Missoula County Airport Authority
Regular Board Meeting

DATE: Tuesday, August 25, 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 July 28, 2026 **Pg 3**
- Approval of Claims for Payment – Will Parnell **Pg 14**
- Financial Report – Will Parnell **Pg 18**
- Director's Report – Brian Ellestad **Pg 25**
- Legal Report – Juniper Davis
- Committee Updates
  Executive Committee: August 25, 2026
  Business Development and Planning Committee: No Activity
  Facility and Operations Committee: No Activity
  Finance Committee: No Activity

Unfinished Business
- None

New Business/Action Items
- Travel Policy Update – Nikki Munro **Pg 27**
- FY27 Budget Update – Will Parnell **Pg 35**
- Second Amendment to Lease Agreement with Airport Car Condos, LLC – Will Parnell **Pg 47**
- Parking Lot License Agreement with FedEx – Dan Neuman **Pg 51**

Information/Discussion Item(s)
- Next Board Meeting September 29, 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)
+1 332-249-0710,,857565796# United States, New York City
Phone Conference ID: 857 565 796#

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

<u>FINANCIAL REPORT</u>
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

<u>DIRECTOR'S REPORT</u>
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

Black Knight Security Service Agreement Addendum

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

Uber Rideshare Agreement Addendum

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

Taxiway-H Conversion Project Construction Management Services Task Order #76 with Morrison-Maierle

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

Taxiway-G Reconstruction Design Task Order #77 with Morrison-Maierle

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.

DRAFT

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.

DRAFT

Missoula County Airport Authority
Check Register by Account Name
7/1/2026 -7/31/2026

Account Name	Total
Airfield Maintenance	$ 2,862.75
Annual IT Support Subscriptions	73,892.96
ATCT R&M	1,434.08
Badging / Compliance Contracts	7,245.00
BHS Parts and MX	2,167.63
Building General R&M	13,537.96
Computer Equipment Expense	12,362.01
Construction in Progress	27,849.49
Consultants Expense	70.00
Contracted Maintenance	52,696.26
Custodial Services	46,133.00
Custodial Supplies	10,502.52
EAP Fees	809.25
Electricity/Gas Expense	48,278.34
Employee Screening	12,160.00
Employee Training Expense	7,929.00
Equipment Rental	445.31
Flight Ice	472.50
Jet Bridge R&M	279.38
Landscaping Expense	6,448.18
Landside Maintenance	3,278.07
Legal Services	4,154.00
Marketing	19,406.25
Mechanical/Supplies	1,645.05
Memberships	3,325.00
Office Supplies	323.32
On-demand IT Support	13,287.00
Parking	2,920.32
Petroleum Products Expense	11,252.28
Phone Charges	3,245.79
Plumbing Expense	881.65
Pre-Paid Expenses	4,124.90
Prepaid Insurance	10,916.00
Recurring IT Support Subscripti	922.07
Rent Car R&M	669.08
Rental Car Fuel	95,266.65
Safety Supplies/Equipment	3,309.93
Sewer Expense	1,736.73
Staff Engagement	245.00
Tools/Equipment	8,504.73
TPA EE benefits and Payroll	1,265.00
Uniform Expense	3,056.00
USFS Hangar R&M	1,405.40
Vehicle R&M	8,728.80
Water Expense	6,893.48
Grand Total	**$ 538,338.12**

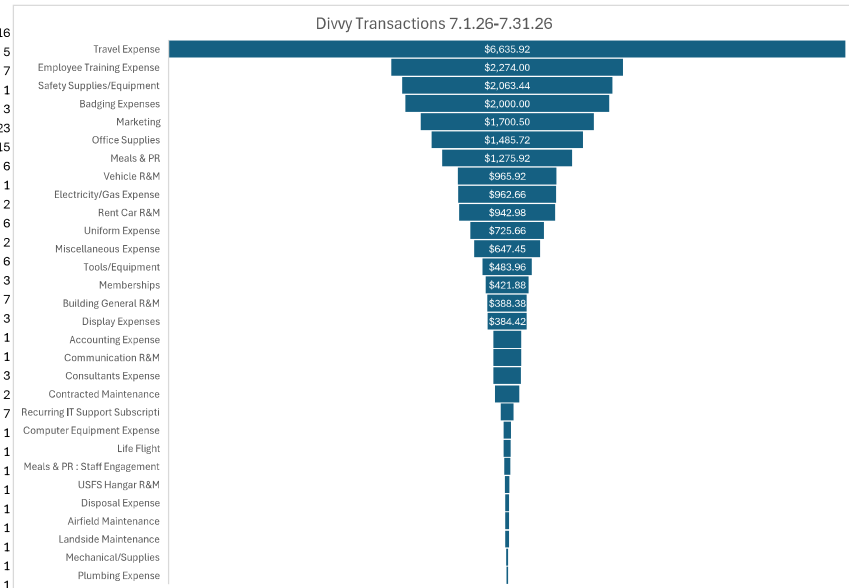
Missoula County Airport Authority
Check Register by Vendor Name
7/1/2026 - 7/31/2026

Vendor Name	Total
AAAE	$ 10,570.00
AILEVON PACIFIC AVIATION CONSULTING, LLC	3,250.00
AIR FILTER SUPERSTORE	14,800.27
APPLIED INDUSTRIAL TECH	1,182.40
Armscor Cartridge Incorporated	7,929.00
BATTERIES PLUS	450.00
BERLAND, KEVIN	2.61
Black Knight Security and Investigations	12,160.00
BLACK MOUNTAIN MARKING	52.00
BLACKFOOT COMMUNICATIONS	1,811.98
BROWN'S SEPTIC	300.00
CENTURYLINK	591.04
Charles Martellaro	280.98
CHEMSEARCHFE	759.40
CHRISTENSEN, CODY	50.00
CHS MOUNTAIN WEST CO-OP	106,518.93
CINCINNATI INSURANCE COMPANIES c	10,916.00
City of Missoula	8,630.21
Connection	8,143.06
CORE & MAIN	1,869.72
Corporate Traditions, INC.	245.00
CULLIGAN	241.50
CURTIS	503.87
DATEC, INC	558.90
DESTINATION MISSOULA	375.00
ENERGISYSTEMS	280.00
FASTENAL	37.63
FIRST CALL	2,624.07
FREQUENTIS USA	3,434.80
GALLATIN AIRPORT AUTHORITY	1,650.00
GLACIER COUNTRY	200.00
GRAINGER	1,263.88
GreatAmerica Financial Services	183.00
HILLYARD INC	10,502.52
HOTSY	54.28
HydroSolutions Inc.	1,494.00
Ink Shed Merch	1,556.90
INTEGRATED SECURITY SOLUTIONS, INC	57,580.96
ITW GSE Inc	232.60
Jefferson Energy Trading, LLC	3,078.12
KIMBALL MIDWEST	2,204.02

Missoula County Airport Authority
Check Register by Vendor Name
7/1/2026 - 7/31/2026

KLS HYDRAULICS	248.46
KNIFE RIVER	4,360.00
KONE	45,614.64
MACON SUPPLY, INC.	2,984.75
MIDLAND IMPLEMENT	218.46
MISSOULA FIRE EQUIP, INC	1,200.00
MISSOULA TEXTILE, INC	592.53
Montana Pest Solutions	490.00
MOUNTAIN SUPPLY	1,618.45
MURDOCHS	1,919.84
NAPA	1,012.77
NORCO INDUSTRIAL	442.91
NORTH RIDGE FIRE, LLC	1,171.80
NORTHWESTERN ENERGY	45,200.22
Parsons Behle & Latimer	1,107.50
PCS, INC.	4,412.74
Placer Labs, Inc	8,925.00
PLATT ELECTRIC	1,068.97
POMP'S TIRE-MISSOULA	3,336.02
PORTABLE CAR HOIST	14,412.00
POWERDMS, INC.	5,999.09
QUOTIENT GROUP	14,256.25
RDO EQUIPMENT CO.	622.25
RISING FAST v	42,950.00
Ritchie Manning Kautz PLLP	1,552.50
RODDA PAINT	5,840.64
SAPPHIRE RESOURCE CONNECTIONS	809.25
TEAR IT UP	81.82
TIBA Parking, LLC	3,552.56
TIRE RAMA	1,217.82
UKG	5,389.90
ULINE	1,799.59
UNIFIED SUPPLY	1,717.63
VEOCI	27,714.00
VERIZON	842.77
VW ICE INC	472.50
WAYNE DALTON	216.00
WESTERN STATES EQUIP	850.54
WORKFORCEQA, LLC	70.00
Z WATER SOLUTIONS LLC	3,183.00
ZENT, ANTHONY	294.30
Grand Total	**$ 538,338.12**

