

## Missoula County Airport Authority Regular Board Meeting

DATE: Tuesday, December 23, 2025  
TIME: 1:30 p.m.  
PLACE: Johnson Bell Board Room – Airport Terminal

- Chair to call the meeting to order
  - Advise the Public the meeting is being recorded
  - Roll Call
  - Seating of Alternate Commissioner if needed
  - Approval of the Agenda
- Public Comment
- Review and approve the minutes of the Regular Board meeting dated November 25, 2025 [Pg 3](#)
- Approval of Claims for Payment – Will Parnell [Pg 9](#)
- Financial Report – Will Parnell [Pg 14](#)
- Director's Report – Brian Ellestad [Pg 25](#)
- Committee Updates

Business Development Committee: No Activity  
Contract and Lease Committee: No Activity  
Executive Committee: December 23, 2025  
Facility and Operations Committee: No Activity  
Finance Committee: No Activity  
General Aviation Committee: No Activity  
Legislative Committee: No Activity  
Marketing Committee: No Activity

### Unfinished Business

- None

### New Business/Action Items

- Contract for Waste Disposal and Recycling Services with Grizzly Disposal and Recycling – AJ Bemrose [Pg 27](#)
- Resolution No. 2025-05 – Revising Rules, Regulations & Fees for Commercial Ground Transportation – Tim Damrow [Pg 79](#)
- Martel Change Order #1 For Air Traffic Control Tower Modernization Project - Tim Damrow [Pg 98](#)

### Information/Discussion Item(s)

- Next Board Meeting January 27, 2026, at 1:30 pm

PLEASE NOTE: This meeting will be in a hybrid format.

Members of the public can call in and connect digitally to the meeting using the information below and will have the opportunity to comment prior to any vote of the Board as well as on any item not before the Board at the beginning of the meeting.

Members of the public can submit comments by email to: [jdavis@flymissoula.com](mailto:jdavis@flymissoula.com).

Documents will be available on the airport's website, [www.flymissoula.com](http://www.flymissoula.com), by 9 a.m. on the meeting date. Members of the public can view the meeting and documents by joining the meeting from their computer, tablet or smartphone at:

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 266 456 298 882

Passcode: JtfCxe

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 332-249-0710](tel:+13322490710).,857565796# United States, New York City

Phone Conference ID: 857 565 796#

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.

DRAFT

Missoula County Airport Authority  
Check Register by Account Name  
11/01/2025 - 11/30/2025

Account Name	Total
Accounting Expense	\$ 47,875.00
Airport Tenant Appreciation	1,028.00
Annual IT Support Subscriptions	16,644.00
ATCT	25,842.96
ATCT R&M	1,604.75
Badging Expenses	1,493.00
Badging Fees Collected	20.58
BHS Parts and MX	17,271.83
Building General R&M	2,720.90
Computer Equipment Expense	2,967.24
Contracted Maintenance	6,529.36
Custodial Services	47,250.00
Custodial Supplies	14,145.39
Disposal Expense	4,978.75
Disposal-Industrial	986.10
Electric Maintenance	190.94
Electricity/Gas Expense	103,953.71
Employee Screening	5,200.00
Employee Training Expense	900.00
Equipment Rental	493.35
Flight Ice	320.00
GASB 96 Long-term Subscription	4,447.34
ISS CCURE/accesscontrol/camera	56,314.39
Landside Maintenance	910.29
Legal Services	6,195.45
Marketing	26,044.60
Marketing – 2024 SCASD	12,180.00
Meals & PR	3,458.20
Mechanical/Supplies	1,972.92
Memberships	23,077.15
Office Supplies	534.03
On-demand IT Support	3,518.33
Petroleum Products Expense	10,661.46
Phone Charges	6,245.32
Prepaid Insurance	16,400.00
Recurring IT Support Subscripti	5,221.48
Rent Car R&M	5,326.58
Rental Car Fuel	40,555.69
Safety Supplies/Equipment	33.67
Sewer Expense	3,619.82
Snow & Ice Removal	50,977.34

Missoula County Airport Authority  
Check Register by Account Name  
11/01/2025 - 11/30/2025

Staff Engagement	60.00
Tools/Equipment	16,927.35
TPA – EE benefits and Payroll	1,210.00
Travel Expense	397.00
Uniform Expense	831.40
USFS Hangar R&M	1,185.75
Vehicle R&M	5,593.01
Water Expense	5,814.42

<b>Grand Total</b>	<b>\$ 612,128.85</b>
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Missoula County Airport Authority  
Check Register by Vendor Name  
11/01/2025 - 11/30/2025

Vendor Name	Total	
AAAE	\$ 650.00	
AILEVON PACIFIC AVIATION CONSULTING, LLC	7,061.35	
AIRPORT COUNCIL INTERNATIONAL	22,188.00	
Amadeus	4,447.34	
ASCENT AVIATION	49,877.34	
AXON	14,415.68	
BAKERTILLY	47,875.00	
BATTERIES PLUS	96.00	
Black Knight Security and Investigations	5,200.00	
BLACKFOOT COMMUNICATIONS	905.99	
BROWN'S SEPTIC	300.00	
CENTURYLINK	595.01	
CHEMSEARCHFE	1,263.73	
Christian, Samson, and Baskett	1,076.00	*New Vendor - legal services
CHS MOUNTAIN WEST CO-OP	49,073.72	
CINCINNATI INSURANCE COMPANIES c	16,400.00	
City of Missoula	9,434.24	
Convergint Technologies, LLC	1,185.75	
Corporate Traditions, INC.	60.00	
CREATIVE P & G, INC	430.00	
CULLIGAN	394.50	
CURTIS	152.94	
D2 FIRE SPRINKLER CO	3,901.00	
DESTINATION MISSOULA	4,890.75	
Division of Criminal Investigation	239.15	
DSG (DAKOTA SUPPLY GROUP)	524.27	
EGBERT, ABIGAIL	397.00	
ENERGISYSTEMS	359.00	
FABER, COE & GREGG INC.	1,028.00	
FIRST CALL	7,728.73	
GLACIER COUNTRY	4,892.50	
GRAINGER	3,908.04	
GRANITE TECHNOLOGY SOLUTIONS	6,137.17	
GreatAmerica Financial Services	209.00	
GRIZZLY DISPOSAL	279.98	
HILLYARD INC	15,326.06	
HMH Engineering	1,100.00	*New Vendor - material testing services
HydroSolutions Inc.	2,326.75	
Ink Shed Merch	398.00	
INTEGRATED SECURITY SOLUTIONS, INC	57,116.47	
IRIS COMPANIES	1,493.00	
KultureCity	1,500.00	
MACON SUPPLY, INC.	493.00	
MES Service Company, LLC	1,978.96	
MISSOULA COUNTY TREASURER	986.10	
MISSOULA ELECTRIC CO-OP	2,188.17	
MISSOULA OFFICE CITY	45.99	
MISSOULA TEXTILE, INC	653.03	
MONTANA LAW ENFORCEMENT	900.00	
Montana Pest Solutions	980.00	
MURDOCHS	927.81	
NAPA	6,244.23	

## Missoula County Airport Authority

## Check Register by Vendor Name

11/01/2025 - 11/30/2025

NORCO INDUSTRIAL	47.95	
NORTHWEST PART	383.28	
NORTHWESTERN ENERGY	96,414.29	
Northwestern Services, LLC	5,351.25	
OFFICE SOLUTIONS & SERVICES	93.54	
Parsons Behle & Latimer	2,792.70	
PLATT ELECTRIC	56.19	
POMP'S TIRE-MISSOULA	1,244.96	
QUOTIENT GROUP	19,880.00	
Raymond Aten	20.58	
REPUBLIC SERVICES	4,698.77	
RISEING FAST v	42,950.00	
ROBINSON AVIATION, INC	25,842.96	*New Vendor - installation of new radio recorder in the tower
ROBSON HANDLING TECHNOLOGY	5,906.05	
The Ranch Club	3,458.20	
THERMAL SUPPLY	163.19	
TIBA Parking, LLC	16,644.00	
TIME RENTAL, LLP	493.35	
UKG	1,210.00	
UNIFIED SUPPLY	11,365.78	*New Vendor - makeup carousel parts
VEMCO	1,043.79	
VERIZON	1,574.39	
VW ICE INC	320.00	
WAYNE DALTON	3,585.00	
WESTERN STATES EQUIP	53.88	
Z WATER SOLUTIONS LLC	4,300.00	

<b>Grand Total</b>	<b>\$ 612,128.85</b>
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**New Vendors**

\*Christian, Samson &amp; Baskett

\*HMH Engineering

\*Robinson Aviation, Inc.

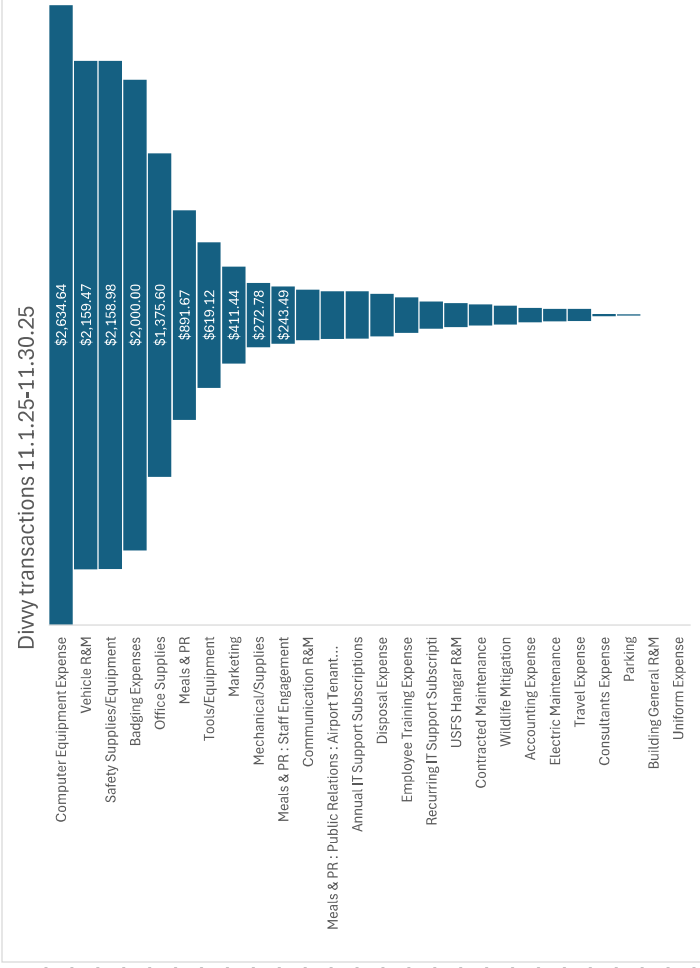
\*Unified Supply



Category name	Total	Percent of spend
Computer Equipment Expense	\$2,634.64	23.02%
Vehicle R&M	\$2,159.47	18.87%
Safety Supplies/Equipment	\$2,158.98	18.86%
Badging Expenses	\$2,000.00	17.47%
Office Supplies	\$1,375.60	12.02%
Meals & PR	\$891.67	7.79%
Tools/Equipment	\$619.12	5.41%
Marketing	\$411.44	3.59%
Mechanical/Supplies	\$272.78	2.38%
Meals & PR : Staff Engagement	\$243.49	2.13%
Communication R&M	\$214.75	1.88%
Meals & PR : Public Relations : Airport Tenant Appreciation	\$201.91	1.76%
Annual IT Support Subscriptions	\$201.19	1.76%
Disposal Expense	\$179.85	1.57%
Employee Training Expense	\$150.00	1.31%
Recurring IT Support Subscripti	\$116.49	1.02%
USFS Hangar R&M	\$101.07	0.88%
Contracted Maintenance	\$89.89	0.79%
Wildlife Mitigation	\$79.98	0.70%
Accounting Expense	\$61.50	0.54%
Electric Maintenance	\$51.88	0.45%
Travel Expense	\$51.53	0.45%
Consultants Expense	\$8.40	0.07%
Parking	\$5.50	0.05%
Building General R&M	(\$1,376.68)	-12.03%
Uniform Expense	(\$1,458.02)	-12.74%

**\*Employee Training Expense Breakdown**  
Lithium Fire Training

\*Negative figures due to refunds



## **Missoula County Airport Authority (MCAA)**

### **Financial Report Narrative**

The board packet includes the comparative balance sheet, profit and loss comparison, profit and loss budget performance, operating revenues and operating expenses as a % of gross and as compared to prior period, cash flow statement, and the long-term debt roll forward.

#### **Balance Sheet**

As of November 30, accounts receivable consisted of the following:

Trade	\$ 1,122,948
Advertising	5,595
Ground Handling	131,909
Grants	1,785,285
Advance Contract Refund	48,421
	<u>\$ 3,094,158</u>

A summary of construction in progress for the east concourse is as follows:

	Balance July 1, 2025	Additions	Balance November 30, 2025
Construction in progress, east concourse:			
Phase 2	50,527,612	1,862,045	52,389,657
Phase 3	<u>5,734,921</u>	<u>3,008,676</u>	<u>8,743,597</u>
Total construction in progress east concourse	<u>56,262,533</u>	<u>4,870,721</u>	<u>61,133,254</u>
	Less related debt, series 2022		<u>(29,999,780)</u>
	Net investment in capital asset		<u>\$ 31,133,474</u>

#### **Revenue and Expenses as a % of the Annual Budget**

Revenues and expenses are currently 48% and 43% of the annual operating budget, respectively.

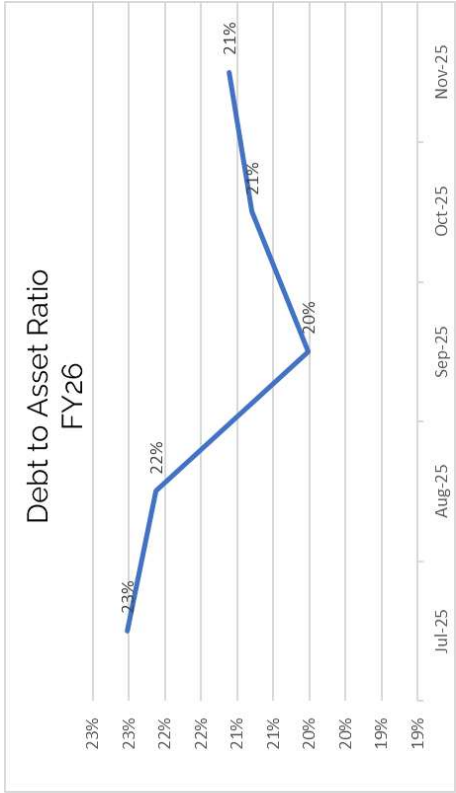
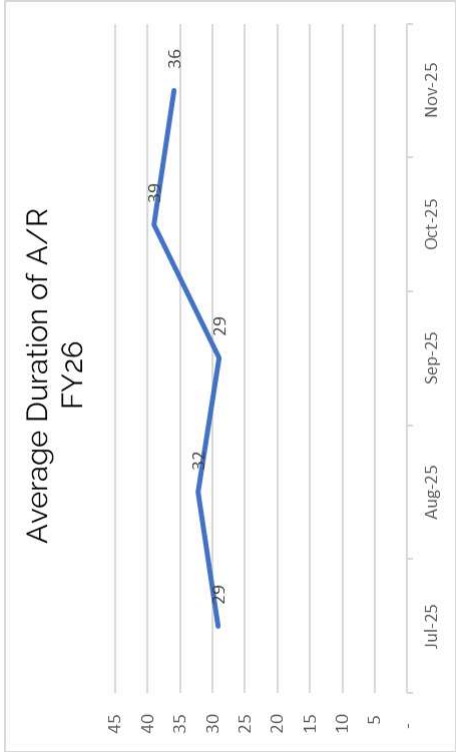
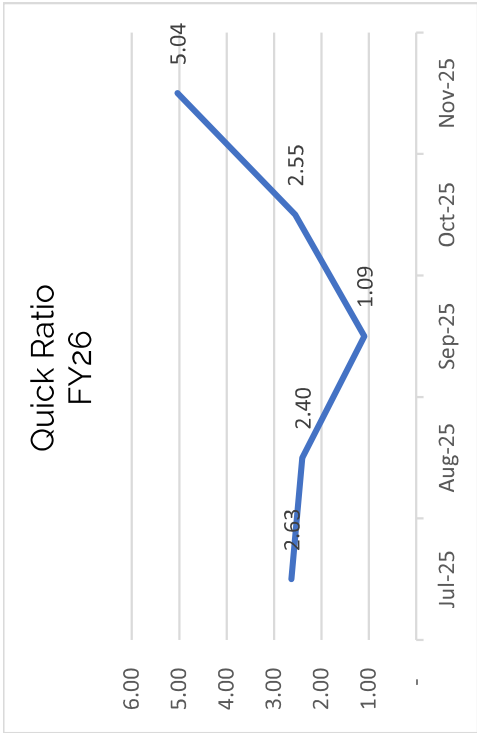
#### **Cash Flow**

MCAA had positive cash flows from operating, noncapital financing, and investing activities. Capital and related financing activities resulted in negative cash flows.

#### **Long-term Debt**

No activity reported during the month of November 2025.

# Financial Ratios Fiscal Year 2026



Quick Ratio    Ability to pay current obligations using liquid assets.  
Average Duration of A/R    Average duration of accounts receivable (A/R) or the number of days it takes to collect them.  
Debt to Asset Ratio    Proportion (or the percentage of) assets that are financed by interest bearing liabilities.

**Missoula County Airport Authority**  
**Balance Sheet Prev Year Comparison**  
As of November 30, 2025

	Nov 30, 25	Nov 30, 24
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
10100 · Petty Cash	300.00	300.00
10500 · General Checking Acct	1,766,049.34	4,232,437.38
10511 · Project Checking Acct	10,000.00	5,000.00
10550 · USFS Account	160,564.36	160,420.01
10560 · Debt Service Account	332.06	331.82
10580 · CFC Account	322,168.83	321,879.14
10590 · STIP Terminal Reserve	26,827.45	25,669.77
10600 · STIP	974,160.07	932,122.00
10604 · Money Market Accounts	9,352,781.46	2,054,469.14
10700 · Payroll Checking	174,266.22	148,926.13
1071 · Bill.com Money In Clearing	5,788.38	3,706.72
10710 · Flex - FIB	3,315.02	384.23
1072 · Bill.com Money Out Clearing	7,904.50	-5,175.30
10750 · PFC Cash at US BANK	2,568,926.48	1,660,380.73
<b>Total Checking/Savings</b>	15,373,384.17	9,540,851.77
<b>Accounts Receivable</b>		
10800 · Accounts Receivable	3,094,158.17	4,810,442.05
<b>Total Accounts Receivable</b>	3,094,158.17	4,810,442.05
<b>Other Current Assets</b>		
10900 · AvSec Fingerprinting Account	1,767.25	1,497.75
11500 · Pre-Paid Expenses	176,157.07	114,486.30
11600 · Prepaid Insurance	232,327.28	165,154.88
11810 · ST Lease Recble GASB 87	213,875.48	1,590,049.01
11820 · Interest Recble GASB 87	3,071.44	9,696.62
26200 · Faber Loan	100,000.00	100,000.00
<b>Total Other Current Assets</b>	727,198.52	1,980,884.56
<b>Total Current Assets</b>	19,194,740.86	16,332,178.38
<b>Fixed Assets</b>		
13000 · Land	11,617,234.48	11,617,234.48
13100 · Land Improvements	18,040,105.37	16,368,644.98
13200 · Buildings- Terminal	69,087,568.09	69,087,568.09
13300 · Buildings- Ops & Fire	6,661,600.73	6,184,039.07
13450 · Buildings - Other	11,643,143.81	11,643,143.81
13500 · Runways/Taxiways/Apron	80,361,231.98	80,361,231.98
13600 · Lighting/ Security System	4,002,233.31	4,002,233.31
13700 · Sewage System	298,102.06	298,102.06
13900 · ATCT	6,539,372.76	6,513,529.80
14000 · Equipment	4,372,665.73	3,741,711.70
14100 · Furniture & Fixtures	1,591,801.03	1,591,801.03
14300 · Vehicles	10,484,815.28	7,733,764.08
14400 · Studies	1,925,406.96	1,925,406.96
14500 · Allowance for Depreciation	-114,729,913.25	-106,362,467.96
19400 · Construction in Progress	81,745,854.49	47,293,282.81
<b>Total Fixed Assets</b>	193,641,222.83	161,999,226.20
<b>Other Assets</b>		
11830 · LT Lease Recble GASB 87	1,001,493.05	737,143.17
19610 · Deferred Pension Outflows	779,116.27	978,352.15
19800 · LT Loan - Faber	118,700.43	658,958.67
19901 · GASB 96 Subscription Asset(s)	299,661.15	367,183.34
<b>Total Other Assets</b>	2,198,970.90	2,741,637.33
<b>TOTAL ASSETS</b>	<b>215,034,934.59</b>	<b>181,073,041.91</b>

