✓ Top Secret Clearance (DOD)
- ✓ Master's Degree in Homeland Security
- ✓ Bachelor's Degree in Business Administration

***Expertise In:***

- ✓ Security Subject Matter Expert (SME)
- ✓ Program Management
- ✓ Regulatory Compliance
- ✓ Project Budgeting
- ✓ Personnel Management
- ✓ Critical Infrastructure Protection
- ✓ Transportation Security Professional (TSSP)
- ✓ Team Building

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**QUALIFICATIONS**

Mr. Wise came to our organization as an experienced manager and seasoned veteran of the security industry. Decades of experience have provided him with the proficiency to bring the highest level of both physical and electronic security to complex, command-level government facilities.

Mr. Wise began his career in the United States Army and has maintained a remarkable vocational track with an emphasis on security ever since that time. Transitioning from the military police to a management position in the private sector in 2000, his five years with the SEI Group developed his program management skills as the post 9-11 era brought new requirements to the protection of our nation's infrastructure. After being entrusted as a subject-matter expert of the security and emergency preparedness for the US Army Corps of Engineers, Mr. Wise designed, developed, and managed the security improvements for over 400 dams and hydroelectric facilities.

Mr. Wise accepted a position with Unified Consultants Group as a senior corporate manager, taking the reigns over several contracts with a value of over \$17m in annual revenue. Mr. Wise acted as central management authority for the program support to the US ARCENT Force Protection Program, US Coast Guard (Norfolk) Antiterrorism Program, the Department of Commerce Physical Security and Force Protection Program, the Social Security Administration Office of Protective Security Services, the Western Area Power Administration (WAPA) Office of Security and Emergency Management (OSEM), the Social Security Administration, and the International Boundary and Water Commission (IBWC) Security Access Control Program. He also served as the Corporate Security Officer ensuring compliance with Personnel Security (NISPO) requirements as required by customer agency contracts.

Mr. Wise brought his talents to iParametrics as corporate Vice-President in charge of security and risk management. He acted as a subject matter expert for security engineering, critical infrastructure protection, risk management, and security programs development. He provided leadership over corporate programs and assured compliance with both state and federal regulatory programs. He was responsible for standards development, assessment scheduling, customer interface and reporting program status to management through regular reports and reviews. Key customers include Western Area Power Administration, International Boundary and Water Commission, Iowa Army Ammunition Depot, Department of the Interior, State of New Mexico, Washington State Capitol, West Virginia State Capitol, and dozens of municipalities across the US.

**RELEVANT PROJECT EXPERIENCE****Site K Turkey****Project Manager****2022-Current**

Responsible for leading the ISS team of security professionals in completing the project by a set deadline to uphold business initiatives. Duties include dividing up the budget for different project aspects and advocating for additional funding when necessary, hiring professional subject matter experts, selecting project team members from existing departments and setting project schedules to adhere to the deadlines to install security systems.

**International Boundary and Water Commission****Project Manager, Lead Assessor****2021**

Responsible for evaluating all the Agency's assets along the US Southern Border from the Pacific Ocean to the Gulf of Mexico. Assessment activities include direct coordination with diverse organizations such as the Federal Protective Service, Customs and Border Protection, Immigration and Customs and Enforcement, Corps of Engineers, Department of Homeland Security Intelligence/Fusion Centers, and multiple state and local emergency response organizations.

**Iowa Army Ammunition Plant****Physical Security and Electronic Security Systems SME****2020**

The project required identifying the condition and deployment of current security countermeasures. The identification of specific DOD, DA and subordinate command regulations and policies governing the protection of the facility. The resulting report identified a series of electronic, physical, and procedural improvements to be implemented over multiple budget cycles. The improvements were structured to incrementally achieve the goals of other Defense security programs not currently in place at the Depot. The recommendations also included specific new technologies to address the unique operations of the IAAAP.

**Department of Energy's Western Area Power Administration****Physical Security and Risk Management Subject Matter Expert****2014-2019**

Developed physical and electronic security measure standards and policy for the Agency in coordination with the newly established Office of Security and Emergency Management. Conducted onsite assessments of over 300 administrative, maintenance, communications, and energized, high voltage transmission facilities. Duties required coordination with multiple federal and commercial energy providers to ensure adequate protection and reliability of the Bulk Electrical System. Unique challenges included developing physical and electronic security measures to meet the federally mandated CIP-014 security standards.

**Department of Homeland Security****Project Manager and Lead Assessor****2001-2015**

Responsible for scheduling, conducting, and completing the reports for over 5,000 assessments. Worked with senior agency officials to develop regulations, policies, and procedures to maintain compliance with ever-changing federal mandates and to provide effective protection for employees and offices worldwide.

**Bay Pines VA Medical Center****Project Manager****2013-2014**

Responsible for scheduling, conducting, and completing the reports for over 5,000 assessments. Worked with senior agency officials to develop regulations, policies, and procedures to maintain compliance with ever-changing federal mandates and to provide effective protection for employees and offices worldwide.

**International Boundary and Water Commission – Falcon Dam****Project Manager****2012-2013**

Installation of an integrated security system for the protection of the Falcon Dam for the International Boundary and Water Commission. Falcon Dam is an international facility with shared ownership between the US and Mexico. The region is at the center of narcotic and human trafficking activity on the Southern US Border. The dam operations center and powerhouse are located on the Rio Grande and outside the last US Customs and Border Protection checkpoint. The facility is manned 24/7. A very small IBWC guard force provided limited patrolling after the Border Checkpoint closed each day. This project brought the first electronic security systems to the Falcon Powerhouse. The project included the installation and integration of intrusion video, access control and duress systems. The project also increased the structural protection of plant operators and provided specific training to operations and response personnel.

