

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
December 23, 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 Matt Doucette
Commissioner Andrew Hagemeyer
Alternate Commissioner Shane Stack

STAFF: Director Brian Ellestad
Deputy Director Tim Damrow
Director of Finance and Administration Will Parnell
Director of Maintenance Nate Cole
Field Maintenance Supervisor Jake Sol
HR Manager Nikki Munro
Federal Compliance Manager Jesse Johnson
IT Manager Dylan O'Leary
Staff Accountant Brianna Brewer

OTHERS: Gary Matson, Runway 25 Hangars
Shaun Shea, Morrison & Maierle
Sarah Michaelson, Morrison & Maierle
Cole Jensen, Martel Construction
Richard Huffman (via Teams)

Chair Deb Poteet called the meeting to order and advised everyone that the meeting was being recorded.

Director of Finance and Administration Will Parnell 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: Commissioner Winton Kemmis moved to approve the agenda.

Second: Vice Chair Pat Boyle

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 November 25, 2025. There were none.

Motion: Commissioner Andrew Hagemeyer moved to approve the minutes of the Regular Board Meeting dated November 25, 2025.

Second: Secretary/Treasurer Adriane Beck

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell presented the Claims for Payment for November 2025. The Airport incurred approximately \$1.0 million in project expenses, of which approximately \$820,000, or 83 percent, was submitted or will be submitted to the 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: Commissioner Winton Kemmis

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Director of Finance and Administration Will Parnell presented the Financial Report for the month of November 2025, which provides details on accounts receivable, budget performance, long-term debt, and construction-in-progress related to the East

Concourse project. Will reported that the fiscal year 2025 audit remains in progress and is anticipated to be finalized for Board review in January 2026. Will informed the Board that the Finance Committee will meet on January 21, 2026, at 2 pm to review the audited financial statements. He also noted that an emergency procurement may be required for replacement of a roof-mounted building heater at an airport-owned facility.

Chair Deb Poteet asked if there were any Board questions or public comments regarding the Financial Report. Staff confirmed that the heater repair was not due to storm damage but rather to the equipment's age.

Motion: Vice Chair Pat Boyle moved to approve the Financial Report

Second: Alternate Commissioner Shane Stack

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad reported that November passenger traffic increased by nearly four percent year-over-year, outperforming national trends. He provided air service updates including the planned return of United Airlines seasonal service to Los Angeles for summer 2026 and recent adjustments to San Francisco service. Brian congratulated staff on another clean TSA audit and noted upcoming checkpoint equipment upgrades. Finally, Brian informed that Board that the Commissioners were making final appointments for Board members, which should be in effect starting January 1, 2026, and Brian thanked Minuteman for their Santa fly-over event.

Deputy Director Tim Damrow provided project updates including terminal punch list work, completion of Level 1 renovations, holiday parking capacity, and continued closeout of the East Concourse construction project.

COMMITTEE UPDATES

Chair Deb Poteet notified the Board that there was an Executive Committee meeting on December 23, 2025, to discuss the Board agenda and packet.

NEW BUSINESS

Contact for Waste Disposal and Recycling Services with Grizzly Disposal and Recycling

Director of Maintenance Nate Cole reminded the Board that the award for the Waste Disposal and Recycling Services RFP was awarded to Grizzly Disposal and Recycling at the November Board meeting. Staff recommended approval of the contract as presented.

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

Motion: Commissioner Winton Kemmis moved to award the Waste Disposal and Recycling Services contract to Grizzly Disposal & Recycling for waste disposal and recycling services at the airport.

Second: Alternate Commissioner Shane Stack

Vote: Motion Passed Unanimously

Resolution No. 2025-05 – Revising Rules, Regulations & Fees for Commercial Ground Transportation

Deputy Director Tim Damrow presented Resolution No. 2025-05, which formalizes rules, regulations, and fee structures for commercial ground transportation operators. The resolution consolidates prior actions into a single policy manual and improves transparency and operational clarity. One item Tim highlighted is the installation of a gate arm for the commercial traffic lane.

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

Motion: Commissioner Winton Kemmis move to adopt Resolution No. 2025-05, implementing updated Commercial Ground Transportation Rules and Regulations.

Second: Commissioner Matt Doucette

Vote: Motion Passed Unanimously

Martel Change Order #1 for Air Traffic Control Tower Modernization Project

Deputy Director Tim Damrow reminded the Board that it had previously approved a contract with Martel Construction to update and modernize the Air Traffic Control Tower, using funds from an FAA grant Tim then presented Change Order #1 to utilize the remaining FAA grant funds resulting from project cost savings to add HVAC improvements to the tower.

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

Motion: Commissioner Matt Doucette moved 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.

Second: Secretary/Treasurer Adriane Beck

Vote: Motion Passed Unanimously

Chair Deb Poteet noted that the next Board meeting will be held on January 27, 2026, at 1:30 p.m. Deb thanked the Board and Staff for the hard work accomplished over the prior year and showed her appreciation for the opportunity to be the Board Chair. Brian thanked Winton Kemmis and David Bell for their service on the Board as they step away.

Meeting Adjourned.