

**HELENA REGIONAL AIRPORT AUTHORITY
BUDGET WORKSESSION MEETING MINUTES
MAY 14, 2021 - 11:30 A.M.**

MEETING

In Attendance:

Dave Simkins, Chair
Mike Murray, Vice Chair
Tom McGree, Secretary
Mike Muscarelli, Commissioner
Debbie Havens, Commissioner
Jeff Wadekamper, Airport Director

Others Attending:

Ross Marty, Assistant Airport Director
Amber Huggett, Office Manager

In Attendance via phone conference:

Rick Hays, Past Chair

Excused:

Liz Bangerter, Immediate Past Chair
Connie Lundin, Financial Manager
Greg Gould, Luxan & Murfitt, PLLP

Public:

None

PUBLIC COMMENT PERIOD

None

FISCAL YEAR 2022 AIRPORT AUTHORITY BUDGET

Jeff Thanked Connie Lundin, Airport Financial Manager for a tremendous job of projecting where we think we will end up at the end of FY2021 with almost six weeks still remaining. These details helped create the numbers for the first draft of FY2022. Also included in the packet was a drafted budget memo to summarize the details within each cost center that are not easily distinguished from the title of the line item themselves.

Jeff presented a summary of the draft budget by going through each income and expense cost center which was included in the packet emailed out to the Commissioners prior to the meeting. The Commissioners asked questions as the budget summary was given.

Secretary, McGree asked if the deferred rent the Smokejumper owed to the Airport was considered in the income side of the restaurant and bar rent? Jeff said, yes, we did consider they would begin making deferred rent payments in FY22 so it was included into this line item.

Chair, Simkins asked if our cost per person to train at our ARFF facility was comparable to other

training centers in the country? Jeff explained how we took many factors into consideration when comprising our training fee to be competitive in the industry.

Commissioner, Havens asked what line-item Employee Incentive was for? Jeff explained that it was a small cash bonus given to each employee at the end of the year based on performance.

Commissioner, Havens asked why the vacation/sick payout was at zero and what our plan would be if someone decided to retire or leave? There was discussion among the commissioners as to what would be a fair number to put in the line item to prevent any hardship.

Secretary, McGree asked about the lights on runway 5/23 and if they were included in special items. Jeff stated that was in the expense listed for runway 05/23 repairs that are not FAA eligible since that runway is not eligible for any FAA funding support.

Vice Chair, Murray asked if we had a facility on the Airport where you could wash a plane? Jeff stated we did not have a designated spot at this time but we could look into doing something. The environmental aspects of an aircraft wash facility are very costly as you are required to have sand/oil separators similar to a vehicle washing station.

Vice Chair, Murray also asked about the 3% wage increase to the employee's and wondered what constituted that increase? Jeff explained that we always try to give a yearly raise to our employees if the budget allows it and to make up for the cost of living increases and inflation. The tight labor market currently is another issue that was looked at and we want to be sure that we pay our employees well so we retain staff and don't have a lot of turnover. Vice Chair Murray asked if the employees had been paid any incentives to come to work during the pandemic and cited many local businesses and government agencies who did pay their employees incentives to continue working in critical industries. Jeff stated that we had not paid any incentives to employees for continuing to work through the pandemic, and that was one of the various reasons that helped him arrive at a 3% wage increase recommendation. Vice Chair Murray said it would be a good idea to further explain this reasoning in the budget memo for documentation. Jeff stated he would add that information to the budget memo.

All in all, the commissioners were pleased with the budget and the budget memo. There are just a few minor adjustments to make before the final review and motion to approve the final version of the FY22 Budget at the Tuesday May 18, 2021 Airport authority Meeting. Once the final budget is adopted we are required to provide a copy to the City, County, and the Library for public review, which we do every year.

Consider Draft of Fiscal Year 2022 Airport Authority Budget and Approve Placing Final Version on the May 18, 2021 Meeting Agenda for Approval.

MOTION was made by Vice Chair Murray and seconded by Commissioner Muscarelli, to approve changes to Fiscal Year 2022 Airport Authority Draft Budget and place the Airport Authority Final Budget on the May 18, 2021 meeting

Agenda for approval.
The motion carried unanimously.

OLD BUSINESS.

None.

REPORTS PRESENTED FOR REVIEW:

Fiscal Year 2022 Airport Authority Draft Budget Memo – Jeff Wadekamper
Fiscal Year 2022 Airport Authority Draft Budget – Connie Lundin



/s/ Dave Simkins, Chair

ATTEST:



/s/ Tom McGree, Secretary

(SEAL)