

**HELENA REGIONAL AIRPORT AUTHORITY  
MEETING MINUTES  
DECEMBER 18, 2018**

**MEETING**

In Attendance:

Jon Moe, Chair  
Dave Simkins, Secretary  
Rick Hays, Commissioner  
Mike Muscarelli, Commissioner  
Mike Murray, Commissioner  
Tom McGree, Commissioner  
Jeff Wadekamper, Airport Director

Others Attending:

Greg Gould, Luxan & Murfitt, PLLP  
Connie Lundin, Financial Officer  
Ross Marty, Assistant Airport Director  
Pete Hartman, Administration Assistant  
Tim Orthmeyer, MMI  
Kory Kennaugh, CWG  
Jim Davies, MDT Pavement Analysis Section  
Matt Strizich, Federal Highways Pavement Engineer

The Airport Commissioners took a tour of the terminal expansion project at 11:00 a.m. prior to the Authority Meeting.

Commissioner Bangerter asked to be excused from the meeting.

**MINUTES**

**MOTION** was made by Commissioner Murray, seconded by Commissioner Simkins, to approve the Minutes of the November 20, 2018 Airport Authority Meeting.  
The motion carried unanimously.

**PUBLIC COMMENT PERIOD**

None

**AIRPORT IMPROVEMENT PROGRAM**

Consider AIP - 51 Claims:

Schedule 1:

Morrison Maierle - Construction Management	\$ 28,752.22
Dick Anderson Construction – Schedule 1. (Eligible)	\$363,930.61
State of MT. 1% Tax (Schedule 1 – Eligible)	\$ 3,676.06
Total – Schedule 1	<b>\$396,358.89</b>

Schedule - 2:	
Morrison Maierle – Construction Management	\$ 6,484.50
Dick Anderson Construction - Schedule 2	\$30,350.48
State of MT. 1% Tax (Schedule 2 – Non-eligible)	\$ 306.57
Total – Schedule 2	<b>\$37,141.55</b>
Total AIP-51 Claims:	<b>\$433,500.44</b>

**MOTION** was made by Commissioner Hays and seconded by Commissioner Muscarelli, to approve AIP claims in the amount of **\$433,500.44**.  
The motion carried unanimously.

### **Terminal Expansion Project**

Director Wadekamper gave the Board an update on the Security Exit doors. Director Wadekamper explained that they have been looking at 2 vendors that provide this type of exit system. One system requires more personnel to make it operational and the other system, Horton system is user friendly. Ross is going to follow-up on this to ensure that we get the best system for the airport. Kory Kennaugh, CWG Architect, also gave an update on the construction side of the Exit door issue. Kory explained that with the new exit door system, structural shoring is less than it would have been using the revolving exit type door, thus costs will be less. Tim Orthmeyer added that Phase I is scheduled to be completed at the end of March and Phase II will begin.

### **AIRPORT AUTHORITY ISSUES**

Consider Change Order #1- Parking Lot Expansion Lighting in the Amount of \$48,250.00

**MOTION** was made by Commissioner Simkins and seconded by Commissioner Murray to Approve Change Order #1 Parking Lot Expansion Lighting in the Amount of **\$48,250.00**  
The motion carried unanimously.

Consider an Agreement with Montana Department of Transportation For Driving Track Improvements and Usage.

Director Wadekamper provided an overview of the agreement between MDT and the Airport to utilize the driving track for annual calibration of highway testing vehicles. Jim Davies, from MDT, introduced himself and showed the Board a picture of the vehicle used to measure the pavement surface. Mr. Davies explained to the Board that the state has several of these very expensive vehicles and that information they

collect is given to Federal Highways to inform them of how the State of Montana is doing with highway construction.

Commissioner Murray raised the question to Director Wadekamper about why is this issue coming to the Board when Jeff has the authority to decide this without Board approval. Director Wadekamper explained that due to this being such a long agreement, 20 years, and the fact that within those 20 years all the changes that could occur with people and that this is very similar to a ground lease that the airport has with other entities, Director Wadekamper felt that it would be better if this issue had Board approval.

**MOTION** was made by Commissioner Murray and seconded by Commissioner McGree to approve the Agreement with Montana Department of Transportation for Driving Track Improvements and Usage.  
The motion carried unanimously.

## **LEASES**

Consider Five Year Renewal of Non-Commercial Hanger Lease with Sheila White

**MOTION** was made by Commissioner Hays and seconded by Commissioner Murray to Approve the Five Year Renewal of Non-Commercial Hanger Lease with Sheila White.  
The motion carried unanimously.

Consider Renewal of Non-Commercial Hanger Leases with Lindsay Drilling.

**MOTION** was made by Commissioner McGree and seconded by Commissioner Simkins to Approve the Renewal of the Non-Commercial Hanger Leases with Lindsay Drilling.  
The motion carried unanimously.

Consider Renewal of Non-Commercial Hanger Lease with Reginald Goodwin.

**MOTION** was made by Commissioner Simkins and seconded by Commissioner Muscarelli to Approve the Renewal of Non-Commercial Hanger Lease with Reginald Goodwin.  
The motion carried unanimously.

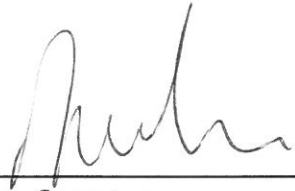
## **CONSENT AGENDA**

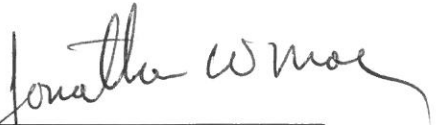
**MOTION** was made by Commissioner McGree and seconded by Commissioner Simkins, to approve the Income & Expense Reports and the Past Due Reports as presented.  
The motion carried unanimously.

**REPORTS PRESENTED FOR REVIEW:**

Airport Director's Report and Board Letter – Jeff Wadekamper  
Assistant Director's Report – Ross Marty  
Income & Expense and Past Due Account Reports – Connie Lundin

ATTEST:

  
\_\_\_\_\_/s/  
Dave Simkins, Secretary

  
\_\_\_\_\_/s/  
Jonathon W. Moe, Chair

(SEAL)