

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
December 27, 2016

THOSE PRESENT: Chair Jeffrey Roth
Vice Chair Paul Stafford
Secretary/Treasurer Shane Stack
Commissioner Barbara Berens
Commissioner Chris Lounsbury
Commissioner Matt Doucette
Alternate Commissioner Winton Kemmis
STAFF: Director Cris Jensen
Financial Manager Teri Norcross
Business Development Manager, Dan Neuman
Advertising Manager, Amanda Jacobson
OTHERS: none

Chair Jeffrey Roth called the meeting to order and advised everyone that the meeting was being recorded.

Motion: Commissioner Barbara Berens moved to seat Alternate Commissioner Winton Kemmis.

Second: Commissioner Paul Stafford.

Vote: Motion passed unanimously.

AGENDA

Motion: Commissioner Paul Stafford moved to approve the Agenda as presented.

Second: Commissioner Barbara Berens.

Vote: Motion Passed unanimously.

Public Comment Period: None

MINUTES

Motion: Commissioner Barbara Berens moved to approve the minutes of the Regular Board meeting dated November 29, 2016.

Second: Commissioner Winton Kemmis.

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Finance Manager Teri Norcross clarified a payment to Morrison Mairele that included 3 invoices: one for design work on the QTA, another for work on the terminal area master plan update and one for work on the placement of the P2V that Neptune Aviation will donate to place in front of the airport. Teri asked if there were any additional questions regarding the claims. There were none.

Motion: Commissioner Barbara Berens moved to approve the claims for payment as presented.

Second: Commissioner Winton Kemmis.

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Finance Manager Teri Norcross told the Commissioners that the financials thru the end of November look very good but cautioned that, due to recent weather conditions, there have been large expenses for fuel and deicing chemicals that will show on the December financials. Teri also stated that \$200,000 more than the required debt service was paid in November. This amount was included in the budget for the current fiscal year to reduce debt balances. Finally, Teri updated the Board on the RFP process for financing the QTA. The RFP has been advertised and the information is available to interested lenders.

Motion: Commissioner Paul Stafford moved to approve the financial report as presented.

Second: Commissioner Winton Kemmis.

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Director Cris Jensen discussed the recent weather and its impact on holiday travel. He emphasized that airport staff did an amazing job keeping the facility in good condition even with the extreme cold temperatures and heavy snows. For the most part local weather did not impact MSO passengers but there were delays and cancellations due to weather at other airports. The airlines did a good job getting passengers through the process and onboard. TSA did very well also and earned 5 out of 5 on an air carrier survey.

Cris informed the Board that American Airlines will not be serving MSO in the upcoming year. They have hopes of finding the right equipment to fly to MSO in 2018.

Commissioner Kemmis asked how the new snow removal equipment was working out. Cris said the equipment was working well and that all the snow removal equipment was getting a lot of use, we are wearing out the broom bristles as well as using a lot of fuel and deicing chemical.

Commissioner Paul Stafford asked if the January 4th "kick off" schematic design meeting for the terminal project was something the Commissioners should attend. Cris responded that

Commissioners are always welcome but that this meeting would not be very exciting. The schematic design efforts will further conceptual design and should get the project to the point of efforts to select a GC/CM.

COMMITTEE UPDATES

Executive Committee: Met December 27, 2016
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:

None.

NEW BUSINESS:

REVISE BANK ACCOUNT SIGNERS FOR 2017

The next agenda item was to Revise Bank Account Signers for 2017. Cris, Brian and Teri remain as signers. New signers will be Paul Stafford who will be the Board Chair and Chris Lounsbury who will be the Board Secretary/ Treasurer.

Motion: Commissioner Winton Kemmis moved to approve the revised list of signers for the Authority checking accounts with US Bank and First Interstate Bank as indicated for 2017 calendar year.

Second: Commissioner Matt Doucette.

Vote: Motion Passed Unanimously

TERMINAL SCHEMATIC DESIGN TASK ORDER NO. 4

Airport Director Cris Jensen presented the final agenda item, Terminal Schematic Design Task Order #4. This task order will authorize Morrison Maierle to produce a more detailed preliminary design for the terminal project. It will review relevant codes, explore energy efficiencies, develop phasing plans and provide a preliminary cost estimate. A final presentation to the Board is planned for June 2017. The task order cost is estimated at \$1,275,000 but will need an independent review of the fees. Funds available from the FAA total \$1,060,200 with the remainder to be funded with airport reserves. A future PFC application will reimburse reserves.

Commissioner Stafford asked whether the schematic design will cover all project phases. Cris answered that it would. Commissioner Kemmis understood that design of the project would take 18 months. Cris clarified that the schematic design would get the project to the point that a General Contractor/Construction Manager selection process could be completed.

Motion: Commissioner Paul Stafford moved to approve Task Order No. 04 with Morrison Maierle for Passenger Terminal Building Design services in an amount not to exceed \$1,275,000 contingent on an Independent Fee Estimate review.

Second: Commissioner Barbara Berens.

Vote: Motion Passed Unanimously

INFORMATION/DISCUSSION ITEMS

Chair Jeff Roth recognized that this would be the final meeting for Commissioner Barbara Berens as a Board Commissioner. He presented her with a token of appreciation from the Authority Board and staff for her time and energies over the 11 years that she served.

There being no further business the meeting was adjourned.