

**HELENA REGIONAL AIRPORT AUTHORITY
MEETING MINUTES
JULY 18, 2017**

MEETING.

In Attendance:

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

Others Attending:

Greg Gould, Luxan & Murfitt, PLLP
Tim Orthmeyer, Morrison-Maierle, Inc
Ross Marty, Business & Compliance Manager
Connie Lundin, Financial Manager
Pete Hartman, Admin Assistant

MINUTES.

Motion was made by Simkins, seconded by Hays, to approve the Minutes of the June 20, 2017 Authority Meeting. The motion carried unanimously.

PUBLIC COMMENT PERIOD.

None.

AIRPORT IMPROVEMENT PROGRAM.

AIP-50. Wadekamper gave Commission update on terminal expansion project work sessions held July 6th and 7th.

Final design for Phase I is complete, incorporating the following design changes:

- Take out extra seating on west side of security area and add additional seating on east side. Option to add counters with seating along windows.

- Add 2nd elevator for redundancy
- Build out infrastructure for full-size restrooms to accommodate future expansion in order to reduce later costs
- Incorporate ground boarding option to enter secure area on the east side on main floor, including ADA ramp.
- Move restaurant layout to run east to west to allow better passenger flow
- Design will include three jet bridges to service five aircraft at once
- New design allows for future expansion with minimal disruption/inconvenience to traveling public with less cost. Future expansion will accommodate five gates to service a total of eight + aircraft

Dick Anderson's

Motion was made by Moe, seconded by Grant, to approve the following AIP-50 Project Claims:

Morrison-Maierle, Inc. – Engineering Services	\$166,218.87
Mead & Hunt – IFE	<u>\$ 8,000.00</u>
	\$174,218.87

AIRPORT AUTHORITY ISSUES.

Surplus Equipment. Wadekamper asked the Board to consider declaring list of several items excess and allow the Airport to dispose of in accordance with FAA rules. Wadekamper has contacted the FAA to verify that proceeds up to \$5,000.00 received for any one item purchased with AIP funds does not require pay-back to the FAA. Bids must be requested for any Item over \$2,500. *Motion* was made by Bangerter, seconded by Hays, to declare listed equipment as excess and authorize Wadekamper to dispose of equipment. The motion carried unanimously.

LEASES.

Wadekamper asked the Board to consider renewal of the lease for Air Ryder. This lease has been renewed on an annual basis for the past few years as Air Ryder had experienced a down-turn in the demand for kit built aircraft. Wadekamper stated that this was an appropriate time to get the lease back in line with the Airport's standard lease terms. *Motion* was made by Simkins, seconded by Donovan to authorize Wadekamper to negotiate a lease term of 5-years with auto renewal with a 60 days cancellation by either party and to approve the new Air Ryder lease. Motion carried unanimously.

Wadekamper asked the Board to consider renewal of the lease for Sleeping Giant Club. *Motion* was made by Bangerter, seconded by Hays to renew the Sleeping Giant Club lease. Motion carried unanimously.

CONSENT AGENDA.

Motion was made by Hays seconded by Donovan, 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. The Airport is still waiting to hear when the application will be available. Wadekamper is hopeful we will hear something by the end of the month.

GSA for Immigration Customs Enforcement lease. Wadekamper has submitted the latest information request to the GSA agent.

Parking System Update. Wadekamper and Orthmeyer met with all parties involved in the WPS Parking System. WPS will contact the Airport with suggestions for resolving all issues. Airport will decide then whether or not to consider their recommendations or proceed with litigation.

NEW BUSINESS.

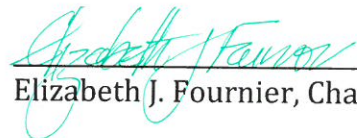
None.

DIRECTOR'S COMMENTS.

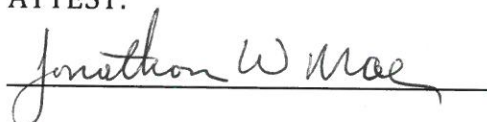
Wadekamper stated there will be an air show in Great Falls with weekend.

REPORTS PRESENTED FOR REVIEW:

- Airport Director's Report and Board Letter – Jeff Wadekamper
- AIP-50 Claims – Tim Orthmeyer
- 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)