

Missoula County Airport Authority Regular Board Meeting

DATE: Tuesday, September 29, 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 August 25, 2026 [Pg 3](#)
- Review and approve the minutes of the Special Board Meeting dated September 11, 2026 [Pg 10](#)
- Approval of Claims for Payment – Will Parnell [Pg 14](#)
- Financial Report – Will Parnell [Pg 18](#)
- Director's Report – Brian Ellestad [Pg 29](#)
- Legal Report – Juniper Davis
- Committee Updates

Executive Committee: September 29, 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

- Procurement and Competitive Solicitation Policy Update – Will Parnell [Pg 31](#)

Information/Discussion Item(s)

- Next Board Meeting October 27, 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
August 25, 2026
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD:

Chair Pat Boyle
Vice Chair Adriane Beck
Secretary/Treasurer Shane Stack
Commissioner Matt Doucette
Commissioner Deb Poteet
Commissioner Jack Meyer
Alternate Commissioner Richard Huffman
Alternate Commissioner Chay Hughes

STAFF:

Director Brian Ellestad
Deputy Director Tim Damrow
Director of Finance and Administration Will Parnell
Legal Counsel Juniper Davis
Business Development Manager Dan Neuman
Director of Maintenance Nate Cole
HR Manager Nikki Munro
IT Manager Dylan O'Leary (via Teams)
Staff Accountant Brianna Brewer

OTHERS:

Gary Matson, Runway 25 Hangars
Shaun Shea, Morrison & Maierle
Sarah Michaelson, Morrison & Maierle

Chair Pat Boyle called the meeting to order and advised everyone that the meeting was being recorded.

Legal Counsel Juniper Davis performed a roll call of Board members, staff members, and members of the public.

AGENDA

Chair Pat Boyle noted that one Alternate Commissioner needed to be seated.

Motion: Commissioner Matt Doucette moved to seat Alternate Commissioner Richard Huffman for the duration of the meeting.

Second: Commissioner Jack Meyer

Vote: Motion passed unanimously

Chair Pat Boyle noted that the agenda that was published to the Missoulian during the prior week had been removed from the final agenda that was shared with the Board and published on the Airport's website. Those items were related to improvements at the air traffic control tower, which will come to the Board at a later meeting. He asked if there were any changes to the agenda. There were none.

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

Second: Secretary/Treasurer Shane Stack

Vote: Motion passed unanimously

PUBLIC COMMENT PERIOD

Chair Pat Boyle asked if there was any public comment on items not on the Board's agenda. There was no public comment.

MINUTES

Chair Pat Boyle asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated July 28, 2026. There were no comments or questions.

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

Second: Alternate Commissioner Richard Huffman

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell presented the July 2026 financial report, noting approximately \$212,000 in project expenses, of which roughly \$205,000, or 97%, was submitted to the FAA for reimbursement.

Staff highlighted several notable expenditures, including \$10,570 to the American Association of Airport Executives (AAAE) for the airport's annual web-based badging and security training platform, \$57,508.96 to Integrated Security Solutions for annual

IT security services, and \$45,614.64 to KONE for fiscal year 2027 escalator and elevator maintenance services. Additional payments included \$14,412 to Portable Car Hoist for the final payment on a mobile lift and \$14,256.25 to Quotient Group for internal website development services.

Chair Pat Boyle asked if there were any Board questions or public comments regarding the Claims for Payment. There were no questions or comments.

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

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Director of Finance and Administration Will Parnell noted that the board packet included a financial narrative outlining accounts receivable, long-term debt activity, and debt service coverage ratios. Will reported that budget-to-actual reporting was not included because the Board was considering the Fiscal Year 2027 amended budget and that year-over-year comparisons were not yet available due to the start of the new fiscal year.

Will also reported that the Fiscal Year 2026 audit is underway and highlighted the transfer of approximately \$66.4 million from construction in progress to fixed assets following completion of the terminal project. Will noted that a more detailed review of the terminal project and audited financial results will be presented to the Board following completion of the audit.

Chair Pat Boyle asked if there were any Board questions or public comments regarding the Financial Report. Will explained that the remaining balance in construction in progress is primarily related to the runway rehabilitation project. Board members commented on the successful financing of the terminal project and commended staff for securing grant funding that reduced the Airport's overall debt obligation.

Motion: Commissioner Deb Poteet moved to approve the Financial Report.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad reported that July passenger traffic remained strong, with several markets experiencing load factors exceeding 95 percent. He noted continued interest from airlines serving the Missoula market and highlighted United Airlines' plans to begin seasonal San Francisco service earlier in 2027 than in previous years. Brian also informed the Board that he and Airport Board Chair Tim Damrow would attend the upcoming Montana Rendezvous conference to meet with airline representatives and promote future air service opportunities.

Brian provided an update on the Airport's peer traffic control grant project, noting that bids were received above initial expectations and that staff is working with the FAA and vendors to refine the project scope and costs while maintaining project objectives. He advised that a special Board meeting may be required in the coming weeks to complete necessary actions before the federal fiscal year-end deadline.

LEGAL UPDATE

Legal Counsel Juniper Davis reported that staff expects to release a request for proposals for aviation worker screening services in the coming weeks. The solicitation will seek a new multi-year contract for screening services currently being provided under a temporary agreement and will include provisions allowing the Airport flexibility to respond to potential regulatory changes.

Juniper also updated the Board on previously approved aircraft detailing agreements, noting that the agreements have not yet been finalized due to outstanding insurance-related issues. Staff will continue working with the operators and provide further updates as needed.

Finally, Juniper reported that staff is preparing updates to the Airport's Title VI Plan and related ADA and Section 504 policies, procedures, and forms to ensure continued compliance with federal requirements. The Board can expect those items to be brought forward for review in the coming months.

COMMITTEE UPDATES

Chair Pat Boyle notified the Board that there was an Executive Committee meeting on August 25, 2026, to discuss the Board agenda and packet.

UNFINISHED BUSINESS

None

NEW BUSINESS

Employee Policy Manual - Travel Policy & Payroll Updates

Human Resources Manager Nikki Munro presented revisions to the Airport's Travel and Payroll policies. Nikki explained that the Travel Policy updates provide additional clarification regarding travel requirements and employee procedures. She also reported that the Payroll Policy was revised to clarify employee responsibility for fees resulting from errors in direct deposit information entered by employees into the Airport's human resources information system.

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

Motion: Commissioner Jack Meyer moved to adopt the travel policy and payroll policy updates in the Missoula County Airport Authority Employee Policy Manual.

Second: Commissioner Matt Doucette

Vote: Motion Passed Unanimously

Fiscal Year 2027 Amended Budget

Director of Finance and Administration Will Parnell presented the Fiscal Year 2027 amended budget for Board consideration. Will explained that the budget was updated following execution of the new collective bargaining agreement to reflect increased compensation, benefits, and other operating costs.

The amended budget increases operating expenses by approximately \$215,000, or 1.7%, while maintaining existing revenue assumptions and rates. To maintain a balanced budget, certain capital expenditures were reduced, resulting in no change to the projected year-end increase in net position.

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

Motion: Commissioner Deb Poteet moved to approve the Fiscal Year 2027 Amended Budget.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

Second Addendum to Lease Agreement with Airport Car Condos, LLC

Director of Finance and Administration Will Parnell presented a proposed second amendment to the lease agreement with Airport Car Condos, LLC. Dan explained that the amendment corrects clerical errors in a prior amendment to the lease. He noted that the parties have operated under and paid rent based on the correct square footage since 2023, and that the amendment has no budgetary impact and does not otherwise alter the lease terms.

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

Motion: Secretary/Treasurer Shane Stack moved to approve the Second Addendum to Lease Agreement with Airport Car Condos, LLC.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

Parking License Agreement – FedEx Employee Parking

Business Development Manager Dan Neuman presented a parking license agreement with FedEx to provide temporary employee parking. Dan explained that FedEx has modified its local distribution operations and is repurposing its existing parking area for operational use while pursuing development of a new employee parking lot.

To accommodate FedEx's interim parking needs, staff negotiated an agreement allowing FedEx employees to utilize designated Airport parking facilities. The agreement provides parking for up to 25 vehicles at a rate of \$4,500 per month for an initial six-month term, with options to extend if needed. Dan noted that the agreement is expected to generate a minimum of \$27,000 in revenue for the Airport.

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

Motion: Commissioner Jack Meyer moved to approve the FedEx Employee Parking agreement.

Second: Commissioner Matt Doucette

Vote: Motion Passed Unanimously

Chair Pat Boyle noted that the next Board meeting will be held on September 29, 2026, at 1:30 p.m.

Meeting Adjourned.

DRAFT

MISSOULA COUNTY AIRPORT AUTHORITY
Special Board Meeting
September 11, 2026
1:30 pm, Microsoft Teams

THOSE PRESENT

BOARD: Chair Pat Boyle
Vice Chair Adriane Beck
Secretary/Treasurer Shane Stack
Commissioner Matt Doucette
Commissioner Deb Poteet

STAFF: Director Brian Ellestad
Deputy Director Tim Damrow
Director of Finance and Administration Will Parnell
Legal Counsel Juniper Davis
Business Development Manager Dan Neuman
IT Manager Dylan O'Leary (via Teams)

OTHERS: Shaun Shea, Morrison & Maierle

Chair Pat Boyle called the meeting to order and advised everyone that the meeting was being recorded.

Legal Counsel Juniper Davis performed a roll call of Board members, staff members, and members of the public.

AGENDA

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

Motion: Secretary/Treasurer Shane Stack moved to approve the agenda.

Second: Vice Chair Adriane Beck

Vote: Motion passed unanimously

PUBLIC COMMENT PERIOD

Chair Pat Boyle asked if there was any public comment on items not on the Board's agenda. There was no public comment.

UNFINISHED BUSINESS

None

NEW BUSINESS

Air Traffic Control Tower Modernization Project Bid Award

Airport Director Brian Ellestad explained that the ATCT project was rebid after prior bids exceeded available funding and noted that staff worked with project consultants and vendors to refine the project scope and costs. As a result, the revised project cost was reduced to approximately \$1.21 million.

Brian recognized staff for their work in reevaluating the project and negotiating costs while maintaining project objectives. He noted that the project is primarily grant-funded, with a limited local contribution from Airport reserves, and recommended approval of the bid award to allow the project to proceed before the end of the FAA fiscal year.