**US Army Corps of Engineers, Nashville District IDIQ** **2006-2011**

Electronic Security design, procurement, installation, and maintenance for nine hydroelectric dams in the Tennessee River valley. Installation of integrated access control, CCTV systems, physical security upgrades, and SCADA. Completed 18 Task Orders during the 5-year contract with a total value of \$7M

**Dept. of the Interior, Bureau of Reclamation, Grand Coulee Dam, Washington** **2005-2006**

Installation of integrated access control, CCTV systems and physical security upgrades. Contract valued at over \$3M.

**US Army Corps of Engineers, Chief Joseph Dam, Washington** **2005**

Installation of integrated access control, CCTV systems and physical security upgrades valued at over \$5M.

**U.S. Air Force, Vandenberg Air Force Base** **2003- 2005**

**Ground Based Midcourse Defense Program (GMD)**

Multiple projects involving installation of integrated access control, CCTV systems, and physical security upgrades. Contracts valued at over \$5.9M.

**CREDENTIALS AND EDUCATION**

**Post-Secondary Education**

- MA, Homeland Security, American Military University
- BA, Business Administration, Florida State University
- AA, General Studies, Central Texas College

**US Army**

- First Sergeants Course
- Advanced Noncommissioned Officers Course
- Basic Noncommissioned Officers Course
- Primary Leadership Development Course
- Battle Staff Cour
- Drill Sergeant School

- Military Police School
- Conventional Physical Security
- Surety Operations
- Military Police Investigator
- Special Reaction Team Training
- Antiterrorism Levels I and II
- Electronic Security Systems Design
- Weapons Protection Design
- Infantry School



**Credentials At-A-Glance:**

- ✓ Over 15 years' experience in contract and project management
- ✓ National Contract Management Association (member)
- ✓ Project Management Principles and Practices Specialization certificate
- ✓ Courses in Financial Aspects of Business Contracts and Business Administration
- ✓ Certified Personal Trainer

**Expertise In:**

- ✓ Contract Management
- ✓ Project Management
- ✓ Commercial Contracts
- ✓ Government Contracts
- ✓ Contract Audits and Analysis
- ✓ Contract Documents (addenda, exhibits, third party agreements, terms and conditions)
- ✓ Prime/Subcontracts, Master Agreements, Change Orders/Modifications, Work Orders
- ✓ Risk/Liability Reduction
- ✓ Negotiating
- ✓ Document Control
- ✓ Stakeholder Relations
- ✓ Procurement and Finance/Asset Management
- ✓ Process and Legal Compliance
- ✓ Accounting Cost Allocation
- ✓ Reports
- ✓ Communication

**Ancillary Support:**

- ✓ Proficient in Microsoft® Office Suite, ProCore, PMWeb, SharePoint, Box for Office, Abadata, Accumap, Savy, Databases, various online portals
- ✓ Leadership/Mentoring
- ✓ Training/Recruiting

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**QUALIFICATIONS**

Ms. Nihei has 15+ years of wide-ranging experience administering and managing government and commercial contract portfolios. Over the span of her career, she has managed contract portfolios in construction and energy & natural resources with an aggregate value of billions of dollars.

Areas of expertise include thorough contract audits and analyses; drafting contracts (prime, subcontracts, master services agreements) and supporting documents (addenda, exhibits, third party agreements; contract terms/conditions); rigorous document control; excellent stakeholder relations; procurement and finance/asset management; comprehensive accounting cost allocations; and consistently executing and ensuring compliance with internal processes and government requirements.

She has a keen attention to detail, dedicated work ethic, excellent analytical, organizational and communication skills and a strong customer focus that fosters strong customer relationships and ensures compliance with all contractual requirements.

**RELEVANT PROJECT EXPERIENCE**

**Contract Administrator / Corporate Office 2021-2022  
American Fence Company, Inc., AZ**

The company's primary business activity involves manufacturing and selling fence materials, temporary fence rental, and fence installation for a wide range of commercial and government facilities. The company operates multiple business operation divisions and offices/branches in 9 states across the US. Ms. Nihei administered contractual operations in Arizona, Kansas, and Texas. Key responsibilities included thoroughly reviewing and auditing all contract types (prime, subcontract, master agreements, purchase orders, work orders change orders/modifications) for (government, corporate, change requests/orders, work orders, purchase orders); negotiating terms and conditions; analyzing company risk/liability exposure with regard to compliance and potential steps to mitigate further risk; coordinating and positively directing branch administrators and accounting/finance department regarding appropriate billing, reconciliation and contract revenue collection; and preparing internal contract briefs summarizing contractual requirements to ensure compliance throughout the project life cycle. Accomplishments included developing and maintaining effective communication and collaboration with customers/owners and stakeholders to successfully meet corporate goals and execute successful projects. Total value of contracts managed exceeded \$20M.

**Project Coordinator / Contracts Administrator 2020-2021  
Sonoran Crest Construction, AZ**

The company's primary business activity is constructing new hospital facilities. Ms. Nihei key responsibilities entailed advanced contract administration (prime contracts, master agreements, subcontracts, amendments). Performing these responsibilities required strong working knowledge of construction contracts; setting up projects/vendors in and proficiently using corporate project management software systems (e.g., Procore); facilitating project deliverables; tracking lead times, request for information submissions, change management, implementing schedules of values, and coordination with internal/external stakeholders to ensure project success. Other responsibilities included reviews and audits of financials; budget/contingency tracking and allocation; creating monthly project/contract/procurement reports; monthly generation/audit/review of AIA Payment Applications, lien waivers, certificates of insurance (COIs); change management forms; and project commissioning/closeout documentation. Accomplishments included establishing effective partnerships and cross-functional communication as well as collaborating with project teams, architects, and engineers to develop, drive, and successfully execute successful projects. The managed contract portfolio value exceeded \$30M.



