

**HELENA REGIONAL AIRPORT AUTHORITY
BOARD MEETING MINUTES**

**LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2ND FLOOR, BOARD ROOM
JUNE 20, 2023, CALLED TO ORDER AT 11:34 A.M.**

MEETING

In Attendance:

Mike Muscarelli, Vice Chair
Debbie Havens, Secretary
Mike Murray, Commissioner
Bob Heberly, Commissioner
Jeff Wadekamper, Airport Director

Others Attending:

Nick Enblom, Morrison Maierle Engineers
Ross Marty, Assistant Airport Director
Connie Lundin, Financial Manager
Amber Huggett, Office Manager

Attending via Zoom:

Jim Enyeart, Commissioner
Greg Gould, Jackson, Murdo & Grant, P.C.

Excused:

Tom McGree, Chair

PUBLIC COMMENT PERIOD

None.

MINUTES

MOTION was made by Commissioner Murray, seconded by Commissioner Heberly to approve the Meeting Minutes from the May 16, 2023, Airport Authority Meeting.
The motion carried unanimously.

AIRPORT IMPROVEMENT PROGRAM PROJECTS

AIP – 62 (Terminal Roof and HVAC Upgrades, Station 1 Roof) - CWG Architects has submitted a claim for a portion of their work on engineering and project management regarding the roof replacement on Fire Station 1. Summit Roofing has been working on the roof for a few weeks

now in between the rain events and they have made satisfactory progress. They are now on the second half of the roof.

AIP-62 Claims:

CWG Architects (Engineering)	\$ 769.50
Summit Roofing (Construction – Station 1 Roof)	\$230,764.55
State of MT 1% Construction Tax	\$ 2,330.96
TOTAL CLAIMS	\$233,865.01

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 **\$233,865.01**.
The motion carried unanimously.

AIP-64 (ARFF Truck Acquisition, Pavement Condition Index Study) – Oshkosh has submitted a claim for the remainder of the ARFF truck invoices now that they have completed the in-service training and we have verified that the trucks delivered meet the specs and can be placed into service.

AIP – 64 Claims:

<u>Oshkosh Corporation (ARFF Truck)</u>	<u>\$161,880.00</u>
TOTAL CLAIMS	\$161,880.00

RECOMMENDATION – Jeff recommends approval of these claims as submitted.

MOTION was made by Commissioner Heberly, seconded by Secretary Havens to Approve AIP-64 Claims in the Amount of **\$161,880.00**.
The motion carried unanimously.

AIP 69 (Terminal Loop / Airfield Access Road Paving) – Morrison Maierle has submitted a claim for engineering work completed regarding the upcoming paving of the airfield service roads and terminal loop road. The FAA is currently issuing grants as they got approval from headquarters, so we anticipate the construction planning meetings will begin soon with actual construction occurring in July – August time frame.

AIP-69 Claims:

<u>Morrison Mairle (Engineering)</u>	<u>\$7,338.81</u>
TOTAL CLAIMS	\$7,338.81

RECOMMENDATION – Jeff recommends approval of these claims as submitted.

MOTION was made by Commissioner Murray, seconded by Commissioner Heberly to Approve AIP-69 Claims in the amount of **\$7,338.81**.

The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Jeff Wadekamper gave a brief update on the Restaurant and Air Service.

LEASES / OPERATING PERMITS

Consider a Request by Hendrickson Aviation, LLC to operate a commercial aviation flight training and air tour business – Jeff outlined that Don Hendrickson has made a request for a commercial aviation business permit to operate a flight training and air tour business. Don and I have visited the requirements for commercial aviation businesses outlined under the Airport Minimum Standards. Airports adopt Minimum Standards to ensure a uniform process for all activities including commercial businesses. The purpose is to ensure that all similar aviation businesses are being treated consistently and to protect businesses who have made investments to establish their business under those rules. Don is leasing a hangar from Lowell Hanson and has entered into an agreement with Exec Air to lease space in the Mustang Mickey’s Building which has the required classroom, restroom, vehicle and aircraft tie down space to meet the minimum standards for a flight training and sightseeing business activity.

RECOMMENDATION – After review of the materials along with the airport minimum standards, we recommend approval of this commercial aviation operating permit.

MOTION was made by Secretary Havens, seconded by Commissioner Heberly to Approve a Request by Hendrickson Aviation, LLC to operate a commercial aviation flight training and air tour business.
The motion was 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

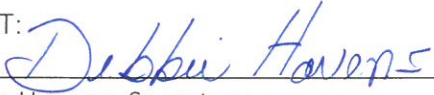
None.

MEETING ADJOURNED AT 12:40 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/ 
Tom McGree, Chair

ATTEST:
/s/ 
Debbie Havens, Secretary

(SEAL)