

MISSOULA COUNTY AIRPORT AUTHORITY  
Regular Board Meeting  
July 26, 2016

THOSE PRESENT: Chair Jeffrey Roth  
Commissioner Paul Stafford  
Commissioner Barbara Berens  
Commissioner Matt Doucette  
Commissioner Chris Lounsbury  
Alternate Commissioner Winton Kemmis

STAFF: Director Cris Jensen  
Deputy Director Brian Ellestad  
Financial Manager Teri Norcross  
Chief of Public Safety, Jesse Johnson  
Business Development Manager, Dan Neuman  
Administrative Assistant, Nancy Van Zant  
Advertising Manager, Amanda Jacobson

OTHERS: Lynn Fagan, Fagan Law Office  
Kynan Spethman, Northstar  
Shaun Shea, Morrison Maierle

Chair Jeffrey Roth called the meeting to order and advised everyone that the meeting was being recorded. Commissioners Shane Stack, Deb Poteet, Larry Anderson and Honorary Commissioner Jack Meyer were not in attendance.

Motion: Commissioner Paul Stafford moved to seat Alternate Winton Kemmis

Second: Barbara Berens

Vote: Motion passed unanimously

#### AGENDA

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

Second: Alternate Commissioner Winton Kemmis.

Vote: Motion Passed unanimously.

Public Comment Period: None

#### MINUTES

Review and approve the minutes of the Regular Board meeting dated June 28, 2016 as presented.

Motion: Commissioner Matt Doucette moved to approve the Minutes of the Regular Board meeting dated June 28, 2016.

Second: Commissioner Paul Stafford.

Vote: Motion Passed Unanimously

### CLAIMS FOR PAYMENT

Teri asked if there were any questions regarding payments. Commissioner Paul Stafford asked about the check to the Museum for fuel. It is in support of the B25 bomber visit. Also, the question of why we are paying the Jackson Hole airport. It was for an existing set of turn out fire uniform for new hire Kelly Miller. It was hers during her work for them, was near new and considerable cost savings.

Motion: Commissioner Paul Stafford moved to approve the claims for payment as presented.

Second: Commissioner Matt Doucette.

Vote: Motion Passed Unanimously

### FINANCIAL REPORT

Teri discussed the financial report with the Board. Chair Jeffrey Roth commented on the amazing income from the car rental facilities. Teri mentioned that Jedediah's, Gifted Wings and Liquid Planet all had a fantastic year.

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

Second: Commissioner Paul Stafford.

Vote: Motion Passed Unanimously

### DIRECTOR'S REPORT

Cris first wanted everyone to know Congress extended the FAA funding until September of 2017, instead of the few months they have been doing in the recent past. The Grant should be coming as early as today. The Board has authorized Cris to sign and return the Grant of behalf of the Missoula International Airport. Upon the FAA receipt of the signed Grant, the funding should be immediate. The FAA planner was here and the discretionary money will be \$11.5 million. GA construction is well underway. NWE requires they do the entire infrastructure themselves. Currently scheduling is holding things back a bit. The airport had a visit from the Qatar Royal Family; their jet was parked here for a week. The military had a 777 land here as well. Kynan Spethman and his crew from Northstar handled the planes. The small air service grant was issued to the Missoula Airport, being one of 9 recipients. At the close of the meeting will be a closed personnel issue meeting. It was asked by Pew Construction that it be publicly stated they had responded to our request for bids, but had not been informed of a meeting that excluded them from the bidding process.

## REPORT FROM LEGAL COUNSEL

Lynn said she is working on contract updates, reviewing leases, updating the procurement process update. With the current process, the Board must review and approve any purchases made through the NJPA process. Commissioner Barbara Berens stated the County has changed their procurement process for this reason.

## COMMITTEE UPDATES

Executive Committee: July 26, 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:

Change Order No. 1: The change order is being issued to shift AOA Access Gate 14 relocation items from Non-Federal Schedule III to Federal Schedule II, in order to fully utilize all funding allocated for completion of the program (AIP, MDA, TIF and MSO reserves) This shift will not result in a cost increase to the program. A new storm manhole is being added to the Non-Federal program to provide surface drainage of the proposed Homestead Helicopter site development. The new structure will be funded by MDA and TIF funds.

Motion: Commissioner Paul Stafford moved to approve Change Order No. 1 to the MSO "2016" improvements project Knife River Corporation construction contract, in the net amount of \$9800.

Second: Commissioner Chris Lounsbury

Vote: Motion passed unanimously

## NEW BUSINESS:

Resolution No. 2017-1 Resolution Setting Ground Rent for Aviation Leases at the Missoula International Airport (Rate Resolution): This change is to ensure consistency in ground rents on airport in compliance with FAA regulations and give the lessees an opportunity to address the Board on rent increases. This Resolution increases the ground rent by a half of a cent per square foot- from \$0.145 to \$0.15 per square foot. Kynan Spethman of Northstar stated it would only amount to approximately \$60 per month, they had no complaints. Alternate Commissioner Winton Kemmis asked what Billings and Bozeman charge. Cris Jensen Airport Director thought the average for the state was over \$.20 cents per square foot but would follow up with information regarding all the commercial airport information in the state.