**Project Coordinator** **2019-2020**  
**Vanir Construction Management, Inc., Phoenix, AZ**

The company's primary business activity is constructing new healthcare clinic facilities. Ms. Nihei key responsibilities entailed advanced contract administration of prime contracts, master agreements, addenda, and supplements. Performing these responsibilities required strong working knowledge of drafting construction contracts, bid proposals, documentation procedures, and contract amendments for approved change order requests, as well as cost and budgeting in the project management systems. Other responsibilities included monthly review and audit with finance/accounting management; creating monthly project/contract/procurement reports; monthly audit/review of monthly AIA Payment Applications, lien waivers, certificates of insurance, change management forms, maintaining/updating cost funding authorizations, and budget allocations. The contract portfolio value exceeded \$50M.

**Sr. Operations Contract Analyst - Operations Coordinator** **2014-2018**  
**ISH Energy Ltd., Calgary, Alberta, Canada**

Ms. Nihei's relevant contract management responsibilities included drafting corporate operations contracts and documents, acquisition agreements, negotiation letters, amendments, and access agreements; ensuring data integrity, analysis and coordination of environmental operations and project files addressing government regulatory compliance processes; auditing and processing time sensitive legal document and royalty payment packages to landowners, drafting and processing payment requisitions for service providers; processing and coding invoices for billing/payables/receivables to joint venture operators by providing account allocation information for project operating costs; administrative functional review of survey plans for new/existing construction and reclamation operations; and government reporting/legal document submissions. Some key accomplishments included helping develop new accounting workflow processes to improve efficiency; assisting the executive team with HR recruitment interviews/selection; and improving internal processes on government projects with executives yielding reduced cost estimates. Total value of contracts managed was several hundreds of millions of dollars.

**Sr. Surface Land Contract Analyst - Project Consultant** **2013-2014**

Ms. Nihei conducted all-inclusive asset management reviews for confidential acquisitions & divestiture activities for 4 oil & gas exploration and production companies including thorough audit and reconciliation review of corporate contracts, legal documents, third party agreements, review of accounting reports regarding landowner royalty payments and third-party billing. Contract portfolio value was several hundred million dollars.

- **Penn West Petroleum Ltd., Calgary, Alberta** Asset divestiture and contract information review
- **TransCanada Pipelines Limited, Calgary, Alberta** LNG pipeline acquisition & construction project
- **Talisman Energy Inc., Calgary, Alberta**, Operations and conveyance review on confidential asset divestiture
- **Sonde Resources Corp., Calgary, Alberta**, Operations asset and contracts review on the corporation's divestment

**Sr. Contract Analyst - Operations Coordinator** **2011-2013**  
**Barrick Energy Inc., Calgary, Alberta**

As Operations Coordinator, Ms. Nihei orchestrated the executive team, engineers, and service providers to successfully execute all operations activity. Key contract management related responsibilities included audit reviews of operations documents, construction packages and environmental records for compliance with government regulations; drafting corporate legal documents and land acquisition contracts: creating/updating detailed department tracking and reporting data system; and comprehensive reporting. She supervised and mentored 3 junior surface land administrators on detailed project reporting.

**Sr. Operations Contract Analyst - Project Consultant, Calgary, AB** **2010-2011**

- **EnCana Corporation - Corporate Acquisition Project**  
Ms. Nihei coordinated with a 7-member team on an extensive corporate asset acquisition. Responsibilities included drafting and editing corporate asset sale contracts and financial documentation, completing a file audit of the new assets, and integrating the information into the company land system.
- **ConocoPhillips Canada - Operations & Surface Land**  
As the Contracts Audit & Business Operations Coordinator, Ms. Nihei coordinated with the asset, facilities, and construction teams to ensure that all project contracts were administered to meet objectives and deadlines. Responsibilities included ensuring compliance with all government requirements, tracking new/revised surveys for acquisition purposes, coordinating, and maintaining surface rights acquisition activities/records, and auditing construction packages/royalty payments.

**Supervisor, Surface Land Contract Administration  
Compton Petroleum Corporation, Calgary, AB**

**2005-2009**

Ms. Nihei was promoted from Surface Land Contract Administrator / Project Coordinator – Operations to Supervisor, Surface Land Contract Administration in 2007. Responsibilities included overseeing a staff of 9 administrators, creating and modifying corporate legal acquisition/construction documents, contracts and agreements; and maintaining corporate data systems for new/existing projects.

## CREDENTIALS AND EDUCATION

Project Management Principles and Practices, University of California, Irvine (Coursera) 2021

- A 4-course specialization consisting of: Initiating and Planning Projects, Budgeting and Scheduling Projects, Managing Project Risks and Changes, Project Management Project.

Financial Aspects of Business Contracts course (University of California, Irvine) 2020

Business Administration courses (Alberta College, Edmonton) 1990

## TRAINING AND CERTIFICATIONS

Course	Vendor	Expiration
OSHA 10-hour Construction Safety and Health	Occupational Safety & Health Administration	NA
AT Level 1	Department of Defense	2023
Controlled Unclassified Information	Department of Defense	2023
Cybersecurity Awareness	Department of Defense	2023
Personally Identifiable Information	Department of Defense	2023
OPSEC	Department of Defense	2023
Notary Public (current - State of Montana)	State of Montana	2026
National Contract Management Association (member)	NCMA	2024
Project Manager (Quality & Safety)	ProCore Technologies	NA
Project Manager (Resource Management)	ProCore Technologies	NA
Project Manager (Project Management)	ProCore Technologies	NA
Project Manager (Financial Management)	ProCore Technologies	NA
Project Manager (Core Tools)	ProCore Technologies	NA
Procore Administrator	ProCore Technologies	NA



**Credentials At-A-Glance:**

- ✓ OSHA 30 Construction Outreach Training
- ✓ Fall Protection
- ✓ CPR/First Aid/AED
- ✓ Avigilon Certified
- ✓ General Electric Allegro, Concord, Simon Certified
- ✓ NERC CIP Cyber Security Training

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**QUALIFICATIONS**

As Business Manager, Mrs. Cox performs many duties related to employees. Mrs. Cox plays a vital role in maintaining our workforce by recruiting and staffing Integrated Security Solutions. Mrs. Cox has excellent communication skills to support her role as Human Resources Manager.