Category name	Total	Percent of spend	Transaction count
Travel Expense	$6,635.92	26.58%	16
Employee Training Expense	$2,274.00	9.11%	5
Safety Supplies/Equipment	$2,063.44	8.27%	7
Badging Expenses	$2,000.00	8.01%	1
Marketing	$1,700.50	6.81%	3
Office Supplies	$1,485.72	5.95%	23
Meals & PR	$1,275.92	5.11%	15
Vehicle R&M	$965.92	3.87%	6
Electricity/Gas Expense	$962.66	3.86%	1
Rent Car R&M	$942.98	3.78%	2
Uniform Expense	$725.66	2.91%	6
Miscellaneous Expense	$647.45	2.59%	2
Tools/Equipment	$483.96	1.94%	6
Memberships	$421.88	1.69%	3
Building General R&M	$388.38	1.56%	7
Display Expenses	$384.42	1.54%	3
Accounting Expense	$275.00	1.10%	1
Communication R&M	$274.80	1.10%	1
Consultants Expense	$272.19	1.09%	3
Contracted Maintenance	$238.89	0.96%	2
Recurring IT Support Subscripti	$127.85	0.51%	7
Computer Equipment Expense	$75.55	0.30%	1
Life Flight	$68.75	0.28%	1
Meals & PR : Staff Engagement	$61.94	0.25%	1
USFS Hangar R&M	$47.33	0.19%	1
Disposal Expense	$42.22	0.17%	1
Airfield Maintenance	$41.88	0.17%	1
Landside Maintenance	$40.50	0.16%	1
Mechanical/Supplies	$20.66	0.08%	1
Plumbing Expense	$17.88	0.07%	1



***Employee Training Expense Breakdown**

Patrol Performance training

MSPOA QRF - 2026 Registration

Board member training

IRS Form 941-X training

Missoula County Airport Authority (MCAA)

Financial Report Narrative

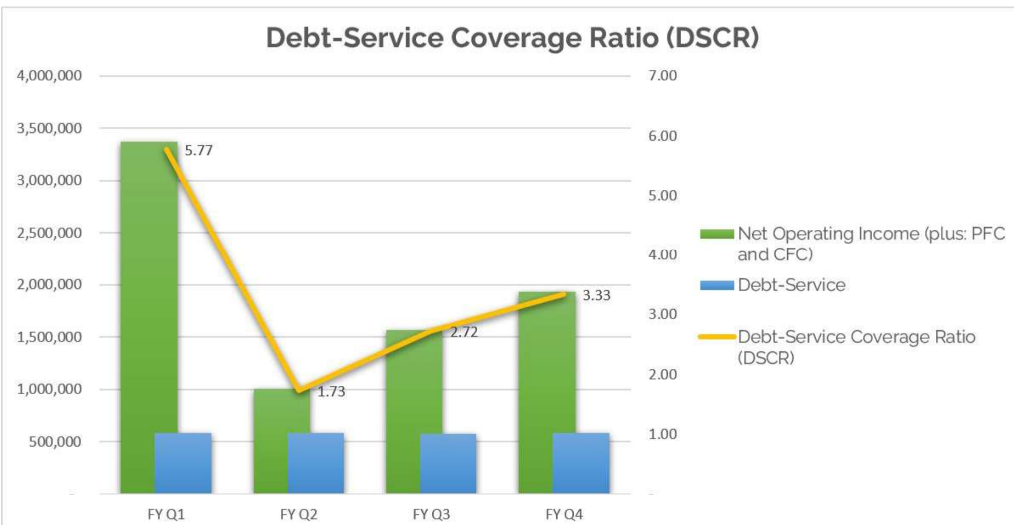
The board packet includes the comparative balance sheet, profit and loss comparison, and the long-term debt roll forward.

Balance Sheet

As of July 31, accounts receivable consisted of the following:

	Amount
Trade, Advertising, and Ground Handling	$ 2,856,874
Grants	1,867,886
Advance Contract Refund	46,000
	$ 4,770,760

A debt service coverage chart illustrating net operating income (including PFC and CFC), debt service, and the debt service coverage ratio (DSCR) by fiscal year quarter is presented as follows:



*DSCR measures the ability of an entity to meet its debt obligations by comparing net operating income to total debt service.

Long-term Debt:

MCAA paid approximately $144K in principal during the month of July 2026.

Missoula County Airport Authority
Balance Sheet Previous Year Comparison
As of Jul 31, 2026

	Total	
	As of Jul 31, 2026	**As of Jul 31, 2025 (PY)**
Assets		
Current Assets		
Bank Accounts		
10100 Petty Cash	300.00	300.00
10500 General Checking Acct	7,351,725.05	1,999,498.50
10511 Project Checking Acct	70,363.13	5,000.00
10550 USFS Account	10,005.23	160,516.08
10560 Debt Service Account	332.22	331.98
10580 CFC Account	10,006.84	322,071.95
10590 STIP Terminal Reserve	27,535.59	26,439.90
10600 STIP	1,025,075.02	960,087.40
10604 Money Market Accounts	$6,209,807.31	$11,360,707.99
10700 Payroll Checking	354,712.40	106,112.01
10710 Flex - FIB	7,091.50	6,424.30
1071 Bill.com Money In Clearing	-485.76	7,541.29
1072 Bill.com Money Out Clearing	-2,166.88	-6,570.31
10750 PFC Cash at US BANK	2,442,850.24	2,328,710.73
Total for Bank Accounts	**$17,507,151.89**	**$17,277,171.82**
Accounts Receivable		
10800 Accounts Receivable	4,770,759.74	4,870,380.18
Total for Accounts Receivable	**$4,770,759.74**	**$4,870,380.18**
Other Current Assets		
10900 AvSec Fingerprinting Account	1,051.50	1,767.25
11500 Pre-Paid Expenses	65,273.26	166,346.19
11600 Prepaid Insurance	342,379.58	355,063.50
11810 ST Lease Recble GASB 87	719,011.22	213,875.48
11820 Interest Recble GASB 87	2,555.85	3,071.44
26200 Faber Loan	100,000.00	100,000.00
Total for Other Current Assets	**$1,230,271.41**	**$840,123.86**
Total for Current Assets	**$23,508,183.04**	**$22,987,675.86**
Fixed Assets		
13000 Land	11,617,234.48	11,617,234.48
13100 Land Improvements	19,361,082.36	18,040,105.37
13200 Buildings- Terminal	131,443,067.24	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
13900 ATCT	6,539,372.76	6,513,529.80
14000 Equipment	4,497,163.99	4,372,665.73
14100 Furniture & Fixtures	1,591,801.03	1,591,801.03
14200 Office Equipment	1,802.20	$0.00
14300 Vehicles	12,210,969.28	10,416,056.28
14400 Studies	3,005,206.96	1,925,406.96
14500 Allowance for Depreciation	-120,604,627.19	-111,816,207.58
19400 Construction in Progress	$20,121,232.90	$62,291,002.51
Total for Fixed Assets	**$192,771,637.05**	**$177,005,474.56**
Other Assets		
11830 LT Lease Recble GASB 87	2,354,496.52	1,001,493.05
19610 Deferred Pension Outflows	$876,631.91	$779,116.27
19800 LT Loan - Faber	52,206.27	151,947.51
19901 GASB 96 Subscription Asset(s)	$282,507.14	$292,441.15
Total for Other Assets	**$3,565,841.84**	**$2,224,997.98**
Total for Assets	**$219,845,661.93**	**$202,218,148.40**

Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
20500 Accounts Payable	1,205,268.40	951,013.17
20505 Accounts Payable- Projects	$0.00	3,882,457.11
Total for Accounts Payable	**$1,205,268.40**	**$4,833,470.28**
Credit Cards	$19,404.78	$18,531.52
Other Current Liabilities		
20800 Current Portion of L/T Debt	582,926.51	565,472.93
20805 GASB 96 Short-term	103,979.94	80,567.12
20810 GASB 96 Accrued Interest Liab.	1,273.56	1,981.11
20900 Fed W/h Payable - Parent	$166.06	$341.30
21130 Misc Deductions Payable	-$184.32	-$184.32
21300 Valic Payable	-100.00	-100.00
21400 Workers' Comp Payable	3,585.24	$0.00
21600 Accrued Vacation/Sick Payable	822,646.70	780,362.72
21930 FSB Notes Interest Payable	142,002.80	143,337.80
22140 Advertising Deferred Revenue	97,184.17	56,346.67
24000 Payroll Liabilities	$79,904.27	$79,239.94
Total for Other Current Liabilities	**$1,833,384.93**	**$1,707,365.27**
Total for Current Liabilities	**$3,058,058.11**	**$6,559,367.07**
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	1,659,564.82	2,229,136.94
25600 Current Portion L/T Debt 2019B	-582,926.51	-565,472.93
25805 A/P Retainage Long-Term	$0.00	1,870,862.64
25809 GASB 96 Long-term Subscription	104,961.95	120,778.82
26010 Pension Liability sum	$4,422,795.00	$4,174,981.00
26110 Deferred Pension Inflows	$305,871.00	$279,184.00
26300 Dererred Lease Inflow GASB 87	2,948,836.98	1,137,376.30
Total for Long-term Liabilities	**$52,175,682.98**	**$52,563,426.51**
Total for Liabilities	**$55,233,741.09**	**$59,122,793.58**
Equity	$164,611,920.84	$143,095,354.82
Total for Liabilities and Equity	**$219,845,661.93**	**$202,218,148.40**

