

**HELENA REGIONAL AIRPORT AUTHORITY**

**BOARD MEETING MINUTES**

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

**MAY 16, 2023, CALLED TO ORDER AT 11:38 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

**PUBLIC COMMENT PERIOD**

None. Terry Spath attended the meeting for the consensus on the motion for approval of his noncommercial hangar lease.

**MINUTES**

**MOTION** was made by Commissioner Murray, seconded by Vice Chair Muscarelli to approve the Meeting Minutes from the April 18, 2023, Authority Meeting with updating Task Order #5 voting numbers.  
The motion carried unanimously.

**MOTION** was made by Commissioner Burkland, seconded by Commissioner Murray to approve the Meeting Minutes from the April 25, 2023, Airport Authority Budget Draft Review 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)	\$3,907.00
CWG Architects (Station 1 Roof Replacement Engineering)	\$ 208.98
<b>TOTAL CLAIMS</b>	<b>\$4,115.98</b>

RECOMMENDATION – 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 **\$4,115.98**.  
The motion carried unanimously.

AIP-64 (ARFF Truck Acquisition, Pavement Condition Index Study) -

AIP – 64 Claims:

Morrison Maierle (ARFF Truck Acquisition, Pavement Study)	\$3,591.88
<b>TOTAL CLAIMS</b>	<b>\$3,591.88</b>

RECOMMENDATION – Jeff recommends approval of these claims as submitted.

**MOTION** was made by Vice Chair Muscarelli, seconded by Commissioner Murray to Approve AIP-64 Claims in the Amount of **\$3,591.88**.  
The motion carried unanimously.

AIP67, 69 (Construction Improvements and Snow Removal Equipment):

Consider Bids for Snow and Ice Removal Equipment – Morrison Maierle re-advertised the bids for the snow removal equipment, which consisted of a small plow and sander and a runway deicing truck and included the longer 18-month delivery time as requested by several bidders. We only received one bid from MB Companies. They submitted a bid for the runway deicing truck only. Nick checked with the other bidders, they stated that they were not able to acquire a chassis from the manufacturers, so that was the reason they did not submit a bid.

Regarding the bid received from MB Companies for the liquid runway deicer, the engineer's estimate was \$500,000, and MB's bid came in at \$643,391. Initially, we anticipated that most manufacturers would supply a liquid runway deice tank and spray system on a commercial semi-truck style chassis. However, it sounds like many of the manufacturers are not able to get their hands on semi-truck chassis due to supply chain constraints. The unit MB Companies is proposing is the same chassis they use for front mounted sweepers and snow blowers, but with a large 2,500-gallon tank and 50-foot-wide spray boom system that folds up for storage. Their purpose-built snow equipment chassis is very robust and works well with the other units we have in our fleet. It fits within our federal funding budget, and we are recommending the award of this bid to MB Companies.

We are not sure exactly what to do about the small plow and sander unit, as it just seems like nobody has the ability to provide one right now due to a variety of supply chain issues. The only other idea we have is to acquire it through a process to buy a smaller 1 ton dually cab and chassis, then buy the plow through a local supplier and a sander unit and have it mounted on the

truck by another separate party. We are talking to the FAA to confirm this process is eligible. If not, then we may have to wait for another future year to acquire this equipment.

**MOTION** was made by Commissioner Burkland, seconded by Commissioner Heberly to Approve Awarding Bids for Snow and Ice Removal Equipment. The motion carried unanimously.

AIP-68 (Airport Master Plan Update):

Consider Master Plan Update Task Order and Fees for Engineering Services with Morrison Maierle – As standard procedure with all engineering and architectural task orders, we are required by the FAA to have a separate, independent firm complete an Independent Fee Estimate (IFE) on the proposed scope of work. This also allows us to see how it compares to the fee and scope being proposed by our current engineering firm, Morrison Maierle. Jeff reached out to numerous other entities to see who was interested in completing the IFE. Many firms were already booked with work, but Mead & Hunt, a large engineering firm, referred him to a smaller firm they use for Master Plan work out of Portland named Rammah Design. They were interested in doing the work and had a break in their schedule that fit into our timeline perfectly. Jeff provided the materials, and we had a Zoom meeting to give an overview of the project. They completed their review and provided their fee estimate based on the task order and scope of work. The table below outlines the results:

Firm	<b>Morrison Maierle</b>	<b>Rammah Design</b>
Labor	\$526,541	\$538,878
Expenses	\$1,335	\$83,734
Total	<b>\$527,876</b>	<b>\$622,612</b>

Overall, Morrison Maierle's proposed fee is lower than the fee submitted by Rammah Design. Morrison Maierle is familiar with the airport and after having completed the previous 2 Master Plans, it will take them less time to update the inventory and some elements the base work was done for already. In addition, Morrison Maierle is local in Helena, as compared to Rammah Design who is pricing it based on travel to/from their home in Portland, Oregon. MMI will not incur travel and accommodation expenses for the ten onsite stakeholder meetings. We are getting a fair value for the scope of work, so we recommend approving the task order and fees with Morrison Maierle to complete the Master Plan Update.

