

**HELENA REGIONAL AIRPORT AUTHORITY  
MEETING MINUTES  
AUGUST 15, 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:

David Trifelletti, Mile High Motors  
Trent Holmes, Mile High Motors, Senior Partner  
Greg Gould, Luxan & Murfitt, PLLP  
Nick Mazanec, Luxan & Murfitt  
Tim Orthmeyer, Morrison-Maierle, Inc  
Ross Marty, Business & Compliance Manager  
Connie Lundin, Financial Manager  
Pete Hartman, Admin Assistant  
Mike Murray, Member of the Public  
Gary Spaeth, Helena Citizen's Council  
Mike Muscarilli, Citizen

**MINUTES.**

*Motion* was made by Grant, seconded by Bangerter, to approve the Minutes of the July 18, 2017 Authority Meeting. The motion carried unanimously.

**PUBLIC COMMENT PERIOD.**

None.

**LEASES.**

Wadekamper asked the Board to consider a Letter of Intent to lease four acres of non-aeronautical B2 property to Mile High Motors for a new auto dealership. Mile High Motors is

interested in a lease term of 40 years. They predict that the building will cost between two and three million to build and will include Sales, Service, and an Auto Car Wash. Wadekamper stated that the lease would need to go before the City and also the FAA for approval. Donovan suggested the Board needs to have more information on the company and owners and would like the Board to revisit the Intent to Lease at a future board meeting.

*Motion* was made by Grant, seconded by Donovan to approve the process to explore the development of a non-aeronautical lease of four acres with Mile High Motors. Motion carried unanimously.

### **AIRPORT IMPROVEMENT PROGRAM.**

*AIP-50.* Wadekamper gave the Commission an update on the terminal expansion project. The first cost estimate is projected at \$10.5 million after a meeting with the design team and Bob Heberly, PM. The design team is currently looking at options for passenger placement during the phasing. The team has come up with three scenarios:

1. Build a temporary holding space on the ramp side which will need to include HVAC and Fire Sprinklers and would be the most costly.
2. Use the current Business Center. Block the Center from the public side with access to the secured area.
3. Build a steel suspension platform over lobby to extend 2<sup>nd</sup> level area. This would not entail changing HVAC or current sprinkler system.

Wadekamper stressed to the Board that now is the best time to proceed with the terminal expansion. Delaying the project will only increase the cost and complicate construction phasing to accommodate greater future passenger traffic. The design team will meet every 2-3 weeks. This will allow the design team to refine the final costs and provide updates to the Board. They will have the final cost estimate in April or May of 2018 and the Board will be asked to make the final decision to proceed at that time. Wadekamper stated that he does believe the project can be funded. The Board received information on different funding options based on anticipated AIP Entitlements, Discretionary Funds, and current loans and their maturity dates. Timing is an issue with any Discretionary Funds the Airport receives, but Orthmeyer and Wadekamper are confident we can have sufficient funding in place. The design team is asking for Board approval to proceed with the terminal design. The Board unanimously agreed to proceed with the Terminal Expansion Project. Commissioners Moe, Simkins, Hays volunteered to serve on a funding option sub-committee.

### **AIRPORT AUTHORITY ISSUES.**

*Capital Improvement Draft Funding Plan.* Wadekamper went over the Airport's Long Range Capital Improvement Plan that will coincide with funding for the terminal expansion project. The projects are broken out between federally funded and Airport funded.

*Fiscal Year 2018 Executive Committee.* Donovan provided the Nominating

Committee's recommendations for the Executive Committee for Fiscal Year 2018 as follows: Rick Hays, Chair; Jon Moe, Vice Chair; and John Grant, Secretary. Board vote will be held at the September meeting.

**CONSENT AGENDA.**

*Motion* was made by Hays seconded by Moe, 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 August.

**NEW BUSINESS.**

None.


**DIRECTOR'S COMMENTS.**

Wadekamper stated that he had received notice from the State that the Liquor License assignment to the Smokejumper Restaurant and Bar in the terminal has been approved.

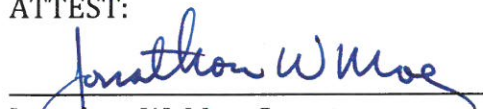
The Auditors will present the draft audit at the September board meeting.

**REPORTS PRESENTED FOR REVIEW:**

- Airport Director's Report and Board Letter – Jeff Wadekamper
- AIP-50 Update– Tim Orthmeyer/Jeff Wadekamper
- Terminal Expansion Funding Options – Jeff Wadekamper
- Long Range Capital Improvement Draft Financial Overview – 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)