

Missoula County Airport Authority Regular Board Meeting

DATE: Tuesday, May 26, 2026
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 April 28, 2026 [Pg 3](#)
- Review and approve the minutes of the Finance Committee meeting dated May 21, 2026 [Pg 12](#)
- Approval of Claims for Payment - Will Parnell [Pg 13](#)
- Financial Report - Will Parnell [Pg 17](#)
- Director's Report - Brian Ellestad [Pg 29](#)
- Legal Report - Juniper Davis
- Committee Updates
 - Executive Committee: May 26, 2026
 - Business Development and Planning Committee: No Activity
 - Facility and Operations Committee: No Activity
 - Finance Committee: May 21, 2026

Unfinished Business

- None

New Business/Action Items

- Building Maintenance Personnel MFPE Agreement - Brian Ellestad [Pg 31](#)
- Field Maintenance Personnel MFPE Agreement - Brian Ellestad [Pg 67](#)
- Minuteman Aviation Development and Deconstruction Agreement - Brian Ellestad [Pg 105](#)
- Approval of Fiscal Year 2027 Budget - Will Parnell [Pg 128](#)
- Adoption of Resolution 2026-08 Establishing FY27 Rates and Charges - Will Parnell [Pg 139](#)
- Approval of Fiscal Year 2027 Capital Improvement Plan - Brian Ellesatd [Pg 143](#)
- Terminal Project Deductive Change Orders - Tim Damrow [Pg 147](#)
- Maintenance Shop Vehicle Lift Purchase - Jake Sol [Pg 155](#)
- Kembel/Stevens Hangar Ground Lease Extension - Nate Cole [Pg 158](#)
- Intelligent Systems Now On-Call Support for Baggage Systems - AJ Bemrose [Pg 161](#)
- Ailevon Pacific Consulting Agreement - Brian Ellestad [Pg 184](#)

Information/Discussion Item(s)

- Next Board Meeting June 30, 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.

Documents will be available on the airport's website, 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)

[+1332-249-0710](tel:+1332-249-0710)., [857565796#](tel:+1332-249-0710) United States, New York City

Phone Conference ID: 857 565 796#

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
April 28, 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 Deb Poteet
Commissioner Jack Meyer (via Teams)
Alternate Commissioner Richard Huffman
Alternate Commissioner Chay Hughes

STAFF: Director Brian Ellestad
Deputy Director Tim Damrow (via Teams)
Director of Finance and Administration Will Parnell (via Teams)
Legal Counsel Juniper Davis
Director of Maintenance Nate Cole
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
Mike Mamuzich, Minuteman Aviation
Jillian Mamuzich, Minuteman Aviation
Jeffrey Handran, Meridian Construction

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 Commissioners Richard Huffman and Chay Hughes as regular Commissioner for the duration of the meeting.

Second: Commissioner Jack Meyer

Vote: Motion passed unanimously

Chair Pat Boyle asked if there were any changes to the agenda and noted that there are three grant approvals associated with the AIP Grant Approval Action Item. There were none.

Motion: Commissioner Deb Poteet moved to approve the agenda.

Second: Alternate Commissioner Richard Huffman

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 March 31, 2026. There were none.

Motion: Alternate Commissioner Richard Huffman moved to approve the minutes of the Regular Board Meeting dated March 31, 2026.

Second: Alternate Commissioner Chay Hughes

Vote: Motion Passed Unanimously

Chair Pat Boyle asked if anyone had questions, edits, or public comments regarding the minutes for the Facility and Operations Committee Meeting dated April 21, 2026. There were none.

Motion: Vice Chair Adriane Beck moved to approve the minutes of the Regular Board Meeting dated April 21, 2026.

Second: Alternate Commissioner Chay Hughes

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

The Director of Finance and Administration presented the Claims for Payment for March 2026. The airport incurred approximately \$430,000 in project expenses during the month, of which approximately \$343,000, or 80%, was submitted to the FAA for reimbursement. The remaining project expenses will be paid with reserves and debt. Will also noted a change in how project and capital expenses are presented in the claims for payment materials.

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: Vice Chair Adriane Beck moved to approve the Claims for Payment

Second: Secretary/Treasurer Shane Stack

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Director of Finance and Administration Will Parnell presented the March 2026 financial report narrative, which included a breakdown of accounts receivable on the balance sheet, an aging summary, budget information, long-term debt activity, and a construction and progress roll-forward for the East Concourse project. Will also reviewed the construction roll-forward, which outlines cumulative design and construction costs from the beginning of the fiscal year through March 31, 2026.

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

Motion: Commissioner Jack Meyer moved to approve the Financial Report

Second: Alternate Commissioner Richard Huffman

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad reported that March marked the sixth consecutive month of record passenger activity, with year-to-date growth of approximately 3%. While airlines nationally are signaling cost pressures and potential schedule

adjustments, Brian noted that the Missoula market has not yet experienced meaningful service reductions and still has available capacity heading into the summer. He indicated that even if summer activity levels flatten, overall demand remains strong.

Brian also provided an update on TSA operations, noting that the agency is currently temporarily funded, with potential payroll disruptions anticipated later in May. He shared details on upcoming FAA activities, including the airport's triennial disaster drill scheduled for May 2 and the annual inspection beginning this week. He concluded with community updates, including Destination Missoula's installation of a new advertising wall in the terminal and an invitation for board members to attend its unveiling.

Chair Pat Boyle noted that Commissioner Matt Doucette joined the meeting at approximately 4:55. As such, the Chair asked for a motion to unseat an Alternate Commissioner for that day's board meeting.

Motion: Vice Chair Adriane Beck moved to unseat Alternate Commissioner Richard Huffman as a voting member for the duration of the meeting.

Second: Commissioner Deb Poteet

Vote: Motion passed unanimously

LEGAL UPDATE

Legal Counsel Juniper Davis provided an update on current and upcoming legal and procurement matters. She reported that a Request for Qualifications for planning and engineering services is currently open, with proposals due May 22, 2026, for a new agreement term beginning July 1, and staff anticipates bringing a recommended award to the Board at the June meeting. Juniper also noted an anticipated future Request for Proposals related to potential hangar development on the east side of the terminal, consistent with the airport's master plan and long-range growth strategy.

Juniper provided an update on the proposed city trail corridor along the south end of airport property, explaining that the City of Missoula is nearing resolution of an easement issue with the Ranch Club that has delayed progress. Once resolved, the City is expected to seek Open Space Bond funding approval to acquire the corridor from the airport, with expected consideration by the Open Space Committee and City Council.

She concluded by noting that the airport's Human Resources Manager is working on updates to employee and HR policies, including required new policies related to

recent federal workplace regulations, which will be brought to the Board for review and approval in future months.

COMMITTEE UPDATES

Chair Boyle notified the Board that there was an Executive Committee meeting on April 28, 2026, to discuss the Board agenda and packet. Chair Pat Boyle also noted that the Facility and Operations Committee met on April 21, 2026, and that the minutes for that meeting are included in the current meeting's materials.

UNFINISHED BUSINESS

Adoption of Updates to Airport Primary Guidance Documents

Deputy Director Tim Damrow provided an update on the airport's primary guiding documents, noting that the effort represents several years of staff and consultant work to comprehensively review and update the airport's rules and regulations, development standards, and leasing policies. He explained that recent efforts focused on minor policy updates as well as improved formatting and organization. If approved, the updated documents will be published on the airport's website for public access. Tim also noted that staff intends to implement a regular review cycle to ensure the documents remain current and avoid the need for large-scale revisions in the future.

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

Motion: Commissioner Deb Poteet moved to adopt the Missoula Montana Airport Primary Guiding Documents with a revision date of April 28, 2026.

Second: Secretary/Treasurer Shane Stack

Vote: Motion Passed Unanimously

Air Traffic Control Tower TMCS Server Equipment Upgrade

Deputy Director Tim Damrow provided an informational update regarding replacement equipment in the air traffic control tower. He explained that tower communication equipment installed in 2012 is reaching end of life. The recent purchase addressed a failed TMCS server, a critical system component responsible for routing voice communications within the tower. The equipment was purchased using reserves, as it was not specifically budgeted, and staff brought the item forward

in accordance with procurement policy. **Tim** also noted that, while the vendor is onsite for installation, staff authorized an additional system health assessment to better understand remaining equipment conditions and develop a proactive replacement timeline.

NEW BUSINESS

Minuteman Aviation Maintenance Hangar Development Review, Part 1 of 2

Airport Director Brian Ellestad presented a request from Minuteman Aviation for variances to the Airport Development Guidelines related to the proposed construction of a replacement maintenance hangar on the west side of the terminal. Staff noted that Minuteman has been a tenant in good standing since the late 1950s and is relocating its maintenance operations from the east side of the airport due to planned airport growth.

The Board was advised that the Facility and Operations Committee previously reviewed the proposal and the requested variances, totaling approximately twelve items, and recommended approval consistent with staff's analysis. Staff reported that no significant issues were identified during additional site review and discussion with Minuteman.

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

Motion: Commissioner Deb Poteet moved to approve Minuteman Aviation's proposal to construct a new Maintenance hangar and approve the associated variance requests to airport Development Guidelines based on staff and committee recommendations and subject to the conditions contained in the April 24, 2026, Updated Memorandum.

Second: Secretary/Treasurer Adriane Beck

Vote: Motion Passed Unanimously

Minuteman Aviation Maintenance Hangar Development Review, Part 2 of 2

Airport Director Brian Ellestad presented the second agenda item related to Minuteman Aviation, focusing on requests made by Minuteman for lease term modifications and financial assurances associated with removal of the existing

east-side maintenance hangar and construction of the west side maintenance hangar. Staff reviewed the recommendations from the Facility and Operations Committee and outlined an updated staff recommendation intended to balance Minuteman's long-standing tenancy with the airport's long-term operational and redevelopment interests.

Staff explained that the proposal includes granting a new 30-year lease term for Minuteman's core operations on the west side of the terminal, with the 30-year "clock" beginning at the point of substantial completion of the new west side maintenance hangar. This would be subject to the successful decommissioning and removal of the existing east-side maintenance hangar as is required by the current lease by November of 2027. Other existing hangars on the west side would retain their current lease expiration dates. As part of the agreement, Minuteman would be required to provide a bond or irrevocable letter of credit to demonstrate sufficient funding for the deconstruction work on the east side. Staff further recommended that the parties enter into a Development and Deconstruction Agreement outlining responsibilities, timelines, and financial commitments.

Chair Pat Boyle asked if there were any Board questions or public comments regarding the agenda item. A member of the public, Gary Matson, thanked Minuteman Aviation, Meridian Construction, the Board and staff for the effort to move this project forward.

Motion: Secretary/Treasurer Adriane Beck moved to approve the Updated April 24, 2026, Staff Recommendation as described in this Agenda Action Sheet.

Second: Secretary/Treasurer Shane Stack

Vote: Motion Passed Unanimously

Runway 12-30 Rehabilitation Project Change Orders

Airport Director Brian Ellestad presented Change Orders #2 and #3 for the Runway 12-30 Rehabilitation Project. Change Order #2 provides for the upsizing of the automatic transfer switch associated with the new emergency generator to accommodate future airfield electrical capacity needs. Change Order #3 addresses replacement of a failed conduit serving a pavement sensor in the air carrier ramp, an unforeseen condition discovered prior to the winter shutdown.

It was explained that modifications to the project were enabled by additional FAA funding, allowing previously bid alternatives to be completed without changes to the overall project scope. The project remains under budget despite these changes.

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

Motion: Commissioner Matt Doucette moved to accept Change Orders two and three with Schellinger Construction for the Runway 12-30 Rehabilitation Project in the total amount of \$54,995.

Second: Secretary/Treasurer Adriane Beck

Vote: Motion Passed Unanimously

VEOCI Contract Renewal

Deputy Director Tim Damrow presented Amendment #4 for the annual renewal of the VEOCI system, which is used across multiple departments to manage inspections, maintenance, contracts, emergency management, and other operational functions. Staff noted that the system also supports the airport's recently implemented Safety Management System in compliance with FAA requirements. While the renewal is included in the budget, it exceeds staff signing authority and was therefore brought to the Board for approval.

Chair Pat Boyle asked if there were any additional Board questions or public comments regarding the contract. Staff clarified that there has been an approximately 4-5% increase in the cost each year and the prior year may have been in the \$26,300 range. There were no questions or comments.

Motion: Commissioner Matt Doucette approve Amendment # 4 with VEOCI in the amount of \$27,714.

Second: Alternate Commissioner Chay Hughes

Vote: Motion Passed Unanimously

Agreement with Missoula County for Terminal Concourse Play Structure

Deputy Director **Tim** Damrow Airport staff provided an informational update regarding a potential agreement with the Historical Museum at Fort Missoula for installation of a children's play area in the B Concourse. Staff explained that space for a future play area was designated during the terminal expansion, and the museum has proposed designing, installing, and maintaining a play structure at no cost to the airport. The concept incorporates a regional firefighting theme with interactive elements for children. Staff noted that a final agreement is still under review and is expected to be brought before the Board for approval at a future meeting. No Board action was required at this time.

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

Chair **Pat Boyle** noted that the next Board meeting will be held on May 26, 2026, at 1:30 p.m.

Meeting Adjourned.

MISSOULA COUNTY AIRPORT AUTHORITY
Finance Committee Meeting
May 21, 2026
12:00 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD: Vice Chair Pat Boyle
Commissioner Jack Meyer
Alternate Commissioner Richard Huffman

STAFF: Director Brian Ellestad
Deputy Director Tim Damrow
Director of Finance and Administration Will Parnell
HR Manager Nikki Munro

FISCAL YEAR 20 27 BUDGET

Director of Finance and Administration Will Parnell presented a comprehensive overview of the Fiscal Year 2027 budget. He reviewed the budgeting process and outlined the key components of the major projected revenue streams. Will also explained significant variances in revenues and expenses compared to the Fiscal Year 2026 budget. Additionally, staff reviewed draft rates and charges materials.

LABOR UNION UPDATE

Director of Finance and Administration Will Parnell provided a high-level update on ongoing labor negotiations involving Airport bargaining units. Discussion focused on methodology for evaluating compensation proposals, including the use of regional and national comparables adjusted for cost of living, fiscal impacts of proposed changes, and the importance of balancing market competitiveness with long-term financial sustainability.

With no further business, the Finance Committee meeting was adjourned.

Missoula County Airport Authority
Check Register by Account Name
4/1/2026 - 4/30/2026

Account Name	Total
12-30 Rehab. AIP 92 - DISC	\$ 480,359.27
AIP 96 East Concourse	21,874.99
Airfield Lighting R&M	1,772.14
Airfield Maintenance	528.44
Airport Tenant Appreciation	1,474.75
BANK Charges	5.97
Construction in Progress	7,352.45
Consultants Expense	1,742.00
Contracted Maintenance	238.10
Custodial Services	1,700.00
Custodial Supplies	925.09
Electric Maintenance	228.54
Electricity/Gas Expense	54,595.53
Employee Screening	5,760.00
Employee Training Expense	2,671.00
Flight Ice	525.00
GASB 96 Long-term Subscription	2,223.67
Ground Transport	200.00
ISS CCURE/accesscontrol/camera	100.79
Jet Bridge R&M	57.75
Legal Services	1,376.00
Marketing	10,450.00
Mechanical/Supplies	2,930.74
Memberships	325.00
Office Supplies	277.72
Payroll Liabilities	3,165.11
Petroleum Products Expense	16.68
Phone Charges	4,008.84
Plumbing Expense	155.55
Recurring IT Support Subscripti	235.00
Rent Car R&M	660.18
Rental Car Fuel	12,677.03
Safety Supplies/Equipment	3,767.59
Sewer Expense	2,598.55
Snow & Ice Removal	6,447.36
Tools/Equipment	600.00
TPA EE benefits and Payroll	935.00
Travel Expense	1,181.16
TW-ALPHA Entitlement	56,000.00
TW-HOTEL Entitlement	97,500.00
Uniform Expense	2,445.43
Vehicle R&M	7,398.82
Water Expense	5,608.28
Grand Total	\$ 805,095.52

Missoula County Airport Authority
 Check Register by Vendor Name
 4/1/2026 - 4/30/2026

Vendor Name	Total	
AAAE	\$ 325.00	
AEROTRONICS INC.	200.00	
AILEVON PACIFIC AVIATION CONSULTING, LLC	3,250.00	
AirSide Solutions, Inc	901.44	
Amadeus	2,223.67	
APPLIED INDUSTRIAL TECH	145.87	
ASCENT AVIATION GROUP, INC	6,447.36	
BERLAND, KEVIN	211.58	
BIG BEAR SIGN CO	420.00	
Black Knight Security and Investigations	5,760.00	
BLACKFOOT COMMUNICATIONS	905.99	
CENTURYLINK	588.81	
CHEMSEARCHFE	707.42	
CHINIKAYLO, YURIY	300.00	
CHS MOUNTAIN WEST CO-OP	12,677.03	
City of Missoula	8,206.83	
Corporate Traditions, INC.	500.00	
CULLIGAN	176.00	
CURTIS	2,445.43	
FABER, COE & GREGG INC.	974.75	
Fox Valley Technical College	1,395.00	*New Vendor- Basic ARFF Training
GILLESPIE, CAMERON	291.58	
GRAINGER	40.70	
GRANITE TECHNOLOGY SOLUTIONS	926.11	
GreatAmerica Financial Services	235.00	
HILLYARD INC	925.09	
HOTSY	298.62	
HydroSolutions Inc.	1,376.00	
INTEGRATED SECURITY SOLUTIONS, INC	100.79	
Jeffrey, Wharry	638.00	
KIMBALL MIDWEST	1,741.29	
KLS HYDRAULICS	2.78	
LIFE-ASSIST INC	3,060.17	
LUMACURVE	870.70	
MADSEN, BIANCA	638.00	
MISC TAX DIVISION	4,803.59	~
MISSOULA ELECTRIC CO-OP	927.32	
MISSOULA OFFICE CITY	228.54	
MISSOULA TEXTILE, INC	238.10	
MONTANA DEPARTMENT OF LABOR	1,404.00	
MORRISON MAIERLE	175,374.99	~

Missoula County Airport Authority
 Check Register by Vendor Name
 4/1/2026 - 4/30/2026

MOUNTAIN SUPPLY	114.85
MURDOCHS	114.77
NAPA	1,224.14
NORTHWESTERN ENERGY	49,918.35
Northwestern Services, LLC	3,749.86
OFFICE SOLUTIONS & SERVICES	101.72
POMP'S TIRE-MISSOULA	1,577.60
QUOTIENT GROUP	7,200.00
RDO EQUIPMENT CO.	598.85
RODDA PAINT	2,064.51
S. CONLEY SUPPORT, LLC	1,438.62
Schellinger Construction Company, INC.	475,555.68 ~
SHYPKOWSKI, LUKE	3,165.11
Sirennet	7,352.45
Stevens, Richard	978.00
StockFarm Club v	205.97
THERMAL SUPPLY	361.56
UKG	935.00
USDA	1,672.00
VERIZON	1,587.93
VWICEINC	525.00
WORKFORCEQA, LLC	70.00
Z WATER SOLUTIONS LLC	1,700.00

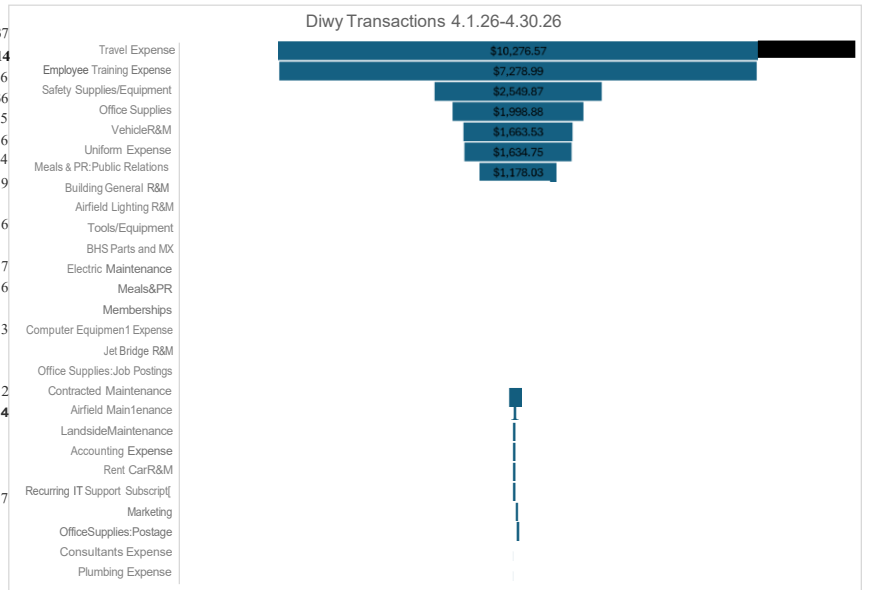
Grand Total	\$ 805,095.52
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~ **Project Expenses**

New Vendors

*Fox Valley Technical College

Category name	Total	Percent of spend	Transaction count
Travel Expense	\$10,276.57	30.48%	37
Employee Training Expense	\$7,278.99	21.59%	14
Safety Supplies/Equipment	\$2,549.87	7.56%	6
Office Supplies	\$1,998.88	5.93%	36
Vehicle R&M	\$1,663.53	4.93%	5
Uniform Expense	\$1,634.75	4.85%	6
Meals & PR:Public Relations	\$1,178.03	3.49%	4
Building General R&M	\$921.07	2.73%	9
Airfield Lighting R&M	\$784.39	2.33%	6
Tools/Equipment	\$778.67	2.31%	6
BHS Parts and MX	\$730.74	2.17%	7
Electric Maintenance	\$656.01	1.95%	6
Meals & PR	\$598.91	1.78%	6
Memberships	\$485.00	1.44%	3
Computer Equipment Expense	\$425.62	1.26%	3
Jet Bridge R&M	\$417.00	1.24%	2
Office Supplies:Job Postings	\$260.00	0.77%	4
Contracted Maintenance	\$239.89	0.71%	4
Airfield Maintenance	\$195.65	0.58%	4
landside Maintenance	\$149.99	0.44%	7
Accounting Expense	\$137.50	0.41%	7
Rent Car R&M	\$137.22	0.41%	7
Recurring IT Support Subscripti	\$136.82	0.41%	7
Marketing	\$45.00	0.13%	7
Office Supplies:Postage	\$28.98	0.09%	7
Consultants Expense	\$8.40	0.02%	7
Plumbing Expense	\$1.66	0.00%	7



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 April 30, accounts receivable consisted of the following:

	<u>Amount</u>	<u>A/R Aging</u>				
		<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>>91</u>
Trade, Advertising, and Ground Handling	\$ 2,319,710	86%	4%	0%	0%	9%
Grants	5,044,741	58%	3%	6%	11%	22%
Advance Contract Refund	<u>48,421</u>					N/A
	<u>\$ 7,412,872</u>					

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

	<u>Balance</u>	<u>Additions</u>	<u>Balance</u>
	<u>July 1, 2025</u>		<u>April 30, 2026</u>
Construction in progress, east concourse:			
Phase 2	50,527,612	2,721,214	53,248,826
Phase 3	<u>5,734,921</u>	<u>3,371,753</u>	<u>9,106,674</u>
Total construction in progress east concourse	<u>56,262,533</u>	<u>6,092,966</u>	<u>62,355,499</u>
			<u>(29,999,780)</u>
			<u>\$ 32,355,719</u>

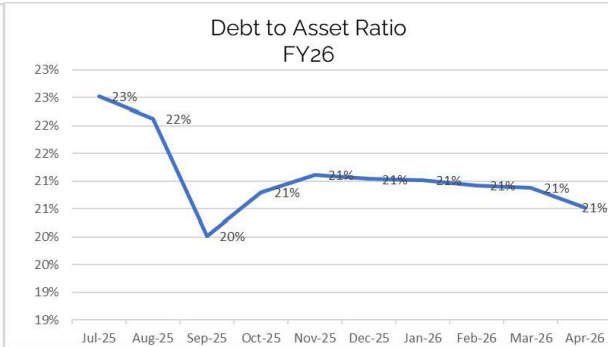
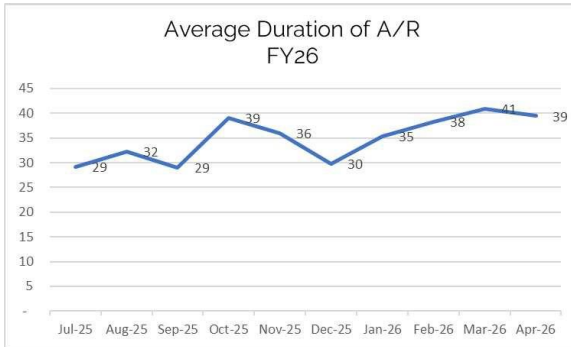
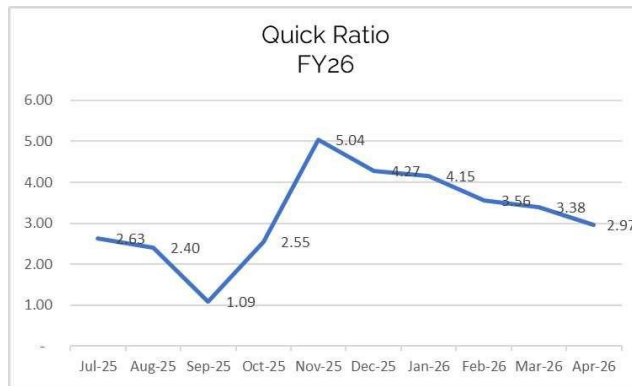
Cash Flow

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

MCAA paid approximately \$143K in principal during the month of April 2026.

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 Previous Year Comparison
As of Apr 30, 2026

	Total	
	As of Apr 30, 2026	As of Apr 30, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
10100 Petty Cash	300.00	300.00
10500 General Checking Acct	4,744,620.47	2,618,813.78
10511 Project Checking Acct	10,000.00	5,000.00
10550 U5FS Account	10,002.97	160,479.69
10560 Debt Service Account	332.16	331.92
10580 CFC Account	10,004.58	321,998.91
10590 STIP Terminal Reserve	27,267.40	26,148.34
10600 STIP	990,135.91	949,500.04
10604 Money Market Accounts	\$6,775,383.99	\$15,362,688.44
10700 Payroll Checking	173,279.55	274,232.97
10710 Flex - FIB	7,334.85	11,561.74
1071 Bill.com Money In Clearing	467.57	1,459.72
1072 Bill.com Money Out Clearing	-8,589.49	-5,175.30
10750 PFC Cash at US BANK	2,435,135.17	1,823,160.45
Total for Bank Accounts	\$15,175,675.13	\$21,550,500.70
Accounts Receivable		
10800 Accounts Receivable	7,412,872.05	3,752,985.09
Total for Accounts Receivable	\$7,412,872.05	\$3,752,985.09
Other Current Assets		
10900 AvSec Fingerprinting Account	1,767.25	1,497.75
11300 Projects Rec'ble	12,742.92	\$0.00
11500 Pre-Paid Expenses	113,008.43	200,357.12
11600 Prepaid Insurance	66,379.23	47,187.13
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
Total for Other Current Assets	\$510,844.75	\$1,948,787.63
Total for Current Assets	\$23,099,391.93	\$27,252,273.42
Fixed Assets		
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	6,661,600.73
13450 Buildings - Other	11,664,162.96	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
13900ATCT	6,539,372.76	6,513,529.80
14000 Equipment	4,461,240.84	4,315,792.73
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	-118,319,606.53	-109,730,474.94
19400 Construction in Progress	\$86,167,388.19	\$58,340,941.04
Total for Fixed Assets	\$194,582,657.51	\$170,730,520.14
Other Assets		
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	77,141.58	239,813.82
19901 GASB 96 Subscription Asset(s)	\$299,661.15	\$367,183.34
Total for Other Assets	\$2,157,412.05	\$2,322,492.48
Total for Assets	\$219,839,461.49	\$200,305,286.04

Liabilities and Equity

Liabilities

Current Liabilities

Accounts Payable

20500 Accounts Payable	3,611,362.57	525,267.89
20505 Accounts Payable- Projects	\$0.00	4,508,640.34

Total for Accounts Payable \$3,611,362.57 \$5,033,908.23

Credit Cards \$16,197.47 \$32,546.88

Other Current Liabilities

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 - Parent Account	-\$21,078.41	\$341.30
20950 State W/H Payable	-5,491.00	\$0.00
2110 Direct Deposit Liabilities	-130,490.64	\$0.00
21120 Garnishments Payable	-630.59	\$0.00
21130 Misc Deductions Payable	-\$184.32	-\$184.32
21300 Valic Payable	-103.17	-100.00
21400 Workers' Comp Payable	0.03	\$0.00
21600 Accrued Vacation/Sick Payable	780,362.72	709,202.72
21930 FSB Notes Interest Payable	141,837.82	142,085.70
22140 Advertising Deferred Revenue	11,506.70	5,000.00
24000 Payroll Liabilities	\$57,707.01	\$60,723.27

Total for Other Current Liabilities \$1,481,457.31 \$1,542,567.45

Total for Current Liabilities \$5,109,017.35 \$6,609,022.56

Long-term Liabilities

20502 2022 Note	29,999,779.74	29,999,779.74
25030 2019 Note A	13,316,800.00	13,316,800.00
25035 2019 Note B	1,803,668.41	2,368,954.81
25600 Current Portion L/T Debt 2019B	-565,472.93	-548,541.91
25805 A/P Retainage Long-Term	0.10	1,828,688.41
25809 GASB 96 Long-term Subscription	60,765.79	107,112.78
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

Total for Long-term Liabilities \$50,207,082.41 \$53,804,261.45

Total for Liabilities \$55,316,099.76 \$60,413,284.01

Equity \$164,523,361.73 \$139,892,002.03

Total for Liabilities and Equity \$219,839,461.49 \$200,305,286.04

Missoula County Airport Authority
Profit & Loss YTO Comparison
 April 2026

	Total	
	Apr 2026	Apr 2025 (PY)
Income		
30100 Signatory Landing Fees	63,558.06	51,911.79
30200 Non Sig Landing Fees	5,808.26	10,882.93
30210 Cargo Landing Fees	4,254.33	6,030.87
30300 Non-Based Landing Fees	6,296.24	9,530.92
30400 Signatory Rent	62,803.14	41,875.63
30420 Non-Sig Use Fees	7,513.65	13,623.50
30430 Signatory Use Fee	70,801.50	58,275.35
30500 Equipment/Space/Services	150.00	400.00
30507 Advertising Income	22,445.33	17,763.00
30509 Ground Handling	77,301.10	32,343.31
30600 FBO Rentals	24,981.80	22,291.17
30800 Fuel Flowage Fees	5,010.45	4,220.70
30900 Fuel Farm Leases	464.19	379.67
30901 Self Fueling	361.94	
Total for 30900 Fuel Farm Leases	\$826.13	\$379.67
31000 Coffee Concession	1,123.89	1,002.88
31100 Restaurant	18,611.85	16,473.99
31110 Liquor Concessions	11,379.84	11,978.72
31300 Rental Car%	84,486.85	75,101.40
31400 Rent Car Rent	45,377.27	15,179.80
31600 Rent Car Fuel	26,339.10	24,513.98
31900 USFS Hangar Rent	28,333.33	20,826.51
32100 Gift Shop Faber	23,401.24	21,584.42
32300 Terminal Rent		
32301 Airport Suite	833.33	
32302 Transportation Security	14,067.79	
Total for 32300 Terminal Rent	\$14,901.12	\$0.00
32400 Parking Lot	459,579.00	422,998.00
32700 Airport-Owned Commercial Bldg	13,500.00	
32800 Ag Land Leases	2,247.50	2,247.50
32900 Non-Aeronautical Ground Rent	11,390.16	28,004.69
32910 Aeronautical Ground Rent	11,312.26	11,069.50
33000 Vending	1,897.67	2,163.14
34000 Utilities Reimbursement	3,162.02	17,453.49
34200 Miscellaneous Income	\$2,123.30	\$13,138.25
34300 Ground Transport	7,327.04	6,648.73
81403 TSA Checkpoint OTA	1,231.66	1,231.66
85100 Badging Fees Collected	1,648.00	90.00
33800 Off Airport Rent Cars		478.55
42700 Drain Pumping Fee		260.00
Total for Income	\$1,121,120.09	\$961,974.05
Gross Profit	\$1,121,120.09	\$961,974.05

Expenses		
32401 Parking Management Fee	7,666.67	8,583.33
32402 Parking Hourly Wages	29,200.50	28,593.50
32403 Parking Credit Card		
Processing	13,421.61	12,180.72
32404 Parking Adjustments	-375.00	-375.00
40100 Wages	358,158.86	323,639.62
40330 Overtime Wages	10,414.54	4,386.66
40600 Fringe Benefits Expense	\$133,415.70	\$113,040.39
40800 Legal Services	724.50	10,804.75
41200 Insurance Expense	34,209.61	23,593.55
41300 Accounting Expense	137.50	1,077.76
41400 Phone Charges	3,253.80	3,492.20
41800 Communication R&M	218.13	34.37
42000 Office Supplies	\$2,169.87	\$10,250.00
42100 Computer Equipment		
Expense	3,845.34	2,693.40
42200 Electricity/Gas Expense	52,134.26	46,687.71
42400 Water Expense	5,875.40	4,705.34
42500 Sewer Expense	1,736.73	2,632.91
42600 Disposal Expense	2,860.48	2,970.56
43000 Petroleum Products Expense	2,798.00	6,769.01
43400 Vehicle R&M	10,024.45	24,742.17
43800 Tools/Equipment	14,663.54	1,095.60
44100 Custodial Services	53,680.00	47,310.00
44200 Contracted Maintenance	13,494.83	9,511.67
44302 Jet Bridge R&M	417.00	1,546.89
44400 Electric Maintenance	690.68	
44600 Plumbing Expense	255.71	1,861.75
44800 Mechanical/Supplies	1,829.52	2,938.89
45000 Building General R&M	994.68	-2,584.46
45104 Rent Car R&M	1,003.39	6,432.60
45105 ATCT R&M	605.30	233.10
45107 BHS Parts and MX	1,338.79	2,637.82
45203 Airfield Maintenance	26,431.80	14,197.25
45400 Landside Maintenance	272.33	2,363.64
45600 Airfield Lighting R&M	784.39	5,622.68
46000 Custodial Supplies	10,269.73	6,678.98
46400 Uniform Expense	2,188.57	3,074.23
46600 Employee Training Expense	15,149.70	14,660.00
46800 Travel Expense	7,736.27	13,135.31
47000 Memberships	3,617.52	707.69
47200 Safety Supplies/Equipment	5,692.60	858.12
47400 Meals & PR	498.12	929.11
47401 Public Relations	1,178.03	
47411 Airport Tenant		
Appreciation	555.00	
Total for 47401 Public Relations	\$1,733.03	\$0.00
47402 Staff Engagement	45.00	
Total for 47400 Meals & PR	\$2,276.15	\$929.11
47501 Marketing	12,328.33	21,384.58
47600 Consultants Expense	1,680.40	2,107.20
47605 Landing Fee Commission		
Expense	1,259.25	1,906.18
49202 Badging Expenses	985.00	
49206 On-demand IT Support	814.07	1,192.24
49207 Recurring IT Support		
Subscripti	2,071.07	2,644.10
49208 Rental Car Fuel	42,660.01	34,352.02
49600 Flight Ice	430.50	
*80611 *BANK Charges	854.77	95.74
80611 BANK Charges	-120.91	
80625 TPA EE benefits and Payroll	935.00	-5,115.00
80650 Finance Charges	172.93	51.55
89615 SCASD IN-KIND		
CONTRIBUTIONS		
89616 IN-KIND USE FEE	4,410.00	
89617 IN-KIND LANDING FEE	3,485.50	
Total for 89615 SCASD IN-KIND		
CONTRIBUTIONS	\$7,895.50	\$0.00
42800 Disposal-Industrial		11,194.00
49203 Badging/ Compliance		
Contracts		2,575.00
49204 Employee Screening		4,560.00
49205 Annual IT Support		
Subscriptions		3,761.42
49209 ISS		
CCURE/accesscontrol/ca me ra		736.32
80810 Bad Debt - non based		1,310.37
Total for Expenses	\$907,249.37	\$846,469.54

Net Operating Income	<u>\$213,870.72</u>	<u>\$115,504.51</u>
Other Income		
31500 CFCs	81,305.00	60,280.00
70200 Interest Income-Unrestricted	17,215.65	32,289.54
70300 PFC Interest Income	17.65	
89010 Federal Programs		
89000 Airport Improvement		
Grants	2,883,190.61	1,006,406.00
89500 PFC Contributions	226,524.44	161,983.93
Total for 89010 Federal Programs	<u>\$3,109,715.05</u>	<u>\$1,168,389.93</u>
70400 Project Restricted Interest		40.00
Total for Other Income	<u>\$3,208,253.35</u>	<u>\$1,260,999.47</u>
Other Expenses		
80140 Note 2019A Interest Expense	44,046.38	44,046.38
80145 Note 2019 B Interest Expense	4,572.82	6,006.80
80150 Note 2022 Interest Expense	97,544.55	96,484.29
80300 Depreciation	690,325.63	682,596.73
80505 SCASD MRG Expense	830,446.00	
Total for Other Expenses	<u>\$1,666,935.38</u>	<u>\$829,134.20</u>
Net Other Income	<u>\$1,541,317.97</u>	<u>\$431,865.27</u>
Net Income	<u>\$1,755,188.69</u>	<u>\$547,369.78</u>

FY26 Profit & Loss Budget Performance

July, 2025-April, 2026

	Jul 1 2025 - Apr 30 2026					
	Actual	Budget	Percent of budget	Money remaining	Percent remaining	
Income						
30100 Signatory Landing Fees	753,387.28	666,681.55	113.01%	-86,705.73	-13.01%	
30200 Non Sig Landing Fees	80,011.62	92,195.02	86.79%	12,183.40	13.21%	
30210 Cargo Landing Fees	41,933.38	71,573.78	58.59%	29,640.40	41.41%	
30300 Non-Based Landing Fees	279,093.25	168,988.80	165.15%	-110,104.45	-65.15%	
30400 Signatory Rent	616,588.19	534,803.50	115.29%	-81,784.69	-15.29%	
30420 Non-Sig Use Fees	109,695.75	134,574.53	81.51%	24,878.78	18.49%	
30430 Signatory Use Fee	834,380.40	803,926.15	103.79%	-30,454.25	-3.79%	
30500 Equipment/Space/Services	1,750.00			-1,750.00		
30507 Advertising Income	241,297.30	189,743.58	127.17%	-51,553.72	-27.17%	
30509 Ground Handling	1,014,515.35	957,057.72	106.00%	-57,457.63	-6.00%	
30600 FBO Rentals	246,253.22	229,166.66	107.46%	-17,086.56	-7.46%	
30800 Fuel Flowage Fees	82,531.39	84,156.52	98.07%	1,625.13	1.93%	
30900 Fuel Farm Leases	8,041.14	3,750.00	214.43%	-4,291.14	-114.43%	
31000 Coffee Concession	9,509.03	9,828.75	96.75%	319.72	3.25%	
31100 Restaurant	200,881.96	152,161.88	132.02%	-48,720.08	-32.02%	
31110 Liquor Concessions	124,791.21	127,646.65	97.76%	2,855.44	2.24%	
31300 Rental Car %	1,845,585.44	1,971,743.55	93.60%	126,158.11	6.40%	
31400 Rent Car Rent	442,348.70	387,500.00	114.15%	-54,848.70	-14.15%	
31600 Rent Car Fuel	358,272.18	340,734.08	105.15%	-17,538.10	-5.15%	
31900 USFS Hangar Rent	275,826.48	283,329.70	97.35%	7,503.22	2.65%	
32100 Gift Shop Faber	274,454.88	262,463.73	104.57%	-11,991.15	-4.57%	
32300 Terminal Rent	148,796.36	\$0.00		-148,796.36		
32400 Parking Lot	4,320,091.00	4,195,200.43	102.98%	-124,890.57	-2.98%	
32700 Airport-Owned Commercial Bldg	105,000.00			-105,000.00		
32800 Ag Land Leases	22,475.00	32,066.67	70.09%	9,591.67	29.91%	
32900 Non-Aeronautical Ground Rent	67,459.28	290,923.73	23.19%	223,464.45	76.81%	
32910 Aeronautical Ground Rent	124,824.59	107,437.60	116.18%	-17,386.99	-16.18%	
33000 Vending	33,174.21	24,518.37	135.30%	-8,655.84	-35.30%	
33800 Off Airport Rent Cars	73,833.79	56,261.37	131.23%	-17,572.42	-31.23%	
34000 Utilities Reimbursement	58,229.84	28,601.49	203.59%	-29,628.35	-103.59%	
34200 Miscellaneous Income	20,481.61	29,648.23	69.08%	9,166.62	30.92%	
34300 Ground Transport	150,913.55	126,399.72	119.39%	-24,513.83	-19.39%	
81403 TSA Checkpoint OTA	12,316.60	12,500.00	98.53%	183.40	1.47%	
85100 Badging Fees Collected	18,778.42	7,670.06	244.83%	-11,108.36	-144.83%	
Total for Income	12,997,522.40	12,383,253.82	104.96%	-614,268.58	-4.96%	
Cost of Goods Sold						
Gross Profit	12,997,522.40	12,383,253.82	104.96%	-614,268.58	-4.96%	

