

MISSOULA COUNTY AIRPORT AUTHORITY  
Regular Board Meeting  
April 29, 2025  
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD:	Chair Deb Poteet Vice Chair Pat Boyle Secretary/Treasurer Adriane Beck (via Teams) Commissioner Winton Kemmis Commissioner Matt Doucette Commissioner David Bell Commissioner Andrew Hagemeyer Alternate Commissioner Shane Stack (via Teams)
STAFF:	Director Brian Ellestad Deputy Director Tim Damrow Director of Finance and Administration Will Parnell Legal Counsel Juniper Davis Business Development Manager Dan Neuman Director of Maintenance Nate Cole IT Manager Dylan O'Leary Accounting Clerk Brianna Brewer Field Supervisor Jake Sol Building Supervisor AJ Bemrose
OTHERS:	Gary Matson, Runway 25 Hangars 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 no Alternate Commissioners needed to be seated.

Chair Deb Poteet asked if there were any changes to the agenda. There were no suggested changes to the agenda.

Motion: Commissioner Winton Kemmis moved to approve the agenda.

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 March 25, 2025.

Motion: Commissioner David Bell moved to approve the minutes for the Regular Board Meeting dated March 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 March 2025, the Airport incurred approximately \$2.9M in project expenses. Of the \$2.9M in project expenses, approximately \$1.6M or 54% 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. A question was asked regarding a payable due to Rise Vision in the amount of \$10,560 for 88 advanced displays. Staff clarified that the expense was for the software licensing to serve both the existing and new displays in the Phase 2 and 3 terminal expansion projects.

Motion: Vice Chair Pat Boyle moved to approve the Claims for Payment

Second: Commissioner David Bell

Vote: Motion passed unanimously

### FINANCIAL REPORT

Director of Finance and Administration Will Parnell presented the Financial Report. Will explained that the financial report narrative is included in the Board packet and that the narrative provides a breakdown of accounts receivable on the balance sheet, budget information, long-term debt activity and a construction in progress roll-forward for the East Concourse project.

Will also provided information on the long-term debt roll-forward, explaining that the airport recorded debt proceeds in the amount of \$12,924,500 in the month of March. This was the final draw and the draw will be used to pay for future eligible costs associated with the East Terminal Project. As of the end of March, all debt financing associated with the South and East Concourse have been finalized or drawn in full.

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

Motion: Vice Chair Pat Boyle 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 March ended with an increase of 15% more enplaned passengers as compared to last year. After April, staff expect numbers to level off for the upcoming months.

The ribbon cutting for the Phase 2 Terminal Project is scheduled for May 15, 2025. This ribbon cutting will be for only the lower-level baggage claim area. The upstairs of Phase 2 will likely be open by June.

A fourth TSA security checkpoint lane is still expected to be installed on June 9<sup>th</sup>.

Business Development Manager Dan Neuman wrote a successful grant application for an electric bag tractor through the Montana State Department of Environmental Quality.

We accepted our Small Community Air Service Grant from the Department of Transportation for winter service to Chicago. The plan is to release an RFP and wrap things up in early June.

The Airport's Public Safety Officer Cameron Gillespie recently graduated from the Montana Law Enforcement Academy. He still has some training to complete and will be a good addition to the team.

Real ID starts May 7th. That morning is a busy morning at the Airport. TSA has some alternate procedures in place to work around any issues with passengers, so we expect impacts to be minimal.

Deputy Director Tim Damrow provided additional project updates on Phase 2 and 3 construction. The plan is to open baggage claim May 15<sup>th</sup>, the upstairs first two hold rooms by June, the upstairs concession areas by July, and the final upstairs hold rooms by August. Tim fielded a question from the Board regarding parking lots, clarifying that the boundary of the short-term lot can be moved to meet occupancy needs. Tim also clarified that the temporary rental car tent was rented and will be taken down in June or July.

#### LEGAL REPORT

Legal Counsel Juniper Davis provided an update on RFPs including the current custodial services RFP and an upcoming RFP for Chicago air service.

