

Missoula County Airport Authority Special Board Meeting

DATE: Friday, June 9, 2023
TIME: 12:00 p.m.
PLACE: Johnson Bell Board Room – Airport Terminal

PLEASE NOTE: This meeting will be in a hybrid format.

Members of the public can call in and connect digitally to the meeting using the information below and will have the opportunity to comment prior to any vote of the Board as well as on any item not before the Board at the beginning of the meeting.

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

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

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 225 112 810 136

Passcode: kVkbgt

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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.

New Business

- Approve FAA Grant Entitlement Transfer from Deer Lodge for approximately \$565,000 – Brian Ellestad
- FAA Grant AIP-086 Pre-approval – Brian Ellestad

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

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: June 9, 2023

1. TITLE: Transfer of Entitlements

Review, discussion and possible approval of the transfer of grant funds from/to Deer Lodge Airport. **ACTION ITEM**

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

3. TIME REQUIRED: 10 Minutes

4. BACKGROUND INFORMATION: Deer Lodge Airport has entitlement funds that are due to expire. In order to keep the federal funds from expiring from Deer Lodge and the region, the FAA has asked if we can accept additional entitlement funds this fiscal year, and then return the same funds to Deer Lodge in FY-24.

It is common practice in the Northwest Mountain Region for airport sponsors to help each other balance their surplus or shortfall of entitlement funds. Typically, this is done when additional funds are needed to complete a project, but occasionally the case of expiring funds happens. In the past 5-years the Missoula Montana Airport has transferred funds to/from the Butte Airport and most recently with the West Yellowstone Airport.

We are requesting approval to accept \$565,851 in entitlements from Deer Lodge Airport that will be included with the AIP-086 grant application. In turn, we are requesting approval to return \$565,851 from next year's entitlements to Deer Lodge Airport.

By doing this, we are simply moving forward federal funds programmed for next year on the terminal project into this fiscal year. There is no detrimental impact on our finances. In fact, moving these federal funds forward will improve our cash flow for the terminal project.

5. BUDGET INFORMATION: By using these funds rather than incurring debt for the terminal project, MCAA will reduce our interest expense by approximately \$23,800.

6. SUPPLEMENTAL AGENDA INFORMATION: See entitlement transfer documents

7. RECOMMENDED MOTION: Move to accept the entitlement transfer from Deer Lodge Airport in the total amount of \$568,851 and the reciprocal agreement to return said funds to Deer Lodge Airport in the next fiscal year.

8. PREPARED BY: Brian Ellestad

9. COMMITTEE REVIEW: None.



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-110, Request for FAA Approval of Agreement for Transfer of Entitlements

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Request for FAA Approval of Agreement for Transfer of Entitlements

In accordance with 49 USC § 47117(c)(2),

Name of Transferring Sponsor: Powell County and City of Deer Lodge

hereby waives receipt of the following amount of funds apportioned to it under 49 USC § 47114(c) for

the: Name of Transferring Airport (and LOCID): Deer Lodge City - County Airport (38S)

for each fiscal year listed below:

Entitlement Type (Passenger, Cargo or Nonprimary)	Fiscal Year	Amount
Nonprimary	2020	\$ 115,851.00
Nonprimary	2021	\$ 150,000.00
Nonprimary	2022	\$ 150,000.00
Nonprimary	2023	\$ 150,000.00
Total		\$ 565,851.00

The Federal Aviation Administration has determined that the waived amount will be made available to:

Name of Airport (and LOCID) Receiving Transferred Entitlements:

Missoula Montana Airport (MSO)

Name of Receiving Airport's Sponsor: Missoula County Airport Authority

a public use airport in the same state or geographical areas as the transferring airport for eligible projects under 49 USC § 47104(a).

The waiver expires on the earlier of 09/30/2023 (date) or when the availability of apportioned funds lapses under 49 USC § 47117(b).

For the United States of America, Federal Aviation Administration:

Signature: _____

Name:

Title:

Date:

Certification of Transferring Sponsor

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

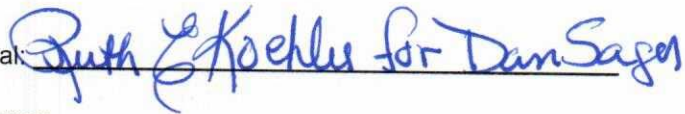
Executed on this 7 day of June, 2023

Name of Sponsor: Powell County

Name of Sponsor's Authorized Official: Dan Sager

Title of Sponsor's Authorized Official: Commission Chair

Signature of Sponsor's Authorized Official:

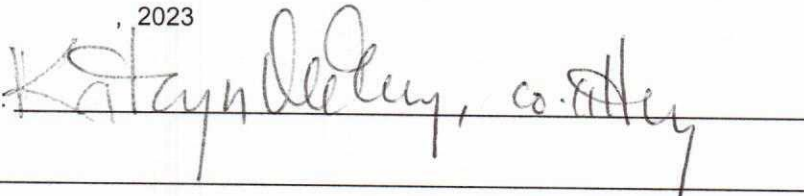


Certificate of Transferring Sponsor's Attorney

I, Kathryn McEnery, acting as Attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing Agreement under the laws of the state of Montana. Further, I have examined the foregoing Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said state and 49 USC § 47101, et seq.

Dated at Deer Lodge, Montana (City, State),
this 7 day of June, 2023

Signature of Sponsor's Attorney:



Certification of Transferring Sponsor

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this 7 day of June, 2023

Name of Sponsor: City of Deer Lodge

Name of Sponsor's Authorized Official: James Jess

Title of Sponsor's Authorized Official: Mayor

Signature of Sponsor's Authorized Official: _____

Certificate of Transferring Sponsor's Attorney

I, _____, acting as Attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing Agreement under the laws of the state of Montana. Further, I have examined the foregoing Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said state and 49 USC § 47101, et seq.

