

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
May 31, 2016

THOSE PRESENT: Chair Jeffrey Roth
Commissioner Shane Stack
Commissioner Larry Anderson
Commissioner Paul Stafford
Commissioner Barbara Berens
Alternate Commissioner Winton Kemmis
Alternate Commissioner Deb Poteet

STAFF: Director Cris Jensen
Deputy Director Brian Ellestad
Financial Manager Teri Norcross
Administrative Manager Cathy Tortorelli
Facilities Manager, Thad Williams
Chief of Public Safety, Jesse Johnson via phone
Ground Handling Manager, Tim Damrow
Business Development Manager, Dan Neuman
Advertising Manager, Amanda Jacobson

OTHERS: Lynn Fagan, Fagan Law Office
John Huble, Rocky Mountain ATM
Don Snavely
Shaun Shea, Morrison Maierle
Chad Picard, CH2

Chair Jeffrey Roth called the meeting to order and advised everyone that the meeting was being recorded. Commissioner Paul Stafford and Honorary Commissioner Jack Meyer were not present.

Motion: Commissioner Barbara Berens moved to seat Alternate Commissioner Deb Poteet.

Second: Commissioner Larry Anderson

Vote: Motion passed

AGENDA

Motion: Commissioner Chris Lounsbury moved to approve the Agenda as presented.

Second: Commissioner Larry Anderson

Vote: Motion Passed unanimously.

Public Comment Period: None

MINUTES

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

Motion: Commissioner Larry Anderson moved to approve the Minutes of the Regular Board meeting dated April 26, 2016

Second: Commissioner Barbara Berens.

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Teri asked if there were any questions regarding payments. Teri explained the cost for the AAEE training that is used for all airport personnel, Commissioner Larry Anderson asked if the payment to Minuteman was based on the removal of the old hangar, Teri stated it was and the hangar has been removed.

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

Second: Alternate Commissioner Matt Doucette.

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Teri discussed the financial report with the Board. Alternate Commissioner Deb Poteet asked if June 30th was the end of the fiscal year for the airport. Teri said it was.

Motion: Commissioner Shane Stack moved to approve the financial report as presented.

Second: Commissioner Chris Lounsbury..

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Cris reviewed with the Board his trip to the AAEE National Airports Conference that he attended in Houston Texas. One of the interesting presenters was Peter Neffenger, Administrator of the TSA. He discussed the issue of long lines at screening stations as the summer season gets started. His main comments was that airports are seeing more travelers than in the past and TSA has fewer screeners. Cris congratulated the local TSA work force on the good job they have done with the increase in passengers in Missoula.

Cris informed the Board that he attended his second to last Board meeting for the NW Chapter of AAAE. His time on the Board (approximately 6 years) will be over in September. Cris stated that while it has been a rewarding experience, he will be happy when it is over.

Cris advised the Board that he will be attending his last NW AAAE conference on August 30, 2016 the day of the Board meeting. Cris asked if the Board would agree to changing the time of the Board meeting that day to 10:00 am, he will be able to be here for the Board meeting and still catch his flight later in the day to travel to the conference. The Board mutually agreed to the time change.

Brian advised the Board that Allegiants service to Los Angeles starts June 9th and will go until February and hopefully then year round. Seats are up 14% for the year and passengers are up 9%. Brian also advised the board that Chicago service starts up June 9th and Oakland service starts June 2.

REPORT FROM LEGAL COUNSEL

Lynn discussed with the Board the work she has been doing with the County on the new Sub Division regulations the County is proposing. Lynn has been trying to get the County to approve some exemptions for the Airport.

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:

None

NEW BUSINESS:

Homestead Hangars LLC: Cathy discussed with the Board the new lease agreement with Homestead Helicopters. This is the actual lease that follows the land lease that was approved by the Board on February 26, 2016. Todd Donahue advised the Board that 4 of the 7 hangars have already been sold. Commissioner Larry Anderson asked if Todd will build out all of the hangars. Todd said yes he will.

Motion: Commissioner Chris Lounsbury moved to approve the Homestead Hangars LLC lease as presented.

Second: Commissioner Shane Stack.

Vote: Motion passed unanimously.

Bond Counsel Selection: Teri advised the Board that an RFQ was advertised locally and nationally for bond counsel services in anticipation of the Authority seeking financing for the rental car facility and the terminal expansion project. Barnes & Thornburg LLP submitted the only response to the RFQ. Ben Johnson will be the point of contact with Barnes & Thornburg, staff has worked with him for many years on other projects.