Missoula County Airport Authority
Profit & Loss YTD Comparison
July 2026

	Total	
	Jul 2026	**Jul 2025 (PY)**
Income		
30100 Signatory Landing Fees	108,591.03	108,542.73
30200 Non Sig Landing Fees	12,321.28	16,030.78
30210 Cargo Landing Fees	2,130.03	4,461.17
30300 Non-Based Landing Fees	23,518.39	36,689.32
30301 Government Aircraft Waiver	-5,358.15	
Total for 30300 Non-Based Landing Fees	**$18,160.24**	**$36,689.32**
30400 Signatory Rent	62,803.14	54,862.51
30420 Non-Sig Use Fees	19,434.60	21,853.60
30430 Signatory Use Fee	141,059.35	133,133.70
30500 Equipment/Space/Services	10,600.00	550.00
30507 Advertising Income	49,826.83	34,290.33
30509 Ground Handling	128,819.40	170,812.05
30600 FBO Rentals	25,792.04	23,199.41
30800 Fuel Flowage Fees	17,832.50	13,447.84
30900 Fuel Farm Leases	479.24	354.11
30901 Self Fueling	373.68	361.94
Total for 30900 Fuel Farm Leases	**$852.92**	**$716.05**
31000 Coffee Concession	1,094.73	1,263.25
31100 Restaurant	36,648.71	34,468.73
31110 Liquor Concessions	22,407.49	17,874.50
31300 Rental Car %	684,532.20	558,808.17
31400 Rent Car Rent	45,377.27	43,473.27
31600 Rent Car Fuel	81,046.43	48,552.74
31900 USFS Hangar Rent	28,333.33	20,826.51
32100 Gift Shop Faber	50,405.83	47,783.13
32300 Terminal Rent		
32301 Airport Suite	833.33	833.33
32302 Transportation Security	14,067.79	14,014.08
Total for 32300 Terminal Rent	**$14,901.12**	**$14,847.41**
32400 Parking Lot	449,029.00	434,682.00
32700 Airport-Owned Commercial Bldg	13,823.92	8,500.00
32800 Ag Land Leases	2,356.73	2,247.50
32900 Non-Aeronautical Ground Rent	6,237.71	5,584.87
32910 Aeronautical Ground Rent	16,941.23	16,484.40
33000 Vending	3,369.44	5,235.97
33800 Off Airport Rent Cars	23,218.04	33,577.70
34000 Utilities Reimbursement	3,555.07	7,979.68
34200 Miscellaneous Income	$3,335.70	$1,250.85
34300 Ground Transport	76,966.69	44,386.90
81403 TSA Checkpoint OTA	1,387.06	1,231.66
85100 Badging Fees Collected	1,569.00	2,450.00
Total for Income	**$2,164,760.06**	**$1,970,098.73**
Gross Profit	**$2,164,760.06**	**$1,970,098.73**

Expenses		
32401 Parking Management Fee	7,833.33	7,666.67
32402 Parking Hourly Wages	36,022.00	35,140.50
32403 Parking Credit Card Processing	13,065.06	12,509.58
32404 Parking Adjustments	-375.00	-375.00
40100 Wages	281,471.66	275,627.12
40330 Overtime Wages	6,385.80	5,447.48
40600 Fringe Benefits Expense	$104,060.94	$101,364.41
41200 Insurance Expense	31,125.42	32,278.50
41300 Accounting Expense	1,217.60	1,082.71
41400 Phone Charges	3,419.05	3,157.92
41800 Communication R&M	103.13	
42000 Office Supplies	$5,346.75	$2,540.67
42100 Computer Equipment Expense	6,235.89	6,459.23
42200 Electricity/Gas Expense	51,263.26	48,072.34
42400 Water Expense	9,814.16	9,479.51
42500 Sewer Expense	2,122.86	4,286.61
42600 Disposal Expense	3,885.32	3,992.24
43000 Petroleum Products Expense	3,154.24	6,447.50
43400 Vehicle R&M	6,106.97	2,867.75
43800 Tools/Equipment	4,050.73	6,201.56
44000 Landscaping Expense	172.20	
44100 Custodial Services	46,133.00	46,865.00
44200 Contracted Maintenance	56,882.45	59,605.90
44302 Jet Bridge R&M	232.60	5,047.09
44400 Electric Maintenance	663.87	247.30
44600 Plumbing Expense	32.13	100.27
44800 Mechanical/Supplies	20.66	3,920.17
45000 Building General R&M	1,157.72	4,776.34
45104 Rent Car R&M	4,999.11	16,159.11
45106 USFS Hangar R&M	65.84	227.40
45203 Airfield Maintenance	2,912.57	1,689.74
45400 Landside Maintenance	290.41	719.58
45600 Airfield Lighting R&M	3,894.82	
46000 Custodial Supplies	8,982.95	8,264.98
46400 Uniform Expense	1,970.86	2,046.69
46600 Employee Training Expense	2,499.00	3,055.40
46800 Travel Expense	4,585.74	5,532.74
47000 Memberships	746.88	1,250.05
47200 Safety Supplies/Equipment	2,408.18	827.35
47400 Meals & PR	2,432.70	414.39
47402 Staff Engagement	261.94	334.62
Total for 47400 Meals & PR	**$2,694.64**	**$749.01**
47501 Marketing	34,322.32	37,453.23
47600 Consultants Expense	272.19	209.98
47605 Landing Fee Commission Expense	3,632.05	5,928.46
47707 Display Expenses	384.42	18.29
49202 Badging Expenses	2,000.00	1,000.00
49203 Badging / Compliance Contracts	7,245.00	7,245.00
49204 Employee Screening	5,760.00	4,800.00
49205 Annual IT Support Subscriptions	40,824.00	49,389.00
49206 On-demand IT Support	6,520.00	1,567.08
49207 Recurring IT Support Subscripti	959.17	2,711.01
49208 Rental Car Fuel	121,616.31	88,029.94
49300 Parking	70.00	
49600 Flight Ice	777.00	1,120.00
66900 Reconciliation Discrepancies	-972.00	
80600 Miscellaneous Expense	161.84	3.00
*80611 *BANK Charges	515.15	3,334.53
80611 BANK Charges	-191.85	
80625 TPA EE benefits and Payroll	1,210.00	
80650 Finance Charges	408.25	377.08
40800 Legal Services		2,313.45
42800 Disposal-Industrial		97.32
45105 ATCT R&M		7,550.37
45107 BHS Parts and MX		37.56
45108 QTA Spare Parts		29,406.18
45800 Snow & Ice Removal		426.88
49209 ISS CCURE/accesscontrol/camera		736.32
Total for Expenses	**$943,168.65**	**$969,086.10**
Net Operating Income	**$1,221,591.41**	**$1,001,012.63**

Other Income		
31500 CFCs	267,590.00	226,489.00
70200 Interest Income-Unrestricted	16,298.91	26,154.26
70300 PFC Interest Income	21.72	
89010 Federal Programs		
89000 Airport Improvement Grants	205,106.36	1,615,497.48
89500 PFC Contributions	184,189.06	196,041.62
Total for 89010 Federal Programs	**$389,295.42**	**$1,811,539.10**
70400 Project Restricted Interest		43.01
Total for Other Income	**$673,206.05**	**$2,064,225.37**
Other Expenses		
80140 Note 2019A Interest Expense	44,530.41	44,530.41
80145 Note 2019 B Interest Expense	4,253.77	5,714.59
80150 Note 2022 Interest Expense	97,544.55	97,544.55
80300 Depreciation	933,583.01	714,288.96
Total for Other Expenses	**$1,079,911.74**	**$862,078.51**
Net Other Income	**-$406,705.69**	**$1,202,146.86**
Net Income	**$814,885.72**	**$2,203,159.49**

MISSOULA COUNTY AIRPORT AUTHORITY
LONG-TERM DEBT
For the Month Ended July 31, 2026

FY 2027	Balance June 30, 2026	Proceeds from Borrowing	Payments	Balance July 31, 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	1,803,668		(144,104)	1,659,565
****Note payable to First Security Bank of Missoula - series 2022	29,999,780	-	-	29,999,780
	$ 45,120,248	$ -	$ (144,104)	$ 44,976,145

Note payable activity for the month ended July 31, 2026:	Amount
Proceeds from Borrowing	$ -
Payments	$ 144,104

Current estimated debt service payment; payable October 1, 2026	Principal	Interest	Total
*Note payable to First Security Bank of Missoula - series 2019A	$ -	$ 133,591	$ 133,591
**Note payable to First Security Bank of Missoula - series 2019B	145,074	12,761	157,836
***Note payable to First Security Bank of Missoula - series 2022	-	292,634	292,634
	$ 145,074	$ 438,986	$ 584,061

**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
August 21, 2026

Director's Statement: July enplanements ended with an increase of 1.4% as compared to July of 2025. This was our 10th month in a row, as we had to restart our streak following our runway project (we were at 19 months in a row prior to our September runway project so considering that an outlier we would be at 29 months in a row!). Nationally, enplanements were slightly down in July (97.4%), so we continue to exceed the national average. This was especially impressive as we were actually down in seats, so our load factor increased to over 93%, which was another all-time high.