Expenses						
32401 Parking Management Fee	76,666.70				-76,666.70	
32402 Parking Hourly Wages	296,213.49				-296,213.49	
32403 Parking Credit Card Processing	125,519.83				-125,519.83	
32404 Parking Adjustments	-3,750.00				3,750.00	
40100 Wages	3,727,449.61	3,828,380.05	97.36%	100,930.44	2.64%	
40330 Overtime Wages	71,145.06	56,330.28	126.30%	-14,814.78	-26.30%	
40600 Fringe Benefits Expense	1,366,605.76	1,473,834.43	92.72%	107,228.67	7.28%	
40800 Legal Services	15,019.95	25,607.25	58.66%	10,587.30	41.34%	
41200 Insurance Expense	330,942.77	265,856.63	124.48%	-65,086.14	-24.48%	
41300 Accounting Expense	94,815.22	102,374.50	92.62%	7,559.28	7.38%	
41400 Phone Charges	40,872.80	44,990.45	90.85%	4,117.65	9.15%	
41600 Phone R&M	115.58			-115.58		
41800 Communication R&M	4,019.05	19,600.64	20.50%	15,581.59	79.50%	
42000 Office Supplies	21,305.05	31,422.46	67.80%	10,117.41	32.20%	
42100 Computer Equipment Expense	28,022.37	45,773.25	61.22%	17,750.88	38.78%	
42200 Electricity/Gas Expense	504,754.89	659,271.71	76.56%	154,516.82	23.44%	
42400 Water Expense	59,143.68	67,367.11	87.79%	8,223.43	12.21%	
42500 Sewer Expense	33,119.66	43,455.46	76.22%	10,335.80	23.78%	
42600 Disposal Expense	27,468.37	36,008.33	76.28%	8,539.96	23.72%	
42800 Disposal-Industrial	2,537.61	6,308.34	40.23%	3,770.73	59.77%	
43000 Petroleum Products Expense	64,850.88	94,630.75	68.53%	29,779.87	31.47%	
43400 Vehicle R&M	61,708.62	96,612.41	63.87%	34,903.79	36.13%	
43600 Equipment Rental	493.35	2,000.00	24.67%	1,506.65	75.33%	
43800 Tools/Equipment	79,722.12	70,027.53	113.84%	-9,694.59	-13.84%	
44100 Custodial Services	465,554.00	481,393.07	96.71%	15,839.07	3.29%	
44200 Contracted Maintenance	135,861.53	144,344.43	94.12%	8,482.90	5.88%	
44302 Jet Bridge R&M	22,585.22	3,734.95	604.70%	-18,850.27	-504.70%	
44400 Electric Maintenance	3,880.32	10,946.26	35.45%	7,065.94	64.55%	
44600 Plumbing Expense	5,178.66	12,000.00	43.16%	6,821.34	56.84%	
44800 Mechanical/Supplies	10,553.32	12,962.78	81.41%	2,409.46	18.59%	
45000 Building General R&M	25,962.45	12,836.34	202.26%	-13,126.11	-102.26%	
45104 Rent Car R&M	35,878.67	13,713.08	261.64%	-22,165.59	-161.64%	
45105 ATCT R&M	12,636.42	2,089.62	604.72%	-10,546.80	-504.72%	
45106 USFS Hangar R&M	8,585.78	2,075.03	413.77%	-6,510.75	-313.77%	
45107 BHS Parts and MX	56,989.72	51,811.59	109.99%	-5,178.13	-9.99%	
45108 OTA Spare Parts	32,472.18	32,000.00	101.48%	-472.18	-1.48%	
45203 Airfield Maintenance	50,584.05	34,509.51	146.58%	-16,074.54	-46.58%	
45400 Landside Maintenance	65,639.48	15,586.88	421.12%	-50,052.60	-321.12%	
45600 Airfield Lighting R&M	4,086.24	15,276.06	26.75%	11,189.82	73.25%	
45703 Fog Abatement	506.92	3,240.00	15.65%	2,733.08	84.35%	
45800 Snow & Ice Removal	119,090.60	259,330.16	45.92%	140,239.56	54.08%	
46000 Custodial Supplies	79,925.41	65,061.69	122.85%	-14,863.72	-22.85%	
46400 Uniform Expense	32,205.62	57,912.04	55.61%	25,706.42	44.39%	
46600 Employee Training Expense	49,389.37	90,122.11	54.80%	40,732.74	45.20%	
46800 Travel Expense	55,930.78	114,289.43	48.94%	58,358.65	51.06%	
47000 Memberships	41,225.63	54,706.44	75.36%	13,480.81	24.64%	
47200 Safety Supplies/Equipment	23,988.14	22,481.43	106.70%	-1,506.71	-6.70%	
47303 Wildlife Mitigation	352.54	8,000.00	4.41%	7,647.46	95.59%	
47400 Meals & PR	28,905.12	48,910.05	59.10%	20,004.93	40.90%	
47501 Marketing	189,617.74	161,270.30	117.58%	-28,347.44	-17.58%	
47600 Consultants Expense	14,453.40	6,800.00	212.55%	-7,653.40	-112.55%	
47605 Landing Fee Commission Expense	44,689.24	33,440.00	133.64%	-11,249.24	-33.64%	
47707 Display Expenses	2,613.84	2,083.34	125.46%	-530.50	-25.46%	
49100 Fingerprint/STA Charges	-275.00			275.00		
49202 Badging Expenses	11,379.15	5,000.00	227.58%	-6,379.15	-127.58%	
49203 Badging / Compliance Contracts	7,245.00	17,916.66	40.44%	10,671.66	59.56%	
49204 Employee Screening	51,680.00	37,890.17	136.39%	-13,789.83	-36.39%	
49205 Annual IT Support Subscriptions	79,449.23	47,263.19	168.10%	-32,186.04	-68.10%	
49206 On-demand IT Support	14,220.69	47,482.62	29.95%	33,261.93	70.05%	
49207 Recurring IT Support Subscripti	27,744.81	30,153.03	92.01%	2,408.22	7.99%	
49208 Rental Car Fuel	376,089.62	318,512.86	118.08%	-57,576.76	-18.08%	
49209 ISS CCURE/accesscontrol/camera	142,466.29	45,900.00	310.38%	-96,566.29	-210.38%	
49300 Parking	3,052.50	1,941.50	157.22%	-1,111.00	-57.22%	
49600 Flight Ice	5,183.00	4,800.00	107.98%	-383.00	-7.98%	
80600 Miscellaneous Expense	6.98	600.00	1.16%	593.02	98.84%	
'80611 BANK Charges	4,171.46			-4,171.46		
80611 BANK Charges	-192.96			192.96		
80625 TPA EE benefits and Payroll	24,566.83	22,915.81	107.20%	-1,651.02	-7.20%	
80650 Finance Charges	2,665.91			-2,665.91		
80810 Bad Debt - non based	2,712.12			-2,712.12		
80900 SCADG Expense	625.97			-625.97		
89610 Misc.-ATCT	7,348.96			-7,348.96		
89615 SCASD IN-KIND CONTRIBUTIONS	31,751.16	\$0.00		-31,751.16		
44000 Landscaping Expense		5,221.38	0.00%	5,221.38	100.00%	
47717 VIC Expenses		1,250.00	0.00%	1,250.00	100.00%	
Total for Expenses	9,439,996.53	9,329,625.39	101.18%	-110,371.14	-1.18%	
Net Operating Income	3,557,525.87	3,053,628.43	116.50%	-503,897.44	-16.50%	

**MISSOULA COUNTY AIRPORT AUTHORITY
OPERATING REVENUES & OPERATING EXPENSES
For the Period Ended April 30, 2026 and 2025**

	JJly-Apr26	JJly-Apr25	\$DIFF.	%DIFF.	JJly-Apr26 %of Gross	JJly-Apr25 %of Gross	Change
Passenger Airline Aeronautical Revenue:							
Passenger airline landing fees (signatory & non-signatory), net air incentives	\$ 833,399	\$ 760,999	\$ 72,400	10%	6%	6%	0%
Terminal arrival fees, rents, net air incentives	1,560,664	1,357,313	203,351	15%	12%	11%	1%
Total	2,394,063	2,118,312	275,751	13%	18%	18%	1%
Non-Passenger Aeronautical Revenue:							
Landing Fees from Cargo	41,933	58,530	(16,596)	-28%	0%	0%	0%
Landing Fees GA, Military & USFS	279,093	198,801	80,292	40%	2%	2%	0%
FBO revenue; contract or sponsor-operated	254,294	226,708	27,586	12%	2%	2%	0%
Cargo and hangar rentals (USFS hangar & aeronautical ground rent)	400,651	311,824	88,827	28%	3%	3%	0%
Fuel sales and fuel flowage fees	82,531	70,766	11,765	17%	1%	1%	0%
Security Reimbursements from Fed govt.	12,317	12,317	0	0%	0%	0%	0%
Other non-passenger operating revenue (ground handling)	1,014,515	782,466	232,050	30%	8%	7%	1%
Total	2,085,335	1,661,411	423,924	26%	16%	14%	2%
Non-Aeronautical Revenue:							
Land and non-terminal facility leases and revenues (ag lease & non-aeronautical ground rent)	196,664	338,982	(142,298)	-42%	2%	3%	-1%
Terminal-food and beverage	335,182	314,549	20,633	7%	3%	3%	0%
Terminal-retail stores & duty free	274,455	271,272	3,183	1%	2%	2%	0%
Terminal-services and other (advertising, vending, other)	274,472	230,781	43,690	19%	2%	2%	0%
Rental cars-excludes customer facility charges	2,720,040	2,550,901	169,139	7%	21%	21%	0%
Parking	4,320,091	4,139,902	180,189	4%	33%	35%	-1%
Other (flight crew parking, badging, utilities reimbursement, other)	246,286	227,973	18,313	8%	2%	2%	0%
Ground transportation	150,914	134,499	16,415	12%	1%	1%	0%
Total	8,518,124	8,208,861	309,263	4%	66%	68%	-2%
Total Operating Revenue	\$ 12,997,522.40	\$ 11,988,584	\$ 1,008,939		100%	100%	
Operating Expenses							
Personnel compensation and benefits	\$ 5,165,200	\$ 4,883,230	\$ 281,970	6%	54.72%	55.74%	-1%
Communications and utilities	810,479	652,957	157,522	24%	8.59%	7.45%	1%
Supplies and materials	1,265,979	1,252,229	13,750	1%	13.41%	14.29%	-1%
Contractual services	1,867,396	1,760,746	106,650	6%	19.78%	20.10%	0%
Insurance, claims and settlements	330,943	212,112	118,831	56%	3.51%	2.42%	1%
Total Operating Expenses	\$ 9,439,996.53	\$ 8,761,274	\$ 678,723		100%	100%	
Net Operating Income	\$ 3,557,526	\$ 3,227,310	\$ 330,216				

MISSOULA COUNTY AIRPORT AUTHORITY
 STATEMENT OF CASH FLOW
 For the Month Ended April 30,
 2026

	<u>30-Apr</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash received from customers	\$ 1,557,997
Cash paid to suppliers	(177,828)
Cash paid to employees and employee benefits	(669,454)
Net cash flows from operating activities	<u>710,715</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Payments for capital assets	(697,880)
Interest paid on long-term debt	(431,528)
Principal payments on long-term debt	(143,181)
Federal contributions	1,149,250
Subsequent collections of capital contributions	<u>8,312</u>
Net cash flows from capital and related financing activities	<u>(115,028)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Customer facility charges	81,306
Passenger facility charges	<u>226,524</u>
Net cash flows from noncapital financing activities	<u>307,830</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest and investment revenue	<u>17,216</u>
Net cash flows from investing activities	<u>17,216</u>
Net change in cash and investments	920,733
Cash and investments, beginning of April, 2026	<u>14,254,943</u>
Cash and investments, end of April, 2026	<u>\$ 15,175,675</u>

	<u>30-Apr</u>
RECONCILIATION OF INCOME FROM OPERATIONS TO NET CASH FLOWS FROM OPERATING ACTIVITIES	
Income from operations	<u>\$ 213,871</u>
Adjustments to reconcile loss from operations to net cash flows from operating activities:	
Change in receivables and other assets	441,171
Change in prepaid expenses	27,313
Change in unearned revenue, advance payment, and deferred inflows	(6,518)
Change in accounts payable and accrued expenses	<u>34,879</u>
Total adjustments	<u>496,844</u>
Net cash flows from operating activities	<u>\$ 710,715</u>

MISSOULA COUNTY AIRPORT AUTHORITY
 LONG-TERM DEBT
 For the Month Ended April 30, 2026

FY 2026	Balance June 30, 2025	Proceeds from Borrowing	Payments	Balance April 30, 2026
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		(565,286)	1,803,668
****Note payable to First Security Bank of Missoula - series 2022	<u>29,999,780</u>	-	-	<u>29,999,780</u>
	<u>\$ 45,685,535</u>	<u>\$ -</u>	<u>\$ (565,286)</u>	<u>\$ 45,120,248</u>

Note payable activity for the month ended April 30, 2026:	Amount
Proceeds from Borrowing	\$ -
Payments	\$ 143,180

Current estimated debt service payment; payable July 1, 2026	Principal	Interest	Total
*Note payable to First Security Bank of Missoula - series 2019A	\$ -	\$ 130,687	\$ 130,687
**Note payable to First Security Bank of Missoula - series 2019B	143,191	14,644	157,836
***Note payable to First Security Bank of Missoula - series 2022	-	<u>286,272</u>	<u>286,272</u>
	<u>\$ 143,191</u>	<u>\$ 431,604</u>	<u>\$ 574,795</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.



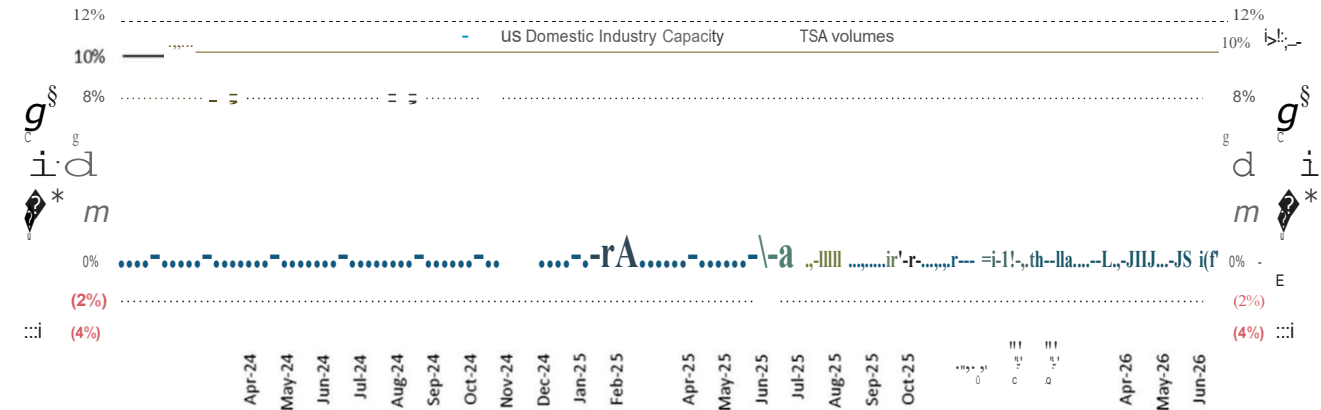
**Director's Report
May 22, 2026**

Director's Statement: April enplanements ended with an increase of 8.6% as compared to April of 2025. What was especially satisfying was the fact that we had 8.5% more seats this April as compared to last year, with nearly 80% of all available seats filled. This was our seventh month in a row of increases, as we had to restart our streak following our runway project. Nationally, enplanements were flat in April, so we continue to exceed the national average. Second quarter continues to be strong with American, Alaska and United all showing seat growth in May. After that, we start to level off but we have room for load factor improvement in June. Below is a chart that unfortunately shows a reduction in available industry seats starting in June, and is expected to decrease as months go forward due to fuel costs.

Passenger Airlines Supply-Side Indicators

Trends In Scheduled U.S. Domestic Capacity vs. TSA Checkpoint Traveler Throughput

U.S. DOMESTIC INDUSTRY MONTHLY CAPACITY VS. TSA CHECKPOINT TRAVELER THROUGHPUT- Y/Y % CHG.



Notes: 1) U.S. domestic capacity is for continental U.S. only 2) Schedules are as of 5/16/26
Sources: Cirium, OAG, SFG Research, TSA.gov

Happy to report that our annual airfield inspection has been completed and we have had a clean inspection once again. Great job by our staff. The inspector had extremely positive comments on how well our airfield looked and the quality of our record keeping. We also had a very successful tri-annual disaster drill, thank you Justin for all your hard work on it.

As you enter or depart on Tuesday, please take a look at Destination Missoula's new welcome wall. It came out very nicely and we see passengers checking it out on a daily basis.

The Missoula Economic Partnership has asked Tim and me to go on their radio show on Tuesday morning May 26th on KGVO, I believe it airs live at 9am that day. The main focus will be air service related but I am sure we will tackle other airport topics as well.

Our transfer and sale of the Milwaukee trail will be coming forward to you in a month or two. Juniper and I will be meeting with the city council here in the near future as they consider using open space bonds for the purchase.

I was asked recently to participate in a newly formed AAAE air service development panel. We have our first meeting later next week as the panel moves forward. I am assuming there might be some travel associated that lines up with some AAAE conferences.

On Tuesday June 2nd I will be presenting the Missoula Downtown Association Board with "what's going on at the airport". They usually invite me every other year for an airport update.

The week of June 8th I will be traveling to Chicago for what's known in our industry as "Speed Dating". This is an Airports International hosted air service conference that I attend every year. We have meetings set up with numerous airlines to hear about our market and pitch new market ideas.

Besides our planning for the NW AAAE Chapter conference we are hosting in September, we also get to start planning for next spring's Montana State Aviation conference. Missoula will be the host city once again in 2027.

Several FAA grants were sent our way recently including a very competitive discretionary control tower grant where we secured \$1 million for infrastructure upgrades that we strongly lobbied for.

Board Agenda: Extremely long agenda, explanations are included in your board packet.

- Building Personnel MFPE Agreement
- Field Personnel MFPE Agreement
- Minuteman Aviation Development and Deconstruction Agreement
- Approval of Fiscal Year 2027 Budget
- Adoption of Resolution 2026-08 Establishing FY27 Rates and Charges
- Approval of Fiscal Year 2027 Capital Improvement Plan
- Terminal Project Deductive Change Orders
- Maintenance Shop Vehicle Lift Purchase
- Kembel/Stevens Hangar Ground Lease Extension
- Ailevon Pacific Consulting Agreement

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 26, 2026

1. **TITLE:** Building Maintenance Personnel MFPE Agreement.

Review, discussion, and possible approval of a Building Maintenance Personnel MFPE Agreement

ACTION ITEM

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

3. **TIME REQUIRED:** 10 Minutes

4. **BACKGROUND INFORMATION:** This year our Building and Field Union decided to split into two separate negotiating units. The Building union will cover a total of seven employees who do maintenance on the terminal and surrounding airport buildings. Our current four-year contract is set to expire on June 30, 2026. This proposed contract will be in effect for the next three years. To come up with comparable job duties, we looked at similarly situated airport positions to come up with a justified wage schedule. Staff found comparable positions paying \$38.25/hr (Pasco Tri-Cities Airport) and \$37.42/hr (Bozeman Airport). Staff and MFPE agreed on a base wage of \$38.00/hr for FY27 (\$35.01/hr in FY26). Base wages represent what an employee makes in their fourth year of employment. We have a great staff and a great working relationship and look forward to this three-year contract.

5. **BUDGET INFORMATION:**
Amount Required: \$38.00/hr. Base Wage (Included in FY27 Budget)

6. **SUPPLEMENTAL AGENDA INFORMATION:** Building Maintenance MFPE Agreement

7. **RECOMMENDED MOTION:** Move to approve the Building Maintenance Personnel MFPE Agreement as presented.

8. **PREPARED BY:** Brian Ellestad, Airport Director

9. **COMMITTEE REVIEW:** Finance Committee on May 21, 2026.



**MFPE-LOCAL XXXX
ASSOCIATION AGREEMENT
BUILDING PERSONNEL**

Missoula Montana Airport (KMSO)
5225 Highway 10 W.
Missoula, MT 59808
406-728-4381

TABLE OF CONTENTS

ARTICLE I – RECOGNITION 1

ARTICLE II -ASSOCIATION SECURITY 1

ARTICLE III - ASSOCIATION RIGHTS..... 2

ARTICLE IV - MINIMUMS CLAUSE 2

ARTICLE V - MANAGEMENT'S RIGHTS 3

ARTICLE VI - PROBATIONARY PERIOD 4

ARTICLE VII – SENIORITY 4

ARTICLE VIII - REDUCTION IN FORCE..... 5

ARTICLE IX – VACANCIES..... 5

ARTICLE X - NO STRIKE - NO LOCKOUT 6

ARTICLE XI - NON-DISCRIMINATION AND AFFIRMATIVE ACTION 6

ARTICLE XII - HOURS OF WORK AND OVERTIME 6

ARTICLE XIII - HOLIDAYS11

ARTICLE XIV – VACATION13

ARTICLE XV - SICK LEAVE 15

ARTICLE XVI - LEAVE OF ABSENCE 18

 MILITARY LEAVE - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994 19

 JURY LEAVE AND WITNESS LEAVE 19

 EDUCATIONAL LEAVE 20

 FAMILY AND MEDICAL LEAVE 21

 BEREAVEMENT LEAVE 23

ARTICLE XVII – TRAINING 23

ARTICLE XVIII - HEALTH INSURANCE 23

ARTICLE XIX – UNIFORMS 25

ARTICLE XX – SUSPENSION AND DISCHARGE 26

ARTICLE XXI - JOB DESCRIPTIONS27

ARTICLE XXII - GRIEVANCE AND ARBITRATION PROCEDURE27

 ARBITRATION 28

ARTICLE XXIII - WAGE SCHEDULE 29

ARTICLE XXIV – PERFORMANCE MANAGEMENT 30

ARTICLE XXV - SAVINGS CLAUSE 30

ARTICLE XXVI – EMBODIMENT 31

ARTICLE XXVII - TERM OF AGREEMENT 31

SCHEDULE A TO MFPE BUILDING PERSONNEL AGREEMENT WITH MCAA A

THIS AGREEMENT, made and entered into this __ day of _____, 2026 by and between the MISSOULA COUNTY AIRPORT AUTHORITY, hereinafter referred to as "Employer", and MONTANA FEDERATION OF PUBLIC EMPLOYEES (MFPE), hereinafter referred to as "Association".

WITNESSETH:

In consideration of the mutual promises and covenants herein set forth, which have been mutually determined in negotiating conferences held in Missoula, Montana, Employer and Association agree and shall be bound as follows:

ARTICLE I – RECOGNITION

Section 1. Employer recognizes Association as the sole and exclusive bargaining agent for the classifications of employees listed in Schedule "A" who are employed by the Missoula County Airport Authority who are or may become members of the Bargaining Unit, excluding there from casual, temporary and seasonal employees, part-time employees, managerial employees, supervisors, confidential and executive employees and public safety officers.

ARTICLE II -ASSOCIATION SECURITY

Section 1. Employees covered by the terms of this Agreement shall not be required to become members of the Association, but membership shall be available to all who apply.

Section 2. The Employer agrees to withhold monthly payroll deductions for purpose of paying Association dues for those employees who so authorize as prescribed by Section 39-31-203 (Montana Code Annotated).

Section 3. The Association will indemnify, defend, and hold the Employer harmless against any claim made and against any suit or costs of defense thereof, on account of any action taken in accordance with this Article.

Section 4. The Employer shall present the Association with a list of names and addresses of all current employees covered by this Agreement upon request.

ARTICLE III - ASSOCIATION RIGHTS

Section 1. The internal business of the Association shall be conducted during the non-duty hours of the employees involved, and if Association meetings are conducted on Authority property, they will be approved in advance by the Authority. During the course of collective bargaining, on-duty Airport staff shall be allowed a maximum of two(2) hours of work time in order to discuss collective bargaining matters. Such time shall be scheduled subject to approval of the Employer. Employees not scheduled to work at the time of such discussions shall not be compensated under this article.

Section 2. Designated officers or representatives shall be granted time off during working hours, not to exceed (1) one hour, without loss of pay to investigate and settle grievances with permission from their supervisor. Permission may be withheld by the supervisor because of operation requirements but such permission may not be withheld for more than twenty-four (24) hours except in emergencies. In any meeting involving disciplinary matters, the employee shall have the right to have their Association representative or job steward present. The Employer shall provide the employee with due process and all such meetings shall be conducted in a professional manner.

Section 3. An employee shall have the right to inspect their personnel file during regular business hours after proper coordination and request to their immediate supervisor. Such inspections shall be permitted only in the presence of assigned officer or supervisory personnel.

Section 4. The Association may use space on Employer bulletin boards located in the Terminal Building and the Operations Facility for the posting of Association material. Notices shall contain a date on which they may be removed. Employer may remove inappropriate materials. The use of Airport Authority e-mail is permitted to communicate Association business. All such communication shall be in accordance with Airport Authority rules and policies.

ARTICLE IV - MINIMUMS CLAUSE

Section 1. The terms of this Agreement are intended to cover only minimums in wages, hours, working conditions and other employee benefits. Employer may place superior wages, hours working conditions, and other employees' benefits in effect, and may reduce to the minimums, herein described. The Employer will advise the Association's business representative of actions taken under this section.

ARTICLE V - MANAGEMENT'S RIGHTS

Section 1. Employer reserves the exclusive right to direct employees, hire, lay off, promote, transfer, maintain discipline, discharge for cause, relieve employees from duties when in the opinion of Employer continuation of such work would be inefficient or non-productive. Determine the methods, means, job classifications, and personnel by which Airport operations are to be conducted, including contracting outside services, which does not displace bargaining unit personnel; or the discontinuation of services, positions, or programs in whole or part, take whatever actions may be necessary to carry out the mission of Employer in an emergency.

Establish the method and process by which work is performed, establish work schedules, schedule vacations, establish policies, rules and procedures and require compliance with the same; determine the utilization of equipment and technology, select, direct, assign, control and determine methods, means, organization and number of personnel, and maintain efficiency of employees. Employees covered by this agreement must perform duties in harmony with those duties outlined in the job description. Employer agrees to provide the necessary instructions to ensure employees are qualified to perform these duties. Employees that are properly trained may be used to perform duties covered by this agreement. The employer will not utilize non-bargaining unit personnel to permanently fill a full time position vacancy. However, this provision does not impair the employer's ability to determine the size of the work force.

Section 2. It is understood and agreed that the foregoing enumeration of rights is not all inclusive and Employer reserves the right to operate and manage the business of the Airport in its sole discretion and this right shall not be impaired in any way so long as the exercise of these rights is not in conflict with specific terms of this Agreement. The Employer will provide MCAA policies and subsequent updates to the employees.

ARTICLE VI - PROBATIONARY PERIOD

Section 1. All positions shall have a nine (9) month probationary period. Employer reserves the right to extend an employee's probationary period for a maximum of nine (9) additional and consecutive months, if recommended by the employee's supervisor.

The extension of the probationary period shall not delay or otherwise affect the employee's eligibility for contractual step increases. Employees will continue to receive step advancements based on their anniversary date as outlined in this collective bargaining agreement, even if their probationary period is extended.

An employee may be terminated at the discretion of the Employer during an employee's probationary period. Such termination shall not be subject to the grievance and arbitration procedures hereinafter described. An employee receiving a promotion to a higher classification shall be required to serve the appropriate probationary period of the new classification and any employee that does not satisfactorily complete the probationary period following promotion to a higher classification will be returned without prejudice to their previous classification.

ARTICLE VII – SENIORITY

Section 1. Employees shall be without seniority until they have completed the probationary period provided for in this Agreement. Upon successful completion of the probationary period seniority will relate back to the employee's most recent date of hire. Employer shall not be required to consider seniority for any purpose not required by a provision of this agreement.

Section 2. Seniority shall be terminated by 1) discharge for cause; 2) voluntary severance by employee; 3) twelve months of consecutive layoff; 4) failure to report to work as ordered after layoff. Seniority shall be suspended for 1) absence from work except for bona fide illness, certified by a physician acceptable to the Employer, for more than five (5) working days; 2) failure to return to work following a leave of absence, as agreed; 3) securing other employment during a leave of absence, which may be granted by the Employer, unless mutually agreed in writing by the Employer and employee; 4) Leave of absence in excess of ninety (90) days; 5) transfer to any position excluded from the bargaining unit for more than six (6) months.

ARTICLE VIII - REDUCTION IN FORCE

Section 1. In the event the Employer determines that it is necessary to layoff employees, and the qualifications and ability of the employees being considered for layoff are equal, the order of layoff shall be by seniority. Recall from layoff shall be in the inverse order of layoff, i.e. the last employee laid off shall be the first recalled.

Section 2. Employees of differing status within each classification series shall be laidoff in the following order: 1) Casual employees, 2) Temporary employees, 3) Probationary employees, 4) Regular Part time employees, 5) Regular Full time employees.

Section 3. Recall after layoff shall be achieved by certified mail directed to the employee's last known address, employee is responsible to provide Employer with current address information. Employee must report within seven (7) days after dispatch or mailing of such notice and report to work within fourteen (14) days or lose recall rights. Recall rights will apply for a period of one (1) calendar year from the time of layoff.

Section 4. An employee who has been laid off without prejudice and then recalled pursuant to this Article shall be considered to have been continuously employed for the purpose of calculating seniority, vacation leave and other benefits; if any based on or calculated on length of service with the Airport Authority, except that no benefits shall accrue and no credits shall be granted for the time period the employee was not actually working.

Section 5. If an employee transfers or is promoted to a different classification series, the employee's seniority will be maintained in their former classification series and in the event the employee is subsequently subject to layoff per this article and the employee is not the least senior in their previous classification series, they shall have the right to bump the least senior employee in their former classification series. In the event more than one employee is hired at the same time, seniority date of hire shall be determined by the first initial in the new employee's last name.

ARTICLE IX – VACANCIES

Section 1. In the event a vacancy occurs current employees shall be given an opportunity to apply, including first interview, before the vacancy is filled. If two or more qualified members of the bargaining unit apply for the same position, the most senior employee will be given preference. Outside applicants may be hired if they have substantially greater qualifications and ability. Employer shall be the sole judge of qualifications and ability.

ARTICLE X - NO STRIKE - NO LOCKOUT

Section 1. The Association agrees to the essential nature of services provided by its members in protecting the public welfare. In recognition of this fact, the Association agrees there shall not be work interruptions, slow downs, or strikes, during the life of this Agreement. In the event of unauthorized interruptions, the Association agrees that it will join the Employer in requiring its members to return to work immediately. The Employer agrees that there shall be no lock-out of bargaining unit employees during the life of this Agreement.

ARTICLE XI - NON-DISCRIMINATION AND AFFIRMATIVE ACTION

Section 1. The Employer and the Association agree that neither of them shall discriminate against any applicant for employment or any employee as to the terms and conditions of employment, by reason of race, religion, color, sex, age, creed, marital status, physical or mental handicap, political ideas, or national origin.

Section 2. Employer shall have the right to interview potential employees, Association or Non-Association, without obligation, and shall have entire freedom of selectivity, may reject employees without cause during the probationary period as provided in this Agreement, and may discharge employees for good cause thereafter.

Section 3. Association and Employer agree to cooperate in an Affirmative Action Program to insure that no individual shall be discriminated against with respect to compensation, hours or condition of employment; because of age, race, religion, sex, creed, marital status, physical or mental handicap, national origin, political ideas, or public assistance status.

ARTICLE XII - HOURS OF WORK AND OVERTIME

Section 1. Employer shall have the full and exclusive authority to schedule the work, establish work shifts and assign employees to such shifts as required. Schedules will be bid by seniority. Employee shall record, at the end of each work shift, time worked on e-time cards provided by the Employer or as instructed by the Employer. Employees are responsible for reviewing and electronically submitting their time records for approval by their supervisor. In the event leave is taken, incomplete cards will be completed by the supervisor with the best information available. The employee will have five working days following such leave to reallocate their leave time as it was allocated by their supervisor on the unsubmitted e-time card.

ARTICLE XII - HOURS OF WORK AND OVERTIME (CONTINUED)

Section 2. The normal work day for full-time employees shall be an eight (8), or ten (10) hour shift excluding a non-paid lunch break not to exceed one half (1/2) hour. The normal work week shall be forty (40) hours of five (5) consecutive days on an eight (8) hour shift or four (4) days if on a ten (10) hour shift. Employees shall be compensated for the lunch period if the period is interrupted for work. Interrupted lunch periods shall be noted on the employee's time card by the employee.

Section 3. One (1) duty free fifteen (15) minute rest break will be allowed during the first half and second half of each employee's work day. The employee's supervisor will schedule the exact times of the rest breaks and the lunch period for all employees under their supervision. In the event it is necessary during the noon hour, as determined by the supervisor, lunch periods may be staggered between the employees within the department. The supervisor shall determine the work schedules.

Section 4. Notification of changes in regular schedules shall be given in writing to employees fourteen (14) calendar days prior to change. When circumstances arise which require employees to deviate from their regular schedule with less than 14 calendar days' notice, the employer may not unilaterally adjust the employees' regular schedule in order to avoid the payment of overtime unless Employer and Employee mutually agree to the change. The requirements of this section may be adjusted downward by mutual agreement between the supervisor and employee.

Section 5. All time worked in excess of forty (40) hours in one work week or eight (8) hours on an eight (8) hour shift, or ten hours (10) if on a 10 hour shift, shall be classified as overtime. Overtime hours shall be compensated at a Premium Pay rate of one and a half (x1 1/2) an employee's regular hourly rate of pay. Employees may choose compensatory time credit in lieu of receiving Premium Pay. Compensatory Time may only be accrued in lieu of receiving Premium Pay, and only for hours worked that are eligible for Premium Pay, such as overtime, double time, or Holiday Pay. Overtime must be authorized in advance, unless in cases of emergency, by a supervisor. Vacation, sick or compensatory leave that is approved by a Supervisor shall be regarded as time worked for the purposes of this section only. Employer may require a doctor's verification of illness if abuse of sick leave is suspected. (Abuse of sick leave is defined in Article XV, Section 14.) Holiday Off Pay is not considered time worked and is therefore not eligible for Compensatory Time accrual.

ARTICLE XII - HOURS OF WORK AND OVERTIME (CONTINUED)

Section 6. Upon mutual agreement between the employee and the employer, the employee may be allowed to use compensatory time off. Employee will be allowed to accumulate 150 hours of compensatory time. The Employer shall have the option of paying an employee for accumulated compensatory time up to 75 hours. The Employer will notify the employee no later than January 15th that the pay out will be made on or before March 31, of the current year. The employee may request a cash out of compensatory time. Cash out will be paid at the current rate of pay.

Section 7. Employees who are called in to work outside their regular schedule shall receive a minimum of three (3) hours compensation at a Premium Pay rate of one and a half ($\times 1 \frac{1}{2}$) an employee's regular hourly rate of pay. If work is completed, with notification to a supervisor or whoever called the employee in, employees may be permitted to leave before completing the full three (3) hours of work. In such cases, the employee shall not forfeit any portion of the three (3) hours of Premium Pay. The intent of this Section 7 is to compensate employees who are physically called back to work, report to work, and perform work outside of their schedule.

This Section 7 does not apply to Employees who work an Extended Shift. An Extended Shift, defined as either working before or after an Employee's scheduled shift, is not eligible for the minimum three (3) hours of compensation, but hours worked may be considered Overtime and may be eligible for Premium Pay at a rate of one and a half ($\times 1 \frac{1}{2}$) as explained in Article XII, Section 5.

For example, an Employee who is called in to work in advance of their scheduled shift may receive Overtime for the hours actually worked in excess of their regularly scheduled shift but will not receive the minimum three (3) hours of compensation discussed above in this Section 7. In addition to the Premium Pay described above, employees who are called in to work outside of their schedule shall receive a flat rate of fifty dollars (\$50.00) per call-in occurrence.

Section 8. Nothing in this Agreement shall constitute a guaranteed work week. However, no new employees will be hired unless all regular employees have had an opportunity to work forty (40) hours each week. It is understood that after all regular employees have had an opportunity to work forty (40) hours during the week, the Employer may use whatever qualified personnel it believes necessary to perform work duties.

ARTICLE XII - HOURS OF WORK AND OVERTIME (CONTINUED)

Section 9. Employees shall receive Premium Pay at a rate of double (x2) their regular hourly rate of pay for all hours worked in excess of sixteen (16) hours of continuous work. It is understood and accepted that any or all personnel will be sent home at any time in order to provide a safe working environment for all parties concerned. Management personnel shall determine when further continuous work by employees would be detrimental to a safe operation.

Section 10. When it is determined that work needs to be completed by authorizing overtime, seniority on a rotating basis shall determine who performs overtime and call in work. If an employee will not be available for or does not wish overtime, they will notify their supervisor by the end of the normally scheduled shift.

Section 11. It is understood and agreed that supervisory personnel may work whatever hours, perform whatever duties or use whatever equipment or facilities that may be required of them in order to accomplish the task of providing the necessary services to operate a public airport 24 hours a day, 365 days per year. If the supervisor determines that work requiring overtime hours falls within the primary or technical areas of bargaining unit personnel, at least one bargaining unit member will be called to assist with such work. It is further agreed that the Employer can use whatever qualified personnel it deems necessary during overtime hours.

Section 12. When initially called the employee will estimate their arrival time at work considering the weather conditions and other factors that may effect the arrival time. If the emergency is time critical, the call out may be canceled in favor of an employee capable of a more rapid response.

Section 13. When an employee's hours qualify for more than one type of Premium Pay (such as Holiday Pay, Double Time, or Overtime), the employee will receive only the highest applicable rate for those hours. Premium rates will not be combined, pyramided, or stacked.

ARTICLE XII - HOURS OF WORK AND OVERTIME (CONTINUED)

Section 14. Unless the context requires otherwise, the following definitions, examples and clarifications apply to this Article and all other applicable Articles in this Agreement:

SHIFT - A "shift" refers to a defined period of time during which an employee is expected to perform work duties.

Example: an employee's shift starts at 8 am and ends at 4 pm.

SCHEDULE - A "schedule" is a structured timeline that outlines shifts, days off, and other time-related assignments for an employee or group of employees.

Example: an employee's schedule consists of 8-hour shifts which begin at 8 am and end at 4 pm on Monday through Friday, with Saturday to Sunday as days off.

SCHEDULED SHIFT - A "scheduled shift" is a "shift" that has been formally assigned by a supervisor and communicated to the employee with at least 14 calendar days' advance notice.

Example: a supervisor informs an employee 14 calendar days in advance that the employee will work a specific shift – this is a scheduled shift.

REGULAR SCHEDULE – A "regular schedule" is a "schedule" that has been assigned by the supervisor and communicated to the employee with at least 14 calendar days' advance notice.

Example: a supervisor informs an employee 14 calendar days in advance that the employee's schedule will consist of 8-hour shifts from 8 am to 4 pm on Monday through Friday, with Saturday to Sunday as days off.

COMPENSATORY TIME (COMPTIME) – "Compensatory Time" is a category of paid time off that an employee earns instead of receiving Premium Pay for hours worked beyond their regular schedule.

ARTICLE XII - HOURS OF WORK AND OVERTIME (CONTINUED)

Section 14. (continued)

PREMIUM PAY – “Premium Pay” is a category of compensation for hours worked that are compensated at a rate higher than an employee’s regular hourly rate of pay, such as one and a half (x1 ½) or double (x2). Premium Pay includes:

Holiday Pay: All hours worked on a designated holiday, as identified in Article XIII, Section 1. Holiday Pay is compensated at a rate of one and a half (x1 ½) an employee’s regular hourly rate of pay.

Overtime: All hours worked in excess of the employee’s scheduled shift or 40-hour workweek, as identified in ARTICLE XII, Section 5. Overtime is compensated at a rate of one and a half (x1 ½) an employee’s regular hourly rate of pay.

Hours worked over 16 contiguous hours: As identified in Article XII, Section 9. Hours worked over sixteen (16) contiguous hours are compensated at a rate of double (x2) an employee’s regular hourly rate of pay.

ARTICLE XIII - HOLIDAYS

Section 1. All regular employees covered by this Agreement and employed on the date of the following holidays shall be entitled to Holiday Off Pay. Holiday Off Pay is provided regardless of whether the employee is scheduled to work on the holiday. Holiday Off Pay is calculated based on the employee’s regular rate of pay and reflects the number of hours the employee would have normally been scheduled to work on a standard scheduled shift, e.g. 8 or 10 hours. Employees on leave without pay, Family Medical Leave Act leave with no pay, or worker’s compensation leave, do not receive Holiday Off Pay.

ARTICLE XIII – HOLIDAYS (CONTINUED)

Section 1. (continued)

1. New Year's Day
2. Presidents Day
3. Martin Luther King Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day/Indigenous Peoples' Day
8. Election Day on even numbered years.
9. Veteran's Day
10. Thanksgiving Day
11. Day after Thanksgiving
12. Christmas Day

The holidays listed above shall be taken on the actual date of the holiday.