Commissioner Larry Anderson questioned when the Board would approve the contract. Teri stated it should be at the June meeting, and then as each project starts there will be a Task Order for the Board to approve, the cost that project.

Motion: Commissioner Shane Stack moved to approve the contract award to Barnes & Thornburg LLP as bond counsel for the Missoula County Airport Authority.

Second; Commissioner Larry Anderson.

Vote: Motion passed unanimously.

AIP Project No. 3-30-0056-060-2016 Contract Award to Knife River: Brian advised the Board that the Bids for the MSO "2016 Improvements" project in the East GA Development Area were opened on May 11, 2016. One bid was received, and it was below Engineer's estimates. KRC was the only contractor that submitted a bid. The Engineer's evaluation of the bid and *Recommendation of Award* package (including bid tabulation) is attached for reference. The FAA has provided their approval and concurrence of award to KRC.

\$1,314,048	AIP 060 Entitlement Funds (90%)
\$146,006	MSO Reserve Funds (10%)
<u>\$1,008,967</u>	<u>MDA TIF Funds (Non-Federal)</u>
Total = \$2,469,021	

Alternate Commissioner Winton Kemmis asked if there being only a sole bidder will this make it harder to get competitive bids in the future. Chad Picard with CH2 stated that even though there was only one bidder LS Jensen is still in Missoula and usually bids and it keeps both companies working on getting the best bid for the airport.

Motion: Commissioner Shane Stack Move to approve award of the "2016 Improvements" construction contract to Knife River Corporation of Missoula, MT, in the total amount of \$2,469,021.00.

Alternate Commissioner Deb Poteet abstained from the vote.

Second: Commissioner Larry Anderson.

Vote passed.

CH2M Task Order No. 23 Construction Services: Brian discussed with the Board The "2016 Improvements" project consists of new construction in the East GA Development Area, including

Taxiway B1, East GA Ramp, Landside Access Road, and Utility Corridor. CH2M Task Order No. 23 is outlined for Construction Management Services to oversee and inspect the work to ensure compliance with contract provisions. An Independent Fee Estimate was procured and subsequent Consultant fee negotiation was completed to ensure reasonableness and cost determination of the CH2M proposal. Brian reviewed the cost with the Board for the Construction Services. \$283,041 AIP 060 Entitlement Funds (90%) \$31,449 MSO Reserve Funds (10%) \$140,462 MDA TIF (non-Federal) Total = \$454,952

Motion: Commissioner Shane Stack moved to approve CH2M Hill Task Order No. 23 in the amount of \$454,952, subject to FAA concurrence of the Sponsor Recommendation of Award.

Second: Commissioner Matt Doucette

Vote: Motion passed unanimously.

Planning Consultant Award: Cris advised the Board that an RFQ for Planning and a separate RFQ for Engineering and Architecture was advertised and five proposals were received. A committee of Commissioner Paul Stafford, Commissioner Barbara Berens, Brian, Thad, Teri and Cris reviewed the proposals and the interviewed the proposers. The committee agreed to short list all 5 of the proposers to the interview phase. The five firms were CH2MHill, Mead & Hunt, Morrison Maierle, Intervistas and KLJ. After much discussion, the committee decided that Morrison Maierle offered the best, most comprehensive proposal.

Motion: Commissioner Barbara Berens moved to approve the award of the Planning Consultant services to Morrison Maierle for a period not to exceed 5 years.

Second: Commissioner Shane Stack.

Vote: Motion passed unanimously.

Engineering and Architecture Services Award: Cris advised the Board that separate RFQ for Engineering and Architecture was advertised and five proposals were received. A committee of Commissioner Paul Stafford, Commissioner Barbara Berens, Brian, Thad, Teri and Cris reviewed the proposals and the interviewed the proposers. The committee agreed to short list all 5 of the proposers to the interview phase. The five firms were CH2MHill, Mead & Hunt, Morrison Maierle, Intervistas and KLJ. After much discussion, the committee decided that Morrison Maierle offered the best, most comprehensive proposal.

Motion: Commissioner Shane Stack moved to approve the award of the Engineering and Architecture services to Morrison Maierle for a period not to exceed 5 years.

Second: Commissioner Larry Anderson

Vote: Motion passed unanimously.

There being no further business the meeting was adjourned.