

**HELENA REGIONAL AIRPORT AUTHORITY
MEETING MINUTES
MAY 17, 2016**

MEETING.

In Attendance:

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

Excused:

Jane Fournier, Vice Chair

Others Attending:

Greg Gould, Luxan & Murfitt, PLLP
Tim Orthmeyer, Morrison-Maierle, Inc. (via conference phone)
Al Knauber, Independent Record
Connie Lundin, Financial Manager
Ross Marty, Business & Compliance Manager
Kerry Johnson, Administrative Assistant

MINUTES.

Motion was made by Skjervem, seconded by Schenk, to approve the Minutes of the April 19, 2016 Authority Meeting and the May 5, 2016 Special Authority Meeting. The motion carried unanimously.

PUBLIC COMMENT PERIOD.

None.

AIRPORT IMPROVEMENT PROGRAM.

AIP-47 – Airport Security Improvements Project. Wadekamper and Orthmeyer outlined some additional security improvements to be completed under the AIP-47 Grant. Additions/enhancements to the original project include the installation of updated signage on the newly installed vehicle entrance gates; encrypted vehicle gate openers which will be

assigned to specific Airport vehicles (allowing convenient, secure gate access for authorized Airport employees); and additional hardware to facilitate “line of sight” communication between all the vehicle access gates providing redundancy for access control in the event of power outages or other emergencies. During the earlier portion of the project, Williamson Fencing, the general contractor, was able to use an existing electrical panel resulting in a credit for that project.

Motion was made by Schenk, seconded by Grant, to approve AIP-47 Change Order Number One in favor of Williamson Fencing in the amount of \$26,076.00. The motion carried unanimously.

AIRPORT AUTHORITY ISSUES.

Fiscal Year 2017 Airport Maintenance & Operations Budget. The Authority reviewed the final draft of the FY 2017 Budget. The Airport has a “reserve fund” account which is maintained separately from the Maintenance & Operations Budget.

Motion was made by Hays, seconded by Schenk, to approve the Fiscal Year 2017 Airport Maintenance & Operations Budget as presented. The motion carried unanimously.

Refinancing of Airport Terminal Debt Service. The Authority reviewed a Resolution authorizing the transfer of the loan balance for the Terminal Remodeling Project from Wells Fargo to Valley Bank at a tax-exempt rate of 2.25% for four years.

Motion was made by Skjervem, seconded by Moe, to approve the Resolution authorizing the refinancing of the Airport Terminal Loan with Valley Bank at a tax-exempt loan rate. The motion carried; Grant abstained.

Refinancing of US Forest Service Debt Service. The Authority reviewed a Resolution authorizing the transfer of the US Forest Service-secured loan (also referred to as the “Swap Loan”) from Wells Fargo to the Valley Bank.

Motion was made by Moe, seconded by Schenk, to approve the Resolution authorizing the refinancing of the US Forest Service Loan with Valley Bank. The motion carried; Grant abstained.

Capital Improvements Plan. Wadekamper presented a draft of the Airport’s Seven-Year Capital Improvements Plan (CIP). The CIP is submitted annually to the FAA for planning future Airport Improvement Program grants. The Federal Aviation Administration has a “priority scale” it uses in awarding discretionary funding for airport projects around the region; the CIP also helps with Airport financial planning as local matching funds must be incorporated into the annual budget.

Fiscal Year 2017 Executive Committee. Donovan appointed Skjervem to chair the Nominations Committee for the FY2017 Authority Executive Committee; Skjervem will bring his recommendations to the June Authority Meeting.

LEASES.

Customs & Border Protection Lease. Customs & Border Protection requested that a handrail be installed on their outside stairwell; the Airport Maintenance Department built and installed the handrail recently. Wadekamper recommended extending the lease with Customs & Border Protection for an additional ten-year period.

Motion was made by Schenk, seconded by Grant, to approve renewing the lease held by Customs & Border Protection for a ten-year period. The motion carried unanimously.

CONSENT AGENDA.

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

OLD BUSINESS.

None.

NEW BUSINESS.

None.

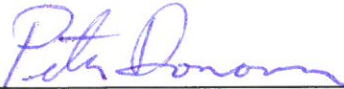
DIRECTOR'S COMMENTS.

None.

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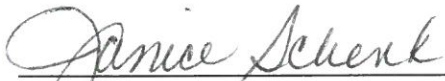
REPORTS PRESENTED FOR REVIEW:

Airport Director's Comments – Jeff Wadekamper
Fiscal Year 2017 Budget – Jeff Wadekamper & Connie Lundin
Business & Compliance Manager's Report – Ross Marty
Income & Expense and Past Due Accounts Reports – Connie Lundin



Peter Donovan, Chair

ATTEST:



Janice Schenk, Secretary

(SEAL)