

**HELENA REGIONAL AIRPORT AUTHORITY
MEETING MINUTES
JUNE 20, 2017**

MEETING.

In Attendance:

Jane Fournier, Chair
Rick Hays, Vice Chair
Peter Donovan, Commissioner
John Grant, Commissioner
Liz Bangerter, Commissioner
Dave Simkins, Commissioner
Jeff Wadekamper, Airport Director

Excused:

Jon Moe, Secretary

Others Attending:

Mike Musacrelli, Private Citizen
Greg Gould, Luxan & Murfitt, PLLP
Tim Orthmeyer, Morrison-Maierle, Inc.
Ross Marty, Business & Compliance Manager
Connie Lundin, Financial Manager
Kerry Johnson, Administrative Assistant

MINUTES.

Motion was made by Grant, seconded by Donovan, to approve the Minutes of the May 16, 2017 Authority Meeting. The motion carried unanimously.

PUBLIC COMMENT PERIOD.

None.

AIRPORT IMPROVEMENT PROGRAM.

AIP-49. Helena Sand & Gravel completed all the items on the Taxiway F project, including adding topsoil and seeding. A second coat of paint has been applied to all the pavement markings, and the project has been accepted by the Airport. Morrison-Maierle, Inc. has prepared the grant close-out report which will be submitted to the FAA. Wadekamper and Orthmeyer recommended approval of the final AIP-49 claims.

Motion was made by Hays, seconded by Simkins, to approve the following AIP-49 claims:

Morrison-Maierle, Inc.	\$10,000.00
Helena Sand & Gravel – Construction	\$32,962.72
State of Montana – 1% Gross Receipts	<u>\$332.96</u>
Total AIP-49 Claims:	\$43,295.68

The motion carried unanimously.

AIP-50. The Airport received three responses to its Request for Qualifications for a General Contractor/Construction Manager (GCCM) for the Terminal Expansion Project, which is currently in its early design phase. A committee made up of Commissioners, Airport staff and consultants interviewed the three firms on June 15, 2017. The Committee's recommendation to the Authority was to select Dick Anderson Construction as the GCCM.

Motion was made by Hays, seconded by Bangerter, to award the contract for General Contractor/Construction Manager for the Terminal Expansion Project to Dick Anderson Construction. The motion carried unanimously.

The Airport will not use all of its FY 2017 Entitlement funds for Airport Improvement Projects in the current year. FAA regulations allow other airports whose AIP grants do not entirely fund a project to request use of those unexpended entitlement dollars. The Bert Mooney Airport, Butte, requested that Helena Regional Airport's remaining FY 2017 funds be transferred to them for use on their terminal expansion project. Through a formal agreement monitored by the FAA, Bert Mooney Airport will reimburse the Helena Regional Airport for the funds in Fiscal Year 2018. Wadkamper indicated that Helena has, in the past, both received and donated AIP funds through this type of agreement.

Motion was made by Bangerter, seconded by Grant, to approve the Transfer and Reimbursement Agreement with Bert Mooney Airport for Helena's remaining FY 2017 Entitlement funds in the amount of \$809,176. The motion carried unanimously.

AIRPORT AUTHORITY ISSUES.

Executive Committee. Fournier appointed Donovan and Bangerter as the Nominations Committee; they will provide a recommendation for Authority Chair, Vice Chair and Secretary at the August Authority meeting. The officers' terms will run from September 1, 2017 through August 31, 2018.

LEASES.

Wadekamper gave an update on the lease proposal he submitted to GSA for the Department of Homeland Security Building; the broker representing GSA sent several questions and requests for clarification on the lease proposal.

The Fischer Properties and Montana Radio Company projects are moving forward as planned. The Montana National Guard expansion project is nearing completion. The Guard has tentatively scheduled a public open house for their new facility on September 9.

The Smokejumper expects to receive all of its City permits by June 23, at which point they will proceed with the remodeling of the restaurant area and marketplace in the public portion of the Terminal. The Smokejumper hopes to be fully open and operational in early July.

CONSENT AGENDA.

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

OLD BUSINESS.

Update on Small Community Air Service Grant. Wadekamper said that the grant applications have still not been issued by the Department of Transportation. In the meantime, efforts will continue to raise more "matching funds" from within the community. When the grant applications become available, community supporters will be asked to submit letters of support for an additional daily flight to/from Seattle and service directly to/from Portland on Alaska Airlines.

NEW BUSINESS.

None.

DIRECTOR'S COMMENTS.

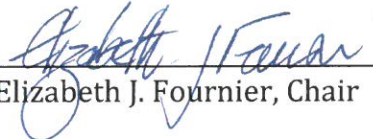
None.

EXECUTIVE SESSION.

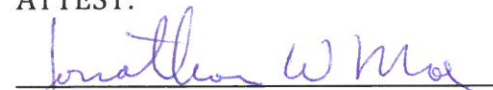
Fournier moved the meeting into Executive Session to discuss potential litigation related to the Airport's Long Term Parking Lot Improvement Project issues.

REPORTS PRESENTED FOR REVIEW:

Airport Director's Report and Board Letter – 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)