

**HELENA REGIONAL AIRPORT AUTHORITY**

**BOARD MEETING MINUTES**

**LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2<sup>ND</sup> FLOOR, BOARD ROOM  
JULY 18, 2023, CALLED TO ORDER AT 11:37 A.M.**

**MEETING**

In Attendance:

Tom McGree, Chair  
Mike Muscarelli, Vice Chair  
Debbie Havens, Secretary  
Mike Murray, Commissioner  
Bob Heberly, 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. Steve Inman attended the meeting for the consensus on the motion for approval of his noncommercial hangar lease.

**MINUTES**

**MOTION** was made by Commissioner Heberly, seconded by Commissioner Murray to approve the Meeting Minutes from the June 20, 2023.  
The motion carried unanimously.

**MOTION** was made by Commissioner Heberly, seconded by Commissioner Murray to approve the Meeting Minutes from the June 29, 2023, Airport Authority Special Meeting.  
The motion carried unanimously.

**AIRPORT IMPROVEMENT PROGRAM PROJECTS**

AIP – 62 (Station 1 Roof / Terminal HVAC, Roof) – CWG Architects has submitted a small claim for their services related to the Station 1 roof replacement project. Summit Roofing has submitted a claim for the continuation of the roof replacement at Station 1. They are getting to the later part of the project, and we should see that completed this next month. Dick Anderson Construction has submitted a claim for materials they have taken delivery of related to the terminal HVAC and roof replacement projects. We recommend approval of the claims as submitted.

AIP – 62 Claims:

CWG Architects	\$ 347.40
Summit Roofing (Station 1 Roof)	\$143,716.21
State of MT 1% Withholding Tax	\$ 1,451.68
Dick Anderson Construction (Terminal HVAC, Roof)	\$ 62,081.16
State of Mt 1% Withholding Tax	\$ 627.08
<b>Total Claims</b>	<b>\$208,223.53</b>

RECOMMENDATION – 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 **\$208,223.53**.  
The motion carried unanimously.

AIP – 66 (Road Paving Projects) – Morrison Maierle has submitted a small claim for the grant coordination and management related to the road paving projects associated with AIP – 66. We recommend approval as submitted.

AIP - 66 Claims:

<u>Morrison Maierle (Project Grant Administration)</u>	<u>\$2,175.73</u>
<b>Total Claims</b>	<b>\$2,175.73</b>

RECOMMENDATION – Jeff recommends approval of these claims as submitted.

**MOTION** was made by Commissioner Murray, seconded by Vice Chair Muscarelli to Approve AIP-66 Claims in the Amount of **\$2,175.73**.  
The motion carried unanimously.

AIP – 69 (Terminal Loop Road Paving):

Consider Change Order #2 to Add the Terminal Employee Loop Road Pavement Rehab Project to AIP – 69 in the Amount of \$92,213 – You may recall when we awarded the terminal and employee loop road pavement rehab projects to Helena Sand & Gravel a few months back, we determined that we had enough CARES funds left to cover the employee loop road schedule which is not eligible for FAA funds. In order to include that and apply those remaining Cares funds to the cost, we need to approve a change order, so Nick has produced Changer Order #2 in the Amount of \$92,213. We recommend approval of this change order so that a schedule can be added to the project. We anticipate getting a grant agreement from the FAA any day now, and Helena Sand & Gravel is tentatively planning to begin construction in August- September.

**MOTION** was made by Vice Chair Muscarelli, seconded by Commissioner Enyeart to Approve Change Order #2 to Add the Terminal Employee Loop Road Pavement Rehab Project to AIP-69 in the Amount of **\$92,213.00**.  
The motion carried unanimously.

Jeff Wadekamper gave an update on the land acquisition.

