

MISSOULA COUNTY AIRPORT AUTHORITY  
Regular Board Meeting  
January 28, 2025  
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD: Chair Deb Poteet  
Vice Chair Pat Boyle  
Commissioner Winton Kemmis  
Commissioner Andrew Hagemeyer  
Alternate Commissioner Shane Stack  
Alternate Commissioner Jack Meyer

STAFF: Director Brian Ellestad  
Deputy Director Tim Damrow  
Director of Finance and Administration Will Parnell  
Legal Counsel Juniper Davis  
Business Development Manager Dan Neuman  
Ground Handling Manager Andrew Bailey  
Human Resources Manager Nikki Munro  
Compliance Officer Jesse Johnson  
IT Manager Dylan O'Leary  
Accounting Clerk Brianna Brewer

OTHERS: Gary Matson, Runway 25 Hangars  
Shaun Shea, Morrison-Maierle  
Travis Reed, Morrison-Maierle  
Travis Frey, Martel Construction  
James Foote, Granite Technologies

Chair Deb Poteet 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.

AGENDA

Chair Deb Poteet noted that an Alternate Commissioner needed to be seated.

Motion: Vice Chair Pat Boyle moved to seat Alternate Commissioner Jack Meyer as a regular Commissioner for the duration of the meeting.

Second: Commissioner Winton Kemmis

Vote: Motion passed unanimously

Chair Deb Poteet noted that another Alternate Commissioner needed to be seated.

Motion: Vice Chair Pat Boyle moved to seat Alternate Commissioner Shane Stack as a regular Commissioner for the duration of the meeting.

Second: Commissioner Winton Kemmis

Vote: Motion passed unanimously

Chair Deb Poteet asked if there were any changes to the agenda. There were none.

Motion: Vice Chair Pat Boyle moved to approve the agenda.

Second: Commissioner Winton Kemmis

Vote: Motion Passed Unanimously

#### PUBLIC COMMENT PERIOD

Chair Deb Poteet asked if there was any public comment on items that were not on the Board's agenda. There was no public comment.

#### MINUTES

Chair Deb Poteet asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated December 17, 2024. Alternate Commissioner Shane Stack noted that Adriane Beck was noted as an Alternate Commissioner and that a change should be made to reflect that Adriane Beck is a regular voting Commissioner. Legal Counsel Juniper Davis noted that the correction would be made.

Motion: Alternate Commissioner Shane Stack moved to approve the minutes of the Regular Board Meeting dated December 17, 2025.

Second: Commissioner Jack Meyer

Vote: Motion passed with five votes in the affirmative and one abstention

#### CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell presented the Claims for Payment. Starting with project expenses, during the month of December 2024, the airport incurred approximately \$2 million in project expenses; of the \$2 million in project expenses approximately \$66,000 was submitted to the FAA for reimbursement. The remaining project expenses will be paid with reserves and debt.

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

Motion: Commissioner Winton Kemmis 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. Operating income for the period ending December 31, 2024, has increased by approximately \$1.2 million due largely to the realignment of rates and charges passed during the FY25 budgeting process.

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

Motion: Commissioner Winton Kemmis moved to approve the Financial Report

Second: Vice Chair Pat Boyle

Vote: Motion passed unanimously

## DIRECTOR'S REPORT

Airport Director Brian Ellestad provided updates including how in 2024 the Airport saw an increase of 12% in passengers, making it 8th in the country for the small hub airport category. Looking ahead, the Airport is excited to add additional flights to Portland and Chicago. With all of the additional flights, particularly in the summer, the Airport is trying to work with TSA to get another lane of passengers added through TSA security.

Director of Finance and Administration Will Parnell chimed in to provide some legislative updates. The Airport is keeping close tabs on changes coming from the new administration as they may impact federal funding, DBE/ACDBE programs, and other transportation related items. There continues to be uncertainty, but the Airport is staying on top of updates as they unfold and attempting to get more clarification.

Airport Director Brian Ellestad is anticipating a mid-May grand opening of the new Phase 2 expansion. Also, a congratulations to Deputy Director Tim Damrow for his appointment as Vice President of the Montana Airport Managers Association.

Deputy Director Tim Damrow provided additional updates on Phase 2 and 3 construction. Completion of Phase 3 will likely be 2-3 months after the opening of Phase 2. A video was shared highlighting a Year in Review for 2024.

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

## LEGAL REPORT

Legal Counsel Juniper Davis provided an update on recent shifts in Board membership, which include: David Bell was moved from an Alternate to a Regular Commission seat, Shane Stack was appointed as an Alternate Commissioner, and Andrew Hagemeyer was appointed as a County employee Commissioner.

Numerous RFPs are at various stages of development including beverage and snack vending, water rights professional services, 3959 Whippoorwill lease, VoIP services, and rental cars.

Airport staff met with representatives from the City of Missoula to talk in more detail about land use planning in the vicinity of the Airport. The conversation went well and included topics such as aviation easements, 7036 permits, the extended approach and departure area, and density. Additional work will continue in order to move these conversations forward.

### COMMITTEE REPORTS

Chair Deb Poteet notified the Board that the Executive Committee met on January 28, 2025, to discuss the Board agenda. The Finance Committee met on January 14, 2025, to discuss audit services and the associated financial analysis, as well as the USFS lease.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

#### Voice Over Internet Protocol (VoIP) RFP Award Recommendation

In late 2024 it was determined that we should look at the current phone system and see if a more modern option was available and to ensure that we didn't reach a state where the current system was no longer supported. After publishing an RFP, three proposals were received. After a careful review of the proposals and a series of demos by all three companies the selection committee determined that Granite Technologie's UniFi 360 was the best fit for the needs of the Missoula Montana Airport when balanced against the cost of the system.

