MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
September 29, 2026
1:30 pm, Johnson Bell Conference Room

THOSE PRESENT

BOARD:	Chair Pat Boyle
	Vice Chair Adriane Beck
	Commissioner Matt Doucette (via Teams)
	Commissioner Andrew Hagemeier
	Commissioner Deb Poteet
	Commissioner Jack Meyer (via Teams)
	Alternate Commissioner Richard Huffman
	Alternate Commissioner Chay Hughes
STAFF:	Director Brian Ellestad
	Deputy Director Tim Damrow
	Director of Finance and Administration Will Parnell
	Legal Counsel Juniper Davis
	Business Development Manager Dan Neuman
	Public Safety Chief Justin Shaffer
	Director of Maintenance Nate Cole
	Building Maintenance Supervisor AJ Bemrose
	Federal Compliance Manager Jesse Johnson
	IT Manager Dylan O'Leary (via Teams)
	Staff Accountant Brianna Brewer
OTHERS:	Shaun Shea, Morrison & Maierle
	Sarah Michaelson, Morrison & Maierle
	Julie Lacey, Missoula Economic Partnership
	Danny Tenenbaum

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 Deb Poteet moved to seat Alternate Commissioner Chay Hughes for the duration of the meeting.

Second: Vice Chair Adriane Beck

Vote: Motion passed unanimously

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

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

Second: Commissioner Deb Poteet

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.

Danny Tenenbaum provided public comment that encouraged the Airport to update the arrivals/departures screens so that the screens show planes that have already arrived and their time of arrival. Mr. Tenenbaum reported that currently, if a plane has arrived, it disappears from the screen and it would be helpful for the public to know when an airplane has arrived.

MINUTES

Chair Pat Boyle asked if anyone had questions, edits, or public comments regarding the minutes for the Regular Board Meeting dated August 25, 2026. There were no comments or questions.

Motion: Vice Chair Adriane Beck moved to approve the minutes of the Regular Board Meeting dated August 25, 2026.

Second: Commissioner Deb Poteet

Vote: Motion Passed Unanimously

Chair Pat Boyle asked if anyone had questions, edits, or public comments regarding the minutes for the Special Board Meeting dated September 11, 2026. There were no comments or questions.

Motion: Commissioner Deb Poteet moved to approve the minutes of the Regular Board Meeting dated September, 2026.

Second: Commissioner Chay Hughes

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Director of Finance and Administration Will Parnell reported that the Airport incurred approximately $384,000 in project expenses during the reporting period, with approximately 95% of those costs submitted to the FAA for reimbursement.

Parnell highlighted several significant non-recurring expenditures, including the final Minimum Revenue Guarantee payment to American Airlines under the Small Community Air Service Development grant agreement supporting Chicago O'Hare service. He noted that the payment completed the Airport's obligations under the agreement, which leveraged federal and local funding to support the air service initiative. Additional expenditures included annual aviation liability insurance and property insurance premiums for fiscal year 2027.

Chair Pat Boyle asked if there were any Board questions or public comments regarding the Claims for Payment. Staff clarified that Taxiway Alpha and Hotel project costs will be included in the claims for payment on a monthly basis.

Motion: Commissioner Andrew Hagemeier moved to approve the Claims for Payment.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Director of Finance and Administration Will Parnell advised that supplemental information included in the Board packet provides additional detail regarding accounts receivable, long-term debt activity, and the Airport's debt service coverage ratio. He noted that the debt service coverage ratio analysis will be updated upon completion of the first quarter of fiscal year 2027.

Parnell informed the Board that approximately $88,000 in ground handling revenue for August 2026 was not reflected in the interim financial statements due to timing of the financial statement preparation process but has since been received and recorded. He also reported increased rental car revenue during the reporting period, driven primarily by higher rental car activity, as well as increased fuel sales associated with the Airport's rental car fuel program.

Parnell provided an update on the fiscal year 2026 audit, reporting that fieldwork had been completed and progressed successfully. He stated that the audited financial statements are currently being compiled and are expected to be provided to the Board for review in the coming weeks.

Chair Pat Boyle asked if there were any Board questions or public comments regarding the Financial Report.

> Motion: Commissioner Deb Poteet moved to approve the Financial Report.
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> Second: Commissioner Andrew Hagemeier
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> Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Airport Director Brian Ellestad reported that August passenger traffic declined compared to prior months, reflecting broader industry trends and earlier seasonal reductions in airline schedules. Despite the August slowdown, he stated that September traffic is expected to remain strong, with available seat capacity exceeding 2024 levels and flights continuing to operate at high load factors.