Chair Pat Boyle asked if there were any Board questions or public comments. Board members asked questions regarding project contingency funding, the Airport's anticipated local financial contribution, and the bid evaluation process. Staff explained that the grant does not require a local match and that any costs exceeding available grant funding would be paid from Airport reserves. Staff also described how the project scope was revised and certain bid items were deferred in order to align the project with available funding while maintaining project objectives.

Motion: Secretary/Treasurer Shane Stack moved to accept the ATCT Modernization bid proposals in the amount of \$1,214,557.00.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

Morrison-Maierle Task Order 78 ATCT Modernization Construction Management Services

Airport Director Brian Ellestad explained that the task order would provide construction administration and oversight services necessary to complete the project

and noted that the cost would be included as part of the overall project budget. He further noted that Board approval would be contingent upon completion of an independent fee estimate.

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

Motion: Secretary/Treasurer Shane Stack moved to approve Task Order No. 78 with Morrison-Maierle in the amount of \$119,500 contingent on an Independent Fee Estimate being completed.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

Preauthorization to accept a Zero Emissions Vehicle (ZEV) Grant Business

Airport Director Brian Ellestad presented a request for preauthorization to accept a Federal Aviation Administration Zero Emissions Vehicle (ZEV) grant should funding become available before the next regular Board meeting. Brian explained that the Airport was recently notified of potential grant funding and submitted an updated application on an accelerated timeline.

The proposed grant would fund the purchase of two electric vehicles, one for the Airport Police Department and one for administrative use. Brian noted that the grant would require a local match of approximately \$20,900, with the remaining project costs funded through the grant. He requested preauthorization to accept the grant in order to meet the FAA's funding timeline.

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

Motion: Secretary/Treasurer Shane Stack moved to accept the grant offer for AIP-095 in the amount of \$188,100 as submitted to the FAA and the corresponding matching share.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

Chair Pat Boyle noted that the next Board meeting will be held on September 29, 2026, at 1:30 p.m.

Meeting Adjourned.

DRAFT

Missoula County Airport Authority
Check Register by Account Name
8/1/2026 - 8/31/2026

Account Name	Total
12-30 Rehab. AIP 92 - DISC	\$ 13,023.08
AIP 94 ATCT	3,710.06
AIP 97 TW-HOTEL Entitlement	3,600.00
AIP 98 TW-GOLF Project	4,800.00
Airfield Lighting R&M	3,894.82
Airfield Maintenance	59.94
Annual IT Support Subscriptions	18,620.00
BHS Parts and MX	65.98
Building General R&M	1,917.41
Computer Equipment Expense	1,472.45
Construction in Progress	2,850.00
Contracted Maintenance	9,418.15
Custodial Services	89,083.00
Custodial Supplies	15,654.90
Disposal Expense	3,843.10
Electric Maintenance	663.87
Electricity/Gas Expense	50,300.60
Employee Screening	5,120.00
Flight Ice	777.00
GASB 96 Long-term Subscription	21,125.71
Landscaping Expense	172.20
Landside Maintenance	40.00
Marketing	16,513.49
Mechanical/Supplies	422.23
Memberships	10,500.87
Office Supplies	3,876.43
On-demand IT Support	4,720.00
Parking	153.00
Parking Hourly Wages	23,976.00
Petroleum Products Expense	3,154.24
Phone Charges	3,419.05
Plumbing Expense	14.25
Prepaid Insurance	362,589.00
Recurring IT Support Subscripti	2,748.07
Rent Car R&M	2,042.10
Rental Car Fuel	109,686.43
Safety Supplies/Equipment	478.68
SCASD MRG Expense	233,096.00
Sewer Expense	2,122.86
Staff Engagement	150.00
Tools/Equipment	6,729.62
TPA EE benefits and Payroll	1,265.00
Travel Expense	1,157.00
TW-ALPHA Project	32,254.99
TW-HOTEL Project	11,375.00
Uniform Expense	3,461.80
USFS Hangar R&M	18.51
Vehicle R&M	4,108.23
Water Expense	9,814.16
Grand Total	\$ 1,100,059.28

Missoula County Airport Authority

Check Register by Vendor Name

8/1/2026 - 8/31/2026

Vendor Name	Total
AAAE	\$ 325.00
AILEVON PACIFIC AVIATION CONSULTING, LLC	3,478.00
AirSide Solutions, Inc	1,562.82
Amadeus	2,223.67
AMERICAN AIRLINES, INC.	233,096.00
ARFF WORKING GROUP	195.00
Arthur J. Gallagher Risk Management Servi	83,688.00
AXON	3,717.46
BATTERIES PLUS	371.20
BEMROSE, AJ	247.87
BERLAND, KEVIN	169.00
BIG BEAR SIGN CO	40.00
Black Knight Security and Investigations	5,120.00
BLACKFOOT COMMUNICATIONS	905.99
Border States Industries Inc	663.87
BRODY CHEMICAL	1,800.40
BROWN'S SEPTIC	1,075.00
CENTURYLINK	594.62
CHS MOUNTAIN WEST CO-OP	112,811.49
CINCINNATI INSURANCE COMPANIES c	278,901.00
City of Missoula	11,937.02
Connection	433.45
CONTROLTOUCH SYSTEMS, LLC	2,950.00
COOK, KAEDON	600.00
Corporate Traditions, INC.	150.00
CREATIVE P & G, INC	425.00
CULLIGAN	82.00
CURTIS	3,121.85
CUSTOM MACHINING INDUSTRIES	630.00
DEVLIN, RYAN	549.00
DSG (DAKOTA SUPPLY GROUP)	18.51
EAS LLC	2,850.00
EGBERT, ABIGAIL	238.00
ENERGISYSTEMS	362.43
ESHLEMAN, EVAN	169.00
FIRST CALL	2,859.07
GILLESPIE, CAMERON	376.00
GRANITE TECHNOLOGY SOLUTIONS	928.42
GreatAmerica Financial Services	209.00
GRIZZLY DISPOSAL	3,843.10
HILLYARD INC	15,877.65
INFAX, INC.	5,510.00
Intelligent Systems Now Inc.	5,500.00
Jefferson Energy Trading, LLC	2,980.35
JODSAAS, DYHLAN	600.00

Missoula County Airport Authority

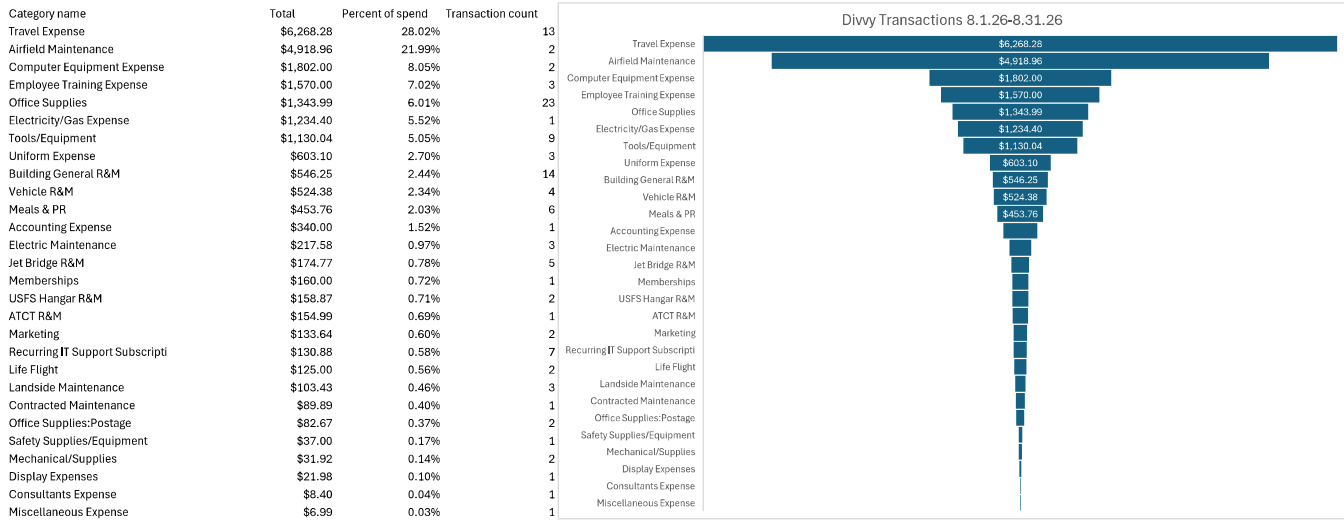
Check Register by Vendor Name

8/1/2026 - 8/31/2026

KONE	159.42
LAZ Parkingv	23,976.00
LEXIS NEXIS	11,460.49
Liberty Electric Inc	1,950.00
LIFE-ASSIST INC	420.36
MACON SUPPLY, INC.	153.00
Matthew Ives	205.00
MIDLAND IMPLEMENT	172.20
MISSOULA COUNTY OEM	7,838.87
MISSOULA OFFICE CITY	3,589.71
MISSOULA TEXTILE, INC	318.73
MONTANA ACE HARDWARE	101.95
Montana Pest Solutions	490.00
MORRISON MAIERLE	60,363.13 ~
MOUNTAIN SUPPLY	157.95
MURDOCHS	492.10
NAPA	211.37
Newman, Chris	600.00
NORCO INDUSTRIAL	128.86
NORTHWESTERN ENERGY	47,320.25
OFFICE SOLUTIONS & SERVICES	204.72
PAVLIK, INC	2,332.00
POMP'S TIRE-MISSOULA	114.21
QUOTIENT GROUP	1,575.00
RDO EQUIPMENT CO.	2,035.24
RISE VISION INC	7,220.00
RISING FAST v	85,900.00
ROOD & ASSOCIATES	8,400.00
SHERWIN WILLIAMS	521.71
THERMAL SUPPLY	447.11
TIBA Parking, LLC	16,644.00
TYLER TECHNOLOGIES	2,142.00
UKG	1,265.00
VERIZON	990.02
VIDTRONIX TICKET & LABEL LLC	1,039.00
VW ICE INC	777.00
WESTERN STATES EQUIP	83.64
WHALEN, ROBERT	600.00
WINDFALL	4,400.00
Z WATER SOLUTIONS LLC	3,183.00
ZOHO CORPORATION	5,890.00

Grand Total	\$	1,100,059.28
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~ Project Expenses



***Employee Training Expense Breakdown**

AAAE Law Conference
ACI-NA CHRO Forum registration fee
Manager training course

Missoula County Airport Authority (MCAA)

