

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
November 26, 2024
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD:

Chair Winton Kemmis
Vice Chair Deb Poteet
Secretary/Treasurer Pat Boyle
Commissioner Larry Anderson
Commissioner Adriane Beck
Commissioner Matthew Doucette via MS Teams
Alternate Commissioner Jack Meyer

STAFF:

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

OTHERS:

Gary Matson, Runway 25 Hangars
Shaun Shea, Morrison-Maierle
Travis Frey, Martel Construction
Cole Jensen, Martel Construction

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

Legal Counsel Juniper Davis 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 Pat Boyle 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: Alternate 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 Adriane Beck moved to approve the minutes of the Regular Board Meeting dated October 29, 2024.

Second: Commissioner Larry Anderson

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 October 2024, the airport incurred approximately \$3 million in project expenses; of the \$3 million in project expenses approximately \$2 million was submitted to the FAA for reimbursement. The remaining project expenses of approximately \$1 million will be paid with reserves and debt.

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

Second: Alternate Commissioner Jack Meyer

Vote: Motion passed unanimously

FINANCIAL REPORT

Director of Finance and Administration Will Parnell presented the Financial Report. Parking revenue has increased by approximately \$495,000 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 47% and 30% of the annual operating budget, respectively.

Motion: Secretary/Treasurer Pat Boyle moved to approve the Financial Report

Second: Commissioner Larry Anderson

Vote: Motion passed unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad presented his report to the Board. Brian reported that October ended with an increase of 13.8% more passengers as compared to October of 2023. This is the 9th month in a row with increases and the 6th month in a row exceeding the Airport's 2019 monthly record

Sun Country is bringing back service to Minneapolis twice a week starting June 25th and will run until August 23rd. Allegiant extended next summer's flight schedule and will return flights to Oakland and Orange County. Allegiant also increased Phoenix Mesa service to four times weekly service for most of the summer.

The runway project continues to move through the design process. Airline partners are shutting off ticket sales from Tuesday, September 2nd at 8 am and reopening at 3 pm on Sunday, September 7th, for a total of 127 continuous hours or airport closure.

Brian complimented Dylan O'Leary and the Public Safety Officers for their quick response to a recent network disruption where MCAA lost internet connection which affected cameras and alarms for about a three-hour time frame. Public Safety was able to keep everything secure and no airline operations were affected.

Brian noted that TSA completed the annual inspection of the Airport and he thanked Jesse Johnson, Justin Shaffer and all of the PSO officers for their hard work that led to a perfect inspection.

Tim Damrow provided an update on the ongoing construction, reporting that things are progressing well. Phase Two construction is largely focused on interior while Phase Three continues to advance with siding and glazing installations. The estimated completion schedule has not changed and MCAA continues to expect Phase Two opening in May with Phase Three completed in the fall of 2025.

Tim Damrow reported that the new Pass Program has seen over 350 participants. In December the airport expects to surpass one million passengers (includes both inbound and outbound).

LEGAL REPORT

Legal Counsel Juniper Davis presented her report to the Board. Juniper provided a brief overview of current procurements which include: VoIP service, management of the Airport Suite, commercial lease at 3959 Whippoorwill Drive, and water rights consulting. Upcoming procurements will include: air service, janitorial, and rental cars.

Work continues on existing agreements and projects including: changes related to the lease agreement for 4955 Aviation Way, changes to the concession agreement for snack vending machines, and updating the lease with the U.S. Forest Service.

Agreements related to Grant Creek restoration and conveyance of property to the City of Missoula for the Milwaukee trail will come forward at a future meeting.

COMMITTEE REPORTS

There were no committee reports.

NEW BUSINESS

Airport Concession Disadvantaged Business Enterprise (ACDBE) Plan Revisions

Lynn Fagan explained that MCAA has established an Airport Concession Disadvantaged Business Enterprise ("ACDBE") program in accordance with federal regulations. The purpose of the program is to ensure non-discrimination in the award of concessions at airports and to ensure that DBE's have an equal opportunity to receive and participate in concessions at the airport.

The U.S. Department of Transportation updated the ACDBE and DBE regulations in the spring of 2024 which require MCAA to make revisions to the Airport's existing policy. The changes that are reflected in the program update address the rules for counting participation by DBE material suppliers, adding a small business element to the program, and enhancing the goal setting and reporting requirements.

Motion: Commissioner Jack Meyer moved to approve the revised ACDBE Plan contingent on FAA approval.

Second: Commissioner Adriane Beck

Vote: Motion passed unanimously

Small Community Air Service Grant

Brian Ellestad informed the Board that MCAA received notice that the airport is the successful recipient of a \$875,000 grant from the Department of Transportation from their Small Community Air Service Grant Program. This grant will expand the current summer seasonal service from Missoula to Chicago to year-round service, beginning in the fall of 2025.

The Missoula Economic Partnership, Destination Missoula/TBID, Glacier Country, Montana Department of Commerce and numerous local Missoula businesses helped MCAA provide the \$437,000 that secured the \$875,000 Department of Transportation grant.

Motion: Commissioner Adriane Beck moved to pre-authorize the Airport Director to accept the upcoming Small Community Air Service Grant in the amount of \$875,000

Second: Vice-Chair Deb Poteet

Vote: Motion passed unanimously

Morrison-Maierle Task Order-66 – Rental Car Fuel Island Rebid

MCAA aims to construct a fueling area for rental cars with the completion of the Phase Two and Phase Three construction. The project will increase the capacity to a 12,000-gallon tank with two pumps and four dispensers. This will allow more flexibility with the rental agents to operate from any pump as well as new software to better manage and track the fuel system. The construction project will be bid early in 2025 with construction assumed to be completed in the fall of 2025.

This action item will fund the design, bidding and construction management services for the project which will consist of survey layout and part-time oversight by the Engineer.

Motion: Commissioner Pat Boyle moved to approve Task Order No. 66 with Morrison-Maierle in the amount of \$98,750.

Second: Vice-Chair Deb Poteet

Vote: Motion passed unanimously

Morrison-Maierle Task Order-67 – Economy Parking Lot Expansion

The Economy Parking Lot Expansion project will expand upon the economy parking lot east of the terminal. The project will create approximately 335 additional parking spaces, and will incorporate parking lot lighting, security cameras, drainage and fencing. This added space will help supplement an already constrained parking lot, limit encroachment on existing tenant leaseholds and will provide a means to add additional parking in future phases.

This action item will fund the final design and engineering for the Economy Parking Lot Expansion project.

Motion: Vice-Chair Deb Poteet moved to approve Task Order No. 67 with Morrison-Maierle in the amount of \$98,000.

Second: Commissioner Jack Meyer

Vote: Motion passed unanimously

Elections of 2025 Board Officers

Chair Winton Kemmis proposed following the Succession Order for 2025 Board Offices. That succession order indicates that Vice Chair Deb Poteet would be considered for Chair, and that Secretary/Treasurer Pat Boyle would be considered for Vice-Chair. Winton also nominated Adriane Beck to serve as the new Secretary/Treasurer. Winton Kemmis called for nominations from the floor. There were no nominations from the floor.

Chair Winton Kemmis called for a vote to install Deb Poteet as Chair, Pat Boyle as Vice Chair, and Adriane Beck as Secretary/Treasurer.

Vote: Motion passed unanimously.

Meeting Adjourned.