

**HELENA REGIONAL AIRPORT AUTHORITY
MEETING MINUTES
JUNE 21, 2016**

MEETING.

In Attendance:

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

Others Attending:

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

MINUTES.

Motion was made by Hays, seconded by Schenk, to approve the Minutes of the May 17, 2016 Authority Meeting. The motion carried unanimously.

PUBLIC COMMENT PERIOD.

None.

AIRPORT IMPROVEMENT PROGRAM.

AIP-49 Projects Update. The contract documents have been completed, and the contractors for both the Taxiway F Project and the ARFF Equipment Acquisition will be ready to start work as soon as the FAA releases the grant money for the AIP-49 projects. It is anticipated that the grants will be issued in late June or early July, but the timeframe may be extended if Congress delays passing the FAA Reauthorization Bill. Orthmeyer indicated that the Taxiway F project is a relatively short-term project, so even if the grant funds are

not available until August, the contractor will have sufficient time to complete the project before inclement weather sets in.

AIRPORT AUTHORITY ISSUES.

Long Term Parking Lot Project. Helena Sand & Gravel submitted a claim for the installation of the camera system for the entrance and exit lanes of the Lot – the cameras were not installed until the shelters were completed this spring.

Motion was made by Fournier, seconded by Moe, to approve the following claims for the Long Term Parking Lot Improvements:

Helena Sand & Gravel – installation of camera system	\$12,231.65
Montana Misc. Tax Division – 1% withholding	<u>\$ 123.55</u>
Total Claims	\$12,355.20

The motion carried unanimously.

The initial design of the Parking Lot Project called for two security cameras – one at the entrance lanes and one at the exit lanes. Wadekamper and Orthmeyer recommend installing a third camera near the exit lanes to provide redundant coverage of the exit lanes as well as coverage for the second entrance lane location. Helena Sand & Gravel has proposed a change order to provide the additional camera.

Motion was made by Grant, seconded by Hays, to approve Parking Lot Improvement Project Change Order #1 in the amount of \$3,486.69 in favor of Helena Sand & Gravel for the installation of a third security camera. The motion carried unanimously.

Fiscal Year 2017 Executive Committee. Skjervem provided the Nominating Committee's recommendations for the Executive Committee for Fiscal Year 2017.

Motion was made by Skjervem, seconded by Schenk, to approve the following recommendations for FY2017 Authority Officers: Jane Fournier, Chair; Rick Hays, Vice Chair; and Jon Moe, Secretary. The motion carried unanimously.

Staffing and Finance Committees. Fournier suggested that the Authority revisit the role of the Staffing and Finance Committees, which were originally set up in 2014. The Authority will review the roles of the standing committees within the next several months.

LEASES.

Air Ryder. Air Ryder's current lease expires on June 30, 2016. Wadekamper recommended extending a one-year lease renewal to Air Ryder, incorporating revised lease default language as drafted by Gould.

Motion was made by Fournier, seconded by Moe, to renew the lease with Air Ryder through June 30, 2017, incorporating the revisions provided by the Airport attorney. The motion carried unanimously.

CONSENT AGENDA.

Motion was made by Moe, seconded by Hays, 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.

Wadekamper reported that one of the Airport Operations staff is retiring in August; the position will be advertised and filled within the next several weeks. He indicated that he expects to hear whether or not the Helena Regional Airport will be a recipient of a 2016 Small Community Air Services Development Grant within a short time.

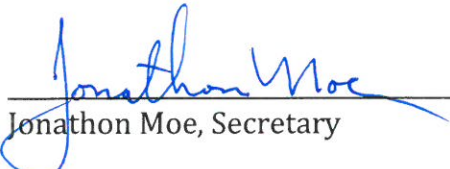
REPORTS PRESENTED FOR REVIEW:

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



Jane Fournier, Chair

ATTEST:



Jonathon Moe, Secretary

(SEAL)