

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
February 25, 2025
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD:

Vice Chair Pat Boyle
Secretary/Treasurer Adriane Beck
Commissioner Winton Kemmis
Commissioner Matt Doucette (via Teams)
Alternate Commissioner Shane Stack (via Teams)
Alternate Commissioner Jack Meyer

STAFF:

Director Brian Ellestad
Deputy Director Tim Damrow
Director of Finance and Administration Will Parnell
Legal Counsel Juniper Davis
Public Safety Chief Justin Shaffer
Director of Maintenance Nate Cole
Human Resources Manager Nikki Munro
Compliance Officer Jesse Johnson

OTHERS:

Accounting Clerk Brianna Brewer
Gary Matson, Runway 25 Hangars
Shaun Shea, Morrison-Maierle
Travis Frey, Martel Construction
Cole Jensen, Martel Construction
Brad Kraft, Coca Cola Bottling Company High Country
Andy Shultz, City of Missoula
Cheryl Kaiser, Overland West

Vice Chair Pat Boyle 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

Vice Chair Pat Boyle noted that two Alternate Commissioners needed to be seated.

Motion: Commissioner Winton Kemmis 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

Vice Chair Pat Boyle asked if there were any changes to the agenda. Vice Chair Pat Boyle noted that the agenda needed to include approval of the Special Board Meeting that was held on February 12, 2025. The draft minutes for that meeting were included in the Board Packet.

Motion: Secretary/Treasurer Adriane Beck moved to amend the agenda to include approval of the minutes from the Special Board Meeting and to approve the agenda.

Second: Commissioner Winton Kemmis

Vote: Motion Passed Unanimously

PUBLIC COMMENT PERIOD

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

MINUTES

Vice Chair Pat Boyle asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated January 28, 2025, or the Special Board Meeting held February 12, 2025.

Motion: Alternate Commissioner Jack Meyer moved to approve the minutes for the Regular Board Meeting dated January 28, 2025, and the Special Board Meeting held February 12, 2025.

Second: Commissioner Winton Kemmis

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 January 2025, 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 will be paid with reserves and debt.

Vice Chair Pat Boyle asked if there were any Board questions or public comments regarding the Claims for Payment. There were no questions or comments.

Motion: Alternate Commissioner Jack Meyer moved to approve the Claims for Payment

Second: Secretary/Treasurer Adriane Beck

Vote: Motion passed unanimously

FINANCIAL REPORT

Director of Finance and Administration Will Parnell presented the Financial Report, including an update on the construction in progress for the East Concourse project. Upon completion of the East Concourse, staff estimate that the project will have been funded from federal grants at 60% and MCAA reserves and debt at 40% for a total cost (design and construction) of approximately 62.6M.

Vice Chair Pat Boyle asked if there were any Board questions or public comments regarding the Financial Report. There were no questions or comments.

Motion: Commissioner Winton Kemmis moved to approve the Financial Report

Second: Alternate Commissioner Jack Meyer

Vote: Motion passed unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad informed the Board that the month of January ended with an increase of 14.7% more enplaned passengers as compared January of 2024. Increases are expected to level off in the upcoming months and into summer.

Currently at the federal level, we continue to operate under a second Continuing Resolution that is effective through March 14, 2025. At the state level, the Airport's Public Safety Department has been trying to be included in a 20-year retirement since they are both police and firefighters.

The State Aviation Conference is in Missoula February 27th – March 1st. The Airport will be hosting members of the Montana Airport Managers Association on Thursday evening.

This past week we have a contractor on site swapping out aircraft fire fighting foam on the Airport's fire trucks. One truck is done, one is in progress, and a third should be completed the following week.

Thursday, May 15th will be the ribbon cutting for Phase 2 of the Airport's terminal expansion.

Deputy Director Tim Damrow provided additional project updates on Phase 2 and 3 construction. Mechanical, drywall, painting, bag handling systems, and siding are all in progress. Phase 2 estimated completion is May 15 and Phase 3 is the fall of 2025.

Tim also provided more information on cleanout of the fire trucks that Brian discussed earlier. Along with details on how the cleaning takes place, Tim also pointed out how the Airport is one of the first in the region, along with Seattle, to complete this effort.

