

MISSOULA COUNTY AIRPORT AUTHORITY  
Regular Board Meeting  
February 27, 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 Shane Stack  
Commissioner Matthew Doucette

STAFF: Director Brian Ellestad  
Deputy Director Tim Damrow  
Director of Finance and Administration Will Parnell  
Legal Counsel Lynn Fagan  
Business Development Manager Dan Neuman  
Director of Maintenance Nate Cole  
Accounting Clerk Brianna Brewer

OTHERS: Gary Matson, Runway 25 Hangars  
Shaun Shea, Morrison Maierle  
Martin Kidston, Missoula Current  
Cole Jensen, Martel Construction  
Travis Frey, Martel Construction  
Jennifer Draughon, Neptune Aviation  
Jamie Jones, Neptune Aviation  
Nick Lynn, Neptune Aviation  
Rebekah Irmak Luibrand

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 was available to be seated.

AGENDA

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

Motion: Vice Chair Deb Poteet moved to approve the agenda as amended.

Second: Commissioner Larry Anderson

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD

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

## MINUTES

Chair Winton Kemmis asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated January 30, 2024. There were none.

Motion: Vice Chair Deb Poteet moved to approve the minutes of Regular Board Meeting dated January 30, 2024.

Second: Secretary/Treasurer Pat Boyle

Vote: Motion Passed Unanimously

## CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell told the Board that project expenses for January 2024 were approximately \$1.3 million. Seventy-one percent of that amount will be submitted to the FAA for reimbursement. The balance will come out of reserves and debt. Will then mentioned significant claims that were non-reoccurring. The first was to the vendor Connection in the amount of \$72,540.96; this expense was for nine network switches for Phase 2 of the terminal project. The next was an invoice from Metalworks for \$25,012; this expense was for replacement of stairs at the Forest Service hangar. The last invoice Will mentioned was to Sign Solutions for \$27,239; this was for the monument sign at the airport entrance.

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: Commissioner Matthew Doucette moved to approve the Claims for Payment

Second: Commissioner Larry Anderson

Vote: Motion Passed Unanimously

## FINANCIAL REPORT

Director of Finance and Administration Will Parnell noted variances in the financial reports; specifically that parking revenue has increased by approximately \$188,000, or 12%, as compared to the same period last year; ground handling revenue has decreased by approximately 25% as compared to last year due to the decrease in deicing services needed as a result of our warmer than normal winter. Will reported that revenues and expenses are currently 64% and 58% of the annual operating budget, respectively. Finally, MCAA received \$1 million in debt proceeds and paid \$2,133,359 in principle during the month of January.

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

Motion: Commissioner Shane Stack moved to approve the Financial Report

Second: Commissioner Matthew Doucette

Vote: Motion Passed Unanimously

## DIRECTOR'S REPORT

Airport Director Brian Ellestad began his report by telling the Board that airlines are still finalizing their summer schedule; American added its second daily Dallas flight earlier this year than last. That flight will begin on May 7<sup>th</sup>. Allegiant has also added a fourth weekly flight to Phoenix/Mesa as well as upgrading numerous flights to mainline service.

Brian noted that we are now in the third continuing resolution for federal funding and Congress has until March 8<sup>th</sup> to approve a budget. If no budget is approved by then, TSA employees will have to report to work and be unpaid.

Brian congratulated Nate Cole on a recent promotion. Nate has been with the airport since 2006 and served as Airfield Manager since 2016. Nate has now been promoted to Director of Maintenance. With this promotion, Nate will be overseeing both the airfield and building departments.

Deputy Director Tim Damrow gave a construction update. Work on the second phase of the terminal is progressing well. Martel is currently working on interior framing and supplies are arriving for the roof. Preparation for connecting the buildings is occurring. As a result, we will be losing access to the pre-security restrooms on level two.

Tim then mentioned that MCAA has published two Requests for Proposals for parking equipment and parking maintenance. The current operator's contract expires on June 30, 2024.

Tim also discussed the status of the Master Plan and a recent meeting that was held with City and County personnel. Commissioner Larry Anderson asked if there was any feedback from the City and County. Tim responded that it was a good discussion, and the purpose of the meeting was to get everyone up to speed on the Master Plan process. Tim noted that subsequent discussions will occur, notably related to planning on the south side of the airport.

Tim then noted that staff from Neptune Aviation was at the meeting to introduce themselves to the Board. Jennifer Draughon introduced herself as the President of Neptune and Northstar. Jennifer explained that Neptune Aviation was the aerial firefighting portion of the company and Northstar was the FBO. Jennifer introduced Jamie Jones, the general manager for Northstar and Nick Lynn, the vice president of operations.

Commissioner Larry Anderson asked if Neptune had secured longer term contracts with the Forest Service. Jennifer noted that they are part of an industry association, United Area Fire Fighting Association, that is working on getting longer term contracts. Neptune currently has four line items on an exclusive use contract with the Forest Service and a call when needed contract. Under the exclusive use contracts, the company has a certain number of days annually that are guaranteed. However, they would prefer guaranteed years.

Commissioner Matthew Doucette asked what Neptune anticipated for this fire season. Jennifer responded that her typical answer to that question is, ask me in December. It is difficult to predict. Although it's been a dry year, there have been dry years with a lot of fire and dry years without a lot of fire. Neptune is anticipating an average season.

Chair Winton Kemmis asked if there were any other Board questions or public comments. There were no questions or comments. Winton thanked Jennifer, Nick and Jamie for coming to the meeting.