**RELEVANT PROJECT EXPERIENCE**

**HR/Business Manager**

**2023**

In this position Mrs. Cox manages recruits, new employees' orientation, paperwork and benefits, insurance enrollment, drug testing, fingerprinting/background checks, and licensing for installers. Duties also include the assistance in designing and implementing employee policies and procedures as well as compliance with local, state, and federal labor laws.

**TRAINING AND CERTIFICATIONS**

Course	Vendor	Expiration
Level 1 Antiterrorism Awareness Training	JKO Joint Chiefs of Staff	2024
OPSEC Awareness for Military Members, DoD Employees and Contractors	U.S. Defense Security Service	2024
DOD Mandatory Controlled Unclassified Information Training	U.S. Defense Security Service	2024
Cybersecurity Awareness	U.S. Defense Security Service	2024
Identifying and Safeguarding Personally Identifiable Information	U.S. Defense Security Service	2024





## Missoula County Airport Authority Access Control and CCTV Integrator

# Addendum C – Pricing

5225 Broadway Street West  
Missoula, MT 59808

*Date of Solicitation:* May 15, 2023

*Response Date:* June 13, 2023, 4:00 PM MST

*Proposal is valid for 30 calendar days*

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### Integrated Security Solutions, Inc.

#### Primary Point of Contact:

Marquis L. Laude, CPP, CHS – V, CSEIP  
President

O: 406.755.2504, M: 406.249.1651

[mlaude@mtiss.com](mailto:mlaude@mtiss.com)

Marquis L. Laude

#### Alternate Point of Contact:

Whitney Barr  
Business Development Manager

O: 406.755.2504, ext. 226

[wbarr@mtiss.com](mailto:wbarr@mtiss.com)

108 Cooperative Way  
Kalispell, MT 59901  
Tel: 406.755.2504  
[www.mtiss.com](http://www.mtiss.com)  
Small Business

GSA GS 07F 0070U  
Primary NAICS 561621  
TIN: 200640573  
CAGE 3Q1Y3  
UEI: YWLLJBHSE9A4



 Contract Holder



Integrated Security Solutions, Inc.  
“Protecting the World’s Greatest Assets”



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06/13/23

## Integrated Security Solutions, Inc. response for Maintenance and Service of Access Control and Video Management System at the Missoula Airport.

### ELECTRONIC SECURITY SYSTEM

Aggregate		
Item	Description	Extended Price
0001	Special Equipment	\$15,384.60
0002	Installation Materials	\$683.08
0003	Rental Equipment	\$8,048.92
0004	Installation	\$51,940.30
0005	Travel	\$32,546.80
0006	Data	\$8,547.98
<b>Summary:</b>		<b>\$117,151.68</b>
<b>Project Total:</b>		<b>\$117,151.68</b>

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Page 1 of 7

6/13/2023

**Integrated Security Solutions, Inc. response for Maintenance and Service of Access Control and Video Management System at the Missoula Airport.**

Special Equipment									
Description	Quantity	Unit	Price	Total Price	Manhrs	Total Manhrs	SIN	Manufacturer	Model or Part Number
<b>Missoula, MT</b>									
Maintenance Technicians	4	Each	\$0.00	\$0.00	120	480.00		ISS	N/A
Ccure 9000 SSA	1	Each	\$7,326.00	\$7,326.00	0	0.00		Software House	CC9000-RESA1
Ccure to Avigilon Integration Uplift	1	Each	\$586.08	\$586.08	0	0.00		Software House	CC9000-AGN-S
ACC Enterprise Smart Plan, 1 year	300	Each	\$24.91	\$7,472.52	0	0.00		Avigilon	ACC-ENT-SMART-1YR
				<u>\$15,384.60</u>		<u>480.00</u>			

**Special Equipment - Total:** \$15,384.60

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6/13/2023

**Integrated Security Solutions, Inc. response for Maintenance and Service of Access Control and Video Management System at the Missoula Airport.**

Installation Materials						
Description	Quantity	Unit	Price	Total Price	Manhrs	Total Manhrs
<b>Missoula, MT</b>						
Misc. Consumables (drill bits, batteries, tape, etc.)	2.00	Each	\$341.54	\$683.08	0	0.00
		Missoula, MT		\$683.08		0.00
<b>Installation Materials - Total:</b>				\$683.08		

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6/13/2023

**Integrated Security Solutions, Inc. response for Maintenance and Service of Access Control and Video Management System at the Missoula Airport**

<b>RENTAL / LEASE EQUIPMENT</b>				
<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Missoula, MT</b>				
<b>Installation Support</b>				
Man Lift - 4WD 40'	2	Week	\$2,355.87	\$4,711.74
Scissor Lift	2	Week	\$828.85	\$1,657.70
			<i>SubTotal:</i>	\$6,369.44
<b>Project General</b>				
Misc. Safety Equipment (Harness, Strap)	2	Lot	\$839.74	\$1,679.48
			<i>SubTotal:</i>	\$1,679.48
			<b>Total:</b>	\$8,048.92
			<b>Rental / Lease equipment Total:</b>	8,048.92

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6/13/2023

## Integrated Security Solutions, Inc. response for Maintenance and Service of Access Control and Video Management System at the Missoula Airport.

