

**HELENA REGIONAL AIRPORT AUTHORITY  
MEETING MINUTES  
JANUARY 16, 2018**

**MEETING.**

In Attendance:

Rick Hays, Chair  
Jon Moe, Vice-Chair  
Jane Fournier, Commissioner  
Dave Simkins, Commissioner  
Liz Bangerter, Commissioner  
Mike Murray, Commissioner  
Jeff Wadekamper, Airport Director

Others Attending:

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

John Grant asked to be excused.

**PUBLIC COMMENT PERIOD.**

None.

**MINUTES.**

*Motion* was made by Murray, seconded by Moe, to approve the Minutes of the December 19, 2017 Airport Authority Meeting. The motion carried unanimously.

**AIP PROJECTS.**

*AIP-50 Terminal Expansion Project.* Morrison-Maierle, Inc submitted a claim for design development services for Phase I of the Terminal Expansion Project.

*Motion* was made by Fournier, seconded by Bangerter, to approve the following AIP-50 Project Claims:

Morrison-Maierle, Inc. – Design Development Services	<u>\$13,800.00</u>
TOTAL AIP-50 Claim:	<u>\$13,800.00</u>

The motion carried unanimously.

Orthmeyer gave the Commission an update of the terminal expansion design project. The design team is continuing with the design and construction documentation. Currently working on a better cost estimate for the new jet bridge. A new jet bridge included in the original estimate was \$600K. A refurbished jet bridge similar to what was purchased during the 2004 expansion should be closer to \$300K and a new jet bridge would be closer to \$400K. Wadekamper stated that the Finance Committee will hold a meeting January 24<sup>th</sup> to discuss various funding options and to get a better estimate of discretionary funds.

### **AIRPORT AUTHORITY ISSUES.**

*Mid-year FY18 Budget Review.* Wadekamper provided the Board with a full review of the FY18 mid-year budget. Hays asked for an update on the on-call pool for winter ops. Wadekamper stated that its been challenging to find potential candidates that are willing to come in at 4 am and on holidays. Fournier asked Wadekamper if it was his opinion that the Airport has enough redundancy in its snow removal equipment. Wadekamper advised that at least one more plow-sweeper combination would be ideal and might be able to be worked into the 5 year CIP. Simkins expressed concern about staffing issues with upcoming retirements within the next 5 years.

*Motion* was made by Fournier, seconded by Bangerter, to approve the Mid-Year FY18 Budget. The motion carried unanimously.

### **LEASES.**

Wadekamper gave an update on the DHS lease. GSA is working with all parties to finalize square footage needs. The remodel project is expected to begin sometimes this spring.

Wadekamper has been working to fill the space vacated by CIS in the DHS building. There has been interest by several parties and should have that resolved soon.

Fischer Physical Therapy are continuing to work towards a spring start for their project. They will be submitting their revised plans to the City for approval and should be able to finalize their lease agreement with the Airport within the next few months.

The County's lease agreement for space in the RMESTC has been approved by the Airport Board and returned to the County for signatures. The County is in the process of selecting a County Disaster & Emergency Services candidate to fill the position.

### **CONSENT AGENDA.**

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

### **OLD BUSINESS.**

*Auditor Review of Updated Airport Authority Financial Management Policy.* Wadekamper provided the Commission with the revised policy based on auditor recommendations.

*Motion* made by Fournier, seconded by Moe to adopt the updated Financial Management Policy including the Auditor's recommendations. Motion carried unanimously.

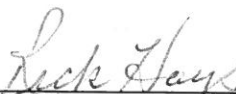
*Automated Parking System.* Orthmeyer gave the Commission an update regarding the status of the new automated parking system. The equipment has been ordered and they are expecting installation by the end of March. Hayes suggested that we start marketing to the public regarding the change from a cash/credit card pay system to a credit only system.

### **DIRECTOR'S COMMENTS.**

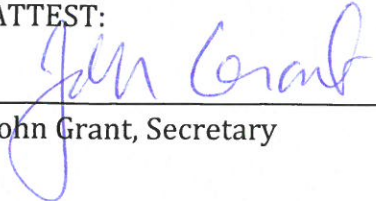
*None*

### **REPORTS PRESENTED FOR REVIEW:**

Airport Director's Report and Board Letter – Jeff Wadekamper  
AIP-50– Tim Orthmeyer/Jeff Wadekamper  
Updated Procurement and Federal Cash Management Policies – Jeff Wadekamper  
Mid-Year FY18 Budget – Jeff Wadekamper/Connie Lundin  
Business & Compliance Manager's Report – Ross Marty  
Income & Expense and Past Due Accounts Reports – Connie Lundin

  
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Rick Hays, Chair

ATTEST:

  
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John Grant, Secretary

(SEAL)