

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
August 30, 2016

THOSE PRESENT: Commissioner Larry Anderson
Commissioner Barbara Berens
Commissioner Matt Doucette
Commissioner Shane Stack
Commissioner Paul Stafford
Alternate Commissioner Winton Kemmis
Alternate Commissioner Deb Poteet
Honorary Commissioner Jack Meyer

STAFF: Director Cris Jensen
Deputy Director Brian Ellestad
Financial Manager Teri Norcross
Chief of Public Safety, Jesse Johnson
Building Maintenance Manager, Thad Williams
Ground Handling Manager, Tim Damrow
Business Development Manager, Dan Neuman
Administrative Assistant, Nancy Van Zant
Advertising Manager, Amanda Jacobson

OTHERS: Lynn Fagan, Fagan Law Office
Shaun Shea, Morrison Maierle
Eliud Uresti, MEP
Jenn Ewan, MEP
Paige Pavalone, MEP
Greg Phillips, Eagle/Vail Airport
Alex Eyerman, Eagle/Vail Airport
Erin Duffy, Eagle/Vail Airport
Tim Doll, Eugene Airport
Connie Doll, Eugene Airport
Randi Begnaud, Eugene Airport
Kaitie Beiersdorf, Liquid Planet
Chris Martinsen, A&E Architects

Acting Chair Paul Stafford called the meeting to order and advised everyone that the meeting was being recorded. Commissioners Chris Lounsbury and Jeffrey Roth were not in attendance.

Motion: Commissioner Shane Stack moved to seat Alternate Commissioners Deb Poteet & Winton Kemmis

Second: Barbara Berens

Vote: Motion passed unanimously

AGENDA

Motion: Commissioner Barbara Berens moved to approve the Agenda as presented.

Second: Alternate Commissioner Winton Kemmis.

Vote: Motion Passed unanimously.

Public Comment Period: None

Terminal Planning Session No. 3 Update: Shaun Shea of Morrison Maierle informed the Board and attendees of the construction options for the terminal expansion and/or replacement. Displays of floor plans and operational configurations were presented with reasoning as to why each would or would not be a suggested option. Honorary Commissioner Jack Meyer wanted to be sure that it is known the budget must be the primary concern with desired changes second. The estimated time from start to finish is 4 years.

MINUTES

Review and approve the minutes of the Regular Board meeting dated July 26, 2016 as presented.

Motion: Commissioner Barbara Berens moved to approve the Minutes of the Regular Board meeting dated July 26, 2016.

Second: Commissioner Matt Doucette.

Vote: Motion passed unanimously

Special Board Meeting Minutes

Review and approve the minutes of the Special Board meeting dated August 11, 2016 as presented.

Motion: Commissioner Matt Doucette moved to approve the Minutes of the Special Board meeting dated August 11, 2016.

Second: Commissioner Larry Anderson

Vote: Motion passed unanimously

CLAIMS FOR PAYMENT

Teri asked if there were any questions regarding payments. There were some large payments for AIP 60 costs the Airport has incurred until the Grant funds became available.

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

Second: Commissioner Barbara Berens.

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Teri discussed the financial report with the Board. Acting Chair Paul Stafford commented on the continued increasing income from the car rental facilities. The Quick Turn-around Facility (QTA) will be funded with CFC funds collected through the rent car agencies.

Motion: Commissioner Barbara Berens moved to approve the financial report as presented.

Second: Commissioner Shane Stack.

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Cris stated that the search for a HR Manager has been completed, and the choice was Lynn Fagan. Commissioner Barbara Berens asked what the airport would do for legal counsel. On big issues that arise, the airport may require outside counsel but on day to day issues, Lynn will represent the airport as part of her position. Cris had to excuse himself from the rest of the meeting to travel to the annual meeting of the Northwest American Association of Airport Executives.

