

**HELENA REGIONAL AIRPORT AUTHORITY
BOARD MEETING MINUTES**

**LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2ND FLOOR, BOARD ROOM
SEPTEMBER 19, 2023, CALLED TO ORDER AT 11:35 A.M.**

MEETING

In Attendance:

Tom McGree, Chair
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

PUBLIC COMMENT PERIOD

None.

MINUTES

MOTION was made by Commissioner Heberly, seconded by Secretary Havens to approve the Meeting Minutes from August 15, 2023, Airport Authority Meeting. The motion carried unanimously.

AIRPORT IMPROVEMENT PROGRAM PROJECTS

AIP – 62 Claims (Terminal HVAC, Roof, Station 1 Roof) – Summit Roofing has completed the roof replacement project at Station 1. Dave Kaufman and Bill Grant completed a very thorough final inspection and punch list that has been given to Summit Roofing. There are a few minor items to be corrected, but we still have just over \$20,000 retained beyond the current pay request to ensure the final punch list items get completed.

AIP – 62 Claims (Terminal HVAC, Roof, Station 1 Roof):

Summit Roofing (Construction)	\$11,408.64
State of MT 1% Withholding	\$ 115.24
Total Claims	\$11,523.88

MOTION was made by Commissioner Davis, seconded by Commissioner Murray to Approve AIP-62 Claims in the Amount of **\$11,523.88**.
The motion carried unanimously.

Consider Amendment to Task Order #3 with Morrison Maierle in the amount of \$22,000.00 – Morrison Maierle has requested an amendment to Task Order #3 which is for the construction management of the taxiway and utility projects in the new hangar area. Nick realized they had estimated fewer hours of time from their proposed scope of work compared to the number of hours that Helena Sand & Gravel had in their bid (35 estimated hours versus 53 actual hours). Included in the meeting packet is an official request from Morrison Maierle along with a summary of the additional hours they are asking for compensation related to oversight of the projects. Nick also developed a spreadsheet showing all the total hours and wages related to the full scope of services. Nick explained that this task is charged based on the actual hours worked, not to exceed the amount of the amendment. This work is eligible to be included in our FAA funding, and it is below the threshold that would require the independent fee review to be redone, so an amendment is the logical method to include this work into the scope. After reviewing the amendment and the situation, Jeff recommends approval of the amendment as presented.

MOTION was made by Commissioner Enyeart, seconded by Secretary Havens to Approve an Amendment to Task Order #3 with Morrison Maierle in the Amount of **\$22,000.00**.
The motion carried unanimously.

AIP – 64 (ARFF Safety Equipment) – The supplier has provided more of the ARFF safety equipment and has submitted a claim for payment. Nick has reviewed the equipment and the claims to ensure it meets the specs and the Buy American requirements, so we are recommending approval as submitted.

AIP – 64 (ARFF Safety Equipment)
Municipal Emergency Services (ARFF Equipment) **\$72,971.00**

MOTION was made by Commissioner Heberly, seconded by Commissioner Davis to Approve AIP – 64 Claims in the Amount of **\$72,971.00**.
The motion carried unanimously.

AIP – 67/69 Claims (Hangar Area Expansion, Road Paving Rehab) – Construction in the new hangar area continues to make progress. Northwestern Energy has completed the electric and gas utility installations and Helena Sand & Gravel has installed the first phase of the water lines and fire hydrants and also made great progress on the base material and dirt relocation for the new North/South taxiway. We are recommending approval of the claim as submitted.

AIP – 67/69 Claims (Hangar Area Expansion, Road Paving Rehab):

Morrison Maierle (Design, Bidding, Basic Services)	\$ 2,731.00
Morrison Maierle (Construction Management)	\$ 15,619.57
Helena Sand & Gravel (Hangar Area Construction)	\$172,205.55
State of MT 1% Withholding Tax	\$ 1,739.45
Total Claims	\$192,295.57

MOTION was made by Commissioner Murray, seconded by Vice Chair Muscarelli to Approve AIP – 67/69 Claims in the Amount of **\$192,295.57**.
The motion carried unanimously.

AIP-68 Claims (Airport Master Plan Update) – Morrison Maierle continues to work on the initial sections of the Master Plan Update prior to beginning the various targeted meetings to dive deep into each chapter of the plan. We are recommending approval as submitted.

