

Missoula County Airport Authority Regular Board Meeting

DATE: Tuesday, May 28, 2024
TIME: 1:30 p.m.
PLACE: Johnson Bell Board Room – Airport Terminal

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

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

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

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

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 266 456 298 882

Passcode: JtfCxe

Or call in (audio only)

[+1 332-249-0710](tel:+13322490710).,857565796# United States, New York City

Phone Conference ID: 857 565 796#

- Chair to call the meeting to order.
 - Advise the Public the meeting is being recorded.
 - Roll Call
 - Seating of Alternate Commissioner if needed.
 - Approval of the Agenda.
- Public Comment.
- Review and approve the minutes of the Regular Board meeting dated April 23, 2024. **Pg 3**
- Approval of Claims for Payment – Will Parnell **Pg 10**
- Financial Report – Will Parnell **Pg 15**
- Director's Report – Brian Ellestad **Pg 34**
- Legal Report – Lynn Fagan
- Committee Updates –
 - Business Development Committee: No Activity
 - Contract and Lease Committee: No Activity
 - Executive Committee: Met May 28, 2024
 - 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

- Phase 2 FFE/Signage Package – Tim Damrow **Pg 36**
- Martel Contract Deductive Change Order– Tim Damrow **Pg 57**
- Martel Contract Amendment No. 26 – Phase 3 Guaranteed Maximum Price – Brian Ellestad **Pg 60**
- Morrison-Maierle Task Order No. 62 – Master Agreement for Professional Engineering Services – Brian Ellestad **Pg 70**
- Parking Management Agreement – LAZ Parking – Lynn Fagan **Pg 81**

New Business

- MCAA Resolution No. 2024-04 Setting Ground Rent for Aviation Leases – Lynn Fagan **Pg 99**
- MCAA Resolution No. 2024-05 Non-Signatory Air Carrier Use Fees – Lynn Fagan **Pg 101**
- Fiscal Year 2025 Budget – Will Parnell **Pg 115**
- State Audit Contract and Engagement Letter – Will Parnell **Pg 125**
- Parking Equipment Purchase – Tim Damrow **Pg 156**
- Veoci contract renewal – Jesse Johnson **Pg 183**
- Approval for Airport Director to accept FAA Grants AIP-088 and AIP-089 – Brian Ellestad **Pg 186**

Information/Discussion Item(s)

- Presentation by Missoula City Parks Department

June Board Meeting – Tuesday, June 25, 2024, 1:30 p.m.

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
April 23, 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 Shane Stack via MS Teams for first half hour
Commissioner Matthew Doucette
Alternate Commissioner Jack Meyer via MS Teams

STAFF: Director Brian Ellestad
Deputy Director Tim Damrow
Director of Finance and Administration Will Parnell
Legal Counsel Lynn Fagan
Business Development Manager Dan Neuman
Public Safety Chief Justin Shaffer
Ground Handling Manager Andrew Bailey
HR Generalist Nikki Munro
Compliance Officer Jesse Johnson
IT Specialist Dylan O'Leary
Accounting Clerk Brianna Brewer

OTHERS: Gary Matson, Runway 25 Hangars
Travis Frey, Martel Construction
Martin Kidston, Missoula Current
Nick Terlecki, Gallagher Insurance
Kim Zastrow, Gallagher Insurance
Bryan Burnett, LAZ Parking

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 no Alternate Commissioner needed to be seated.

AGENDA

Chair Winton Kemmis asked if there were any changes to the agenda. There were none.

Motion: Commissioner Adriane Beck moved to approve the agenda.

Second: Vice Chair Deb Poteet

Vote: Motion Passed Unanimously

Vice Chair Deb Poteet introduced herself. Deb shared personal anecdotes about her family and discussed the importance of safety for workers and the public.

PUBLIC COMMENT PERIOD

Chair Winton Kemmis asked if there was any public comment on items not on the Board's agenda. There was none. Winton welcomed back Jack Meyer as an Alternate Commissioner on the Board.

MINUTES

Chair Winton Kemmis asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated March 26, 2024. There were none.

Motion: Vice Chair Deb Poteet moved to approve the minutes of Regular Board Meeting dated March 26, 2024.

Second: Secretary/Treasurer Pat Boyle

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell presented the Claims for Payment. Will first stated that there is no financial report this month as a result of moving the meeting up a week. Starting with project expenses, during the month of March 2024, MCAA incurred approximately \$1.5 million in project expenses. March project expenses will be paid in the next few days and are presented as accounts payable projects on the balance sheet. Of the \$1.5 million in project expenses, approximately 71% has been submitted to the FAA for reimbursement. The remaining project expenses of approximately \$446,000 will be paid with reserves and debt.

There were a few non-recurring and/or significant payables incurred over the reporting period. The first was related to Big Sky Kubota in the amount of \$22,591.82 for a utility vehicle used by the Ground Handling Department. As the cost of the asset is more than MSO's capitalization threshold, which is \$15,000, the Kubota will be capitalized and recorded as a fixed asset. The Board reviewed and approved the purchase during the January 2024 regular meeting. The second item is a payment to KONE in the amount of \$42,173.64 for an annual elevator and escalator maintenance agreement. The agreement is for the period of March 1, 2024, through February 2025. The expense is recorded as a prepaid asset and will be amortized over the term of the agreement. The final item is a payment to Northwest Energy in the amount of \$80,821.03. That is not all related to utility expense for the month of March; \$24,680 of that is related to time and labor for a new electric service related to the rental lot modification project. The amount will be recorded as construction in progress until the project is substantially complete.

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 Larry Anderson

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad presented his report to the Board. Brian stated that there was a great open house for the Master Plan. Close to one hundred people attended. Typically, at an airport master plan meeting, the attendance is between 10 and 20 people. Brian thanked all the Morrison-Maierle staff who attended the open house and did a great job.

Brian noted that Frontier will start its new service from MSO to Denver on May 2nd. Staff will send out a press release and media advisory. At 10 a.m., there will be a press conference up in the gate area and staff will escort media up there.

Deputy Director Tim Damrow attended an air service conference recently. One of the comments from a carrier was that they would not have considered MSO if they hadn't attended the Air Service Rendezvous. If you remember, our staff started the Rendezvous several years ago to actually get airline representatives out to Montana to see what the area has to offer. This comment just validates staff's belief in the importance of getting people here.

Deputy Director Tim Damrow gave a construction update. We are seeing big progress on the roof and exterior siding is well underway. Activity is now shifting towards the inside where we're starting to see more of the trades or electrical, mechanical, plumbing all coming together, getting all their particular components in. Work is also underway to resurface what was the old rental car lot and preparing that area for exit and access control systems.

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

LEGAL REPORT

Legal Counsel Lynn Fagan presented her report to the Board. Lynn updated the Board on her retirement plans. The Legal Counsel position has been posted and six applications have been received to date. Lynn stated that her plan was to stay on part-time beginning July 1st until the new hire is up to speed.

Lynn also mentioned that there is a Request for Proposals out for operating the ATMs in the terminal. Lynn also mentioned that next month will be a full agenda as staff will have the Fiscal Year 2025 budget on the agenda as well as annual rate increase resolutions.

Chair Winton Kemmis asked if there were any Board questions or public comments regarding the Legal Report.

There were no other questions or comments.

COMMITTEE UPDATES

Executive Committee: Met May 28, 2024, 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

Landlord's Release and Consent – East LZ Hangars

Legal Counsel Lynn Fagan presented this item to the Board. Homestead Hangars, LLC, owned by Todd Donahue, built a hangar on airport in 2016 on property leased from MCAA. The lease permitted Homestead to convert the individual hangars to condominium units and in 2017, the Lease was assigned to the East LZ Hangar Owners Association. One of the units was recently purchased by Hanson Properties, LLC. First Security Bank is financing the purchase and is requesting that MCAA consent to the Landlord's Release and Consent Agreement. This is a standard lender agreement which acknowledges the lender's superior security interest in the Collateral (the hangar) and requires MCAA to give notice to the Lender in case of default by the Lessee. Per the lease, the Lessee is not prohibited from granting consensual mortgages and/or liens on its leasehold interest and any structures placed on the Leased Property, provided that Lessee first obtains MCAA's written approval. Staff has no objection and is recommending approval.

Chair Winton Kemmis asked if there were any Board questions or public comments.

There were no other questions or comments.

Motion: Commissioner Larry Anderson moved to approve the Landlord's Release and Consent Agreement between MCAA and First Security Bank with East LZ Hangars Owners Association as the Tenant.

Second: Commissioner Matthew Doucette

Secretary Pat Boyle recused himself from the vote.

Vote: Motion Passed

Allegiant Ground Handling Contract Amendment

Ground Handling Manager Andrew Bailey presented this item. Missoula Airport has been ground handling Allegiant Airlines since 2009. In that time, we had various adjustments to the contract and contract price. The last rate adjustment to this contract was made in 2017. This amendment raises our current rate from \$590 to \$695 per turn and includes an hourly rate of \$185 for delays past one hour. Allegiant has approved this increase to be effective on June 1, 2024.

Chair Winton Kemmis asked if there were any Board questions or public comments. Commissioner Larry Anderson asked if it was standard to include a rate for delays. Andrew responded that it was. There were no other questions.

Motion: Commissioner Matthew Doucette moved to approve a contract amendment with Allegiant Air increasing the price to \$695 per turn.

Second: Vice Chair Deb Poteet

Vote: Motion Passed Unanimously

NEW BUSINESS

Sun Country Ground Handling Agreement

Ground Handling Manager Andrew Bailey presented this item to the Board. Missoula Airport has negotiated a contract to provide Ground Handling Services for Sun Country's entrance into the Missoula market in June of 2024. We have agreed to a turn rate of \$750. In addition, we have negotiated an hourly rate to cover late operations of \$185 per hour after the first hour of delay and also rates for deicing services.

Chair Winton Kemmis asked if there were any Board questions or public comments. Commissioner Matthew Doucette asked how staffing for the summer looked. Andrew replied that it looked good as he had hired 20 people in the last six weeks.

Commissioner Larry Anderson asked if the Sun Country flights were all mainline jets. Andrew responded that they were all 737s.

There were no other questions or comments.

Motion: Commissioner Matthew Doucette moved to approve a contract with Sun Country Airlines as presented.

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

Chair Winton Kemmis noted that Commissioner Shane Stack had to leave the meeting early and requested a motion to seat Alternate Commissioner Jack Meyer.

Motion: Commissioner Matthew Doucette moved to seat Alternate Commissioner Jack Meyer.

Second: Commissioner Larry Anderson

Vote: Motion Passed Unanimously

Award of Parking Management RFP

Airport Director Brian Ellestad presented this item. Brian explained that Republic Parking, our current parking concessionaire, has been under contract since 1999 and has had several extensions over the years with an end date of June 30, 2024. We went out for RFP and received 4 proposals. We received proposals from SP Plus Corporation, Republic Parking, LAZ Parking and Parking Concepts. Staff reviewed, shortlisted and brought in Parking Concepts and LAZ Parking for onsite interviews on April 8th. Both companies had very good proposals, but LAZ Parking is the staff's recommendation due to lowest cost, strong track record among peer airports and company resources. If approved, staff will follow up with contract negotiations and we will utilize LAZ Parking to help in the selection and implementation of new parking lot equipment. The contract will be brought to the Board next month. Brian also mentioned that Bryan Burnett from LAZ Parking was present at the meeting. Bryan is here meeting with staff and would be happy to answer any questions.

Chair Winton Kemmis asked if there were any Board questions or public comments. Commissioner Larry Anderson asked Bryan Burnett what he sees as the biggest challenge with

parking at airports. Bryan responded that the number one concern is how to spread the inventory through the different lots, long-term, short-term and economy. Pricing and signage are the two important factors to assist.

Commissioner Matthew Doucette mentioned that several years ago, Republic did a presentation for the Board and stated that public parking demand would be decreasing. The presentation mentioned self-driving cars and Uber as driving that decreased need. Matthew asked Bryan if he was aware of that study, because it seems as if MSO's parking needs have increased. Bryan responded that he was not aware of a study like that and their experience, operating in 33 airports nationwide, parking needs have certainly increased, even where enplanements have stayed steady. Bryan also opined that ride-shares were more affordable previously and their prices have increased over time.

Motion: Vice Chair Deb Poteet moved to award Parking Management RFP to LAZ Parking.

Second: Secretary/Treasurer Pat Boyle

Vote: Motion Passed Unanimously

Parking Rate Resolution

Deputy Director Tim Damrow presented this item. Republic Parking has had a lease agreement at MSO to operate the parking lot since 1999. Under that agreement, Republic and MCAA were required to review parking rates and mutually agree on increases. Those increases were brought to the Board for approval. Our parking rate base was last reviewed and modified in October 2022 when long term rates increased from \$9/day to \$10/day. During this review, the short-term parking rates were kept flat at \$15/day. Since then, there have also been several user behavioral changes affecting lot performance and ultimately passenger experience.

In response to passenger comments related to parking availability, the MSO team has focused extensively on increasing parking capacity and implementing enhancements to make parking easier at the airport. To date, MSO has invested over \$2M to expand and modernize the parking lot, culminating in a new economy lot coming online in late Spring. Future projects valued at an additional \$1.5M will implement new equipment and seek to repair pavement in our existing lot. These improvements bring heavy costs that have increased significantly over the last 10 years. Finally, future parking lot management will shift to a customer service centered focus to enhance and support more efficient parking operations and ultimately passenger experience.

With the Republic lease terminating, staff requests parking rate structures to be approved as "Not to Exceed" which will give staff flexibility to adjust during rate reviews. Changes made within this structure will continue to be communicated and promoted through the airport website, on-site signage, and monthly board updates. The revised rate structure will be accompanied by new technologies to better communicate lot status/availability and allow customers the ability to pre-pay parking for an additional discount.

<u>MSO Rate Structure</u>	<u>Current</u>	<u>Proposed</u>
Long Term Lot	\$10/Day	\$12/Day Maximum
Short Term Lot	\$15/Day	\$20/Day Maximum
Economy Lot	N/A	\$10/Day Maximum

Chair Winton Kemmis asked if there were any Board questions or public comments. Commissioner Larry Anderson asked what types of complaints have been received from

passengers. Tim responded that availability is the biggest complaint – passengers can not find spots. Chair Winton Kemmis asked if electronic signs with pricing will be installed. Tim responded that they will. Commissioner Adriane Beck noted that it's important to make sure the price differences between the lots are front and center, as they are not now.

Motion: Secretary/Treasurer Pat Boyle moved to approve MCAA Resolution No. 2024-03, Resolution Granting Authority to Set Public Parking Rates.

Second: Commissioner Larry Anderson

Vote: Motion Passed Unanimously

Award of Insurance Broker of Record RFQ

Legal Counsel Lynn Fagan presented this matter. MCAA has used Payne Insurance as its broker for the last 16 years or so. It has been at least ten years since we went out to bid for another broker. Staff issued a Request for Qualifications for an insurance broker-of-record on March 6, 2024. Proposals were due on April 5, 2024. We received four proposals from MarshMcLennan Agency (formerly Payne Insurance), Gallagher Insurance, EBCO Aviation Insurance, LLC, and Avsurance Corporation. A review committee consisting of Vice Chair Deb Poteet, Finance and Administration Director Will Parnell, Legal Counsel Lynn Fagan and Deputy Director Tim Damrow, reviewed the proposals. MarshMcLennan and Gallagher were the two highest scoring proposals. After interviewing Gallagher, the committee determined that the proposal from Gallagher is the most advantageous to the airport and is recommending an award to Gallagher.

Chair Winton Kemmis asked if there were any Board questions or public comments.

There were no questions or comments.

Motion: Commissioner Adriane Beck moved to accept the committee's recommendation and appoint Gallagher as broker-of-record for MCAA.

Second: Commissioner Larry Anderson

Vote: Motion Passed Unanimously

Discussion Items

Chair Winton Kemmis noted that the next Board meeting will be in the same hybrid format on May 28, 2024, at 1:30 p.m.

Meeting Adjourned.

Missoula County Airport Authority
Check Register By Account Name

Account Name	Total
Airfield Maintenance	\$ 26,381.17
ATCT R&M	\$ 488.93
BHS Parts and MX	\$ 864.12
Building General R&M	\$ 400.19
Communication R&M	\$ 6,742.42
Construction in Progress	\$ 129,980.00
Consultants Expense	\$ 5,871.09
Contracted Maintenance	\$ 29,649.88
Custodial Services	\$ 48,165.00
Custodial Supplies	\$ 5,989.05
Disposal Expense	\$ 2,970.58
Disposal-Industrial	\$ 3,691.66
Electric Maintenance	\$ 974.16
Electricity/Gas Expense	\$ 56,952.24
Employee Training Expense	\$ 19,238.00
GASB 96 Subscription Asset(s)	\$ 6,671.01
Job Postings	\$ 936.00
Landscaping Expense	\$ 666.65
Landside Maintenance	\$ 18.93
Legal Services	\$ 179.28
Marketing	\$ 21,900.00
Mechanical/Supplies	\$ 34.01
Memberships	\$ 5,335.00
Office Supplies	\$ 2,001.69
Petroleum Products Expense	\$ 5,188.72
Phone Charges	\$ 4,175.63
Plumbing Expense	\$ 447.31
Recurring IT Support Subscripti	\$ 160.00
Rent Car R&M	\$ 3,034.20
Rental Car Fuel	\$ 23,771.49
Safety Supplies/Equipment	\$ 167.04
Sewer Expense	\$ 1,053.79
Tools/Equipment	\$ 2,951.43
TPA – EE benefits and Payroll	\$ 5,582.51
Travel Expense	\$ 6,575.00
Uniform Expense	\$ 4,113.25
USFS Hangar R&M	\$ 300.00
Vehicle R&M	\$ 9,190.42
Water Expense	\$ 4,754.72
Grand Total	\$ 447,566.57

Missoula County Airport Authority
Check Register by Vendor Name

Vendor Name	Total	
AAAE	\$ 3,275.00	
AILEVON PACIFIC AVIATION CONSULTING, LLC	\$ 6,500.00	
Amadeus	\$ 6,671.01	
APPLIED INDUSTRIAL TECH	\$ 282.34	
Arconas Corporation	\$ 11,100.00	
Armcor Cartridge Incorporated	\$ 5,062.00	
BATTERIES PLUS	\$ 1,612.50	
BERLAND, KEVIN	\$ 958.00	
BLACKFOOT COMMUNICATIONS	\$ 1,643.95	
BROWN'S SEPTIC	\$ 300.00	
CARQUEST	\$ 145.99	
Cedar Mountain Software	\$ 70.00	*New Vendor: Domain Management
CENTURYLINK	\$ 1,403.49	
CHS MOUNTAIN WEST CO-OP	\$ 19,667.26	
City of Missoula	\$ 5,808.51	
COOK, KAEDON	\$ 2,355.79	
COPPER STATE BOLT	\$ 12.18	
CULLIGAN	\$ 161.50	
CURTIS	\$ 2,813.70	
DEVLIN, RYAN	\$ 273.00	
DFW FIRE TRAINING CENTER	\$ 14,176.00	
DSG (DAKOTA SUPPLY GROUP)	\$ 994.50	
ENERGY WEST	\$ 3,544.05	
ERICKSON GEORGE	\$ 273.00	
ESHLEMAN, EVAN	\$ 273.00	
EXACT IMAGE	\$ 928.00	
GELDERSMA, AUGUSTUS	\$ 368.00	
GRAINGER	\$ 281.78	
GRIZZLY DISPOSAL	\$ 280.00	
HIDAY, ALEX	\$ 568.00	
HILLYARD INC	\$ 5,989.05	
INTEGRATED SECURITY SOLUTIONS, INC	\$ 8,006.44	
IRIS COMPANIES	\$ 1,036.00	
JODSAAS, DYHLAN	\$ 569.00	
JOHNSON CONTROLS/SIMPLEX	\$ 866.53	
Kelley Create	\$ 758.90	
KONE	\$ 943.62	
LAMAR	\$ 2,900.00	
LEE ENTERPRISES	\$ 936.00	
MACON SUPPLY, INC.	\$ 51.00	
MIDLAND IMPLEMENT	\$ 151.71	
Miller Roofing Inc	\$ 129,980.00	*New Vendor: CIP - Forest Service Hangar

Missoula County Airport Authority
 Check Register by Vendor Name

MISSOULIAN	\$	116.78	
Montana Pest Solutions	\$	245.00	*New Vendor: Pest Control
MORRISON MAIERLE	\$	5,643.59	
MORRISON-MAIERLE SYSTEMS	\$	202.50	
MOTOROLA SOLUTIONS INC	\$	6,742.42	
MOUNTAIN SUPPLY	\$	79.20	
MSLA ELECTRIC COOP	\$	954.02	
MSLA FIRE EQUIP, INC	\$	419.95	
MSLA OFFICE CITY	\$	45.29	
MSLA TEXTILE, INC	\$	809.90	
MT ACE	\$	49.57	
MT DEPT OF LABOR	\$	1,060.00	
MURDOCHS	\$	1,290.26	
NAPA	\$	4,757.58	
NORCO INDUSTRIAL	\$	248.38	
NORTHWESTERN ENERGY	\$	52,454.17	
OTTE, ROBERT	\$	30.00	
PACIFIC STEEL	\$	301.86	
PETRINI, WILLIAM_v	\$	518.00	
PICINICH, LANDON_v	\$	663.00	
PLATT ELECTRIC	\$	300.00	
POMP'S TIRE-MISSOULA	\$	2,720.52	
QUOTIENT GROUP	\$	12,500.00	
RDO EQUIPMENT CO.	\$	374.19	
REPUBLIC SERVICES	\$	2,690.58	
RISING FAST v	\$	37,750.00	
ROBSON HANDLING TECHNOLOGY	\$	864.12	
ROCKY MOUNTAIN SCALE	\$	1,680.00	
RODDA PAINT	\$	16,002.00	
ROE, BRAD	\$	273.00	
ROGERS MACHINERY	\$	334.59	
S. CONLEY SUPPORT, LLC	\$	488.93	
SAFETY-KLEEN	\$	3,691.66	
SHAFFER, JUSTIN	\$	569.00	
SINCLAIR, SOPHIA	\$	124.00	
SPECTRUM WINDOW CLEANING	\$	10,415.00	
SWARCO REFLEX, INC	\$	10,328.17	
TFS-KELLEY CONNECT	\$	3,058.02	
TRANSUNION	\$	2,040.00	
TREMPER DISTRIBUTING	\$	7,673.23	
TRI-ARC INC.	\$	78.58	
TYLER TECHNOLOGIES	\$	1,500.00	

Missoula County Airport Authority
Check Register by Vendor Name

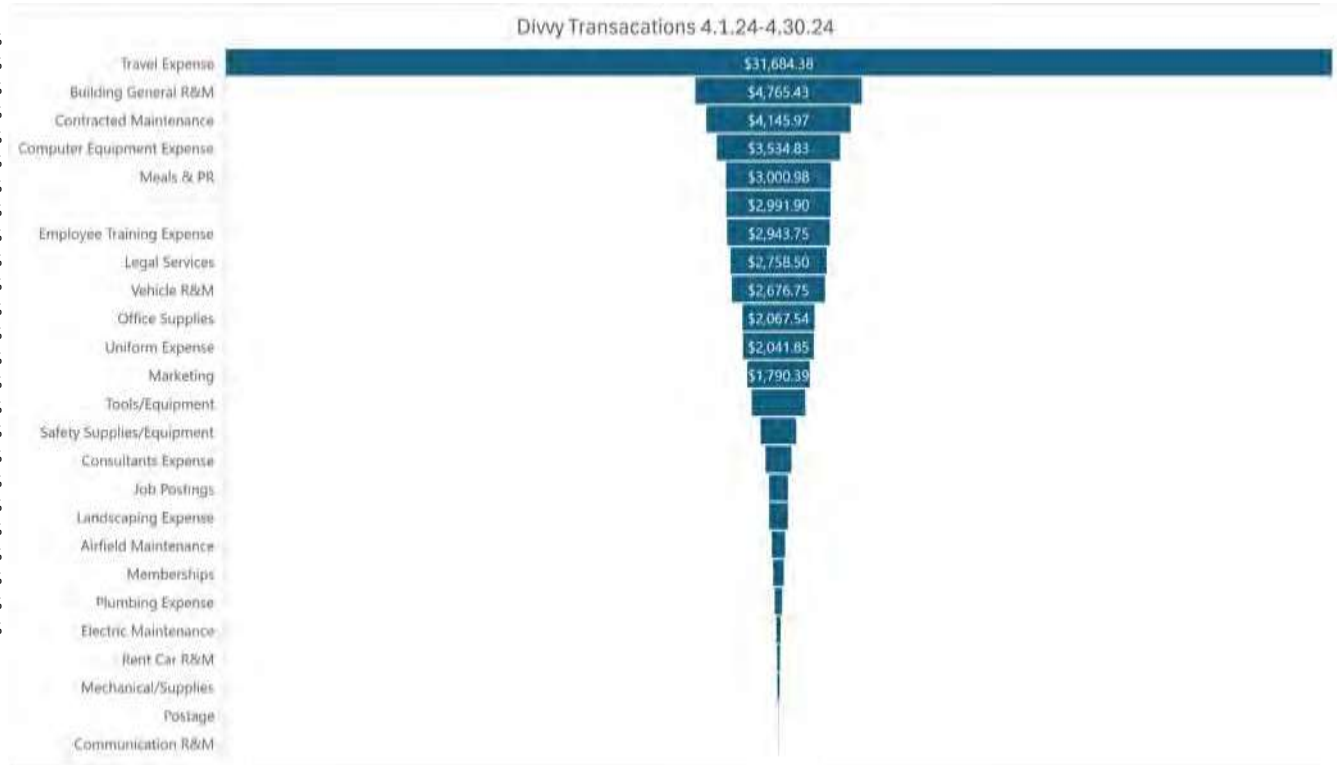
UKG	\$ 5,582.51
VERIZON	\$ 1,128.19
Water Rights, Inc.	\$ 62.50
WAYNE DALTON	\$ 2,084.10
WESTERN STATES EQUIP	\$ 1,817.41
WHALEN, ROBERT	\$ 664.00
WINDFALL	\$ 150.00

Grand Total \$ 447,566.57

*NEW Vendors
Cedar Mountain Software
Miller Roofing Inc
Montana Pest Solutions

Category name	Total	Percent of spend
Travel Expense	\$31,684.38	45.25%
Building General R&M	\$4,765.43	6.81%
Contracted Maintenance	\$4,145.97	5.92%
Computer Equipment Expense	\$3,534.83	5.05%
Meals & PR	\$3,000.98	4.29%
	\$2,991.90	4.27%
Employee Training Expense	\$2,943.75	4.20%
Legal Services	\$2,758.50	3.94%
Vehicle R&M	\$2,676.75	3.82%
Office Supplies	\$2,067.54	2.95%
Uniform Expense	\$2,041.85	2.92%
Marketing	\$1,790.39	2.56%
Tools/Equipment	\$1,541.02	2.20%
Safety Supplies/Equipment	\$1,022.88	1.46%
Consultants Expense	\$742.85	1.06%
Job Postings	\$554.68	0.79%
Landscaping Expense	\$542.20	0.77%
Airfield Maintenance	\$391.28	0.56%
Memberships	\$305.00	0.44%
Plumbing Expense	\$212.50	0.30%
Electric Maintenance	\$130.84	0.19%
Rent Car R&M	\$85.02	0.12%
Mechanical/Supplies	\$69.24	0.10%
Postage	\$18.05	0.03%
Communication R&M	\$7.20	0.01%

Uncategorized amount includes two disputed charges along with one charge not yet coded



Financial Report Narrative for March and April 2024

The board packet includes the comparative balance sheet, profit and loss comparison, profit and loss budget performance, statement of cash flow, operating revenues, and operating expenses as a % of gross and as compared to prior period, and the long-term debt roll forward.

Balance Sheet

As of March 31, accounts receivable consisted of the following:

Trade	\$	722,001
Advertising		29,334
Ground Handling		93,293
Grants		1,208,606
Advance Contract Refund		53,263
	\$	<u>2,106,497</u>

As of April 30, accounts receivable consisted of the following:

Trade	\$	638,576
Advertising		22,793
Ground Handling		60,814
Grants		1,268,625
Advance Contract Refund		53,263
	\$	<u>2,044,071</u>

Profit & Loss, and/or Other Similar Schedules

Noted Variances

- Parking revenue has increased by approximately 210K or 9% as compared to the same period last year.
- Supplies and materials expenses have increased by approximately \$244K or 25% as compared to the same period last year. The increase is primarily related to significant nonrecurring expenses: property remediation and new supplies for the phase 2 terminal project.
- Contractual services expenses have increased by approximately \$245K or 25% as compared to the same period last year. The increase is primarily related to a cyber security assessment, increased financial statement audit fees, various marketing expenses for air service development, and a reclassification for landing fee commissions (Vector).
- Ground handling revenue has decreased by approximately \$219K or 28% as compared to the same period last year. The decrease is a result of reduced deicing operations. Revenue from deicing services is down by approximately \$143K or 65% as compared to last year.

Revenue and Expenses as a % of the Annual Budget

Revenues and expenses are currently 85% and 81% of the annual operating budget, respectively.

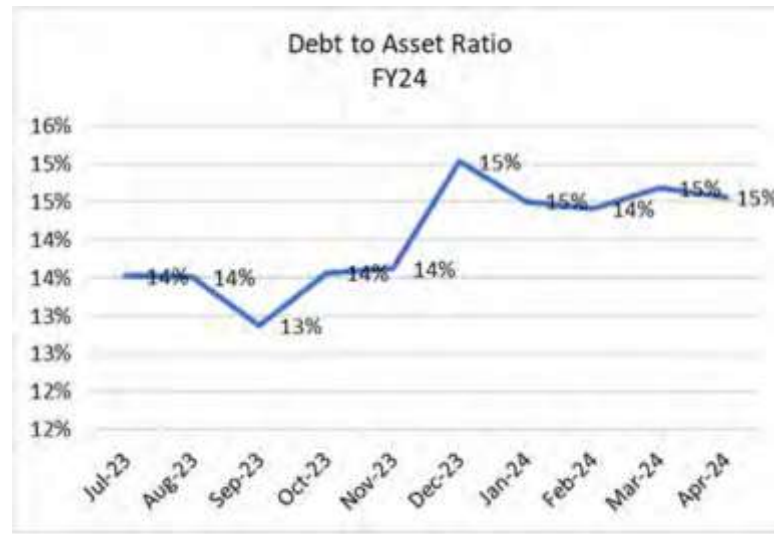
Cash Flow (April 2024)

MCAA had positive cash flows from operating activities, noncapital financing, and investing activities. Capital and related financing activities resulted in negative cash flows. The negative cash flows from capital and related financing activities are the result of open/outstanding request for federal reimbursement on eligible capital improvement projects. The open/outstanding requests for federal reimbursement are expected to be remitted to the Airport in May of 2024.

Long-term Debt

MCAA recorded \$695K in debt proceeds and paid \$135K in principal during the month of March and April 2024, respectively.

Fiscal Year 2024 (FY24) Financial Ratios



Quick Ratio Ability to pay current obligations using liquid assets.

Average Duration of A/R Average duration of accounts receivable (A/R) or the number of days it takes to collect them.

Debt to Asset Ratio Proportion (or the percentage of) assets that are financed by interest bearing liabilities.

Missoula County Airport Authority
Balance Sheet Prev Year Comparison
As of April 30, 2024

	<u>Apr 30, 24</u>	<u>Apr 30, 23</u>
ASSETS		
Current Assets		
Checking/Savings		
10100 · Petty Cash	300.00	300.00
10500 · General Checking Acct	5,908,100.78	4,700,223.53
10511 · Project Checking Acct	5,000.00	5,000.00
10550 · USFS Account	160,335.65	50,027.71
10560 · Debt Service Account	331.68	330,157.38
10580 · CFC Account	321,709.83	321,317.55
10590 · STIP Terminal Reserve	24,905.59	23,616.26
10600 · STIP	904,373.13	753,884.37
10604 · Money Market Accounts	616,290.70	737,224.97
10700 · Payroll Checking	211,524.47	180,575.10
1071 · Bill.com Money In Clearing	3,839.62	0.00
10710 · Flex - FIB	12,133.37	14,253.68
1072 · Bill.com Money Out Clearing	-2,307.50	0.00
10750 · PFC Cash at US BANK	920,941.15	2,686,588.76
Total Checking/Savings	<u>9,087,478.47</u>	<u>9,803,169.31</u>
Accounts Receivable	2,044,071.14	1,222,851.24
Other Current Assets		
10900 · AvSec Fingerprinting Account	1,534.75	1,213.25
11200 · Grants Receivable	0.00	690,377.30
11500 · Pre-Paid Expenses	93,606.71	67,655.90
11600 · Prepaid Insurance	38,189.42	34,519.10
11700 · Concession Contract Receivable	729,998.00	729,998.00
11810 · ST Lease Recble GASB 87	1,541,162.16	1,467,233.22
11820 · Interest Recble GASB 87	16,118.13	22,281.97
12000 · Undeposited Funds	0.00	1,446.00
26200 · Faber Loan	100,000.00	100,000.00
Total Other Current Assets	<u>2,520,609.17</u>	<u>3,114,724.74</u>
Total Current Assets	<u>13,652,158.78</u>	<u>14,140,745.29</u>
Fixed Assets		
13000 · Land	11,617,234.48	11,617,234.48
13100 · Land Improvements	16,368,644.98	16,321,636.98
13200 · Buildings- Terminal	69,001,525.97	66,617,577.83
13300 · Buildings- Ops & Fire	6,184,039.07	6,184,039.07
13450 · Buildings - Other	11,409,413.81	11,265,660.98
13500 · Runways/Taxiways/Apron	70,927,696.30	70,927,696.30
13600 · Lighting/ Security System	4,002,233.31	4,002,233.31
13700 · Sewage System	298,102.06	298,102.06
13900 · ATCT	6,513,529.80	6,513,529.80
14000 · Equipment	3,762,686.70	3,322,489.10
14100 · Furniture & Fixtures	1,591,801.03	1,549,109.70
14300 · Vehicles	7,713,528.78	7,790,427.56
14400 · Studies	1,925,406.96	1,925,406.96
14500 · Allowance for Depreciation	-101,681,256.39	-93,745,746.31
19400 · Construction in Progress	40,277,709.78	14,258,609.26
Total Fixed Assets	<u>149,912,296.64</u>	<u>128,848,007.08</u>
Other Assets		
11830 · LT Lease Recble GASB 87	2,327,192.18	3,868,344.34
11840 · A/R Retainage Long-Term	0.00	195,803.97
19610 · Deferred Pension Outflows	738,295.60	763,771.00
19700 · Concession Contract Recvble	0.00	735,064.00
19800 · LT Loan - Faber	717,141.06	816,882.30
19901 · GASB 96 Subscription Asset(s)	275,069.29	52,600.00
Total Other Assets	<u>4,057,698.13</u>	<u>6,432,465.61</u>
TOTAL ASSETS	<u><u>167,622,153.55</u></u>	<u><u>149,421,217.98</u></u>

Missoula County Airport Authority
Balance Sheet Prev Year Comparison
As of April 30, 2024

	<u>Apr 30, 24</u>	<u>Apr 30, 23</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20500 · Accounts Payable	101,356.57	226,494.30
20505 · Accounts Payable- Projects	3,462,549.21	1,105,742.22
Total Accounts Payable	<u>3,563,905.78</u>	<u>1,332,236.52</u>
Credit Cards	22,890.72	0.00
Other Current Liabilities		
20800 · Current Portion of L/T Debt	535,905.68	535,905.68
20805 · GASB 96 Short-term Subscription	20,856.12	0.00
20810 · GASB 96 Accrued Interest Liab.	5,343.14	0.00
20820 · Due to FAA	31,346.42	0.00
20900 · Fed W/h Payable	341.30	0.00
2110 · Direct Deposit Liabilities	0.00	-1,072.40
21130 · Misc Deductions Payable	-184.32	-184.32
21300 · Valic Payable	-100.00	-100.00
21600 · Accrued Vacation/Sick Payable	533,644.81	504,674.62
21930 · FSB Notes Interest Payable	76,152.53	64,004.31
22140 · Advertising Deferred Revenue	5,000.00	5,000.00
24000 · Payroll Liabilities	-6,642.42	-3,625.83
Total Other Current Liabilities	<u>1,201,663.26</u>	<u>1,104,602.06</u>
Total Current Liabilities	<u>4,788,459.76</u>	<u>2,436,838.58</u>
Long Term Liabilities		
20502 · 2022 Note	8,170,279.74	2,575,279.74
25030 · 2019 Note A	13,316,800.00	15,316,800.00
25035 · 2019 Note B	2,917,497.98	3,449,694.16
25600 · Current Portion L/T Debt 2019B	-535,905.68	-535,905.68
25700 · Deferred Concession Contract	729,998.00	1,465,062.00
25805 · A/P Retainage Long-Term	1,419,846.84	390,342.33
25809 · GASB 96 Long-term Subscription	71,261.01	0.00
26010 · Pension Liability sum	3,772,163.00	2,805,972.66
26110 · Deferred Pension Inflows	358,401.00	1,290,895.00
26300 · Dererred Lease Inflow GASB 87	3,616,418.14	5,108,476.56
Total Long Term Liabilities	<u>33,836,760.03</u>	<u>31,866,616.77</u>
Total Liabilities	<u>38,625,219.79</u>	<u>34,303,455.35</u>
Equity	<u>128,996,933.76</u>	<u>115,117,762.63</u>
TOTAL LIABILITIES & EQUITY	<u><u>167,622,153.55</u></u>	<u><u>149,421,217.98</u></u>

Missoula County Airport Authority
Profit & Loss Prev Year Comparison
 April 2024

Ordinary Income/Expense	<u>Apr 24</u>	<u>Apr 23</u>
Income		
30100 · Signatory Landing Fees	46,108.55	43,271.51
30200 · Non Sig Landing Fees	9,015.00	7,383.51
30210 · Cargo Landing Fees	6,211.04	3,840.59
30300 · Non-Based Landing Fees	8,670.08	6,673.68
30400 · Signatory Rent	40,606.66	53,199.99
30420 · Non-Sig Use Fees	11,445.20	6,874.40
30430 · Signatory Use Fee	51,105.78	49,135.68
30507 · Advertising Income	21,878.00	17,103.00
30509 · Ground Handling	25,783.70	42,033.90
30600 · FBO Rentals	21,671.95	21,773.79
30800 · Fuel Flowage Fees	4,556.40	4,811.53
30900 · Fuel Farm Leases	369.12	358.57
31000 · Coffee Concession	1,067.64	776.79
31100 · Restaurant	11,389.30	10,181.04
31110 · Liquor Concessions	9,550.72	9,445.97
31300 · Rental Car %	75,788.57	73,307.41
31400 · Rent Car Rent	15,179.80	13,299.80
31600 · Rent Car Fuel	16,492.62	0.00
31900 · USFS Hangar Rent	20,810.46	20,787.24
32100 · Gift Shop Faber	16,619.48	17,923.39
32200 · Travel Agency	439.31	439.31
32400 · Parking Lot	282,024.61	274,126.84
32800 · Ag Land Leases	2,996.67	2,996.67
32900 · Non-Aeronautical Ground Rent	30,247.31	26,686.60
32910 · Aeronautical Ground Rent	8,356.08	9,848.79
33000 · Vending	1,360.88	1,811.06
33800 · Off Airport Rent Cars	715.40	736.12
34000 · Utilities Reimbursement	2,385.72	3,310.69
34200 · Miscellaneous Income	687.00	1,191.00
34300 · Ground Transport	5,545.91	4,878.83
42700 · Drain Pumping Fee	260.00	0.00
81402 · TSA LEO Reimbursement	10,059.50	8,850.00
81403 · TSA Checkpoint OTA	1,231.66	1,212.54
85100 · Badging Fees Collected	1,633.00	1,400.00
Total Income	<u>762,263.12</u>	<u>739,670.24</u>
Gross Profit	762,263.12	739,670.24

Missoula County Airport Authority
Profit & Loss Prev Year Comparison
 April 2024

	<u>Apr 24</u>	<u>Apr 23</u>
Expense		
40100 · Wages	299,980.49	276,395.30
40330 · Overtime Wages	3,309.59	2,112.11
40600 · Fringe Benefits Expense	110,193.44	105,458.96
40800 · Legal Services	2,821.00	107.00
41200 · Insurance Expense	19,094.69	17,259.57
41300 · Accounting Expense	984.83	0.00
41400 · Phone Charges	3,402.89	3,374.71
41800 · Communication R&M	7.20	125.85
42000 · Office Supplies	3,005.31	2,074.72
42100 · Computer Equipment Expense	4,426.08	545.86
42200 · Electricity/Gas Expense	52,087.71	34,222.11
42400 · Water Expense	4,475.68	3,894.64
42500 · Sewer Expense	1,579.05	2,067.25
42600 · Disposal Expense	2,970.58	-2,142.27
42800 · Disposal-Industrial	556.66	-260.00
43000 · Petroleum Products Expense	3,802.92	3,692.57
43400 · Vehicle R&M	7,299.55	6,163.65
43800 · Tools/Equipment	2,387.62	761.57
44000 · Landscaping Expense	9,263.54	0.00
44100 · Custodial Services	45,470.00	44,845.00
44200 · Contracted Maintenance	20,988.86	22,411.97
44302 · Jet Bridge R&M	0.00	40.04
44400 · Electric Maintenance	130.84	689.90
44600 · Plumbing Expense	414.17	50.50
44800 · Mechanical/Supplies	59.90	564.45
45000 · Building General R&M	6,958.13	1,773.83
45104 · Rent Car R&M	2,122.92	9,124.33
45106 · USFS Hangar R&M	806.45	1,792.73
45203 · Airfield Maintenance	391.28	8,372.00
45400 · Landside Maintenance	0.00	1,201.00
45800 · Snow & Ice Removal	0.00	10,079.17
46000 · Custodial Supplies	2,688.48	2,179.06
46400 · Uniform Expense	2,041.85	2,175.73
46600 · Employee Training Expense	9,805.75	7,600.86
46800 · Travel Expense	36,361.30	17,371.67
47000 · Memberships	3,490.00	223.29
47200 · Safety Supplies/Equipment	1,175.52	2,792.15
47303 · Wildlife Mitigation	0.00	2,519.78
47400 · Meals & PR	3,000.98	1,718.77
47501 · Marketing	8,290.39	12,630.40
47600 · Consultants Expense	1,012.85	2,662.10
47605 · Landing Fee Commission Expense	1,734.02	1,334.74
47707 · Display Expenses	0.00	826.00
49100 · Fingerprint/STA Charges	-75.00	-100.00
49207 · Recurring IT Support Subscripti	160.00	0.00
49208 · Rental Car Fuel	28,820.41	0.00
66900 · Reconciliation Discrepancies	555.00	0.00
80600 · Miscellaneous Expense	0.00	27.00
80611 · BANK Charges	63.32	131.83
80625 · TPA – EE benefits and Payroll	0.00	2,500.00
80650 · Finance Charges	50.94	251.98
Total Expense	<u>708,167.19</u>	<u>613,643.88</u>
Net Ordinary Income	54,095.93	126,026.36

Missoula County Airport Authority
Profit & Loss Prev Year Comparison
 April 2024

	<u>Apr 24</u>	<u>Apr 23</u>
Other Income/Expense		
Other Income		
31500 · CFCs	58,796.00	51,512.00
70200 · Interest Income-Unrestricted	5,884.32	4,709.71
70400 · Project Restricted Interest	31.06	49.66
89010 · Federal Programs		
89000 · Airport Improvement Grants	1,046,617.57	595,891.29
89200 · CARES	0.00	471,035.11
89204 · CRRSA Revenues	0.00	838,898.98
89500 · PFC Contributions	152,642.40	149,435.39
Total 89010 · Federal Programs	<u>1,199,259.97</u>	<u>2,055,260.77</u>
Total Other Income	<u>1,263,971.35</u>	<u>2,111,532.14</u>
Other Expense		
80140 · Note 2019A Interest Expense	44,263.21	50,910.93
80145 · Note 2019 B Interest Expense	7,397.84	8,746.60
80150 · Note 2022 Interest Expense	26,008.72	8,322.17
80300 · Depreciation	659,022.82	698,452.98
Total Other Expense	<u>736,692.59</u>	<u>766,432.68</u>
Net Other Income	<u>527,278.76</u>	<u>1,345,099.46</u>
Net Income	<u>581,374.69</u>	<u>1,471,125.82</u>

Missoula County Airport Authority
Profit & Loss Budget Performance
 April 2024

Ordinary Income/Expense	Apr 24	Budget	Jul '23 - Apr 24	YTD Budget	Annual Budget	
Income						
30100 · Signatory Landing Fees	46,109	51,054	487,975	571,433	700,905	70%
30200 · Non Sig Landing Fees	9,015	5,546	165,614	76,560	96,802	171%
30210 · Cargo Landing Fees	6,211	3,354	60,921	33,540	40,248	151%
30220 · Charter Landing Fees	0	120	0	1,203	1,443	0%
30300 · Non-Based Landing Fees	8,670	4,402	139,329	175,101	182,821	76%
30400 · Signatory Rent	40,607	53,200	406,067	532,000	638,400	64%
30410 · Non-Sig Turn Fees	0	0	0	0	0	
30420 · Non-Sig Use Fees	11,445	8,143	220,275	111,290	141,013	156%
30430 · Signatory Use Fee	51,106	57,225	579,847	644,962	792,162	73%
30507 · Advertising Income	21,878	14,583	201,836	145,830	174,996	115%
30509 · Ground Handling	25,784	29,675	575,418	803,261	966,076	60%
30600 · FBO Rentals	21,672	24,000	218,946	240,000	288,000	76%
30800 · Fuel Flowage Fees	4,556	5,021	94,449	87,723	110,000	86%
30900 · Fuel Farm Leases	369	358	3,691	3,583	4,300	86%
31000 · Coffee Concession	1,068	906	9,059	11,037	13,631	66%
31100 · Restaurant	11,389	8,754	128,737	108,665	133,970	96%
31110 · Liquor Concessions	9,551	6,851	111,829	85,042	104,846	107%
31300 · Rental Car %	75,789	73,746	1,691,998	1,636,359	2,062,426	82%
31400 · Rent Car Rent	15,180	14,583	151,798	145,833	175,000	87%
31600 · Rent Car Fuel	16,493		16,493			
31800 · USFS Landing Fees	0		0	0	0	
31900 · USFS Hangar Rent	20,810	20,667	208,081	206,667	248,000	84%
32100 · Gift Shop Faber	16,619	22,457	239,882	278,749	343,661	70%
32200 · Travel Agency	439	433	4,393	4,333	5,200	84%
32400 · Parking Lot	282,025	257,468	2,622,064	2,384,341	2,883,544	91%
32800 · Ag Land Leases	2,997	0	29,967	0	0	
32900 · Non-Aeronautical Ground Rent	30,247	17,500	301,182	175,000	210,000	143%
32910 · Aeronautical Ground Rent	8,356	7,917	89,294	79,167	95,000	94%
33000 · Vending	1,361	1,208	22,399	14,716	18,175	123%
33800 · Off Airport Rent Cars	715	746	26,234	34,274	42,424	62%
34000 · Utilities Reimbursement	2,386	2,708	23,574	27,083	32,500	73%
34200 · Miscellaneous Income	687	3,375	44,644	33,750	40,500	110%
34300 · Ground Transport	5,546	3,869	136,968	123,729	160,779	85%
42700 · Drain Pumping Fee	260		2,600			
81402 · TSA LEO Reimbursement	10,060	8,917	93,869	89,167	107,000	88%
81403 · TSA Checkpoint OTA	1,232		12,317			
85000 · Petro Fund Reimbursement	0		6,958			
85100 · Badging Fees Collected	1,633		15,829			
Total Income	<u>762,265</u>	<u>708,786</u>	<u>9,144,537</u>	<u>8,864,398</u>	<u>10,813,822</u>	<u>85%</u>
Gross Profit	<u>762,265</u>	<u>708,786</u>	<u>9,144,537</u>	<u>8,864,398</u>	<u>10,813,822</u>	

Missoula County Airport Authority
Profit & Loss Budget Performance
 April 2024

	Apr 24	Budget	Jul '23 - Apr 24	YTD Budget	Annual Budget	
Expense						
40100 · Wages	299,980	288,941	3,134,320	3,199,181	3,914,680	80%
40330 · Overtime Wages	3,310	7,500	51,816	75,000	90,000	58%
40600 · Fringe Benefits Expense	110,193	124,382	1,134,645	1,246,278	1,495,888	76%
40800 · Legal Services	2,821	1,250	15,456	12,500	15,000	103%
41200 · Insurance Expense	19,095	19,167	190,659	191,670	230,004	83%
41300 · Accounting Expense	985	0	84,642	56,750	56,750	149%
41400 · Phone Charges	3,403	3,703	37,226	37,025	44,430	84%
41600 · Phone R&M	0	25	109	250	300	36%
41800 · Communication R&M	7	2,328	14,448	23,283	27,940	52%
42000 · Office Supplies	3,005	4,649	42,051	46,488	55,785	75%
42100 · Computer Equipment Expense	4,426	2,050	118,579	20,500	24,600	482%
42200 · Electricity/Gas Expense	52,088	47,887	480,869	478,874	574,649	84%
42400 · Water Expense	4,476	7,531	50,342	75,312	90,374	56%
42500 · Sewer Expense	1,579	6,717	25,557	67,172	80,606	32%
42600 · Disposal Expense	2,971	4,417	33,093	44,172	53,006	62%
42800 · Disposal-Industrial	557	623	2,275	6,233	7,480	30%
43000 · Petroleum Products Expense	3,803	10,038	71,961	100,375	120,450	60%
43400 · Vehicle R&M	7,300	8,909	74,024	89,093	106,912	69%
43600 · Equipment Rental	0	219	2,596	2,186	2,623	99%
43800 · Tools/Equipment	2,388	6,199	44,754	61,986	74,383	60%
44000 · Landscaping Expense	9,264	867	11,369	8,667	10,400	109%
44100 · Custodial Services	45,470	45,392	423,307	453,920	544,704	78%
44200 · Contracted Maintenance	20,989	34,508	237,358	345,083	414,099	57%
44302 · Jet Bridge R&M	0	967	6,403	9,670	11,604	55%
44400 · Electric Maintenance	131	817	7,942	8,167	9,800	81%
44600 · Plumbing Expense	414	612	2,274	6,117	7,340	31%
44800 · Mechanical/Supplies	60	3,229	11,045	32,293	38,752	29%
45000 · Building General R&M	6,958	3,102	49,042	31,024	37,229	132%
45104 · Rent Car R&M	2,123	0	50,150	0	0	
45105 · ATCT R&M	0		679			
45106 · USFS Hangar R&M	806	1,300	8,290	13,000	15,600	53%
45107 · BHS Parts and MX	0		67,264			
45203 · Airfield Maintenance	391	6,740	69,377	67,403	80,884	86%
45400 · Landside Maintenance	0	793	68,463	7,933	9,520	719%
45600 · Airfield Lighting R&M	0	1,325	22,795	13,250	15,900	143%
45703 · Fog Abatement	0	0	1,825	4,240	4,240	43%
45800 · Snow & Ice Removal	0	12,119	253,494	283,230	283,230	90%
46000 · Custodial Supplies	2,688	3,151	82,935	56,834	66,936	124%
46400 · Uniform Expense	2,042	4,665	35,575	46,650	55,980	64%
46600 · Employee Training Expense	9,806	8,864	71,981	88,642	106,370	68%
46800 · Travel Expense	36,361	7,421	103,048	74,205	89,046	116%
47000 · Memberships	3,490	3,056	35,308	30,561	36,673	96%
47200 · Safety Supplies/Equipment	1,176	3,785	8,701	37,852	45,422	19%
47303 · Wildlife Mitigation	0	667	0	6,667	8,000	0%
47400 · Meals & PR	3,001	2,175	29,493	21,750	26,100	113%
47501 · Marketing	8,290	25,000	167,524	250,000	300,000	56%
47600 · Consultants Expense	1,013	5,872	20,844	58,715	70,458	30%
47605 · Landing Fee Commission Expense	1,734		27,866			
47707 · Display Expenses	0	150	14,690	1,500	1,800	816%
47717 · VIC Expenses	0	42	0	417	500	0%
49100 · Fingerprint/STA Charges	(75)		6,227			
49200 · Petro Cleanup (MT Petro Board)	0		6,958			
49207 · Recurring IT Support Subscripti	160		285			
49208 · Rental Car Fuel	28,820		36,494			
66900 · Reconciliation Discrepancies	555		4,806			
80600 · Miscellaneous Expense	0	100	2,187	997	1,196	183%
80611 · BANK Charges	63	250	596	2,500	3,000	20%
80625 · TPA – EE benefits and Payroll	0		17,438			
80650 · Finance Charges	51		762			
89610 · Misc.- ATCT	0		194			
Total Expense	708,168	723,504	7,574,411	7,795,615	9,360,643	81%
Net Ordinary Income	54,097	(14,718)	1,570,126	1,068,783	1,453,179	
Net Income	54,097	(14,718)	1,570,126	1,068,783	1,453,179	

MISSOULA COUNTY AIRPORT AUTHORITY
STATEMENT OF CASH FLOW
For the Month Ended April 30, 2024

	<u>30-Apr</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash received from customers	\$ 946,941
Cash paid to suppliers	(384,243)
Cash paid to employees and employee benefits	<u>(416,972)</u>
Net cash flows from operating activities	<u>145,726</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Payments for capital assets	(1,733,438)
Interest paid on long-term debt	(230,179)
Principal payments on long-term debt	(134,701)
Federal contributions	1,017,945
Subsequent collections of capital contributions	<u>8,312</u>
Net cash flows from capital and related financing activities	<u>(1,072,062)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Customer facility charges	58,796
Passenger facility charges	<u>152,642</u>
Net cash flows from noncapital financing activities	<u>211,438</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest and investment revenue	<u>5,915</u>
Net cash flows from investing activities	<u>5,915</u>
Net change in cash and investments	(708,982)
Cash and investments, beginning of April, 2024	<u>9,796,460</u>
Cash and investments, end of April, 2024	<u>\$ 9,087,478</u>

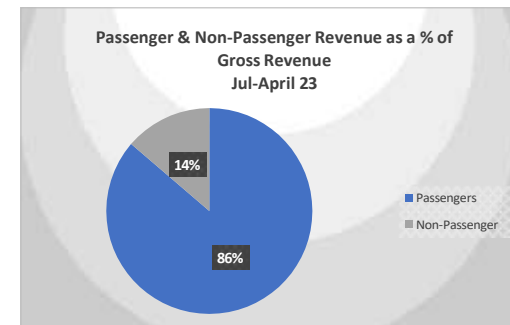
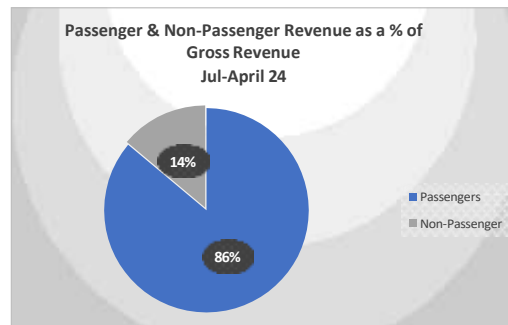
	<u>30-Apr</u>
RECONCILIATION OF INCOME FROM OPERATIONS TO NET CASH FLOWS FROM OPERATING ACTIVITIES	
Income from operations	<u>\$ 54,096</u>
Adjustments to reconcile loss from operations to net cash flows from operating activities:	
Change in receivables and other assets	187,178
Change in prepaid expenses	23,514
Change in unearned revenue, advance payment, and deferred inflows	(2,500)
Change in accounts payable and accrued expenses	<u>(116,562)</u>
Total adjustments	<u>91,630</u>
Net cash flows from operating activities	<u>\$ 145,726</u>