Financial Report Narrative

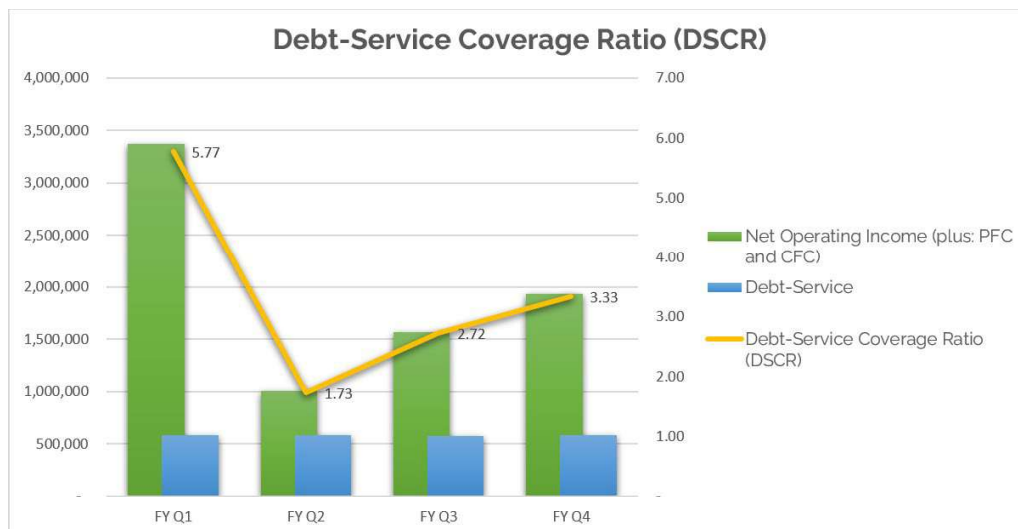
The board packet includes the comparative balance sheet, profit and loss comparison, profit and loss budget performance, operating revenues and operating expenses as a % of gross and as compared to prior period, cash flow statement, and the long-term debt roll forward.

Balance Sheet

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

	Amount	A/R Aging				
		Current	1 - 30	31 - 60	61 - 90	>91
Trade, Advertising, and Ground Handling	\$ 2,254,307	78%	8%	5%	2%	7%
Grants	1,248,290	42%	0%	0%	0%	58%
Advance Contract Refund	46,000				N/A	
	<u>\$ 3,548,597</u>					

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:

No activity for the month ended August 31, 2026.

Missoula County Airport Authority
Balance Sheet Previous Year Comparison

	Total	
	As of Aug 31, 2026	As of Aug 31, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
10100 Petty Cash	300.00	300.00
10500 General Checking Acct	6,772,200.78	4,237,035.64
10511 Project Checking Acct	10,000.00	5,000.00
10550 USFS Account	10,005.99	160,528.35
10560 Debt Service Account	332.24	332.00
10580 CFC Account	10,007.60	322,096.56
10590 STIP Terminal Reserve	27,628.12	26,540.37
10600 STIP	2,029,436.01	963,735.63
10604 Money Market Accounts	\$7,471,651.10	\$10,381,985.88
10700 Payroll Checking	353,956.11	285,109.21
10710 Flex - FIB	6,487.88	9,733.06
1071 Bill.com Money In Clearing	362.47	32,306.81
1072 Bill.com Money Out Clearing	-42,166.88	-8,877.81
10750 PFC Cash at US BANK	2,624,113.00	2,524,484.06
Total for Bank Accounts	\$19,274,314.42	\$18,940,309.76
Accounts Receivable		
10800 Accounts Receivable	3,548,597.46	5,217,195.66
Total for Accounts Receivable	\$3,548,597.46	\$5,217,195.66
Other Current Assets		
10900 AvSec Fingerprinting Account	1,051.50	1,767.25
11500 Pre-Paid Expenses	59,202.29	160,483.46
11600 Prepaid Insurance	311,254.16	322,785.00
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	\$1,193,075.02	\$801,982.63
Total for Current Assets	\$24,015,986.90	\$24,959,488.05
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
14300 Vehicles	12,210,969.28	10,416,056.28
14400 Studies	3,005,206.96	1,925,406.96
14500 Allowance for Depreciation	-121,538,210.20	-112,602,755.87
19400 Construction in Progress	\$20,509,911.15	\$65,266,791.16
Total for Fixed Assets	\$192,224,930.09	\$179,194,714.92
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	43,894.50	143,635.74
19901 GASB 96 Subscription Asset(s)	\$282,507.14	\$292,441.15
Total for Other Assets	\$3,557,530.07	\$2,216,686.21
Total for Assets	\$219,798,447.06	\$206,370,889.18

Liabilities and Equity

Liabilities

Current Liabilities

Accounts Payable

20500 Accounts Payable	581,823.63	566,760.98
20505 Accounts Payable- Projects	\$0.00	5,567,888.24

Total for Accounts Payable	\$581,823.63	\$6,134,649.22
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Credit Cards	\$11,362.24	\$11,442.20
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Other Current Liabilities

20800 Current Portion of L/T Debt	582,926.51	565,472.93
20805 GASB 96 Short-term Subscription	103,979.94	80,567.12
20810 GASB 96 Accrued Interest Liab.	1,273.56	1,981.11
Account	\$166.06	\$341.30
21130 Misc Deductions Payable	-\$184.32	-\$184.32
21300 Valic Payable	-100.00	-100.00
21400 Workers' Comp Payable	0.05	\$0.00
21600 Accrued Vacation/Sick Payable	822,646.70	780,362.72
21930 FSB Notes Interest Payable	288,331.53	291,127.35
22140 Advertising Deferred Revenue	91,138.34	50,213.34
24000 Payroll Liabilities	\$72,169.00	-\$5,109.46

Total for Other Current Liabilities	\$1,962,347.37	\$1,764,672.09
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Total for Current Liabilities	\$2,555,533.24	\$7,910,763.51
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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	1,847,525.26
25809 GASB 96 Long-term Subscription	102,738.28	118,555.15
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	\$52,173,459.31	\$52,537,865.46
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Total for Liabilities	\$54,728,992.55	\$60,448,628.97
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Equity	\$165,069,454.51	\$145,922,260.21
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Total for Liabilities and Equity	\$219,798,447.06	\$206,370,889.18
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**Missoula County Airport Authority
Profit & Loss YTD Comparison**

	Total	
	Aug 2026	Aug 2025 (PY)
Income		
30100 Signatory Landing Fees	95,963.24	102,224.02
30200 Non Sig Landing Fees	8,317.64	11,961.32
30210 Cargo Landing Fees	4,387.58	4,308.24
30300 Non-Based Landing Fees	54,163.05	82,230.10
30301 Government Aircraft Waiver	-6,378.75	
Total for 30300 Non-Based Landing Fees	\$47,784.30	\$82,230.10
30400 Signatory Rent	62,803.14	59,300.56
30420 Non-Sig Use Fees	12,727.65	17,042.15
30430 Signatory Use Fee	119,443.25	121,590.00
30500 Equipment/Space/Services	4,250.00	150.00
30507 Advertising Income	24,542.83	20,726.33
30600 FBO Rentals	25,792.04	23,199.41
30800 Fuel Flowage Fees	1,600.00	15,605.35
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	873.00	1,145.22
31100 Restaurant	29,020.41	30,420.11
31110 Liquor Concessions	19,769.40	19,076.99
31300 Rental Car %	478,343.28	429,322.95
31400 Rent Car Rent	45,377.27	41,569.27
31600 Rent Car Fuel	105,244.76	68,102.10
31900 USFS Hangar Rent	28,843.33	28,333.33
32100 Gift Shop Faber	42,844.49	45,809.22
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	467,552.75	445,689.00
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	8,838.20	8,635.90
33000 Vending	2,282.50	5,051.54
34000 Utilities Reimbursement	5,958.33	4,985.94
34200 Miscellaneous Income	\$2,401.10	\$1,070.01
34300 Ground Transport	50,810.00	34,966.92
81403 TSA Checkpoint OTA	1,387.06	1,231.66
85100 Badging Fees Collected	1,138.00	3,019.00
30509 Ground Handling		123,702.80
33800 Off Airport Rent Cars		24,432.09
Total for Income	\$1,736,467.95	\$1,806,797.36
Gross Profit	\$1,736,467.95	\$1,806,797.36

Expenses		
32401 Parking Management Fee	7,833.33	7,666.67
32402 Parking Hourly Wages	33,887.00	33,459.75
32403 Parking Credit Card Processing	13,609.40	12,891.31
32404 Parking Adjustments	-375.00	-375.00
40100 Wages	440,014.85	375,015.70
40330 Overtime Wages	8,445.00	5,688.82
40600 Fringe Benefits Expense	\$147,507.40	\$133,394.33
41200 Insurance Expense	31,125.42	32,278.50
41300 Accounting Expense	1,282.60	1,077.76
41400 Phone Charges	3,273.30	9,563.55
42000 Office Supplies	\$1,644.43	\$2,087.47
42100 Computer Equipment Expense	1,959.56	175.98
42200 Electricity/Gas Expense	60,400.54	51,013.78
42400 Water Expense	8,571.80	7,645.80
42500 Sewer Expense	2,122.86	4,286.61
42600 Disposal Expense	3,843.10	3,553.58
42800 Disposal-Industrial	352.96	
43000 Petroleum Products Expense	6,243.85	3,858.61
43400 Vehicle R&M	7,345.39	7,652.65
43800 Tools/Equipment	13,137.18	10,423.05
44100 Custodial Services	46,133.00	47,130.00
44200 Contracted Maintenance	5,768.38	29,566.84
44302 Jet Bridge R&M	284.55	188.37
44400 Electric Maintenance	479.84	19.64
44800 Mechanical/Supplies	438.19	320.71
45000 Building General R&M	6,154.27	4,212.94
45104 Rent Car R&M	4,864.05	-3,534.69
45106 USFS Hangar R&M	158.87	412.55
45107 BHS Parts and MX	1,634.49	128.21
45203 Airfield Maintenance	4,918.96	635.94
45400 Landside Maintenance	163.39	24.00
45600 Airfield Lighting R&M	9,630.94	201.92
46000 Custodial Supplies	13,164.68	10,999.57
46400 Uniform Expense	1,875.44	4,112.94
46600 Employee Training Expense	4,960.00	1,716.00
46800 Travel Expense	7,181.28	5,139.35
47000 Memberships	2,627.00	1,570.25
47200 Safety Supplies/Equipment	742.13	1,885.58
47400 Meals & PR	410.56	1,208.98
47402 Staff Engagement	105.00	120.00
Total for 47400 Meals & PR	\$515.56	\$1,328.98
47501 Marketing	16,828.22	10,897.55
47600 Consultants Expense	2,134.40	515.34
47605 Landing Fee Commission Expense	9,556.86	8,475.62
47707 Display Expenses	21.98	
49204 Employee Screening	5,120.00	4,800.00
49207 Recurring IT Support Subscripti	2,958.95	2,869.62
49208 Rental Car Fuel	68,338.47	67,372.38
49300 Parking	83.00	1.00
49600 Flight Ice	483.00	990.00
80600 Miscellaneous Expense	13.44	0.48
80611 BANK Charges	-119.80	
*80611 *BANK Charges	-173.00	-47.26
Total for 80611 BANK Charges	-\$292.80	-\$47.26
80625 TPA EE benefits and Payroll	1,182.50	3,271.90
80650 Finance Charges	439.52	262.02
40800 Legal Services		1,480.20
41800 Communication R&M		2,263.00
44600 Plumbing Expense		909.99
45105 ATCT R&M		699.33
45108 QTA Spare Parts		3,066.00
45800 Snow & Ice Removal		1,100.00
49100 Fingerprint/STA Charges		-75.00
49202 Badging Expenses		1,905.18
49206 On-demand IT Support		160.00
49209 ISS CCURE/accesscontrol/camera		736.32
80810 Bad Debt - non based		857.12
Total for Expenses	\$1,010,787.53	\$919,928.81
Net Operating Income	\$725,680.42	\$886,868.55

