

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
June 28, 2016

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

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

OTHERS: Lynn Fagan, Fagan Law Office
Todd Kester, Payne West
Tex Keaton, Payne West
Joe Eaton, Jackson Construction
Nick Van Tighem, Jackson Construction
Kynan Spethman, Northstar
Gary Matson, Pilot
Paige Pavalone, MEP
Jennifer Ewan, MEP
James Scott, First Interstate Bank

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

AGENDA

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

Second: Commissioner Larry Anderson.

Vote: Motion Passed unanimously.

Public Comment Period: Paige Pavalone & Jennifer Ewan gave an update from MEP as to the progress with the community for support and funding of air service development. There is a great response with positive feedback and understanding of the need for the support from the community. Cris made some visits with them and the response is what is needed for the air grants.

MINUTES

Review and approve the minutes of the Regular Board meeting dated May 31, 2016 as presented.

Motion: Commissioner Chris Lounsbury moved to approve the Minutes of the Regular Board meeting dated May 31, 2016 with the following corrections to attendance. Commissioners Chris Lounsbury and Matt Doucette were in attendance, with Commissioner Paul Stafford not in attendance. Jesse Johnson was present, not via phone.

Second: Commissioner Barbara Berens.

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Teri asked if there were any questions regarding payments.

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

Second: Commissioner Matt Doucette.

Vote: Motion Passed Unanimously

Honorary Commissioner Jack Meyer suggested the Airport should do some public service announcements to enlighten the public where Airport funds come from.

FINANCIAL REPORT

Teri discussed the financial report with the Board.

Motion: Commissioner Larry Anderson 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 the FAA inspection is complete with a perfect record. Chief Jesse Johnson and Field Manager Dennis Chudy with their crews did a fantastic job. Allegiant

Air has announced the LA service will now be all year. The Minuteman and McCue hangars are being removed, and some will be relocated and replaced. This is an effort to relieve the parking space situation. This will result in approximately 600 more parking spaces. The Northstar hangar of 150 x 150 has been started with hopes of being completed before the snow flies. They also plan to have a self- service fuel island. There is a strong demand for self- fueling. Staff will provide updates as they become available. AOPA made a site visit to discuss options concerning their proposed fly-in. Staff felt optimistic about the possibility of the fly-in happening.. FAA advised that descretionary funding allocated for the terminal project was \$11.5 million over 3 years. Commissioner Larry Anderson asked if we should be looking farther for bidders on our construction projects because the current one only received a single bid. Cris responded that we publish nationally as well as locally. Alternate Commissioner Winton Kemmis stated that multiple bidders did not have access to the necessary aggregates required. The FAA requires a standard that is not readily available, which limits who can make a profitable bid.

REPORT FROM LEGAL COUNSEL

Lynn said she is working on contract updates, reviewing leases, updating spreadsheets and the procurement process update. Commissioner Larry Anderson asked if there was any current news from the City on fees for the upcoming construction projects. Not at this time, but there should be opportunity for the Airport to comment at the upcoming meetings.

COMMITTEE UPDATES

Executive Committee: May 31, 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:

Morrison Maierle Planning contract: FAA regulations require that professional services contract be put out to bid every five years. This year the FAA issued new guidance that requires the separation of planning services from regular engineering services. MCAA therefore issued two separate Request for Qualifications for engineering and planning services. Planning services include the airport master plan, airport noise compatibility plans and environmental assessments and related studies. A committee reviewed the submissions for both and recommended award of the planning contract to Morrison Maierle. The Board awarded Morrison Maierle the planning contract last month. This request is asking the Board to approve the actual contract for Morrison Maierle to provide planning service for a period of 5 years.

Motion: Commissioner Paul Stafford moved to approve the Morrison Maierle Planning contract as presented.

Second: Commissioner Matt Doucette

Vote: Motion passed unanimously

Morrison Maierle Inc Engineering Contract: Requests for Qualifications for engineering services was posted. A committee reviewed the submissions and recommended award of the engineering contract to Morrison Maierle. The Board awarded the contract last month. This is requesting approval of the Morrison Maierle contract for engineering services for a period of 5 years.

Motion: Commissioner Larry Anderson moved to approve the Morrison Maierle engineering contract as presented.

Second: Commissioner Matt Doucette

Vote: Motion Passed Unanimously

NEW BUSINESS:

FY 2017 Insurance Renewal: The proposed premium this year reflects an increase of 1.01% for an amount of \$114,355. The increase is due to an increase in vehicles in the airport fleet and adding coverage when staff is traveling. The new addition to the policy will now cover accidents and damage to the vehicle. Commissioner Larry Anderson asked how many claims the airport has paid during the year. There have been a couple of claims. The loss ratio for the airport is fantastic. The airport is in the 2nd year of a 3 year guarantee.

Motion: Commissioner Barbara Berens moved to approve the FY 2017 insurance renewal in the amount of \$114,355

Second: Commissioner Paul Stafford

Vote: Motion passed unanimously.