Tim and I will be traveling to Bozeman the first week of September as they are hosting this year's Montana Rendezvous where we meet with numerous airlines. Looks like we will have great attendance once again this year and looking forward to discussing this past summer and lobbying for additional service next year.

This past weekend United reloaded MSO-SFO for this upcoming spring and summer. This year they loaded it to start March 29th, almost two months earlier than in years past. In the past it has restarted towards the end of May—just additional proof that the Missoula market can support additional service.

You may have heard that we recently updated our ongoing security announcement that plays in the terminal. We partnered with camp Mak-A-Dream, where one of their campers did the announcement for us. Their staff pretty much lives here in the summer greeting guests as they arrive and depart for camp retreats.

Tim, Will and I continue to meet bi-weekly with NW AAAAE as we are now about a month away from our upcoming chapter conference. We did take the liberty of registering all of you (NW AAAE waived your registration) so if interested you will have a name tag at their registration table. Don't feel you need to go, just available to you if interested and more importantly time! https://www.nwaaae.org/page/AnnualConfProgram

Federal funding is currently in limbo as October 1st is fast approaching. Both Congress and Senate passed differing Continuing Resolutions that need to be negotiated and combined into a single identical text so that both Chambers can vote and hopefully fund the Federal Government past the midterm elections.

We have our date for this year's General Aviation BBQ—feel free to put Sunday September 20th on your calendar if you are around that weekend. Thank you, Gary, for your coordination, you are so much appreciated!!!

I continue to work on a newly formed AAAE air service development panel. We continue to meet monthly as the meeting material is beginning to take shape. We hope to have it finalized over the next couple of months and it will become a virtual module for AAAE members.

As mentioned in an email earlier this week, kudos to Andrew Bailey our Manager of Ground Handling who received recognition from an American Airline flight attendant for going above and beyond. AA recognized him with Above and Beyond certificates for the work our team did on July 14th due to an aircraft maintenance issue. Andrew and team do a great job!

Board Agenda: Much more manageable this month, with the bottom two items likely to be deferred to a Special Board meeting in September for approval as the bids came in higher than we were hoping for and we are working with the bidders to better understand their bids. Explanations are included in your board packet.

- Travel Policy Update
- FY27 Budget Update
- Second Amendment to Lease Agreement with Airport Car Condos, LLC
- Parking Lot Agreement with FedEx
- Air Traffic Control Tower Improvement Bid Award
- Morrison-Maierle Construction Management ask Order

Note: We may utilize an alternate meeting room for this month's Board Meeting. Just want to mix things up a bit and see if an alternate conference room works better as we look it install some IT upgrades down the road. Please come up the to the third floor as normal—see you all on Tuesday!

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: August 25, 2026

1. **TITLE:** Employee Policy Manual Updates - Travel Policy & Payroll updates

   Review, discussion, and possible approval of Travel Policy and Payroll policy revisions in the Employee Policy Manual.

   ACTION ITEM

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

3. **TIME REQUIRED**: 5 Minutes

   BACKGROUND INFORMATION: The MCAA Employee Policy Manual was last updated in July 2026. Two policies in the manual needed further review and we are presenting these revisions for your approval.

   - Travel Policy- Revisions provide greater clarification of policy requirements and more clearly define employee travel procedures and reimbursable expenses.

   - Payroll Policy- An addition to the direct deposit section clarifies that employees are responsible for ensuring the accuracy of banking information entered into UKG. Any fees incurred by the Airport Authority as a result of the employee-entered errors will be the responsibility of the employee.

4. **BUDGET INFORMATION**: No budgetary impact

5. **SUPPLEMENTAL AGENDA INFORMATION:** Travel Policy and Payroll Policy drafts.

6. **RECOMMENDED MOTION**: Move to adopt the Travel Policy and Payroll Policy updates in the Missoula County Airport Authority Employee Policy Manual.

7. **PREPARED BY**: Nikki Munro

8. **COMMITTEE REVIEW**: None

20. TRAVEL, MEALS, AND LODGING

It is the policy of the Airport Authority to encourage employee and board member participation in professional development and work-related activities. The Authority will reimburse reasonable and necessary expenses incurred while conducting official airport business in accordance with this section.

These guidelines are designed to establish responsibilities, requirements, and procedures governing travel by employees.

"Travel" means any multi-day or single-day trip taken by an airport employee while performing their duties, including trips to conferences, seminars, meetings, workshops, or other off-site work event.

"Per Diem" means the amount that may be advanced or reimbursed to a traveler to cover travel expenses.

"Lodging" is the expense for room accommodations including all taxes and associated fees.

"Employee" for the purposes of this policy includes all persons regularly employed by the Airport Authority and the Airport Authority Commissioners. Travel provided for non-employee individuals must receive prior MCAA approval.

OPERATING PRINCIPLES

- Travel must be:
    - Directly related to Airport Authority business
    - Approved in advance by the employee’s supervisor and either the Airport Director or designee
    - Conducted using the lowest reasonable cost method, unless otherwise approved
- The number of employees attending an event should be limited to the minimum necessary. In certain situations and with supervisor approval, additional employees may attend the event for work-related purposes, including professional development.
- Travel arrangements must:
    - Maximize efficiency
    - Minimize cost and time away from work
    - Avoid unnecessary routing, backtracking, or duplication
- The Authorization for Travel Form must be completed and approved prior to incurring any travel expenses.
- A Travel Expense Report must be submitted within 30 days of the trip’s completion when reimbursement for out-of-pocket expenses are requested.

EXPENSE ADVANCES

Temporary expense advances for work related travel may be made for specific circumstances involving a limited period of time.

All expense advance requests shall be made using the Authorization for Travel Form.

All expense advances may be recalled by the Airport Director or designee at any time and are immediately repayable upon demand.

AIR TRAVEL

Approved fare classes are limited to non-premium classes. Alternate fare classes may be considered with supervisor approval.

Any reward miles that are assigned due to official Airport travel will be assigned to the traveling individual to be used at their discretion.

GROUND TRANSPORTATION

Employees must choose the most reasonable and cost-effective ground transportation option based on business needs.

Personal Vehicles – An employee may use their personal vehicle unless a work vehicle is available or the use of a rental car would be more cost effective. A personal aircraft may also be used, and the rate of reimbursement will be based on the Federal Standard Mileage Rate for the reimbursable road mileage. If a personal automobile is used, the Employee will be paid the applicable Federal Standard Mileage Rate.

Public Transportation, Cabs, Ride-Share, and Shuttles - An employee shall use the lowest cost method for travelling while on work related travel. The employee's supervisor may approve a more expensive method due to the limitations of the travel schedule, location or other exceptional factors. A receipt for public transportation, cab, ride-share, and shuttle, fares are required for reimbursement.

Rental Cars - It is important to use good judgment and to avoid unnecessary or excessive use of rental cars. Before renting a vehicle, the employee must ensure that the rental is the most reasonable transportation option, that the vehicle is appropriately sized for business purposes, and that the total cost, including parking and related fees, is reasonable. As a general rule, economy cars should be utilized. When employee lodging is at or near the conference site, greater consideration should be given to hotel shuttle and shared ride-share options in lieu of renting a vehicle.

Other transportation fares may not be charged when a car has been rented, unless there are extenuating circumstances. Such fares shall be fully explained in the Travel Expense Report.

LODGING CHARGES

A detailed lodging invoice must document lodging expenses. Documentation that reflects only a total charge, reservation details, or other non-final or non-itemized information will not be accepted.

The itemization on the bill should reflect your comments as to the nature of any charges beyond the basic room charge. When a non-room related charge is included on the lodging bill, the names of any other persons involved should be indicated on the lodging bill. In no case should the charges be duplicated under other meal expense reimbursements.

ENTERTAINMENT EXPENSE

Entertainment itself is not an allowable work related expense, unless it is clearly connected with a business purpose. If entertainment expenses are claimed, they must be defined as work related costs incurred and note where the host function is held. It must be documented as to work related purpose, name, and business affiliation of others in attendance. It should not be recorded merely as entertainment. In addition to explanation of work related connection, support is required in the form of receipts.

MEALS

Allowable meal expenses are those incurred when an employee is required to be away from home for work related reasons or allowable locally when in connection with a work related function where specific work related subjects are discussed. In the case of a work related travel where meal costs are pre-established and based on a flat charge, the full charge will be allowed for meal expenses. Under most circumstances, where meals are included as part of work related travel, no meal costs will be reimbursable.