Section 2. Holiday Off Compensatory Time is a category of Compensatory Time that an employee may accrue in lieu of receiving Holiday Off Pay. Holiday Off Compensatory Time is calculated based on the number of hours the employee would have normally been scheduled to work on a standard shift, typically eight (8) or ten (10) hours. Employees may accrue a maximum of 144 hours of Holiday Off Compensatory Time. Use of Holiday Off Compensatory Time requires prior approval from the employee's supervisor. Employees may request a cash-out of their accrued Holiday Off Compensatory Time, meaning they can choose to receive payment for a portion or all of their accrued Holiday Off Compensatory Time. All Holiday Off Compensatory Times must be used or requested for cash-out by the last pay period of the fiscal year. If an employee does not request cash-out by that date, any remaining balance will be forfeited. Cash-out of Holiday Off Compensatory Time will be paid at the employee's current rate of pay on an hour-for-hour basis (1x).

Section 3. The actual hours employees work on the above observed holidays shall be classified as Holiday Pay. Holiday Pay hours shall be compensated at a Premium Pay rate of one and a half (x1 ½) an employee's regular hourly rate of pay. The employee may choose compensatory time credit in lieu of Premium Pay, provided if compensatory time is selected, all Holiday Pay, for that holiday, must be taken as compensatory time. Employees who work on a holiday receive both Holiday Off Pay and Holiday Pay.

ARTICLE XIII – HOLIDAYS (CONTINUED)

Section 4. In the event an employee's actual hours worked on any of the holidays identified in this Article exceed the number of Holiday Off Pay hours provided under Section 1 of Article XIII, the employee's supervisor may adjust the Holiday Off Pay hours to match the actual hours worked, not to exceed twelve (12) hours. Adjustments may only be made for the purpose of matching Holiday Off Pay hours with actual worked hours. In no instance shall the total adjusted Holiday Off Pay hours for a single holiday exceed twelve (12) hours.

Section 5. Unless the context requires otherwise, the following definitions, examples and clarifications apply to this Article and all other applicable Articles in this Agreement:

HOLIDAY PAY- The compensation an employee receives for the hours they worked on a designated holiday, as identified in Article XIII, Section 1.

HOLIDAY OFF PAY – The compensation an employee receives in recognition of a designated holiday off from work, as identified in Article XIII, Section 1.

HOLIDAY OFF COMPENSATORY TIME – A category of Compensatory Time that an employee may accrue in lieu of receiving Holiday Off Pay.

ARTICLE XIV – VACATION

Section 1. Employer agrees to allow vacations as provided by State statute as follows:

- a) From one (1) full pay period through ten (10) years of employment at the rate of 120 hours per annum;
- b) After ten (10) years through fifteen (15) years of employment at the rate of 144 hours per annum;
- c) After fifteen (15) years through twenty (20) years of employment at the rate of 168 hours per annum;
- d) After twenty (20) years of employment at the rate of 192 hours per annum.

Section 2. Vacation leave shall not accrue during a lay off or a leave of absence without pay. Advancing of vacation leave credits after an employees earned vacation leave credits have been expended is expressly prohibited.

ARTICLE XIV – VACATION (CONTINUED)

Section 3. For calculating vacation leave credits, only regular hours shall be considered and two thousand eighty (2,080) hours shall equal one (1) year. Proportionate vacation leave credits shall be earned and credited at the end of each pay period. Employees shall be entitled to use earned vacation leave with pay from the first day of employment.

Section 4. Annual vacation leave may be accumulated to a total not to exceed two (2) times the maximum number of days earned annually as of the end of the first pay period of the next calendar year. Excess vacation time is not forfeited if taken within 90 calendar days from the last day of the calendar year in which the excess was accrued. If an employee makes a reasonable written request to use excess vacation leave before the excess vacation leave must be forfeited, and the Employer denies the request, the excess vacation leave is not forfeited and the employee may use the excess vacation leave before the end of the calendar year in which the leave would have been forfeited.

Section 5. In the event of death of any employee, unused earned vacation/compensatory time shall be paid to the employee's heirs at their regular rate of pay. An employee who terminates employment for a reason not reflecting discredit on the employee is entitled upon the date of termination to cash compensation for unused vacation/compensatory leave provided they have been continuously employed for a period of six months.

Section 6. Scheduling of vacation leave will be accomplished by cooperation between the employee and the Employer, on forms provided by the Employer's office, giving consideration to the employee's needs and the needs of the Employer. Each department will maintain a vacation roster on which employees will be required to list their vacation dates thirty (30) working days prior to taking leave. The employee will be given a response to their vacation request within five calendar days of receipt by the supervisor. Vacation requested in less than 5 day increments may be approved upon mutual agreement between the employee and the Employer. Assignment of vacation will be made by granting requests to those who first request them. If within seven (7) calendar days after vacation has been scheduled, the same vacation date or dates are requested by another employee within the same department, the senior employee shall be given preference, provided that the granting of those vacation dates to the senior employee can, in the opinion of the supervisor, be accomplished without unduly interfering with Airport operations.

ARTICLE XIV – VACATION (CONTINUED)

Section 7. Military leave will not be in conflict with the vacation scheduling. Military leave will be regulated by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 USCA 4301 et seq.

Section 8. Vacation time may be taken on a split vacation basis with the approval of the supervisor.

Section 9. Employees are required to certify their annual leave balances pursuant to Employer's procedure.

Section 10. The Employer shall have the option of paying an employee for compensatory time. Upon mutual agreement employee may be paid for vacation in lieu of time off. If employee wants to sell a portion of their vacation or compensatory leave hours, they must also use an amount of vacation or compensatory time equal to 50 % of the total time sold.

ARTICLE XV - SICK LEAVE

Section 1. Sick leave credits should be regarded by employees as valuable free health insurance that maintains the employee's income during a period of personal illness or family emergencies. Sick leave benefits should be carefully guarded and not dissipated or abused.

Section 2. As provided by State law, each employee shall earn sick leave credits from the first full pay period of employment at the rate of one (1) working day per month without restriction as to the number of working days which may be accumulated. For calculating sick leave credits, two thousand eighty (2,080) hours shall equal one (1) year. Proportionate sick leave credits shall be earned and credited at the end of each pay period.

Section 3. An employee may not accrue sick leave credits during a continuous leave of absence without pay which exceeds fifteen (15) calendar days. Employees are not entitled to be paid for sick leave under the provisions of this act until they have been continuously employed for 90 calendar days. Employees are entitled to use the sick leave credits earned from the first day of employment.

ARTICLE XV - SICK LEAVE (CONTINUED)

Section 4. Upon termination, employees who have worked the qualifying period shall be entitled to be paid an amount equal to one-quarter (1/4) of the amount attributed to the accumulated sick leave. Such termination pay will only apply to those credits earned since July 1, 1971. The pay attributed to the accumulated sick leave shall be computed on the basis of the employee's regular rate of pay at the time of termination of employment with the Employer.

Section 5. Sick leave credits may be used as follows:

- a) Illness or injury of the employee.
- b) Illness, injury or death in the employee's immediate family requiring the employee's personal attendance.
- c) Quarantine for contagious disease control, provided certification is obtained from the attending physician.
- d) Doctor or dental appointments for treatment of employee's illness, injury or preventive care. If sick leave is to be used for such visits, the employee's supervisor shall be notified of the appointment at least forty-eight (48) hours in advance, excluding emergency visits, and appointments which become available on short notice due to cancellations by others.

Section 6. Immediate family shall mean spouse, parents, grandparents, siblings, children or grandchildren of the employee or spouse of the employee or son-in-law, or daughter-in-law, or an individual, though not related by blood, who has been a permanent member of the employee's household.

Section 7. Any illness, medical appointment or emergency which will necessitate use of sick leave shall be reported by the employee to Employer as soon as possible, and it shall be the responsibility of the employee to assure proper reporting of use of sick leave for record keeping purposes. Failure to report such leave as soon as possible will be considered absence without leave and a deduction from the employee's pay will be made for the period of such leave. Such absences are grounds for disciplinary action including dismissal.

Section 8. Abuse of sick leave shall be cause for dismissal and forfeiture of payment for any accumulated sick leave.

ARTICLE XV - SICK LEAVE (CONTINUED)

Section 9. A physician's verification of illness covered by sick leave may be required by the employee's supervisor after an employee has used three separate eight hour shifts of sick leave, or five eight hour shifts of continuous sick leave, during the contract year. Sick leave shall be reported on forms prescribed by the Authority office.

Section 10. Sick leave charges in excess of earned sick leave credits may be charged to earned and available vacation or compensatory leave with mutual agreement between the employee and the Employer. The employee may apply for Leave under the Family and Medical Leave Act ("FMLA") or a Leave of Absence in accordance with this agreement. If the Employer becomes aware that the employee is absent due to a qualifying reason under the FMLA, the Employer may designate the leave as FMLA leave in accordance with the FMLA and regulations promulgated thereunder.

Section 11. Any holidays that fall during a period that an employee is on sick leave will be charged as a holiday and not taken off the total accumulated sick leave.

Section 12. Abuse of sick leave occurs when an employee misrepresents the actual reason for charging an absence to sick leave, or when an employee uses sick leave for an unauthorized purpose.

Section 13. Because an employee's pay continues while on sick leave, no employee is entitled to be paid both sick leave and worker's compensation payments. An employee injured on the job shall make a claim for workers' compensation. Sick leave may not be used in case of injury except for the waiting period to eligibility for workers compensation payments

Section 14. Advancing sick leave credits after an employee's earned sick leave credits have been expended is expressly prohibited.

Section 15. In order to be entitled to sick leave, an employee must notify their supervisor at least one (1) hour before the beginning of their shift, in order that a replacement may be notified.

ARTICLE XV - SICK LEAVE (CONTINUED)

Section 16. Employees on extended sick leave, leave of over a 3 day duration, must report into their supervisor every seven days. Employee must provide information on their condition change including an estimated date of return to work. Employee must provide a written request to the supervisor to use sick leave, compensatory or vacation leave to cover their time away from work. Failure to provide written authorization may result in employee's leave status being changed to leave without pay.

ARTICLE XVI - LEAVE OF ABSENCE

Section 1. Leave of absence without pay may be granted to eligible employees upon approval of the immediate Supervisor. An employee may be granted up to thirty (30) days of Leave of Absence time without loss of seniority, benefits or benefits date. A formal leave of absence request must be made in writing to the immediate supervisor two weeks prior to the leave of absence of more than five (5) working days. In order to be eligible for leave the employee must have been employed for twelve (12) months and have worked at least 1250 hours during the twelve month period. Except in extenuating circumstances the employer may waive this requirement.

Section 2. All terms of the leave must be set forth in a written memorandum signed by the Supervisor and the employee and shall be filed in the employee's personnel file. The memorandum shall serve as the document governing the terms of the leave.

Section 3. If an employee takes a leave of absence without pay for a period exceeding thirty (30) calendar days, the employee shall not accrue vacation or sick leave credits and, except for an employee on leave under the Family Medical Leave Act, shall not be entitled to any Employer Contribution to health insurance.

Section 4. If the leave of absence extends more than thirty (30) calendar days, then the employee's seniority, benefits and benefit date will be adjusted according to the length of the leave of absence exceeding thirty (30) calendars days. Calculation of seniority will be calculated on December 31 of each year, on such form as prepared by the Employer. Leaves of absence shall be limited to a maximum of sixty (60) calendar days, unless otherwise provided in this Article.

Section 5. An Employee granted a Leave of Absence under this Article shall be returned to the same or equivalent position as seniority dictates for which they are qualified at the end of the leave, provided the leave is not combined with any other paid or unpaid leave.

ARTICLE XVI - LEAVE OF ABSENCE (CONTINUED)

MILITARY LEAVE - Uniformed Services Employment and Reemployment Rights Act of 1994

Section 1. Employer shall not deny initial employment, reemployment, retention in employment, promotion or any benefit of employment to an Employee who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service. All provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301 et seq., and the Montana Military Service Employment Rights Act, Montana Code Ann. §§ 10-1-1001 et seq. shall be followed regarding military leave, reemployment, seniority, health plans and employee pension benefit plans.

Section 2 An employee who is a member of organized militia of the State of Montana or who is a member of the organized or unorganized reserve corps or military forces of the United States, and, who has been an employee for a period of six months, shall be given leave of absence with pay for a period of time not to exceed fifteen (15) working days in a calendar year for attending regular encampments, training courses, and similar training programs of the organized militia or of the military forces of the United States. This leave will not be charged against the employee's vacation time if the employee has been inducted into military service, as defined in Montana Code Annotated § 10-1-1003(6). Unused military leave must be carried over to the next calendar year, but may not exceed a total of 30 days in any calendar year.

JURYLEAVE AND WITNESS LEAVE

Section 1. Each employee who is under proper summons as a juror shall collect all fees and allowances payable as a result of the service and forward the fees to the appropriate accounting office. Juror fees shall be applied against the amount due the employee from Employer. However, if an employee elects to charge their time off against their annual leave, they shall not be required to remit to Employer any expense or mileage allowance paid him/her by the court.

ARTICLE XVI - LEAVE OF ABSENCE (CONTINUED)

JURY LEAVE AND WITNESS LEAVE (CONTINUED)

Section 2. An employee subpoenaed to serve as a witness shall collect all fees and allowances payable as a result of the service and forward the fees to the appropriate accounting office. Witness fees shall be applied against the amount due the employee from Employer. However, if an employee elects to charge their witness time off against their annual leave, they shall not be required to remit their witness fees to Employer.

Section 3. Employer may request the court to excuse employees from jury duty if they are needed for the proper operations of the Employer.

EDUCATIONAL LEAVE

Section 1. Time off with pay may be granted to any full-time, non-probationary employee to attend job related courses at an accredited post-secondary educational institution for up to nine quarter credits per fiscal year. Such educational leave time off must be approved by the Airport Director.

Section 2. Employer, upon receiving evidence of satisfactory completion (a grade of 'C' or better) of courses previously approved, will reimburse employees for the cost of books and tuition up to a maximum six hundred dollars (\$600.00) per fiscal year. When grade reports are not provided the employee shall be awarded the reimbursement upon receipt of a certificate of completion.

Section 3. Any employee who voluntarily terminates employment within twelve (12) months of completion of an education leave shall reimburse the Employer for all sums paid by the Employer in connection with the educational leave.

ARTICLE XVI - LEAVE OF ABSENCE (CONTINUED)

FAMILY AND MEDICAL LEAVE

Section 1. Pursuant to the Family and Medical Leave Act an employee who has been employed for twelve (12) months by the Employer during which time they have worked at least 1250 hours shall be entitled to a total of twelve (12) workweeks of leave during any twelve (12) month period for one or more of the following: (A) Because of the birth of a son or daughter of the employee and in order to care for such son or daughter. (B) Because of the placement of a son or daughter with the employee for adoption or foster care. (C) In order to care for the spouse, or a son, daughter, or parent of the employee, if such spouse, son, daughter or parent has a serious health condition. (D) Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee. The entitlement to leave under (A) or (B) for a birth or placement of a son or daughter shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement. Leave taken under (C) or (D) may be taken intermittently or on a reduced leave schedule when medically necessary and will be taken pursuant to the provisions of the Family and Medical Leave Act, 29 U.S.C. 2612(b).

Section 2. An eligible employee may elect, or Employer may require the employee, to use sick leave and any accrued paid vacation leave for leave for (A), (C), or (D) above for any part of the twelve (12) week period of such leave. Upon mutual agreement an employee may request and may be granted the use unpaid leave during the twelve week period.

Section 3. In any case in which the necessity for the leave is foreseeable based on expected birth or placement as stated above, the employee shall provide the Employer with not less than 30 days' notice before the date the leave is to begin, except in cases where the birth or placement requires leave to begin in less than 30 days, the employee shall provide as much notice as possible. If the Employer becomes aware that the employee is absent due to a qualifying reason under the FMLA, the Employer may designate the leave as FMLA leave in accordance with the FMLA and regulations promulgated thereunder.

ARTICLE XVI - LEAVE OF ABSENCE (CONTINUED)

FAMILY AND MEDICAL LEAVE (CONTINUED)

Section 4. In any case in which two spouses entitled to leave are employed by the same Employer, request leave under (A), (B), or to take care of a sick parent under (C), the aggregate number of workweeks of leave to which both may be entitled may be limited to twelve (12) workweeks in any twelve (12) month period.

Section 5. Employer may require that a request for leave under (C) or (D) be supported by a certification issued by the health care provider of the eligible employee, or the son, daughter, spouse or parent of the employee, as appropriate stating: the date on which the serious health condition commenced, the probable duration of the health care provider regarding the condition, a statement that the eligible employee is needed to care for the son, daughter, spouse or parent or a statement that the employee is unable to perform the functions of the employee's position, and an estimate of when the employee can return to work.

Section 6. An eligible employee who takes F.M.L.A. leave for the intended purpose of the leave shall be entitled on return from such leave to be restored to the former position or be restored to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. Nothing herein shall be construed to entitle any restored employee to accrual of seniority or employment benefits during any period of leave, nor to any benefits or position other than the employee would have been entitled to had the employee not taken the leave.

Section 7. During the period an eligible employee is on a Family or Medical Leave the Employer shall maintain coverage under any group medical plan in effect. If the employee fails to return to work at the end of such leave the Employer shall be reimbursed for the premiums paid during the leave, except where the employee fails to return due to the continuation, recurrence, or onset of a serious illness that would entitle the employee to a Family Medical Leave; or circumstances beyond the control of the employee.

Section 8. An employee may request an additional 30 calendar days of leave after the expiration of FMLA. All terms of a Family or Medical leave are to be set forth in a memorandum of understanding signed by the Airport Director or their designee, and the employee, with a copy to be placed in the employee's personnel file.

ARTICLE XVI - LEAVE OF ABSENCE (CONTINUED)

BEREAVEMENT LEAVE

Section 1. Each employee shall be entitled to three (3) days with pay, to attend to a death in the immediate family, (as defined in Article XV, Section 8), on each occasion (non- accumulated). If additional days are needed, sick leave, vacation, or compensatory time may be approved upon request.

ARTICLE XVII – TRAINING

Section 1. Employer may establish minimum requirement for job performance which may include, but not be limited to, professional training, as well as, physical requirements to be met by employees. Any formal training requirements shall be paid for by the Employer. If any employee desires to obtain additional training, the employee shall pay for the cost of the training. Any employee who is permitted to attend a training school with the approval of the Employer may be granted time off with pay in order to attend such school, or time spent at the training may be deducted from the employee's accrued vacation at the option of the employee. The employee must successfully complete training as required by the Employer.

Section 2. Any employee who requests training and fails to successfully complete training as agreed to in Section one or voluntarily terminates employment within twelve (12) months of completion of training may be required to reimburse the Authority for all sums paid by the Authority in connection with the training.

Section 3. Cross training of current employees covered by the Agreement shall be voluntary. All new hires will be cross trained. Employer may limit the number of cross trained employees.

ARTICLE XVIII - HEALTH INSURANCE

Section 1. Employer will make group life, health, dental and optical insurance available to employees covered by this Agreement under the terms of the group health, dental and optical insurance plan with benefits as were provided for under the plan provided to the Employer by Missoula County in effect on July 1, 2025.

ARTICLE XVIII - HEALTH INSURANCE (CONTINUED)

Section 2. The Employer will contribute the following amounts toward the cost of group health, dental and optical insurance, for employees covered by this Agreement. If the insurance premiums are projected to exceed a four percent (4%) year-over-year increase, the Employer and the Association agree to reopen the contract to discuss only health, dental and optical insurance contributions. The annual four percent (4%) cap on year-over-year increases in the Employer's contribution dollar amount shall continue to apply during any reopened negotiations unless modified by mutual consent. The Association agrees the Employer may increase the contribution amounts set forth below, as the Employer deems appropriate.

Employee - Single

The Employer's contribution shall not exceed ninety percent (90%) of the applicable premium. For Fiscal Year 2027, the Employer's contributions shall be set at ninety percent (90%) of the applicable premium. Beginning in Fiscal Year 2028 and continuing through Fiscal Year 2029, the Employer's contribution shall remain at ninety percent (90%) of the applicable premium, unless the year-over-year increase in the dollar amount of the Employer's contribution would exceed four percent (4%). In such event, any year-over-year increase in the Employer's contribution shall be limited to four percent (4%).

Employee – Children

The Employer's contribution shall not exceed eighty-five percent (85%) of the applicable premium. For Fiscal Year 2027, the Employer's contributions shall be set at eighty-five percent (85%) of the applicable premium. Beginning in Fiscal Year 2028 and continuing through Fiscal Year 2029, the Employer's contribution shall remain at eighty-five percent (85%) of the applicable premium, unless the year-over-year increase in the dollar amount of the Employer's contribution would exceed four percent (4%). In such event, any year-over-year increase in the Employer's contribution shall be limited to four percent (4%).

Employee- Spouse

The Employer's contribution shall not exceed eighty-five percent (85%) of the applicable premium. For Fiscal Year 2027, the Employer's contributions shall be set at eighty-five percent (85%) of the applicable premium. Beginning in Fiscal Year 2028 and continuing through Fiscal Year 2029, the Employer's contribution shall remain at eighty-five percent (85%) of the applicable premium, unless the year-over-year increase in the dollar amount of the Employer's contribution would exceed four percent (4%). In such event, any year-over-year increase in the Employer's contribution shall be limited to four percent (4%).

ARTICLE XVIII - HEALTH INSURANCE (CONTINUED)

Section 2. (continued)

Family

The Employer's contribution shall not exceed eighty-five percent (85%) of the applicable premium. For Fiscal Year 2027, the Employer's contributions shall be set at eighty-five percent (85%) of the applicable premium. Beginning in Fiscal Year 2028 and continuing through Fiscal Year 2029, the Employer's contribution shall remain at eighty-five percent (85%) of the applicable premium, unless the year-over-year increase in the dollar amount of the Employer's contribution would exceed four percent (4%). In such event, any year-over-year increase in the Employer's contribution shall be limited to four percent (4%).

Section 3. In no case will Employer's contribution exceed the total cost of group health, dental and optical insurance.

Section 4. Employer reserves the right to change the insurance carrier; however, the policy limits of the group, health, dental and optical insurance plan will remain the same as provided for by the Missoula County Agreement. The Association shall be contacted to provide input into planning efforts and decisions pertaining to insurance.

ARTICLE XIX – UNIFORMS

Section 1. Employer will provide the following to each employee, on an annual basis and an "as needed" basis. It is recognized that certain employees will require more frequent clothing rotation as a result of the nature of the wear and exposure to environmental factors.

Yearly:	Pants	5 each	Cap	1
	Shirts	5 each	Stocking Cap	1
	Polo Shirts	5 each	Jacket	1
	Insulated Coveralls	1	Light Duty Coveralls	1
	Rubber Boots	1	Rain Jacket	1
	Shoes	1		
	Sunglasses not to exceed \$50.00			
	Every other year:	Boots	1 pair	

ARTICLE XIX – UNIFORMS (CONTINUED)

Section 1 (continued)

Employees will replace worn out clothing if required by the Supervisor. If an employee leaves before one year is completed, employee will reimburse the employer for clothing received. Reimbursement will be prorated for the length of employment.

ARTICLE XX – SUSPENSION AND DISCHARGE

Section 1. The Employer shall not discharge or suspend non-probationary employee without cause. Employer agrees to provide an employee with written notice of the charges against them, an explanation of the employer's evidence and an opportunity to present their version of the events prior to discharge. Employee is entitled to Association representation at any pre-termination meetings.

Section 2. After completion of the probationary period herein, discharge will not be made without at least one (1) warning notice to the employee involved, which warning shall be in writing and presented to the affected employee specifying the reason for the warning. Such warning notice must be issued within ten (10) calendar days of the violation complained of; provided, however, that in the event Employer is not aware of the situation within said ten (10) calendar day period, the warning letter must be issued within ten (10) calendar days of the time Employer becomes aware of such situation.

Warning notices may be subject to the grievance procedure. An employee may request a meeting with the supervisor and their Association representative to discuss the warning notice. Meetings will be requested within ten (10) calendar days from the date the employee receives the warning notice. The employee may attach a rebuttal to the warning notice, such rebuttal shall be placed in their personnel file.

The Employer reserves the right to issue warning notices for any conduct that may negatively impact, in the opinion of management, the safe and efficient operation of the Airport. Warning notices shall become a part of the employee's personnel file for eighteen months. After six months, the employee may request in writing the removal of the record from the file. Approval of this request shall be determined by the Director.

ARTICLE XX – SUSPENSION AND DISCHARGE (CONTINUED)

Section 2. (continued)

No warning notice prior to suspension or discharge shall be required in the case of:

1. sleeping on the job;
2. gross disobedience or insubordination;
3. use of, possession of, or sale of, illegal drugs, or controlled substances;
4. physical violence in the work place;
5. willfully endangering the lives or property of employee, Employer, or third parties;
6. conviction of a felony;
7. willful abandonment of duties.

This list is not meant to be restrictive or all inclusive of the items for which a person may be discharged.

ARTICLE XXI - JOB DESCRIPTIONS

Section 1. Job descriptions for all of the positions shall be available in the Authority office. The Association shall be provided a copy of the job descriptions for positions covered by this Agreement. The development of such job descriptions shall be the exclusive purview of the Employer, however, the Association and the affected employee shall be notified, in writing, of any changes in such job descriptions at least ten (10) working days before such changes become effective. Employees subject to a reduction in pay as a result of being reclassified shall retain their previous rate of pay for sixty (60) calendar days. Employees subject to a reduction in pay as a result of a disciplinary reclassification shall retain their previous rate of pay until the end of the current pay period.

ARTICLE XXII - GRIEVANCE AND ARBITRATION PROCEDURE

Section 1. A grievance is defined as a dispute or disagreement raised over a specific provision of this Agreement. The grievance shall be resolved, if at all possible, by the following procedure.

ARTICLE XXII - GRIEVANCE AND ARBITRATION PROCEDURE (CONTINUED)

Section 1. (continued)

Step 1. Any dispute involving the interpretation, application or alleged violation of a specific provision of this Agreement shall be taken up with the employee's immediate supervisor within ten (10) calendar days after the first knowledge of the occurrence of the grievance. Any grievance that is not presented within the preceding time limit shall be forever waived. All grievances must be discussed with the immediate supervisor prior to the filing of a formal grievance, and no formal grievance may be filed until the immediate supervisor has been given ten (10) calendar days to attempt resolution. Any grievance filed by the Employer shall begin at Step 2, of this grievance procedure. Any grievance involving a discharge shall begin at Step 2 of this procedure.

Step 2. If the grievance is not resolved at Step 1, the grievant and the Association shall have ten (10) calendar days from the receipt of the immediate supervisor's response at Step 1 or from the date of a termination letter in which to present the grievance in writing to the Airport Director or their designee. The grievance shall contain a complete statement of the grievance and the facts upon which it is based, state the provisions of the Agreement claimed to have been violated, and the remedy or correction requested. The Airport Director or their designee, the Association Representative, and the grievant shall meet and discuss the grievance on a mutually agreed upon date not to exceed ten (10) days from the receipt of the grievance. Following this meeting the Airport Director or their designee shall have ten (10) calendar days within which to provide a response in writing to the Association representative with a copy to the grievant.

ARBITRATION

Section 1. If the grievance is not resolved pursuant to the above steps, the Association shall have ten (10) calendar days from the receipt of Airport Director or their designee's decision to submit the grievance to arbitration, which decision shall be in writing to the Director of Airports.

Section 2. Whenever a grievance is submitted to arbitration, the Association representative and the Authority shall mutually agree upon the arbitrator to render a decision. In the event the parties are unable to agree upon an arbitrator, the Director of the Federal Mediation and Conciliation Service shall be requested to submit a list of eleven names of arbitrators. Each party shall alternately strike a name from the list presented until one name remains. That person shall be the arbitrator. Association will strike the first name.

ARTICLE XXII - GRIEVANCE AND ARBITRATION PROCEDURE (CONTINUED)

ARBITRATION (CONTINUED)

Section 3. The findings and decision of the arbitrator will be final and binding and enforceable on all parties. The expense of the arbitrator shall be borne equally by the parties to the arbitration and each side shall bear the expense of preparing and presenting its case.

Section 4. The arbitrator shall have no right to amend, modify, nullify, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Association and shall have no authority to make a decision on any other issue not so submitted. The Arbitrator shall have no authority to establish language for this Agreement, wage rates, new or changed job descriptions, or fringe benefits.

Section 5. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modify or vary in any way the application of rules, laws, regulations having the force and effect of law.

Section 6. Waiver - - - If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step in the specific time limit, or any written agreed extension thereof, it shall be considered denied. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Association may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and Association.

ARTICLE XXIII - WAGE SCHEDULE

Section 1. The wages for the term of this contract, for the period starting July 01, 2026, will be listed on the attached Schedule A.

Section 2. Employees shall be eligible for a cell phone stipend of \$25.00 per month for business-related costs incurred when using their personal cell phones. In order to be eligible, the employee must have a cell phone capable of receiving text messages and must comply with MCAA's Cell Phone Use Policy. Use of a cell phone while driving an MCAA owned vehicle or operating any MCAA equipment is strictly prohibited.

ARTICLE XXIII - WAGE SCHEDULE (CONTINUED)

Section 3. A shift differential of \$0.50 per hour will be paid, for an employee's entire shift, to any employee required to work a shift which begins after 1 p.m.

Section 4. In addition to the base salary set forth on Schedule A, each employee shall receive longevity pay for the continuous satisfactory service within this bargaining unit, in the amount of \$0.10 per year of service added to their hourly wage, beginning on the employee's five year anniversary of employment.

ARTICLE XXIV – PERFORMANCE MANAGEMENT

Section 1. Supervisors shall provide employees with constructive performance evaluations according to the following schedule:

- A performance evaluation shall be conducted prior to the completion of the probationary period.
- Subsequent evaluations shall be conducted on an annual basis.

Under normal and appropriate circumstances, the Airport Authority endeavors to conduct evaluations annually. However, if an employee's job duties undergo a substantial change following an evaluation, the Airport Authority may conduct an additional performance review to reflect the updated responsibilities.

Performance evaluations are intended to foster open communication between supervisors and employees regarding job performance, expectations, and professional development. These evaluations are not disciplinary in nature and shall not be used as a substitute for disciplinary procedures. Their primary purpose is to support continuous improvement and mutual understanding in the workplace.

ARTICLE XXV - SAVINGS CLAUSE

Section 1. In the event any Federal or State law conflicts with any provision of this Agreement, the provision or provisions so affected shall no longer be operative or binding upon the parties, but the remaining portion of the Agreement shall continue in full force and effect. The parties agree to meet promptly for the purpose of negotiation on any issues developed as a result of conflicting State or Federal law.

ARTICLE XXVI – EMBODIMENT

Section 1. It is agreed by the parties who have hereto executed this Agreement that this contract sets forth the entire agreement between the Employer and the Association and that during the course of collective bargaining, each party had the unlimited right to offer, discuss, accept or reject proposals and, therefore, for the term of this contract no further collective bargaining shall be had upon any provision of the Agreement unless mutually agreed to by both parties, nor upon any proposal which was offered and discussed but was not made a part of this Agreement. Furthermore, there shall be no verbal or written agreement between the Employer and the Association in violation or contravention of this contract.

ARTICLE XXVII - TERM OF AGREEMENT

Section 1. This Agreement shall be effective as of July 1, 2026 and shall remain in full force and effect, until June 30, 2029 and yearly thereafter, unless a party hereto gives a written notice to the other party at least 60 days prior to the expiration date, or any anniversary thereafter, of an intent to modify or terminate. If such notice is given by either party hereto, this Agreement shall terminate upon its expiration date.

DRAFT

Schedule A To MFPE Building Personnel Agreement With MCAA

July 1, 2026 - June 30, 2029

Building Maintenance Tech

Progress Steps	Percentage of Base Wage	FY2027 Hourly Wage	FY2028 Hourly Wage	FY2029 Hourly Wage
Base Wage	100%	\$38.00	\$39.14	\$40.31
Entry Wage	85%	\$32.30	\$33.27	\$34.26
Completion of Probation*	87.50%	\$33.25	\$34.25	\$35.27
2nd Year Anniversary	90%	\$34.20	\$35.23	\$36.28
3rd Year Anniversary	95%	\$36.10	\$37.18	\$38.29
4th Year Anniversary	100%	\$38.00	\$39.14	\$40.31

Schedule A To MFPE Building Personnel Agreement With MCAA (Continued)

July 1, 2026 - June 30, 2029

Wage Schedule (Building Tech)									
Service Years	FY2027			FY2028			FY2029		
	Wage	Longevity	Total	Wage	Longevity	Total	Wage	Longevity	Total
Entry Wage (85%)	32.30	-	32.30	33.27		33.27	34.26		34.26
Probation (87.5%)	33.25	-	33.25	34.25		34.25	35.27		35.27
2nd Year (90%)	34.20	-	34.20	35.23		35.23	36.28		36.28
3rd Year (95%)	36.10	-	36.10	37.18		37.18	38.29		38.29
4 Year (Base Wage)	38.00	-	38.00	39.14		39.14	40.31		40.31
5	38.00	0.50	38.50	39.14	0.50	39.64	40.31	0.50	40.81
6	38.50	0.10	38.60	39.64	0.10	39.74	40.81	0.10	40.91
7	38.60	0.10	38.70	39.74	0.10	39.84	40.91	0.10	41.01
8	38.70	0.10	38.80	39.84	0.10	39.94	41.01	0.10	41.11
9	38.80	0.10	38.90	39.94	0.10	40.04	41.11	0.10	41.21
10	38.90	0.10	39.00	40.04	0.10	40.14	41.21	0.10	41.31
11	39.00	0.10	39.10	40.14	0.10	40.24	41.31	0.10	41.41
12	39.10	0.10	39.20	40.24	0.10	40.34	41.41	0.10	41.51
13	39.20	0.10	39.30	40.34	0.10	40.44	41.51	0.10	41.61
14	39.30	0.10	39.40	40.44	0.10	40.54	41.61	0.10	41.71
15	39.40	0.10	39.50	40.54	0.10	40.64	41.71	0.10	41.81
16	39.50	0.10	39.60	40.64	0.10	40.74	41.81	0.10	41.91
17	39.60	0.10	39.70	40.74	0.10	40.84	41.91	0.10	42.01
18	39.70	0.10	39.80	40.84	0.10	40.94	42.01	0.10	42.11
19	39.80	0.10	39.90	40.94	0.10	41.04	42.11	0.10	42.21
20	39.90	0.10	40.00	41.04	0.10	41.14	42.21	0.10	42.31
21	40.00	0.10	40.10	41.14	0.10	41.24	42.31	0.10	42.41
22	40.10	0.10	40.20	41.24	0.10	41.34	42.41	0.10	42.51
23	40.20	0.10	40.30	41.34	0.10	41.44	42.51	0.10	42.61
24	40.30	0.10	40.40	41.44	0.10	41.54	42.61	0.10	42.71
25	40.40	0.10	40.50	41.54	0.10	41.64	42.71	0.10	42.81
26	40.50	0.10	40.60	41.64	0.10	41.74	42.81	0.10	42.91
27	40.60	0.10	40.70	41.74	0.10	41.84	42.91	0.10	43.01
28	40.70	0.10	40.80	41.84	0.10	41.94	43.01	0.10	43.11
29	40.80	0.10	40.90	41.94	0.10	42.04	43.11	0.10	43.21
30	40.90	0.10	41.00	42.04	0.10	42.14	43.21	0.10	43.31

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 26, 2026

1. **TITLE:** Field Maintenance Personnel MFPE Agreement.

Review, discussion, and possible approval of a Field Maintenance Personnel MFPE Agreement.

ACTION ITEM

2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 10 Minutes
4. **BACKGROUND INFORMATION:** This year our Building and Field Union decided to split into two separate negotiating units. The Field union will cover a total of nine employees who are Operations Technician's and Operations Mechanic's for the airport. Our current four-year contract is set to expire on June 30, 2026. This proposed contract will be in effect for the next three years. To come up with comparable job duties, we looked at similarly situated airport positions to come up with a justified wage schedule. Staff also looked at aggregated industry rates from Airports Council International and our Montana peer airports. Staff and MFPE agreed on a base wage of \$37.81/hr for FY27 (\$35.01/hr in FY26) plus a \$.50/hr differential for "Winter Ops" (Oct-Mar). This agreement also covers our two Airport Operations Mechanics whose base wage would be \$41.08/hr. Base wages represent what an employee makes in their fourth year of employment. Once again, we have a great staff and great working relationship and look forward to this three-year contract.
5. **BUDGET INFORMATION:**
Amount Required: \$37.81/hr. Base Wage (Included in FY27 Budget)
6. **SUPPLEMENTAL AGENDA INFORMATION:** Field Maintenance MFPE Agreement
7. **RECOMMENDED MOTION:** Move to approve the Field Maintenance Personnel MFPE Agreement as presented.
8. **PREPARED BY:** Brian Ellestad, Airport Director
9. **COMMITTEE REVIEW:** Finance Committee on May 21, 2026.



**MFPE-LOCAL 8510
ASSOCIATION AGREEMENT
FIELD PERSONNEL**

Missoula Montana Airport (KMSO)
5225 Highway 10 W.
Missoula, MT 59808
406-728-4381

TABLE OF CONTENTS

ARTICLE I – RECOGNITION 1

ARTICLE II -ASSOCIATION SECURITY 1

ARTICLE III - ASSOCIATION RIGHTS..... 2

ARTICLE IV - MINIMUMS CLAUSE 2

ARTICLE V - MANAGEMENT'S RIGHTS 3

ARTICLE VI - PROBATIONARY PERIOD 4

ARTICLE VII – SENIORITY 4

ARTICLE VIII - REDUCTION IN FORCE..... 5

ARTICLE IX – VACANCIES..... 5

ARTICLE X - NO STRIKE - NO LOCKOUT 6

ARTICLE XI - NON-DISCRIMINATION AND AFFIRMATIVE ACTION 6

ARTICLE XII - HOURS OF WORK AND OVERTIME 6

ARTICLE XIII - HOLIDAYS11

ARTICLE XIV – VACATION.....13

ARTICLE XV - SICK LEAVE 15

ARTICLE XVI - LEAVE OF ABSENCE 18

 MILITARY LEAVE - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994 19

 JURY LEAVE AND WITNESS LEAVE 19

 EDUCATIONAL LEAVE 20

 FAMILY AND MEDICAL LEAVE 21

 BEREAVEMENT LEAVE 23

ARTICLE XVII – TRAINING 23

ARTICLE XVIII - HEALTH INSURANCE 23

ARTICLE XIX – UNIFORMS 25

ARTICLE XX – SUSPENSION AND DISCHARGE 26

ARTICLE XXI - JOB DESCRIPTIONS27

ARTICLE XXII - GRIEVANCE AND ARBITRATION PROCEDURE.....27

 ARBITRATION 28

ARTICLE XXIII - WAGE SCHEDULE 29

ARTICLE XXIV – PERFORMANCE MANAGEMENT31

ARTICLE XXV - SAVINGS CLAUSE.....31

ARTICLE XXVI – EMBODIMENT 32

ARTICLE XXVII - TERM OF AGREEMENT 32

SCHEDULE A TO MFPE FIELD PERSONNEL AGREEMENT WITH MCAA..... A

THIS AGREEMENT, made and entered into this __ day of _____, 2026 by and between the MISSOULA COUNTY AIRPORT AUTHORITY, hereinafter referred to as "Employer", and MONTANA FEDERATION OF PUBLIC EMPLOYEES (MFPE), hereinafter referred to as "Association".

WITNESSETH:

In consideration of the mutual promises and covenants herein set forth, which have been mutually determined in negotiating conferences held in Missoula, Montana, Employer and Association agree and shall be bound as follows:

ARTICLE I – RECOGNITION

Section 1. Employer recognizes Association as the sole and exclusive bargaining agent for the classifications of employees listed in Schedule "A" who are employed by the Missoula County Airport Authority who are or may become members of the Bargaining Unit, excluding there from casual, temporary and seasonal employees, part-time employees, managerial employees, supervisors, confidential and executive employees and public safety officers.

ARTICLE II -ASSOCIATION SECURITY

Section 1. Employees covered by the terms of this Agreement shall not be required to become members of the Association, but membership shall be available to all who apply.

Section 2. The Employer agrees to withhold monthly payroll deductions for purpose of paying Association dues for those employees who so authorize as prescribed by Section 39-31-203 (Montana Code Annotated).

Section 3. The Association will indemnify, defend, and hold the Employer harmless against any claim made and against any suit or costs of defense thereof, on account of any action taken in accordance with this Article.

Section 4. The Employer shall present the Association with a list of names and addresses of all current employees covered by this Agreement upon request.

ARTICLE III - ASSOCIATION RIGHTS

Section 1. The internal business of the Association shall be conducted during the non-duty hours of the employees involved, and if Association meetings are conducted on Authority property, they will be approved in advance by the Authority. During the course of collective bargaining, on-duty Airport staff shall be allowed a maximum of two(2) hours of work time in order to discuss collective bargaining matters. Such time shall be scheduled subject to approval of the Employer. Employees not scheduled to work at the time of such discussions shall not be compensated under this article.

Section 2. Designated officers or representatives shall be granted time off during working hours, not to exceed (1) one hour, without loss of pay to investigate and settle grievances with permission from their supervisor. Permission may be withheld by the supervisor because of operation requirements but such permission may not be withheld for more than twenty-four (24) hours except in emergencies. In any meeting involving disciplinary matters, the employee shall have the right to have their Association representative or job steward present. The Employer shall provide the employee with due process and all such meetings shall be conducted in a professional manner.