AIP-68 Claims (Airport Master Plan Update):

Morrison Maierle (Engineering)	\$12,702.00
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MOTION was made by Secretary Havens, seconded by Commissioner Heberly to Approve AIP – 68 Claims in the Amount of **\$12,702.00**.
The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Consider Land Acquisition Claim from Morrison Maierle in the Amount of \$1,449.00 – Morrison Maierle has submitted a payment claim for a portion of the work they have completed on the land acquisition project. As a reminder, this is not yet an FAA AIP designated project as we will not receive any Federal funds for this initial work until a buy/sell is secured, so that is the reason for this claim being in the “Airport Authority” section as compared to the AIP Project section of our Agenda. Jeff recommends approval as submitted.

MOTION was made by Commissioner Enyeart, seconded by Commissioner Heberly to Approve Claim from Morrison Maierle in the Amount of **\$1,449.00**.
The motion carried unanimously.

Land Acquisition Update - Consider Appraisal and Review Appraisal Submissions – You may recall a few months back the Board approved us to move forward with having Morrison Maierle complete the phase 1 environmental of the 3 Bompert parcels and to obtain quotes for the land appraisals and review appraisals. We have solicited interest in the land appraisals and review appraisals and have received interest from a few different entities. We are recommending Craig Kosena to perform the appraisals. Craig has a very thorough understanding of the area, and the costs was in line with what we had anticipated. Norm Lee of Blue Sky Valuations was recommended by every appraiser to complete the review appraisal and he was also the only one that provided a quote for the review appraisal. Nick has included a letter summarizing our

findings which is included in the meeting packet.

MOTION was made by Vice Chair Muscarelli, seconded by Commissioner Murray to Approve Appraisal and Review Appraisal Selection.
The motion carried unanimously.

Presentation of Fiscal Year 2023 Airport Financial Audit – Dane Hancock, Rudd & Company –
Dane Hancock from Rudd & Company attended in person to present the FY23 Financial Audit and to answer any questions. Jeff stated that he would like to thank Connie for all of her work throughout the year and during the audit process. This year was a lot more work for Connie since this was the first year with a new audit firm which creates a lot of extra effort and time to get the auditors all of the information they need. Future years should be a little more straightforward as they get the baseline materials and a better understanding of our operation.

During the process they audit team met with Connie, Jeff, the Board Chair (Tom), and legal counsel (Greg) to complete interviews and ask various questions. They also interacted with the FAA when questions arose regarding FAA grants and processes. Once the draft audit has been accepted, and any changes are made, we then have until October to file the audit with the State of Montana and provide copies to the City, County, and the public library as required in the Airport Authority Resolution. That State charges a fee to file the report with the State. The State also reviews the audit each year to ensure the airport is following all state codes and if any findings arise, they confirm those are corrected.

MOTION was made by Commissioner Murray, seconded by Secretary Havens to Approve Acceptance of Fiscal Year 2023 Airport Financial Audit.
The motion carried unanimously.

Consider Nominating Committee Recommendation of Authority Officers for 2023-2024 – The nominating committee presented their recommendations for a slate of officers for the upcoming year so the Commission can vote to take action. Chair McGree presented the results of the nominating committee's recommendations: Chair – Mike Muscarelli, Vice Chair – Debbie Havens, Secretary – Bob Heberly.

MOTION was made by Commissioner Davis, seconded by Commissioner Enyeart to Approve a Nominating Committee Recommendation for 2023-2024 Authority Officers Presented are Mike Muscarelli as Chair, Debbie Havens as Vice Chair, and Bob Heberly as Secretary.
The motion carried unanimously.

LEASES / OPERATING PERMITS

Consider Transfer of a Non-Commercial Condo Hangar #5 (Dixon Condo Hangars) Lease from Bob and Lori Hamm to Doug Monger – Doug Monger has a buy/sell agreement with Bob and Lori Hamm to purchase their condo hangar. Doug also recently purchased two aircraft from Bob and Lori, one of which is located in this condo hangar. Doug also owns another condo hangar and a

large hangar in the new area he built last year. The condo hangar lease provides a mechanism to transfer the lease to a new owner with Airport Authority approval. The hangar rent is paid up and the building is in good condition and meets the lease requirements, so Jeff recommends approval of the transfer as submitted.

MOTION was made by Commissioner Heberly, seconded by Commissioner Davis to Approve Transfer of a Non-Commercial Condo Hangar #5 (Dixon Condo Hangars) Lease from Bob and Lori Hamm to Doug Monger.
The motion carried unanimously.

CONSENT AGENDA

MOTION was made by Secretary Havens, seconded by Vice Chair Muscarelli to Approve the Consent Agenda.
The motion carried unanimously.

MEETING ADJOURNED AT 12:55 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/ Mike Muscarelli
Mike Muscarelli, Chair

ATTEST:

/s/ Bob Heberly
Bob Heberly, Secretary

(SEAL)