

**HELENA REGIONAL AIRPORT AUTHORITY
MEETING MINUTES
JULY 19, 2016**

MEETING.

In Attendance:

Jane Fournier, Chair
Rick Hays, Vice Chair (via conference phone)
Jon Moe, Secretary
Jan Schenk, Commissioner
Howard Skjervem, Commissioner
Peter Donovan, Commissioner
John Grant, Commissioner
Jeff Wadekamper, Airport Director

Others Attending:

Greg Gould, Luxan & Murfitt, PLLP
Tim Orthmeyer, Morrison-Maierle, Inc.
Al Knauber, Independent Record
Patrick Webb, Senator Daines' Office
Ethan Holmes, Senator Daines' Office
Ross Marty, Business & Compliance Manager
Kerry Johnson, Administrative Assistant

MINUTES.

Motion was made by Schenk, seconded by Skjervem, to approve the Minutes of the June 21, 2016 Authority Meeting. The motion carried unanimously.

PUBLIC COMMENT PERIOD.

Webb gave an overview of the recently-passed continuing resolution for FAA funding, which funds the agency through September 30, 2017. The original complete FAA Reauthorization Bill failed to pass.

AIRPORT IMPROVEMENT PROGRAM.

AIP-47 Pavement Maintenance Project. Maxwell Asphalt submitted its final claim for the Runway 9/27 Pavement Maintenance Project; the claim was for a Change Order to remove and replace pavement markings. The project is 100% complete.

Motion was made by Moe, seconded by Grant, to approve the following claims for the AIP-47 Runway 9/27 Pavement Maintenance Project:

Maxwell Asphalt - Construction	\$8,056.13
State of Montana – 1% Gross Receipts Withholding	<u>\$81.37</u>
Total Claims	\$8,137.50

The motion carried unanimously.

AIP-49 Taxiway F Rehabilitation Project. Orthmeyer said that Helena Sand & Gravel has scheduled the Taxiway F Pavement Rehabilitation Project into their scope of work; Orthmeyer will issue the Notice to Proceed as soon as the FAA issues the AIP-49 grant, which is expected within a few days. Morrison-Maierle, Inc. submitted claims for the design and project management completed to date, and KLJ Engineering submitted its claim for the completion of the required Independent Fee Estimate. Wadekamper recommended approval of the claims.

Motion was made by Grant, seconded by Schenk, to approve the following AIP-49 claims:

KLJ Engineering – Independent Fee Estimate Review	\$2,500.00
Morrison-Maierle, Inc. – Design	\$148,400.00
Project Management	<u>\$11,146.04</u>
Total AIP-49 Claims:	\$159,546.04

The motion carried unanimously.

AIRPORT AUTHORITY ISSUES.

Sewer Lift Station Replacement Project. A sewer lift station located near the Terminal is failing. The cost of upgrading the system to meet City of Helena standards and turning the ownership and maintenance of it over to the City is prohibitive; Airport officials decided to retain ownership of the lift station and to replace the failing components. Wadekamper recommended approving the scope of work and associated costs for the design, project management and construction oversight as submitted by Morrison-Maierle, Inc.

Motion was made by Hays, seconded by Moe, to approve Task Order #7 in favor of Morrison-Maierle, Inc. in the amount of \$48,900. The motion carried unanimously.

Air Service Issues. Wadekamper reported that the Helena Regional Airport was not a recipient of one of this year's Small Community Air Service Development grants. He gave a summary of the fundraising efforts within the community, and the Authority discussed ideas for keeping the community engaged in efforts to secure additional air service for Helena. Wadekamper is inviting Boyd Group International to come to Helena to make several presentations to various community organizations and individuals on Helena's air service landscape. Wadekamper will keep the Authority informed of those presentations.

Engineering Services – FY2017 – FY2021. The FAA requires that airports solicit engineering services every five years for the Airport Improvement Program projects. A Request for Qualifications will be published, with a submission deadline of August 1. Fournier appointed the following as the Engineering Selection Committee: Fournier, Moe, Grant, and Wadkamper. The Committee plans to have a recommendation for an engineering firm to provide those services from Fiscal Years 2017-2021 for approval at the August Authority Meeting.

LEASES.

Sun Outdoor Advertising. Sun Outdoor Advertising recently inquired about leasing a ¼-acre parcel of land near I-15 on which to place a large billboard. Wadkamper and the Authority discussed the options; the issue died for lack of a motion to approve.

CONSENT AGENDA.

Motion was made by Grant, 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.

In conjunction with the FAA, Wadkamper will develop a plan to educate the general public about the regulations for the use of drones.

DIRECTOR'S COMMENTS.

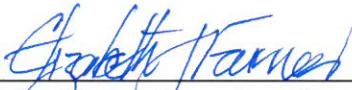
None.

REPORTS PRESENTED FOR REVIEW:

Airport Director's Comments – Jeff Wadekamper

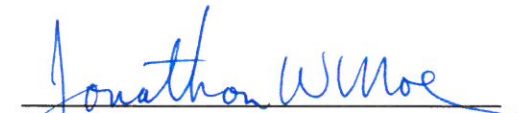
Business & Compliance Manager's Report – Ross Marty

Income & Expense and Past Due Accounts Reports – Connie Lundin



Elizabeth J. Fournier, Chair

ATTEST:



Jonathon W. Moe, Secretary

(SEAL)