MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
July 28, 2026
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD:	Vice Chair Adriane Beck
	Secretary/Treasurer Shane Stack
	Commissioner Matt Doucette
	Commissioner Andrew Hagemeier
	Commissioner Deb Poteet
	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
	Public Safety Chief Justin Shaffer
	Director of Maintenance Nate Cole
	HR Manager Nikki Munro
	Staff Accountant Brianna Brewer
OTHERS:	Gary Matson, Runway 25 Hangars
	Sarah Michaelson, Morrison & Maierle
	Ashley Osten, Baker Tilly

Vice Chair Adriane Beck 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

Vice Chair Adriane Beck noted that one Alternate Commissioner needed to be seated.

> Motion: Commissioner Matt Doucette moved to seat Alternate Commissioners Richard Huffman and Chay Hughes for the duration of the meeting.

Second: Commissioner Deb Poteet

Vote: Motion passed unanimously

Vice Chair Adriane Beck asked if there were any changes to the agenda. There were none.

Motion: Commissioner Deb Poteet moved to approve the agenda.

Second: Commissioner Matt Doucette

Vote: Motion passed unanimously

PUBLIC COMMENT PERIOD

Vice Chair Adriane Beck asked if there was any public comment on items not on the Board's agenda. There was no public comment.

MINUTES

Vice Chair Adriane Beck asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated June 30, 2026. There were no comments or questions.

Motion: Commissioner Andrew Hagemeier moved to approve the minutes of the Regular Board Meeting dated June 30, 2026.

Second: Commissioner Matt Doucette

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell presented the June 2026 financial report, which reflected approximately $60,000 in project expenses, of which roughly $55,000, or 92%, was submitted to the FAA for reimbursement.

Staff highlighted a few notable expenditures, including the purchase of an electric vehicle from Campbell Kia of Missoula for $70,482.50, with 85% of the cost expected to be reimbursed through a Montana DEQ grant. Additional payments included $13,739.18 to Frequentis USA for critical tower equipment procured under emergency procedures, $4,440.70 to TIBA Parking LLC for installation of a commercial loading zone access station, and $10,000 to Zoo Town LLC for sponsorship of a local music festival as budgeted in Fiscal Year 2026.

Vice Chair Adriane Beck asked if there were any Board questions or public comments regarding the Claims for Payment. In response to a Board member's question, Will explained that references to Taxiway Alpha and Taxiway Hotel are internal general ledger categories for construction projects and noted that the associated payments for the month were made to Morrison-Maierle. There were no further questions or comments.

Motion: Commissioner Deb Poteet moved to approve the Claims for Payment.

Second: Commissioner Matt Doucette

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Director of Finance and Administration Will Parnell noted that a financial narrative was included in the board packet outlining accounts receivable, budget performance, long-term debt activity, and debt service coverage ratios. Will reported that the Airport remains well above its required annual debt service coverage ratio of 1.25. Will also noted that the June 2026 statements are interim year-end financials and do not yet reflect year-end adjustments. A detailed year-end financial review will be presented following completion of the Fiscal Year 2026 audit. Additionally, the board packet includes an adjusted year-over-year comparison of operating revenues and expenses that excludes significant non-cash accounting entries.

Vice Chair Adriane Beck asked if there were any Board questions or public comments regarding the Financial Report. There were no questions.

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 July had been an exceptionally busy month, with airline flights operating at or near capacity and several weather-related delays affecting operations, particularly flights through Chicago. He commended airline personnel and airport staff for their efforts in managing the disruptions and noted that Missoula had also accommodated diverted operations associated with the temporary runway closure in Kalispell.

Brian provided an update on the airfield generator replacement project, noting that the aging unit remains in service pending delivery of a replacement that has experienced procurement delays.

He also recognized Airport Police Officer Ritchie Stevens for graduating from the Montana Law Enforcement Academy and receiving a fitness award.

