

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
August 26, 2025
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD: Chair Deb Poteet
Vice Chair Pat Boyle
Secretary/Treasurer Adriane Beck
Commissioner Winton Kemmis
Commissioner Matthew Doucette

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
Building Maintenance Supervisor AJ Bemrose
Federal Compliance Manager Jesse Johnson
IT Manager Dylan O'Leary
Accounting Clerk Brianna Brewer
Administrative Assistant Kathi Fritz

OTHERS: Gary Matson, Runway 25 Hangars
Martin Kidston, Missoula Current

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 asked if there were any changes to the agenda. There were none.

Motion: Secretary Adriane Beck moved to approve the agenda.

Second: Commissioner Winton Kemmis

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.

MINUTES

Chair Deb Poteet asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated July 29, 2025. There were none.

Motion: Commissioner Winton Kemmis moved to approve the minutes of the Regular Board Meeting dated July 29, 2025.

Second: Vice Chair Pat Boyle

Vote: Motion Passed Unanimously

Chair Deb Poteet asked if anyone had questions, edits, or public comments regarding the minutes for the Facility and Operations Committee Meeting dated August 13, 2025. There were none.

Motion: Commissioner Winton Kemmis moved to approve the minutes of the Facility and Operations Committee Meeting dated August 13, 2025.

Second: Secretary/Treasurer Adriane Beck

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 July 2025, the airport incurred approximately \$2.6 million in project expenses; of the \$2.6 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/or 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: Vice Chair Pat Boyle moved to approve the Claims for Payment

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Director of Finance and Administration Will Parnell presented the Financial Report for the month of July, 2025, which is included in the Board packet.

Will reminded the Board that the Fiscal Year 2025 audit is underway and offered the Board the opportunity to ask the auditors any questions.

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 presented his report to the Board. Brian reported that July 2025 was an all time record month for the Airport with approximately 140,000 passengers arriving and departing.

Brian reminded the Board and the public that the Airport's large runway repaving project is underway, with the full runway shutdown starting September 2nd. Helicopters will continue to fly at the airport, but other aircraft will relocate for the closure. Early work is underway in order to complete the project including the creation of a "displaced threshold", which essentially shortens the runway while it is still in use, but allows for crews to begin their work in the closure area.

Brian also shared that on a typical summer day the airport will see approximately 200 fire operation aircraft in and out of the airport, but the day after our recent lightening storm the airport saw over 327 in a single day.

Deputy Director Tim Damrow told the Board that Phase 2 of the east concourse expansion is officially complete. Phase 3 is nearing completion and should be open in mid-September. The final work on the first floor, including bathrooms, will finish up a little later, possibly in October.

Chair Deb Poteet asked if there were any Board questions or public comments for Brian or Tim. There were no questions or comments.

LEGAL REPORT

Legal Counsel Juniper Davis informed the board that there are no current RFPs in the works and only a small handful of agreements, which are on the Board's August agenda.

Juniper moved on to update the Board on some lawsuits in other states that deal with the aviation sector and new federal legal requirements. These updates included a case out of the U.S. District Court in Washington called King County v. Turner and a case out of the U.S. District Court in Rhode Island called California v.

Department of Transportation. In both cases the court ruled in favor of the plaintiffs and against the new federal requirements, but the courts' decisions were limited to the plaintiffs in the case. Juniper also gave the Board an update on the lawsuit related to TSA's Aviation Workers Screening. None of the recent court decisions have an impact on the Airport at this time, but the outcomes are important to track for future decision making.

COMMITTEE UPDATES

Chair Deb Poteet notified the Board that there was an Executive Committee meeting on August 26, 2025, to discuss the Board agenda and packet.

NEW BUSINESS

Notice of Intent to Adopt Updates to Primary Guidance Documents

Business Development Manager Dan Neuman explained to the Board that staff have been working on the large undertaking of rewriting the Primary Guiding Documents for the Airport. The draft is posted on the agenda, on our website and provided to the Board via email. It is the intent of staff to ask the Board to approve the documents at the September 2025 meeting. Any questions or comments before that date can be directed to Dan.

Chair Deb Poteet asked if there were any Board questions or public comments regarding the Primary Guiding Documents. There were no additional questions or comments.

Capital Improvement Plan

Director of Finance and Administration Will Parnell discussed the CIP with the Board and explained that the plan will set out the Airport's five-year plan for investing in the Airport. The CIP is a requirement of the FAA and must be submitted for their review. The CIP includes three major projects: completing the East Concourse, runway rehabilitation, and taxiway design and construction. Will further explained that after the projects with federal assistance, the airport has approximately \$500,000 to \$1,000,000 for non-federal Airport projects.

Chair Deb Poteet asked if there were any additional Board questions or public comments regarding the CIP. Will clarified information in the spreadsheet in the Board packet.

Motion: Vice Chair Pat Boyle moved to approve the capital improvement plan

Second: Commissioner Winton Kemmis

Vote: Motion Passed Unanimously

Window Cleaning Service Agreement with Z Water Solutions

Building Maintenance Supervisor AJ Bemrose explained that the Airport's custodial contractor previously subcontracted window cleaning services. The Airport is now directly contracting window cleaning services. After receiving and reviewing bids, Z Water Solutions came in with the best pricing and services. The three-year contract is for \$43,000 in year one and no more than a 5% increase in years two and three.

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

Motion: Secretary/Treasurer Adriane Beck moved to approve a contract with Z Water Solutions in the amount of \$43,000 for Terminal window cleaning services.

Second: Vice Chair Pat Boyle

Vote: Motion Passed Unanimously

Allocation of Discretionary Funding to Runway Rehabilitation Project

Airport Director Brian Ellestad explained that the Airport recently received approval from the FAA to use up to \$1.5 million in additional discretionary funding to help fund the runway rehabilitation project. The local match is approximately \$65,000.

Chair Deb Poteet asked if there were any additional Board questions or public comments regarding the discretionary funding award. There were no additional questions or comments.

Motion: Commissioner Winton Kemmis moved to pre-authorize staff to accept a fiscal year-end discretionary grant and associated match for the runway 12-30 project, in an amount not to exceed \$1.5M.

Second: Secretary/Treasurer Adriane Beck

Vote: Motion Passed Unanimously

4955 Aviation Way Lease with Avis-Budget Car Rental

Director of Finance and Administration Will Parnell stated that MCAA owns property at 4955 Aviation Way which contains a commercial office space and maintenance shop that is currently unoccupied. MCAA advertised the property in December 2025 and January 2025 and did not receive any interest to lease the property. MCAA thereafter released a limited offering to the three existing on-airport rental car companies.

Avis Budget Car Rental presented the highest monthly lease rate of \$5,000 with a proposed lease term of approximately five years commencing on September 1, 2025. Avis Budget Car Rental intends to use the property, its offices, shop, and parking for their Missoula operations. Avis Budget Car Rentals is still undergoing their environmental review so approval today would be contingent on that outcome of that review, so long as there are no significant changes from the contract presented to the Board today.

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

Motion: Vice Chair Pat Boyle moved to authorize the Airport Director to sign the lease agreement for 4955 Aviation Way for a term of four years and 10 months to Avis Budget Car Rental, contingent on no significant changes after the environmental review.

Second: Commissioner Winton Kemmis

Vote: Motion Passed Unanimously

Chair Deb Poteet noted that the next Board meeting will be held on September 30, 2025, at 1:30 p.m.

Meeting Adjourned.