Section 3. An employee shall have the right to inspect their personnel file during regular business hours after proper coordination and request to their immediate supervisor. Such inspections shall be permitted only in the presence of assigned officer or supervisory personnel.

Section 4. The Association may use space on Employer bulletin boards located in the Terminal Building and the Operations Facility for the posting of Association material. Notices shall contain a date on which they may be removed. Employer may remove inappropriate materials. The use of Airport Authority e-mail is permitted to communicate Association business. All such communication shall be in accordance with Airport Authority rules and policies.

ARTICLE IV - MINIMUMS CLAUSE

Section 1. The terms of this Agreement are intended to cover only minimums in wages, hours, working conditions and other employee benefits. Employer may place superior wages, hours working conditions, and other employees' benefits in effect, and may reduce to the minimums, herein described. The Employer will advise the Association's business representative of actions taken under this section.

ARTICLE V - MANAGEMENT'S RIGHTS

Section 1. Employer reserves the exclusive right to direct employees, hire, lay off, promote, transfer, maintain discipline, discharge for cause, relieve employees from duties when in the opinion of Employer continuation of such work would be inefficient or non-productive. Determine the methods, means, job classifications, and personnel by which Airport operations are to be conducted, including contracting outside services, which does not displace bargaining unit personnel; or the discontinuation of services, positions, or programs in whole or part, take whatever actions may be necessary to carry out the mission of Employer in an emergency.

Establish the method and process by which work is performed, establish work schedules, schedule vacations, establish policies, rules and procedures and require compliance with the same; determine the utilization of equipment and technology, select, direct, assign, control and determine methods, means, organization and number of personnel, and maintain efficiency of employees. Employees covered by this agreement must perform duties in harmony with those duties outlined in the job description. Employer agrees to provide the necessary instructions to ensure employees are qualified to perform these duties. Employees that are properly trained may be used to perform duties covered by this agreement. The employer will not utilize non-bargaining unit personnel to permanently fill a full time position vacancy. However, this provision does not impair the employer's ability to determine the size of the work force.

Section 2. It is understood and agreed that the foregoing enumeration of rights is not all inclusive and Employer reserves the right to operate and manage the business of the Airport in its sole discretion and this right shall not be impaired in any way so long as the exercise of these rights is not in conflict with specific terms of this Agreement. The Employer will provide MCAA policies and subsequent updates to the employees.

ARTICLE VI - PROBATIONARY PERIOD

Section 1. All positions shall have a nine (9) month probationary period. Employer reserves the right to extend an employee's probationary period for a maximum of nine (9) additional and consecutive months, if recommended by the employee's supervisor.

The extension of the probationary period shall not delay or otherwise affect the employee's eligibility for contractual step increases. Employees will continue to receive step advancements based on their anniversary date as outlined in this collective bargaining agreement, even if their probationary period is extended.

An employee may be terminated at the discretion of the Employer during an employee's probationary period. Such termination shall not be subject to the grievance and arbitration procedures hereinafter described. An employee receiving a promotion to a higher classification shall be required to serve the appropriate probationary period of the new classification and any employee that does not satisfactorily complete the probationary period following promotion to a higher classification will be returned without prejudice to their previous classification.

ARTICLE VII – SENIORITY

Section 1. Employees shall be without seniority until they have completed the probationary period provided for in this Agreement. Upon successful completion of the probationary period seniority will relate back to the employee's most recent date of hire. Employer shall not be required to consider seniority for any purpose not required by a provision of this agreement.

Section 2. Seniority shall be terminated by 1) discharge for cause; 2) voluntary severance by employee; 3) twelve months of consecutive layoff; 4) failure to report to work as ordered after layoff. Seniority shall be suspended for 1) absence from work except for bona fide illness, certified by a physician acceptable to the Employer, for more than five (5) working days; 2) failure to return to work following a leave of absence, as agreed; 3) securing other employment during a leave of absence, which may be granted by the Employer, unless mutually agreed in writing by the Employer and employee; 4) Leave of absence in excess of ninety (90) days; 5) transfer to any position excluded from the bargaining unit for more than six (6) months.

ARTICLE VIII - REDUCTION IN FORCE

Section 1. In the event the Employer determines that it is necessary to layoff employees, and the qualifications and ability of the employees being considered for layoff are equal, the order of layoff shall be by seniority. Recall from layoff shall be in the inverse order of layoff, i.e. the last employee laid off shall be the first recalled.

Section 2. Employees of differing status within each classification series shall be laidoff in the following order: 1) Casual employees, 2) Temporary employees, 3) Probationary employees, 4) Regular Part time employees, 5) Regular Full time employees.

Section 3. Recall after layoff shall be achieved by certified mail directed to the employee's last known address, employee is responsible to provide Employer with current address information. Employee must report within seven (7) days after dispatch or mailing of such notice and report to work within fourteen (14) days or lose recall rights. Recall rights will apply for a period of one (1) calendar year from the time of layoff.

Section 4. An employee who has been laid off without prejudice and then recalled pursuant to this Article shall be considered to have been continuously employed for the purpose of calculating seniority, vacation leave and other benefits; if any based on or calculated on length of service with the Airport Authority, except that no benefits shall accrue and no credits shall be granted for the time period the employee was not actually working.

Section 5. If an employee transfers or is promoted to a different classification series, the employee's seniority will be maintained in their former classification series and in the event the employee is subsequently subject to layoff per this article and the employee is not the least senior in their previous classification series, they shall have the right to bump the least senior employee in their former classification series. In the event more than one employee is hired at the same time, seniority date of hire shall be determined by the first initial in the new employee's last name.

ARTICLE IX – VACANCIES

Section 1. In the event a vacancy occurs current employees shall be given an opportunity to apply, including first interview, before the vacancy is filled. If two or more qualified members of the bargaining unit apply for the same position, the most senior employee will be given preference. Outside applicants may be hired if they have substantially greater qualifications and ability. Employer shall be the sole judge of qualifications and ability.

ARTICLE X - NO STRIKE - NO LOCKOUT

Section 1. The Association agrees to the essential nature of services provided by its members in protecting the public welfare. In recognition of this fact, the Association agrees there shall not be work interruptions, slow downs, or strikes, during the life of this Agreement. In the event of unauthorized interruptions, the Association agrees that it will join the Employer in requiring its members to return to work immediately. The Employer agrees that there shall be no lock-out of bargaining unit employees during the life of this Agreement.

ARTICLE XI - NON-DISCRIMINATION AND AFFIRMATIVE ACTION

Section 1. The Employer and the Association agree that neither of them shall discriminate against any applicant for employment or any employee as to the terms and conditions of employment, by reason of race, religion, color, sex, age, creed, marital status, physical or mental handicap, political ideas, or national origin.

Section 2. Employer shall have the right to interview potential employees, Association or Non-Association, without obligation, and shall have entire freedom of selectivity, may reject employees without cause during the probationary period as provided in this Agreement, and may discharge employees for good cause thereafter.

Section 3. Association and Employer agree to cooperate in an Affirmative Action Program to insure that no individual shall be discriminated against with respect to compensation, hours or condition of employment; because of age, race, religion, sex, creed, marital status, physical or mental handicap, national origin, political ideas, or public assistance status.

ARTICLE XII - HOURS OF WORK AND OVERTIME

Section 1. Employer shall have the full and exclusive authority to schedule the work, establish work shifts and assign employees to such shifts as required. Schedules will be bid by seniority. Employee shall record, at the end of each work shift, time worked on e-time cards provided by the Employer or as instructed by the Employer. Employees are responsible for reviewing and electronically submitting their time records for approval by their supervisor. In the event leave is taken, incomplete cards will be completed by the supervisor with the best information available. The employee will have five working days following such leave to reallocate their leave time as it was allocated by their supervisor on the unsubmitted e-time card.

ARTICLE XII - HOURS OF WORK AND OVERTIME (CONTINUED)

Section 2. The normal work day for full-time employees shall be an eight (8), or ten (10) hour shift including a paid lunch break not to exceed one half (1/2) hour. The normal work week shall be forty (40) hours of five (5) consecutive days on an eight (8) hour shift or four (4) days if on a ten (10) hour shift.

Section 3. One (1) duty free fifteen (15) minute rest break will be allowed during the first half and second half of each employee's work day. The employee's supervisor will schedule the exact times of the rest breaks and the lunch period for all employees under their supervision. In the event it is necessary during the noon hour, as determined by the supervisor, lunch periods may be staggered between the employees within the department. The supervisor shall determine the work schedules.

Section 4. Notification of changes in regular schedules shall be given in writing to employees fourteen (14) calendar days prior to change. When circumstances arise which require employees to deviate from their regular schedule with less than 14 calendar days' notice, the employer may not unilaterally adjust the employees' regular schedule in order to avoid the payment of overtime unless Employer and Employee mutually agree to the change. The requirements of this section may be adjusted downward by mutual agreement between the supervisor and employee.

Section 5. All time worked in excess of forty (40) hours in one work week or eight (8) hours on an eight (8) hour shift, or ten hours (10) if on a 10 hour shift, shall be classified as overtime. Overtime hours shall be compensated at a Premium Pay rate of one and a half ($\times 1 \frac{1}{2}$) an employee's regular hourly rate of pay. Employees may choose compensatory time credit in lieu of receiving Premium Pay. Compensatory Time may only be accrued in lieu of receiving Premium Pay, and only for hours worked that are eligible for Premium Pay, such as overtime, double time, or Holiday Pay. Overtime must be authorized in advance, unless in cases of emergency, by a supervisor. Vacation, sick or compensatory leave that is approved by a Supervisor shall be regarded as time worked for the purposes of this section only. Employer may require a doctor's verification of illness if abuse of sick leave is suspected. (Abuse of sick leave is defined in Article XV, Section 14.) Holiday Off Pay is not considered time worked and is therefore not eligible for Compensatory Time accrual.

ARTICLE XII - HOURS OF WORK AND OVERTIME (CONTINUED)

Section 6. Upon mutual agreement between the employee and the employer, the employee may be allowed to use compensatory time off. Employee will be allowed to accumulate 150 hours of compensatory time. The Employer shall have the option of paying an employee for accumulated compensatory time up to 75 hours. The Employer will notify the employee no later than January 15th that the pay out will be made on or before March 31, of the current year. The employee may request a cash out of compensatory time. Cash out will be paid at the current rate of pay.

Section 7. Employees who are called in to work outside their regular schedule shall receive a minimum of three (3) hours compensation at a Premium Pay rate of one and a half ($\times 1 \frac{1}{2}$) an employee's regular hourly rate of pay. If work is completed, with notification to a supervisor or whoever called the employee in, employees may be permitted to leave before completing the full three (3) hours of work. In such cases, the employee shall not forfeit any portion of the three (3) hours of Premium Pay. The intent of this Section 7 is to compensate employees who are physically called back to work, report to work, and perform work outside of their schedule.

This Section 7 does not apply to Employees who work an Extended Shift. An Extended Shift, defined as either working before or after an Employee's scheduled shift, is not eligible for the minimum three (3) hours of compensation, but hours worked may be considered Overtime and may be eligible for Premium Pay at a rate of one and a half ($\times 1 \frac{1}{2}$) as explained in Article XII, Section 5.

For example, an Employee who is called in to work in advance of their scheduled shift may receive Overtime for the hours actually worked in excess of their regularly scheduled shift but will not receive the minimum three (3) hours of compensation discussed above in this Section 7. In addition to the Premium Pay described above, employees who are called in to work outside of their schedule shall receive a flat rate of fifty dollars (\$50.00) per call-in occurrence.

Section 8. Nothing in this Agreement shall constitute a guaranteed work week. However, no new employees will be hired unless all regular employees have had an opportunity to work forty (40) hours each week. It is understood that after all regular employees have had an opportunity to work forty (40) hours during the week, the Employer may use whatever qualified personnel it believes necessary to perform work duties.

ARTICLE XII - HOURS OF WORK AND OVERTIME (CONTINUED)

Section 9. Employees shall receive Premium Pay at a rate of double (x2) their regular hourly rate of pay for all hours worked in excess of sixteen (16) hours of continuous work. It is understood and accepted that any or all personnel will be sent home at any time in order to provide a safe working environment for all parties concerned. Management personnel shall determine when further continuous work by employees would be detrimental to a safe operation.

Section 10. When it is determined that work needs to be completed by authorizing overtime, seniority on a rotating basis shall determine who performs overtime and call in work. If an employee will not be available for or does not wish overtime, they will notify their supervisor by the end of the normally scheduled shift.

Section 11. It is understood and agreed that supervisory personnel may work whatever hours, perform whatever duties or use whatever equipment or facilities that may be required of them in order to accomplish the task of providing the necessary services to operate a public airport 24 hours a day, 365 days per year. If the supervisor determines that work requiring overtime hours falls within the primary or technical areas of bargaining unit personnel, at least one bargaining unit member will be called to assist with such work. It is further agreed that the Employer can use whatever qualified personnel it deems necessary during overtime hours.

Section 12. When initially called the employee will estimate their arrival time at work considering the weather conditions and other factors that may effect the arrival time. If the emergency is time critical, the call out may be canceled in favor of an employee capable of a more rapid response.

Section 13. When an employee's hours qualify for more than one type of Premium Pay (such as Holiday Pay, Double Time, or Overtime), the employee will receive only the highest applicable rate for those hours. Premium rates will not be combined, pyramided, or stacked.

ARTICLE XII - HOURS OF WORK AND OVERTIME (CONTINUED)

Section 14. Unless the context requires otherwise, the following definitions, examples and clarifications apply to this Article and all other applicable Articles in this Agreement:

SHIFT - A "shift" refers to a defined period of time during which an employee is expected to perform work duties.

Example: an employee's shift starts at 8 am and ends at 4 pm.

SCHEDULE - A "schedule" is a structured timeline that outlines shifts, days off, and other time-related assignments for an employee or group of employees.

Example: an employee's schedule consists of 8-hour shifts which begin at 8 am and end at 4 pm on Monday through Friday, with Saturday to Sunday as days off.

SCHEDULED SHIFT - A "scheduled shift" is a "shift" that has been formally assigned by a supervisor and communicated to the employee with at least 14 calendar days' advance notice.

Example: a supervisor informs an employee 14 calendar days in advance that the employee will work a specific shift – this is a scheduled shift.

REGULAR SCHEDULE – A "regular schedule" is a "schedule" that has been assigned by the supervisor and communicated to the employee with at least 14 calendar days' advance notice.

Example: a supervisor informs an employee 14 calendar days in advance that the employee's schedule will consist of 8-hour shifts from 8 am to 4 pm on Monday through Friday, with Saturday to Sunday as days off.

COMPENSATORY TIME (COMPTIME) – "Compensatory Time" is a category of paid time off that an employee earns instead of receiving Premium Pay for hours worked beyond their regular schedule.

ARTICLE XII - HOURS OF WORK AND OVERTIME (CONTINUED)

Section 14. (continued)

PREMIUM PAY – “Premium Pay” is a category of compensation for hours worked that are compensated at a rate higher than an employee’s regular hourly rate of pay, such as one and a half (x1 ½) or double (x2). Premium Pay includes:

Holiday Pay: All hours worked on a designated holiday, as identified in Article XIII, Section 1. Holiday Pay is compensated at a rate of one and a half (x1 ½) an employee’s regular hourly rate of pay.

Overtime: All hours worked in excess of the employee’s scheduled shift or 40-hour workweek, as identified in ARTICLE XII, Section 5. Overtime is compensated at a rate of one and a half (x1 ½) an employee’s regular hourly rate of pay.

Hours worked over 16 contiguous hours: As identified in Article XII, Section 9. Hours worked over sixteen (16) contiguous hours are compensated at a rate of double (x2) an employee’s regular hourly rate of pay.

ARTICLE XIII - HOLIDAYS

Section 1. All regular employees covered by this Agreement and employed on the date of the following holidays shall be entitled to Holiday Off Pay. Holiday Off Pay is provided regardless of whether the employee is scheduled to work on the holiday. Holiday Off Pay is calculated based on the employee’s regular rate of pay and reflects the number of hours the employee would have normally been scheduled to work on a standard scheduled shift, e.g. 8 or 10 hours. Employees on leave without pay, Family Medical Leave Act leave with no pay, or worker’s compensation leave, do not receive Holiday Off Pay.

ARTICLE XIII – HOLIDAYS (CONTINUED)

Section 1. (continued)

1. New Year's Day
2. Presidents Day
3. Martin Luther King Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day/Indigenous Peoples' Day
8. Election Day on even numbered years.
9. Veteran's Day
10. Thanksgiving Day
11. Day after Thanksgiving
12. Christmas Day

The holidays listed above shall be taken on the actual date of the holiday.

Section 2. Holiday Off Compensatory Time is a category of Compensatory Time that an employee may accrue in lieu of receiving Holiday Off Pay. Holiday Off Compensatory Time is calculated based on the number of hours the employee would have normally been scheduled to work on a standard shift, typically eight (8) or ten (10) hours. Employees may accrue a maximum of 144 hours of Holiday Off Compensatory Time. Use of Holiday Off Compensatory Time requires prior approval from the employee's supervisor. Employees may request a cash-out of their accrued Holiday Off Compensatory Time, meaning they can choose to receive payment for a portion or all of their accrued Holiday Off Compensatory Time. All Holiday Off Compensatory Times must be used or requested for cash-out by the last pay period of the fiscal year. If an employee does not request cash-out by that date, any remaining balance will be forfeited. Cash-out of Holiday Off Compensatory Time will be paid at the employee's current rate of pay on an hour-for-hour basis (1x).

Section 3. The actual hours employees work on the above observed holidays shall be classified as Holiday Pay. Holiday Pay hours shall be compensated at a Premium Pay rate of one and a half ($\times 1\frac{1}{2}$) an employee's regular hourly rate of pay. The employee may choose compensatory time credit in lieu of Premium Pay, provided if compensatory time is selected, all Holiday Pay, for that holiday, must be taken as compensatory time. Employees who work on a holiday receive both Holiday Off Pay and Holiday Pay.

ARTICLE XIII – HOLIDAYS (CONTINUED)

Section 4. In the event an employee's actual hours worked on any of the holidays identified in this Article exceed the number of Holiday Off Pay hours provided under Section 1 of Article XIII, the employee's supervisor may adjust the Holiday Off Pay hours to match the actual hours worked, not to exceed twelve (12) hours. Adjustments may only be made for the purpose of matching Holiday Off Pay hours with actual worked hours. In no instance shall the total adjusted Holiday Off Pay hours for a single holiday exceed twelve (12) hours.

Section 5. Unless the context requires otherwise, the following definitions, examples and clarifications apply to this Article and all other applicable Articles in this Agreement:

HOLIDAY PAY- The compensation an employee receives for the hours they worked on a designated holiday, as identified in Article XIII, Section 1.

HOLIDAY OFF PAY – The compensation an employee receives in recognition of a designated holiday off from work, as identified in Article XIII, Section 1.

HOLIDAY OFF COMPENSATORY TIME – A category of Compensatory Time that an employee may accrue in lieu of receiving Holiday Off Pay.

ARTICLE XIV – VACATION

Section 1. Employer agrees to allow vacations as provided by State statute as follows:

- a) From one (1) full pay period through ten (10) years of employment at the rate of 120 hours per annum;
- b) After ten (10) years through fifteen (15) years of employment at the rate of 144 hours per annum;
- c) After fifteen (15) years through twenty (20) years of employment at the rate of 168 hours per annum;
- d) After twenty (20) years of employment at the rate of 192 hours per annum.

Section 2. Vacation leave shall not accrue during a lay off or a leave of absence without pay. Advancing of vacation leave credits after an employees earned vacation leave credits have been expended is expressly prohibited.

ARTICLE XIV – VACATION (CONTINUED)

Section 3. For calculating vacation leave credits, only regular hours shall be considered and two thousand eighty (2,080) hours shall equal one (1) year. Proportionate vacation leave credits shall be earned and credited at the end of each pay period. Employees shall be entitled to use earned vacation leave with pay from the first day of employment.

Section 4. Annual vacation leave may be accumulated to a total not to exceed two (2) times the maximum number of days earned annually as of the end of the first pay period of the next calendar year. Excess vacation time is not forfeited if taken within 90 calendar days from the last day of the calendar year in which the excess was accrued. If an employee makes a reasonable written request to use excess vacation leave before the excess vacation leave must be forfeited, and the Employer denies the request, the excess vacation leave is not forfeited and the employee may use the excess vacation leave before the end of the calendar year in which the leave would have been forfeited.

Section 5. In the event of death of any employee, unused earned vacation/compensatory time shall be paid to the employee's heirs at their regular rate of pay. An employee who terminates employment for a reason not reflecting discredit on the employee is entitled upon the date of termination to cash compensation for unused vacation/compensatory leave provided they have been continuously employed for a period of six months.

Section 6. Scheduling of vacation leave will be accomplished by cooperation between the employee and the Employer, on forms provided by the Employer's office, giving consideration to the employee's needs and the needs of the Employer. Each department will maintain a vacation roster on which employees will be required to list their vacation dates thirty (30) working days prior to taking leave. The employee will be given a response to their vacation request within five calendar days of receipt by the supervisor. Vacation requested in less than 5 day increments may be approved upon mutual agreement between the employee and the Employer. Assignment of vacation will be made by granting requests to those who first request them. If within seven (7) calendar days after vacation has been scheduled, the same vacation date or dates are requested by another employee within the same department, the senior employee shall be given preference, provided that the granting of those vacation dates to the senior employee can, in the opinion of the supervisor, be accomplished without unduly interfering with Airport operations.

ARTICLE XIV – VACATION (CONTINUED)

Section 7. Military leave will not be in conflict with the vacation scheduling. Military leave will be regulated by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 USCA 4301 et seq.

Section 8. Vacation time may be taken on a split vacation basis with the approval of the supervisor.

Section 9. Employees are required to certify their annual leave balances pursuant to Employer's procedure.

Section 10. The Employer shall have the option of paying an employee for compensatory time. Upon mutual agreement employee may be paid for vacation in lieu of time off. If employee wants to sell a portion of their vacation or compensatory leave hours, they must also use an amount of vacation or compensatory time equal to 50 % of the total time sold.

ARTICLE XV - SICK LEAVE

Section 1. Sick leave credits should be regarded by employees as valuable free health insurance that maintains the employee's income during a period of personal illness or family emergencies. Sick leave benefits should be carefully guarded and not dissipated or abused.

Section 2. As provided by State law, each employee shall earn sick leave credits from the first full pay period of employment at the rate of one (1) working day per month without restriction as to the number of working days which may be accumulated. For calculating sick leave credits, two thousand eighty (2,080) hours shall equal one (1) year. Proportionate sick leave credits shall be earned and credited at the end of each pay period.

Section 3. An employee may not accrue sick leave credits during a continuous leave of absence without pay which exceeds fifteen (15) calendar days. Employees are not entitled to be paid for sick leave under the provisions of this act until they have been continuously employed for 90 calendar days. Employees are entitled to use the sick leave credits earned from the first day of employment.

ARTICLE XV - SICK LEAVE (CONTINUED)

Section 4. Upon termination, employees who have worked the qualifying period shall be entitled to be paid an amount equal to one-quarter (1/4) of the amount attributed to the accumulated sick leave. Such termination pay will only apply to those credits earned since July 1, 1971. The pay attributed to the accumulated sick leave shall be computed on the basis of the employee's regular rate of pay at the time of termination of employment with the Employer.

Section 5. Sick leave credits may be used as follows:

- a) Illness or injury of the employee.
- b) Illness, injury or death in the employee's immediate family requiring the employee's personal attendance.
- c) Quarantine for contagious disease control, provided certification is obtained from the attending physician.
- d) Doctor or dental appointments for treatment of employee's illness, injury or preventive care. If sick leave is to be used for such visits, the employee's supervisor shall be notified of the appointment at least forty-eight (48) hours in advance, excluding emergency visits, and appointments which become available on short notice due to cancellations by others.

Section 6. Immediate family shall mean spouse, parents, grandparents, siblings, children or grandchildren of the employee or spouse of the employee or son-in-law, or daughter-in-law, or an individual, though not related by blood, who has been a permanent member of the employee's household.

Section 7. Any illness, medical appointment or emergency which will necessitate use of sick leave shall be reported by the employee to Employer as soon as possible, and it shall be the responsibility of the employee to assure proper reporting of use of sick leave for record keeping purposes. Failure to report such leave as soon as possible will be considered absence without leave and a deduction from the employee's pay will be made for the period of such leave. Such absences are grounds for disciplinary action including dismissal.

Section 8. Abuse of sick leave shall be cause for dismissal and forfeiture of payment for any accumulated sick leave.

ARTICLE XV - SICK LEAVE (CONTINUED)

Section 9. A physician's verification of illness covered by sick leave may be required by the employee's supervisor after an employee has used three separate eight hour shifts of sick leave, or five eight hour shifts of continuous sick leave, during the contract year. Sick leave shall be reported on forms prescribed by the Authority office.

Section 10. Sick leave charges in excess of earned sick leave credits may be charged to earned and available vacation or compensatory leave with mutual agreement between the employee and the Employer. The employee may apply for Leave under the Family and Medical Leave Act ("FMLA") or a Leave of Absence in accordance with this agreement. If the Employer becomes aware that the employee is absent due to a qualifying reason under the FMLA, the Employer may designate the leave as FMLA leave in accordance with the FMLA and regulations promulgated thereunder.

Section 11. Any holidays that fall during a period that an employee is on sick leave will be charged as a holiday and not taken off the total accumulated sick leave.

Section 12. Abuse of sick leave occurs when an employee misrepresents the actual reason for charging an absence to sick leave, or when an employee uses sick leave for an unauthorized purpose.

Section 13. Because an employee's pay continues while on sick leave, no employee is entitled to be paid both sick leave and worker's compensation payments. An employee injured on the job shall make a claim for workers' compensation. Sick leave may not be used in case of injury except for the waiting period to eligibility for workers compensation payments

Section 14. Advancing sick leave credits after an employee's earned sick leave credits have been expended is expressly prohibited.

Section 15. In order to be entitled to sick leave, an employee must notify their supervisor at least one (1) hour before the beginning of their shift, in order that a replacement may be notified.

ARTICLE XV - SICK LEAVE (CONTINUED)

Section 16. Employees on extended sick leave, leave of over a 3 day duration, must report into their supervisor every seven days. Employee must provide information on their condition change including an estimated date of return to work. Employee must provide a written request to the supervisor to use sick leave, compensatory or vacation leave to cover their time away from work. Failure to provide written authorization may result in employee's leave status being changed to leave without pay.

ARTICLE XVI - LEAVE OF ABSENCE

Section 1. Leave of absence without pay may be granted to eligible employees upon approval of the immediate Supervisor. An employee may be granted up to thirty (30) days of Leave of Absence time without loss of seniority, benefits or benefits date. A formal leave of absence request must be made in writing to the immediate supervisor two weeks prior to the leave of absence of more than five (5) working days. In order to be eligible for leave the employee must have been employed for twelve (12) months and have worked at least 1250 hours during the twelve month period. Except in extenuating circumstances the employer may waive this requirement.

Section 2. All terms of the leave must be set forth in a written memorandum signed by the Supervisor and the employee and shall be filed in the employee's personnel file. The memorandum shall serve as the document governing the terms of the leave.

Section 3. If an employee takes a leave of absence without pay for a period exceeding thirty (30) calendar days, the employee shall not accrue vacation or sick leave credits and, except for an employee on leave under the Family Medical Leave Act, shall not be entitled to any Employer Contribution to health insurance.

Section 4. If the leave of absence extends more than thirty (30) calendar days, then the employee's seniority, benefits and benefit date will be adjusted according to the length of the leave of absence exceeding thirty (30) calendars days. Calculation of seniority will be calculated on December 31 of each year, on such form as prepared by the Employer. Leaves of absence shall be limited to a maximum of sixty (60) calendar days, unless otherwise provided in this Article.

Section 5. An Employee granted a Leave of Absence under this Article shall be returned to the same or equivalent position as seniority dictates for which they are qualified at the end of the leave, provided the leave is not combined with any other paid or unpaid leave.

ARTICLE XVI - LEAVE OF ABSENCE (CONTINUED)

MILITARY LEAVE - Uniformed Services Employment and Reemployment Rights Act of 1994

Section 1. Employer shall not deny initial employment, reemployment, retention in employment, promotion or any benefit of employment to an Employee who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service. All provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301 et seq., and the Montana Military Service Employment Rights Act, Montana Code Ann. §§ 10-1-1001 et seq. shall be followed regarding military leave, reemployment, seniority, health plans and employee pension benefit plans.

Section 2 An employee who is a member of organized militia of the State of Montana or who is a member of the organized or unorganized reserve corps or military forces of the United States, and, who has been an employee for a period of six months, shall be given leave of absence with pay for a period of time not to exceed fifteen (15) working days in a calendar year for attending regular encampments, training courses, and similar training programs of the organized militia or of the military forces of the United States. This leave will not be charged against the employee's vacation time if the employee has been inducted into military service, as defined in Montana Code Annotated § 10-1-1003(6). Unused military leave must be carried over to the next calendar year, but may not exceed a total of 30 days in any calendar year.

JURYLEAVE AND WITNESS LEAVE

Section 1. Each employee who is under proper summons as a juror shall collect all fees and allowances payable as a result of the service and forward the fees to the appropriate accounting office. Juror fees shall be applied against the amount due the employee from Employer. However, if an employee elects to charge their time off against their annual leave, they shall not be required to remit to Employer any expense or mileage allowance paid him/her by the court.

ARTICLE XVI - LEAVE OF ABSENCE (CONTINUED)

JURYLEAVE AND WITNESS LEAVE (CONTINUED)

Section 2. An employee subpoenaed to serve as a witness shall collect all fees and allowances payable as a result of the service and forward the fees to the appropriate accounting office. Witness fees shall be applied against the amount due the employee from Employer. However, if an employee elects to charge their witness time off against their annual leave, they shall not be required to remit their witness fees to Employer.

Section 3. Employer may request the court to excuse employees from jury duty if they are needed for the proper operations of the Employer.

EDUCATIONAL LEAVE

Section 1. Time off with pay may be granted to any full-time, non-probationary employee to attend job related courses at an accredited post-secondary educational institution for up to nine quarter credits per fiscal year. Such educational leave time off must be approved by the Airport Director.

Section 2. Employer, upon receiving evidence of satisfactory completion (a grade of 'C' or better) of courses previously approved, will reimburse employees for the cost of books and tuition up to a maximum six hundred dollars (\$600.00) per fiscal year. When grade reports are not provided the employee shall be awarded the reimbursement upon receipt of a certificate of completion.

Section 3. Any employee who voluntarily terminates employment within twelve (12) months of completion of an education leave shall reimburse the Employer for all sums paid by the Employer in connection with the educational leave.

ARTICLE XVI - LEAVE OF ABSENCE (CONTINUED)

FAMILY AND MEDICAL LEAVE

Section 1. Pursuant to the Family and Medical Leave Act an employee who has been employed for twelve (12) months by the Employer during which time they have worked at least 1250 hours shall be entitled to a total of twelve (12) workweeks of leave during any twelve (12) month period for one or more of the following: (A) Because of the birth of a son or daughter of the employee and in order to care for such son or daughter. (B) Because of the placement of a son or daughter with the employee for adoption or foster care. (C) In order to care for the spouse, or a son, daughter, or parent of the employee, if such spouse, son, daughter or parent has a serious health condition. (D) Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee. The entitlement to leave under (A) or (B) for a birth or placement of a son or daughter shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement. Leave taken under (C) or (D) may be taken intermittently or on a reduced leave schedule when medically necessary and will be taken pursuant to the provisions of the Family and Medical Leave Act, 29 U.S.C. 2612(b).

Section 2. An eligible employee may elect, or Employer may require the employee, to use sick leave and any accrued paid vacation leave for leave for (A), (C), or (D) above for any part of the twelve (12) week period of such leave. Upon mutual agreement an employee may request and may be granted the use unpaid leave during the twelve week period.

Section 3. In any case in which the necessity for the leave is foreseeable based on expected birth or placement as stated above, the employee shall provide the Employer with not less than 30 days' notice before the date the leave is to begin, except in cases where the birth or placement requires leave to begin in less than 30 days, the employee shall provide as much notice as possible. If the Employer becomes aware that the employee is absent due to a qualifying reason under the FMLA, the Employer may designate the leave as FMLA leave in accordance with the FMLA and regulations promulgated thereunder.

ARTICLE XVI - LEAVE OF ABSENCE (CONTINUED)

FAMILY AND MEDICAL LEAVE (CONTINUED)

Section 4. In any case in which two spouses entitled to leave are employed by the same Employer, request leave under (A), (B), or to take care of a sick parent under (C), the aggregate number of workweeks of leave to which both may be entitled may be limited to twelve (12) workweeks in any twelve (12) month period.

Section 5. Employer may require that a request for leave under (C) or (D) be supported by a certification issued by the health care provider of the eligible employee, or the son, daughter, spouse or parent of the employee, as appropriate stating: the date on which the serious health condition commenced, the probable duration of the health care provider regarding the condition, a statement that the eligible employee is needed to care for the son, daughter, spouse or parent or a statement that the employee is unable to perform the functions of the employee's position, and an estimate of when the employee can return to work.

Section 6. An eligible employee who takes F.M.L.A. leave for the intended purpose of the leave shall be entitled on return from such leave to be restored to the former position or be restored to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. Nothing herein shall be construed to entitle any restored employee to accrual of seniority or employment benefits during any period of leave, nor to any benefits or position other than the employee would have been entitled to had the employee not taken the leave.

Section 7. During the period an eligible employee is on a Family or Medical Leave the Employer shall maintain coverage under any group medical plan in effect. If the employee fails to return to work at the end of such leave the Employer shall be reimbursed for the premiums paid during the leave, except where the employee fails to return due to the continuation, recurrence, or onset of a serious illness that would entitle the employee to a Family Medical Leave; or circumstances beyond the control of the employee.

Section 8. An employee may request an additional 30 calendar days of leave after the expiration of FMLA. All terms of a Family or Medical leave are to be set forth in a memorandum of understanding signed by the Airport Director or their designee, and the employee, with a copy to be placed in the employee's personnel file.

ARTICLE XVI - LEAVE OF ABSENCE (CONTINUED)

BEREAVEMENT LEAVE

Section 1. Each employee shall be entitled to three (3) days with pay, to attend to a death in the immediate family, (as defined in Article XV, Section 8), on each occasion (non- accumulated). If additional days are needed, sick leave, vacation, or compensatory time may be approved upon request.

ARTICLE XVII – TRAINING

Section 1. Employer may establish minimum requirement for job performance which may include, but not be limited to, professional training, as well as, physical requirements to be met by employees. Any formal training requirements shall be paid for by the Employer. If any employee desires to obtain additional training, the employee shall pay for the cost of the training. Any employee who is permitted to attend a training school with the approval of the Employer may be granted time off with pay in order to attend such school, or time spent at the training may be deducted from the employee's accrued vacation at the option of the employee. The employee must successfully complete training as required by the Employer.

Section 2. Any employee who requests training and fails to successfully complete training as agreed to in Section one or voluntarily terminates employment within twelve (12) months of completion of training may be required to reimburse the Authority for all sums paid by the Authority in connection with the training.

Section 3. Cross training of current employees covered by the Agreement shall be voluntary. All new hires will be cross trained. Employer may limit the number of cross trained employees.

ARTICLE XVIII - HEALTH INSURANCE

Section 1. Employer will make group life, health, dental and optical insurance available to employees covered by this Agreement under the terms of the group health, dental and optical insurance plan with benefits as were provided for under the plan provided to the Employer by Missoula County in effect on July 1, 2025.

ARTICLE XVIII - HEALTH INSURANCE (CONTINUED)

Section 2. The Employer will contribute the following amounts toward the cost of group health, dental and optical insurance, for employees covered by this Agreement. If the insurance premiums are projected to exceed a four percent (4%) year-over-year increase, the Employer and the Association agree to reopen the contract to discuss only health, dental and optical insurance contributions. The annual four percent (4%) cap on year-over-year increases in the Employer's contribution dollar amount shall continue to apply during any reopened negotiations unless modified by mutual consent. The Association agrees the Employer may increase the contribution amounts set forth below, as the Employer deems appropriate.

Employee - Single

The Employer's contribution shall not exceed ninety percent (90%) of the applicable premium. For Fiscal Year 2027, the Employer's contributions shall be set at ninety percent (90%) of the applicable premium. Beginning in Fiscal Year 2028 and continuing through Fiscal Year 2029, the Employer's contribution shall remain at ninety percent (90%) of the applicable premium, unless the year-over-year increase in the dollar amount of the Employer's contribution would exceed four percent (4%). In such event, any year-over-year increase in the Employer's contribution shall be limited to four percent (4%).

Employee – Children

The Employer's contribution shall not exceed eighty-five percent (85%) of the applicable premium. For Fiscal Year 2027, the Employer's contributions shall be set at eighty-five percent (85%) of the applicable premium. Beginning in Fiscal Year 2028 and continuing through Fiscal Year 2029, the Employer's contribution shall remain at eighty-five percent (85%) of the applicable premium, unless the year-over-year increase in the dollar amount of the Employer's contribution would exceed four percent (4%). In such event, any year-over-year increase in the Employer's contribution shall be limited to four percent (4%).

Employee- Spouse

The Employer's contribution shall not exceed eighty-five percent (85%) of the applicable premium. For Fiscal Year 2027, the Employer's contributions shall be set at eighty-five percent (85%) of the applicable premium. Beginning in Fiscal Year 2028 and continuing through Fiscal Year 2029, the Employer's contribution shall remain at eighty-five percent (85%) of the applicable premium, unless the year-over-year increase in the dollar amount of the Employer's contribution would exceed four percent (4%). In such event, any year-over-year increase in the Employer's contribution shall be limited to four percent (4%).

ARTICLE XVIII - HEALTH INSURANCE (CONTINUED)

Section 2. (continued)

Family

The Employer's contribution shall not exceed eighty-five percent (85%) of the applicable premium. For Fiscal Year 2027, the Employer's contributions shall be set at eighty-five percent (85%) of the applicable premium. Beginning in Fiscal Year 2028 and continuing through Fiscal Year 2029, the Employer's contribution shall remain at eighty-five percent (85%) of the applicable premium, unless the year-over-year increase in the dollar amount of the Employer's contribution would exceed four percent (4%). In such event, any year-over-year increase in the Employer's contribution shall be limited to four percent (4%).

Section 3. In no case will Employer's contribution exceed the total cost of group health, dental and optical insurance.

Section 4. Employer reserves the right to change the insurance carrier; however, the policy limits of the group, health, dental and optical insurance plan will remain the same as provided for by the Missoula County Agreement. The Association shall be contacted to provide input into planning efforts and decisions pertaining to insurance.

ARTICLE XIX – UNIFORMS

Section 1. Employer will provide the following to each employee, on an annual basis and an "as needed" basis. It is recognized that certain employees will require more frequent clothing rotation as a result of the nature of the wear and exposure to environmental factors.

Yearly:	Pants	5 each	Cap	1
	Shirts	5 each	Stocking Cap	1
	Polo Shirts	5 each	Jacket	1
	Insulated Coveralls	1	Light Duty Coveralls	1
	Rubber Boots	1	Rain Jacket	1
	Shoes	1		
	Sunglasses not to exceed \$50.00			
	Every other year:	Boots	1 pair	

ARTICLE XIX – UNIFORMS (CONTINUED)

Section 1 (continued)

Employees will replace worn out clothing if required by the Supervisor. If an employee leaves before one year is completed, employee will reimburse the employer for clothing received. Reimbursement will be prorated for the length of employment.

ARTICLE XX – SUSPENSION AND DISCHARGE

Section 1. The Employer shall not discharge or suspend non-probationary employee without cause. Employer agrees to provide an employee with written notice of the charges against them, an explanation of the employer's evidence and an opportunity to present their version of the events prior to discharge. Employee is entitled to Association representation at any pre-termination meetings.

Section 2. After completion of the probationary period herein, discharge will not be made without at least one (1) warning notice to the employee involved, which warning shall be in writing and presented to the affected employee specifying the reason for the warning. Such warning notice must be issued within ten (10) calendar days of the violation complained of; provided, however, that in the event Employer is not aware of the situation within said ten (10) calendar day period, the warning letter must be issued within ten (10) calendar days of the time Employer becomes aware of such situation.

Warning notices may be subject to the grievance procedure. An employee may request a meeting with the supervisor and their Association representative to discuss the warning notice. Meetings will be requested within ten (10) calendar days from the date the employee receives the warning notice. The employee may attach a rebuttal to the warning notice, such rebuttal shall be placed in their personnel file.

The Employer reserves the right to issue warning notices for any conduct that may negatively impact, in the opinion of management, the safe and efficient operation of the Airport. Warning notices shall become a part of the employee's personnel file for eighteen months. After six months, the employee may request in writing the removal of the record from the file. Approval of this request shall be determined by the Director.

ARTICLE XX – SUSPENSION AND DISCHARGE (CONTINUED)

Section 2. (continued)

No warning notice prior to suspension or discharge shall be required in the case of:

1. sleeping on the job;
2. gross disobedience or insubordination;
3. use of, possession of, or sale of, illegal drugs, or controlled substances;
4. physical violence in the work place;
5. willfully endangering the lives or property of employee, Employer, or third parties;
6. conviction of a felony;
7. willful abandonment of duties.

This list is not meant to be restrictive or all inclusive of the items for which a person may be discharged.

