

**HELENA REGIONAL AIRPORT AUTHORITY  
MEETING MINUTES  
FEBRUARY 19, 2019**

**MEETING**

In Attendance:

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

Others Attending:

Greg Gould, Luxan & Murfitt, PLLP  
Tim Orthmeyer, MMI  
Connie Lundin, Financial Officer  
Amber Huggett, Administration Assistant

Excused:

Ross Marty, Assistant Airport Director

**MINUTES**

**MOTION** was made by Commissioner Murray, seconded by Secretary Simkins to approve the Minutes of the January 15, 2019 Airport Authority Meeting.  
The motion carried unanimously.

**PUBLIC COMMENT PERIOD**

None

**AIRPORT IMPROVEMENT PROGRAM**

- Jeff Wadekamper gave an update on the great progress of the Terminal Expansion Project. IR will be doing an article on our cross laminated timber (CLT) beams, a brand-new product, as these are the first to be used in Helena. Leadership Helena came in for a tour of the project. Director, Wadekamper recommended approval of the AIP-51 Claims Totaling \$362,909.05.

**AIP PROJECTS**

Terminal Expansion Project Update – Tim Orthmeyer, Jeff Wadekamper  
Consider AIP - 51 Claims  
Schedule 1:

Morrison Maierle - Construction Management	\$ 17,073.21
Dick Anderson Construction – Schedule 1	\$336,005.09
<u>State of MT. 1% Tax (Schedule 1)</u>	<u>\$ 3,367.18</u>
Total – Schedule 1	\$356,445.48
Schedule 2:	
Dick Anderson Construction – Schedule 2 (Non-AIP)	\$6,398.94
<u>State of MT. 1% Tax - Schedule 2 (Non-AIP)</u>	<u>\$ 64.63</u>
Total - Schedule 2	\$6,463.57

**MOTION** to Approve was made by Past Chair Hays, seconded by Vice Chair Bangerter for AIP-51 Claims Totaling **\$362,909.05**. The motion carried unanimously.

Consider Engineering Fees for AIP-53, 54 Projects

Jeff Wadekamper gave an update on the proposed engineering fees from Morrison Maierle and independent fee estimate from Jacobs Engineering associated with AIP 53 (south apron pavement rehabilitation, taxi lane rehabilitation and construction, the fire station communication system) and AIP 54 (runway 09/27 design for construction in 2021, decommissioning of runway 05/23). Wadekamper recommended approval of the Engineering fees provided by Morrison Maierle. He explained the process where an IFE is used to determine if the proposed price for these fees is reasonable.

**MOTION** was made by Vice Chair Bangerter, seconded by Past Chair Hays to approve Engineering Fees for AIP 53 and 54. The motion carried unanimously.

#### **AIRPORT AUTHORITY ISSUES**

Consider Resolution 2019-01 to Authorize Signatories for ICE Building remodel financing. The signatories recommended to be assigned are Chair Jonathon W. Moe and Airport Director Jeff Wadekamper.

**MOTION** was made by Commissioner Murray, seconded by Commissioner McGree to approve Signatories for ICE Building remodel financing to be Chair Moe and Director Wadekamper. The motion carried unanimously.

2019 Air Service Opportunities Overview. Director Wadekamper provided an overview of the ongoing efforts he recommends for working towards securing additional air service. Talks will continue with numerous airlines and if an opportunity arises, we will proceed with application for a Small Community Air Service Development Grant along with raising local match funds from the community.

Discuss Support of Montana Heritage Museum Expansion Related to Helena Air Service. A suggestion by Director Wadekamper to write a letter of support to legislators in support of funding the Montana Heritage Museum was agreed upon unanimously, no motion to approve necessary. All board members and attendees agreed “what’s good for

Helena, is good for the airport.”

## LEASES

Consider Restaurant Committee Recommendations for Lease Addendum with Flying Ace, LLC. Suggestion was made by Past Chair, Hays to continue quarterly restaurant committee meetings for at least 2 years.

**MOTION** was made by Vice Chair Bangerter, seconded by Commissioner Muscarelli to approve Restaurant Committee Recommendations for Lease Addendum with Flying Ace, LLC. The motion carried unanimously.

Consider Lease Addendum with UPS Regarding Ware Yard Space. Director Wadekamper stated that UPS has asked for additional .38 acres of property to be included in their ware yard lease, as they design the paving and other improvement projects they intend to complete this summer. The additional leased space will increase the annual lease to \$27,225.45.

**MOTION** was made by Past Chair Hays, seconded by Commissioner Murray to approve Lease Addendum with UPS Regarding Ware Yard Space. The motion carried unanimously.

## CONSENT AGENDA

Review of Income and Expense Reports

Review of Past Due Accounts

**MOTION** was made by Commissioner McGree, seconded by Secretary Simkins to approve the Consent Agenda. The motion carried unanimously.

## OLD BUSINESS.

None.

## DIRECTOR'S COMMENTS.

- Currently seeking applicants for Dan Radley's custodial position. He will be retiring.
- Ross Marty and Jeff Wadekamper are going to the Aviation Conference at the end of the month for spring Montana Airport Association Managers meeting. There has been more recent contact with all the airport directors lately due to the legislative issues. This will be a good time to sit face to face with the other directors and get their input.
- Independent Record is planning a story on the airport and the AIP projects.
- Winter weather has been grueling on our staff but they have been very dedicated and helpful.
- Pre Check for TSA is anticipated to begin in Helena sometime in May.
- TSA gave their appreciation for all the help and support from the Helena community during the government shutdown.

**REPORTS PRESENTED FOR REVIEW:**

- Director's Report and Board Report – Jeff Wadekamper
- Assistant Director's Report – Ross Marty
- Fiscal YTD Financials – Connie Lundin
- Orthmeyer Project Report – Tim Orthmeyer
- Airport Traffic Quarterly
- Restaurant Committee Meeting Report

ATTEST:

*/s/ [Signature]*  
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Dave Simkins, Secretary

*/s/ Jonathon W Moe*  
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Jonathon W. Moe, Chair

(SEAL)