MISSOULA COUNTY AIRPORT AUTHORITY

OPERATING REVENUES & OPERATING EXPENSES

For the Period Ended April 30, 2024 and 2023

	July - April 24	July - April 23	\$ DIFF.	% DIFF.	July - April 24 % of Gross	July - April 23 % of Gross	Change
Passenger Airline Aeronautical Revenue:							
Passenger airline landing fees (signatory & non-signatory)	\$ 653,589	\$ 630,311	\$ 23,277	4%	7%	7%	0%
Terminal arrival fees, rents and utilities	<u>1,206,188</u>	<u>1,268,977</u>	<u>(62,789)</u>	-5%	<u>13%</u>	<u>14%</u>	-1%
Total	<u>1,859,777</u>	<u>1,899,288</u>	<u>(39,511)</u>	-2%	<u>20%</u>	<u>21%</u>	-1%
Non-Passenger Aeronautical Revenue:							
Landing Fees from Cargo	60,921	37,221	23,700	64%	1%	0%	0%
Landing Fees GA, Military & USFS	139,329	142,528	(3,199)	-2%	2%	2%	0%
FBO revenue; contract or sponsor-operated	222,637	223,689	(1,052)	0%	2%	2%	0%
Cargo and hangar rentals (USFS hanger & aeronautical ground rent)	297,375	298,265	(890)	0%	3%	3%	0%
Fuel sales net profit/loss or fuel flowage fees	110,942	84,058	26,884	32%	1%	1%	0%
Security Reimbursements from Fed govt.	106,186	102,401	3,785	4%	1%	1%	0%
Other non-passenger operating revenue (ground handling)	<u>575,418</u>	<u>794,157</u>	<u>(218,739)</u>	-28%	<u>6%</u>	<u>9%</u>	-2%
Total	<u>1,512,807</u>	<u>1,682,319</u>	<u>(169,511)</u>	-10%	<u>17%</u>	<u>19%</u>	-2%
Non-Aeronautical Revenue:							
Land and non-terminal facility leases and revenues (ag lease & non-aeronautical ground rent)	331,149	283,023	48,126	17%	4%	3%	1%
Terminal-food and beverage	249,624	233,230	16,394	7%	3%	3%	0%
Terminal-retail stores & duty free	239,882	290,138	(50,256)	-17%	3%	3%	-1%
Terminal-services and other (advertising, vending, other)	228,628	235,610	(6,982)	-3%	3%	3%	0%
Rental cars-excludes customer facility charges	1,870,031	1,831,582	38,449	2%	20%	20%	0%
Parking	2,622,064	2,412,514	209,550	9%	29%	27%	2%
Other (flight crew parking, badging, utilities reimbursement, other)	93,607	73,638	19,969	27%	1%	1%	0%
Ground transportation	<u>136,968</u>	<u>141,170</u>	<u>(4,202)</u>	-3%	<u>1%</u>	<u>2%</u>	0%
Total	<u>5,771,952</u>	<u>5,500,904</u>	<u>271,048</u>	5%	<u>63%</u>	<u>61%</u>	3%
Total Operating Revenue	<u>\$ 9,144,537</u>	<u>\$ 9,082,511</u>	<u>\$ 62,026</u>	<u>1%</u>	<u>100%</u>	<u>100%</u>	
Operating Expenses							
Personnel compensation and benefits	\$ 4,317,571	\$ 4,059,996	\$ 257,575	6%	57.00%	60.63%	-4%
Communications and utilities	629,362	522,311	107,051	20%	8.31%	7.80%	1%
Supplies and materials	1,202,555	959,017	243,537	25%	15.88%	14.32%	2%
Contractual services	1,234,265	989,141	245,123	25%	16.30%	14.77%	2%
Insurance, claims and settlements	<u>190,659</u>	<u>165,616</u>	<u>25,043</u>	15%	<u>2.52%</u>	<u>2.47%</u>	0%
Total Operating Expenses	<u>\$ 7,574,411</u>	<u>\$ 6,696,081</u>	<u>\$ 878,330</u>	<u>13%</u>	<u>100%</u>	<u>100%</u>	0.00%
Net Operating Income	<u>\$ 1,570,126</u>	<u>\$ 2,386,430</u>	<u>\$ (816,304)</u>				



MISSOULA COUNTY AIRPORT AUTHORITY
LONG-TERM DEBT
For the Month Ended April 30, 2024

2024	Balance June 30, 2023	Proceeds from Borrowing	Payments	Balance April 30, 2024
Note payable to First Security Bank of Missoula - series 2019A	\$ 15,316,800	\$ -	\$ (2,000,000)	\$ 13,316,800
Note payable to First Security Bank of Missoula - series 2019B	3,449,694	-	(532,196)	2,917,498
Note payable to First Security Bank of Missoula - series 2022	2,575,280	5,595,000	-	8,170,280
	<u>\$ 21,341,774</u>	<u>\$ 5,595,000</u>	<u>\$ (2,532,196)</u>	<u>\$ 24,404,578</u>

Note payable activity for the month ended April 30, 2024:	Amount
Proceeds from Borrowing	\$ -
Payments	\$ 134,701

Current estimated debt service payment; payable July 1, 2024	Principal	Interest	Total
*Note payable to First Security Bank of Missoula - series 2019A	\$ -	\$ 132,790	\$ 132,790
**Note payable to First Security Bank of Missoula - series 2019B	135,642	22,194	157,836
***Note payable to First Security Bank of Missoula - series 2022	-	78,026	78,026
	<u>\$ 135,642</u>	<u>\$ 233,009</u>	<u>\$ 368,652</u>

**Interest on the unpaid principal is calculated on the basis of actual number of days elapsed in a 365 or 366 day year at a fixed annual interest rate of 3.98%. Interest is due and payable on the 1st day of each calendar quarter, beginning July 1, 2020. Principal is due and payable on the 1st day of each calendar quarter, beginning July 1, 2029. All unpaid principal and accrued interest is due and payable on July 1, 2044.*

***Interest on the unpaid principal is calculated on the basis of actual number of days elapsed in a 365 or 366 day year at a fixed annual interest rate of 3.04%. Interest is due and payable on the 1st day of each calendar quarter, beginning July 1, 2020. Principal is due and payable on the 1st day of each calendar quarter, beginning July 1, 2022. All unpaid principal and accrued interest is due and payable on April 1, 2029.*

****Interest on the unpaid principal is calculated on the basis of actual number of days elapsed in a 365 or 366 day year at a fixed annual interest rate of 3.87%. Interest is due and payable on the 1st day of each calendar quarter, commencing April 1, 2023, and principal is due and payable on the 1st day of each calendar quarter, commencing July 1, 2032. All unpaid principal of accrued interest is due and payable on April 1, 2047.*

Missoula County Airport Authority
Balance Sheet Prev Year Comparison
As of March 31, 2024

	<u>Mar 31, 24</u>	<u>Mar 31, 23</u>
ASSETS		
Current Assets		
Checking/Savings		
10100 · Petty Cash	300.00	300.00
10500 · General Checking Acct	6,173,650.04	3,341,935.37
10511 · Project Checking Acct	5,000.00	5,000.00
10550 · USFS Account	290,296.16	50,021.68
10560 · Debt Service Account	331.66	330,117.59
10580 · CFC Account	321,686.10	321,278.82
10590 · STIP Terminal Reserve	24,796.19	23,524.50
10600 · STIP	900,400.72	750,955.04
10604 · Money Market Accounts	979,388.29	1,068,511.82
10700 · Payroll Checking	34,317.83	189,481.81
1071 · Bill.com Money In Clearing	951.82	0.00
10710 · Flex - FIB	5,997.93	7,891.66
1072 · Bill.com Money Out Clearing	-1,973.30	0.00
10750 · PFC Cash at US BANK	1,061,316.93	2,537,142.44
Total Checking/Savings	<u>9,796,460.37</u>	<u>8,626,160.73</u>
Accounts Receivable	2,106,497.09	1,252,622.94
Other Current Assets		
10900 · AvSec Fingerprinting Account	1,534.75	1,213.25
11200 · Grants Receivable	64,733.66	489,586.50
11500 · Pre-Paid Expenses	98,025.62	73,076.36
11600 · Prepaid Insurance	57,284.11	51,778.67
11700 · Concession Contract Receivable	729,998.00	729,998.00
11810 · ST Lease Recble GASB 87	1,541,162.16	1,467,233.22
11820 · Interest Recble GASB 87	16,118.13	22,281.97
12000 · Undeposited Funds	0.00	1,525.48
26200 · Faber Loan	100,000.00	100,000.00
Total Other Current Assets	<u>2,608,856.43</u>	<u>2,936,693.45</u>
Total Current Assets	<u>14,511,813.89</u>	<u>12,815,477.12</u>
Fixed Assets		
13000 · Land	11,617,234.48	11,617,234.48
13100 · Land Improvements	16,368,644.98	16,321,636.98
13200 · Buildings- Terminal	69,001,525.97	66,617,577.83
13300 · Buildings- Ops & Fire	6,184,039.07	6,184,039.07
13450 · Buildings - Other	11,409,413.81	11,113,776.40
13500 · Runways/Taxiways/Apron	70,927,696.30	70,927,696.30
13600 · Lighting/ Security System	4,002,233.31	4,002,233.31
13700 · Sewage System	298,102.06	298,102.06
13900 · ATCT	6,513,529.80	6,513,529.80
14000 · Equipment	3,762,686.70	3,322,489.10
14100 · Furniture & Fixtures	1,591,801.03	1,549,109.70
14300 · Vehicles	7,713,528.78	7,744,557.89
14400 · Studies	1,925,406.96	1,925,406.96
14500 · Allowance for Depreciation	-101,022,233.57	-93,047,293.33
19400 · Construction in Progress	38,239,950.36	13,251,166.21
Total Fixed Assets	<u>148,533,560.04</u>	<u>128,341,262.76</u>
Other Assets		
11830 · LT Lease Recble GASB 87	2,327,192.18	3,868,344.34
11840 · A/R Retainage Long-Term	0.00	195,803.97
19610 · Deferred Pension Outflows	738,295.60	763,771.00
19700 · Concession Contract Recvble	0.00	735,064.00
19800 · LT Loan - Faber	725,452.83	825,194.07
19901 · GASB 96 Subscription Asset(s)	275,069.29	52,600.00
Total Other Assets	<u>4,066,009.90</u>	<u>6,440,777.38</u>
TOTAL ASSETS	<u><u>167,111,383.83</u></u>	<u><u>147,597,517.26</u></u>

Missoula County Airport Authority
Balance Sheet Prev Year Comparison
As of March 31, 2024

	<u>Mar 31, 24</u>	<u>Mar 31, 23</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20500 · Accounts Payable	213,206.46	237,522.93
20505 · Accounts Payable- Projects	3,114,592.21	518,091.83
Total Accounts Payable	<u>3,327,798.67</u>	<u>755,614.76</u>
Credit Cards	24,429.03	0.00
Other Current Liabilities		
20800 · Current Portion of L/T Debt	535,905.68	535,905.68
20805 · GASB 96 Short-term Subscription	20,856.12	0.00
20810 · GASB 96 Accrued Interest Liab.	5,343.14	0.00
20900 · Fed W/h Payable	341.30	0.00
21120 · Garnishments Payable	0.00	270.19
21130 · Misc Deductions Payable	-184.32	-184.32
21300 · Valic Payable	-100.00	-100.00
21400 · Workers' Comp Payable	2,202.92	4,018.96
21600 · Accrued Vacation/Sick Payable	533,644.81	504,674.62
21930 · FSB Notes Interest Payable	228,662.38	198,618.50
22140 · Advertising Deferred Revenue	7,500.00	7,500.00
24000 · Payroll Liabilities	-5,670.94	-409.06
Total Other Current Liabilities	<u>1,328,501.09</u>	<u>1,250,294.57</u>
Total Current Liabilities	<u>4,680,728.79</u>	<u>2,005,909.33</u>
Long Term Liabilities		
20502 · 2022 Note	8,170,279.74	2,575,279.74
25030 · 2019 Note A	13,316,800.00	15,316,800.00
25035 · 2019 Note B	3,052,198.95	3,580,029.92
25600 · Current Portion L/T Debt 2019B	-535,905.68	-535,905.68
25700 · Deferred Concession Contract	729,998.00	1,465,062.00
25805 · A/P Retainage Long-Term	1,463,481.81	338,360.92
25809 · GASB 96 Long-term Subscription	71,261.01	0.00
26010 · Pension Liability sum	3,772,163.00	2,805,972.66
26110 · Deferred Pension Inflows	358,401.00	1,290,895.00
26300 · Dererred Lease Inflow GASB 87	3,616,418.14	5,108,476.56
Total Long Term Liabilities	<u>34,015,095.97</u>	<u>31,944,971.12</u>
Total Liabilities	<u>38,695,824.76</u>	<u>33,950,880.45</u>
Equity	128,415,559.07	113,646,636.81
TOTAL LIABILITIES & EQUITY	<u>167,111,383.83</u>	<u>147,597,517.26</u>

Missoula County Airport Authority
Profit & Loss Prev Year Comparison
 March 2024

	<u>Mar 24</u>	<u>Mar 23</u>
Ordinary Income/Expense		
Income		
30100 · Signatory Landing Fees	45,717	46,003
30200 · Non Sig Landing Fees	10,098	9,727
30210 · Cargo Landing Fees	6,561	3,935
30300 · Non-Based Landing Fees	5,054	5,580
30400 · Signatory Rent	40,607	53,200
30420 · Non-Sig Use Fees	13,764	10,475
30430 · Signatory Use Fee	51,260	53,260
30507 · Advertising Income	18,408	18,093
30509 · Ground Handling	34,357	50,409
30600 · FBO Rentals	21,672	21,774
30800 · Fuel Flowage Fees	7,498	4,851
30900 · Fuel Farm Leases	369	359
31000 · Coffee Concession	966	864
31100 · Restaurant	10,799	10,182
31110 · Liquor Concessions	8,493	10,667
31300 · Rental Car %	71,012	75,653
31400 · Rent Car Rent	15,180	13,300
31900 · USFS Hangar Rent	20,810	20,787
32100 · Gift Shop Faber	16,512	17,184
32200 · Travel Agency	439	439
32400 · Parking Lot	307,983	296,859
32800 · Ag Land Leases	2,997	0
32900 · Non-Aeronautical Ground Rent	30,247	27,620
32910 · Aeronautical Ground Rent	7,512	7,389
33000 · Vending	1,854	1,916
33800 · Off Airport Rent Cars	641	1,032
34000 · Utilities Reimbursement	2,273	2,929
34200 · Miscellaneous Income	709	1,412
34300 · Ground Transport	4,494	4,213
42700 · Drain Pumping Fee	260	0
81402 · TSA LEO Reimbursement	10,060	9,145
81403 · TSA Checkpoint OTA	1,232	1,213
85100 · Badging Fees Collected	2,363	105
Total Income	<u>772,201</u>	<u>780,575</u>
Gross Profit	<u>772,201</u>	<u>780,575</u>

Missoula County Airport Authority
Profit & Loss Prev Year Comparison
 March 2024

	<u>Mar 24</u>	<u>Mar 23</u>
Expense		
40100 · Wages	289,138	280,341
40330 · Overtime Wages	9,417	4,428
40600 · Fringe Benefits Expense	109,248	107,583
40800 · Legal Services	3,401	107
41200 · Insurance Expense	19,213	17,260
41300 · Accounting Expense	1,100	0
41400 · Phone Charges	3,478	3,382
41800 · Communication R&M	6,749	5,471
42000 · Office Supplies	4,364	3,815
42100 · Computer Equipment Expense	4,758	981
42200 · Electricity/Gas Expense	46,341	47,091
42400 · Water Expense	4,755	4,604
42500 · Sewer Expense	1,054	1,672
42600 · Disposal Expense	2,971	3,185
42800 · Disposal-Industrial	0	32
43000 · Petroleum Products Expense	5,173	5,969
43400 · Vehicle R&M	9,917	2,558
43600 · Equipment Rental	0	6,500
43800 · Tools/Equipment	4,516	5,552
44000 · Landscaping Expense	1,643	0
44100 · Custodial Services	41,280	38,980
44200 · Contracted Maintenance	31,254	21,002
44400 · Electric Maintenance	1,794	209
44600 · Plumbing Expense	454	1,055
44800 · Mechanical/Supplies	34	1,045
45000 · Building General R&M	1,130	796
45104 · Rent Car R&M	5,988	10,487
45105 · ATCT R&M	489	0
45106 · USFS Hangar R&M	454	613
45107 · BHS Parts and MX	864	0
45203 · Airfield Maintenance	26,417	4,241
45400 · Landside Maintenance	19	11,292
45600 · Airfield Lighting R&M	2,015	0
45800 · Snow & Ice Removal	0	17,383
46000 · Custodial Supplies	5,989	4,907
46400 · Uniform Expense	2,883	6,948
46600 · Employee Training Expense	5,169	3,304
46800 · Travel Expense	21,576	7,257
47000 · Memberships	1,085	1,172
47200 · Safety Supplies/Equipment	998	8,260
47303 · Wildlife Mitigation	0	1,434
47400 · Meals & PR	1,426	2,869
47501 · Marketing	33,372	22,255
47600 · Consultants Expense	6,184	98
47605 · Landing Fee Commission Expense	1,011	1,116
47707 · Display Expenses	7,491	1,348
49100 · Fingerprint/STA Charges	1,850	2,567
49207 · Recurring IT Support Subscripti	125	0
49208 · Rental Car Fuel	7,673	0
66900 · Reconciliation Discrepancies	318	0
80600 · Miscellaneous Expense	310	0
80611 · BANK Charges	(65)	85
80625 · TPA – EE benefits and Payroll	5,583	0
80650 · Finance Charges	131	530
89610 · Misc.- ATCT	194	0
Total Expense	<u>742,731</u>	<u>671,784</u>
Net Ordinary Income	29,470	108,791

Missoula County Airport Authority
Profit & Loss Prev Year Comparison
 March 2024

	<u>Mar 24</u>	<u>Mar 23</u>
Other Income/Expense		
Other Income		
31500 · CFCs	51,292	48,156
70200 · Interest Income-Unrestricted	6,707	4,805
70400 · Project Restricted Interest	33	38
89010 · Federal Programs		
89000 · Airport Improvement Grants	1,089,071	394,487
89100 · TSA OTA contribution	0	195,804
89500 · PFC Contributions	152,685	162,882
Total 89010 · Federal Programs	<u>1,241,756</u>	<u>753,173</u>
89400 · Capital Contributions		
89103 · State Grants	0	136,942
Total 89400 · Capital Contributions	<u>0</u>	<u>136,942</u>
Total Other Income	<u>1,299,788</u>	<u>943,114</u>
Other Expense		
80140 · Note 2019A Interest Expense	45,086	50,349
80145 · Note 2019 B Interest Expense	7,588	8,978
80150 · Note 2022 Interest Expense	24,262	8,230
80300 · Depreciation	659,023	698,453
Total Other Expense	<u>735,959</u>	<u>766,010</u>
Net Other Income	<u>563,829</u>	<u>177,104</u>
Net Income	<u><u>593,299</u></u>	<u><u>285,895</u></u>

Missoula County Airport Authority
Profit & Loss Budget Performance
 March 2024

Ordinary Income/Expense	Mar 24	Budget	Jul '23 - Mar 24	YTD Budget	Annual Budget
Income					
30100 · Signatory Landing Fees	45,717	52,887	441,866	520,379	700,905
30200 · Non Sig Landing Fees	10,098	7,487	156,599	71,014	96,802
30210 · Cargo Landing Fees	6,561	3,354	54,710	30,186	40,248
30220 · Charter Landing Fees	0	120	0	1,082	1,443
30300 · Non-Based Landing Fees	5,054	3,680	130,659	170,699	182,821
30400 · Signatory Rent	40,607	53,200	365,460	478,800	638,400
30410 · Non-Sig Turn Fees	0	0	0	0	0
30420 · Non-Sig Use Fees	13,764	10,993	208,829	103,147	141,013
30430 · Signatory Use Fee	51,260	59,285	528,741	587,737	792,162
30507 · Advertising Income	18,408	14,583	179,958	131,247	174,996
30509 · Ground Handling	34,357	50,068	549,634	773,586	966,076
30600 · FBO Rentals	21,672	24,000	197,274	216,000	288,000
30800 · Fuel Flowage Fees	7,498	5,063	89,893	82,702	110,000
30900 · Fuel Farm Leases	369	358	3,322	3,225	4,300
31000 · Coffee Concession	966	966	7,991	10,131	13,631
31100 · Restaurant	10,799	9,332	117,348	99,911	133,970
31110 · Liquor Concessions	8,493	7,303	102,278	78,191	104,846
31300 · Rental Car %	71,012	72,464	1,616,210	1,562,613	2,062,426
31400 · Rent Car Rent	15,180	14,583	136,618	131,250	175,000
31800 · USFS Landing Fees	0	0	0	0	0
31900 · USFS Hangar Rent	20,810	20,667	187,271	186,000	248,000
32100 · Gift Shop Faber	16,512	23,938	223,262	256,292	343,661
32200 · Travel Agency	439	433	3,954	3,900	5,200
32400 · Parking Lot	307,983	281,857	2,340,040	2,126,873	2,883,544
32800 · Ag Land Leases	2,997	0	26,970	0	0
32900 · Non-Aeronautical Ground Rent	30,247	17,500	270,935	157,500	210,000
32910 · Aeronautical Ground Rent	7,512	7,917	80,938	71,250	95,000
33000 · Vending	1,854	1,288	21,038	13,508	18,175
33800 · Off Airport Rent Cars	641	1,542	25,519	33,528	42,424
34000 · Utilities Reimbursement	2,273	2,708	21,188	24,375	32,500
34200 · Miscellaneous Income	709	3,375	43,957	30,375	40,500
34300 · Ground Transport	4,494	4,358	131,422	119,860	160,779
42700 · Drain Pumping Fee	260	0	2,340	0	0
81402 · TSA LEO Reimbursement	10,060	8,917	83,810	80,250	107,000
81403 · TSA Checkpoint OTA	1,232	0	11,085	0	0
85000 · Petro Fund Reimbursement	0	0	6,958	0	0
85100 · Badging Fees Collected	2,363	0	14,196	0	0
Total Income	<u>772,201</u>	<u>764,226</u>	<u>8,382,273</u>	<u>8,155,611</u>	<u>10,813,822</u>
Gross Profit	<u>772,201</u>	<u>764,226</u>	<u>8,382,273</u>	<u>8,155,611</u>	<u>10,813,822</u>

Missoula County Airport Authority
Profit & Loss Budget Performance
 March 2024

Expense	Mar 24	Budget	Jul '23 - Mar 24	YTD Budget	Annual Budget
40100 · Wages	289,138	289,784	2,834,339	2,910,240	3,914,680
40330 · Overtime Wages	9,417	7,500	48,507	67,500	90,000
40600 · Fringe Benefits Expense	109,248	124,382	1,024,452	1,121,896	1,495,888
40800 · Legal Services	3,401	1,250	12,635	11,250	15,000
41200 · Insurance Expense	19,213	19,167	171,564	172,503	230,004
41300 · Accounting Expense	1,100	0	83,657	56,750	56,750
41400 · Phone Charges	3,478	3,703	33,823	33,323	44,430
41600 · Phone R&M	0	25	109	225	300
41800 · Communication R&M	6,749	2,328	14,440	20,955	27,940
42000 · Office Supplies	4,364	4,649	39,046	41,839	55,785
42100 · Computer Equipment Expense	4,758	2,050	114,153	18,450	24,600
42200 · Electricity/Gas Expense	46,341	47,887	428,782	430,987	574,649
42400 · Water Expense	4,755	7,531	45,866	67,781	90,374
42500 · Sewer Expense	1,054	6,717	23,978	60,454	80,606
42600 · Disposal Expense	2,971	4,417	30,122	39,755	53,006
42800 · Disposal-Industrial	0	623	1,718	5,610	7,480
43000 · Petroleum Products Expense	5,173	10,038	68,158	90,338	120,450
43400 · Vehicle R&M	9,917	8,909	66,724	80,184	106,912
43600 · Equipment Rental	0	219	2,596	1,967	2,623
43800 · Tools/Equipment	4,516	6,199	42,366	55,787	74,383
44000 · Landscaping Expense	1,643	867	2,106	7,800	10,400
44100 · Custodial Services	41,280	45,392	377,837	408,528	544,704
44200 · Contracted Maintenance	31,254	34,508	216,369	310,574	414,099
44302 · Jet Bridge R&M	0	967	6,403	8,703	11,604
44400 · Electric Maintenance	1,794	817	7,812	7,350	9,800
44600 · Plumbing Expense	454	612	1,860	5,505	7,340
44800 · Mechanical/Supplies	34	3,229	10,985	29,064	38,752
45000 · Building General R&M	1,130	3,102	42,084	27,922	37,229
45104 · Rent Car R&M	5,988	0	48,027	0	0
45105 · ATCT R&M	489		679		
45106 · USFS Hangar R&M	454	1,300	7,483	11,700	15,600
45107 · BHS Parts and MX	864		67,264		
45203 · Airfield Maintenance	26,417	6,740	68,985	60,663	80,884
45400 · Landside Maintenance	19	793	68,463	7,140	9,520
45600 · Airfield Lighting R&M	2,015	1,325	22,795	11,925	15,900
45703 · Fog Abatement	0	0	1,825	4,240	4,240
45800 · Snow & Ice Removal	0	21,727	253,494	271,111	283,230
46000 · Custodial Supplies	5,989	5,828	80,247	53,683	66,936
46400 · Uniform Expense	2,883	4,665	33,533	41,985	55,980
46600 · Employee Training Expense	5,169	8,864	62,176	79,778	106,370
46800 · Travel Expense	21,576	7,421	66,687	66,785	89,046
47000 · Memberships	1,085	3,056	31,818	27,505	36,673
47200 · Safety Supplies/Equipment	998	3,785	7,525	34,066	45,422
47303 · Wildlife Mitigation	0	667	0	6,000	8,000
47400 · Meals & PR	1,426	2,175	26,492	19,575	26,100
47501 · Marketing	33,372	25,000	159,234	225,000	300,000
47600 · Consultants Expense	6,184	5,872	19,832	52,844	70,458
47605 · Landing Fee Commission Expense	1,011		26,132		
47707 · Display Expenses	7,491	150	14,690	1,350	1,800
47717 · VIC Expenses	0	42	0	375	500
49100 · Fingerprint/STA Charges	1,850		6,302		
49200 · Petro Cleanup (MT Petro Board)	0		6,958		
49207 · Recurring IT Support Subscripti	125		125		
49208 · Rental Car Fuel	7,673		7,673		
66900 · Reconciliation Discrepancies	318		4,251		
80600 · Miscellaneous Expense	310	100	2,187	897	1,196
80611 · BANK Charges	(65)	250	532	2,250	3,000
80625 · TPA – EE benefits and Payroll	5,583		17,438		
80650 · Finance Charges	131		711		
89610 · Misc.- ATCT	194		194		
Total Expense	742,731	736,632	6,866,243	7,072,112	9,360,643
Net Ordinary Income	29,470	27,594	1,516,030	1,083,499	1,453,179
Net Income	29,470	27,594	1,516,030	1,083,499	1,453,179



Director's Report
May 23, 2024

Director's Statement: The month of April ended with an increase of 4.1% as compared to last April. We are expecting strong double digit increases in May as Frontier returned to our market on May 2nd to Phoenix Sky Harbor (PHX) and May 3rd they restarted Denver service. Allegiant restarted Oakland and Orange County service mid-May and United restarts both San Francisco and Chicago this week along with additional Denver service. American also added a second Dallas flight this month with their restarts of Los Angeles and Chicago service set to start early June.

Air Service Update: This was a big air service meeting month, this week I met with eight airlines at a national air service conference in Washington DC. Over five hundred attendees, the largest ever with back-to-back meetings over a two-day period. Overall, positive comments, we have a lot of seats to fill this summer so when we meet with them again this fall, we will know more about what to expect as we go forward in 2025. With all the extra seats the airlines are getting more aggressive on-air fare costs as they want to continue to fill up their aircraft.

Construction: Lots of progress in phase 2, we opened bids on phase 3 this week and will be presenting those to you for consideration. We will have additional pictures so you can see the continuing progress on phase 2 of our terminal. When you come to the Board meeting on Tuesday you will see changes on our front curb in front of our current construction area. Knife River needs to close one drive lane so they can remove our current sidewalk and install a new drive lane and heated sidewalk in front of phase 2. We need to get all our earth work done this fall including the attached new car rental lot so we can have a seamless opening next spring. Once that part is open Martel will need to come in and remove the temporary baggage claim vestibule and connect the heated sidewalk. We are currently recruiting several people to fill some traffic control positions in front of the terminal during our peak summer.

Federal Affairs: On May 15th, the House approved by a vote of 387 to 26 a multi-year bipartisan and bicameral FAA reauthorization bill that will increase AIP funding to \$4 billion annually, authorize \$200 million annually for resilience and runway safety projects, and help airports transition to fluorine-free firefighting foam. The House passage closes the book on a long reauthorization process that has resulted in numerous airports wins and provided much-needed certainty for the FAA and the aviation industry through fiscal year 2028.

Board Agenda: A very full agenda this month!

- Phase 2 signage package bids to approve.
- Martel contract deductive project change order of cost savings incurred.
- Phase 3 guarantee maximum price, bids were tabulated and will be presented.
- Parking Management Agreement with LAZ parking to replace our current vendor.
- Multiple resolutions to set fees as it relates to our Fiscal 2025 proposed budget.
- State Audit contract and engagement letter.
- Parking Equipment Purchase—this is to replace our current equipment to give us additional functionality.
- Veoci Contract renewal, we use this vendor for lease management and numerous operational records keeping.
- Pre-approval of two upcoming FAA Airport Improvement Grants.

Master Plan: Nothing new to report here, our consultants are still reviewing our open house comments and will make necessary recommendations and adjustments.

Misc: Missoula Parks and Recreation will be briefing you on a project we have been collaborating with them for some time now. The airport owns a sizable piece of the old rail bed that is on the south side of our property. They would like to purchase that piece from us using open space bond money. We recently did an appraisal of the property and think purchasing it to develop a future bike trail is the best use of this property going forward. I will have multiple pictures including a drone flight to help show the property to you before we turn it over to Parks and Recreation for their briefing.

We are currently working with the series “Yellowstone” as they have requested to do a day of filming at the airport. Lynn has drafted a contract that they are currently reviewing.

We have been doing quite a bit of interviewing lately, Public Safety has an upcoming retirement along with an additional staff member being planned in our FY25 budget. Building and Field we are looking to create a couple of Supervisor positions since Nate Cole now oversees both departments. Then next week we are looking to do some Legal interviews as we look to replace Lynn as she looks to retire.

Tim and I attend American Association of Airport Executives National Conference last month. It was a very well attended conference where we met with numerous vendors and attended industry updates.

We hosted Secretary Buttigieg, a well-attended press event and he was extremely impressed with our terminal project. It was great to have one on one time with him as we explained our project and future needs.

We continue to press TSA for a fourth lane, we continue to present our passenger projections to them for consideration.

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: May 28th, 2024

1. **TITLE:** Phase 2 FFE Package 2 – Signage/Wayfinding and Environmental Graphics

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 Phase 2 FFE (Furniture, Fixtures and Equipment) Signage package covers all ADA and code required signage and placarding in addition to navigational wayfinding elements throughout the building. The scope of work was divided into two divisions, Signage/Wayfinding and Environmental Graphics. The team reached out to 5 local providers and received three quotes to supply and install the respective elements of the signage and wayfinding packages. FastSigns of Missoula provided a complete quote to supply and install the 160 signs in the Signage/Wayfinding Package. SignPro of Missoula provided a quote to supply and install the required vinyl for the Environmental Graphics package. Both FastSigns and SignPro worked on the first project phase and are familiar with the facility and scope of work involved. The Missoula Airport team will be coordinating installation of this package as part of the final FFE (Furniture, Fixtures and Equipment) phase of the project and have included a 6% contingency on this quote to cover any additional product adjustments that may occur between now and final installation. The required amount for this package is on budget with project allowances and design team estimates.
5. **BUDGET INFORMATION:** Amount Required: \$180,372.53

Budget amount available: Terminal financing
6. **SUPPLEMENTAL AGENDA INFORMATION:** Phase 2 FFE Package 2 Summary
7. **RECOMMENDED MOTION:** Move to approve Phase 2 FFE Package 2 with FastSigns and SignPro in the total amount not to exceed \$180,372.53
8. **PREPARED BY:** Tim Damrow
9. **COMMITTEE REVIEW:** None.



Phase 2 - B Concourse - Terminal Expansion

Furniture, Fixtures and Equipment

Package 2

Signage/Wayfinding and Environmental Graphics

5.28.2024

Package Summary	
<u>Description</u>	
Supply and installation of ADA and code required signage in addition to navigational wayfinding elements throughout the B Concourse.	
<u>Components</u>	<u>Amount</u>
<u>Signage and Wayfinding</u>	
FastSigns - ADA,Code Required Signage	\$133,297.17
<u>Environmental Graphics</u>	
SignPro - Vinyl Environmental Graphics	\$36,865.36
Contingency (6%) - Missoula Airport	\$10,210
Total	\$180,372.53



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FASTSIGNS of Missoula
 2825 Stockyard Road, STE F5
 Missoula, MT 59808
 406-541-2499
 Contact: Todd Taylor

PHASE 2+3 | EAST CONCOURSE EXPANSION

| TYPE | DESCRIPTION | LB | LO1 | LO2 | Phase 3 | QUANTITY TOTAL | MATERIAL COSTS | INSTALLATION |
|------------|--|-----------|-----------|-----------|-----------|----------------|----------------------|----------------------|
| XA | RENTAL CAR DISPLAY WALLS | | | 4 | | 4 | \$ 43,500.00 | \$ 10,500.00 |
| BS | BLADE SIGN | | | | 2 | 2 | \$ 12,588.00 | \$ 4,800.00 |
| FS1 | FLAG SIGN - RESTROOM | | | | 4 | 4 | \$ 6,368.00 | \$ 2,200.00 |
| FS2 | FLAG SIGN - GATE | | | | 2 | 4 | \$ 11,920.00 | \$ 3,600.00 |
| B1 | VINYL SLIDING DOOR | | | 16 | | 16 | \$ 2,685.00 | \$ 850.00 |
| C1 | VINYL - NO SMOKING | | | 4 | | 4 | \$ 890.00 | \$ 250.00 |
| D4 | LEVEL DIRECTORY ELEVATOR CAB | 1 | | | | 1 | \$ 325.00 | \$ 185.00 |
| D3 | LEVEL DIRECTORY AT ELEVATOR | | | 1 | 1 | 2 | \$ 1,825.20 | \$ 480.00 |
| GS | GATE SIGN | | | | 2 | 4 | \$ 6,892.00 | \$ 3,200.00 |
| E1 | ADA - IN CASE OF FIRE | 1 | 1 | | 2 | 4 | \$ 594.88 | \$ 133.40 |
| F1 | ADA - ROOM ID | 6 | 26 | | 7 | 39 | \$ 2,372.76 | \$ 1,586.00 |
| F2 | ADA - ROOM ID W/ VINYL NAME | | 10 | | | 10 | \$ 608.40 | \$ 333.50 |
| G1 | ADA - STAIR LEVEL EGRESS | 1 | 3 | | 2 | 6 | \$ 2,190.24 | \$ 200.10 |
| H1 | ADA - RESTROOM ID | | | 5 | 6 | 11 | \$ 1,146.03 | \$ 366.85 |
| H2 | ADA - STAIR ID | | | 3 | 2 | 5 | \$ 612.63 | \$ 166.65 |
| K1 | EVAC MAP | 1 | 1 | | 2 | 4 | \$ 817.00 | \$ 158.90 |
| L1 | FLAG SIGN = FEC / AED | 1 | 7 | | 4 | 12 | \$ 3,540.00 | \$ 792.00 |
| T1 | ADA - AUTHORIZED PERSONNEL ONLY | | | | 3 | 5 | \$ 182.52 | \$ 135.00 |
| T2 | ADA - ROOM ID (AUTHORIZED) | | | 6 | 7 | 15 | \$ 1,384.11 | \$ 585.00 |
| Z1 | SIDA | | | | 2 | 2 | \$ 270.00 | \$ 95.00 |
| X1 | ADA - GATE ID | | | | 2 | 4 | \$ 676.00 | \$ 180.00 |
| R4 | | | | 2 | | 2 | \$ 787.00 | \$ 325.00 |
| | Total | 11 | 89 | 50 | 10 | 160 | \$ 102,174.77 | \$ 31,122.40 |
| | GRAND TOTAL MATERIALS AND INSTALLATION. | | | | | | | \$ 133,297.17 |

MISSOULA MONTANA AIRPORT EAST CONCOURSE EXPANSION

5225 HIGHWAY 10 WEST
MISSOULA, MT 59808

ISSUE DATE: 2024.02.29

SIGNAGE & WAYFINDING - 100% CONSTRUCTION INTENT

A&E PROJECT NUMBER: 16131.20



sheet COVER
project **MISO EAST CONCOURSE EXPANSION**
owner MISSOULA MONTANA AIRPORT

project # 16131.20

| revision | date |
|----------|------------|
| REV 1 | 09.25.2023 |
| REV 2 | 01.22.2024 |
| REV 3 | 02.29.2024 |

phase
100% CONSTRUCTION
INTENT DRAWINGS



issue date
02.29.2024

AG0.1

| SECTIONS AG0-AG1: ARCHITECTURAL GRAPHICS INTRODUCTION | | |
|---|------------------------|----------|
| PAGE NO. | SHEET DESCRIPTION | COMMENTS |
| AG0.1 | Cover | |
| AG1.1 | AG Sheet Index | |
| AG1.1 | Submittal Requirements | |
| AG1.1 | Materials & Colors | |
| AG1.2 | General Specifications | |

| SECTION AG2: LOCATION PLANS & MESSAGE SCHEDULE | | |
|--|---|----------|
| PAGE NO. | SHEET DESCRIPTION | COMMENTS |
| AG2.1 | Signage Location Plans - Level B | |
| AG2.2 | Signage Location Plans - Level 01 | |
| AG2.3 | Signage Location Plans - Level 02 & Level 3 | |
| AG2.4 | Signage Schedule & Message Schedule | |

| SECTION AG3: SIGN DETAILS | | | |
|---------------------------|-----------|---------------------------------|----------|
| PAGE NO. | SIGN TYPE | SIGN DESCRIPTION | COMMENTS |
| AG3.1, AG3.2 | BS | Blade Sign | |
| AG3.3 | FS1 | Flag Sign - Restroom | |
| AG3.3 | FS2 | Flag Sign - Gate | |
| AG3.4 | B1 | Vinyl - Sliding Door | |
| AG3.4 | C1 | Vinyl - No Smoking | |
| AG3.4 | GS | Gate Sign | |
| AG3.3 | FS1 | Flag Sign - Restroom | |
| AG3.3 | FS2 | Flag Sign - Gate | |
| AG3.5 | D3 | Level Directory @ Elevator | |
| AG3.5 | D4 | Level Directory in Cab | |
| AG3.5 | E1 | ADA - In Case of Fire | |
| AG3.5 | F1 | ADA - Room ID | |
| AG3.5 | F2 | ADA - Room ID w/ Vinyl Name | |
| AG3.5 | G1 | ADA - Stair Level Egress | |
| AG3.5 | H1 | ADA - Restroom ID | |
| AG3.5 | H2 | ADA - Stair ID | |
| AG3.5 | K1 | Evac Map | |
| AG3.5 | L1 | FEC Flag | |
| AG3.3 | R4 | Bag Claim Restroom Entry | |
| AG3.5 | T1 | ADA - Authorized Personnel Only | |
| AG3.5 | T2 | ADA - Room ID (Authorized) | |
| AG3.6 | XA | Rental Car Display Walls | |
| AG3.5 | X1 | ADA - Gate ID | |
| AG3.5 | Z1 | ADA - S.I.D.A. Room ID | |

| SUBMITTAL REQUIREMENTS: Unless specifically noted otherwise, all required submittals shall be sent to A&E Design. Unless specified otherwise, all required samples to be retained by A&E Design to be used as a control set. | |
|--|--|
| DESCRIPTION | SUBMITTALS REQUIRED |
| Shop Drawings | For-production drawings of each sign type for approval prior to production; 1 set. |
| Colors | Samples of each project paint color and finish, textured as required, and applied to the final specified materials as indicated; minimum size of 5" x 5". |
| Materials | Samples of each project material, finished as required, minimum size of 5" x 5". |
| Digital Prints / Wallcovering | 1: Full-color sections of each digital print at final size and resolution, printed on the final material, as specified on signage drawings.
2: Digital proofs showing final artwork layouts with field-verified dimensions, wall extents, fixtures, obstructions etc. |
| Copy & Text Layouts | Printed samples of each message layout including copy, symbols, and sign panel boundary; layouts shall be labeled with sign type, location number, and side as required. |
| Vinyl | Samples of each project vinyl color or product; minimum size of 5" x 5"; fabricator use 3M vinyl products or approved equal. |

| MATERIALS & FINISHES | | | | | |
|---|-------|-------------------------|--------------------------------|--------|--|
| PAINT & POWDERCOAT FINISH SPECIFICATIONS | | | | | |
| All paint colors and finishes listed below shall match existing signage in Concourse A. | | | | | |
| REF NO. | COLOR | DESCRIPTION | PRODUCT | FINISH | NOTES |
| P1 | | Black | Paint | Satin | Fab & finish to match existing Phase 1 signs |
| P2 | | Blue to Match PMS 307 C | Powdercoat | Satin | Fab & finish to match existing Phase 1 signs |
| P3 | | Charcoal | Sherwin Williams Iron Ore 7069 | Satin | |

| VINYL SPECIFICATIONS | | | | | |
|---|-------|---|--------------|--|--|
| All vinyl sheeting shall match exactly the color, finish, and durability of the listed products as specified. | | | | | |
| REF NO. | COLOR | PRODUCT DESCRIPTION & ID NO. | MANUFACTURER | NOTES | |
| V1 | White | Scotchcal ElectroCut Graphic Film Series 7725 - White | 3M | Fab & finish to match existing Phase 1 signs | |

| TYPEFACES & SYMBOLS | | | |
|--|-----------|-------------|--|
| TYPEFACES | | | |
| The Fabricator shall legally acquire at their own expense all project fonts from the specified distributors. Designer will not provide copies of licensed fonts. | | | |
| FONT ID NO. | FONT NAME | FONT WEIGHT | VISUAL REFERENCE |
| F1 | Raleway | Medium | ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 |
| F2 | Raleway | Semibold | ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890 |

| | |
|-----------|-----------------|
| project # | 16131.20 |
| revision | date |
| REV 1 | 09.25.2023 |
| REV 2 | 01.22.2024 |
| REV 3 | 02.29.2024 |

phase
100% CONSTRUCTION INTENT DRAWINGS



PART 1 - GENERAL

- 1.1 RELATED DOCUMENTS**
 - A. Provisions of the Contract and of the Contract Documents apply to this Section.
- 1.2 DEFINITIONS**
 - A. ADA-ABA Accessibility Guidelines: U.S. Architectural & Transportation Barriers Compliance Board's "Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines."
 - B. Illuminated: Illuminated by lighting source integrally constructed as part of the sign unit.
- 1.3 SUBMITTALS**
 - A. Product Data: For each type of product indicated.
 - B. Shop Drawings: Show fabrication and installation details for signs.
 - 1. Show sign mounting heights, locations of supplementary supports to be provided by others, and accessories. Provide illumination technique information and wiring diagrams for applicable installations.
 - 2. Provide message list, type styles, graphic elements, including tactile characters and Braille, and layout for each sign.
 - 3. Provide floor plans showing locations of signs as approved by the Owner, corresponding to the Signage Schedule and Owner-approved Message Schedule.
 - C. Samples: For each of the following products and for the full range of color, texture, and sign material indicated, of sizes indicated:
 - 1. Dimensional Characters: Full-size Samples of each type of dimensional character (letter, number, and graphic element). Show character style, material, finish, and method of attachment.
 - 2. Panel Signs: Full-size Sample.
 - 3. Approved samples will not be returned for installation into Project, unless otherwise indicated.
 - D. Sign Schedule: Use same designations indicated on Drawings.
 - E. Delegated Design Submittals: Include structural analysis calculations for signs indicated to comply with design loads; signed and sealed by the qualified professional engineer responsible for their preparation.
 - F. Qualification Data: For Installer.
 - G. Maintenance Data: For signs to include in maintenance manuals.
 - H. Warranty: Special warranty specified in this Section.

- 1.4 QUALITY ASSURANCE**
 - A. Installer Qualifications: An employer of workers trained and approved by manufacturer.
 - B. Source Limitations for Signs: Obtain each sign type indicated from one source from a single manufacturer.
 - C. Welding Qualifications: Qualify procedures and personnel in accordance with AWS D.12 "Structural Welding Code - Aluminum."
 - D. Regulatory Requirements: Comply with the 2010 ADA Standards for Accessible Design published September 15, 2010 (SAD) and with ICC/ANSI A117.1, 2003.

- 1.5 PROJECT CONDITIONS**
 - A. Weather Limitations: Proceed with installation only when existing and forecast weather conditions permit installation of signs in exterior locations to be performed according to manufacturers' written instructions and warranty requirements.
 - B. Field Measurements: Verify recess openings, wall dimensions, and all other relevant conditions by field measurements before fabrication and indicate measurements on Shop Drawings. Verify locations of anchorage devices and electrical service embedded in permanent construction by other installers by field measurements before fabrication, and indicate measurements on Shop Drawings.
 - C. Where old signs are present at the project site and are intended to be removed or replaced as defined on Drawings, it is the Fabricator's responsibility to remove and dispose of existing signs legally; patch and repair any damage to wall surfaces and surrounding finished floor; at or adjacent to sign, caused by removal of existing sign.

- 1.6 COORDINATION**
 - A. Coordinate placement of anchorage devices with templates for installing signs.
 - B. Furnish templates for placement of electrical service embedded in permanent construction by other installers.
 - C. Architect will provide artwork files upon request to Fabricator.

- 1.7 WARRANTY**
 - A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to re pair or replace components of signs that fail in materials or workmanship within specified warranty period.
 - 1. Failures include, but are not limited to, the following:
 - a. Deterioration of metal and polymer finishes beyond normal weathering.
 - b. Deterioration of embedded graphic image colors.
 - 2. Warranty Period: Five years from date of Substantial Completion.

PART 2 - PRODUCTS

- 2.1 PERFORMANCE REQUIREMENTS**
 - A. Delegated Design: Engage a qualified professional engineer, as defined in Division 01 Section "Quality Requirements," to design sign structure and anchorage of illuminated signage according to structural performance requirements.
 - B. Structural Performance: Signs and supporting elements are to withstand the effects of gravity and other loads within limits and under conditions indicated.
 - 1. Uniform Wind Load: As indicated on Drawings.
 - 2. Concentrated Horizontal Load: As indicated on Drawings.
 - 3. Other Design Load: As indicated on Drawings.
 - C. Thermal Movements: For exterior signs, allow for thermal movements from ambient and surface temperature changes.
 - 1. Temperature Change: 120 deg F ambient; 180 deg F, material surfaces.
 - D. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.

- 2.2 MANUFACTURERS**
 - A. In other Part 2 and Part 3 articles where titles below introduce lists, the following requirements apply to product selections:
 - 1. Products: Subject to compliance with requirements, available products and fabrication techniques include, but are not limited to, those listed.

- 2.3 MATERIALS**
 - A. Acrylic Sheet: ASTM D4802, category as standard with manufacturer for each sign, Type UVF (UV filtering).
 - B. Aluminum Castings: ASTM B 26, of alloy and temper recommended by sign manufacturer for casting process used and for use and finish indicated.
 - C. Aluminum Sheet and Plate: ASTM B 209, alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated.
 - D. Aluminum Extrusions: ASTM B 221, alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with at least the strength and durability properties of Alloy 6063-T5.
 - E. Bituminous Paint: Cold-applied asphalt emulsion complying with ASTM D1187.
 - F. Bronze Castings: ASTM B 584, Alloy UNS No. C86500 (No. 1 manganese bronze).
 - G. Concrete: As specified in Division 03 Sections "Cast-In-Place Concrete" and "Precast Architectural Concrete."
 - H. Heat-Strengthened, Ultra Clear Float Glass: ASTM C1048, Kind HS (heat strengthened), Type I, Condition A (uncrated) unless otherwise indicated, Type I, Class 1 (clear) or Class 2 (tinted) as indicated, Quality-Q3.
 - 1. Fabrication Process: By horizontal (roller-hearth) process with roll-wave distortion parallel to bottom edge of glass as installed unless otherwise indicated.
 - I. Medium Density Fiberboard (MDF): ANSI A208.2, Grade 130.
 - J. Paints and Coatings for Sheet Materials: Inks, dyes, and paints that are recommended by manufacturer for optimum adherence to surface and are UV and water resistant for colors and exposure indicated.
 - K. Vinyl Film: UV-resistant vinyl film of nominal thickness indicated, with pressure-sensitive, permanent adhesive on back; die cut to form characters or images as indicated on Drawings and suitable for exterior applications.

- 2.4 SIGNS**
 - A. Interior Panel Signs: Provide smooth sign panel surfaces constructed to remain flat under installed conditions within a tolerance of plus or minus 1/16 inch measured diagonally from corner to corner, complying with the following requirements:
 - 1. Solid-Sheet Sign: Acrylic with painted finish.
 - a. Thickness: As indicated on Drawings.
 - 2. Provide clear slot for interchangeable information, sized for 8-1/2-inch x 11-inch paper, for sign Type H.
 - 3. Room Sign Size: As indicated on Drawings.
 - 4. Edge Condition: Square cut or as indicated.
 - 5. Corner Condition: Square or as indicated on Drawings.
 - 6. Mounting: Unframed and as indicated on Drawings.
 - a. Signs mounted on glass to be backed with vinyl matching acrylic panel. Color: As indicated.

- B. Tactile and Braille Sign: Manufacturer's standard process for producing text and symbols complying with ADA-ABA Accessibility Guidelines and ICC/ANSI A117.1. Text shall be accompanied by Grade 2 Braille. Produce precisely formed characters with square-cut edges free from burrs and cut marks; Braille dots with domed or rounded shape.
 - 1. Panel Material: Acrylic.
 - 2. Raised-Copy Thickness: Not less than 1/32 inch.
- C. Window Vinyl: Field-applied, vinyl signage, pre-spaced characters die cut from 3- to 3.5 mil thick, weather-resistant vinyl film with release liner on back and carrier film on the front side for on-site alignment and application.
 - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Arlon.
 - b. Avery.
 - c. 3M.
 - 2. Size: As indicated on Drawings.
 - 3. Substrate: As indicated on Drawings.
 - 4. Text and Font: As indicated on Drawings.
- D. Push-Thru Characters: Injection molded or thermoformed characters, or characters routed from solid acrylic sheets, having uniform faces and profiles and as follows:
 - 1. Illuminated characters: Characters with concealed LED lighting, including transformers, insulators, and other accessories; with provision for servicing and concealing connections to building electrical system. Space lamps apart from each other and away from character surfaces as needed to illuminate evenly.
 - a. Power: As indicated on Electrical Drawings.
 - b. Weeps: Provide weep holes to drain water at lowest part of the exterior characters. Equip weeps with permanent baffles to block light leakage without inhibiting drainage.
 - c. Manufacturer's integral color in color as indicated on Drawings.
 - d. Typeface: As indicated on Drawings.
- E. Flat Cut Out (FCO) Characters: Characters with uniform faces; square-cut, smooth, eased edges; precisely formed lines and profiles; and as follows:
 - 1. Character Material: Sheet or plate aluminum.
 - 2. Character Height: As indicated on Drawings.
 - 3. Thickness: Manufacturer's standard for size of character.
 - 4. Finish: Integral aluminum Finish: Light bronze anodized.
 - 5. Mounting: As indicated on Drawings.

- 2.5 ACCESSORIES**
 - A. Anchors and Inserts: Provide nonferrous-metal or hot-dip galvanized anchors and inserts for exterior installations and elsewhere as required for corrosion resistance. Use toothed steel or lead expansion-bolt devices for drilled-in-place anchors. Furnish inserts, as required, to be set into concrete or masonry work.
 - B. Adhesive: As recommended by sign manufacturer or as indicated on Drawings.

- 2.6 FABRICATION**
 - A. General: Provide manufacturer's standard signs of configurations indicated.
 - 1. Welded Connections: Comply with AWS standards for recommended practices in shop welding. Provide welds behind finished surfaces without distortion or discoloration of exposed side. Clean exposed welded surfaces of welding flux and dress exposed end contact surfaces. All corners to be welded at 90 degrees unless indicated otherwise on Drawings.
 - 2. Mill joints to tight, hairline fit. Form joints exposed to weather to exclude water penetration.
 - 3. Pre-assemble signs in the shop to greatest extent possible. Disassemble signs only as necessary for shipping and handling limitations. Clearly mark units for reassembly and installation, in location not exposed to view after final assembly.
 - 4. Conceal fasteners and connections if possible; otherwise, locate fasteners and connections where they will be inconspicuous.
 - 5. Internally brace push-thru characters for stability, to meet structural performance loading without oil-canning or other surface deformation, and for securing fasteners.
 - 6. Provide rabbets, lugs, and tabs necessary to assemble components and to attach to existing work. Drill and tap for required fasteners. Use concealed fasteners where possible, use exposed fasteners that match sign finish.
 - 7. Castings: Fabricate castings free of warp, cracks, blowholes, pits, scale, sand holes, and other defects that impair appearance or strength. Grind, wire brush, sandblast, and buff castings to remove seams, gate marks, casting flash, and other casting marks before finishing.
 - B. Monumental and Exterior Wayfinding Signs: Construct sign-panel surfaces to be smooth and to remain flat under installed conditions within a tolerance of plus or minus 1/16 inch measured diagonally from corner to corner.
 - 1. Coordinate dimensions and attachment methods to produce message panels with closely fitting joints. Align edges and surfaces with one another in the relationship indicated.
 - 2. Increase panel thickness or reinforce with concealed stiffeners or backing materials as needed to produce surfaces without distortion, buckles, warp, or other surface deformations.
 - 3. Continuously weld joints and seams unless other methods are indicated; grind, fill, and dress welds to produce smooth, flush, exposed surfaces with welds invisible after final finishing.
 - C. Signs with Changeable Message Capability: Fabricate signs to allow insertion of changeable messages as follows:
 - 1. For slide-in changeable inserts, fabricate slot without burrs or constrictions that inhibit function. Furnish initial changeable insert.

- 2.7 FINISHES, GENERAL**
 - A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
 - B. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
 - C. Appearance of Finished Work: Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of the range of approved Samples. Noticeable variations in the same piece are not acceptable. Variations in appearance of other components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.
 - D. Directional Finishes: Run grain with long dimension of each piece and perpendicular to long dimension of finished trim or border surface unless otherwise indicated on Drawings.
 - E. Organic, Anodic, and Chemically Produced Finishes: Apply to formed metal after fabrication but before applying contrasting polished finishes on raised features unless otherwise indicated.
- 2.8 ALUMINUM FINISHES**
 - A. Color Anodic Finish: AAMA 611, Class 1, 0.018 mm or thicker.
 - B. Baked Enamel or Powder-Coat Finish: AAMA 2603 except with a minimum dry film thickness of 1.5 mils. Comply with coating manufacturer's written instructions for cleaning, conversion coating, and applying and baking finish.

PART 3 - EXECUTION

- 3.1 EXAMINATION**
 - A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of work.
 - B. Verify that items, including anchor inserts, are sized and located to accommodate signs.
 - C. Proceed with installation only after unsatisfactory conditions have been corrected.

- 3.2 INSTALLATION**
 - A. General: Install signs using mounting methods indicated and according to manufacturer's written instructions. Locate signs and accessories where indicated, using mounting methods of types described and complying with manufacturer's written instructions.
 - 1. Install signs level, plumb, and at heights indicated, with sign surfaces free of distortion and other defects in appearance.
 - 2. Before installation, verify that sign surfaces are clean and free of materials or debris that would impair installation.
 - 3. Corrosion protection: Coat concealed surfaces of exterior surfaces of exterior aluminum in contact with grout, concrete, masonry, wood, or dissimilar metals, with a heavy coat of bituminous paint.
 - B. Interior Wall Signs: Install signs on walls adjacent to latch side of door where applicable. Where not indicated or possible, such as double doors, install signs on nearest adjacent walls, to the right of the right-hand door for double active doors. Locate tactile signs to maintain a clear space beyond swing of door, centered on and in front of each sign, of 18 inches by 18 inches.
 - C. Wall-Mounted Panel Signs: Comply with sign manufacturer's written instructions except where more stringent requirements apply.
 - 1. Adhesive: Clean bond-breaking materials from substrate surface and remove loose debris. Apply linear beads or spots of adhesive symmetrically to back of sign and of suitable quantity to support weight of sign after cure without slippage. Keep adhesive away from edges to prevent adhesive extrusion as sign is applied and to prevent visibility of cured adhesive at sign edges.

- Place sign in position, and push to engage adhesive. Temporarily support sign in position until adhesive fully sets.
- 2. Signs Mounted on Glass: Provide matching vinyl backing on opposite side of glass to conceal mounting materials.
- D. Field-Applied, Vinyl Signs: Clean and dry substrate. Align sign in final position before removing release liner. Remove release liner in stages, and apply and firmly press vinyl into final position. Press from the middle outward to obtain good bond without blisters or fishmouths. Remove carrier film without disturbing applied vinyl film.
 - 1. Walls intended for vinyl are to be prepared accordingly to ensure the longevity of vinyl applications. Walls to be deep cleaned and painted with a high gloss or satin finish. No low VOC paints. No dirt resistant paints. All wall imperfections are to be repaired prior to applying vinyl films. Any bumps and imperfections to be sanded down.
- E. Metal Plaques, General: Install plaques using mounting methods indicated and according to manufacturer's written instructions.
 - 1. Install plaques level, plumb and true to line, and at locations and heights indicated, with plaque surfaces free of distortion and other defects in appearance.
 - 2. Install plaques so they do not protrude or obstruct according to the accessibility standard.
 - 3. Before installation, verify that plaque surfaces are clean and free of materials or debris that would impair installation.
 - 4. Corrosion Protection: Coat concealed surfaces of exterior aluminum in accordance with grout, masonry, wood, or dissimilar metals, with a heavy coat of bituminous paint.
 - 5. Mounting Method - Concealed Studs: Using a template, drill holes in substrate aligning with studs on back of plaque. Remove loose debris from hole and substrate surface.
 - a. Masonry Substrates: Fill holes with adhesive. Leave recess space in hole for displaced adhesive. Place plaque in position and push until flush to surface, embedding studs in holes. Temporarily support plaque in position until adhesive fully sets
 - b. Thin or Hollow Surfaces: Place plaque in position and flush to surface, install washers and nuts on studs projecting through opposite side of surface, and tighten.