Receipts are not required to claim the standard meal allowances. The daily maximum per diem for meals without a receipt will be based on the travel destination and its related GSA daily per diem amount. Employees who will be traveling should check the GSA website at: https://www.gsa.gov/travel/plan-book/per-diem-rates or contact the Director of Finance & Administration to determine the GSA amount.

If an employee submits a reimbursement request for a meal that exceeds the maximum meal per diem, a receipt will be required. No reimbursement shall be made for alcoholic beverages.

REPORTING EXPENSES

An Authorization for Travel Form must be completed and approved by the employee's supervisor and the Airport Director or designee prior to incurring any travel expenses.

A Travel Expense Report must be submitted within 30 days of the trip's completion when the reimbursement for travel expenses are requested. Receipts, invoices or other documentation is required as detailed below:

- Documentation is required for all travel related expenses for which the employee sought an advance or is seeking a reimbursement.
- The Travel Expense Report must include a detailed event agenda prepared by the event host.
- Lodging – always required regardless of amount. The receipt must show date, name, and location of the lodging. Note: Each charge shown on the hotel or motel receipt (i.e., meal, telephone, valet, etc.) must be separately identified on the appropriate line of the expense report.
- Transportation – receipts are required except where not readily available, such as for mass-transit facilities. Gasoline, oil, repairs, maintenance, accessories, supplies, or other expenditures for Airport Authority's vehicles must be supported by itemized receipt or other documents.
- Hospitality Expenses – these receipts need to be supported by the work related purpose, names of persons involved/visiting (including business affiliation), the location, the date, and the amount of the expenditure. If a charge is made for an item other than meals or beverages, a general description of the item(s) shall be included.
- Personal entertainment, i.e., movies, magazines, newspapers, etc., are not allowable work related expenses.
- Miscellaneous expenses – receipts for these items must indicate the product or service purchased, the date, location, vendor or payee, the amount, and an explanation of the work related necessity of the item (if not self-explanatory).

MISCELLANEOUS

<u>Spouse or Family</u> – When an employee chooses to be accompanied by a spouse or other companion, all expense records must reflect only the single traveler expense. Single occupancy versus multiple occupancy rates must be noted on the lodging bill by an authorized representative of the lodging establishment. The same principle applies for transportation, registration, meals and other costs attributed to the additional member.

<u>Personal Travel</u> – If the employee is authorized by the Airport Director or designee to combine a personal component of travel to their work related trip, additional costs associated with personal travel must be paid by the employee at their own expense. Documentation must be

attached to the Authorization for Travel Form demonstrating no additional cost is being paid by the Authority. Example: If a traveler extends their stay beyond the work related travel period, they must document the cost of the airfare as it would have been for travel limited to the standard work related dates at the time reservations are made.

<u>Meeting and Special Events</u> – All expenses incurred shall receive prior approval and itemized invoices will be required. Care must be taken when identifying costs to ensure that entertainment expenses are isolated and not charged to the Airport.

<u>Travel Status</u> – Travel Status refers to the period used to calculate per diem allowances for exempt and nonexempt employees. Travel status begins when an employee departs from their official work headquarters and ends when the employee returns to that headquarters.

With prior supervisor approval, an employee's travel status may instead begin or end at the employee's personal residence when:

- the employee does not report to their work headquarters; and
- the distance from the employee's residence to the business destination is not greater than the distance from the employee's work headquarters to the business destination.

The residence exception is intended only to avoid unnecessary travel to and from work headquarters and shall not result in additional compensable travel time, mileage reimbursement, or per diem costs to the Employer.

<u>Travel Time</u> – Travel Time is time spent traveling to or from a work-related meeting, training, conference, event, or other business purpose that qualifies as hours worked under applicable state and federal wage-and-hour laws. Travel time that qualifies as hours worked will be compensated in accordance with applicable law. Employees are responsible for accurately recording all compensable travel time. Employees will be compensated for their actual hours of travel and the time spent on Airport Authority-related business. For air travel, compensable time generally begins 60 minutes before scheduled departure and ends 30 minutes after arrival.

<u>Employee's Responsibilities</u> – The Airport will cover necessary travel expenses for approved work related purposes, however, any additional costs resulting from an employee's voluntary decisions (such as accepting travel incentives or changing itineraries for personal convenience), failure to follow scheduled travel plans, or errors in booking or timing are the sole responsibility of the employee. This includes, but is not limited to, rebooking fees, fare differences, additional lodging, and related expenses, unless required for work related purposes and approved in advance or due to circumstances beyond the employee's control.

In addition, any additional travel time incurred as a result of such personal decisions or avoidable circumstances will not be considered compensable work time.

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For payroll purposes, the work week begins at 12:01 a.m. on Mondays and ends at 12:00 midnight on Sunday. Shifts that begin on Sunday of week two will be included in that pay period regardless of whether the shift ends on Sunday or Monday. Pay day is every other Friday. Timecards must be submitted electronically to your supervisor by 1:00 p.m. on Monday of a pay week. Supervisors must approve timecards by 8 a.m. on Tuesday of a pay week. The Airport Authority encourages, but does not require, employees to enroll in direct deposit services. Employees enrolled in direct deposit are responsible for the accuracy of all bank account and routing information submitted to the Airport Authority. If the Airport Authority incurs any bank fees, transaction fees, administrative charges, or other costs as a result of incorrect, incomplete, or outdated information entered by the employee, such costs will be the responsibility of the employee and may be recovered through payroll deduction, where permitted by law, or by other reimbursement methods authorized by the Airport Authority.

Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: August 25, 2026

1. **TITLE:** Fiscal Year 2027 Amended Budget

ACTION ITEM Review, discussion and possible approval of the 2027 Amended Budget.

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

3. **TIME REQUIRED**: 10 Minutes

4. **BACKGROUND INFORMATION**:
The Board previously approved the Fiscal Year 2027 Budget based on the best information available at the time. Subsequent to budget approval, the Airport finalized negotiations and fully executed a new PSO Personnel Collective Bargaining Agreement (CBA) in early August 2026. Following full execution of the new CBA, staff updated the budget to incorporate the agreement's compensation and benefit impacts, along with related operating expense adjustments. The amended budget maintains the Airport's revenue assumptions and rates and charges.

5. **BUDGET INFORMATION**:
The amended budget increases total operating expenses from $12.58m to $12.79m, an increase of approximately $215k or 1.7%.

The primary adjustments to operating expenses are as follows:

- Salaries and Benefits: increase to compensation and benefits associated with new CBA and funding for a new PSO at 1040 hrs. or ½ year.
- Professional Services and Insurance: increase to aviation worker screening third-party labor cost.
- Equipment and Rental Costs: potential implementation of a new audiovisual system (AV) system for Board meetings.
- Repairs and Maintenance: public address (PA) system and Flight Information Display System (FIDS) software.

To offset this impact and maintain a balanced budget, capital expenditures were reduced from approximately $3m to $2.78m, resulting in no change to the projected year end increase in net position of $28,593. However, the combination of increased operating expenses and flat operating revenues reduces the Airports operating net margin by approximately 1%.

6. **SUPPLEMENTAL AGENDA INFORMATION:** Fiscal Year 2027 Amended Budget

7. **RECOMMENDED MOTION**: Move to approve the Fiscal Year 2027 Amended Budget.

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

9. **COMMITTEE REVIEW**: None

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

Missoula Montana Airport (KMSO)

5225 Highway 10 W.
Missoula, MT 59808
406-728-4381

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OPERATING BUDGET

	2027 Budgeted	2026 Budgeted	$ Change	% Change	2027 Budgeted	2025 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	(915,407)	(662,330)	(253,077)	38%	(915,407)	(535,007)	(380,400)	71%
Equipment/Rental	(201,240)	(128,267)	(72,973)	57%	(201,240)	(161,011)	(40,229)	25%
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	(1,453,471)	(1,429,958)	(23,513)	2%	(1,453,471)	(1,431,392)	(22,079)	2%
Salaries and Benefits	(7,584,614)	(6,675,281)	(909,333)	14%	(7,584,614)	(6,269,488)	(1,315,126)	21%
Utilities	(860,100)	(948,275)	88,175	-9%	(860,100)	(733,839)	(126,261)	17%
Total operating expenses	(12,792,517)	(11,512,638)	(1,279,879)	11%	(12,792,517)	(10,627,281)	(2,165,236)	20%
REVENUE FROM OPERATIONS BEFORE OTHER BUDGETED REVENUES (EXPENSES) AND CAPITAL EXPENSES	2,261,808	2,913,754	(651,946)	-22%	2,261,808	3,410,600	(1,148,791)	-34%
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:	2,811,847	4,151,410	(1,339,563)	-32%	2,811,847	4,880,150	(2,068,303)	-42%
BUDGETED CAPITAL:								
Capital equipment and projects, net of federal funding and debt financing	(2,783,254)	(4,131,155)	1,347,901	-33%	(2,783,254)	(5,074,525)	$2,291,271	-45%
CHANGE IN NET POSITION	$ 28,593	$ 20,255	8,338	41%	28,593	(194,375)	222,968	-115%