**Missoula County Airport Authority**  
**Balance Sheet Prev Year Comparison**  
As of November 30, 2025

	<u>Nov 30, 25</u>	<u>Nov 30, 24</u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
20500 · Accounts Payable	157,000.87	342,266.69
20505 · Accounts Payable- Projects	993,510.64	4,722,105.60
<b>Total Accounts Payable</b>	1,150,511.51	5,064,372.29
<b>Credit Cards</b>	4,551.35	20,546.19
<b>Other Current Liabilities</b>		
20800 · Current Portion of L/T Debt	565,472.93	548,541.91
20805 · GASB 96 Short-term Subscription	80,567.12	70,730.08
20810 · GASB 96 Accrued Interest Liab.	1,981.11	6,226.79
20900 · Fed W/h Payable	321.32	341.30
21130 · Misc Deductions Payable	-184.32	-184.32
21300 · Valic Payable	20,967.50	22,342.07
21400 · Workers' Comp Payable	3,222.25	0.00
21500 · PERS Payable	29,173.60	28,366.06
21600 · Accrued Vacation/Sick Payable	780,362.72	709,202.72
21930 · FSB Notes Interest Payable	290,474.12	188,047.33
22140 · Advertising Deferred Revenue	33,813.35	17,500.00
24000 · Payroll Liabilities	89,042.67	88,843.61
<b>Total Other Current Liabilities</b>	1,895,214.37	1,679,957.55
<b>Total Current Liabilities</b>	3,050,277.23	6,764,876.03
<b>Long Term Liabilities</b>		
20502 · 2022 Note	29,999,779.74	13,856,279.74
25030 · 2019 Note A	13,316,800.00	13,316,800.00
25035 · 2019 Note B	2,088,444.97	2,645,264.97
25600 · Current Portion L/T Debt 2019B	-565,472.93	-548,541.91
25805 · A/P Retainage Long-Term	1,021,317.41	1,419,428.03
25809 · GASB 96 Long-term Subscription	111,884.14	166,481.15
26010 · Pension Liability sum	4,174,981.00	4,406,660.00
26110 · Deferred Pension Inflows	279,184.00	199,506.00
26300 · Dererred Lease Inflow GASB 87	1,137,376.30	2,125,301.62
<b>Total Long Term Liabilities</b>	51,564,294.63	37,587,179.60
<b>Total Liabilities</b>	54,614,571.86	44,352,055.63
<b>Equity</b>	160,420,362.73	136,720,986.28
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>215,034,934.59</b>	<b>181,073,041.91</b>

Missoula County Airport Authority  
Profit & Loss YTD Comparison  
November 2025

	Nov 25	Nov 24
Ordinary Income/Expense		
Income		
30100 - Signatory Landing Fees	81,284.51	50,735.29
30200 - Non Sig Landing Fees	7,688.06	11,858.13
30210 - Cargo Landing Fees	4,125.03	6,074.79
30300 - Non-Based Landing Fees	14,585.99	24,694.96
30400 - Signatory Rent	62,803.14	41,875.63
30420 - Non-Sig Use Fees	9,540.30	14,429.25
30430 - Signatory Use Fee	66,284.40	58,750.95
30500 - Equipment/Space/Services	150.00	400.00
30507 - Advertising Income	16,396.33	12,954.00
30509 - Ground Handling	76,375.95	45,843.30
30600 - FBO Rentals	24,981.80	22,291.17
30800 - Fuel Flowage Fees	0.00	4,584.70
30900 - Fuel Farm Leases		
30901 - Self Fueling	361.94	0.00
30900 - Fuel Farm Leases - Other	464.19	379.67
Total 30900 - Fuel Farm Leases	826.13	379.67
31000 - Coffee Concession	797.58	883.25
31100 - Restaurant	14,347.05	13,414.76
31110 - Liquor Concessions	9,125.48	9,897.75
31300 - Rental Car %	73,763.44	154,608.93
31400 - Rent Car Rent	43,473.27	15,179.80
31600 - Rent Car Fuel	27,597.21	18,722.01
31900 - USFS Hangar Rent	28,333.33	20,826.51
32100 - Gift Shop Faber	19,329.60	18,950.45
32300 - Terminal Rent		
32301 - Airport Suite	833.33	0.00
Total 32300 - Terminal Rent	833.33	0.00
32400 - Parking Lot	361,451.00	363,050.47
32800 - Ag Land Leases	2,247.50	2,996.67
32900 - Non-Aeronautical Ground Rent	28,098.95	30,737.32
32910 - Aeronautical Ground Rent	8,635.90	8,465.47
33000 - Vending	1,406.81	2,130.54
33800 - Off Airport Rent Cars	1,898.95	808.47
34000 - Utilities Reimbursement	5,463.82	2,689.14
34200 - Miscellaneous Income	543.00	22,103.75
34300 - Ground Transport	7,406.35	5,594.29
42700 - Drain Pumping Fee	0.00	260.00
81403 - TSA Checkpoint OTA	1,231.66	1,231.66
85100 - Badging Fees Collected	170.00	1,255.00
Total Income	1,001,195.87	988,678.08
Gross Profit	1,001,195.87	988,678.08

Missoula County Airport Authority  
Profit & Loss YTD Comparison  
November 2025

	Nov 25	Nov 24
Expense		
32401 · Parking Management Fee	7,666.67	8,583.33
32402 · Parking Hourly Wages	29,308.50	29,243.50
32403 · Parking Credit Card Processing	10,491.12	10,497.49
32404 · Parking Adjustments	-375.00	-375.00
40100 · Wages	341,650.85	524,234.14
40330 · Overtime Wages	1,926.43	10,849.52
40600 · Fringe Benefits Expense	127,885.54	189,987.80
40800 · Legal Services	1,971.50	1,022.00
41200 · Insurance Expense	41,389.61	23,593.55
41300 · Accounting Expense	13,139.26	0.00
41400 · Phone Charges	3,307.98	3,447.29
41800 · Communication R&M	214.75	0.00
42000 · Office Supplies	1,979.71	3,301.68
42100 · Computer Equipment Expense	4,594.19	2,931.04
42200 · Electricity/Gas Expense	48,878.56	44,896.16
42400 · Water Expense	4,423.41	4,351.42
42500 · Sewer Expense	3,619.82	3,315.71
42600 · Disposal Expense	2,741.55	2,941.12
43000 · Petroleum Products Expense	4,378.92	5,012.99
43400 · Vehicle R&M	3,864.01	12,725.79
43800 · Tools/Equipment	16,373.82	11,145.77
44100 · Custodial Services	45,950.00	37,750.00
44200 · Contracted Maintenance	2,779.83	10,169.37
44400 · Electric Maintenance	51.88	1,597.76
44600 · Plumbing Expense	0.00	2,344.30
44800 · Mechanical/Supplies	420.29	555.63
45000 · Building General R&M	177.32	45.34
45104 · Rent Car R&M	3,977.95	14,132.08
45105 · ATCT R&M	2,042.00	11.28
45106 · USFS Hangar R&M	1,286.82	0.00
45107 · BHS Parts and MX	0.00	1,208.19
45203 · Airfield Maintenance	0.00	617.89
45400 · Landside Maintenance	0.00	296.99
45600 · Airfield Lighting R&M	277.17	638.53
45800 · Snow & Ice Removal	1,793.40	0.00
46000 · Custodial Supplies	3,750.34	6,277.08
46400 · Uniform Expense	4,273.62	2,751.42
46600 · Employee Training Expense	240.00	4,589.00
46800 · Travel Expense	919.90	7,745.84
47000 · Memberships	458.65	495.19
47200 · Safety Supplies/Equipment	6,032.42	1,525.68
47303 · Wildlife Mitigation	79.98	0.00
47400 · Meals & PR		
47401 · Public Relations		
47411 · Airport Tenant Appreciation	1,634.91	0.00
Total 47401 · Public Relations	1,634.91	0.00
47402 · Staff Engagement	1,103.49	0.00
47400 · Meals & PR - Other	4,349.87	1,495.32
Total 47400 · Meals & PR	7,088.27	1,495.32
47501 · Marketing		
47502 · Marketing – 2024 SCASD	12,180.00	0.00
47501 · Marketing - Other	5,494.77	6,972.46
Total 47501 · Marketing	17,674.77	6,972.46
47600 · Consultants Expense	8.40	0.00
47605 · Landing Fee Commission Expense	2,917.20	4,938.99
49202 · Badging Expenses	2,000.00	0.00
49203 · Badging / Compliance Contracts	0.00	575.00
49204 · Employee Screening	5,200.00	5,200.00
49205 · Annual IT Support Subscriptions	22,395.99	2,295.92
49206 · On-demand IT Support	720.00	3,591.67
49207 · Recurring IT Support Subscripti	2,831.73	2,792.13
49208 · Rental Car Fuel	18,847.05	18,609.05
49209 · ISS CCURE/accesscontrol/camera	736.32	0.00
49300 · Parking	5.50	0.00
49600 · Flight Ice	480.00	0.00
80611 · BANK Charges	22.02	-338.96
80625 · TPA – EE benefits and Payroll	1,155.00	1,045.00
80650 · Finance Charges	110.88	361.88
Total Expense	826,135.90	1,031,995.33
Net Ordinary Income	175,059.97	-43,317.25
Other Income/Expense		
Other Income		
31500 · CFCs	71,120.00	103,044.00
70200 · Interest Income-Unrestricted	19,994.95	8,115.47
70400 · Project Restricted Interest	44.19	36.44
89010 · Federal Programs		
89000 · Airport Improvement Grants	821,388.04	1,135,926.82
89500 · PFC Contributions	346.26	165,836.22
Total 89010 · Federal Programs	821,734.30	1,301,763.04
Total Other Income	912,893.44	1,412,958.95
Other Expense		
80140 · Note 2019A Interest Expense	44,530.41	44,530.41
80145 · Note 2019 B Interest Expense	5,353.88	6,781.86
80150 · Note 2022 Interest Expense	97,544.49	44,686.50
80300 · Depreciation	709,116.27	674,220.06
Total Other Expense	856,545.05	770,218.83
Net Other Income	56,348.39	642,740.12
Net Income	231,408.36	599,422.87

Missoula County Airport Authority  
**Profit & Loss Budget Performance**  
November 2025

	Nov 25	Budget	Jul - Nov 25	YTD Budget	Annual Budget	
Ordinary Income/Expense						
Income						
30100 • Signatory Landing Fees	81,285	58,710	434,941	379,312	845,217	51.46%
30200 • Non Sig Landing Fees	7,688	5,914	47,236	62,434	105,953	44.58%
30210 • Cargo Landing Fees	4,125	7,429	20,747	35,425	82,950	25.01%
30300 • Non-Based Landing Fees	14,586	20,992	232,952	128,070	184,797	126.06%
30400 • Signatory Rent	62,803	53,480	302,572	267,402	658,350	45.96%
30420 • Non-Sig Use Fees	9,540	7,692	64,121	91,617	153,211	41.85%
30430 • Signatory Use Fee	66,284	68,840	488,737	464,292	1,005,044	48.63%
30500 • Equipment/Space/Services	150		1,150		-	
30507 • Advertising Income	16,396	12,198	110,871	86,282	225,000	49.28%
30509 • Ground Handling	76,376	56,072	492,157	499,490	1,212,371	40.59%
30600 • FBO Rentals	24,982	22,917	121,344	114,583	275,000	44.13%
30800 • Fuel Flowage Fees	0	5,452	46,340	59,233	105,000	44.13%
30900 • Fuel Farm Leases	826	375	3,910	1,875	4,500	86.89%
31000 • Coffee Concession	798	890	5,208	5,466	12,000	43.40%
31100 • Restaurant	14,347	11,738	118,421	84,299	198,000	59.81%
31110 • Liquor Concessions	9,125	9,652	72,321	74,346	158,000	45.77%
31300 • Rental Car %	73,763	150,556	1,448,763	1,615,988	2,400,000	60.37%
31400 • Rent Car Rent	43,473	38,750	215,462	193,750	465,000	46.34%
31600 • Rent Car Fuel	27,597	18,956	248,385	241,639	440,000	56.45%
31900 • USFS Hangar Rent	28,333	28,335	134,160	141,654	340,000	39.46%
32100 • Gift Shop Faber	19,330	18,335	170,610	168,745	334,000	51.08%
32300 • Terminal Rent	833		4,167		-	
32400 • Parking Lot	361,451	363,109	2,081,598	2,104,435	5,095,945	40.85%
32800 • Ag Land Leases	2,248	3,289	11,238	16,444	37,000	30.37%
32900 • Non-Aeronautical Ground Rent	28,099	29,207	140,495	146,247	345,000	40.72%
32910 • Aeronautical Ground Rent	8,636	8,781	53,704	52,909	125,000	42.96%
33000 • Vending	1,407	1,840	18,305	14,662	30,000	61.02%
33800 • Off Airport Rent Cars	1,899	1,205	71,028	51,840	80,000	88.79%
34000 • Utilities Reimbursement	5,464	1,728	28,420	9,152	35,000	81.20%
34200 • Miscellaneous Income	543	4,136	10,422	13,045	30,000	34.74%
34300 • Ground Transport	7,406	5,257	111,852	97,253	155,000	72.16%
34500 • Glycol Disposal	0	0	0	0	0	-
42700 • Drain Pumping Fee	0	0	0	0	0	-
81403 • TSA Checkpoint OTA	1,232	1,250	6,158	6,250	15,000	41.05%
85100 • Badging Fees Collected	170	637	7,812	5,595	10,000	78.12%
Total Income	1,001,195	1,017,722	7,325,607	7,233,734	15,162,338	48.31%
Gross Profit	1,001,195	1,017,722	7,325,607	7,233,734	15,162,338	48.31%



**Missoula County Airport Authority**  
**Profit & Loss Budget Performance**  
November 2025

	Nov 25	Budget	Jul - Nov 25	YTD Budget	Annual Budget	
Expense						-
32401 • Parking Management Fee	7,667		38,333			-
32402 • Parking Hourly Wages	29,309		152,314			-
32403 • Parking Credit Card Processing	10,491		60,133			-
32404 • Parking Adjustments	(375)		(1,875)			-
40100 • Wages	341,651	567,162	1,905,462	1,953,269	4,776,247	39.89%
40330 • Overtime Wages	1,926	7,776	34,433	30,017	70,000	49.19%
40600 • Fringe Benefits Expense	127,886	214,519	697,310	758,587	1,829,032	38.12%
40800 • Legal Services	1,972	660	8,787	11,627	30,000	29.29%
41200 • Insurance Expense	41,390	29,572	171,377	117,998	325,000	52.73%
41300 • Accounting Expense	13,139	0	80,252	78,039	105,000	76.43%
41400 • Phone Charges	3,308	4,482	23,363	22,368	53,640	43.56%
41800 • Communication R&M	215	83	2,580	14,531	21,400	12.06%
42000 • Office Supplies	1,980	3,349	12,210	18,610	35,750	34.15%
42100 • Computer Equipment Expense	4,594	3,469	15,835	40,018	47,400	33.41%
42200 • Electricity/Gas Expense	48,879	60,373	210,344	276,287	765,000	27.50%
42400 • Water Expense	4,423	5,218	33,655	39,048	85,000	39.59%
42500 • Sewer Expense	3,620	5,254	20,099	20,493	51,800	38.80%
42600 • Disposal Expense	2,742	3,612	15,672	17,841	40,000	39.18%
42800 • Disposal-Industrial	0	83	1,774	1,016	6,475	27.40%
43000 • Petroleum Products Expense	4,379	5,882	25,219	27,551	105,036	24.01%
43400 • Vehicle R&M	3,864	11,088	25,071	36,590	103,511	24.22%
43600 • Equipment Rental	0	0	493	215	2,000	24.65%
43800 • Tools/Equipment	16,374	16,160	48,770	54,226	78,867	61.84%
44000 • Landscaping Expense	0	0	0	5,221	10,000	0.00%
44100 • Custodial Services	45,950	43,711	231,845	235,141	580,000	39.97%
44200 • Contracted Maintenance	2,780	3,626	116,276	81,910	157,625	73.77%
44302 • Jet Bridge R&M	0	0	5,605	967	15,000	37.37%
44400 • Electric Maintenance	52	2,147	620	7,043	12,000	5.17%
44600 • Plumbing Expense	0	2,942	1,032	4,393	12,000	8.60%
44800 • Mechanical/Supplies	420	738	6,455	2,052	15,000	43.03%
45000 • Building General R&M	177	31	17,141	4,038	25,000	68.56%
45104 • Rent Car R&M	3,978	5,711	19,001	10,852	15,000	126.67%
45105 • ATCT R&M	2,042	9	11,876	815	5,000	237.52%
45106 • USFS Hangar R&M	1,287	0	2,883	356	5,000	57.66%
45107 • BHS Parts and MX	0	4,838	33,693	13,812	75,000	44.92%
45108 • QTA Spare Parts	0	0	32,472	32,000	32,000	101.48%
45203 • Airfield Maintenance	0	777	3,914	6,130	55,000	7.12%
45400 • Landside Maintenance	0	414	2,650	4,906	21,500	12.33%
45600 • Airfield Lighting R&M	277	1,279	1,356	2,178	15,900	8.53%
45703 • Fog Abatement	0	0	507	0	3,240	15.65%
45800 • Snow & Ice Removal	1,793	0	53,198	54,184	280,515	18.96%
46000 • Custodial Supplies	3,750	6,045	38,856	34,852	80,000	48.57%
46400 • Uniform Expense	4,274	4,193	15,468	47,817	66,113	23.40%
46600 • Employee Training Expense	240	7,006	10,824	42,255	132,097	8.19%
46800 • Travel Expense	920	10,617	21,513	60,585	140,911	15.27%
47000 • Memberships	459	488	29,089	38,178	57,600	50.50%
47200 • Safety Supplies/Equipment	6,032	1,461	10,800	14,350	32,525	33.21%
47303 • Wildlife Mitigation	80	0	80	8,000	8,000	1.00%
47400 • Meals & PR	7,088	3,751	13,497	21,193	56,500	23.89%
47501 • Marketing	17,675	6,166	92,106	74,405	185,000	49.79%
47600 • Consultants Expense	8	0	1,086	4,021	7,750	14.01%
47605 • Landing Fee Commission Expense	2,917	2,280	35,461	22,040	38,000	93.32%
47707 • Display Expenses	0	208	102	1,042	2,500	4.08%
47717 • VIC Expenses	0	125	0	625	1,500	0.00%
49100 • Fingerprint/STA Charges	0		(200)			-
49202 • Badging Expenses	2,000	500	7,398	2,500	6,000	123.30%
49203 • Badging / Compliance Contracts	0	1,792	7,245	8,958	21,500	33.70%
49204 • Employee Screening	5,200	6,966	19,200	6,966	50,000	38.40%
49205 • Annual IT Support Subscriptions	22,396	2,410	54,680	17,454	53,410	102.38%
49206 • On-demand IT Support	720	5,777	6,950	34,242	51,000	13.63%
49207 • Recurring IT Support Subscripti	2,832	3,080	12,510	15,186	38,112	32.82%
49208 • Rental Car Fuel	18,847	17,008	254,790	226,406	415,000	61.40%
49209 • ISS CCURE/accesscontrol/camera	736	4,590	104,094	22,950	55,080	188.99%
49300 • Parking	6	0	11	1,942	7,500	0.15%
49600 • Flight Ice	480	360	1,790	2,700	6,000	29.83%
80600 • Miscellaneous Expense	0	0	3	600	600	0.50%
80611 • BANK Charges	22	0	3,217	0	0	-
80625 • TPA – EE benefits and Payroll	1,155	1,187	11,219	15,138	30,000	37.40%
80650 • Finance Charges	111		1,477			-
80810 • Bad Debt - non based	0		857			-
89610 • Misc.- ATCT	0		7,349			-
<b>Total Expense</b>	<b>826,138</b>	<b>1,090,975</b>	<b>4,883,607</b>	<b>4,708,734</b>	<b>11,408,636</b>	<b>42.81%</b>
<b>Net Ordinary Income</b>	<b>175,057</b>	<b>(73,253)</b>	<b>2,442,000</b>	<b>2,525,000</b>	<b>3,753,702</b>	<b>65.06%</b>
<b>Net Income</b>	<b>175,057</b>	<b>(73,253)</b>	<b>2,442,000</b>	<b>2,525,000</b>	<b>3,753,702</b>	

MISSOULA COUNTY AIRPORT AUTHORITY  
STATEMENT OF CASH FLOW  
For the Month Ended November 30, 2025