- 3.3 CLEANING AND PROTECTION**
 - A. After installation, clean soiled sign surfaces according to manufacturer's written instructions. Protect signs from damage until acceptance by Owner.

- 3.4 SIGNAGE SCHEDULE**
 - A. Reference Sheet AG2.4.

PART 4 - PROJECT-SPECIFIC PROTOTYPES

- 4.1 REQUIREMENTS**
 - A. Fabricator is responsible for producing project-specific prototypes as specified on sheet AG1.1
 - B. Unless specifically noted otherwise, all required submittals shall be sent to A&E Design. Unless specified otherwise, all required samples to be retained by A&E Design to be used as a control set.
 - C. Fabricator to include cost of prototypes when bidding project.

sheet
CHIEF ARCHITECT SPECIFICATIONS
 project
MISO EAST CONCOURSE EXPANSION
 owner
 MISSOULA MONTANA AIRPORT

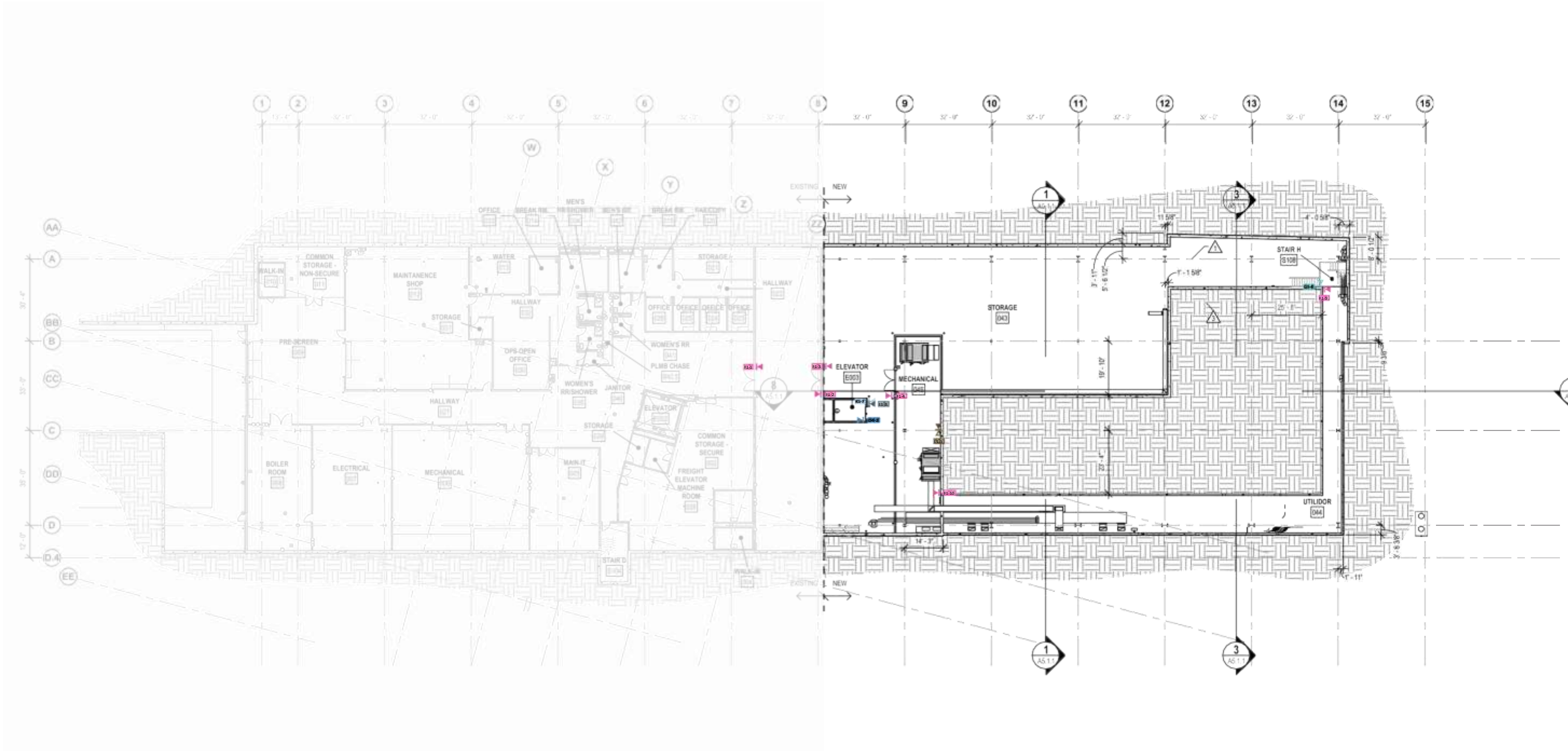
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| project # | 16131.20 |
| revision | date |
| REV 1 | 09.25.2023 |
| REV 2 | 01.22.2024 |
| REV 3 | 02.29.2024 |

phase
100% CONSTRUCTION INTENT DRAWINGS



issue date
02.29.2024

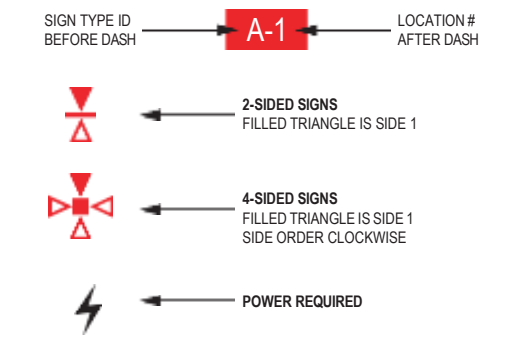
AG1.2



GENERAL NOTES

ALL LOCATIONS SHOWN ARE APPROXIMATE. THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFICATION AND COORDINATION OF ALL LOCATIONS. THE CONTRACTOR SHALL NOTIFY THE OWNER AND A&E DESIGN OF ANY DISCREPANCIES BETWEEN THE FIELD CONDITIONS AND DRAWINGS, LOCATION PLANS, OR MESSAGE SCHEDULE PRIOR TO INSTALLATION.

SYMBOL KEY



SIGN TYPE LEGEND

| | |
|------------|---|
| XA | SIGN TYPE XA: RENTAL CAR DISPLAY WALLS |
| BS | SIGN TYPE BS: BLADE SIGN |
| FS1 | SIGN TYPE FS1: FLAG SIGN - RESTROOM |
| FS2 | SIGN TYPE FS2: FLAG SIGN - GATE |
| GS | SIGN TYPE GS: GATE SIGN |
| B1 | SIGN TYPE B1: VINYL - SLIDING DOOR |
| C1 | SIGN TYPE C1: VINYL - NO SMOKING |
| D3 | SIGN TYPE D3: LEVEL DIRECTORY AT ELEVATOR |
| D4 | SIGN TYPE D4: LEVEL DIRECTORY IN ELEVATOR CAB |
| E1 | SIGN TYPE E1: ADA - IN CASE OF FIRE |
| F1 | SIGN TYPE F1: ADA - ROOM ID |
| F2 | SIGN TYPE F2: ADA - ROOM ID W/ VINYL NAME |
| G1 | SIGN TYPE G1: ADA - STAIR LEVEL EGRESS |
| H1 | SIGN TYPE H1: ADA - RESTROOM ID |
| H2 | SIGN TYPE H2: ADA - STAIR ID |
| K1 | SIGN TYPE K1: EVAC MAP |
| L1 | SIGN TYPE L1: FLAG SIGN = FEC / AED |
| T1 | SIGN TYPE T1: ADA - AUTHORIZED PERSONNEL ONLY |
| T2 | SIGN TYPE T2: ADA - ROOM ID (AUTHORIZED) |
| R4 | SIGN TYPE R4: BAG CLAIM RESTROOM ENTRY |
| X1 | SIGN TYPE X1: ADA - GATE ID |
| Y | SIGN TYPE Y: BAG CLAIM ID |
| Z1 | SIGN TYPE Z1: ADA - S.I.D.A. ROOM ID |

1 OVERALL FLOOR PLAN - LEVEL 00 (BASEMENT)

1"=20'



SHEET LOCATION PLANS - LEVEL B
 project
MISO EAST CONCOURSE EXPANSION
 owner

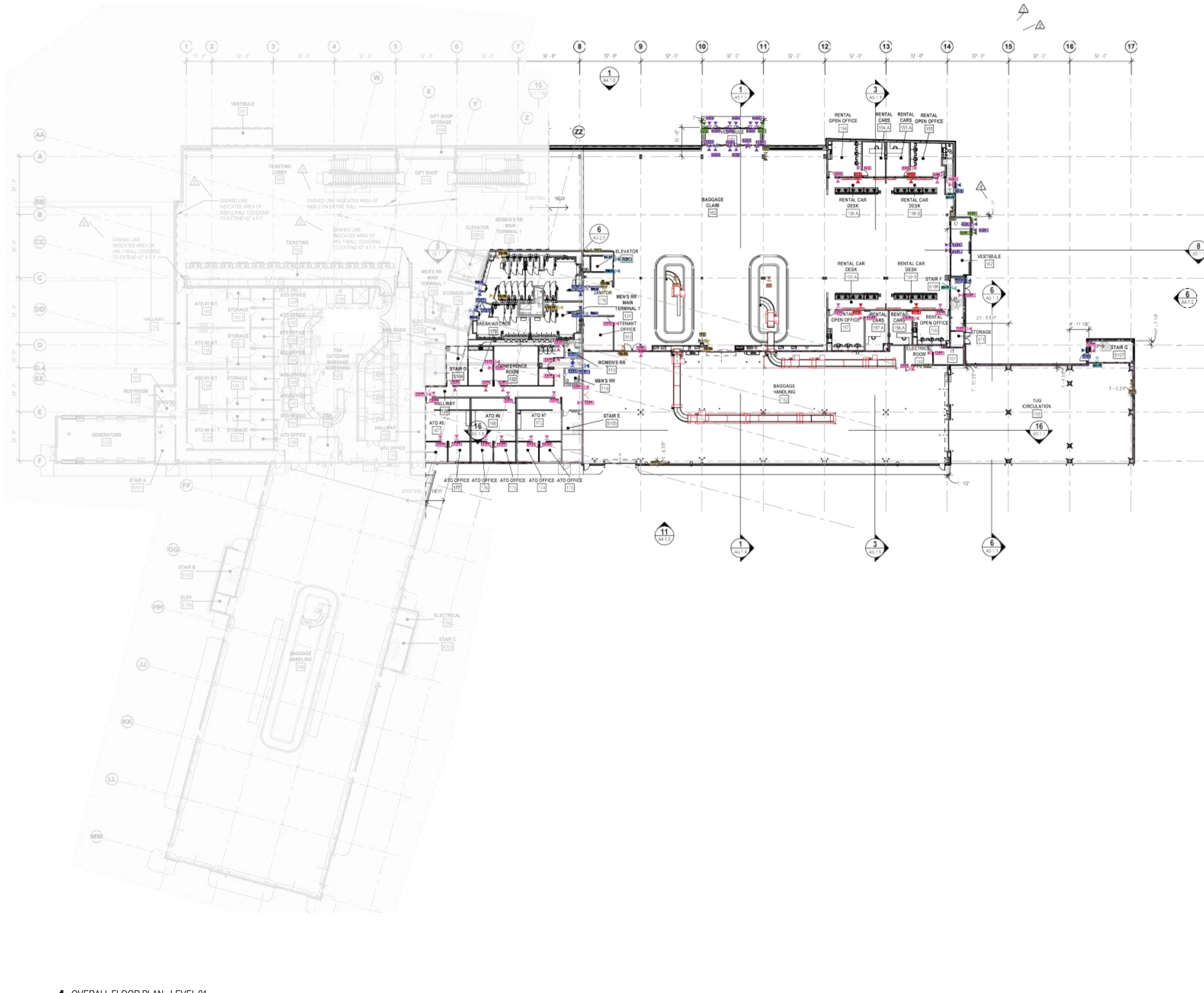
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| revision | date |
| REV 1 | 09.25.2023 |
| REV 2 | 01.22.2024 |
| REV 3 | 02.29.2024 |

phase
 100% CONSTRUCTION
 INTENT DRAWINGS



issue date
02.29.2024

AG2.1



GENERAL NOTES

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SYMBOL KEY

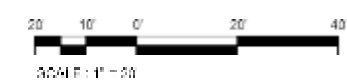
- SIGN TYPE ID BEFORE DASH **A-1** LOCATION# AFTER DASH
- 2-SIDED SIGNS
FILLED TRIANGLE IS SIDE 1
- 4-SIDED SIGNS
FILLED TRIANGLE IS SIDE 1
SIDE ORDER CLOCKWISE
- POWER REQUIRED

SIGN TYPE LEGEND

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- BS** SIGN TYPE BS: BLADE SIGN
- FS1** SIGN TYPE FS1: FLAG SIGN - RESTROOM
- FS2** SIGN TYPE FS2: FLAG SIGN - GATE
- GS** SIGN TYPE GS: GATE SIGN
- B1** SIGN TYPE B1: VINYL - SLIDING DOOR
- C1** SIGN TYPE C1: VINYL - NO SMOKING
- D3** SIGN TYPE D3: LEVEL DIRECTORY AT ELEVATOR
- D4** SIGN TYPE D4: LEVEL DIRECTORY IN ELEVATOR CAB
- E1** SIGN TYPE E1: ADA - IN CASE OF FIRE
- F1** SIGN TYPE F1: ADA - ROOM ID
- F2** SIGN TYPE F2: ADA - ROOM ID W/ VINYL NAME
- G1** SIGN TYPE G1: ADA - STAIR LEVEL EGRESS
- H1** SIGN TYPE H1: ADA - RESTROOM ID
- H2** SIGN TYPE H2: ADA - STAIR ID
- K1** SIGN TYPE K1: EVAC MAP
- L1** SIGN TYPE L1: FLAG SIGN = FEC / AED
- T1** SIGN TYPE T1: ADA - AUTHORIZED PERSONNEL ONLY
- T2** SIGN TYPE T2: ADA - ROOM ID (AUTHORIZED)
- R4** SIGN TYPE R4: BAG CLAIM RESTROOM ENTRY
- X1** SIGN TYPE X1: ADA - GATE ID
- Y** SIGN TYPE Y: BAG CLAIM ID
- Z1** SIGN TYPE Z1: ADA - S.I.D.A. ROOM ID

1 OVERALL FLOOR PLAN - LEVEL 01

1"=20'



SHEET LOCATION PLANS - LEVEL 01
MSO EAST CONCOURSE EXPANSION
 project
 owner
 SIBSON/WATKINS CONSULTANTS

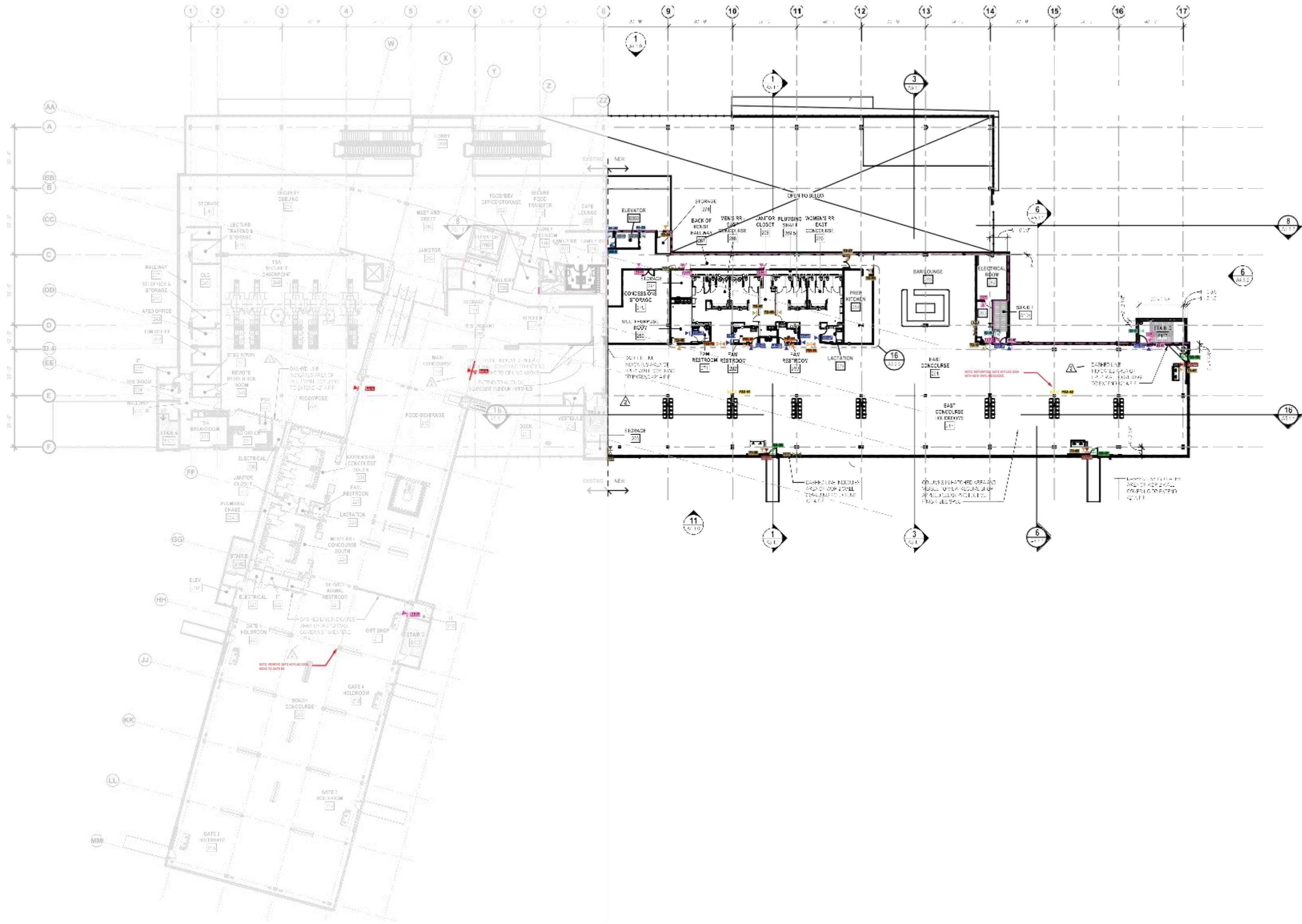
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| project # | 16131.20 |
| revision | date |
| REV 1 | 09.25.2023 |
| REV 2 | 01.22.2024 |
| REV 3 | 02.29.2024 |

phase
100% CONSTRUCTION INTENT DRAWINGS



issue date
02.29.2024

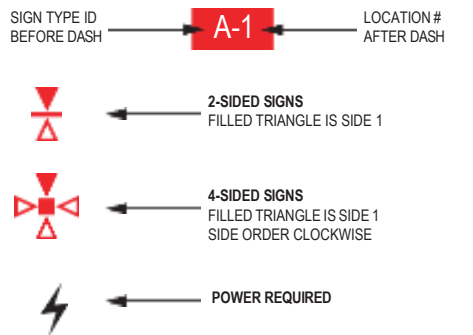
AG2.2



GENERAL NOTES

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SYMBOL KEY



SIGN TYPE LEGEND

- XA** SIGN TYPE XA: RENTAL CAR DISPLAY WALLS
- BS** SIGN TYPE BS: BLADE SIGN
- FS1** SIGN TYPE FS1: FLAG SIGN - RESTROOM
- FS2** SIGN TYPE FS2: FLAG SIGN - GATE
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- F1** SIGN TYPE F1: ADA - ROOM ID
- F2** SIGN TYPE F2: ADA - ROOM ID W/ VINYL NAME
- G1** SIGN TYPE G1: ADA - STAIR LEVEL EGRESS
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- K1** SIGN TYPE K1: EVAC MAP
- L1** SIGN TYPE L1: FLAG SIGN = FEC / AED
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- T2** SIGN TYPE T2: ADA - ROOM ID (AUTHORIZED)
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- X1** SIGN TYPE X1: ADA - GATE ID
- Y** SIGN TYPE Y: BAG CLAIM ID
- Z1** SIGN TYPE Z1: ADA - S.I.D.A. ROOM ID

1 OVERALL FLOOR PLAN - LEVEL 02

1"=20'



SHEET LOCATION PLANS - LEVELS 02 & 03
MISO EAST CONCOURSE EXPANSION
 project
 owner: STEWART WATER COORDINATOR

project # 16131.20

| revision | date |
|----------|------------|
| REV 1 | 09.25.2023 |
| REV 2 | 01.22.2024 |
| REV 3 | 02.29.2024 |

phase
 100% CONSTRUCTION
 INTENT DRAWINGS



issue date
 02.29.2024

AG2.3

SIGN SCHEDULE

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MESSAGE SCHEDULE

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sheet SIGNAGE SCHEDULE & MESSAGE SCHEDULE
 project MSO EAST CONCOURSE EXPANSION
 owner MISSOULA MONTANA AIRPORT

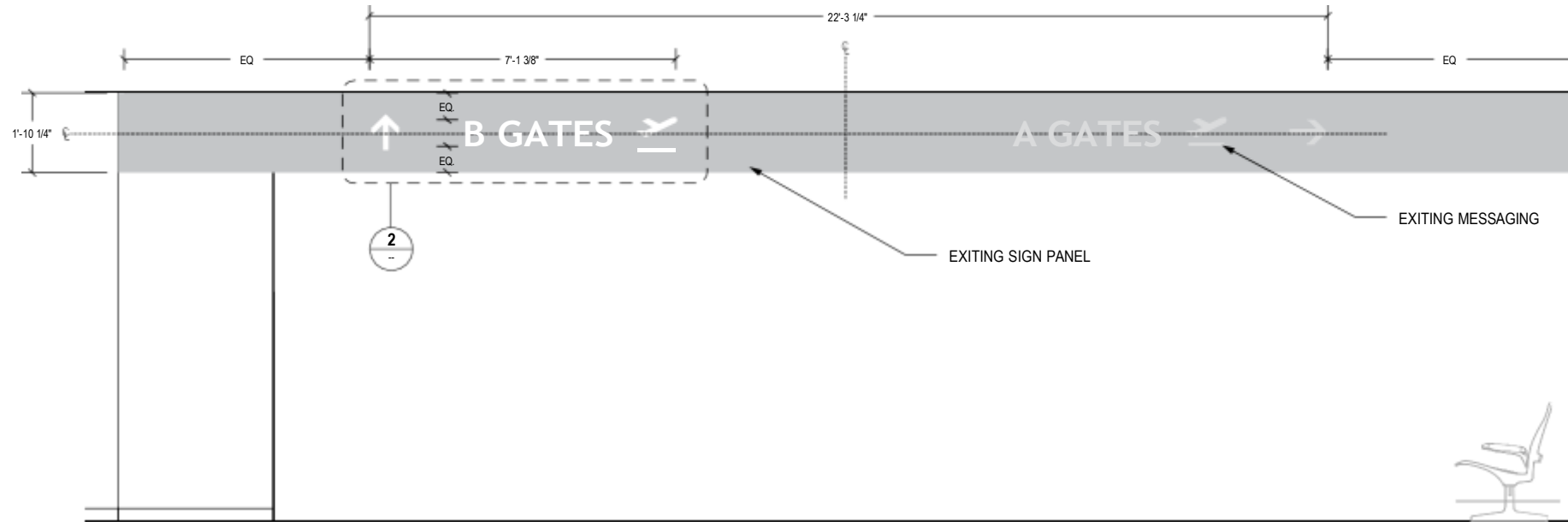
project #	16131.20
revision	date
REV 1	09.25.2023
REV 2	01.22.2024
REV 3	02.29.2024

phase
100% CONSTRUCTION
INTENT DRAWINGS



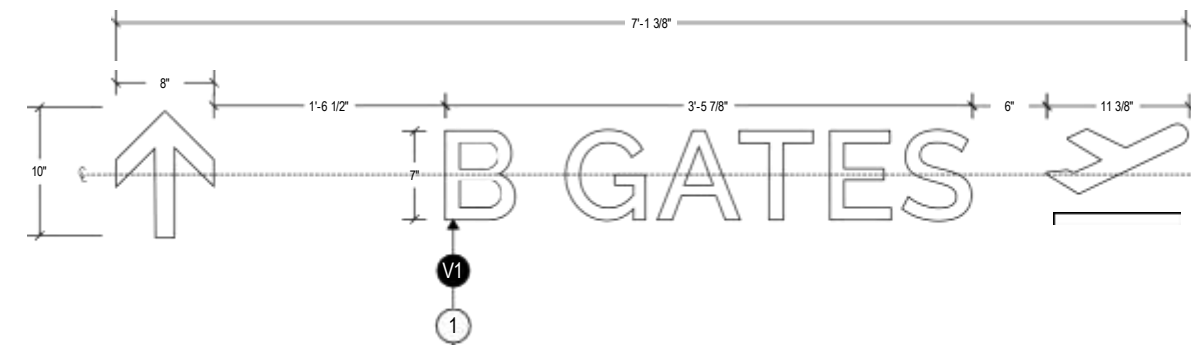
issue date
02.29.2024

AG2.4



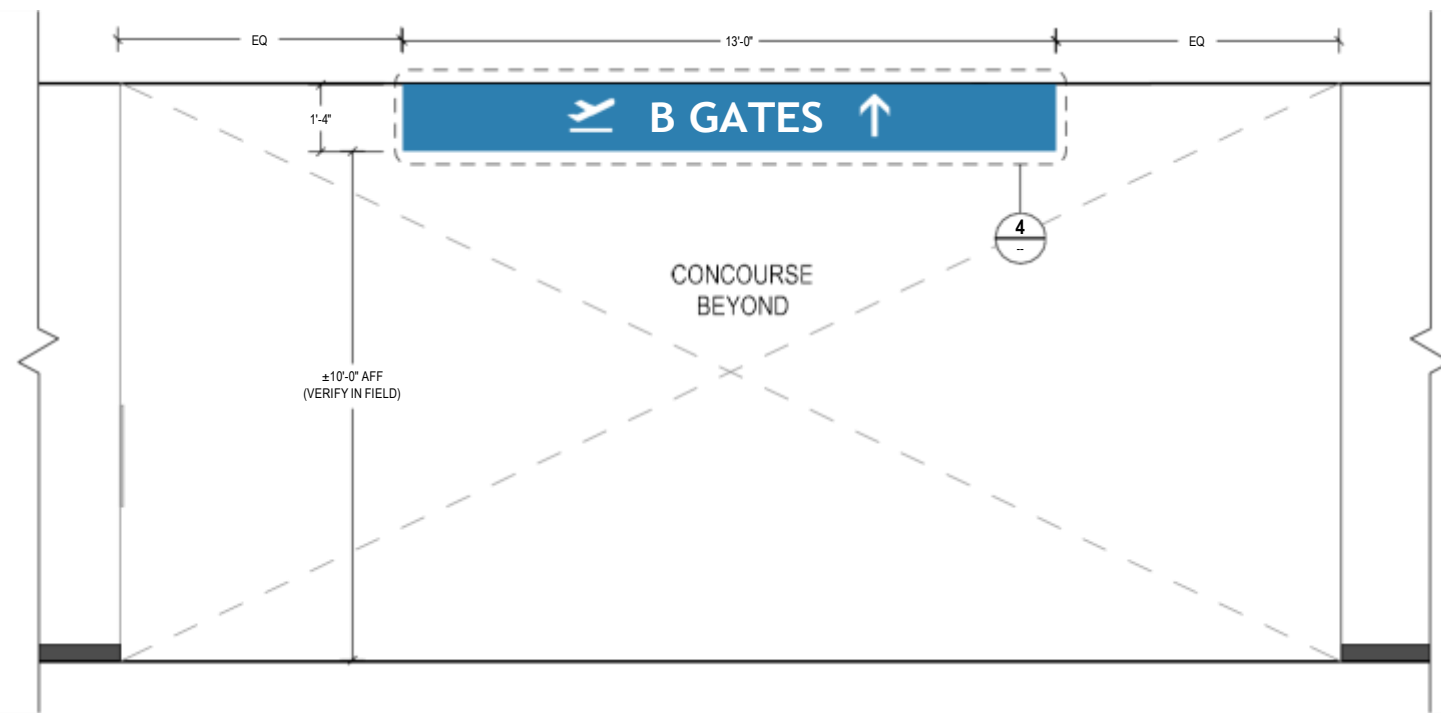
1 BS-4: CONCOURSE ENTRY ELEVATION
1/2" = 1'-0"

BS



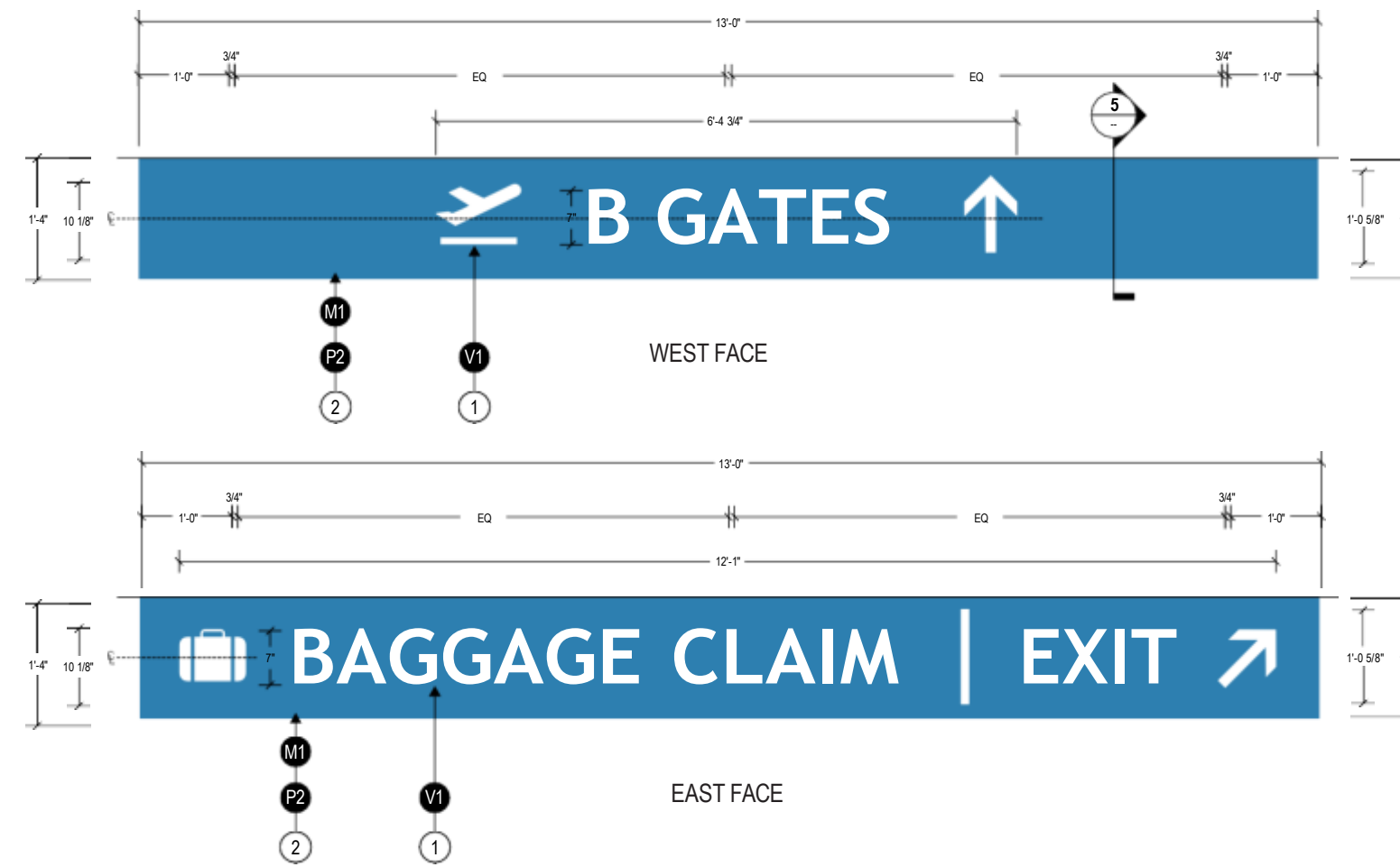
2 BS-4: CONCOURSE ENTRY DETAIL
1 1/2" = 1'-0"

BS



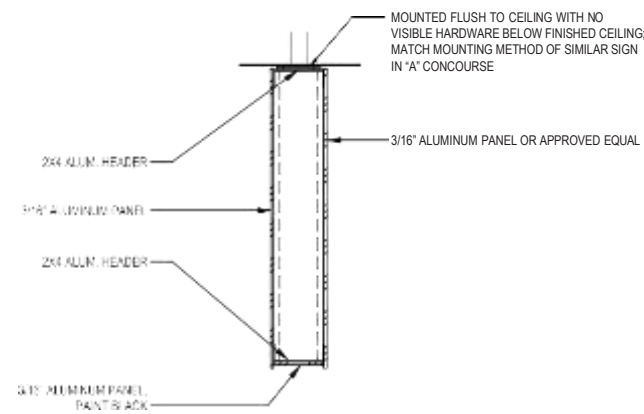
3 BS-8 - B CONCOURSE HANGING SIGN ELEVATION (WEST FACE)
1/2" = 1'-0"

BS



4 BS-8 - B CONCOURSE HANGING SIGN DETAILS
1" = 1'-0"

BS



5 BLADE SIGN - SECTION
1 1/2" = 1'-0"

BS

SIGNAGE GENERAL NOTES

- ALL LOCATIONS AND MEASUREMENTS ARE APPROXIMATE. THE FABRICATOR IS RESPONSIBLE FOR FIELD VERIFICATION AND COORDINATION OF ALL LOCATIONS AND FINAL DIMENSIONS. THE FABRICATOR SHALL NOTIFY THE OWNER AND A/E DESIGN OF ANY DISCREPANCIES BETWEEN THE FIELD CONDITIONS AND DRAWINGS, LOCATION PLANS, OR MESSAGE SCHEDULE PRIOR TO FABRICATION.
- ALL SIGNAGE TO MATCH RESPECTIVE SIZE, FABRICATION METHOD, AND FINISH OF SIGNAGE IN EXISTING PROJECT AREAS. FABRICATOR IS RESPONSIBLE FOR REFERENCING EXISTING SIGNAGE.
- SHOP DRAWINGS (FOR PRODUCTION) TO BE SUBMITTED OF EACH SIGN TYPE FOR REVIEW AND APPROVAL PRIOR TO FABRICATION: 1 SET.
 - COLOR SAMPLES OF EACH PROJECT PAINT COLOR AND FINISH, TEXTURED AS REQUIRED, AND APPLIED TO THE FINAL SPECIFIED MATERIAL(S) AS INDICATED; MINIMUM SIZE 5' X 5'.
 - SAMPLES OF EACH PROJECT MATERIAL, FINISHED AS REQUIRED; MINIMUM SIZE 5' X 5'.
 - COPY AND TEXT LAYOUTS: SCALED LAYOUTS OF EACH SIGN INCLUDING COPY, SYMBOLS, AND SIGN PANEL BOUNDARY; LAYOUTS SHALL BE LABELED WITH SIGN TYPE, LOCATION NUMBER, AND SIDE AS REQUIRED.

COLORS & MATERIALS

- V1** 3M PRESSURE SENSITIVE CUT TO SHAPE VINYL, COLOR WHITE
- M1** 3/16" ALUMINUM PANEL OR APPROVED EQUAL
- P1** PAINTED BLACK, MATCH COLOR & FINISH TO EXISTING SIGNS
- P2** POWDERCOATED TO MATCH PMS 307C, MATCH COLOR & FINISH TO EXISTING SIGNS

KEY NOTES

- CUT TO SHAPE 3M PRESSURE SENSITIVE VINYL, ADHERED TO FIRST SURFACE.
- 3/16" THICK ALUMINUM, EDGES TO BE ROUNDED SMOOTH TO TOUCH. POWDERCOAT TO COLOR AS NOTED. NO FASTENERS TO BE VISIBLE ON FACE.
- 3/4" ALUMINUM SQUARE TUBING, ALUMINUM FRAME TO MATCH ALUMINUM FACE OUTER DIMENSIONS. ALL WELDS TO BE GROUND SMOOTH TO TOUCH.

SIGN TYPE LEGEND

- XA** SIGN TYPE XA: RENTAL CAR DISPLAY WALLS
- BS** SIGN TYPE BS: BLADE SIGN
- FS1** SIGN TYPE FS1: FLAG SIGN - RESTROOM
- FS2** SIGN TYPE FS2: FLAG SIGN - GATE
- GS** SIGN TYPE GS: GATE SIGN
- B1** SIGN TYPE B1: VINYL - SLIDING DOOR
- C1** SIGN TYPE C1: VINYL - NO SMOKING
- D3** SIGN TYPE D3: LEVEL DIRECTORY AT ELEVATOR
- D4** SIGN TYPE D4: LEVEL DIRECTORY IN ELEVATOR CAB
- E1** SIGN TYPE E1: ADA - IN CASE OF FIRE
- F1** SIGN TYPE F1: ADA - ROOM ID
- F2** SIGN TYPE F2: ADA - ROOM ID W/ VINYL NAME
- G1** SIGN TYPE G1: ADA - STAIR LEVEL EGRESS
- H1** SIGN TYPE H1: ADA - RESTROOM ID
- H2** SIGN TYPE H2: ADA - STAIR ID
- K1** SIGN TYPE K1: EVAC MAP
- L1** SIGN TYPE L1: FLAG SIGN = FEC / AED
- T1** SIGN TYPE T1: ADA - AUTHORIZED PERSONNEL ONLY
- T2** SIGN TYPE T2: ADA - ROOM ID (AUTHORIZED)
- R4** SIGN TYPE R4: BAG CLAIM RESTROOM ENTRY
- X1** SIGN TYPE X1: ADA - GATE ID
- Z1** SIGN TYPE Z1: ADA - S.I.D.A. ROOM ID

sheet SIGNAGE DETAILS
 project MSO EAST CONCOURSE EXPANSION
 owner MISSOULA MONTANA AIRPORT

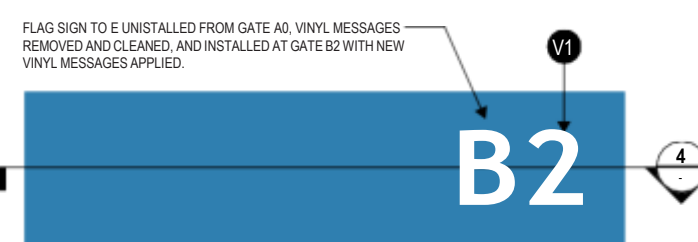
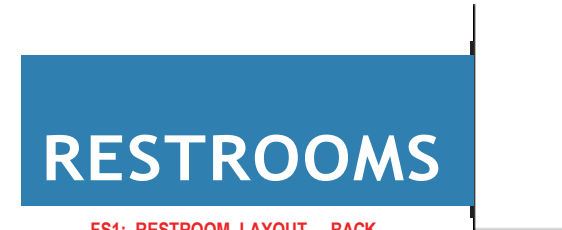
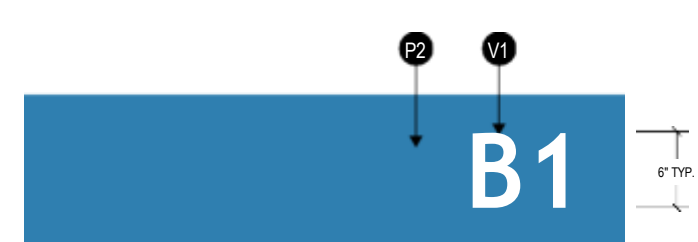
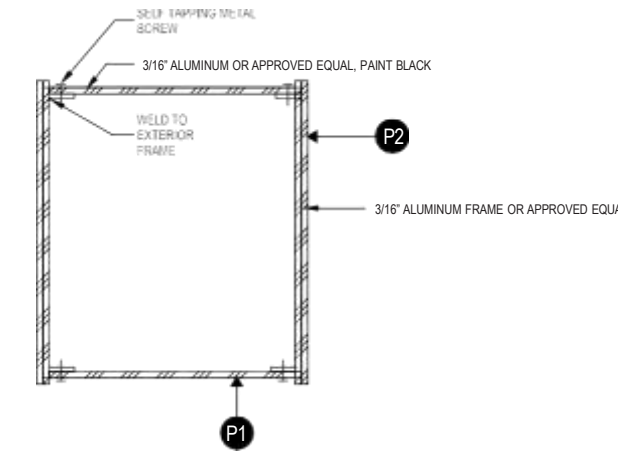
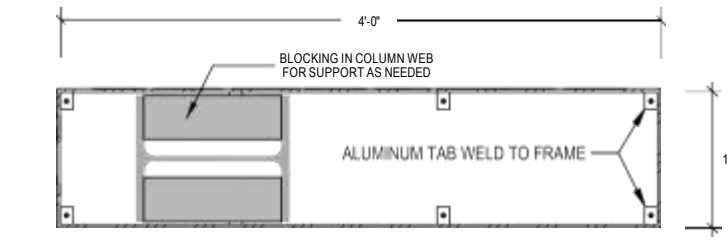
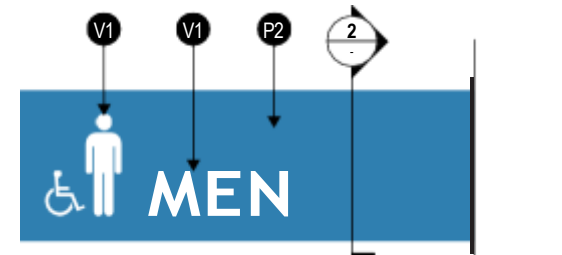
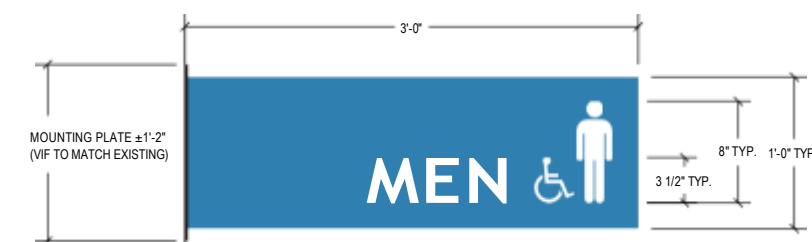
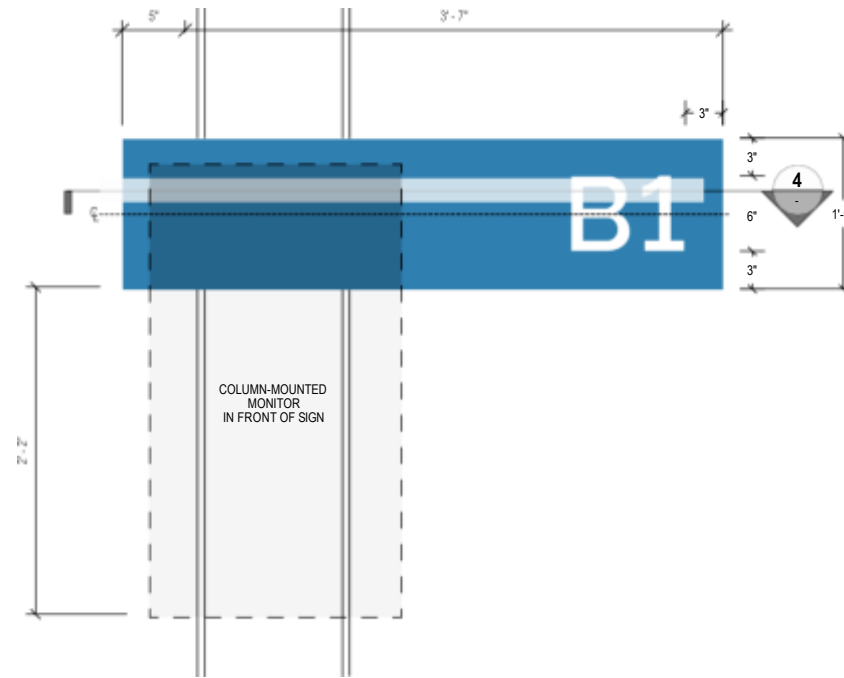
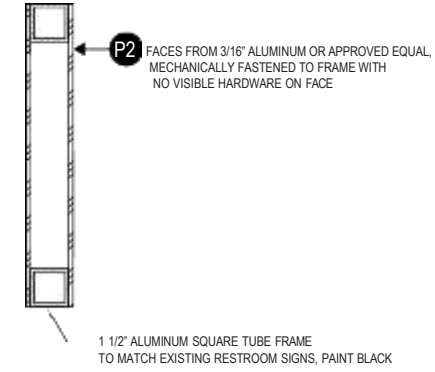
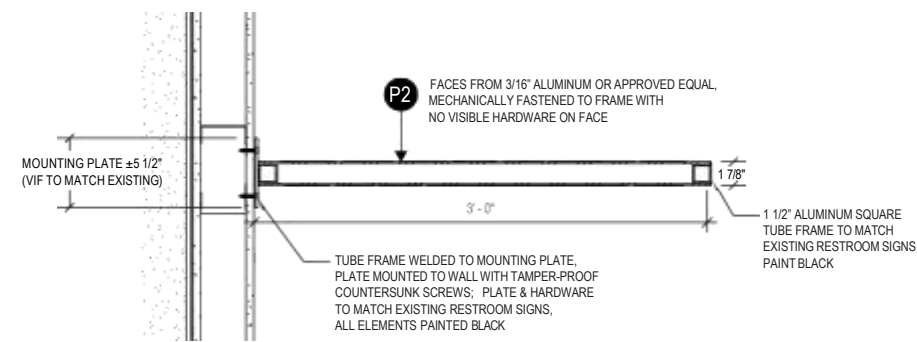
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phase
100% CONSTRUCTION INTENT DRAWINGS



issue date
02.29.2024

AG3.1



6 FLAG SIGN 1: LAYOUTS (FRONT VIEW)
1 1/2" = 1'-0"

FS1

7 FLAG SIGN 1: LAYOUTS (FRONT VIEW)
1 1/2" = 1'-0"

FS1

8 FLAG SIGN 2: GATE LAYOUTS (FRONT VIEW)
1 1/2" = 1'-0"

FS2

9 FLAG SIGN 2: GATE LAYOUTS (BACK VIEW)
1 1/2" = 1'-0"

FS2

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COLORS & MATERIALS

- P1 PAINTED BLACK; MATCH COLOR & FINISH TO EXISTING SIGNS
- P2 POWDERCOATED TO MATCH PMS 307C; MATCH COLOR & FINISH TO EXISTING SIGNS
- V1 3M PRESSURE SENSITIVE OPAQUE WHITE VINYL, CUT TO SHAPE.

SIGN TYPE LEGEND

XA	SIGN TYPE XA: RENTAL CAR DISPLAY WALLS
BS	SIGN TYPE BS: BLADE SIGN
FS1	SIGN TYPE FS1: FLAG SIGN - RESTROOM
FS2	SIGN TYPE FS2: FLAG SIGN - GATE
GS	SIGN TYPE GS: GATE SIGN
B1	SIGN TYPE B1: VINYL - SLIDING DOOR
C1	SIGN TYPE C1: VINYL - NO SMOKING
D3	SIGN TYPE D3: LEVEL DIRECTORY AT ELEVATOR
D4	SIGN TYPE D4: LEVEL DIRECTORY IN ELEVATOR CAB
E1	SIGN TYPE E1: ADA - IN CASE OF FIRE
F1	SIGN TYPE F1: ADA - ROOM ID
F2	SIGN TYPE F2: ADA - ROOM ID W/ VINYL NAME
G1	SIGN TYPE G1: ADA - STAIR LEVEL EGRESS
H1	SIGN TYPE H1: ADA - RESTROOM ID
H2	SIGN TYPE H2: ADA - STAIR ID
K1	SIGN TYPE K1: EVAC MAP
L1	SIGN TYPE L1: FLAG SIGN = FEC / AED
T1	SIGN TYPE T1: ADA - AUTHORIZED PERSONNEL ONLY
T2	SIGN TYPE T2: ADA - ROOM ID (AUTHORIZED)
R4	SIGN TYPE R4: BAG CLAIM RESTROOM ENTRY
X1	SIGN TYPE X1: ADA - GATE ID
Y1	SIGN TYPE Y: BAG CLAIM ID
Z1	SIGN TYPE Z1: ADA - S.I.D.A. ROOM ID

sheet SIGNAGE DETAILS (CONTINUED)
 project MSO EAST CONCOURSE EXPANSION
 owner MISSOULA MONTANA AIRPORT

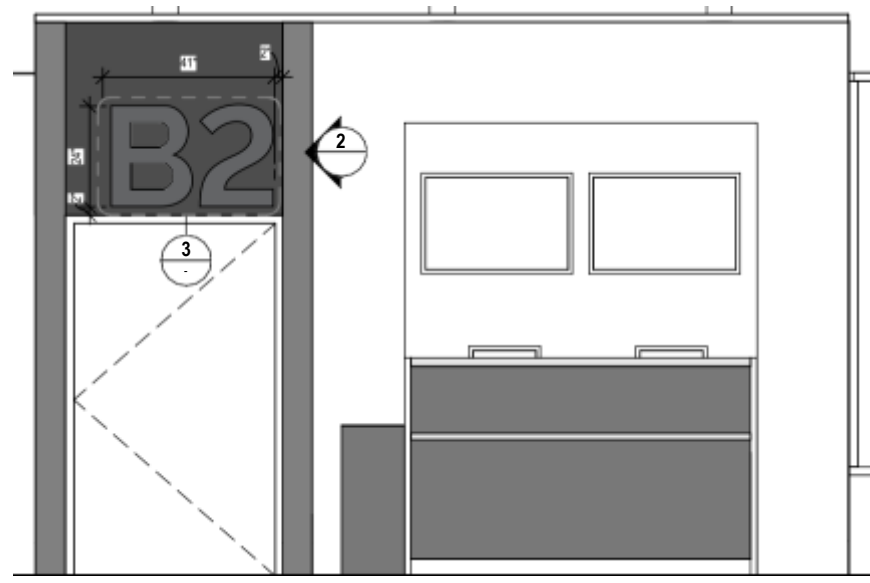
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phase
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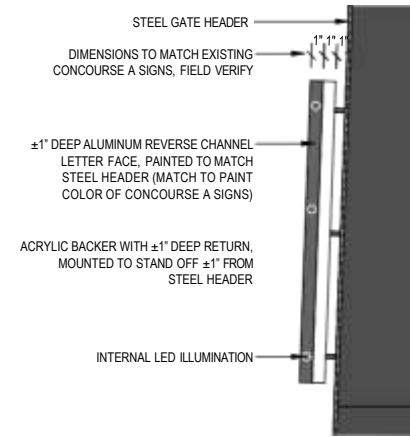
issue date
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AG3.2



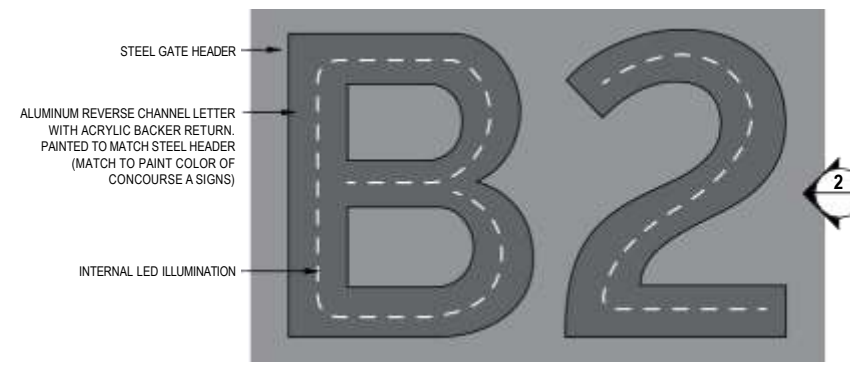
1 GATE ELEVATION
1/2" = 1'-0"

GS



2 GS: GATE DOOR SIGN SIDE VIEW
1 1/2" = 1'-0"

GS



3 GS: GATE DOOR SIGN ENLARGED
1 1/2" = 1'-0"

GS



4 EXISTING GATE SIGN REFERENCE
NTS

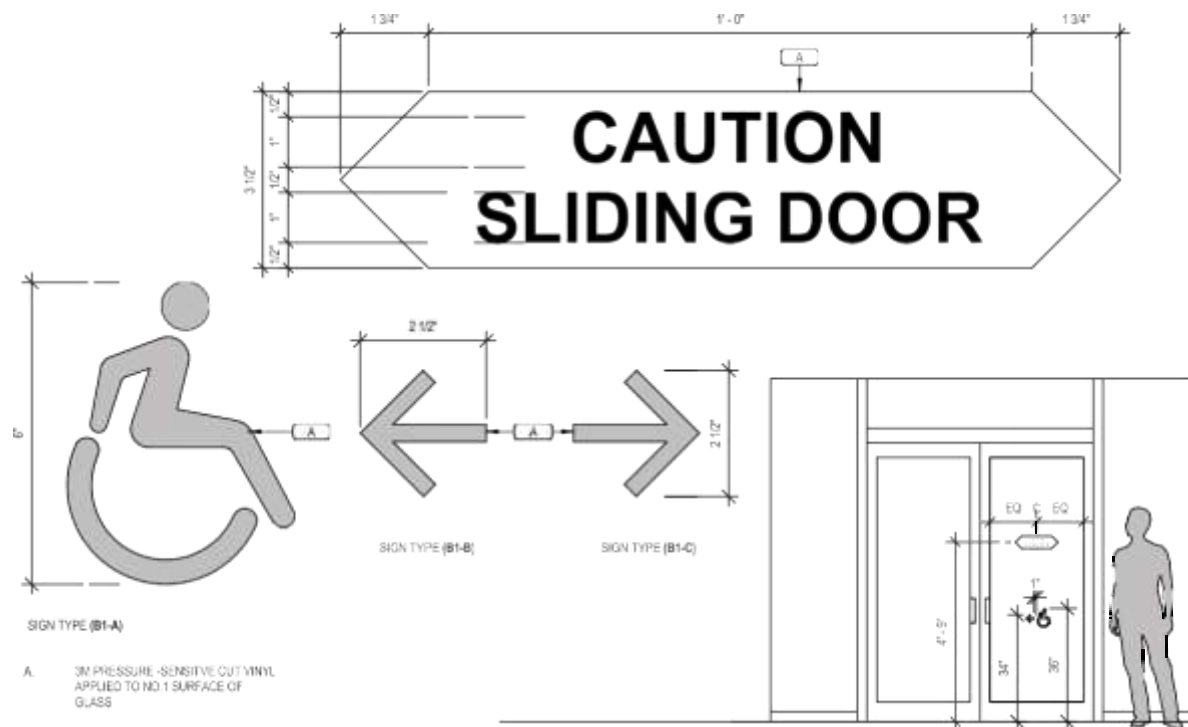
GS

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COLORS & MATERIALS

- P1 PAINTED BLACK; MATCH COLOR & FINISH TO EXISTING SIGNS
- P2 POWDERCOATED TO MATCH PMS 307C; MATCH COLOR & FINISH TO EXISTING SIGNS
- V1 3M PRESSURE SENSITIVE OPAQUE WHITE VINYL, CUT TO SHAPE. DIGITALLY PRINTED FACE TO MATCH P2.