### **AIRPORT AUTHORITY ISSUES**

Review Updated 5 Year FAA Funded Capital Improvement Plan – Following the meeting with the FAA Airport's Office, in addition to the discussion regarding the land acquisition, I have revised our FAA funded Airport Capital Improvement Plan. There are also a number of things that have become known in the new FAA Reauthorization Bill and in the airport industry, also lend themselves to this being an opportune time to update our plan. Typically, we review this in the fall, but since we know what we do now, it made sense to get this revised ahead of time and submit it to the FAA ahead of schedule, so it is off our to-do list while it is fresh in our minds. A copy of the Capital Improvement Plan from 2024 – 2032 is included in the meeting packet for your review. Here is a summary of the details included in the revised version:

#### 2024

ARFF Truck Decon and Foam Replacement – The draft FAA Reauthorization Bill includes a provision for the FAA to fund (100%, no local match) the complete cleaning and decontamination of each airport ARFF truck to remove any residual PFAS/PFOA from the existing firefighting foam. The provision also allows for the cost of disposing of the existing foam and purchasing the required quantity of new foam certified to be PFAS/PFOA free. The bill is still in draft form, but I can't imagine this getting tossed out or being controversial as this is a huge issue in the airport industry and both parties have been supporting this effort, so I am banking that it will be included.

ARFF Gear / Self Contained Breathing Apparatus (SCBA) Replacement – Originally, we had this proposal for 2025. However, our current equipment was replaced in 2017 and the FAA has a 5-year minimum life expectancy on it, which expired in 2022 so we are eligible to replace this gear. (Gear meaning, fire suits - pants, jackets, helmets, gloves, boots and the self-contained breathing packs and masks). A portion of this gear includes those items that get used at the fire training center, which see a lot of use. Recently Mike Anderson who manages our fire training center told me Honeywell no longer makes the SCBA's we currently have, and no one makes parts. We have had a few packs break this season and no way to fix them, so we do need to think about this sooner rather than later. I have placed this item on the 2024 schedule.

Hangar Area Development (Phase 2) – This is a continuation of the first phase of work we are accomplishing this year in the new hangar area. This second phase adds the remaining City water line for the fire hydrants and the pressure reduction connection to the City water line vault nearby. Also included is the additional second taxi lane connecting the other 2 arterial taxi lanes that lead out to taxiway c.

Design ARFF/SRE Building Rehab, Expansion – This would be a design grant to complete the design and construction documents for the rehab and expansion of our Station 1 ARFF, Snow Removal Equipment Building. The FAA suggests completing the design the year prior to construction so this is a customary practice.

#### 2025

Since our facility is a combined use facility that houses both the fire station and the snow removal equipment building, I have listed them separately on the CIP. Additionally, there are different project

codes and priority ratings for ARFF and Snow removal Equipment buildings and even a separate code for “rehab” versus “construct” or “expansion” and the FAA requests each element be broken out specifically.

Rehab ARFF Facility – Overall the building structure is in decent shape, and we are having a new roof installed this year, so this line items covers replacing the wear items in the ARFF portion of the building such as HVAC, plumbing fixtures and pumps, water heater, garage doors, openers, flooring, etc.

Rehab Snow Removal Equipment Facility – The scope of work here is the same as the ARFF section, but there are a few added things such as a new fuel tank and fuel pump system, and some specialized shop equipment.

Expand Snow Removal Equipment Storage – This portion involves constructing an additional storage building to house the combination plow / broom machines that are currently parked in the center aisle of our existing building. While it has worked to keep them in that space, there are challenges by having them in the driving aisle. One is that anytime you need a piece of equipment along the side of the building you have to move everything out to get whatever in and out. The other factor is if one of those machines did not start or was broken and needed to be torn apart for repairs, now that machine is in the way of the other equipment and puts us in a situation where you cannot access the other equipment which could become an operational issue for the entire airport. We cannot add on to the existing structure, as we are next to a building restriction line for the 2 nearby runway safety areas on 3 sides and the 4<sup>th</sup> side has a Yellowstone high pressure gas pipeline easement running nearby. The best and most cost-effective option is to add a second building (proposing a steel 150 X 100 with large drive through bay doors) where the current City fire training smokehouse sits. The City has been aware that at some point we will need to relocate that training structure, and this will necessitate that. It is even outlined in the Airport/City Master agreement.

Construct Sand/Deicer Storage Building - This item would be to build a section onto the second building for storing dried runway sand inside and a space for the solid deice pellets that we currently have stuffed in the corner of the existing building which is not very user friendly when we need to access it in a hurry.

