

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
January 30, 2024
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD: Chair Winton Kemmis
Vice Chair Deb Poteet
Secretary/Treasurer Pat Boyle
Commissioner Larry Anderson
Commissioner Adriane Beck
Commissioner Matthew Doucette (Call In)
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
Ground Handling Manager Andrew Bailey
Compliance Officer Jesse Johnson
IT Specialist Dylan O’Leary
Accounting Clerk Brianna Brewer

OTHERS: Cole Jensen, Martel Construction
Travis Frey, Martel Construction

Chair Winton Kemmis 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 Winton Kemmis noted that an Alternate Commissioner needed to be seated.

Motion: Vice Chair Deb Poteet moved to seat Alternate Commissioner David Bell

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

AGENDA

Chair Winton Kemmis asked if there were any changes to the agenda. Legal Counsel Lynn Fagan asked that the agenda item “Optional Redemption of Series 2019A Debt with First Security Bank” be tabled. Lynn explained that staff was waiting for an amortization schedule from the bank.

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

Second: Commissioner Larry Anderson

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD

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

Chair Winton Kemmis then explained that this year he would be asking the Board members to introduce themselves during the meetings. Winton started this off by introducing himself.

MINUTES

Chair Larry Anderson asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated December 19, 2023. There were none.

Motion: Commissioner Adriane Beck moved to approve the minutes of Regular Board Meeting dated December 19, 2023.

Second: Commissioner Larry Anderson

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell explained

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

Motion: Secretary/Treasurer Pat Boyle moved to approve the Claims for Payment

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Director of Finance and Administration Will Parnell

Chair Winton Kemmis asked if there were any Board questions or public comments regarding the Financial Report. There were no questions or comments.

Motion: Vice Chair Deb Poteet moved to approve the Claims for Payment

Second: Secretary/Treasurer Pat Boyle

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad noted

Deputy Director Tim Damrow gave a construction update. Overall, construction is progressing.

Chair Winton Kemmis asked if there were any Board questions or public comments regarding the Director's Report. There were no questions or comments.

LEGAL REPORT

Legal Counsel Lynn Fagan

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

COMMITTEE UPDATES

Executive Committee: Met January 30, 2024, to review the Board agenda.

Finance Committee: Met January 11, 2024

Business Development: No Activity

Contract & Lease Committee: No Activity

Facility & Operations Committee: No Activity

Marketing Committee: No Activity

General Aviation Committee: Met January 18, 2024

Legislative Committee: No Activity

UNFINISHED BUSINESS

Minuteman FBO Lease Addendum, Minuteman East Lease Agreement and Life Flight Lease Agreement

Motion: Commissioner Larry Anderson moved to approve the Minuteman FBO Lease Addendum, Minuteman East Lease Agreement and Life Flight Lease Agreement.

Second: Commissioner Jeff Roth

Abstention: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

NEW BUSINESS

Approval of Title VI Plan

Legal Counsel Lynn Fagan explained that

Chair Winton Kemmis asked if there were any Board questions or public comments. There were no questions or comments.

Motion: Secretary/Treasurer Pat Boyle moved to approve the Title VI Plan as presented.

Second: Vice Chair Deb Poteet

Vote: Motion Passed Unanimously

Ailevon Pacific Task Order – Small Community Air Service grant

There were no other questions or comments.

Motion: Alternate Commissioner David Bell moved to approve

Second: Secretary/Treasurer Pat Boyle

Vote: Motion Passed Unanimously

Purchase of Kubota for Groundhandling Department

Chair Winton Kemmis asked if there were any Board questions or public comments. There were no questions or comments.

Motion: Commissioner Larry Anderson moved to authorize the purchase of a Kubota for the Groundhandling department

Second: Alternate Commissioner David Bell

Vote: Motion Passed Unanimously

Discussion Items

Chair Winton Kemmis noted that the next Board meeting will be in the same hybrid format on February 27th at 1:30 p.m.

Meeting Adjourned.