

**HELENA REGIONAL AIRPORT AUTHORITY
MEETING MINUTES
APRIL 16, 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
Ross Marty, Assistant Airport Director
Connie Lundin, Financial Officer
Amber Huggett, Administrative Assistant

Public:

None

PRE-MEETING TOUR OF TERMINAL EXPANSION PROJECT AT 11:00 a.m.

MINUTES

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

PUBLIC COMMENT PERIOD

No Public comments were given.

AIRPORT IMPROVEMENT PROGRAM

- Airport Director Jeff Wadekamper gave an update on the month's progress for the Terminal Expansion Project. Passenger operations are now occupying the first phase of the project. A tour was provided before the meeting to show all board members the progress of phase 1 and the beginning of phase 2. Through the next few weeks there will be temporary restroom construction, moving the snack bar, and continuing to take walls down and move stairwells. There weren't any issues with the transition, everyone is adapting well and thankful for the new equipment and space. We will be putting up television screens in the new phase 1 with a slide show of new information going on in the airport including details about the terminal expansion.

AIP PROJECTS

AIP-52 (Terminal Expansion) Project Update – Tim Orthmeyer, Jeff Wadekamper

Consider AIP - 52 Claims

Schedule 1:

Morrison Maierle - Construction Management	\$ 21,735.07
Dick Anderson Construction – Schedule 1	\$1,581,950.84
State of MT. 1% Tax (Schedule 1)	\$ 15,979.30
Total – Schedule 1	\$1,619,665.21

Schedule 2:

Dick Anderson Construction – Schedule 2 (Non-AIP)	\$ 30,752.21
State of MT. 1% Tax - Schedule 2 (Non-AIP)	\$ 310.62
Total - Schedule 2	\$ 31,062.83

MOTION was made by Past Chair Hays, seconded by Vice Chair Bangerter to approve AIP-52 Claims Totaling **\$1,650,728.04**. The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

- Assistant Airport Director’s Report – Ross Marty
- 1st round of the Federal Agency Inspection wrapped up.
- Terminal expansion marketing and informational displays to be put in the completed phase 1 remodel project.
- MLEA Training Center Garage will not be built this year.
- TSA Pre-check enrollment session scheduled for May 20-24.
- ARFF Training Classes are underway and showing a strong class load factor.

Review Draft of Fiscal Year 2020 Airport Authority Budget. The Commissioners and staff spent a considerable amount of time at the meeting to review the FY20 Draft Budget line-by-line.

CONSENT AGENDA

Review of Income and Expense Reports

Review of Past Due Accounts

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

OLD BUSINESS.

None.

DIRECTOR’S COMMENTS.

- Annual FAA Airport Certification Inspection April 18-19 and finishes up on April 22, 2019.
- Annual TSA Inspection went well with no violations.
- ICE Building Lease/Remodel project Update, construction will start end of summer to early fall.
- Secure Side Elevator needed repairs.
- Roof Leak Remediation Work – FAA Building, completed, Forest Service Building, completed by end of April, and Terminal Building will be completed after Forest Service Building.
- West T-Hangers are in need of a rebuild, working to get a plan for the project underway this year.

- Rental Car Wash System Replacement – In April we will advertise for bids related to the replacement of the rental car wash system.
- TSA Pre-Check enrollment May 20-24, 2019.
- AIP-53 Projects are in the planning phase (South Aprons, Taxi Lane Paving, ARFF Station Communications Replacement)
- AIP-54 (Runway 09/27 Rehab Design) Project Mod to Standard is waiting for FAA approval before the next phase of design will begin.
- Legislative Update- The airport has been more involved in this session due to HB 661.
- A few inquiries this past month on property leasing opportunities.
- TSA requires fiber internet cable into the terminal and they are working with Century Link.

REPORTS PRESENTED FOR REVIEW:

Director's Report and Board Report – Jeff Wadekamper
FY20 Draft Budget Memo – Jeff Wadekamper
Assistant Director's Report – Ross Marty
Fiscal YTD Financials – Connie Lundin
Draft of Fiscal Year 2020 Airport Authority Budget – Connie Lundin
Orthmeyer Project Report – Tim Orthmeyer

/s/ Jonathon W Moe

Jonathon W. Moe, Chair

ATTEST:

/s/ Dave Simkins

Dave Simkins, Secretary

(SEAL)