### INSTALLATION MANHOURS

Description	Task Manhrs	Quantity	Unit	Unit Price	Total Price	Work Days	Week(s)	Per Diem Days	Months
<b>Mobilization On-Site</b>									
Sr. Security Engineer	8.00	4.00	Man-Hour	\$95.00	\$380.00	1	0.10	0.70	0.03
Jr. Security Engineer		4.00	Man-Hour	\$85.00	\$340.00	1	0.10	0.70	0.03
				<i>Subtotal:</i>	\$720.00		0.20	1.40	0.06
<b>Off-Site Project Support</b>									
Project Manager		48	Man-Hour	\$122.00	\$5,856.00				
				<i>Subtotal:</i>	\$5,856.00				
<b>Missoula, MT</b>									
Sr. Security Engineer	480.00	240	Man-Hour	\$95.00	\$22,800.00	30	6.00	42.00	1.40
Jr. Security Engineer		240	Man-Hour	\$85.00	\$20,400.00	30	6.00	42.00	1.40
				<i>Subtotal:</i>	\$43,200.00		12.00	84.00	2.80
<b>De-Mobilization On-Site</b>									
Sr. Security Engineer	8.00	4	Man-Hour	\$95.00	\$380.00	1	0.10	0.70	0.03
Jr. Security Engineer		4	Man-Hour	\$85.00	\$340.00	1	0.10	0.70	0.03
				<i>Subtotal:</i>	\$720.00		0.20	1.40	0.06
<b>ST&amp;S</b>									
On-Site ST&S		1.0	Month	\$1,515.00	\$1,444.30				
<b>Totals</b>	<b>488.00</b>				<b>Installation Manhours - Total:</b>				
					\$51,940.30				

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6/13/2023

**Integrated Security Solutions, Inc. response for Maintenance and Service of Access Control and Video Management System at the Missoula Airport.**

<b>TRAVEL</b>						
<b>Description</b>		<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>	
<b>TRAVEL</b>						
<b>Site Mobilization</b>						
	Per-Diem For Personnel	2.00	Day	\$236.00		\$472.00
	Vehicle/Fuel	0.10	Week	\$1,400.00		\$140.00
					<i>Subtotal:</i>	\$612.00
<b>Missoula, MT</b>						
	Per-Diem For Personnel	84.00	Day	\$236.00		\$19,824.00
	Vehicle/Fuel	6.00	Week	\$1,400.00		\$8,400.00
					<i>Subtotal:</i>	\$28,224.00
<b>De-Mobilization On-Site</b>						
	Plane Fare from Site	0.00	One Way	\$983.00		\$0.00
	Per-Diem For Personnel	2.00	Day	\$236.00		\$472.00
	Vehicle/Fuel	0.20	Week	\$1,400.00		\$280.00
					<i>Subtotal:</i>	\$752.00
					<b>Subtotal:</b>	\$29,588.00
					<b>G &amp; A / Margin:</b>	\$2,958.80
					<b>Travel - Total:</b>	\$32,546.80

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**Integrated Security Solutions, Inc. response for  
Maintenance and Service of Access Control and Video  
Management System at the Missoula Airport.**

<b>DATA</b>				
<b>ITEM</b>	<b>QTY</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>Accident Prevention Plan</b>	1	Copy	\$75.00	\$75.00
Data Manager	2	Man Hour	\$54.54	\$109.08
Technical Writer	30	Man Hour	\$49.49	\$1,484.70
 <b>Maintenance Schedule</b>	 1	 Copy	 \$75.00	 \$75.00
Data Manager	2	Man Hour	\$54.54	\$109.08
Technical Writer	20	Man Hour	\$49.49	\$989.80
 <b>Preventative Maintenance Test Procedures</b>	 2	 Copy	 \$60.00	 \$120.00
Data Manager	2	Man Hour	\$54.54	\$109.08
Technical Writer	20	Man Hour	\$49.49	\$989.80
 <b>Preventative Maintenance Test Report</b>	 1	 Copy	 \$75.00	 \$75.00
Data Manager	2	Man Hour	\$54.54	\$109.08
Technical Writer	40	Man Hour	\$49.49	\$1,979.60
 <b>Operator Training Lesson Plans</b>	 1	 Copy	 \$50.00	 \$50.00
Data Manager	2	Man Hour	\$54.54	\$109.08
Technical Writer	20	Man Hour	\$49.49	\$989.80
 <b>Operator Training Manual</b>	 1	 Manual	 \$75.00	 \$75.00
Data Manager	2	Man Hour	\$54.54	\$109.08
Technical Writer	20	Man Hour	\$49.49	\$989.80
<b>Data - Total:</b>				<b>\$8,547.98</b>

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

# MCAA Request for Proposal

Response Form

## Missoula County Airport Authority, Missoula, Montana

This form must be completed in full. Indicate "N/A" where appropriate. If additional room is needed for a response attach an additional sheet of paper.

### I. Contact Information

Information about the person(s) responding to this RFP. This should be the same person(s) who will be the point of contact for MCAA to reach out to in regard to this RFP.

- A. Contact Name Whitney Barr
- B. Contact Role in the Business Business Development Manager
- C. Contact Phone Number 406.755.2504 Ext. 226
- D. Contact Fax N/A
- E. Contact E-Mail Address wbarr@mtiss.com

### II. Business Information

Information about the business which the contact is responding to the RFP on behalf of.

- A. Business Name Integrated Security Solutions, Inc.
- B. Doing Business As N/A
- C. Business Type Veteran Owned Small Business
- D. Business Mailing Address

Address Line 1:	<u>108 Cooperative Way</u>
Address Line 2:	
City:	<u>Kalispell</u>
State/Province:	<u>Montana</u>
ZIP Code:	<u>59901</u>
Country:	<u>United States</u>



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

- E. Business Phone Number 406.755.2504
- F. Business Fax N/A
- G. Business E-Mail Address bizdev@mtiss.com
- H. Business Registration State Montana
- I. Business Registration Date ISS was established as an LLC 9/17/01 and incorporated on 1/23/04
- J. Business registered in the state of Montana? Yes
- K. Business Owner/Stakeholder(s) Mark Laude, Owner and President

### III. Business History

Describe a brief history of the Business entity. Note any changes in the Business’s name and ownership structure and any other dbas under which the company has been doing business. Please indicate airport experience if any.