	<u>30-Nov</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash received from customers	\$ 1,192,183
Cash paid to suppliers	164,524
Cash paid to employees and employee benefits	<u>(457,991)</u>
Net cash flows from operating activities	<u>898,716</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Payments for capital assets	(5,223,404)
Federal contributions	2,712,799
Subsequent collections of capital contributions	<u>8,312</u>
Net cash flows from capital and related financing activities	<u>(2,502,293)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Customer facility charges	71,120
Passenger facility charges	<u>346</u>
Net cash flows from noncapital financing activities	<u>71,466</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest and investment revenue	<u>20,040</u>
Net cash flows from investing activities	<u>20,040</u>
Net change in cash and investments	(1,512,071)
Cash and investments, beginning of November, 2025	<u>16,885,455</u>
Cash and investments, end of November, 2025	<u>\$ 15,373,384</u>

	<u>30-Nov</u>
RECONCILIATION OF INCOME FROM OPERATIONS TO NET CASH FLOWS FROM OPERATING ACTIVITIES	
Income from operations	\$ 175,060
Adjustments to reconcile loss from operations to net cash flows from operating activities:	
Change in receivables and other assets	197,121
Change in prepaid expenses	31,500
Change in unearned revenue, advance payment, and deferred inflows	(8,357)
Change in accounts payable and accrued expenses	<u>503,392</u>
Total adjustments	<u>723,656</u>
Net cash flows from operating activities	<u>\$ 898,716</u>

# MISSOULA COUNTY AIRPORT AUTHORITY OPERATING REVENUES & OPERATING EXPENSES For the Period Ended November 30, 2025 and 2024

	July - Nov 25	July - Nov 24	\$ DIFF.	% DIFF.	July - Nov 25 % of Gross	July - Nov 24 % of Gross	Change
<b>Passenger Airline Aeronautical Revenue:</b>							
Passenger airline landing fees (signatory & non-signatory), net air incentives	\$ 482,177	\$ 452,985	\$ 29,192	6%	7%	6%	0%
Terminal arrival fees, rents, net air incentives	855,431	777,491	77,939	10%	12%	11%	1%
<b>Total</b>	<u>1,337,608</u>	<u>1,230,476</u>	<u>107,131</u>	<u>9%</u>	<u>18%</u>	<u>17%</u>	<u>1%</u>
<b>Non-Passenger Aeronautical Revenue:</b>							
Landing Fees from Cargo	20,747	28,969	(8,222)	-28%	0%	0%	0%
Landing Fees GA, Military & USFS	232,952	150,663	82,289	55%	3%	2%	1%
FBO revenue; contract or sponsor-operated	125,255	113,254	12,001	11%	2%	2%	0%
Cargo and hangar rentals (USFS hangar & aeronautical ground rent)	187,864	155,123	32,741	21%	3%	2%	0%
Fuel sales and fuel flowage fees	294,726	288,469	6,256	2%	4%	4%	0%
Security Reimbursements from Fed govt.	6,158	-	-	0%	0%	0%	0%
Other non-passenger operating revenue (ground handling)	492,157	408,370	83,788	21%	7%	6%	1%
<b>Total</b>	<u>1,359,859</u>	<u>1,151,007</u>	<u>208,852</u>	<u>18%</u>	<u>19%</u>	<u>16%</u>	<u>2%</u>
<b>Non-Aeronautical Revenue:</b>							
Land and non-terminal facility leases and revenues (ag lease & non-aeronautical ground rent)	152,882	170,492	(17,609)	-10%	2%	2%	0%
Terminal-food and beverage	195,950	178,005	17,946	10%	3%	3%	0%
Terminal-retail stores & duty free	170,610	174,408	(3,798)	-2%	2%	2%	0%
Terminal-services and other (advertising, vending, other)	129,176	109,491	19,685	18%	2%	2%	0%
Rental cars-excludes customer facility charges	1,735,254	1,770,169	(34,916)	-2%	24%	25%	-1%
Parking	2,081,598	2,081,351	247	0%	28%	29%	-1%
Other (flight crew parking, badging, utilities reimbursement, other)	50,821	100,209	(49,388)	-49%	1%	1%	-1%
Ground transportation	111,852	103,484	8,368	8%	2%	1%	0%
<b>Total</b>	<u>4,628,143</u>	<u>4,887,609</u>	<u>(59,466)</u>	<u>-1%</u>	<u>63%</u>	<u>66%</u>	<u>-3%</u>
<b>Total Operating Revenue</b>	<u>\$ 7,325,609</u>	<u>\$ 7,069,093</u>	<u>\$ 256,517</u>	<u>4%</u>	<u>100%</u>	<u>100%</u>	
<b>Operating Expenses</b>							
Personnel compensation and benefits	\$ 2,637,204	\$ 2,487,737	\$ 149,466	6%	54.00%	56.67%	-3%
Communications and utilities	409,002	284,197	124,804	44%	8.37%	6.47%	2%
Supplies and materials	664,582	643,971	20,611	3%	13.61%	14.67%	-1%
Contractual services	1,001,446	879,898	121,548	14%	20.51%	20.04%	0%
Insurance, claims and settlements	171,377	94,144	77,233	82%	3.51%	2.14%	1%
<b>Total Operating Expenses</b>	<u>\$ 4,883,610</u>	<u>\$ 4,389,948</u>	<u>\$ 493,662</u>	<u>11%</u>	<u>100%</u>	<u>100%</u>	
<b>Net Operating Income</b>	<u>\$ 2,441,999</u>	<u>\$ 2,679,144</u>	<u>\$ (237,145)</u>				

**MISSOULA COUNTY AIRPORT AUTHORITY**  
**LONG-TERM DEBT**  
**For the Month Ended November 30, 2025**

FY 2026	Balance June 30, 2025	Proceeds from Borrowing	Payments	Balance November 30, 2025
Note payable to First Security Bank of Missoula - series 2019A	\$ 13,316,800	\$ -	\$ -	\$ 13,316,800
Note payable to First Security Bank of Missoula - series 2019B	2,368,955		(280,510)	2,088,445
****Note payable to First Security Bank of Missoula - series 2022	29,999,780	-	-	29,999,780
	<u>\$ 45,685,535</u>	<u>\$ -</u>	<u>\$ (280,510)</u>	<u>\$ 45,405,025</u>

Note payable activity for the month ended November 30, 2025:

Amount
Proceeds from Borrowing
\$ -
Payments
\$ -

Current estimated debt service payment; payable January 1, 2026

Principal	Interest	Total
*Note payable to First Security Bank of Missoula - series 2019A	\$ 133,591	\$ 133,591
**Note payable to First Security Bank of Missoula - series 2019B	17,144	157,836
***Note payable to First Security Bank of Missoula - series 2022	292,634	292,634
	<u>\$ 443,369</u>	<u>\$ 584,061</u>

\*Interest on the unpaid principal is calculated on the basis of actual number of days elapsed in a 365 or 366 day year at a fixed annual interest rate of 3.98%. Interest is due and payable on the 1st day of each calendar quarter, beginning July 1, 2020. Principal is due and payable on the 1st day of each calendar quarter, beginning July 1, 2029. All unpaid principal and accrued interest is due and payable on July 1, 2044.

\*\*Interest on the unpaid principal is calculated on the basis of actual number of days elapsed in a 365 or 366 day year at a fixed annual interest rate of 3.04%. Interest is due and payable on the 1st day of each calendar quarter, beginning July 1, 2020. Principal is due and payable on the 1st day of each calendar quarter, beginning July 1, 2022. All unpaid principal and accrued interest is due and payable on April 1, 2029.

\*\*\*Interest on the unpaid principal is calculated on the basis of actual number of days elapsed in a 365 or 366 day year at a fixed annual interest rate of 3.87%. Interest is due and payable on the 1st day of each calendar quarter, commencing April 1, 2023, and principal is due and payable on the 1st day of each calendar quarter, commencing July 1, 2032. All unpaid principal of accrued interest is due and payable on April 1, 2047.



## **Director's Report December 19, 2025**

**Director's Statement:** November enplanements ended with an increase of 3.9% as compared to November of 2024. Nationally enplanements were down -1.4% but Sunday November 30<sup>th</sup> set a new TSA record with 3,133,924 passengers utilizing checkpoints across the country.

Thank you to all our community partners that came out yesterday to welcome our ORD-MSO inbound and outbound flight. It is off to a great start as it was booked to capacity! Tomorrow United Airlines will be starting new Saturday San Francisco which will run this winter.

Juniper, Shaun and I continue to work with Missoula City Planning Department as new zoning laws are being considered. I have attended several zoning committee meetings as we continue to voice our comments and were available for questions.

### **Board Agenda:**

- Contract for Waste Disposal and Recycling Services with Grizzly Disposal and Recycling
- Commercial Ground Transportation Rules and Regulations
- Martel Change Order #1 For Air Traffic Control Tower Modernization Project

Explanations are included in your board packet.

**Misc:** First level bathroom and additional airline office space construction continues as we work to fill the area that was used for our temporary baggage claim, getting very close to finishing that project. We also moved the exterior ramp that we used during construction that allowed us to use temporary gate A0 during our summer peak. That ramp has been repurposed as we bring new gate B4 online. Once construction is done, we will have 7 jet bridges that can service 8 overnight aircrafts with one additional ground boarding gate that will allow 9 overnight aircraft on our ramp. This past summer we had 7 overnight aircraft utilize our terminal, so we now have room for some growth going forward.

TSA has installed our second AIT (advanced imaging technology-or also known as full body scanner) in our checkpoint. This is a newer version which requires additional training so it

should be brought online shortly. This will bring much needed capacity for this upcoming summer season.

Staff have started working with our union represented groups as our current 4-year agreements will be coming to an end this fiscal period. We will be focused on getting updated agreements for all parties as we move into FY 2027. We are trying to get a jump on it as we will start our budgeting process in January. Between the three groups represented our admin staff have been working nonstop trying to get appropriate airport related comps as we evaluate potential adjustments.

We hired Andrew Nelson recently, who will be filling a vacant airfield department position; he started on December 8<sup>th</sup>, he will be a great addition to the airport.

Tim, Will and I are meeting with NWAAAE Chapter representatives now bi-weekly as we start planning our hosted event next September as we work to lock down agenda and facilities, more to come!

We have several musical groups volunteering their time performing over this holiday season. Several have already performed and more to come. Thank you to Brianna and Kathi for setting them all up.

Missoula County is wrapping up potential Airport Board interviews; we have 5 very qualified candidates and expect to find out who is appointed sometime next week. I want to thank both Winton and David for all support and guidance as it was a pleasure to get to know them.

With the holiday upon us, Christmas holiday is always our busiest parking period of the year. We have greatly expanded options over the past couple of years, so we are really interested to see how we fill up now that we have all projects completed. Looking forward to sharing and comparing to our recent master plan forecast.

Go Griz, we have been getting lots of calls as brokers are securing ground handling contracts for potential charters. We have reached out to all the airlines for potential extra sections. What brokers and we are finding out is that aircraft availability is pretty limited the weekend of the FCS finals due to the Consumer Electronics Show in Las Vegas January 6-9<sup>th</sup>.

As we wrap up this calendar year, it has been a very busy year. Can't talk highly enough about our staff and all that was accomplished! Merry Christmas and Happy New Year to all!

## Missoula County Airport Authority

### Agenda Action Sheet

Meeting Date: December 23, 2025

1. **TITLE:** Award of Waste Disposal & Recycling Services Contract  
  
**ACTION ITEM:** Award of Waste Disposal and Recycling Services contract to Grizzly Disposal.
2. **AGENDA CATEGORY:**  
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS  
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 5 Minutes
4. **BACKGROUND INFORMATION:** At the November of 2025 Regular Board Meeting, the board approved the award of the Waste Disposal and Recycling RFP to Grizzly Disposal and Recycling. The scope of the RFP covers waste and recycling pickup at various locations and service frequencies at the main terminal and operations buildings. The proposed contract is for a 3-year term with pricing remaining flat for each year, based on current service levels. If approved, Grizzly will begin serving the airport effective 1/1/2026.
5. **BUDGET INFORMATION:**  
Amount Required: \$34,326/per year, 3-Year Term (Budgeted)
6. **SUPPLEMENTAL AGENDA INFORMATION:**
7. **RECOMMENDED MOTION:** Move to award the Waste Disposal and Recycling Services contract to Grizzly Disposal & Recycling for waste disposal and recycling services at the airport.
8. **PREPARED BY:** Nate Cole, Director of Maintenance
9. **COMMITTEE REVIEW:** N/A

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## SERVICES AGREEMENT

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THIS **SERVICES AGREEMENT** is made and entered into this \_\_\_\_day of December, 2025, by and between the MISSOULA COUNTY AIRPORT AUTHORITY ("MCAA") and L&L Site Services DBA Grizzly Disposal and Recycling, a Montana limited liability company ("Contractor").

### Recitals

1. The Missoula County Airport Authority owns and operates the Missoula Montana Airport in Missoula County, Montana ("the Airport").
2. MCAA circulated a Request for Proposals for Waste Disposal and Recycling Services on October 22, 2025
3. Contractor's proposal was responsive and MCAA has determined that Contractor is qualified;
4. After reviewing all proposals, MCAA has determined that Contractor's proposal is the most advantageous to the Airport for solid waste and recycling services;

NOW, THEREFORE, for and in consideration of the prompt payment of all amounts due under this Agreement and the performance of the covenants, terms and conditions of this Agreement, the sufficiency of which is recognized by both parties, the parties agree as follows:

1. Scope of Services. The Contractor shall provide solid waste and recycling services at MCAA property, as outlined in Exhibit A and further described in Exhibit B, which includes the RFP and Contractor's proposal, which are attached and incorporated herein. MCAA may adjust service frequency depending on flight schedules and needs with a minimum of seven (7) days' notice to Contractor
2. Fees. MCAA shall pay to the Contractor for its services the fees outlined in the Exhibit A and changes in service frequency shall be billed pro rata. Contractor shall invoice MCAA monthly and fees shall be paid within thirty (30) days of receipt of Contractor's invoice. Invoices must include a report on Contractor's activities undertaken during the timeframe of the services being invoiced. Acceptance of full payment by Contractor shall constitute a waiver of all claims, of whatever kind or nature, by Contractor against MCAA.
3. Term and Extension. This Agreement shall become effective on January 1, 2026 and will continue through December 31, 2029, unless terminated earlier as provided herein.
4. Badging Requirements. Contractor, its employees and/or sub-contractors that require access to secured areas of the Airport shall be obligated to complete all



training and comply with all security requirements and directives issued by MCAA, Transportation Security Administration or other entity having security jurisdiction at the Airport. Contractor, its employees, and contractors will surrender security badges upon request by MCAA. Physical security media (badges and keys) remain the property of MCAA. Contractor and their employees and sub-contractors shall comply with all security related audits, inspections, and screenings. Contractor will immediately return badges to the Airport Public Safety Office when badge holder's employment is terminated, the badge is no longer needed, or the employee/contractor is on extended leave. Misuse of a badge or security procedures will bring about punitive action including suspension or revocation of one or all badges. Contractor shall be invoiced on a regular basis for badging fees as set forth in MCAA's Access Control Card Application. Fees shall be paid within 30 days of invoice.

5. Representatives. The MCAA Director of Maintenance shall be Contractor's primary contact for all services under this Agreement. Contractor has designated Cori Mulcahy as the individual responsible for providing the services under this agreement and for being MCAA's primary contact.
6. Independent Contractor Status. The parties agree that Contractor is an independent contractor for purposes of this Agreement and is not to be considered an employee of MCAA for any purpose. Contractor is not subject to the terms and provisions of MCAA's personnel policies handbook and may not be considered an MCAA employee for workers' compensation or any other purpose. Contractor is not authorized to represent MCAA or otherwise bind MCAA in any dealings between Contractor and any third parties. Each party will furnish to the other such cooperation and assistance as may be reasonably required and specified hereunder. However, at all times, each party shall remain an independent Contractor with respect to the other. Contractor will perform or provide its services free from the supervision, direction or control of MCAA. Contractor agrees that it shall comply with the applicable requirements of Montana law relating to worker's compensation insurance. Contractor shall provide proof of compliance in the form of workers' compensation insurance or documentation of corporate officer status and maintain such insurance or corporate officer status for the duration of this Agreement.
7. Compliance with Laws. Contractor, its officers, employees, agents, subcontractors, or those under its control, will at all times comply with applicable federal, state, and local laws and regulations, Airport rules, regulations, policies, procedures and operating directives as are now or may hereinafter be prescribed by MCAA, all applicable health rules and regulations and other mandates whether existing or as promulgated from time to time by the federal, state, or local government, or MCAA including, but not limited to, permitted and restricted activities, security matters, parking, ingress and egress, environmental and storm water regulations and any other operational matters related to the operation of Airport. Contractor, its officers, employees, agents, subcontractors, and those under its control, will comply with safety, operational, or

security measures required of Contractor or MCAA by the Federal Aviation Administration (FAA) or Transportation Security Administration (TSA). If Contractor, its officers, employees, agents, subcontractors or those under its control will fail or refuse to comply with said measures and such noncompliance results in a monetary penalty being assessed against MCAA, then, in addition to any other remedies available to MCAA, Contractor will be responsible and will reimburse MCAA in the full amount of any such monetary penalty or other damages. This amount must be paid by Contractor within 15 days from the date of the invoice or written notice.

8. Assignability. Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written approval of MCAA.
9. Indemnification. To the fullest extent permitted by law, CONTRACTOR agrees to indemnify, defend and save MCAA, its officers, agents and employees harmless from and against any and all losses, damage, liability, claims, expenses, costs, fines, including but not limited to attorney's fees and court costs, and causes of action of every kind and character occasioned by, growing out of, or in any way arising or resulting from Contractor's presence on or use or occupancy of the Airport, Contractor's acts, omissions, negligence, activities, operations, professional negligence, or malpractice; Contractor's performance, non-performance or purported performance of this Agreement; or any breach by Contractor of the terms of this Agreement or any such acts, omissions, negligence, activities, operations, professional negligence, or malpractice of Contractor's officers, employees, agents, subcontractors, invitees, or any other person directly or indirectly employed or utilized by Contractor, that results in any bodily injury (including death) or any damage to property, including loss of use, incurred or sustained by any party hereto, any agent or employee of any party hereto, any other person whomsoever, or any governmental agency, regardless of whether or not it is caused in whole or in part by the negligence of a party indemnified hereunder.

In addition to the duty to indemnify and hold harmless, Contractor shall have the duty to defend MCAA, its agents, employees, and officers from all liabilities, claims, expenses, losses, costs, fines and damages (including but not limited to attorney's fees and court costs) and causes of action of every kind and character. The duty to defend under this section is independent and separate from the duty to indemnify, and the duty to defend exists regardless of any ultimate liability of Contractor, MCAA, or any indemnified party. The duty to defend arises immediately upon written presentation of a claim to the Contractor.

10. Insurance. Contractor will be required to maintain general liability insurance in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate.

Contractor shall maintain automobile occurrence coverage with combined single limits for bodily injury, personal injury and property damage of \$1,000,000 per

occurrence and \$2,000,000.00 aggregate per year to cover such claims as may be caused by any act, omission, or negligence of Contractor and its employees, agents, representatives, or subcontractors.

All insurance policies required, including workers' compensation insurance, must be from an insurance carrier licensed to do business in the State of Montana. Contractor agrees to provide proof of insurance prior to commencing work under this Agreement. MCAA must be listed as an additional insured on the general liability insurance certificate for this Agreement unless otherwise agreed to in writing by MCAA.

11. Modifications. This Agreement may be modified in writing at any time by mutual agreement of the Authority and Contractor.
12. Records. Contractor shall maintain sufficient records incident to the performance of this Agreement to enable MCAA to document the performance of the Agreement. Contractor shall allow access to those records by MCAA. Records shall be maintained for at least three years after completion of this Agreement.
13. Ownership and Publication of Materials. All reports, information, data and other materials prepared by Contractor pursuant to this Agreement are the property of the Authority, which has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or in part, information relating thereto. No material produced in whole or in part under this Agreement may be copyrighted or patented in the United States or in any other country without the prior written approval of the Authority.
14. Public Access to Information. Contractor acknowledges that the Authority is a political subdivision of the State of Montana and its records are public and subject to disclosure under Montana law. Certain limited information may be protected from disclosure. Protected information includes information concerning individual privacy, legitimate trade secrets and other constitutionally protected proprietary information and certain information relating to individual or public safety. The parties agree to confer prior to disclosure of information relating to this Agreement and its performance which may include protected information.
15. Nondiscrimination. During the performance of this contract, the Contractor, for itself, its assignees, and successors in, agrees as follows:
  - a. Contractor will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this Agreement.
  - b. Contractor, with regard to the work performed by it during this Agreement, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not

participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

- c. In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this Agreement and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin
- d. The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by MCAA or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to MCAA or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information
- e. In the event of Contractor's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - i. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
  - ii. Cancelling, terminating, or suspending a contract, in whole or in part.
- f. The Contractor will include the provisions of paragraphs (a) through (e) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request MCAA to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

16. General Civil Rights Provisions. In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

The above provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract.

