

**HELENA REGIONAL AIRPORT AUTHORITY
MEETING MINUTES
AUGUST 16, 2016**

MEETING.

In Attendance:

Jane Fournier, Chair
Rick Hays, Vice Chair
Jon Moe, Secretary
Jan Schenk, Commissioner
Peter Donovan, Commissioner
John Grant, Commissioner
Jeff Wadekamper, Airport Director

Excused:

Howard Skjervem, Commissioner

Others Attending:

Greg Gould, Luxan & Murfitt, PLLP
Tim Orthmeyer, Morrison-Maierle, Inc.
Al Knauber, Independent Record
Jim McCormick, County Commission Candidate
Ross Marty, Business & Compliance Manager
Connie Lundin, Financial Manager
Kerry Johnson, Administrative Assistant

MINUTES.

Motion was made by Hays, seconded by Moe, to approve the Minutes of the July 19, 2016 Authority Meeting. The motion carried unanimously.

PUBLIC COMMENT PERIOD.

McCormick introduced himself as a Lewis & Clark County Commission candidate.

AIRPORT IMPROVEMENT PROGRAM.

AIP-49 Taxiway F Rehabilitation Project. The Taxiway F Rehabilitation Project is underway. Orthmeyer described how Helena Sand & Gravel will coordinate work in the safety areas around the schedules of the airlines and how air tanker operations may affect the project – there is a contingency plan to adjust the work schedule if the need arises.

AIRPORT AUTHORITY ISSUES.

Parking Lot Project. The installation of the security cameras at the entrance/exit points of the Long Term Parking Lot under the Helena Sand & Gravel contract has been completed. Helena Sand & Gravel submitted its claim for the final portion of the work.

Motion was made by Moe, seconded by Donovan, to approve the claim from Helena Sand & Gravel for the Long Term Parking Lot Improvements:

Helena Sand & Gravel	\$13,028.20
State of Montana – 1% Gross Receipts Withholding	\$ <u>131.60</u>
Total Parking Lot Project Claim:	\$13,159.80

The motion carried unanimously.

Engineering Services – Fiscal Years 2017 – 2021. Morrison-Maierle, Inc. was the lone responder to the Airport’s Request for Proposals for Engineering Services for FY2017-FY2021. The Selection Committee interviewed the firm and their sub-consultants and recommended that the Authority enter into a contract with Morrison-Maierle, Inc. for the services as proposed.

Motion was made by Hays, seconded by Schenk, to award the contract for Engineering Services for Fiscal Years 2017-2021 as proposed; the motion carried unanimously.

Airport Property & Liability Insurance. Wadekamper told the Commissioners that the Airport’s property and liability insurance premiums had increased by approximately 40% over the previous fiscal year. Wadekamper is working with the Airport’s insurance agent to see if comparable or better coverage can be procured for a lesser annual amount.

LEASES.

Robinson Non-Commercial Aviation Ground Lease. Randy Robinson requested the extension of his lease for an additional five-year period in accordance with the renewal provisions of his original lease. Wadekamper recommended extending the lease as requested.

Motion was made by Grant, seconded by Hays, to extend the Non-Commercial Aviation Ground Lease with Randolph Robinson through June 30, 2021. The motion carried unanimously.

Western Aero Commercial Aviation Ground Lease. Dave Coon, owner of Western Aero, requested the extension of his lease for an additional five-year period in accordance with the renewal provisions of his original ground lease. Western Aero subleases the premises to REACH Air Ambulance Services. Wadekamper recommended extending the lease as requested.

Motion was made by Donovan, seconded by Moe, to extend the Commercial Aviation Ground Lease with Western Aero through June 30, 2021.

CONSENT AGENDA.

Motion was made by Hays, seconded by Schenk, to approve the Income & Expense Reports and the Past Due Reports as presented. The motion carried unanimously.

OLD BUSINESS.

None.

NEW BUSINESS.

None.

DIRECTOR'S COMMENTS.


None.

EXECUTIVE SESSION:

Fournier moved the meeting into Executive Session for a discussion of specific personnel issues.

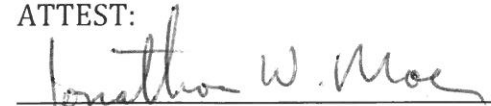
REPORTS PRESENTED FOR REVIEW:

Airport Director's Comments – Jeff Wadekamper
Business & Compliance Manager's Report – Ross Marty
Income & Expense and Past Due Accounts Reports – Connie Lundin



Elizabeth J. Fournier, Chair

ATTEST:



Jonathon W. Moe, Secretary

(SEAL)