President and Owner of Integrated Security (ISS), Marquis Laude, has been involved in electronic security systems since the late 1990s. When Marq first arrived in Kalispell, MT, he was working on the security system at Hungry Horse Dam. In 2001 it was time for him to leave, but he decided he would start his own security company to help the Hungry Horse Dam maintain their system long term. He had full intentions of spending the rest of his time, as a business owner as a one-man show. However, ISS began to grow, in 2004 Mr. Laude changed his LLC to an Incorporation. ISS benefits greatly from having such a knowledgeable leader and has grown ever since. ISS is still based in Kalispell, MT, but our work is global. ISS currently employs nearly a 100 qualified personnel to work, manage, or support these job sites.



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

IV. Business Financials

1. List three (3) credit references, including at least one banking reference.

Table with 3 columns: Reference Name, Reference Address, Reference Phone Number. Rows include First Interstate Bank, PSA Network Security, and Sensormatic Electronics, LLC.

2. Please circle Yes or No to indicate whether the Business and any joint venture or affiliate entities have ever been involved in one of the following actions:

- A. File a petition in bankruptcy court. Yes / No
B. Filed for protection from creditors in bankruptcy court. Yes / No
C. Had involuntary proceedings filed in bankruptcy court. Yes / No
D. Have an expectation of doing any of the three (3) actions above in the next six (6) months? Yes / No

3. If you have answered Yes to any of the above, please briefly describe below the circumstances and status of each occurrence.

Large empty rectangular box for describing circumstances and status of each occurrence.





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

4. Has Business defaulted on a loan or a contract or performance agreement for the delivery of services/product at an airport or other facility? Yes /  No

Empty response box with horizontal lines for text entry.

- 5. For owners of a closely held corporation: Attach a personal financial statement current within three (3) months from date of submittal.
- 6. Attach a list of any judgments against Business or any litigation pending against the Business and describe circumstances. Also list any judgments against Business which have been satisfied within the last five (5) years and explain.
- 7. Attach a list of any outstanding tax liens against the Business with an explain of each.
- 8. Business shall supply information as to whether any of its officers and/or principals have been convicted of a felony or whether the Business is currently involved in legal proceedings regarding its performance or delivery of its services to a vendor/service provider, property owner, airport owner or its agent or other party. If it is, it shall supply a brief narrative describing the situation.

### V. Conditions of Proposal Submission

Submission of Proposal constitutes a firm offer to the Authority and may be accepted by the Authority at any time prior to 120 days after the submission deadline.

### VI. Acknowledgment of the Proposal Required

This Proposal is being submitted in response to a specific Request For Proposal/Qualification supplied to the Business buy an authorized representative of the Missoula County Airport Authority.



Missoula County Airport Authority  
 5225 Broadway St West  
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Defined terms below shall have the meanings given them in the Request for Proposal.

The undersigned having:

- Carefully examined the RFP document.
- Become familiar with all terms and conditions specified in the RFP document.
- Completed answers to all forms and responded fully to the RFP document requests for information.

represents and warrants to the Authority as follows:

- The undersigned person(s) are authorized representatives of the Business.
- All information submitted by the Business in the proposal package is complete, accurate, and truthful.

*(Note: If Business is a joint venture, all joint venture partners must sign; if Business is a corporation, at least Business's president and secretary must sign.)*

**Signatures**

**Signatory 1**

Signature	<u></u>	Signatory Title	<u>President</u>
Printed Name	<u>Marquis L. Laude</u>	Date	<u>6/13/23</u>

**Signatory 2**

Signature	<u>_____</u>	Signatory Title	<u>_____</u>
Printed Name	<u>_____</u>	Date	<u>_____</u>

**Signatory 3**

Signature	<u>_____</u>	Signatory Title	<u>_____</u>
Printed Name	<u>_____</u>	Date	<u>_____</u>

**Attested By**

**Secretary**

Signature	<u></u>	Signatory Title	<u>Director of Contracting</u>
Printed Name	<u>Marcelle Nihei</u>	Date	<u>12-Jun-2023</u>

**Missoula County Airport Authority**

**Agenda Action Sheet**

Meeting Date: June 27, 2023

**1. TITLE: Purchase of one Caterpillar 938M Loader**

Review, discussion and possible authorization of staff to purchase a new Cat brand 938M wheel loader, utilizing Sourcewell Cooperative purchasing.  
Price \$268,893.00

**ACTION ITEM**

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

**3. TIME REQUIRED:** 5 Minutes

**4. BACKGROUND INFORMATION:** The airport is looking to procure a new Cat 938 wheel loader. This loader will be utilized for snow removal, as well as moving snow piles, and loading sand. We would like to take an existing 21' cupping ramp plow and mount it to the loader with a quick hitch for plowing ramps etc. This will allow us to switch between a bucket and the ramp plow quickly and efficiently. Sourcewell is an agency created to provide cooperative purchasing services for government, education and non-profit agencies. Sourcewell conducts a full and open competitive procedure, including advertisements and notice, pre-proposal conferences, and evaluation and review of proposals by a board of advisors.

**5. BUDGET INFORMATION:**  
Amount Required: \$268,893.00 included in FY 2024 Capital Budget.

**6. SUPPLEMENTAL AGENDA INFORMATION:**

**7. RECOMMENDED MOTION:** Move to approve the purchase of one Cat 938M wheel loader through Sourcewell, for an amount of \$268,893.00.