Dated at _____ (City, State),
this _____ day of _____,

Signature of Sponsor's Attorney: _____



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-110, Request for FAA Approval of Agreement for Transfer of Entitlements

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

Request for FAA Approval of Agreement for Transfer of Entitlements

In accordance with 49 USC § 47117(c)(2),

Name of Transferring Sponsor: Missoula County Airport Authority

hereby waives receipt of the following amount of funds apportioned to it under 49 USC § 47114(c) for

the: Name of Transferring Airport (and LOCID): Missoula Montana Airport (MSO)

for each fiscal year listed below:

Entitlement Type (Passenger, Cargo or Nonprimary)	Fiscal Year	Amount
Primary	2024	\$ 585,851.00
Total		\$ 565,851.00

The Federal Aviation Administration has determined that the waived amount will be made available to:

Name of Airport (and LOCID) Receiving Transferred Entitlements:

Deer Lodge City - County Airport (38S)

Name of Receiving Airport's Sponsor: Powell County and City of Deer Lodge

a public use airport in the same state or geographical areas as the transferring airport for eligible projects under 49 USC § 47104(a).

The waiver expires on the earlier of 09/30/2024 (date) or when the availability of apportioned funds lapses under 49 USC § 47117(b).

For the United States of America, Federal Aviation Administration:

Signature: _____

Name:

Title:

Date:

Certification of Transferring Sponsor

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this _____ day of _____,

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

Signature of Sponsor's Authorized Official: _____

Certificate of Transferring Sponsor's Attorney

I, _____, acting as Attorney for the Sponsor do hereby certify that in my opinion the Sponsor is empowered to enter into the foregoing Agreement under the laws of the state of _____. Further, I have examined the foregoing Agreement and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said state and 49 USC § 47101, et seq.

Dated at _____ (City, State),
this _____ day of _____,

Signature of Sponsor's Attorney: _____

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: June 9, 2023

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

Review, discussion and possible pre-approval of the grant offers for AIP-086 and its associated project. **ACTION ITEM**
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 10 Minutes
4. **BACKGROUND INFORMATION:** A grant application will be submitted to the FAA next week to help with funding for the terminal project. This grant has a very quick turnaround as it will also include entitlements transferred from the Deer Lodge Airport. Therefore it is anticipated the grant offer will be sent in the upcoming week(s) as well. The FAA requires a quick turn around on grant offers, and we do not think the timing to accept that grant will time out with the June Board Meeting, We are requesting pre-approval on:

AIP-3-30-0056-086-2023
 - East Concourse Terminal Building (Construction and Construction Services)
5. **BUDGET INFORMATION:**
AIP-086 Grant Offer = \$2,340,936
MSO Matching Share = \$817,967
6. **SUPPLEMENTAL AGENDA INFORMATION:** See estimated project cost breakdown
7. **RECOMMENDED MOTION:** Move to pre-authorize 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.
8. **PREPARED BY:** Brian Ellestad
9. **COMMITTEE REVIEW:** None.



NEW PASSENGER TERMINAL BUILDING (EAST CONCOURSE)					
	Total Project Cost	ACTUAL AIP-081-2022	ACTUAL AIP-085-2023	ESTIMATED AIP-086-2023	REMAINING
ADMINISTRATION					
Independent Fee Review (MM TO-43)	\$ 3,200.00	\$ 3,200.00	\$ -	\$ -	\$ -
Subtotal Administration	\$ 3,200.00	\$ 3,200.00	\$ -	\$ -	\$ -
ENGINEERING					
Task Order-43 (Constr. Mng't Services)	\$ 2,150,000.00	\$ 700,000.00	\$ 245,000.00	\$ 150,000.00	\$ 1,055,000.00
Subtotal Planning	\$ 2,150,000.00	\$ 700,000.00	\$ 245,000.00	\$ 150,000.00	\$ 1,055,000.00
CONSTRUCTION					
Contract Amend #24 (Construction)	\$ 42,330,275.00	\$ 14,140,403.00	\$ 4,900,000.00	\$ 3,008,903.00	\$ 20,280,969.00
Subtotal Construction	\$ 42,330,275.00	\$ 14,140,403.00	\$ 4,900,000.00	\$ 3,008,903.00	\$ 20,280,969.00
TOTAL PROJECT COSTS	\$ 44,483,475.00	\$ 14,843,603.00	\$ 5,145,000.00	\$ 3,158,903.00	\$ 21,335,969.00
Total Administration	\$ 3,200.00	\$ 3,200.00	\$ -	\$ -	\$ -
Total Engineering	\$ 2,150,000.00	\$ 700,000.00	\$ 245,000.00	\$ 150,000.00	\$ 1,055,000.00
Total Construction	\$ 42,330,275.00	\$ 14,140,403.00	\$ 4,900,000.00	\$ 3,008,903.00	\$ 20,280,969.00
Total Project Costs	\$ 44,483,475.00	\$ 14,843,603.00	\$ 5,145,000.00	\$ 3,158,903.00	\$ 21,335,969.00
Federal Share (82.34% of 90%)	\$32,964,923.00	\$11,000,000.00	\$3,809,741.00	\$2,340,936.00	\$15,811,233.00
Local Share (17.66% share)	\$11,518,552.00	\$3,843,603.00	\$1,335,259.00	\$817,967.00	\$5,524,736.00