

MISSOULA COUNTY AIRPORT AUTHORITY  
Regular Board Meeting  
October 31, 2023  
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD:

Chair Larry Anderson  
Vice Chair Winton Kemmis  
Secretary/Treasurer Deb Poteet (Call In)  
Commissioner Adriane Beck  
Commissioner Shane Stack  
Commissioner Matthew Doucette  
Alternate Commissioner Pat Boyle  
Alternate Commissioner David Bell (Call In)  
Honorary Commissioner Jack Meyer (Call In)

STAFF:

Director Brian Ellestad  
Deputy Director Tim Damrow  
Director of Finance and Administration Will Parnell  
Legal Counsel Lynn Fagan  
Business Development Manager Dan Neuman  
IT Specialist Dylan O'Leary

OTHERS:

Accounting Clerk Brianna Brewer  
Gary Matson, Runway 25 Hangars  
Cole Jensen, Martel Construction

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

Legal Counsel 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: Commissioner Shane Stack moved to seat Alternate Commissioner Pat Boyle

Second: Vice Chair Winton Kemmis

Vote: Motion Passed Unanimously

AGENDA

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

Second: 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 were none.

### MINUTES

Chair Larry Anderson asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated September 26, 2023, and the Special Board meeting dated October 6, 2023. There were none.

Motion: Vice Chair Winton Kemmis moved to approve the minutes of Regular Board Meeting dated September 26, 2023, and the Special Board meeting dated October 6, 2023.

Second: Commissioner Matthew Doucette

Vote: Motion Passed Unanimously

### CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell noted that 60% of the project expenses will be submitted to the FAA for reimbursement. Of the operating expenses, Will noted that a check to Moss Adams for \$45,000 is for the Fiscal Year 2023 audit. A check in the amount of \$50,445 is for deice material. Will noted that staff saved approximately \$1,680 by ordering in bulk. Will also reminded the Board that there will be a Finance Committee meeting on November 13<sup>th</sup> to review the draft audit report.

Chair Larry Anderson asked if there were any Board questions or public comments regarding the Claims for Payment. There were no questions or comments.

Motion: Commissioner Adriane Beck moved to approve the Claims for Payment

Second: Commissioner Matthew Doucette

Vote: Motion Passed Unanimously

### FINANCIAL REPORT

Director of Finance and Administration Will Parnell noted that the Profit & Loss schedule shows that parking revenue has increased by approximately \$147,000 or 26% as compared to the same period last year. Revenues and expenses are currently 35% and 22% of the annual operating budget, respectively. Will also reported that no money was drawn from the series 2022 note in September.

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

Motion: Alternate Commissioner Pat Boyle moved to approve the Financial Report as presented.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

### DIRECTOR'S REPORT

Airport Director Brian Ellestad reported that September passenger numbers were neck and neck with last year. Brian also stated that the new service announced for Sun Country was a direct result of the air service conference that was held in Missoula recently. Sun Country will have two weekly round-trips to Minneapolis next summer. Brian noted that Sun Country doubled their flights in the second year in Kalispell.

Brian reported that staff has submitted a grant application for Phase 3. Seventy-two applications were received from small hubs. Brian and Deputy Director Tim Damrow, along with Chair Larry Anderson and Vice Chair Winton Kemmis will be traveling to Helena later this week to attend a conference where Morrison-Maierle will receive an award for Engineering Excellence related to their work on Phase 1 of the terminal.

Deputy Director Tim Damrow gave a construction update, noting that vertical construction on Phase 2 of the terminal project is underway. Concrete floors are going in now. However, the cold weather has slowed things down a bit.

### LEGAL REPORT

Legal Counsel Lynn Fagan stated that she attended the annual AAE legal conference in Washington DC last week. There was a lot of discussion on cybersecurity and the TSA employee screening amendment, as well as environmental concerns. There was also discussion of a draft Land Use Policy that the FAA has issued. The draft policy would require the FAA to approve all airport lease agreements. However, they have received many comments on this issue and there is hope that it will not be included in the final policy.

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 October 31, 2023, to review the Board agenda.

Finance Committee: No Activity

Business Development: No Activity

Contract & Lease Committee: No Activity

Facility & Operations Committee: Met October 19, 2023

Marketing Committee: No Activity

General Aviation Committee: No Activity

Legislative Committee: No Activity

### UNFINISHED BUSINESS

#### MCAA Resolution No. 2024-02 Authorizing the Waiving of Fees for Air Carriers and New Markets

Airport Director Brian Ellestad explained that in reviewing Resolution No. 2023-04, he noticed that new entrants into the market were not included in the groundhandling credit. This Resolution includes "New Entrants" as being eligible to receive incentives for new year-round or seasonal service. Brian explained that the groundhandling credit is new to our incentive program. In the past, a marketing credit was offered in addition to free ground handling if MSO provided the

service. Brian explained that the proposal is more even-handed as airlines can receive the credit no matter who is providing Groundhandling services. Alternate Commissioner Pat Boyle asked what amount was offered for the marketing credit. Brian responded that it was \$25,000 or \$50,000 depending on whether the service was year-round or seasonal.

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 MCAA Resolution No. 2024-02 Authorizing the Waiving of Fees for Air Carriers and New Markets

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

#### Discussion Items

Chair Larry Anderson noted that the next Board meeting will be in the same hybrid format on November 28<sup>th</sup> at 1:30 p.m.

Meeting Adjourned.