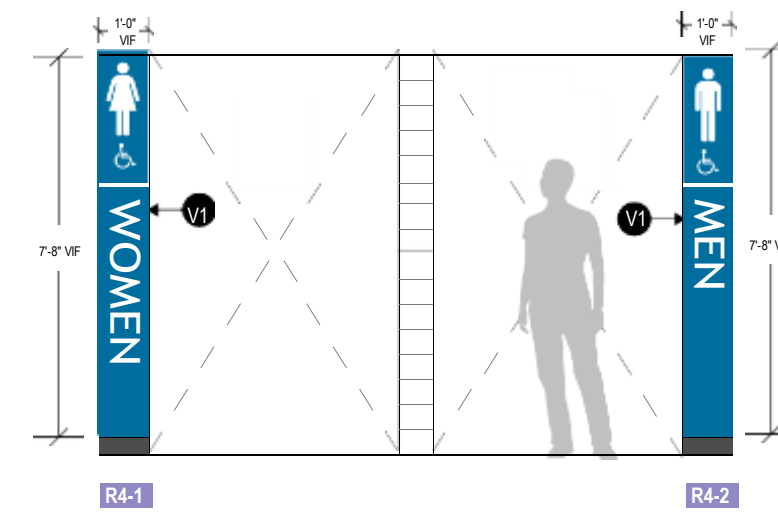
5 B1: VINYL APPLIED TO GLASS SLIDING DOORS
6" = 1'-0"

B1



6 C1: NO SMOKING - VINYL APPLIED TO ENTRY DOOR SIDELITES
6" = 1'-0"

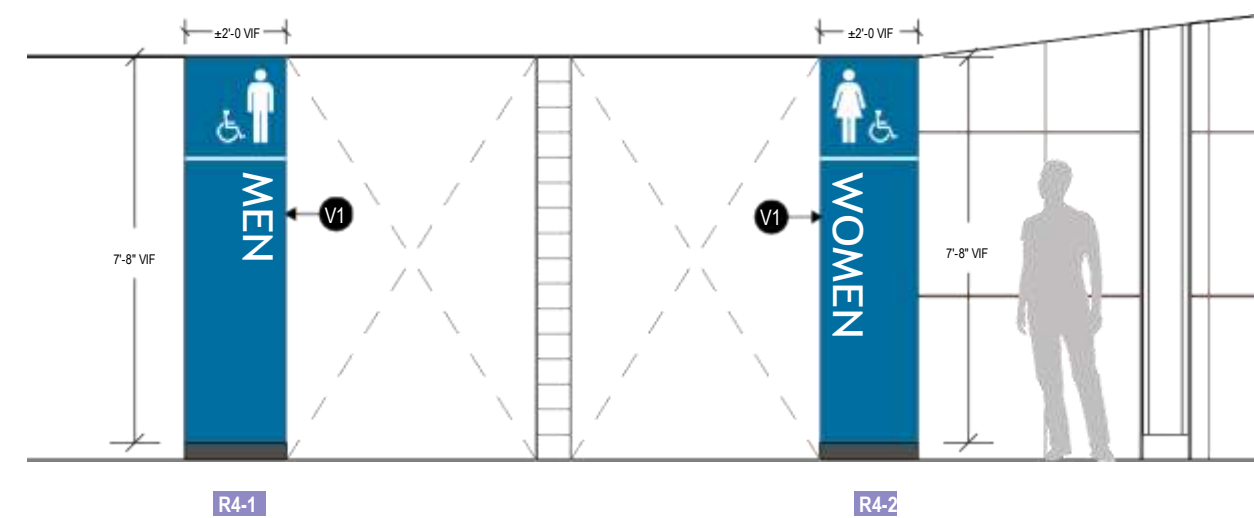
C1



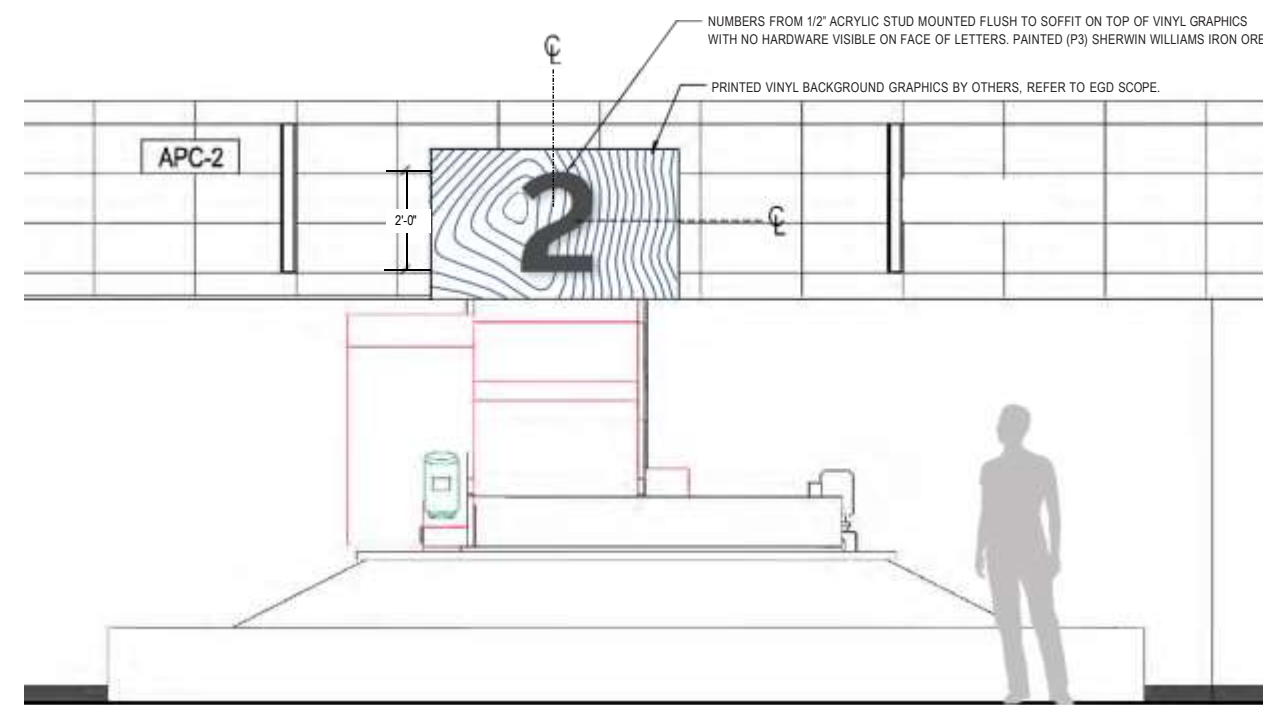
7 R4: VINYL RESTROOM GRAPHICS @ L1 WEST ENTRY
1/2" = 1'-0"

R4-1

R4-2



8 R4: VINYL RESTROOM GRAPHICS @ L1 EAST ENTRY
1/2" = 1'-0"



9 Y: BAG CLAIM ID
1/2" = 1'-0"

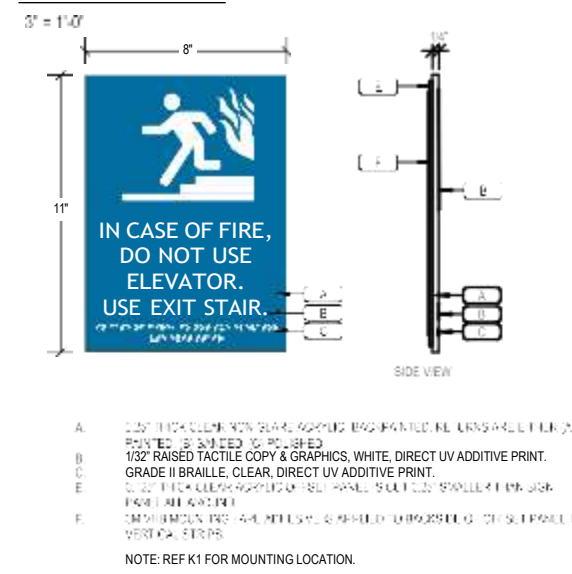
Y

SIGN TYPE LEGEND

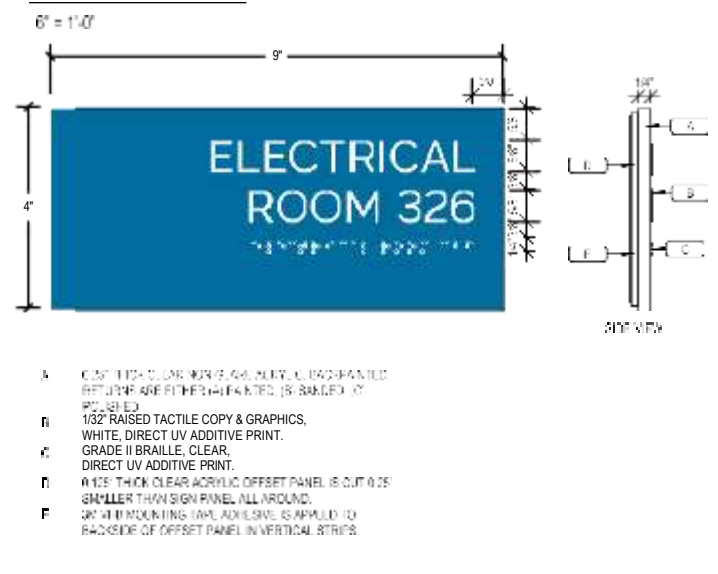
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- FS2** SIGN TYPE FS2: FLAG SIGN - GATE
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- D3** SIGN TYPE D3: LEVEL DIRECTORY AT ELEVATOR
- D4** SIGN TYPE D4: LEVEL DIRECTORY IN ELEVATOR CAB
- E1** SIGN TYPE E1: ADA - IN CASE OF FIRE
- F1** SIGN TYPE F1: ADA - ROOM ID
- F2** SIGN TYPE F2: ADA - ROOM ID W/ VINYL NAME
- G1** SIGN TYPE G1: ADA - STAIR LEVEL EGRESS
- H1** SIGN TYPE H1: ADA - RESTROOM ID
- H2** SIGN TYPE H2: ADA - STAIR ID
- K1** SIGN TYPE K1: EVAC MAP
- L1** SIGN TYPE L1: FLAG SIGN = FEC / AED
- T1** SIGN TYPE T1: ADA - AUTHORIZED PERSONNEL ONLY
- T2** SIGN TYPE T2: ADA - ROOM ID (AUTHORIZED)
- R4** SIGN TYPE R4: BAG CLAIM RESTROOM ENTRY
- X1** SIGN TYPE X1: ADA - GATE ID
- Y** SIGN TYPE Y: BAG CLAIM ID
- Z1** SIGN TYPE Z1: ADA - S.I.D.A. ROOM ID



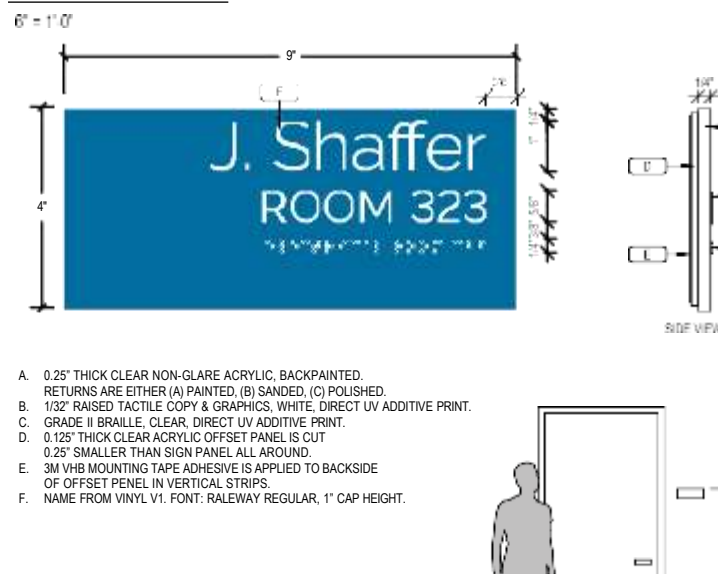
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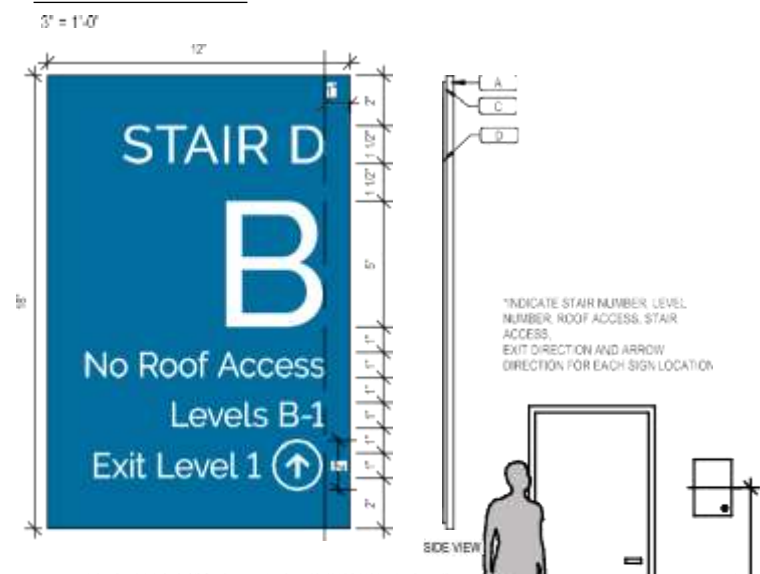
SIGN TYPE F1



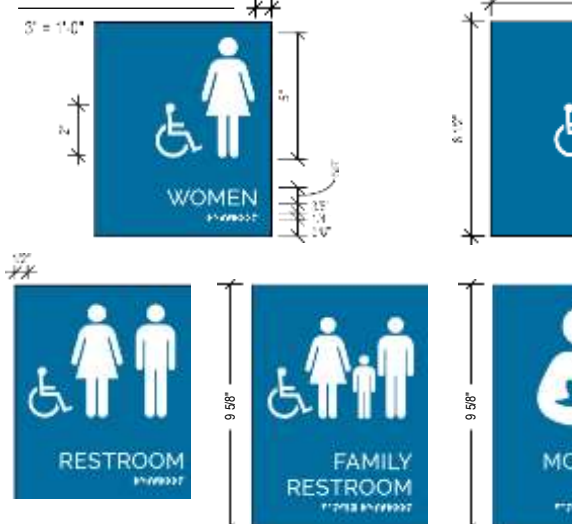
SIGN TYPE F2



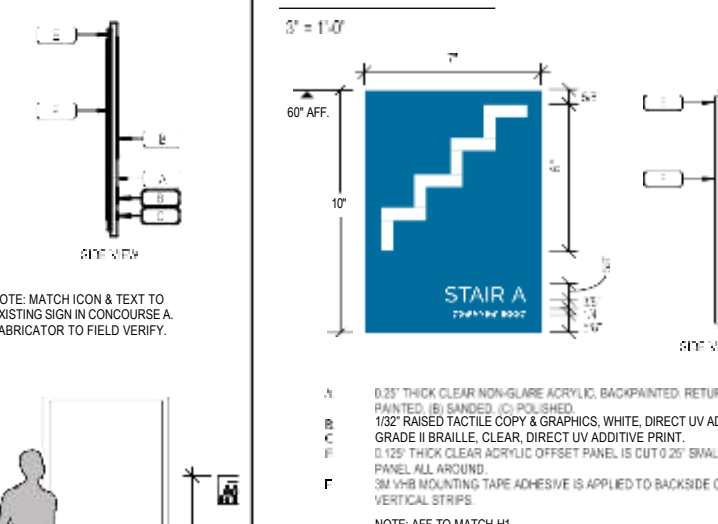
SIGN TYPE G1



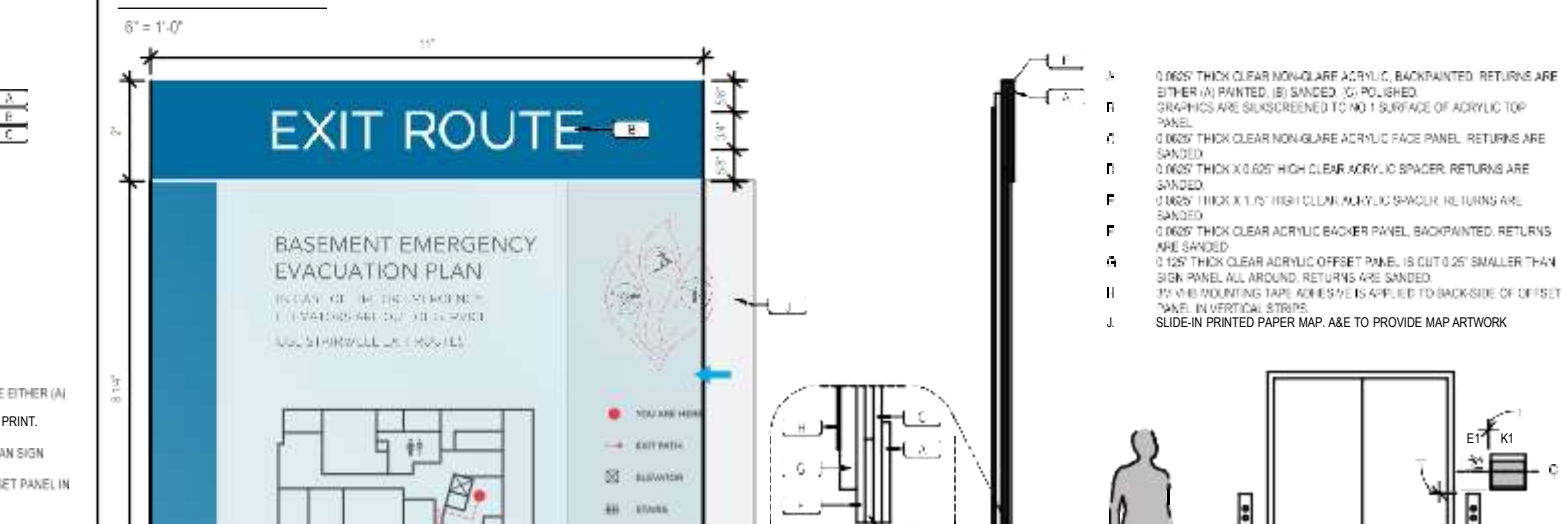
SIGN TYPE H1



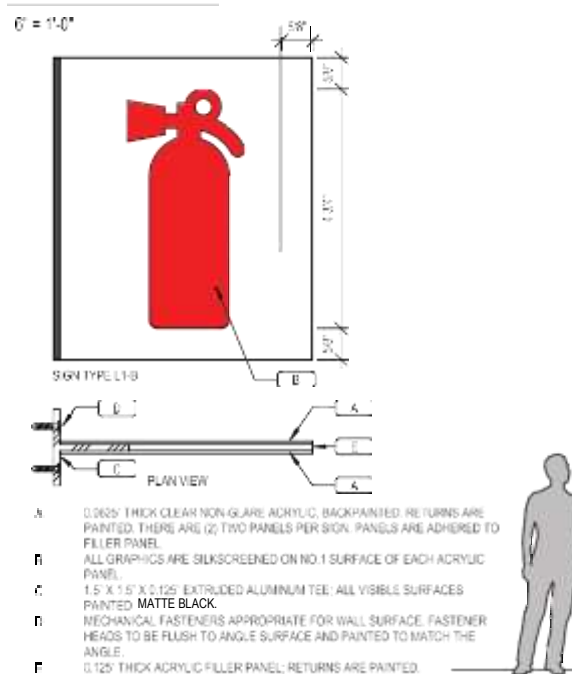
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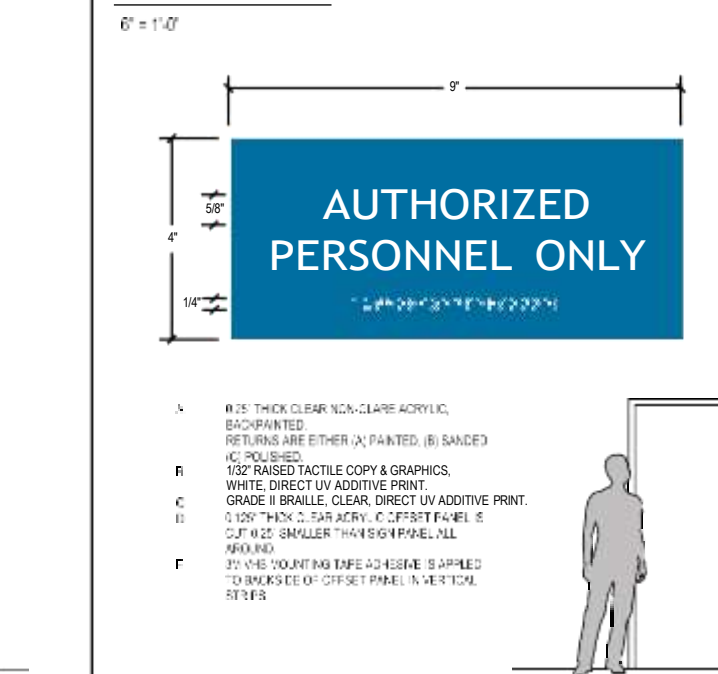
SIGN TYPE K1



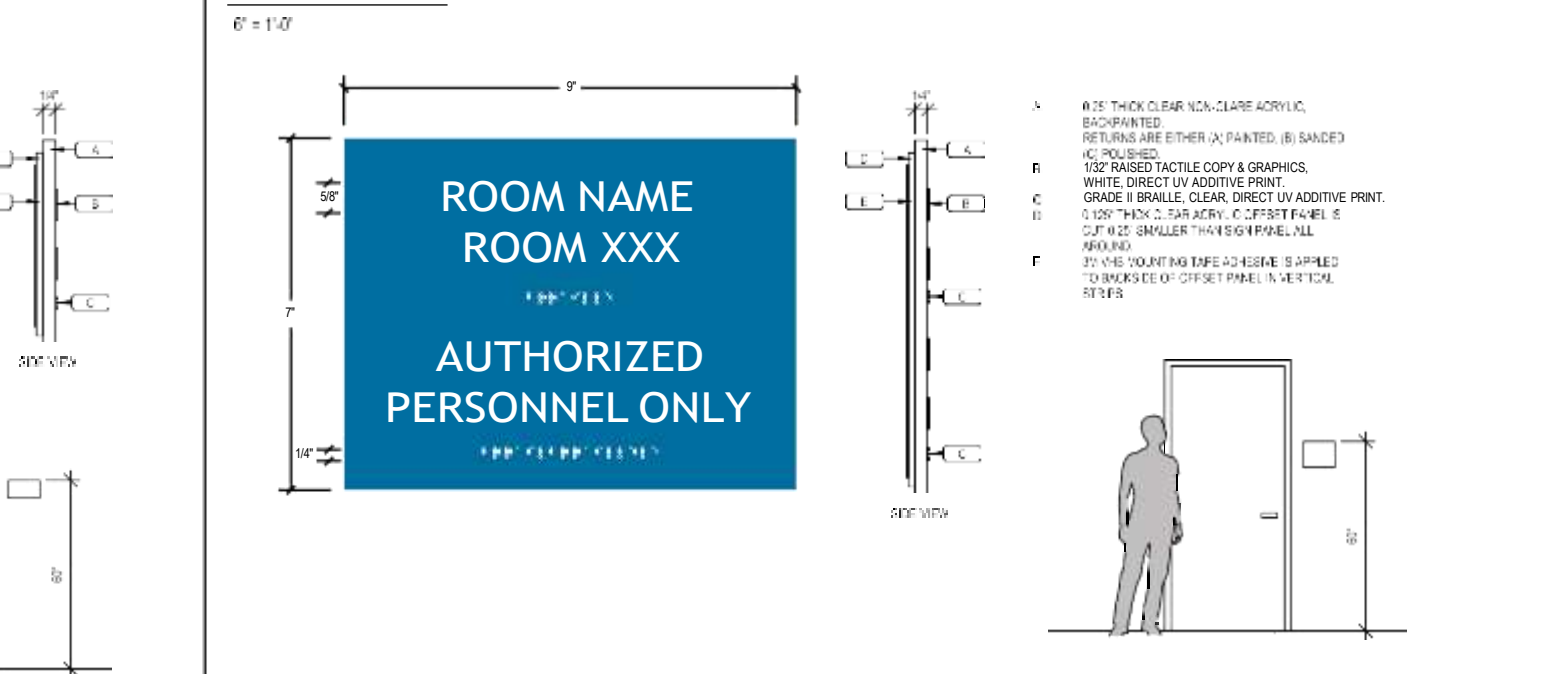
SIGN TYPE L1



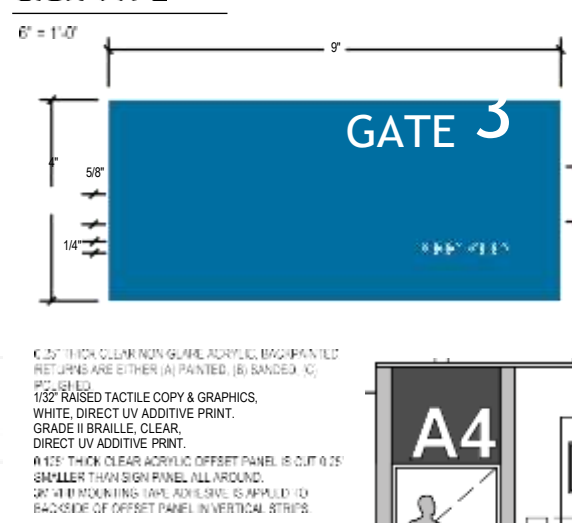
SIGN TYPE T1



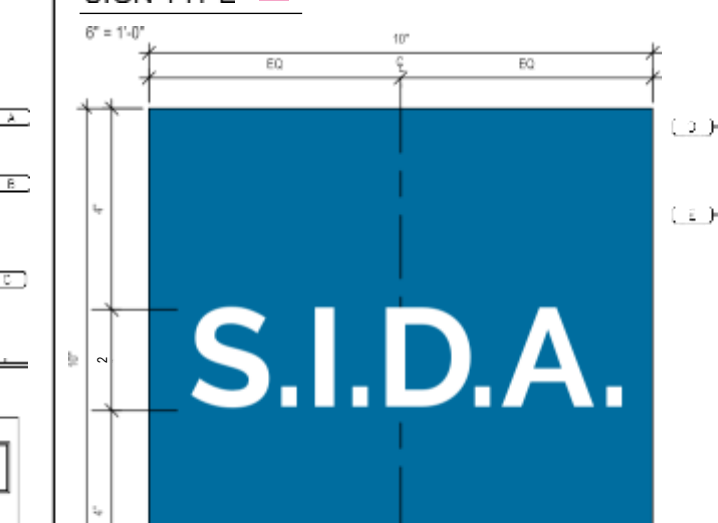
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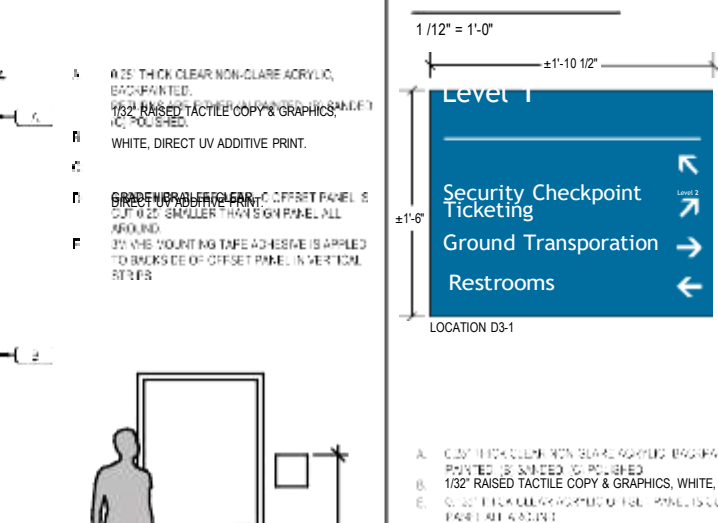
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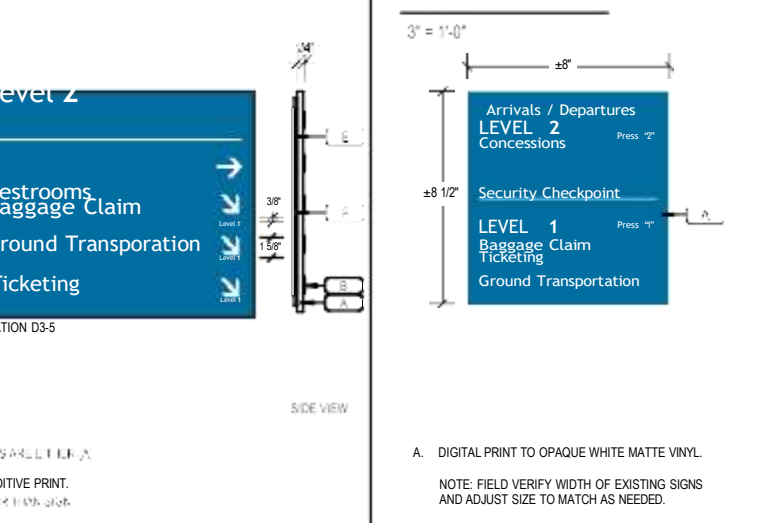
SIGN TYPE Z1



SIGN TYPE D3



SIGN TYPE D4



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SIGN TYPE LEGEND

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GS	SIGN TYPE GS: GATE SIGN
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R4	SIGN TYPE R4: BAG CLAIM RESTROOM ENTRY
X1	SIGN TYPE X1: ADA - GATE ID
Y	SIGN TYPE Y: BAG CLAIM ID
Z1	SIGN TYPE Z1: ADA - S.I.D.A. ROOM ID

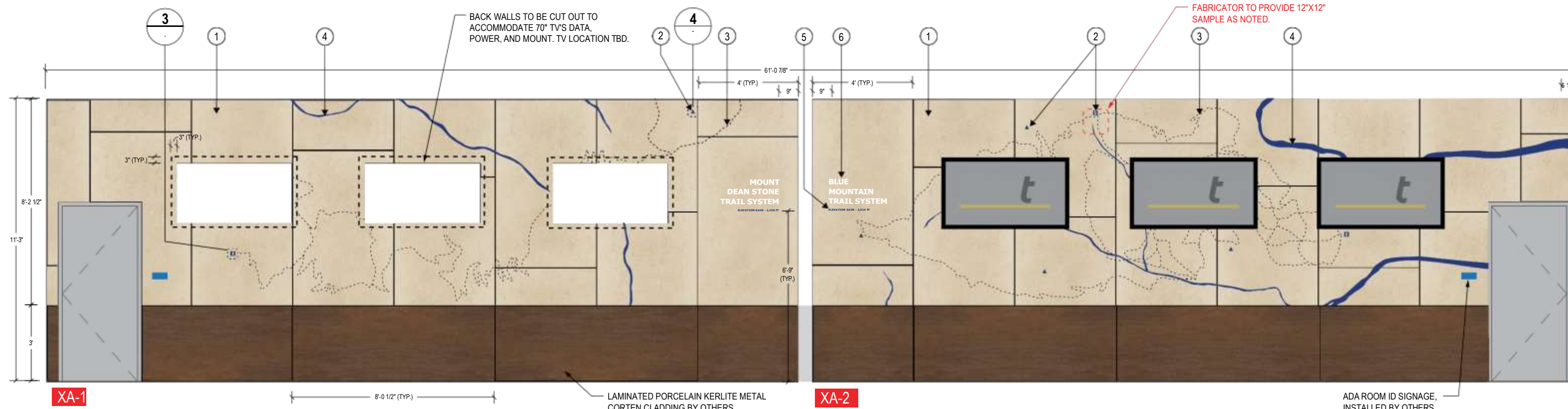
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project # 16131.20

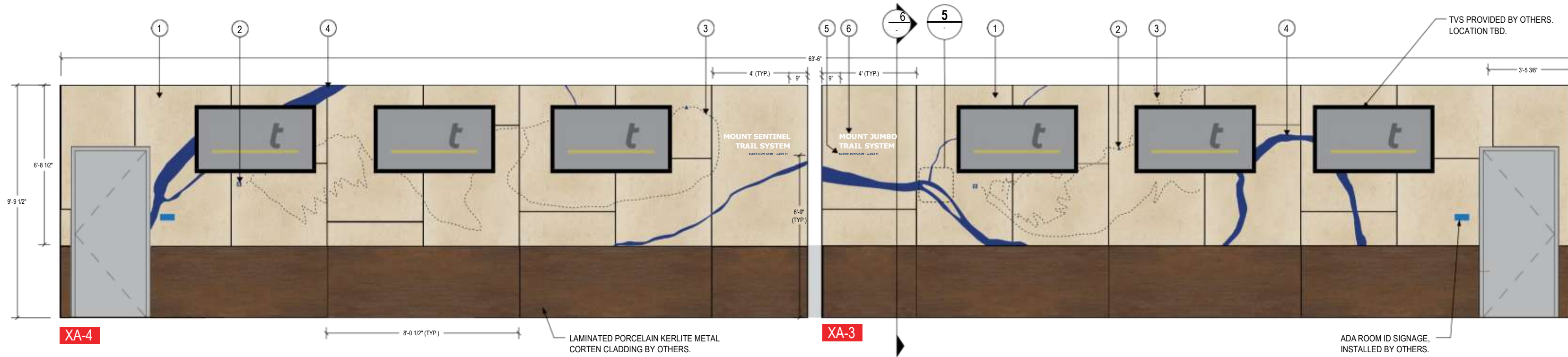
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phase
100% CONSTRUCTION INTENT DRAWINGS

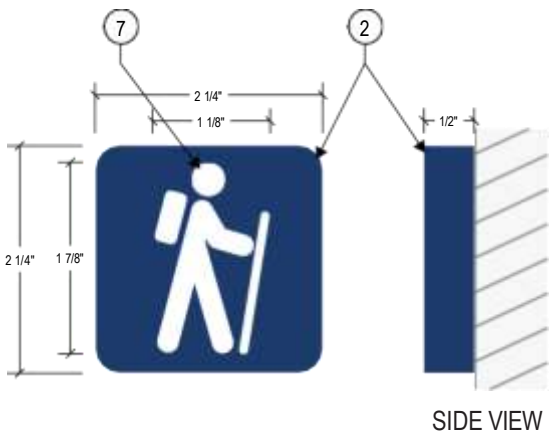




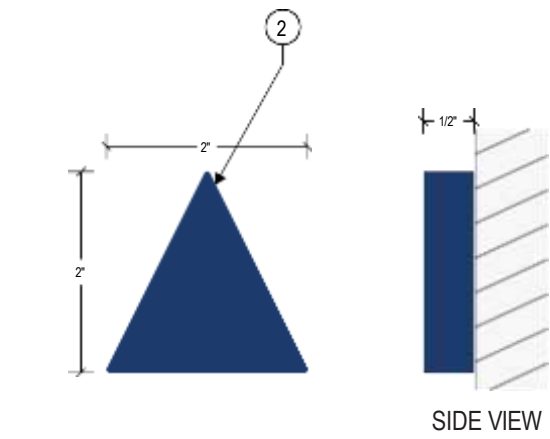
1 SIGN TYPE: XA-1 - CAR RENTAL SUPER GRAPHICS - MOUNT DEAN STONE TRAIL SYSTEMS - BLUE MOUNTAIN TRAIL SYSTEMS
1/2" = 1'-0"



2 SIGN TYPE: XA-4 - CAR RENTAL SUPER GRAPHICS - MOUNTAIN SENTINEL TRAIL SYSTEMS & MOUNT JUMBO TRAIL SYSTEMS
1/2" = 1'-0"



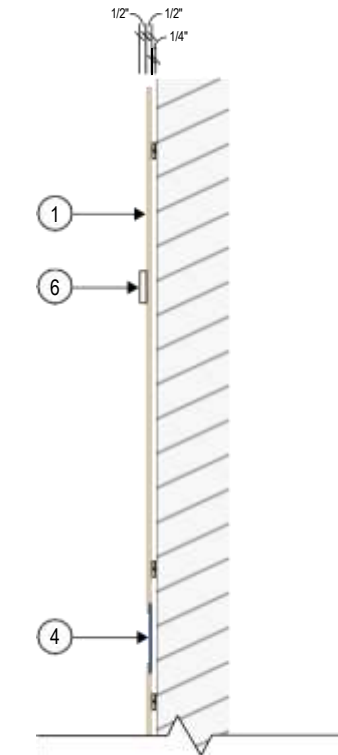
3 SIGN TYPE XA: TRAIL HEAD ICON - DETAIL
1" = 1'



4 SIGN TYPE XA: MOUNTAIN PEAK ICON - DETAIL
1" = 1'



5 SIGN TYPE XA: DESIGN INTENT EXAMPLE
NTS



6 SIGN TYPE XA-3: CROSS SECTION
1 1/2" = 1'-0"

GENERAL NOTES

ALL SITE MEASUREMENTS ARE APPROXIMATE. FABRICATOR TO FIELD VERIFY TO DETERMINE EXACT DIMENSIONS AND CONDITIONS.

KEYNOTES

- ① 1/2" THICK PLY SPECIES MAPLE, STOOD OFF 3/4" FROM BACK WALL. SANDED SMOOTH TO TOUCH, FINISH TO MATCH INSTALLED PANELS AT TICKETING WALL. 1/2" GAP AROUND ALL PLY WOOD EDGES. NO FASTENERS TO BE VISIBLE ON FACE. PANELS MUST BE REMOVABLE TO PROVIDE ACCESS TO WALL BEHIND FOR MAINTENANCE.
- ② 1/2" THICK ACRYLIC ICONS ADHERED DIRECT TO FACE WITH NON-DIMENSIONAL ADHESIVE. DIECUT VINYL GRAPHICS TO BE APPLIED TO ACRYLIC ICON FACE. COLOR AND FINISH TO MATCH INSTALLED TICKET WALL ICONS. COLOR: BLUE #2026 CAST ACRYLIC.
- ③ TRAIL GRAPHIC TO BE ROUTED 1/8" DEEP INTO PLY WITH PAINT INFILL. COLOR MATCH PAINT INFILL TO SW6069 FRENCH ROAST.
- ④ 1/8" BLUE #2026 CAST ACRYLIC (MANUFACTURER: PROM PROFESSIONAL PLASTIC) TO BE POCKETED INTO THE BACK OF THE PANELS FOR A FLUSH BACKER. ACRYLIC TO COLOR MATCH INSTALLED TICKETING WALL RIVER ACRYLIC. NO VISIBLE FASTENERS TO BE VISIBLE ON FACE.
- ⑤ CUT TO SHAPE VINYL APPLIED TO FACE. COLOR TO MATCH PANTONE 654C.
- ⑥ 1/2" THICK ACRYLIC TEXT ADHERED DIRECT TO FACE WITH NON-DIMENSIONAL ADHESIVE. COLOR AND FINISH TO MATCH INSTALLED TICKET WALL.
- ⑦ OPAQUE WHITE 3M VINYL CUT TO SHAPE AND ADHERED TO FACE.

sheet SIGNAGE DETAILS (CONTINUED)
 project MSO EAST CONCOURSE EXPANSION
 owner MISSOULA MONTANA AIRPORT

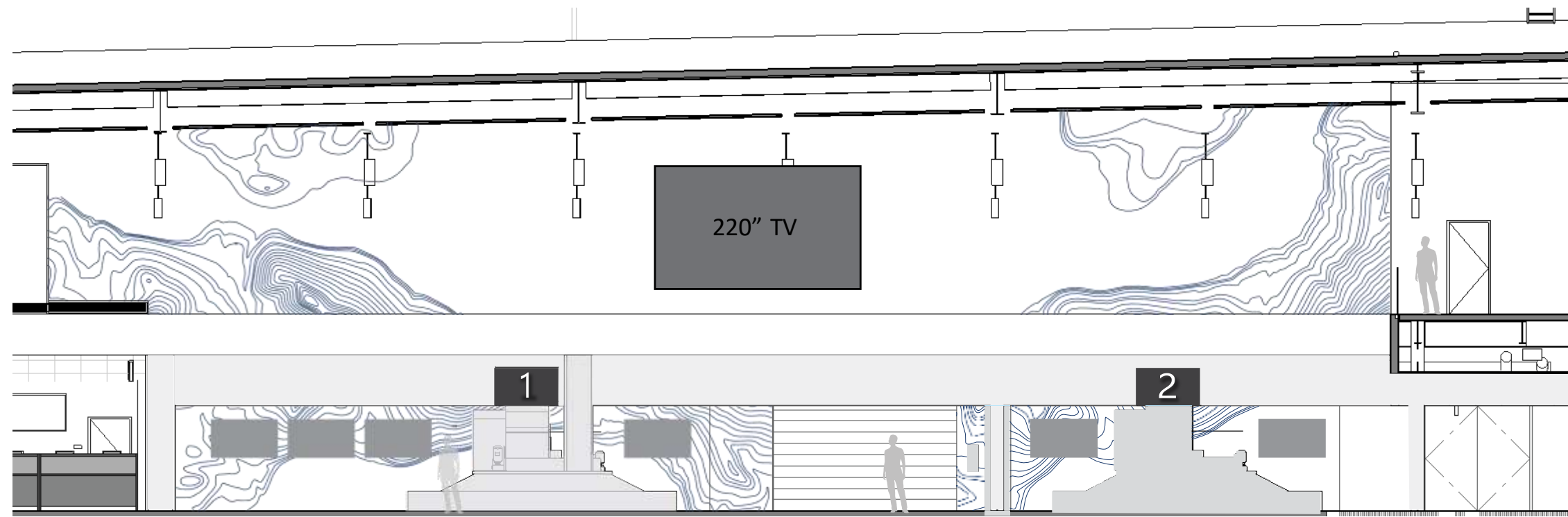
project #	16131.20
revision	date
REV 1	09.25.2023
REV 2	01.22.2024
REV 3	02.29.2024

phase
100% CONSTRUCTION INTENT DRAWINGS

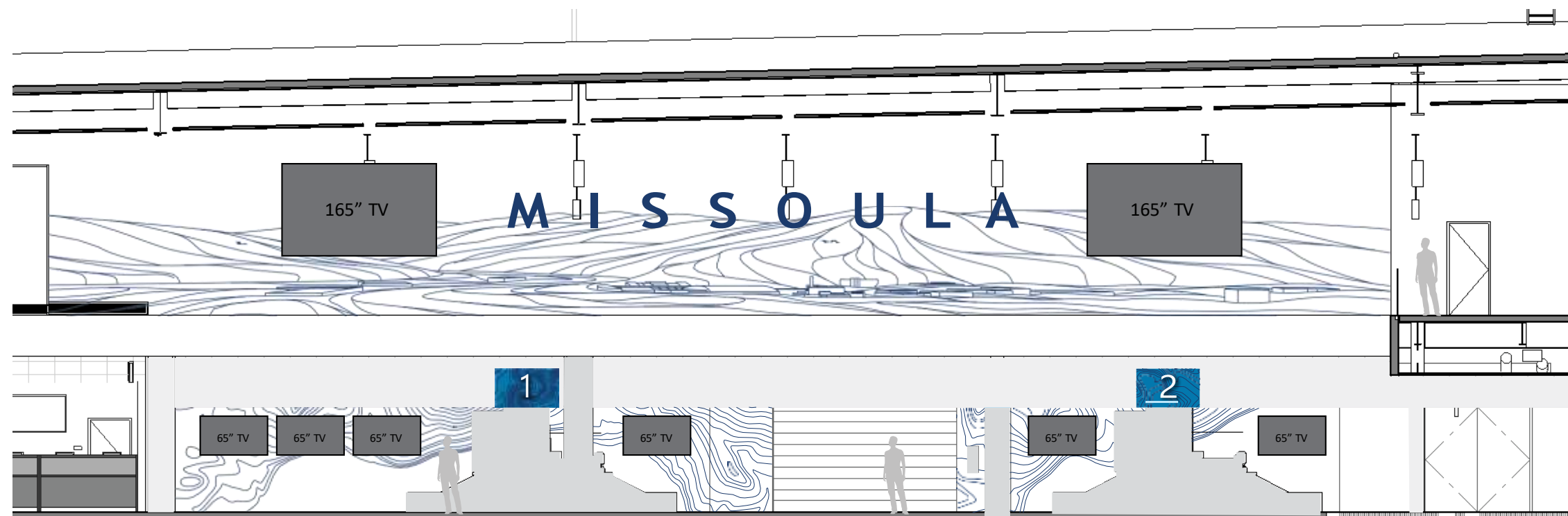


issue date
02.29.2024

AG3.5



1 BAG CLAIM ELEVATION - OPTION 1
3/16"=1'-0"



2 BAG CLAIM ELEVATION - OPTION 2
3/16"=1'-0"

EGD APPLICATIONS

MSO EAST CONCOURSE EXPANSION

MISSOULA MONTANA AIRPORT

project # 16131.20

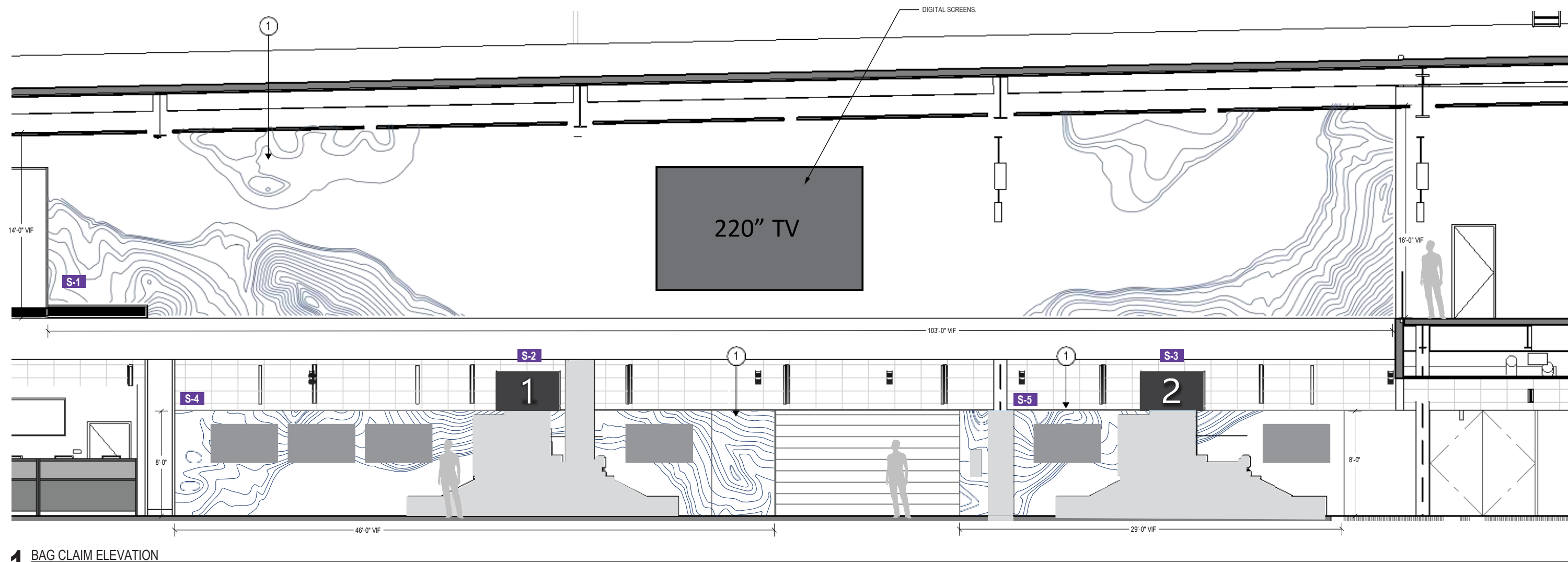
revision	date
REV 1	09.25.2023
REV 2	01.15.2024

phase
100% CONSTRUCTION
INTENT DRAWINGS

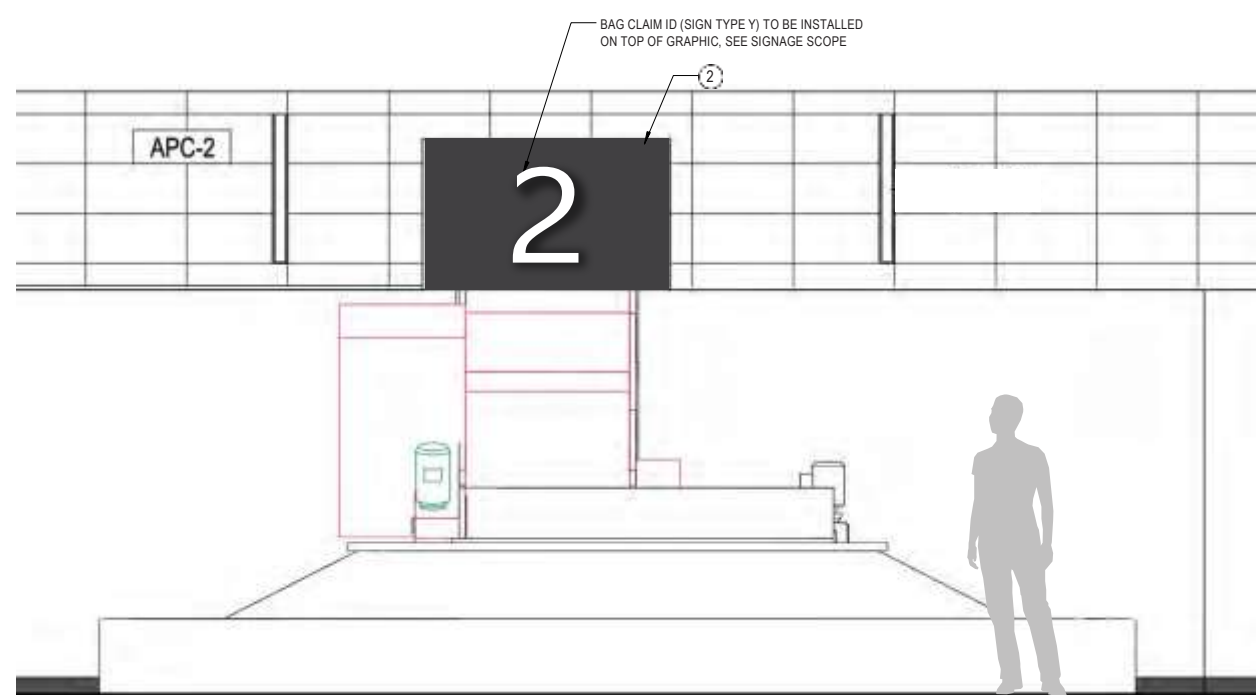


issue date
02.08.2024

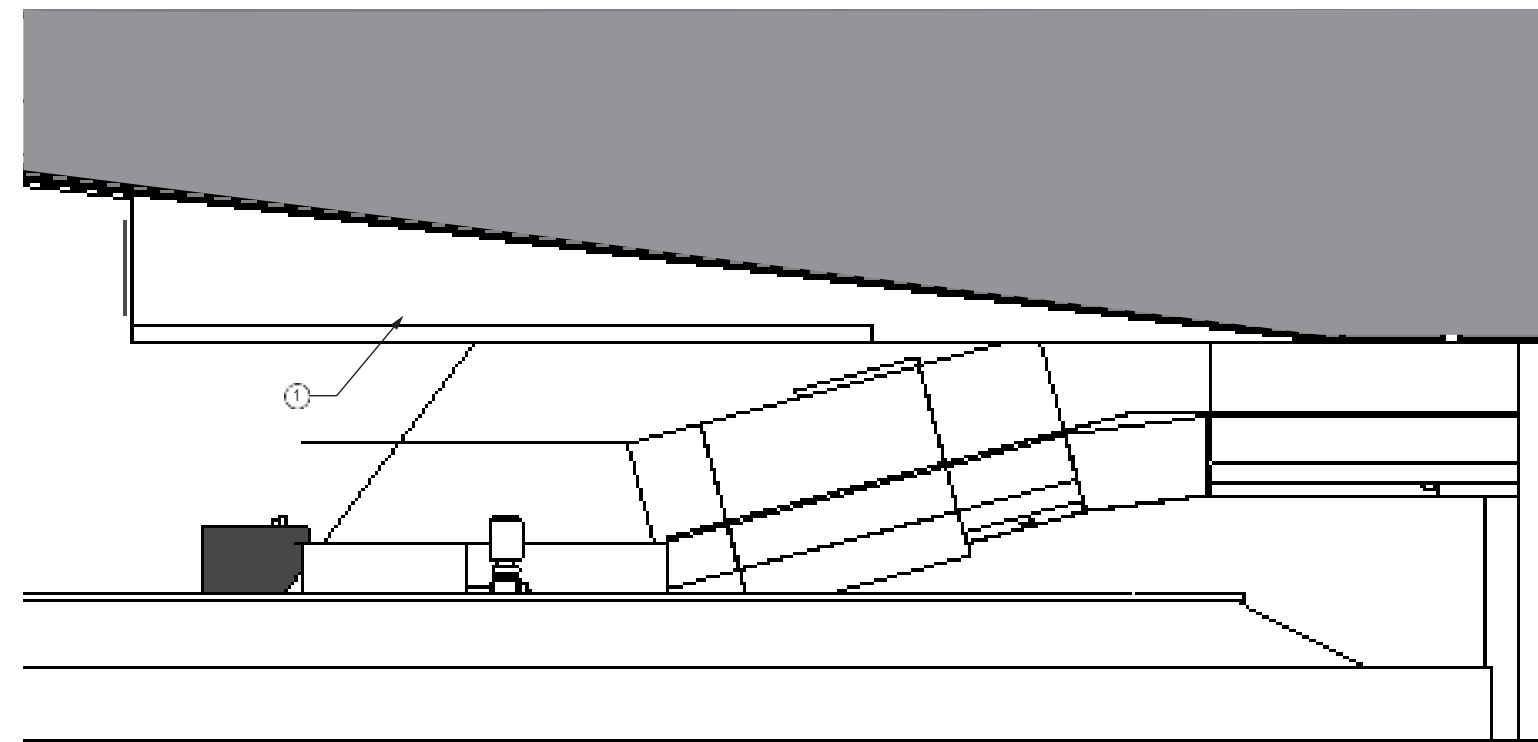
EGD3.1



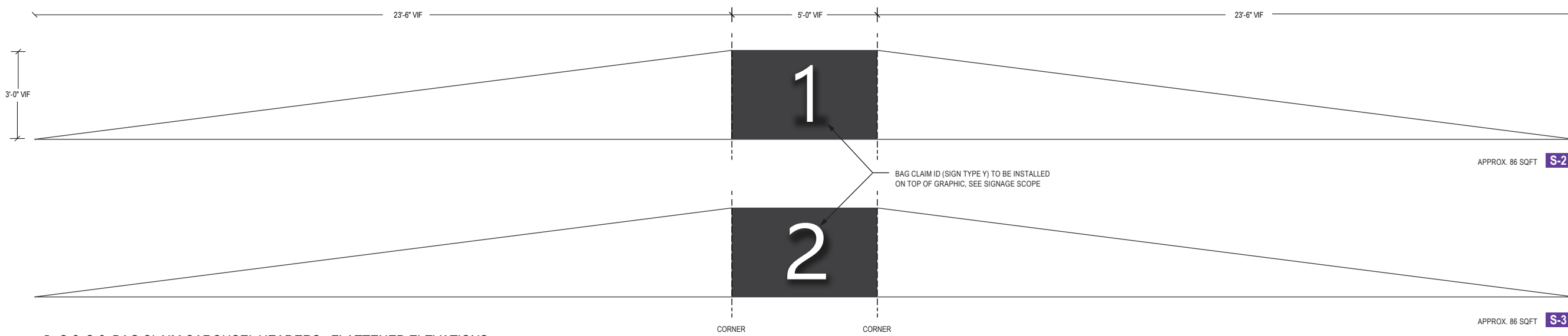
1 BAG CLAIM ELEVATION
1/4"=1'-0"



2 S-2, S-3: BAG CLAIM CAROUSEL HEADERS - FRONT ELEVATION
1/2"=1'-0"



3 S-2, S-3: BAG CLAIM CAROUSEL HEADERS - SIDE ELEVATION
1/2"=1'-0"



4 S-2, S-3: BAG CLAIM CAROUSEL HEADERS - FLATTENED ELEVATIONS
1/2"=1'-0"

SIGNAGE GENERAL NOTES

1. ALL LOCATIONS AND MEASUREMENTS ARE APPROXIMATE. THE FABRICATOR IS RESPONSIBLE FOR FIELD VERIFICATION AND COORDINATION OF ALL LOCATIONS AND FINAL DIMENSIONS. THE FABRICATOR SHALL NOTIFY THE OWNER AND A&E DESIGN OF ANY DISCREPANCIES BETWEEN THE FIELD CONDITIONS AND DRAWINGS, LOCATION PLANS, OR MESSAGE SCHEDULE PRIOR TO FABRICATION.
2. ALL SIGNAGE TO MATCH RESPECTIVE SIZE, FABRICATION METHOD, AND FINISH OF SIGNAGE IN EXISTING PROJECT AREAS. FABRICATOR IS RESPONSIBLE FOR REFERENCING EXISTING SIGNAGE.

KEYNOTES

1. HIGH-RESOLUTION DIGITAL PRINT ONTO MATTE WHITE VINYL, APPLIED TO INTERIOR WALL. GRAPHICS WRAP RETURN EDGES OF WALL, SEAMS TO BE AS DISCREET AS POSSIBLE. SEAL WITH A SATIN CLEAR-COAT FOR PROTECTION. DESIGNER TO PROVIDE ARTWORK.
2. PAINT TO COLOR AS NOTED.

sheet EGD APPLICATIONS (CONTINUED)
 project **MISO EAST CONCOURSE EXPANSION**
 owner MISSOULA MONTANA AIRPORT

project #	16131.20
revision	date
REV 1	09.25.2023
REV 2	01.15.2024

phase
100% CONSTRUCTION
INTENT DRAWINGS



issue date
02.08.2024

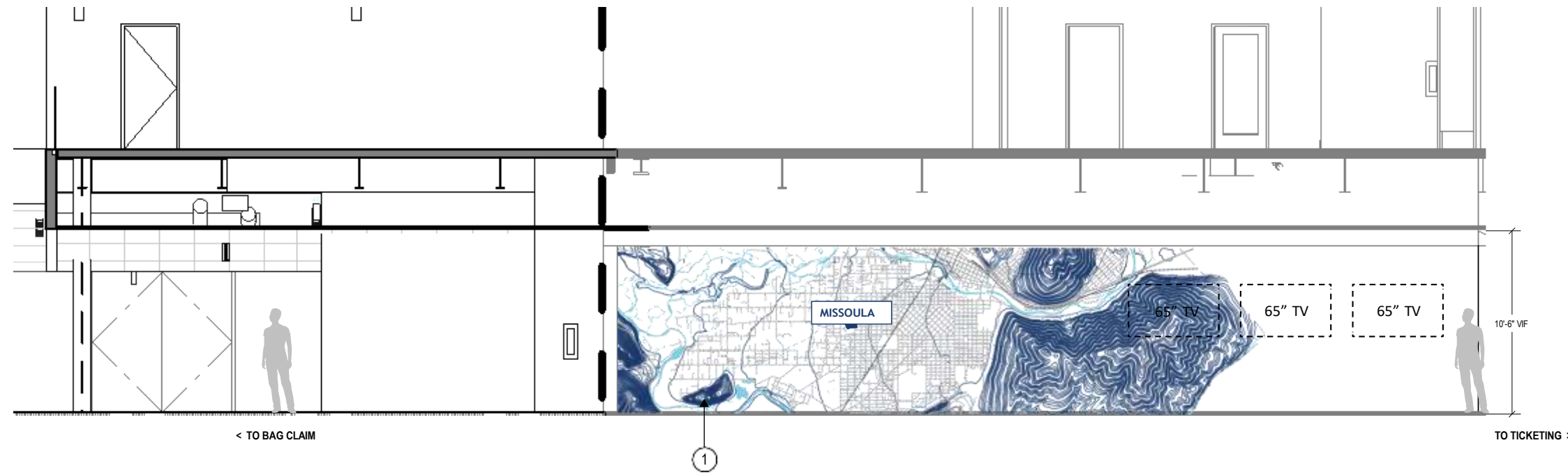
EGD3.2

SIGNAGE GENERAL NOTES

1. ALL LOCATIONS AND MEASUREMENTS ARE APPROXIMATE. THE FABRICATOR IS RESPONSIBLE FOR FIELD VERIFICATION AND COORDINATION OF ALL LOCATIONS AND FINAL DIMENSIONS. THE FABRICATOR SHALL NOTIFY THE OWNER AND A&E DESIGN OF ANY DISCREPANCIES BETWEEN THE FIELD CONDITIONS AND DRAWINGS, LOCATION PLANS, OR MESSAGE SCHEDULE PRIOR TO FABRICATION.
2. ALL SIGNAGE TO MATCH RESPECTIVE SIZE, FABRICATION METHOD, AND FINISH OF SIGNAGE IN EXISTING PROJECT AREAS. FABRICATOR IS RESPONSIBLE FOR REFERENCING EXISTING SIGNAGE.

