

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 Douctte joined the meeting at approximately 1:45. As such, the Chair asked for a motion to unseat an Alternate Commissioner for that days' 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 1980s 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.