

MISSOULA COUNTY AIRPORT AUTHORITY  
Regular Board Meeting  
November 25, 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  
Commissioner Andrew Hagemeyer  
Alternate Commissioner Shane Stack (via Teams)  
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  
Building Maintenance Supervisor AJ Bemrose  
Field Maintenance Supervisor Jake Sol  
HR Manager Nikki Munro  
Federal Compliance Manager Jesse Johnson  
IT Manager Dylan O'Leary

OTHERS:

Staff Accountant Brianna Brewer  
Gary Matson, Runway 25 Hangars  
Shaun Shea, Morrison & Maierle  
Sarah Michaelson, Morrison & Maierle  
Travis Frey, Martel Construction  
Cole Jensen, Martel Construction  
Kraig Kosena  
Kevin Heisler (via Teams)  
Richard Huffman (via Teams)

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: Vice Chair Pat Boyle moved to seat Alternate Commissioner Shane Stack 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. There were none.

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 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 October 28, 2025. There were none.

Motion: Commissioner Andrew Hagemeyer moved to approve the minutes of the Regular Board Meeting dated October 28, 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, Will reported that September project expenses totaled \$3.4 million. Approximately \$2.9 million, or 86%, was submitted to FAA for reimbursement with the remainder funded by 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: Vice Chair Pat Boyle 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 for the month of October, 2025, which is included in the Board packet which includes a detailed breakdown of accounts receivable on the balance sheet, budget updates, long-term debt activity, and progress on the East Concourse construction project, which is nearing completion.

The fiscal year 2025 audit is currently in process. The Board will be kept informed as developments occur.

Chair Deb Poteet 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: Vice Chair Pat Boyle

Vote: Motion Passed Unanimously

## DIRECTOR'S REPORT

Airport Director Brian Ellestad reported that passenger traffic in October was down 2.4% year-over-year, likely due to the government shutdown that began October 1 and lasted the entire month. November shows a slight increase in seats, and December is projected for near double-digit growth. American Airlines will launch its Chicago service on December 18, supported by the Small Community Air Service grant.

United Airlines has upgraded its San Francisco route from a 76-seat aircraft to a 166-seat aircraft daily, offering expanded connectivity.

Thanks were extended to TSA for maintaining service during the shutdown, despite delayed paychecks. Community members expressed appreciation, even providing gift cards to staff.

Facilities updates include first-floor bathroom renovations targeted for completion by Christmas. Construction and approach issues related to seasonal fog will be addressed in upcoming reports.

Finally, recognition was given to Kurt Carlson of TSA, who retires after nearly 40 years in the industry. He played a key role in equipment upgrades and will be missed, though he will return to work for the airport in a temporary capacity during winter.

Deputy Director Tim Damrow provided a comprehensive project update on terminal construction. The Airport is nearing completion and final elements include final phases of the B concourse, back-of-house airline office spaces, and bathrooms on the

first floor. Staff also continue to work on parking reconfigurations that improve access for rental cars and other users.

Tim also provided information to the Board and public on operations during fog events. Tim explained that the primary question from travelers— “Will my flight land?”—depends on visibility and approach type. Currently, the airport uses a Category I approach on Runway 12, allowing aircraft to land if the visibility is greater than or equal to ½ mile. If visibility falls below that threshold, aircraft may hold or delay.

To improve reliability in low-visibility conditions, the airport is pursuing an upgraded Category II approach, which would reduce minimum visibility to ¼ mile. This upgrade requires additional safety and guidance equipment, including an upgraded localizer and glide slope, more RVR stations, and improved approach lighting.

The FAA Air Traffic Office is evaluating the proposal. Initial guidance is expected within 12–18 months, with full implementation projected to take 2–4 years. This effort aims to mitigate recurring fog-related disruptions and enhance operational resilience. 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 reported that four board seats will be open as of January 1, 2026. Two current members, Shane and Jack, are eligible for reappointment, leaving two additional vacancies. Applications for these seats closed December 1 and are available through Missoula County's website.

The lease agreement for the Aviation Way Shop with Avis Budget Group, approved in August, was delayed pending an environmental site assessment, which is now complete with no significant findings. The agreement will be executed soon. One material change was added: the lessee will not be liable for pollution originating off-site, pre-existing contamination, or pollution caused by airport actions.

The Airport continues advocacy efforts regarding the City of Missoula's land use planning. The City adopted a long-term land use plan last year and is now preparing to adopt the Unified Development Code (UDC) in December, which governs zoning and subdivision regulations. Airport staff have worked extensively with City planners to maintain safety protections east of the airport, consistent with the 2020 Mullan Area Master Plan.

The City's draft UDC proposes a reduced protected zone and fewer development controls than previously in place. In response, the Airport submitted amendment language—largely drawn from the 2020 Mullan Area Master Plan—with a slightly modified geographic footprint to protect for safety. This proposal was included in the

board packet. Staff will continue attending Planning Board and City Council meetings to advocate for these amendments as the UDC moves toward adoption.

Chair Deb Poteet asked if there were any Board questions or public comments regarding the Legal Report.

Commissioner Andrew Hagemeyer noted they served as project manager for the 2020 Mullan Area Master Plan and helped draft its zoning code. He emphasized the significant collaboration between the Airport, City, and County in creating a workable compromise for land use east of the Airport, balancing industrial preference with residential realities.

After reviewing the Airport's proposed amendment language, Andrew expressed support for the approach and encouraged pursuing changes at the Planning Board level, where amendments are more likely to succeed before City Council adoption.

Secretary/Treasurer Adriane Beck asked if there is any official role that staff needs the board to play outside of staff efforts.

#### COMMITTEE UPDATES

Chair Deb Poteet notified the Board that there was an Executive Committee meeting on November 25, to discuss the Board agenda and packet.

#### NEW BUSINESS

##### Award of RFP for Waste Disposal and Recycling Services to Grizzly Disposal and Recycling

Building Maintenance Supervisor AJ Bemrose explained that the Airport previously awarded two separate three-year contracts in June 2022 for general trash and recycling (Republic Services) and cardboard recycling (Grizzly Disposal). These contracts have now expired.

An RFP for new services was issued, and two proposals were received—from Republic and Grizzly. After scoring, the selection committee recommends awarding a new three-year contract to Grizzly Disposal. If approved, the contract will be finalized for board consideration at the December 2025 meeting. The annual budget for this contract is \$34,326.

Chair Deb Poteet asked if there were any additional Board questions or public comments regarding the task orders.

Motion: Vice Chair Pat Boyle moved to award the Waste Disposal and Recycling Services RFP to Grizzly Disposal & Recycling for trash and recycling services at the Airport.

Second: Commissioner Winton Kemmis

Vote: Motion Passed Unanimously

Chair Deb Poteet noted that the next Board meeting will be held on December 23, 2025, at 1:30 p.m.

Meeting Adjourned.