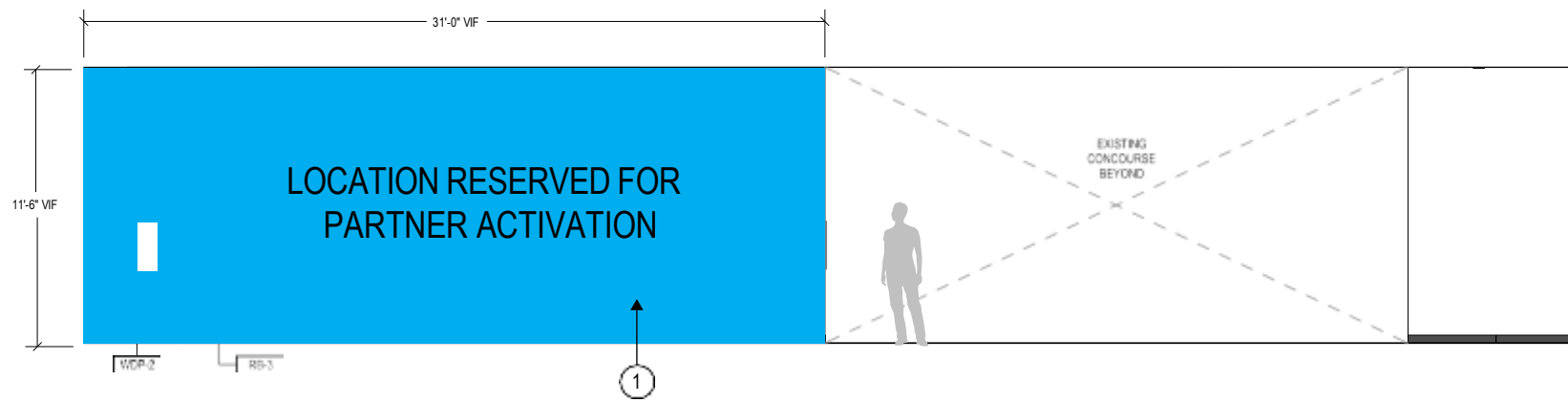
KEYNOTES

- ① HIGH-RESOLUTION DIGITAL PRINT ONTO MATTE WHITE VINYL, APPLIED TO INTERIOR WALL. GRAPHICS WRAP RETURN EDGES OF WALL. SEAMS TO BE AS DISCREET AS POSSIBLE. SEAL WITH A SATIN CLEAR-COAT FOR PROTECTION. DESIGNER TO PROVIDE ARTWORK.



1 S-6: LEVEL 1 ESCALATOR WALL
1/4"=1'-0"

S-6



2 S-7: LEVEL 2 EAST CONCOURSE WALL
1/4"=1'-0"

S-7

sheet EGD APPLICATIONS (CONTINUED)
 project **MSO EAST CONCOURSE EXPANSION**
 owner MISSOULA MONTANA AIRPORT

project # **16131.20**

revision	date
REV 1	09.25.2023
REV 2	01.15.2024

phase
100% CONSTRUCTION INTENT DRAWINGS



issue date
02.08.2024

EGD3.3

SIGNAGE GENERAL NOTES

1. ALL LOCATIONS AND MEASUREMENTS ARE APPROXIMATE. THE FABRICATOR IS RESPONSIBLE FOR FIELD VERIFICATION AND COORDINATION OF ALL LOCATIONS AND FINAL DIMENSIONS. THE FABRICATOR SHALL NOTIFY THE OWNER AND A&E DESIGN OF ANY DISCREPANCIES BETWEEN THE FIELD CONDITIONS AND DRAWINGS, LOCATION PLANS, OR MESSAGE SCHEDULE PRIOR TO FABRICATION.
2. ALL SIGNAGE TO MATCH RESPECTIVE SIZE, FABRICATION METHOD, AND FINISH OF SIGNAGE IN EXISTING PROJECT AREAS. FABRICATOR IS RESPONSIBLE FOR REFERENCING EXISTING SIGNAGE.

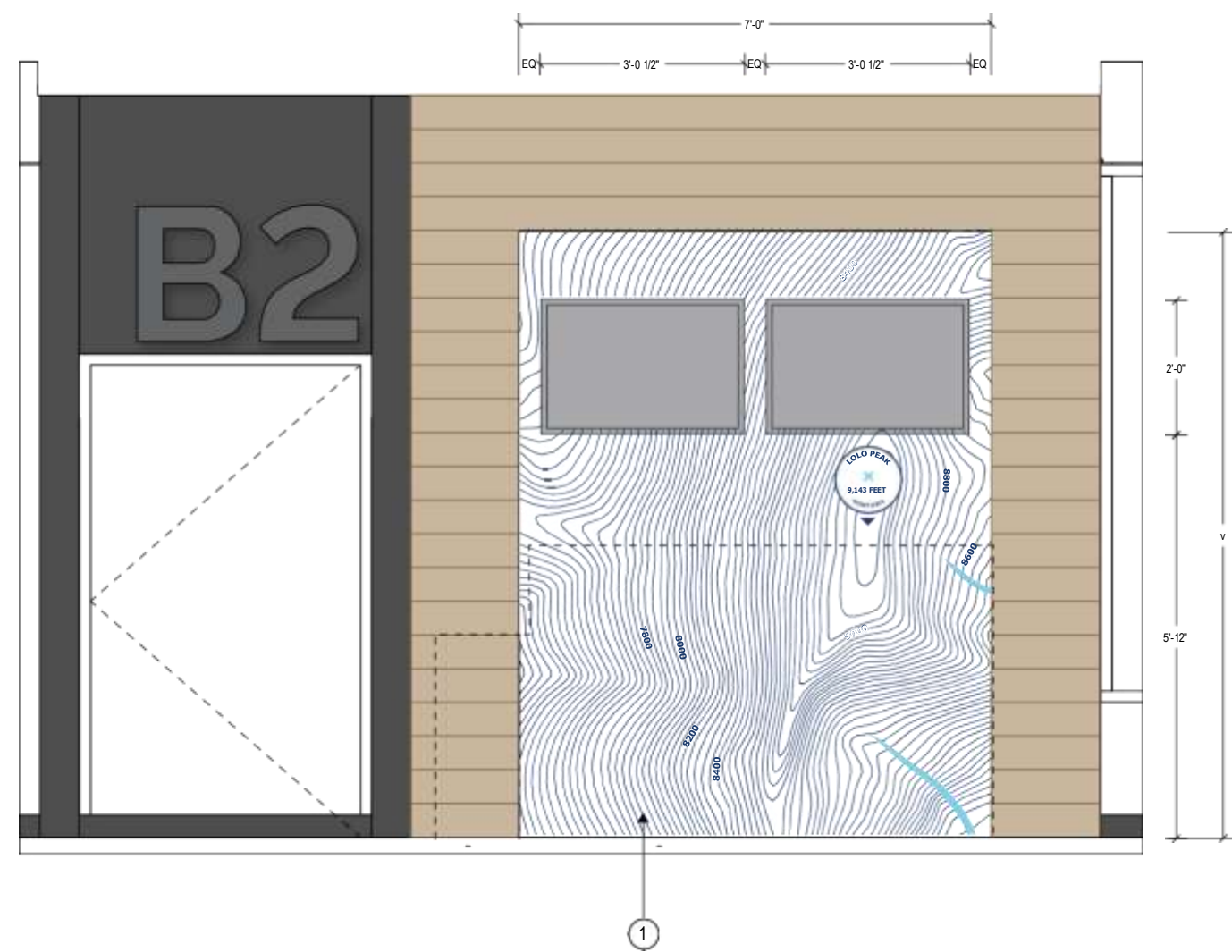
KEYNOTES

1. HIGH-RESOLUTION DIGITAL PRINT ONTO MATTE WHITE VINYL, APPLIED TO INTERIOR WALL. GRAPHICS WRAP RETURN EDGES OF WALL. SEAMS TO BE AS DISCREET AS POSSIBLE. SEAL WITH A SATIN CLEAR-COAT FOR PROTECTION. DESIGNER TO PROVIDE ARTWORK.



1 S-8: GATE B1 GRAPHICS - BLUE MOUNTAIN
3/4" = 1'-0"

APPROX. 63 SQFT **S-8**



2 S-9: GATE B2 GRAPHICS - LOLO PEAK MOUNTAIN
3/4" = 1'-0"

APPROX. 63 SQFT **S-9**



3 S-10: GATE B3 GRAPHICS - MT JUMBO PEAK
3/4" = 1'-0"

APPROX. 63 SQFT **S-10**

project # **16131.20**

revision	date
REV 1	09.25.2023
REV 2	01.15.2024

phase
100% CONSTRUCTION
INTENT DRAWINGS



**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: May 28th, 2024

1. TITLE: Martel Contract Deductive Change Orders

Review, discussion and possible approval of two (2) deductive change orders to contract GMP's for Martel Construction as it relates to the Fuel Truck Access Road (FTAR) and Temporary Rental Car Facility (TRCF) projects. **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 Temporary Rental Car Facility Contract was opened back in January of 2022 to construct a temporary facility for rental cars during terminal construction. With final closeout elements of the project wrapping up a few months ago, we were left with a small leftover contingency balance. Similarly, the Fuel Truck Access Road Contract was completed earlier this Spring and under the expected contract value. Both respective projects had several allowances and material quantities that came in under the budgeted amount leading to the contract underruns. Each of the respective contracts below requires a deductive change order that will close the project out and reconcile unused budgets.

Martel Contract #22 – Temp Rental Car Facility – Deductive Change #1 = (\$439.90)
Martel Contract #25 – Fuel Truck Access Road – Deductive Change #3 = (\$211,919.75)
Total Deductive Change Orders = (\$212,359.65)

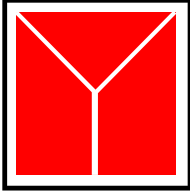
5. BUDGET INFORMATION: N/A

6. SUPPLEMENTAL AGENDA INFORMATION: Martel Construction Change Orders

7. RECOMMENDED MOTION: Move to accept the deductive change orders to Martel Construction Contracts #22 and #25 in the amount of \$212,359.65.

8. PREPARED BY: Tim Damrow

9. COMMITTEE REVIEW: None



MARTEL CONSTRUCTION, INC.
 MAIN OFFICE
 1203 SOUTH CHURCH AVENUE
 BOZEMAN, MONTANA 59715-5801
 (406) 586-8585 FAX (406) 586-8646

Change Order

May 23, 2024

PROJECT #	22.010
MSO Temp Rental Car Facility 5225 HWY 10 West Missoula, MT 59808 Contract Amendment #22	

Owner
Missoula MT Airport 5225 HWY 10 West Missoula MT 59808

Attn: Shaun Shea

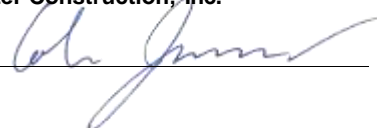
Change Order # 1

The Contract is changed as follows:

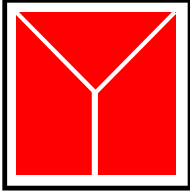
Deductive Change Order for remaining Project Contingency to be returned to Owner	-439.90
Subtotal:	(439.90)

Total Amount of Change Order **(439.90)**

The Original Contract Sum was	915,536.00
Net Change by Previously Authorized Change Orders	0.00
The Contract Sum Prior to this Change Order	915,536.00
The Amount of this Change Order is	(439.90)
The New Contract Sum Including this Change Order	915,096.10

CONTRACTOR:
 Martel Construction, Inc.
 By: 
 Date: 5/23/24

OWNER:
 Missoula MT Airport
 By: _____
 Date: _____



MARTEL CONSTRUCTION, INC.
 MAIN OFFICE
 1203 SOUTH CHURCH AVENUE
 BOZEMAN, MONTANA 59715-5801
 (406) 586-8585 FAX (406) 586-8646

Change Order

May 23, 2024

PROJECT #	22.010
MSO FTAR 5225 HWY 10 West Missoula, MT 59808 Contract Amendment #24	

Owner
Missoula MT Airport 5225 HWY 10 West Missoula MT 59808

Attn: Shaun Shea

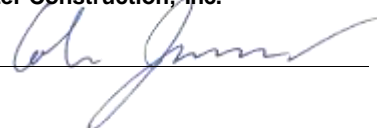
Change Order # 3

The Contract is changed as follows:

Deductive Change Order for remaining Project Contingency to be returned to Owner	-211,919.75
Subtotal:	(211,919.75)

Total Amount of Change Order **(211,919.75)**

The Original Contract Sum was	2,125,289.50
Net Change by Previously Authorized Change Orders	627,933.00
The Contract Sum Prior to this Change Order	2,753,222.50
The Amount of this Change Order is	(211,919.75)
The New Contract Sum Including this Change Order	2,541,302.75

CONTRACTOR:
 Martel Construction, Inc.
 By: 
 Date: 5/23/24

OWNER:
 Missoula MT Airport
 By: _____
 Date: _____

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: May 28, 2024

1. **TITLE:** Contract Amendment No. 26 to the Master Agreement with Martel Construction for the New Passenger Terminal Building.

Review, discussion and possible approval of the Guaranteed Maximum Price (GMP) from Martel Construction for the construction of Phase-3 of the New Passenger Terminal Building. **ACTION ITEM**

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

3. **TIME REQUIRED:** 10 Minutes

4. **BACKGROUND INFORMATION:** In continuation of the phased construction approach to this project, Martel Construction has provided a GMP to complete the construction for Phase-3 of the New Passenger Terminal Building.

The bid package was publicly advertised and bids were received and opened on May 8, 2024. Multiple bids from every division of work for the project were received and evaluated. Martel Construction, Morrison-Maierle and Airport Staff reviewed, vetted bid proposals and evaluated cost savings measures in preparation of the Guaranteed Maximum Price. A copy of the summarized divisions of work are attached. Individual bid proposals from all submitters are on file with Martel Construction, Morrison-Maierle and the Airport.

As a result of the bid opening, Martel Construction is proposing a GMP of \$7,915,240 to complete the construction for the project. This project will begin immediately with shop drawings and continue through October 2025.

5. **BUDGET INFORMATION:** Amount Required: \$7,915,240
This project is funded using FAA grants, financing and Airport reserves

6. **SUPPLEMENTAL AGENDA INFORMATION:** A bid result summary is attached, along with Martel Construction's contract amendment No. 26.

7. **RECOMMENDED MOTION:** Move to accept the Guaranteed Maximum Price from Martel Construction in the amount of \$7,915,240 for the construction of Phase-3 of the New Passenger Terminal Building and accept Contract Amendment No. 26.

8. **PREPARED BY:** Brian Ellestad

9. **COMMITTEE REVIEW:** None

Guaranteed Maximum Price Amendment

This Amendment dated the 28st day of May in the year 2024 , is incorporated into the accompanying ATA Document A133M-2019, standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 25th day of April in the year 2017 (the "Agreement")
(In words, indicate day, month, and year.)

for the following **PROJECT:**
(Name and address or location)

MSO East Concourse Gate Expansion Contract Amendment #26
5225 Highway 10 West
Missoula, MT. 59808

THE OWNER:
(Name, legal status, and address)

Missoula County Airport Authority
A Municipal Airport Authority under Montana Law
5225 Highway 10 West
Missoula, MT 59808

THE CONSTRUCTION MANAGER:
(Name, legal status, and address)

Martel Construction inc.
1203 South Church Street
Bozeman, MT 59715

TABLE OF ARTICLES

- A.1 GUARANTEED MAXIMUM PRICE**
- A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**
- A.3 INFORMATION UPON WHICH AMENDMENT IS BASED**
- A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS**

ARTICLE A.1 GUARANTEED MAXIMUM PRICE

§ A.1.1 Guaranteed Maximum Price

Pursuant to Section 3.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of the Agreement.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201n-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

§ **A.1.1.1** The Contract Sum is guaranteed by the Construction Manager not to exceed Seven Million, Nine Hundred fifteen Thousand, Two Hundred, Forty Dollars (\$ 7,915,240), subject to additions and deductions by Change Order as provided in the Contract Documents.

§ **A.1.1.2 Itemized Statement of the Guaranteed Maximum Price.** Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, including allowances; the Construction Manager's contingency; alternates; the Construction Manager's fee; and other items that comprise the Guaranteed Maximum Price as defined in Section 3.2.1 of the Agreement.
(Provide itemized statement below or reference an attachment.)

See Itemized Statement by Trade Category

§ **A.1.1.3** The Construction Manager's Fee is set forth in Section 6.1.2 of the Agreement.

§ **A.1.1.4** The method of adjustment of the Construction Manager's Fee from changes in the Work is set forth in Section 6.1.3 of the Agreement.

§ **A.1.1.5 Alternates**

§ **A.1.1.5.1** Alternates, if any, included in the Guaranteed Maximum Price:
No alternates were bid in this phase.

Item	Price
------	-------

§ **A.1.1.5.2** Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Exhibit A. Upon acceptance, the Owner shall issue a Modification to the Agreement.
(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

No alternates were bid in this phase.

Item	Price	Conditions for Acceptance
------	-------	---------------------------

§ **A.1.1.6** Unit prices, if any:

(Identify item number and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
------	-----------------------	-------------------------

See Itemized Statement by Trade Categories

ARTICLE A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ **A.2.1** The date of commencement of the Work shall be:

(Check one of the following boxes.)

The date of execution of this Amendment.

Established as follows:

(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of notice to proceed from the owner.

§ **A.2.2** Unless otherwise provided, the Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work. The Contract Time shall be measured from the date of commencement of the Work.

§ **A.2.3 Substantial Completion**

§ **A.2.3.1** Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:

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User Notes:

(1819953221)

(Check one of the following boxes and complete the necessary information.)

TO BE DETERMINED] Not later than () calendar days from the date of commencement of the Work.

By the following date: TO BE DETERMINED

§ **A.2.3.2** Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Construction Manager shall achieve Substantial Completion of such portions by the following dates:
To be determined

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

§ **A.2.1.3** If the Construction Manager fails to achieve Substantial Completion as provided in this Section A.2.3, liquidated damages, if any, shall be assessed as set forth in Section 6.1.6 of the Agreement.

ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

§ **A.3.1** The Guaranteed Maximum Price and Contract Time set forth in this Amendment are based on the Contract Documents and the following:

M/SO Phase 3 Plans and Specs, As listed in Procure Bid Documents, Team Construction Management Software

§ **A.3.1.1** The following Supplementary and other Conditions of the Contract:

M/SO Phase 3 Plans and Specs, As listed in Procure Bid Documents, Team Construction Management Software

Document	Title	Date	Pages
----------	-------	------	-------

§ **A.3.1.2** The following Specifications:

(Either list the Specifications here, or refer to an exhibit attached to this Amendment.)

M/SO Phase 3 Plans and Specs, As listed in Procure Bid Documents, Team Construction Management Software

Section	Title	Date	Pages
---------	-------	------	-------

§ **A.3.1.3** The following Drawings:

(Either list the Drawings here, or refer to an exhibit attached to this Amendment.)

M/SO Phase 3 Plans and Specs, As listed in Procure Bid Documents, Team Construction Management Software

Number	Title	Date
--------	-------	------

§ **A.3.1.4** The Sustainability Plan, if any:

(If the Owner identified a Sustainable Objective in the Owner's Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective: the targeted Sustainable Measures; implementation strategies selected to achieve the Sustainable Measures; the Owner's and Construction Manager's roles and responsibilities associated with achieving the Sustainable Measures; the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure; and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)

Title	Date	Pages
NA		

Other identifying information:

§ **A.1.1.5** Allowances, if any, included in the Guaranteed Maximum Price:

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(Identify each allowance.)

See attached Itemized Allowance Statement.

Item	Price
Allowances listed MSO Allowance Spreadsheet report dated 5/22/2024	

§ A.3.1.6 Assumptions and clarifications, if any, upon which the Guaranteed Maximum Price is based:
(Identify each assumption and clarification.)

The Construction Manager shall purchase and maintain property insurance written on a builder's risk "all-risk" form as further described in section 11.3.I of AIA Document A201.

Article 8 of AIA Document A133 is amended to include the following:

Type of Insurance	Limit of Liability
Commercial General Liability	
General Aggregate	\$5,000,000.00
Products - Completed Operation Aggregate	\$5,000,000.00
Bodily Injury and Property Damage	\$5,000,000.00
(Each Occurrence)	
Automobile Liability - combined single limit (bodily injury and property damage)	\$5,000,000.00
Primary occurrence limit cannot be less than \$1,000,000. The deductible may not exceed \$5,000 per accident.	
Owners and Contractors Protective Policy	
General Aggregate	\$4,000,000.00
Each Occurrence	\$2,000,000.00

The deductible amount of any and all Builders Risk Insurance Occurrences will be paid for out of the Construction Contingency Fund.

A change order to this Contract Amendment and GMP will be required if the Contingency Fund is exhausted.

Also see the Attached Itemized Statement by Trade Category.

§ A.3.1.7 The Guaranteed Maximum Price is based upon the following other documents and information:
(List any other documents or information here, or refer to all exhibit attached to this Amendment.)

This Contract Amendment is an Exhibit to the original A133 - 2009 between MSO and Mattel Construction.

ARTICLE A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

§ A.4.1 The Construction Manager shall retain the consultants, contractors, design professionals, and suppliers, identified below:


(list name, discipline, address, and other information.)

See Itemized Statement by Trade Category.

This Amendment to the Agreement entered into as of the day and year first written above.

OWNER (Signature)
 Brian Ellestad - Director

 (Printed name and title)



CONSTRUCTION MANAGER (Signature)
 Travis Freese - Vice President

 (Printed name and title)

	Group	Description	Total Amount
1	01-0000	GENERAL EQUIPMENTS	191,553
2	02-0000	EXISTING CONDITIONS	
3		Site Demolition	841
4	03-0000	CONCRETE	
5		Division 3 Trade Requirements	77,017
6		Form Footings	6,817
7		Form Pad Footings	12,033
8		Form Slabs	2,235
9		Form Walls	37,570
10		Form Slab Edge	5,820
11		Form Piers	3,700
12		Slab Diamond Blockouts	3,612
13		Recessed Slabs	
14		Form Equipment Pads	287
15		Anchor Bolts	3,683
16		Chamfer Strip	4,930
17		Expansion Joint	1,098
18		Water Stop	3,620
19		Vapor Barrier	6,555
20		Keyway	598
21		Clean Forms	1,326
22		Prepare Slab-on-Grade	3,203
23		Rebar Accessories	1,339
24		Concrete Reinforcing	50,188
25		Place Footings	9,258
26		Place Pad Footings	8,996
27		Place Concrete Slabs	60,998
28		Place Walls	11,351
29		Place Piers	6,710
30		Place Slab Diamond Blackouts	753
31		Place Equipment Pads	847
32		Grout Base Plates	4,918
33		Finish Footings & Walls	2,026
34		Trowel Finish Slabs	35,731
35		Point & Patch	1,333
36		Curing Compound	2,682
37		Moisture Cure	22,693
38		Sawcut Slabs	4,283
39	05-0000	STEEL	
40		Division 5 Trade Requirements	5,868
41		Structural & Misc. Steel	38,977
42		Structural Steel	472,500
43		Metal Fabrications	11,664
44		Architectural Metal	7,488
45	06-0000	WOOD & PLASTICS	
46		Division 6 Trade Requirments	11,740
47		Hardware & Fasteners	5,764
48		Rough Carpentry	15,377
49		Backing & Blocking	4,697

50

	Group	Description	Total Amount
51		Wood Panel Sheathing	30,944
52		Standard Wood Trim	26,910
53		Prefinished Paneling	
54		Laminate-Clad Casework	8,110
		Countertops	7,680
55	07-0000	THERMAL & MOISTURE PROT.	
56		Division 7 Materials	61,095
57		Waterproofing Systems	13,800
58		Sprayed Insulation	
59		Blanket Insulation	60,085
60		Metal Siding & Soffit	498,505
61		Wood Siding & Soffit	
62		Membrane Roofing	126,440
63		Gutters & Downspouts	
64		Sprayed Fireproofing	32,700
65		Joint Sealants	8,734
66	08-0000	DOORS & WINDOWS	
67		Steel Doors & Frames	29,168
68		Access Panels	12,000
69		Metal-Framed Storefronts	148,504
70		Door Hardware	5,867
71		Weatherstripping & Seals	1,464
72		Electronic Hardware	628
73	09-0000	FINISHES	
74		Metal Stud Framing	129,176
75		Division 9 Trade Requirements	47,362
76			29,488
77		Sealed Concrete Floors	9,577
78		Polished Concrete Floors	15,155
79		Acoustical Ceilings	251,250
80		Specialty Ceilings	12,508
81		Paint Finishes	59,644
82	10-0000	SPECIALTIES	
83		Visual Display Boards	1,004
84		Wall & Corner Guards	750
85		Fire Protection Specialty	1,657
86		Div.10 Specialties	98,412
87	21-0000	FIRE SUPPRESSION	
88		Fire Suppression	66,340
89	22-0000	PLUMBING	
90		Building Services Piping	
91	23-0000	HVAC	
92		Plumbing & HVAC	389,918
93		Division 23 General Requirements	12,083
94	26-0000	ELECTRICAL	
95		Electrical	555,745
96		Division 26 General Requirements	11,740
97	27-0000	COMMUNICATIONS	
98			

Group	Description	Total Amount
	Communicatio_n_s	93,802
99	31-0000 EARTHWORK	
100	Misc Site Construction	865,872
101	Division 31 General Requirments	36,740
102	Oewatering	1,032
103	Engineered Aggregate Piers	53,900
104	Misc Earth Work	
105	32-0000 T SITE IMPROVEMENTS	
106	Road/Parking Area Const.	
107	Fences and Gates	
108	Site Structures	20,000
109	34-0000 TRANSPORTATION	
110	Traffic Signs & Signals	1,343,271

Estimate Totals

Description	Amount	Totals	Rate
Labor	751,725		
Material	329,119		
Subcontract	5,699,878		
Equipment	109,969		
Other	50		
	6,890,741	6,890,741	
BuildinQ Permit - rate	67,280		0.850 %
General Liability Insurance	79,152		1.000 %
Builders Risk	19,788		0.250 %
OCP	9,498		0.120 %
Bond	79,152		1.000 %
Gross Receipts Tax	79,152		1.000 %
Construction Contingency	413,444		6.000 %
Construction Fee	277,033		3.500 %
	1,024,499	7,915,240	
Total		7,915,240	

Location	cs1	DIV	cs ;HA	Item	Description	Total Amount
Albavane						
		02	02225	10	Car_Facility Clv.I (F01mdalion I SOG Demo w/ Gravel Backfill)	39,150
		02	02225	10	Rental Car Facility Building Remov	100,000
5		02	02225	10	Rentl Car Faelllly Atchlclclural / p /Elorical Domo	27,731
6		02	02225	10	Rental Car facility Sprung Consultant	
7		02	02225	10	Cor'16nJClion Fence	
					Special Inspections - Structural Steel	12,500
		05	05505	10	M'e Metal Fabrications	4,004
		05	05505	10	Instal1 of Andorson SUEP On: Horns	7,660
10				10	fMsc Temporary Protect/on/Partitions and Dosi Barrirus	5,000
11		06	06100	15	Gato Oosk Inson Cabinets (Insrts Not Shown in Plans)	4,620
12		06	06412	10	Mi ACCESS Doors (None on RCP) -Alluance	12,000
13		08	08310	25	Cores I' Casework (Ticket Desk Insrts Nol Shown - Excluded)	1,162
14		08	08710	25	Coras for Building (BMC)	484
15		09	09205	10	Tempo-a_rHyeat - Gas Supply	8,560
16		09	09205	10	ProJoel Mockups	8,143
17		09	09205	10	Temp Heat (Electric for low humidity during finishes)	18,461
18		09	09450	10	Creek Repa_r Polllihed Cona-sto Floors	560
19		10	10260	15	Misc. Cornnr Gaurds	
20		10	10990	10	Well Expansion Joint	20,000
21		10	10990	10	Expansion Joint	20,000
22		10	10990	10	Expansion Joint	10,000
23		10	10990	10	Expansion Joint (Svl)	4H,412
24		15	15100	10	Temp Heat Gas Piping	6,011
25		02	02230	10	Spacial Inspections/Testing - Compaction & ConOOn.	25,000
26		02	02240	15	Oewaterlng - 4 gas powered pump	1,032
27		02	02455	10	!:AP Spoils o:sposal	1,400
28		02	02455	10	Extra EAPs & Repair	5,000
29		02	D2875	10	Relocate/Modify KCl Ramp	20,000
30		02	02890	10	Jet Bridge Foundation (Design Build)	50,000

Estimate Totals

Description	Amount	Totals	Rate
Labor	75,011		
Material	88,917		
Subcontract	322,201		
Equipment	6,408		
Other			
	492,597	492,507	

Building Permit rate			
General Liability Insurance			
Builders Risk			
OCP			
Bond			
Gross Receipts Tax			
Construction Contingency			
Construction Fee			
		492,597	
Total		492,597	

Description	Quantity	Total	
			Amount
01-0000 GENERAL REQUIREMENTS			491,553
02-0000 EXISTING CONDITIONS			201,841
03-0000 CONCRETE			398,210
05-0000 STEEL			576,497
06-0000 WOOD & PLASTICS			111,222
07-0000 THERMAL & MOISTURE PROT.			801,359
08-0000 DOORS & WINDOWS			197,631
09-0000 FINISHES			554,160
10-0000 SPECIALTIES			101,823
21-0000 FIRE SUPPRESSION			66,340
22-0000 PLUMBING			6,000
23-0000 HVAC			402,001
26-0000 ELECTRICAL			567,485
27-0000 COMMUNICATIONS			93,802
31-0000 EARTHWORK			957,544
32-0000 SITE IMPROVEMENTS			20,000
34-0000 TRANSPORTATION			1,343,271

Estimate Totals

Description	Amount	Totals	Rate
Labor	751,725		
Material	329,119		
Subcontract	5,699,878		
Equipment	109,969		
Other	50		
	6,890,741	6,890,741	
Building Permit - rate	67,280		0.850 %
General Liability Insurance	79,152		1.000 %
Builders Risk	19,788		0.250 %
OCP	9,498		0.120 %
Bond	79,152		1.000 %
Gross Receipts Tax	79,152		1.000 %
Construction Contingency	413,444		6.000 %
Construction Fee	277,033		3.500 %
	1,024,499	7,915,240	
Total		7,915,240	

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: May 28, 2024

1. **TITLE:** Task Order No. 62 to the Master Agreement for Professional Engineering Services with Morrison-Maierle.

Review, discussion and possible approval of Task Order No. 62 to the Master Agreement for Professional Engineering Services with Morrison-Maierle. This Task Order will be for Construction Management Services for the New Passenger Terminal Building – Phase-3 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:** In continuation of the phased construction approach to this project, Morrison-Maierle is submitting the most recent Task Order to provide services for on-site construction observation for the project. On-site observation will be part-time observation covered by the Engineer and Architect throughout construction. Morrison-Maierle will also handle the project closeout services associated with the FAA grants.

The project consists of multiple components built within one construction schedule. Notice to Proceed will begin in June 2024 with the review of shop drawings and will last until October 2025 before project closeout procedures begin.

5. **BUDGET INFORMATION:** Amount Required: \$562,500
This project is funded using FAA grants, financing and Airport reserves

6. **SUPPLEMENTAL AGENDA INFORMATION:** Task Order No. 62 Scope and Fee

7. **RECOMMENDED MOTION:** Move to Approve Task Order No. 62 with Morrison-Maierle in the amount of \$562,500 contingent on the completion of an Independent Fee Estimate (IFE).

8. **PREPARED BY:** Brian Ellestad

9. **COMMITTEE REVIEW:** None.

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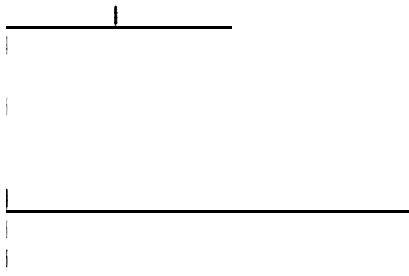
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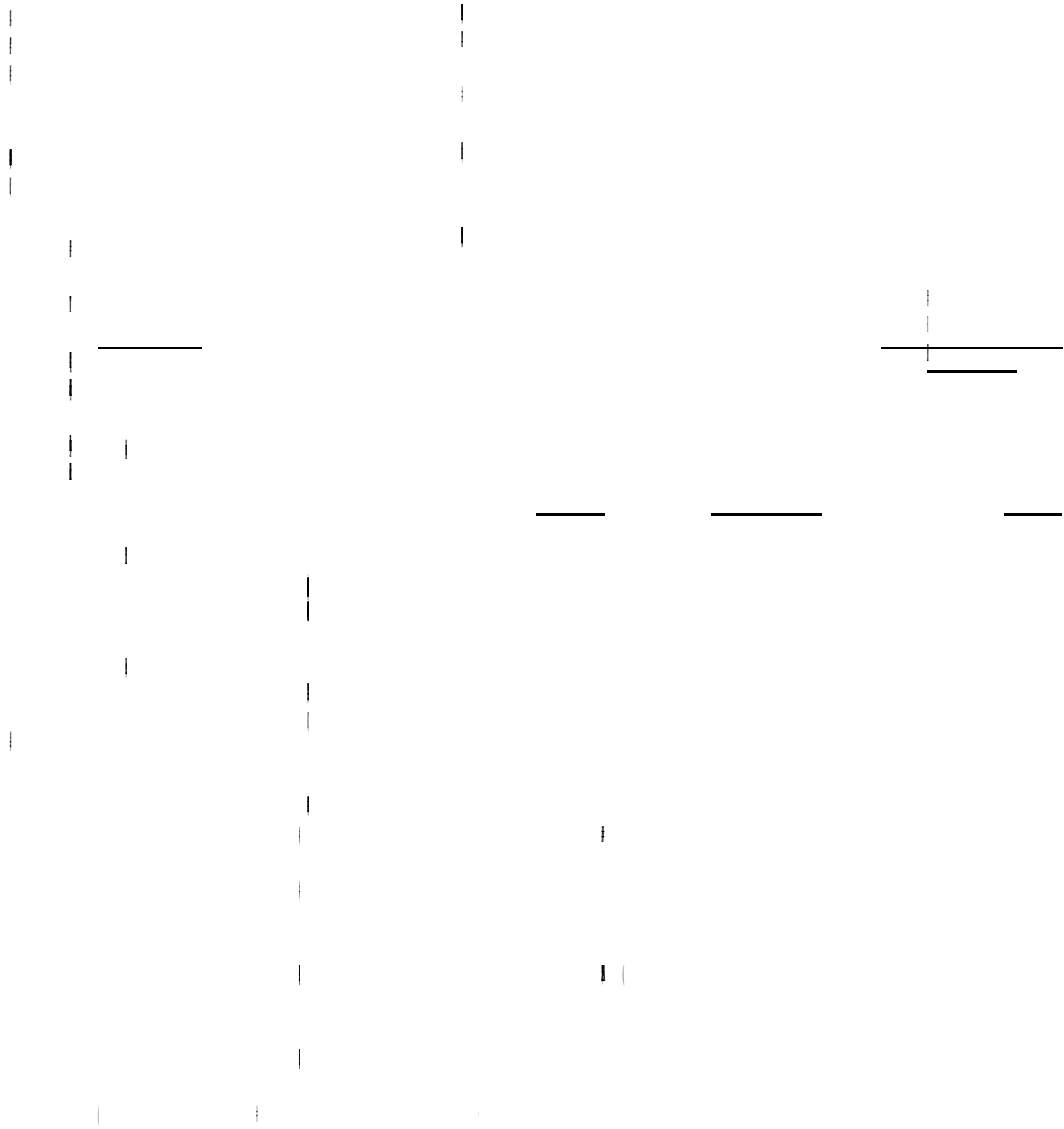
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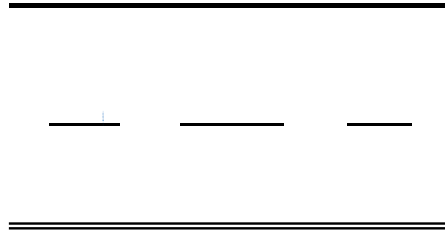
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Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 28, 2024

1. **TITLE:** Parking Management Agreement – LAZ Parking

Review, discussion and possible approval of a Parking Management Agreement with LAZ Parking and matters related thereto.

ACTION ITEM

2. **AGENDA CATEGORY:** (Please highlight)

UNFINISHED BUSINESS NEW BUSINESS COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** Staff published a Request for Proposals for parking management services on January 26, 2024. Proposals were received from 4 companies on March 12, 2024. A committee recommended award to LAZ Parking and the Board awarded the proposal to LAZ Parking at the April meeting. This agreement will cover LAZ's management of the parking facilities for a term of 3 years with an option to add an additional two years. LAZ is responsible for collecting all money connected with the operation and submitting those payments to the airport monthly. The Airport has agreed to pay LAZ an annual management fee and reimburse LAZ for its staffing costs at an agreed upon hourly rate. Additionally, the airport will be leasing LAZ a Kubota for \$4,500 per year. The agreement includes specific obligations relating to operation and staffing and a customer call center as well as penalties for failure to perform. Chris Howley, LAZ's vice president of business development, will be on site for Tuesday's meeting.

5. **BUDGET INFORMATION:** Amount Required: \$0

6. **SUPPLEMENTAL AGENDA INFORMATION:** Parking Management Agreement attached

7. **RECOMMENDED MOTION:** Move to approve the Parking Management Agreement with LAZ Parking as presented.

8. **PREPARED BY:** Lynn Fagan

9. **COMMITTEE REVIEW:** None

PARKING MANAGEMENT AGREEMENT

This PARKING MANAGEMENT AGREEMENT (“Agreement”) is made and entered into as of this first day of July, 2024 by and between the MISSOULA COUNTY AIRPORT MCAA (“MCAA”), a municipal airport organized under Montana law and LAZ PARKING NORTHWEST, LLC (“Operator”), an LLC organized under the laws of Washington and registered to do business in Montana.

RECITALS

- A. MCAA owns and operates the Missoula Montana Airport (“the Airport” or “MSO”) in Missoula County, Montana.
- B. MCAA desires to outsource parking management operations to a qualified Operator and published a Request for Proposals on January 26, 2024 (“Parking Management RFP”). Proposals were received on March 22, 2024, and reviewed by an MCAA staff committee.
- C. The committee determined that Operator’s proposal was the most advantageous to the Airport and the Board accepted the proposal at its regular meeting on April 23, 2024.

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

1. DEFINITIONS.

- a. “Airport” shall mean the Missoula Montana Airport
- b. “Contract Documents” shall mean the following documents which are incorporated herein by reference:
 - a. This Parking Management Agreement
 - b. Exhibit A: Parking Management RFP
 - c. Exhibit B: LAZ Parking Northwest, LLC’s proposal submitted in response to the Parking Management RFP
 - d. Exhibit C: Parking Facilities Layout
 - e. Exhibit D: Penalties and Fees
- c. “Gross Revenues” shall be construed to mean all sums collected by Operator, or which should have been collected by Operator, from the rental of space for the parking and storage of motor vehicles in the Public Parking Facility (as hereinafter defined), whether on an hourly, daily, weekly, or monthly basis, and whether for cash or credit. Gross Revenues shall not include the amount of any federal, state, or municipal sales or other similar taxes, if any,

separately stated and collected from customers and patrons of the Airport, now or hereafter levied or imposed.

- d. "Management Fee" shall be the total dollar amount to be paid by MCAA to Operator for each contract year, computed and paid monthly as set forth herein for operation of the Parking Facility, as defined herein.
 - e. "MCAA" shall mean the Missoula County Airport MCAA and shall include, where appropriate, its Commissioners, officers, and employees.
 - f. "Public Parking Facility" or "Parking Facility" shall mean the area or areas designated by this contract and depicted on Exhibit C, attached hereto and incorporated herein by this reference, as the place or places where the parking business of MCAA is to be conducted by Operator. Said area or areas are also referred to herein as the "Premises".
2. MANAGEMENT. Effective July 1, 2024 ("Effective Date"), subject to all terms and conditions of this Agreement, MCAA grants to Operator the right, privilege, and obligation to operate and manage the paid Public Parking Facilities located in and about the terminal area at the Airport, presently consisting of the Facilities described on Exhibit C, hereinafter referred to as the "Premises". The Premises shall be used only for parking, and Operator agrees to charge parking rates set by MCAA (as currently reflected on Exhibit C attached hereto and incorporated herein by this reference).

MCAA reserves the right from time to time and at its sole discretion, to increase or decrease the total number of parking spaces included in the Premises, to add to or delete from the number of areas which comprise the Premises and to relocate any part of the Premises.

3. TERM. This Agreement is for a term of three (3) years commencing on July 1, 2024, and expiring on June 30, 2027, unless sooner terminated as provided for herein. The Agreement may be extended for two (2) years upon mutual written agreement of both parties.
4. EQUIPMENT LEASE. MCAA agrees to lease to Operator a 2020 Kubota RTV1100 ("Kubota") under the following conditions:
- a. MCAA shall perform all regular maintenance of the Kubota during the term of this Agreement.
 - b. Operator shall use the Kubota in a careful and proper manner and shall comply with all national, state, and local laws and regulations relating to the possession and use of the Kubota.
 - c. Operator hereby assumes and shall bear the entire risk of loss and damage to the Kubota from any and every cause whatsoever. No loss or damage to the Kubota or any part thereof shall impair any obligation of Operator under this Agreement which shall continue in full force and effect through the term of the Agreement.

- d. In the event of loss or damage of any kind whatever to the Kubota, Operator shall, at MCAA's option:
 - i. Place the same in good repair, condition and working order; or
 - ii. Replace the same with like equipment in good repair, condition and working order; or
 - iii. Pay to MCAA the replacement cost of the Kubota.
 - e. Upon expiration or termination of this Agreement, Operator shall return the Kubota to MCAA in good repair, condition and working order, ordinary wear and tear resulting from proper use excepted.
 - f. **MCAA DISCLAIMS ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, EXCEPT THAT MCAA WARRANTS THAT IT HAS THE RIGHT TO LEASE THE EQUIPMENT, AS PROVIDED IN THIS AGREEMENT.**
5. PAYMENTS and FEES. Effective July 1, 2024, the following payments and fees shall apply:

- a. Gross Receipts. Operator shall collect and hold for deposit and for and on behalf of MCAA all monies collected from the rental of parking spaces for the parking and storage of motor vehicles on the Premises, whether on an hourly, daily, weekly or monthly basis, in accordance with the rate structure established by the MCAA, less all refunds, discounts, and allowances made by Operator to its customers, as well as any other revenue generated from operations at the Airport ("Gross Receipts").

Operator shall be responsible for the follow-up and collection of outstanding chargebacks. Losses of revenue resulting from the failure of Operator employees to follow established collection procedures shall be charged to Operator.

Operator shall be responsible for any losses incurred on credit card charges where Operator personnel have failed to follow the established procedure and such losses shall not be reimbursable to the Operator.

- b. Kubota Lease. Operator shall pay a monthly fee of \$375 for lease of the Kubota as set forth in § 4 herein.
- c. Deductions. Operator shall withhold from its Gross Receipts payment the appropriate Management Fee as set forth below, a 3% Credit Card processing fee for credit card transactions, and an Hours Worked Fee. The Hours Worked Fee shall be the appropriate hourly rate as set forth in the table below times the actual hours worked by Operator's staff in the prior month.

Fixed Monthly Management Fee	
FY2025	\$ 8,583.33
FY2026	\$ 7,666.67
FY2027	\$ 7,833.33
FY2028	\$ 7,916.67
FY2029	\$ 8,083.33

Hourly Rate	
FY2025	\$ 26.00
FY2026	\$ 27.00
FY2027	\$ 28.00
FY2028	\$ 29.00
FY2029	\$ 30.00

- d. Equipment reimbursement. MCAA shall reimburse Operator for the actual cost of any upgraded Parking Access and Revenue Control System (PARCS) equipment purchased by Operator upon the parties' mutual agreement. Operator shall submit an invoice of the PARCS cost with proof of purchase acceptable to MCAA. MCAA shall pay such invoice within thirty (30) days of receipt.
- e. Time of Payments. Payments shall be made monthly and are due and payable on the fifteenth (15th) day of each month. The first payment is due on the fifteenth day of the month after the Effective Date, continuing throughout the term of the Agreement, with the final payment due on the fifteenth day of the month following termination of the Agreement.
- f. Late Charge. Operator shall pay a 10% late charge for each payment that is more than ten (10) days in arrears to cover the extra expense involved in handling delinquent payments. Any payment made after that date will not be considered complete unless it includes this late payment charge. Operator will be in default under this Agreement until the late payment charge is paid.
- g. Place of Payment. All payments made under this Agreement will be sent to MCAA at the address set forth in this Agreement, or to whatever other person and/or address MCAA designates in writing.
- h. Reports. Operator shall, with respect to business done by it under this Agreement, keep true and accurate accounts, records, books, and data. Such books and records shall contain an itemized record of all parking charges collected on the Premises, of all other revenue, if any, derived by the Operator from its operations at MCAA and all expenses paid in performing its obligations hereunder in such detail as the MCAA may request and shall include, among other things, all cashier shift reports, daily master reports, journal tapes, and tickets. Operator shall, on or before the 15th day of each and every month during the term hereof, submit to MCAA a detailed statement showing total parking transactions, total credit card transactions, and employee hours worked for the preceding month. These reports shall show such reasonable detail and breakdowns as may be required by MCAA.
- i. Annual Reconciliation. Before September 15 of every year of this Agreement and the year of termination of the Agreement, Operator shall submit to MCAA

a written report, signed and certified by a certified public accountant or an officer of Operator to be true and correct, setting forth the total amount of Operator's Gross Receipts for the prior year and the amounts paid to MCAA, as well as the total employee hours worked for the prior year. This statement shall be for the purpose of corroborating the monthly statements and ensuring that accurate payments been received. Annual statements by Operator under these provisions shall be accurate and satisfactory in scope to MCAA and shall be in such form and style and shall contain such details and breakdown as MCAA may reasonably require.

5. PERFORMANCE BOND. At MCAA's discretion, if Operator fails to remit payments in accordance with this Agreement, MCAA may require Operator to post performance security in an amount equal to Operator's annual Management Fee. Operator may put up cash, a performance bond, or a letter of credit. MCAA will not pay interest on any cash deposit. Performance security shall cover Operator's performance of all of its obligations under this Agreement for the entire term. The performance bond or letter of credit shall be in a form acceptable to MCAA. The surety Operator or lender shall be licensed to do business in Montana and shall be otherwise acceptable to MCAA. Operator shall be responsible for all required bond premiums.
6. RECORDS. Operator shall, with respect to business done by it under this Agreement, keep and maintain, and shall require its sublessees, concessionaires and any other person, firm or corporation selling products or services in, upon or from the Premises or any part thereof to keep and maintain, in accordance with generally accepted accounting principles and procedures, complete, accurate and customary records and books of account of all Gross Receipts and all business transactions made in, upon or from the Premises during each year ("Books and Records"). The Books and Records shall be retained intact for a period of not less than three years after the end of the termination of this Agreement.
7. INSPECTION OR AUDIT. MCAA shall be entitled at all reasonable times during business hours, through MCAA's duly authorized agents, attorneys or accountants, to inspect or audit or make copies of any and all such information in records and books of account, including any information returns required by or furnished to any governmental MCAA and records or reports required by Operator to be maintained for or provided to Montana Department of Revenue, together with any supporting data and all other records and documents in any way bearing on Gross Receipts. MCAA may audit by a certified public accountant the operations of Operator each year during the term of this Agreement. In the event the Gross Receipts of Operator as reported in such audit are greater than those reported by Operator to MCAA for the same period, Operator agrees to pay to MCAA immediately any deficiency owed to MCAA, together with interest at the rate of ten percent (10%) per annum thereon from the date the deficiency was due until paid in full. If the deficiency is greater than ten percent (10%), Operator shall also pay the fees and costs of the audit. If the deficiency is ten percent (10%) or less, MCAA shall pay the fees and costs of the audit.
8. OPERATOR OBLIGATIONS. Operator shall furnish all labor, supervision, uniforms,

materials, and supplies necessary to operate the Public Parking Facilities in a first-class manner. The service provided shall include all necessary functions related to proper revenue control including a vehicle census as set forth below or as the procedure may be changed or replaced by MCAA. Operator shall pay from its own operating funds all necessary expenses incurred in the operation of the Premises and it shall provide from its own funds and maintain at all times a reasonable sum for its cashier change fund.

- a. Operator shall conduct its operation in such a manner as to provide a high level of service on the Premises. Staffing levels will be agreed upon as provided below.
- b. Operator is responsible for the cleanliness of the Premises and shall ensure that the Premises are free from all trash, debris, rubbish, extraneous matter, waste of any kind or character, and shall remove such materials and deposit them in a receptacle in a manner acceptable to MCAA. If MCAA, in its sole discretion, determines that the Premises are not adequately cleaned, Operator shall immediately correct the situation to MCAA's satisfaction.
- c. Operator shall have the responsibility to perform all routine service and operations, including following equipment preventative maintenance schedules, as part of the normal operations and oversee the current and future vendor maintenance contracts.
- d. Operator shall provide ticket stock for the ticket dispensers and other supplies of a quality compatible with the equipment and approved by MCAA in order to ensure effective control and management of the Facility.
- e. Operator and its officers, employees, agents, invitees, and licensees shall at all times observe and obey all applicable rules and regulations of MCAA and shall not do or permit to be done anything on the Airport or the Premises which might result in the creation or maintenance of a nuisance or which might interfere with or delay the activities of MCAA, airport operations, the general public, or any other authorized users of the Airport.
- f. Operator shall be responsible for properly marking and/or closing any areas of the Premises considered by its employees to be unsafe for pedestrian or vehicle access and shall promptly notify MCAA of such marking and/or closing.
- g. Operator shall comply with and shall cause its employees, agents, and subcontractors, if any, to comply with any and all applicable laws, ordinances, rules, regulations, resolutions, orders, or directives as may be established by any governmental MCAA having jurisdiction of the Airport, the Facility, or Operator. Operator shall procure and keep in force during the term of this Agreement all necessary licenses, certificates, or permits—including drivers licenses—required by law for the operation of its business on the Airport. Operator shall pay when due all license fees, permit or examination fees and all taxes and other charges in connection with its operations hereunder which may be levied, assessed, or imposed by any governmental

MCAA; provided, however, that all such fees, taxes, and other charges (except income taxes levied on the fees payable to Operator hereunder), less any charges or penalty for late payment, shall be reimbursable to Operator.

9. STAFFING. Operator shall furnish sufficient, adequately trained personnel, including qualified, competent, and experienced supervisory personnel, cashiers, and clerical staff necessary to operate the Premises and to meet all reasonable demands of the traveling public. All prospective employees shall be subjected to a background check. The exact staffing levels shall be determined by MCAA and Operator but include at a minimum one (1) customer service representative on shift at all hours with the ability to add staff during peak times and to complete ancillary requested services. MCAA and Operator shall meet on a regular basis, but at a minimum quarterly, to review staffing levels. Agreed upon staffing levels will be memorialized in a writing signed by both MCAA and Operator. Thereafter, the Operator shall not deviate from the schedule without written approval from MCAA.
 - a. Operator shall employ only experienced and knowledgeable personnel for the operation of the Facility and shall be responsible for providing all of its employees at the Facility with appropriate operational and customer service training. No training shall be conducted in exit booths during periods of heavy exiting traffic.
 - b. Operator shall provide all of its employees with uniforms and identification badges (with names in clear view of the customers), and the uniforms and badges shall be subject to the prior and continual approval of the MCAA.
 - c. Operator shall be responsible for assuring that its employees will present a neat, clean, orderly appearance at all times, that they will be courteous to customers of the Facility, and that under no circumstances shall any employee or representative of Operator be loud or use profane or abusive language in or about the Facility or elsewhere on the Airport.
 - d. Operator shall immediately after receipt of written notice from MCAA remove any employee or other representative of Operator from the Premises who participates in improper or illegal acts, either in the Premises or elsewhere on the Airport, who violates Airport rules and regulations or any provision of this Agreement.
 - e. Employees of Operator based at the Airport shall be permitted to park their personal vehicles at no cost on the Premises or in designated employee parking spaces.
 - f. Operator shall notify the MCAA immediately upon receipt of any notice of a claim or an accident involving the Airport or its operation of the Premises and shall notify the MCAA within forty-eight (48) hours of its receipt of notice of any customer complaint or of any allegation of dishonesty by the manager or any of Operator's employees, including any response by Operator to any such complaint or allegation.

10. SYSTEM ADMINISTRATION. Operator shall provide administrative level access to parking and revenue control system for MCAA to set, modify, and review policies and performance. Operator shall provide training for MCAA staff on use of the parking and revenue control system. This shall include the Operator's Business Intelligence and Data Analytics system in addition to any systems included with Parking Access and Revenue Control System (PARCS).
11. EQUIPMENT. Operator shall consult with MCAA on PARCS upgrades. Operator shall provide total cost to remove existing equipment, install and configure new equipment. Upon successful completion and installation of new equipment, Operator shall provide relevant user training sessions for MCAA staff. Full system documentation, including user guides, manuals as-builts and maintenance schedule shall be provided both digitally and double hard copies. Operator shall recommend spare parts and service plans.
12. PASSENGER SERVICES. If necessary, Operator shall provide vehicle equipped for use on public roadways to provide ancillary services to the public. Operator shall:
 - a. Direct incoming passengers to available parking spaces during peak periods.
 - b. Manage temporary signage.
 - c. Assist passengers with tire inflation, battery jump-starting, and locating lost parked vehicles.
 - d. Provide additional payment options, reservation and text-to-park system to enhance customer service.
 - e. Operator shall document any written or verbal customer complaints provided to its staff or MCAA. Complaint documentation shall include time, date and location of incident, name of customer, name of reporting party, and resolution.
13. CALL CENTER. Operator shall provide a customer call center to provide 24/7/365 coverage of the parking operation for use by parking customers. Access to the customer call center shall be provided at every entry and exit location on the Premises. Call center staff shall have the ability to assist customers with payments, resolve lost ticket issues, open exit lane gates, answer questions and address other issues as appropriate.
14. SECRET SHOPPERS. Operator shall deploy secret shoppers at irregular intervals but at least twice per quarter to audit the quality of staff's customer service. Secret shoppers shall evaluate overall appearance, attitude, and helpfulness as well as overall facility condition and cleanliness. Secret shopper reports shall be entered into Operator's Business Intelligence and Data Analytics system.
15. LAWS, ORDINANCES, RULES AND REGULATIONS. Operator shall observe and obey all laws, ordinances, rules and regulations of the federal, state, county and

city governments or any agency thereof, and those of MCAA, which may be applicable to its operations at the Airport which are in effect now or as may apply in the future.