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TERMINAL RENTAL RATE CALCULATION

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Terminal Building Airline Leased Space		Sq Ft
Airline Exclusive Use Space (sq ft):		
Delta Air Lines		1,795
Alaska/Horizon Air		1,729
United Airlines		1,728
American Airlines		1,468
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		2,310
Total Preferential Use Space		11,550
Airline Joint Use Space (Sq Ft):		190,309
Total Airline Leased Space (Sq Ft)		208,579

Airline Terminal Building Requirement		
Terminal Building Budgeted Cost Requirements		$ 7,708,562
Rentable Space (Sq Ft):		
Total Airline Leased Space	208,579	
Available Airline Leasable Space	11,175	
Total Rentable Space (Sq Ft)	219,754	
Percent of Airline Space		94.9%
		=
Terminal Costs Applicable to Airlines		$ 7,316,564
Less Joint Use Fees		(1,184,854)
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)		$ (294.37)
Subsidized Rate		**$ 41.25**
Subsidy on Terminal Rental Rate:		
Amount		$ 5,378,072
Percent		87.71%

Terminal Rent Components (Sq Ft * $41.25):	Exclusive	Preferential	Total
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	60,555	95,288	155,843
Total Terminal Rent	$ 277,200	$ 476,438	$ 753,638

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	48,067	3.05	146,604
Total	530,974		$ 1,184,854

* Based on MSO internal projection calculations

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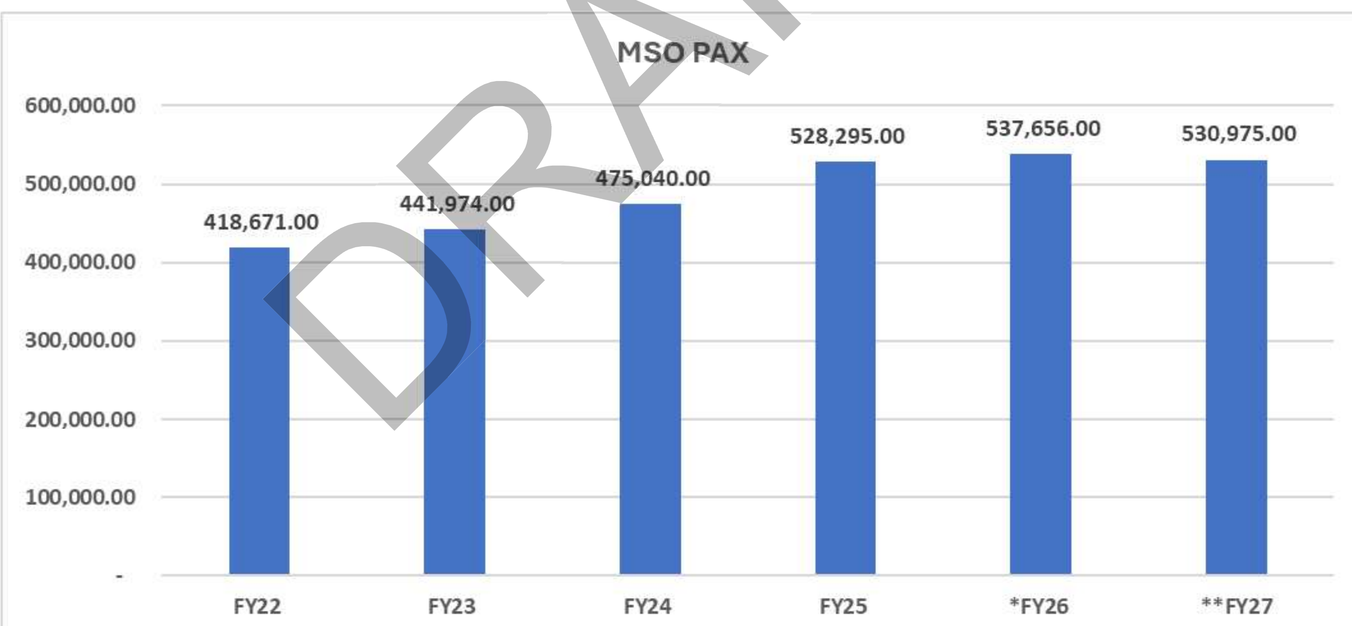
ENPLANED PASSENGERS (PAX)

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

Landed Weight Estimate (1,000 lb units)	Landed		
*Estimated Signatory Airline Landed Weight	Weight		
Delta Air Lines	152,233		
Alaska/Horizon Air	146,473		
United Airlines	175,678		
American Airlines	74,245		
Total Signatory Airline Landed Weight	548,628		
*Estimated non-Signatory Carrier Landed Weight			
Non-Sig Carriers	47,979		
Cargo Air Carriers	19,837		
Non-Based Aircraft > 9,000 lbs	24,849		
Total Non-Signatory Carrier Landed Weight	92,665		
Total Air Carrier Landed Weight	641,293		
30% Plus Non-signatory Premium	14,394		
Total Air Carrier Landed Weight With Non-Sig Premium			655,686

* Based on MSO internal projection calculations

Airline Landing Fee Requirement			
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	(78,275)		
Total Non-Commercial Airfield Revenues	(320,762)		
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			118,791
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			78,275
Total Non-Signatory Air Carrier Landing Fees			241,517
Total Air Carrier Landing Fees		$	1,119,321

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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	-	-	146,604	100,755	247,360
Aircraft > 9,000lbs	-	-	-	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

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REVENUE BOND COVERAGE

		2027
BUDGETED GROSS REVENUES		
Operating	$	15,054,325
Passenger facility charges and customer facility charges, limited to 125% of fiscal year debt service requirement		2,919,962
		17,974,287
BUDGETED OPERATING EXPENSES		12,792,517
BUDGETED NET REVENUE AVAILABLE FOR DEBT SERVICE	$	5,181,770
Debt Service	$	2,335,969
BUDGETED COVERAGE RATIO		2.22
MINIMUM DEBT SERVICE COVERAGE REQUIRED BY RATE COVENANT		1.25

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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. 2025-04*)	$2.05 per 1,000 lbs. of maximum landing weight
	Non-Contract (*Res. 2024-05*)	$3.00 per 1,000 lbs. of non-based aircraft > 9,000 lbs.
Aircraft Terminal Use Fee	‡Signatory	$2.10 per pax
	Non-Signatory (*Res. 2025-04*)	$2.95 per pax
Terminal Rent	‡Signatory	$41.25 per sq. ft. per year
Aeronautical Ground Rent (*Res. 2025-03*)		$0.185 per sq. ft. per year
‡**Car Rental Customer Facility Charge (CFC)**		$5 per vehicle rent day

Customer Parking Rates (*Res. 2024-03*)	*Lot*	*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

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.

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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	*Lot*	*First Hour*	*Each Additional Hour*	*Per Day*
	Economy	Free	$4.00	$8.00
	Long-term	Free	$6.00	$12.00
	Premium	Free	$10.00	$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	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	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 $0.10 per gallon, effective January 1, 2027
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-$200
Flightcrew Parking (Economy lot use only)		50% of Economy lot rate

‡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.

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Missoula County Airport Authority

Agenda Action Sheet

Meeting Date: August 25, 2026

1. **TITLE:** Second Addendum to Lease Agreement with Airport Car Condos, LLC

   ACTION ITEM Review, discussion and possible approval of the Second Addendum to Lease Agreement with Airport Car Condos, LLC

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

3. **TIME REQUIRED**: 5 Minutes

4. **BACKGROUND INFORMATION**:
   In 2023, the Airport and Airport Car Condos executed an addendum expanding the leased premises. Subsequent review identified errors in the property description, including the omission of Parcel 13-F and an incorrect square footage designation for Parcel 13-F. The parties have consistently operated under the intended lease boundaries, and rental payments have been invoiced and paid accordingly.

   The Second Addendum corrects the legal description of the leased property. All other lease terms remain unchanged.

5. **BUDGET INFORMATION**: No impact

6. **SUPPLEMENTAL AGENDA INFORMATION:** Second Addendum to Lease Agreement with Airport Car Condos, LLC

7. **RECOMMENDED MOTION**: Move to approve the Second Addendum to Lease Agreement with Airport Car Condos, LLC.

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

9. **COMMITTEE REVIEW**: None

SECOND ADDENDUM TO LEASE AGREEMENT

This Second Addendum is entered into this _____day of _____, 2026, by and between the Missoula County Airport Authority ("the Authority") and Airport Car Condos, LLC., a Montana Limited Liability Company ("Airport Car Condos").

