

HELENA REGIONAL AIRPORT AUTHORITY

BOARD MEETING MINUTES

LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2ND FLOOR, BOARD ROOM

MARCH 21, 2023, CALLED TO ORDER AT 11:49 A.M.

MEETING

In Attendance:

Tom McGree, Chair
Mike Muscarelli, Vice Chair
Debbie Havens, Secretary
Mike Murray, Commissioner
Bob Heberly, Commissioner
Bill Burkland, Commissioner
Jim Enyeart, Commissioner
Jeff Wadekamper, Airport Director

Others Attending:

Nick Enblom, Morrison Maierle Engineers
Greg Gould, Jackson, Murdo & Grant, P.C.
Ross Marty, Assistant Airport Director
Connie Lundin, Financial Manager
Amber Huggett, Office Manager

PRE-MEETING TOUR

A tour of the Helena Fusion Robotics Club operation in the lower level of the terminal was offered to the commissioners who could attend.

PUBLIC COMMENT PERIOD

Lisa Gresens with Helena Aircraft attended the Board meeting but did not have a public comment or question.

MINUTES

MOTION was made by Commissioner Murray, seconded by Commissioner Burkland to approve the Meeting Minutes from the February 21, 2023, Authority Meeting.

The motion carried unanimously.

AIRPORT IMPROVEMENT PROGRAM PROJECTS

AIP – 62 (Terminal Roof and HVAC Upgrades, Station 1 Roof) Claims:

CWG Architects has submitted a claim for a portion of their work on the design of the HVAC and roof replacements on the terminal and roof replacement on Station 1.

CWG Architects (Terminal HVAC, Roof Replacement Engineering)	\$10,995.00
CWG Architects (Station 1 Roof Replacement Engineering)	\$ 270.00
TOTAL CLAIMS	\$11,265.00

Jeff recommends approval of these claims as submitted.

MOTION was made by Secretary Havens, seconded by Commissioner Heberly to Approve AIP-62 Claims in the Amount of **\$11,265.00**.
The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Consider responses to a Request for Proposals for Annual Financial Audit Services – Airport Director Jeff Wadekamper outlined that the third and final year of our audit contract with Anderson Zurmeuhlen ended in 2022. We received notice from Anderson Zurmeuhlen, they would not be interested in seeking the renewal option to continue providing these services as their firm had made a companywide decision to no longer complete financial audits of government agencies. As a result, we updated the Request for Proposals and advertised in the legal section of the Helena Independent Record, as required by our Authority resolution and Financial Policies (as the IR is the local “publication of record”). We emailed the RFP to all of the firms in Helena and all firms we are aware of statewide. We had requests for the RFP from Wipfli, JCCS, Rudd & Company, Newland (located in Butte), and Moss Adams (large firm based in Denver). JCCS and Wipfli, similar to AZ, determined they are no longer going to do government associated audits. They all cited the added cost and ongoing training requirements as not cost effective for their organizations and staffing challenges have them pretty well at capacity with workload. By the time the response deadline arrived, Rudd & Company was the sole respondent.

Rudd & Company is a multi – office firm with a Helena office located in the Montana Club Building. They list having offices in Helena, Bozeman, West Yellowstone, and three Idaho based offices in Rexburg, Idaho Falls, and Driggs.

After reviewing their response to the RFP, they meet the requirements and have the capacity to complete our audit services. Once the Authority awards the contract, we are required through the Airport Authority Resolution to receive concurrence from the City and County Commissions as well, which Jeff will request if this contract is awarded. Jeff recommended awarding the audit services contract for FY23, FY24, and FY25 to Rudd & Company as presented.

MOTION was made by Secretary Havens, seconded by Vice Chair Muscarelli to Approve Awarding a Contract for Airport Financial Audit Services Pending Final Concurrence from the Helena City Commission and Lewis and Clark County Commission.
The motion carried unanimously.

CONSENT AGENDA

MOTION was made by Commissioner Murray, seconded by Commissioner Heberly to Approve the Consent Agenda.
The motion carried unanimously.

OLD BUSINESS

None.

NEW BUSINESS

Jeff reminded the commissioners that there will be two Authority meetings next month, the regularly scheduled meeting on April 18, 2023, and a special budget work session on April 25, 2023. Both meetings will begin at 11:30 a.m.

MEETING ADJOURNED AT 12:58 P.M.

REPORTS PRESENTED FOR REVIEW:

Director's Report and Board Report – Jeff Wadekamper
Assistant Director's Report – Ross Marty
Fiscal YTD Financials – Connie Lundin
FAA Funded Airport Improvement Project Report – Nick Enblom



Tom McGree, Chair

ATTEST:


Debbie Havens, Secretary

(SEAL)