17. Title VI List of Pertinent Nondiscrimination Acts and Authorities. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);

- The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, et seq).

18. Termination of Agreement. MCAA shall have the right to terminate this Agreement with or without cause, on giving thirty (30) days written notice to Contractor.

Each party shall have the right to terminate this Agreement with cause if:

- a. The other party violates any provision of this Agreement;
- b. The other party: (i) terminates or suspends its business; (ii) becomes subject to any bankruptcy or insolvency proceeding under Federal or Montana statute; (iii) becomes insolvent or subject to direct control by a trustee, receiver, or similar authority; (iv) has liquidated, voluntarily or otherwise; or (v) is unable to perform under the terms of this Agreement.

MCAA reserves the right to cancel this Agreement at any time in event of default or violation by Contractor of any provision of this Agreement. MCAA may take whatever action at law or in equity that may appear necessary or desirable to collect damages arising from a default or violation or to enforce performance of this Agreement.

19. Notices. A notice, demand or other communication under this Agreement by one party to the other shall be sufficiently given or delivered if it is dispatched by mail, postage prepaid, return receipt requested; delivered personally; or by electronic mail; and

- c. In the case of Contractor is addressed or delivered personally to:

Grizzly Disposal and Recycling  
9730 Derby Drive  
Missoula, MT 59808  
Attention: Billy Fisher

- d. In the case of the Authority, is addressed or delivered personally to:

Missoula County Airport Authority  
5225 Highway 10 West  
Missoula, MT 59808-9399  
Attention: Brian Ellestad

20. Governing Law and Venue. This Agreement shall be construed and interpreted pursuant to the laws of the State of Montana. Venue for any dispute or suit concerning this Agreement shall be in Missoula County, Montana.
21. Merger. This Agreement represents the entire agreement of the parties hereto and NO REPRESENTATIONS, EXPRESS OR IMPLIED, have been made by any party except as contained herein. This Agreement is in substitution of and supersedes any and all prior agreements, discussions, understandings or conversations between the parties, their agents and employees pertaining to this transaction.
22. Partial Invalidity. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
23. Attorney Fees. In any action brought by either party to enforce any of the terms of this Agreement, the prevailing party in such action shall be entitled to costs, out-of-pocket expenses, expert and lay witness fees and expenses, and such reasonable attorney and paralegal fees as the court shall determine just including any such costs, out-of-pocket expenses and fees incurred on any appeals or in any bankruptcy proceeding.
24. Headings and Captions. The various headings, titles, subtitles, captions and numbers and the groupings of the provisions of this Agreement into separate sections and paragraphs are for the purpose of convenience only and are to be ignored in any construction of the provisions of this Agreement.
25. Waiver. The failure of MCAA or Contractor to insist upon strict performance of any of the terms, conditions, or covenants herein shall not be deemed a waiver of any rights or remedies that either may have and shall not be deemed a waiver of any subsequent breach or default in the terms, conditions or covenants contained in this Agreement.

26. Amendments. This Agreement may not be modified, altered or amended in any manner unless such modification, alteration or amendment is reduced to writing and executed by all parties to this Agreement.

IN WITNESS WHEREOF, the Authority and Contractor have executed this Agreement as of the date first written above.

MISSOULA COUNTY AIRPORT AUTHORITY

\_\_\_\_\_  
By: Brian Ellestad, Airport Director

CONTRACTOR

\_\_\_\_\_  
By: Billy Fisher, General Manager



## EXHIBIT A

Scope of services and fees:

Item	Quantity	Frequency	Per Unit Monthly Service Fee	Monthly Service Fee
3-yard trash container	3	Daily	\$672.62/container	\$2,017.86
3-yard trash container	2	2x/week	\$246.32/container	\$492.64
3-yard recycling container	2	2x/week	\$140.00/container	\$280.00
3-yard recycling container	1	1x/week	\$70.00/container	\$70.00
			<b>TOTAL MONTHLY SERVICE FEE</b>	<b>\$2,860.50</b>
			<b>TOTAL YEARLY SERVICE FEE</b>	<b>\$34,326.00</b>

Additional services may be added as needed, at the above rates.



# Missoula

## MONTANA AIRPORT

### WASTE DISPOSAL AND RECYCLING SERVICES

October 22, 2025



Missoula County Airport Authority  
5225 Broadway St West  
Missoula, MT 59808  
(406) 728-4381

## I. Invitation to Submit

The Missoula County Airport Authority ("MCAA") invites the submission of proposals from firms to provide solid waste disposal and recycling services at the Missoula Montana Airport ("Airport") for the terminal building and various other locations at the Airport. Request for Proposals (RFP) and contract documents are available from the Point of Contact Juniper Davis by calling (406) 532-8640 during normal working hours or by email request at [jdavis@flymissoula.com](mailto:jdavis@flymissoula.com). Other than with written consent from the Point of Contact, all Proposers, including any persons affiliated with or in any way related to a Proposer, are strictly prohibited from contacting any MCAA Commissioners or personnel on any matter having to do in any aspect with this RFP after RFP the issue date. Any other contact with such persons associated with MCAA shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by Proposer may result in the disqualification of the Proposer. This requirement will be strictly enforced.

Submissions must be received by the designated point of contact no later than the due date/time listed in the schedule. Late submissions will not be accepted.

Firms must present evidence that they are fully qualified and have the necessary facilities, experience, and resources to fulfill the conditions of the agreement which will ensure a high standard of service is afforded to MCAA. MCAA reserves the right to reject any applicant which, in MCAA's opinion, does not have adequate qualifications. MCAA reserves the right to terminate selection proceedings at any time.

## Schedule

Date	Time	Event
October 22, 2025	2:00 pm MDT	RFP Issued
November 3, 2025	10:00 am MDT	Deadline to Submit Written Questions
November 5, 2025	4:00 pm MDT	MCAA Deadline for Response to Written Questions
November 10, 2025	4:00 pm MDT	Submissions Due to MCAA Point of Contact

## II. Information for Respondents

Missoula Montana Airport is the Gateway to Western Montana. Currently, seven airlines serve Missoula Montana Airport: Alaska, Allegiant, American, Delta, Frontier, Sun Country, and United. Airlines at MSO collectively provide nonstop flights to: Chicago, Dallas/Fort Worth, Denver, Las Vegas, Los Angeles, Minneapolis/St. Paul, Oakland, Orange County, Phoenix, Phoenix/Mesa, Portland, Salt Lake City, San Diego, San Francisco, and Seattle (some routes are seasonal). MSO serves more than 1,000,000 passengers annually. Missoula Montana Airport is financially self-supporting; no local tax revenues are used for the administration, promotion, operation, or maintenance of the Airport. The airport recently completed a multi phased terminal expansion project that spans approximately 248,000 sq/ft over 4 levels. The facility is comprised of a mix of public, private and tenant leased areas that will require different levels of cleaning services. In addition to the terminal building, the airport operates several additional stand-alone facilities including an air traffic control tower and Fire Station/Snow Equipment Building. Please refer to Exhibit A for a complete list of services.



Missoula County Airport Authority  
5225 Broadway St West  
Missoula, MT 59808  
(406) 728-4381

### III. RFP Scope Of Services

MCAA is seeking proposals from qualified firms to pick up and dispose of all solid waste and recyclable materials from all Airport sites, as listed below and as needed. However, depending on bids, MCAA may choose to have different vendors for solid waste and recyclables. Please provide separate pricing for solid waste and recyclables so the Airport can compare proposals. The total annual cost for all solid waste and recycling for calendar year 2024 was approximately \$35,000.

The Airport currently has three service locations for pick-up of solid waste and recyclable materials. The number of pick-ups per week shall vary throughout the year depending on traffic at the Airport.

MCAA is anticipating the start date for the agreement awarded through this solicitation will be January 1, 2026. The agreement will be for three years and will be reviewed annually during its term.

Contractor's employees will be required to complete and pass a ten-year background check and fingerprinting. Contractor is responsible for the cost of the background check, which is currently \$25.00 per employee.

Please refer to Exhibit D for a Draft Services Agreement which will govern the contractual relationship between MCAA and the successful Respondent.

### IV. Civil Rights

MCAA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, Respondent will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

The successful Respondent shall not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the performance of any contract entered into as a result of this RFP. The successful Respondent shall carry out applicable requirements of the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, in the award and administration of any contract entered into as a result of this RFP.

If the Respondent is a certified Disadvantaged Business Enterprise ("DBE"), please provide evidence of certification with your submission. For information about DBE certification, please contact the Montana Department of Transportation or review the information at: [Disadvantaged Business Enterprise | Montana Department of Transportation \(MDT\) \(mt.gov\)](https://www.mt.gov/Departments/Transportation/DBE).

MCAA encourages all firms to subcontract portions of the work to DBE firms and to include DBE firms on their teams, even when they might otherwise perform the work with their own forces.

### V. Format for Submissions

Please format your response to this RFP in the following order to facilitate comparisons between respondents:



69 1. General Contractor Information

70 Please include the following information in your transmittal/cover letter:

- 71 a. History of the Firm and its experience.
- 72 b. Names and resumes of the principals in the firm.

73 2. Services and Products Used

- 74 a. Describe any pertinent details related to providing the services in Exhibit A. Ensure that there is
- 75 sufficient information to understand the nature of the services to be provided and the facilities,
- 76 equipment or other resources included in fulfilling the scope of services.
- 77 b. Provide a list of recyclable materials which will be accepted for collection.
- 78 i. Describe the current process, supply chain, or market channels through which your
- 79 firm recycles collected materials, including which materials are recycled/repurposed
- 80 rather than stockpiled or sent to landfill due to lack of viable markets.

81 3. Firm's Experience and Staffing

- 82 a. Identify by name and title of the key personnel who, if your company is selected, will be
- 83 responsible for providing the oversight and management of the services.
- 84 b. Identify the primary point of contact who will be responsible for resolution of service and
- 85 staffing issues.
- 86 c. Procedure for MCAA to communicate with driver/company regarding problems, weather and
- 87 access issues.
- 88 d. Provide three applicable and comparable commercial references, including contact name,
- 89 email address and phone number.

90 4. Proposal Forms

- 91 a. Complete the MCAA Request for Proposal: Response Form attached as Exhibit B.
- 92 b. Complete the MCAA Request for Proposal: Proposed Bid Form attached as Exhibit C.

93 5. Insurance

- 94 a. Provide evidence of insurance.
- 95 b. Acceptable evidence includes letters from the Respondent's insurance company (Best A Rating)
- 96 dated no earlier than two weeks before submittal deadline date and signed by an officer of the
- 97 insurer and security provider.
- 98 c. Insurance requirements:
- 99 i. Commercial General Liability - \$1,000,000 per occurrence; \$2,000,000 aggregate
- 100 ii. Workers' Compensation – Statutory limits
- 101 iii. Automobile Liability – Statutory limits
- 102 d. Provide evidence that Respondent has not had its insurance coverage (on current or past
- 103 operations) cancelled during the last 10 years – and if it has –provide an explanation as to why
- 104 and provide the name/address and name of insurer's contact person (including phone number
- 105 for the contact person).

106 6. Submittal Format

- 107 a. Each submitter should send their submission documents electronically by email to the point of
- 108 contact indicated in the section [Instructions to Respondents](#).



- b. Documents should be submitted in .PDF or .docx format unless otherwise necessary for presentation of the file.

## VI. Evaluation of Submissions

This RFP will be awarded to the responsible firm who, in MCAA's sole judgment, is deemed most qualified. The selection shall be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the services required and shall satisfy requirements for open and free competition. MCAA shall appoint a selection committee to evaluate potential firms and shall ensure that the members of the selection committee are kept free of pressures, both internal and external, and that they have no conflicts of interest, real or apparent. The selection committee may conduct interviews and inquiries as desired and shall make a recommendation to the MCAA Board of Commissioners. The MCAA Board of Commissioners must approve the final selection.

Each submission received will be evaluated based on the information required as set forth in Section V above, pursuant to the following selection criteria and rating system:

Scoring Rubric	
<u>Scoring Criteria</u>	<u>Rating Points</u>
Overall proposal quality and completeness of information provided	5
Respondent's experience and references	15
Respondent's proposal to provide for the scope of services	25
Respondent's past history, if any, with MCAA	5
Bid: Cost of services	60
<u>Total Points</u>	<u>100</u>

## VII. Instructions to Respondents

For this RFP the Point of Contact is Juniper Davis who is reachable by calling (406) 532-8640 during normal working hours or by email at [jdavis@flymissoula.com](mailto:jdavis@flymissoula.com).

The deadline for submissions is indicated in the schedule below. Submissions must be received by the Point of Contact no later than the due date/time in the schedule. Each submission must be in the form set forth in the RFP, including all required Attachments. Late submissions will not be accepted.

Proposers should email their proposal by the deadline. The sent time on the email must be at or before the submission due date and time. The provided forms must be utilized. It is also highly encouraged for Respondents to be practical and economical in presenting the information requested and proposals should not exceed **ten (10)** pages.



Missoula County Airport Authority  
5225 Broadway St West  
Missoula, MT 59808  
(406) 728-4381

## Schedule

Date	Time	Event
October 22, 2025	2:00 pm MDT	RFP Issued
November 3, 2025	10:00 am MDT	Deadline to Submit Written Questions
November 5, 2025	4:00 pm MDT	MCAA Deadline for Response to Written Questions
November 10, 2025	4:00 pm MDT	Submissions Due to MCAA Point of Contact

133

## VIII. Miscellaneous Provisions

135 It is the intent of this RFP to describe the services being sought in sufficient detail to secure qualified Proposals.  
136 Proposals will be evaluated based upon qualifications and experience for the proposed projects, using a  
137 weighted scoring method. Proposals not conforming to the requested format or not in compliance with the  
138 specifications will not receive full scoring.

139 MCAA reserves the right to reject any and all proposals received and if all proposals are rejected, to re-advertise  
140 under the same or new specifications, or to make such award as in the judgment of MCAA best meets its  
141 requirements. MCAA reserves the right to waive any formalities, irregularities and/or technicalities which are  
142 not of a substantial nature and to accept the proposal which is in the best interest of MCAA. MCAA reserves the  
143 right to determine what constitutes any and all formalities, irregularities, or technicalities. MCAA shall not be  
144 obligated to respond to any Proposal submitted or legally bound in any manner whatsoever by the submission  
145 of a Proposal.

146 Any Proposal submitted as provided herein shall be subject to negotiation at the option of the Authority.  
147 Submission of a Proposal shall obligate the Respondent to enter into an Agreement with the Authority in  
148 accordance with the content of the submission. It is specifically understood that the Authority can accept any  
149 Proposal in its entirety without negotiation and the Respondent shall be obligated to enter into an Agreement  
150 with the Authority reflecting that Proposal. The Authority reserves the right to request any Respondent to  
151 clarify its submission or to supply additional information necessary to assist the Authority in its selection.

152 Before a contract will be awarded, MCAA may conduct reference investigations as is necessary to evaluate and  
153 determine the performance record and ability of the top ranked Respondent(s) to perform the size and type of  
154 work to be contracted, and to determine the quality of the service being offered. By submitting a proposal, you  
155 authorize MCAA to conduct reference investigations as needed.

156 Any and all agreements arising out of this RFP and negotiations that follow shall not be binding or valid against  
157 the Authority, its officers, employees, or agents unless approved by the Authority Board of Commissioners and  
158 executed by the Authority and the Successful Respondent in accordance with applicable laws.

159 The submission of a Proposal shall be considered evidence that the Respondent has investigated all the  
160 conditions as described in the RFP Documents and the Respondent is aware of the circumstances and conditions  
161 involved. The attention of the Respondent is specifically directed to, and the Respondent will be conclusively



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presumed to have read and become familiar with all the RFP Documents, which will be available from the Authority Administration Office. No claim for adjustment of the provisions of the Agreement shall be honored after submission on the ground that Respondents were not fully informed as to the conditions which exist.

The Respondent will be responsible for all costs (including site visits where needed) incurred in preparing or responding to this RFP. All materials and documents submitted in response to the RFP become the property of MCAA and will not be returned.

No verbal interpretation made to any Respondent as to the meaning or consequence of any portion of the RFP Documents shall be considered binding. Every request for clarification of the RFP Documents shall be made in writing by email to the Point of Contact Juniper Davis at [jdavis@flymissoula.com](mailto:jdavis@flymissoula.com). All such requests must be received on or before the date/time identified above as the "Deadline to Submit Written Questions". Any response by the Authority to a request by a Respondent for clarification will be made in the form of an addendum to the RFP Documents and will be sent to all parties to whom the RFP Documents have been issued not later than the date identified above as the "MCAA Deadline for Response to Written Questions". All Addenda so issued shall become part of the RFP Documents. The Authority will not be responsible for any oral instructions, interpretations, or explanations.

#### Disqualification and Rejection of Proposal:

Any of the following causes may be considered as sufficient for the disqualification of a Respondent and the rejection of the Proposal:

- Submission of more than one Proposal hereunder by an individual, firm, or corporation under the same or different names.
- Evidence of collusion among Respondents.
- A Respondent's default or arrearage under any previous existing agreement with the Authority.
- Existence of any unresolved claims between the Respondent and the Authority.
- The Authority reserves the right to reject any and all Proposals for any reason or for no reason.

#### Withdrawal of Proposal

No Proposal may be withdrawn after it has been submitted to the Authority unless the Respondent so requests in writing and such request is received by the Authority prior to the Authority's time set for receiving Proposals. No Proposal may be withdrawn after the scheduled due date for a period of ninety (90) days.

Respondent to whom a contract is awarded shall within fifteen (15) days of the date of the receipt of the final Agreement negotiated between the Respondent and the Authority deliver said Agreement fully executed. The Agreement shall substantially be in the form attached as Exhibit "D." All such documents must be executed and delivered by the Respondent and approved by the Authority before the Agreement will be executed and returned to the Respondent by the Authority. The Authority reserves the right to cancel the award without liability, at any time before the Agreement has been fully executed by both parties.

The Authority reserves the right to reject any or all proposals if it determines that the proposals are not responsive to the RFP or if the proposals themselves are judged not to be in the best interest of the Authority.



**EXHIBIT A**  
**SCOPE OF SERVICES**  
**WASTE DISPOSAL & RECYCLING SERVICES**

**MISSOULA COUNTY AIRPORT AUTHORITY, MISSOULA, MONTANA**

Successful respondent shall provide the following:

1. Commercial waste removal services, including clean, usable containers at all times, as set forth below, and transportation of the contents of all containers located at the Airport to an appropriate, licensed landfill, depositing the contents at the landfill;
2. Commercial recycling services, including clean, usable containers at all times, as set forth below, and transporting of the contents to an appropriate recycling center, depositing the contents at the recycling center;
3. Three 3-yard trash containers located at the Airport terminal with daily service. Service shall include hauling/disposing;
4. Two 2-3 yard recycling containers located at the Airport terminal and with twice weekly service. Service shall include hauling and recycling of cardboard;
5. One 3-yard trash container located at the SRE building with twice weekly service. Service shall include hauling/disposing;
6. One 3-yard trash container located at the Rental Car Quick-Turnaround Facility (QTA) with twice weekly service. Service shall include hauling/disposing;
7. One 2-3 yard recycling container located at the QTA with service once per week. Service shall include hauling and recycling of all collected materials;
8. Additional or alternative services that respondent offers (trash compactor);
9. All labor, equipment and materials necessary to transport all containers owned by respondent;
10. All collection and disposal of commercial waste and recycling materials shall be in accordance with City and County of Missoula, State and Federal rules and regulations.



# MCAA Request for Proposal

## Response Form

### Missoula County Airport Authority, Missoula, Montana

This form must be completed in full. Indicate "N/A" where appropriate. If additional room is needed for a response attach an additional sheet of paper.

## I. Contact Information

Information about the person(s) responding to this RFP. This should be the same person(s) who will be the point of contact for MCAA to reach out to in regard to this RFP.

- A. Contact Name \_\_\_\_\_
- B. Contact Role in the Business \_\_\_\_\_
- C. Contact Phone Number \_\_\_\_\_
- D. Contact Fax \_\_\_\_\_
- E. Contact E-Mail Address \_\_\_\_\_

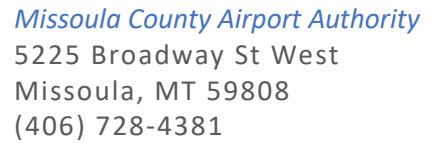
## II. Business Information

Information about the business which the contact is responding to the RFP on behalf of.