Recitals

A. WHEREAS, The Authority and Airport Car Condos entered into a Lease Agreement dated October 26, 2021 (the "Lease Agreement"), for the lease of certain real property;

B. WHEREAS, on June 27, 2023, the Authority and Airport Car Condos entered into a First Lease Agreement Addendum entitled "Addendum 2023 to Lease Agreement" to add a lease area identified as Lease Parcel 13-Remainder for the construction of additional units;

C. WHEREAS, the Authority subsequently discovered that the Addendum 2023 to Lease Agreement contained errors in the description of the leased property, including the omission of Parcel 13-F and an incorrect square footage designation for Parcel 13-F;

D. WHEREAS, despite these errors, the Authority has invoiced, and Airport Car Condos has paid, rent based upon the parties' mutual understanding of the correct leased property, and neither party disputes the inclusion of the correct parcels or acreage;

E. WHEREAS, the Authority and Airport Car Condos desire to correct the errors contained in the Addendum 2023 to Lease Agreement through this Second Addendum to Lease Agreement.

NOW THEREFORE, the Authority and Airport Car Condos LLC. agree to amend the Lease Agreement with the following changed terms:

1. Section 3 of the Lease Agreement, <u>Leased Property</u>, is hereby replaced with the following:

   The property leased shall consist of the following:
   a. Lease Parcel 13-A consisting of 10,712 square feet;
   b. Lease Parcel 13-B consisting of 7,904 square feet;
   c. Lease Parcel 13-C consisting of 8,400 square feet;
   d. Lease Parcel 13-D consisting of 5,120 square feet;
   e. Lease Parcel 13-E consisting of 4,219 square feet;
   f. Lease Parcel 13-F consisting of 6,341 square feet; and
   g. Lease Parcel 13 Remainder consisting of 12,719 square feet.

   All references in the Lease Agreement to the Leased Property shall apply to the parcels listed above and shown on Exhibit A.

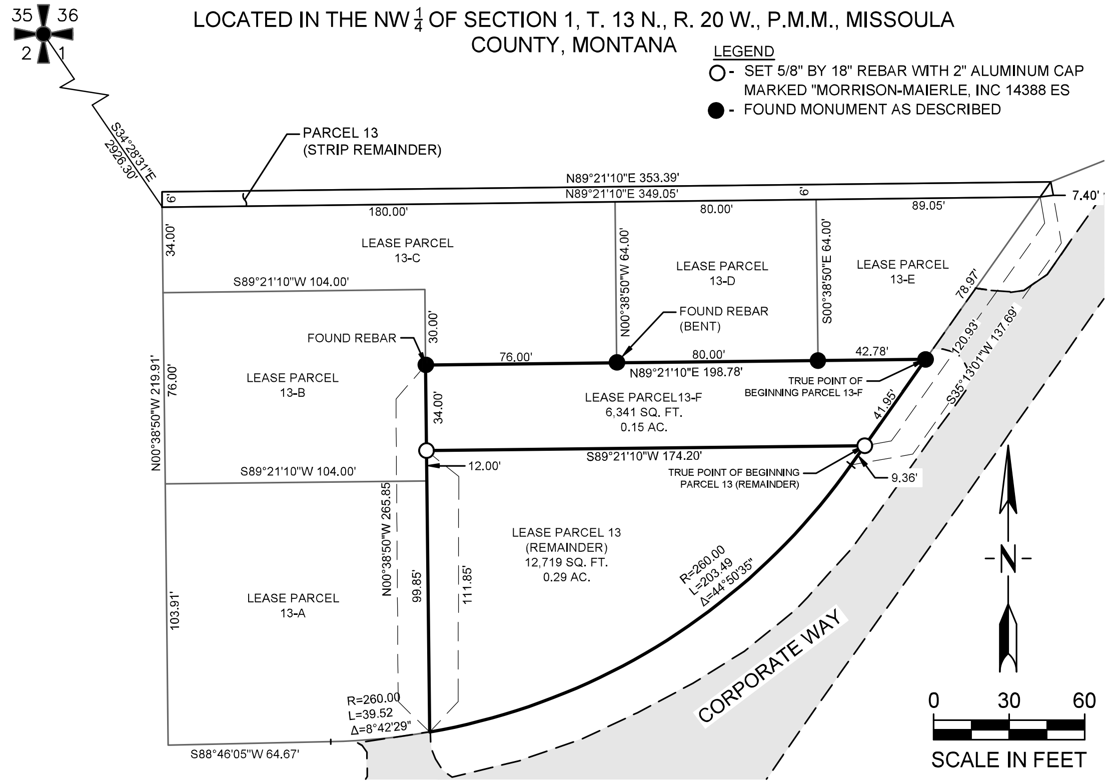
2. The effective date of this Second Addendum is August 1, 2023.

3. This Addendum contains the entire understanding of the parties with respect to the amendment of the Lease Agreement. All terms of the Lease Agreement 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 Agreement, the terms of the Addendum will govern.

MISSOULA COUNTY AIRPORT AUTHORITY	AIRPORT CAR CONDOS LLC.
By: ________________________________	By: ____________________________
Brian Ellestad, Airport Director	Dale W. Haarr

EXHIBIT A

LOCATED IN THE NW $\frac{1}{4}$ OF SECTION 1, T. 13 N., R. 20 W., P.M.M., MISSOULA COUNTY, MONTANA



LEGAL DESCRIPTION

A PARCELS OF LAND LOCATED IN THE NORTHWEST (NW $\frac{1}{4}$) OF SECTION 1, TOWNSHIP 13 NORTH, RANGE 20 WEST, PRINCIPAL MERIDIAN MONTANA, MISSOULA COUNTY, MONTANA, SAID AREA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LEASE PARCEL 13-F

COMMENCING AT THE NORTHWEST CORNER OF SECTION 1, TOWNSHIP 13 NORTH, RANGE 20 WEST; THENCE S34°28'31"E, 2926.30 FEET TO THE NORTHWEST CORNER OF LEASE PARCEL 13-C; THENCE N89°21'10"E, ALONG THE NORTHERN BOUNDARY OF SAID LEASE PARCEL 13-C, LEASE PARCEL 13-D, AND LEASE PARCEL 13-E 349.05 FEET TO THE NORTHEAST CORNER OF SAID LEASE PARCEL 13-E; THENCE S35°13'01"W, ALONG THE EASTERN BOUNDARY OF SAID LEASE PARCEL 13-E, 78.97 FEET TO THE SOUTHEAST CORNER OF SAID LEASE PARCEL 13-E, SAID POINT ALSO BEING THE TRUE POINT OF BEGINNING; THENCE S35°13'01"W, 41.95 FEET; THENCE S89°21'10"W, ALONG THE NORTHERN BOUNDARY OF LEASE PARCEL 13 (REMAINDER) 174.20 FEET TO A POINT ON THE EASTERN BOUNDARY OF LEASE PARCEL 13-B; THENCE N00°38'50"W, ALONG THE EASTERN BOUNDARY OF SAID LEASE PARCEL 13-B, 34.00 FEET TO A POINT ON THE SOUTHERN BOUNDARY OF SAID LEASE PARCEL 13-C; THENCE N89°21'10"E, ALONG THE SOUTHERN BOUNDARY OF SAID LEASE PARCEL 13-C, LEASE PARCEL 13 D, AND LEASE PARCEL 13-E, 198.78 FEET, TO THE TRUE POINT OF BEGINNING. AREA CONTAINS 6,341 SQ. FT., MORE OR LESS.

LEASE PARCEL 13 (REMAINDER)

COMMENCING AT THE NORTHWEST CORNER OF SECTION 1, TOWNSHIP 13 NORTH, RANGE 20 WEST; THENCE S34°28'31"E, 2926.30 FEET TO THE NORTHWEST CORNER OF LEASE PARCEL 13-C; THENCE N89°21'10"E, ALONG THE NORTHERN BOUNDARY OF SAID LEASE PARCEL 13-C , LEASE PARCEL 13-D, AND LEASE PARCEL 13-E 349.05 FEET TO THE NORTHEAST CORNER OF SAID LEASE PARCEL 13-E, THENCE S35°13'01"W, ALONG THE EASTERN BOUNDARY OF SAID LEASE PARCEL 13-E AND LEASE PARCEL 13-F, 120.93 FEET TO THE SOUTHEAST CORNER OF SAID LEASE PARCEL 13-F, SAID POINT ALSO BEING THE TRUE POINT OF BEGINNING; THENCE S35°13'01"W, 9.36 FEET; THENCE ON A CURVE TO THE RIGHT WITH A RADIUS OF 260.00 FEET, A CENTRAL ANGLE OF 44°50'35" AND AN ARC LENGTH OF 203.49 FEET TO THE SOUTHEAST CORNER OF LEASE PARCEL 13-A; THENCE N00°38'50"W ALONG THE EASTERN BOUNDARY OF LEASE PARCELS 13-A AND 13-B, 111.85 FEET TO THE SOUTHWESTERLY CORNER OF LEASE PARCEL 13-F; THENCE N89°21'10"E ALONG THE SOUTHERLY BOUNDARY OF SAID LEASE PARCEL 13-F, 174.20 FEET TO THE TRUE POINT OF BEGINNING. CONTAINING AN AREA OF 12,719 SQ. FT., MORE OR LESS.

