

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

MEETING

In Attendance:

Jon Moe, Chair
Liz Bangerter, Vice Chair
Mike Muscarelli, Commissioner
Mike Murray, Commissioner
Tom McGree, Commissioner
Jeff Wadekamper, Airport Director

Others Attending:

Greg Gould, Luxan & Murfitt, PLLP
Ross Marty, Assistant Airport Director
Connie Lundin, Financial Officer
Amber Huggett, Administration Assistant

Excused:

Dave Simkins, Secretary
Rick Hays, Past Chair
Tim Orthmeyer, MMI

Public:

Carolyn Bunegar, HCC Representative

MINUTES

MOTION was made by Commissioner McGree, seconded by Commissioner Murray to approve the Minutes of the February 19, 2019 Airport Authority Meeting.
The motion carried unanimously.

PUBLIC COMMENT PERIOD

None

AIRPORT IMPROVEMENT PROGRAM

- ➔ Jeff Wadekamper gave an update on the month's progress for the Terminal Expansion Project. A final planning meeting involving all the stakeholders involved in the transition was held to make sure everyone was on the same page and the conversion goes as smooth as possible. Jeff showed a floor plan of the furniture and the difference in Phase 1 and Phase 2 areas of construction. He explained the transitional plan and how everything will look as the transition takes place.

AIP PROJECTS

Terminal Expansion Project Update – Tim Orthmeyer, Jeff Wadekamper

Consider AIP-51, 52 Claims

Task	AIP-51	AIP-52	Total
<u>Administrative</u>			
Audit FY17	\$3,250		\$ 3,250.00
Audit FY18	\$3,500		\$ 3,500.00
<u>Engineering</u>			
Morrison Maierle	\$3,383	\$32,286.74	\$ 35,669.74
<u>Construction</u>			
Dick Anderson Construction	\$48,997.56	\$486,569.90	\$535,567.46
1% State of MT Withhold Tax	\$494.92	\$4,914.85	\$ 5,409.77
TOTALS	\$59,625.48	\$523,771.49	\$583,396.97

MOTION was made by Vice Chair, Bangerter, second by Commissioner McGree to approve AIP-51, 52 Claims totaling **\$583,396.97**. The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Consider Resolution 2019-02 Authorizing ACH Fund Transfers.

MOTION was made by Commissioner McGree, seconded by Commissioner Muscarelli to approve ACH Fund Transfer Authorization. The motion carried unanimously.

Assistant Airport Director's Report

CONSENT AGENDA

Review of Income and Expense Reports

Review of Past Due Accounts

MOTION was made by Vice Chair Bangerter, seconded by Commissioner Murray to approve the Consent Agenda. The motion carried unanimously.

OLD BUSINESS.

None.

DIRECTOR'S COMMENTS.

- Wayne Rada was hired to fill a custodial position previously held by Dan Radley who retired on March 1. Wayne started on March 18, 2019
- Very busy time of year for the Airport, especially with the winter challenges such as subzero temperatures, snow removal, roof issues, and ice problems. The Airport continues to prosper, passenger statistics are up and Helena is still the 3rd busiest Tower in Montana. Through it all we did not have any canceled flights due to airport conditions.
- Forest Service building roof had water leaking issues but we are working to resolve the issue.
- Fire Training Center held its first training class for the season. Despite the late winter weather, they were able to complete the class.
- Still negotiating and planning the Helena Police Department Remodel. This may not occur due to City budget constraints.
- First draft of the FY20 Budget to be presented in April.

- Reaching out to businesses looking at expansion and commercial property rentals from the airport.
- TSA Pre Check should be starting up in late May or Early June.
- Now that the ICE Building lease is underway, we are now working on the construction documents related to the remodel project.
- Working on AIP-53 (Southside ramps and taxi lanes) and AIP-54 (Runway 09/27 rehabilitation).

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

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

ATTEST:

/s/ [Signature]
Dave Simkins, Secretary

(SEAL)