

MISSOULA COUNTY AIRPORT AUTHORITY  
Regular Board Meeting  
May 26, 2026  
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

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

STAFF: Director Brian Ellestad  
Deputy Director Tim Damrow  
Director of Finance and Administration Will Parnell  
Legal Counsel Juniper Davis  
Business Development Manager Dan Neuman  
Director of Maintenance Nate Cole  
Building Maintenance Supervisor AJ Bemrose  
Field Maintenance Supervisor Jake Sol  
HR Manager Nikki Munro  
Federal Compliance Manager Jesse Johnson  
Staff Accountant Brianna Brewer

OTHERS: Shaun Shea, Morrison & Maierle  
Sarah Michaelson, Morrison & Maierle  
Cole Jensen, Martel 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: Commissioner Jack Meyer moved to seat Alternate Commissioners Chay Hughes as regular Commissioner for the duration of the meeting.

Second: Commissioner Matt Doucette

Vote: Motion passed unanimously

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

Motion: Vice Chair Adriane Beck moved to approve the agenda.

Second: Commissioner Jack Meyer

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 April 28, 2026. There were no comments or questions.

Motion: Commissioner Jack Meyer moved to approve the minutes of the Regular Board Meeting dated April 28, 2026.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

Chair Pat Boyle asked if anyone had questions, edits, or public comments regarding the minutes for the Finance Committee Meeting dated May 21, 2026. There were no comments or questions.

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 April 2026. The airport incurred approximately \$403,000 in project expenses during the month, of which approximately \$309,000, or 77%, 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. Will explained that the variance between grant revenue and capital expenses this month is due to timing, as reimbursement was received in April for prior-year expenses. As a result, about \$2 million in grant revenue was recognized now, while the related expenses were recorded in fiscal year 2025.

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: Commissioner Jack Meyer moved to approve the Claims for Payment.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

#### FINANCIAL REPORT

Director of Finance and Administration Will Parnell presented the April 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 reported that the final pay application for the East Concourse project was received this month, and the project will be reclassified from construction in progress to a completed asset next month. All related debt financing has now been fully drawn, and staff will finalize the 2022 series note and provide a debt service amortization schedule for the Board's review.

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

Motion: Vice Chair Adriane Beck moved to approve the Financial Report.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

#### DIRECTOR'S REPORT

Airport Director Brian Ellestad reported that April enplanements increased over 8% over the prior year, marking the seventh consecutive month of growth and continuing to outperform national trends, with strong seat capacity and load factors. The airfield passed its annual FAA inspection with excellent feedback, and a successful disaster drill was completed. Brian highlighted ongoing air service development efforts, upcoming industry engagements, and community outreach, as well as progress on projects including the East Concourse, the Milwaukee Trail transfer, and conference planning. Additionally, the airport was awarded several FAA grants, including \$1 million for control tower infrastructure improvements.

#### LEGAL UPDATE

Legal Counsel Juniper Davis provided an update on current and upcoming legal and procurement matters. She reported that the RFQ for planning and engineering services has closed, and staff will begin evaluating proposals with a recommendation expected at a future meeting. Board members were reminded to complete the director evaluation by the Sunday deadline, with results and related discussions, including contract and salary considerations, planned for the June board agenda.

#### COMMITTEE UPDATES

Chair Pat Boyle notified the Board that there was an Executive Committee meeting on May 26, 2026, to discuss the Board agenda and packet.

#### UNFINISHED BUSINESS

There was no unfinished business.

#### NEW BUSINESS

##### Building Maintenance Personnel MFPE Agreement

Airport Director Brian Ellestad presented that the Building and Field union has split into two separate bargaining units, resulting in two nearly identical three-year contracts to replace the expiring four-year agreement. The contracts were developed using comparable airport industry wages and include an approximate 8–8.5% increase in the first year, followed by 3% increases in each of the next two years.

The Building unit covers seven employees with a base wage set at \$38.00 per hour by FY27, while the Field unit covers nine employees with a base wage of \$37.81 per hour, plus a winter operations differential and higher rates for specialized positions. Brian

noted strong working relationships with both groups and emphasized that the agreements position the airport competitively within the industry.

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

Motion: Commissioner Jack Meyer moved to approve the Building Maintenance personnel MFPE as presented.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

#### Field Maintenance Personnel MFPE Agreement

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 Andrew Hagemeyer moved to approve the Field Maintenance personnel MFPE as presented.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

#### Minuteman Aviation Development and Deconstruction Agreement

Airport Director Brian Ellestad explained that the intent of the Development and Deconstruction Agreement with Minuteman Aviation is to formalize prior board direction and committee discussions. The agreement outlines the framework for construction of a new hangar on the west side of the airport and the eventual decommissioning and removal of existing facilities on the east side, including timelines, bonding/letter of credit requirements, and expectations for both parties. Legal Counsel Juniper Davis noted the agreement reflects previously discussed terms, was coordinated with Minuteman, and is intended to provide clarity and a clear path forward.

Chair Pat Boyle asked if there were any Board questions or public comments regarding the Development and Deconstruction Agreement. There were no questions or comments.

Motion: Commissioner Jack Meyer moved to approve the Minuteman Development and Deconstruction Agreement as presented.

Second: Alternate Commissioner Chay Hughes

Vote: Motion Passed Unanimously

### Approval of Fiscal Year 2027 Budget

Director of Finance and Administration presented the Fiscal Year 2027. Will informed the Board that the Finance Committee reviewed the FY27 draft budget and was sent to airline carriers for review. He noted the budget is stable and balanced, based largely on flat enplanement projections of approximately 530,000. Projected revenues of about \$18.5 million exceed expenses of \$17.9 million, and the airport maintains strong financial metrics, including a bond coverage ratio of 2.31.