Juniper also informed the Board that staff are working with an agricultural producer, Grass Valley Farms, on an amendment to their lease for 1,100 acres of Airport owned property to the south. The current plan is to put the lease out for RFP in the fall but in the meantime, staff

are looking at per/acre price adjustments with Grass Valley Farms for the remainder of the term of the existing agreement.

Staff undertook an amendment to the existing custodial service agreement with contractor Rising Fast in order to account for the expanded footprint of the Phase 2 expansion.

Juniper informed the Board that the U.S. Department of Transportation has recently released a new grant funding agreement template and updated grant assurances to conform with recent executive actions.

### COMMITTEE REPORTS

Chair Deb Poteet notified the Board that the Executive Committee met on April 29, 2025, to discuss the Board agenda.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

#### Approval of On Airport Rental Car Concession and Lease Agreements and Award of the Fourth Rental Car Suite to Enterprise

Legal Counsel Juniper Davis reminded the Board that the Airport had released a Request for Proposals for Rental Car Suites and that in January, the Board awarded three of the four Rental Car Suites to three separate concessionaires. After that January award, staff then released a Notice of a Limited Offering in order to fill the fourth and final Rental Car Suite. The Notice was sent to the three successful respondents to the original RFP. Staff received one response to the Limited Offering, and that response was from Enterprise Rent a Car.

Juniper directed the Board to review the Agenda Action Sheet for the rates, terms and conditions for the award of the fourth suite and the three concession agreements. Juniper recommended to the Board the award of the fourth Suite to Enterprise Rent a Car, and recommended approval of the concession and lease agreements with Enterprise Rent a Car, Avis/Budget and Overland West.

Chair Deb Poteet asked if there were any Board questions or public comments regarding the rental car agreements. There were no questions or comments.

Motion: Vice Chair Pat Boyle moved to award the fourth rental car suite to Enterprise Rent a Car and approve the on-airport rental car concession agreements with Enterprise Rent a Car, Avis/Budget and Overland West.

Second: Commissioner Winton Kemmis

Vote: Motion passed unanimously

### Agreement for Voice Over IP Services

IT Manager Dylan O'Leary explained to the Board that in January the Board awarded the Voice Over IP Services RFP to Granite Technology Solutions. In the past months, staff have worked to get the contract ready for Board consideration. Dylan recommended moving forward with the contract for VoIP service with Granite Technology Solutions.

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

Motion: Commissioner Winton Kemmis moved to approve the contract for Voice Over IP services between MCAA and Granite Technology Solutions.

Second: Vice Chair Pat Boyle

Vote: Motion passed unanimously

#### Second Addendum to Food and Beverage Lease Agreement with Faber, Coe and Gregg

Deputy Director Tim Damrow briefed the Board on the history with food and beverage concessionaire, Faber, Coe and Gregg. Tim then explained that their existing concession agreement needed an addendum to show the expanded concession space in the Phase 2 terminal expansion project. The addendum includes an updated exhibit that describes the leased area, including a new bar, marketplace and kitchen.

Chair Deb Poteet asked if there were any Board questions or public comments regarding the concession agreement addendum.

Motion: Vice Chair Pat Boyle moved to accept the Second Lease Addendum with Faber for Phase 2 Concession locations, including the updated lease area exhibit.

Second: Commissioner Winton Kemmis

Vote: Motion passed unanimously

#### Resolution Setting Ground Rent for Aviation Leases

Director of Finance and Administration Will Parnell provided background, explaining that the Airport has a number of aeronautical ground leases. The Airport establishes aeronautical ground rent by Board resolution to ensure consistency in ground rents. This proposed resolution increases the ground rent by 3% - from \$0.18 to \$0.185 per square foot.

Chair Deb Poteet asked if there were any questions from the Board or the public on the resolution.

Motion: Commissioner David Bell moved to approve Resolution No. 2025-03 setting ground rent for aviation leases on airport at \$0.185 per square foot.