## LEGAL REPORT

Legal Counsel Lynn Fagan mentioned that in addition to the RFPs for parking that Tim mentioned, she has issued an RFP for insurance brokerage services. Lynn reminded the Board that MCAA has been using Payne West as its insurance broker for the last few years and that it is time to go out to bid again. Lynn stated that Payne has done a great job for MCAA over the years and that Payne obtains bids on coverage annually, but that under MCAA's procurement policy, it is necessary to open it up to the market.

Lynn also reported that the County Commissioners have scheduled interviews for a new Alternate position on the Board. The interviews will take place in March but the new position may not be awarded before the regular March meeting. The three individuals that applied for the position are Jen Ewan, Truman Torkelson, and Jack Meyer.

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

## COMMITTEE UPDATES

Executive Committee: Met February 27, 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

None

## NEW BUSINESS

### Approval for Airport Director to accept FAA grant in the amount of \$6,000,000

Airport Director Brian Ellestad explained that the FAA has notified MCAA that it has been awarded a \$6,000,000 grant under the Bipartisan Infrastructure Law for Phase 3 of the terminal project. As staff has noted in the past, it is difficult to predict when the grant will come in; when it does, it generally has a very short time period to be signed and returned. Therefore, staff is requesting that the Board pre-authorize him to accept the grant. Brian also mentioned that staff had done significant lobbying to obtain this grant.

Chair Winton Kemmis asked if there were any Board questions or public comments. Commissioner Larry Anderson asked if Phase 3 was the extension to the east. Brian responded that it was about an additional one hundred feet to the east that would allow for one or two additional jet bridges. Larry then asked what the budget for Phase 3 was. Brian explained that the original design was for more than six million, but the next items on the agenda were for right-sizing that design.

There were no further questions or comments.

Motion: Commissioner Matthew Doucette moved to pre-authorize the Airport Director to accept upcoming FAA Bipartisan Terminal Infrastructure Law Discretionary Terminal Grant in the amount of \$6 million.

Second: Commissioner Larry Anderson

Vote: Motion Passed Unanimously

Morrison Maierle Task Order No. 58 – Phase 3 Bidding

Deputy Director Tim Damrow explained that the design for Phase 3 was completed and shelved until there was a grant opportunity. Now that the grant amount is known, the project needs to be right-sized to marry up construction budget with the grant amount. In order for that to happen, the design team needs to reduce the construction scope and then bid the project with Martel Construction and develop a Guaranteed Maximum Price and project schedule. This phase will build off design principles associated with the East Concourse.

This Task Order will complete the design modifications to right-size the expansion of the East Concourse hold rooms. It will be taken through bidding services once the delivered design coincides with a suitable project budget determined by the Airport. After bids have been opened and vetted with Martel Construction, a Guaranteed Maximum Price (GMP) will be presented to the Board.

Chair Winton Kemmis asked if there were any Board questions or public comments. Commissioner Shane Stack asked what the original estimate for this phase was. Shaun Shea, engineer with Morrison Maierle, responded that the original estimate was \$11 million for construction costs and \$14 million for project costs, which would include the cost of additional jet bridge.

Vice Chair Deb Poteet asked if staff anticipated having design completed and out to bid in April. Shaun responded that yes, they did. Shaun explained that the original Phase 3 design was for five structural brick sections to be constructed and this is more of a re-limiting the scope rather than a re-design. He will be taking out two center grid pieces so only three structural brick sections will be included. Additionally, they will add some scope for the unused space underneath to store ground equipment.

There were no other questions or comments.

Motion: Secretary/Treasurer Pat Boyle moved to approve Task Order No. 58 with Morrison-Maierle in the amount of \$85,500.00 for the Design Modifications and Bidding Services for Phase-3 of the New Passenger Terminal Building.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

Award of Bid for Rental Car Parking Lot Modifications

Airport Director Brian Ellestad stated that MCAA received and publicly opened bid documents for the Rental Lot Modifications Project on February 21, 2024. This project includes repaving the old rental car lot and adding gate arms to separate rental cars from passenger parking. Two parties

requested bid documents but only one bid was received. The bid was vetted by Morrison-Maierle and considered to be a reasonable and responsible bid.

The low bid (\$1,401,865) was 10% higher than the Engineer's Estimate (\$1,276,932). After careful evaluation of the bid results, there were no bid item costs that were considered to be irresponsible or excessively high. This bid is considered a fair and reasonable one and is recommended for award.

Brian also explained that, in addition to the bid cost, there will be some equipment acquisitions that need to take place. The Airport will procure this equipment and supply it to the contractor for installation. This will save budget for the project by reducing overhead and markups by the contractor but create a project cost that needs to be accounted for as "Owner Approved Allowances". Item #1 to be purchased is a Security Camera and installation; Item #2 is a Digital Display Board and installation.

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

Motion: Commissioner Larry Anderson moved to accept the Rental Lot Modifications Project bid results and award construction to Knife River in the amount of \$1,401,865 and additional equipment acquisitions for a total of \$1,491,865.

Second: Commissioner Matthew Doucette

Vice Chair Deb Poteet recused herself from voting on this matter.

Vote: Motion Passed

#### Morrison Maierle Task Order No. 59

Airport Director Brian Ellestad presented this Morrison Maierle Task Order which coincides with the bid that was just accepted. Morrison-Maierle will provide on-site observation during construction and project close-out services. Brian stated that Morrison Maierle will have a full-time person assigned to the project to ensure that everything is done to specifications.

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

Motion: Vice Chair Deb Poteet moved to approve Task Order No. 59 with Morrison-Maierle in the amount of \$115,000.

Second: Secretary/Treasurer Pat Boyle

Vote: Motion Passed

#### Discussion Items

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

Meeting Adjourned.