

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
May 27, 2025
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD:	Chair Deb Poteet Secretary/Treasurer Adriane Beck Commissioner Matt Doucette Commissioner Andrew Hagemeyer Alternate Commissioner Shane Stack Alternate Commissioner Jack Meyer (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 Public Safety Chief Justin Shaffer Director of Maintenance Nate Cole Yuri Chinikaylo, Building Maintenance Technician Josh Rice, Building Maintenance Technician HR Manager Nikki Munro Federal Compliance Manager Jesse Johnson IT Manager Dylan O'Leary Accounting Clerk Brianna Brewer Field Supervisor Jake Sol Building Supervisor AJ Bemrose
OTHERS:	Shaun Shea, Morrison-Maierle 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 needed to be seated.

Motion: Commissioner Andrew Hagemeyer moved to seat Alternate Commissioner Shane Stack as a regular Commissioner for the duration of the meeting.

Second: Commissioner Matt Doucette

Vote: Motion passed unanimously

Motion: Commissioner Matt Doucette moved to seat Alternate Commissioner Jack Meyer as a regular Commissioner for the duration of the meeting.

Second: Commissioner Andrew Hagemeyer

Vote: Motion passed unanimously

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

Motion: Secretary/Treasurer Adriane Beck moved to approve the agenda.

Second: Commissioner Matt Doucette

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 April 29th, 2025.

Motion: Secretary/Treasurer Adriane Beck moved to approve the minutes for the Regular Board Meeting dated April 29, 2025.

Second: Commissioner Matt Doucette

Vote: Motion passed unanimously

CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell presented the Claims for Payment. During the month of April, the airport incurred approximately \$1.5 million in project expenses. Of the \$1.5 million in project expenses, approximately \$1 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: Alternate Commissioner Shane Stack 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. 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 provided a brief update that there are two past due items for the Pruyn remediation and Rocky Mountain Mechanical lease payments for a total amount of approximately \$130,000.

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

Motion: Alternate Commissioner Shane Stack

Second: Secretary/Treasurer Adriane Beck

Vote: Motion passed unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad informed the Board that the month of April ended with an increase of 10.5% more enplaned passengers as compared to last year. After April, staff expect numbers for upcoming months to level off or be only slightly up.

A fourth TSA security checkpoint lane is planned to be installed on June 10th.

Real ID has been implemented and did not have a negative impact on Airport operations. TSA is seeing a large increase in the number of people using passports as their ID.

United and Delta are bumping their cutoff for checked bags from 25 minutes to 45 minutes pre-flight.

The Airport hosted an annual "tabletop" event with local emergency response personnel.

Deputy Director Tim Damrow provided additional project updates on Phase 2 and 3 construction. Baggage claim is open and operational. Rental car ticket counters are also opening, and rental car parking will open in upcoming weeks. Gates B1 and B2 in the Phase 2 expansion should open on May 29th. Concessions in the B concourse should open in July and the final gates will open in mid or late August. The Rocky Mountain Elk Foundation has installed a display outside of security on the second floor.

Tim elaborated on parking operations, explaining that the goal is to have 60—70% occupancy rate. For the most part the Airport is hitting that goal but will surpass it during higher volume periods/days (busiest days are Thursday, Friday and Sunday). The expansion to the Economy Lot will help on the busiest days. Tim reminded everyone that the first 60 minutes is free in all lots and is a better approach than using the front curb. The Airport has hired staff to assist the public in proper utilization of the front curb and encouraging short-term parking in the Premium Lot.

LEGAL REPORT

Legal Counsel Juniper Davis provided an update on RFPs including the current custodial services RFP and the Chicago air service RFP. The Airport received eight submissions for the custodial services RFP. After scoring and ranking, that was cut down to four respondents who will be invited for interviews. Staff expect to bring recommendations for awards for both RFPs to the June Board meeting.

Juniper also informed the Board of other agreements that are moving forward including an extension to the contract with Black Knight Security and Investigations for aviation worker screening, updates to the off-airport agreement with Dollar Rental Car, as well as continued work on agreements with Lyft, Uber and Turo.

Airport staff continue to examine and consider the implications for the U.S. Department of Transportation's recently released new grant funding agreement template and proposed updated grant assurances. With the Airport's upcoming contracts, such as the runway rehabilitation project in September, the impacts of recent changes are important to consider.

COMMITTEE REPORTS

Chair Deb Poteet notified the Board that the Executive Committee met on May 27, 2025, to discuss the Board agenda.

UNFINISHED BUSINESS

None

NEW BUSINESS

Approval of Fiscal Year 2026 Budget

Director of Finance and Administration Will Parnell presented an overview of the Fiscal Year 2026 Budget which included a power point presentation and attachments to the Board packet. Will explained that the budgeting process starts with expected projects for passengers in the upcoming year, which for FY26 is expected to be up only very slightly higher, if not actually relatively flat, from FY25.

Air service rates and charges are calculated including landing fees, user fees and rent. Those rates and charges are subsidized by the Airport in order to reduce the costs to the airlines. In order to subsidize those rates and charges, the Airport endeavors to bring in revenue in other ways. Will pointed the Board to the budget to see more detail.

Car rentals are a significant revenue generator for the airport. Staff have budgeted for an increase in those revenues for FY26 due to the Airport's new agreements with rental car operators which includes expanded and updated spaces as a result of the airport expansion project. The increase in rental car revenue is shown in the Board packet.

Another significant revenue stream for the airport is parking. In FY25 staff budgeted for \$3,600,000 in parking revenue, however the revenue was higher than expected. The reason

for this was due a change from utilizing a parking concessionaire to a management agreement. Staff expect parking to bring in approximately \$4,200,000 million by the close of FY25.

Will also presented on operating expenses, explaining that salaries and benefits are the primary increase. This increase represents two new FTEs, cost of living adjustments and a 10% increase in medical premiums. Additional items covered by Will include materials and supplies, utilities, the revenue bond coverage ratio, and the capital budget.

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: Alternate Commissioner Shane Stack moved to approve the budget for fiscal year July 1, 2025, to June 30, 2026.

Second: Commissioner Matt Doucette

Vote: Motion passed unanimously

Commercial Aviation Rates and Charges Resolution

Director of Finance and Administration Will Parnell presented a proposed resolution that would set terminal use and landing fees at the airport. Will referred the Board to the resolution in the board packet and reminded the Board that in May 2024, the Board approved MCAA Resolution No. 2024-05 regarding Terms and Conditions Governing Use by Commercial Air Service Providers at the Airport. That resolution indicates that each year the Airport should set terminal use and landing fees which apply to non-signatory airlines, which are Allegiant, Frontier, and Sun Country. The non-signatories pay about 30% more than the signatory airlines.

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

Motion: Alternate Commissioner Shane Stack moved to MCAA Resolution No. 2025-04 Setting Use Fees for Commercial Air Service Providers at the Missoula Montana Airport as presented.

Second: Secretary/Treasurer Adriane Beck

Vote: Motion passed unanimously

INFORMATION/DISCUSSION ITEMS(S)

Next meeting will be Tuesday, June 24, 2025, at 1:30 pm.

Meeting Adjourned.