16. FAILURE TO ABIDE BY OPERATING STANDARDS. The failure of Lessee to perform or abide by or adhere to any Operating Standard and such failure continues for a period of five days after notice from MCAA shall result in a fine; provided, however, that MCAA shall not be required to give a notice pursuant to this section more than two times in any Lease Year with respect to a failure to perform or abide by or adhere to any given Operating Standard. Lessee's third or subsequent failure in a Lease Year to perform or abide by or adhere to any given Operating Standard shall immediately constitute an event of default under this Agreement without requirement of further notice from MCAA. As used in this section, "Operating Standard" means any covenant or condition described in this Agreement or in Section IV, RFP Scope of Services, of the RFP. "Lease Year" shall be any year beginning on July 1 and ending on June 30. A list of fines shall be provided as Exhibit D, updated annually, and signed by both parties.
17. PAYMENT OF FINES. In the event MCAA becomes subject to any civil fine or penalty by reason of Operator's violation of any laws, ordinances, governmental rules, regulations or standards, including but not limited to, violations under the Americans with Disabilities Act ("ADA"), or with the Transportation Security Administration ("TSA"), the cost of such fine or penalties shall be borne by Operator. Furthermore, Operator agrees to indemnify, defend and hold MCAA harmless from any and all fines or penalties charged against MCAA by reason of Operator's violation of any laws, ordinances, governmental rules, regulations or standards.
18. RULES AND REGULATIONS. MCAA shall have the right to adopt and shall adopt and enforce reasonable rules and regulations with respect to the use of the Airport, terminal building and related facilities which Operator agrees to observe and obey.
19. UTILITIES. Operator shall be responsible for voice and data service fees. MCAA shall be responsible for electric, gas, and water fees for parking lot utilities.
20. MCAA OBLIGATIONS. MCAA shall be responsible for the following:
 - a. Maintaining, at its cost and expense, the exterior and structural components of the toll plaza, the toll booths, all parking surfaces, seasonal mechanical sweeping, signs (directional and parking rates), landscaping, lighting (including re-lamping), striping, electrical systems, and water and sewer facilities.
 - b. Snow removal services in all areas of the Premises except in the immediate vicinity of booths to which Operator employees have exclusive access, where snow removal shall be the responsibility of Operator.
 - c. Maintaining parking lot pavement, including crack sealing and surface paint, and permanent signage.
 - d. Providing all parking revenue control equipment in full operating condition

through vendor maintenance contracts.

- e. Recurring monthly/annual charges for equipment

21. RESTRICTIONS AND CONDITIONS ON USE OF PREMISES. Operator's use of the Premises is subject to the following restrictions, limitations and conditions:

- a. This Agreement is subject to all applicable federal, state and local laws and regulations governing the use of Airport property including those of the FAA, the State of Montana, the City of Missoula, and Missoula County. Operator agrees to comply with all such laws and regulations in all its operations on and uses of the Premises.
- b. MCAA reserves for the use and benefit of the public a right of flight for the passage of aircraft in the airspace above the surface of the Premises, together with the right to cause in the airspace such noise as may be inherent in the operations of aircraft now known or hereafter used for navigation of or flight in the airspace and for use of the airspace for landing on, taking off from, and/or operating on the Airport.
- c. MCAA reserves the right to further develop or improve the landing areas of the Airport and/or the other areas of the Terminal building outside of the Premises as it sees fit regardless of the desires or views of Operator and without interference or hindrance from Operator.
- d. Operator expressly agrees to prevent any use of the Premises which would interfere with or adversely affect the operation or maintenance of the Airport or otherwise constitute an airport hazard.
- e. MCAA reserves the right to control and regulate all signs on the Airport. Operator shall submit plans and obtain approval of MCAA before erecting, installing, or operating any sign or similar advertising device in the Premises or any part of the Airport.
- f. Operator will only use the Premises for the purpose described in this Agreement and will not use or permit the use of the Premises for any other purpose, unless approved in writing in advance pursuant to the terms and conditions of this Agreement.
- g. Operator will not use or permit the use of the Premises for any illegal, immoral, offensive, objectionable, improper, or disreputable purpose, any purpose which may result in damage to the Premises, any purpose which may cause a public or private nuisance or disturb other persons in the area, any purpose which is dangerous or prohibited by typical casualty or liability insurance policies available for similar properties, any purpose which may result in the cancellation of any insurance policy, or any purpose which violates any federal, state, or local statute or regulation.
- h. This Agreement is subordinate to the provisions and requirements of any

existing or future agreement between MCAA and the United States of America, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the Airport.

- i. This Agreement is subject to whatever right the United States Government has affecting the control, operation, regulation and/or taking over of the Airport.
22. NON-DISCRIMINATION. Operator agrees to comply with all federal and state laws, rules and regulations regarding non-discrimination, including any such laws, rules or regulations of the U.S. Department of Transportation, Title 49, Part 21, and as these regulations may be amended. No person shall be discriminated against in the use of the Premises by reason of race, religion, color, sex, age, political ideas, marital status, physical or mental handicap, creed or national origin.
- a. This agreement is subject to the requirements of the U.S. Department of Transportation's regulations, 49 CFR Part 23. Operator agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, or sex in connection with the award or performance of any concession agreement, management contract, or subcontract, purchase or lease agreement, or other agreement covered by 49 CFR Part 23. Operator agrees to include the above statements in any subsequent concession agreement or contract covered by 49 CFR Part 23, that it enters and cause those businesses to similarly include the statements in further agreements.
 - b. Operator agrees for the term of this Agreement, and any renewals, that all hiring of employees must be on the basis of merit and qualifications, and there shall be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin.
 - c. Each year, no later than ninety (90) days following September 30th, Concessionaire shall provide MCAA with the following information:
 - i. The name and address of each Montana certified ACDBE with which it has done business during the past year.
 - ii. A description of the nature of the services performed by and/or items purchased from each firm named.
 - iii. The dollar value of each transaction.
 - iv. Total dollar value for goods and services in categories identified by MCAA.

If Concessionaire fails to achieve MCAA's then current ACDBE goal, it will be required to provide documentation demonstrating that it made good faith efforts in attempting to do so.

- d. Noncompliance with the above provisions shall constitute a material breach of this Agreement. In the event of such noncompliance, MCAA shall have the right to terminate this Agreement and the estate created without liability

therefor or at the election of MCAA or the United States either or both shall have the right to judicially enforce said provisions.

23. AIRPORT SECURITY PLAN. MCAA maintains an approved Airport Security Plan (“ASP”) pursuant to 49 CFR Part 1542. Operator shall at all times comply with MCAA security directives and verbal notifications existing now or in the future. Operator is responsible for maintaining security practices on the Premises. Operator shall, to the fullest extent permitted by law, indemnify, defend and hold MCAA harmless for, from and against any security violation committed by agents, employees, invitees, subcontractors, sub-lessees, or independent contractors of Operator.
24. USE OF PUBLIC AIRPORT FACILITIES. Operator is granted the nonexclusive use of all public Airport facilities. All such use shall be in accordance with the laws of the United States of America, the State of Montana, and the rules and regulations promulgated by MCAA with reference to aviation, air navigation and general Airport operations.
25. MCAA'S RIGHTS UPON DEFAULT. If MCAA notifies the Operator in writing that it is in default under this Agreement, including any default under Section 8(g) herein, and the Operator fails to cure the default within the time set forth in the notice, MCAA may, without making further notice or demand upon Operator, pursue any and all rights or remedies available to MCAA at law or in equity.

If Operator's default consists of failure to obtain, maintain or pay for any of the insurance policies which this Agreement requires it to maintain, or failure to pay any tax, assessment, or other charge which this Agreement requires it to pay, or failure to keep the Premises free from liens, levies and encumbrances, or failure to indemnify MCAA against any claim, action, damage, loss, injury, demand, liability, cost or expense, MCAA will have the right, but not be obligated, to take that action itself, and to bill Operator for the costs of taking that action. If Operator fails to pay such costs with the next payment due under this Agreement, Operator agrees to pay the late charge and interest on those costs as provided for in this Agreement.

26. NOTICE OF DEFAULT FEE. If an event of default occurs and MCAA sends a notice of default to Operator, Operator must pay MCAA \$300 per notice to reimburse MCAA for the costs of sending the notice of default. This fee will be set forth in the notice of default, and the default will not be considered cured until this fee is paid.
27. HOLD HARMLESS. Operator agrees to indemnify and hold MCAA and its officers, agents, and employees harmless from and against any and all claims, suits, demands, losses, costs, fines, penalties, damages, or liabilities (including statutory liability and liability under workers' compensation laws) of any kind or nature which MCAA, its officers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons or damage to property including all reasonable costs for investigation and defense thereof (including, but not limited to attorney fees, court costs, and expert fees) of any nature whatsoever arising out of or incident to this Agreement or the acts or omissions of Operator's officers, agents, contractors, subcontractors, licensees, or invitees (not including parking patrons), regardless of where the injury, death, or damage may occur,

unless such injury, death, or damage is caused by the negligence of MCAA. MCAA shall give Operator reasonable notice of any such claim or suit for which indemnification will be sought hereunder. In carrying out its obligations hereunder, Operator shall use counsel reasonably acceptable to MCAA. The provisions of this section shall survive the expiration or earlier termination of this Agreement.

28. INSURANCE. During the term of this Agreement, Operator will obtain and maintain the following kinds and amounts of insurance with respect to the Premises:
- a. Operator shall obtain and maintain continuously in effect at all times during the term of this Agreement, commercial general liability insurance coverage on an occurrence basis including products and completed operations (the "CGL Coverage"), with coverage limits of not less than \$1,500,000 per occurrence and \$2,000,000 in aggregate, which may be satisfied by a combination of primary and excess/umbrella coverage, that insures against claims, damages, losses and liabilities arising from bodily injury, death and/or property damage. The aggregate deductible amount under the insurance policy or policies providing the CGL Coverage shall not exceed \$100,000 per occurrence, without prior written consent of MCAA. Each insurance policy providing the CGL Coverage shall name MCAA and its commissioners, officers and employees as additional insureds thereunder and shall provide that such insurance policy will be considered primary insurance as to any other valid and collectible insurance or self-insured retention MCAA may possess or retain.
 - b. Operator shall obtain and maintain continuously in effect at all times during the term of this Contract, automobile liability insurance coverage including hired and non-owned auto coverage (the "Auto Coverage"), with a coverage limit of not less than \$1,000,000 per occurrence, that insures against claims, damages, losses and liabilities arising from automobile related bodily injury, death and/or property damage. The aggregate deductible amount under the insurance policy or policies providing the Auto Coverage shall not exceed \$100,000 per occurrence, without prior written consent of MCAA. Each insurance policy providing the Auto Coverage shall name MCAA and its commissioners, officers and employees as additional insureds thereunder and shall provide that such insurance policy will be considered primary insurance as to any other valid and collectible insurance or self-insured retention MCAA may possess or retain.
 - c. Operator shall obtain and maintain continuously in effect at all times during the term of this Contract, workers' compensation insurance coverage (the "WC Coverage") in accordance with statutory requirements and providing employer's liability coverage with limits of not less than \$1,000,000 for bodily injury by accident, \$1,000,000 for bodily injury by disease, and \$1,000,000 policy limit for disease.
 - d. The Operator shall obtain and maintain a third-party commercial fidelity bond for employee dishonesty on a blanket basis with a minimum limit of One Million Dollars (\$1,000,000).
 - e. Each insurance Operator issuing an insurance policy pursuant to this

Agreement shall be (i) registered to do business in the State of Montana and rated not less than the Minimum Rating (as defined herein) throughout the length of the contract or (ii) otherwise approved by the Director of Finance and Administration of MCAA. Such approval may be denied or withheld based upon an insurance Operator's rating by the Rating Service (as defined herein) or other indications of financial inadequacy, as determined in the sole discretion of the Director of Finance and Administration of MCAA.

- f. The Operator agrees that each insurance policy providing any of the insurance coverages listed above (“Insurance Coverages”) (i) shall not be cancelled or replaced without sixty (60) days prior written notice from the insurance Operator to MCAA, (ii) shall provide for a waiver of subrogation by the issuing insurance Operator as to claims against MCAA and its commissioners, officers and employees, (iii) shall provide that any “other insurance” clause in such insurance policy shall exclude any policies of insurance maintained by MCAA and that such insurance policy shall be primary and not be brought into contribution with any insurance maintained by MCAA, (iv) shall have a term of not less than one year, and (v) shall notify Authority of any alterations or modifications to coverage within ten (10) days of the change.
- g. MCAA shall have the right to change the terms of the Insurance Coverages if such changes are recommended or imposed by MCAA's insurers, so long as MCAA agrees to reimburse the Operator for any increases in insurance premium costs resulting solely from any such change. The Operator shall provide, prior to the commencement of the Operator's performance under this Contract, one or more certificates of insurance which shall indicate that the Operator maintains the Insurance Coverages and that the insurance policy or policies referenced or described in each such certificate of insurance comply with the requirements of this Contract.
- h. If any of the Insurance Coverages cannot be obtained for any reason, MCAA may require the Operator to cease any and all work under this Contract until all Insurance Coverage are obtained. If any of the Insurance Coverages are not obtained within a period of time to be determined solely by MCAA, MCAA may terminate this Contract.
- i. It is expressly understood and agreed that the minimum limits set forth in the Insurance Coverages shall not limit the liability of the Operator for its acts or omissions as provided in this Contract.
- j. The term “Rating Service” shall mean A.M. Best Operator, or, if A.M. Best Operator no longer exists or discontinues its rating of insurance companies, such alternative rating service for insurance companies as determined in the sole discretion of MCAA's Director of Finance and Administration. The term “Minimum Rating” shall mean a rating (if A.M. Best Operator is the Rating Service) of A- (VIII) based upon the criteria for financial strength and financial size ratings utilized by A.M. Best Operator on the date of this Contract, or such equivalent rating (if A.M. Best Operator is not the Rating Service or if A.M. Best Operator subsequently revises its criteria for financial strength and financial size ratings) as determined in the sole discretion of MCAA's Director of Finance and Administration.

29. TERMINATION BY OPERATOR. If, during the term of this Agreement, any law or ordinance should come into effect which so restricts the use to which the Premises can be put that Operator is unable to use the Premises in the manner contemplated in this Agreement, then Operator may upon first obtaining written consent from the holder of any lien or encumbrance upon the Premises and upon thirty (30) days written notice to MCAA terminate this Agreement. In the event of termination by Operator under this clause, Operator shall pay to MCAA all fees and other consideration up to the date of termination.

30. TERMINATION BY MCAA. In addition to termination resulting from Operator's default, MCAA may terminate this Agreement with written notice to Operator for the following reasons:

- a. In the event that any court or governmental agency having jurisdiction over MCAA shall mandate the termination of this Agreement or mandate changes in the use of the Premises which prevent the Premises from being used in the manner contemplated by this Agreement.
- b. If MCAA should require the Premises in connection with the future expansion and/or operation of the Airport.
- c. If MCAA alters its proposed plan of development of the Airport in a manner that would preclude Operator from operating under the terms of this Agreement.
- d. If any other governmental agency assumes control of the Airport or any portion of the Airport in a manner that would preclude Operator from operating under the terms of this Agreement.
- e. At termination of this Agreement, Operator shall cooperate with MCAA in the transition to a new operator of the Premises and shall promptly upon request turn over all keys and operating manuals related to facilities and equipment on the Premises.

31. NOTICES. All default or termination notices given or to be given by either party to the other shall be given in writing, sent certified mail, return receipt requested, and shall be addressed to the parties at the addresses set forth below or at such other addresses as the parties may by written notice designate:

MCAA:

Airport Director
Missoula Montana Airport
5225 Highway 10 West
Missoula, MT 59808

Operator:

Chris Howley
LAZ Parking Northwest, LLC
255 Stewart Street
Seattle, WA 98101

32. ASSIGNMENT, SUBLETTING AND ENCUMBRANCES. Operator may not sublet or assign any interest in the Premises or this Agreement. Operator may grant liens or

encumbrances on its interest in any part or portion of this Agreement only upon first obtaining the written approval of MCAA.

33. TIME. Time is of the essence in this Agreement.
34. COMPUTATION OF TIME. Whenever the last day for the exercise of any privilege or right or the discharge of any duty under this Agreement will fall upon a Saturday, a Sunday, or any public or legal holiday, whether state or federal, the party having the privilege, right or duty will have until 5:00 p.m. on the next regular business day to exercise the privilege or discharge the duty.
35. PLACE OF PERFORMANCE, GOVERNING LAW AND CHOICE OF VENUE. The place of performance of this Agreement shall be in Missoula County, Montana. This Agreement shall be construed and interpreted pursuant to the laws of the State of Montana. Venue for any dispute or suit concerning this Agreement shall be in Missoula County, Montana.
36. NEGOTIATION OF THIS AGREEMENT. The parties acknowledge that this Agreement is the result of substantial negotiations between the parties and should be construed in accordance with the fair intent and meaning of the language, considered in its entirety and not for or against either party, regardless of which party (or which party's attorney) prepared this Agreement. Each party acknowledges that it has consulted with its own attorney in connection with the negotiation of this Agreement.
37. AMENDMENTS. This Agreement may not be modified, altered or amended in any manner unless such modification, alteration or amendment is reduced to writing and executed by all parties to this Agreement.
38. MERGER. This Agreement represents the entire agreement of the parties hereto and NO REPRESENTATIONS, EXPRESS OR IMPLIED, have been made by any party except as contained herein. This Agreement is in substitution of and supersedes any and all prior agreements, discussions, understandings or conversations between the parties, their agents and employees pertaining to this transaction.
39. ATTORNEY'S FEES, EXPENSES AND COSTS. In any action brought by either party to enforce any of the terms of this Agreement, the prevailing party in such action shall be entitled to costs, out-of-pocket expenses, expert and lay witness fees and expenses, and such reasonable attorney and paralegal fees as the court shall determine just including any such costs, out-of-pocket expenses and fees incurred on any appeals or in any bankruptcy proceeding.
40. PARTIAL INVALIDITY. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
41. HEADINGS AND CAPTIONS. The various headings, titles, subtitles, captions and numbers and the groupings of the provisions of this Agreement into separate

sections and paragraphs are for the purpose of convenience only and are to be ignored in any construction of the provisions of this Agreement.

- 42. WAIVER. The failure of MCAA or Operator to insist upon strict performance of any of the terms, conditions, or covenants herein shall not be deemed a waiver of any rights or remedies that either may have and shall not be deemed a waiver of any subsequent breach or default in the terms, conditions or covenants contained in this Agreement.
- 43. SUCCESSORS IN INTEREST. The terms, covenants and conditions of this Agreement apply to and are binding on the successors and assigns of the parties to this Agreement.
- 44. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement. This Agreement shall take effect upon being signed by both parties.
- 45. OFFICIAL AND CORPORATE ACTION. The parties represent and warrant that each has taken all official or corporate action necessary to authorize the execution and performance of this Agreement.

MISSOULA COUNTY AIRPORT MCAA

LAZ PARKING NORTHWEST, LLC

By: _____
Brian Ellestad, Airport Director
Date: _____

By: _____
Chris Howley, Vice President
Date: _____

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 28, 2024

1. **TITLE:** MCAA Resolution No. 2024-04 Setting Ground Rent for Aviation Lease

Review, discussion and possible approval of a resolution increasing the rental rate for aviation leases on airport from \$0.175 per square foot to \$0.18 per square foot and matters related thereto.

ACTION ITEM

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** Missoula Airport manages aviation ground rent based on a Board resolution system. This ensures consistency in ground rents on airport in compliance with FAA regulations and provides the lessees an opportunity to address the Board on rent increases. The last increase was July 1, 2023. This Resolution increases the ground rent by half of a cent per square foot - from \$0.175 to \$0.18 per square foot.

In 2023, the airport land rates in the state's commercial service airports ranged from \$0.14 per square foot (Great Falls) to \$0.41 per square foot (Kalispell) so we are still at the lower end.

5. **BUDGET INFORMATION:** Amount Required: \$0
Revenue Positive est. \$10,200 – included in budget
Revenue from aviation leases annually is approximately \$625,000

6. **SUPPLEMENTAL AGENDA INFORMATION:** Resolution No. 2024-04 attached

7. **RECOMMENDED MOTION:** Move to approve Resolution No. 2024-04 setting ground rent for aviation leases on airport at \$0.18 per square foot.

8. **PREPARED BY:** Lynn Fagan

9. **COMMITTEE REVIEW:** None

MISSOULA COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 2024-04

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

RECITALS

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

NOW THEREFORE, BE IT RESOLVED that effective July 1, 2024, ground rent for all aviation leases with a rate increase provision shall be \$0.18 per square foot. This ground rental rate shall be effective until such time as a new Rate Resolution is passed by the AUTHORITY.

ADOPTED BY THE MISSOULA COUNTY AIRPORT AUTHORITY BOARD OF COMMISSIONERS this 28th day of May, 2024.

MISSOULA COUNTY AIRPORT AUTHORITY

ATTEST:

Chair Winton Kemmis

Vice Chair Deb Potet

APPROVED AS TO FORM AND CONTENT

Carolynn Fagan, Legal Counsel

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 28, 2024

1. **TITLE:** MCAA Resolution No. 2024-05 Non-Signatory Air Carriers Use Fees

Review, discussion and possible approval of a resolution setting conditions and fees on the use of the Airport by non-signatory air carriers and matters related thereto.

ACTION ITEM

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** Based on the fiscal year 2025 budget, the rates for use for both signatory and non-signatory airlines will increase. Per the Airline Use Agreement, signatory airlines receive a copy of the budget and the proposed rates and have 30 days' to comment to those. Non-signatory airlines rates are set by Resolution. MCAA Resolution No. 2024-05 Terms and Conditions Governing Use by and Setting Fees for Commercial Air Service Providers at the Missoula Montana Airport ("the Use Resolution") is attached. The Use Resolution is for air service providers who have not executed MCAA's current Airline Use Agreement. These non-signatory rates are approximately 30% more than the rates paid by the signatory airlines. The Use Resolution provides that the Board may change terminal use and landing fees on an annual basis as calculated in that year's budget.

Per the FY2025 budget, rates set forth in this Resolution for non-signatory airlines are \$2.75 per enplaned passenger and landing fee rates of \$1.95 per 1,000 pounds for non-signatory air carriers. The per enplaned passenger fee increased from \$2.60 to \$2.75. The landing fee did not change.

Landing fees for cargo, charter, and other non-scheduled aircraft exceeding 9,000 pounds are \$3.00 per 1,000 pounds. Previously, aircraft less than 12,500 pounds were exempt and the fee per 1,000 pounds was \$2.48.

5. **BUDGET INFORMATION:** Amount Required: \$0
Will result in increased revenue
6. **SUPPLEMENTAL AGENDA INFORMATION:** Resolution No. 2024-05 attached
7. **RECOMMENDED MOTION:** Move to approve Resolution No. 2024-05 Terms and Conditions Governing Use by and Setting Fees for Commercial Air Service Providers at the Missoula Montana Airport.
8. **PREPARED BY:** Lynn Fagan
9. **COMMITTEE REVIEW:** None

MISSOULA COUNTY AIRPORT AUTHORITY
AIRPORT USE RESOLUTION
NO. 2024-05

TERMS AND CONDITIONS GOVERNING
USE BY COMMERCIAL AIR SERVICE PROVIDERS
OF MISSOULA MONTANA AIRPORT

RECITALS

- A. Missoula Montana Airport (the "Airport") is operated by the Missoula County Airport Authority (the "AUTHORITY") pursuant to Title 67, Chapter 11, Montana Code Annotated ("MCA");
- B. The AUTHORITY is charged with the obligation to operate, maintain and develop the Airport as a public facility for the accommodation of air commerce;
- C. The AUTHORITY is authorized by § 67-11-202, MCA to adopt, amend and repeal reasonable resolutions which are necessary for the management, government and use of the Airport;
- D. The AUTHORITY recognizes that it is prudent to operate the Airport by establishing and promulgating rules for the use of facilities by Commercial Air Service Providers;
- E. The AUTHORITY has determined that its obligations are best met and the interests of the Airport best served, by developing such use rules and regulations;
- F. Sound business practice requires that the AUTHORITY promulgate by means of resolution the essential terms and conditions to govern the use and occupancy of the Airport;

NOW, THEREFORE, be it resolved that effective July 1, 2024, the following provisions shall apply to all Air Transportation Companies, as defined in § 1 below, other than scheduled airlines signatory to the AUTHORITY'S current Airline Use Agreement.

BE IT FURTHER RESOLVED that the fees as set forth in this Resolution may be updated annually by the AUTHORITY Board of Commissioners by passage of a supplemental Resolution.

I. DEFINITIONS

The following words and phrases shall have the meanings denoted when used elsewhere in this Resolution, whether singular or plural.

- A. "**Affiliate Airline**" shall mean any Air Transportation Company that (i) is a parent or subsidiary of a Signatory or Non-Signatory Airline, or (ii) operates at the Airport under a trade name of a Signatory or Non-Signatory Airline and uses the Signatory or Non-Signatory Airline's two-letter designator code for its flights serving the Airport, or (iii) operates at the Airport using a trade

name of a parent or subsidiary of the Signatory or Non-Signatory Airline and uses the two-letter designator code of such parent or subsidiary for its flights serving the Airport.

- B **"Aircraft Parking Position"** - an area of paved ground surface designated by the AUTHORITY as available for parking or temporarily storing aircraft on the Airport.
- C **"Airfield"** - the area at the Airport used for the landing, taking-off, and taxiing of aircraft; consisting, among other things, of runways, taxiways, approach and safety zones, hold aprons, lighting and navigation easements and facilities, and related appurtenances, as it and they exist at the time of execution hereof and as it may, from time to time, be altered in the future.
- D **"Airfield Cost Center"** – costs for operating the Airfield including related debt service, if any.
- E **"Airport"** - Missoula Montana Airport, including all its surface and sub-surface structures and appurtenances, its approach and runway safety zones, its easements and facilities, whether or not located within the Airport's physical boundaries as it exists at the time of execution hereof and as it may, from time to time, be altered in the future.
- F **"Airport Director"** - the chief administrator for the AUTHORITY or his designee.
- G **"Airport Equipment"** - those facilities and/or equipment owned by the AUTHORITY and provided to **Air Transportation Company** for a fee, and which may include, but not be limited to, baggage makeup conveyors or devices, baggage claim conveyors or devices, passenger loading bridges, 400 hertz or other ground electrical power systems, or preconditioned air devices or systems. A list and associated fees can be found in Exhibit A.
- H **"Airport Revenue Bonds"** - bonds, notes, or other evidence of indebtedness authorized and issued by the AUTHORITY for the purpose of financing or refinancing the modernization, expansion, renewal or replacement, or further development of the Airport, which bonds, notes, or other evidence of indebtedness are secured primarily, if not solely, by a pledge of Revenues derived from the operation of the Airport. Airport Revenue Bonds shall not include special facility revenue bonds issued for the benefit of less than all Air Transportation Companies operating at the Airport.
- I **"Air Transportation Company"** - A company for hire engaged in the business of one or more of the following: transporting persons, property, cargo, and mail, by aircraft.
- J **"AUTHORITY"** - The Missoula County Airport Authority including such person or persons as may be authorized by AUTHORITY to act for the AUTHORITY with the respect to all matters pertaining to this Resolution.
- K **"CHARTER"** any air service that is not part of an Air Transportation Company's published schedule and operated for specific unscheduled itineraries.
- L **"Debt Service"** - the amount required during any period for the accrual of principal of, interest on, and premium, if any, and other fees and amounts associated with all series of existing and future Airport Revenue Bonds or other

- debt, all as set forth in any Bond Ordinance.
- M **"Enplaned Passengers"** - all local boarding, interline transfer, and intra-line transfer revenue passengers at the Airport,
- N **"Federal Aviation Administration" or "FAA"** - the agency of the United States government created pursuant to the Federal Aviation Act of 1958, as amended, or any successor agency, or additional agency having jurisdiction of Air Transportation and oversight of airports involved in the conduct of Air Transportation including the Transportation Security Administration.
- O **"Fiscal Year"** - that twelve-month period commencing each July 1st and concluding the next succeeding June 30th which conforms to the AUTHORITY's annual accounting period for its general accounting purposes at the time of entering into this Agreement.
- P **"Ground Handling Company"** - a business which services an Air Transportation Company's aircraft while it is on the ground and parked at a terminal gate at the Airport.
- Q **"Landing Fee"** - the unit rate, measured in dollars and cents per thousand pounds of Maximum Landing Weight, as set forth on Schedule 2.
- R **"Maximum Landing Weight"** - the maximum weight at which an aircraft type may be landed at the Airport by an aircraft operator as approved by FAA for that aircraft type.
- S **"Non-Signatory Airline"** - an Air Transportation Company that has not executed an AIRLINE USE AGREEMENT and who is subject to the terms of this Resolution.
- T **"Rules and Regulations" or "Primary Guiding Documents"** - the body of requirements published and placed into effect from time to time by the AUTHORITY for the governance of the Airport, its tenants, licenses, and invitees, while on Airport property.
- U **"Scheduled Air Transportation"** - the conduct of air transportation by an Air Transportation Company (holding a certificate granted pursuant to Federal Aviation Regulations, Part 121), a foreign air carrier (holding a certificate granted pursuant to Federal Aviation Regulations, Part 129), or a commuter air carrier (holding a certificate granted pursuant to Federal Aviation Regulations, Part 135) according to schedules that are published periodically in advance, both in specialized printed publications and in major computerized reservation systems, which schedules are available to travel agents and to the general public.
- V **"Signatory Airline"** - an Air Transportation Company that has executed an AIRLINE USE AGREEMENT with the AUTHORITY and rents a minimum of 1000 square feet of Exclusive Use Premises.
- W **"Terminal"** - means that area of the Airport including, but not limited to, passenger holdrooms or concourses, ticketing and baggage claim areas, concessions areas, Airline and Authority offices and work areas, and sidewalks and roadways immediately adjacent thereto.
- X **"Terminal Cost Center"** - costs for operating the Terminal including related debt

service, if any.

- Y **"Use Resolution"** - this Resolution adopted by the Board of Commissioners of the Missoula County Airport Authority that sets forth the rates and fees which apply to Non- Signatory Airlines.

Additional words and phrases used in this Resolution but not defined herein shall have the meanings as set forth in the Bond Ordinance, in any FAA statute or regulation, or if not so set forth, shall have their usual and customary meaning.

II. Use of the Airport - NON-SIGNATORY AIRLINES

- A. Subject to compliance with the provisions of this Resolution and the Rules and Regulations of the AUTHORITY, NON-SIGNATORY AIRLINE shall be entitled to use the Airport in common with others authorized to do so. The use of the Airport by NON-SIGNATORY AIRLINE shall constitute consent to the terms and conditions of this Resolution. Such rights shall include:
- (i) The landing and taking off of its aircraft from the runways;
 - (ii) The ground movement of its aircraft on the taxiways;
 - (iii) The parking, loading, unloading, servicing, and fueling of its aircraft in such areas as are directed or approved by the Airport Director;
 - (iv) The right to do any act and perform any function directly and reasonably related to the NON-SIGNATORY AIRLINE'S conduct of air transportation at the Airport. However, such use shall not include the performance of services for other airlines or agencies in the absence of the prior written approval of the Airport Director and shall not be construed to include the conduct of any other business on the Airport whether or not related to, or affiliated with, Air Transportation;
 - (v) The right to purchase fuels, lubricants, and any and all other goods and services required in NON-SIGNATORY AIRLINE's conduct of air transportation at the Airport, and which are to be delivered, consumed, or performed at the Airport, from any person, firm, or corporation that is operating on the Airport with permission of the AUTHORITY;
- B. No other uses or operations are permitted under this Resolution without the prior written consent of the AUTHORITY.

III. Use of the Passenger Terminal - NON-SIGNATORY AIRLINE

- A. Subject to compliance with the provisions of this Resolution and to the Rules and Regulations of the AUTHORITY, NON-SIGNATORY AIRLINES who conduct Scheduled Air Transportation at the Airport shall have the right to use Terminal and the Aircraft Parking Positions appurtenant thereto in common with others authorized to do so, on a non-exclusive use basis, with the consent of the Airport Director or his designee.
- B. The Airport Director may grant a NON-SIGNATORY AIRLINE who conducts Scheduled Air Transportation at the Airport use of certain passenger Terminal space or facilities on a joint use basis, as the case may be; provided, however, that such use may be revoked

upon thirty (30) days' written notice in advance. In no case would a NON-SIGNATORY AIRLINE have preferential or exclusive use space over a Signatory Airline.

- C. The Use granted to a NON-SIGNATORY AIRLINE pursuant to this Paragraph is limited as follows: such NON-SIGNATORY AIRLINE may not, without prior approval of the Airport Director or designee, park or store aircraft at an Aircraft Parking Position adjacent to the Passenger Terminal for a period or time exceeding the time that is customarily required for its scheduled operation, or at any other Aircraft Parking Position for a period of time exceeding twenty-four (24) hours. Such NON-SIGNATORY AIRLINE will remove its aircraft from such Aircraft Parking Position immediately when instructed by the Airport Director, or his designee.
- D. Notwithstanding any use granted herein, the AUTHORITY shall have the right to enter any portion of the Airport, including premises that may be used by a NON-SIGNATORY AIRLINE, to perform any of its obligations as owner and operator of the Airport or pursuant to the exercise of any of its governmental functions. The AUTHORITY further reserves the right from time to time as may be reasonably necessary to close, relocate, reconstruct, modernize, rehabilitate or otherwise alter or modify any portion of the Airport, including any premises that may be used by NON-SIGNATORY AIRLINE, for the purpose of maintaining or constructing improvements, modifications or expansions to the Airport or to the passenger Terminal. The AUTHORITY will use its best efforts to provide reasonable notice in advance of any such action and to provide reasonably convenient and equivalent alternative accommodations and adequate means of ingress and egress thereto.

IV. Use of the Passenger Terminal – CHARTERS

- A. An Air Transportation Company that does not provide scheduled service to the Airport shall be required to contract with a SIGNATORY, NON-SIGNATORY or GROUND HANDLING COMPANY who conducts Scheduled Air Transportation at the Airport in order to use the Passenger Terminal.
- B. A SIGNATORY, NON-SIGNATORY or GROUND HANDLING COMPANY that contracts with an Air Transportation Company for use of the Passenger Terminal as permitted above shall be responsible for complying with all requirements and fees outlined in this Resolution and all AUTHORITY rules and regulations.

V. Use of Aircraft Parking Positions

- A. From time to time, NON-SIGNATORY AIRLINES who conduct Scheduled Air Transportation at the Airport may request permission to park their aircraft at an Aircraft Parking Position for the purpose of overnighting such aircraft, or for some other purpose reasonably related to NON-SIGNATORY AIRLINE'S conduct of Scheduled Air Transportation at the Airport. In such circumstances, the AUTHORITY may grant NON-SIGNATORY AIRLINE temporary use of an Aircraft Parking Position designated by the AUTHORITY for that purpose. The AUTHORITY may, at its discretion, impose reasonable and non-discriminatory fees as well as reasonable time or other restrictions on such use.

- B. NON-SIGNATORY AIRLINE agrees to remove its aircraft immediately from an Aircraft Parking Position when instructed by the Airport Director of an emergency requiring such removal. In this circumstance, NON-SIGNATORY AIRLINE may move its aircraft to an unoccupied Aircraft Parking Position designated by the Airport Director at no additional cost to the NON-SIGNATORY AIRLINE.
- C. Should NON-SIGNATORY AIRLINE occupy an Aircraft Parking Position longer than is customarily required for its scheduled operation and the occupancy of said Aircraft Parking Position interferes with another Air Transportation Company's scheduled service, AUTHORITY may request NON-SIGNATORY AIRLINE to remove such aircraft. NON-SIGNATORY AIRLINE agrees to relocate said aircraft expeditiously.
- D. As soon as permitted by appropriate authorities, NON-SIGNATORY AIRLINE shall remove any of its disabled aircraft from the Airfield or from a Terminal Aircraft Parking Position and shall place such disabled aircraft at a location designated by the Airport Director, at the leased premises of a fixed base operator, or at an off-Airport location. For the purposes of this Resolution, a disabled aircraft is one which is unable to move under its own power. NON-SIGNATORY AIRLINE will make every reasonable attempt to remove its disabled aircraft as expeditiously as possible.

VI. Compliance with Laws, Rules & Regulations

NON-SIGNATORY AIRLINE shall comply with all applicable statutes, rules and regulations, whether Federal, State or local, including those of the AUTHORITY, while operating on, or occupying space at the Airport and shall require their officers, agents, employees and business invitees to so comply.

VII. Maintenance, Repairs and Alteration

- A. A NON-SIGNATORY AIRLINE occupying space in the Airport's Terminal shall keep such space in a neat, clean and orderly condition and shall, at its sole expense, provide janitorial service and ordinary maintenance and repair to such space and to the trade fixtures and equipment therein. In addition, such NON-SIGNATORY AIRLINE shall be responsible for keeping its Aircraft Parking Positions in a neat, clean, and orderly condition, free from litter, debris, refuse, or petroleum products. In the event that a NON-SIGNATORY AIRLINE fails to perform its obligations hereunder, the AUTHORITY may do so and such NON-SIGNATORY AIRLINE will reimburse the AUTHORITY for the cost thereof. The AUTHORITY may enter upon any area of the Airport, including any space licensed to a NON-SIGNATORY AIRLINE, for the purpose of insuring compliance with the provisions of this Resolution or for accomplishing any necessary maintenance or repairs.
- B. A NON-SIGNATORY AIRLINE occupying space in the Terminal shall make no alterations, additions or improvements to such space without the prior written approval of the Airport Director.

VIII. Terminal Use Fees

Pursuant to this Resolution, A NON-SIGNATORY AIRLINE who conducts Scheduled Air Transportation at the Airport choosing to use the Terminal without renting any space from the AUTHORITY shall pay to the AUTHORITY fees for the use and occupancy of space in the Airport passenger Terminal of at least 130% of the rate that Signatory Airlines pay. Signatory Airline rates are calculated annually pursuant to the Airline Use Agreement and such rates are set forth in the attached Schedules 1 and 2.

Beginning July 1, 2024, Terminal Use Turn Fees shall be \$2.75 per enplaned passenger.

IX. Landing Fees

For the use of the Airfield, a NON-SIGNATORY AIRLINE (other than Affiliate Airlines) who conducts Scheduled Air Transportation at the Airport, shall pay the AUTHORITY a landing fee at the then current Signatory Airline rate plus 30%. Signatory Airline rates are calculated annually pursuant to the Airline Use Agreement and such rates are set forth in the attached Schedules 1 and 2. The NON-SIGNATORY AIRLINE shall report to the AUTHORITY, on forms acceptable to the AUTHORITY, on or before the fifth day of each month, the total number of landings (by type of aircraft) at the Airport operated by or on behalf of that NON-SIGNATORY AIRLINE in the calendar month just concluded, together with the Maximum Certificated Landed Weight of each such aircraft. The AUTHORITY may, but shall not be required to, render an invoice for such Landing Fees. Landing Fees for such month shall be due and payable by the NON-SIGNATORY AIRLINE within twenty (20) calendar days of month's end.

Beginning July 1, 2024, Landing Fees for NON-SIGNATORY AIRLINES who conduct Scheduled Air Transportation at the Airport exceeding 9,000 pounds shall be \$1.95 per 1,000 pounds. Landing Fees for cargo, Charter, and other non-scheduled aircraft exceeding 9,000 pounds shall be \$3.00 per 1,000 pounds.

X. Other Fees

- A. AUTHORITY may pass through reasonable and lawful fees, charges, tolls, and/or assessments relative to the operation of the Airport which it is lawfully obligated to pay and which may be imposed upon it, or over which it has no power of control, provided however, that the AUTHORITY may pass through only the actual costs of those fees, charges, or assessments. Increases in existing fees are not bound by this section.
- B. AUTHORITY may assess and collect reasonable and non-discriminatory fees and charges for Airport Equipment not enumerated in this Resolution but provided by AUTHORITY and accepted by NON-SIGNATORY AIRLINE. A list of current Airport Equipment rates is attached as Exhibit B and made a part hereof.

XI. Exemptions. The fees set forth in this Resolution shall not apply to aircraft based at the Airport and using the airport for non-commercial purposes.

XII. Additional Reports

As a condition of its operation at the Airport, a NON-SIGNATORY AIRLINE (other than Affiliate Airlines), shall report monthly to the AUTHORITY, on or before the fifth day of each month, in addition to its landed weights, the total number of passengers enplaned and the total number of passengers deplaned from its aircraft at the Airport during the preceding month, and the volume of freight, mail and other cargo enplaned and deplaned for the preceding month. All such data, including landed weights, are subject to verification by the AUTHORITY and a NON-SIGNATORY AIRLINE shall cooperate in any such audit of its reports undertaken by the AUTHORITY. The AUTHORITY will use its best efforts to avoid undue interference with a NON-SIGNATORY AIRLINE's normal operations during the course of any such audit.

XIII. Badging

All employees of NON-SIGNATORY AIRLINE that require access to secured areas of the Airport shall be obligated to complete all training and comply with all security requirements and directives issued by AUTHORITY, Transportation Security Administration or other entity having security jurisdiction at the Airport. NON-SIGNATORY AIRLINE employees and contractors will surrender security badges upon request by AUTHORITY. Physical security media (badges and keys) remain the property of AUTHORITY. NON-SIGNATORY AIRLINE and their employees and contractors shall comply with all security related audits, inspections, and screenings. NON-SIGNATORY AIRLINE will immediately return badges to the Airport Public Safety Office when badge holder's employment is terminated, the badge is no longer needed, or the employee/contractor is on extended leave. Misuse of a badge or security procedures will bring about punitive action including suspension or revocation of one or all badges. NON-SIGNATORY AIRLINE shall be invoiced on a regular basis for badging fees as set forth in the AUTHORITY's Access Control Card Application. Fees shall be paid within 30 days of invoice. NON-SIGNATORY AIRLINE shall also comply with all requirements under the AUTHORITY's Airport Security Plan.

XIV. NON-SIGNATORY AIRLINE Record Keeping Requirements

- A. NON-SIGNATORY AIRLINE shall at all times maintain and keep books, ledgers, accounts, or other records, wherein are accurately kept all entries reflecting the activity statistics to be reported pursuant to this Resolution. Such records shall be retained by NON-SIGNATORY AIRLINE for a retention period as set forth in Federal Aviation Regulation 14 CFR Part 249. NON-SIGNATORY AIRLINE shall make such records available to the AUTHORITY upon reasonable request. NON-SIGNATORY AIRLINE shall produce such books and records at the offices of the NON-SIGNATORY AIRLINE within thirty (30) calendar days of AUTHORITY'S notice to do so.
- B. The AUTHORITY may audit by a certified public accountant the records of NON-SIGNATORY AIRLINE annually. The AUTHORITY shall pay the cost of audit, including the transportation, food, and lodging necessary for an auditor selected by AUTHORITY through a competitive Request for Qualifications process; except that the total cost of

said audit shall be borne by NON-SIGNATORY AIRLINE if NON-SIGNATORY AIRLINE has failed to maintain true and complete books, records, accounts, and supportive source documents in accordance with this Resolution or if the audit finds a deficiency greater than five percent (5%). In the event the records as reported in such audit are greater than those reported by NON-SIGNATORY AIRLINE to AUTHORITY for the same period, NON-SIGNATORY AIRLINE agrees to pay to AUTHORITY immediately any deficiency owed to AUTHORITY, together with interest at the rate of fifteen percent (15%) per annum thereon from the date the deficiency was due until paid in full.

XV. Prohibited Acts

- A. A NON-SIGNATORY AIRLINE shall not use or permit the use by parties authorized by the NON-SIGNATORY AIRLINE of the space or facilities of the Terminal, the Aircraft Parking Positions, or the Airfield for any purpose other than those authorized hereby and shall not do or permit to be done anything that would affect the tax-exempt status of Airport Revenue Bonds.
- B. Neither the AUTHORITY, nor any NON-SIGNATORY AIRLINE affected by this Resolution will discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin in the use of any of the facilities provided for the public at the Airport.
- C. A NON-SIGNATORY AIRLINE shall not do, or permit its officers, agents, employees, contractors, licensees or invitees to do, anything that will endanger the life, health or well being of any person, damage or threaten to cause damage to any real or personal property, including property of the Airport or the AUTHORITY, or fail to take any action required of it by the terms of this Resolution or by the AUTHORITY's Rules and Regulations.
- D. NON-SIGNATORY AIRLINE shall, in its conduct of Air Transportation at the Airport, furnish services to the public on a reasonable and not unjustly discriminatory basis to all users thereof, and shall charge fair, reasonable, and not unjustly discriminatory prices for each unit or service; provided, however, that NON-SIGNATORY AIRLINE shall have the right to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

XVI. Insurance -- Indemnity

- A. Each NON-SIGNATORY AIRLINE during the term hereof commercial Aviation Liability and auto liability insurance for claims for property damage, bodily injury, or death resulting from NON-SIGNATORY AIRLINE's activities at the Airport in amounts not less than those specified herein. Each such policy shall be provided by financially sound insurance companies of recognized responsibility and shall be evidenced by a certificate of coverage kept current and on file with the AUTHORITY. Each such policy shall name the AUTHORITY as an additional insured and provide that it may not be adversely or materially changed, altered, or canceled by the insured or the insurer during its term without first giving the AUTHORITY thirty (30) days written notice in advance.

- B. The procuring of such policy or policies of insurance shall not be construed to be a limitation upon NON-SIGNATORY AIRLINE's liability under the hold harmless agreements set forth in this Agreement, nor as full performance of NON-SIGNATORY AIRLINE's part of the indemnification provisions of this Agreement. Regardless of the existence of insurance, NON-SIGNATORY AIRLINE's obligation is the full and total amount of any damage, injury or loss caused by the fault, negligence or lack of care of NON-SIGNATORY AIRLINE, its officers, agents or employees in its operations at the Airport.
- C. Insurance for aviation liability:
- i. in an amount not less than one hundred million dollars (\$100,000,000) per occurrence, combined single limit and passenger personal injury not less than twenty-five million dollars (\$25,000,000) per occurrence and in the annual aggregate with respect to non-passenger personal injury for airlines operating aircraft of sixty (60) seats or more;
 - ii. Not less than seventy-five million dollars (\$75,000,000) per occurrence and passenger personal injury not less than twenty-five million dollars (\$25,000,000) per occurrence and in the annual aggregate with respect to non-passenger personal injury for airlines operating aircraft of between twenty (20) and fifty-nine (59) seats;
 - iii. Not less than forty-five million dollars (\$45,000,000) for airlines per occurrence and passenger personal injury not less than twenty-five million dollars (\$25,000,000) per occurrence and in the annual aggregate with respect to non-passenger personal injury operating aircraft of nineteen (19) or fewer seats.
- D. Insurance limits for auto liability insurance covering owned, hired and non-owned vehicles used and operated by NON-SIGNATORY AIRLINE shall be subject to a limit of liability of not less than Ten Million Dollars (\$10,000,000) per occurrence and in the aggregate.
- E. NON-SIGNATORY AIRLINE shall purchase and maintain during the term Workman's compensation insurance as required by Montana law.
- F. NON-SIGNATORY AIRLINE shall purchase such other insurance as is required by Montana State law for Air Transportation Companies operating in the State of Montana.
- G. A NON-SIGNATORY AIRLINE will be deemed by its use of the Airport or any portion thereof, to have agreed to indemnify, defend and hold harmless the AUTHORITY, its members, officers, agents, employees and contractors from and against any and all claims, action, demands, suits, judgments, fines, damages, loss and liability, together with all costs and expenses incidental to the investigation and defense thereof (including, but not limited to attorney's fees, court costs and expert's fees) of any nature whatsoever, which may be incurred by, charged to or recovered from the foregoing arising out of or incident to the NON-SIGNATORY AIRLINE's use of the Airport or the acts or omissions of the NON-SIGNATORY AIRLINE's officers, agents, employees, contractors, licensees or invitees, regardless of where the injury, death or damage may have occurred, or arising from or based upon the violation or alleged violation of this Resolution or any Federal, State or Local laws, statutes, ordinances or rules or regulations by the NON-SIGNATORY AIRLINE, its officers, agents, employees,

contractors, licensees or invitee. The AUTHORITY will give the NON-SIGNATORY AIRLINE prompt notice of any such claims or actions.

These provisions shall have no application to claims, actions, damages, loss or liability which are caused solely by the negligent or willful acts or omissions of the AUTHORITY, its members, officers, agents, employees, or contractors.

XVII. Environmental, Health, and Safety Compliance

- A. As a condition of its operation at the Airport, NON-SIGNATORY AIRLINE shall ensure that its operations, equipment, and premises at the Airport shall comply with all applicable federal, state, and local environmental, health, and safety laws and regulations (collectively referred to herein as “environmental” regulations or requirements) and requirements in applicable permits. NON-SIGNATORY AIRLINE shall comply with all applicable conditions and requirements in environmental permits, licenses, orders, or agreements whether held by it or by the AUTHORITY.
- B. Federal, state, and local environmental regulatory agencies have authority to conduct inspection of Airport, and NON-SIGNATORY AIRLINE shall cooperate with AUTHORITY and such agencies to facilitate inspections, and to make non-confidential records available to such agencies as required by law.
- C. NON-SIGNATORY AIRLINE shall allow inspections and audits to be conducted by AUTHORITY, its contractors, or consultants, for the purpose of determining whether NON-SIGNATORY AIRLINE’S and Airport’s operations and facilities are in compliance with applicable environmental laws and regulations. NON-SIGNATORY AIRLINE agrees to make available to AUTHORITY, its contractors or consultants, non-confidential records that may be reasonably required to assist in such inspections and audits. AUTHORITY agrees to provide reasonable advance notice of said inspections or audits, provide an opportunity for NON-SIGNATORY AIRLINE to accompany AUTHORITY, provide an opportunity for split samples should sampling be required, and provide the opportunity for NON-SIGNATORY AIRLINE to provide input to AUTHORITY in regard to any findings.

XVIII. Hazardous Substances – Pollution Liability

- A. For purposes of this Resolution, "Hazardous Substances" means asbestos and any toxic, dangerous, or hazardous waste, substance, or material under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, the Resource Conservation and Recovery Act, any so-called Superfund law, or any similar federal, state, or local statute, law, ordinance, code, rule, regulation, order, or decree regulating or imposing liability or standards of conduct concerning any hazardous, toxic, or dangerous waste, substance, or material.
- B. NON-SIGNATORY AIRLINE will not produce, handle, store, release, or dispose of hazardous substances on Airport except as expressly authorized by prior written permission from AUTHORITY. Failure of NON-SIGNATORY AIRLINE to abide by the terms of this paragraph may be restrained by injunction.

- C. NON-SIGNATORY AIRLINE will give written notice to the AUTHORITY before storing, using, or disposing of any Hazardous Substances on the Airport. The notice will identify the Hazardous Substance, describe the manner in which it will be stored, used, or disposed of, and describe the manner in which any excess quantities of the Hazardous Substance or byproducts arising from the Hazardous Substance will be disposed of by NON-SIGNATORY AIRLINE. If AUTHORITY objects to the storage, use, or disposal of a Hazardous Substance on the Airport, it may demand that NON-SIGNATORY AIRLINE refrain from or cease the activity objected to and may demand that NON-SIGNATORY AIRLINE take any appropriate steps to remove the Hazardous Substance from the Leased Property.
- D. All Hazardous Substances on the Airport will be stored, used, and disposed of in strict compliance with all applicable laws, rules, and ordinances.
- E. NON-SIGNATORY AIRLINE must notify AUTHORITY of any of the following by NON-SIGNATORY AIRLINE: (1) spills that are required under applicable environmental laws to be reported to governmental authorities (above de minimis quantities that are not immediately and fully cleaned up), (2) notices received from any third party to NON-SIGNATORY AIRLINE regarding breaches by NON-SIGNATORY AIRLINE of any nature of any environmental laws or regulations at the Airport, (3) disposal or release of Hazardous Substances on the Airport by NON-SIGNATORY AIRLINE (unless said release is in conformance with environmental laws), (4) any discovery of Hazardous Substances released on the Airport, or (5) of any notice received that was sent by a governmental authority or private party alleging that a disposal or release of Hazardous Substances on the Airport may have occurred. NON-SIGNATORY AIRLINE will promptly deliver to AUTHORITY copies of and provide complete access to any and all non-confidential documents or information in its custody, control or possession, regarding said incident including any such non-confidential documents or information received from, or submitted by the NON-SIGNATORY AIRLINE to, the United States Environmental Protection Agency and/or any federal, state, county, or municipal environmental or health agency concerning the Airport or the operations being conducted on the Airport. AUTHORITY agrees to protect all confidential and/or proprietary information to the extent provided in such documents to AUTHORITY, except as required by a court of competent jurisdiction or law.
- F. To the full extent permitted by applicable law, the NON-SIGNATORY AIRLINE will defend, indemnify, and hold the AUTHORITY harmless from any and all costs, expenses, damages, assessments, remediation, claims, liabilities, fines, judgments, penalties, costs, suits, procedures, violations of environmental laws or regulations, and actions of any kind, including but not limited to attorney fees, arising out of any storage, use, spills, discharges, or releases of Hazardous Substances on the Airport caused by the fault, conduct, act, omission and/or negligence of NON-SIGNATORY AIRLINE and/or its employees, agents, contractors, guests and/or invitees. The obligations and liabilities of the NON-SIGNATORY AIRLINE shall continue for as long as the AUTHORITY remains responsible for any spills, discharges, or releases of Hazardous Substances. This indemnity shall not apply to the extent said use, spills, discharges, or releases are caused by the fault, conduct, act, omission and/or negligence of the AUTHORITY or caused by a third party with whom NON-

SIGNATORY AIRLINE had no contractual relationship (including a pre-existing subsurface condition).

- G. If NON-SIGNATORY AIRLINE fails to comply with any applicable environmental laws, regulations or rules, AUTHORITY may, after first providing written notice and opportunity for NON-SIGNATORY AIRLINE to address, take necessary measures to ensure compliance with environmental requirements all at NON-SIGNATORY AIRLINE's expense.
- H. Upon termination of its operations at the Airport, the NON-SIGNATORY AIRLINE will remove or remediate Hazardous Substances released or deposited on Airport, including in the soil and groundwater, by NON-SIGNATORY AIRLINE and/or its employees, agents, contractors, guests and/or invitees such that it conforms with applicable clean-up requirements under applicable environmental laws.
- I. The provisions of this paragraph will survive any termination of NON-SIGNATORY AIRLINE's operations at the Airport.

ADOPTED this 28th day of May 2024 by the MISSOULA COUNTY AIRPORT AUTHORITY BOARD OF COMMISSIONERS.