Other Income		
31500 CFCs	241,460.00	217,781.00
70200 Interest Income-Unrestricted	16,298.85	25,038.88
70300 PFC Interest Income	19.89	
89010 Federal Programs		
89000 Airport Improvement Grants	365,186.89	2,435,731.86
89500 PFC Contributions	181,296.21	195,779.09
Total for 89010 Federal Programs	\$546,483.10	\$2,631,510.95
89400 Capital Contributions		
89103 State Grants	1,575.19	
Total for 89400 Capital Contributions	\$1,575.19	\$0.00
70400 Project Restricted Interest		43.85
Total for Other Income	\$805,837.03	\$2,874,374.68
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	786,548.29
Total for Other Expenses	\$1,079,911.74	\$934,337.84
Net Other Income	-\$274,074.71	\$1,940,036.84
Net Income	\$451,605.71	\$2,826,905.39

FY27 Profit & Loss Budget Performance
July, 2026-June, 2027

	Actual	Budget	Percent of budget	Variance	Percent remaining
Income					
30100 Signatory Landing Fees	204,554.27	877,805.00	23.30%	-673,250.73	76.70%
30200 Non Sig Landing Fees	20,638.92	100,756.00	20.48%	-80,117.08	79.52%
30210 Cargo Landing Fees	9,137.04	62,488.00	14.62%	-53,350.96	85.38%
30300 Non-Based Landing Fees	65,944.54	78,274.00	84.25%	-12,329.46	15.75%
30400 Signatory Rent	188,409.42	753,633.00	25.00%	-565,223.58	75.00%
30420 Non-Sig Use Fees	32,162.25	146,606.00	21.94%	-114,443.75	78.06%
30430 Signatory Use Fee	260,502.60	1,038,249.00	25.09%	-777,746.40	74.91%
30500 Equipment/Space/Services	15,700.00			15,700.00	
30507 Advertising Income	90,527.66	225,000.00	40.23%	-134,472.34	59.77%
30509 Ground Handling	128,819.40	1,454,364.00	8.86%	-1,325,544.60	91.14%
30600 FBO Rentals	77,376.12	308,788.00	25.06%	-231,411.88	74.94%
30800 Fuel Flowage Fees	24,033.26	172,746.00	13.91%	-148,712.74	86.09%
30900 Fuel Farm Leases	2,558.76	17,448.00	14.67%	-14,889.24	85.33%
31000 Coffee Concession	1,967.73	10,999.00	17.89%	-9,031.27	82.11%
31100 Restaurant	66,169.12	211,000.00	31.36%	-144,830.88	68.64%
31110 Liquor Concessions	42,176.89	156,000.00	27.04%	-113,823.11	72.96%
31300 Rental Car %	1,162,875.48	2,239,998.00	51.91%	-1,077,122.52	48.09%
31400 Rent Car Rent	136,131.81	544,998.00	24.98%	-408,866.19	75.02%
31600 Rent Car Fuel	186,291.19	439,998.00	42.34%	-253,706.81	57.66%
31900 USFS Hangar Rent	86,019.99	345,609.00	24.89%	-259,589.01	75.11%
32100 Gift Shop Faber	93,250.32	336,003.00	27.75%	-242,752.68	72.25%
32300 Terminal Rent	44,703.36	178,812.00	25.00%	-134,108.64	75.00%
32400 Parking Lot	916,581.75	4,499,999.00	20.37%	-3,583,417.25	79.63%
32700 Airport-Owned Commercial Bldg	41,471.76	118,116.00	35.11%	-76,644.24	64.89%
32800 Ag Land Leases	7,070.19	26,965.00	26.22%	-19,894.81	73.78%
32900 Non-Aeronautical Ground Rent	18,734.60	114,864.00	16.31%	-96,129.40	83.69%
32910 Aeronautical Ground Rent	34,617.63	127,788.00	27.09%	-93,170.37	72.91%
33000 Vending	8,408.48	51,999.00	16.17%	-43,590.52	83.83%
33800 Off Airport Rent Cars	23,218.04	84,999.00	27.32%	-61,780.96	72.68%
34000 Utilities Reimbursement	14,867.40	70,001.00	21.24%	-55,133.60	78.76%
34200 Miscellaneous Income	6,616.80	7,001.00	94.51%	-384.20	5.49%
34300 Ground Transport	128,278.69	227,999.00	56.26%	-99,720.31	43.74%
81403 TSA Checkpoint OTA	2,774.12	15,000.00	18.49%	-12,225.88	81.51%
85100 Badging Fees Collected	2,837.00	10,000.00	28.37%	-7,163.00	71.63%
30220 Charter Landing Fees		\$0.00		0.00	
Total for Income	4,145,426.59	15,054,305.00	27.54%	10,908,878.41	72.46%

Expenses

32401 Parking Management Fee	15,666.66	92,004.00	17.03%	76,337.34	82.97%
32402 Parking Hourly Wages	69,909.00	358,500.00	19.50%	288,591.00	80.50%
32403 Parking Credit Card Processing	26,674.46	147,476.16	18.09%	120,801.70	81.91%
32404 Parking Adjustments	-750.00			750.00	
40100 Wages	1,127,288.24	5,496,885.72	20.51%	4,369,597.48	79.49%
40330 Overtime Wages	24,796.56	93,176.75	26.61%	68,380.19	73.39%
40600 Fringe Benefits Expense	395,573.52	1,996,145.88	19.82%	1,600,572.36	80.18%
41200 Insurance Expense	62,250.84	425,997.02	14.61%	363,746.18	85.39%
41300 Accounting Expense	17,500.20	109,532.01	15.98%	92,031.81	84.02%
41400 Phone Charges	8,528.89	43,019.99	19.83%	34,491.10	80.17%
41800 Communication R&M	377.93	21,400.00	1.77%	21,022.07	98.23%
42000 Office Supplies	7,588.81	38,699.99	19.61%	31,111.18	80.39%
42100 Computer Equipment Expense	13,482.77	109,440.01	12.32%	95,957.24	87.68%
42200 Electricity/Gas Expense	111,663.80	679,999.99	16.42%	568,336.19	83.58%
42400 Water Expense	18,385.96	84,999.98	21.63%	66,614.02	78.37%
42500 Sewer Expense	4,245.72	51,800.01	8.20%	47,554.29	91.80%
42600 Disposal Expense	7,728.42	37,299.98	20.72%	29,571.56	79.28%
42800 Disposal-Industrial	352.96	5,999.99	5.88%	5,647.03	94.12%
43000 Petroleum Products Expense	9,398.09	104,999.98	8.95%	95,601.89	91.05%
43400 Vehicle R&M	13,621.32	96,600.02	14.10%	82,978.70	85.90%
43800 Tools/Equipment	18,137.56	89,799.98	20.20%	71,662.42	79.80%
44000 Landscaping Expense	172.20	10,000.00	1.72%	9,827.80	98.28%
44100 Custodial Services	139,171.00	580,000.30	23.99%	440,829.30	76.01%
44200 Contracted Maintenance	70,736.77	155,000.03	45.64%	84,263.26	54.36%
44302 Jet Bridge R&M	517.15	18,000.00	2.87%	17,482.85	97.13%
44400 Electric Maintenance	1,143.71	9,999.99	11.44%	8,856.28	88.56%
44600 Plumbing Expense	453.00	9,999.99	4.53%	9,546.99	95.47%
44800 Mechanical/Supplies	620.87	14,999.99	4.14%	14,379.12	95.86%
45000 Building General R&M	9,626.14	24,999.99	38.50%	15,373.85	61.50%
45104 Rent Car R&M	14,517.61	18,500.04	78.47%	3,982.43	21.53%
45106 USFS Hangar R&M	555.46	4,999.99	11.11%	4,444.53	88.89%
45107 BHS Parts and MX	1,634.49	100,000.00	1.63%	98,365.51	98.37%
45203 Airfield Maintenance	7,831.53	49,999.98	15.66%	42,168.45	84.34%
45400 Landside Maintenance	690.48	20,000.00	3.45%	19,309.52	96.55%
45600 Airfield Lighting R&M	15,845.28	15,000.00	105.64%	-845.28	-5.64%
46000 Custodial Supplies	29,910.90	95,000.00	31.49%	65,089.10	68.51%
46400 Uniform Expense	5,714.30	70,200.00	8.14%	64,485.70	91.86%
46600 Employee Training Expense	9,634.00	129,615.02	7.43%	119,981.02	92.57%
46800 Travel Expense	14,846.68	151,800.01	9.78%	136,953.33	90.22%
47000 Memberships	5,418.88	70,949.98	7.64%	65,531.10	92.36%
47200 Safety Supplies/Equipment	3,259.03	59,550.02	5.47%	56,290.99	94.53%
47400 Meals & PR	3,311.68	73,150.03	4.53%	69,838.35	95.47%
47501 Marketing	55,202.50	168,499.99	32.76%	113,297.49	67.24%
47600 Consultants Expense	5,144.99	27,350.00	18.81%	22,205.01	81.19%
47605 Landing Fee Commission Expense	13,188.91	38,500.00	34.26%	25,311.09	65.74%
47707 Display Expenses	406.40	2,500.00	16.26%	2,093.60	83.74%
49202 Badging Expenses	2,000.00	6,500.00	30.77%	4,500.00	69.23%
49203 Badging / Compliance Contracts	7,245.00	13,000.00	55.73%	5,755.00	44.27%
49204 Employee Screening	16,153.60	69,999.98	23.08%	53,846.38	76.92%
49205 Annual IT Support Subscriptions	52,112.00	91,795.00	56.77%	39,683.00	43.23%
49206 On-demand IT Support	6,520.00	55,580.00	11.73%	49,060.00	88.27%
49207 Recurring IT Support Subscripti	5,998.87	38,196.00	15.71%	32,197.13	84.29%
49208 Rental Car Fuel	211,158.65	430,500.00	49.05%	219,341.35	50.95%
49300 Parking	153.00	7,000.00	2.19%	6,847.00	97.81%
49600 Flight Ice	1,785.00	8,500.01	21.00%	6,715.01	79.00%
66900 Reconciliation Discrepancies	884.45			-884.45	
80600 Miscellaneous Expense	660.89	600.00	110.15%	-60.89	-10.15%
80611 BANK Charges	24.48	\$0.00		-24.48	
80625 TPA EE benefits and Payroll	7,802.01	35,000.00	22.29%	27,197.99	77.71%
80650 Finance Charges	882.02			-882.02	
40800 Legal Services		29,999.95	0.00%	29,999.95	100.00%
43600 Equipment Rental		2,000.00	0.00%	2,000.00	100.00%
45105 ATCT R&M		4,999.99	0.00%	4,999.99	100.00%
45703 Fog Abatement		3,000.00	0.00%	3,000.00	100.00%
45800 Snow & Ice Removal		316,999.99	0.00%	316,999.99	100.00%
47303 Wildlife Mitigation		7,999.98	0.00%	7,999.98	100.00%
47500 MSO Shop - Aviation Way		1,200.00	0.00%	1,200.00	100.00%
47505 Mechanical Shop - Whippoorwil		1,200.00	0.00%	1,200.00	100.00%
47510 Cybersecurity Services and Subscriptions		75,000.00	0.00%	75,000.00	100.00%
47717 VIC Expenses		1,500.00	0.00%	1,500.00	100.00%
49100 Fingerprint/STA Charges		12,750.00	0.00%	12,750.00	100.00%
49209 ISS CCURE/accesscontrol/camera		91,028.00	0.00%	91,028.00	100.00%
Total for Expenses	2,675,355.64	13,306,741.71	20.11%	10,631,386.07	79.89%

