

HELENA REGIONAL AIRPORT AUTHORITY

BOARD MEETING MINUTES

**LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2ND FLOOR, BOARD ROOM
AUGUST 15, 2023, CALLED TO ORDER AT 11:36 A.M.**

MEETING

In Attendance:

Mike Muscarelli, Vice Chair
Debbie Havens, Secretary
Mike Murray, Commissioner
Bob Heberly, Commissioner
Jim Enyeart, Commissioner
Jason Davis, 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

Excused:

Tom McGree, Chair

PUBLIC COMMENT PERIOD

None.

MINUTES

MOTION was made by Commissioner Murray, seconded by Secretary Havens to approve the Meeting Minutes from July 18, 2023.
The motion carried unanimously.

MOTION was made by Commissioner Heberly, seconded by Commissioner Enyeart to approve the Meeting Minutes from the July 18, 2023, Executive Session.
The motion carried unanimously.

AIRPORT IMPROVEMENT PROGRAM PROJECTS

AIP – 62 Claims (Terminal HVAC, Roof, Station 1 Roof) – CWG Architects has submitted claims for work completed on the terminal HVAC, roof replacement and Station 1 roof replacement projects. Jeff recommended approval of the claim submitted as this work has been completed. Station 1 roof replacement is entirely done with a few minor items left to complete so we should see a claim from Summit next month.

CWG Architects (Architectural – Terminal HVAC, Roof Replacement)	\$135.00
<u>CWG Architects (Architectural - Station 1 Roof)</u>	<u>\$135.00</u>
Total Claims	\$270.00

MOTION was made by Secretary Havens, seconded by Commissioner Heberly to Approve AIP-62 Claims in the Amount of **\$270.00**.
The motion carried unanimously.

AIP -completed Access Road Rehab) – Morrison Maierle has submitted a claim for additional work they completed on the grant management for the road rehab project. Jeff recommended approval as submitted.

<u>Morrison Maierle (Project Grant Administration)</u>	<u>\$3,668.47</u>
Total Claims	\$3,668.47

MOTION was made by Commissioner Enyeart, seconded by Commissioner Murray to Approve AIP-66 Claims in the Amount of **\$3,668.47**.
The motion carried unanimously.

AIP – 67/69 Claims (Hangar Area Expansion, Road Paving Rehab) – This month now that the FAA has issued the grant, we have received claims for various work completed in the hangar expansion area. The dirt work is well underway and the first phase of the water line to connect to the fire hydrants is being installed. They located the existing water, electric, and gas lines and the phone line as well which all need to be relocated. The grading for the new taxi lane has also been done so they plan to pave it in September. Jeff recommended approval of the following claims.

Robert Peccia & Associates (Independent Fee Review)	\$ 3,500.00
Morrison Maierle (Engineering)	\$151,311.19
Morrison Maierle (Construction Management)	\$ 29,173.15
Helena Sand & Gravel (Hangar Area Construction)	\$174,885.98
State of MT 1% Withholding Tax	\$ 1,766.53
<u>Northwestern Energy (Electric, Gas Utility Installation Stubs)</u>	<u>\$ 42,217.00</u>
Total Claims	\$402,853.85

MOTION was made by Commissioner Heberly, seconded by Commissioner Murray to Approve AIP-67/69 in the Amount of **\$402,853.85**.
The motion carried unanimously.

AIP-68 Claims (Airport Master Plan Update) – Now that the FAA has issued the grant for the Mater Plan, we are ready to begin that project. We received invoices for the Independent Fee Review from the independent firm (Rammah Design) and also an invoice for initial work on the scope of the Master Plan from Morrison Maierle. Jeff recommended approval of the claims as submitted.

Rammah Design (Independent Fee Estimate)	\$ 5,000.00
Morrison Maierle (Engineering)	\$ 7,392.00
Total Claims	\$12,392.00

MOTION was made by Commissioner Heberly, seconded by Commissioner Murray to Approve AIP-68 in the Amount of **\$12,392.00**.
The motion carried unanimously.

AIP – 70 Claims (Liquid Airfield Deicing Truck) – Morrison Maierle has submitted a claim for the design, bidding, and award process to acquire the liquid runway deicer truck the Commissioners awarded to MB Companies a few months back. Jeff recommended approval of the claim as submitted.

Morrison Maierle (Engineering)	\$30,000.00
Total Claims	\$30,000.00

MOTION was made by Secretary Havens, seconded by Commissioner Enyeart to Approve AIP-70 in the Amount of **\$30,000.00**.
The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Appoint a Nominating Committee to Develop a Recommended Slate of Officers for 2023-2024 – The Vice Chair established a nominating committee led by Chair Tom McGree to develop a slate of officers for the next year. The committee will bring back a recommendation to be voted on at the September 19 Authority Meeting.

