

MISSOULA COUNTY AIRPORT AUTHORITY
Regular Board Meeting
January 26, 2016

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

STAFF: Director Cris Jensen via phone
Deputy Director Brian Ellestad via phone
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
Marketing Manager, Amanda Jacobson

OTHERS: Lynn Fagan, Fagan Law Office
County Attorney, Matt Jennings
Shaun Shea, Morrison Maierle
Todd Donahue, Homestead Helicopters
Gary Matson, Pilot
Former Commissioner Jerry McConnell

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: None

MINUTES

Review and approve the minutes of the Regular Board meeting dated December 29, 2015 as amended and presented.

Motion: Commissioner Barbara Berens moved to approve the Minutes of the Regular Board meeting dated December 29, 2015 as presented.

Second: Commissioner Paul Stafford.

Vote: Motion Passed Unanimously

CLAIMS FOR PAYMENT

Teri asked if there were any questions regarding payments. Commissioner Larry Anderson questioned three companies providing deicer expense. It was explained that WE Dust provides De-icer for the front of the terminal road ways; Donaldson Brothers provides sand; and Trempers is the fuel. Commissioner Larry Anderson asked has the fuel cost decrease helped expense to bottom line. It has helped the costs greatly.

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

Second: Commissioner Larry Anderson.

Vote: Motion Passed Unanimously

FINANCIAL REPORT

Teri discussed the financial report with the Board. Teri mentioned the larger expenses due to the extreme weather conditions. She explained that the cost centers are where they would be expected to be this time of year at about 50% of budget for the year.

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

Second: Commissioner Paul Stafford.

Vote: Motion Passed Unanimously

DIRECTOR'S REPORT

Airport Director Cris Jensen advised the Board that he was grateful for the time off and allowing him to participate by phone. He stated his report would cover most, and said he was going to have Dan Neuman explain the layout for spring. Dan let the Board know of Neptune's plan of expanding to handle GA business as well as the US Forest Service Sherpas. They will also be doing corporate expansion. Commissioner Paul Stafford wanted to know what the Federal/Non Federal notations were for. Dan explained this helps everyone know where the funding came from. Commissioner Larry Anderson asked if there was room for tenant growth on the west end of the main airport area. There is a small area by what is now NW Medstar. Commissioner Anderson also wanted to know what percentage of land is being developed. Of the 17 acre area, it will be approximately 13 acres. Commissioner Paul Stafford asked if there would be room to develop between the purposed FedEx building and the NW Medstar building. The answer is no. Deputy Director Brian Ellestad stated the fine tuning on the Homestead Lease

was almost complete. Brian was attending an Air Conference regarding future additional flights. The same problem exists with not enough aircraft available. In talking with Frontier and Allegiant, they feel Missoula International Airport is doing a good job.

REPORT FROM LEGAL COUNSEL

Lynn said welcome to all the new Board members. She also wanted to thank Jerry McConnell for all his years of dedicated service to the airport and community. She is working on the GA development and revisions to the employment policies. To the new Board members and established members a reminder: If a conflict of interest should arise, they must speak up and recuse themselves from the matter. On the agenda is an item regarding security servers. This brings the issue of sole source procurement. The airport's goal is to obtain the best product for the best price. Some things only have one source that meets the requirements. In this case, good record keeping as to why the choice was made. Commissioner Jeffrey Roth stated that to ask questions is always a good thing and welcomed.

COMMITTEE UPDATES

Executive Committee: January 26, 2016. Met to discuss the January Board Agenda.

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 2016. With the change of Officers on the Board, the signers for the Airport Checking accounts need to be updated. The signers for this year will be as follows:

Airport Director – Cris Jensen
Deputy Director- Brian Ellestad
Finance Manager – Teri Norcross
Board Chair – Jeffrey Roth
Board Secretary – Shane Stack

Motion: Commissioner Paul Stafford moved to approve the Revision of Bank account signers for Authority checking accounts with US Bank and First Interstate Bank as indicated above for the year 2016 as presented

Second: Barbara Berens

Vote: Motion passed unanimously

Security Server Replacement. In October 2012 the airport upgraded to its current security system. In September 2013 the airport entered into a service agreement with Simplex Grinnell for maintenance on the system. This past October our system lost redundancy (one server went down) which is a security concern for our system. Attached is a letter from Simplex Grinnell with their proposed solution to get our system back to a redundant system. Our original installer purchased hardware and software from multiple vendors, by purchasing the server through Simplex Grinnell/Software house all software will be compatible licensed for our service agreement. Our current service agreement does not provide for hardware upgrades, due to the length of time of this outage, Simplex Grinnell has agreed to purchase one of the two servers at their expense.

Motion: Commissioner Larry Anderson moved to accept SimplexGrinnell server upgrade proposal in an amount not to exceed \$8,000 as presented.

Second: Commissioner Shane Stack

Vote: Motion passed unanimously

CH2M Hill Task Order No. 22 Engineering Design services for the East GA development area. The project will consist of engineering design and bidding services for development of the GA ramp area east of Corporate Way, including new Taxiway B3, to include the following items: cost estimates, design report, construction plans, technical specifications, contract documents, FAA SSCP, Modifications to Standards, project construction schedule, and project certification forms. The proposal, Scope of Work, Fee Proposal and sub-consultant agreement are included for your review.

Teri asked the total value of the project, which when complete will be about 3.4 million. Commissioner Jeffrey Roth asked if we have had this big of development of a ramp. Cris stated there has not been a new area of this scope before, this will be the largest new construction. Commissioner Larry Anderson asked if Neptune will be reviewing the process or will we have new engineers. There will be additional engineers that will be doing start to final development. The third phase of this project is not yet funded. The design will be for the entire project, but completed in Phases. Todd Donahue stated that his area will not be just for Homestead, but should include several new businesses.

Motion: Commissioner Paul Stafford moved to approve CH2M Hill Task Order #22 in an amount not to exceed \$296,836.00 pending review of the Independent Fee Estimate and subsequent Consultant fee negotiation.

Second: Commissioner Shane Stack

Vote: Motion passed unanimously

There being no further business the meeting was adjourned.