Motion: Commissioner Barbara Berens moved to approve Resolution 2017-1 as presented.

Second: Commissioner Paul Stafford

Vote: Motion Passed Unanimously

Resolution 2017-2: This Resolution is for air service providers who have not executed MCAA's current Airline use agreement. These non-signatory rates are 30% more than the rates paid by the signatory airlines. Currently Allegiant and Frontier are non-signatory and pay the premium rates presented in this Resolution. These rates have not increased from last year.

Motion: Commissioner Paul Stafford moved to approve Resolution 2017-2 as presented.

Second: Commissioner Barbara Berens

Vote: Motion passed unanimously.

Jackson Contracting Group Contract for pre-design services for Rental Car Quick Turn Around (QTA) facility and matters related thereto. The Board previously selected Jackson Contracting Group Inc. for the QTA. Staff is now asking the Board to approve the initial contract with Jackson for pre-design services in the amount \$25,240. This contract will take the project to the point where Jackson will then have the option of accepting the Guaranteed Maximum Price (GMP) and moving forward with the project by amending the contract with Jackson or rejecting the GMP and going through a conventional bid process. Attorney Lynn Fagan stated this is a standard contract that applies to most construction.

Motion: Commissioner Paul Stafford moved to approve the contract in the amount of \$25,240. with Jackson Contracting Group, Inc. for pre-design services for the Rental Car Quick Turn Around facility.

Second: Commissioner Matt Doucette

Vote: Motion passed unanimously

Capitalization Procedure: The written procedure for Asset Capitalization has not been reviewed since 2003. The current threshold for capitalizing and depreciating an asset is \$5000. This request is to increase the threshold to \$15,000 for new assets.

Motion: Commissioner Barbara Berens moved to approve increasing the threshold for capitalizing an asset to \$15,000

Second: Commissioner Paul Stafford

Vote: Motion passed unanimously

New/Used Vehicle Bid Award: The current vehicle driven by the Airport Director is eleven years old. The current budget allowed for a purchase up to \$35,000. A request for quotes was sent to local car dealerships and rent car companies. The lowest quote received was from Corpat Inc. dba National Car Rental in the amount of \$21,500. The quote is for a vehicle with 2000 miles, but has minor hail damage, but is mechanically sound. The Director and mechanics find this vehicle acceptable. Staff recommends the purchase of a 2016 Kia Sorrento from Corpat Inc. dba National Car Rental in the amount of \$21,500. At this time, it has not been determined what will be done with the previous vehicle. If a use can be found, it will most likely be kept. Otherwise it will be sold.

Motion: Commissioner Paul Stafford moved to approve the purchase of a used 2016 Kia Sorrento from Corpat Inc. dba National Car Rental in the amount of \$21,500

Second: Commissioner Chris Lounsbury

Vote: Motion passed unanimously

Purchase of John Deere Front Mount Mower: This mower would replace the 2003 John Deere mower. It is used on airfield as well as landside. The Airport would like to use National Joint Powers Alliance (NJPA) for procurement to assure the most competitive bid. Commissioner Barbara Berens stated the County has amended their procurement policy to allow using NJPA, to result in competitive bids and the best pricing. The price through NJPA is \$35,444.02

Motion: Commissioner Paul Stafford moved to approve the purchase as a variance of the standard procurement policy, of a John Deere front mount mower in the amount of \$35,444.02

Second: Commissioner Barbara Berens

Vote: Motion passed unanimously

Purchase of a Bobcat Utility vehicle: The airport maintenance department needs to replace the 1995 John Deere Gator that is currently used. A new Bobcat 3650 diesel utility vehicle with attachments has been bid using the NJPA procurement process, which requires approval of the Board, reviewing and approving the variance to the standard procurement process. Commissioner Paul Stafford asked if this was in the current year budget, and it is. Alternate Commissioner Winton Kemmis asked what the plan was for old equipment. It doesn't have a trade in value, and will be passed to smaller airport. The purchase will be through a local company.

Motion: Commissioner Matt Doucette moved to approve the purchase of a Bobcat 3560 Diesel UTV with attachments through the NJPA procurement process with the variance approval of the Board to the standard procurement policy in the amount of \$34,821.20

Second: Commissioner Paul Stafford

Vote: Motion passed unanimously

Purchase of Mechanical Driven Broom (mounts on John Deere mower): The airport maintenance department intends to purchase a 60" mechanical broom to mount on an existing John Deere mower chassis. The broom will be used to remove snow and debris from sidewalks and crosswalks. Through the NJPA a competitive price of \$5276 for this equipment was achieved.

Motion: Commissioner Chris Lounsbury moved to approve the purchase of a MB broom through the NJPA procurement process with the variance approval of the Board to the standard procurement policy in the amount of \$5,276 as presented.

Second: Commissioner Paul Stafford

Vote: Motion passed unanimously

There being no further business the meeting was adjourned.