- A. Business Name \_\_\_\_\_
- B. Doing Business As \_\_\_\_\_
- C. Business Type \_\_\_\_\_
- D. Business Mailing Address \_\_\_\_\_

Address Line 1:	
Address Line 2:	
City:	
State/Province:	
ZIP Code:	
Country:	



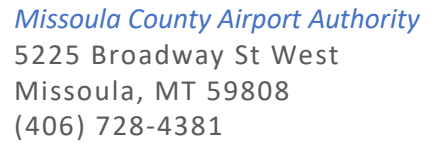


1. List three (3) credit references, including at least one banking reference.

2. Please circle Yes or No to indicate whether the Business and any joint venture or affiliate entities have ever been involved in one of the following actions:

3. If you have answered Yes to any of the above, please briefly describe below the circumstances and status of each occurrence.

MCAA RFP/RFQ Form



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- This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

- ## V. Conditions of Proposal Submission

## VI. Acknowledgment of the Proposal Required

MCAA RFP/RFQ Form



Missoula County Airport Authority  
5225 Broadway St West  
Missoula, MT 59808  
(406) 728-4381

Defined terms below shall have the meanings given them in the Request for Proposal.

The undersigned having:

1. Carefully examined the RFP document.
2. Become familiar with all terms and conditions specified in the RFP document.
3. Completed answers to all forms and responded fully to the RFP document requests for information.

represents and warrants to the Authority as follows:

1. The undersigned person(s) are authorized representatives of the Business.
2. All information submitted by the Business in the proposal package is complete, accurate, and truthful.

*(Note: If Business is a joint venture, all joint venture partners must sign; if Business is a corporation, at least Business's president and secretary must sign.)*

### Signatures

#### Signatory 1

Signature	_____	Signatory Title	_____
Printed Name	_____	Date	_____

#### Signatory 2

Signature	_____	Signatory Title	_____
Printed Name	_____	Date	_____

#### Signatory 3

Signature	_____	Signatory Title	_____
Printed Name	_____	Date	_____

### Attested By

#### Secretary

Signature	_____	Signatory Title	_____
Printed Name	_____	Date	_____

**EXHIBIT C**  
**BID FORM**  
**WASTE DISPOSAL & RECYCLING SERVICES**

**MISSOULA COUNTY AIRPORT AUTHORITY, MISSOULA, MONTANA**

Pricing Schedule: Prices herein must include all personnel, labor, equipment, material, tools, supplies, supervision, management and other services necessary to or incident to, perform and provide the work described in Section III Scope of Services and Exhibit A.

	SERVICE PRICE			
CONTAINER SIZE/USE	DAILY	2X/WEEK	1X/WEEK	PER PICKUP
3-Yard Trash Container				
3-Yard Recycling Container				
2-Yard Recycling Container				

OTHER FEES:

Delivery Fee \_\_\_\_\_

Removal Fee \_\_\_\_\_

Overage Fee \_\_\_\_\_

Fuel Surcharge \_\_\_\_\_

Other A \_\_\_\_\_

Other B \_\_\_\_\_

Other C \_\_\_\_\_

Other D \_\_\_\_\_

Please include proposals for a trash compactor, including-site requirements, size, cost/savings, reductions in pickup per week etc. and explanations of who would own the compactor and maintain it.

EXCEPTIONS/NOTES

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## SERVICES AGREEMENT

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THIS **SERVICES AGREEMENT** is made and entered into this 1<sup>st</sup> day of January, 2026, by and between the MISSOULA COUNTY AIRPORT AUTHORITY ("MCAA") and \_\_\_\_\_, a Montana limited liability company ("Contractor").

### Recitals

1. The Missoula County Airport Authority owns and operates the Missoula Montana Airport in Missoula County, Montana ("the Airport").
2. MCAA circulated a Request for Proposals for Waste Disposal and Recycling Services on October \_\_\_\_, 2025
3. Contractor's proposal was responsive and MCAA has determined that Contractor is qualified;
4. After reviewing all proposals, MCAA has determined that Contractor's proposal is the most advantageous to the Airport for solid waste and recycling services;

NOW, THEREFORE, for and in consideration of the prompt payment of all amounts due under this Agreement and the performance of the covenants, terms and conditions of this Agreement, the sufficiency of which is recognized by both parties, the parties agree as follows:

1. Scope of Services. The Contractor shall provide solid waste and recycling services at MCAA property, as outlined in the RFP and Contractor's proposal, which are attached as Exhibit B and incorporated herein. MCAA may adjust service frequency depending on flight schedules and needs with a minimum of seven (7) days' notice to Contractor.
2. Fees. MCAA shall pay to the Contractor for its services the fees outlined in the Exhibit A and changes in service frequency shall be billed pro rata. Contractor shall invoice MCAA monthly and fees shall be paid within thirty (30) days of receipt of Contractor's invoice. Invoices must include a report on Contractor's activities undertaken during the timeframe of the services being invoiced. Acceptance of full payment by Contractor shall constitute a waiver of all claims, of whatever kind or nature, by Contractor against MCAA.
3. Term and Extension. This Agreement shall become effective on January 1, 2026 and will continue through December 31, 2029, unless terminated earlier as provided herein.
4. Badging Requirements. Contractor, its employees and/or sub-contractors that require access to secured areas of the Airport shall be obligated to complete all training and comply with all security requirements and directives issued by MCAA, Transportation Security Administration or other entity having security jurisdiction at the Airport. Contractor, its employees, and contractors will surrender security badges



upon request by MCAA. Physical security media (badges and keys) remain the property of MCAA. Contractor and their employees and sub-contractors shall comply with all security related audits, inspections, and screenings. Contractor will immediately return badges to the Airport Public Safety Office when badge holder's employment is terminated, the badge is no longer needed, or the employee/contractor is on extended leave. Misuse of a badge or security procedures will bring about punitive action including suspension or revocation of one or all badges. Contractor shall be invoiced on a regular basis for badging fees as set forth in MCAA's Access Control Card Application. Fees shall be paid within 30 days of invoice.

5. Representatives. The MCAA Director of Maintenance shall be Contractor's primary contact for all services under this Agreement. Contractor has designated \_\_\_\_\_ as the individual responsible for providing the services under this agreement and for being MCAA's primary contact.
6. Independent Contractor Status. The parties agree that Contractor is an independent contractor for purposes of this Agreement and is not to be considered an employee of MCAA for any purpose. Contractor is not subject to the terms and provisions of MCAA's personnel policies handbook and may not be considered an MCAA employee for workers' compensation or any other purpose. Contractor is not authorized to represent MCAA or otherwise bind MCAA in any dealings between Contractor and any third parties. Each party will furnish to the other such cooperation and assistance as may be reasonably required and specified hereunder. However, at all times, each party shall remain an independent Contractor with respect to the other. Contractor will perform or provide its services free from the supervision, direction or control of MCAA. Contractor agrees that it shall comply with the applicable requirements of Montana law relating to worker's compensation insurance. Contractor shall provide proof of compliance in the form of workers' compensation insurance or documentation of corporate officer status and maintain such insurance or corporate officer status for the duration of this Agreement.
7. Compliance with Laws. Contractor, its officers, employees, agents, subcontractors, or those under its control, will at all times comply with applicable federal, state, and local laws and regulations, Airport rules, regulations, policies, procedures and operating directives as are now or may hereinafter be prescribed by MCAA, all applicable health rules and regulations and other mandates whether existing or as promulgated from time to time by the federal, state, or local government, or MCAA including, but not limited to, permitted and restricted activities, security matters, parking, ingress and egress, environmental and storm water regulations and any other operational matters related to the operation of Airport. Contractor, its officers, employees, agents, subcontractors, and those under its control, will comply with safety, operational, or security measures required of Contractor or MCAA by the Federal Aviation Administration (FAA) or Transportation Security Administration (TSA). If Contractor, its officers, employees, agents, subcontractors or those under its control will fail or refuse

to comply with said measures and such noncompliance results in a monetary penalty being assessed against MCAA, then, in addition to any other remedies available to MCAA, Contractor will be responsible and will reimburse MCAA in the full amount of any such monetary penalty or other damages. This amount must be paid by Contractor within 15 days from the date of the invoice or written notice.

8. Assignability. Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written approval of MCAA.
9. Indemnification. To the fullest extent permitted by law, CONTRACTOR agrees to indemnify, defend and save MCAA, its officers, agents and employees harmless from and against any and all losses, damage, liability, claims, expenses, costs, fines, including but not limited to attorney's fees and court costs, and causes of action of every kind and character occasioned by, growing out of, or in any way arising or resulting from Contractor's presence on or use or occupancy of the Airport, Contractor's acts, omissions, negligence, activities, operations, professional negligence, or malpractice; Contractor's performance, non-performance or purported performance of this Agreement; or any breach by Contractor of the terms of this Agreement or any such acts, omissions, negligence, activities, operations, professional negligence, or malpractice of Contractor's officers, employees, agents, subcontractors, invitees, or any other person directly or indirectly employed or utilized by Contractor, that results in any bodily injury (including death) or any damage to property, including loss of use, incurred or sustained by any party hereto, any agent or employee of any party hereto, any other person whomsoever, or any governmental agency, regardless of whether or not it is caused in whole or in part by the negligence of a party indemnified hereunder.

In addition to the duty to indemnify and hold harmless, Contractor shall have the duty to defend MCAA, its agents, employees, and officers from all liabilities, claims, expenses, losses, costs, fines and damages (including but not limited to attorney's fees and court costs) and causes of action of every kind and character. The duty to defend under this section is independent and separate from the duty to indemnify, and the duty to defend exists regardless of any ultimate liability of Contractor, MCAA, or any indemnified party. The duty to defend arises immediately upon written presentation of a claim to the Contractor.

10. Insurance. Contractor will be required to maintain general liability insurance in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate.

Contractor shall maintain automobile occurrence coverage with combined single limits for bodily injury, personal injury and property damage of \$1,000,000 per occurrence and \$2,000,000.00 aggregate per year to cover such claims as may be caused by any act, omission, or negligence of Contractor and its employees, agents, representatives, or subcontractors.

All insurance policies required, including workers' compensation insurance, must be from an insurance carrier licensed to do business in the State of Montana. Contractor agrees to provide proof of insurance prior to commencing work under this Agreement. MCAA must be listed as an additional insured on the general liability insurance certificate for this Agreement unless otherwise agreed to in writing by MCAA.

11. Modifications. This Agreement may be modified in writing at any time by mutual agreement of the Authority and Contractor.
12. Records. Contractor shall maintain sufficient records incident to the performance of this Agreement to enable MCAA to document the performance of the Agreement. Contractor shall allow access to those records by MCAA. Records shall be maintained for at least three years after completion of this Agreement.
13. Ownership and Publication of Materials. All reports, information, data and other materials prepared by Contractor pursuant to this Agreement are the property of the Authority, which has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or in part, information relating thereto. No material produced in whole or in part under this Agreement may be copyrighted or patented in the United States or in any other country without the prior written approval of the Authority.
14. Public Access to Information. Contractor acknowledges that the Authority is a political subdivision of the State of Montana and its records are public and subject to disclosure under Montana law. Certain limited information may be protected from disclosure. Protected information includes information concerning individual privacy, legitimate trade secrets and other constitutionally protected proprietary information and certain information relating to individual or public safety. The parties agree to confer prior to disclosure of information relating to this Agreement and its performance which may include protected information.
15. Nondiscrimination. During the performance of this contract, the Contractor, for itself, its assignees, and successors in, agrees as follows:
  - a. Contractor will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this Agreement.
  - b. Contractor, with regard to the work performed by it during this Agreement, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when

the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

- c. In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this Agreement and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin
  - d. The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by MCAA or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to MCAA or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information
  - e. In the event of Contractor's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
    - i. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
    - ii. Cancelling, terminating, or suspending a contract, in whole or in part.
  - f. The Contractor will include the provisions of paragraphs (a) through (e) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request MCAA to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.
16. General Civil Rights Provisions. In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and

Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

The above provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract.

17. Title VI List of Pertinent Nondiscrimination Acts and Authorities. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;

- The Federal Aviation Administration's Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, et seq).

18. Termination of Agreement. MCAA shall have the right to terminate this Agreement with or without cause, on giving thirty (30) days written notice to Contractor.

Each party shall have the right to terminate this Agreement with cause if:

- a. The other party violates any provision of this Agreement;
- b. The other party: (i) terminates or suspends its business; (ii) becomes subject to any bankruptcy or insolvency proceeding under Federal or Montana statute; (iii) becomes insolvent or subject to direct control by a trustee, receiver, or similar authority; (iv) has liquidated, voluntarily or otherwise; or (v) is unable to perform under the terms of this Agreement.

MCAA reserves the right to cancel this Agreement at any time in event of default or violation by Contractor of any provision of this Agreement. MCAA may take whatever action at law or in equity that may appear necessary or desirable to collect damages arising from a default or violation or to enforce performance of this Agreement.

19. Notices. A notice, demand or other communication under this Agreement by one party to the other shall be sufficiently given or delivered if it is dispatched by mail, postage prepaid, return receipt requested; delivered personally; or by electronic mail; and

- c. In the case of Contractor is addressed or delivered personally to:

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- d. In the case of the Authority, is addressed or delivered personally to:

Missoula County Airport Authority  
5225 Highway 10 West  
Missoula, MT 59808-9399  
Attention: Brian Ellestad

20. Governing Law and Venue. This Agreement shall be construed and interpreted pursuant to the laws of the State of Montana. Venue for any dispute or suit concerning this Agreement shall be in Missoula County, Montana.



21. Merger. This Agreement represents the entire agreement of the parties hereto and NO REPRESENTATIONS, EXPRESS OR IMPLIED, have been made by any party except as contained herein. This Agreement is in substitution of and supersedes any and all prior agreements, discussions, understandings or conversations between the parties, their agents and employees pertaining to this transaction.
22. Partial Invalidity. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
23. Attorney Fees. In any action brought by either party to enforce any of the terms of this Agreement, the prevailing party in such action shall be entitled to costs, out-of-pocket expenses, expert and lay witness fees and expenses, and such reasonable attorney and paralegal fees as the court shall determine just including any such costs, out-of-pocket expenses and fees incurred on any appeals or in any bankruptcy proceeding.
24. Headings and Captions. The various headings, titles, subtitles, captions and numbers and the groupings of the provisions of this Agreement into separate sections and paragraphs are for the purpose of convenience only and are to be ignored in any construction of the provisions of this Agreement.
25. Waiver. The failure of MCAA or Contractor to insist upon strict performance of any of the terms, conditions, or covenants herein shall not be deemed a waiver of any rights or remedies that either may have and shall not be deemed a waiver of any subsequent breach or default in the terms, conditions or covenants contained in this Agreement.
26. Amendments. This Agreement may not be modified, altered or amended in any manner unless such modification, alteration or amendment is reduced to writing and executed by all parties to this Agreement.

IN WITNESS WHEREOF, the Authority and Contractor have executed this Agreement as of the date first written above.

MISSOULA COUNTY AIRPORT AUTHORITY

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By: Brian Ellestad, Airport Director

CONTRACTOR

By: \_\_\_\_\_

EXHIBIT D



## **MISSOULA COUNTY AIRPORT AUTHORITY**

**POLICY TITLE: Procurement Protest Policy**

**SUBJECT AREA: Administration**

**DATE ADOPTED: November 26, 2019**

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### **POLICY STATEMENT**

Missoula County Airport Authority ("MCAA") policy requires that all prospective contractors be accorded fair and equal consideration in the award and solicitation of contracts. To that end, any interested party shall have the right to protest alleged inequities in the procurement process and to have its issues heard, evaluated and resolved administratively.

"Interested Party" is defined as an actual or prospective offeror whose direct economic interest would be affected by the award of a contract or by failure to award a contract.

### **Submittal Procedure**

An Interested Party wishing to protest a matter involving a proposed procurement or contract shall file a written submission with MCAA's Administrative Manager by certified mail to 5225 Highway 10 West, Missoula, MT 59808, or other delivery method whose receipt can be verified. Electronic submission of protests is not acceptable unless an original signed copy of the protest is received by the Administrative Manager within 24 hours (not including weekends and holidays) after receipt of the electronic copy. The Administrative Manager may, however, permit the electronic provision of supplemental information after the initial protest submittal.

The protest shall include, at a minimum:

- a. The name and address of the protesting party and its relationship to the procurement sufficient to establish that the protest is being filed by an Interested Party;
- b. Identity of the contact person for the protestor, including name, title, address, telephone, fax and email addresses. If the contact point is a third party representing the protestor, the same information must be provided, plus a statement defining the relationship between the protestor and the third party;
- c. Identification of the procurement;
- d. A description of the nature of the protest, referencing the portion(s) of the solicitation involved;
- e. Identification of the provision(s) of any law, regulation, or other governance upon which the protest is based;
- f. A complete discussion of the basis for the protest, including any supporting facts, documents or data;
- g. A statement of the specific relief requested; and
- h. A notarized affirmation by the protestor (in an individual) or by an owner or officer of the protestor (if not an individual) as to the truth and accuracy of the statements made in the protest submittal.

The protestor is solely responsible for the completeness and validity of the information provided. Any documents relevant to the protest should be attached to the written submission. Documents which are readily available on the internet may be referenced to an appropriate link.

Upon receipt of a protest, the Administrative Manager shall promptly notify the FAA program manager of the relevant details.

### **Pre-Bid Protests**

A protest related to the technical scope or specification, terms, conditions, or form of the solicitation must be received no later than ten (10) working days prior to the date established for opening of bids or receipts of proposals.

The protest must conform in all respects to the requirements set forth in the Submittal Procedure. Upon receipt of such a protest, the Administrative Manager shall notify all prospective offerors and other known Interested Parties of the receipt and nature of the protest. Unless the Administrative Manager determines that delay will be prejudicial to MCAA's interests or that the protest lacks substantial merit, the solicitation process will be extended pending resolution of the protest.

All substantive issues raised in the submitted protests will be considered and either denied or sustained, in part or in whole, by the Airport Director in writing. A written decision specifying the grounds for sustaining all or part of or denying the protest will be transmitted to the protestor prior to the receipt of bids or proposals in a manner that provides verification of receipt. A notice of decision shall be provided to all parties given notice of the protest.

Should the protest be upheld in whole or in substantial part, the Administrative Manager may either:

- a. Amend the solicitation to correct the document or process accordingly;
- b. Cancel the solicitation in its entirety.

If the solicitation is amended, the time for receipt of bids or proposals shall be equitably extended to permit all participants to revise their bids or proposals to reflect the decision. If the protest is denied, the solicitation shall proceed. Such decision shall be final, except as provided below or by applicable law or regulation.

Protests received by MCAA after the time period specified above shall be considered untimely and shall be denied on that basis.

### **Pre-Award Protests**

A protest related to whether a proposer is a responsible bidder or that a proposal does not meet the criteria of the solicitation must be received no later than ten (10) working days after the opening of bids or receipts of proposals.

The protest must conform in all respects to the requirements set forth in the Submittal Procedure. A written decision addressing all substantive issues raised in the submitted protest and stating

the grounds for allowing or denying the protest will be transmitted to the protestor in a manner that provides verification of receipt. Such decision shall be final, except as provided below or by applicable law or regulation.

Protests received by MCAA after the time period specified above shall be considered untimely and shall be denied on that basis.

### **Post-Award Protests**

A protest related to whether the evaluation process conducted by MCAA is improper, illegal, or the decision to award the contract is arbitrary and capricious must be received no later than ten (10) working days after the MCAA Board of Commissioners has awarded the contract. The protest must conform in all respects to the requirements set forth in the Submittal Procedure.

A written decision addressing all substantive issues raised in the submitted protest and stating the grounds for allowing or denying the protest will be transmitted to the protestor in a manner that provides verification of receipt. Such decision shall be final, except as provided below or by applicable law or regulation.

Protests received by MCAA after the time period specified above shall be considered untimely and shall be denied on that basis.

### **Decision**

Upon receipt and evaluation of all relevant information, including any pertinent law or regulations, the Airport Director shall prepare a decision. The decision will contain four parts:

- a. Summary – Describes briefly the protesting party, the solicitation involved, the issues(s) raised, and the decision;
- b. Background – Describes in more detail the history of the solicitation and the procurement events leading to the protest, the date the protest was received, and the process by which it was evaluated;
- c. Discussion - Identifies the substantive issue or issues raised by the protestor, and the factors considered in reaching a decision, and the rationale for the decision;
- d. Determination - States the decision and any remedy or subsequent action, e.g. cancellation of the procurement, resulting from it.

