

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.