MISSOULA COUNTY AIRPORT AUTHORITY

ATTEST:

Chair Winton Kemmis

Vice Chair Deb Poteet

APPROVED AS TO FORM AND CONTENT

Carolynn Fagan, Legal Counsel

Missoula County Airport Authority
Agenda Action Sheet
Meeting Date: May 28, 2024

1. **TITLE:** Approval of the Missoula County Airport Authority Budget for fiscal year 2025.
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 15 minutes
4. **BACKGROUND INFORMATION:** The draft budget for the Missoula County Airport Authority fiscal year 2025 is attached. The budget model is used for the budgeting of operating revenues and expenses based on best estimates of the airport staff. It is also used to calculate the terminal rental rates, use fees, and landing fees charged to the air carriers for the upcoming year.
5. **BUDGET INFORMATION:**
Amount Required: \$ N/A
Budget amount available: \$
6. **SUPPLEMENTAL AGENDA INFORMATION:** The finance committee met on April 11, 2024, to review the draft budget. The draft budget was sent to signatory carriers on April 22, 2024. Carriers have 30 days to review the draft. As of the date of this memo, no comments have been received from the air carriers.
7. **RECOMMENDED MOTION:** Move to approve the budget for Fiscal year July 1, 2024, to June 30, 2025.
8. **PREPARED BY:** William Parnell, Director of Finance and Administration
9. **COMMITTEE REVIEW:** Finance Committee



MISSOULA COUNTY AIRPORT AUTHORITY

DRAFT BUDGET

Fiscal Year 2025

(July 1, 2024 – June 30, 2025)



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OPERATING BUDGET

	2025	2024	\$	%	2025	2023	\$	%
	<u>Budgeted</u>	<u>Budgeted</u>	<u>Change</u>	<u>Change</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Change</u>	<u>Change</u>
OPERATING REVENUES:								
Air services	\$ 2,790,995	\$ 2,593,797	197,198	8%	2,790,995	\$ 2,510,895	280,100	11%
Car rentals	2,305,000	2,279,849	25,151	1%	2,305,000	2,200,855	104,145	5%
Parking	3,600,000	2,883,542	716,458	25%	3,600,000	2,975,990	624,010	21%
Concessions	652,250	614,280	37,971	6%	652,250	684,677	(32,427)	-5%
Fuel Flowage Fees	105,000	110,000	(5,000)	-5%	105,000	103,008	1,992	2%
Facilities and ground rental	1,041,800	850,500	191,300	22%	1,041,800	976,603	65,197	7%
Miscellaneous revenue	75,000	73,000	2,000	3%	75,000	100,037	(25,037)	-25%
TSA Reimbursement	15,000	107,000	(92,000)	-86%	15,000	122,821	(107,821)	-88%
Advertising and Ground Services	1,285,000	1,141,075	143,925	13%	1,285,000	1,146,303	138,697	12%
Ground Transportation	175,000	160,780	14,220	9%	175,000	172,109	2,891	2%
Badging Fees	-	-	-	-	-	15,342	(15,342)	-100%
Total operating revenues	12,045,045	10,813,822	1,231,223	11%	12,045,045	\$11,008,639	\$1,036,406	9%
OPERATING EXPENSES:								
Professional services/Insurance	(732,700)	(372,200)	(360,500)	97%	(732,700)	(314,816)	(417,884)	133%
Equipment/Rental	(121,440)	(101,606)	(19,834)	20%	(121,440)	(80,982)	(40,458)	50%
Miscellaneous	(705,450)	(606,817)	(98,633)	16%	(705,450)	(468,901)	(236,549)	50%
Materials & Supplies	(627,931)	(642,402)	14,471	-2%	(627,931)	(620,984)	(6,947)	1%
Repairs & Maintenance	(1,363,935)	(1,330,969)	(32,966)	2%	(1,363,935)	(1,077,409)	(286,526)	27%
Salaries and Benefits	(5,834,940)	(5,500,059)	(334,881)	6%	(5,834,940)	(5,131,523)	(703,417)	14%
Utilities	(777,475)	(786,634)	9,159	-1%	(777,475)	(597,801)	(179,674)	30%
Total operating expenses	(10,163,871)	(9,340,687)	(823,184)	9%	(10,163,871)	(8,292,417)	(1,871,454)	23%
REVENUE FROM OPERATIONS								
BEFORE OTHER BUDGETED REVENUES								
AND (EXPENSES) AND CAPITAL EXPENSES	1,881,174	1,473,135	408,039	28%	1,881,174	2,716,222	(835,048)	-31%
OTHER BUDGETED REVENUES								
AND (EXPENSES):								
PFC collections to debt service	1,243,961	1,245,648	(1,687)	0%	1,243,961	1,422,048	(178,087)	-13%
CFC collections to debt service	950,000	-	950,000	-	950,000	949,616	384	0%
Interest	45,000	12,500	32,500	260%	45,000	44,206	794	2%
Debt Service	(2,403,961)	(1,780,933)	(623,028)	35%	(2,403,961)	(1,422,048)	(981,913)	69%
Covid Funding - payroll assist, CARES, misc.	-	-	-	-	-	1,604,310	(1,604,310)	-100%
Total other budgeted items	(165,000)	(522,785)	357,785	-68%	(165,000)	2,598,132	(2,763,132)	-106%
CAPITAL EXPENSES:								
Capital equipment and projects	(1,560,000)	(775,350)	(784,650)	101%	(1,560,000)	(3,874,130)	\$2,314,130	-60%
CHANGE IN NET POSITION	\$ 156,174	\$ 175,000	(18,826)	-11%	156,174	\$ 1,440,224	(1,284,050)	-89%



TERMINAL RENTAL RATE CALCULATION

<u>Terminal Building Airline Leased Space</u>	<u>Sq Ft</u>																				
Airline Exclusive Use Space (sq ft):																					
Delta Airlines	1,795																				
Alaska/Horizon Air	1,729																				
United Airlines	<u>1,728</u>																				
Total Exclusive Use Space	5,252																				
Airline Preference Use Space (Sq Ft):																					
Delta Airlines	2,310																				
Alaska/Horizon Air	2,310																				
United Airlines	<u>2,310</u>																				
Total Preference Use Space	6,930																				
Airline Joint Use Space (Sq Ft):	<u>82,632</u>																				
Total Airline Leased Space (Sq Ft)	<u><u>94,814</u></u>																				
<u>Airline Terminal Building Requirement</u>																					
Terminal Building Budgeted Cost Requirements	\$ 7,998,991																				
Rentable Space (Sq Ft):																					
Total Airline Leased Space	94,814																				
Total Non-Signatory Rentable Space	<u>14,594</u>																				
Total Rentable Space (Sq Ft)	<u><u>109,408</u></u>																				
Percent of Airline Space	86.7%																				
	=																				
Terminal Costs Applicable to Airlines	\$ 6,932,000.48																				
Less Non-Signatory Fees	<u>(363,852.50)</u>																				
Terminal Building Rental Requirement	\$ 6,568,147.98																				
Airline Rented Space (Sq Ft)	94,814																				
	=																				
Full Cost Recovery Compensatory Rental Rate	\$69.27																				
(Sq Ft)	<u><u>-\$28.02</u></u>																				
	<u><u>\$41.25</u></u>																				
Subsidy on Terminal Rental Rate:																					
Amount	2,657,070																				
Percent	40.45%																				
Terminal Rent Components (Sq Ft * \$41.25):	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 20%; border-bottom: 1px solid black;">Exclusive</th> <th style="width: 20%; border-bottom: 1px solid black;">Preferential</th> <th style="width: 5%; border-bottom: 1px solid black;">Total</th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">Delta Airlines</td> <td style="text-align: right;">\$ 74,044</td> <td style="text-align: right;">\$ 95,288</td> <td style="text-align: right;">\$ 169,331</td> </tr> <tr> <td style="padding-left: 20px;">Alaska/Horizon Air</td> <td style="text-align: right;">71,321</td> <td style="text-align: right;">95,288</td> <td style="text-align: right;">166,609</td> </tr> <tr> <td style="padding-left: 20px;">United Airlines</td> <td style="text-align: right;"><u>71,280</u></td> <td style="text-align: right;"><u>95,288</u></td> <td style="text-align: right;"><u>166,568</u></td> </tr> <tr> <td style="padding-left: 40px;">Total Terminal Rent</td> <td style="text-align: right;"><u>\$ 216,645</u></td> <td style="text-align: right;"><u>\$ 285,863</u></td> <td style="text-align: right;"><u>\$ 502,508</u></td> </tr> </tbody> </table>		Exclusive	Preferential	Total	Delta Airlines	\$ 74,044	\$ 95,288	\$ 169,331	Alaska/Horizon Air	71,321	95,288	166,609	United Airlines	<u>71,280</u>	<u>95,288</u>	<u>166,568</u>	Total Terminal Rent	<u>\$ 216,645</u>	<u>\$ 285,863</u>	<u>\$ 502,508</u>
	Exclusive	Preferential	Total																		
Delta Airlines	\$ 74,044	\$ 95,288	\$ 169,331																		
Alaska/Horizon Air	71,321	95,288	166,609																		
United Airlines	<u>71,280</u>	<u>95,288</u>	<u>166,568</u>																		
Total Terminal Rent	<u>\$ 216,645</u>	<u>\$ 285,863</u>	<u>\$ 502,508</u>																		



PASSENGER USE FEE CALCULATION

	*Projected Pax Enplaned	Rate	Enplanement Rate Total
Delta Airlines	125,461	\$ 2.05	\$ 257,195
Alaska/Horizon Air	112,450	2.05	230,523
United Airlines	132,539	2.05	271,705
Non-Sign	<u>132,310</u>	2.75	<u>363,853</u>
Total	<u>502,760</u>		<u>\$ 1,123,275</u>

* Based on MSO internal projection calculations



LANDING FEE RATE CALCULATION

<u>Landed Weight Estimate (1,000 lb units)</u>	Landed Weight
<u>*Estimated Signatory Airline Landed Weight</u>	
Delta Airlines	148,194
Alaska/Horizon Air	133,145
United Airlines	<u>151,559</u>
Total Signatory Airline Landed Weight	432,898
<u>*Estimated non-Signatory Carrier Landed Weight</u>	
Non-Sig Carriers	140,656
Cargo Air Carriers	17,912
Non-Based Aircraft > 9,000 lbs	<u>62,616</u>
Total Non-Signatory Carrier Landed Weight	<u>221,185</u>
Total Air Carrier Landed Weight	654,083
30% Plus Non-signatory Premium	<u>42,197</u>
Total Air Carrier Landed Weight With Non-Sig Premium	696,280
* Based on MSO internal projection calculations	
<u>Airline Landing Fee Requirement</u>	
Airfield Budgeted Cost Requirements	\$ 4,783,682
* Less Estimated Non-Commercial Airfield Revenues	
Fuel Flowage Fees	(105,000)
Cargo Air Carriers:	(53,737)
Non-Based Aircraft > 9,000 lbs	(187,849)
Agricultural Land Rent	<u>(37,000)</u>
Total Non-Commercial Airfield Revenues	<u>(383,586)</u>
Net Airfield Requirement	\$ 4,400,096
	=
Full Cost Recovery Residual Landing Fee	
Per 1,000 Pounds of Landed Weight	\$ 6.32
	<u>\$ (4.82)</u>
Landing Fee Rate(s)	
Signatory carriers	<u>\$ 1.50</u>
Non-sig commercial carriers	<u>\$ 1.95</u>
Non-commercial air traffic	<u>\$ 3.00</u>
Subsidy on Terminal Rental Rate:	
Amount	\$3,152,311
Percent	76.26%
Signatory Air Carriers:	
Delta Airlines	\$ 222,291
Alaska/Horizon Air	199,718
United Airlines	<u>227,338</u>
Total Signatory Airline Landing Fees	649,346
Non-Signatory Air Carriers:	
Non-signatory Carriers	\$ 274,280
Cargo Air Carriers:	53,737
Non-Based Aircraft > 9,000lbs	<u>187,849</u>
Total Non-Signatory Air Carrier Landing Fees	<u>515,866</u>
Total Air Carrier Landing Fees	<u>\$ 1,165,213</u>



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

	Terminal Rental Rate (per Sq Ft)	Passenger Use Fee SIGN (per Pax)	Passenger Use Fee NON- SIGN (per Pax)	Landing Fee Rate SIGN (per 1,000 lbs.)	Landing Fee Rate NON-SIGN (per 1,000 lbs.)	Landing Fee Rate NON-BASED (per 1,000 lbs.)
Fiscal Year 2025	\$ 41.25	\$ 2.05	\$ 2.75	\$ 1.50	\$ 1.95	\$ 3.00
Fiscal Year 2024	\$ 40.00	\$ 1.98	\$ 2.60	\$ 1.50	\$ 1.95	\$ 2.48
\$ Change	\$ 1.25	0.07	0.15	-	-	0.52
% Change	3.1%	3.5%	5.8%	0.0%	0.0%	21.0%

AIR SERVICES COMPONENTS

Air Services Components:	*Enplanement			*Landing Fee	Total
	Exclusive	Preferential	Rate Total		
Delta Airlines	\$ 74,044	\$ 95,288	\$ 257,195	\$ 222,291	\$ 648,817
Alaska/Horizon Air	71,321	95,288	230,523	199,718	596,849
United Airlines	71,280	95,288	271,705	227,338	665,611
Non-Sign	-	-	363,853	274,280	638,132
Aircraft > 9,000lbs	-	-	-	241,586	241,586
Total Air Services	\$ 216,645	\$ 285,863	\$ 1,123,275	\$ 1,165,213	\$ 2,790,995

*Based on MSO internal projection calculations



REVENUE BOND COVERAGE

	<u>2025</u>
BUDGETED GROSS REVENUES	
Operating	\$ 12,045,045
CFC collections to debt service	950,000
PFC collections to debt service	<u>1,243,961</u>
	14,239,006
 BUDGETED OPERATING EXPENSES	 <u>10,163,871</u>
 BUDGETED NET REVENUE AVAILABLE FOR DEBT SERVICE	 <u>\$ 4,075,135</u>
 BUDGETED FISCAL YEAR DEBT SERVICE REQUIREMENT	 <u>\$ 2,403,961</u>
 BUDGETED COVERAGE RATIO	 <u>1.70</u>
 MINIMUM DEBT SERVICE COVERAGE REQUIRED BY RATE COVENANT	 <u>1.25</u>



CAPITAL EQUIPMENT AND PROJECTS

DESCRIPTION	TERMINAL	AIRFIELD	GNDSERV	PUBLIC SAFETY	ADMIN.	Total
Server replacement	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000
Rental car fuel tank	-	-	-	-	65,000	65,000
Parking lot equipment	-	-	-	-	450,000	450,000
Replacement police truck for AP98	-	-	-	65,000	-	65,000
EE screening	-	-	-	50,000	-	50,000
Additional baggage carts	-	-	15,000	-	-	15,000
Emergency air craft stairs	-	-	35,000	-	-	35,000
AIP local match & other (non-elg.)	-	-	-	-	745,000	745,000
Fire fighting foam	-	-	-	100,000	-	100,000
<i>Total</i>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ 215,000</u>	<u>\$ 1,295,000</u>	<u>\$ 1,560,000</u>

Missoula County Airport Authority
Agenda Action Sheet
Meeting Date: May 28, 2024

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:** 10 minutes
4. **BACKGROUND INFORMATION:** The annual 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:
Fees for the services will be \$71,400. This is broken down as follows:

Financial statement audit	\$52,500
Single audit (includes one major program)	\$8,400
Passenger facility charge audit	\$5,250
Assistance in drafting the financial statements	\$5,250

The Airport will also be billed for travel expenses, not to exceed \$7,500

Budget amount available: \$75,000
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:** Finance Committee: January 11, 2024

May 16, 2024

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, 2024, 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, 2024.

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 September 9, 2024, complete fieldwork on September 13, 2024, and issue our report no later than December 15, 2024.

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 \$71,400. This is broken down as follows:

Financial statement audit	\$52,500
Single audit (includes one major program)	\$8,400
Passenger facility charge audit	\$5,250
Assistance in drafting the financial statements	\$5,250

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 \$7,500.

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, 2024.

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 Section 23 of the Contract, and notwithstanding any language to the contrary in the Contract, Authority shall not have access to Moss Adams' working papers in order to protect the integrity of the audit.

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,

A handwritten signature in cursive script that reads 'Ashley Osten'.

Ashley Osten, Partner, for
Moss Adams LLP

Enclosures



Accepted and Agreed:

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:

Signature: _____

Print Name: _____

Title: _____

Date: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

Client: #712927
v. 04/06/2024

PROFESSIONAL SERVICES AGREEMENT

Single Audit Version (Uniform Guidance)

This Professional Services Agreement (the “PSA”) together with the Engagement Letter, which is hereby incorporated by reference, represents the entire agreement (the “Agreement”) relating to services that Moss Adams will provide to the Authority. Any undefined terms in this PSA shall have the same meaning as set forth in the Engagement Letter.

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 Company. 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 Company 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.

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 Sixteenth day of May, 2024, 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, 2023 to June 30, 2024.
 - 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:

\$71,400 for initial (or sole) audit covering 07/01/2023 to 06/30/2024.

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

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 to the attention of the Local Government Services Bureau Chief. To notify the State Office of Public Instruction, Contractors shall email 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

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

Moss Adams, LLP

Firm Name

By: *Ashley Oster*

Authorized Representative

Date: 5/16/2024

Governmental Entity

Entity Name

By: _____

Authorized Representative

Date: _____

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

By: _____

Approved By

Date: _____

-
4. Date Annual Financial Report or a trial balance will be available: December 31, 2024
 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:

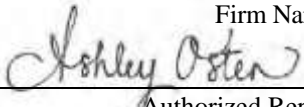
The audit will be a single audit conducted in accordance with the provisions of Uniform Guidance because the Entity expended a total amount of federal awards **equal to or in excess of \$750,000** during the fiscal year(s), or such other dollar amount (\$ _____) that is effective for the fiscal year(s) 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: 5/16/2024

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

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)

**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

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) _____

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: _____

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 28th, 2024

1. **TITLE:** Parking Equipment Purchase

Review, discussion, and possible approval to purchase new parking access and revenue control system and related equipment **ACTION ITEM**
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 10 Minutes
4. **BACKGROUND INFORMATION:** Since 1999, Republic Parking has served as the parking vendor for the Missoula Airport. During this time there have been relatively limited investments in the parking lot beyond civil site work with most of the parking equipment aged at over 20 years. During this same period there have been several advancements in parking technology to help improve lot management in addition to several customer service features. With a new vendor coming on board in July and with parking volume at all-time highs, we believe now is the time to re-invest in our parking lot, the largest source of airport revenue. This purchase will cover the equipment, installation and training of a new parking access control and revenue management system (PARCS). Beyond the access and revenue control benefits, the new system will offer customers a multitude of options for access and payment including ticketless entry, NFC payments and online reservations. The equipment also offers capabilities to help the airport transition to cashless or cashier less environments in the future by utilizing a real time call center for error resolution. The purchase will also cover the purchase of a Kubota RTV that will be leased to the vendor to allow staff to easily transit the lot and assist passengers. The airport has included an 8% contingency to cover potential scope misses or unforeseen site conditions due to the age of the current equipment.
5. **BUDGET INFORMATION:** Amount Required: \$694,495 (Partial Budget-FY25)
6. **SUPPLEMENTAL AGENDA INFORMATION:** Parking Equipment Summary
7. **RECOMMENDED MOTION:** Move to approve parking equipment contract and purchase of related equipment in the amount not to exceed \$694,495
8. **PREPARED BY:** Tim Damrow, Deputy Director
9. **COMMITTEE REVIEW:** N/A



Parking Equipment Upgrades
Equipment, Installation and Training
 5.28.2024

Package Summary	
<u>Description</u>	
Supply, installation and training for new parking lot access control and revenue management equipment.	
<u>Components</u>	<u>Amount</u>
<u>Parking Access and Revenue Control System (PARCS)</u>	
TIBA Parking Systems - Equipment, Install and Training	\$555,631.00
TIBA Parking Systems - Yearly Recurring (5-Year Term)	\$16,644.00
TIBA Parking Systems - Spare Parts	\$27,480.00
<u>Parking Lot Vehicle</u>	
Kubota of Missoula - Vehicle Supply (Sourcewell)	\$22,604.30
<u>Civil Site Improvements</u>	
WeConnect - Fiber Upgrades and Data Communications	\$20,692.00
Contingency (8%) - Missoula Airport	\$51,444
Total	\$694,495



Modular Components

Superior Technology

Flexible Software



Missoula Montana Airport – TIBA SPARK Suite Cloud

Parking Access and Revenue Control System (PARCS)

Revised 5/23/2024



FAST



FLEXIBLE



CREDIBLE

May 23, 2024

Don Barrett, CAPP
LAZ Parking
6714 Stillmead Drive
Dayton, OH 45414

Re: Missoula Montana Airport

On behalf of TIBA Parking Systems, LLC (TIBA), we are pleased to provide this revised proposal for the Parking Access and Revenue Control System (PARCS) at Missoula Montana Airport. The comprehensive changes discussed during our onsite meeting include the following:

1. Adding front plate LPR cameras to the base number.
2. Removing the Commend Intercom system and adding Umojo licensing.
3. Adding a second lane of equipment to the Long-term East Entrance.
4. Adding an automated Exit Station to the Cashier Lane.
5. Adding LAZGo reservations and BI.
6. Reusing (11) existing Magnetic gates.
7. Adding (11) TIBA communication boards to existing gates.
8. Replacing (7) Controllers on the older Entrance and Pass-through gates.
9. Grout and seal (11) existing gates to concrete.
10. Adding wireless network for pass-through gate counts.
11. Adding count sign management.

We are proposing our SPARK Suite with SmartPark Cloud solution, paired with superior installation and maintenance performed by Time Equipment Company.

Our primary objective is to make your parking system more reliable and efficient, which will result in a better parking experience for your users, heightened customer loyalty and reduced operating costs.

TIBA is proud of our outstanding record of delivering complete solutions and we appreciate your consideration.

Best regards,



J. Malloy Pohrer
VP & General Manager, California
e. Malloy.Pohrer@TIBAParking.com
c. 213.200.3352

As a PARCS provider and software developer with 30+ years of industry experience, TIBA is recommending a suite of products including our X60 hardware that will assist with your parking technology needs well into the future. The TIBA PARC System includes all necessary services including equipment, software, hardware, programming, testing, and commissioning which will deliver a fully functioning system for even the most challenging facility.

X60



-  Smarter and faster than ever - most modern product architecture
-  Increased security to protect your data
-  Connectivity using **Native TCP/IP** connectivity and **RS485**
-  User engagement through **extra large, high contrast touch screen**
-  Easy to install, service and maintain

NEW

- Ticket-less
- Personalized graphics
- Pre-Pay options
- Multi Use ticket conversion
- Dynamic Rate presentation

The TIBA X60 Equipment is designed for parking with the most modern processor-based (OS-less) technology. The design facilitates fast installation, maintenance, and repair along with separate compartments for installers and operators that further protects the systems from accidental tampering. The newer family of hardware also supports a multitude of credential readers and sensors, with a customizable faceplate for personalized branding and an extra-large multifunctional touch screen display. A modern look and feel and smaller footprint provide the X60 series a sleek and elegant appearance.

The X60 has both the flexibility for native TCP/IP and RS485 based connectivity allowing a complete mix-and-match between TIBA's X30 hardware line and the newer X60 hardware family, protecting our customers' investment in their selection of PARCS equipment. The **Extra-Large Touch Screen Display** allows for more sophisticated user interaction with dynamic rate displays and multiple payment options providing an enhanced personalized experience. The X60 line also provides the largest ticket roll in the industry and a VoIP intercom to round out the engaged parking experience. Your customers will find ease-of-use being able to mix and match various parking and access credentials, including printed barcodes, cell phone QR codes, and third-party reservations and validations.

Investment Summary:

Missoula Montana Airport			
Products – Description	Part No	Qty	Extended
Short Term Entrance			
TIBA MP-60 Entry Station - with Ticket printer, HID Proximity reader, QR Barcode scanner, and VOIP Intercom.	PM-MP6S-2002	2	\$24,483.00
TIBA Voice Upgrade - voice annunciator for patron instructions.	IM-0103-1095	2	\$859.50
Survision NANOPAK5 TOTEM - 73 cm LPR Camera WL Front Reading (5-15 ft).	PB-CM1U-1066	2	\$7,500.00
Survision Power Supply - 24V for Micropak and Nanopak.	IB-0308-1152	2	\$189.00
Survision Power Cable - 10ft Micropak.	IB-0504-1042	2	\$180.00
TIBA/Magnetic Parking MODBUS - barrier gate communication board.	IM-1002-1051	2	\$2,055.00
Magnetic Controller - MicroDrive MGC controller.	IB-1004-1004	2	\$2,376.00
Long Term Entrance West			
TIBA MP-60 Entry Station - with Ticket printer, HID Proximity reader, QR Barcode scanner, and VOIP Intercom.	PM-MP6S-2002	2	\$24,483.00
TIBA Voice Upgrade - voice annunciator for patron instructions.	IM-0103-1095	2	\$859.50
Survision NANOPAK5 TOTEM - 73 cm LPR Camera WL Front Reading (5-15 ft).	PB-CM1U-1066	2	\$7,500.00
Survision Power Supply - 24V for Micropak and Nanopak.	IB-0308-1152	2	\$189.00
Survision Power Cable - 10ft Micropak.	IB-0504-1042	2	\$180.00
TIBA/Magnetic Parking MODBUS - barrier gate communication board.	IM-1002-1051	2	\$2,055.00
Magnetic Controller - MicroDrive MGC controller.	IB-1004-1004	2	\$2,376.00
Long Term Entrance East			
TIBA MP-60 Entry Station - with Ticket printer, HID Proximity reader, QR Barcode scanner, and VOIP Intercom.	PM-MP6S-2002	2	\$24,483.00
TIBA Voice Upgrade - voice annunciator for patron instructions.	IM-0103-1095	2	\$859.50
Survision NANOPAK5 TOTEM - 73 cm LPR Camera WL Front Reading (5-15 ft).	PB-CM1U-1066	2	\$7,500.00
Survision Power Supply - 24V for Micropak and Nanopak.	IB-0308-1152	2	\$189.00
Survision Power Cable - 10ft Micropak.	IB-0504-1042	2	\$180.00
TIBA/Magnetic Parking Pro-MT - barrier gate, communication controller and 10' STRAIGHT aluminum gate arm.	IM-0206-1057	1	\$3,547.50
TIBA/Magnetic Parking MODBUS - barrier gate communication board.	IM-1002-1051	1	\$1,027.50
Magnetic Controller - MicroDrive MGC controller.	IB-1004-1004	1	\$1,188.00
Short Term to Long Term Crossover			
TIBA Lane Controller (Counts) - BR-GT-CTL/6 controller.	IM-0206-1039	2	\$3,304.00
Magnetic Controller - MicroDrive MGC controller.	IB-1004-1004	2	\$2,376.00
Wireless Converters - NCD Industrial Grade IOT to wireless network converter.	PR55-34	4	\$1,044.00
Short Term & Long Term Exit			
TIBA CT-60 POS Terminal - with receipt printer, barcode scanner, cash drawer and customer fee display.	PM-CT6P-2009	1	\$8,007.00
Windcave POS EMV - desktop contactless chip & pin reader.	IB-0311-1016	1	\$1,785.00
TIBA VPS-60 Exit Pay-In-Lane Station - with Cash acceptance and 2 Note dispensing (No Coin), Receipt printer, HID Proximity reader, QR Barcode scanner, and VOIP Intercom.	PM-VP6X-2001	1	\$30,441.00
TIBA 3 Note Upgrade - additional 3rd note dispensing unit for VPS-60.	IB-0601-1012	1	\$3,130.00
TIBA Voice Upgrade - voice annunciator for patron instructions.	IM-0103-1095	1	\$429.75
TIBA Spare Cash Cassette - spare cash cassette for Fujitsu Dispenser	IB-0601-1026	3	\$2,250.00

TIBA Bill Vault - bills cassette 600 notes, US currency, with lock.	IB-0601-1019	1	\$400.00
Windcave EMV - SCR200 Contact Reader, including Lan 300 Driver. (EVENT Mode)	IM-0206-1153	1	\$1,800.00
Windcave NFC - BRF210 contactless reader Add-on to EMV (Tap-and-Go).	IB-0311-1014	1	\$522.00
TIBA SW-60 Exit Station - with Receipt printer, HID Proximity reader, QR Barcode scanner, and VOIP Intercom.	PM-SW6S-2002	3	\$36,724.50
TIBA Voice Upgrade - voice annunciator for patron instructions.	IM-0103-1095	3	\$1,289.25
Windcave EMV - SCR200 Contact Reader, including Lan 300 Driver. (EVENT Mode)	IM-0206-1153	3	\$5,400.00
Windcave NFC - BRF210 contactless reader Add-on to EMV (Tap-and-Go).	IB-0311-1014	3	\$1,566.00
Survision NANOPAK5 TOTEM - 73 cm LPR Camera WL Front Reading (5-15 ft).	PB-CM1U-1066	4	\$15,000.00
Survision Power Supply - 24V for Micropak and Nanopak.	IB-0308-1152	4	\$378.00
Survision Power Cable - 10ft Micropak.	IB-0504-1042	4	\$360.00
TIBA/Magnetic Parking MODBUS - barrier gate communication board.	IM-1002-1051	4	\$4,110.00
Pay By License Lot			
TIBA MP-60 Entry Station - with Ticket printer, HID Proximity reader, QR Barcode scanner, and VOIP Intercom.	PM-MP6S-2002	2	\$24,483.00
TIBA Voice Upgrade - voice annunciator for patron instructions.	IM-0103-1095	2	\$859.50
TIBA SW-60 Exit Station - with Receipt printer, HID Proximity reader, QR Barcode scanner, and VOIP Intercom.	PM-SW6S-2002	2	\$24,483.00
TIBA Voice Upgrade - voice annunciator for patron instructions.	IM-0103-1095	2	\$859.50
Windcave EMV - SCR200 Contact Reader, including Lan 300 Driver. (EVENT Mode)	IM-0206-1153	2	\$3,600.00
Windcave NFC - BRF210 contactless reader Add-on to EMV (Tap-and-Go).	IB-0311-1014	2	\$1,044.00
Survision NANOPAK5 TOTEM - 73 cm LPR Camera WL Front Reading (5-15 ft).	PB-CM1U-1066	4	\$15,000.00
Survision Power Supply - 24V for Micropak and Nanopak.	IB-0308-1152	4	\$378.00
Survision Power Cable - 10ft Micropak.	IB-0504-1042	4	\$360.00
TIBA/Magnetic Parking Pro-MT - barrier gate, communication controller and 10' STRAIGHT aluminum gate arm.	IM-0206-1057	6	\$21,285.00
Parking Office System & Software			
TIBA Master Controller - Embedded industrial controller (TCP/IP & RS-485).	MC-60	1	SaaS
APC UPS - UPS Battery Backup.	IB-0310-1018	1	\$463.00
TIBA SPARK Suite Onboarding - Cloud Platform Onboarding.	SPK-ONB	1	\$750.00
TIBA SPARK Suite FMS Cloud - Centralized Facility Management Software, core deployment for single site - includes SmartSticker Validation printing.	SPK-STE	1	SaaS
TIBA eValidations Cloud - Virtual Web Validations, unlimited users - Single facility.	EVAL-VIRTUAL	1	SaaS
TIBA EMV Connect Cloud - EMV Credit Card Processing Software license.	EMV-CONNECT	1	SaaS
TIBA SmartZone Cloud - Smart Zone Counting and Signage Management license.	SMART ZONE	1	SaaS
Windcave Gateway Setup - EMV Credit Card gateway, account setup fee.	SB-0806-1094	1	\$1,575.00
TIBA Interface LAZ Subscription - LAZ Reservation and BI implementation Class I.	LL-901-1050	1	\$3,500.00
TIBA Umojo Control Integration - TIBA integration with Umojo call center (per site).	SM-0801-1135	1	\$3,495.00
TIBA Umojo Intercom License - TIBA SIP to Umojo call center license fee.	SM-0801-1136	14	\$4,200.00
Consumables & Supplies			
TIBA Ticket Stock - for MP-60 - paper roll / 110gr, top-coated with back preprinted disclaimer, each roll bagged. 5000 tickets/roll. One case (4 rolls).	IB-0408-1049	8	\$1,944.00
TIBA POS Receipt Paper - for use with CT-60 - with back pre-printed T.A. Parking / each roll bagged. One case (80 rolls).	IB-0408-1040	1	\$390.00
TIBA Receipt Paper - for SW/VPS-60 - with back pre-printed T.A. Parking / each roll bagged. One case (18 rolls).	IB-0408-1039	6	\$1,458.00

PARCS Subtotal	\$344,703.00
Installation, Training, and Technical Services	\$174,070.00
Quarterly Onsite Preventive Maintenance Years 1&2	\$33,600.00
Shipping	\$3,258.00
Estimated Sales tax (0%)	\$0.00
Grand Total <i>*Requires SaaS Cloud Fees (outlined below)</i>	\$555,631.00

SaaS Cloud Pricing - 5 Year Agreement	
TIBA Software Module	Annual Payments
TIBA MC-60 Master Controller - Property of TIBA	No Fee
SPARK Suite w/Smartpark Cloud - supporting 15 Edge Devices	\$10,152.00
eValidations Cloud - Single Facility, Virtual Web Validations	\$1,080.00
EMVConnect Cloud - Credit Card Processing with 7 Payment Terminals	\$120.00
LPRConnect Cloud - Supporting 14 Lanes	\$4,032.00
SmartZone Cloud - Counting and Signage Management Module	\$1,260.00
Total Cost Per Year \$16,644.00	
Acceptance	

RECOMMENDED SPARE PARTS			
Main control board for MP/SW/CPS/VPS/SL-60 (ST208BRD+SOM208)	IM-0206-1158	2	\$8,034.18
Touch screen controls - Control board for 10" display for MP/SW/CPS/VPS/CT-60	IM-1002-1088	1	\$729.96
Touch screen display - 10" display for MP/SW/CPS/VPS/CT-60	IB-0303-1021	1	\$2,333.00
PCBA ST32 -IO(TIB-DIG-60) Rear Board	IM-1002-1076	1	\$2,182.95
HID Proximity Reader Add-on	IB-0311-1164	1	\$390.00
[EMV] Serialized SCR200F-RM-M4 EMV Contact Reader	IM-0206-1153	2	\$1,800.00
Magnetic Parking - MicroDrive MGC controller including 1 loop detector module	IB-1004-1004	1	\$1,663.20
Cashcode SM Bill Validator for USD, without cassette	IB-0601-1008	1	\$1,739.43
Fujitsu Bill dispenser - F56 FA Exterior Delivery and presenter with 2 denominations	IB-0601-1005	1	\$8,607.06

Subtotal	\$27,479.78
Estimated Sales tax (%)	\$0.00
Total	\$27,479.78

SYSTEM UPGRADES & OPTIONS

Scan-to-Pay - Mobile Pay with Ticket Scan (Nayax).	\$600.00/Quarter Nayax processing = 4.5% + \$.14 per transaction
Custom Branded Faceplates - Add fully customized graphic panels [MP/SW/CPS] (per unit).	\$310.00
TIBA Standalone Validation Unit - Desktop validation encoder with motorized transport (per unit).	\$1,561.00

All UPGRADES & OPTIONS include sales tax and installation

Warranty and Maintenance

TIBA's 2-Year Warranty (serviced by **Time Equipment Company**) will include regularly scheduled preventive maintenance visits, all remote service calls during regular business hours, and loaner or replacement parts if required for all equipment as described in the base proposal. Damage due to misuse, moisture/acts of nature and vandalism are not covered in this agreement.

Extended Warranty and Maintenance Programs

On behalf of TIBA, Time Equipment Company will extend the quarterly preventive maintenance services on the installed system (*Base Bid Components*) after the 2-year warranty per the following estimated annual price schedule (without any price changes if optioned prior to the end of the original warranty period):

Extended Quarterly Preventive Maintenance Only

	Year 1	Year 2	Year 3	Year 4	Year 5
Extended Quarterly Preventive Maintenance	Included with warranty <input checked="" type="checkbox"/> <i>No billing will occur</i>	Included with warranty <input checked="" type="checkbox"/> <i>No billing will occur</i>	\$16,800.00 <input type="checkbox"/>	\$17,640.00 <input type="checkbox"/>	\$18,522.00 <input type="checkbox"/>

INCLUDED IN THIS PROPOSAL:

- Procure all material and deliver to site on installation dates.
- Mount and wire all equipment, program rates and operational parameters per client specifications.
- Complete system testing and commissioning. Conduct full system operation and maintenance training.

EXCLUSIONS:

- Permits and shop drawings are not included in this quotation.
- X-ray scanning is not included if required for core drills or saw cutting.
- All Conduits, Cable, Networking, and Power Circuits for equipment by others.
- Vehicle detector loops and bollards by others.
- Painting, Striping, Signage & Wayfinding are not included unless specified.
- Client must provide Firewall and ISP (Highspeed Internet required for Cloud and credit card processing).

NOTES:

- Proposal contingent upon acceptance of Terms and Conditions of Sale and credit approval.
- All proposed labor is at non-union and non-prevailing wage, Monday to Friday, 8:00 AM to 5:00 PM.
- Any variation to this proposal may be provided at an additional cost and must be documented in writing.
- No performance bond, payment bond or permits are included in the base price of this proposal.
- A 20% restocking fee will apply to any material that is cancelled after receipt of the signed proposal.
- This proposal is valid for 30 days. Prices are subject to change without advance notice.
- Payment Terms:

50% Deposit (Base + Options Selection) Upon Proposal Acceptance
40% Payment (Base + Options Selection) Due Upon Mobilization to Site
Balance Upon Project Completion

Missoula Montana Airport

Customer Acceptance: *(Please also initial acceptance of SaaS Cloud Fees and any Options)*

Authorized Signature

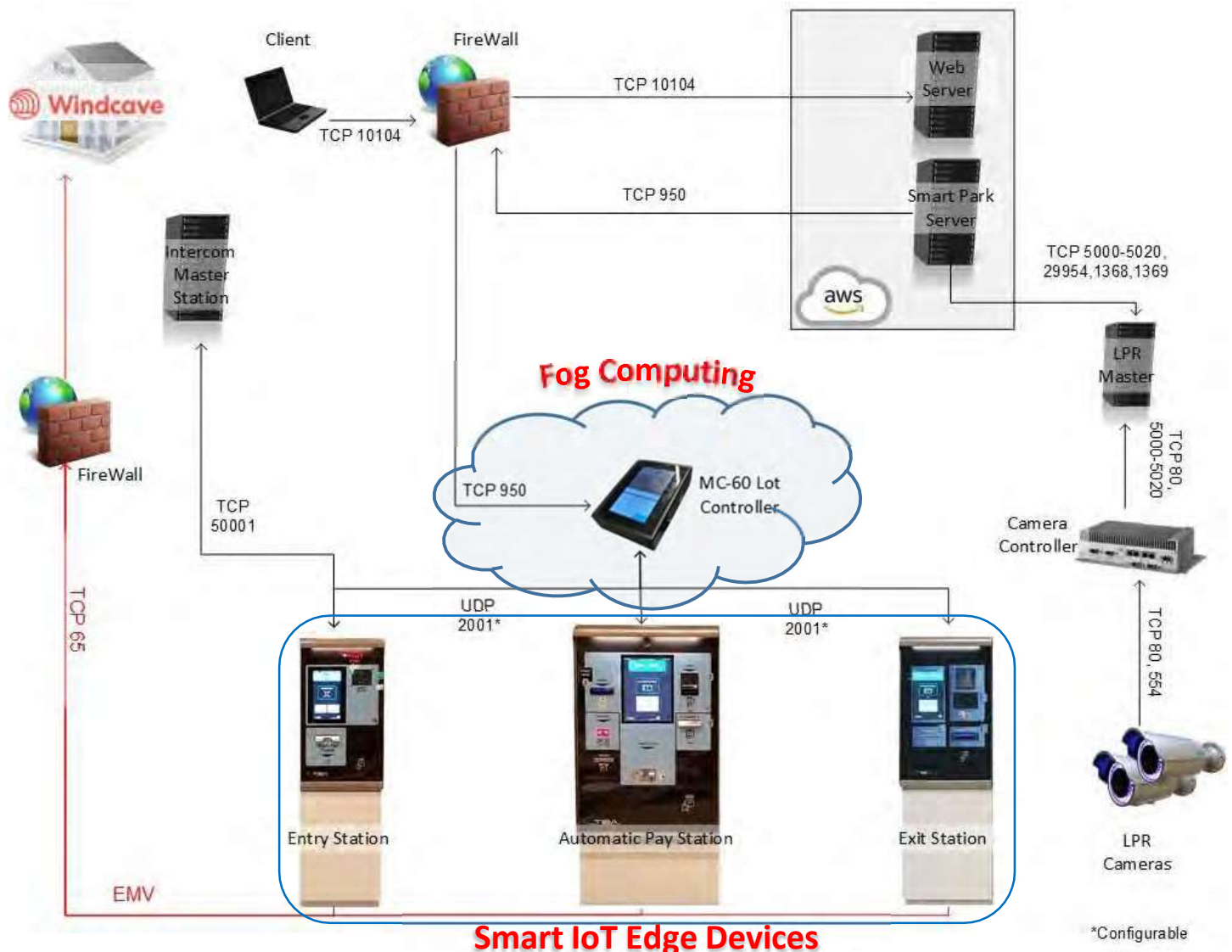
Date

TIBA/Amazon Web Services (AWS) Cloud-Based System Architecture Diagram and Overview

TIBA teamed up with Amazon Web Services (AWS) to offer a secure Cloud option for offsite server housing and data storage. Developing, managing, and operating site applications requires a wide variety of complex technology services, and with the industry leaning more towards Cloud-Based Service versus the traditional on-site server systems, entities migrate their information off-site, 3rd party data management warehouses to lessen their liability. This business practice shift has been initiated by new federal regulations such as FACTA, PCI, and PA-DSS. TIBA recognizes this trend and is providing a modern, robust, industry-leading technology infrastructure platform backed by Amazon, highly qualified in the deployment of business-critical applications in a cloud environment. **TIBA chose Amazon Web Services (AWS) because they offer the most storage services, data-transfer methods, and networking options to build solutions that protect our customer's data with unmatched durability and security.**



Data Durability – Protects backups with 99.999999999% data durability. Copies of all data uploaded to AWS are created and stored across at least three devices in a single AWS Region. Even when following best practices, on-premises capabilities cannot match AWS' durability due to their global scale and security.



TIBA's SPARK Suite Platform

The TIBA SPARK Suite Platform is a cloud-based, web environment that allows parking operators and owners to control, manage, and monitor all their facilities from a central location. SPARK utilizes the successes of SmartPark and expands the user experience in a streamlined and accessible way. Spark can be accessed from any Internet-ready device, from virtually anywhere in the world.



The architecture is built in the AWS Cloud and takes full advantage of modern, best practices technology. It allows the Platform to be fault-tolerant and highly available as well as dynamically scalable to ensure a better user experience. It will also serve as the architecture for future global and consumer facing product offerings. Customers maintain their independence and TIBA holds true to our belief in data ownership staying with our customers. Spark Suite expands on the mature, proven logic engine of SmartPark. Our Master Controller remains prominent for unequalled fog level computing. Maintaining local as well as offline decision point integrity in our multi-layered approach. This minimizes downtime and feature-loss when the Internet isn't available. Connections from the local side to

the platform are designed to be outbound only, eliminating the need for the owner to purchase static, public IPs. Spark modules reflect evolution and allow owners and operators to maintain control of all facilities with a single login.

SPARK Suite				Entry Level SaaS (OTHER SYSTEMS)	
REDUNDANCY LAYER PHYSICAL LOCATION HOSTED CLOUD	YES	SYSTEM	NO	PHYSICAL LOCATION HOSTED REDUNDANCY LAYER CELLULAR NETWORK	NO
	YES	System Independency from Cloud	NO		NO
	YES	Triple Layer System Redundancy	NO		NO
	YES	High Processing Speed	NO		NO
LAYER 1 HOSTED OR ON PREMISE REAL TIME SITE PROCESSING APPLICATION	YES	SOFTWARE	NO		NO
	YES	Multi-Tenant Web-Based SaaS	NO		NO
	YES	Multi-System Standard Integration Gateway (API)	NO		NO
LAYER 2 REAL TIME SITE CONTROLLER	YES	EQUIPMENT	NO		NO
	YES	No O/S Industrial Embedded Controllers	NO		NO
LAYER 3 ENTRY EXIT PAY ON FOOT	YES	PRICING	NO		NO
	YES	Scalable Licensing Model	NO		NO
	YES	Lowest Cost of Ownership	NO	CELLULAR NETWORK SWITCH ON SITE ENTRY EXIT PAY ON FOOT	NO
Insular System Operation Independent of Cloud Availability					

TIBA's SmartPark Facility Management System (FMS)

TIBA's proposed SmartPark Facility Management System (FMS) allows the user complete control over the facility's Parking Access and Revenue Control Operations. This flexible and secure solution provides level count and count control, reporting and data import/export capabilities, complete revenue control and auditing and central credit card management through our proposed payment solutions. The system will provide you the ability to maximize vehicle throughput, revenue and access control, and data interchange to ensure full system accountability.



SmartPark is reliable, flexible and feature-rich and does not require frequent and costly upgrades. With SmartPark, you can monitor and control all aspects of their facilities including occupancy, system alarms, signage, validation usage, equipment status, and lane traffic. SmartPark allows you to easily open/close barrier gates, restart lane equipment, or even send a new fee to a pay station. Additionally, key facility personnel can receive email alerts and/or reports for virtually any system activity.

Revenue Management – SmartPark is your turnkey facility management solution due to its robust functionality including real time transactions, ticket tracking, occupancy counts, alarm monitoring, parking rate programming, coupons, validations, zone counts, sign controls and much more. View alarms, revenue transactions, equipment status, cardholder traffic, open tickets, and facility occupancy from a single dashboard. Validation coupon production and management is made simple and cost effective with an integrated module that comes standard with SmartPark.

Access Control – Parking access today requires a wide range of controls and billing options that provide flexible options to owners and facility managers. SmartPark is your enterprise parking access control solutions. Whether it's a single, monthly, or entire company, SmartPark provides intuitive access control management. SmartPark supports cardholder payments and value card recharge at pay-on-foot stations in our standard product.

Validation Solutions – SmartPark offers a wide range of intelligent validation solutions including our **SmartSticker "Discount Stickers" Validations (included with SmartPark), Chaser Tickets for Credit Card In/Out Functionality, and e-Validation Web Validations.**

The validation user interface is very user friendly. An unlimited amount of merchant accounts can be created in SmartPark. Additionally, validation types such as, one-hour free, \$1 discount, or percentage discount, are created once and can be utilized by any merchant account. After the validation profiles are created, they are available for all applications. Included in the base system, our **SmartSticker Validation** means no more chaser tickets required offering your client a customer friendly and less confusing approach to validations.

See more at <https://spark-cloud.tibaparking.net/>.

TIBA MP-60 Entry Terminal

TIBA's NEW MP-60 Entry Terminal is the industry's most reliable ticket issuance device for fast vehicle throughput.

Engineered for unmanned parking tickets, each encoded and imprinted with a unique ticket number, entry date & time, and lane number. The MP-60 support ticketless entry by LPR, Employee Mag-Stripe and/or proximity credentials, loyalty cards, driver licenses, eValidations, and more.

The MP-60 features minimal motorization and a highly accessible cabinet with less cables and connectors. The Hinged door can also be unmounted for table-top repair/exchange.

Standard Features Include:

- Motorized Ticket Printer/Dispenser
- QR Barcode Scanner
- Stainless Steel Construction
- Thermostat Controlled Heater
- VoIP Intercom and Pinhole camera included
- PCI 3.2 Compliant
- 10" LCD Color Touch Screen
- ADA Compliant
- Built-in Surge Protection
- Touchless Wave Button (OPTIONAL) -infrared sensor



TIBA SW-60 Exit Terminal

TIBA's SW-60 Exit Terminal is the industry's most reliable ticket processing device for high-throughput, unattended exit lanes.

- Calculates and Displays Parking Fees
- Processes Traditional Credit & Debit Card Payments
- Prints Patron Receipts Upon Request
- Controls Barrier Gates, Electronic Signage, and More

Additionally, the SW-60 Exit Terminal accepts and processes paid, unpaid or expired tickets, validation stickers, vouchers, and chaser tickets. The device supports traditional or EMV bank card processing, proximity access cards, and hotel room keys (Mag-Stripe or MIFARE).

TIBA's SW-60 also features a highly accessible cabinet with less cables and connectors. The Hinged door can also be unmounted for table-top repair/exchange.

Standard Features Include:

- PCI 3.2 Compliant
- QR Barcode Scanner
- Thermal Receipt Printer
- High Resolution 10" LCD Color Touch Screen
- Communications Line Surge Protector
- LPR Imaging Support
- ADA Compliant
- MIFARE Card Reader Accepting Hotel Keys
- RFID Proximity Reader for Monthly Parkers/Employees
- Stainless Steel Construction
- Thermostat Controlled Heater
- Motorized Ticket Reader (OPTIONAL)



TIBA VPS-60 Exit Pay-In-Lane Station

TIBA's VPS-60 Exit Pay-In-Lane Station is the industry's most reliable ticket payment kiosk for high-traffic locations.

The VPS-60 accepts and processes paid, unpaid or expired tickets, validation stickers, vouchers, and chaser tickets. The pay station also handles prepaid payments for special events, debit cards, and monthly customers.

The full featured Payment station supports EMV bankcard processing. The device reads proximity cards, Mag-Stripe, and MIFARE, in addition to all types of printed and electronic credentials.

Standard Features Include:

- Bankcard or Currency Acceptance
- PCI 3.2 Compliant
- Dispenses Cash – No Coin
- VoIP Intercom
- Locking Cash Vaults with alerts
- ADA Compliant
- Color TFT Display
- Stainless Steel Construction
- QR Barcode Scanner
- Motorized Ticket Reader (OPTIONAL)



TIBA CT-60 Point of Sale Terminal

TIBA's CT-60 Point of Sale Terminal is a multi-user cashiering station with dual cash drawer support, a barcode scanner, EMV with pin pad, receipt printer, and optional fee display.

Features Include:

- High Resolution 10.1" Color Touch Screen
- QR Barcode Scanner – reads multiple barcode formats
- Calculates and Displays Parking Fees
- Processes P2PE Credit & Debit Card Payments (PCI 3.2 Complaint)
- Thermal Printer for Patron Receipts
- LPR Imaging Support
- Controls Barrier Gates, Electronic Signage, and More



TIBA MC-60 Master Controller – *The Differentiator*

TIBA's MC-60 Master Controller delivers a secure Fog Computing Layer that leaves the other Platforms lost in the Clouds!

Designed with a distributed infrastructure for quick decisions, efficient data storage, processing, and analysis. Fog Computing removes latency and application failures associated with plain Cloud Computing. It quickly processes and distributes thousands of data transactions, events, and statuses from hundreds of devices, and keeps everything communicating and fully operational without dependency on the cloud.

As always, there is no 3rd party Operating System (OS-less), removing the risk of obsolescence and security threats. Supports EMV and hosts an encrypted data link to TIBA's TIB@PAY [PCI 3.2 Certified].



Standard Features Include:

- Cross compatible with X30 and X60
- Supports PCI 3.2 and EMV bankcard transactions
- Stores thousands of event transactions
- Advanced pricelists and multiple tariffs
- Supports PCI 3.2 and EMV bankcard transactions
- Supports On-Premise and SmartPark Cloud
- CE, FCC, CSA, UL certified
- Rugged tamper-proof steel construction
- Visual and audible status indicators
- CE, FCC, CSA, UL certified



Windcave PCI Point-to-Point Encryption (P2PE) Solution

Windcave is the global leader in unattended cashless payments

Windcave is a high growth, innovative global leader in payment technology providing PCI DSS Compliant, L1, L2, & L3 Certified Payment Solutions which are certified with all major card schemes. Merchants who use this solution significantly reduce their PCI Scope while simultaneously increasing their security.

The proposed SCR200 Secure Card Reader is EMV compliant supporting magnetic stripe, ICC (chip card), and (OPTIONAL) contactless payment through the BRF210 contactless antenna.



Windcave has options to store and forward credit numbers by encrypting data at the reader when the system is offline. Store and forward occurs when the device attempts to connect to the host 2x and fails. The devices then begin to store the encrypted messages up to the limits of the agreed upon risk parameters. Devices can store up to 1,000 transaction messages per event. Offline operation details per agreement between the Merchant and Banking Institution.

TIBA/Magnetic Parking Pro-M-T Vehicle Barrier Gate

TIBA's Parking Pro-M-T Vehicle Barrier Gate manufactured by Magnetic offers best-in-class performance for high-traffic applications. Parking Pro-M-T barriers deliver ultra-fast 1.3 second opening time, high reliability and superior quality.

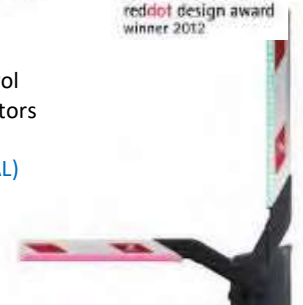
TIBA's intelligent serial communication makes for pain-free installation and on-site troubleshooting. As a fully integrated part of a TIBA managed parking facility, these barriers provide real-time remote control, operations, monitoring, and diagnostics, all through TIBA's SmartPark FMS.

Parking Pro-M-T barriers support selectable opening and closing times, auto-open on the loss of power, up to four integrated loop detectors and programmable I/O allocation.

Straight, Articulated, ADA, and LED lighted arm options available.

Standard Features Include:

- 1.3 seconds opening speed
- Remote diagnostics via SmartPark FMS
- Configurable for auto-opening on power failure
- Articulated gate-arm optional
- Break-away flange optional
- Real-time monitoring and control
- Supports up to four loop detectors
- Low power consumption
- LED lighted gate-arm (OPTIONAL)
- Red dot design award winner



TIBA Mobile & Web eValidation Online Validation System

TIBA's Mobile and Web eValidation Online Validation System turns any regular computer or mobile device with an internet connection into a validation unit. e-Validation works simply and easily by logging into a secure website and entering the ticket number for the validation to apply to the transaction in real time. Various validation types can be applied such as flat rate, discounted rate, hours discount and more. All PARCS system components recognize the validation in real-time, calculate the new parking fee and update the balance accordingly. A barcode scanner is available for high volume validation accounts.

The user interface is very simple. After logging in, the user enters the patron's ticket number and authorizes the transaction. The exit transaction can be viewed by the user after the patron exits the facility. An ongoing summary of daily transactions will display in the user interface screen. The user can select different validation types, companies and accounts based on the permissions granted by the administrator of SmartPark. SmartPark provides detailed audit reports of the e-Validation usage. Future billing of merchants is quick and easy and summarized reports show exactly how much to bill the merchant. In addition, reports can be exported into several formats such as: PDF, RTF, and Excel.



SURVISION LPR | License Plate Recognition



MICROPAK

Place it everywhere

Delivered in a rugged housing, this is the option for ceiling, wall and pole installations.

Ideal for any installations.

5 ft - 35 ft

Recognition Distance



NANOPAK TOTEM

LPR, Ready to go!

No need to install a pole or a bracket, just open the box, plug it in and the LPR is ready.

Ideal for ground installations and gated environment.

4.9 ft - 16.4 ft

Recognition Distance

Common Features

- Recognition engine embedded = no server
- All-integrated = low network impact
- Flexible installation
- Short recognition distance
- Integrated lighting & bracketing
- Ultra-compact
- Confidence level
- Remote adjustment
- Free-Running or Triggered
- High definition (HD)
- Real-time video stream
- Common SDK

LPR Benefits Include:

- Increased revenue collection
- Increased traffic throughput
- Enhanced customer satisfaction
- Efficient carpool management
- Extra convenience for Monthly parkers
- Reduced CO2 in garage
- Various notifications for security or VIP
- Determination of exact duration of visit in case of lost ticket

TIBA Scan2Pay Pay by Phone Module (OPTIONAL)

TIBA's Scan2Pay functionality allows your parkers to pay by phone before getting to the exit – without the costs of a pay station.



01 Enter

Driver enters the garage (paper ticket, LP, phone number)



02 Scan

Before leaving, driver scans a QR located on signs around the garage and enters ticket, LPN, or Mobile Number.



03 Pay

Fee is displayed and driver can pay with **ApplePay**, **GooglePay**, **Credit Card**. Receipt is provided and Grace time displayed for exit.



04 Exit

Ticket is paid for immediate exit. Frictionless with integrated LPR!



And No App is Required!

TIBA DV-30SA Desktop Validation Unit (OPTIONAL)

The DV-30SA Desktop Validation Encoder is an intelligent parking ticket validation device. It requires only power, and this unit allows the merchant to validate parking tickets with a pre-defined rate or to select a different validation type (up to 4 types). Includes fast thermal barcode printing and a rugged steal housing.

Validation types can be flat rate, discount rate, hours discount, percentage discount, special pricelist assignment and more. Validations are monitored in the Smartpark FMS management software. Validations can be associated to a specific user group for future billing. All parking devices in the system will recognize the validation, calculate the validated parking fee, and update the balance accordingly.



TIBA Custom Branded Faceplates (OPTIONAL)

TIBA's customized graphic panels allow you to tailor every device to your location and functional specification. The faceplates are constructed of a high-grade epoxy-based material that is incredibly durable and resists fading. Graphics are printed directly to the back side of the panels to provide a high-quality finish that is scratch resistant.

Apply your company logo, designer colors and graphics to provide a distinctive look and feel. Professional design guidance is available to assist your art or marketing department in producing the striking appearance best suited for your location.



TERMS & CONDITIONS OF SALE

TIBA Parking Systems assumes that all existing conduit, power cabling, inductive loops, and data cable are serviceable and sufficient for a completely operational system. This quote does not include, supply, nor provide installation of the aforementioned items.

Provided by Others (unless specifically noted)

1. Power circuits and wiring provided to traffic islands in accordance with project drawings and specifications.
2. Electrical conduits for both power and low voltage in accordance with project drawings.
3. Concrete traffic islands in accordance with project drawings.
4. Traffic safety bollards in accordance with project drawings.
5. High speed internet service with connection provided to the server system. (Per manufacturer recommended specs)
6. All IP networking hardware to properly configure the system. IP networking devices include but are not limited to modems, routers, switches, firewalls, and VPN devices.
7. Merchant account with a credit card processor (clearing house) required for credit card transactions.
8. Canopies / weather covers for outside payment devices.

General Provisions. All work shall be completed in a workman-like manner and in compliance with all building codes and other applicable laws. This contract is based upon visually observed conditions. As a result of the nature of the services to be provided by TIBA Parking Systems here-under, it is possible that unforeseen conditions will arise that could not be determined by visual inspection prior to starting work. In the event this occur additional work shall be performed on either a time and materials or fixed fee basis, after Buyer has been notified that such additional work is necessary and has approved said additional work in writing. TIBA may, at its discretion engage subcontractors to perform work here-under; provided TIBA shall fully pay said subcontractor and in all instances remain responsible for the proper completion of this Contract. TIBA Parking Systems warrants it is adequately insured for injury to its employees and others incurring loss or injury as a result of the acts of TIBA or its employees or subcontractors. Owner to carry fire, flood, and other necessary insurance. If any tax, public charge, tariff, duty, or increase therein, is now or hereafter assessed, levied, or imposed upon this transaction, on the goods to be sold, or upon any sale, delivery, or other action taken here-under, or upon the import of such goods, the burden or such charge or change shall be borne by Buyer. Buyer shall bear the risk of any loss, deterioration, or damage of all goods from the time the goods are delivered to Buyer's premises.

Installation. By TIBA Parking Systems and subcontractors as detailed above. All work to be performed during standard business hours of 8AM - 5PM CT, Monday - Friday. Additional charges apply for work requested to be performed after standard business hours and/or weekends. Firm start date for installation to be determined after complete order has been received by TIBA Parking Systems. Installation scheduling varies depending upon our current project workload at the time the complete order is received.

Permits: The costs associated with obtaining the required city building or electrical permits are not included in this contract unless expressly stated herein. If TIBA is required to obtain permits in connection with this contract, all costs will be billed as incurred. Permit costs may include time, mileage, city fees, drafting expenses, copies, etc.

Product Delivery: Estimated six to eight week lead time (after down payment is received) for product delivery. Upon delivery and receipt of materials, property owner must provide a secure storage area for said materials throughout the duration of the installation.

