

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
February 28, 2017

THOSE PRESENT: Chair Paul Stafford
Vice Chair Shane Stack
Commissioner Jeffrey Roth
Commissioner Matt Doucette
Alternate Commissioner Deb Poteet
Alternate Commissioner Winton Kemmis
Honorary Commissioner Jack Meyer

STAFF: Director Cris Jensen
Deputy Director Brian Ellestad
Financial Manager Teri Norcross
Administrative Manager Lynn Fagan
Chief of Public Safety Jesse Johnson
Ground Handling Manager Tim Damrow

OTHERS: Shaun Shea, Morrison Maierle
Martin Kidston, Missoula Current
Brandon Prinzing, A&E Architects
Tom Stark, Wells Fargo
James Scott, First Interstate Bank
Gary Matson, GA Pilot

Chair Paul Stafford called the meeting to order and advised everyone that the meeting was being recorded.

Motion: Commissioner Jeff Roth moved to seat Alternate Commissioners Winton Kemmis and Deb Poteet

Second: Commissioner Shane Stack

Vote: Motion passed unanimously.

AGENDA

Motion: Commissioner Jeff Roth moved to approve the Agenda as presented.

Second: Commissioner Matt Doucette.

Vote: Motion Passed unanimously.

Public Comment Period: None

MINUTES

Administrative Manager Lynn Fagan noted that there was an error on the first page of the minutes in that she had failed to add herself and Deputy Director Brian Ellestad to the list of meeting attendees.

Motion: Commissioner Winton Kemmis moved to approve the minutes of the Regular Board meeting dated January 31, 2017 with the change.

Second: Commissioner Matt Doucette.

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Finance Manager Teri Norcross explained that the snow and ice removal costs in this check run alone added up to \$33,000.00. Commissioner Paul Stafford asked if a \$40,000.00 bill for Northwestern Energy was typical for this time of year and Teri stated that it was. Commissioner Jeff Roth asked if the year to date expenses were over mostly due to snow removal costs. Teri stated that yes, it was due to snow removal costs and staffing costs.

Motion: Commissioner Shane Stack moved to approve the claims for payment as presented.

Second: Commissioner Deb Poteet.

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Finance Manager Teri Norcross brought to the Board's attention the check that was received for the TIF District reimbursement and she distributed an updated Income Statement. Teri explained that a CD was cashed in but since the interest rate from the bank was low, the money was put back into the STIP account. An RFQ for the audit will be published by the end of March with selection done in April. Honorary Commissioner Jack Meyer pointed out the strong financial position the airport is in with the net assets less liabilities still leaving \$3 million. Commissioner Doucette questioned whether the restaurant's monthly revenue is actually up as much as indicated in the report. Teri stated that she will look into this and respond to the Board.

Motion: Commissioner Jeff Roth moved to approve the financial report as presented.

Second: Commissioner Matt Doucette.

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Director Cris Jensen stated that his report had included winter numbers from last winter. We have actually had 52" of snow at the airport as of several days' ago. Cris reported on his work with other airports in the state on Montana House Bill 408 creating an air service grant fund similar to the federal program. The bill was tabled in the committee. Cris also reported that he and Deputy Director Brian Ellestad had travelled to Seattle to meet with Alaska Airlines and that Alaska is happy with MSO.

LEGAL REPORT

Legal Counsel Lynn Fagan reported to the Board that Jackson Construction has cancelled the option it took on airport land in November because the Forest Service has determined that it will be looking at Stevensville for its helicopter base. Lynn also noted that the Fed Ex lease that was on the agenda would be tabled for this month as Fed Ex has not gotten a chance to review the lease document. They are still planning on either an April 1 or May 1 ground-breaking.

COMMITTEE UPDATES

Executive Committee: Met January 31, 2017
Finance Committee: No Activity
Business Development: No Activity
Contract & Lease Committee: No Activity
Facility & Operations Committee: No Activity
Marketing Committee: No Activity
General Aviation Committee: No Activity
Legislative Committee: No Activity

UNFINISHED BUSINESS:

Award of RFP for Financing QTA Project

Finance Manager Teri Norcross reported that 5 local lenders had submitted financing proposals. A selection committee had reviewed and rated the proposals and interviewed the top two rated banks, First Interstate and First Security. After the interviews, the selection committee recommended the Board accept the proposal from First Interstate Bank. Commissioner Winton Kemmis stated that First Interstate did an exceptional job and they were clearly looking to the future. Commissioner Jeff Roth recused himself from voting on this matter.

Motion: Commissioner Matt Doucette moved to accept the proposal from First Interstate Bank for financing of the QTA project and authorize airport staff and bond counsel to work with FIB to develop a debt agreement to bring to the Board for approval.

Second: Commissioner Winton Kemmis

Vote: Motion Passed Unanimously

NEW BUSINESS:

FAA Tower Maintenance Agreement

Director Cris Jensen explained to the Board that when the new tower was built five years ago, we entered into an agreement with the FAA Tech Ops to provide maintenance for all the electronic equipment in the tower. We are fortunate that the FAA Tech Ops are located here in Missoula since they maintain all FAA equipment in the state. Because they are here, we have this opportunity to use them to maintain our tower electronics, where other airports have to rely on companies with less expertise. Commissioner Doucette asked if the amount of the agreement was in the budget. Cris stated that the annual amount at the lower rate was budgeted. The new agreement includes a 10% increase. Commissioner Stafford asked if this included maintenance of the HVAC as well. Cris stated that it was simply for electronic equipment and parts.

Motion: Commissioner Jeff Roth moved to approve the 5 year Non-Federal Reimbursable Agreement with the Federal Aviation Administration in the amount of \$70,800.00 for maintenance on the Air Traffic Control Tower.

Second: Commissioner Matt Doucette

Vote: Motion Passed Unanimously

INFORMATION/DISCUSSION ITEMS

Brandon Prinzing of A&E Architects and Shaun Shea of Morrison Maierle presented an update on the strategic design process for the new terminal.

There being no further business the meeting was adjourned.