LEGAL UPDATE

Legal Counsel Juniper Davis reported that staff continue to advance a significant number of projects and agreements, as reflected in recent Board agendas, including several long-standing matters that are nearing completion. Juniper noted that there are currently no open requests for proposals, but staff anticipates issuing an RFP in the coming months related to airport worker screening services.

Juniper also provided an update regarding the Airport's ongoing efforts to recover costs incurred for cleanup and remediation work on agricultural property east of the airport. While the matter has become more complex due to claims involving potential third-party responsibility for portions of the clean-up costs, Juniper reported that the recovery effort continues to move forward and that the Airport remains confident in its position regarding the lease obligations and recovery of those expenses.

In response to a Board member's question, Juniper explained that staff worked closely with the City during its land use planning process to preserve protections around the airport through the Airport Hazard Overlay. The overlay limits residential density and encourages compatible land uses in areas affected by airport operations. Juniper noted that while the Airport was successful in maintaining existing protections, it was unable to secure similar protections for land that may be needed to accommodate a future second runway. As a result, proposed residential subdivisions in that area may proceed without the density limitations the Airport had advocated for, although staff have continued to express its concerns through comments submitted to the City.

COMMITTEE UPDATES

Vice Chair Adriane Beck notified the Board that there was an Executive Committee meeting on July 28, 2026, to discuss the Board agenda and packet.

UNFINISHED BUSINESS

None

NEW BUSINESS

FY26 Audit Presentation
Director of Finance and Administration Will Parnell introduced Ashley Osten of Baker Tilly to present on the Fiscal Year 2026 audit.

Ashley presented the auditors' annual planning report and outlined the scope, timing, and objectives of the FY 2026 audit. Ashley explained the auditors' responsibilities, reviewed the audit process, and noted that the audit will focus primarily on significant financial statement areas including cash and investments, revenue recognition, capital assets, long-term debt, and compliance with federal requirements. She also discussed the auditors' required fraud-risk assessment procedures and the planned audit schedule, with fieldwork occurring during August and September and results anticipated later in the year.

Ashley further advised the Board of several new Governmental Accounting Standards Board (GASB) pronouncements that will affect future financial reporting, including changes to financial statement presentation, capital asset disclosures, and subsequent event reporting. She noted that Baker Tilly will continue working with staff to implement the new standards as required.

Vice Chair Adriane Beck asked if there were any Board questions or public comments. There were no questions or comments.

Employee Policy Manual Updates
Human Resources Manager Nikki Munro presented proposed updates to the Airport's Employee Policy Manual, which was last updated in July 2024. Revisions include the addition of policies addressing Safe Harbor, Donated Leave, the Pregnant Workers Fairness Act, lactation accommodations, and workplace relationships. Staff also recommended eliminating the waiting period for the use of accrued sick and vacation leave, allowing employees to use leave as it is earned. Nikki noted that the revisions are intended to improve the employee experience and ensure Airport policies remain consistent with current workplace practices and requirements.

Vice Chair Adriane Beck asked if there were any Board questions or public comments. In response to a comment from the public, staff clarified that the manual's prohibition of intoxicating substances included marijuana.

Motion: Commissioner Deb Poteet moved to adopt MCAA Resolution No. 2027-01 Resolution Adopting the Missoula County Airport Authority Employee Policy Manual.

Second: Commissioner Andrew Hagemeier

Vote: Motion Passed Unanimously

<u>Black Knight Security Service Agreement Addendum</u>

Deputy Director Tim Damrow provided an update on TSA's nationwide employee screening mandate, which requires airport's to conduct random screening of airport employees and others entering secure areas as a measure to address potential insider threats. Tim noted that airports, including Missoula, raised concerns regarding the implementation of the mandate and that related legal challenges remain ongoing. While a court identified issues with the TSA's rulemaking process and directed the agency to revisit that process, the screening requirements remain in effect during that review.

Tim reported that the Airport continues to comply with the mandate through its contract with Black Knight for screening services. Because the Airport is approaching procurement thresholds, staff plan to issue an RFP for these services in the near future. Amendment No. 3 with Black Knight would extend the current services for approximately six months while the RFP process is completed and a longer-term contract is brought before the Board.

