

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
February 24, 2026
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD: Chair Pat Boyle
Vice Chair Adriane Beck
Secretary/Treasurer Shane Stack
Commissioner Matt Doucette
Commissioner Andrew Hagemeyer
Commissioner Jack Meyer (via Teams)
Alternate Commissioner Richard Huffman
Alternate Commissioner Chay Hughes

STAFF: Director Brian Ellestad
Deputy Director Tim Damrow
Director of Finance and Administration Will Parnell
Legal Counsel Juniper Davis
Business Development Manager Dan Neuman
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

Chair Pat Boyle 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 Pat Boyle noted that one Alternate Commissioner needed to be seated.

Motion: Vice Chair Adriane Beck moved to seat Alternate Commissioner Richard Huffman as regular Commissioner for the duration of the meeting.

Second: Commissioner Matt Doucette

Vote: Motion passed unanimously

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

Motion: Secretary/Treasurer Shane Stack moved to approve the agenda.

Second: Commissioner Matt Doucette

Vote: Motion passed unanimously

PUBLIC COMMENT PERIOD

Chair Pat Boyle asked if there was any public comment on items not on the Board's agenda. There was no public comment.

MINUTES

Chair Pat Boyle asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated January 27, 2025. There were none.

Motion: Commissioner Andrew Hagemeyer moved to approve the minutes of the Regular Board Meeting dated January 27, 2025.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell presented the Claims for Payment for January 2026. Starting with project expenses, the airport incurred approximately \$1.5 million in project expenses. Of that amount, approximately \$1.2 million, or 76% of total project expenses, was or will be submitted to the FAA for reimbursement. The remaining project expenses will be paid with reserves and debt. Will also provided a summary of the general checking account notable non-recurring or significant payables during the period.

Chair Pat Boyle asked if there were any Board questions or public comments regarding the Claims for Payment. There were no questions or comments.

Motion: Secretary/Treasurer Shane Stack moved to approve the Claims for Payment

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Director of Finance and Administration Will Parnell presented the January 2026 financial report narrative which included updated details on accounts receivable, which now includes aging percentages, as well as budget information, long-term debt activity, and the East Concourse construction-in-progress roll-forward. Reporting formats have changed due to the airport's recent migration from a local general ledger system to a cloud-based one, which caused some custom reports to be lost; staff plan to recreate and provide them at future board meetings.

Chair Pat Boyle asked if there were any Board questions or public comments regarding the Financial Report. There were none.

Motion: Secretary/Treasurer Shane Stack moved to approve the Financial Report

Second: Commissioner Matt Doucett

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad reported in January, the airport saw a solid month with a 3.7% year-over-year increase in activity, marking the fourth consecutive month of outperforming the national average since recovering from the September runway closure.

The airport received the Missoula Job Service Council Employee Choice Award, with leadership attending the luncheon to accept the recognition. Staff travel this month includes attendance at a state aviation conference, participation in the Seattle firefighter stair-climb event, and a mid-March Washington, D.C. trip.

Union negotiations and tenant agreements continue. TSA staff are currently working without pay due to federal funding delays and the airport is expressing daily appreciation for their service.

Brian reported that upcoming board action may involve acceptance of a DEQ grant to replace an old, seldom-used bus with an electric multi-passenger vehicle. The airport is also preparing a tower grant request for additional upgrades and has just submitted a \$1.7 million application under a federal grant program to reconstruct Aviation Way.

LEGAL UPDATE

Legal Counsel Juniper Davis reported that the airport's current RFP for a 500-square-foot public-facing space near ticketing remains open, with a minimum annual bid of \$10,000 for a three-year term. The deadline for the RFP is March 16. Juniper also reported that amendments with Uber and Lyft are forthcoming, along with a requested 10-year lease extension from the Kembel/Stevens hangar group, and new lease and development agreements related to Minuteman Aviation's planned maintenance hangar.

Coordination with the City and County continues on subdivision reviews and a potential trail easement south of the airport. The City is also submitting a grant application for transportation improvements east of the airport, which could affect Whippoorwill and George Elmer.

COMMITTEE UPDATES

Chair Pat Boyle notified the Board that there was an Executive Committee meeting on February 24, to discuss the Board agenda and packet.

NEW BUSINESS

Committee Assignments

Chair Pat Boyle asked the Board whether there were any questions or clarifications on the Board committee assignments that were in the Board packet. There were no questions and no action is necessary.

Resolution No. 2025-06 Establishing Rates and Charges and Resolution 2025-07 Terms and Conditions Governing Use by Commercial Air Service Providers

Director of Finance and Administration Will Parnell explained that this action items presents two resolutions for the Board's consideration. First, Resolution 2025-06 would consolidate all existing airport rates and charges into one comprehensive schedule which would be published on the airport's website and updated with the budget cycle or as needed. The Resolution 2025-06 also rescinds previous individual fee-setting resolutions.

Resolution 2025-07 updates the Commercial Air Service terms by removing embedded fee amounts and instead referencing the new unified schedule. Will explained that the goal is to ensure consistency and eliminating duplicate fee listings.

Chair Pat Boyle asked if there were any additional Board questions or public comments regarding the two Resolutions. Will clarified that the Rates and Charges will be available on the Airport's website and can be available upon request.

Motion: Vice Chair Adriane Beck moved to approve Resolution No. 2025-06 and Resolution No. 2025-07.

Second: Secretary/Treasurer Shane Stack

Vote: Motion Passed Unanimously

Rocky Mountain Transportation Off Airport Rental Car Agreement

Deputy Director Tim Damrow explained that the Airport is updating an off-site rental car agreement following an ownership change in which Clark Fork Valley Rentals was purchased by Rocky Mountain Transportation. He further explained that off-site rental agreements allow operators to pick up and drop off customers at the airport but prohibit them from conducting business on airport property. After meeting with the new owners to review operational requirements, staff are requesting approval of an updated agreement that keeps all terms, conditions, and dates the same, with the only changes being the operator's name and ownership.

Chair Pat Boyle asked if there were any additional Board questions or public comments regarding the agreement. There were no questions or comments.

Motion: Commissioner Andrew Hagemeyer moved to approve the off-airport rental car agreement with Rocky Mountain Transportation.

Second: Commissioner Matt Doucette

Vote: Motion Passed Unanimously

Chair Pat Boyle noted that the next Board meeting will be held on March 31, 2026, at 1:30 p.m.

Meeting Adjourned.