ARTICLE XXI - JOB DESCRIPTIONS

Section 1. Job descriptions for all of the positions shall be available in the Authority office. The Association shall be provided a copy of the job descriptions for positions covered by this Agreement. The development of such job descriptions shall be the exclusive purview of the Employer, however, the Association and the affected employee shall be notified, in writing, of any changes in such job descriptions at least ten (10) working days before such changes become effective. Employees subject to a reduction in pay as a result of being reclassified shall retain their previous rate of pay for sixty (60) calendar days. Employees subject to a reduction in pay as a result of a disciplinary reclassification shall retain their previous rate of pay until the end of the current pay period.

ARTICLE XXII - GRIEVANCE AND ARBITRATION PROCEDURE

Section 1. A grievance is defined as a dispute or disagreement raised over a specific provision of this Agreement. The grievance shall be resolved, if at all possible, by the following procedure.

ARTICLE XXII - GRIEVANCE AND ARBITRATION PROCEDURE (CONTINUED)

Section 1. (continued)

Step 1. Any dispute involving the interpretation, application or alleged violation of a specific provision of this Agreement shall be taken up with the employee's immediate supervisor within ten (10) calendar days after the first knowledge of the occurrence of the grievance. Any grievance that is not presented within the preceding time limit shall be forever waived. All grievances must be discussed with the immediate supervisor prior to the filing of a formal grievance, and no formal grievance may be filed until the immediate supervisor has been given ten (10) calendar days to attempt resolution. Any grievance filed by the Employer shall begin at Step 2, of this grievance procedure. Any grievance involving a discharge shall begin at Step 2 of this procedure.

Step 2. If the grievance is not resolved at Step 1, the grievant and the Association shall have ten (10) calendar days from the receipt of the immediate supervisor's response at Step 1 or from the date of a termination letter in which to present the grievance in writing to the Airport Director or their designee. The grievance shall contain a complete statement of the grievance and the facts upon which it is based, state the provisions of the Agreement claimed to have been violated, and the remedy or correction requested. The Airport Director or their designee, the Association Representative, and the grievant shall meet and discuss the grievance on a mutually agreed upon date not to exceed ten (10) days from the receipt of the grievance. Following this meeting the Airport Director or their designee shall have ten (10) calendar days within which to provide a response in writing to the Association representative with a copy to the grievant.

ARBITRATION

Section 1. If the grievance is not resolved pursuant to the above steps, the Association shall have ten (10) calendar days from the receipt of Airport Director or their designee's decision to submit the grievance to arbitration, which decision shall be in writing to the Director of Airports.

Section 2. Whenever a grievance is submitted to arbitration, the Association representative and the Authority shall mutually agree upon the arbitrator to render a decision. In the event the parties are unable to agree upon an arbitrator, the Director of the Federal Mediation and Conciliation Service shall be requested to submit a list of eleven names of arbitrators. Each party shall alternately strike a name from the list presented until one name remains. That person shall be the arbitrator. Association will strike the first name.

ARTICLE XXII - GRIEVANCE AND ARBITRATION PROCEDURE (CONTINUED)

ARBITRATION (CONTINUED)

Section 3. The findings and decision of the arbitrator will be final and binding and enforceable on all parties. The expense of the arbitrator shall be borne equally by the parties to the arbitration and each side shall bear the expense of preparing and presenting its case.

Section 4. The arbitrator shall have no right to amend, modify, nullify, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Association and shall have no authority to make a decision on any other issue not so submitted. The Arbitrator shall have no authority to establish language for this Agreement, wage rates, new or changed job descriptions, or fringe benefits.

Section 5. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modify or vary in any way the application of rules, laws, regulations having the force and effect of law.

Section 6. Waiver - - - If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step in the specific time limit, or any written agreed extension thereof, it shall be considered denied. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Association may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and Association.

ARTICLE XXIII - WAGE SCHEDULE

Section 1. The wages for the term of this contract, for the period starting July 01, 2026, will be listed on the attached Schedule A.

Section 2. Employees shall be eligible for a cell phone stipend of \$25.00 per month for business-related costs incurred when using their personal cell phones. In order to be eligible, the employee must have a cell phone capable of receiving text messages and must comply with MCAA's Cell Phone Use Policy. Use of a cell phone while driving an MCAA owned vehicle or operating any MCAA equipment is strictly prohibited.

ARTICLE XXIII - WAGE SCHEDULE (CONTINUED)

Section 3. A shift differential of \$0.50 per hour will be paid, for an employee's entire shift, to any employee required to work a shift which begins after 1 p.m.

Section 4. In addition to the base salary set forth on Schedule A, each employee shall receive longevity pay for the continuous satisfactory service within this bargaining unit, in the amount of \$0.10 per year of service added to their hourly wage, beginning on the employee's five year anniversary of employment.

Section 5. Employees are eligible for certification pay as follows:

- a) For holding an Emergency Medical Technician – Basic (EMT Basic) license – annual compensation of \$700.00;
- b) For holding a State of Montana Pesticide License – annual compensation of \$500.00
- c) Certification pay is calculated on an annual basis and paid on the biweekly payroll;
- d) In order to receive certification pay, the employee must ensure that a copy of the current licensure is provided to the administration office on or before June 1st annually. It is solely the employee's responsibility to provide this documentation;
- e) A copy of the certificate/license will be retained as a permanent part of the employee's personnel file;
- f) Employees are solely responsible for maintaining their licensure; however, the Employer may pay for ongoing, or initial, training costs or allow employees to attend training during work hours depending on needs of the department.

Section 6. During the winter operational months from October 1st through March 31st, fifty cents (\$0.50) per hour will be added to employee's hourly compensation. This additional compensation is included in the calculation of regular, overtime, double time, holiday pay, holiday off, and used compensated absences but is not included in the calculation of any payouts, including but not limited to accrued leave payouts, compensatory payouts, and final pay upon separation from employment.

Section 7. Operations Mechanics shall receive an annual tool allowance of two thousand five hundred dollars (\$2,500), distributed in equal installments over twenty-six (26) pay periods.

ARTICLE XXIII - WAGE SCHEDULE (CONTINUED)

Section 8. An employee receiving a promotion to a higher classification within the bargaining unit will start the new position at their current union step wage. The probationary period is defined in Article VI, Section 1.

ARTICLE XXIV – PERFORMANCE MANAGEMENT

Section 1. Supervisors shall provide employees with constructive performance evaluations according to the following schedule:

- A performance evaluation shall be conducted prior to the completion of the probationary period.
- Subsequent evaluations shall be conducted on an annual basis.

Under normal and appropriate circumstances, the Airport Authority endeavors to conduct evaluations annually. However, if an employee's job duties undergo a substantial change following an evaluation, the Airport Authority may conduct an additional performance review to reflect the updated responsibilities.

Performance evaluations are intended to foster open communication between supervisors and employees regarding job performance, expectations, and professional development. These evaluations are not disciplinary in nature and shall not be used as a substitute for disciplinary procedures. Their primary purpose is to support continuous improvement and mutual understanding in the workplace.

ARTICLE XXV - SAVINGS CLAUSE

Section 1. In the event any Federal or State law conflicts with any provision of this Agreement, the provision or provisions so affected shall no longer be operative or binding upon the parties, but the remaining portion of the Agreement shall continue in full force and effect. The parties agree to meet promptly for the purpose of negotiation on any issues developed as a result of conflicting State or Federal law.

ARTICLE XXVI – EMBODIMENT

Section 1. It is agreed by the parties who have hereto executed this Agreement that this contract sets forth the entire agreement between the Employer and the Association and that during the course of collective bargaining, each party had the unlimited right to offer, discuss, accept or reject proposals and, therefore, for the term of this contract no further collective bargaining shall be had upon any provision of the Agreement unless mutually agreed to by both parties, nor upon any proposal which was offered and discussed but was not made a part of this Agreement. Furthermore, there shall be no verbal or written agreement between the Employer and the Association in violation or contravention of this contract.

ARTICLE XXVII - TERM OF AGREEMENT

Section 1. This Agreement shall be effective as of July 1, 2026 and shall remain in full force and effect, until June 30, 2029 and yearly thereafter, unless a party hereto gives a written notice to the other party at least 60 days prior to the expiration date, or any anniversary thereafter, of an intent to modify or terminate. If such notice is given by either party hereto, this Agreement shall terminate upon its expiration date.

DRAFT

Schedule A To MFPE Field Personnel Agreement With MCAA

July 1, 2026 - June 30, 2029

Airfield Ops Tech

Progress Steps	Percentage of Base Wage	FY2027 Hourly Wage	FY2028 Hourly Wage	FY2029 Hourly Wage
Base Wage	100%	\$37.81	\$38.94	\$40.11
Entry Wage	85%	\$32.14	\$33.10	\$34.09
Completion of Probation*	87.50%	\$33.08	\$34.07	\$35.10
2nd Year Anniversary	90%	\$34.03	\$35.05	\$36.10
3rd Year Anniversary	95%	\$35.92	\$36.99	\$38.10
4th Year Anniversary	100%	\$37.81	\$38.94	\$40.11

Airfield Ops Mechanic

Progress Steps	Percentage of Base Wage	FY2027 Hourly Wage	FY2028 Hourly Wage	FY2029 Hourly Wage
Base Wage	100%	\$41.08	\$42.31	\$43.58
Entry Wage	85%	\$34.92	\$35.96	\$37.04
Completion of Probation*	87.50%	\$35.95	\$37.02	\$38.13
2nd Year Anniversary	90%	\$36.97	\$38.08	\$39.22
3rd Year Anniversary	95%	\$39.03	\$40.19	\$41.40
4th Year Anniversary	100%	\$41.08	\$42.31	\$43.58

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Schedule A To MFPE Field Personnel Agreement With MCAA (Continued)

July 1, 2026 - June 30, 2029

Service Years	Wage Schedule (Ops Tech)								
	FY2027			FY2028			FY2029		
	Wage	Longevity	Total	Wage	Longevity	Total	Wage	Longevity	Total
Entry Wage (85%)	32.14	-	32.14	33.10		33.10	34.09		34.09
Probation (87.5%)	33.08	-	33.08	34.07		34.07	35.10		35.10
2nd Year (90%)	34.03	-	34.03	35.05		35.05	36.10		36.10
3rd Year (95%)	35.92	-	35.92	36.99		36.99	38.10		38.10
4 Year (Base Wage)	37.81	-	37.81	38.94		38.94	40.11		40.11
5	37.81	0.50	38.31	38.94	0.50	39.44	40.11	0.50	40.61
6	38.31	0.10	38.41	39.44	0.10	39.54	40.61	0.10	40.71
7	38.41	0.10	38.51	39.54	0.10	39.64	40.71	0.10	40.81
8	38.51	0.10	38.61	39.64	0.10	39.74	40.81	0.10	40.91
9	38.61	0.10	38.71	39.74	0.10	39.84	40.91	0.10	41.01
10	38.71	0.10	38.81	39.84	0.10	39.94	41.01	0.10	41.11
11	38.81	0.10	38.91	39.94	0.10	40.04	41.11	0.10	41.21
12	38.91	0.10	39.01	40.04	0.10	40.14	41.21	0.10	41.31
13	39.01	0.10	39.11	40.14	0.10	40.24	41.31	0.10	41.41
14	39.11	0.10	39.21	40.24	0.10	40.34	41.41	0.10	41.51
15	39.21	0.10	39.31	40.34	0.10	40.44	41.51	0.10	41.61
16	39.31	0.10	39.41	40.44	0.10	40.54	41.61	0.10	41.71
17	39.41	0.10	39.51	40.54	0.10	40.64	41.71	0.10	41.81
18	39.51	0.10	39.61	40.64	0.10	40.74	41.81	0.10	41.91
19	39.61	0.10	39.71	40.74	0.10	40.84	41.91	0.10	42.01
20	39.71	0.10	39.81	40.84	0.10	40.94	42.01	0.10	42.11
21	39.81	0.10	39.91	40.94	0.10	41.04	42.11	0.10	42.21
22	39.91	0.10	40.01	41.04	0.10	41.14	42.21	0.10	42.31
23	40.01	0.10	40.11	41.14	0.10	41.24	42.31	0.10	42.41
24	40.11	0.10	40.21	41.24	0.10	41.34	42.41	0.10	42.51
25	40.21	0.10	40.31	41.34	0.10	41.44	42.51	0.10	42.61
26	40.31	0.10	40.41	41.44	0.10	41.54	42.61	0.10	42.71
27	40.41	0.10	40.51	41.54	0.10	41.64	42.71	0.10	42.81
28	40.51	0.10	40.61	41.64	0.10	41.74	42.81	0.10	42.91
29	40.61	0.10	40.71	41.74	0.10	41.84	42.91	0.10	43.01
30	40.71	1.10	41.81	41.84	1.10	42.94	43.01	1.10	44.11

Schedule A To MFPE Field Personnel Agreement With MCAA (Continued)

July 1, 2026 - June 30, 2029

Service Years	Wage Schedule (Ops Mechanic)								
	FY2027			FY2028			FY2029		
	Wage	Longevity	Total	Wage	Longevity	Total	Wage	Longevity	Total
Entry Wage (85%)	34.92	-	34.92	35.96		35.96	37.04		37.04
Probation (87.5%)	35.95	-	35.95	37.02		37.02	38.13		38.13
2nd Year (90%)	36.97	-	36.97	38.08		38.08	39.22		39.22
3rd Year (95%)	39.03	-	39.03	40.19		40.19	41.40		41.40
4 Year (Base Wage)	41.08	-	41.08	42.31		42.31	43.58		43.58
5	41.08	0.50	41.58	42.31	0.50	42.81	43.58	0.50	44.08
6	41.58	0.10	41.68	42.81	0.10	42.91	44.08	0.10	44.18
7	41.68	0.10	41.78	42.91	0.10	43.01	44.18	0.10	44.28
8	41.78	0.10	41.88	43.01	0.10	43.11	44.28	0.10	44.38
9	41.88	0.10	41.98	43.11	0.10	43.21	44.38	0.10	44.48
10	41.98	0.10	42.08	43.21	0.10	43.31	44.48	0.10	44.58
11	42.08	0.10	42.18	43.31	0.10	43.41	44.58	0.10	44.68
12	42.18	0.10	42.28	43.41	0.10	43.51	44.68	0.10	44.78
13	42.28	0.10	42.38	43.51	0.10	43.61	44.78	0.10	44.88
14	42.38	0.10	42.48	43.61	0.10	43.71	44.88	0.10	44.98
15	42.48	0.10	42.58	43.71	0.10	43.81	44.98	0.10	45.08
16	42.58	0.10	42.68	43.81	0.10	43.91	45.08	0.10	45.18
17	42.68	0.10	42.78	43.91	0.10	44.01	45.18	0.10	45.28
18	42.78	0.10	42.88	44.01	0.10	44.11	45.28	0.10	45.38
19	42.88	0.10	42.98	44.11	0.10	44.21	45.38	0.10	45.48
20	42.98	0.10	43.08	44.21	0.10	44.31	45.48	0.10	45.58
21	43.08	0.10	43.18	44.31	0.10	44.41	45.58	0.10	45.68
22	43.18	0.10	43.28	44.41	0.10	44.51	45.68	0.10	45.78
23	43.28	0.10	43.38	44.51	0.10	44.61	45.78	0.10	45.88
24	43.38	0.10	43.48	44.61	0.10	44.71	45.88	0.10	45.98
25	43.48	0.10	43.58	44.71	0.10	44.81	45.98	0.10	46.08
26	43.58	0.10	43.68	44.81	0.10	44.91	46.08	0.10	46.18
27	43.68	0.10	43.78	44.91	0.10	45.01	46.18	0.10	46.28
28	43.78	0.10	43.88	45.01	0.10	45.11	46.28	0.10	46.38
29	43.88	0.10	43.98	45.11	0.10	45.21	46.38	0.10	46.48
30	43.98	1.10	45.08	45.21	1.10	46.31	46.48	1.10	47.58

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: May 26, 2026

1. **TITLE:** Minuteman Aviation Development and Deconstruction Agreement

Review, discussion, and possible approval of Minuteman Aviation Development and Deconstruction Agreement **ACTION ITEM**

2. **AGENDA CATEGORY:** (Please highlight)

UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM

3. **TIME REQUIRED:** 10 Minutes

4. **BACKGROUND INFORMATION:** Minuteman Aviation has had a ground lease for their east facility since May 1989 and has had several extensions over the years. A 2019 lease amendment noted that the Minuteman East lease shall not be extended and shall be terminated on November 30, 2024. Board minutes also reflected the airport's desire to consolidate Minuteman operations to one side of our property. Discussions of relocating Minuteman East began as early as the 2008 Master Plan which identified the need to create an area for terminal and parking developments with multiple locations identified in our 2009 Airport Layout Plan drawings. Staff in 2024 determined through forecasts that we would be able to give Minuteman East a three-year lease extension until November 30, 2027. Upon the current lease termination, Minuteman Aviation would need to remove buildings as required by the lease.

Staff have continued to work with Minuteman Aviation and have developed the attached Development and Deconstruction Agreement based on Facility and Operations Committee and Board of Commissioners' comments. The Agreement sets out the understanding between MCAA and Minuteman as Minuteman has progressed with plans to construct a new Maintenance hangar on the west side of the terminal and deconstruction of improvements on the east side of the terminal.

5. **BUDGET INFORMATION:** Amount Required: N/A

6. **SUPPLEMENTAL AGENDA INFORMATION:** Minuteman Aviation Development and Deconstruction Agreement

7. **RECOMMENDED MOTION:** Move to approve Minuteman Aviation Development and Deconstruction Agreement as presented.

8. **PREPARED BY:** Brian Ellestad, Airport Director

9. **COMMITTEE REVIEW:** Framework of agreement discussed at Facility and Operations Committee on April 21, 2026, and Board of Commissioners meeting on April 28, 2026.

DECONSTRUCTION AND DEVELOPMENT AGREEMENT

MCAA and Minuteman Aviation:

East Side Hangar Deconstruction and West Side Maintenance Hangar Construction

THIS DECONSTRUCTION AND DEVELOPMENT AGREEMENT (the “Agreement”) made effective this _____ day of _____, 2026 is entered into by and between Minuteman Aviation, whose address is 6337 Aviation Way, Missoula, Montana, 59808 (the “Developer”); and the Missoula County Airport Authority, an airport authority organized and existing under and by virtue of the laws of the State of Montana, having an address of 5225 West Broadway, Missoula, Montana, 59808 (“MCAA”). Each is called a “Party” in this Agreement, and collectively are called “Parties”.

WHEREAS, MCAA and Developer have entered into a Lease Agreement on December 1, 2014; a First Addendum dated May 30, 2017; a Second Addendum dated June 25, 2019; and a Third Addendum dated January 30, 2024 (the “2014 FBO Lease”) for certain real property located at the Missoula Montana Airport, Missoula County, Montana shown on the attached Exhibit A (the “2014 FBO Lease Property”); and

WHEREAS, the Developer desires to construct a new Maintenance Hangar on the 2014 FBO Lease Property as represented to MCAA in architectural, engineering, and construction plans (the “Construction Plans”) submitted to MCAA on January 14 and February 4, 2026; and

WHEREAS, MCAA staff reviewed the Construction Plans under the requirements set forth in MCAA’s Primary Guiding Documents, including the Development Guidelines, and recommended conditions of approval to the MCAA Board of Commissioners; and

WHEREAS, the MCAA Board of Commissioners approved Developer’s Construction Plans at a meeting held on April 28, 2026, and conditioned the approval as attached hereto as Exhibit B (the “Conditions”); and

WHEREAS, the Developer and MCAA are Parties to a separate lease agreement entered into on January 30, 2024 (the “2024 MM East Lease Agreement”) under which Developer is responsible for removing the leasehold improvements before the expiration of the MM East Lease Agreement on November 30, 2027; and

WHEREAS, the Parties wish to memorialize the Parties’ respective rights and obligations concerning the Conditions by entering into this Deconstruction and Development

Agreement, which was deemed satisfactory by MCAA Board of Commissioners on May 26, 2026; and

NOW, THEREFORE , in consideration of the foregoing recitals and the mutual covenants and promises contained herein, Developer and MCAA agree as follows:

1. Responsibilities and Obligations of the Developer: Existing East Side Lease and Facilities

- a. **Existing East Side Lease and Facilities** . Developer acknowledges that it is a party to the MM East Lease Agreement, which expires on November 30, 2027, and which requires removal of all leasehold improvements upon expiration. The facilities subject to removal include, without limitation, the structures identified on Exhibit C as Hangars A, B, C, and D (collectively, the “East Side Improvements”).
- b. **Required Removal of Hangar A.** Developer shall be solely responsible for the removal of the existing east side maintenance hangar identified as East Side Improvements Hangar A on Exhibit C. Removal of East Side Improvements Hangar A shall be completed no later than the expiration of the MM East Lease Agreement. For East Side Improvements Hangar A only, removal shall be required down to the foundation, unless MCAA, in its sole discretion, requires additional removal or site restoration. Additional requirements for the removal or sale of improvements upon termination or expiration is included in Section 32 of the 2024 MM East Lease Agreement.
- c. **Conditional Extension for Remaining East Side Improvements.** Provided that Developer timely and satisfactorily completes removal of East Side Improvements Hangar A in accordance with Section 1.b, MCAA shall grant Developer an additional five-year extension beyond the expiration of the MM East Lease Agreement solely for the remaining East Side Improvements Hangars B, C, and D, including the associated ramp area necessary to support their operation. The five-year extension shall apply only to existing improvements and activities and shall not be deemed a general extension of the MM East Lease Agreement or any future development rights.
- d. **Scope of Removal for Hangars B, C, and D.** Nothing in this Agreement shall be construed as obligating MCAA to accept removal only to the foundation for East Side Improvements Hangars B, C, and D, nor as limiting MCAA’s ability to require

full removal, site restoration, or other conditions consistent with the MM East Lease Agreement, Airport requirements and future planning needs. Additional requirements for the removal or sale of improvements upon termination or expiration is included in Section 32 of the 2024 MM East Lease Agreement.

- e. **Timing and Coordination.** Developer shall complete removal of the East Side Improvements Hangar A no later than the expiration of the MM East Lease Agreement on November 30, 2027. Developer shall coordinate all deconstruction activities with MCAA, including scheduling, access, safety procedures, and minimization of impacts to Airport operations.

- f. **Deconstruction Plan.** No later than December 1, 2026, Developer shall submit to MCAA a written deconstruction plan for East Side Improvements Hangar A outlining:
 - i. The proposed method of removal (including relocation, sale, or demolition);
 - ii. A proposed timeline for completion;
 - iii. Estimated costs of deconstruction and site restoration;
 - iv. Identification of funding sources.

MCAA approval of the deconstruction plan shall not relieve Developer of its obligations under this Agreement.

- g. **Financial Security.** As a condition of approval of the West Side Improvements Hangar E construction and lease term described in Section 2, Developer shall provide MCAA with a financial guarantee in a form acceptable to MCAA (including a bond, letter of credit, or other secured instrument) demonstrating sufficient funds are available to complete the full deconstruction to the foundation of East Side Improvements Hangar A. The financial security quote and associated agreement terms shall be submitted to MCAA for review and approval no later than December 1, 2026. The approved financial security shall become effective upon commencement of the project and shall remain in full force and effect until MCAA issues written confirmation that deconstruction and site restoration have been satisfactorily completed.

2. Responsibilities and Obligations of Developer: West Side Maintenance Hangar Construction and Related Lease Terms

- a. **Existing West Side Lease and Facilities** . Developer acknowledges that it is a party to the 2014 FBO Lease Agreement, which expires on November 30, 2046, and which contain the existing structures identified on Exhibit D as Hangars A, B, C, D and Fuel Farm (collectively, the “West Side Improvements”).
- b. **Construction of New Maintenance Hangar.** Developer is authorized to construct a new West Side Maintenance Hangar, associated ramp and operational areas on the 2014 FBO Lease Property as identified in Exhibit D as West Side Improvements Hangar E, substantially in accordance with the Construction Plans approved by the MCAA Board of Commissioners on April 28, 2026, as conditioned in Exhibit B. Developer shall bear all costs associated with construction, including utilities, access, permitting, compliance with Airport standards, and mitigation of construction impacts.
- c. **Separate Lease Term for West Side Maintenance Hangar.** The Parties agree that the West Side Improvements Hangars A, B, E, and Fuel Farm and the associated ramp area necessary to support its operation shall be eligible for a lease term of thirty (30) years. The thirty-year period shall be deemed to commence as of the date of substantial completion of construction of the West Side Maintenance Hangar, as determined by MCAA.

Notwithstanding the foregoing, MCAA shall not be required to grant, execute, or deliver the lease for the West Side Improvements Hangars A, B, E and Fuel Farm until the deconstruction obligations set forth in Section 1 of this Agreement for the East Side Improvements Hangar A have been fully satisfied. The commencement date of the lease term and the execution of the lease document are intentionally decoupled to ensure timely completion of required deconstruction.

- d. **Existing FBO Lease Areas.** All other areas governed by the 2014 FBO Lease Agreement, including West Side Improvements Hangars C and D, shall retain their existing lease expiration date of December 1, 2046, and shall not be extended by virtue of this Agreement.
- e. **Conditions Precedent to Lease Term Commencement.** Issuance and execution of the thirty-year lease for the West Side Improvements Hangars A, B, E and Fuel Farm shall be expressly contingent upon satisfaction of each of the following conditions:

- i. Substantial completion of construction of the West Side Improvemnts Hangar E in accordance with the approved Construction Plans, free and clear of all mechanic's liens or other encumbrances; and
- ii. Completion of the required deconstruction and removal of the existing East Side Improvements Hangar A, as applicable and required under Section 1 of this Agreement, to the satisfaction of MCAA.

Until such conditions are satisfied, Developer shall have no right to demand execution of the new lease, notwithstanding that the lease term may have commenced for amortization purposes upon substantial completion of construction.

- f. **Parking and Additional Lease Area** . Developer has requested an increase in leased square footage to accommodate a proposed parking area north of the West Side Maintenance Hangar. The Parties acknowledge that MCAA staff review of this request is pending and subject to further evaluation, including site inspection. No additional lease area for parking is granted under this Agreement unless expressly approved in writing by MCAA and incorporated by amendment.

3. Prior Agreements. Nothing in this Agreement is intended to, nor shall it, supersede, amend, or replace any existing lease agreements between the Parties, including without limitation the 2014 FBO Lease Agreement, the MM East Lease Agreement, or any valid amendments thereto (collectively, the "Lease Agreements"). This Agreement is intended to be additive to the Lease Agreements and to address specific deconstruction, development, and related conditions approved by the MCAA Board of Commissioners. In the event of a conflict between the terms of this Agreement and the terms of any Lease Agreement, the terms of the applicable Lease Agreement shall control, unless this Agreement expressly states otherwise in writing.

4. Indemnification. Developer, and its heirs, successors, and assigns shall indemnify, defend, and hold harmless the MCAA from any and all actions, claims, damages, losses, liabilities, and expenses (collectively "Claims") arising out of any act, or failure to act, on the part of Developer or its agents or employees, associated with the performance or nonperformance of this Agreement. The MCAA is not an agent or employee of Developer.

The MCAA shall indemnify, defend, and hold harmless Developer, its heirs, successors and assigns from any and all Claims arising out of any act, or failure to act, on the part

of the MCAA, its agents or employees, associated with the performance or nonperformance of this Agreement. Developer is not an agent or employee of the MCAA.

- 5. Effective Date.** This Agreement will be in force and effect on the date signed by the MCAA Airport Director and by Developer (the “Effective Date”).

- 6. Notices.** All notices shall be addressed as follows, or addressed in such other manner as the Party being notified shall have requested by written notice to the other Party. Refusal to accept delivery of notice shall be deemed to be receipt. Any notice in writing required to be given shall be complete when personally delivered, delivered by courier or expedited delivery service such as Federal Express, or when deposited in the United States Mail, first class, certified mail, return receipt requested, postage prepaid, addressed to the other Party at the following addresses:

Developer:

Minuteman Aviation
c/o Michael Mamuzich
6337 Aviation Way
Missoula, MT 59808

MCAA:

Missoula County Airport Authority
c/o Brian Ellestad
5225 West Broadway
Missoula, MT 59808

- 7. Compliance With Applicable Ordinances .** Except as provided in this Section, nothing contained in this Agreement shall be interpreted to authorize or permit Developer to violate any law, ordinance, or regulation relating to building codes, fire codes, building materials, zoning, construction methods, or use. In the event of any conflict between any law, ordinance, or regulation and the terms of this Agreement, the law, ordinance, or regulation shall prevail and Developer shall promptly notify MCAA of the conflict. MCAA shall cooperate with Developer to accommodate the purposes of both this Agreement and such law, ordinance, or regulation

- 8. Force Majeure.** A Party shall not be held responsible if the fulfillment of the Party’s obligations under this Agreement is delayed or prevented by revolutions, wars, acts of

enemies, strikes, fires, global pandemics, floods, other natural disasters, acts of God or nature, or without limiting the foregoing, by any other cause not within the control of the Party whose performance is interfered with, and which by the exercise of reasonable diligence, the Party is unable to prevent, whether of the class of causes hereinbefore enumerated or not.

9. Binding Effect. This Agreement touches and concerns the use of land and shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, personal representatives, successors and assigns, and shall run with the land. This Agreement will be filed with the official records of the Property at the Missoula County Clerk and Recorder's Office.

10. Additional Provisions.

- a. **Modification and Amendment.** This Agreement may be amended or modified by written agreement signed by the Parties.
- b. **Time.** Time is of the essence in this Agreement. Any deadline falling on a Saturday, Sunday, or Montana State or United States legal holiday shall be extended to the next business day.
- c. **Binding Effect.** This Agreement is binding upon the heirs, successors, and assigns of the Parties.
- d. **Default and Remedies.** In the event of any breach of this Agreement by a Party, the non-breaching Party shall give the breaching Party written notice describing the breach and thirty (30) days in which to cure. In the event the default is not cured timely, or in the event work required to cure a default is not commenced, the Parties may seek such remedies as are available under law, which shall expressly include specific performance.
- e. **Attorneys' Fees.** In the event suit is brought for the enforcement of this Agreement or as a result of an alleged default, each Party shall pay their own attorney fees.
- f. **Governing Law and Venue.** The law governing the interpretation or enforcement of the terms and condition of the Agreement shall be the laws of the State of Montana. The venue for any action brought pursuant to this Agreement shall be

in the Fourth Judicial District of Montana, unless the issue involves a federal claim, in which case the venue shall be in the District of Montana.

- g. **Severability.** If a part of this Agreement is invalid, all valid parts that are severable from the invalid part remain in effect. If a part of this Agreement is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.
- h. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties with respect to the subject matter of this Agreement and supersedes all prior agreements and understandings, both oral and written, between the Parties with respect to the subject matter of this Agreement.
- i. **Captions.** The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope of intent of any provisions or Sections of this Agreement.
- j. **Drafting of Agreement.** Both Parties have participated in the drafting of this Agreement and have been represented by their own counsel.

11. Counterparts. This Agreement may be executed and delivered in counterparts, each of which shall be deemed to be a duplicate original hereof, but all of which shall constitute one and the same document. Signatures transmitted electronically shall be treated and accepted as original signatures. The parties agree to communicate regarding this Agreement by electronic means as allowed by the Montana Uniform Electronic Transactions Act, Mont. Code Ann. § 30-18-101, et seq. (2021). After this Agreement is executed, any written document made under this Agreement may be created in original or may be an electronic record; any signature may be in original, or by electronic signature.

IN WITNESS WHEREOF, the Parties have hereunto set their hands and seals on the day and year in this certificate written below.

FOR the Developer:

Minuteman Aviation, Inc.

_____ Date: _____

By: Michael Mamuzich, President

FOR the Missoula County Airport Authority

_____ Date: _____

By: Brian Ellestad, Airport Director

EXHIBIT 'A'

DEPICTING A LEASE PARCEL, LOCATED IN THE NE1/4 OF SECTION 2, T.13N., R.20W. AND THE SE1/4 OF SECTION 35, T.14N., A.20W., P.M.M., MISSOULA COUNTY, MONTANA

LEASE PARCEL - LEGAL DESCRIPTION

A STRIP OF W/O LOCATED IN THE NORTHEAST ONE-QUARTER (NE1/4) OF SECTION 2, TOWNSHIP 13 NORTH, RANGE 20 WEST AND THE SOUTHEAST ONE-QUARTER (SE1/4) OF SECTION 35, TOWNSHIP 14 NORTH,

RANGE 20 WEST, P.M.M., MISSOULA COUNTY, MONTANA, AND BEING MORE PARTICULARLY {}[SCRIBE] AS FOLLOWS: COMMENCING AT THE NORTHEAST SECTION CORNER OF SECTION 2, TOWNSHIP 13 NORTH, RANGE 20 WEST, P.M.M.; THENCE SOUTH 40°00' WEST, 466.21 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 78°04'36" WEST, 116.57'; THENCE NORTH 11°55'24" WEST, 284.00 FEET; SOUTH 78°04'36" WEST, 72.40 FEET; THENCE SOUTH 1°55'24" EAST, 284.00 FEET; THENCE SOUTH 78°04'36" WEST, 57.30 FEET; THENCE SOUTH 11°55'24" EAST, 17.00 FEET; THENCE SOUTH 78°04'36" WEST, 315.28 FEET; THENCE NORTH 19°30'36" WEST, 369.52 FEET; THENCE NORTH 32°46'34" WEST, 464.17 FEET; THENCE SOUTH 57°30'21" WEST, 40.08 FEET; THENCE NORTH 57°06'12" WEST, 276.11 FEET; THENCE NORTH 18°41'48" EAST, 309.25 FEET; THENCE SOUTH 49°55'17" EAST, 378.52 FEET; THENCE SOUTH 48°44'57" EAST, 769.44 FEET; THENCE SOUTH OF 9°07'03" EAST, 97.97 FEET; THENCE SOUTH 10°35'56" EAST, 186.52' TO THE POINT OF BEGINNING.

CONTAINING 75,912 SQUARE FEET, MORE OR LESS.

LEGEND

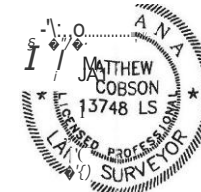
- = SET 5/8"X24" REBAR WITH 2" ALUM. CAP (JACOBSON, 137481.S)
- = FOUND MONUMENT AS NOTED
- P.O.C. = POINT OF COMMENCEMENT
- P.O.B. = POINT OF BEGINNING

SEC. COR.
2-1/2" BRASS CAP
T.14N., R.20W.
1 T.13N., R.20W.

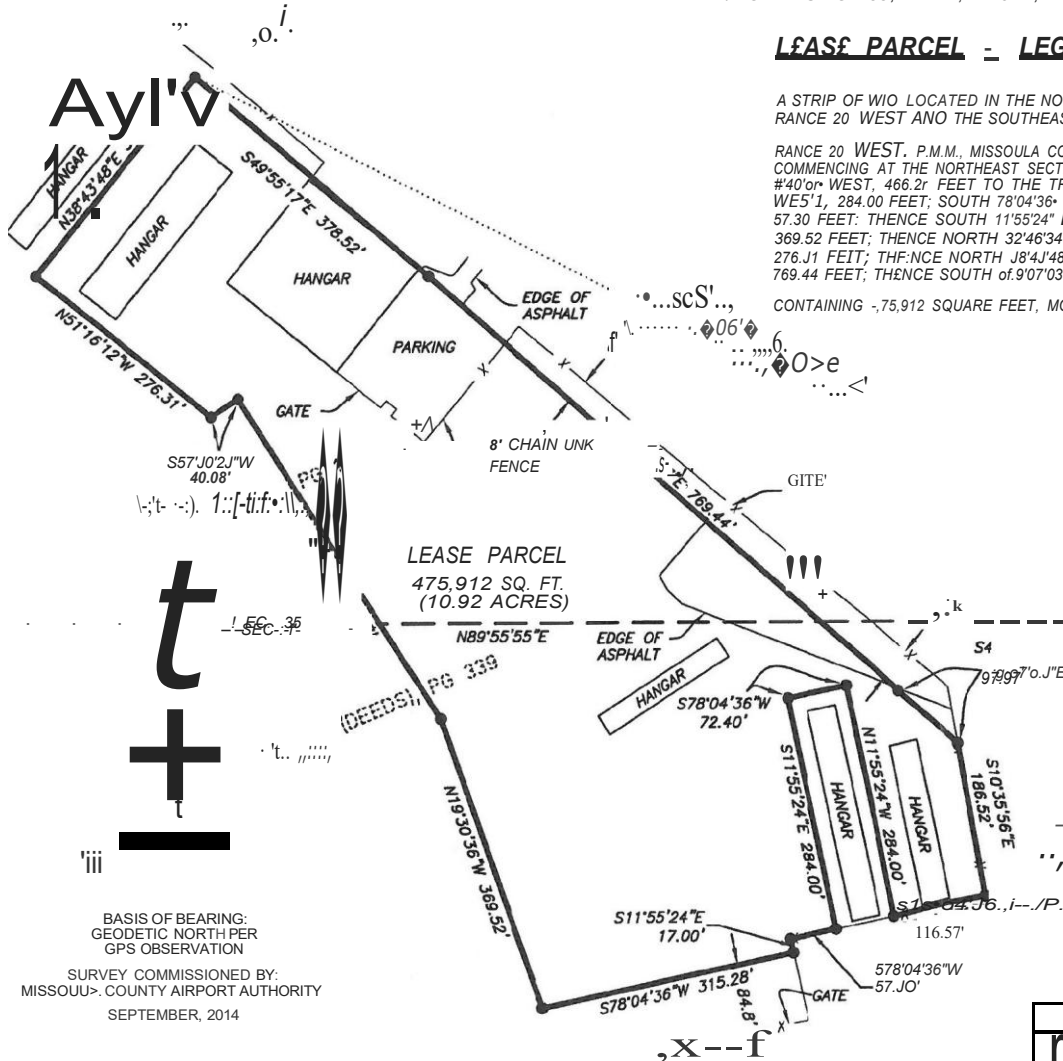
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I HEREBY CERTIFY THAT THE ATTACHED EXHIBIT REPRESENTS A SURVEY MADE UNDER MY SUPERVISION, AND SUBSTANTIALLY COMPLETED ON THE DATE SHOWN HEREON.

10/20/14
COBSON PROFESSIONAL SURVEYOR
MONTANA REGISTRATION NO. 13748LS



	SEC.	T.	R.
rn	2	13N	0W
rn	35	14N	0W



BASIS OF BEARING:
GEODETIC NORTH PER
GPS OBSERVATION
SURVEY COMMISSIONED BY:
MISSOULA COUNTY AIRPORT AUTHORITY
SEPTEMBER, 2014

TERRITORIAL - LANDWORKS, INC.
P.O. BOX 3851
MISSOULA, MONTANA 59806 (406)721-0142



TO: Missoula County Airport Authority Board of Commissioners, Facility and Operations Committee

FROM: Staff

CC: Mike Mamuzich, Minuteman Aviation

DATE: UPDATED April 24, 2026

RE: Minuteman Aviation Requests for Variance (email dated 4.15.26)

April 24, 2026 Update: Following the April 21, 2026, Facility and Operations Committee meeting, staff have updated the memo (in red) to reflect updated recommendations.

On April 15, 2026, Minuteman Aviation emailed Missoula County Airport Authority (MCAA) staff a list of variances to the MCAA Development Guidelines. Below is a summary of those requests and initial staff recommendations. Staff anticipate that the Facility and Operations Committee will discuss these items at their meeting on April 21, 2026. Thereafter, staff will finalize their recommendations for the full Board to consider at their monthly meeting on April 28, 2026. It is our goal that the Board will be able to pass a motion at the April 28th meeting that will allow Minuteman to continue moving forward on their construction plans, subject to any conditions that the Board may enforce.

No temporary mobile or office without prior approval (3.3.1.3)

Minuteman Request: Contractor needs a project/office trailer on site during the entire duration of the construction project to effectively manage the project on a day-to-day basis to complete the project.

Staff Recommendation: Approve

Committee Recommendation: Approve

Shield stored material from public view {4.16.1}

Minuteman Request: During Construction the contractor will have equipment and material stored onsite and will not have the storage space to cover or hide either equipment or materials. In coordination with the Airport, we have designated a staging area inside the secured area for staging of the Steel Building Material - Please refer to the Submitted Contractor's Construction Phasing and Safety for the project. We have also designated an area within the fenced construction site to store and stage equipment and material during the construction phase of the project.

Staff Recommendation: Approve

Committee Recommendation: Approve

Fences and buffers {4.17}



Minuteman Request: Fences and Buffer are not going to be installed around the mutually agreed upon staging area of the Steel Building material inside the Airport Security Area - Please refer to the Contractor's Construction Phasing and Safety Plan. If fencing is required, it will cause congestion in the pass-through area onto the airport grounds and severely affect the ease of movement by Airport Authority and equipment transferring material to the construction site.

Staff Recommendation: Approve. Fencing can be waived but area will need to be secured with barricades to ensure visibility for aircraft and vehicles. Additionally, any loose materials will need to be secured so they do not become FOD on the airfield.