Vice Chair Adriane Beck asked if there were any Board questions or public comments. Tim clarified that $50,000 is the total yearly amount budgeted for the screening, and services have averaged $4-6,000 a month.

Motion: Commissioner Jack Meyer moved to approve Amendment 3 to Black Knight Security and Investigations, LLC Contract for up to 6 months to perform airport employee screening services.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

<u>Uber Rideshare Agreement Addendum</u>

Director of Finance and Administration Will Parnell presented a proposed amendment to the Airport's operating agreement with Rasier-MT, LLC, doing business as Uber. The amendment increases the per-trip fee from $1.00 to $2.00, incorporates the Airport's updated Commercial Ground Transportation Rules and Regulations adopted in December 2025, and updates designated holding and pickup locations for rideshare operations. Staff noted that the amendment aligns Uber's agreement with those of the Airport's other transportation network company operators, including Lyft.

Vice Chair Adriane Beck asked if there were any Board questions or public comments. In response to a Board question, Will explained that the proposed increase from $1.00 to $2.00 per trip brings Missoula Airport more in line with rates charged by comparable Montana and regional airports, where fees vary from just over $1.00 to as much as $5.00 per trip. Will also clarified for other Board members that all rideshare operators are required to use the commercial loading zone for passenger pickups and drop-offs. Staff noted that the location is identified through airport signage and rideshare app directions.

> Motion: Alternate Commissioner Richard Huffman moved to approve the Amendment to Agreement between the Missoula County Airport Authority and Rasier-MT, LLC.
>
> Second: Commissioner Deb Poteet
>
> Vote: Motion Passed Unanimously

<u>Commercial Operator Application Review, Big Sky Aviation Detailing</u>
Business Development Manager Dan Neuman presented a proposed commercial operating agreement with Big Sky Aviation Detailing, a mobile aircraft cleaning and detailing company serving several Montana airports. Dan confirmed that the company's cleaning products and procedures comply with the Airport's stormwater requirements and noted that the business would pay a concession fee equal to 2% of gross receipts. Approval of the agreement was recommended contingent upon resolution of insurance requirements currently under review.

Vice Chair Adriane Beck asked if there were any Board questions or public comments. There were no questions or comments.

> Motion: Commissioner Jack Meyer moved to approve Big Sky Aviation Detailing Big Sky Aviation Detailing a 2-year agreement to provide commercial aircraft cleaning services at MSO, contingent on successful resolution of insurance requirements.
>
> Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

Commercial Operator Application Review, Pristine
Business Development Manager Dan Neuman presented a proposed commercial operating agreement with Pristine Jets, a Bozeman-based aircraft cleaning and detailing company that serves multiple locations and is seeking to expand operations to Missoula. Staff confirmed that the company's cleaning methods comply with the Airport's stormwater requirements and noted that it would pay a concession fee equal to 2% of gross receipts. Approval of the agreement was recommended contingent upon resolution of insurance requirements currently under review.

Vice Chair Adriane Beck asked if there were any Board questions or public comments. In response to Board questions, Dan explained that mobile aircraft cleaning services are becoming more common, particularly for larger general aviation aircraft, and are often marketed through fixed base operators as part of a package of aviation services. Dan also noted that both companies are Montana-based and were reviewed in accordance with the Airport's commercial operator requirements. While no significant revenue is anticipated from the agreements, the proposed 2% concession fee is consistent with industry practices at other airports.

Motion: Commissioner Deb Poteet moved to approve Pristine Jets 2-year agreement to provide commercial aircraft cleaning services at MSO contingent on successful resolution of insurance requirements.