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

**9. COMMITTEE REVIEW:**

# Missoula County Airport Authority

## Agenda Action Sheet

Meeting Date: June 27, 2023

1. **TITLE:** Airport Car Condos, LLC Lease Addendum

Review, discussion and possible approval of an addendum to the lease with Airport Car Condos, LLC for the leasing of an additional 12,719 SF of bare ground for the construction and operation of additional automobile parking garage units (“car condos”).

### ACTION ITEM

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** Airport Car Condos, LLC has been conducting business with the Missoula Montana Airport since February 8<sup>th</sup>, 2002. Since that time they have expanded their facility 5 times. They are proposing a 6<sup>th</sup> expansion to the facility by leasing an additional 12,719 SF to construct additional storage units (Parcel 13-Remainder). This facility currently is located on Corporate Way adjacent to the 7/25 hangars. This lease will generate an additional \$6,412.92 in annual revenue since lease rate is \$.5042 per square foot per year.

5. **BUDGET INFORMATION:**  
Amount Required: N/A  
Budget amount available: N/A

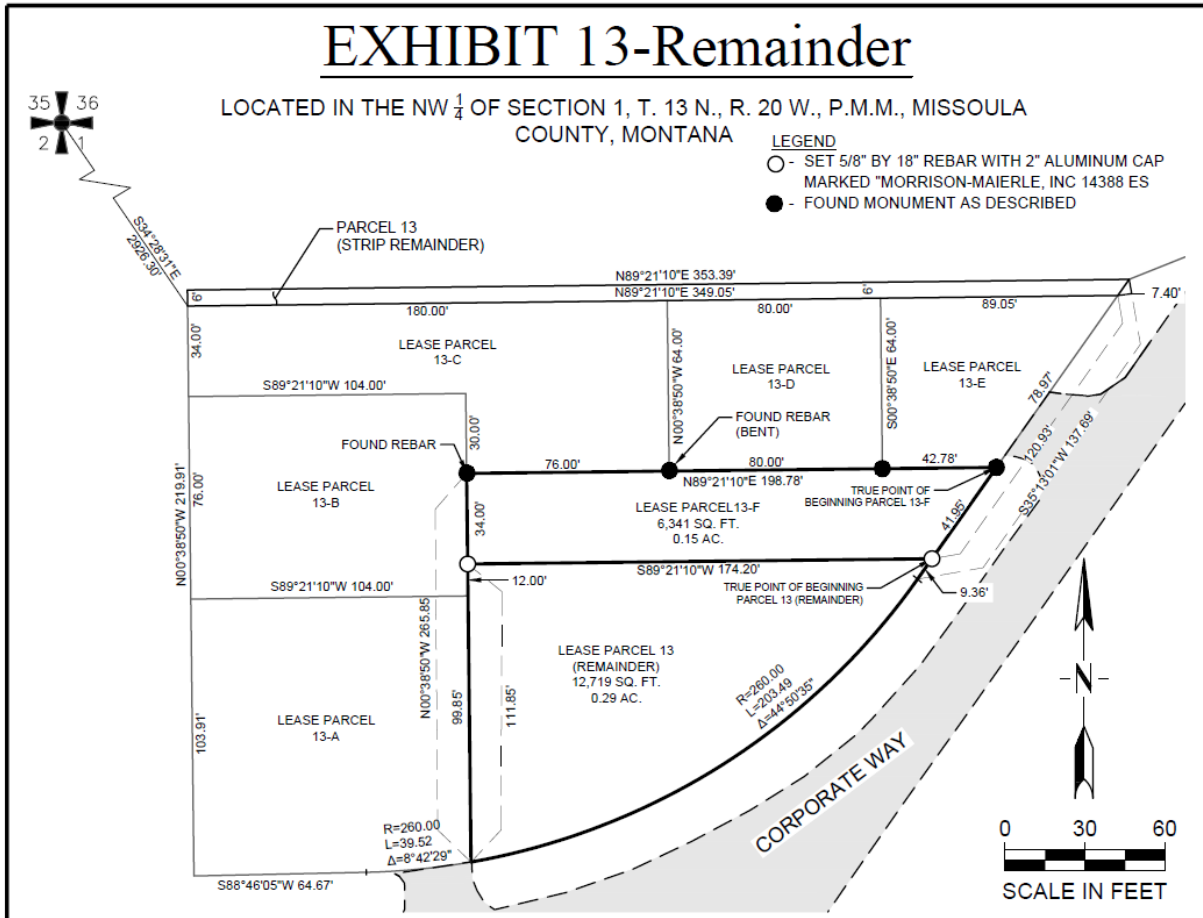
6. **SUPPLEMENTAL AGENDA INFORMATION:** Lease Addendum and Exhibit 13-Remainder

7. **RECOMMENDED MOTION:** Move to Approve the Addendum to the Lease Agreement with Airport Car Condos, LLC to include Parcel 13-Remainder.

8. **PREPARED BY:** Dan F. Neuman, Business Development Manager

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





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## ADDENDUM 2023 TO LEASE AGREEMENT

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This Addendum 2023 is entered into this 27<sup>th</sup> day of June, 2023, by and between the Missoula County Airport Authority (“the Authority”) and Airport Car Condos, LLC., a Montana Limited Liability Company (“Airport Car Condos”).