MISSOULA COUNTY AIRPORT AUTHORITY STATEMENT OF CASH FLOW For the Month Ended August 31, 2026

	<u>31-Aug</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash received from customers	\$ 2,190,216
Cash paid to suppliers	(1,081,311)
Cash paid to employees and employee benefits	(657,508)
Net cash flows from operating activities	<u>451,397</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Payments for capital assets	(273,460)
Federal contributions	1,140,262
Subsequent collections of capital contributions	8,311
State grants	<u>1,576</u>
Net cash flows from capital and related financing activities	<u>876,690</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Customer facility charges	241,460
Passenger facility charges	<u>181,296</u>
Net cash flows from noncapital financing activities	<u>422,756</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest and investment revenue	<u>16,319</u>
Net cash flows from investing activities	<u>16,319</u>
Net change in cash and investments	1,767,162
Cash and investments, beginning of August, 2026	<u>17,507,152</u>
Cash and investments, end of August, 2026	<u>\$ 19,274,314</u>

	<u>31-Aug</u>
RECONCILIATION OF INCOME FROM OPERATIONS TO NET CASH FLOWS FROM OPERATING ACTIVITIES	
Income from operations	\$ <u>725,680</u>
Adjustments to reconcile loss from operations to net cash flows from operating activities:	
Change in receivables and other assets	459,794
Change in prepaid expenses	37,197
Change in unearned revenue, advance payment, and deferred inflows	(6,046)
Change in accounts payable and accrued expenses	<u>(765,228)</u>
Total adjustments	<u>(274,283)</u>
Net cash flows from operating activities	<u>\$ 451,397</u>

MISSOULA COUNTY AIRPORT AUTHORITY
OPERATING REVENUES & OPERATING EXPENSES
For the Period Ended August 31, 2026 and 2025

	July - August 26	July - August 25	\$ DIFF.	% DIFF.	July - August 26 % of Gross	July - August 25 % of Gross	Change
Passenger Airline Aeronautical Revenue:							
Passenger airline landing fees (signatory & non-signatory), net air incentives	\$ 225,193	\$ 238,759	\$ (13,566)	-6%	6%	6%	-1%
Terminal arrival fees, rents, net air incentives	418,271	407,783	10,489	3%	11%	11%	0%
Total	643,464	646,541	(3,077)	0%	16%	17%	-1%
Non-Passenger Aeronautical Revenue:							
Landing Fees from Cargo	9,137	8,769	368	4%	0%	0%	0%
Landing Fees GA	65,945	118,919	(52,975)	-45%	2%	3%	-1%
FBO revenue; contract or sponsor-operated	53,290	47,831	5,459	11%	1%	1%	0%
Cargo and hangar rentals (USFS hangar & aeronautical ground rent)	82,956	74,280	8,676	12%	2%	2%	0%
Fuel sales and fuel flowage fees	24,033	29,053	(5,020)	-17%	1%	1%	0%
Security Reimbursements from Fed govt.	2,774	2,463	311	13%	0%	0%	0%
Other non-passenger operating revenue (ground handling)	128,819	294,515	(165,695)	-56%	3%	8%	-5%
Total	366,954	575,831	(208,877)	-36%	9%	15%	-6%
Non-Aeronautical Revenue:							
Land and non-terminal facility leases and revenues (ag lease & non-aeronautical ground rent)	59,708	33,365	26,343	79%	2%	1%	1%
Terminal-food and beverage	109,814	104,249	5,565	5%	3%	3%	0%
Terminal-retail stores	93,250	93,592	(342)	0%	2%	2%	0%
Terminal-services and other (advertising, vending, other)	82,778	65,304	17,474	27%	2%	2%	0%
Rental cars-excludes customer facility charges	1,463,139	1,247,838	215,301	17%	37%	33%	4%
Parking	916,582	880,371	36,211	4%	23%	23%	0%
Other (flight crew parking, badging, utilities reimbursement, other)	50,015	50,450	(435)	-1%	1%	1%	0%
Ground transportation	128,229	79,354	48,875	62%	3%	2%	1%
Total	2,903,515	2,554,523	348,992	14%	74%	68%	7%
Total Operating Revenue	\$ 3,913,933.92	\$ 3,776,896	\$ 137,038	4%	100%	100%	
Operating Expenses							
Personnel compensation and benefits	\$ 987,886	\$ 896,538	\$ 91,348	10%	50.43%	47.46%	3%
Communications and utilities	149,069	146,622	2,447	2%	7.61%	7.76%	0%
Supplies and materials	323,305	322,956	349	0%	16.50%	17.10%	-1%
Contractual services	436,421	458,342	(21,921)	-5%	22.28%	24.26%	-2%
Insurance, claims and settlements	62,251	64,557	(2,306)	-4%	3.18%	3.42%	0%
Total Operating Expenses	\$ 1,958,932	\$ 1,889,015	\$ 69,917	4%	100%	100%	
Net Operating Income	\$ 1,955,002	\$ 1,887,881	\$ 67,121				

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

FY2027	Balance June 30, 2026	Proceeds from Borrowing	Payments	Balance August 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
	<u>\$ 45,120,248</u>	<u>\$ -</u>	<u>\$ (144,104)</u>	<u>\$ 44,976,145</u>

Note payable activity for the month ended August 31, 2026:	Amount
Proceeds from Borrowing	\$ -
Payments	\$ -

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
	<u>\$ 145,074</u>	<u>\$ 438,986</u>	<u>\$ 584,061</u>

**Interest on the unpaid principal is calculated on the basis of actual number of days elapsed in a 365 or 366 day year at a fixed annual interest rate of 3.98%. Interest is due and payable on the 1st day of each calendar quarter, beginning July 1, 2020. Principal is due and payable on the 1st day of each calendar quarter, beginning July 1, 2029. All unpaid principal and accrued interest is due and payable on July 1, 2044.*

***Interest on the unpaid principal is calculated on the basis of actual number of days elapsed in a 365 or 366 day year at a fixed annual interest rate of 3.04%. Interest is due and payable on the 1st day of each calendar quarter, beginning July 1, 2020. Principal is due and payable on the 1st day of each calendar quarter, beginning July 1, 2022. All unpaid principal and accrued interest is due and payable on April 1, 2029.*

****Interest on the unpaid principal is calculated on the basis of actual number of days elapsed in a 365 or 366 day year at a fixed annual interest rate of 3.87%. Interest is due and payable on the 1st day of each calendar quarter, commencing April 1, 2023, and principal is due and payable on the 1st day of each calendar quarter, commencing July 1, 2032. All unpaid principal of accrued interest is due and payable on April 1, 2047.*



Director's Report

September 25, 2026

Director's Statement: August enplanements were finally down due to a decrease in available seats this past month, so we ended with a decrease of 6% as compared to August of 2025. With less seats, our load factor for the month rose to 88%, up 7 points year over year. Nationally, enplanements were down 5% so very close to the national average. Overall, we are still looking strong going into 4th quarter, and likely we will be back to a monthly record. Nationally we do expect airlines to start trimming schedules as we move into next year due to continued high fuel costs.

This has been a very busy month for staff, last night we finally wrapped up this year's NW AAAE conference that we hosted. Great attendance, last count we had we were at 390 attendees with several more onsite registrations that trickled in. This was pretty much an all hands on deck workload for staff. Early starts and late evenings for all. We had an additional curve ball thrown our way as the event planner had to step away due to a sick family member. This was a quote from an email we received prior to the start of the conference "Kate will be taking point on site and you guys are the best conference hosts I have EVER had so I have no worries about the conference being successful – I'm just bummed that I won't get to enjoy it!" All the attendees raved about Missoula; we hosted an airport tour Wednesday afternoon for those in attendance.

To top the week off, last night the Missoula Airport received this year's top Honor award at the AIA Montana annual conference in Helena. The AIA Framework for Design Excellence represents the defining principles of design excellence in the 21st century. Comprised of 10 principles and accompanied by searching questions, the framework informs progress toward a zero-carbon, healthy, just, resilient, and equitable built environment. Based on all the positive comments we received from our industry peers that were in town for the conference it was deserved!