FCA, such that TIBA Parking will pay shipping and freight and title of the goods will pass to (CUSTOMER) at the time of shipment from our Factory in Columbus, OH. TIBA Parking will insure shipment for its full value till delivery, and prepay freight already included in the PO. In any case, TIBA Parking is responsible for packing, crating, marking and transporting. Also want to confirm that TIBA Parking will insure the equipment in transit and at your location through our Inland Marine/Cargo Insurance. We also extend coverage to the property while the property/equipment is in our care, custody, and control under our all-risk property insurance.

Tax: All prices include applicable sales tax unless otherwise noted.

Change Orders: Any alteration or deviation from the above product list, including but not limited to additional material and/or labor, will be executed only upon written order signed by both Customer and TIBA Parking Systems and the price will be added to the total of the contract.

Delay: TIBA Parking Systems shall be excused for delay in completion of the work covered by this Contract caused by federal, state, or municipal action or regulation, strikes or other labor troubles not the fault of TIBA, inclement weather, fire, acts of God, acts of the Owner/Buyer, Owner/Buyer's Agent, lender, and/or other subcontractor(s), damage to or destruction in whole or part of merchandise or manufacturing plant; lack of, or inability to obtain raw materials, labor, fuel, or supplies; or any other causes, contingencies, or circumstances unforeseen by TIBA and beyond its reasonable control which prevent or hinder the manufacture or delivery of the merchandise or make the fulfillment of this Agreement impracticable. In the event performance is delayed through no fault of TIBA Parking Systems, the time for completion of TIBA's performance shall be extended by the same amount of time as the length of the delay and TIBA shall be entitled to additional compensation to fully compensate TIBA for damages incurred by TIBA for labor, materials, and its profit and overhead.

Default: TIBA Parking Systems may stop work if any payment specified herein-above is not paid when due. If payment is not made within ten (10) day after its respective due date, TIBA Parking Systems may abandon the work and pursue all rights and remedies available to it, Including, but not limited to, suing Owner and/or Buyer for the reasonable value of work theretofore performed and/or damages for breach of contract, including TIBA's lost profits, lost opportunities and overhead as well as interest and attorneys' fees thereon.

Cancellation & Returns: Customer may not cancel the accepted, executed quotation/contract without the written consent of TIBA Parking Systems. If TIBA Parking Systems approves a cancellation or return, Customer agrees to pay a minimum restocking charge of 25%.

Bonding, Insurance, & Liquidated Damages: Any bonding requirements are not included in this quotation and shall be provided at an additional charge based upon scope. Any insurance requirements outside of standard coverage's carried by TIBA Parking Systems are not included in this quotation and shall be provided at an additional charge based upon the requirements and terms of coverage. No consideration of Liquidated Damages is included in this quotation.

Warranty: A two-year parts and labor warranty is included for defects in materials or manufacturing from the earliest of the date of delivery to Customer or first commercial usage of the equipment. The warranty does not cover damage or malfunctions resulting from acts of God, collision, vandalism, misuse, electrical surges or power failure, or use of non-manufacturer approved supplies.

Payment Terms:

50% down payment due upon order acceptance

40% due upon delivery of equipment

Remainder to be invoiced upon completion of system installation - Net 30 days

Costs and Attorney's Fees: If any action, arbitration, suit or other proceeding is instituted to remedy, prevent or obtain relief from a default in the performance by any party of its obligations under this Agreement, the prevailing party shall recover all of such party's costs and its reasonable, but not less than its actual, attorneys' fees incurred in each and every such action, suit, arbitration or other proceeding, including any and all appeals or petitions therefrom.

Limitation of Liability: In no event shall TIBA Parking Systems' liability (whether based on an action or claim in contract, tort or otherwise) to Buyer arising out of or related to the product here-under exceed the contract price.

Entire Contract: This writing constitutes the entire Agreement between the parties and exclusively determines the rights and obligations of the parties. Any prior cause of dealing, custom or usage of trade or cause of performance

notwithstanding.

Invalid Provision: In the event that any provision hereof is found to be invalid or unenforceable pursuant to judicial decree, the remainder to this Agreement shall remain valid and enforceable according to its terms.

Arbitration: Any controversy between the parties to this agreement involving the construction or application of any of the terms, provisions or conditions of the agreement, shall under written request of Buyer, served by certified mail on TIBA Parking Systems, be submitted to arbitration in accordance with the rules then in existence of the American Arbitration Association (“AAA”), provided, however, that (1) the parties shall be entitled to all discovery rights in any applicable arbitrator, that the parties would otherwise be entitled to all discovery rights in any applicable arbitrator proceeding, subject to the jurisdiction of the AAA arbitrator, that the parties would otherwise be entitled to had the matter been subject to the jurisdiction of a California Superior court and (2) in the event that buyer is made a party to any other court proceeding arising from or related to the goods or service that are subject to this sales contract, the Buyer shall have the right to elect to adjudicate any action through the AAA or the court handling such other court handling such other court proceeding. The cost of arbitration shall be borne by the losing party.

Indemnity: Buyer hereby releases, and shall defend, indemnify and hold harmless, TIBA Parking Systems and TIBA’s officers, agents and/or employees, and assigns (“TIBA Related Parties”) from any and all claims, suits, or causes of action for damages for bodily injury, or property damage, arising out of or in any way connected with, or alleged to be arising out of or connected with, the goods or services described in this sales contract. “Bodily injury” shall mean physical injury to any person, emotional distress, death and/or loss of consortium. Such duties as set forth herein shall be owed to TIBA Parking Systems and to the TIBA Related Parties to the full extent allowed by law and regardless of any alleged or actual negligence, liability or fault on the part of TIBA or any TIBA Related Party, whether vicarious, direct, active, passive, sole, or concurrent, save and except that a duty to defend only, and no duty to indemnify, shall arise should it be finally adjudicated by a forum of competent jurisdiction that the said bodily injury, personal injury or property damage arises from the sole negligence or willful misconduct of the Buyer of any Buyer Related Party. The defense obligation contemplated herein is contingent upon the tender by TIBA or TIBA Related Parties of a claim which wholly or partially comes within the ambit of the above, and Buyer shall pay promptly when due and as incurred, all attorneys’ fees and costs generated in the defense of TIBA and/or TIBA Related Parties in connection with the entire action, including bonds and the costs of appeal. No obligation of Buyer shall be lessened, reduced, delayed or affected by the existence of other potential or actual indemnitors or insurers, or by TIBA or TIBA Related Parties’ rights against any third party for contribution, subrogation or pro-rata.

Hold Harmless: Company shall not be responsible for incidental or consequential injury, damages, or loss of revenue resulting from the products and/or support services provided under this agreement.

Governing Law & Jurisdiction: The construction and performance of this Agreement shall be governed by the laws of California. Buyer irrevocably consents to the institution of any legal action or proceeding against it or any of its property arising out of or in any way connected with this Agreement in California State or United States federal court located in Dallas County, and submits to the nonexclusive jurisdiction of the aforesaid courts in any such legal action or proceeding.

Quotation Validity: This quotation is valid for 30 days. If the quote is accepted after the expiration date, TIBA Parking Systems may need to issue a revised quote.

Acceptance: The prices, deliverables, specifications, and conditions are satisfactory and are hereby accepted. TIBA Parking Systems is authorized to perform the work as noted.

Cole, Nate
 200283
 Big Sky Kubota
 ncole@flymissoula.com
 4067284381

Quote Provided By
 Big Sky Kubota
 John Steckler
 7550 Thornton Dr
 Missoula, MT 59808-8441
 email: johnbigskykubota@hotmail.com
 phone: 4065422200

-- Standard Features --

-- Custom Options --



V Series RTV-X1100CW-H
 *** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

Model Kubota D1105
 3 Cyl. 68.5 cu in
 +24.8 Gross Eng HP
 75 Amp Alternator

TRANSMISSION

VHT-X
 Variable Hydro Transmission
 Forward Speeds:
 Low 0 - 15 mph
 High 0 - 25 mph
 Reverse 0 - 17 mph
 Limited-slip Front
 Differential Rear differential lock

HYDRAULICS

Hydrostatic Power Steering with manual tilt-feature
 Hydraulic Cargo Dump
 Hydraulic Oil Cooler

FLUID CAPACITY

Fuel Tank 7.9 gal
 Cooling 8.3 qts
 Engine Oil 4.3 qts
 Transmission Oil 1.8 gal
 Brake Fluid 0.4 qts

CARGO BOX

Width 57.7in
 Length 40.5 in
 Depth 11.2 in
 Load Capacity 1102 lbs
 Vol. Capacity 15.2 cu ft

+ Manufacturer Estimate

KEY FEATURES

Factory Cab w/ A/C, Heater, Defroster
 Fully opening roll-down door windows
 Digital Multi-meter Speedometer
 Pre-wired w/ speakers/antenna for stereo
 Front Independent Adjustable Suspension
 Rear Independent Adjustable Suspension
 Brakes - Front/Rear Wet Disc
 Rear Brake Lights / Front Headlights
 2" Hitch Receiver, Front and Rear
 Deluxe 60/40 split bench seats with driver's side seat adjustment
 Underseat Storage Compartments
 Deluxe Front Guard (radiator guard, bumper, and lens guard)

SAFETY EQUIPMENT

SAE J2194 & OSHA 1928 ROPS
 Horn
 Dash-mounted Parking Brake
 Spark Arrestor Muffler
 Retractable 2-point Seat Belts

DIMENSIONS

Width 63.2 in
 Height 79.5 in
 Length 120.3 in
 Wheelbase 80.5 in
 Tow Capacity 1300 lbs
 Ground Clearance 10.4 in
 Suspension Travel 8 in
 Turning Radius 13.1 ft

Factory Spray-on Bedliner
 "L" Models Only

Bright Alloy Wheels (Silver-painted)

Silver-painted with machined surface
 "S" Models only

TIRES AND WHEELS

Heavy Duty Worksite 25 x 10 - 12, 6 ply

RTV-X1100CW-H Base Price: \$25,999.00

(1) RTV-X1100C LED FRONT WORKLIGHT 77700-11811-RTV-X1100C LED FRONT WORKLIGHT	\$193.53
(1) RTV-X1100C LED REAR WORKLIGHT 77700-11812-RTV-X1100C LED REAR WORKLIGHT	\$104.01
(1) STROBE LIGHT MOUNT KIT 77700-VC5058-STROBE LIGHT MOUNT KIT	\$205.01
(1) BACKUP ALARM K7591-99640-BACKUP ALARM	\$188.06
(1) TAIL LAMP GUARDS K7591-99660-TAIL LAMP GUARDS	\$177.55
Configured Price:	\$26,867.16
Sourcewell Discount:	(\$5,910.78)
SUBTOTAL:	\$20,956.38
Dealer Assembly:	\$366.67
Freight Cost:	\$881.25
PDI:	\$400.00

Total Unit Price: \$22,604.30

Quantity Ordered: 1

Final Sales Price: \$22,604.30

Final pricing will be based upon pricing at the time of final delivery to Sourcewell members. Purchase Order Must Reflect Final Sales Price.

To order, place your Purchase Order directly with the quoting dealer

*Some series of products are sold out for 2022. All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.



We Connect
801 Ronan St, 172
Missoula, MT
59801, US
(702) 715-8852

Prepared By:
Kevin Haggart
(702) 715-8852
kevin@weconnectnv.com

Project: **MSO Airport Parking Lot Fiber**

Scope of Work

1. Installation of 6 Strand OSP cable to 4 Gate Locations
2. Installation of Fiber Housing in IT 005
3. Installation of Small Fiber Housing at Gate Locations
4. Termination of Fiber Optic Cable
5. Installation of LC Adaptor Plates
6. Bi-Directional Testing of Fiber Optic Cable

NOTE: 72 Strand to be installed by others.

Backbone

	Quantity
CCH-04U, Corning, Fiber patch enclosure, 4U	1 ea
SPH-01P, Corning, Housing, Single Panel, Wall Mount, 6.3 in. W	4 ea
CCH-CP12-A9, Corning, Fiber adapter plate, SM, LC, 6-duplex	8 ea
006E81-31131-24, Corning MIC® Tight-Buffered Riser Cable-OS2, Cut Reel, 6-Fiber	5,500 ft
SOC-LCU-FAN-SM, FuseLite® Field-Installable Connector LC, OS2, Blue	60 ea

We Connect

	Quantity
We Connect, Labeling	24 ea



	Quantity
We Connect, Fiber Testing	48 ea
Labor Demo Cat 6 Cable	8 ea

Excluded (-)

1. Conduit
2. Device Boxes
3. Cable Tray

Notes

Summary

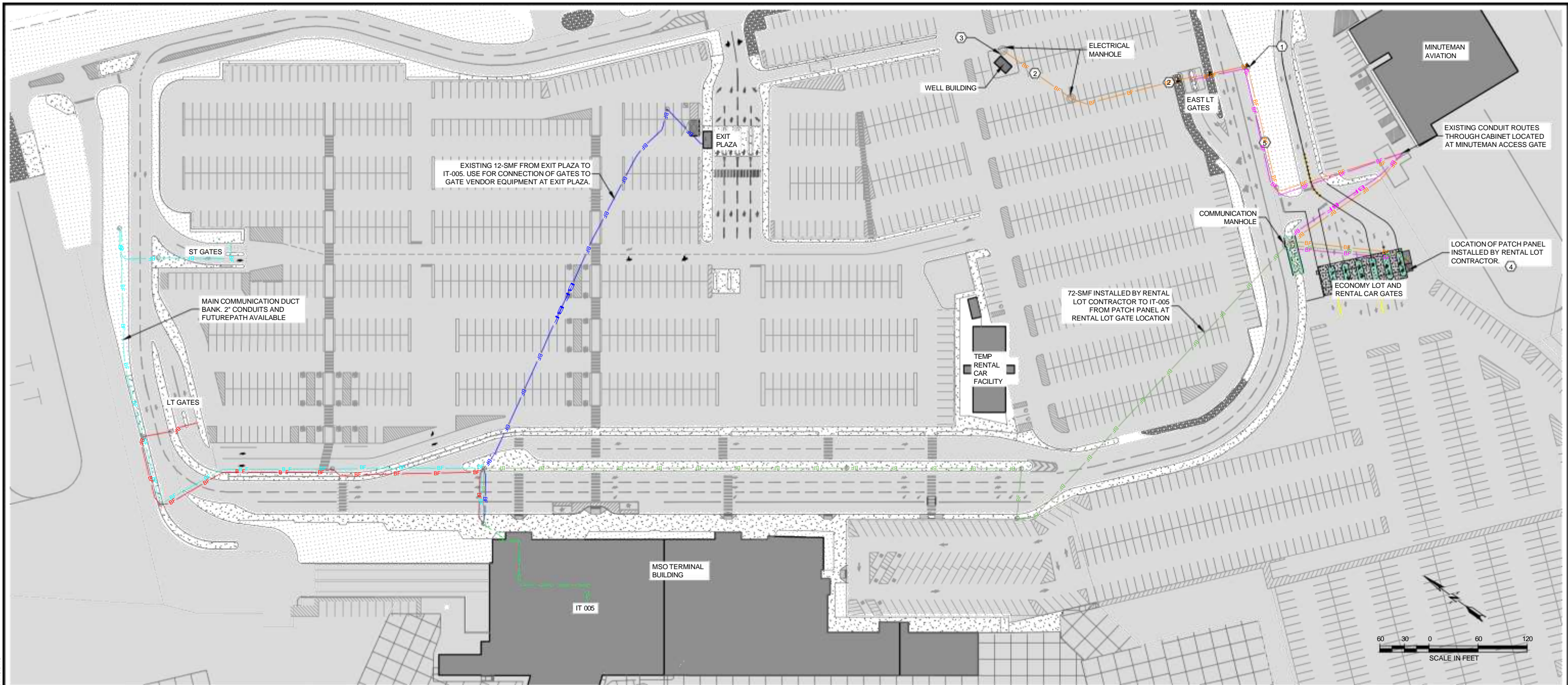
Subtotal	\$20,692
----------	----------

\$20,692

Accepted By

Date

.....



- BF — BF — 6-SMF EAST LT GATES
- BF — BF — 6 - SMF LT GATES
- BF — BF — 6 - SMF ST GATES
- - - - - EXISTING CABLE TRAY ROUTE TO IT 005
- BF — BF — EXISTING 12-SMF EXIT LOT FIBER
- BF — BF — 72 - SMF RENTAL LOT, BY OTHERS
- TYPE 1 OR 2 COMMUNICATION HANDHOLE
- ▲ 12" LIGHTING JUNCTION CAN

KEY NOTES

- ① LOCATE EXISTING 1-1/2" COMMUNICATION CONDUIT, INTERCEPT AT THE ELBOW AND INSTALL NEW TYPE 1 HANDHOLE. INSTALL 2" CONDUIT BETWEEN EXISTING LIGHTING JUNCTION CAN AND NEW TYPE 1 HANDHOLE FOR WELL CONTROL FIBER.
- ② WELL CONTROL FIBER TO RUN IN POWER CONDUIT FROM WELL BUILDING TO LIGHTING JUNCTION CAN. EXISTING LIGHTING CONDUIT IS 2" PVC.
- ③ INSTALL CONDUIT CONNECTION FROM POWER MANHOLE INTO WELL BUILDING.
- ④ WELL CONTROL FIBER AND EAST LT GATE FIBER, TERMINATE AT EXISTING WALL MOUNT PATCH PANEL ON THE GATE SERVICE RACK. CONNECT ECONOMY GATES, EAST LT GATE, AND WELL CONTROL TO AVAILABLE STRANDS IN 72-SMF TO RETURN TO IT-005.
- ⑤ EXISTING CAT6 CABLE BETWEEN MINUTEMAN GATE AND EAST LT GATE TO BE REMOVED.

APPROXIMATE NEATLINE FOOTAGE (NO SLACK OR SERVICE LOOPS):

1. 6-SMF EAST LT GATES - 1000 FT
2. 6-SMF LT GATES - 1240 FT
3. 6-SMF ST GATES - 870 FT
4. 6-SMF WELL CONTROL - 1000 FT

GENERAL NOTES

1. FIBER FOR ALL THE PARKING LOT GATES TO BE PULLED INTO MAIN IT-005 IN THE TERMINAL BUILDING. PROVIDE FIBER PATCH PANEL AND ASSOCIATED EQUIPMENT IN IT-005, CONNECT TO EXISTING 12-SMF TO THE EXIT PLAZA FOR CONNECTION TO PARKING LOT VENDOR EQUIPMENT.

VERIFY SCALE!
THESE PRINTS MAY BE REDUCED.
LINE BELOW MEASURES ONE INCH
ON ORIGINAL DRAWING.
MODIFY SCALE ACCORDINGLY!

REVISIONS		BY	DATE
NO.	DESCRIPTION		



DRAWN BY: SMM
DSGN. BY:
APPR. BY:
DATE: 05/16/2024
Q.C. REVIEW
BY:
DATE:

MISSOULA MONTANA AIRPORT
PARKING LOT FIBER
MISSOULA MONTANA
GATE AND WELL CONTROL FIBER

PROJECT NUMBER
SHEET NUMBER 1
DRAWING NUMBER EX-1

PRELIMINARY
MAY 2024

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 28th, 2024

1. **TITLE:** VEOCI Contract Renewal and SMS Buildout

Review, discussion, and possible approval of an amendment renewing VEOCI services and authorizing building of an SMS module **ACTION ITEM**

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** Since early 2016, the Missoula Airport has been utilizing VEOCI (“V O C”) to digitize and automate several tasks across various departments. Initially used to digitize paper forms for Public Safety, the system has been used for a multitude of tasks ranging from customer surveys, employee payroll, vehicle maintenance to emergency management. The team has received several comments during FAA inspections complementing our documentation and record organization by utilizing VEOCI which has helped lead to multiple flawless inspections. To further increase the utility of VEOCI, we are looking to implement a Safety Management System (SMS) module to help support an additional FAA requirement for the airport to implement an SMS system. The goal of SMS is to help document and identify root causes of potential or actual safety issues at the airport. The information gathered from this system will help the airport build appropriate risk profiles and develop proper staff training to reduce associated risk. This is a new requirement for all Small Hub Airports which MSO now qualifies because of increased passenger traffic. This action item covers the yearly renewal of the system and one-time buildout fee for the SMS module both of which were included in the FY 2025 budget.

5. **BUDGET INFORMATION:**
Amount Required: \$45,137 – Included in FY25 Budget

6. **SUPPLEMENTAL AGENDA INFORMATION:** VEOCI – Amendment 2 for MSO

7. **RECOMMENDED MOTION:** Move to approve amendment 2 with VEOCI (“V O C”) in the amount of \$45,137

8. **PREPARED BY:** Tim Damrow, Deputy Director

9. **COMMITTEE REVIEW:** N/A



Amendment No. 2 for MSO - Missoula Montana Airport

This Amendment No. 2 hereby amends Contract No. GWS77223932 by and between Veoci Inc (“Veoci”) and MSO - Missoula Montana Airport dated June 12, 2018, and Amended thereafter. Professional Service hours expire at the end of the contract term. This Amendment No. 2 shall be incorporated into the MSA and if applicable, the SOW, and becomes effective on July 01, 2024.

WHEREAS the parties wish to modify the terms dates of the Agreement
AND WHEREAS the parties agree to modify the services provided

All other terms and conditions of Contract No. GWS77223932, as Amended, and the Agreement remain in full effect, except as modified herein:

- I. **Schedule D. Section I. Term of this Order Form** The first sentence shall be deleted in its entirety and replaced with the following:

“The Service will be available to Customer from: Start Date of July 01, 2024 to End Date of June 30, 2025 (the “Order Form Term”) in exchange for the fees described in Article III below, and pursuant to the terms of the Agreement.”

- II. **Section III. Financial Specifications A. Fees & Term** The fees tables shall be deleted in entirety and replaced with the following:

QTY	DESCRIPTION	ANNUAL SUBSCRIPTION
20	Veoci Full Access Licenses	\$25,137.00
	Total Annual	\$25,137.00

QTY	DESCRIPTION	ONE-TIME FEE
48	US-Based Consultation/Professional Service Hours	\$12,000.00
1	Airport SMS	\$8,000.00
	Total - One-Time	\$20,000.00
	Sales Tax (at 0.00000%)*	\$0.00
	Total - First Year	\$45,137.00

*Plus, Applicable Sales Tax

NOTES:

The Safety Management System (SMS) Product is a framework based on FAA recommendations that an Airport can adopt to help anticipate and address safety issues before they lead to an accident. Airports can use this SMS Product to deal with accidents and near misses proactively and apply lessons learned to improve safety and



Amendment No. 2 to Contract # GWS77223932

www.veoci.com | matthew.brown@veoci.com |

Veoci Inc., 195 Church Street 14th Floor, New Haven, CT 06510

efficiency. This product may be integrated with any internal Veoci product and is typically used with an Inspection Product (separate product). Examples of uses include audit checklists, risk matrix, SRA and TRA tracking, mitigation management, reporting (public, private, anonymous), and analytics.


This product includes:

- (1) Safety Reporting Workflow with (4) four steps
- (3) Forms: Mitigations, Risk Register and Training
- Up to (10) ten custom actions such as reminders, alerts, and notifications
- (4) default PDF print templates
- (3) Dashboards: Public, Administrator and User
- (1) Airport Map asset overlay, default room mapping abilities (this is not an asset database but can be tied to an existing asset database within Veoci)

This solution uses the Airports custom risk matrix for calculations. Custom print templates, additional asset database or tools and functionality can be added to this solution depending on client needs (additional deliverable pricing).

Payment will be invoiced upon initial solution kick-off meeting. Services are provided as a flat rate fee. Post implementation Veoci assistance with solution maintenance would require the use/purchase of professional service hours.

IN WITNESS WHEREOF, Veoci, Inc. and Customer have each caused this Amendment No. 2 to Contract No. GWS77223932 to be signed and delivered by its duly authorized representatives as of the date first set forth above.

Veoci, Inc.	Customer: MSO - Missoula Montana Airport
<p>Signed: </p> <p>Name: <u>Dia Wynn</u></p> <p>Title: <u>General Manager - Aviation</u></p> <p>Date: <u>April 09, 2024</u></p>	<p>Signed: _____</p> <p>Name (print): _____</p> <p>Title: _____</p> <p>Date: _____</p>

The Services and Fees set forth in this Amendment shall be considered finalized upon signature by an authorized representative of Veoci.



Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 28, 2024

1. **TITLE:** Authorization to Accept FAA Grant for AIP Entitlements

Review, discussion, and possible pre-authorization for Airport Director to accept upcoming AIP Entitlement grants 88 & 89 for FY 2024.

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 FAA will be releasing FY 2024 Entitlement & Bipartisan legislative Law grants in short order. Grant 88 is planned to be \$3,429,370 & grant 89 is expected to be \$2,674,918, both will be used for new terminal construction. Because of the requirement to post public notices of Board meetings at least 48 hours in advance, staff determined that it was prudent to request that the Board pre-authorize the Airport Director to accept the grant offer. Both these grants will require a 10% local match.

5. **BUDGET INFORMATION:**

Amount Required:

Budget Amount:

6. **SUPPLEMENTAL AGENDA INFORMATION:**

7. **RECOMMENDED MOTION:** Move to pre-authorize the Airport Director to accept upcoming AIP Grant's 88 & 89 for this FY 2024 fiscal year.

8. **PREPARED BY:** Brian Ellestad, Airport Director

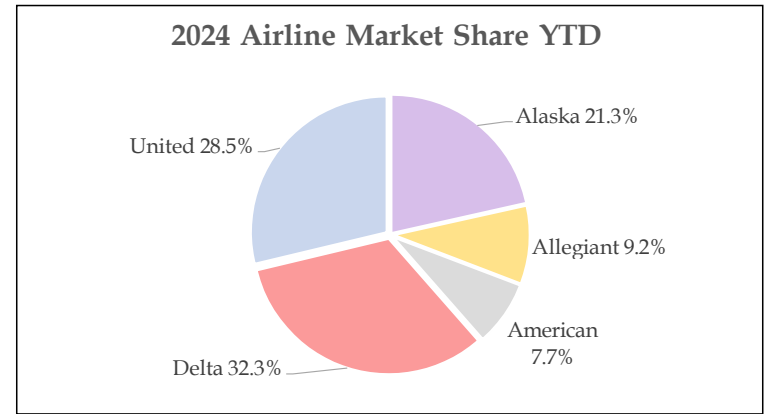
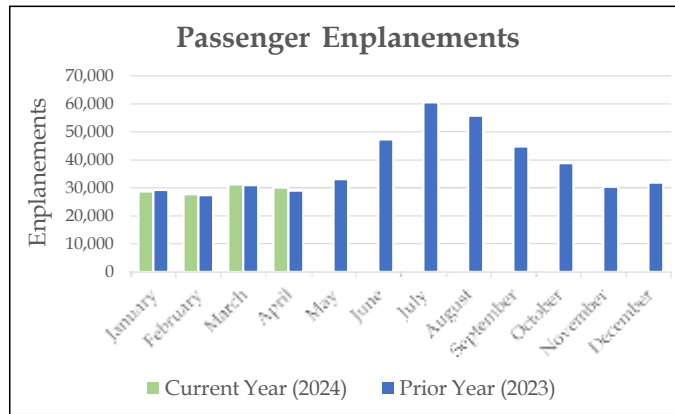
9. **COMMITTEE REVIEW:** N/A

Summary

- Record total passengers for CY 2023 (913,198)
- Previous record of 907,777 in 2019
- United finished 2023 as largest market share air carrier in MSO
- Record February LF of 87%

Air Service Highlights

- Summer seat growth exceeding +30% Y/Y
- Frontier Airlines returning to MSO in May
- Daily DEN service, 2x service to PHX
- Please reach out with any comments or changes to improve our report going forward!



Ops Type	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y
	Air Carrier	586	547	622	603	0	0	0	0	0	0	0	0	2,358
Air Taxi	325	400	405	420	0	0	0	0	0	0	0	0	1,550	5%
GA	658	789	1369	1487	0	0	0	0	0	0	0	0	4,303	12%
Military	86	14	136	57	0	0	0	0	0	0	0	0	293	-5%
Civil	798	983	1171	992	0	0	0	0	0	0	0	0	3,944	17%
Total	2024	2,453	2,733	3,703	3,559	0	0	0	0	0	0	0	12,448	10%
	2023	2,617	2,594	3,106	2,974	3,874	3,834	5,308	4,790	4,019	3,869	3,024	2,672	42,681

Airlines	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y
	Alaska	5,557	5,833	6,737	6,976	0	0	0	0	0	0	0	0	25,103
Allegiant	2,677	2,621	3,169	2,388	0	0	0	0	0	0	0	0	10,855	-22%
American	2,844	2,043	2,125	2,014	0	0	0	0	0	0	0	0	9,026	-11%
Delta	9,058	8,780	10,230	10,068	0	0	0	0	0	0	0	0	38,136	7%
Frontier	0	0	0	0	0	0	0	0	0	0	0	0	0	0
United	7,446	8,432	8,922	8,767	0	0	0	0	0	0	0	0	33,567	-6%
Charters	1,179	0	99	0	0	0	0	0	0	0	0	0	1,278	5225%
Total	2024	28,761	27,709	31,282	30,213	0	0	0	0	0	0	0	117,965	1%
	2023	29,251	27,468	30,928	29,035	33,114	47,254	60,553	55,720	44,774	38,808	30,335	31,921	459,161

LF	2024	2023
	2024	89.8%
2023	81.9%	80.1%

Airlines	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y
	Alaska	5,502	6,045	7,096	7,186	0	0	0	0	0	0	0	0	25,829
Allegiant	2,328	2,454	3,115	2,586	0	0	0	0	0	0	0	0	10,483	-20%
American	2,329	1,861	1,960	1,901	0	0	0	0	0	0	0	0	8,051	-12%
Delta	8,628	8,429	10,197	9,722	0	0	0	0	0	0	0	0	36,976	2%
Frontier	0	0	0	0	0	0	0	0	0	0	0	0	0	0
United	7,088	8,215	9,084	9,051	0	0	0	0	0	0	0	0	33,438	-8%
Charters	1,179	0	99	0	0	0	0	0	0	0	0	0	1,278	1041%
Total	2024	27,054	27,004	31,551	30,446	0	0	0	0	0	0	0	116,055	1%
	2023	27,338	27,778	30,782	28,712	34,608	50,955	60,176	53,114	42,099	37,485	29,800	31,190	454,037

Total Pax	2024	2023
	2024	55,815
2023	56,589	55,246

T12M	2024
2024	857,207

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

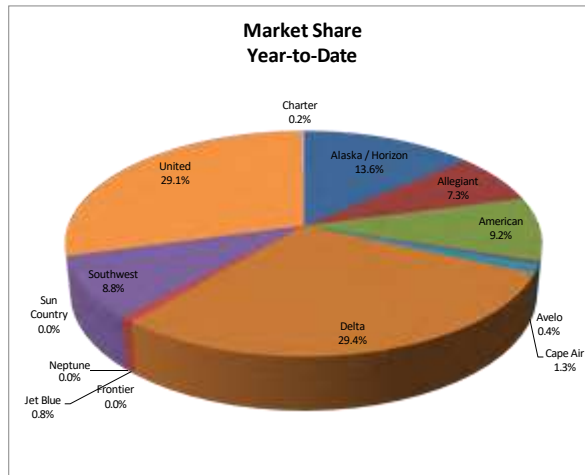
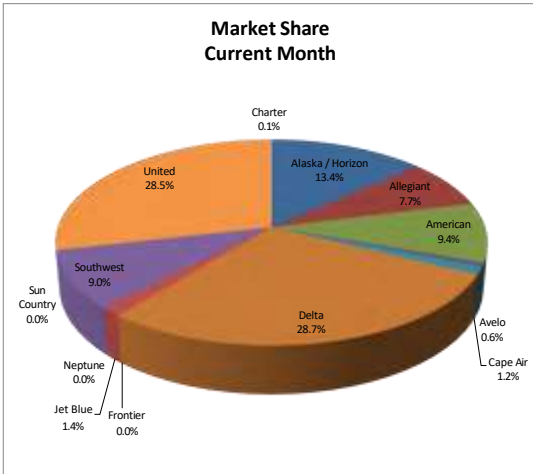
State of Montana Airline Enplanements

March 2024

	Alaska / Horizon	Allegiant	American	Avelo	Cape Air	Delta	Frontier	Jet Blue	Neptune	Southwest	Sun Country	United	Charter	Total	Tower Operations
Billings	3,832	4,042	3,911		1,386	10,731					56	10,595		34,553	8,055
Bozeman	12,307	5,583	16,399	482		25,606		3,409		21,544		29,359	127	114,816	11,161
Butte						1,396								1,396	
Glasgow					249									249	
Glendive					176									176	
Great Falls	1,885	2,719				6,281						4,055		14,940	
Havre					248									248	
Helena	1,842					3,259						2,788		7,889	3,719
Kalispell	5,247	2,826		879		10,835						12,081		31,868	4,043
Missoula	6,737	3,169	2,125			10,230						8,922	99	31,282	3,703
Sidney					637									637	
Wolf Point					258									258	
Yellowstone														-	
Total	31,850	18,339	22,435	1,361	2,954	68,338	-	3,409	-	21,544	56	67,800	226	238,312	30,681
Market Share %	13.4%	7.7%	9.4%	0.6%	1.2%	28.7%	0.0%	1.4%	0.0%	9.0%	0.0%	28.5%	0.1%		

Year-to-Date

	Alaska / Horizon	Allegiant	American	Avelo	Cape Air	Delta	Frontier	Jet Blue	Neptune	Southwest	Sun Country	United	Charter	Total	Tower Operations
Billings	10,435	11,507	11,701	-	4,052	29,608	-	-	-	-	264	30,046	-	97,613	22,538
Bozeman	35,683	12,055	40,913	864	-	70,306	-	5,224	-	57,121	-	80,286	173	302,625	28,813
Butte	-	-	-	-	-	3,676	-	-	-	-	-	-	-	3,676	-
Glasgow	-	-	-	-	614	-	-	-	-	-	-	-	-	614	-
Glendive	-	-	-	-	486	-	-	-	-	-	-	-	-	486	-
Great Falls	5,416	7,417	-	-	-	17,136	-	-	-	-	-	11,573	-	41,542	2,242
Havre	-	-	-	-	667	-	-	-	-	-	-	-	-	667	-
Helena	4,918	-	-	-	-	9,859	-	-	-	-	-	7,869	-	22,646	9,604
Kalispell	13,721	7,724	-	1,532	-	32,411	-	-	-	-	-	34,161	-	89,549	8,594
Missoula	18,127	8,467	7,012	-	-	28,068	-	-	-	-	-	24,800	1,278	87,752	8,889
Sidney	-	-	-	-	1,753	-	-	-	-	-	-	-	-	1,753	-
Wolf Point	-	-	-	-	710	-	-	-	-	-	-	-	-	710	-
Yellowstone	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	88,300	47,170	59,626	2,396	8,282	191,064	-	5,224	-	57,121	264	188,735	1,451	649,633	80,680
Market Share %	13.6%	7.3%	9.2%	0.4%	1.3%	29.4%	0.0%	0.8%	0.0%	8.8%	0.0%	29.1%	0.2%		



State of Montana
Air Carrier/Commuter Flights and Passengers
2024

STATE TOTAL												
	2023 Passengers				2024 Passengers				% 2023 VS 2024			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	203,399	194,565	397,964	397,964	204,314	197,734	402,048	402,048	0.4%	1.6%	1.0%	1.0%
FEB	194,183	200,352	394,535	792,499	207,007	207,880	414,887	816,935	6.6%	3.8%	5.2%	3.1%
MAR	228,758	222,850	451,608	1,244,107	238,312	236,727	475,039	1,291,974	4.2%	6.2%	5.2%	3.8%
APR	180,103	178,744	358,847	1,602,954	-	-	-	1,291,974	-100.0%	-100.0%	-100.0%	-19.4%
MAY	202,071	213,418	415,489	2,018,443	-	-	-	1,291,974	-100.0%	-100.0%	-100.0%	-36.0%
JUN	277,543	297,282	574,825	2,593,268	-	-	-	1,291,974	-100.0%	-100.0%	-100.0%	-50.2%
JUL	346,671	346,339	693,010	3,286,278	-	-	-	1,291,974	-100.0%	-100.0%	-100.0%	-60.7%
AUG	338,235	324,297	662,532	3,948,810	-	-	-	1,291,974	-100.0%	-100.0%	-100.0%	-67.3%
SEP	279,186	264,719	543,905	4,492,715	-	-	-	1,291,974	-100.0%	-100.0%	-100.0%	-71.2%
OCT	232,823	217,160	449,983	4,942,698	-	-	-	1,291,974	-100.0%	-100.0%	-100.0%	-73.9%
NOV	185,523	183,629	369,152	5,311,850	-	-	-	1,291,974	-100.0%	-100.0%	-100.0%	-75.7%
DEC	208,189	219,095	427,284	5,739,134	-	-	-	1,291,974	-100.0%	-100.0%	-100.0%	-77.5%
	2,876,684	2,862,450			649,633	642,341						

BILLINGS												
	2023 Passengers				2024 Passengers				% 2023 VS 2024			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	30,579	29,130	59,709	59,709	31,699	30,440	62,139	62,139	3.7%	4.5%	4.1%	4.1%
FEB	25,699	30,369	56,068	115,777	31,361	31,261	62,622	124,761	22.0%	2.9%	11.7%	7.8%
MAR	34,812	35,542	70,354	186,131	34,553	35,797	70,350	195,111	-0.7%	0.7%	0.0%	4.8%
APR	32,066	33,072	65,138	251,269	-	-	-	195,111	-100.0%	-100.0%	-100.0%	-22.3%
MAY	34,285	35,627	69,912	321,181	-	-	-	195,111	-100.0%	-100.0%	-100.0%	-39.3%
JUN	35,859	37,207	73,066	394,247	-	-	-	195,111	-100.0%	-100.0%	-100.0%	-50.5%
JUL	41,749	41,631	83,380	477,627	-	-	-	195,111	-100.0%	-100.0%	-100.0%	-59.1%
AUG	40,237	39,716	79,953	557,580	-	-	-	195,111	-100.0%	-100.0%	-100.0%	-65.0%
SEP	34,937	33,833	68,770	626,350	-	-	-	195,111	-100.0%	-100.0%	-100.0%	-68.8%
OCT	37,704	37,208	74,912	701,262	-	-	-	195,111	-100.0%	-100.0%	-100.0%	-72.2%
NOV	34,677	34,141	68,818	770,080	-	-	-	195,111	-100.0%	-100.0%	-100.0%	-74.7%
DEC	35,110	35,694	70,804	840,884	-	-	-	195,111	-100.0%	-100.0%	-100.0%	-76.8%
	417,714	423,170			97,613	97,498						

BOZEMAN												
	2023 Passengers				2024 Passengers				% 2023 VS 2024			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	91,699	90,610	182,309	182,309	92,478	91,761	184,239	184,239	0.8%	1.3%	1.1%	1.1%
FEB	93,190	94,850	188,040	370,349	95,331	96,984	192,315	376,554	2.3%	2.2%	2.3%	1.7%
MAR	108,022	104,062	212,084	582,433	114,816	111,908	226,724	603,278	6.3%	7.5%	6.9%	3.6%
APR	74,215	70,743	144,958	727,391	-	-	-	603,278	-100.0%	-100.0%	-100.0%	-17.1%
MAY	83,166	90,085	173,251	900,642	-	-	-	603,278	-100.0%	-100.0%	-100.0%	-33.0%
JUN	119,193	129,299	248,492	1,149,134	-	-	-	603,278	-100.0%	-100.0%	-100.0%	-47.5%
JUL	142,930	143,233	286,163	1,435,297	-	-	-	603,278	-100.0%	-100.0%	-100.0%	-58.0%
AUG	142,631	138,813	281,444	1,716,741	-	-	-	603,278	-100.0%	-100.0%	-100.0%	-64.9%
SEP	120,127	114,462	234,589	1,951,330	-	-	-	603,278	-100.0%	-100.0%	-100.0%	-69.1%
OCT	96,367	88,793	185,160	2,136,490	-	-	-	603,278	-100.0%	-100.0%	-100.0%	-71.8%
NOV	71,048	71,157	142,205	2,278,695	-	-	-	603,278	-100.0%	-100.0%	-100.0%	-73.5%
DEC	88,978	96,303	185,281	2,463,976	-	-	-	603,278	-100.0%	-100.0%	-100.0%	-75.5%
	1,231,566	1,232,410			302,625	300,653						

BUTTE												
	2023 Passengers				2024 Passengers				% 2023 VS 2024			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	1,104	1,167	2,271	2,271	1,202	1,079	2,281	2,281	8.9%	-7.5%	0.4%	0.4%
FEB	882	939	1,821	4,092	1,078	1,101	2,179	4,460	22.2%	17.3%	19.7%	9.0%
MAR	1,420	1,439	2,859	6,951	1,396	1,350	2,746	7,206	-1.7%	-6.2%	-4.0%	3.7%
APR	1,095	1,250	2,345	9,296	-	-	-	7,206	-100.0%	-100.0%	-100.0%	-22.5%
MAY	1,239	1,424	2,663	11,959	-	-	-	7,206	-100.0%	-100.0%	-100.0%	-39.7%
JUN	1,344	1,638	2,982	14,941	-	-	-	7,206	-100.0%	-100.0%	-100.0%	-51.8%
JUL	1,684	1,606	3,290	18,231	-	-	-	7,206	-100.0%	-100.0%	-100.0%	-60.5%
AUG	1,365	1,328	2,693	20,924	-	-	-	7,206	-100.0%	-100.0%	-100.0%	-65.6%
SEP	1,257	1,285	2,542	23,466	-	-	-	7,206	-100.0%	-100.0%	-100.0%	-69.3%
OCT	1,448	1,421	2,869	26,335	-	-	-	7,206	-100.0%	-100.0%	-100.0%	-72.6%
NOV	1,632	1,570	3,202	29,537	-	-	-	7,206	-100.0%	-100.0%	-100.0%	-75.6%
DEC	1,525	1,439	2,964	32,501	-	-	-	7,206	-100.0%	-100.0%	-100.0%	-77.8%
	15,995	16,506			3,676	3,530						

State of Montana
Air Carrier/Commuter Flights and Passengers
2024

GLASGOW												
	2023 Passengers				2024 Passengers				% 2023 VS 2024			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	192	173	365	365	162	152	314	314	-15.6%	-12.1%	-14.0%	-14.0%
FEB	175	150	325	690	203	200	403	717	16.0%	33.3%	24.0%	3.9%
MAR	167	141	308	998	249	241	490	1,207	49.1%	70.9%	59.1%	20.9%
APR	232	236	468	1,466	-	-	-	1,207	-100.0%	-100.0%	-100.0%	-17.7%
MAY	246	229	475	1,941	-	-	-	1,207	-100.0%	-100.0%	-100.0%	-37.8%
JUN	281	274	555	2,496	-	-	-	1,207	-100.0%	-100.0%	-100.0%	-51.6%
JUL	310	288	598	3,094	-	-	-	1,207	-100.0%	-100.0%	-100.0%	-61.0%
AUG	309	305	614	3,708	-	-	-	1,207	-100.0%	-100.0%	-100.0%	-67.4%
SEP	240	226	466	4,174	-	-	-	1,207	-100.0%	-100.0%	-100.0%	-71.1%
OCT	239	225	464	4,638	-	-	-	1,207	-100.0%	-100.0%	-100.0%	-74.0%
NOV	248	236	484	5,122	-	-	-	1,207	-100.0%	-100.0%	-100.0%	-76.4%
DEC	245	247	492	5,614	-	-	-	1,207	-100.0%	-100.0%	-100.0%	-78.5%
	2,884	2,730			614	593						

GLENDDIVE												
	2023 Passengers				2024 Passengers				% 2023 VS 2024			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	139	163	302	302	148	169	317	317	6.5%	3.7%	5.0%	5.0%
FEB	146	122	268	570	162	149	311	628	11.0%	22.1%	16.0%	10.2%
MAR	148	172	320	890	176	168	344	972	18.9%	-2.3%	7.5%	9.2%
APR	164	145	309	1,199	-	-	-	972	-100.0%	-100.0%	-100.0%	-18.9%
MAY	186	159	345	1,544	-	-	-	972	-100.0%	-100.0%	-100.0%	-37.0%
JUN	199	182	381	1,925	-	-	-	972	-100.0%	-100.0%	-100.0%	-49.5%
JUL	190	204	394	2,319	-	-	-	972	-100.0%	-100.0%	-100.0%	-58.1%
AUG	239	227	466	2,785	-	-	-	972	-100.0%	-100.0%	-100.0%	-65.1%
SEP	151	143	294	3,079	-	-	-	972	-100.0%	-100.0%	-100.0%	-68.4%
OCT	205	155	360	3,439	-	-	-	972	-100.0%	-100.0%	-100.0%	-71.7%
NOV	223	200	423	3,862	-	-	-	972	-100.0%	-100.0%	-100.0%	-74.8%
DEC	203	173	376	4,238	-	-	-	972	-100.0%	-100.0%	-100.0%	-77.1%
	2,193	2,045			486	486						

GREAT FALLS												
	2023 Passengers				2024 Passengers				% 2023 VS 2024			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	12,209	11,627	23,836	23,836	13,304	12,947	26,251	26,251	9.0%	11.4%	10.1%	10.1%
FEB	11,409	11,365	22,774	46,610	13,298	13,129	26,427	52,678	16.6%	15.5%	16.0%	13.0%
MAR	14,180	14,050	28,230	74,840	14,940	14,949	29,889	82,567	5.4%	6.4%	5.9%	10.3%
APR	13,466	14,070	27,536	102,376	-	-	-	82,567	-100.0%	-100.0%	-100.0%	-19.3%
MAY	14,098	14,743	28,841	131,217	-	-	-	82,567	-100.0%	-100.0%	-100.0%	-37.1%
JUN	15,765	16,663	32,428	163,645	-	-	-	82,567	-100.0%	-100.0%	-100.0%	-49.5%
JUL	18,965	19,240	38,205	201,850	-	-	-	82,567	-100.0%	-100.0%	-100.0%	-59.1%
AUG	18,407	17,785	36,192	238,042	-	-	-	82,567	-100.0%	-100.0%	-100.0%	-65.3%
SEP	16,214	15,819	32,033	270,075	-	-	-	82,567	-100.0%	-100.0%	-100.0%	-69.4%
OCT	16,970	14,334	31,304	301,379	-	-	-	82,567	-100.0%	-100.0%	-100.0%	-72.6%
NOV	14,311	14,167	28,478	329,857	-	-	-	82,567	-100.0%	-100.0%	-100.0%	-75.0%
DEC	15,141	16,162	31,303	361,160	-	-	-	82,567	-100.0%	-100.0%	-100.0%	-77.1%
	181,135	180,025			41,542	41,025						

HAVRE												
	2023 Passengers				2024 Passengers				% 2023 VS 2024			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	183	181	364	364	212	204	416	416	15.8%	12.7%	14.3%	14.3%
FEB	225	226	451	815	207	228	435	851	-8.0%	0.9%	-3.5%	4.4%
MAR	257	224	481	1,296	248	262	510	1,361	-3.5%	17.0%	6.0%	5.0%
APR	249	238	487	1,783	-	-	-	1,361	-100.0%	-100.0%	-100.0%	-23.7%
MAY	261	225	486	2,269	-	-	-	1,361	-100.0%	-100.0%	-100.0%	-40.0%
JUN	256	230	486	2,755	-	-	-	1,361	-100.0%	-100.0%	-100.0%	-50.6%
JUL	270	256	526	3,281	-	-	-	1,361	-100.0%	-100.0%	-100.0%	-58.5%
AUG	282	274	556	3,837	-	-	-	1,361	-100.0%	-100.0%	-100.0%	-64.5%
SEP	217	211	428	4,265	-	-	-	1,361	-100.0%	-100.0%	-100.0%	-68.1%
OCT	265	248	513	4,778	-	-	-	1,361	-100.0%	-100.0%	-100.0%	-71.5%
NOV	254	258	512	5,290	-	-	-	1,361	-100.0%	-100.0%	-100.0%	-74.3%
DEC	245	249	494	5,784	-	-	-	1,361	-100.0%	-100.0%	-100.0%	-76.5%
	2,964	2,820			667	694						

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HELENA												
	2023 Passengers				2024 Passengers				% 2023 VS 2024			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	6,485	6,139	12,624	12,624	7,511	7,224	14,735	14,735	15.8%	17.7%	16.7%	16.7%
FEB	5,911	5,901	11,812	24,436	7,246	7,173	14,419	29,154	22.6%	21.6%	22.1%	19.3%
MAR	6,904	6,882	13,786	38,222	7,889	7,836	15,725	44,879	14.3%	13.9%	14.1%	17.4%
APR	6,436	6,541	12,977	51,199	-	-	-	44,879	-100.0%	-100.0%	-100.0%	-12.3%
MAY	6,678	7,321	13,999	65,198	-	-	-	44,879	-100.0%	-100.0%	-100.0%	-31.2%
JUN	7,861	8,255	16,116	81,314	-	-	-	44,879	-100.0%	-100.0%	-100.0%	-44.8%
JUL	8,305	8,154	16,459	97,773	-	-	-	44,879	-100.0%	-100.0%	-100.0%	-54.1%
AUG	8,566	8,379	16,945	114,718	-	-	-	44,879	-100.0%	-100.0%	-100.0%	-60.9%
SEP	8,151	7,725	15,876	130,594	-	-	-	44,879	-100.0%	-100.0%	-100.0%	-65.6%
OCT	8,224	8,036	16,260	146,854	-	-	-	44,879	-100.0%	-100.0%	-100.0%	-69.4%
NOV	7,750	7,591	15,341	162,195	-	-	-	44,879	-100.0%	-100.0%	-100.0%	-72.3%
DEC	8,152	8,066	16,218	178,413	-	-	-	44,879	-100.0%	-100.0%	-100.0%	-74.8%
	89,423	88,990			22,646	22,233						

KALISPELL												
	2023 Passengers				2024 Passengers				% 2023 VS 2024			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	30,846	27,315	58,161	58,161	28,157	25,967	54,124	54,124	-8.7%	-4.9%	-6.9%	-6.9%
FEB	28,310	27,967	56,277	114,438	29,524	29,820	59,344	113,468	4.3%	6.6%	5.4%	-0.8%
MAR	30,880	28,580	59,460	173,898	31,868	31,978	63,846	177,314	3.2%	11.9%	7.4%	2.0%
APR	22,261	22,812	45,073	218,971	-	-	-	177,314	-100.0%	-100.0%	-100.0%	-19.0%
MAY	27,256	27,397	54,653	273,624	-	-	-	177,314	-100.0%	-100.0%	-100.0%	-35.2%
JUN	46,846	49,791	96,637	370,261	-	-	-	177,314	-100.0%	-100.0%	-100.0%	-52.1%
JUL	68,504	68,229	136,733	506,994	-	-	-	177,314	-100.0%	-100.0%	-100.0%	-65.0%
AUG	67,432	61,505	128,937	635,931	-	-	-	177,314	-100.0%	-100.0%	-100.0%	-72.1%
SEP	50,545	46,385	96,930	732,861	-	-	-	177,314	-100.0%	-100.0%	-100.0%	-75.8%
OCT	31,113	27,949	59,062	791,923	-	-	-	177,314	-100.0%	-100.0%	-100.0%	-77.6%
NOV	24,075	23,617	47,692	839,615	-	-	-	177,314	-100.0%	-100.0%	-100.0%	-78.9%
DEC	25,633	28,624	54,257	893,872	-	-	-	177,314	-100.0%	-100.0%	-100.0%	-80.2%
	453,701	440,171			89,549	87,765						

MISSOULA												
	2023 Passengers				2024 Passengers				% 2023 VS 2024			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	29,251	27,338	56,589	56,589	28,761	27,054	55,815	55,815	-1.7%	-1.0%	-1.4%	-1.4%
FEB	27,468	27,778	55,246	111,835	27,709	27,004	54,713	110,528	0.9%	-2.8%	-1.0%	-1.2%
MAR	30,928	30,782	61,710	173,545	31,282	31,551	62,833	173,361	1.1%	2.5%	1.8%	-0.1%
APR	29,035	28,712	57,747	231,292	-	-	-	173,361	-100.0%	-100.0%	-100.0%	-25.0%
MAY	33,114	34,608	67,722	299,014	-	-	-	173,361	-100.0%	-100.0%	-100.0%	-42.0%
JUN	47,254	50,955	98,209	397,223	-	-	-	173,361	-100.0%	-100.0%	-100.0%	-56.4%
JUL	60,553	60,176	120,729	517,952	-	-	-	173,361	-100.0%	-100.0%	-100.0%	-66.5%
AUG	55,720	53,114	108,834	626,786	-	-	-	173,361	-100.0%	-100.0%	-100.0%	-72.3%
SEP	44,774	42,099	86,873	713,659	-	-	-	173,361	-100.0%	-100.0%	-100.0%	-75.7%
OCT	38,808	37,485	76,293	789,952	-	-	-	173,361	-100.0%	-100.0%	-100.0%	-78.1%
NOV	30,335	29,800	60,135	850,087	-	-	-	173,361	-100.0%	-100.0%	-100.0%	-79.6%
DEC	31,921	31,190	63,111	913,198	-	-	-	173,361	-100.0%	-100.0%	-100.0%	-81.0%
	459,161	454,037			87,752	85,609						

SIDNEY												
	2023 Passengers				2024 Passengers				% 2023 VS 2024			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	525	510	1,035	1,035	480	543	1,023	1,023	-8.6%	6.5%	-1.2%	-1.2%
FEB	568	517	1,085	2,120	636	589	1,225	2,248	12.0%	13.9%	12.9%	6.0%
MAR	752	700	1,452	3,572	637	635	1,272	3,520	-15.3%	-9.3%	-12.4%	-1.5%
APR	610	658	1,268	4,840	-	-	-	3,520	-100.0%	-100.0%	-100.0%	-27.3%
MAY	696	635	1,331	6,171	-	-	-	3,520	-100.0%	-100.0%	-100.0%	-43.0%
JUN	734	680	1,414	7,585	-	-	-	3,520	-100.0%	-100.0%	-100.0%	-53.6%
JUL	722	744	1,466	9,051	-	-	-	3,520	-100.0%	-100.0%	-100.0%	-61.1%
AUG	711	680	1,391	10,442	-	-	-	3,520	-100.0%	-100.0%	-100.0%	-66.3%
SEP	653	631	1,284	11,726	-	-	-	3,520	-100.0%	-100.0%	-100.0%	-70.0%
OCT	667	666	1,333	13,059	-	-	-	3,520	-100.0%	-100.0%	-100.0%	-73.0%
NOV	662	617	1,279	14,338	-	-	-	3,520	-100.0%	-100.0%	-100.0%	-75.4%
DEC	747	652	1,399	15,737	-	-	-	3,520	-100.0%	-100.0%	-100.0%	-77.6%
	8,047	7,690			1,753	1,767						

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WOLF POINT												
	2023 Passengers				2024 Passengers				% 2023 VS 2024			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN	187	212	399	399	200	194	394	394	7.0%	-8.5%	-1.3%	-1.3%
FEB	200	168	368	767	252	242	494	888	26.0%	44.0%	34.2%	15.8%
MAR	288	276	564	1,331	258	252	510	1,398	-10.4%	-8.7%	-9.6%	5.0%
APR	274	267	541	1,872	-	-	-	1,398	-100.0%	-100.0%	-100.0%	-25.3%
MAY	287	269	556	2,428	-	-	-	1,398	-100.0%	-100.0%	-100.0%	-42.4%
JUN	192	194	386	2,814	-	-	-	1,398	-100.0%	-100.0%	-100.0%	-50.3%
JUL	305	287	592	3,406	-	-	-	1,398	-100.0%	-100.0%	-100.0%	-59.0%
AUG	316	330	646	4,052	-	-	-	1,398	-100.0%	-100.0%	-100.0%	-65.5%
SEP	245	245	490	4,542	-	-	-	1,398	-100.0%	-100.0%	-100.0%	-69.2%
OCT	275	251	526	5,068	-	-	-	1,398	-100.0%	-100.0%	-100.0%	-72.4%
NOV	308	275	583	5,651	-	-	-	1,398	-100.0%	-100.0%	-100.0%	-75.3%
DEC	289	296	585	6,236	-	-	-	1,398	-100.0%	-100.0%	-100.0%	-77.6%
	3,166	3,070			710	688						

* YELLOWSTONE												
	2023 Passengers				2024 Passengers				% 2023 VS 2024			
	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE	ON	OFF	TOTAL	YEAR-TO-DATE
JAN												
FEB												
MAR												
APR												
MAY	559	696	1,255	1,255	-	-	-	-	-100.0%	-100.0%	-100.0%	-100.0%
JUN	1,759	1,914	3,673	4,928	-	-	-	-	-100.0%	-100.0%	-100.0%	-100.0%
JUL	2,184	2,291	4,475	9,403	-	-	-	-	-100.0%	-100.0%	-100.0%	-100.0%
AUG	2,020	1,841	3,861	13,264	-	-	-	-	-100.0%	-100.0%	-100.0%	-100.0%
SEP	1,675	1,655	3,330	16,594	-	-	-	-	-100.0%	-100.0%	-100.0%	-100.0%
OCT	538	389	927	17,521	-	-	-	-	-100.0%	-100.0%	-100.0%	-100.0%
NOV												
DEC												
	8,735	8,786			-	-						

* The Yellowstone Airport is a seasonal airport. May - October 2024