## 2026

Taxi Lane Rehab (C3) – Taxi Lane C3, also known as Williams Lane, is the initial GA hangar area taxi lane that was built back in 2003. It was the pavement identified on the updated Pavement Condition Index (PCI) Study as the pavement with the lowest rating, so it needs to be rehabilitated. 2026 is a suitable time to do this, as the second taxi lane connecting the hangar area to taxiway c and the runways will be completed by this point, which will provide access/egress to the hangars while this taxi lane is rebuilt.

Land Acquisition – We have allocated all of the remaining BUILD grant funds along with a request for \$1 Million in discretionary, and also a portion of our entitlements from 2026 that remain after we complete the other 2 work items in 2026 listed on the plan. In total this would provide us with \$6,168,867 in Federal funds to apply towards the land acquisition, along with the required 10% local match. Depending on appraisals and negotiations with the sellers, this should buy a sizable portion of that property, at least the closet portions that are most critical to our needs.



Replace Snow Removal Equipment – This is to replace our existing chassis that operates broom or blower head attachments. Our current unit is a 2014 model but sees a huge amount of use and is already experiencing more repeated breakdowns, so by 2026 we will need to replace this unit. Our “backup” blower is a 1993 unit that has already had a new engine replaced a few years ago, so to keep our cadre to tools in order we need to procure a new broom/blower chassis. After 10 years the FAA will replace it, so we are well beyond that by 2026.

#### 2027

Taxiway F Rehab – Taxiway F was constructed in 1998 – 2001, and according to our PCI study requires rehab within the next 5 years, so this fits into that schedule.

Taxiway E, F, G Lighting Rehab – At the same time the pavement is redone, we would also plan to rehab the edge lighting. The FAA codes these projects differently so that is the reason for separating them out.

#### 2028

Replace Snow Removal Equipment - This would incorporate replacing a generous portion of our snow equipment fleet that would be up in age by this time. This includes the combination plow/brooms (2012), and both plows/airfield sander units (2012).

#### 2029 – 2032

Beyond 5 years out we are not required to provide our plan to the FAA as a lot can and will change between now and then, particularly after we complete the Master Plan Update over the next 12 months. However, I listed some projects that we do need to track and think more about that are important to our long-range planning. I’m happy to cover these in more detail and answer any questions that you all may have regarding anything covered in our plan.

**MOTION** was made by Secretary Havens, seconded by Commissioner Heberly to Approve Updated 5 Year FAA Funded Capital Improvement Plan.  
The motion carried unanimously.

### **LEASES**

Consider a Request by Steve Inman for a Site to Construct a Non-Commercial Aviation 70 X 70 Hangar Lease – Steve Inman is a general aviation pilot who is relocating from Billings to Helena. He has applied and the \$100 application fee for a non-commercial aviation ground lease to construct a 70 by 70 hangar. He has been working with Ross on a site in the new hangar area and we have a parcel that fits this sized hangar perfectly. He has submitted his plans and it meets all of our standards for construction material and colors. A copy of his application, cover letter detailing the hangar, and color sample is included in the meeting packet for your review.

He is aware of lease terms and the conditions requiring him to pay the utility connection fee. He has already completed the required FAA environmental CATEx form and the notice of proposed construction for airspace height and crane use approval, so he has been very thorough on every detail. He has been great to work with and he is planning to fly over from Billings to attend the

Board Meeting to introduce himself and answer any questions that we may have. Ross and I have reviewed his plans and recommend approval of his lease as submitted.

**MOTION** was made by Commissioner Heberly, seconded by Commissioner Enyeart to Approve a Lease for a 70 X 70 Non-Commercial Hangar with Steve Inman.

The motion carried unanimously.

#### **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**

#### **MEETING ADJOURNED AT 12:28 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

#### **EXECUTIVE SESSION**

Airport Director Annual Performance Review and Discussion of Airport Director Contract Extension.

Chair McGree stated:

“At this time, the Commissioners:  
will consider a matter relating to individual privacy. As the presiding officer of the Authority, and with advice from Airport legal counsel, I have determined that that the demands of individual privacy clearly exceed the merits of public disclosure, and the individual about whom the discussion pertains has not waived their right of individual privacy. Therefore, as permitted in section 2-3-203(3), MCA, we will now close the meeting during this discussion”.

/s/ Michael J. Muncord  
Tom McGree, Chair Michael J. Muncord

ATTEST:  
/s/ Debbie Havens  
Debbie Havens, Secretary

(SEAL)