Neptune Aviation Services 2nd Lease Addendum: The proposed addendum is for an additional 56,605 sq ft of bare ground to be used for the storage of equipment and aircraft parts. The new rate for the entire 187,470 sq ft will be \$.10/sf. The old rent for the 130,865 sq ft was \$9,160.55 per year. The new rent will be \$18,747 per year. Neptune also leases another 3,250 sq ft for airplane storage and are currently paying .07/sq ft, for a total of \$227.50 per year. With the addendum, the rate will increase to .10/sq. ft per year for a total of \$325. per year. The addendum was drafted by airports legal counsel. Commissioner Paul Stafford asked if there is a master plan for the area in question. Yes and this is in keeping with the plan.

Motion: Commissioner Matt Doucette moved to approve the Lease Addendum to the Lease agreement with Neptune Aviation Services, Inc.

Second: Commissioner Shane Stack

Vote: Motion passed unanimously

Task Order "A" to the Master Agreement for Professional Planning Services with Morrison Maierle. This task order will complete the Planning services for the future terminal building by

evaluating at least four building layout options, along with their impacts to the airside and landside operations. Each option will also be evaluated for construction phasing, expandability and cost. This task Order will include a final presentation on the preferred alternative and design direction of the future terminal.

Motion: Commissioner Paul Stafford moved to approve the Task Order "A" with Morrison Maierle in the amount of \$425,000

Second: Commissioner Matt Doucette

Vote: Motion passed unanimously

General Contractor Construction Manager Selection: A Request for Qualification for the construction of a Quick Turn- around (QTA) rent car facility was advertised and proposals received. Four proposals were received: Jackson Contracting Group, Martel Construction, Pew Construction and Q&D Construction. A committee reviewed the proposals, and is recommending the Board award the selection to Jackson Contracting Group. Once the award has been made a contract with the selected firm will be brought to the Board for your consideration and approval. Airport growth is driving the needs for change at this time rather than in the future. Commissioner Matt Doucette asked what the expected time line is for this to be operational. The expected date is May, 2017. Commissioner Winton Kemmis asked if the current facility will still be operational. It will be for as long as possible on the wash and prep bays, but there will come a time that it won't be able to accommodate. The rent car companies have agreed and are helping with the planning.

Motion: Commissioner Paul Stafford moved to select Jackson Contracting Group to provide GCCM services for the construction of a Quick Turn Around facility.

Second: Matt Doucette

Vote: Motion passed unanimously

Eaton Crouse-Hinds ALCMS Systems Upgrades: Upgrades to be completed by Eaton Crouse-Hinds on the proprietary Airfield Lighting Computer Control and Monitoring System (ALCMS) in order to reflect airfield modifications to be made in conjunction with the East GA "2016 Improvements" project. The quotation obtained by CH2M for Eaton to perform this work, MCAA is to submit up-front payment to schedule the work order and then be reimbursed at 90% via the FAA AIP 060 2016 grant.

Motion: Commissioner Larry Anderson moved to approve the cost proposal in the amount of \$18,200 and go under contract with Eaton Crouse-Hinds to perform the ALCMS upgrades in the fall of 2016

Second: Commissioner Shane Stack

Vote: Motion passed unanimously

Intellisoft Extended Software Maintenance Agreement: MCAA has been working with Intellisoft for 3 years. The agreement we had with them and would like to renew is for a software

maintenance package that supports Airport ICE access media printing station, licenses, Airport Ice administrative software licenses, Cross Match/Guardian interface, C-Cure 9000 interface, TSC interface and AAAE IET interface. This expense was included in the 2017 budget. Commissioner Barbara Berens asked about the check in the current payables, and it is for this expense. Commissioner Larry Anderson asked what would happen with the system in a power outage. There is a battery backup and the airport has a generator for this protection. It is set to open gates 12 & 22 with the generator.

Motion: Commissioner Chris Lounsbury moved to approve the renewal of the agreement with Intellisoft for Software Maintenance agreement in the amount of \$20,250

Second: Commissioner Shane Stack

Vote: Motion passed unanimously

Board of Commissioners Missoula County Airport Authority Resolution No. 2016-01: The Resolution will grant the approval for the Authority to begin the process to issue debt to accomplish one or more of the following: fund the 2016 construction of a Quick Turn Facility for rental car companies operating at the airport; necessary reserves, if necessary; fund issuance costs of new debt. Any actual debt financing agreement(s) will be brought before the Board for its approval. This resolution was drafted by bond counsel and review by staff.

Motion: Commissioner Paul Stafford moved to adopt Resolution 2016-01 as presented.

Second: Commissioner Matt Doucette

Vote: Motion passed unanimously

Bond Counsel Contract: MCAA published a Request of Qualifications for Bond Counsel in May 2016 to obtain counsel for financing upcoming projects. Barnes & Thornburg LLP submitted the only proposal. The Board awarded the bid to Barnes & Thornburg at the May Board meeting. This is the Contract for their services for a term of 5 years. Commissioner Larry Anderson asked if this covers the terminal project, which it does. Lynn Fagan stated that is the basis for this contract. Commissioner Paul Stafford asked if this was a limited contract or if it covers all or the Airports financial consulting needs. This will be inclusive of counseling needs.

Motion: Commissioner Larry Anderson moved to approve the Barnes & Thornburg Contract as presented.

Second: Commissioner Paul Stafford

Vote: Motion passed unanimously

There being no further business the meeting was adjourned.

