

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

THOSE PRESENT

BOARD:

Chair Deb Poteet
Secretary/Treasurer Adriane Beck
Commissioner Winton Kemmis
Commissioner Matt Doucette (via Teams)
Commissioner David Bell
Commissioner Andrew Hagemeyer
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
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
Tyler Reed, Morrison-Maierle
Travis Frey, Martel Construction
Cole Jensen, Martel Construction
Griffen Smith, Missoulian

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 one Alternate Commissioner needed to be seated.

Motion: Secretary/Treasurer Adriane Beck moved to seat Alternate Commissioner Jack Meyer as 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 while also highlighting that the Facility and Operations Committee that was scheduled to occur directly after the current meeting had been cancelled. There were no other suggested changes to the agenda.

Motion: Commissioner Winton Kemmis moved to approve the agenda with the removal of the Facility and Operations Committee meeting.

Second: Commissioner David Bell

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 February 25, 2025.

Motion: Alternate Commissioner Jack Meyer moved to approve the minutes for the Regular Board Meeting dated February 25, 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 February 2025, the airport incurred approximately \$2.1 million in project expenses; of the \$2.1 million in project expenses approximately \$1.2 million 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 David Bell 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, 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. As of February 26, 2025, the East Concourse project is estimated to be 79% completed.

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

Motion: Secretary/Treasurer Adriane Beck moved to approve the Financial Report

Second: Commissioner Winton Kemmis

Vote: Motion passed unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad informed the Board that the month of February ended with an increase of 7.5% more enplaned passengers as compared to February of 2024. Increases are expected to level off in the upcoming months and into summer.

The ribbon cutting for the Phase 2 Terminal Project is scheduled for May 15, 2025.

Alaska is starting its second daily Portland flight on May 15th. United will be bringing a second daily Saturday flight to San Francisco this summer.

Federal funding is lining up for the Airport's runway project which will begin September 2, 2025.

US Forest Service hangar door repairs are currently under way and are moving along smoothly. The airfield inspection is being conducted next week. TSA will be adding a fourth security checkpoint on June 9, 2025.

Deputy Director Tim Damrow provided additional project updates on Phase 2 and 3 construction. Baggage handling systems and jet bridge installation are completed. 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. The clean-out is complete, and the trucks are now transitioned to F3 foam.

Director of Finance and Administration Will Parnell provided additional information about the repairs to the US Forest Service hangar doors and reported that our insurer has indicated that the costs would be covered due to the damage from last year's windstorm.

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 RFPs including rental car concessions, Voice over IP services, and custodial services.

Juniper also informed the Board that staff are working with Neptune/Northstar on adjustments to their existing leases.

Additionally, the Airport is currently under engagement with a law firm for assistance on the conversion of water rights from the Flynn Lowney Ditch and also on the state's adjudication process 76M (middle Clark Fork).

COMMITTEE REPORTS

Chair Deb Poteet notified the Board that the Executive Committee met on March 25, 2025, to discuss the Board agenda.

UNFINISHED BUSINESS

None

NEW BUSINESS

Beverage Vending Contract with Coca Cola Bottling Company High Country – Tim Damrow

At the February 2025 Regular Board Meeting, Coca Cola Bottling Company High Country was awarded the recently published Beverage Vending RFP. Staff then worked with Coca Cola to finalize the agreement for beverage vending in order to bring it to the Board today. If approved, Coca Cola Bottling Company High Country will begin vending operations at the Missoula Airport commencing on July 1st, 2025, for a term of 3-years and including three locations. Coca Cola Bottling Company High Country shall pay rent equal to either the Minimum Annual Guarantee ("MAG") of \$30,000 or 40% of gross receipts, whichever is greater. If approved, staff will facilitate the switch over of vending services from Pepsi Cola of Missoula to Coca Cola Bottling Company High Country in late June.

