

**HELENA REGIONAL AIRPORT AUTHORITY**

**BOARD MEETING MINUTES**

**LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2<sup>ND</sup> FLOOR, BOARD ROOM**

**APRIL 18, 2023, CALLED TO ORDER AT 11:32 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  
Sean Slinger, Jackson, Murdo & Grant, P.C.  
Ross Marty, Assistant Airport Director  
Connie Lundin, Financial Manager  
Amber Huggett, Office Manager

**PUBLIC COMMENT PERIOD**

None

**MINUTES**

**MOTION** was made by Commissioner Murray, seconded by Vice Chair Muscarelli to approve the Meeting Minutes from the March 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)	\$135.00
CWG Architects (Station 1 Roof Replacement Engineering)	\$ 67.50
<b>TOTAL CLAIMS</b>	<b>\$202.50</b>

Jeff recommends approval of these claims as submitted.

**MOTION** was made by Secretary Havens, seconded by Commissioner Enyeart to Approve AIP-62 Claims in the Amount of **\$202.50**.  
The motion carried unanimously.

AIP67, 69 (Construction Improvements):

Consider Bids for Pavement Projects and Runway Deice Equipment – Bids were advertised and distributed to known suppliers for the following schedules of projects.

Schedule 1 (Airside Service Roads) – This schedule involves an overlay of the airside service roads inside the fence. The longest portion goes from the terminal to the South side. This road was originally constructed back in 1997 in an effort to reduce non-aircraft traffic on the runways and taxiways. The FAA Runway Safety Program was a big driver of these infield service roads nationwide in an effort to reduce runway incursions between aircraft and vehicles. Many pieces of equipment such fuel trucks, snowplows and even airport emergency and operations vehicles are not necessarily conducive to going outside the fence to use the public streets to get from one side of the airport to another. This road is a single lane paved road with 3 pullout areas to allow vehicles to pass one another in times they are going in opposite directions. It has worked very well.

Schedule 2 (Terminal Loop Road) – This project is a mill and overlay of the terminal loop road from Skyway Drive up and around the terminal. Included in this schedule is the second loop road that comes in just West of the Montana Association of Counties (MACO) Building and connects to the main terminal loop. The FAA told us that this particular section is not eligible since it doesn't exclusively serve only the terminal (in their determination it serves the employee lot), and according to the FAA AIP Handbook a service road is only eligible if it exclusively serves the terminal only. This doesn't make sense, but this same determination has been given to numerous airports across the nation, including most recently at Great Falls. In Great Falls, the FAA deemed none of their entrance road eligible as it serves an airside access gate and the Air National Guard. Doesn't make any sense as that is all airport related, but they have been extremely narrow at FAA HQ on their ruling. The cost of the "employee lot loop" is \$90,000, and Helena Sand & Gravel has an \$80,000 credit from last year's project where CARES Funds were used due to a quantity adjustment, so that almost covers it, and we also have enough CARES funds left to make up the difference, so we are recommending this ineligible section be left in the overall project since we can cover the cost ourselves.

Schedule 3 (Taxi Lane Reconstruction) – This schedule includes reconstructing two taxi lanes near the State DNRC's aviation facility. The lease we have with the State has the airport responsible for the connecting taxi lanes and the State is responsible for the aircraft parking apron and pavements in front of their building. These taxi lanes are at the end of their useful life and have been in place for at least 30 plus years or longer.

Schedule 4 (New Hangar Area Taxi Lane) – This schedule includes a new North/South taxi lane connecting the existing new hangar development area to the larger taxiway C that provides

access to the rest of the airfield. This new taxi lane will provide 2-way access to/from the entire hangar area, and in the next phase in 2024, will connect to a new East/West taxiway that will open up more developable hangar lots. We broke this and the utility work into two phases as we knew there was not going to be enough funding this year alone to complete the entire scope of work. In order to construct this new taxi lane a significant amount of dirt work is needed to bring the area down to grade, and some existing utilities will need to be relocated. The excess dirt will be used to fill in the remaining hangar lots which are low currently and would need fill to make them ready for building construction, so we have the added benefit of the fill dirt solving that problem.

Schedule 5 (Liquid Runway Deicer Storage and Transfer System) - This schedule includes construction of a liquid deicer tank storage system (3 tanks at 4,000 gallons each), and a transfer pump system to load the liquid deicer into the spray boom truck. The tanks and system will be located near Station 1 and our Snow Equipment facility for optimal accessibility.

