

**GREAT FALLS INTERNATIONAL AIRPORT AUTHORITY
2800 TERMINAL DRIVE, GREAT FALLS, MT 59404
BOARD MEETING MINUTES**

January 30, 2024

CALL TO ORDER

The regular meeting of the Great Falls International Airport Authority Board convened Tuesday, January 30, 2024, at 1:00 PM in the Airport Board Room. Casey Lalonde called the meeting to order. Roll call was taken.

Board Members Present: Anthony Aretz Richard Gibbs Casey Lalonde
 Sean Hoven Terry Thompson Cameron Swathwood

Staff Present: John Faulkner Rod Hall Chayleen Person
 Lara Tait

New board member, Cameron Swathwood, was welcomed and sworn in by Casey Lalonde.

CONSENT AGENDA:

A motion was made by Commissioner Hoven and seconded by Commissioner Aretz to approve the Consent Agenda as follows:

Consent Agenda

Consent Agenda: The consent agenda is made up of routine day to day items that require Board action, but do not appear to have a significant public impact. Items may be pulled from the consent agenda for separate discussion/vote by any board member.

- a. Approval of Board Meeting Minutes from November 2023
- b. Payroll checks totaling \$125,350.71 for November & \$121,862.79 for December 2023
- c. Maintenance & Operations checks #27901 to 27987 totaling \$1,398,121.41 for November 2023; checks #27988 to 28038 totaling \$1,816,632.97 for December 2023
- d. Approve Passenger Facility Charge totaling \$64,802.27 for November 2023 and \$60,026.40 for December 2023
- e. Financial Reports for November 2023 & December 2023

The motion passed unanimously.

DIRECTOR'S REPORT:

Director Faulkner reported on the following:

- December boardings were solid with 10% growth over last December. GTF ended the calendar year with 26% growth over the prior year and total boardings of 181,243. This total represents 1.8% growth over 2019 and ranks as the fifth busiest boarding year in GTF history.
- Alaska will be adding a second flight to GTF. It will run mid-May to Mid-October.

- We were told last week that Chicago will be returning this summer. The aircraft is likely to be an RJ that runs Saturday and Sunday. An air service report was given.
- US Customs is making some changes. They want to go to a new rate structure that dictates an overtime charge if the flight comes in after hours. This increase will be a substantial increase to what aircraft are currently paying to clear through GTF. Further discussions and involvement by our Congressional members will be necessary.
- Access control was activated. We now have electronic cards and videos throughout the secure area. Everything is running fairly smoothly.
- We have a potential development opportunity including a warehouse and hangar. We are working with the State to determine exactly what they need and exploring financing options. More information will be brought to the Board as necessary.
- A construction update was given and cash reserves reviewed.

GENERAL BUSINESS:

1:34 Election of Board Officers

Nominations were opened for Chairman of the board. Commissioner Gibbs nominated Commissioner Lalonde with a second from Commissioner Thompson. A unanimous vote elected Commissioner Lalonde to the Chairman position.

Nominations were opened for Vice-Chairman of the board. Commissioner Thompson nominated Commissioner Aretz with a second from Commissioner Gibbs. A unanimous vote elected Commissioner Aretz to the Vice-Chairman position.

1:36 Acceptance of Final 2022-23 Audit

A motion was made by Commissioner Aretz and seconded by Commissioner Gibbs to Accept the Final 2022-23 Audit which inadvertently excluded pages 6-18 as presented. The motion passed unanimously.

1:46 Airport Parking Violation Ordinances/Policy

A motion was made by Commissioner Hoven and seconded by Commissioner Aretz to approve the Airport Parking Violation Ordinances/Policy as presented. The motion passed unanimously.

1:59 Oakwells Agreement Extension

A motion was made by Commissioner Hoven and seconded by Commissioner Aretz to approve the Oakwells Agreement Extension as presented. The motion passed unanimously.

2:01 Capital Expense: Fountain Repair

A motion was made by Commissioner Aretz and seconded by Commissioner Swathwood to approve the Capital Expense: Fountain Repair not to exceed \$20,000 as presented. The motion passed unanimously.

2:06 Emergency Capital Repairs: Jet Bridge Leveling Threshold

A motion was made by Commissioner Aretz and seconded by Commissioner Hoven to approve the Emergency Capital Repairs: Jet Bridge Leveling Threshold as presented. The motion passed unanimously.

2:12 Capital Expense: Taxiway A Fog Seal

A motion was made by Commissioner Gibbs and seconded by Commissioner Aretz to approve the Capital Expense: Taxiway A Fog Seal as presented. The motion passed unanimously.

2:17 American Tower Lease

A motion was made by Commissioner Hoven and seconded by Commissioner Aretz to approve the American Tower Lease as presented. The motion passed unanimously.

2:23 Emergency Repairs: Terminal Repairs

A motion was made by Commissioner Aretz and seconded by Commissioner Hoven to approve Emergency Repairs: Terminal Repairs as presented. The motion passed unanimously.

2:31 Letter of Recommendation on MDT Intersection

A motion was made by Commissioner Hoven and seconded by Commissioner Thompson to table the item. The motion passed unanimously.

3:53 Acceptance of Final 2022-23 Audit

The meeting was adjourned at 3:02 then reopened at 3:53. A motion was made by Commissioner Hoven and seconded by Commissioner Aretz to Accept the Final 2022-23 Audit as presented. The motion passed unanimously.

AIRPORT AUTHORITY BOARD COMMENTS:

- Commissioner Thompson asked for clarification on the janitorial year-end financial overview and other line items to understand why there are over budget.
- Commissioner Hoven expressed appreciation for Chayleen's work on the financials and getting them back in order.

PUBLIC COMMENTS:

- City Commissioner, Susan Wolff, asked for clarification on the grant that MDT is applying for. Director Faulkner let her know that it was a one-time grant and would not be available in the future.

Casey Lalonde, Chair

John Faulkner, Secretary