Second: Alternate Commissioner Richard Huffman

Vote: Motion Passed Unanimously

International Association of Firefighters, Local 2457 Agreement
Airport Director Brian Ellestad presented a proposed three-year collective bargaining agreement with the International Association of Fire Fighters (IAFF) Local 2457, following an extended negotiation process. He explained that the agreement was developed after reviewing local and airport industry compensation data and represents a compromise between the parties. The agreement includes wage increases of approximately 15% in the first year, 4.5% in the second year, and 3.5% in the third year, as well as revisions to longevity pay intended to support employee retention. Mr. Ellestad noted that the agreement will increase personnel costs beyond the adopted budget, but staff plan to offset the impact through budget adjustments

and delaying certain capital projects. He stated that both parties were satisfied with the outcome.

Vice Chair Adriane Beck asked if there were any Board questions or public comments. In response to Board questions, Brian explained that the agreement does not change existing overtime provisions, which continue to follow the current public safety schedule and overtime thresholds. He noted that many of the negotiated revisions were intended to clarify payroll and overtime administration through additional examples and clearer contract language. Brian also confirmed that the agreement had been ratified by the union membership before being presented to the Board for approval.

> Motion: Commissioner Deb Poteet moved to approve the International Association of Firefighters Local 2457 Agreement as presented and authorize the Airport Director so sign the agreement.
>
> Second: Commissioner Jack Meyer
>
> Vote: Motion Passed Unanimously

<u>Service Agreement with Vector Airport Systems, LLC</u>

Deputy Director Tim Damrow presented a proposed extension of the Airport's agreement with Vector Airport Systems, which has been used since 2021 to bill and collect landing fees from qualifying non-based aircraft. Staff reported that the agreement would continue under substantially the same terms, including Vector's 20% commission on collected fees. Staff noted that the service has significantly improved operational efficiency and increased collection rates to more than 95 percent. Staff also advised that potential federal restrictions on the use of ADS-B data for landing fee collection are being monitored and that alternative technology options have been identified and budgeted for, if needed in the future.

Vice Chair Adriane Beck asked if there were any Board questions or public comments. A member of the public noted that some general aviation pilots have expressed concerns about airports using ADS-B data to assess landing fees, as the technology was originally intended for safety and surveillance purposes rather than billing.

> Motion: Commissioner Matt Doucette moved to authorize the Airport Director to approve Agreement for Professional Services Between Vector Airport Systems, LLC & Missoula County Airport Authority.

Second: Commissioner Andrew Hegemeier

Vote: Motion Passed Unanimously

<u>Taxiway-H Conversion Project Construction Management Services Task Order #76 with Morrison-Maierle</u>

Deputy Director Tim Damrow presented a task order with Morrison-Maierle for construction management services related to the Taxiway H Conversion Project. The services include construction oversight, grant administration, and project closeout activities for the conversion of the former crosswind runway into a taxiway. Staff recommended approval of the task order contingent upon completion of an independent fee estimate.

Vice Chair Adriane Beck asked if there were any Board questions or public comments. There were no questions or comments.

Motion: Commissioner Deb Poteet moved to approve Task Order No. 76 with Morrison-Maierle in the amount of $335,000 contingent on an Independent Fee Estimate being completed.

Second: Alternate Commissioner Richard Huffman

Vote: Motion Passed Unanimously

<u>Taxiway-G Reconstruction Design Task Order #77 with Morrison-Maierle</u>

Deputy Director Tim Damrow presented a task order with Morrison-Maierle for the design of the Taxiway G reconstruction project. The project will address pavement and lighting system deficiencies and improve airfield geometry by reconfiguring an angled taxiway intersection to enhance safety. Staff noted that completing the design will position the Airport to pursue future discretionary grant funding and recommended approval contingent upon completion of an independent fee estimate.

Vice Chair Adriane Beck asked if there were any Board questions or public comments. Tim clarified that the Airport is a small hub which requires a 10% match to the federal funding.

Motion: Alternate Commissioner Richard Huffman moved to approve Task Order No. 77 with Morrison-Maierle in the amount of $635,000 contingent on Independent Fee Estimates being completed.

Second: Commissioner Jack Meyer

Vote: Motion Passed Unanimously

Vice Chair Adriane Beck noted that the next Board meeting will be held on August 25, 2026, at 1:30 p.m.

Meeting Adjourned.