Decisions shall be issued to the protestor; other Interested Parties shall receive either a copy of the decision or a notice of decision, as appropriate.

### **Reconsideration**

Reconsideration of a final decision may occur if relevant and critical information is discovered after final determination has been made. In such a case, a protestor may file a request for reconsideration with the MCAA Board of Commissioners setting forth the relevant and critical information that has been discovered; why the information was not available during the original

protest period and how the information changes the analysis in the written decision. A request for reconsideration under this section must be filed within ten (10) working days after the written decision is provided to the protestor. The decision of the MCAA Board of Commissioners under this section is final, except as provided by applicable law or regulation.

### **Appeal to FAA**

The FAA may entertain protests that involve violation of federal laws or regulations and protests that involve allegations that MCAA's protest procedures were not followed.

# Proposal Submission – Waste Disposal and Recycling Services

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11/10/2025

To: Juniper Davis  
MCAA  
5225 Broadway St West  
Missoula MT, 59808

## **Subject: Proposal Submission – General Contractor Services**

Grizzly Disposal & Recycling is pleased to submit our proposal in response to your request for General Contractor services. As a locally owned and operated company based in Missoula, Montana, we are proud to offer a community-focused approach to waste and recycling services. Below is the information requested in your transmittal guidelines:

### **1. General Contractor Information**

#### **a. History of the Firm and Experience**

Grizzly Disposal was founded in 2022, building on the foundation of our parent company, L&L Site Services, which began in 2007 as a veteran-owned, two-person operation. L&L has grown to over 30 employees and expanded its services from construction debris hauling to full-service waste and recycling collection. Grizzly Disposal began as a cardboard recycling business in 2020, added demolition services in 2021, and launched municipal solid waste (MSW) collection in 2022 after receiving its hauling permit. We currently operate in all of Missoula County, providing service to over 15,000 customers, while employing 33 people. Our mission is to put service back into the service industry—focusing on people, not profits; customers, not costs; and community, not corporations.

#### **b. Principals of the Firm**

- Lance Johnson, Owner – A Montana State University engineering graduate with nearly 20 years in the waste industry. Served his county in the Navy for 4 years, before he started out in Bozeman in the equipment industry.
- Billy Fisher, General Manager – A University of Montana business graduate with 10 years of industry experience. Billy has been in the Missoula area the entire 10 years and the first 5 of those years he spent managing the operation of western Montana for Republic services. He is very familiar with the needs of the Airport and has worked with and around safety sensitive areas like these that need extra attention. Before that he was the operations manager of LS Jensen Construction in Missoula MT for 13 years.

## **2. Services and Products Used**

### **a. Scope of Services**

Grizzly Disposal provides comprehensive waste and recycling services, including curbside collection, roll-off container service, demolition debris removal, and cardboard recycling. Our fleet includes modern collection trucks, roll-off containers, and sorting equipment to ensure efficient and environmentally responsible service delivery.

### **b. Recyclable Materials Accepted**

We accept the following recyclable materials:

- Cardboard
- Mixed paper
- Plastics (#1-#7)
- Aluminum and tin cans

### **i. Recycling Process and Market Channels**

Collected materials are sorted and processed through regional recycling partners. Cardboard and paper are baled and sent to mills for reuse; plastics are shipped to processors for pelletization; metals are sold to local scrap buyers. We actively avoid stockpiling or landfilling recyclable materials and maintain relationships with viable market channels to ensure responsible repurposing. We are currently taking our cardboard product to Pacific Steel here locally in Missoula, and we are taking the single stream recycling to Waste Management's Smart facility in Spokane WA.

## **3. Firm's Experience and Staffing**

### **a. Key Personnel for Oversight**

- Billy Fisher, General Manager – Responsible for overall service oversight and contract management.
- Eric Bauer, Route Supervisor – Oversees daily operations and driver coordination. He has been providing waste service in this market for almost 30 years.
- Cori Mulcahy, Office Manager – Responsible for the billing and customer service center.

### **b. Primary Point of Contact**

- Billy Fisher  
Phone: 406-370-6660  
Email: [bfisher@grizzlydisposal.com](mailto:bfisher@grizzlydisposal.com)

### **c. Communication Procedure**

MCAA may contact our dispatch center at 406-541-7171 or email [cmulcahy@grizzlydisposal.com](mailto:cmulcahy@grizzlydisposal.com) for real-time updates regarding service issues, weather delays, or access concerns. Drivers are equipped with mobile devices for immediate communication.

**d. Commercial References**

1. GW Petroleum – Greg Tabish, Greg@gwpetrol.com, 406-396-2206
2. Missoula Property Management MPM – Heather Swank, heather@rentinmissoula.com  
406-251-8500
3. Gateway Limited Partnership– Brian, Brush, bbrush@washcorp.com, 406-523-1304

We appreciate the opportunity to be considered and look forward to the possibility of serving the Missoula Airport. Please feel free to contact us with any questions or requests for additional documentation.

Sincerely,  
Billy Fisher  
General Manager  
Grizzly Disposal & Recycling  
406-370-6660  
[bfisher@grizzlydisposal.com](mailto:bfisher@grizzlydisposal.com)



Missoula County Airport Authority  
5225 Broadway St West  
Missoula, MT 59808  
(406) 728-4381

# MCAA Request for Proposal

## Response Form

### Missoula County Airport Authority, Missoula, Montana

This form must be completed in full. Indicate "N/A" where appropriate. If additional room is needed for a response attach an additional sheet of paper.

## I. Contact Information

Information about the person(s) responding to this RFP. This should be the same person(s) who will be the point of contact for MCAA to reach out to in regard to this RFP.

A. Contact Name	Billy Fisher
B. Contact Role in the Business	General Manager
C. Contact Phone Number	406-370-6660
D. Contact Fax	NA
E. Contact E-Mail Address	bfisher@grizzlydisposal.com

## II. Business Information

Information about the business which the contact is responding to the RFP on behalf of.

A. Business Name	L&L Site Services
B. Doing Business As	Grizzly Disposal
C. Business Type	LLC
D. Business Mailing Address	

Address Line 1:	9730 Derby Drive
Address Line 2:	NA
City:	Missoula
State/Province:	MT
ZIP Code:	59808
Country:	USA





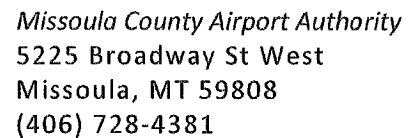
Missoula County Airport Authority  
5225 Broadway St West  
Missoula, MT 59808  
(406) 728-4381

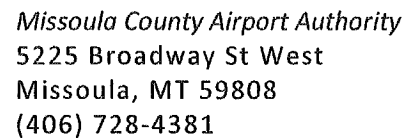
E. Business Phone Number	<u>406-541-7171</u>
F. Business Fax	<u>NA</u>
G. Business E-Mail Address	<u>info@grizzlydisposal.com</u>
H. Business Registration State	<u>MT</u>
I. Business Registration Date	<u>2007</u>
J. Business registered in the state of Montana?	<u>MT</u>
K. Business Owner/Stakeholder(s)	<u>Lance Johnson</u>

### III. Business History

Describe a brief history of the Business entity. Note any changes in the Business's name and ownership structure and any other dbas under which the company has been doing business. Please indicate airport experience if any.

L&L started as a roll of company in 2007, then started providing a waste collection services in 2016. We started provided cardboard collection services in Missoula in 2020 then applied for a MSW permit and received it May of 2022. We have been providing full service in Missoula county from that date. We have been providing cardboard service to the Missoula Airport since 8/1/2022. We operate in Missoula as DBA Grizzly Disposal. No change in ownership or structure since inception.





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- This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

- ## V. Conditions of Proposal Submission

## VI. Acknowledgment of the Proposal Required

MCAA RFP/RFQ Form



Missoula County Airport Authority  
5225 Broadway St West  
Missoula, MT 59808  
(406) 728-4381

Defined terms below shall have the meanings given them in the Request for Proposal.

The undersigned having:

1. Carefully examined the RFP document.
2. Become familiar with all terms and conditions specified in the RFP document.
3. Completed answers to all forms and responded fully to the RFP document requests for information.

represents and warrants to the Authority as follows:

1. The undersigned person(s) are authorized representatives of the Business.
2. All information submitted by the Business in the proposal package is complete, accurate, and truthful.

*(Note: If Business is a joint venture, all joint venture partners must sign; if Business is a corporation, at least Business's president and secretary must sign.)*

#### Signatures

##### Signatory 1

Signature	<u>Lance Johnson</u> <small>Digitally signed by Lance Johnson Date: 2025.11.10 10:25:38 -07'00'</small>	Signatory Title	<u>President</u>
Printed Name	<u>Lance Johnson</u>	Date	<u>11/10/25</u>

##### Signatory 2

Signature	<u>Billy Fisher</u> <small>Digitally signed by Billy Fisher Date: 2025.11.10 10:27:07 -07'00'</small>	Signatory Title	<u>General Manager</u>
Printed Name	<u>Billy Fisher</u>	Date	<u>11/10/25</u>

##### Signatory 3

Signature	<u></u>	Signatory Title	<u></u>
Printed Name	<u></u>	Date	<u></u>

##### Attested By Secretary

Signature	<u></u>	Signatory Title	<u></u>
Printed Name	<u></u>	Date	<u></u>



L&amp;LSITE-02

KWARD

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/10/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> First West, Inc. P.O. Box 1800 Bozeman, MT 59771	<b>CONTACT NAME:</b> W. Dan Cramer, CIC		
	<b>PHONE (A/C, No, Ext):</b> (406) 922-6062	<b>FAX (A/C, No):</b> (406) 587-9162	
	<b>E-MAIL ADDRESS:</b> dcramer@1stwestinsurance.com		
<b>INSURED</b>  L & L Site Services, Inc. 100 Russell Lane Belgrade, MT 59714	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> National Interstate Insurance Company		32620
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
		<b>INSURER F:</b>	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			LJG8310042-00	9/28/2025	7/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			WAR8310042-00	9/28/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Both General Liability and Auto Liability are in full force as of date of this Certificate of Insurance and have been since 9-28-2025.  
Insurance Carrier Contact: Jennifer Boyd, National Interstate Insurance 1-330-523-5655 jennifer.boyd@nati.com

## CERTIFICATE HOLDER

## CANCELLATION

Missoula County Airport Authority  
5225 Broadway St West  
Missoula, MT 59808

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



L&amp;LSITE-01

MOLSON

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/7/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Bozeman Office Marsh McLennan Agency LLC Company 1105 E. Main Bozeman, MT 59715	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> (406) 586-3351	<b>FAX (A/C, No):</b> (406) 586-0437
<b>INSURED</b>  L&L Site Services, Inc. dba Grizzly Disposal and Recycling 100 Russell Lane Belgrade, MT 59714	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A : Montana State Fund</b>	
	<b>NAIC #</b>	
	<b>15819</b>	
	<b>INSURER B :</b>	
<b>INSURER C :</b>		
<b>INSURER D :</b>		
<b>INSURER E :</b>		
<b>INSURER F :</b>		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b>						<b>EACH OCCURRENCE</b> \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						<b>DAMAGE TO RENTED PREMISES (Ea occurrence)</b> \$
							<b>MED EXP (Any one person)</b> \$
							<b>PERSONAL &amp; ADV INJURY</b> \$
	<b>GEN'L AGGREGATE LIMIT APPLIES PER:</b>						<b>GENERAL AGGREGATE</b> \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						<b>PRODUCTS - COMP/OP AGG</b> \$
	<b>OTHER:</b>						\$
	<b>AUTOMOBILE LIABILITY</b>						<b>COMBINED SINGLE LIMIT (Ea accident)</b> \$
	<input type="checkbox"/> ANY AUTO						<b>BODILY INJURY (Per person)</b> \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						<b>BODILY INJURY (Per accident)</b> \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						<b>PROPERTY DAMAGE (Per accident)</b> \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR						<b>EACH OCCURRENCE</b> \$
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						<b>AGGREGATE</b> \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<input checked="" type="checkbox"/> <b>PER STATUTE</b> <input type="checkbox"/> <b>OTH-ER</b>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<b>Y/N</b>		<b>033628603</b>	<b>7/9/2025</b>	<b>7/9/2026</b>	<b>E.L. EACH ACCIDENT</b> \$ <b>1,000,000</b>
	If yes, describe under DESCRIPTION OF OPERATIONS below	<b>N</b>	<b>N/A</b>				<b>E.L. DISEASE - EA EMPLOYEE</b> \$ <b>1,000,000</b>
							<b>E.L. DISEASE - POLICY LIMIT</b> \$ <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Missoula County Airport Authority 5225 Broadway St West Missoula, MT 59808	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

## MISSOULA COUNTY AIRPORT AUTHORITY, MISSOULA, MONTANA

	SERVICE PRICE			
CONTAINER SIZE/USE	DAILY	2X/WEEK	1X/WEEK	PER PICKUP
3-Yard Trash Container	672.62	246.32	132.63	50
3-Yard Recycling Container	349.99	140.00	70.00	25
2-Yard Recycling Container	419	200	120	40

Delivery Fee	Ø
Removal Fee	\$100.00 PER CONTAINER
Overage Fee	\$20.00 PER YARD
Fuel Surcharge	Ø
Other A	
Other B	
Other C	
Other D	

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# Grizzly Disposal Proposal for Trash Compactor

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This proposal outlines Grizzly Disposal's recommended solution for a trash compactor installation at the Missoula Montana Airport. The proposed equipment is suitable for high-volume commercial use and meets industry standards for safety and efficiency.

## Trash Compactor Specifications

Grizzly Disposal proposes the installation of a Nedland 2-yard packer with a 30-yard receiver. This heavy-duty compactor is designed for high-volume commercial use and complies with ANSI Z245.2 and NFPA 82 standards.

## Pricing Options

- Purchase Price: \$36,000 (I have attached a copy of the most recent one I purchased)
- Lease Rate: \$600 per month minimum 3 year lease

If you own the compactor you would maintain it, (or pay for maintenance) if we leased it we would handle normal maintenance

## Site Requirements

210 Volt power, hard flat surface, 30ft by 10ft for the compactor with additional 30 ft to back into the compactor.

## Hauling costs

For the compactor we charge \$275 per haul and \$90 per ton for the service.

## Overall Analysis for options 3yds vs compactor

Currently it looks like you have 75 yards hauled per week, if you are including all MSW needs. That should be somewhere around 4 tons per week, depending on mix of materials. If you stay with your current set up our bid pricing to you is \$2,649.97 per month on the MSW portion of the bid. If you had a compactor in place you could haul it twice a month at 8 tons per haul for a total of 16 tons. \$275 per haul X2 is \$550 plus 16 Tons X \$90 \$1,440 plus \$600 per month lease option, would equal \$2,590 per month. I would assume that you would really only average about 1.5 to 1.8 hauls per month so your monthly pricing would



eventually be lower than that above. You would successfully reduce traffic on your site, eliminating our truck from coming out there daily to somewhere around 2 times a month. But then you would need to facilitate the hauling of the MSW from the SRE and Rental car building to the location of the compactor. If you have maintenance staff to perform this then I would suggest the compactor as a viable option for your site, if not I do not feel like it wouldn't be as great of a benefit. As your airport grows the compactor will continue to cut costs from normal 3-yard services. I would be happy to go over the pros and cons of the compactor option if warranted at anytime.

Thank you,

Billy Fisher



# QUALITY PRODUCTS SINCE 1945

Roll offs · Compactors · Front and Rear Loads · Poly Dura Kans  
EZroll off Trailers · EZroll off Truck Hoist

## Invoice

Invoice Number: 40899

Invoice Date: Oct 13, 2025

Page: 1

Sold To:

Grizzly Disposal & Recycling  
14377 Pulp Mill Road  
Missoula, MT 59808

Ship to

Grizzly Disposal & Recycling  
9730 Derby Drive  
Missoula, MT 59808

Customer ID		Customer PO		Payment Terms	
GRIZZLY		quote		Net 30 Days	
Work Order #		Shipping Method		Ship Date	Due Date
11510		SF Adv.		10/9/25	11/12/25
Shipped Qty	Item	Description	Balance Qty	Unit Price	Extension
1.00	NC-200	2yd packer, 208v 3ph, right side E&H, oil heater, doghouse with right keylocked door and IL, guide rail, paint orange Serial#142223		18,855.00	18,855.00
1.00	NROR-30-18	30yd, 18ft octagon receiver, cable pull, paint orange Serial#142224		11,325.00	11,325.00
1.00	FRT	Freight Charges To Belgrade & Missoula		4,000.00	4,000.00

Subtotal 34,180.00

Sales Tax

Total Invoice Amount 34,180.00

Mailing address:

P.O. Box 217

Ridgeland, Wisconsin 54763

Delivery address:

315 Railroad Street

Ridgeland, Wisconsin 54763

E-Mail: polykan@chibardun.net · web: www.nedland.com

(715) 949-1982 · (800) 447-4925

**Missoula County Airport Authority  
Agenda Action Sheet**

Meeting Date: December 23, 2025

1. **TITLE:** MCAA Resolution No. 2025-05 Commercial Ground Transportation Rules and Regulations  
  
Review, discussion and possible approval of updated Commercial Ground Transportation Rules and Regulations **ACTION ITEM**
2. **AGENDA CATEGORY:** (Please highlight)  
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS  
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 10 Minutes
4. **BACKGROUND INFORMATION:** In December 2021, the Board adopted MCAA Resolution No. 2022-02 which set forth an initial set of rules, regulations and fees for the newly implemented commercial lane at the airport.  
Since the adoption of this resolution, there have been several additional roadway enhancements and operational changes resulting from airport growth, necessitating updated rules and regulations.  
Staff reviewed current rules, regulations and fees related to Commercial Ground Transportation and have recommended updated policies to address the current challenges noted above and future considerations. Notable changes addressed included consolidating references to rates and charges, expanding operator and driver requirements and clarifying operations for the Commercial Loading Zone. Staff do not foresee any current operators to be out of compliance with the proposed updated Rules and Regulations.  
If adopted, staff will communicate any applicable changes to operators during the annual Commercial Operator Permit renewal process for 2026.
5. **BUDGET INFORMATION:** N/A
6. **SUPPLEMENTAL AGENDA INFORMATION:** MCAA Resolution No. 2025-05, Commercial Ground Transportation Rules and Regulations, MCAA Rates and Charges (FY26)
7. **RECOMMENDED MOTION:** Move to adopt Resolution No. 2025-05, implementing updated Commercial Ground Transportation Rules and Regulations.
8. **PREPARED BY:** Tim Damrow
9. **COMMITTEE REVIEW:** None

MISSOULA COUNTY AIRPORT AUTHORITY  
RESOLUTION NO. 2025-05  
RESOLUTION REVISING RULES, REGULATIONS AND FEES FOR COMMERCIAL GROUND  
TRANSPORTATION AT THE MISSOULA MONTANA AIRPORT

**RECITALS**

1. The Missoula County Airport Authority (the "AUTHORITY") operates the Missoula Montana Airport (the "Airport") pursuant to Title 67, Chapter 11, Montana Code Annotated;
2. The AUTHORITY is charged with the obligation to operate, maintain and develop the Airport as a public facility for the accommodation of air commerce;
3. The AUTHORITY is authorized by § 67-11-202, Montana Code Annotated to adopt, amend and repeal reasonable resolutions, rules, and orders which are necessary for the management, government and use of the Airport;
4. Pursuant to its federal grant assurances, the AUTHORITY has an obligation to maintain a fee and rental structure for the facilities and services at the Airport which will make the Airport as self-sustaining as possible;
5. In order to promote the safe and efficient use of limited airport facilities, including alleviation of congestion on airport roadways and terminal curbsides and to preserve and generate revenues needed for airport development, maintenance, and operations and provide for reliable and convenient ground transportation options for the traveling public, the AUTHORITY adopted Resolution No. 2018-01 Resolution Setting Forth Regulations and Fees for the Use of the Commercial Lane at the Missoula International Airport on July 25, 2017;
6. The AUTHORITY revised Resolution No. 2018-01 on December 28, 2022 with Resolution 2022-02 Resolution Revising Rules, Regulations and Fees for the Use of the Commercial Lane at the Missoula Montana Airport;
7. The AUTHORITY has determined that Resolution No. 2022-02 should be updated and replaced with Commercial Ground Transportation Rules and Regulations to address recent terminal and roadway modifications and operations. **NOW THEREFORE, BE IT RESOLVED** that the Commercial Ground Transportation Rules and Regulations attached herewith is hereby adopted and that Resolution No. 2022-02 is hereby repealed and superseded, effective January 1, 2026.

ADOPTED BY THE MISSOULA COUNTY AIRPORT AUTHORITY BOARD OF COMMISSIONERS this 23<sup>rd</sup> day of December, 2025.