Committee Recommendation: Approve

Landscaping (4.21.1)

Minuteman Request: The area of disturbed grass and landscaping remaining after the building project including all parking pavement is very small square footage. Does not allow for berms or shrubbery to be installed in such small areas. Furthermore, please look at attached pictures of surrounding areas to show what is currently being adopted for landscaping. We are proposing re-seeding grass in the areas that will be disturbed or affected by the construction of the new hanger. We are also proposing no underground irrigation to the reseeded areas due to the small size of the effected area, cost of getting water to the small areas of grass, and the current adopted layout of the landscaping in surrounding area. Please refer to the project Civil Drawing where we have shown possible disturbance of the ground which will be reseeded back to grass. Also, the airport has a long-standing policy, that prohibits landscaping that could attract birds and varmints that could possibly cause dangerous consequences with airplane safety. Please refer to the attached pictures showing the current landscaping features. Exhibit 4.21.

Staff Recommendation: Approve

Committee Recommendation: Approve

Loading and service areas (4.21)

Minuteman Request: During Construction and Phasing of the project, the Contractor will need to have unloading equipment and material access to the approved staging area inside of the Airport Security Fence and the front (east side) of the project for loading and unloading material and equipment. Please refer to the Contractor's Construction Phasing and Safety Plan for specified locations of the areas referred to. The actual project site is very small and confined with no room to maneuver for loading and unloading.

Staff Recommendation: Approve

Committee Recommendation: Approve

Landscaping islands (4.27.7.1)

Minuteman Request: Landscaping islands create a problem when snowplowing parking lots in the winter. They lead to parking lots that all snow is not completely removed leading to safety issues with pedestrians slipping on ice. We propose removing the landscaping islands and using paint marking as used in other areas of the airport. The current location of the Minuteman Maintenance Hanger had landscaping islands removed and painted lines were installed. Please refer to the attached pictures for reference - Exhibit 4.27.7

Staff Recommendation: Approve

Committee Recommendation: Approve



Curb and Gutters (4.27.7.5)

Minuteman Request: Perimeter lots shall have concrete curb and gutter. Due to the budget overrun of with the loss of the current Maintenance Hanger Asset (\$2.2 million appraised value) and the Cost of building a new Maintenance Hanger (currently over \$1.0 million over budget), we are asking for a variance on this requirement. Furthermore, the surrounding area of the new location does not have this requirement implemented. Please refer to the attached pictures for reference - Exhibit 4.27.7.5.

Staff Recommendation: Approve, staff would like to walk site area with MM to discuss parking and layout options.

Committee Recommendation: Approve with staff condition.

Development Plan submission timelines (5.1.3.3)

Minuteman Request: Requesting for this requirement be waived. The 45-day timeline will delay the project causing scheduling issues and planned price increases by vendors, suppliers, and others. This would cause further financial harm to the lessee as current project budgeted costs are far over the initial budgeted amount.

Staff Recommendation: Approve

Committee Recommendation: Approve

Letter from water and sewer providers (5.1.3.4.2)

Minuteman Request: Requesting the letter be waived due to the fact that it serves no purpose and is redundant. The City of Missoula Building Department along with the Water and Sewer Planning Departments are reviewing the submitted Engineer Plans for the project and will issue a building permit for the project after it Reviews the engineered design based on their current system(s) capacity.

Staff Recommendation: Approve

Committee Recommendation: Approve

Letter from Fire District (5.1.3.4.3)

Minuteman Request: Requesting the letter to be waived due to the fact that it serves no purpose and is redundant. During the building permit approval process through the City of Missoula Building Department, along with the Fire Marshall review the submitted Engineered Stamp Plans and Designed Fire Sprinkler System for code and current system capabilities. The letter intent will be required by the building permit approval process.

Staff Recommendation: Approve

Committee Recommendation: Approve

Traffic impact study (5.1.3.4.4)

Minuteman Request: The traffic impact for the new site will have little or no traffic impact. We are basing this off the current maintenance Hangars' traffic impact. We are requesting this requirement to be waived.

Staff Recommendation: Approve

Committee Recommendation: Approve

Public notice timelines (5.1.5.1)



Minuteman Request: Requesting for this requirement be waived. The 15-day timeline will delay the project causing scheduling issues and planned price increases by vendors, suppliers, and others. This would cause further financial harm to the lessee as current project budgeted costs are far over the initial budgeted amount.

Staff Recommendation: Approve

Committee Recommendation: Approve

Contactors Bond (6.3.1)

Minuteman Request: Requesting waiver of the bond requirement due to a couple of Factors:

1. Timing and Past/Present Implementation of the bond requirement.
 - a. We built the \$3 million dollar Delta Hanger for Lessee on the airport in 2021, and this bond requirement was not enforced or ever brought to either party. Thus, going into the budgeting of the current Maintenance Hanger this was not considered due to past or current practices of the Airport Authority regarding this matter. Lessee and Contractor were made aware of this Development Plan Document and the request to follow ALL related items on March 11, 2026, via email. The application for building permit was submitted to the City of Missoula on February 19, 2026. The budget figures for this project were based off the permit set that has been submitted to the building department.
2. Overall Cost of Contractor Bonding to the project.
 - a. The cost of the Contract Bond for this project is going to be estimated to be around \$185,500.00. This is a large amount of money on top of the already budgeted figures. This cost is a huge burden on the Lessee for a project that needs to be done immediately due to the rising cost of construction and the need to comply with the airport request to move the current Maintenance Hanger location by the end of 2027. The current financial burden to the lessee is a hardship to its current operating budget. The Lessee budgeted \$4 million dollars for the construction of the new hanger building. The current budget without the bond request sits at \$5.3 million dollars and could rise due to the fluctuating cost factors in the material and labor markets. This number is not considering the loss of the current Maintenance Hanger Building that has been appraised recently for \$2.2 million dollars. We can keep go further with cost being absorbed by the Lessee to make the required building move by adding in the cost of tearing down the current Maintenance Hanger Building. At this time, the cost is in pre-budget phase, but it is not going to be a small amount of money.
 - b. We are respectively asking for a waiver at this time in regard to the Contractor Bond requirement based on the factors listed above.
 - c. The Contractor has done many project of varying size and scope for 30 years. We have a track record of finishing jobs and working with lenders to complete projects to 100 percent of the time - no exception. We have not been asked in the past to bond private projects, but we do have a proven system in place to make sure projects are completed and everybody is held accountable. Here is how the system works:



- i. We bill monthly on work progress completed during the last month of work or for large items (steel building material).
- ii. We submit draw request to the client/owner or the banking institution if project is funded by a construction loan. The vendors, suppliers, and subcontractors invoices are included in the draw requests for review and approval.
- iii. The draw request is approved by the client/owner or banking institution, and the funds are released to the Contractor.
- iv. The funds are used to pay out all invoices submitted on the draw request. We require an executed lien waiver for each check that is written to the vendors, suppliers, subcontractors, etc. These waiver are sent to the bank institution when executed before the next draw request in sent and approved.
- v. Final Payment on the project is paid after construction account including but not limited, receivables, payables, and executed lien waivers have been audited and verified, and a Certificate of Occupancy has been executed with the City of Missoula Building Department.

Staff Recommendation: MSO Legal and Finance staff recommend requiring both a performance bond and a payment bond, with the Airport named as a co-obligee, to mitigate project risk and ensure contractual and financial protections are in place.

In addition, staff request further clarification on the following items, including but not limited to:

- a. Whether Minuteman's estimated cost of \$185,500 for the combined performance and payment bond, or approximately 3.5% of the \$5.3 million total construction budget, is based on a formal bond quote or estimate. If it is an estimate, staff recommend that Minuteman work with its contractor to obtain 2-3 quotes to confirm actual rates.
- b. Minuteman has indicated that naming the Missoula County Airport Authority as a co-obligee on the combined performance and payment bond would result in additional cost. Please identify the estimated incremental cost associated with adding the Airport as a co-obligee and clarify whether this amount is derived from a formal bond quote or estimate.
- c. The financing structure for the project: if the project is being financed through traditional debt, staff request confirmation as to whether the lender requires performance and payment bonds as a condition of financing.
- d. As stated in prior correspondence, if a different financial security better suits Minuteman's needs, Minuteman may propose an alternative for our consideration such as an irrevocable letter of credit, cash escrow, or similar financial instrument.

Committee Recommendation: Recommend granting Minuteman Aviation's request for a variance; no Performance or Payment bond required.

Updated Staff Recommendation: Based on information provided at the April 21, 2026, Facility and Operations Committee meeting, and the Committee's recommendation, the updated staff recommendation is to approve this variance.



Tenant Payment Bond (6.3.2)

Minuteman Request: Requesting waiver of this bond requirement due to the same reasons we have outlined for the Contractor Bond Requirement.

1. Timing and Past/Present Implementation of the bond requirement.
 - a. The Lessee and Contractor have proven history and track record. Contractor built the \$3 million dollar Delta Hanger for Lessee on the airport in 2021, and this bond requirement was not enforced or ever brought to the Lessee attention. Thus, going into the budgeting of the current Maintenance Hanger this was not considered due to past or current practices of the Airport Authority regarding this matter. Lessee and Contractor were made aware of this Development Plan Document and the request to follow ALL related items on March 11, 2026, via email. The application permit to the City of Missoula was sent to them on February 9, 2026. The budget figures for this project were based off the permit set that has been submitted to the building department.
2. Overall Cost of the Tenant Payment Bond to the project.
 - a. The cost of the Bond for this project is going to be estimated to be around \$53,000.00. This is a substantial amount of money on top of the already budgeted figures. This cost is a huge burden on the Lessee for a project that needs to be done immediately due to the rising cost of construction and the need to comply with the airport request to move the current Maintenance Hanger location by the end of 2027. The current financial burden to the lessee is a hardship to its current operating budget. The Lessee budgeted \$4 million dollars for the construction of the new hanger building. The current budget without the bond request sits at \$5.3 million dollars and could rise due to the fluctuating cost factors in the material and labor markets. This number is not considering the loss of the current Maintenance Hanger Building that has been appraised recently for \$2.2 million dollars. We can keep going further with cost being absorbed by the Lessee to make this move by adding in the cost of tearing down the current Maintenance Hanger Building. At this time, the cost is in pre-budget phase, but it is not going to be a small amount of money.
 - b. We are respectively asking for a waiver at this time in regard to the Tenant Payment Bond requirement based on the factors listed above.
3. Alignment with Airport Staff Recommendation
 - a. The Lessee acknowledges and appreciates Airport staff's indication, as communicated via email on March 30, 2026, that they intend to recommend a variance to Section 6.3.2 and to waive the requirement for a Tenant Payment Bond. This request is consistent with that direction and is being formally submitted for Board consideration.
 - b. Given staff's stated position, along with the timing of implementation, prior project history, and the substantial and unanticipated financial impact outlined above, the requested waiver is both reasonable and appropriate under the circumstances and aligns with the Airport's intended application of these requirements.
 - c. The Lessee remains committed to fulfilling all project obligations and delivering a successful project that aligns with Airport expectations, while requesting



reasonable consideration of the circumstances under which this requirement has been introduced.

4. Consistency with Past and Current Airport Practices
 - a. Based on the Lessee's experience with prior development at the Airport, including construction of the \$3 million Delta Hangar in 2021, bonding requirements of this nature were not required or enforced at that time.
 - b. Additionally, it is the Lessee's understanding that similar projects, both past and currently under construction at the Airport, have not been subject to the same bonding requirements.
 - c. While the Lessee understands that policies may evolve over time, the introduction and application of this requirement at this stage, particularly after significant project planning and budgeting have already occurred, creates an inconsistency with past and current practices that materially impacts the feasibility of this project.
 - d. For these reasons, the requested variance is consistent with how similar projects have been historically treated and supports a fair and reasonable application of the requirement moving forward.

Staff Recommendation: Approve

Committee Recommendation: Approve

Claims Made Insurance (6.4.11)

Minuteman Request: Professional Liability Coverage. We respectfully request a waiver for the Contractor on this particular request. The Contractor was not associated with the design of this project. The designing Architect is submitting their Professional Liability (Errors and Omissions) coverage under Section 6.4.1.5 of this document. The estimated cost of this coverage is \$7,900.00. This coverage requirement will add more cost to the overall project that has ballooned over the initial estimated budgeted numbers further burdening the Lessee financially.

Staff Recommendation: Approve

Committee Recommendation: Approve

END OF DEVELOPMENT GUIDELINE VARIANCE REQUESTS



BEGINNING OF MINUTEMAN AVIATION SPECIAL REQUESTS

Lease Area and Lease Term Requests

Minuteman Request: In addition to the requested variances, we are seeking to incorporate the proposed maintenance facility into our existing FBO lease, which currently extends through 2046, rather than placing the facility under a separate agreement. Given that the maintenance facility will be located on the same lease and function as an integrated part of our ongoing operations. Maintaining a single lease structure is both practical and consistent with efficient long-term management of the site.

We are also requesting an extension of the current lease term by twelve (12) years, resulting in a revised expiration of 2058. This extension is necessary to allow for the appropriate amortization of the significant capital investment required to construct the new maintenance facility and to ensure the long-term financial feasibility of the project.

This request is consistent with the Airport's Lease/Rates and Charges Policy. Section 3.3.1 provides that lease terms should be commensurate with the level of capital improvement and investment made by the operator. Section 3.3.2 further allows for longer lease terms to be granted where substantial investment is made. Additionally, Section 3.3.4 contemplates the extension of an existing agreement when an operator undertakes additional development, and Section 3.3.4.1 indicates that extending an existing agreement is preferable to entering into a new agreement where practical.

Given these provisions, incorporating the maintenance facility into the existing lease and extending the term accordingly aligns with the intent of the Airport's established policy framework. The requested approach ensures that the level of investment being made is appropriately matched with a lease term that supports reasonable cost recovery.

In addition, Minuteman wants to increase the square footage of their leased area to encompass a proposed parking area to the north of the new Maintenance Hangar (west side), immediately adjacent to Aviation Way.

Staff Recommendation:

Staff recommend a 30-year lease term for the new Maintenance Hangar (west side) and the associated ramp area needed to support the hangar.

Staff recommend maintaining the existing lease expiration date of 2046 for the remainder of the FBO Lease areas, which represents a 30-year total lease term length. Staff recommend maintaining the existing lease term for these areas in order to ensure flexibility for future airport decision making within the lease area. Maintaining the existing lease term also reflects the relative age and maintenance needs of these older facilities.

Staff recommend including the agreement on lease area and lease term in a Development Agreement. The Development Agreement will indicate that the new 30-year lease term for the new Maintenance Hangar (west side) is contingent on completion of construction free of liens or



other encumbrances, as well as contingent on successful removal of the old Maintenance Hangar (east side).

Staff recommendation is pending regarding the increased square footage for proposed parking; a site visit is needed and possibly some additional back-and-forth with Minuteman.

Committee Recommendation: Recommend granting Minuteman Aviation's request for a 12-year extension to the FBO Lease.

Updated Staff Recommendation: It continues to be in the best interest of the airport that the existing FBO lease remain on its current 30-year term, ending in 2046, with no 12-year extension at this time. Maintaining the existing 2046 term aligns with MCAA's lease term policy, while a 12-year extension-resulting in a 42-year total lease term-would fall well outside that policy. A 30-year lease is already at the upper end of industry standards and is typically reserved for situations involving significant capital investment. Here, four of the five existing FBO facilities are quite old, most dating to the 1980s or earlier. In addition, lease extensions are generally considered near the end of an existing term, when the airport can evaluate lessee compliance and long-term performance before committing to additional years. Granting a 12-year extension now would do so while approximately 20 years remain on the current lease.

It is also important to note that the FBO lease consists of three separate, non-contiguous areas that may warrant different treatment in future years. The fuel farm is isolated on the east side of the airport, while the remaining areas are on the west side, and future planning needs may differ between those locations. The portion identified in Exhibit A as "D" comprises one half of a hangar, with the other half owned by a separate entity under a separate ground lease. Because the building is shared, it is important to keep those leases on similar terms. The area identified as "C" contains a particularly old t-hangar, and the airport must retain the ability to encourage that area, and others, to be redeveloped or used in ways that best serve airport needs.

This is not to suggest that Minuteman would be precluded from securing a new lease extending beyond 2046 for the primary FBO facilities. Rather, the airport's interest at this stage is in preserving future planning flexibility, ensuring that facilities are properly maintained and used to their highest and best purpose, and ensuring that lease terms remain appropriate and relevant in future decades.

Finally, we currently maintain three leases with Minuteman Aviation, and the administration of those three leases is not overly burdensome. We do not see an issue with lease management by adding an additional lease, particularly in light of the east side hangar lease expiring in the upcoming years.

As such, staff have developed a middle ground solution and staff are now providing an **Updated Staff Recommendation** as follows:



- Lease 1: Hangars A, Band E - 30-year term commencing at substantial completion of construction of the new maintenance hangar and contingent on removal of the old maintenance hangar.
- Lease 2: Hangars C, D and Fuel Farm - maintain 2046 term date.

Existing Maintenance Hangar (East Side)

Minuteman Discussion: At the Airport's request, we also want to provide an update regarding the planned deconstruction and removal of the existing maintenance hangar, which will occur shortly after operations are transitioned into the new facility. At this time, we are actively evaluating several potential options for the structure, including: (1) relocating the hangar to another location on the Airport, (2) relocating the hangar to an off-airport site, or (3) selling the structure with removal and relocation to be completed by the purchaser.

We are committed to coordinating this process with the Airport and ensuring that the existing structure is removed in a manner that aligns with Airport expectations and project timelines.

Staff Recommendation:

Staff recommend that Minuteman provide additional information on plans for the deconstruction of the old Maintenance Hangar (east side) including timeline, costs and funding plan.

Staff recommend including provisions in a Development Agreement that specify timelines and responsibilities for completion for deconstruction of the old Maintenance Hangar (east side). Completion of deconstruction should be a precondition of granting a 30-year lease for the new Maintenance Hangar (west side).

Staff recommend Minuteman provide to the Airport a financial guarantee, bond, letter of credit or other secured financial instrument that demonstrates sufficient funding is available to complete the deconstruction project. This should be provided before the Development Agreement is presented to the Board for approval.

Committee Recommendation: Recommend Minuteman provide to the Airport an irrevocable letter of credit that demonstrates sufficient funding is available to complete the deconstruction project.

The grant of a 12-year FBO Lease extension is contingent on removal of the old maintenance hangar on the east side.

Updated Staff Recommendation:

Staff recommend that Minuteman provide to the Airport a bond or letter of credit that demonstrates sufficient funding is available to complete the deconstruction project and that the responsibilities, commitments, timelines, and financial plans are contained in a Development Agreement approved by the Board.

Exhibit C

East Side Improvements

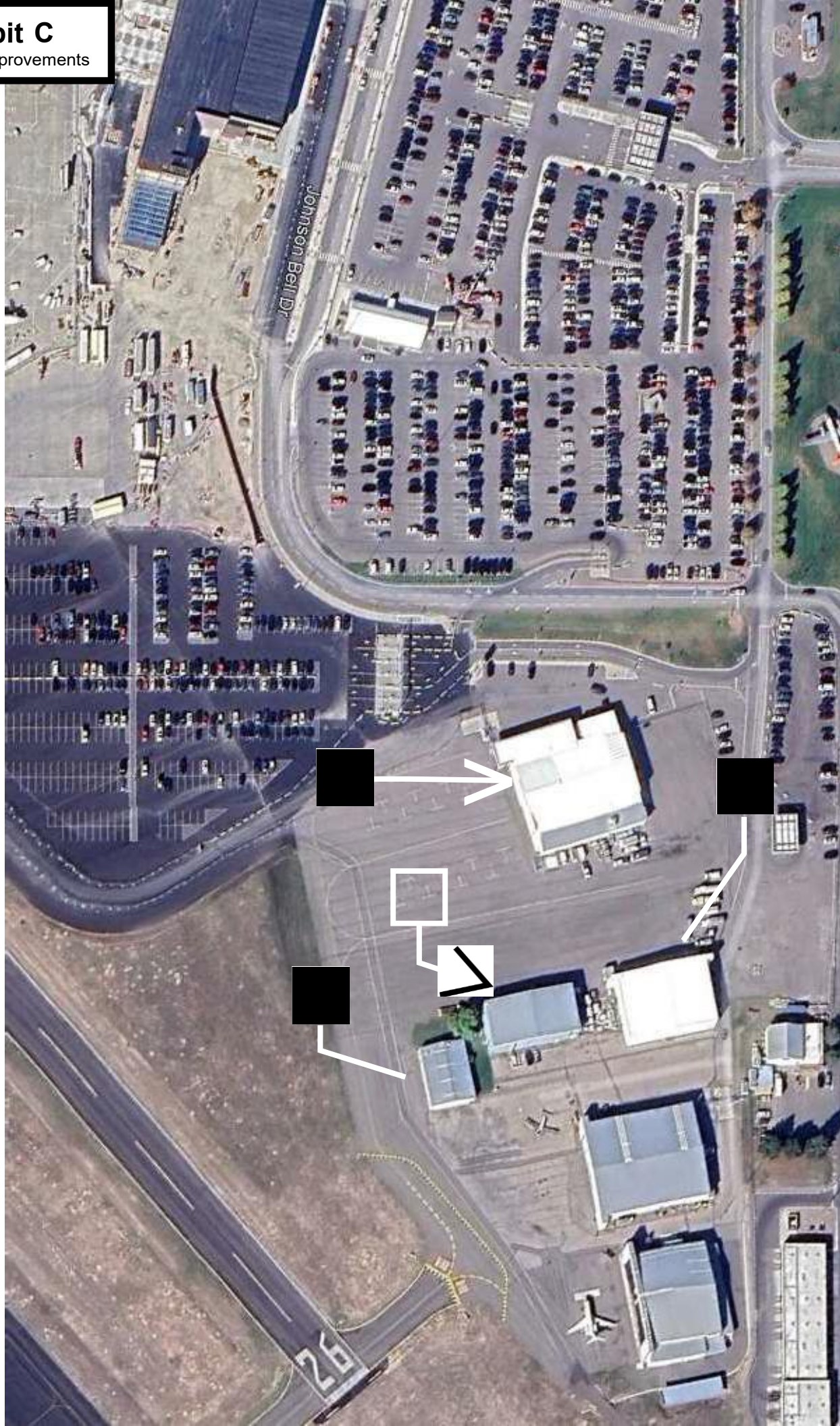
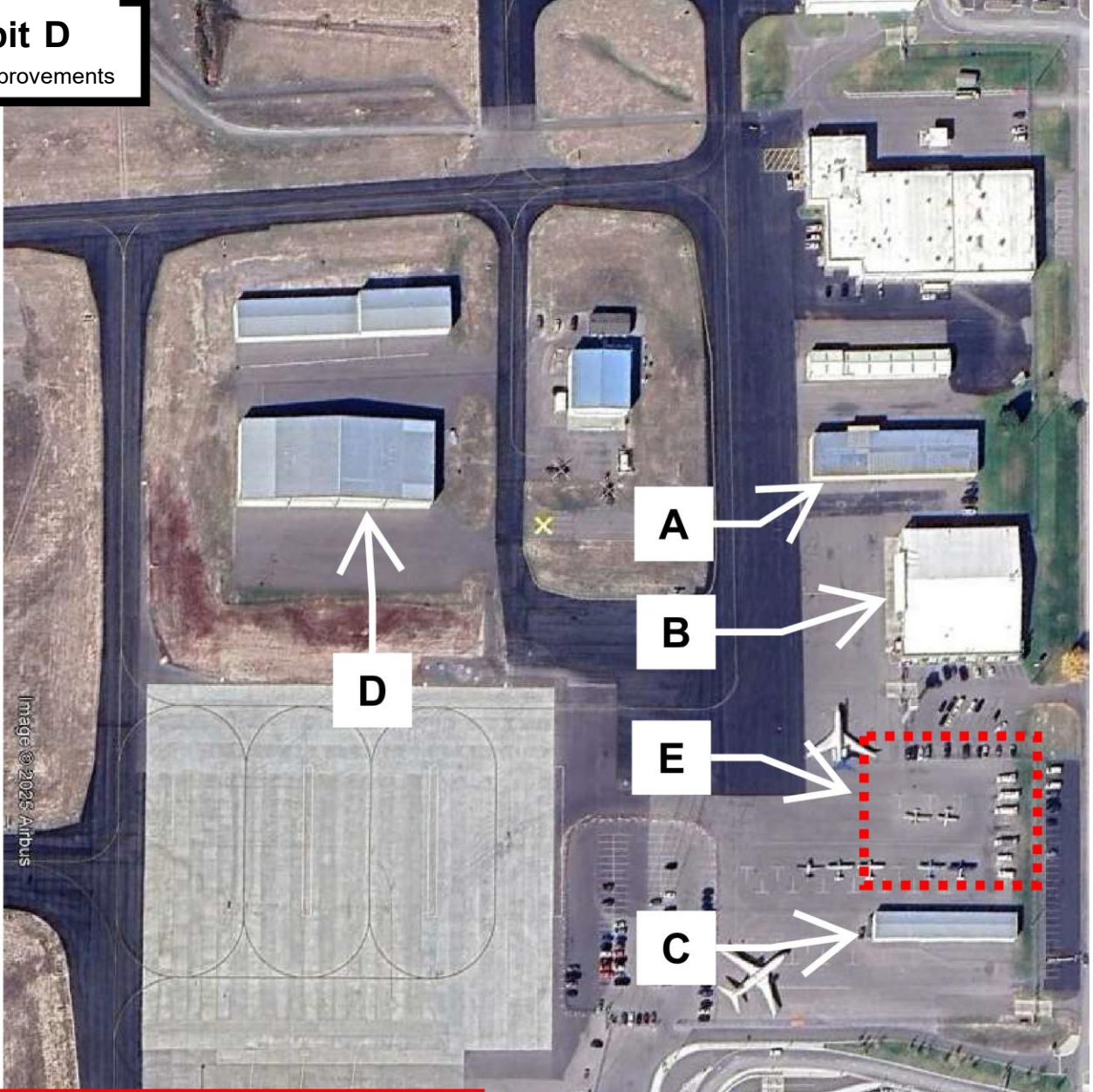


Exhibit D

West Side Improvements



Fuel Farm



**Missoula County Airport
Authority
Agenda Action Sheet
Meeting Date: May 26, 2026**

1. **TITLE:** Approval of the Missoula County Airport Authority Budget for fiscal year 2027-

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

3. **TIME REQUIRED:** 5 minutes

4. **BACKGROUND INFORMATION:** The draft budget for the Missoula County Airport Authority fiscal year 2027 is attached. The fiscal year 2027 budget contents are as follows:

	<u>PAGE</u>
OPERATING BUDGET	1
TERMINAL RENTAL RATE CALCULATION	2
PASSENGER USE FEE CALCULATION	3
ENPLANED PASSENGERS (PAX).....	3
LANDING FEE RATE CALCULATION	4
TERMINAL RENTAL RATE, PASSENGER USE FEE, & LANDING FEE COMPARISON	5
AIR SERVICES COMPONENTS	5
REVENUE BOND COVERAGE	6
Schedule of Rates & Charges as of 2/24/2026	A
Schedule of Rates & Charges Effective 7/1/2026.....	B

5. **BUDGET INFORMATION:**
Amount Required:
Budget amount available:

6. **SUPPLEMENTAL AGENDA INFORMATION:** The finance committee met on May 21, 2026, to review the attached draft budget. The draft budget was sent to signatory carriers on April 2, 2026. Carriers have 30 days to review the draft - there were no proposed changes from the carriers.

7. **RECOMMENDED MOTION:** Move to approve the budget for fiscal year 2027.

8. **PREPARED BY:** William Parnell, Director of Finance and Administration

9. **COMMITTEE REVIEW:** Finance Committee



BUDGET
Fiscal Year 2027
(July 1, 2026 – June 30, 2027)

Missoula Montana Airport (KMSO)

5225 Highway 10 W.

Missoula, MT 59808

406-728-4381

CONTENTS

OPERATING BUDGET 1

TERMINAL RENTAL RATE CALCULATION 2

PASSENGER USE FEE CALCULATION 3

ENPLANED PASSENGERS (PAX) 3

LANDING FEE RATE CALCULATION..... 4

TERMINAL RENTAL RATE, PASSENGER USE FEE, & LANDING FEE COMPARISON 5

AIR SERVICES COMPONENTS..... 5

REVENUE BOND COVERAGE 6

Schedule of Rates & Charges as of 2/ 24/ 2026A

Schedule of Rates & Charges Effective 7/ 1/ 2026B

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OPERATING BUDGET

	2027	2026	\$	%	2027	2025	\$	%
	Budgeted	Budgeted	Change	Change	Budgeted	Actual	Change	Change
OPERATING REVENUES:								
Air services	\$ 3,057,813	\$ 3,035,521	22,292	1%	\$ 3,057,813	\$ 2,906,563	151,250	5%
Car rentals	3,310,000	3,385,000	(75,000)	-2%	3,310,000	3,079,004	230,996	8%
Parking, net	4,500,000	4,360,000	140,000	3%	4,500,000	4,422,197	77,803	2%
Concessions	766,000	732,000	34,000	5%	766,000	780,170	(14,170)	-2%
Fuel Flowage Fees	180,000	105,000	75,000	71%	180,000	88,294	91,706	104%
Facilities and ground rental	1,231,147	1,126,500	104,647	9%	1,231,147	1,040,123	191,024	18%
Miscellaneous revenue	77,000	65,000	12,000	18%	77,000	304,834	(227,834)	-75%
TSA Reimbursement	15,000	15,000	-	0%	15,000	14,780	220	1%
Advertising and Ground Services	1,679,365	1,437,371	241,994	17%	1,679,365	1,217,271	462,094	38%
Ground Transportation	228,000	155,000	73,000	47%	228,000	164,932	63,068	38%
Badging Fees	10,000	10,000	-	0%	10,000	19,713	(9,713)	-49%
Total operating revenues	15,054,325	14,426,392	627,934	4%	15,054,325	14,037,881	\$1,016,445	7%
OPERATING EXPENSES:								
Professional services/insurance	(895,407)	(662,330)	(233,077)	35%	(895,407)	(535,007)	(360,400)	67%
Equipment/Rental	(189,240)	(128,267)	(60,973)	48%	(189,240)	(161,011)	(28,229)	18%
Marketing, public relations, and development	(618,985)	(626,348)	7,363	-1%	(618,985)	(518,703)	(100,282)	19%
Materials & Supplies	(1,158,700)	(1,042,179)	(116,521)	11%	(1,158,700)	(977,839)	(180,861)	18%
Repairs & Maintenance	(1,421,471)	(1,429,958)	8,487	-1%	(1,421,471)	(1,431,392)	9,921	-1%
Salaries and Benefits	(7,433,367)	(6,675,281)	(758,087)	11%	(7,433,367)	(6,269,488)	(1,163,879)	19%
Utilities	(860,100)	(948,275)	88,175	-9%	(860,100)	(733,839)	(126,261)	17%
Total operating expenses	(12,577,270)	(11,512,638)	(1,064,633)	9%	(12,577,270)	(10,627,281)	(1,949,990)	18%
REVENUE FROM OPERATIONS								
BEFORE OTHER BUDGETED REVENUES								
(EXPENSES) AND CAPITAL EXPENSES	2,477,055	2,913,754	(436,699)	-15%	2,477,055	3,410,600	(933,545)	-27%
OTHER BUDGETED REVENUES								
AND (EXPENSES):								
PFC collections externally restricted for debt service	2,095,000	2,000,000	95,000	5%	2,095,000	2,079,416	15,584	1%
CFC collections internally restricted for debt service	824,962	322,344	502,617	156%	824,962	22,087	802,875	3635%
CFC collections, unrestricted	500,038	1,177,656	(677,617)	-58%	500,038	1,276,745	(776,707)	-61%
Interest	50,000	60,000	(10,000)	-17%	50,000	192,805	(142,805)	-74%
Debt Service	(2,335,969)	(2,322,344)	(13,625)	1%	(2,335,969)	(1,681,202)	(654,767)	39%
Total other budgeted items	1,134,031	1,237,656	(103,625)	-8%	1,134,031	1,889,851	(755,820)	-40%
CASH AND INVESTMENTS AVAILABLE								
FOR BUDGETED CAPITAL AND RESERVES:	3,027,093	4,151,410	(1,124,317)	-27%	3,027,093	4,880,150	(1,853,056)	-38%
BUDGETED CAPITAL:								
Capital equipment and projects, net of federal funding and debt financing	(2,998,500)	(4,131,155)	1,132,655	-27%	(2,998,500)	(5,074,525)	\$2,076,025	-41%
CHANGE IN NET POSITION	\$ 28,593	\$ 20,255	8,338	41%	28,593	(194,375)	222,969	-115%

TERMINAL RENTAL RATE CALCULATION

<u>Terminal Building Airline Leased Space</u>		<u>Sq Ft</u>	
Airline Exclusive Use Space (sq ft):			
Delta Air Lines		1,795	
Alaska/Horizon Air		1,729	
United Airlines		1,728	
American Airlines		<u>1,468</u>	
Total Exclusive Use Space		6,720	
Airline Preference Use Space (Sq Ft):			
Delta Air Lines		2,310	
Alaska/Horizon Air		4,620	
United Airlines		2,310	
American Airlines		<u>2,310</u>	
Total Preferential Use Space		11,550	
Airline Joint Use Space (Sq Ft):		<u>190,309</u>	
Total Airline Leased Space (Sq Ft)		<u><u>208,579</u></u>	
<u>Airline Terminal Building Requirement</u>			
Terminal Building Budgeted Cost Requirements	\$	7,708,562	
Rentable Space (Sq Ft):			
Total Airline Leased Space	208,579		
Available Airline Leasable Space	<u>11,175</u>		
Total Rentable Space (Sq Ft)	<u><u>219,754</u></u>		
Percent of Airline Space		94.9%	
		=	
Terminal Costs Applicable to Airlines	\$	7,316,564	
Less Joint Use Fees		<u>(1,184,854)</u>	
Terminal Building Rental Requirement	\$	6,131,709	
Exclusive & Preferential Airline Rented Space (Sq Ft)		18,270	
		=	
Full Cost Recovery Compensatory Rental Rate	\$	335.62	
(Sq Ft)		<u>\$ (294.37)</u>	
Subsidized Rate		<u><u>\$ 41.25</u></u>	
Subsidy on Terminal Rental Rate:			
Amount	\$	5,378,072	
Percent		87.71%	
Terminal Rent Components (Sq Ft * \$41.25):	<u>Exclusive</u>	<u>Preferential</u>	<u>Total</u>
Delta Air Lines	\$ 74,044	\$ 95,288	\$ 169,331
Alaska/Horizon Air	71,321	190,575	261,896
United Airlines	71,280	95,288	166,568
American Airlines	<u>60,555</u>	<u>95,288</u>	<u>155,843</u>
Total Terminal Rent	<u>\$ 277,200</u>	<u>\$ 476,438</u>	<u>\$ 753,638</u>

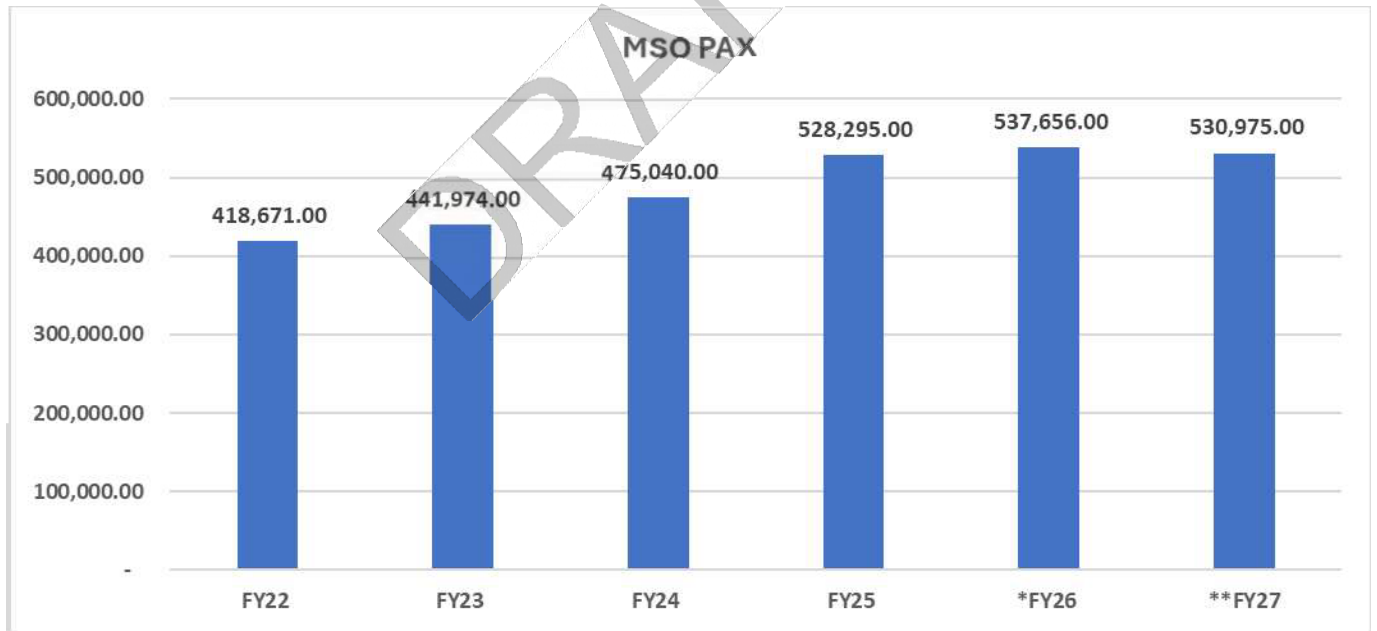
PASSENGER USE FEE CALCULATION

	*Projected Pax Enplaned	Rate (per enplaned pax)	Enplanement Rate Total
Delta Air Lines	128,330	\$ 2.15	\$ 275,910
Alaska/Horizon Air	125,635	2.15	270,115
United Airlines	162,850	2.15	350,128
American Airlines	66,092	2.15	142,098
Non-Sign	<u>48,067</u>	3.05	<u>146,604</u>
Total	<u><u>530,974</u></u>		<u><u>\$ 1,184,854</u></u>

* Based on MSO internal projection calculations

ENPLANED PASSENGERS (PAX)

The most critical variable influencing airport revenue is enplaned passengers (PAX). The chart below illustrates MSO's historical and projected PAX levels, highlighting the direct relationship between passenger activity and overall financial performance:



*Actual PAX data through April 2026. Remaining months are based on budget.