Chair Deb Poteet asked if there were any Board questions or public comments regarding the audit report. In response to questions, Dylan clarified that phone systems are included in the budget and that this service will replace the existing phone service that is already in place and is already included in the budget. Dylan also clarified that this RFP sought services that were not currently being provided under the Airport's existing phone service agreement and that while the Airport's existing phone service provider did submit a response to the RFP, it was the most expensive of the proposals submitted and was not selected.

Motion: Vice Chair Pat Boyle moved to award the VoIP RFP to Granite Technologies

Second: Commissioner Jack Meyer

Vote: Motion passed unanimously

#### Award of Snack Vending Request for Proposals

The current agreement for vending (snack and beverage) at the Missoula Airport expires on June 30th, 2025. The airport currently has contracts with Pepsi-Cola of Missoula for Beverage Vending and Valley Vending for Snack Vending. Recently, our current snack vending operator, Valley Vending, ceased operations, impacting snack vending services at the airport.

Staff decided to publish an RFP early for both snack and beverage services to minimize the disruption for passengers due to the premature loss of the Snack Vending. At this time, the committee is recommending the award of Snack Vending to Faber, Coe and Gregg of Florida, Inc. Faber proposed the highest percentage of gross in addition to the widest array of product offerings. If approved, staff will work Faber to bring a final contract for Snack Vending services to the February Board Meeting.

The Beverage Vending proposals are still under review and an award recommendation will be brought to the February Board meeting.

Chair Deb Poteet asked if there were any Board questions or public comments regarding the RFP award. There were no questions or comments.

Motion: Commissioner Winton Kemmis moved to award the Snack Vending RFP to Faber, Coe and Gregg.

Second: Vice Chair Pat Boyle

Vote: Motion passed unanimously

#### Approval of purchase of a set of towable Air Stairs

The Airport currently owns several sets of boarding ramps, but none are sufficient for servicing Aircraft with a sill height over 11 feet. On occasion the Airport receives either charters or diversions with Aircraft that exceed this limit. The proposed set of stairs will be capable of deplaning Aircraft with a sill height of up to 18.5 feet.

Chair Deb Poteet asked if there were any Board questions or public comments regarding purchase of the air stairs.

Motion: Commissioner Jack Meyer moved to approve the purchase of AERO Specialties 2830 Passenger Stairway for \$37,218.

Second: Commissioner Winton Kemmis

Vote: Motion passed unanimously

#### Task Order No. 68 for Professional Engineering Services with Morrison-Maierle

Airport Director Brian Ellestad informed the Board that there are several items at the Air Traffic Control Tower (ATCT) that have either outlived their useful life or are in need of repair. A federal grant (up to \$900,000) has already been programmed through the FAA that would fund the design and construction of the upgrades. This includes replacing the existing elevator, upgrading the boiler controls system, upgrading lighting to LED fixtures, upgrading terminations of communication fiber, and other miscellaneous repairs and refreshing of the building. This also includes the purchase and installation of new navigational equipment that the air traffic controllers use to communicate with aircraft.

This project will be delivered through an alternative delivery method similar to the one utilized for the new terminal. A General Contractor, Construction Manager (GC/CM) is concurrently being solicited to work alongside Morrison-Maierle on this project. This Task Order is for design only and will be taken through bidding services.

Chair Deb Poteet asked if there were any Board questions or public comments regarding purchase of the air stairs.

Motion: Vice Chair Pat Boyle moved to Move to Approve Task Order No. 68 with Morrison-Maierle in the amount of \$32,500.

Second: Commissioner Winton Kemmis

Vote: Motion passed unanimously

#### Purchase of Air Traffic Control (ATC) Tower Equipment

Deputy Director Tim Damrow explained that the air traffic control tower (ATC) at the Missoula Montana Airport is operated under an agreement with SERCO-N.A. Under this agreement, FAA Tech Ops is responsible for general upkeep and maintenance of the equipment and MCAA for replacing equipment as required at the tower facility.

Late last year, staff were notified of an issue with the audio recording equipment located at the air traffic control tower that is limiting access to recordings. Through consultation with local FAA Tech Ops personnel, it was determined that the current equipment is no longer serviceable and in need of replacement. Due to the highly specific nature of the equipment, staff solicited equipment recommendations from the FAA Tech Ops Team and utilized MCAA approved sole-source procurement procedures. Staff are recommending the purchase and installation of a Stancil Audio Recorder from Robinson Aviation Inc. (RVA).

Chair Deb Poteet asked if there were any Board questions or public comments regarding purchase of the air stairs.

Motion: Commissioner Winton Kemmis moved to approve purchase and installation of audio recording equipment from RVA in the amount not to exceed \$25,842.96

Second: Vice Chair Pat Boyle

Vote: Motion passed unanimously

#### INFORMATION/DISCUSSION ITEMS(S)

##### USFS Hangar Door Repairs

Director of Finance and Administration Will Parnell informed the Board that the USFS leases a hangar from the Airport that is currently in need of an emergency repair to the hangar doors which have unexpectedly failed. The Airport has determined that the hangars need immediate repairs and Airport Director Brian Ellestad and Deputy Director Tim Damrow have concurred that emergency procurement methods would be used to move forward as quickly

as possible. As such, the Airport is endeavoring to get a draft contract for repair services in place and will likely call a Special Board Meeting before the February 2025 meeting in order to move this forward expeditiously.

Meeting Adjourned.