I mentioned last month that both Congress and Senate passed differing Continuing Resolutions that needed 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. That actually happened and we have a Continuing Resolution that pushes a funding bill into the lame duck session following the mid term elections, December 11th is our new deadline.

Thanks again for the Special Board meeting last month for giving us preapproval for a couple of grants that we knew would need fast signatures. The ZEV grant came through around 10 am on Wednesday with a signing deadline of 2 pm that same day!

On September 15th, Tim, Dan and numerous others have one of our signature school tours—fairly large group, all enjoyed.

Tim and I flipped burgers and hot dogs at this year's General Aviation BBQ that was held on Sunday September 20th. Very good attendance once again this year and everyone enjoyed a perfect weather day. Thank you, Gary, for your coordination, you are so much appreciated!!!

Juniper and I will be traveling to Phoenix the week of October 5th as we will be attending this year's AAAE Law Conference. This is a conference that I have not attended in the past and am looking forward to attending, plus they changed the AAAE CEU requirements recently so I will pick up my required CEU's.

We will probably hold this month's Board meeting back to where it is usually held as we did get additional IT equipment that we would like to test this month.

Board Agenda: Very much trimmed back this month as staff was wrapped up in this week's conference. At most one item that we are currently finalizing (procurement). Several additional items will be pushed into the October meeting. Since the meeting should be short, we would like to hold an equally short Facility & Operations Committee to discuss potential solar projects.

- Procurement- explanation included in your board packet.

**Missoula County Airport
Authority**
Agenda Action Sheet
Meeting Date: September 29,
2026

1. TITLE: Procurement and Competitive Solicitation Policy

ACTION ITEM Review, discussion and possible approval of the Procurement and Competitive Solicitation Policy.

2. AGENDA CATEGORY: (Please highlight)

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

3. TIME REQUIRED: 10 Minutes

4. BACKGROUND INFORMATION:

The existing Procurement Policy was adopted by the Board of Commissioners on November 26, 2019. The proposed Procurement and Competitive Solicitation Policy replaces the existing policy and modernizes the Airport's procurement framework while maintaining compliance with applicable federal and state requirements.

Key revisions include:

- Increasing procurement thresholds and updating approval authority to better align with current market conditions and federal procurement requirements under 2 CFR Part 200. The policy increases the micro-purchase threshold from \$10,000 to \$15,000 and the small purchase threshold from \$150,000 to \$250,000, consistent with federal procurement threshold changes. The policy also clarifies delegated purchasing authority by authorizing the Airport Director or Deputy Director to approve purchases up to \$50,000, while purchases exceeding \$50,000 require Board approval.
- Establishing procedures for change orders.
- Incorporating prevailing wage compliance requirements applicable to public works projects funded through state or federal sources.
- Creating a separate Competitive Solicitation Policy governing leases, concessions, rentals, licenses, and other revenue-generating opportunities involving Airport property and services. This section reestablishes a framework identified in the Primary Guiding Documents for determining when competitive solicitations or direct negotiations best serve the Airport's operational, financial, and strategic interests

The proposed policy is intended to improve transparency, flexibility, accountability, and stewardship of public resources while ensuring compliance with applicable FAA, federal, and state requirements.

5. **BUDGET INFORMATION:** No impact
6. **SUPPLEMENTAL AGENDA INFORMATION:** Procurement and Competitive Solicitation Policy
7. **RECOMMENDED MOTION:** Move to approve the Procurement and Competitive Solicitation Policy as presented, effective September 29, 2026, and repeal the Procurement Policy adopted November 26, 2019.
8. **PREPARED BY:** William Parnell, Director of Finance and Administration, and Juniper Davis, Legal Counsel.
9. **COMMITTEE REVIEW:** None



Procurement and Competitive Solicitation Policy

Date Adopted Sept. 29, 2026
Missoula County Airport Authority

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



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SECTION ONE: Procurement

Procurement Policy Statement

It is the policy of the Missoula County Airport Authority ("MCAA") to utilize full and open competition to select vendors of goods and services in a manner that serves the public interest by ensuring responsible stewardship of public funds and obtaining the best value consistent with required quality. This policy is intended to set minimum standards that comply with applicable state and federal requirements. When procuring goods and services under a federal award, MCAA shall comply with 2 CFR §§ 200.318 - 326 and all applicable FAA regulations and Advisory Circulars. Regardless of funding source, procurement shall meet the applicable sections of MCA Title 18, "Public Contracts," keeping in mind that the Airport is a subdivision of the state and not a state agency, county or municipality, and as such, only limited sections apply to the Airport.

This Procurement Policy is enacted to promote the public interest, including open and fair competition, accountability in the expenditure of public funds, and the timely acquisition of goods and services. It is not intended to benefit or enrich bidders or to resolve or advance disputes among contractors or vendors. Accordingly, this Policy shall be applied and interpreted with primary regard to the public interest, rather than the interests of individual bidders.

Applicability

This policy applies to all procurements, including but not limited to:

- Goods, supplies, materials, and equipment
- Services and professional services
- Construction, maintenance, repair and infrastructure projects

This Policy applies regardless of whether purchases are funded through operating revenues, grants, federal funds, state funds, or other sources, except where a funding source imposes more restrictive requirements. In the event of conflict between federal, state or Airport requirement conflict, the most restrictive requirement shall govern.

General Guidelines

1. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals shall be excluded from competing for such procurements.
2. Employees will make awards only to responsible suppliers and contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources.
3. All procurements will be conducted in a manner providing for full and open competition. Some of the situations considered to be restrictive of competition include but are not limited to the following:
 - Placing unreasonable requirements on firms for them to qualify to do business;
 - Requiring unnecessary experience and excessive bonding;
 - Noncompetitive pricing practices between firms or between affiliated companies;
 - Non-competitive contracts to consultants that are on retainer contracts;
 - Organizational conflicts of interest;
 - Specifying a "brand name" product instead of allowing "an equal" product to be offered and describing the performance of other relevant requirements of the procurement;
 - Other arbitrary action in the procurement process that has a material impact on full and open competition that is contrary to the public's interest in ensuring the responsible stewardship of public funds.
4. Long-term maintenance and service contracts with a duration of twelve (12) months or more shall be subject to a competitive procurement process at least every five (5) years, in accordance with the dollar thresholds established in this policy.

5. In furtherance of its public obligations, MCAA will conduct its procurements in compliance with all applicable federal and state laws and regulations concerning participation by small businesses, disadvantaged businesses, minority- and women-owned businesses, and other designated business categories, as such requirements may be amended from time to time. Where required by applicable law or funding conditions, MCAA will require contractors to comply with these same obligations.
6. No employee, officer, or agent shall participate in the award and/or administration of a contract if a conflict of interest, real or perceived, exists. Such a conflict arises when the employee, officer, or agent, a member of the employee, officer, or agent's immediate family, the employee, officer, or agent's partner or an organization which employs or is about to employ any of the foregoing, has a financial or other interest in the firm considered for an award. All conflicts of interest, whether real or perceived, shall be disclosed as appropriate.
7. No employee, officer, or agent may solicit or accept gifts of a substantial value (in excess of \$100.00) or of a substantial economic benefit tantamount to a gift from potential or actual suppliers, competitors, lessees or concessionaires. Special care must be taken to avoid even the impression of a conflict of interest and any such real or perceived conflict of interest shall be disclosed during the procurement process. Employees who are found to have violated this provision shall be subject to disciplinary action, up to and including termination.
8. Purchases and contracts shall not be artificially divided to reduce contract values so as to avoid a competitive selection or any other procurement requirement.
9. Employees shall give consideration to consolidating or breaking out procurements to obtain a more economical purchase. For example, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. Notwithstanding, procurements may not be artificially divided as described in Paragraph 8 of this section.
10. The dollar ranges identified in this Policy for determining applicable procurement procedures apply to the total contract value, including the initial term and any renewal periods.

11. Staff shall consider the likely field of candidates when selecting the advertising outlets to use and shall base selection on maximizing the exposure to potentially interested parties.
12. Department managers shall maintain procurement records detailing the rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price for a period of one year from the date of completion of the contract.

The Airport Director or Deputy Director may recommend a variance from this Policy, including an alternative delivery method or adjustment to a procedural requirement, when supported by documented rationale and an evaluation of pricing, performance, and market conditions demonstrating enhanced stewardship of public funds. Any recommended variance shall be presented to the MCAA Board of Commissioners for approval and may be authorized only if it complies with applicable legal requirements and maintains fair and open procedures and competition.

13. Public Works Contracts and Prevailing Wage Requirements: The term 'public works contracts' refers to contracts, agreements, or other arrangements entered into by a public entity that are subject to applicable state or federal prevailing wage requirements. Under Montana law, prevailing wage requirements apply to public works projects, including construction and certain service contracts, where the total project cost equals or exceeds \$25,000. This applies regardless of whether the project is competitively bid and regardless of the source of funding. For a complete list of what is considered a public works project under state law, visit the Department of Labor and Industry website.

Under federal law (Davis-Bacon and related acts), prevailing wage requirements apply to contracts in excess of \$2,000 for the construction, alteration, or repair of public buildings or public works when the project is federally funded or federally assisted.

These requirements apply to both prime contracts and subcontracts and the state and federal requirements may apply concurrently, in which case the most restrictive requirements govern. Staff should ensure that the prevailing wage requirements, including payroll and other labor documentation requirements, are incorporated into all applicable procurement documents and construction contracts where required.

Failure of a contractor to comply with applicable prevailing wage requirements may result in:

- Withholding of payments;
- Contract remedies or termination; and
- Disqualification from future procurement opportunities.

Purchase Authority and Procurement Thresholds

MCAA establishes a structured procurement framework that aligns authority, approval requirements, and procurement methods with the size, complexity, and risk of each transaction.

Informal Procurement

Micro-Purchases of \$15,000 or less may be undertaken by authorized staff, although final authority to purchase or bind the Airport is delegated by the Board to the Airport Director or Deputy Director. These procurements require confirmation of budget availability and do not require formal quotes; however, staff must ensure that pricing is reasonable and consistent with market conditions. Micro-Purchases will be disclosed to the Board of Commissioners on a monthly basis. Nothing in this section prohibits the Airport Director, Deputy Director, or Executive Committee of the Board of Commissioners from determining that it is in the public interest to present a micro-purchase to the Board of Commissioners for approval.