Second: Vice Chair Pat Boyle

Vote: Motion passed unanimously

Pre-Approval and Acceptance of Airport Improvement Program Grant AIP-091, AIP-092 and AIP-093

Airport Director Brian Ellestad explained that the Airport has submitted successful grant applications for which staff are requesting pre-approval to enter into grant agreements when the grant agreements become available. The first is a little over \$18 million for AIP-3-30-0056-091-2025 for the runway rehabilitation project. The AIP-3-30-0056-092-2025 grant is \$3.4 million dollar grant for the east concourse terminal building. The final grant is for AIP-3-30-0056-093-2025 to modernize the Air Traffic Control Tower in the amount of \$900,000.

Chair Deb Poteet asked if there were any Board questions or public comments regarding the contract. A question was asked regarding recent changes in the federal template grant agreement and grant assurances; staff confirmed that there is a prohibition on Diversity, Equity and Inclusion (DEI) programs. Staff further clarified that the Airport does not have any DEI programs in operation at the Airport. There were no other questions or comments.

Motion: Commissioner David Bell moved to accept Grant Offers for AIP-91, 92 and 93 in the total amount of \$22,581,561 as submitted to the FAA and their corresponding matching share.

Second: Commissioner Winton Kemmis

Vote: Motion passed unanimously

Award of Economy Lot Expansion Project

Airport Director Brian Ellestad explained that the economy lot needs to be expanded, particularly because the rental car parking area will be taking up some of the area of the existing economy lot. Knife River is being recommended for this award.

Chair Deb Poteet asked if there were any Board questions or public comments regarding the award. Staff clarified that the current occupancy in the economy lot is approximately 35%, however once spots are lost to rental car parking, the occupancy will go to likely 75-80% and even higher during peak times. In addition, employee parking may move into the economy lot area. Staff also clarified that while true dynamic pricing is not currently deployed at the Airport, prices for different lots could be adjusted to attempt to change parking behavior if needed. There were no other questions or comments.

Chair Deb Poteet noted that Commissioner Winton Kemmis left the meeting and that an Alternate Commissioner needed to be seated for the remainder of the meeting.

Motion: Commissioner David Bell moved to seat Alternate Commissioner Shane Stack as a Regular Commissioner for the duration of the meeting.

Second: Vice Chair Pat Boyle

Vote: Motion passed unanimously

Motion: Vice Chair Pat Boyle moved to accept the Economy Parking Lot Expansion Project bid proposal and award construction to Knife River Corporation in the amount of \$1,153,931.92.

Second: Commissioner Matt Doucette

Vote: Motion passed unanimously

#### Morrison-Maierle Task Order #70 – Economy Lot Construction Management

Airport Director Brian Ellestad explained that this task order would authorize Morrison-Maierle to oversee and manage the Economy Lot Expansion Project.

Chair Deb Poteet asked if there were any Board questions or public comments regarding the task order. There were no other questions or comments.

Motion: Vice Chair Pat Boyle moved to approve Task Order No. 80 with Morrison-Maierle in the amount of \$98,750.

Second: Commissioner Matt Doucette

Vote: Motion passed unanimously

#### Morrison-Maierle Task Order #69 – Runway Construction Management

Airport Director Brian Ellestad explained that this Task Order is related to a contract that was awarded at the March Board meeting for the Runway Rehabilitation. This Task Order would provide for the construction management of the Runway Rehabilitation Project. An independent fee estimate was conducted, and the results are attached to the Board meeting packet.

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

Motion: Commissioner David Bell moved to approve Task Order No. 69 with Morrison-Maierle in the amount of \$900,000 contingent on the availability of federal funding.

Second: Vice Chair Pat Boyle

Vote: Motion passed unanimously

#### INFORMATION/DISCUSSION ITEMS(S)

Board Committee assignments have been made and if anyone has any changes let chair Deb Poteet know.

Next meeting will be Tuesday, May 27, 2025, at 1:30 pm.

Meeting Adjourned.