**MOTION** was made by Commissioner Enyeart, seconded by Vice Chair Muscarelli to Approve Master Plan Update Task Order and Fees for Engineering Services with Morrison Maierle in the Amount of **\$527,876**.

The motion carried unanimously.

## **AIRPORT AUTHORITY ISSUES**

Consider Final Draft of FY 2024 Airport Authority Budget

**MOTION** was made by Commissioner Murray, seconded by Vice Chair Muscarelli to Approve Final Draft of FY 2024 Airport Authority Budget.  
The motion carried unanimously.

Jeff Wadekamper gave an update on the Resiliency Project. The project is currently being reviewed through Northwestern Energy's interconnection process.

## **LEASES**

Consider a Non-Aeronautical Lease with Brownsmith, LLC for a Commercial Car Wash Located at the Corner of Washington Street and Cromwell Dixon Lane – John Rasmussen has re-designed the site plan for both the car wash and beverage shop leases, which includes further exploration of the storm water detention pond that is required onsite. Due to the slope and topography, a storm water detention pond is shown located in the Northwest corner of the layout plan. This provides adequate runoff capture for the two developments he proposes, yet this pond could be enlarged for additional tenants depending on the design/need of future adjacent tenants. The pond is located near as close to the front of the adjacent lot to provide an access road to connect the adjacent lots to the North / South and East / West access roads and will serve additional tenants.

John has suggested an idea where he would build the pond and pay a one-time fee for the land the pond sits on, as opposed to having it in the ongoing lease. It could then be expanded in the future to accommodate additional tenants. This is how we handled the regional storm water pond built near the soccer fields to capture Costco's storm water, as it is located outside of Costco's lease footprint.

John is asking for a proportionate share of the access roads and detention pond to be refunded back to him when a new tenant or tenants sign a lease for either of the adjacent lots. He has suggested an equal share distributed to each lessee, so depending on if there are multiple lessees or just one, that would determine how the cost is reimbursed.

John is working with the Montana Department of Transportation on permitting the "right in / right out" off Washington Street, and the City has reviewed and approved of the connecting access road off Cromwell Dixon Lane across from the entrance to Costco. John plans to break ground in 3-4 months once the permitting is complete and he has contractors selected, with a project opening date for both businesses in the spring of 2024.

**MOTION** was made by Commissioner Heberly, seconded by Commissioner Enyeart to Approve a Non-Aeronautical Lease with Brownsmith, LLC for a

Commercial Car Wash Located at the Corner of Washington Street and Cromwell Dixon Lane.

The motion was carried 6 to 1 with Commissioner Burkland voting against the motion.

Consider a Non-Aeronautical Lease with Brownsmith, LLC for a Commercial Beverage Shop Located at the Corner of Washington Street and Cromwell Dixon Lane – The second lease is for the beverage shop, which will be a City Brew Coffee, similar to the one just constructed off Montana Avenue near Taco John's and the new health clinic. Here again, the same detention pond and access road parameters apply to this lease, the same as the car wash.

**MOTION** was made by Commissioner Heberly, seconded by Commissioner Enyeart to Approve a Non-Aeronautical Lease with Brownsmith, LLC for a Commercial Beverage Shop Located at the Corner of Washington Street and Cromwell Dixon Lane.

The motion was carried 6 to 1 with Commissioner Burkland voting against the motion.

Consider a Lease for a 62 X 65 Non-Commercial Hangar with Terry Spath – Terry Spath is proposing to enter into a lease to construct a 62 by 65 hangar for non-commercial aircraft storage. He has a Beach Baron. He has sized this hangar so it can fit his Baron, but also to fit a King Air if necessary. He is proposing to use an R&M Steel hangar kit that is manufactured out of Caldwell, Idaho. Many of the hangars at our airport are R&M buildings and they are a good quality structure. We are in receipt of Mr. Spath's application, associated fee, and plans. We recommend approval of this lease.

**MOTION** was made by Commissioner Murray, seconded by Commissioner Heberly to Approve a Lease for a 62 X 65 Non-Commercial Hangar with Terry Spath.  
The motion carried unanimously.

#### **CONSENT AGENDA**

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

#### **OLD BUSINESS**

None.

#### **NEW BUSINESS**

**MEETING ADJOURNED AT 1:04 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

/s/ Michael J. Muscarelli  
Tom McGree, Chair

ATTEST:  
/s/ Debbie Havens  
Debbie Havens, Secretary

Michael J. Muscarelli

(SEAL)