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

Motion: Alternate Commissioner Jack Meyer moved to approve the beverage vending concession agreement with Coca Cola Bottling Company High Country

Second: Commissioner Winton Kemmis

Vote: Motion passed unanimously

Airport Suite Contract with the Resort at Paws Up

Deputy Director Tim Damrow provided background information on the Airport Suite RFP which was awarded to the Resort at Paws Up at the December 2024 Regular Board Meeting. The Airport Suite is approximately 500sqft., located post-security, and features a private seating area, restroom and kitchenette. The intent of this space is to provide a private location, post security for a vendor to utilize on an as needed basis during operational hours. The Airport is retaining the right to use the Airport Suite, when needed, to seat individuals that may require additional private space. Staff will also work with the Resort at Paws Up to encourage use of the space during operational downtimes, including use by other

passengers. The contract is for a 3-year term with the airport responsible for providing a move-in ready space and the Resort at Paws Up responsible for final fit out, including any upgrades and furnishings as desired.

Chair Deb Poteet asked if there were any Board questions or public comments regarding the contract. A question was asked to clarify how much the contract is worth, and Tim clarified that it is \$10,000 per year. There were no other questions or comments.

Motion: Commissioner Winton Kemmis moved to approve the Airport Suite Contract with the Resort at Paws Up

Second: Commissioner David Bell

Vote: Motion passed unanimously

Online AP/AR Software Contract with Bill.com, LLC

Director of Finance and Administration Will Parnell explained to the Board that in September 2023, the Airport migrated its accounts payable and accounts receivable procedures from a manual, paper-dependent process to an automated, fully digitized process utilizing the Bill platform. This was done after obtaining quotes from a variety of providers and it was determined that Bill.com best met our requirements. This action is for the renewal of our agreement with Bill.com. The agreement will be three years at an amount of \$12,933.15 per year. Will further explained the benefits of the system for the Airport and its staff, stating that it has been a very positive transition to the new application.

Chair Deb Poteet asked if there were any Board questions or public comments regarding the contract with Bill.com.

Motion: Commissioner David Bell moved to authorize staff to accept the agreement from Bill for digitization and automation of AP, AR and credit card expenses.

Second: Commissioner Winton Kemmis

Vote: Motion passed unanimously

ARFF Equipment Purchase

Airport Director Brian Ellestad explained that the Airport needs to replace and upgrade one of the Airport's Rescue Fire Fighting (ARFF) trucks. The Airport undertook procurement by utilizing Source Well which allows the Airport to select the specific ARFF that best suits our needs. This purchase request is for a 3000-gallon truck that would allow the Airport to retire an older vehicle. Currently the purchase to delivery backlog is two years. With this purchase we would have one new and a second fairly new primary-required trucks with a 20-year-old backup truck by the time this new truck is delivered.

Chair Deb Poteet asked if there were any Board questions on the purchase of the ARFF truck. Staff clarified that the warranty on the truck is one year.

Motion: Alternate Commissioner Jack Meyer moved to approve the award to Oshkosh Airport Products for a new Airport Rescue Fire Fighting truck in the amount of \$1,592,320.

Second: Commissioner David Bell

Vote: Motion passed unanimously

Runway Reconstruction Bid Award

Airport Director Brian Ellestad provided information regarding the September 2, 2025, closure of the Airport's runway rehabilitation project. The Airport will be closed for 127 hours and reopen at 3 pm on September 7, 2025.

The Airport received and publicly opened bids for the Runway Rehabilitation Project and a total of two bids were received. Morrison-Maierle vetted the bids, and they considered the lowest bid, submitted by Schellinger Construction, to be a reasonable and responsible bid.

Chair Deb Poteet asked if there were any Board questions or public comments regarding the bid award for the runway rehabilitation project. Shaun Shea of Morrison-Maierle explained that the main difference between the two submitted bids can be found in the asphalt pricing, and specifically the oil costs. There is also an understanding among staff that the short time frame and risks associated with the project are an influence on pricing.

Motion: Commissioner David Bell moved to accept the Runway 12-30 Rehabilitation Project bid results and award.

Second: Commissioner Winton Kemmis

Vote: Motion passed unanimously

INFORMATION/DISCUSSION ITEMS(S)

Next meeting will be Tuesday, April 29, 2025, at 1:30 pm.

Meeting Adjourned.