Additive Alternate Schedule 4A – This schedule includes a new water line and fire hydrants within the new area where the dirt work and additional taxi lane will be constructed. This cost does not include the additional 100 feet of line and the connection to the City water main and associated pressure reducing vault, as we know there was not going to be enough funding in this year's project to include that. We decided it was necessary to do this portion this year, as it coincided with the area the dirt work and new taxi lane was being constructed. If we started at the City main end, then we would have a capped line that was not usable which would be more difficult to tie into later, so we decided to go this route. Our plan is to do phase 2 next year in 2024.

The engineer's estimate and bid amounts received are shown in the table below:

<u>Schedule/Project</u>	<u>Engineer's Estimate</u>	<u>Bid Received (Only 1 received)</u> <u>Helena Sand &amp; Gravel</u>
Sch1: Airside Service Roads	\$395,000.00	\$392,436.00
Sch2: Terminal Loop Road	\$291,500.00	\$304,700.00
Sch3: Taxi Lane Reconstruction	\$250,000.00	\$243,212.00
Sch4: Hangar Area Taxi Lane	\$520,000.00	\$432,415.00
Sch5: Deicing Storage System	\$60,000.00	\$70,000.00
Additive Alternate Sch4A:	\$143,000.00	\$119,200.00



Water Line/Hydrant (On-Site Only, No Connection to City)		
<b>Total of All Schedules</b>	<b>\$1,659,500.00</b>	<b>\$1,561,963.00</b>

RECOMMENDATION – Our recommendation is to award all schedules as presented to Helena Sand & Gravel. The costs fit into our budget and our available funding.

**MOTION** was made by Commissioner Murray, seconded by Vice Chair Muscarelli to Approve Awarding Bids for Pavement Projects and Runway Deice Equipment. The motion carried unanimously.

AIP – 69 Equipment Acquisition Bids Update – We also advertised for the small snowplow truck and liquid runway deicer spray truck but did not receive bids for either of these units by the close date. Nick had heard from three manufacturers, and they all had pulled plans, so we anticipated getting bids. None of the bidders gave us any feedback or had questions ahead of the bids either. Nick reached out and learned that one bidder determined they could not receive the trucks from the chassis manufacturer at all. The other said they could acquire one but did not bid as they would need 18 months to deliver, not the 12 months listed in the bid documents. They told us if we re-advertise and are OK with an 18-month delivery, they will submit a bid. If we knew those limitations ahead of time, we could have issued an addendum. We spoke with the FAA about this issue, and they advised that we can re-advertise and alter our specs to extend the delivery to 18 months, so that is our plan so we have bids to consider and can acquire this much needed equipment. It will just be longer before we take delivery, and we will need to go through another winter without these pieces of equipment. We will bring those bids to a later meeting for consideration after the new bid period closes.

Consider Change Order #1 to Reduce the FAA Share of the Pavement Projects by \$92,212.50 – Since the FAA has told us that the second loop road that serves the employee lot in addition to the terminal front is ineligible, we need to formally remove it from the FAA portion of the project through this Change Order #1. Once we have the contract in place with Helena Sand & Gravel, we will need to later make an official change order to transfer this work into the CARES funds that we have remaining.

**MOTION** was made by Commissioner Heberly, seconded by Commissioner Burkland to Approve Change Order #1 to Reduce the FAA Share of the Pavement Projects by **\$92,212.50**. The motion carried unanimously.

Consider Task Order #5 – Land Acquisition Phase 1 – Following the Commissions’ approval to move forward with a draft contract to begin the land acquisition process, Morrison Maierle has developed a contract to hire Mike Casey of the Trimac Group as a subcontractor to act as our buyer’s representative. Nick has prepared a scope of work along with a not-to-exceed fee of

\$19,000 to accomplish the first phase of the land acquisition process. The first phase includes selecting an appraiser and a review appraiser, title work to confirm the owners, and a phase 1 environmental. We are bringing this scope of work and associated fee forward for formal consideration and approval by the Commissioners.

**MOTION** was made by Commissioner Havens, seconded by Commissioner Heberly to Approve Task Order #5 – Land Acquisition Phase 1  
The motion carried 6 to 1.

#### **AIRPORT AUTHORITY ISSUES**

Jeff Wadekamper gave an update on the Resiliency Project.

#### **CONSENT AGENDA**

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

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

Jeff reminded the commissioners of the special budget work session on April 25, 2023, beginning at 11:30 a.m.

**MEETING ADJOURNED AT 12:49 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)