Modest rate adjustments are proposed, including a roughly 3% increase in landing and use fees, while keeping terminal lease rates relatively stable to remain competitive for airlines. The budget also accounts for a reduction in landing fee revenue due to updated FAA guidance and potential federal limits on ADS-B use for billing.

Non-airline revenues, particularly rental cars and parking, are expected to remain generally flat, with slight declines anticipated due to reduced rental car fleet availability. Expense increases are primarily driven by labor agreements, rising healthcare and insurance costs, and cybersecurity investments. The capital plan prioritizes critical infrastructure and leverages federal funding for key projects.

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

Motion: Commissioner Matt Doucette moved to approve the budget for fiscal year 2027.

Second: Commissioner Jack Meyer

Vote: Motion Passed Unanimously

## Adoption of Resolution 2026-08 Establishing FY27 Rates and Charges

Director of Finance and Administration Will Parnell presented the updated Schedule of Rates and Charges, which consolidates all fees for transparency and alignment with the FY27 budget. Proposed changes include modest adjustments to landing fees, terminal use fees, ground rents, parking, and meeting room rentals, with updates clearly identified in the packet. Will explained that parking rates are being simplified by removing the second hourly tier while keeping the first hour free and daily maximums unchanged. All updated rates would take effect July 1, 2026.

Chair Pat Boyle asked if there were any additional Board questions or public comments regarding the rates and charges.

Motion: Commissioner Matt Doucette moved to approve Resolution No. 2025-08.

Second: Commissioner Jack Meyer

Vote: Motion Passed Unanimously

## Approval of Fiscal Year 2027 Capital Improvement Plan

Airport Director Brian Ellestad presented the FY27 Capital Improvement Plan, noting it is submitted annually to the FAA to support future discretionary funding planning. Brian explained that while the FAA primarily focuses on the next two to three years, the airport includes a longer-term outlook and incorporates both federally funded and non-federal projects to provide a more comprehensive view of anticipated capital needs, including future redevelopment projects such as the Minuteman hangar site.

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

Motion: Commissioner Jack Meyer moved to approve the 2027-2033 Airport Capital Improvement Plan as presented.

Second: Commissioner Matt Doucette

Vote: Motion Passed Unanimously

### Terminal Project Deductive Change Orders

Deputy Director Tim Damrow Staff presented a deductive change order to formally close out the terminal project, marking the completion of over a decade of work. The adjustment reflects approximately \$400,000 in cost underruns from unused allowances and quantities related to the East Concourse expansion and recent gate addition. Tim acknowledged the project team's strong financial stewardship and noted plans to provide a more detailed project recap at a future meeting.

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

Motion: Commissioner Jack Meyer moved to approve the deductive change orders to Martel Construction and Morrison-Maierle contracts in the amount of \$397,754.36 as presented.

Second: Commissioner Shane Stack

Vote: Motion Passed Unanimously

### Maintenance Shop Vehicle Lift Purchase

Field Maintenance Supervisor Jake Sol requested approval to purchase a mobile vehicle lift for the maintenance shop, replacing a previously planned fixed lift that was budgeted but deferred from prior years. The mobile lift provides greater flexibility and avoids permanently occupying a service bay. The total cost is approximately \$15,400, exceeding the original estimate, but the additional expense can be absorbed within the FY26 maintenance budget, which is currently under budget.

Chair Pat Boyle asked if there were any additional Board questions or public comments regarding the purchase. Staff clarified how the lift functions, particularly noting the mobile nature of the lift.

Motion: Commissioner Matt Doucette moved to approve the purchase of the mobile vehicle lift for the maintenance shop in the amount of \$15,412.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

### Kembel/Stevens Hangar Ground Lease Extension

Director of Maintenance Nate Cole recommended approval of a ten-year lease extension for Robert Kembel and Thomas Stevens for their hangar located east of the maintenance facility. The extension is consistent with the original lease terms, and staff noted the hangar is in good condition and being properly utilized.

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

Motion: Vice Chair Adriane Beck moved to approve the addendum to the ground lease with Robert Kembel and Thomas Stevens, allowing for a 10-year lease extension.

Second: Commissioner Andrew Hegemeier

Vote: Motion Passed Unanimously

### Intelligent Systems Now On-Call Support for Baggage Systems

Building Maintenance Supervisor AJ Bemrose presented a proposed service agreement with ISN Technologies, the original installer of the baggage handling system controls, noting the system includes proprietary software that can only be serviced by this vendor. The agreement provides 24/7 support with rapid response times and includes an annual maintenance site visit, at a cost of \$14,000 per year. The contract is open-ended with a 30-day termination clause, and staff noted they are also exploring long-term alternatives to reduce reliance on proprietary systems.

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

Motion: Commissioner Jack Meyer moved to approve the contract with ISN Technology in the amount of 14,000 per year for maintaining baggage handling system controls at the airport.

Second: Alternate Commissioner Andrew Hegemeier

Vote: Motion Passed Unanimously

## Ailevon Pacific Consulting Agreement

Airport Director Brian Ellestad presented a proposed annual air service consulting agreement with Ailevon Pacific Consulting, following positive experience working with the firm on a task-order basis since 2024. The contract would replace a separate data subscription service, helping offset costs, and provides access to industry expertise to support air service development efforts. Staff noted the value of maintaining a third-party consultant despite having internal capability, and requested approval of the agreement.

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

Motion: Commissioner Andrew Hagemeyer moved to approve the Ailevon Pacific Consulting agreement as presented.

Second: Alternate Commissioner Chay Hughes

Vote: Motion Passed Unanimously

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

Meeting Adjourned.