MISSOULA COUNTY AIRPORT AUTHORITY

ATTEST:

\_\_\_\_\_  
Chair Deb Poteet

\_\_\_\_\_  
Vice Chair Pat Boyle

APPROVED AS TO FORM AND CONTENT

\_\_\_\_\_  
Juniper Davis, Legal Counsel



Missoula County Airport Authority  
5225 W Broadway Street  
Missoula, MT 59808  
(406) 728-4381

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# **Commercial Ground Transportation Rules and Regulations**

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Missoula County Airport Authority

*Missoula Montana Airport (MSO)*

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**1. INTRODUCTION****1.1. Purpose**

The Missoula County Airport Authority (MCAA) has established Commercial Ground Transportation Rules, Regulations and Fees for the Missoula Montana Airport (Airport) to promote the safe and efficient use of limited airport facilities, including alleviation of congestion on airport roadways and terminal curbsides; preservation and generation of revenues needed for airport development, maintenance, and operations; and provision of reliable and convenient ground transportation options for the traveling public.

These Commercial Ground Transportation Rules, Regulations and Fees (hereinafter “Regulations”) apply to all individuals or entities operating Commercial Ground Transportation Vehicles (hereinafter “Vehicles”) at the Airport, whether as an Operator, Driver, employee, agent, independent contractor or representative of an Operator or other similar entity. Any Operator, employee, agent, independent contractor and/or representative which in any capacity engages in commercial ground transportation service at the Airport in such a manner as to violate any provision of these Regulations is subject to enforcement actions as provided herein.

The adoption of these Regulations is not intended, nor should it be construed, to grant any property right or expectation to any person or entity whatsoever. MCAA expressly reserves the right to amend or revise these Regulations at any time and in any respect. MCAA reserves the right to limit or restrict access to any area of the Airport, without the issuance of prior notice, for reasons including, but not limited to, safety and security of the general public, construction or renovation work at the Airport, acts of God, or nonpayment of fees.

Any regulations or parts of regulations specifically relating to Vehicles at the Airport that are in conflict with these Regulations are hereby superseded by these Regulations, but only to the extent of the conflict.

Any person or entity which invests time or financial resources in the provision of Ground Transportation services at the Airport does so at their own risk and shall have no right or standing to make any claim whatsoever against MCAA by reason of any subsequent amendment to these Regulations, any amendment to an agreement, or any limitations or restriction of access to the Airport.

**1.2. Applicability**

Any person or entity proposing to provide Commercial Ground Transportation services at the Missoula Montana Airport must fully comply with the most recently adopted Commercial Ground Transportation Rules and Regulations and/or supplemental contract terms (if applicable). The Regulations contained herein supersede and cancel all other previous Commercial Ground Transportation Rules and Regulations set forth by MCAA.

**1.3. Definitions**

These Commercial Ground Transportation Definitions incorporate, by reference, the defined words and acronyms identified in Section 8. Words or acronyms that are not defined or identified shall be construed consistent with common meaning or as generally understood throughout the aviation and commercial ground transportation industries.

**2. INSURANCE REQUIREMENTS****2.1. Requirement**

All Operators shall maintain Commercial General Liability and Property Damage Insurance in an amount of not less than One Million Dollars (\$1,000,000) and Automobile Liability Insurance in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. If the Vehicle being used can carry more than 12 persons (including driver), the requirement for Automobile Liability Insurance increases to not less than Three Million Dollars (\$3,000,000). MCAA reserves the right to require alternate insurance depending on the nature of the Commercial Ground Transportation Operator's business operations at the Airport.

**2.2. Certificate of Insurance**

A Certificate of Insurance must be on file with MCAA prior to the commencement of Airport service. The insurance certificate must include a schedule of covered Vehicles or include blanket coverage for all Vehicles. The insurance certificate, endorsements and policies must name the Missoula County Airport Authority as an additional insured. The insurance provider shall provide a thirty (30) day notice to MCAA prior to any decrease below the minimum required coverage, cancellation in coverage or nonrenewal of coverage.

All such insurance policies will be in form or forms which satisfy the requirements of MCAA's Primary Guiding Documents as the same may exist or be amended from time to time.

**2.3. Proof of Insurance**

Proof of insurance shall be available in each Vehicle and provided when requested.

**2.4. Indemnification and Hold Harmless**

Regardless of insurance coverage, each Operator shall be fully responsible for any damage, injury, or loss arising from the fault, negligence, or lack of care of the Operator or its Drivers, employees, agents, independent contractors, or representatives in connection with its operations at the Airport.

Each Operator shall indemnify, defend, and hold harmless MCAA, and their officers, agents, and employees, from and against any and all claims, demands, actions, judgments, liabilities, costs, and expenses (including reasonable attorney's fees) arising out of or related to: (a) death or injury to any person; (b) loss of or damage to property; or (c) any act or omission of the Operator or its Drivers, employees, agents, independent contractors, or representatives in connection with operations at or upon Airport property or premises.

**3. COMMERCIAL OPERATOR PERMITS****3.1. Requirement**

Any person or entity proposing to provide Commercial Ground Transportation services at the Missoula Montana Airport must obtain a Commercial Operator Permit (hereinafter "Permit") prior to providing any ground transportation service to the public at the airport.



### 3.2. Scope of Activities

Issuance of a Permit shall not be construed as authorization for a Commercial Ground Transportation Operator to operate any ground transportation service other than the service for which that Permit is granted. Following issuance of any Permit, the Airport shall retain the right to grant to persons other than that operator the same rights and privileges, as well as the right to grant to other persons the right and privilege to provide ground transportation service different in nature.

### 3.3. Transferability

Permits are non-transferable

### 3.4. Application

Permit applications may be submitted online at <http://www.flymissoula.com/ground-transportation> or by calling the Airport Administration Office at 406-728-4381.

Operator shall renew its Permit on an annual basis and pay applicable fees per current published MCAA Rates and Charges Schedule.

### 3.5. Commercial Operator Classifications

Class 1 Operators shall be those that utilize a digital network, online-enabled application, software, website, or system that enables the prearrangement of ride with independent Drivers who use their personal Vehicles to provide rides. Operator must be capable of implementing a geofence as designated in Exhibit A to report activity to the airport. Examples of *Class 1 Operators* are transportation network carriers such as Uber and Lyft, etc. Peer to Peer Operations such as TURO are not included under Class 1 Operators.

Class 2 Operators shall be those whose primary service is transporting passengers for hire, whether as a common carrier or through private contracts, agreements, charters, or similar arrangements. Examples of *Class 2 Operators* are taxis, limousines, pre-arranged shuttles, charter buses, etc.

Class 3 Operators shall be those who offer transportation of passengers to and from the airport as an incidental service to their main line of business. Examples of *Class 3 Operators* include hotels, guest ranches, concierge shuttles, off-site rental car shuttles, etc.

## 4. COMMERCIAL OPERATOR REQUIREMENTS

### 4.1. General Requirements

Operator shall:

- a. Comply fully with all applicable MCAA, local, state, and federal laws, rules, regulations, including but not limited to any applicable regulations issued by the Federal Aviation Administration, Transportation Security Administration, or successor agencies, governing conduct on and operations at the Airport.
- b. Meet the state of Montana licensing, registration, insurance and inspection requirements to operate a Vehicle.

## **RULES AND REGULATIONS**

- c.** Comply with all lawful instructions issued by the Airport personnel with respect to the loading, unloading, parking and operation of Commercial Vehicles on Airport Property and the conduct of the Operator, its Drivers, employees, agents, independent contractors, and representatives at the Airport.
- d.** Operators shall be responsible for the conduct and actions of their Drivers, regardless of whether such Drivers are deemed to be an employee, agent, independent contractor or representative. In considering any fine, suspension or revocation of operating privileges, MCAA may consider actions taken by the Operator to act responsibly, take disciplinary measures, mitigate damage, or otherwise take appropriate corrective action. Nevertheless, Ground Transportation Operators are ultimately accountable for the actions of their Drivers as it relates to these Regulations.
- e.** Operators shall not engage in any discrimination, either in employment or in providing ground transportation services, on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, physical or mental disability, or sex as provided in Title 49, C.F.R. Part 21, Non-Discrimination in Federally Assisted Programs of the Department of Transportation, Title VI of the Civil Rights Act of 1964, and all federal regulations promulgated to achieve non-discrimination with respect to such services.
- f.** Operators shall (at their own cost and expense) obtain from all applicable agencies having jurisdiction, all licenses, permits, consents, approvals, authorizations, and insurance (in a form and amount stipulated by MCAA) that may be required for the provision of Commercial Ground Transportation services at the Airport. Such documentation shall be produced for examination immediately upon request by MCAA.
- g.** Operators shall promptly repair, and at no cost to the Airport, any damages to property of the Airport, which the Operator, its Drivers, employees, agents, independent contractors, and representatives have caused.
- h.** Operators are prohibited from displaying signs, posters or similar devices without the written permission of the Airport Director or their designee.

### **4.2. Commercial Vehicle Requirements**

- a.** All Vehicles shall be validly registered in the United States and must be able to produce proof of registration upon request.
- b.** All Vehicles serving the Airport shall be properly maintained and operated in a clean, safe and businesslike manner at the sole discretion of the Airport Director or their designee.
- c.** All Vehicles shall be properly identified with company name, logo or trade address visible on the vehicle to enable passengers to identify the Operator's name.
- d.** Vehicles shall be maintained in excellent mechanical condition, structurally sound and operated in a clean, undamaged condition.
- e.** Vehicle interiors shall not contain any offensive odors. No smoking is allowed in vehicles at any time.

- f. All Vehicles must be free from leaking fluids, excessive discharge of exhaust gasses and excessive exhaust noise
- g. Vehicles must be free of exterior damage, dirt and debris. Exterior paint shall be free of oxidation and rust.
- h. All vehicle interiors and exteriors shall be clean and presentable, including trunk and baggage storage areas.
- i. Maintenance or vehicle cleaning on Airport property is strictly prohibited.
- j. Airport administration reserves the right to inspect and if deemed necessary, require the Operator to clear or repair any vehicle found less than acceptable
- k. Vehicles that are unsafe, not fully operational, or have significant interior or exterior damage affecting appearance, comfort, or performance must be taken out of service until repaired.

### 4.3. Driver Requirements

- a. The following requirements apply to all Commercial Ground Transportation Operators, employees, agents, independent contractor and representatives Drivers (hereinafter “Driver”).
- b. All Drivers must meet all Federal, State, City and Airport requirements. Drivers shall possess a valid state issued Driver’s License commensurate with the Vehicle they are operating and must present valid identification upon request.
- c. Not operate Vehicles in a careless, negligent, unsafe, or reckless manner; in disregard of the rights and safety of others; without due caution and circumspection; or at a speed or in a manner which endangers, or is likely to endanger, persons or property.
- d. Drivers must have knowledge of the area, streets and ability to speak, read and understand the English language, bi-lingual abilities are highly encouraged.
- e. All Drivers shall maintain a clean, professional appearance and always be courteous, professional and helpful when interacting with passengers, Airport staff and fellow drivers. Customer complaints relating to a Driver’s failure to meet these standards may provide grounds for termination of the driver’s operating privileges at the Airport.
- f. Drivers are prohibited from attempting to interfere with the efforts of other Operators in performing their services.
- g. Drivers shall not engage in any physical fighting or loud, boisterous verbal disputes while on the Airport. If a dispute develops between a Driver and a passenger, or another Driver, the Driver should immediately report the incident to their primary Permit holder for referral to the Airport Director or their designee as to the specific incident.

- h.** No Ground Transportation company, Operator, its Drivers, employees, agents, independent contractors, or representatives shall solicit business from passengers inside the Airport terminal building or attempt to deter the public's use of any other Operator.
- i.** Smoking is not allowed in the Commercial Loading Zone.
- j.** Drivers are prohibited from confronting the public, or employees of the same or another operator in an effort to enforce any of these Rules and Regulations. Operators are not authorized to direct traffic or vehicles of either the general public or other Operators. In the event a driver feels any other Driver has violated a specific rule or regulation, the Driver may notify their primary Permit holder for referral to the Airport Director or their designee as to the specific incident.

## **5. AIRPORT ACCESS AND COMMERCIAL LOADING ZONE**

### **5.1. Airport Access**

- a.** Commercial Vehicle Operators shall not engage in the business of picking up passengers at the Airport terminal, FBO's or any other Airport location without first obtaining a Permit from the Airport.
- b.** Operators not licensed with the Airport attempting to pick-up or drop-off passengers on any area of the Airport are subject to eviction without loading/unloading their client and may face criminal trespass charges.
- c.** Operators shall only operate in areas as designated by the Airport and shall do so in a safe manner at all times. Excessive speed and/or reckless driving are strictly prohibited. Drivers will always yield to pedestrians and refrain from blocking crosswalks or through lanes.
- d.** Drivers picking up or dropping off passengers at the Airport terminal shall only use the Commercial Loading Zone and should not utilize the Airport terminal curbside for active loading or unloading of passengers and their baggage.

### **5.2. Commercial Loading Zone**

- a.** Access into the Commercial Loading Zone (Exhibit B) will be granted to approved Operators upon approval of a Commercial Operator Application. The Commercial Loading Zone will be gated to ensure only authorized Operators access the Commercial Loading Zone.
- b.** Upon Permit issuance, Operators will be given an access code to obtain entry in the Commercial Loading Zone. Access codes are unique to Operators and will be used to validate Operator submitted activity reports. Abuse of access codes, including sharing or piggybacking will be subject to discipline as outlined in Section 7.
- c.** In lieu of an access code, Operators may request a radio frequency identification tag (RFID) from the Airport at the Operator's expense. Fees for RFID tags will be based on the most recently published and approved MCAA Rates and Charges Schedule.

- d. The Airport has placed signage designating general parking areas in the Commercial Loading Zone for all Operators. Drivers are required to park in the closest available spot to their designated area. The Commercial Loading Zone operates on a first-come, first-serve basis for all designated queuing areas.
- e. All Operators shall only utilize designated and signed locations in the Commercial Loading Zone for passenger pick up and drop off. Parking and/or waiting along the airport terminal curb is strictly prohibited.
- f. Loading/Unloading shall occur in the furthest right lane (closest to curb) with the far-left lane being the primary lane for through traffic.
- g. Drivers must comply with all lawful instructions issued by the Airport personnel with respect to the loading, unloading, parking and operation of Vehicles on Airport property.
- h. Drivers must remain inside their vehicle, or within the immediate vicinity (25 feet) at all times except to meet clients and assist customers with disabilities. Vehicles left unattended for more than 30 minutes will be subject to fines, penalties and/or towing.
- i. Class 1 Operators may only stage in the area designated in Exhibit B and are not permitted to dwell in the Commercial Loading Zone. When “matched” with a client ready to pick up, Driver may proceed to the Commercial Loading Zone for pickup.
  - a. Class 1 Operators must keep their ride sharing application on at all times while on airport property and prepared to show Airport representatives upon request.
- j. Dwell time in the Commercial Loading Zone for Class 2/3 Operators will be limited to 60 minutes. Operators needing extended time shall utilize the designated Airport staging areas (Exhibit B).

### **5.3. Passenger Acceptance**

Operators may not refuse a passenger for any reason unless stipulated herein.

Operators may refuse service if:

- Passenger(s) appears to be intoxicated or under the influence of drugs or alcohol; or
- Passenger(s) is threatening, challenging to fight or fighting, or is using threatening, profane, or abusive language.

Nothing in these Regulations shall be construed to prevent a passenger from boarding the Vehicle of the passenger's choice. Operators shall be trained and provide transportation services for passengers with physical and mental disabilities.

## **6. FEES AND REPORTING**

### **6.1. Introduction**

MCAA establishes and assesses fees and charges to be paid by Operators. Such fees are intended to be fair, non-discriminatory and reasonably related to costs of administration and impact to facilities of the Airport.

Operators shall pay any applicable fees to the Airport in accordance with the most recently published MCAA Rates and Charges Schedule, which may be adjusted at the discretion of the Board.

### **6.2. Class 1 Operators**

For the privilege of operating at the Airport, Class 1 Operators shall remit payment to the Airport on a “Per Trip” basis upon accessing anywhere inside the geo-fence identified in Exhibit A. All fees for access are based on the most recently published and approved MCAA Rates and Charges Schedule. Class 1 Operators shall be required to report total trips to the Airport monthly. Payment of the Per Trip Fee for the preceding month shall be made to MCAA no later than the twentieth (20th) day of the following calendar month. Monthly Per Trip Fees which are not received by the twentieth (20th) day of the month shall be subject to a late charge of ten percent (10%) of the total payment due and unpaid (total amount of all Per Trip Fees due) which shall be added to the payment, and the total sum shall become immediately due and payable to MCAA.

### **6.3. Class 2 Operators**

For the privilege of operating at the Airport, Class 2 Operators shall remit payment to the Authority on a “Per Trip” basis by vehicle capacity for either a pickup or drop-off. All fees for access are based on the most recently published and approved MCAA Rates and Charges Schedule. A pickup or drop-off is anytime an Operator enters the Airport Commercial Loading Zone (Exhibit B) to drop off or pick up one or more passengers. Class 2 Operators shall be required to submit to the Airport an electronic monthly Activity Report (Exhibit C) reflecting the total trips by vehicle capacity made on Airport property by the Operator during the preceding month. Payment of the Per Trip Fee for the preceding month shall be made to MCAA no later than the twentieth (20th) day of the following calendar month. Monthly Per Trip Fees which are not received by the twentieth (20th) day of the month shall be subject to a late charge of ten percent (10%) of the total payment due and unpaid (total amount of all Per Trip Fees due) which shall be added to the payment, and the total sum shall become immediately due and payable to the Authority.

### **6.4. Class 3 Operators**

For the privilege of operating at the Airport, Class 3 Operators shall pay MCAA an annual fee based on fleet size according to the most recently published and approved MCAA Rates and Charges Schedule. Any Class 3 Operator that makes more than six trips to the Airport annually is subject to the Annual Fee. The Annual Fee is due and payable on July 1<sup>st</sup> of each calendar year. If an Annual Fee payment is not received by the 20<sup>th</sup> of the following month, the total remaining sum of the Annual Fee shall be subject to a late charge of ten percent (10%) and the total sum shall become immediately due and payable to MCAA.

### **6.5. Day Use Permits**

For the privilege of operating at the Airport, a Day Use Fee shall be paid according to the most recently published and approved MCAA Rates and Charges Schedule. Any Operator that plans to make less than six trips to the Airport annually may be subject to the Day Use Fee. The Day Use Fee is due and payable prior to accessing the Commercial Loading Zone.



A Day Use Permit may be obtained by contacting the Airport Administration Office at 406-728-4381 and upon providing insurance and acceptance of Commercial Ground Transportation Rules and Regulations.

### **6.6. Audit of Records**

MCAA reserves the right, at MCAA's expense, to audit the Operator's books and records of receipt at any time for the purpose of verifying number of trips made by Operator on Airport property. If, as a result of such audit, it is found that Operator understated the number of trips by three percent (3%) or more, MCAA may terminate this Agreement and all rights, privileges and accesses herein granted.

## **7. PENALTIES**

### **7.1. Violations and Fines**

The Airport Director and/or their designee have the authority to enforce these regulations, issue tickets and fines for violations including suspension or revocation of Operator's right to access the Airport.

Monetary fines may be assessed according to the most recently published MCAA Rates and Charges Schedule for violations.

Fines for subsequent violations will be assessed as a multiple based on the number of violations in the preceding twelve (12) month period. (ex: Published Fine x Number of Violations for preceding 12 months)

### **7.2. Suspension/Revocation of Permit**

In addition to all remedies provided by law, suspension or revocation of the Operator's Permit may be imposed for any violation of these Regulations.

Notice of any suspension or revocation of Operator's Permit must be sent to the individual or Operator at the physical or email address on file with the Airport Administration Office.

### **7.3. Appeal of Suspension and Revocations**

Any suspension/revocation of Operator's Permit may be appealed to the Airport Director in writing within five (5) written days of the date of notice. The decision of the Airport Director is final.

### **7.4. Unpermitted, Unauthorized Operators**

Operators that do not possess an approved Permit are not allowed to conduct ground transportation business at the Airport.

Unpermitted Operators attempting to conduct ground transportation business at the Airport may be fined and will be asked to leave the premises.

## **8. DEFINITIONS**

**“Operator”** shall mean any person or entity that owns, controls, or manages a Ground Transportation Vehicle for commercial service at the Airport.

**“Driver”** shall mean any individual who operates a Ground Transportation Vehicle on behalf of an Operator.

**“Vehicle”** shall mean any automobile, van, bus, or other motorized conveyance used to provide ground transportation services at the Airport.

