

MISSOULA COUNTY AIRPORT AUTHORITY
Special Board Meeting
January 28, 2025
Microsoft Teams

THOSE PRESENT

BOARD: Chair Deb Poteet
Vice Chair Pat Boyle
Secretary/Treasurer Adriane Beck
Commissioner Matt Doucette
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
Director of Maintenance Nate Cole

OTHERS: Shaun Shea, Morrison-Maierle
Travis Frey, Martel Construction
Cole Jensen, Martel Construction

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 two Alternate Commissioners could be seated.

Motion: Commissioner Matt Doucette moved to seat Alternate Commissioners Shane Stack and Jack Meyer as regular Commissioners for the duration of the meeting.

Second: Secretary/Treasurer Adriane Beck

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: Secretary/Treasurer Adriane Beck

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD

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

NEW BUSINESS

U.S. Forest Service hangar door repairs

Director of Finance and Administration Will Parnell carried this item and reminded the Board that they had received a lengthy update on this item during the January 28, 2025 Board Meeting. The Missoula County Airport Authority owns a 39,000 square foot hangar which is leased to the U.S. Forest Service (lessee). In early January staff were notified by the USFS that the hangar door is structurally damaged which impedes the lessee's ability to move aircraft in and out of the hangar. Lessee has identified the issue as an emergency. As such, staff utilized emergency procurement to expedite and resolve this issue. The amount of this contract of \$93,500 includes a 10% construction contingency for unexpected expenses that may arise during this repair. The contract type is time and materials with a 3.5% contractor fee. The Airport will continue to work with our insurance company to see if any amount of this repair may be covered under our policy.

Chair Deb Poteet asked if there were any Board questions or public comments regarding the hangar door repairs. Will informed the Board that the deductible for the insurance policy is \$10,000.

Motion: Vice Chair Pat Boyle moved to approve contract with Martel Construction to repair the U.S. Forest Service hangar door in the amount not to exceed \$93,500.

Second: Commissioner Jack Meyer

Vote: Motion passed unanimously

Property Insurance Valuation Services

Director of Finance and Administration Will Parnell presented this item and informed the Board that the Missoula County Airport Authority, in conjunction with Gallagher, MSO's insurance broker of record, intends to go-to-market in March or April of 2025 to obtain insurance quotations. Information needed prior to submissions to markets include statement of values. The Airport has not had a statement of value on Airport for quite some time. Under this proposal, CBIZ Valuation Group, LLC (CVG) will provide professional data collection and property valuation services for Gallagher on behalf of MSO.

Chair Deb Poteet asked if there were any Board questions or public comments regarding this item.

Motion: Commissioner Jack Meyer moved to approve proposal with CVG to provide property insurance valuation services in the amount not to exceed \$15,000

Second: Vice Chair Pat Boyle

Vote: Motion passed unanimously

INFORMATION/DISCUSSION ITEMS(S)

Airport Director Brian Ellestad informed the Board that a Montana State Legislator is sponsoring a bill that would revising membership in the Firefighters Unified Retirement System (FURS) to include Missoula County Airport Authority public safety employees. Brian will provide more updates to the Board as this bill moves through the legislature.

Adjournment