Vice Chair Pat Boyle 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 regarding a development that is proposed on private land abutting Airport property to the east. The development is named Paisley Park and currently contains plans for high density residential and mixed-use development. The Airport will stay abreast of this development and submit comments to the developer and the City as needed.

Numerous RFPs are at various stages of development including upcoming contracts for VoIP, beverage vending, and car rental concessions. Custodial will be forthcoming.

The plans to sell a portion of Airport land at the southern edge of the Airport's property to the City of Missoula for a future tail corridor are still in the works but are temporarily on hold until a few other project details are completed.

COMMITTEE REPORTS

Vice Chair Pat Boyle notified the Board that the Executive Committee met on February 25, 2025, to discuss the Board agenda.

UNFINISHED BUSINESS

None

NEW BUSINESS

Award of Beverage Vending RFP to Coca Cola Bottling Company High Country

Deputy Director Tim Damrow explained to the board that the airport currently contracts with Pepsi-Cola of Missoula for Beverage. The current agreement for beverage vending at Missoula Airport expires on June 30th, 2025, and after an RFP process, Coca Cola has been recommended as the most advantageous proposal for the Airport moving forward. If approved, staff will work Coca Cola Bottling Company High Country to bring a final contract for beverage vending services to the March Board Meeting.

Vice Chair Pat Boyle asked if there were any Board questions or public comments regarding the RFP award. There were no questions or comments.

Motion: Alternate Commissioner Jack Meyer moved to award Beverage Vending RFP to Coca Cola Bottling Company High Country

Second: Commissioner Winton Kemmis

Vote: Motion passed unanimously

Contract for Snack/Food Vending services with Faber, Coe, and Gregg

Deputy Director Tim Damrow provided information regarding the Airport's current contractor for snack vending and how it is no longer able to provide services until the end of their contract on June 30, 2025. After an RFP process, the MCAA Board approved the award of the snack vending RFP to Faber Coe & Gregg of Florida, Inc. at its January 2025 meeting. The snack vending services provided under this contract will begin as soon as possible.

Vice Chair Pat Boyle asked if there were any Board questions or public comments regarding the contract. There were no questions or comments.

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

Second: Alternate Commissioner Jack Meyer

Vote: Motion passed unanimously

Approval of Water Rights Professional Services RFP to Parsons, Behle and Latimer

Legal Counsel Juniper Davis provided an overview of this item explaining that in the fall, staff identified a number of discreet issues facing the Airport in the sector of water rights and water resources that needed a coordinated approach for resolution. As a result of an RFP process, two firms submitted proposals to the Airport to address. Staff reviewed proposals and conducted interviews. Staff recommend moving forward with the RFP from the firm Parsons, Behle, and Latimer. Parsons, Behle, and Latimer will work collaboratively, as part of a team, with HydroSolutions Inc. to provide technical services.

Vice Chair Pat Boyle asked if there were any Board questions or public comments regarding award of the RFP.

Motion: Alternate Commissioner Jack Meyer moved to award the 2024 Water Rights Professional Services RFP to Parsons, Behle and Latimer and authorize the Airport Director to sign the Scope and Terms of Representation.

Second: Commissioner Winton Kemmis

Vote: Motion passed unanimously

Lease with Williams Plumbing, Heating and Utilities for 3959 Whippoorwill

Legal Counsel Juniper Davis explained the background of the Airport's property at 3969 Whippoorwill Drive, which began a little over 20 years ago when the Airport bought the property. Since that time, Rocky Mountain Mechanical has been leasing the light-industrial site located to the eastern edge of the Airport's property off of Whippoorwill Drive. Rocky Mountain Mechanical's lease was set to expire January 31, 2025. The Airport conducted an RFP, for which there were no responses. Through connections, the Airport was put in touch with Williams Plumbing, Heating and Utilities, which was interested in leasing the property for the listed lease amount (\$8,500 in the first year) and for a five-year term. After on-site meetings with representatives from Williams, staff recommend moving forward with a lease with Williams.

