

MISSOULA COUNTY AIRPORT AUTHORITY  
Regular Board Meeting  
March 29, 2016

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

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

OTHERS: Lynn Fagan, Fagan Law Office  
Forrest Gue  
Mike Sager, Republic Parking  
Gary Matson, Pilot  
Former Commissioner Jerry McConnell

Chair Jeffrey Roth called the meeting to order and advised everyone that the meeting was being recorded. Commissioners Shane Stack, Chris Lounsbury, Alternate Deb Poteet and Honorary Commissioner Jack Meyer were not present.

Motion: Commissioner Paul Stafford moved to seat Alternate Winton Kemmis.

Second: Commissioner Barbara Berens

Vote: Motion passed

AGENDA

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

Second: Commissioner Matt Doucette.

Vote: Motion Passed unanimously.

Public Comment Period: Board Chair recognized Jerry McConnell for his 13 years of service to the Airport and the community. Commissioners praised him for his knowledge of finance, good business sense and being a great mentor for them and for staff. He worked hard and was able to secure funding for our control tower project under term as a commissioner.

## MINUTES

Review and approve the minutes of the Regular Board meeting dated February 23, 2016 as presented.

Motion: Commissioner Barbara Berens moved to approve the Minutes of the Regular Board meeting dated February 23, 2016

Second: Commissioner Paul Stafford.

Vote: Motion Passed Unanimously

## CLAIMS FOR PAYMENT

Brian asked if there were any questions regarding payments. Commissioner Larry Anderson questioned where the herbicide was sprayed. It is both landside and airfield.

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

Second: Commissioner Matt Doucette.

Vote: Motion Passed Unanimously

## FINANCIAL REPORT

Brian discussed the financial report with the Board. Commissioner Paul Stafford asked if the Liquid Planet revenues were better than expected, which they are.

Motion: Commissioner Larry Anderson moved to approve the financial report as presented.

Second: Commissioner Paul Stafford.

Vote: Motion Passed Unanimously

## DIRECTOR'S REPORT

Brian let the Board know the air service is seeing a 14% in available seats in 2016. Commissioner Larry Anderson asked if the TSA could cover the additional officer needs. TSA would prefer to work with local law enforcement. They are not trained law enforcement. The FAA funding is approved through July 15<sup>th</sup>. The TSA pre-check will start next week and has added an additional week to the schedule. The budget has been reviewed and is almost ready to be presented to the full Board. Amanda Jacobsen, Dan Neuman and Tim Damrow presented the Digital Advertising information. The advantages are many. It will allow for more inventory, Wi-Fi, controllable costs, energy savings, portability of devices, 9-12 adds running per minute, potential of \$2600 more in revenue, 9 additional advertisers @ \$200 per month, appearance, quality of display, and looping images. The website will have 2 "Tower" spots available on the arrival/departure screen. The flight schedule is the Airport web-page "hot-spot", with 50% of the web-site viewing. Commissioner Larry Anderson asked about the portability. It will be a selling

point to advertisers, because with the terminal remodel, they will stay in the public use areas. One of the abilities of the new advertising method will be the ability to order food from the site and have it ready at the vendor. Commissioner Matt Doucette asked if it is a revenue source regarding food. At this time we don't know what that is going to be, but there is potential for strong revenue. Phone apps will give the Airport, and its services good exposure. The expanded band width will allow for quicker response time and more will be able to use the Wi-Fi. Commissioner Paul Stafford asked Dan about the Solar information. Dan stated that Solar on an airport is not a simple subject.

### REPORT FROM LEGAL COUNSEL

Lynn said she is working on RFQ Engineering compliance issues. She is also updating the reporting for DBE. Department of Transportation is doing a disparity study. Commissioner Larry Anderson asked if there are any ripples from the City on fees for the upcoming construction. It is a wait and see situation, but Homestead is the first project to start, so that should indicate what is going to follow.

### COMMITTEE UPDATES

Executive Committee: February 23, 2016.  
Finance Committee: March 15, 2016  
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:

Resolution 2016-01 Short Term Investment Pool (STIP) participation: This is brought to the full Board as a seconded motion from the Finance Committee to keep the funds in STIP. The required resolution will designate an Authorized Representative who would perform transactions to and from the STIP account. The representative would be able to designate delegates who can perform STIP transactions (via Appendix A) a bank account that will be used for STIP transactions (via Appendix B) and a method to distribute or reinvest earnings. At 2/29/2016 the balance in the STIP account was \$1,205,400. This would designate Teri Norcross as the Authorized Representative.

Vote: Motion passed unanimously

### NEW BUSINESS:

Trail West CD Resolution: Trail West offered a special 11 month CD @ 1%. This will authorize Airport Director Cris Jensen or Finance Manager Teri Norcross to conduct business regarding this investment.

Motion: Commissioner Paul Stafford moved to approve Resolution 2016-03 which authorizes Airport Director Jensen or Finance Manager Norcross to conduct business regarding this investment.

Second: Commissioner Barbara Berens  
Vote: Motion passed unanimously.

There being no further business the meeting was adjourned.