HELENA REGIONAL AIRPORT AUTHORITY
AIRPORT AUTHORITY MEETING
JANUARY 20, 2015

MEETING.

In Attendance:

Peter Donovan, Chair
Jane Fournier, Vice Chair
Janice Schenk, Secretary
Mark Eichler, Commissioner
Howard Skjervem, Commissioner
John Grant, Commissioner
Jon Moe, Commissioner
Jeff Wadekamper, Airport Director

Others Attending:

Terry Cosgrove, Gough, Shanahan, Johnson & Waterman
Tim Orthmeyer, Morrison-Maierle, Inc.
Michele Steele, Lambert Hotels
Connie Lundin, Financial Manager
Pete Hartman, RMESTC Coordinator
Ross Marty, Business & Compliance Manager
Kerry Johnson, Administrative Assistant

MINUTES.

Motion was made by Schenk, seconded by Fournier, to approve the Minutes of the December 16, 2014 Authority Meeting. The motion carried unanimously.

PUBLIC COMMENT PERIOD.

None.

AIRPORT IMPROVEMENT PROJECTS.

AIP-47 & 48. Orthmeyer provided Morrison-Maierle, Inc.'s Engineering Fee Estimates for AIP-47 and AIP-48. The estimates were forwarded to Robert Peccia & Associates, who performed the FAA-mandated Independent Fee Review. There are some disparities between the estimates; Wadekamper will facilitate a meeting between Orthmeyer and Robert Peccia & Associates to ensure there are no misunderstandings in the scope of work. The Commissioners inquired about a few components of the fee estimate; Orthmeyer and Wadekamper provided additional information. Wadekamper told the Authority that they

will be asked to approve the AIP-47 & 48 Engineering Scope of Work at the February Authority meeting.

AIRPORT AUTHORITY ISSUES.

Long-Term Parking Lot Improvements. Orthmeyer prepared a scope of work and estimated engineering fees covering the development of equipment specifications and the bidding process for selecting a vendor for the entrance, exit and pay station equipment for the Long Term Parking Lot. Wadekamper recommended approval of the Task Order as proposed. The design and construction management phases of the project will be covered under a separate engineering agreement.

Motion was made by Fournier, seconded by Grant, to approve Engineering Master Agreement Task Order No. 6 with Morrison-Maierle, Inc. The motion carried unanimously.

Rocky Mountain Emergency Services Training Center. Hartman and Marty have researched Aircraft Rescue Fire Fighting (ARFF) programs that are comparable to those offered at the RMESTC. After analyzing the training cost-per-student at the RMESTC and comparing class fees from other regional facilities, they proposed a revised training fee schedule for the 2015 ARFF training season.

Motion was made by Eichler, seconded by Schenk, to approve the revised ARFF Class Fee Schedule for the 2015 Training Season. The motion carried unanimously.

Fiscal Year 2015 Mid-Year Budget Review. Wadekamper provided a detailed analysis of the Fiscal Year 2015 Mid-Year Budget, including his recommendations for several adjustments. The proposed Mid-Year Budget adjustments allow for additional funds to be allocated to Airport Capital Improvements. Wadekamper pointed out that some repairs and improvements will need to be made at the RMESTC within the next several years, and recommended establishing a reserve account to meet those needs, along with any unforeseen issues that may arise in the future.

Motion was made by Moe, seconded by Fournier, to approve the Fiscal Year 2015 Mid-Year Budget as presented. The motion carried unanimously.

CONSENT AGENDA.

Motion was made by Eichler, seconded by Skjervem, to accept the Income and Expense and Past Due Financial Reports as presented. The motion carried unanimously.

OLD BUSINESS.

None.

NEW BUSINESS.

None.

REPORTS PRESENTED FOR REVIEW:

Airport Director's Comments – Jeff Wadekamper
Business & Compliance Manager's Report – Ross Marty
RMESTC Coordinator's Report – Pete Hartman
Fiscal Year 2015 Mid-Year Budget Report – Jeff Wadekamper
Income & Expense and Past Due Accounts Reports – Connie Lundin

Peter Donovan, Chair

ATTEST:

Janice Schenk, Secretary (SEAL)