Small Purchases between \$15,001 and \$250,000 require that staff obtain price or rate quotes from an adequate number of qualified sources, generally defined as at least three (3) quotes when available. Staff provide a formal selection memorandum to document the basis for vendor recommendation.

- Small Purchases between \$15,001 and \$50,000 may be approved by the Airport Director or Deputy Director.
- Small Purchases between \$50,001 and \$250,000 require approval by the Board of Commissioners.

Formal Procurement

Formal Procurements are procurements that exceed \$250,000, all of which require approval by the Board of Commissioners. These procurements must follow a formal, competitive, sealed proposal process using an Invitation for Bids (IFB), Request for Qualifications (RFQ), or Request for Proposals (RFP), depending on the nature of the procurement.

Architectural, engineering or land surveying services require formal procurement at different funding thresholds. If federal funding is involved, these services must follow a Request for Qualifications (RFQ) process regardless of dollar amount; if no federal funding is used, the threshold is \$50,000 per state law. The Board of Commissioners is responsible for approving both the selection of the consultant and the resulting contract, in accordance with state and federal requirements governing architectural, engineering or land surveying services procurement.

Public openings of sealed bids is required for construction contracts funded through the federal Airport Improvement Program (AIP). The Board of Commissioners is responsible for approving both the selection of the contractor and the resulting contract, and where applicable, concurrence from the Federal Aviation Administration.

Administrative Change Orders are change orders approved by the Airport Director or Deputy Director. Administrative Change Orders may not exceed the Airport Director's \$50,000 signing authority. Such modifications shall be executed as formal contract amendments and must not alter the fundamental nature, intent, or character of the original project.

Major Change Orders are change orders that require approval by the Board of Commissioners. Major Change orders must go to the Board if they exceed twenty-five percent (25%) of the total contract value, exceed the Airport Director's signing authority and/or are outside the fundamental nature, intent, or character of the original agreement. These changes can be formalized through a supplemental agreement or a contract amendment and are subject to the same level of review and oversight as the original contract award, including Board approval.

Methods of Procurement

Procurement procedures shall be determined based on the type, complexity, and estimated dollar value of the procurement, in accordance with the Procurement Authority and Methods table set forth in Appendix A. The following procurement methods shall be utilized:

1. Informal Procurement - Micro-Purchase

Informal procurement procedures may be used for micro-purchases of \$15,000 or less.

- Purchasing may be conducted without obtaining competitive quotations, provided that staff determine the price is reasonable.
- Authorized staff may undertake procurements with consideration to budget approval.
- The Airport Director or Deputy Director shall approve purchases or contracts/agreements, as applicable under delegated Board authority.
- Informal procurement procedures shall not be used for architectural, engineering or land surveying services subject to state law, FAA regulations and FAA Advisory Circulars (Qualifications-Based Selection requirements).

2. Informal Procurement - Small Purchase

Small purchase procedures shall be used for procurements greater than \$15,001 and up to \$250,000, consistent with Appendix A.

- Price or rate quotations shall be obtained from an adequate number of qualified sources, generally defined as at least three (3) quotes when available.
- Quotes must be documented in writing.
- Procurements shall not be artificially divided or sequenced to avoid more stringent procurement requirements.
- Selection shall consider:
 - i. Price

- ii. Quality of goods or services
- iii. Vendor reliability and prior performance
- iv. Terms of the agreement, i.e. warranty, service, insurance/liability, etc.
- v. Other factor relevant to ensuring the public's interest in the responsible stewardship of public funds
- The Airport Director may exercise discretion regarding the number of quotes obtained and evaluation approach, provided that competition is maintained and the rationale is documented.
- These procedures shall not be used for architectural, engineering or land surveying services subject to state law, FAA regulations and FAA Advisory Circulars.

3. Invitation for Bids ("IFB")

Bidding shall be used for formal procurements exceeding \$250,000, particularly for construction, goods, services, and equipment, where the good or service is clearly defined and price is the primary determinant of the award.

An IFB is appropriate when:

- Two or more responsible bidders are willing and able to compete
- Specifications are complete and adequate
- The procurement lends itself to a firm fixed-price contract
- Awards can be made principally on the basis of price
- Requirements include:
 - i. Public advertisement including, but not limited to, published notice follow the requirements set out in M.C.A. 7-1-2121.
 - ii. Solicitation from an adequate number of vendors
 - iii. Clear technical specifications
 - iv. Identification of all bidder requirements
 - v. Bids are kept sealed until the bid deadline, at which point proposal documents may be inspected by the public.
 - vi. The opening of bids may be conducted in a public meeting in situations where there is a public interest in demonstrating fair processes were utilized, such as in high-profile construction projects. Federally funded AIP projects that require an IFB process shall include a public opening of the sealed bids.

vii. Award to the lowest responsive and responsible bidder

- An award must be approved by the MCAA Board.
- The IFB process shall not be used for architectural, engineering or land surveying services; these professional services must utilize the RFQ process pursuant to state law, FAA regulations and FAA Advisory Circulars.
- At the discretion of staff or the Board, an IFB process may be used for procurements under \$250,000.

4. Request for Proposals ("RFP"):

An RFP shall be used when the purchase is in excess of \$250,000 and the contract award is to be based upon an evaluation process incorporating factors other than cost into the selection criteria. An RFP seeks "proposals" where a solution or expertise is sought, not just a fixed item/service, and some amount of discussion or negotiation may be involved.

- An RFP may be appropriate when one or more of the following conditions exist:
 - i. A fixed price contract is not appropriate;
 - ii. Oral and/or written discussions may need to be conducted with offerors concerning technical and price aspects of their proposals;
 - iii. Offerors may need to be afforded an opportunity to revise their proposals, including pricing;
 - iv. Judgment is used to evaluate the relative merits of competing proposals;
 - v. Price is only one of the criteria considered in determining an award.
- RFPs must be publicized and identify all evaluation factors and their relative importance. Any response to publicized RFPs will be considered to the maximum extent practical;
- RFP responses are kept sealed until the proposal deadline, at which point proposal documents may be inspected by the public.
- An award is made to the responsible and responsive bidder whose proposal is most advantageous to the Airport.
- An award must be approved by the MCAA Board.
- The RFP process shall not be used for architectural, engineering or land surveying services; these professional services must utilize the RFQ process pursuant to state law, FAA regulations and FAA Advisory Circulars.

- At the discretion of staff or the Board, the RFP process may be used for procurements under \$250,000.

5. Request for Qualifications ("RFQ"):

An RFQ shall be used when there is a need to prequalify vendors based on experience, credentials, and capability. The price of the goods or services is not considered during an RFQ process; price negotiations come as a second step after qualifications have been demonstrated.

- An RFQ process shall be used to procure architectural, engineering, or land surveying services in accordance with state and federal law. Public advertisement for architectural, engineering and land surveying services shall include, but is not limited to, published notice following the requirements set out in M.C.A. 7-1-2121.
- An RFQ may be appropriate when one or more of the following conditions exist:
 - i. A fixed price contract is not appropriate;
 - ii. Expertise is sought and determining qualifications is, at least initially, the most important factor;
 - iii. Oral and/or written discussions may need to be conducted with offerors concerning technical aspects of their proposals;
 - iv. Offerors may need to be afforded an opportunity to revise their proposals;
 - v. Judgment is used to evaluate the relative merits of competing proposals;
 - vi. Price is considered as a subsequent stage after qualifications are determined.
- RFQs must be publicized and identify all evaluation factors and their relative importance. Any response to publicized RFQs will be considered to the maximum extent practical.
- RFQ responses are kept sealed until the proposal deadline, at which point proposal documents may be inspected by the public.
- An award is made to the responsible and responsive bidder whose proposal is most advantageous to the Airport; selection must be based on demonstrated competence and qualifications.

- A contract is then negotiated at a price this is fair and reasonable given the scope, complexity and nature of the services.
- At the discretion of staff or the Board, an RFQ process may also be used to procure other professional or technical services where qualifications are a primary consideration. An RFQ may also be used to establish a prequalified pool of firms, after which an IFB or similar price-based solicitation may be issued among those firms to obtain competitive pricing, where appropriate. Note: These options are not available to architectural, engineering, or land surveying services, which must only use the RFQ process in accordance with state and federal law.
- An award must be approved by the MCAA Board.

6. Sole Source Procurement:

- Sole source procurement may be appropriate in limited circumstances when one or more of the following conditions exist:
 - i. The compatibility of current services or equipment, accessories or replacement parts is the paramount concern (prior FAA authorization if required if federal funds are used);
 - ii. The item is available only from a single source;
 - iii. After solicitation of a number of sources, competition is determined to be inadequate.
- The employee responsible for the procurement may conduct negotiations, as appropriate, as to price, delivery and terms.
- The employee responsible for the procurement shall keep a record of the factors justifying use of the sole source procurement procedure.
- The Airport Director and Legal Counsel must concur in the use of this process.

7. Emergency Procurement:

- Emergency procurement is permitted under very limited circumstances when the public exigency or emergency for the goods or service required will not permit a delay resulting from competitive solicitations.
- Emergency procurement shall be limited to the supplies or services necessary to address the emergency.
- Competition shall be obtained, to the extent practicable.

- A record of emergency procurements shall be disclosed to the MCAA Board as soon as possible and set forth the vendor's name; the amount and type of contract; the supplies or services procured and the reason the emergency existed.
- The Airport Director or Deputy Director must concur in the use of this process.

8. Cooperative Procurement:

MCAA may utilize cooperative purchasing agreements for the procurement of goods and services, including:

- State or federal purchasing schedules
- Cooperative purchasing organizations (e.g., Sourcewell)

Requirements:

- Cooperative procurement may be used when it is determined to provide cost efficiency and administrative benefit to MCAA.
- Procurement through cooperative agreements must comply with applicable state and local requirements.

SECTION TWO: Competitive Solicitation

Competitive Solicitation Policy Statement

It is the policy of the Missoula County Airport Authority ("MCAA") to utilize full and open competition when selecting parties for leases, concessions, rentals, and other revenue-generating opportunities involving Airport property or services. Competitive solicitations shall be conducted in a manner that promotes transparency, fairness, responsible stewardship of public assets, and the highest overall value and benefit to the Airport.

MCAA may utilize a competitive solicitation process for leases, concessions, licenses, advertising, sponsorships, rentals, and other revenue-generating opportunities when determined to be in the best interests of the Airport or whenever required by the Airport's rules and regulations. Nothing in this Policy shall be construed to require a competitive solicitation for every agreement involving Airport property, facilities, or services.