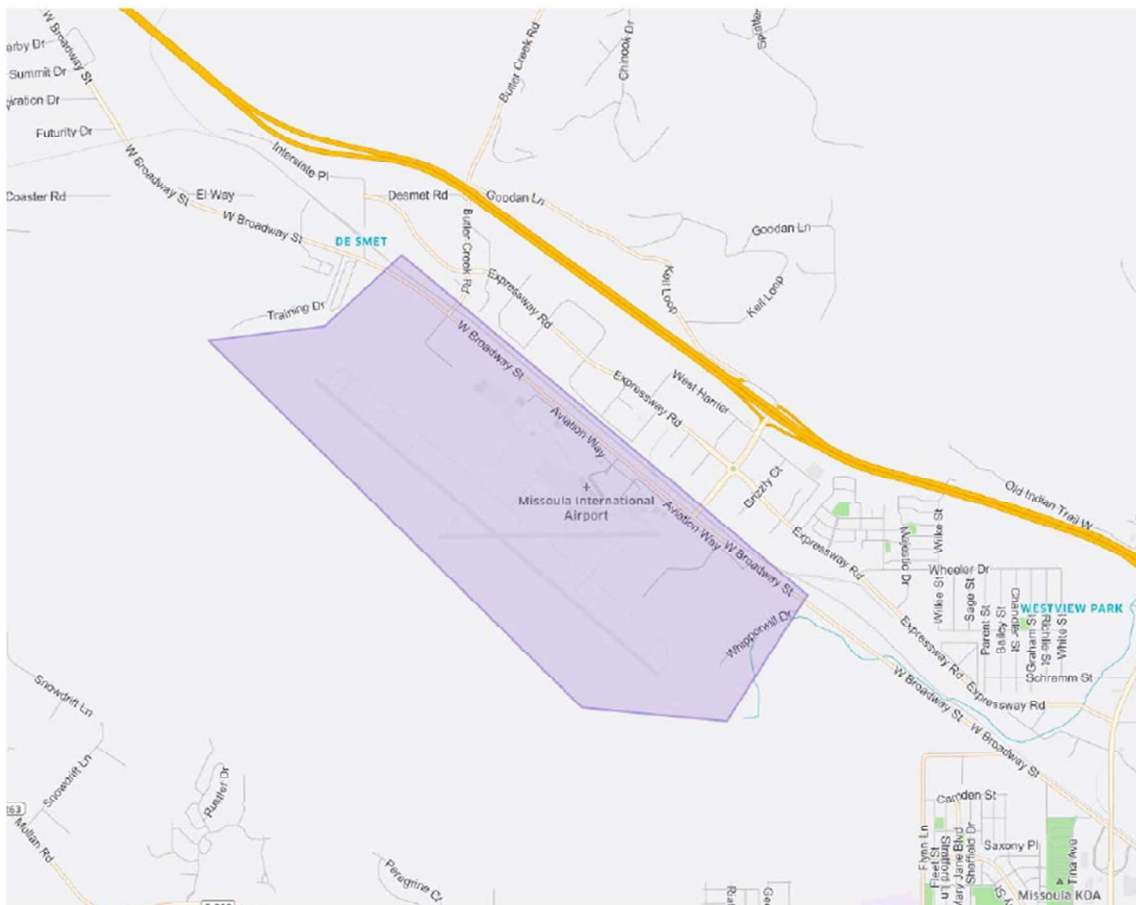


## 9. EXHIBITS

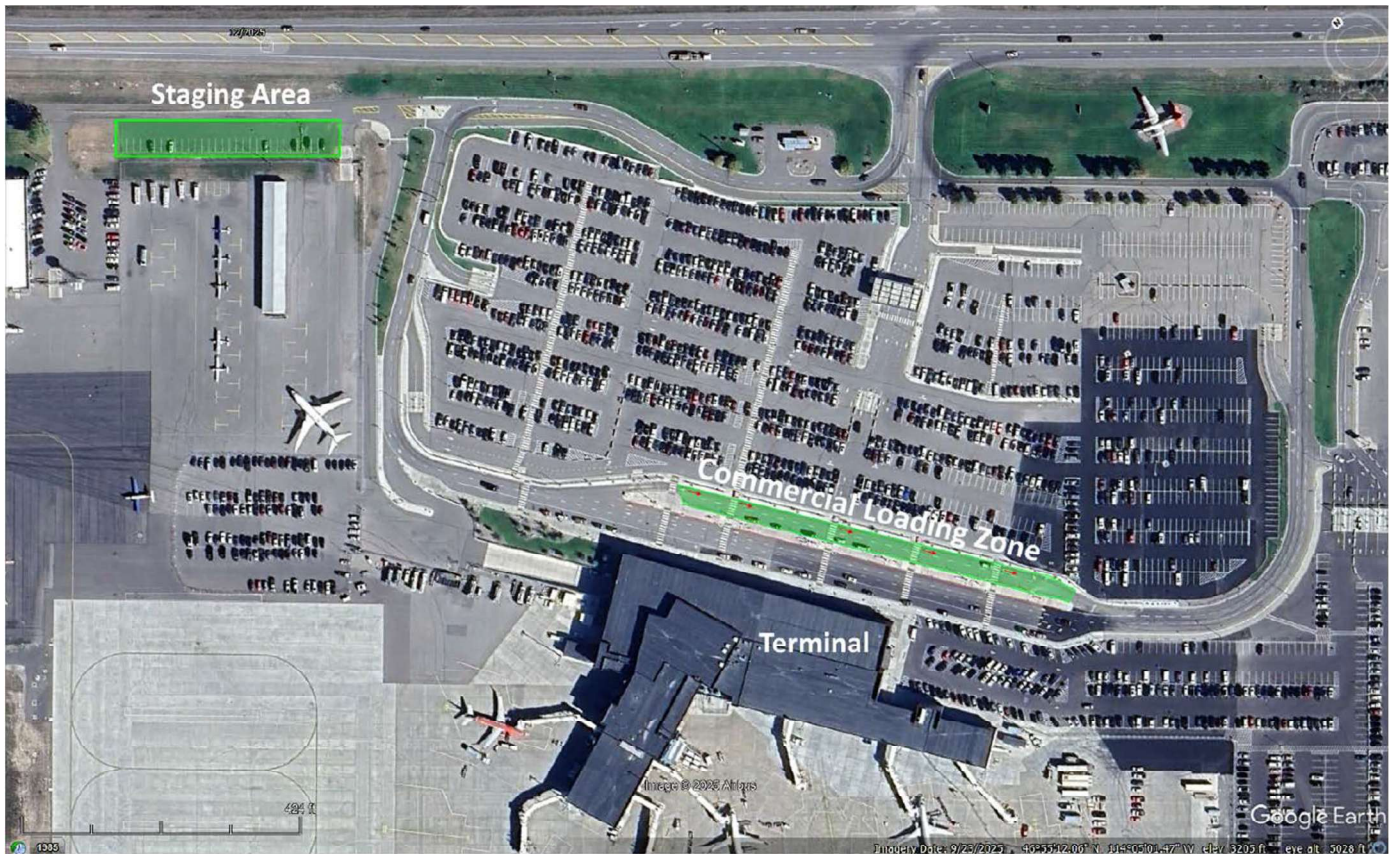
### 9.1. Exhibit A – Airport Geo Fence Area

# Exhibit A

## AIRPORT GEO-FENCE



## 9.2. Exhibit B – Commercial Loading Zone





## EXHIBITS

### 9.3. Exhibit C – Commercial Usage Reporting Form

	<b>Missoula County Airport Authority</b>
	5225 US Hwy 10 W
	Missoula, MT 59808
	Phone: 406-728-4381
	Fax: 406-549-6103

## Commercial Lane Usage

<b>Company:</b>	Your Company Name
<b>Billing Month:</b>	March

DROP-OFF/PICK-UP DETAIL		
Day of Month	Pick-Ups	Drop-Offs
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
<b>Total</b>	<b>0</b>	<b>0</b>

<b>Total Amount Due:</b>	<b>\$0</b>
--------------------------	------------

Please print and send your remittance to:	<b>Missoula County Airport Authority</b> <b>5225 US Hwy 10 W</b> <b>Missoula, MT 59808</b>
----------------------------------------------	--------------------------------------------------------------------------------------------------





**Missoula County Airport Authority**  
**Rates & Charges**  
**FY2026**

Aircraft Landing Fees		Signatory	\$1.55 per 1,000 lbs. of maximum landing weight				
		Non-Signatory	\$2.05 per 1,000 lbs. of maximum landing weight				
		Non-Contract	\$3.00 per 1,000 lbs. of non-based aircraft > 9,000 lbs.				
Aircraft Terminal Use Fee		Signatory	\$2.10 per pax				
		Non-Signatory	\$2.95 per pax				
Terminal Rent		Signatory	\$41.25 per sq. ft. per year				
Aeronautical Ground Rent		Annual	\$0.185 per sq.ft.				
Car Rental Customer Facility Charge (CFC)			\$5 per vehicle rent day				
Parking Rates	Flightcrew Parking		\$400 per year <i>*Effective 1/1/26, 50% of Economy lot rate</i>				
	Lot	First Hour	Second Hour	Each Additional Hour		Per Day	
	Economy	Free	\$ 2.00	\$ 2.00		\$ 8.00	
	Long-term	Free	\$ 6.00	\$ 2.00		\$ 12.00	
	Premium	Free	\$ 8.00	\$ 4.00		\$ 20.00	
Security Badging Fees	Badge Type	New Badge	Renewal Badge	1st lost	2nd lost	3rd lost	4th lost
	AOA	\$ 25.00	\$ 20.00	\$ 30.00	\$ 50.00	\$ 100.00	\$ 200.00
	SIDA	\$ 50.00	\$ 45.00	\$ 30.00	\$ 50.00	\$ 100.00	\$ 200.00
	Sterile/Sterile-R	\$ 50.00	\$ 45.00	\$ 30.00	\$ 50.00	\$ 100.00	\$ 200.00
Ground Transportation	Day Use Permits		<i>*Effective 1/1/26, less than 6 trips per year is subject to a day use permit of \$25</i>				
	Class 1		\$1 per pickup and drop off <i>*Effective 1/1/26, \$2 per pickup and drop off</i>				
	Class 2		\$1 per pickup and drop off <i>Effective 1/1/26: \$2 per pickup and drop-off; \$4 for vehicles with 12+ seats</i>				
	Class 3		\$100 per quarter <i>*Effective 1/1/26, fleet size ≤ 2 is \$400/year. Fleet size &gt;2 is \$600/year</i>				
	RFID Tag		<i>*Effective 1/1/26, \$25 per RFID tag</i>				
Ground Transportation/Parking Violations Fees		Unattended Vehicle	\$25 per day				
		Unathorized Parking	\$25 per day				
		Blocking Crosswalk	\$25.00				
		Blocking Traffic	\$25.00				
		Blocking Fire Lane	\$25.00				
		Parking in a No Parking Zone	\$25 per day				
		Handicapped Parking	\$100 per day				
		Violation Late Fee	\$10 if not paid within 10 days of violation date				
Aviation Fuel Flowage Fee			\$0.05 per gallon <i>*Effective 1/1/26, \$.08 per gallon</i>				
Advertising Rates	Digital Static	\$450 per month					
	Digital Video	\$600 per month					
	Feature Wall	\$1,500 per month					
	Flight Info Displays	\$200 per month					
	Visitor Info Center (VIC)	\$25 per month for brochures, \$40 per month for magazines					
	Website	\$350 per month					



**Missoula County Airport Authority  
Agenda Action Sheet**

Meeting Date: December 23, 2025

1. **TITLE:** Martel Change Order #1 For Air Traffic Control Tower Modernization Project

Review, discussion and possible approval of an increase to the contract price and scope of work for Martel Construction and the Air Traffic Control Tower (ATCT) Modernization Project. **ACTION ITEM**

2. **AGENDA CATEGORY:** (Please highlight)  
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS  
INFORMATION/DISCUSSION ITEM

3. **TIME REQUIRED:** 10 Minutes

4. **BACKGROUND INFORMATION:** In July 2025, a competitive bid for the Air Traffic Control Tower (ATCT) Modernization Project was awarded to Martel Construction. The bid consisted of a base bid and six (6) additive alternative bid schedules in the event that project budget allowed additional work to be awarded. The original award was only for the base bid – acquisition and installation of a new elevator - due to the funds available in a grant offer from the FAA.

Recently, a cost savings in labor was identified in Martel Construction's original bid documents, resulting in a potential grant award underrun of \$161,333.66. In an effort to maximize the grant offer from the FAA, it is recommended to award Additive Alternative 'A' to Martel Construction's contract in the form of a change order. This scope of work will include modifications to the existing HVAC system in the ATCT, as well as installing an additional unit to assist with cooling capacity in the control cab. The original bid from Martel Construction for Additive Alternative 'A' was \$164,689.73.

As a result of the labor cost savings and the added scope of work, Change Order #1 for the ATCT Modernization Project will increase the total construction cost for the project by \$3,356.07, bringing the total contract value to \$995,845.30.

5. **BUDGET INFORMATION:**  
Original Contract Amount = \$992,489.23  
Labor Cost Savings = \$161,333.66  
Additive Alternative 'A' = \$164,689.73  
**Amount of this Change Order = \$3,356.07**  
Revised Contract Amount = \$995,845.30

This project is funded using FAA grants (\$969,366) and Airport reserves (\$26,479.30).

6. **SUPPLEMENTAL AGENDA INFORMATION:** Change Order No. 1 is attached.
7. **RECOMMENDED MOTION:** Move to approve Change Order No. 1 with Martel Construction and increase the contract value of the ATCT Modernization project in the amount of \$3,356.07.
8. **PREPARED BY:** Tim Damrow
9. **COMMITTEE REVIEW:** None

# Change Order

No. 1

Date of Issuance: December 23, 2025 Effective Date: December 23, 2025

Project: Air Traffic Control Tower Modernization Project	Owner: Missoula County Airport Authority	Owner's Contract No.: AIP 3-30-0056-094-2025
Contract: FAA Contract Tower Program Grant		Date of Contract: August 7, 2025
Contractor: Martel Construction		Engineer's Project No.: 3366.054.01

## The Contract Documents are modified as follows upon execution of this Change Order:

Description: Due to cost savings found in labor costs for the project, the Contractor is awarded Additive Alternative 'A' to the contracted project.

Attachments: (List documents supporting change):

See revised project bid results, making up the total project cost

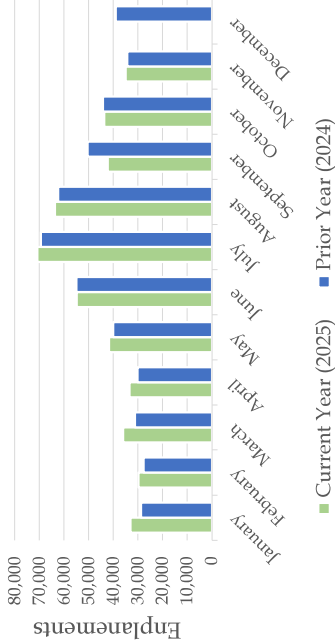
CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:  \$992,489.23	Original Contract Times: <input type="checkbox"/> Working days <input type="checkbox"/> Calendar days Substantial completion (days or date): <u>85 calendar days</u> Ready for final payment (days or date): _____
[Increase] [Decrease] from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> :  \$ <u>N/A</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> : Substantial completion (days): <u>N/A</u> Ready for final payment (days): <u>N/A</u>
Contract Price prior to this Change Order:  \$992,489.23	Contract Times prior to this Change Order: Substantial completion (days or date): <u>85 calendar days</u> Ready for final payment (days or date): _____
[Increase] [Decrease] of this Change Order:  \$3,356.07	[Increase] [Decrease] of this Change Order: Substantial completion (days or date): <u>85 calendar days</u> Ready for final payment (days or date): _____
Contract Price incorporating this Change Order:  \$995,845.30	Contract Times with all approved Change Orders: Substantial completion (days or date): <u>85 calendar days</u> Ready for final payment (days or date): _____

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (Authorized Signature)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Date: _____	Date: _____	Date: _____

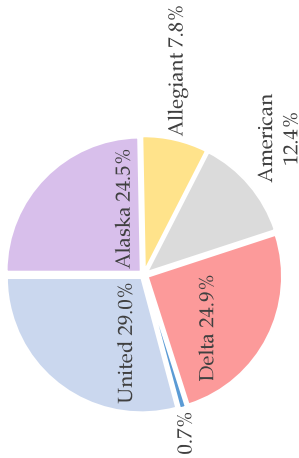
Summary

- October seats were up 1.3% Y/Y
  - July 2025 was busiest month on record for the airport
- Air Service Highlights**
- Seasonal routes began suspension mid-August
  - United continues to lead Delta for MSO market share
  - Please reach out with any comments or changes to improve our report going forward!

Passenger Enplanements



2025 Airline Market Share YTD



Tower Operations

Ops Type	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y
Air Carrier	657	588	699	696	746	1084	1219	1205	783	868	679	0	9,224	4%
Air Taxi	367	357	404	459	518	584	633	567	469	480	402	0	5,240	-14%
GA	797	674	1175	1629	2033	2135	2852	3209	1875	1875	985	0	18,753	11%
Military	17	68	44	71	12	49	19	28	2	35	9	0	354	-49%
Civil	574	739	887	1029	908	765	897	645	698	1356	734	0	9,232	-13%
2025	2,412	2,426	3,209	3,884	4,217	4,617	5,620	5,654	3,827	4,128	2,809	0	42,803	-1%
2024	2,453	2,733	3,703	3,559	3,723	4,612	5,275	5,468	4,170	4,514	2,948	2,606	45,764	

Enplaned Passengers

Airlines	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y
Alaska	8,761	7,894	9,112	8,891	11,092	12,051	13,973	13,611	10,676	11,727	10,813	0	118,601	19%
Allegiant	2,857	2,676	4,422	2,961	3,241	4,249	5,283	4,114	1,834	3,057	2,996	0	37,690	-1%
American	2,523	1,851	2,122	1,993	3,931	9,761	14,675	11,133	6,816	3,149	1,902	0	59,856	1%
Delta	9,033	8,450	9,990	9,996	11,276	12,691	15,352	14,116	10,245	10,421	9,009	0	120,579	-2%
Frontier	0	0	0	0	66	1,008	1,026	764	0	426	244	0	3,534	
Sun Country	0	0	0	0	0	218	1,091	899	0	0	0	0	2,208	
United	9,531	8,907	10,276	9,540	12,036	14,821	19,397	19,040	12,477	14,360	9,840	0	140,225	3%
Charters	274	0	153	0	64	0	0	0	132	531	143	0	1,297	-19%
2025	32,979	29,778	36,075	33,381	41,706	54,799	70,797	63,677	42,180	43,671	34,947	0	483,990	2%
2024	28,761	27,709	31,282	30,213	40,021	54,943	69,259	62,300	50,472	44,174	34,292	39,080	512,506	

LF	2025	2024	79.1%	81.0%	89.8%	84.1%	84.4%	79.3%	75.1%	83.5%	82.7%	86.6%	80.2%

Deplaned Passengers

Airlines	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y
Alaska	8,446	8,079	9,478	9,402	11,420	12,924	13,798	13,253	10,424	11,383	10,371	0	118,978	19%
Allegiant	2,822	2,477	4,287	3,304	3,515	5,054	5,323	3,935	1,856	2,823	3,188	0	38,584	1%
American	2,276	1,809	2,075	1,770	4,266	10,821	14,417	10,211	6,430	2,533	1,623	0	58,231	2%
Delta	8,286	8,171	9,773	9,759	11,460	13,570	14,524	12,947	9,238	9,771	9,114	0	116,613	-2%
Frontier	0	0	0	0	111	1,017	1,119	663	0	474	260	0	3,644	
Sun Country	0	0	0	0	0	281	1,099	747	0	0	0	0	2,127	4%
United	9,397	9,075	10,013	10,120	12,984	16,157	19,527	17,889	12,163	14,092	10,287	0	141,704	
Charters	0	0	153	0	64	0	0	0	132	531	280	0	1,160	-54%
2025	31,227	29,611	35,779	34,355	43,820	59,824	69,807	59,645	40,243	41,607	35,123	0	481,041	2%
2024	27,054	27,004	31,551	30,446	42,725	59,492	67,464	60,606	47,291	42,235	33,992	38,990	508,850	

Total Pax	2025	2024	64,206	59,389	54,713	71,854	67,736	85,526	114,623	140,604	123,322	82,423	70,070	85,278	965,031	2%

T12M

Legend:

- LF - Load Factor
- T12M - Previous 12 Months
- Y/Y - Year Over Year
- Pax - Passengers