

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
October 29, 2024
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD:

Chair Winton Kemmis
Vice Chair Deb Poteet
Commissioner Larry Anderson
Commissioner Adriane Beck
Commissioner Matthew Doucette via MS Teams
Commissioner Shane Stack via MS Teams
Alternate Commissioner Jack Meyer

STAFF:

Director Brian Ellestad
Deputy Director Tim Damrow via MS Teams
Director of Finance and Administration Will Parnell via MS Teams
Legal Counsel Lynn Fagan
Legal Counsel Juniper Davis
Business Development Manager Dan Neuman
Public Safety Chief Justin Shaffer
Director of Maintenance Nate Cole
Human Resources Manager Nikki Munro
IT Specialist Dylan O'Leary

OTHERS:

Accounting Clerk Brianna Brewer
Gary Matson, Runway 25 Hangars
Cole Jensen, Martel Construction
Martin Kidston, Missoula Current

Chair Winton Kemmis called the meeting to order and advised everyone that the meeting was being recorded.

Legal Counsel Lynn Fagan performed a roll call of Board members, staff members, and members of the public.

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

Motion: Commissioner Larry Anderson moved to seat Alternate Commissioner Jack Meyer as a regular Commissioner for the duration of the meeting

Second: Vice Chair Deb Poteet

Vote: Motion Passed Unanimously

AGENDA

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

Motion: Commissioner Jack Meyer moved to approve the agenda.

Second: Vice Chair Deb Poteet

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 no public comment.

MINUTES

Chair Winton Kemmis asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated September 24, 2024. There were none.

Motion: Commissioner Larry Anderson moved to approve the minutes of the Regular Board Meeting dated September 24, 2024.

Second: Vice Chair Deb Poteet

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell presented the Claims for Payment. Starting with project expenses, during the month of September 2024, the airport incurred approximately \$2.1 million in project expenses; of the \$2.1 million in project expenses approximately \$1.6 million was submitted to the FAA for reimbursement. The remaining project expenses of approximately \$500,000 will be paid with reserves and debt.

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 Jack Meyer moved to approve the Claims for Payment

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Director of Finance and Administration Will Parnell presented the Financial Report. Parking revenue has increased by approximately \$355,000 or 49% compared to the same period last year. The increase is partially related to a change in billing terms as MSO selected a new parking vendor effective July 1, 2024.

Revenues and expenses are currently 38% and 22% of the annual operating budget, respectively.

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

Motion: Vice Chair Deb Poteet moved to approve the Financial Report

Second: Alternate Commissioner Jack Meyer

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad presented his report to the Board. Brian reported that passenger numbers increased 11.8% year over year for August 2024.

Tim Damrow and Will Parnel are representing MSO at the annual FAA Airport District Office meeting today and tomorrow in Helena.

September ended with an increase of almost 13% more passengers as compared to September of 2023. We expect this trend to continue into November.

MCAA sent out a press release this morning regarding next year's runway closure. Brian Ellestad conducted outreach within the Missoula Community regarding selection of the date and then the announcement of the selected project window.

Sun Country will return this summer with direct flights to Minneapolis on Wednesday and Saturday. MCAA is waiting for notice of a pending Community Air Service Development Program grant from the Department of Transportation which will be announced later this week.

Will Parnell and Nikki Munro attended an NTSB conference in Washington, DC.

Tim Damrow provided an update on the ongoing construction, reporting that things are progressing well. Exterior work is advancing, including work on the ramps and sidewalks in addition to the terminal itself.

Tim Damrow reported that MCAA continues to work on improved signage to assist customers in utilizing available parking.

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

COMMITTEE UPDATES

The Board had a retreat on October 24, 2024, at 12 pm MDT. One of the major topics of discussion included the fall 2025 runway closure. Brian Ellestad discussed the community outreach that he undertook in advance of setting the project date.

Martin Kidston of the Missoula Current asked about plans for firefighting aircraft during the runway closure. Brian Ellestad responded that alternative plans will be in place. Additionally, helicopters will continue to have access to take-off and land during the closure.

LEGAL REPORT

Legal Counsel Lynn Fagan presented her report to the Board. Lynn introduced new employee Juniper Davis who serves as Legal Counsel and is replacing Lynn, who retires in December.

Work continues on three major projects with the City of Missoula: sale of MCAA property to the City for a trail corridor along the old Milwaukee rail line; Grant Creek restoration; and right-of-way discussions over the future extension of George Elmer Drive.

MCAA's Primary Guiding Documents will be brought to the Board soon for their review.

NEW BUSINESS

MCAA Resolution No. 2025-02 – Banking Authorizations

Lynn Fagan explained that a Board Resolution from 2014 related to delegated powers needs updating to account for staffing changes and to allow for more efficient correction of administrative and financial records. This is needed at this time to remove MCAA's former Finance Manager from accounts and add Will Parnell as a replacement.

Motion: Commissioner Jack Meyer moved to approve Resolution 2025-02 delegating certain powers to the Director, Deputy Director, and Director of Finance and Administration

Second: Commissioner Adriane Beck

Vote: Motion Passed Unanimously

Task Order No. 65 to the Master Agreement for Professional Engineering

Lynn Fagan explained that MCAA's lease with Rocky Mountain Mechanical, located at 3959 Whippoorwill Drive, will be expiring at the end of January 2025. In order to release

the commercial space and to make additional property available for alternate uses, a boundary line relocation is needed.

The task order allows Morrison-Maierle to complete a boundary line adjustment, including a legal boundary survey, new property corners, and a new Certificate of Survey for a cost of \$10,500.

Motion: Commissioner Adriane Beck moved to approve Task Order No. 65 with Morrison-Maierle in the amount of \$10,500 to complete a boundary line adjustment.

Second: Vice-Chair Deb Poteet

Vote: Motion Passed Unanimously

Chair Winton Kemmis noted that the next Board meeting will be in the same hybrid format on November 26, 2024, at 1:30 p.m.

Meeting Adjourned.