**Based on MSO internal projection calculations

LANDING FEE RATE CALCULATION

<u>Landed Weight Estimate (1,000 lb units)</u>	<u>Landed</u>	
<u>*Estimated Signatory Airline Landed Weight</u>	<u>Weight</u>	
Delta Air Lines	152,233	
Alaska/Horizon Air	146,473	
United Airlines	175,678	
American Airlines	<u>74,245</u>	
Total Signatory Airline Landed Weight	548,628	
<u>*Estimated non-Signatory Carrier Landed Weight</u>		
Non-Sig Carriers	47,979	
Cargo Air Carriers	19,837	
Non-Based Aircraft > 9,000 lbs	<u>24,849</u>	
Total Non-Signatory Carrier Landed Weight	<u>92,665</u>	
Total Air Carrier Landed Weight	641,293	
30% Plus Non-signatory Premium	<u>14,394</u>	
Total Air Carrier Landed Weight With Non-Sig Premium		655,686
* Based on MSO internal projection calculations		
<u>Airline Landing Fee Requirement</u>		
Airfield Budgeted Cost Requirements	\$ 6,285,462	
* Less Estimated Other Airfield Revenues		
Fuel Flowage Fees	(180,000)	
Cargo Air Carriers:	(62,486)	
Non-Based Aircraft > 9,000 lbs	<u>(78,275)</u>	
Total Non-Commercial Airfield Revenues	<u>(320,762)</u>	
Net Airfield Requirement		\$ 5,964,700
=		
Full Cost Recovery Residual Landing Fee		
Per 1,000 Pounds of Landed Weight	\$ 9.10	
	\$ (7.50)	
Landing Fee Rate(s)		
Signatory carriers	\$ 1.60	
Non-sig commercial carriers	\$ 2.10	
Non-commercial air traffic	\$ 3.15	
Subsidy on Airfield Landing Rate:		
Amount	\$ 4,807,695	
Percent	82.41%	
Signatory Air Carriers:		
Delta Air Lines	\$ 243,572	
Alaska/Horizon Air	234,356	
United Airlines	281,084	
American Airlines	<u>118,791</u>	
Total Signatory Airline Landing Fees		877,804
Non-Signatory Air Carriers:		
Non-signatory Carriers	\$ 100,755	
Cargo Air Carriers:	62,486	
Non-Based Aircraft > 9,000lbs	<u>78,275</u>	
Total Non-Signatory Air Carrier Landing Fees		<u>241,517</u>
Total Air Carrier Landing Fees		<u>\$ 1,119,321</u>

TERMINAL RENTAL RATE, PASSENGER USE FEE, & LANDING FEE COMPARISON

	Terminal Rental Rate (per Sq Ft)	Passenger Use Fee Signatory (per Pax)	Passenger Use Fee Non-signatory (per Pax)	Landing Fee Rate Signatory (per 1,000 lbs.)	Landing Fee Rate Non-signatory (per 1,000 lbs.)	Landing Fee Rate Non-based (per 1,000 lbs.)
Fiscal Year 2027	\$41.25	\$2.15	\$3.05	\$1.60	\$2.10	\$3.15
Fiscal Year 2026	\$41.25	\$2.10	\$2.95	\$1.55	\$2.05	\$3.00
Fiscal Year 2025	\$41.25	\$2.05	\$2.75	\$1.50	\$1.95	\$3.00
Fiscal Year 2024	\$40.00	\$1.98	\$2.60	\$1.50	\$1.95	\$2.48
Y/Y \$ Change	\$0.00	\$0.05	\$0.10	\$0.05	\$0.05	\$0.15
Y/Y % Change	0%	2%	3%	3%	2%	5%

AIR SERVICES COMPONENTS

Air Services Components:

	Exclusive	Preferential	*Enplanement Rate Total	*Landing Fee	Total
Delta Air Lines	\$ 74,044	\$ 95,288	\$ 275,910	\$ 243,572	\$ 688,813
Alaska/Horizon Air	71,321	190,575	270,115	234,356	766,368
United Airlines	71,280	95,288	350,128	281,084	797,779
American Airlines	60,555	95,288	142,098	118,791	416,732
Non-Sign Aircraft > 9,000lbs	-	-	146,604	100,755	247,360
	-	-	-	140,762	140,762
Total Air Services	\$ 277,200	\$ 476,438	\$ 1,184,854	\$ 1,119,321	\$ 3,057,813

* Based on MSO internal projection calculations

REVENUE BOND COVERAGE

BUDGETED GROSS REVENUES	
Operating	\$ 15,054,325
Passenger facility charges and customer facility charges, limited to 125% of fiscal year debt service requirement	<u>2,919,962</u>
	17,974,287
BUDGETED OPERATING EXPENSES	
	<u>12,577,270</u>
BUDGETED NET REVENUE AVAILABLE FOR DEBT SERVICE	
	<u>\$ 5,397,017</u>
Debt Service	<u>\$ 2,335,969</u>
BUDGETED COVERAGE RATIO	
	<u>2.31</u>
MINIMUM DEBT SERVICE COVERAGE REQUIRED BY RATE COVENANT	
	<u>1.25</u>

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SCHEDULE OF RATES & CHARGES AS OF 2/ 24/ 2026

Aircraft Landing Fees	†Signatory	\$1.55 per 1,000 lbs. of maximum landing weight					
	Non-Signatory (^(Res. 2023-07))	\$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 ^{Lot}		\$0.185 per sq. ft. per year					
†Car Rental Customer Facility Charge (CFC)		\$5 per vehicle rent day					
Customer Parking Rates ()		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 (Res. 2025-05)	Day Use Permits		Less than 6 trips per year is subject to a day use permit of \$25				
	Class 1		\$2 per pickup and drop off				
	Class 2		\$2 per pickup and drop off; \$4 for vehicles with 12+ seats				
	Class 3		Fleet size ≤2 is \$400/ year. Fleet size >2 is \$600/ year				
	RFID Tag		\$25 per RFID tag				
Ground Transportation/ Parking Violations Fees (Res. 2019-03)	Unattended Vehicle		\$25 per day				
	Unauthorized 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		\$.08 per gallon					
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				
Non-Exclusive Ramp Use Fees (non-terminal Airport tenant fees)	Category	Min. Weight (lbs.)	Max Weight (lbs.)	Rate/Per Day			
	Fixed Wing	0	8,999	\$25.00			
	Fixed Wing	9,000	99,999	\$50.00			
	Fixed Wing	100,000	199,999	\$200.00			
	Fixed Wing	200,000	999,999	\$300.00			
	Rotor	0	8,999	\$25.00			
	Rotor	9,000	999,999	\$50.00			
	Aircraft Support Vehicles	0	999,999	\$10.00			
Airport Equipment Usage Fees (non-terminal Airport tenant fees)	Equipment		Rates				
	Turboway		\$250/ day				
	Air Stairs		\$250/ day				
	Water Cart		\$100/ day				
	Lavatory Cart		\$100/ day				
	Bag Cart		\$100/ day				
	Tug		\$100/ day				
	Light Plant		\$125/ day + fuel				
	Beltloader		\$100/ day + fuel				
	GPU		\$250/ day + fuel				
	Push Back		\$250/ event + fuel				
	De-Ice Truck		\$85/ event + glycol + fuel				
	Tow Bar		\$25/ event				
	Heat Cart		\$250/ event + fuel				
Forklift		\$100/ hr. (MCAA operator required)					
Glycol Fees (non-contract)	Type I		\$20.50/ gallon (Minimum 25 gallons)				
	Type IV		\$24.50/ gallon (Minimum 25 gallons)				
Meeting Room Rental		\$0-\$100					
Flightcrew Parking (Economy lot use only)		50% of Economy lot rate					

*Resolution number establishing the applicable rate

†The applicable rate is determined by the terms of the contract as approved by the Board

SCHEDULE OF RATES & CHARGES AS OF 2/ 24/ 2026

The published Rates and Charges is not intended to present all rates and charges utilized by the Authority, nor does it waive or limit the fiscal responsibility of any user or tenant should a specific rate or charge not be included in the schedule. Users and tenants remain fully responsible for all applicable financial obligations as established by contract, resolution, or other governing documents.

A

SCHEDULE OF RATES & CHARGES EFFECTIVE 7/1/2026

Aircraft Landing Fees		†Signatory	\$1.60 per 1,000 lbs. of maximum landing weight				
		Non-Signatory	\$2.10 per 1,000 lbs. of maximum landing weight				
		Non-Contract	\$3.15 per 1,000 lbs. of non-based aircraft > 9,000 lbs.				
Aircraft Terminal Use Fee		†Signatory	\$2.15 per pax				
		Non-Signatory	\$3.05 per pax				
Terminal Rent		†Signatory	\$41.25 per sq. ft. per year				
Aeronautical Ground Rent			\$0.19 per sq. ft. per year				
†Car Rental Customer Facility Charge (CFC)			\$5 per vehicle rent day				
Customer Parking Rates	<i>Lot</i>	<i>First Hour</i>	<i>Each Additional Hour</i>		<i>Per Day</i>		
	Economy	Free	\$4.00		\$8.00		
	Long-term	Free	\$6.00		\$12.00		
	Premium	Free	\$10.00		\$20.00		
Security Badging Fees	<i>Badge Type</i>	<i>New Badge</i>	<i>Renewal Badge</i>	<i>1st lost</i>	<i>2nd lost</i>	<i>3rd lost</i>	<i>4th lost</i>
	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		Less than 6 trips per year is subject to a day use permit of \$25				
	Class 1		\$2 per pickup and drop off				
	Class 2		\$2 per pickup and drop off; \$4 for vehicles with 12+ seats				
	Class 3		Fleet size ≤2 is \$400/ year. Fleet size >2 is \$600/ year				
Ground Transportation/ Parking Violations Fees	RFID Tag		\$25 per RFID tag				
	Unattended Vehicle		\$25 per day				
	Unauthorized 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		\$0.08 per gallon					
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				
	Non-Exclusive Ramp Use Fees (non-terminal Airport tenant fees)	<i>Category</i>	<i>Min. Weight (lbs.)</i>	<i>Max Weight (lbs.)</i>	<i>Rate/Per Day</i>		
Fixed Wing		0	8,999	\$25.00			
Fixed Wing		9,000	99,999	\$50.00			
Fixed Wing		100,000	199,999	\$200.00			
Fixed Wing		200,000	999,999	\$300.00			
Rotor		0	8,999	\$25.00			
Rotor		9,000	999,999	\$50.00			
Aircraft Support Vehicles	0	999,999	\$10.00				
Airport Equipment Usage Fees (non-terminal Airport tenant fees)	<i>Equipment</i>		<i>Rates</i>				
	Turboway		\$250/ day				
	Air Stairs		\$250/ day				
	Water Cart		\$100/ day				
	Lavatory Cart		\$100/ day				
	Bag Cart		\$100/ day				
	Tug		\$100/ day				
	Light Plant		\$125/ day + fuel				
	Beltloader		\$100/ day + fuel				
	GPU		\$250/ day + fuel				
	Push Back		\$250/ event + fuel				
	De-Ice Truck		\$85/ event + glycol + fuel				
	Tow Bar		\$25/ event				
	Heat Cart		\$250/ event + fuel				
Glycol Fees (non-contract)	Type I		\$20.50/ gallon (Minimum 25 gallons)				
	Type IV		\$24.50/ gallon (Minimum 25 gallons)				
Meeting Room Rental		\$0-\$200					
Flightcrew Parking (Economy lot use only)		50% of Economy lot rate					

SCHEDULE OF RATES & CHARGES EFFECTIVE 7/1/2026

The applicable rate is determined by the terms of the contract as approved by the Board

The published Rates and Charges is not intended to present all rates and charges utilized by the Authority, nor does it waive or limit the fiscal responsibility of any user or tenant should a specific rate or charge not be included in the schedule. Users and tenants remain fully responsible for all applicable financial obligations as established by contract, resolution, or other governing documents.

B

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: May 26, 2026

TITLE: Approval of Missoula County Airport Authority Resolution No. 2025-08

AGENDA CATEGORY: (Please highlight)

UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM

TIME REQUIRED: 15 minutes

BACKGROUND INFORMATION: The Missoula County Airport Authority (Authority) maintains a wide range of rates and charges associated with services and items offered to its stakeholders.

The Authority consolidates many of the Authority's rates, fees, rents and other charges into one schedule of Rates and Charges which will be published on its website, FlyMissoula.com.

Summary of Changes:

1. The following changes have been made compared to the rates established in Resolution 2025-06:
 - a. Aircraft Landing Fees -
 - i. Signatory landing fee increased from \$1.55 to \$1.60 per 1,000 lbs.
 - ii. Non-Signatory landing fee increased from \$2.05 to \$2.10 per 1,000 lbs.
 - iii. Non-Contract or Non-Based landing fee increased from \$3.00 to \$3.15 per 1,000 lbs. for aircraft > 9,000 lbs.
 - b. Aircraft Terminal Use Fees -
 - i. Signatory use fee increased from \$2.10 to \$2.15 per pax
 - ii. Non-Signatory use fee increased from \$2.95 to \$3.05 per pax
 - c. Aeronautical Ground Rent -
 - i. Increased from \$0.185 to \$.19 per sq. ft. per year.
 - d. Parking -
 - i. The "Second Hour" tier has been eliminated. The "Each Additional Hour" rate has been revised as follows:
 1. Economy \$4
 2. Long-term \$6
 3. Premium \$10

Note: This change effectively results in a half-day rate being reached by the second hour across all parking lots. The first hour will remain free for all parking options (Economy, Long-term, and Premium). Daily maximum rates for each lot will remain unchanged.
 - e. Meeting Room Rental -
 - i. The range has been revised from \$0-100 to \$0-\$200.

BACKGROUND INFORMATION (continued):

Newly established or revised rates and charges will become effective July 1, 2026. All other rates and charges will remain in effect based on their previously communicated effective dates or in accordance with applicable contractual terms and conditions.

The Authority declares that the published schedule of Rates and Charges is not intended to be an exhaustive list of all rates and charges imposed by the Authority and the absence of a specific rate or charge from the schedule does not waive or limit any user's or tenant's fiscal responsibilities; all users and tenants remain fully obligated to comply with the financial requirements established by contract, resolution, or other governing documents.

BUDGET INFORMATION: Rates & Charges Schedule presented to the Board for consideration during the Authority's budgeting cycle.

SUPPLEMENTAL AGENDA INFORMATION: Resolution No. 2025-08, Resolution Establishing Fiscal Year 2027 Rates and Charges at the Missoula Montana Airport.

COMMITTEE REVIEW: Finance Committee: May 21, 2026

RECOMMENDED MOTION: Move to approve Resolution No. 2025-08.

PREPARED BY: William Parnell. Director of Finance and Administration.

MISSOULA COUNTY AIRPORT AUTHORITY
RESOLUTION NO. 2025-08
RESOLUTION ESTABLISHING FISCAL YEAR 2027 RATES AND CHARGES
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 Montana Code Annotated § 67-11-202 to adopt, amend and repeal reasonable resolutions, rules, and orders which are necessary for the management, government and use of the Airport;
4. The AUTHORITY has an obligation to make the Airport available to all types, kinds and classes of aeronautical activity;
5. The Rules and Regulations governing the Missoula Montana Airport, adopted March 29, 2001, pursuant to Title 67, Chapter 11, Part 2, Montana Code Annotated, require that "the AUTHORITY shall establish a schedule of rates and charges for all Airport Activities" and that said rates and charges schedule "shall be subject to periodic review and or/revision;
6. The AUTHORITY has adopted Missoula County Airport Authority Resolution No. 2025-06 which further established the process for establishing and schedule of Rates and Charges;

NOW THEREFORE, BE IT RESOLVED that effective May 26, 2026:

1. The AUTHORITY hereby adopts the attached schedule of Rates and Charges effective July 1, 2026;
2. The Schedule of Rates and Charges adopted herein supersedes and replaces in its entirety the Schedule of Rates and Charges previously adopted by Resolution 2025-06. All other provisions of Resolution 2025-06 not related to the specific rates and charges shall remain in full force and effect.
3. The Schedule of Rates and Charges shall remain in effect until amended, rescinded or otherwise modified by subsequent Board Action; and
4. The AUTHORITY declares that the published Schedule of Rates and Charges is not intended to be an exhaustive list of all rates and charges imposed by the AUTHORITY and the omission

of any specific rate or charge from the Schedule shall not be construed as a waiver or limitation of any user's or tenant's financial obligations; all users and tenants remain fully obligated to comply with all financial requirements established by contract, resolution, or other governing documents.

ADOPTED this 26th day of May, 2026, by the MISSOULA COUNTY AIRPORT AUTHORITY BOARD OF COMMISSIONERS.

MISSOULA COUNTY AIRPORT AUTHORITY:

ATTEST:

Chair Pat Boyle

Vice-Chair Adriane Beck

APPROVED AS TO FORM AND CONTENT:

Juniper Davis, Legal Counsel

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 26, 2026

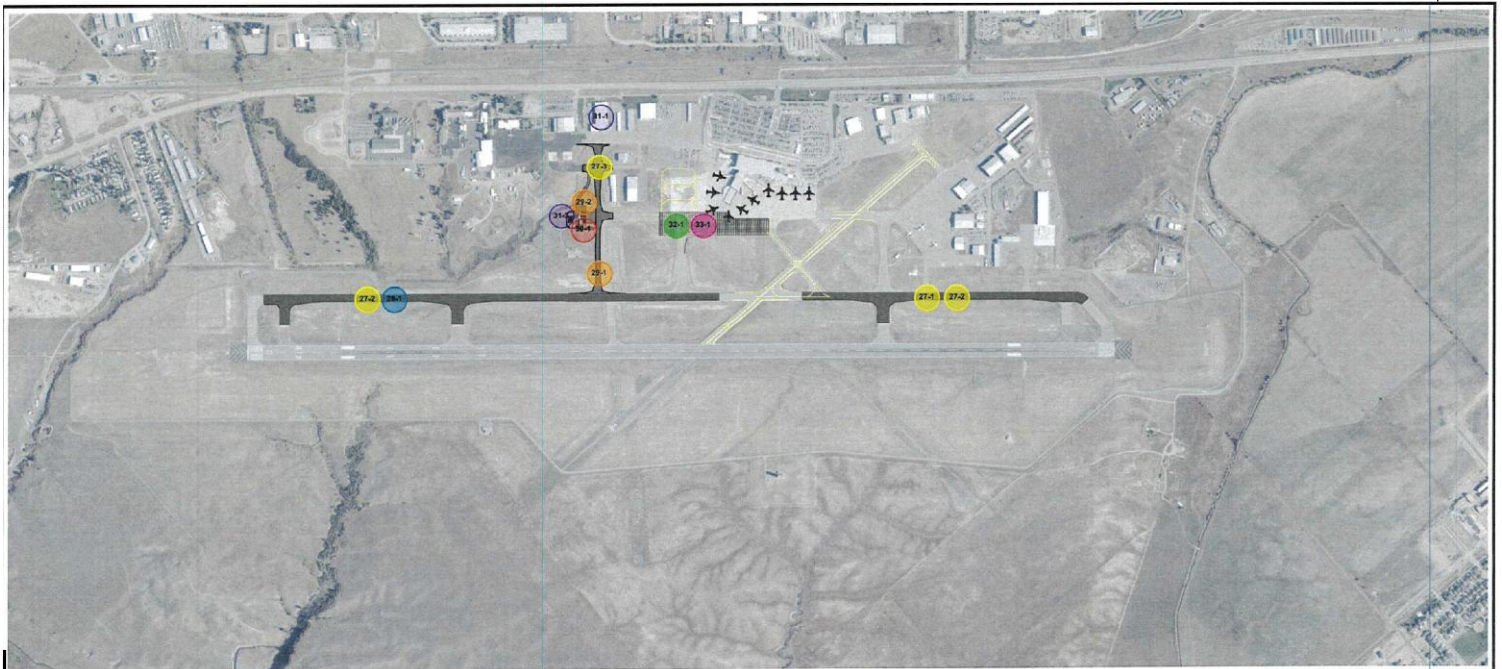
1. **TITLE:** Airport Capital Improvement Plan

Review, discussion, and possible approval of the Airport Capital Improvement Plan and matters related thereto. **ACTION ITEM**
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 5 Minutes
4. **BACKGROUND INFORMATION:** Each year MSO is required to submit an Airport Capital Improvement Plan (ACIP) to the FAA. This ACIP shows proposed capital projects for the next six years. While the FAA is primarily concerned with projects that are funded using Airport Improvement Program (AIP) funds and Passenger Facility Charge (PFC) funds, staff have included local contributions (debt or reserves) for these projects in the spreadsheet as well. Staff are asking that the board to formally consider and possibly approve the ACIP prior to submission to the FAA.
5. **BUDGET INFORMATION:** N/A
6. **SUPPLEMENTAL AGENDA INFORMATION:** A copy of the ACIP is included for your review.
7. **RECOMMENDED MOTION:** Move to approve the 2027-2033 Airport Capital Improvement Plan as presented
8. **PREPARED BY:** Brian Ellestad, Airport Director
9. **COMMITTEE REVIEW:** N/A

MISSOULA MONTANA AIRPORT (MSO)									
6-YEAR CAPITAL IMPROVEMENT PLAN (FY 2027-2033)									
ITEM DESCRIPTION	FEDERAL FUNDS			LOCAL FUNDS		TOTAL	NPIAS		Priority Rating
	Entitlement	Discretionary	ALTERNATIVE	PFC	Local		Work Code		
Current Annual Federal Funding	\$3,395,019					\$3,395,019			
FAA FY 2027 (Oct 2026- Sep 2027) = MSO FY 2027 (July 2026- June 2027)									
FY-27 FEDERAL FUNDS AVAILABLE(90% match)	\$3,395,019								
1 Nv-A (Phase-1) East Pavement Rehabilitation (Construct)	\$1,595,019	\$2,666,481			\$473,500	\$4,735,000	RE, TW, IH (SMALL HUB)		76
2 r-N-A (Phase-2) Electrical Rehabilitation (Construct)	\$1,260,000				\$140,000	\$1,400,000	RE, TW, LI (SMALL HUB)		76
3 TW-G Reconstruction (Design)	\$540,000				\$60,000	\$600,000	RC, DIV, JM (SMALL HUB)		76
4 Aviation Way Reconstruction			\$1,530,000		\$170,000	\$1,700,000	RC, AR, IM (SMALL HUB)		48
TOTAL FAA FY-27	\$3,395,019	\$2,666,481	\$1,530,000	\$0	\$843,500	\$8,435,000			
FY-27 FEDERAL FUNDS CARRYOVER	\$0								
FAA FY 2028 (Oct 2027- Sep 2028) = MSO FY 2028 (July 2027- June 2028)									
FY-28 FEDERAL FUNDS AVAILABLE (90% match)	\$3,395,019								
1 TW-A (Phase-3) West Pavement Rehabilitation (Construct)	\$3,395,019	\$2,994,981	\$225,000		\$710,000	\$7,100,000	RE, TW, IM (SMALL HUB)		76
2 Airfield Perimeter Fence					\$25,000	\$250,000	CO (SMALL HUB)		73
3 NAVAID Installation; RVRs			\$810,000		\$90,000	\$900,000	ST, RW, IN (SMALL HUB)		78
4 NAVAID Improvement; FOTS			\$3,465,000		\$385,000	\$3,850,000	(SMALL HUB)		78
5 SA CAT U Upgrade					\$2,000,000	\$2,000,000			
6 Terminal Per1-Ing Lot Expansion (Design)					\$125,000	\$125,000			
TOTAL FAA FY-28	\$3,395,019	\$2,994,981	\$4,500,000	\$0	\$3,335,000	\$14,225,000			
FY-28 FEDERAL FUNDS CARRYOVER	\$0								
FAA FY 2029 (Oct 2028- Sep 2029) = HSO FY 2029 (July 2028- June 2029)									
FY-29 FEDERAL FUNDS AVAILABLE (90% match)	\$3,395,019								
1 TW-G Reconstruction (Construct)	\$2,360,019	\$4,191,981			\$728,000	\$7,280,000	RC, TW, IM (SMALL HUB)		76
2 New ARFF Building (Design)	\$1,035,000				\$115,000	\$1,150,000	SA, BO, RF (SMALL HUB)		64
3 Terminal Parking Lot Expansion (Construct)					\$1,650,000	\$1,650,000			
TOTAL FAA FY-29	\$3,395,019	\$4,191,981	\$0	\$0	\$2,493,000	\$10,080,000			
FY-29 FEDERAL FUNDS CARRYOVER	\$0								
FAA FY 2030 (Oct 2029- Sep 2030) = MSO FY 2030 (July 2029- June 2030)									
FY-30 FEDERAL FUNDS AVAILABLE (90% match)	\$3,395,019								
1 New ARFF Building (Construct)	\$3,395,019	\$6,504,981			\$1,100,000	\$11,000,000	AF (SMALLH)		84
2 Rental Car Fuel Island Relocation					\$1,500,000	\$1,500,000			
TOTAL FAA FY-30	\$3,395,019	\$6,504,981	\$0	\$0	\$2,600,000	\$12,500,000			
FY-30 FEDERAL FUNDS CARRYOVER	\$0								

MISSOULA MONTANA AIRPORT (MSO)								
6-VEAR CAPITAL IMPROVEMENT PLAN (FY 2027-2033)								
ITEM DESCRIPTION	FEDERAL FUNDS			LOCAL FUNDS			TOTAL	NPIAS
	Entitlement	Discretionary	ALTERNATIVE	PTC	Local	Priority Rating		
Current Annual Federal Funding	\$3,395,019						\$3,395,019	
FAA FY 2031 (Oct 2030- Sep 2031) = MSO FY 2031 (July 2030-June 2031)								
FY-31 FEDERAL FUNDS AVAILABLE(90% match)	\$3,395,019							
1 IsREBuildinf Remodel (Construct)	\$1,593,000				\$177,000		\$1,770,000	RE,BO,RF (SMALLHUB) S8
2 New ChemicalUSand Storage Building (Construct)	\$1,800,000				\$200,000		\$2,000,000	ST,BD,SN(SMAUHUB) S1
TOTAL FAA FY-31	\$3,393,000	\$0	\$0	\$0	\$377,000		\$3,770,000	
FY-31 FEDERAL FUNDS CARRYOVER	\$2,019							
FAA FY 2032 (Oct 2031 - Sep 2032) = MSO FY 2032 (July 2031 - June 2032)								
FY-32 FEDERAL FUNDS AVAILABLE(90% match)	\$3,397,038							
1 IAC Ramp Expansion (Design)	\$900,000				\$100,000		\$1,000,000	CA,AP,E,X(SMALLHUB)
TOTAL FM FY-32	\$900,000	\$0	\$0	\$0	\$100,000		\$1,000,000	
FY-32 FEDERAL FUNDS CARRYOVER	\$2,497,038							
FAA FY 2033 (Oct 2032- Sep 2033) = MSO FY 2033 (July 2032 - June 2033)								
FY-33 FEDERAL FUNDS AVAILABLE(90% match)	\$5,892,057							
1 IAC Ramp Expansion (Construct)	\$5,892,057	\$4,007,943			\$1,100,000		\$11,000,000	CA,AP,EX(SMALLHUB) #9
TOTAL FAA FY-33	\$5,892,057	\$4,007,943	\$0	\$0	\$1,100,000		\$11,000,000	
FY-33 FEDERAL FUNDS CARRYOVER	\$0							
TOTAL FAA FY 2027-2033	\$23,765,133	\$20,368,367	\$6,030,000	\$0	\$10,843,500		\$61,010,000	

-Project is being planned as a Congressionally Directed Spending Project(CDS). If COS funding is not available, the Airport requests inclusion of the project on the DCL as a 100--level project



FY-27 PROJECTS 27-1
FEDERAL PROJECTS

FY-28 PROJECTS 28-1
FEDERAL PROJECTS

FY-29 PROJECTS Q
FEDERAL PROJECTS
29-1 TWORUCINSTRACHIC (CONSTRUCT)
29-2 EWAAR YIUBGICHOKNI

FY-30 PROJECTS Q
FEDERAL PROJECTS
30-1 NEW...R-HUBIL GIONTHIO CJJ

FY-31 PROJECTS Q
FEDERAL PROJECTS

FY-32 PROJECTS Q
FEDERAL PROJECTS

FY-33 PROJECTS Q
FEDERAL PROJECTS
33-1 AAAA I IUP...HONHUBCT

APRIL 2015

MISSOULA MONTANA AIRPORT
PROPOSED PROJECT LAYOUT
M=1+
-O



MISSOULA MONTANA AIRPORT
PROPOSED PROJECT LAYOUT
M=1+
-O

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: May 26th, 2026

1. **TITLE:** Terminal Construction Deductive Change Orders

Review, discussion and possible approval of five (5) deductive change orders to respective contract GMP's for Martel Construction and Morrison-Maierle. **ACTION ITEM**

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

3. **TIME REQUIRED:** 5 Minutes

4. **BACKGROUND INFORMATION:** With the recent completion and opening of the B Concourse (Terminal Construction Phase 2 and Phase 3) last summer/fall, we are reconciling all project balances and closing out the remaining project components. Each of these respective projects requires a deductive change order to effectively close out the project phase and balance unused funds. Upon initial GMP formulation, these projects contained several allowances to cover unknown/unbid items that subsequently came in under budget. These reconciling change orders also signify the official completion of terminal construction; staff will prepare a full project debrief for a later board date. The deductive change orders are listed below for reference:

Martel Contract #24, East Concourse Expansion = (\$2,571.41)
Martel Contract #26, East Concourse Gate Addition= (\$76,231.80)
Martel Contract #27, East Concourse Faber Addition= (\$52,693.93)

Morrison-Maierle Task Order #43, East Concourse= (\$178,877.50)
Morrison-Maierle Task Order #62, East Gate Addition= (\$87,379.72)

Total Deductive Change Orders = (\$397,754.36)

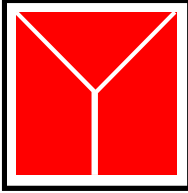
5. **BUDGET INFORMATION:** N/A

6. **SUPPLEMENTAL AGENDA INFORMATION:**
Martel Construction Change Orders
Morrison-Maierle Task Order Amendments

7. **RECOMMENDED MOTION:** Move to accept the deductive change orders to Martel Construction and Morrison-Maierle contracts in the amount of \$397,754.36 as presented.

8. **PREPARED BY:** Tim Damrow

9. **COMMITTEE REVIEW:** None



MARTEL CONSTRUCTION, INC.
 MAIN OFFICE
 1203 SOUTH CHURCH AVENUE
 BOZEMAN, MONTANA 59715-5801
 (406) 586-8585 FAX (406) 586-8646

Change Order

May 18, 2026

PROJECT#	22.010
MSO ECE 5225 HWY 10 West Missoula, MT 59808 Contract Amendment #24	

Owner
Missoula MT Airport 5225 HWY 10 West Missoula MT 59808

Attn: Shaun Shea

Change Order # 4

The Contract is changed as follows:

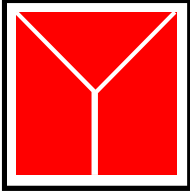
Deductive Change Order for remaining Contingency funds of the ECE Project .	(2,484.45)
Fee Deduction for returned Contingency funds - 3.5%	(86.96)
Subtotal:	(2,571.41)

Total Amount of Change Order (2,571.41)

The Original Contract Sum was	42,330,278.00
Net Change by Previously Authorized Change Orders	1,777,877.08
The Contract Sum Prior to this Change Order	44,108,155.08
The Amount of this Change Order is	(2,571.41)
The New Contract Sum Including this Change Order	44,105,583.67

CONTRACTOR:
 Martel Construction, Inc.
 By:
 Date: 5/18/2026

OWNER:
 Missoula MT Airport
 By: _____
 Date: _____



MARTEL CONSTRUCTION, INC.
 MAIN OFFICE
 1203 SOUTH CHURCH AVENUE
 BOZEMAN, MONTANA 59715-5801
 (406) 586-8585 FAX (406) 586-8646

Change Order

May 20, 2026

PROJECT#	24-011
MSO Gate Addition 5225 HWY 10 West Missoula, MT 59808 Contract Amendment #26	

Owner
Missoula MT Airport 5225 HWY 10 West Missoula MT 59808

Attn: Shaun Shea

Change Order # 1

The Contract is changed as follows:

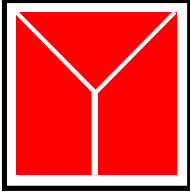
Deductive Change Order for remaining Contingency funds of the Gate Addition Project.	(73,653.91)
Fee Deduction for returned Contingency funds - 3.5%	(2,577.89)
Subtotal:	(76,231.80)

Total Amount of Change Order (76,231.80)

The Original Contract Sum was	7,915,240.00
Net Change by Previously Authorized Change Orders	0.00
The Contract Sum Prior to this Change Order	7,915,240.00
The Amount of this Change Order is	(76,231.80)
The New Contract Sum Including this Change Order	7,839,008.20

CONTRACTOR:
 Martel Construction, Inc.
 By:
 Date: 5/20/2026

OWNER:
 Missoula MT Airport
 By: _____
 Date: _____



MARTEL CONSTRUCTION, INC.
 MAIN OFFICE
 1203 SOUTH CHURCH AVENUE
 BOZEMAN, MONTANA 59715-5801
 (406) 586-8585 FAX (406) 586-8646

Change Order

May 20, 2026

PROJECT#	24-028
MSO EC Faber TI 5225 HWY 10 West Missoula, MT 59808 Contract Amendment #27	

Owner
Missoula MT Airport 5225 HWY 10 West Missoula MT 59808

Attn: Shaun Shea

Change Order # 1

The Contract is changed as follows:

Deductive Change Order for remaining Contingency funds of the EC Faber TI Project.	(50,912.01)
Fee Deduction for returned Contingency funds - 3.5%	(1,781.92)
Subtotal:	(52,693.93)

Total Amount of Change Order (52,693.93)

The Original Contract Sum was	1,437,235.00
Net Change by Previously Authorized Change Orders	0.00
The Contract Sum Prior to this Change Order	1,437,235.00
The Amount of this Change Order is	(52,693.93)
The New Contract Sum Including this Change Order	1,384,541.07

CONTRACTOR:

Martel Construction, Inc.

By: _____

Date: 5/20/2026

OWNER:

Missoula MT Airport

By: _____

Date: _____

**AMENDMENT NO. 01 TO TASK ORDER NO. 43
For Master Agreement for Engineering Services between
OWNER, Missoula County Airport Authority and the ENGINEER, Morrison-Maierle**

Project Number: 3366.022.20

1. Background Information:

- a. Effective date of Master Agreement: June 29, 2021
- b. Effective date of Task Order No. 43: April 6, 2022
- b. Owner: Missoula County Airport Authority
- c. Engineer: Morrison-Maierle
- d. Project: New Passenger Terminal Building – East Concourse (Constr. Mgt. Services)

2. Amendment to Task Order Information

- 2.1 ENGINEER shall perform the following Services under this Amendment to the Task Order: There are no change in services provided to the project. This amendment is a reconciliation of unused budget.
- 2.2 The Budget for the Amendment to the Task Order services shall be: Original contracted fee was \$2,150,000. This amendment results in a reduction of the overall contract fee by \$178,877.50. This brings final contract amount total to \$1,971,122.50
- 2.3 The schedule for the Amendment to the Task Order services is as follows: Not Applicable
- 2.4 The responsibilities of OWNER for this Amendment to the Task Order are as follows: Not Applicable

CLIENT and CONSULTANT hereby agree to modify the above-referenced Agreement as set forth in this Amendment to the Task Order. All provisions of the Agreement not modified by this or previous Task Orders remain in effect.

The effective date of this AMENDMENT is: May 26, 2026.

OWNER:

Missoula County Airport Authority

Signed: _____

By: Brian Ellestad, A.A.E

Title: Airport Director

Contact Information and Address for giving notices:

5225 Highway 10 West

Missoula, MT 59808

Email: bellestad@flymissoula.com

Phone: (406) 728.4381

Address for Invoices (if different)

ENGINEER:

Morrison-Maierle

Signed: Shaun P. Shea

By: Shaun P. Shea, PE

Title: Vice President

Contact Information and Address for giving notices:

1055 Mount Ave

Missoula, MT 59801

Email: sshea@m-m.net

Phone: (406) 542.4846

AMENDMENT NO. 01 TO TASK ORDER NO. 62
For Master Agreement for Engineering Services between
OWNER, Missoula County Airport Authority and the ENGINEER, Morrison-Maierle

Project Number: 3366.022.24

1. Background Information:

- a. Effective date of Master Agreement: June 29, 2021
- b. Effective date of Task Order No. 43: May 28, 2024
- b. Owner: Missoula County Airport Authority
- c. Engineer: Morrison-Maierle
- d. Project: New Passenger Terminal Building – East Gate Addition (Constr. Mgt. Services)

2. Amendment to Task Order Information

- 2.1 ENGINEER shall perform the following Services under this Amendment to the Task Order: There are no change in services provided to the project. This amendment is a reconciliation of unused budget.
- 2.2 The Budget for the Amendment to the Task Order services shall be: Original contracted fee was \$562,500. This amendment results in a reduction of the overall contract fee by \$87,379.72. This brings final contract amount total to \$475,120.28
- 2.3 The schedule for the Amendment to the Task Order services is as follows: Not Applicable
- 2.4 The responsibilities of OWNER for this Amendment to the Task Order are as follows: Not Applicable

CLIENT and CONSULTANT hereby agree to modify the above-referenced Agreement as set forth in this Amendment to the Task Order. All provisions of the Agreement not modified by this or previous Task Orders remain in effect.

The effective date of this AMENDMENT is: May 26, 2026.

OWNER:

Missoula County Airport Authority

Signed: _____

By: Brian Ellestad, A.A.E

Title: Airport Director

Contact Information and Address for giving notices:

5225 Highway 10 West

Missoula, MT 59808

Email: bellestad@flymissoula.com

Phone: (406) 728.4381

Address for Invoices (if different)

ENGINEER:

Morrison-Maierle

Signed: Shaun P. Shea

By: Shaun P. Shea, PE

Title: Vice President

Contact Information and Address for giving notices:

1055 Mount Ave

Missoula, MT 59801

Email: sshea@m-m.net

Phone: (406) 542.4846

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 26, 2026

TITLE: Vehicle lift for the Airport Maintenance Shop

ACTION ITEM

1. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
2. **TIME REQUIRED:** 5 Minutes
3. **BACKGROUND INFORMATION:**
In 2024, the Airfield Maintenance Department included the purchase of a fixed vehicle lift for the maintenance shop in its budget, with an estimated cost of \$12,500. The lift was not purchased in 2024, and the funding was carried forward to the 2025 budget and again to the 2026 budget.

Equipment Needs: After further evaluation, staff determined that a mobile lift would better meet the needs of the maintenance shop. Unlike a fixed lift, a mobile lift can be moved as needed and does not require permanent installation.

Cost and Funding: The mobile lift has a purchase price of \$13,000, with shipping costs of \$2,412, for a total cost of \$15,412. Although this amount exceeds the original estimate, the maintenance budget for fiscal year 2026 is currently projected to be under budget and can absorb the additional cost.
4. **BUDGET INFORMATION:**
Amount required: \$15,412.00
Budget amount available: \$15,412.00
5. **SUPPLEMENTAL AGENDA INFORMATION:** Lift quote from Portable Car Hoist attached.
6. **RECOMMENDED MOTION:** Move to approve the purchase of the mobile vehicle lift for the maintenance shop in the amount of \$15,412.
7. **PREPARED BY:** Jake Sol, Airfield Operations Supervisor,

Please review the estimate to accept or reject

Reject Estimate ([Accept Estimate](#))

ESTIMATE



PORTABLE CAR HOIST
(951) 400-5290
27790 Van Buren Ave
Menifee, California, 92585
US
<https://www.portablecarhoist.com/>

Billed to

Missoula Montana Airport
(406) 532-8653
jsol@flymissoula.com
5225 Hwy 10 West
Missoula, MT 59808

Estimate No

EST-71

Issue Date

May 12, 2026

Expiry Date

May 27, 2026

ITEM NAME	SUBTOTAL
-----------	----------

PCH - P9 electric-powered \$13,000.00 x 1	\$13,000.00
--	-------------

- Integrated palletjack mobility
- 9,000 lb lifting capacity
- 220V electric-powered system
- Max. lifting height: 70.75 in (without extension adapter)



Shipping cost \$2.00 x 1206	\$2,412.00
--------------------------------	------------

Meniffe, CA - Missoula, MT

Shipping charges apply per individual lift.

Subtotal	\$15,412.00
-----------------	-------------

Terms & Notes:

Manufacturing lead time: approximately 6 weeks from order confirmation to final delivery.

We have a NEW financing partner- Approve Payments

Decision in 24 hours or less

 No hard credit check to see your options

 Your past denial won't hurt you here



Apply in 60 seconds

<https://financing.approvetopayments.com/portablecarlifts>

Pricing is subject to change based on material costs, availability, and scope modifications. A deposit required prior to order processing, with the remaining balance due per agreed payment terms. All payments must be made only to officially designated company accounts; we are not responsible for payments made to unauthorized accounts due to fraud or miscommunication. Lead times are estimates and may vary due to supply chain conditions or unforeseen delays. Any changes to the scope must be approved in writing and may result in additional charges. All sales are final unless otherwise agreed in writing. Ownership of goods remains with the seller until full payment is received. Taxes, shipping, and handling are not included unless specified. By approving this estimate, the client agrees to these terms.

**Missoula County Airport Authority
Agenda Action Sheet**

Meeting Date: May 26th, 2026

1. **TITLE:** Robert D. Kembel and Thomas G. Stevens Lease Addendum

Review, discussion and possible approval of Addendum to the Ground Lease with Robert D. Kembel and Thomas G. Stevens
ACTION ITEM
2. **AGENDA CATEGORY:** (Please highlight)
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 5 Minutes
4. **BACKGROUND INFORMATION:** The Airport entered into a ground lease with Robert D. Kembel and Thomas G. Stevens in February of 2007. This ground lease was for the construction of aircraft hangars. This lease provided for 2 additional ten-year renewal periods. After review, staff has determined that the obligations of the lease have been met and are therefore recommending to exercise the first ten-year extension.
5. **BUDGET INFORMATION:**
6. **SUPPLEMENTAL AGENDA INFORMATION:** Kembel Stevens Second Lease Addendum
7. **RECOMMENDED MOTION:** Move to approve the addendum to the ground lease with Robert Kembel and Thomas Stevens allowing for a ten-year lease extension.
8. **PREPARED BY:** Nate Cole, Director of Maintenance
9. **COMMITTEE REVIEW:** None

SECOND ADDENDUM TO GROUND LEASE AGREEMENT

This Addendum is made and entered into this ___ day of _____, 2026 by and between Missoula County Airport Authority ("MCAA " or "Lessor") and ROBERT D. KEMBEL and THOMAS G. STEVENS, ("Tenant").

Recitals

1. The Airport and Tenant are parties to a Ground Lease Agreement entered into on the 9th of February, 2007 and First Addendum on January 31, 2017 for certain real property located at the Missoula Montana Airport, Missoula County, Montana ("the Lease Agreement");
2. The Lease Agreement allows the Tenant the option to renew the Lease Agreement for two ten-year periods if the Lease Agreement is in full force and effect, the Tenant has fully and timely performed all terms and conditions of the Lease Agreement, and the Airport has had no occasion to send any Default notices during the Lease Agreement Term;
3. Tenant submitted a letter to the Airport on January 7, 2026, which included a request to exercise the options to renew the Lease Agreement for two ten-year periods;
4. The Airport conducted a site visit of the Leased Property on May 7, 2026, to confirm compliance with MCAA rules, regulations, and the terms of the Ground Lease Agreement;
5. Airport staff have determined that Tenant is in compliance with the Primary Guiding Documents, is current in payment of all rents, fees and other sums accruing under the Lease Agreement, and is not in default of any provision of the Lease Agreement;
6. The Airport, by way of this Second Addendum, will grant to Tenant the first ten-year renewal;
7. The Airport has determined that the second and final ten-year renewal provided under the Lease Agreement may only be requested within proximity to the 180-day period preceding the expiration of the then-effective term, at which point MCAA will perform a new site visit and confirm continued compliance before granting the final renewal.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree to amend the Lease as follows:

1. Term. The Term of the Lease shall be extended for ten (10) years, terminating at 11:59 p.m. on June 30, 2036, unless terminated sooner pursuant to the provisions of this Lease.
2. This Second Addendum contains the entire understanding of the parties with respect to the amendments to the Lease. All terms of the Lease not specifically amended herein

shall remain in full force and effect. In the event of a conflict between the terms of this Addendum and the Lease, the terms of the Addendum will govern.