MOTION was made by Commissioner Murray, seconded by Commissioner Heberly to Approve a Nominating Committee of Tom McGree, Debbie Havens, and Mike Muscarelli.
The motion carried unanimously.

Consider Declaring Airport Equipment Excess to the Airport's Needs – We have a few pieces of equipment that are no longer needed that we are recommending be declared surplus. Since these items were purchased using FAA Airport Improvement (AIP) funds and Passenger Facility Charges (PFC's), we must adhere to the rules for disposal. Here is a summary of the items for consideration:

- FMC Tele Radial Jet Bridge – During the 2018-2020 terminal remodel project we replaced an older 2003 jet bridge that was limited in the size of aircraft and parking configuration. This bridge was purchased new in 2003 for the previous terminal remodel. The bridge has been placed out on the old Guard ramp and we had the openings shrink wrapped to keep the animals and dirt out of it. This

bridge still has useful life left in it and would be great for a small airport that did not see varying types of aircraft or could not afford a new apron drive style jet bridge.

- 1996 E-One Titan II 1,500-gallon ARFF Truck - This fire truck was new in 1996 when the fire training center opened and has served us well. We kept it for many years after it was replaced by a new truck in 2010 to serve as a backup truck for both the airport operation and the fire training center and it has been used a few times over the years for that purpose. However, now that we have a new 1,500-gallon truck for the airport, we can keep the 2006 truck in reserve status for a backup and we feel this truck can be salvaged out. It has a lot of time on it, and parts are tougher to find if available, so it is a matter of time before it has a major component failure and is no longer worth repairing.
- 2006 Rosenbauer Airwolf 750-gallon ARFF Truck – We acquired this fire truck in 2006 and the FAA funded it for the purpose of using it for the smaller FAA Part 139 Airports that were required to begin providing ARFF coverage as of 2003. Originally it was thought in the industry that this size truck was going to be the norm for the class IV, Index A airports, but what happened eventually is those small airports received smaller crew cab F550 chassis sized trucks with 450 gallons. We also acquired one of those ARFF trucks in 2009 as the FAA provided that for us to train these small airports once they realized what everyone was actually getting. This truck still has life left in it and would make a good unit for a small airport. We don't really use it much and it could be better served by transferring it to another airport and freeing up space in our building for other equipment we would like to keep inside.

All three of these items individually are easily valued over the \$5,000 threshold as outlined in the disposal rules. Our Airport Authority Rules require that the Commissioners declare equipment as excess to the airport's needs at a publicly advertised meeting, which we have done by placing it on this month's meeting agenda. If this equipment is sold, the proceeds are required to go back to the FAA. If we donate it to an eligible sponsor (which has to be another airport that will use it only for airport specific use), then there is no financial impact to us. My recommendation is to donate each item to another airport sponsor and coordinate that action with the FAA to ensure they can remove us from the grant obligations and for each item and transfer those obligations to the receiving airport.

MOTION was made by Commissioner Davis, seconded by Commissioner Heberly to Approve a Declaration to Surplus Airport Equipment that is Excess to the Airport's Needs.

The motion carried unanimously.

LEASES / OPERATING PERMITS

Consider Renewal of a Lease with Lewis and Clark County for Disaster & Emergency Services Office and EOC Space – The agreement that is in place between the Airport and the County for the lease of the Disaster & Emergency Services Office and use of the training center for the

Emergency Operations Center (EOC) if needed for a major event, is up for renewal as the current agreement expires on September 30. The County would like to renew the agreement for an additional 5 years, and we are agreeable to that as well. The agreement has an escalation clause of 2% per year in it for the rental rate which is consistent with our other non-aviation leases. The office space and storage closet rent for the first year of this renewal would be \$4,558.80 per year and a fee of \$200 / day for use of the satellite building classroom for the purpose of an EOC if activated. The arrangement has worked well for both parties and County Executive Officer Roger Baltz agrees that it has also worked well for the County. Jeff recommended approval of this lease for an additional 5-year period.

MOTION was made by Commissioner Murray, seconded by Commissioner Havens to Approve a Renewal of a Lease with Lewis and Clark County for Disaster & Emergency Services Office and EOC Space.
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

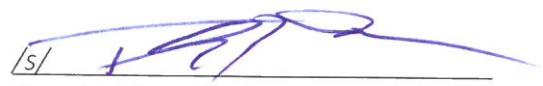
None.

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


/s/ Tom McGree, Chair

ATTEST: 
/s/ Debbie Havens, Secretary

(SEAL)