### Recitals

- A. The Authority and Airport Car Condos entered into a Lease Agreement dated October 26, 2021 (“Lease Agreement”), for the rental of property;
- B. Airport Car Condos notified the Authority that it would like to pursue Phase VI in order to construct more units;
- C. The Authority has property available for lease adjacent to Airport Car Condos currently Leased Property and desires to lease that property to Airport Car Condos;
- D. Airport Car Condos LLC. is in compliance with the Primary Guiding Documents, is current in payment of all rents, fees and other sums accruing under the Lease Agreement, and is not in default of any provision of the Lease Agreement;

NOW THEREFORE, the Authority and Airport Car Condos LLC. agree to amend the Lease Agreement with the following changed terms:

1. Section 3 of the Lease Agreement, Leased Property, is hereby replaced with the following:

The property leased shall consist of the following:

- a. Lease Parcel 13-A consisting of 10,712 square feet;
- b. Lease Parcel 13-B consisting of 7,904 square feet;
- c. Lease Parcel 13-C consisting of 8,400 square feet;
- d. Lease Parcel 13-D consisting of 5,120 square feet;
- e. Lease Parcel 13-E consisting of 6,341 square feet; and
- f. Lease Parcel 13-Remainder consisting of 12,719 square feet.

All references in the Lease Agreement to the Leased Property shall apply to the parcels listed above and shown on Exhibit A.

2. The effective date of this Addendum and the transfer of possession of Parcel 13-Remainder is August 1, 2023.
3. This Addendum contains the entire understanding of the parties with respect to the amendment of the Lease Agreement. All terms of the Lease 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 Lease Agreement, the terms of the Addendum will govern.

MISSOULA COUNTY AIRPORT AUTHORITY

AIRPORT CAR CONDOS LLC.

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

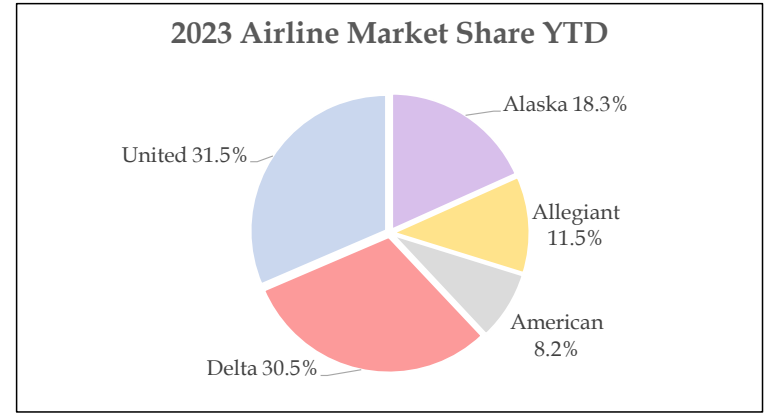
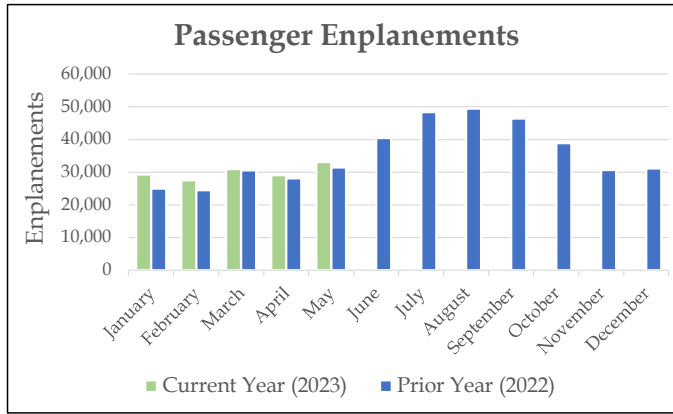
By: \_\_\_\_\_  
Dale W. Haarr

**Summary**

- Strong load factors ramping up for summer  
-Record high LF for May 2023
- 2022 year end enplanements were (-6%) vs. 2019 record enplanements

**Air Service Highlights**

- Delta MSP midday turn resumes June 24th
- American overnight to DFW resumes July 6th
- 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	661	0	0	0	0	0	0	0	0	2,948
Air Taxi	364	371	380	367	444	0	0	0	0	0	0	0	0	1,926	-6%
GA	843	727	1030	1251	1632	0	0	0	0	0	0	0	0	5,483	-6%
Military	46	137	96	29	56	0	0	0	0	0	0	0	0	364	33%
Civil	794	824	983	762	1081	0	0	0	0	0	0	0	0	4,444	-18%
Total	2023	2,617	2,594	3,106	2,974	3,874	0	0	0	0	0	0	0	15,165	-7%
	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	6,091	0	0	0	0	0	0	0	0	27,374
Allegiant	3,619	3,582	4,029	2,644	3,395	0	0	0	0	0	0	0	0	17,269	5%
American	2,652	3,333	2,086	2,082	2,128	0	0	0	0	0	0	0	0	12,281	-6%
Delta	8,746	7,657	9,789	9,516	10,043	0	0	0	0	0	0	0	0	45,751	-5%
United	8,457	7,941	9,482	9,784	11,457	0	0	0	0	0	0	0	0	47,121	29%
Charters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-100%
Total	2023	29,251	27,468	30,928	29,035	33,114	0	0	0	0	0	0	0	149,796	7%
	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%	86.4%								84.2%	
	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	6,099	0	0	0	0	0	0	0	0	27,179
Allegiant	3,330	3,664	3,971	2,191	3,566	0	0	0	0	0	0	0	0	16,722	2%
American	2,160	3,228	1,856	1,924	2,091	0	0	0	0	0	0	0	0	11,259	-9%
Delta	8,458	7,606	9,582	9,338	10,526	0	0	0	0	0	0	0	0	45,510	-5%
United	8,095	8,274	9,570	10,259	12,326	0	0	0	0	0	0	0	0	48,524	29%
Charters	0	24	0	0	0	0	0	0	0	0	0	0	0	24	-79%
Total	2023	27,338	27,778	30,782	28,712	34,608	0	0	0	0	0	0	0	149,218	7%
	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	67,722	0	0	0	0	0	0	0	299,014	7%
	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