Vice Chair Pat Boyle asked if there were any Board questions or public comments regarding purchase of the air stairs. Staff clarified that there are outstanding rent payments yet due to the Airport from Rocky Mountain Mechanical that are nearly \$70,000. Staff also clarified that the annual lease payment will adjust to CPI.

Motion: Commissioner Winton Kemmis moved to authorize the Airport Director to sign the lease agreement for 3959 Whippoorwill Drive for a term of five years to Williams Plumbing, Heating and Utilities.

Second: Alternate Commissioner Jack Meyer

Vote: Motion passed unanimously

Grant Creek Restoration MOA with the City of Missoula

The Airport Director provided an update that the Grant Creek Restoration is scheduled to begin in March 2025. The project will restore habitat and reduce floodplain. The project will occur on a section of land on the eastern edge of Airport property. Brian highlighted the importance of limiting habitat that will bring in larger wildlife into the area. This agreement with the City will allow for temporary construction access to facilitate the project.

Andy Schultz, an Engineer for the City of Missoula, is the Project Manager for this project and provided additional detail, explaining that Grant Creek is currently incised and operates more as a ditch. After restoration, the creek bed will be much healthier.

Vice Chair Pat Boyle asked if there were any Board questions or public comments regarding the Grant Creek restoration.

Motion: Alternate Commissioner Jack Meyer moved to authorize the Airport Director to sign the Memorandum of Agreement between the Missoula County Airport Authority and the City of Missoula regarding restoration of Grant Creek.

Second: Secretary/Treasurer Adriane Beck

Vote: Motion passed unanimously

Runway Reconstruction Reimbursable Agreements

Director of Finance and Administration Will Parnell provided an overview of two projects on the airfield that require the assistance of the FAA. In those instances, the Airport enters into agreements with the FAA to provide that assistance. The first project is for the relocation of the VOR Checkpoint and the second project is for the Runway Rehabilitation Project. The Airport will make an advanced payment on these projects to the FAA. Then subsequently the Airport submits for reimbursement.

Vice Chair Pat Boyle asked if there were any Board questions or public comments regarding the FAA reimbursable agreements.

Motion: Commissioner Winton Kemmis moved to pre-authorize the Airport Director to accept upcoming Reimbursable Agreements for fiscal year 2025 projects.

Second: Alternate Commissioner Jack Meyer

Vote: Motion passed unanimously

Award of On-Airport Rental Car Concession RFP

Deputy Director Tim Damrow explained that the current car rental concession agreements were entered into in September 2019 and are set to expire on June 30th, 2025. The expiration date coordinates with the opening of four rental car suites in Phase 2 of the Airport expansion project. A car rental suite includes the counter, office, queueing area, ready parking stalls, and QTA bay. The Airport released an RFP with a first year \$250,000 Minimum Annual Guarantee as well as asking for a proposal for a dollar per square foot. The Airport received three proposals that met the baseline requirements. Staff reviewed the proposals and recommend awarding one airport suite to each of the three entities: Enterprise RAC Company of Montana/Wyoming, LLC (Enterprise, Alamo, National), Avis Budget Car Rental (Avis, Budget), LLC and Overland West Inc. (Hertz, Thrifty). One rental car suite remains unoccupied and in the upcoming months staff will determine the best fit for this unused space.

Vice Chair Pat Boyle asked if there were any Board questions or public comments regarding the rental car RFP.

Motion: Alternate Commissioner Jack Meyer moved to approve the successful respondent bid awards for the Rental Car Concessions RFP as presented.

Second: Commissioner Winton Kemmis

Vote: Motion passed unanimously

INFORMATION/DISCUSSION ITEMS(S)

Next meeting will be Tuesday, March 25, 2025, at 1:30 pm.

As part of the Montana Aeronautical Conference, on Friday from 4:30-6:30 there will be an open house at Hangar 6 at Northstar with historic airplanes to come and view.

Commissioner Winton Kemmis thanked staff Nate Cole for the opportunity to have a ride-along to witness snow removal operations.

Director of Finance and Administration Will Parnell provided the update that the Airport's insurance company has concluded that the high wind event was the cause of the damage to the Forest Service hangar doors.

Meeting Adjourned.