REPORT FROM LEGAL COUNSEL

Lynn Fagan stated she has been reviewing contracts, amendments, and personnel issues. She has also been negotiating with the FAA real estate officer regarding possibly moving the SFO building as part of the Rental Car Quick Turn Around facility construction. The FAA's position is the current rates paid are higher than fair market value. The FAA will be staying put in the current building for now. The lease expires in October 2017. The QTA will be adjusted accordingly on the east side.

COMMITTEE UPDATES

Executive Committee: August 30, 2016.
Finance Committee: August 18, 2016
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:

CH2M Task Order No. 24 Amendment 1 Miscellaneous Engineering Services specific to the airport and matter related thereto. The contract will consist of miscellaneous consulting engineering services to facilitate FBO and stakeholder development needs on the West GA Ramp and in the East GA development area. Original TO 24 was approved by staff (\$5,000 staff limit) scope is greater than originally anticipated causing a need to increase the budget amount in Task Order 24 Amendment 1. Tenants use engineers' services of their choice during design; this review makes sure that the design meets MCAA standards. Costs are covered by ongoing long term land leases. Amount to line item in the budget \$9857. This comes to the full Board as a seconded motion from Committee.

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Motion: This comes to the Board as a seconded Motion from the Finance Committee

Second:

Vote: Motion passed unanimously

MEP Task Order No. 3 Amendment 1: Paige Pavalone gave an update regarding progress and where they feel more work needs to be done regarding the air service incentive program. Contract Amendment with MEP to further develop a dedicated fund to support growing air service and matters related thereto. MEP is working on revenue guarantees, having issues with follow up on pledged funds, needs time to finalize deals that are in the works.

Motion: Commissioner Larry Anderson moved to accept the Task Order No. 3 Amendment No. 1 with MEP in the amount not to exceed \$4,000 as presented.

Second: Commissioner Barbara Berens

Vote: Motion passed unanimously

NEW BUSINESS:

Engagement Letter FY 2016 Audit: Part of the annual audit process is for the Authority to be informed as to the services that the external audit team will provide. Amount required for the audit is \$20,000.

Motion: Commissioner Shane Stack moved to accept the engagement letter for the FY 2016 audit as presented.

Second: Commissioner Matt Doucette

Vote: Motion Passed Unanimously

Procurement Policy Amendments: The Policy governs both purchasing authority and procedure. Changes include increasing Director and Deputy Director's ability to authorize purchases to

\$10,000 for non-budgeted items, and \$25,000 for budgeted items. An exception is added for de-icing fluid and supplies, which is budgeted, but frequently exceeds \$25,000 in costs. A procedure has also been added allowing for cooperative purchasing from the State, the federal government or a purchasing alliance such as the National Joint Powers Alliance. This has been used in the past but had to be approved as a variance by the Board.

Motion: This comes as a seconded motion from Finance Committee.

Second:

Vote: Motion passed unanimously.

Morrison Maierle Task Order No. 1: Neptune Aviation has approached the Authority to place a P2V aircraft static display by the airport's front entrance. Morrison Maierle will work with the Authority and Neptune to develop an acceptable location for the static display. The design will include a small parking area and ADA walk to the static display. Amount required \$7,000, budgeted under consulting. A suggestion of a split rail fence similar to the parking area fence would look nice and direct traffic.

Motion: This comes as a seconded motion from the Finance Committee

Second:

Vote: Motion passed unanimously

Morrison Maierle Task Order No. 2: This Task Order with Morrison Maierle for design, engineering and producing construction documents for the construction of the Quick Turn-around facility and relocation of the existing fuel island. A separate contractor will do construction. Architectural services will be subcontracted for this project. This project will be paid for using Customer Facility Charges (CFC) funds. Budget amount available: \$220,000

Motion: This comes as a seconded motion from the Finance Committee

Second:

Vote: Motion passed unanimously

Honorary Commissioner Jack Meyer wanted others to be aware Jeremy Thane, the Authority's prior attorney for many years, had passed away.

There being no further business the meeting was adjourned.