CERTIFICATE OF SURVEYOR

I, CRAIG SCHAEFFER, PROFESSIONAL ENGINEER AND LAND SURVEYOR, DO HEREBY CERTIFY THAT THIS DESCRIPTION WAS MADE UNDER MY SUPERVISION DURING THE MONTH OF OCTOBER 2021.

DATED THIS 27TH DAY OF OCTOBER , 2021

BY:

CRAIG SCHAEFFER
MONTANA REGISTRATION NO. 14388ES

MONTANA
CRAIG A. SCHAEFFER
No. 14388ES
LICENSED
PROFESSIONAL ENGINEER & LAND SURVEYOR

BASIS OF BEARING
MISSOULA AIRPORT LOW DISTORTION PROJECTION

Morrison Maierle
engineers • surveyors • planners • scientists
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Missoula, MT 59801
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DRAWN BY: LS FLD WK. BY: BB CHK. BY: CS DATE: 10/27/2021	MISSOULA INTERNATIONAL AIRPORT MISSOULA MONTANA	PROJECT NO. 3366.036
	LEASE EXHIBIT "A" FOR PARCEL 13-F	SHEET NUMBER EX.A

M:\3366\032 - Exhibit 'A' Update\ACAD\Exhibits\LEASE EXHIBIT PARCEL 13-F.dwg Plotted by david sims on Oct/27/2021

Missoula County Airport Authority

Agenda Item Sheet

Meeting Date: August 25, 2026

1. TITLE: Parking License Agreement – FedEx Employee Parking

   Review, discussion and possible approval of an agreement to provide 25 Parking spots in the overnight/pilot parking lot to FedEx.

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

3. TIME REQUIRED: 5 Minutes

4. BACKGROUND INFORMATION: FedEx is changing their distribution model which will result in re-tasking their existing employee parking lot into an operational area. While they work to secure additional leased space for employee parking, they have expressed the need to park at least 25 vehicles in our expanded overnight lot. The Airport will issue hang tags for this use. The Airport has negotiated a rate of $4,500.00 per month for this agreement which will last for six (6) months with the option of an additional three (3) two-month extension periods. Agreement to commence September 27, 2026.

5. BUDGET INFORMATION: Minimum $27,000 revenue

6. SUPPLEMENTAL AGENDA INFORMATION: N/A

7. RECOMMENDED MOTION: Move to approve the FedEx Employee Parking agreement.

8. PREPARED BY: Dan F. Neuman, Manager of Business Development

9. COMMITTEE REVIEW: None

Created on 8/21/26

PARKING LICENSE AGREEMENT

THIS PARKING LICENSE AGREEMENT (this "Agreement") is made this ___ day of August, 2026, by and between Missoula County Airport Authority ("Authority") and Federal Express Corporation, a Delaware corporation ("FedEx") to permit FedEx the non-exclusive right to park 25 personal use vehicles, 0 pickup and delivery vans, 0 tractors, and 0 trailers (collectively, the "Vehicles") on the parking lot as illustrated as the blue circle on Exhibit "A" (the "Parking Area") at the Missoula Montana Airport.

WHEREAS the Authority owns the Parking Area described herein and desires to grant a license to FedEx for the limited purpose of parking personal use vehicles; and

WHEREAS FedEx desires to use the Parking Area solely for such purpose, subject to the terms and conditions of this Agreement:

1. License Fee: $4,500.00 per month due on the first day of each month by wire transfer or other mutually agreed method. The Authority shall pay all real estate taxes and assessments on the Parking Area. FedEx shall pay any taxes attributable to its personal property or activities.

2. Term: September 27, 2026, to March 31, 2026, unless ended earlier as stated here. FedEx may extend the Term for three (3) two-month periods upon the same terms and conditions as provided herein. FedEx must request such extension of the Agreement Terms by giving thirty (30) days' written notice to the Authority.

3. FedEx shall: a) not utilize the Parking Area for any purpose other than parking the Vehicles and during regular working hours; b) not make any alterations to the Parking Area without the prior written consent of the Authority; c) comply with all laws relating to the Parking Area; d) not change oil or perform any other vehicle repair or maintenance within the Parking Area; e) not cause or permit the release or storage of any hazardous materials except in the ordinary course of the use of the Vehicles; and f) promptly notify the Authority of any hazardous materials discovered or released in the Parking Area.

4. FedEx shall indemnify, defend, and hold harmless the Authority from any claims, damages, or liabilities arising out of FedEx's use of the Parking Area, except to the extent caused by the Authority's negligence or willful misconduct. This indemnification shall survive termination.

5. FedEx shall maintain in effect during the entire life of this Agreement insurance coverages to protect the Authority and FedEx from claims or liabilities in any way arising out of the use of the Parking Area and shall name the Authority as additional insured. FedEx shall provide Authority with a certificate of insurance for Commercial General Liability evidencing the insurance coverages of not less than $2,000,000 per occurrence and Property Damage for not less than $ 2,000,000. Upon the expiration of this Agreement, FedEx shall surrender the

Parking Area in the same condition as at the commencement of the Agreement, normal wear and tear excepted.

6. Notice address for FedEx:

   Federal Express Corporation
   Real Estate
   145 Lt George W. Lee
   Memphis, TN 38103
   Reference #26-2079

   with a copy to:

   Federal Express Corporation
   Legal Department
   Attn: Managing Director, Business Transactions
   C-LE GC Business Transactions
   1000 FedEx Drive
   Moon Township, PA 15108
   Reference #26-2079

7. Notice address for the Authority:

   Missoula County Airport Authority
   Attn. Airport Director Brian Ellestad
   5225 West Broadway
   Missoula, MT 59808

8. The Authority shall: a) timely pay all real estate taxes and assessments levied against the Parking Area; b) not interfere or allow any third party to interfere with FedEx's use of the Parking Area; c) maintain the Parking Area in good order and repair; d) indemnify FedEx from and against any known pre-existing environmental conditions or dangerous conditions in the Parking Area..

9. The Authority, at its cost, will provide snow removal for the Parking Area as part of its overall airfield and parking facility snow removal operations, with timing and frequency determined in consideration of the Authority's operational needs and priorities. If FedEx requests snow removal services beyond the level provided by the Authority, FedEx may contract for such additional services at FedEx's sole cost.

10. The Authority represents, that to the best of its knowledge, there are no underground/above ground fuel storage tanks located on the Parking Area. The Authority discloses that environmental monitoring wells associated with a historical fuel spill are located in the Parking Area. To the best of the Authority's knowledge, the fuel spill has been addressed in accordance with applicable Federal and State regulations and does not require any further corrective action, except for monitoring required by applicable regulatory authorities. The Authority is not aware of any other hazardous or toxic conditions on the Parking Area.

11. The parties signing this Agreement represent that they have the authority to enter into this Agreement and bind their respective companies. Neither party shall use the other parties name or logotype without obtaining the prior written consent of the other party which may be withheld in at its sole discretion.

12. FedEx may not assign or transfer its rights under this Agreement. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns.

13. This Agreement shall be governed by and construed in accordance with the laws of Montana, without regard to its principles regarding conflicts of law. The parties hereby consent to the exclusive jurisdiction of, and venue in, any federal or state court of competent jurisdiction located in Missoula, Montana.

14. The Authority and FedEx warrant that they and their affiliates and subsidiaries, including their respective directors, officers, employees, and other persons acting on behalf of any of the foregoing will: (a) conduct business in compliance with all applicable customs, export and import laws and regulations, including, but not limited to, the U.S. Department of State International Traffic in Arms Regulations, the U.S. Department of Treasury Foreign Assets Control Regulations, U.S. laws relating to unsanctioned foreign boycotts and all other applicable economic sanctions, anti-terrorism, anti-money laundering and related laws and regulations; (b) not import, export or re-export commodities, software, technology, technical data or services in contravention of any applicable law or regulation; (c) comply with all laws of the United States of America and any other applicable anti-corruption laws, and shall refrain from any conduct that would cause the parties to be in violation of any applicable anti-corruption laws, including, but not limited to, the U.S. Foreign Corrupt Practices Act and the UK Bribery Act of 2010; and (d) maintain a compliance program intended to prevent corruption and bribery within its supply chain and, in connection with this Agreement, the parties will ensure that nothing of value will be paid or promised by the parties to any third party for purposes of influencing a decision, inducing a decision or securing any improper advantage.

15. This Agreement may be signed in multiple counterparts. The transmission of a signed counterpart of this Agreement by electronic means will constitute valid and effective delivery for all purposes of this Agreement.

[SIGNATURE PAGE FOLLOWS]

Acknowledged and accepted by the parties on the dates written next below:

Missoula County Airport Authority	Federal Express Corporation
By: ______________________________	By: ______________________________
Name: Brian Ellesatd	Name: Olivia Trotter
Title: Airport Director	Title: Manager, Real Estate
Date: ____________________________	Date: ____________________________

EXHIBIT A