This Policy is intended to promote the public interest, including open and fair competition, accountability in the management of Airport assets, and the generation of revenue and services that support Airport operations and development. Accordingly, this Policy shall be applied and interpreted with primary regard to the public interest and the long-term interests of the Airport.

Applicability

This Policy applies to competitive solicitations for revenue-generating opportunities and other agreements involving the use of Airport property or services, including but not limited to:

- Leases of land, buildings, facilities, or space;
- Concessions and commercial operating agreements;
- Rentals, licenses, permits, and similar occupancy or use agreements; or
- Other opportunities where MCAA seeks to derive revenue or other value from Airport assets.

This Policy applies regardless of whether the opportunity involves Airport-owned property, grant-funded assets, or other Airport resources, except where federal, state, or local requirements impose more restrictive standards. In the event of a conflict between applicable federal, state, or Airport requirements, the most restrictive requirement shall govern.

General Guidelines

1. MCAA may use competitive solicitation whenever it determines doing so will further the Airport's operational, financial, strategic, or public-interest objectives.
2. Nothing in this Policy shall require MCAA to utilize a competitive solicitation process. MCAA may negotiate directly with one or more parties when it determines that doing so is in the best interests of the Airport and consistent with applicable law, grant assurances, and Board policy.
3. When determining the appropriate solicitation method, staff shall consider the nature of the opportunity, market conditions, expected public benefit, potential revenue generation, operational impacts, and the Airport's long-term strategic interests.

Example Factors Favoring Competitive Solicitation

Staff should consider whether a competitive solicitation would:

- Maximize revenue or other value to the Airport;
- Promote transparency and public confidence;
- Increase awareness of the opportunity among potential users;
- Assist the Airport in identifying innovative concepts or business models;
- Address opportunities involving significant Airport assets, long-term commitments or significant investments by either party;
- Reduce the appearance of favoritism or preferential treatment.

Example Factors Favoring Direct Negotiation

Staff may determine that direct negotiation is appropriate when:

- The opportunity is highly specialized or unique;
- Only a limited number of qualified parties are reasonably available;
- A tenant expansion, amendment, renewal, relocation, or reconfiguration is proposed;
- Timing or operational needs make a competitive process impractical;
- The anticipated value of the opportunity does not justify the cost and delay of a competitive solicitation;

- The Airport determines that direct negotiation is likely to produce the best overall outcome for the Airport.
- 4. Competitive solicitations shall be conducted in a manner that promotes fair and open competition and provides qualified parties a reasonable opportunity to compete for Airport business opportunities.
- 5. Selection decisions shall be based on the criteria identified in the solicitation and may consider factors such as financial return to the Airport, proposer qualifications, experience, operational capability, proposed services, customer benefit, compatibility with Airport operations, and overall value to the Airport.
- 6. No employee, officer, or agent shall participate in the evaluation, selection, award, or administration of an agreement where a real or perceived conflict of interest exists. Any such conflict shall be disclosed and managed in accordance with applicable Airport policies.
- 7. Solicitations shall not contain unnecessarily restrictive requirements that unreasonably limit competition or favor a particular respondent, business, product, service, or operating model without documented justification.
- 8. Staff shall select advertising and outreach methods reasonably calculated to reach potentially interested parties and maximize awareness of the opportunity.
- 9. The Airport reserves the right to reject any or all responses, waive minor irregularities, request additional information, or cancel a solicitation when determined to be in the best interests of the Airport.
- 10. Department managers shall maintain records documenting the solicitation process, evaluation, selection, and basis for award for a period consistent with the Airport's record retention requirements.
- 11. In administering Airport property and business opportunities, MCAA shall comply with applicable federal and state laws, FAA grant assurances, and Airport requirements, including obligations related to economic nondiscrimination and the prohibition against the granting of exclusive rights except as otherwise permitted by law.

Competitive Solicitation Methods

When MCAA determines that a competitive solicitation is appropriate, it may utilize one or more of the following methods:

1. Request for Proposals ("RFP")

An RFP may be used when MCAA seeks the proposal that offers the greatest overall benefit to the Airport based on factors identified in the solicitation. Evaluation factors may include financial return, qualifications, experience, proposed services or concept, operational considerations, customer benefit, and other criteria deemed relevant by MCAA.

- The solicitation shall identify the evaluation criteria and their relative importance.
- Discussions or negotiations may be conducted with one or more respondents.
- Price or revenue offered may be considered but need not be the sole determining factor.
- Award may be made to the respondent whose proposal is determined to be most advantageous to the Airport.
- Any resulting agreement shall be subject to approval by the MCAA Board when otherwise required by Airport policy.

2. Request for Qualifications ("RFQ")

An RFQ may be used when MCAA seeks to evaluate respondents primarily on experience, expertise, financial capacity, operational capability, or other qualifications.

- Qualifications shall be evaluated based on criteria identified in the solicitation.
- MCAA may select one or more qualified respondents for further discussions or negotiations.
- Commercial terms, including rent, fees, or other compensation, may be negotiated following the qualification process.
- Any resulting agreement shall be subject to approval by the MCAA Board when otherwise required by Airport policy.

3. Request for Information ("RFI")

MCAA may utilize an RFI to obtain information regarding market conditions, potential business opportunities, industry practices, or project feasibility.

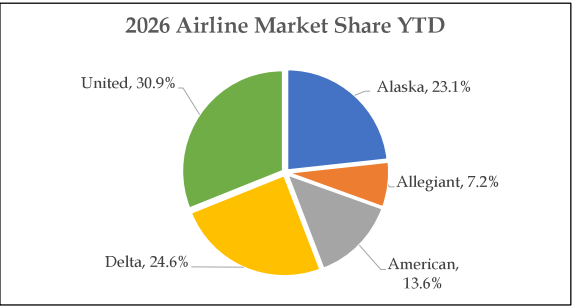
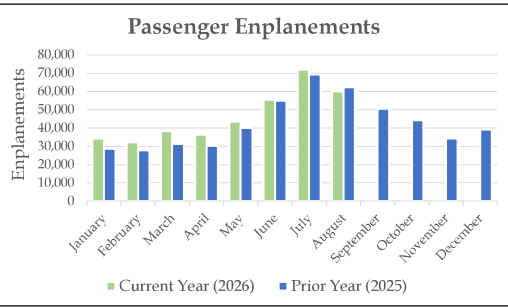
- An RFI is for informational purposes only and does not constitute a solicitation or commitment to enter into an agreement.
- MCAA may use information obtained through an RFI to determine whether and how to proceed with a future solicitation.

Summary

- August seats were down 13% Y/Y
- July '26 enplanements were a record high
- Spring Break Shift from March to April Y/Y

Air Service Highlights

- Several summer seasonal routes discontinued mid-August
- Sun Country Suspends Service Start from June to July 2026
- Please reach out with any comments or changes to improve our report going forward!



Tower Operations	Ops Type	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y
	Air Carrier	741	656	737	740	864	1057	1264	1108	0	0	0	0	7,167	4%
	Air Taxi	350	340	329	405	409	527	754	619	0	0	0	0	3,733	-4%
	GA	1023	1035	1097	1621	1860	1772	2925	2910	0	0	0	0	14,243	-2%
	Military	42	27	12	43	53	49	77	48	0	0	0	0	351	14%
	Civil	921	977	922	1294	929	920	957	827	0	0	0	0	7,747	20%
	Total	2026	3,077	3,035	3,097	4,103	4,115	4,325	5,977	5,512	0	0	0	33,241	4%
		2025	2,412	2,426	3,209	3,884	4,217	4,617	5,620	5,654	3,827	4,128	2,809	2,507	45,310
Enplaned Passengers	Airlines	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y
	Alaska	10,262	8,571	9,747	8,881	10,663	11,276	14,757	11,783	0	0	0	0	85,940	1%
	Allegiant	2,830	2,454	3,454	2,547	2,877	4,044	5,091	3,461	0	0	0	0	26,758	-10%
	American	3,429	3,465	4,009	4,148	5,503	9,049	11,607	9,319	0	0	0	0	50,529	5%
	Delta	8,349	8,305	9,545	9,968	12,185	13,208	15,183	14,643	0	0	0	0	91,386	1%
	Sun Country	0	0	0	0	0	0	1,099	712	0	0	0	0	1,811	-18%
	United	9,314	9,390	11,477	10,718	12,315	17,693	24,062	19,810	0	0	0	0	114,779	11%
	Charters	0	0	0	0	0	0	0	142	0	0	0	0	142	-71%
	Total	2026	34,184	32,185	38,232	36,262	43,543	55,270	71,799	59,870	0	0	0	371,345	2%
		2025	32,979	29,778	36,075	33,381	41,706	54,799	70,797	63,677	42,180	43,671	34,947	39,867	523,857
LF	2026	71.5%	76.2%	81.9%	78.9%	75.3%	79.8%	94.2%	87.6%					81.7%	
	2025	79.1%	81.0%	84.1%	78.8%	79.3%	74.1%	83.5%	81.7%	82.8%	82.7%	75.3%	78.1%	80.1%	
Deplaned Passengers	Airlines	January	February	March	April	May	June	July	August	September	October	November	December	Total	Y/Y
	Alaska	9,284	8,318	9,425	9,433	11,769	13,364	14,456	11,306	0	0	0	0	87,355	1%
	Allegiant	2,605	2,408	3,311	2,903	3,105	4,421	4,810	3,302	0	0	0	0	26,865	-13%
	American	3,120	3,225	3,711	3,727	5,986	10,135	11,383	8,783	0	0	0	0	50,070	5%
	Delta	7,669	8,538	9,625	10,191	13,080	13,675	14,791	13,406	0	0	0	0	90,975	3%
	Sun Country	0	0	0	0	0	0	1,281	636	0	0	0	0	1,917	
	United	9,503	9,675	11,374	11,316	13,643	18,812	23,876	18,239	0	0	0	0	116,438	11%
	Charters	0	0	0	0	0	0	0	142	0	0	0	0	142	-35%
	Total	2026	32,181	32,164	37,446	37,570	47,583	60,407	70,597	55,814	0	0	0	373,762	3%
		2025	31,227	29,611	35,779	34,355	43,820	59,824	69,807	59,645	40,243	41,607	35,123	39,882	520,923
Total Pax	2026	66,365	64,349	75,678	73,832	91,126	115,677	142,396	115,684	0	0	0	0	745,107	2%
	2025	64,206	59,389	71,854	67,736	85,526	114,623	140,604	123,322	82,423	85,278	70,070	79,749	1,044,780	
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