Brian thanked Airport staff for their efforts in hosting a recent statewide conference, noting strong attendance and positive participant feedback. He also reported that the new terminal received a regional architectural award, recognizing the success of the facility's design and construction.

Brian also provided an update on air service development efforts, noting that the Airport recently completed its final Minimum Revenue Guarantee payment to American Airlines under the Small Community Air Service Development grant program. Although the grant funds were exhausted sooner than anticipated due in part to fuel costs, American Airlines committed to continuing service in the market. He further reported that the Tourism Business Improvement District agreed to provide additional support to help maintain service through the winter schedule, after which

service is expected to return to normal levels. Brian and Airport staff also recently met with multiple airline representatives to discuss future air service opportunities and reported receiving positive feedback regarding the Missoula market.

Deputy Director Tim Damrow reported that staff expects to present a final recap of the terminal project, including funding and project outcomes, at a future Board meeting. He also provided an update on the Airport website redesign, which is expected to launch later in the year and will include improvements to customer-facing information and flight display features which will hopefully address he public comment received earlier in the meeting.

LEGAL UPDATE

Legal Counsel Juniper Davis reminded the Board that the Airport's request for proposals for aviation worker screening services remain open, with proposals due October 9th.

Juniper reported that staff recently submitted a Notice of Intent to Proceed to the FAA regarding the proposed transfer of the property to the City of Missoula for a trail. Staff are optimistic that the FAA will confirm the Airport's ability to complete the transaction without the need for a more extensive land use release process. Juniper also reported that the Airport recently issued a request for interested parties regarding an undeveloped parcel east of the Airport. Staff received interest from potential developers and expect to evaluate responses and bring any resulting proposals to the Board for consideration.

Juniper then updated the Board on ongoing coordination with Missoula County regarding a proposed resolution reaffirming and clarifying the Airport's law enforcement authority. She explained that the effort is intended to address inconsistencies and outdated language contained in prior resolutions and provide a clear, modern framework for policing authority at the Airport. Staff anticipates presenting additional information and a copy of the proposed resolution to the Board at a future meeting, although approval of the resolution rests with the County Commissioners.

Finally, Juniper informed the Board that Board member Matt Doucette will be term-limited and ineligible for reappointment at the conclusion of his service. As a result, an application process will be opened for the upcoming Board vacancy, with the goal of appointing a new Board member in time to begin service at the January meeting.

COMMITTEE UPDATES

Chair Pat Boyle notified the Board that there was an Executive Committee meeting on September 29, 2026, to discuss the Board agenda and packet. Pat also informed the Board and the public that directly following the Board meeting there will be a Facility and Operations Committee meeting to discuss potential future solar projects.

UNFINISHED BUSINESS

None

NEW BUSINESS

Procurement and Competitive Solicitation Policy

Director of Finance and Administration Will Parnell explained that the policy was last updated in 2019 and that staff initiated the review to reflect expanded airport operations, changes to federal procurement regulations, and current organizational needs. Parnell summarized the principal revisions, including increasing the Executive Director's and Deputy Director's budgeted expenditure signing authority from $25,000 to $50,000, updating procurement thresholds by increasing the micro-purchase threshold from $10,000 to $15,000 and increasing the formal procurement threshold from $150,000 to $250,000.

Legal Counsel Juniper Davis explained that the revisions also establish a new competitive solicitation section intended to guide situations in which the Airport is seeking proposals from outside parties interested in leases, development opportunities, advertising agreements, or similar arrangements. She noted that the new section provides staff with a framework and evaluation criteria to help determine when a competitive solicitation process is appropriate versus direct negotiations.

In response to a Board question regarding the relationship between the Airport's procurement policy, Montana law, and federal regulations, staff explained that while the Airport Authority is not generally subject to the Montana Procurement Act, certain state statutory requirements do apply and are incorporated into the policy where required. Staff further explained that the policy is structured primarily around applicable federal procurement regulations and is intended to provide clear guidance and internal controls for staff. Staff also clarified that all expenditures continue to appear on the Board's claims-for-payment reports, while purchases exceeding the Executive Director's delegated authority must receive Board approval before execution.

Motion: Commissioner Andrew Hegemeier moved to adopt the Procurement and Competitive Solicitation Policy effective September 29th, 2026 and repeal the Procurement Policy adopted November 26th, 2018.

Second: Vice Chair Adriane Beck

Vote: Motion Passed Unanimously

Chair Pat Boyle noted that the next Board meeting will be held on October 27, 2026, at 1:30 p.m., and that a Facility and Operations Committee meeting will be held directly after adjournment of the current meeting.

Meeting Adjourned.