Missoula County Airport Authority

By: Brian Ellestad, Airport Director

Tenant:

By: Robert D. Kembel

By: Thomas G. Stevens

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 27th, 2025

1. **TITLE:** BHS Controls Service Agreement

ACTION ITEM: Review, discussion, and possible approval of a service agreement with ISN Technologies for baggage handling system (BHS) controls at the airport.
2. **AGENDA CATEGORY:**
UNFINISHED BUSINESS **NEW BUSINESS** COMMITTEE REPORTS
INFORMATION/DISCUSSION ITEM
3. **TIME REQUIRED:** 5 Minutes
4. **BACKGROUND INFORMATION:** The outbound BHS at the airport has a software component which is proprietary and can only be serviced by ISN Technologies. The proposed service agreement covers both outbound and inbound BHS, ensures rapid 24-7 support response, and includes weekly system health reports as well as an annual site visit by ISN personnel.
5. **BUDGET INFORMATION:**
Amount Required: \$14,000 per year
6. **SUPPLEMENTAL AGENDA INFORMATION:** ISN MCAA Agreement w/ Exhibit
7. **RECOMMENDED MOTION:** Move to approve a contract with ISN Technologies in the amount of \$14,000 per year for maintaining baggage handling system controls at the airport.
8. **PREPARED BY:** AJ Bemrose, Building Maintenance Supervisor
9. **COMMITTEE REVIEW:** N/A

SERVICES AGREEMENT
BETWEEN INTELLIGENT SYSTEMS NOW AND CONTRACTOR

CONTRACT NO. ISN260028

THIS AGREEMENT made _14_ of _May_ _____, 20_26_, **BY AND BETWEEN**

INTELLIGENT SYSTEMS NOW: Intelligent Systems Now Inc. ("Intelligent Systems Now")
283 Northfeld Dr, Unit C
Waterloo, Ontario, N2J 4G8

AND CONTRACTOR: Missoula County Airport Authority ("Contractor")
5225 West Broadway
Missoula, MT 59808

FOR THE PROJECT: MSO On-Call Support ("Project")
Missoula
Montana, United States of America

EXHIBITS

"CO" - Professional Services Change Order
"D" - Designation of Authorized Representatives
"O" - Other Requirements

AMMENDMENTS

"A" -Additional Rate Class

WHEREAS, Intelligent Systems Now is capable of providing certain services and Contractor desires to have Intelligent Systems Now perform such services on its behalf for the following:

1. On-Call Remote Engineering Support

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Intelligent Systems Now and Contractor agree as follows:

ARTICLE 1 - SERVICES RENDERED

- 1.1** Intelligent Systems Now will provide contracted software development personnel to work both remotely and on-site with the goal of maintaining the continued functionality of Contractor's inbound and outbound Baggage Handling System (BHS) control systems.
- 1.2** Intelligent Systems Now will perform, or cause to be performed, all Services required of it under the terms and conditions of this Agreement with that degree of skill, care and diligence normally exercised by professionals performing similar types of services in projects of a comparable scope and magnitude. Intelligent Systems Now will at all times act in the best interest of Contractor, consistent with the obligations assumed by it in entering into this Agreement. No fiduciary relationship, however, shall exist between Intelligent Systems Now and Contractor.
- 1.3** The services to be performed by Intelligent Systems Now shall consist of those described in Paragraph 1.1 hereof, as well as any clarifications, amendments and detailed descriptions described in Exhibit "O" attached hereto (the "Work"). The timetable for completion of the Work is also outlined in Exhibit "O". The Work shall be built into an overall plan acceptable to Contractor.
- 1.4** In the event that Contractor is requested to render services or incur expenses which Intelligent Systems Now believes are beyond the scope of Intelligent Systems Now's Work set forth herein it will be the obligation of Intelligent Systems Now to advise Contractor in writing prior to rendering such additional services or incurring such expenses. Unless Contractor has provided prior written approval, in the form of Professional Services Change Order attached hereto as Exhibit "CO", Contractor will not be responsible for any additional compensation claimed by Intelligent Systems Now on account of such additional services or expenses. In the event additional services or expenses are required as a result of an error or omission by Intelligent Systems Now, or its failure to comply with this Agreement or Contractor's instructions, then the additional costs shall be borne by Intelligent Systems Now.
- 1.5** Intelligent Systems Now will obtain and maintain at its expense all permits, licenses and approvals required in connection with the Work and shall obtain and pay for all inspections and shall give all notices required in connection with the Work, and shall furnish Contractor documentary evidence of compliance. Intelligent Systems Now will pay all provincial, local or federal taxes, use, income, excise, property, employment, unemployment, or other taxes incurred on labor and materials connected with performance of the Work, as applicable to the Project.
- 1.6** Contractor will provide Intelligent Systems Now with all computer hardware, licenses and otherwise required technology to perform the Work.

ARTICLE 2 - CONTRACT FEE

- 2.1** Contractor agrees to pay Intelligent Systems Now during the term of this Agreement a fee based upon the labor expended to perform the work in United States Dollars (USD), plus a monthly flat fee of five hundred

(\$500) dollars. Billed labor hours will be defined by the following rates (all labor rates are listed in United States Dollars):

Weekday (M-F) - \$150/hour
Weekend/US Government Holidays - \$175/hour

The Intelligent Systems Now labor rates as defined hereof in this Paragraph are inclusive of this overhead and profit fee.

- 2.2 Billed labor rates as defined in Article II Paragraph 2.1 hereof, are defined for services provided during normal business hours in the time zone local to Intelligent Systems Now's stated place of business which is Eastern Time Zone (North America), as defined and bound by this Agreement. Normal business hours shall be defined as between 0700 hr and 1800 hr. Any hours billed outside of these times may, at the sole discretion of Intelligent Systems Now, be billed at 125% of the hourly rate defined hereof.
- 2.3 Billed labor rates as defined in Article II Paragraph 2.1 hereof, are defined for services provided up to and inclusive of forty (40) hours within a given working week, defined as beginning at 0700 Monday and culminating at 0700 the following Monday. Billed labor rates in excess of forty (40) hours within a given working week may, at the sole discretion of Intelligent Systems Now, be billed at 125% of the hourly rate defined hereof.
- 2.4 Intelligent Systems Now shall invoice Contractor monthly for the services performed. Contractor shall mail payment of such invoice within thirty (30) days after receipt. Notwithstanding the foregoing, in the event that either party should terminate this Agreement pursuant to Article III hereof, then upon receipt of Intelligent Systems Now's undisputed invoice for the Work performed up to the termination date, Contractor shall mail payment of such invoice within thirty (30) days after receipt.
- 2.5 If the Project is suspended, or abandoned, in whole or in part for duration of more than thirty (30) consecutive days, due to any action or occurrence reasonable deemed to not be controlled by Intelligent Systems Now, Intelligent Systems Now shall invoice Contractor for the Work satisfactorily performed up to the date written notice was received from Contractor, then upon receipt of such undisputed invoice Contractor will mail payment of such invoice within thirty (30) days.
- 2.6 In the event of additional services provided by Intelligent Systems Now, approved in writing by Contractor prior to any incurred costs by Intelligent Systems Now, as defined in Article I Paragraph 1.4 hereof, materials or equipment purchased or rented by Intelligent Systems Now, as well as travel costs incurred by Intelligent Systems Now, will be reimbursable by Intelligent Systems Now at a rate of the demonstrated purchase or rental price plus ten percent (10%).
- 2.7 Intelligent Systems Now's billed labor rates will increase effective January 1 of each calendar year by 5% for the duration of the Agreement, commencing on January 1 2028 for the first time.

ARTICLE 3-TERMINATION OF AGREEMENT

- 3.1 This Agreement may be terminated by either party upon thirty (30) days written notice in the event of failure to perform with its terms, as long as such failure to preform was not caused by the party initiating termination.
- 3.2 This Agreement may be terminated by Contractor, at its sole discretion for convenience, upon thirty (30) days written notice.
- 3.3 In the event of termination, subject to provisions of Article II Paragraph 2.5 hereof and Article III Paragraphs 3.1 and 3.2 hereof, Intelligent Systems Now will be compensated for all Work satisfactorily performed up to date of receipt of written notice of termination from Contractor, together with reasonable Termination Expenses, as defined in Paragraph 3.4 hereof.

- 3.4 Termination Expenses are defined as additional expenses directly related, or otherwise could not be easily avoided, to the termination of this Agreement which would otherwise not be covered under the scope of Work associated with this Agreement. Termination Expenses will not include lost profits, lost opportunities, consequential damages, liquidated damages or the like thereof.

ARTICLE 4- CONTRACT SCHEDULE

- 4.1 There is no contract schedule for the execution of the Work.

ARTICLE 5- INTELLIGENT SYSTEMS NOW'S RECORDS

- 5.1 Intelligent Systems Now shall keep and maintain such full and detailed accounts as may be necessary for proper financial management under this Agreement and Intelligent Systems Now's systems shall be satisfactory to Contractor. Contractor shall be afforded access to all Intelligent Systems Now's records, books, correspondence, instructions, drawings, calculations, contracts, receipts, memoranda, daily journals and similar data relating to this Agreement and Intelligent Systems Now shall preserve all such records for period of no less than six (6) years after the final payment is made hereunder. Contractor's audit rights under this Paragraph shall be applicable to all Subcontracts employed by Intelligent Systems Now and Intelligent Systems Now shall be responsible for insuring that all Subcontracts maintain such records, allow such access and shall include a provision similar to this Article V in each subcontract with a Subcontractor.

ARTICLE 6- INDEPENDENT CONTRACTOR

- 6.1 Intelligent Systems Now and Contractor acknowledge and agree that Intelligent Systems Now is an independent contractor, and not an employee of Contractor, and that Intelligent Systems Now will not have authority to bind Contractor or otherwise incur liability on behalf of Contractor. Contractor will have no obligation whatsoever to provide any employee benefits or privileges of any kind or nature to Intelligent Systems Now or any of Intelligent Systems Now's employees and representatives, including without limitations insurance benefits, pension benefits or travel privileges. Further, Intelligent Systems Now agrees that Contractor is not responsible to collect or without any federal, provincial or local taxes, including income tax, Canadian pension plan contributions and employment insurance contributions, and that any and all taxes imposed, assessed or levied as a result of this Agreement or the Contract Fee shall be paid by Intelligent Systems Now (or, if paid by Contractor, reimbursed by Intelligent Systems Now to Contractor promptly upon demand), excluding OST/HST which is applicable to the Contract Fee.

ARTICLE 7- OWNERSHIP AND USE OF DOCUMENTS, PATENTS, SOFTWARE AND TRADEMARKS

- 7.1 Intelligent Systems Now will retain all Background Intellectual Property rights to all deliverables provided as direct or indirect consequence of the Work, this includes but is not limited to documents, patents, trademarked material, source code, inventions, drawings, concepts, products, processes or like materials. Contractor will be granted full Foreground Intellectual Property rights to all Work developed, invented or otherwise modified in direct consequence of the Work as defined hereof this Agreement..
- 7.2 Intelligent Systems Now will grant Contractor a pennant non-exclusive royalty free license to use any document, patent, trademarked material, source code, invention, drawing, concept, product, process or like material directly associated with the Work delivered under this Agreement. This license will be non-transferable to any other entity not bound by this Agreement and may not be used otherwise than in direct association with the Project as defined hereof this Agreement.
- 7.3 Payment for all Work rendered by Intelligent Systems Now under this Agreement is a prerequisite to Contractor's use of any documents, patents, trademarked materials, programs, applications, inventions,

drawings, concepts, products, processes or like materials for any purpose in connection with the Project as defined hereof this Agreement.

ARTICLE 8 - WARRANTY OF WORKMANSHIP

- 8.1** Intelligent Systems Now warrants all of the Work performed by Intelligent Systems Now against defects in workmanship for a period of one (1) year after final acceptance of the Work by Contractor in accordance with this Agreement. If any of the Work is found to be defective or not in accordance with mutually agreed to requirements described in Article I Paragraph 1.1 hereof, or in Exhibit "O" attached hereto, or at any other time due to amended and agreed to specifications governing the work, Intelligent Systems Now agrees to correct said Work within seven (7) days of receiving notice in writing from Contractor, unless Contractor has previously provided a written exception for such condition.
- 8.2** Contractor and Intelligent Systems Now acknowledge and agree that any services required by Intelligent Systems Now to correct the Work as defined by the terms of Paragraph 8.1 hereof shall be accomplished during normal business hours in the time zone local to Intelligent Systems Now's stated place of business which is Eastern Time Zone (North America), as defined and bound by this Agreement. Normal business hours shall be defined as between 0700 hr and 1800 hr.
- 8.3** In the event that Intelligent Systems Now is required to perform additional services to correct defects found in the work not caused by Intelligent Systems Now but caused directly by Contractor or caused to be caused by Contractor, in compliance with Paragraph 8.2 hereof, such services shall be provided at no additional cost to Contractor.
- 8.4** Intelligent Systems Now shall not be held responsible for deficiencies or defects of any 3rd party components or software utilized in the execution of the Work, unless the use of such 3rd party components or software are reasonably deemed to be deficient by the 3rd party.
- 8.5** Warranty will be voided by the act of any modifications, alterations or configuration or misuse of any drawings, programs, applications or products delivered by Intelligent Systems Now under this Agreement.

ARTICLE 9 - INSURANCE

- 9.1** Intelligent Systems Now and Contractor shall maintain insurance sufficient to fulfil obligations as set forth herein and to comply with the requirements of applicable law.
- 9.2** The insurance required by this article shall be maintained without interruption from the date of commencing the Work until the date of final payment, with the exception of complete operations coverage which shall be maintained for two (2) years after final completion, as stated herein.
- 9.3** Copies of certificates of said insurance outlined herein shall be provided to the other party upon request.

ARTICLE 10 - CONFIDENTIALITY

- 10.1** Intelligent Systems Now agrees that the existence of this Agreement and any information Intelligent Systems Now received or reviews concerning Contractor, including without limitation any information concerning Contractor's past, present and future research, marketing, development, planning, customer information, personal and private information of Contractor's customers, operations and business activities, is proprietary and confidential ("Confidential Information") to Contractor and Intelligent Systems Now shall keep such information strictly confidential and shall not disclose it to any third party or use it directly or indirectly for any purpose except the performance of this Agreement. Intelligent Systems Now agrees to return all such information and all compilations, summaries or synopsis thereof (and all copies of all the foregoing) in Intelligent Systems Now's possession to Contractor upon the termination of this Agreement.

- 10.2** Any records maintained by Intelligent Systems Now for Contractor shall be property of Contractor and, upon termination of this Agreement, Intelligent Systems Now shall return such records (and all copies thereof) to Contractor or shall, if requested by Contractor, dispose of same propriety and confidential information in accordance with Contractor's instructions.
- 10.3** Intelligent Systems Now shall not copy, replicate or otherwise reproduce the Contractor's Confidential Information without obtaining prior written consent of Contractor.
- 10.4** Contractor is a political subdivision of the State of Montana and thus subject to Article II, Sec. 9 of the Montana Constitution and Title 2, Chapter 3 of Montana Code Annotated (collectively, the "Right to Know Provision"). Notwithstanding any provision to the contrary in this Agreement, Contractor may disclose any information or record to the extent required by the Right to Know Provision or otherwise required by applicable law.

ARTICLE 11-DEFAULT

- 11.1** Except as otherwise provided in Article III hereof, if either party to this Agreement defaults in the performance of any term or condition hereof, or does permit anything to be done contrary to any term or condition hereof, and such default continues uncured for a period of ten (10) days following receipt of a written notice thereof from the non-defaulting party to the defaulting party, then the non-defaulting party may terminate this Agreement immediately after giving written notice of such termination and may pursue any other remedies available at law or in equity.

ARTICLE 12 - INDEMNITY

- 12.1** Intelligent Systems Now hereby agrees to indemnify and hold harmless Contractor, its officers, directors, employees and agents (the "Indemnified Parties"), from and against any and all claims, liabilities, losses, damages, judgments, penalties and expenses (including reasonable attorney's fees and litigation expenses), which may be imposed upon, incurred by or recovered from the Indemnified Parties as a direct or indirect result of Intelligent System Now's performance of, or failure to perform, its obligations under this Agreement, or Intelligent System Now's negligence or willful misconduct.

ARTICLE 13-ASSIGNMENT AND DELEGATION

- 13.1** Intelligent Systems Now may not assign this Agreement in whole or in part, or delegate or subcontract any rights or duties hereunder without the prior written consent of Contractor.

ARTICLE 14 - GOVERING LAW

- 14.1** The place of performance of this Agreement shall be in Missoula County, Montana. 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.

ARTICLE 15 - NOTICES

- 15.1** Unless otherwise provided herein, all notices or other communications hereunder shall be in writing and shall be deemed to have been received (i) immediately when delivered personally by hand to the recipient or when transmitted by facsimile to the recipient (with telephonic confirmation by the sender to the recipient), (ii) one (1) business day after mailing by priority over-night courier, (iii) three (3) days after mailing by Canadian registered or certified first class mail (postage prepaid) or (iv) five (5) days after mailing by Canadian first

IN WITNESS WHEREOF, this Agreement is hereby executed as of the date first above set forth
Intelligent Systems Now Contract NO ISN160028

ACCEPTED BY:

Intelligent Systems Now:

Contractor:

Intelligent Systems Now Inc.

Missoula County Airport Authority

Signed: _____

Signed: _____

Name: Nathan Haddock

Name: _____

Title: President

Title: _____

Note: Acceptance should be executed by corporate officer, partner or principal in interest

CHANGE ORDER

CHANGE ORDER NO.: ISN260028-001
DATE: Month Day, Year
ISYSTEMSNOW CONTRACT NO.: ISN260027
CONTRACT DATE: Month Day, Year
PROJECT NO.: AV.260028

This will authorize the following changes:

This change order constitutes full, final and complete compensation to Contractor for all costs, expenses, overhead, profit and any damages of every kind that Contractor may incur in connection with the above referenced changes in the Work, and any other effect on any of the Work under this Agreement. By the execution of this Change Order, Contractor accepts the hereof stated change in the Contract Fee and the adjustments to the Project Schedule for Performance, if any, and expressly waives any and all claims for additional compensation, damages or time extensions in connection with the above referenced changes. Except as herein or heretofore expressly modified, all terms of the original Agreement shall remain in full force and effect and shall cover the performance of, and payment for, any services authorized hereunder.

It is requested that you indicate your acceptance of this Change Order by executing the attached copies and returning one fully executed copy at your earliest convenience.

This original Contract Fee was.....\$
Net change by previously authorized Change Orders.....\$
The Contract Fee prior to this Change Order\$
The Contract Fee will be increased (decreased, unchanged) by this Change Order.\$
The new Contract Fee is\$
The Project Schedule will be increased (decreased, unchanged) by ___ Calendar Days

ACCEPTED BY:

Intelligent Systems Now:

Contractor:

Intelligent Systems Now Inc.

Contractor Name

Signed: _____

Signed: _____

Name: Nathan Haddock

Name: _____

Title: President

Title: _____

Note: Acceptance should be executed by corporate officer, partner, principal in interest or a designated Authorized Representative of this Agreement

DESIGNATION OF AUTHORIZED REPRESENTATIVES

ISYSTEMSNOW CONTRACT NO.: ISN160028
CONTRACT DATE: Month Day, Year
PROJECT NO.: AV.260028

Nathan Haddock- President, Intelligent Systems Now
Contact Number: (226) 338-2591
Email: nhaddock@isystemsnow.com

Rob Wiecha- Vice President, Intelligent Systems Now
Contact Number: (519) 212-5947
Email: rwiech@isystemsnow.com

Brian Ellestad -Airport Director, Missoula County Airport Authority
Contact Number: (406) 728-4381
Email: bellestad@flymissoula.com

Nate Cole - Director of Maintenance, Missoula County Airport Authority
Contact Number: (406) 370-2206
Email: ncole@flymissoula.com

OTHER REQUIREMENTS

ISYSTEMSNOW CONTRACT NO.: ISN260026
CONTRACT DATE: Month Day, Year
PROJECT NO.: AV.260028

The "Specification" for the Work performed under this Agreement is provided as document Q.AV.260028.A.

The above stated document, in conjunction with the description in Article I Paragraph **1.1** of this Agreement, describes the definition of the scope of the Work provided under this Agreement, and will be used to determine successful Performance of the Work by Intelligent Systems Now, conditional of final payment of the Contract Fee. In the event of any discrepancy between the above mentioned document(s) and the provisions of this Agreement, the provisions described in Article I Paragraph 1.1 of this Agreement shall be assumed as binding and true.

ADDITIONAL RATE CLASS

ISYSTEMSNOW CONTRACT NO.: ISN1260028
CONTRACT DATE: Month Day, Year
PROJECT NO.: AV.260028

An additional rate class will be added as follows:

Not Applicable

— Proposes —

MSO - BHS Controls & Software Support

— Prepared For —



AUTHOR: **NATHAN HADDOCK**

DOC NO: **Q.AV.260028.A**

DATE: **April 9th, 2026**

1-519-279-6485



iSystemsNow.com

Company Name	Missoula Montana Airport
Address	5225 W Broadway St Missoula, MT, 59808 United States of America
Attention	AJ Bemrose
Phone	(406) 532-8656
Email	abemrose@flymissoula.com
Reference	verbal

Revision	Date	Author	Description
A	April 9, 2026	N.Haddock	

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Table of Contents

1	Executive Overview	1
2	Company Overview	2
3	Pricing & Commercial Terms	5
4	Appendix.....	6
4.1	Resumes	6

1 Executive Overview

ISN Technologies (ISN) is pleased to provide the Missoula Montana Airport (MSO) with the following quote for the requested services of providing 24/7 on-call support for their outbound and inbound Baggage Handling System (BHS) in operation servicing the Missoula Montana Airport (MSO), located in Missoula, MT.

ISN will provide 24/7 on-call support, reachable via 1 800 number, for support of the Upper level (Now Management Studio) and Lower level (PLC code and hardware) system.

ISN resources will respond to all support requests within 30 minutes and will have properly skilled personnel working to resolve the issue within 45 minutes. ISN will provide a monthly record of support calls containing date and time, issue reported, activities performed, resolution and hours billed.

ISN will maintain and manage change logs for any alterations made the SCADA, HMI or PLC code, as well as updates or changes to any hardware firmware. ISN will prepare all TSA CCR forms (if required) in support of any requested or required changes. ISN will perform a weekly system health check of the servers and PLCs each Monday morning and provide a status report on system health, along with any recommendations or actionable items. ISN will perform one annual site visit each year, typically in October or November time frame. This site trip will be billed as a one time fixed fee cost of **\$8,000.00 USD** and will include a detailed report on all system equipment health, along with any recommended or actionable items.

There will be a monthly fee of **\$500.00**, plus all remote support which will be billed at **\$150/hr** for any week day support, and **\$175/hr** for weekends and any government statutory holidays. The first four hours of support in any calendar month are not billed. Any on-site trips required for extended support will be billed at hourly rate, along with expenses at cost +10%.

ISN's proposal is based upon the plans and specifications from the bid documents, with no Addenda provided by MSO for exceptions and additional scope.

This proposal is subject to a mutually agreed upon contract executed by both parties. Terms and conditions of said contract will govern the execution of this proposal.

2 Company Overview

ISN Technologies is a division of Intelligent Systems Now Inc., a privately held business. ISN Technologies was incorporated in 2012 and has grown into a \$M dollar business with 30+ engineering professionals. Our goal is to use the best technology available to deliver intelligent software and control systems across North America. We believe that the best way to do this is to always keep an open mind to problems and fully understand the implications of every proposed solution.

Our approaches are based on our best practices developed through our leadership team's 15+ years of cross-industry experience. We don't only want to implement what has been done before, but to push the limits of what is possible. We build custom software solutions, deliver turn key automation projects as well as support or retrofit legacy control systems. Our industry experience has taught us a lot, and it is our goal to leverage these experiences to take automation to the next level. At ISN Technologies we firmly believe that *Everything is Possible*.

Headquartered in Waterloo Region, Ontario, we service customers across North America, and around the world. We are authorized for Professional Engineering services by *Professional Engineers Ontario*.



Our turn-key approach to project delivery includes all of the typical services you would expect from a systems integration engineering firm including: consulting services, electrical engineering, software architecture & engineering, controls automation and system start-up & support. Project life cycle tasks such as specification development, simulation modeling, electrical panel design & procurement, PLC program development, software development, HMI/SCADA development, commissioning & start-up, operational support, and remote monitoring of systems are all part of what we do. Our commitment to full system Emulation testing prior to on-site startup keep commissioning risks down.

Electrical & Controls System Engineering

We have electrical & controls engineering experience on some of North America's largest and most complex automated baggage handling systems. We have provided automated controls for warehouse conveyor systems that track, transport, sort and store product from as small as 12"x12" totes, up to palletized finished product. We have designed and developed process control algorithms implemented in the food manufacturing industry.

Our PLC code standards are built around the Allen-Bradley family of PLC processors, and we are experienced in working with a wide variety of providers including Siemens, Schneider, GE & Omron.

Our experience working with automated baggage handling and screening systems includes some of the largest in the North American airline industry, including American Airlines, United Airlines, Delta Air Lines, Southwest Airlines, the United States of America Transportation Security Administration, WestJet Airlines, along with various airports, consultants, suppliers, and equipment manufacturers.

Software Engineering

ISN Technologies' software group utilizes the agile development methodology which promotes incremental development, a high level of collaboration, and a solution that evolves quickly. The agile method strives to present working software at set intervals so that feedback can be gathered early in the development lifecycle and implemented methodology when developing desktop applications, web applications, and mobile applications. The wide variety of core technologies that we use include, but not limited to Java, Microsoft .NET, PHP, Angular, HTML, CSS, Javascript, Microsoft SQL Server, MySQL and Ruby on Rails.

ISN Technologies' *Now Management Studio* is a product suite of Supervisory Control and Data Acquisition (\$CADA) software designed to integrate seamlessly with our automation PLC code for real time control of our systems. Our web based operator interfaces provide plant operators and management teams local and remote access where required.



Highlighted Recently Completed Aviation Projects

Leidos CT-80 Recap Program (*MFR, AVL, GJT, FSD*)

Working with Leidos and the TSA site lead teams, 12 Reveal CT-80 machines were recapitalized and replaced with 12 Reveal CT-80DR machines at various airport locations. Each project involved working with an operational system by different BHS vendors, modifying PLC code to support the new machines and interfaces, while minimizing downtime and impact to the airport.

Harrisburg International Airport EDS Re-cap and Optimization (*MDT*)

Working with G&S Airport Conveyor, 3 L3 EDS 6600 machines were decommissioned and replaced with 2 L3 EDS 6700 machines. The existing BHS was reconfigured with a new conveyor configuration and the CBRA operations were upgraded to PGDS 5.0 compliance with new BIT and BRP screening stations. The legacy PLC code and upper level reporting software were modified to reflect the new screening and TSO interface equipment, as well as to reflect the new BHS configuration and conveyor equipment added.

Fairbanks International Airport EDS Re-Cap and Optimization (*FAI*)

Working with G&S Airport Conveyor, 3 CTX 5500 EDS machines were decommissioned and replaced with 2 L3 EDS 6700 machines. A completely new CBIS was built, and the legacy sort system was replaced with ISN's *Now Management Studio* used for PGDS 5.0 compliant TSA and BHS reporting, as well as bag sortation and equipment control. New bag tag scanning equipment was installed to upgrade the airport to Cognex optical reading systems, capable of producing bag read rates in excess of 98%.

Baltimore T1 EDS Re-Cap and Optimization (*BWI*)

Working with Five Star Airport Alliance, 6 EDS L3 6600 were removed and replaced with 6 new L3 EDS 6700 machines. The legacy pre-PGDS PLC code was modified such that it would pass all PGDS 5.0 bag manipulation testing. Further optimization work was completed with Southwest Airlines to increase the overall system throughput by 20% after the re-capitalization project was completed.

Ft. Meyers Outbound BHS Optimization (*RSW*)

Working with Daifuku-ELS and VTC Inc., ISN developed and deployed new merge control algorithms to optimize 13 Ticket Counters and 10 Curbside lines which all merge onto two pre-EDS mainlines. These changes were made to reduce bag jams due to poor bag spacing, as well to properly balance bag flow from all 23 induction points, as during peak times there were some ticket counters which would sit unable to merge bags for long durations of time.

3 Pricing & Commercial Terms

The cost for executing the scope of work defined in this proposal will be **\$500.00 USO per month**, with remote support billed at an hourly rate of **\$150/hr** for any week day support and **\$175/hr** for any weekend or government statutory holiday support.

Pricing Clarifications

- Payment terms are **NET 30** from date of invoice.
- Invoices will be issued at each month end, defined as the last Friday of each calendar month
- All pricing is in United States Dollars (USD)
- Pricing is valid for 90 days

4 Appendix

Resumes

Nathan Haddock, B.Sc.

Mr. Haddock has spent the past 21 years working in automation, as well as the aviation industry in general with extensive experience developing and deploying complex automated Baggage Handling Systems (BHS). Working as a Software Project Engineer, Mr. Haddock was responsible for modifications to the operational Microsoft SQL database, the Rockwell Software RSView32 HMI application and the customized real-time sort controller software that runs the United Airlines BHS in Terminal 1 at Chicago's O'Hare International Airport. This project spanned two years and involved a complete reconfiguration to one of the largest bag systems in North America, while remaining operational each day to support United Airlines on-going operations.

Working as a Lead Controls Project Engineer and Engineering Project Manager, Mr. Haddock was responsible for overseeing and executing the deployment of multiple checked baggage inspection systems which included integration of 124 different Explosive Detection System (EDS) machines provided by the TSA. Mr. Haddock was responsible for developing and managing the implementation of all electrical engineering, control panel development, PLC programming, HMI/SCADA programming, software programming, and on-site commissioning. These included projects at Houston's George Bush Intercontinental Airport Terminals C and E for Continental Airlines, Chicago's O'Hare International Airport Terminal 3 for American Airlines, Dallas' Love Field Airport for Southwest Airlines, Dallas-Fort Worth Airport Terminal D, Toronto's Pearson International Airport for Daifuku and Glidepath, Las Vegas' McCarran International Airport for Southwest Airlines, Fairbanks International Airport with SWA Airport Conveyor, Baltimore-Washington International Airport for Southwest Airlines, Fort Meyers (Florida) Southwest Regional Airport for Southwest Airlines and the TSA Integration Facility in Washington, DC for the TSA.

Working with Reveal and the TSA in 2013 and 2014, Mr. Haddock completed the integration of 12 Reveal CT-80 EDS machines at different US airports as part of the TSA, Leidos and Reveal's EDS re-capitalization program. Working with L3 and the TSA in 2015 and 2016, Mr. Haddock completed the integration of 14 L3 examiner 6700 EDS machines at Harrisburg International Airport, Baltimore-Washington International Airport and Florida Southwest Regional Airport as part of the TSA and L3 EDS re-capitalization program.

In 2016 and 2017, Mr. Haddock has worked with Southwest Airlines, Cognex and the Greater Toronto Airport Authority to deploy new automated imaging systems which deploy optical tag

readers to replace legacy laser based barcode scanning systems. In 2017 Mr. Haddock has also worked with Leidos to develop and deploy a customer simulation software solution which is currently being utilized in their San Diego research facility to test and validate their next generation EDS machines.

Mr. Haddock also has experience as a BHS Program Manager, working with airport and airline executives to plan and develop for current and future baggage handling expansions and modifications. Mr. Haddock has worked extensively with American Airlines, to design and plan for the deployment of new in-line screening systems at their Los Angeles and New York, LaGuardia stations. In addition to working as part of the design team for upcoming deployments, Mr. Haddock has worked with American Airlines as a trusted consultant for over five years to support their operations at their four cornerstone airport stations (Dallas Fort-Worth International Airport, Chicago O'Hare International Airport, New York JFK International Airport, and Los Angeles Tom Bradley International Airport).

Outside the aviation industry, Mr. Haddock has provided PLC based control solutions to food manufacturing plants, automated warehouse storage facilities and parcel/packet sorters in the parcel, postal and distribution industries.

Mr. Haddock holds a Bachelor of Science degree from the University of Waterloo.

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: May 26, 2026

1. TITLE: Ailevon Pacific Consulting Agreement

Review, discussion, and possible approval of Ailevon Pacific Consulting Agreement and matters related thereto. **ACTION ITEM**

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

3. TIME REQUIRED: 5 Minutes

4. BACKGROUND INFORMATION: Staff would like to continue to work with Ailevon Pacific Air Service Consultant. They have provided air service guidance since 2024 as we work to identify new market opportunities. They wrote our successful Small Community Air Service Development Grant where we recruited American Airlines to provide winter service to Chicago this past winter. They monitor and provide weekly and quarterly reports. We have bi-weekly calls, and they provide air service meeting presentations as requested. We will be hosting one of their air service conferences in 2028 and they have been a great asset to date. While this is a fairly large contract, staff is planning on not continuing another air service development service which is about \$20,000 per year in savings.

5. BUDGET INFORMATION: \$41,736 per year, budgeted in proposed FY27 budget.

6. SUPPLEMENTAL AGENDA INFORMATION: Ailevon Pacific Services Agreement

7. RECOMMENDED MOTION: Move to approve the Ailevon Pacific Air Service Contract as presented.

8. PREPARED BY: Brian Ellestad, Airport Director

9. COMMITTEE REVIEW: N/A

SERVICES AGREEMENT

THIS SERVICES AGREEMENT is made and entered into this ___day of _____, 2026, by and between the MISSOULA COUNTY AIRPORT AUTHORITY ("MCAA") and Ailevon Pacific Aviation Consulting, LLC, a Texas 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 is interested in obtaining consulting services to support air service development goals.
3. Contractor provides air service consulting and is qualified to do so.

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 consulting services in accordance with specifications identified in Exhibit A, which is incorporated herein by reference.
2. Fees. MCAA agrees to pay and the Contractor agrees to accept, in full payment for the performance of this Contract, not more than \$41,736 per year. The fees shall be invoiced by Contractor on a monthly basis in twelve (12) equal installments of \$3,478, and MCAA shall pay invoices 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.

Contractor's conference fees, travel-related expenses, and related incidentals shall be additional and included in regular monthly invoicing. Contractor shall exercise prudent professional judgment in incurring such expenses and shall use reasonably economical travel and transportation options where available in order to minimize costs to MCAA.

Additional tasks requested by MCAA that fall outside of the Scope of Work must be agreed to in writing by both parties in a manner that clearly describes the additional tasks and the agreed upon additional fees. Correcting the results from inadequate performance of the Scope of Work, as determined by MCAA, shall not be considered additional tasks.

3. Term. This Agreement shall become effective on July 1, 2026 and will continue through June 30, 2027, unless terminated earlier as provided herein. In the

event the

1

Contractor shall continue its contracting services for MCAA after expiration or termination of this Agreement, then such activities shall be governed by the same conditions, restrictions, limitations and covenants as contained in this Agreement. The intent of this provision is not to extend the term of this Agreement after termination or expiration, but rather to insure that any services provided to MCAA by the Contractor after expiration or termination of this Agreement is in strict compliance with the conditions, restrictions, limitations and covenants of this Agreement.

4. Representatives. The MCAA Airport Director shall be Contractor's primary contact for all services under this Agreement. Contractor has designated Carrie Kelly as the individual responsible for providing the services under this agreement and for being MCAA's primary contact.
5. 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.
6. 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

2

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.

7. 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.

8. 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.

Notwithstanding anything to the contrary in this Agreement, the total aggregate liability of Contractor under this Section 8 shall not exceed the limits of insurance required to be maintained under this Agreement; provided, however, that this limitation shall not apply to Contractor's obligations to indemnify and defend against third-party claims for bodily injury, death, or damage to property.

9. 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 will be required to provide professional liability insurance in the amount of \$1,000,000.00.

Contractor shall maintain automobile occurrence coverage with combined single limits for bodily injury, personal injury and property damage of \$500,000 per occurrence and \$1,000,000.00 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.

10. Modifications. This Agreement may be modified in writing at any time by mutual agreement of the Authority and Contractor.
11. 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.
12. 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.
13. 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.
14. 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.

15. 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: Ailevon Pacific Aviation Consulting
1100 Peachtree St. NE, Suite 250
Atlanta, GA 30309
Attention: Carrie Kelly

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

16. 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.
17. 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.
18. 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.
19. 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.

20. 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.
21. 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.
22. 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: Brad D. Fiore, Managing Director

2026 Missoula Airport Operations and Route Performance

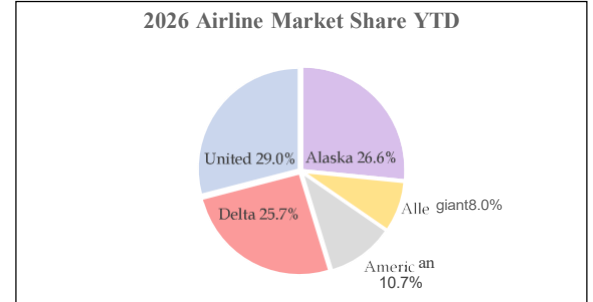
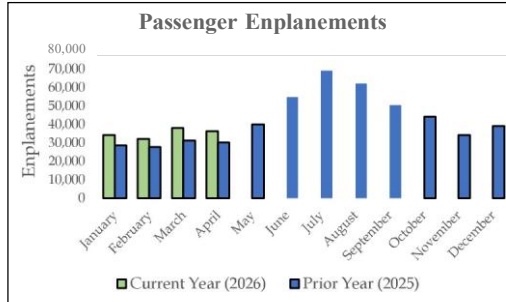
Summary

Mnflh seats were up 10% Y/Y
March '26 enplanements were a record high
-Spring Break Shift from March to April Y/Y

Air Service Highlights

MSO-ORD helping to boost Jan-Mar Pax Enplanements
CY2025 was" record year with 520,923 enplanements

Please reach out with any comments or changes to improve our report going forward!



Lower Operations		January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y
	Air Carrier	741	656	737	740	0	0	0	0	0	0	0	0	0	2,877
Air Taxi	350	340	329	405	0	0	0	0	0	0	0	0	0	1,422	-10%
GA	1023	1035	1097	1621	0	0	0	0	0	0	0	0	0	4,777	12%
Military	42	27	12	43	0	0	0	0	0	0	0	0	0	12	-38%
Civil	921	977	922	1294	0	0	0	0	0	0	0	0	0	4,111	27%
Total	2026	3,077	3,035	3,097	4,103	0	0	0	0	0	0	0	0	13,311	12%
	2025	2,412	2,426	3,209	3,884	4,217	4,617	5,620	5,654	3,827	4,128	2,809	2,507	45,311	

Enplaned Passengers		January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y
	Airlines	10,262	8,571	9,747	8,881	0	0	0	0	0	0	0	0	0	37,461
Alaska	2,830	2,154	3,454	2,547	0	0	0	0	0	0	0	0	0	11,285	-13%
Allegiant	3,429	3,465	4,009	-1,148	0	0	0	0	0	0	0	0	0	15,051	77%
AmeriGill	8,349	8,305	9,545	9,968	0	0	0	0	0	0	0	0	0	36,167	-3%
Delta	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Frontier	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Country	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
United	9,314	9,390	11,477	10,718	0	0	0	0	0	0	0	0	0	40,899	7%
Charters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-100%
Total	2026	34,184	32,185	38,232	36,262	0	0	0	0	0	0	0	0	140,866	7%
	2025	32,979	29,778	36,071	33,381	41,706	54,799	70,797	63,677	42,180	43,671	31,947	39,867	523,851	

LF	2026	71.5%	76.2%	81.9%	78.9%	79.3%	74.1%	83.5%	81.7%	82.8%	82.7%	75.3%	78.1%	77.1%
	2025	79.1%	81.0%	84.1%	78.8%	79.3%	74.1%	83.5%	81.7%	82.8%	82.7%	75.3%	78.1%	80.1%

Deplaned Passengers		January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y
	Airlines	9,284	8,318	9,425	9,433	0	0	0	0	0	0	0	0	0	36,460
Alaska	2,605	2,408	3,311	2,903	0	0	0	0	0	0	0	0	0	11,227	-13%
Allegiant	3,120	3,225	3,711	3,727	0	0	0	0	0	0	0	0	0	13,781	74%
AmeriGill	7,669	8,538	9,625	10,191	0	0	0	0	0	0	0	0	0	36,602	0%
Delta	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Frontier	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sun Country	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
United	9,503	9,675	11,374	11,316	0	0	0	0	0	0	0	0	0	-11,866	8%
Charters	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-100%
Total	2026	32,181	32,164	37,446	37,570	0	0	0	0	0	0	0	0	139,366	6%
	2025	31,227	29,611	35,779	31,355	43,820	59,824	69,807	59,615	40,243	41,607	35,123	39,882	520,922	

% Total P	2026	66.365	64.319	75.678	73.832	85.526	114.623	140.604	123.322	82.423	85.278	70.070	79.749	280.224	6%
	2025	64.206	59.389	71.854	67.736	85.526	114.623	140.604	123.322	82.423	85.278	70.070	79.749	1,044,780	
T12M		877.393													

Legend:
LF - Load Factor
T12M - Previous 12 Months
Y/Y - Year Over Year
P.ix - Passengers