

HELENA REGIONAL AIRPORT AUTHORITY

BOARD MEETING MINUTES

LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2ND FLOOR, BOARD ROOM

OCTOBER 17, 2023, CALLED TO ORDER AT 11:36 A.M.

MEETING

In Attendance:

Mike Muscarelli, Chair
Debbie Havens, Vice Chair
Bob Heberly, Secretary
Tom McGree, Commissioner
Jim Enyeart, Commissioner
Jason Davis, Commissioner
Troy McGee, 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 Davis, seconded by Secretary Heberly to approve the Meeting Minutes from September 19, 2023, Airport Authority Meeting.

The motion carried unanimously.

AIRPORT IMPROVEMENT PROGRAM PROJECTS

AIP – 62 (Terminal HVAC, Roofing Replacement) – Dick Anderson Construction and their subs (Summit Roofing) have started receiving some of the materials for the terminal roof and HVAC replacement project that will physically occur in the spring of 2024. You can see some of the materials have been laid down just East of the terminal apron as they arrive. The lead times for the HVAC materials are the longest lead items, so we anticipate they will continue to arrive along with the roofing materials throughout the winter. The materials are sealed in plastic to be protected from the weather. Jeff recommended approval of the claims as submitted.

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

CWG Architects (Terminal)	\$185.00
CWG Architects (Station 1 Roof)	\$1,485.00

Summit Roofing	\$2,556.84
1% State of MT Withholding Tax	\$25.83
Summit Roofing (Station 1 Roof Retainage)	\$20,721.44
1% State of MT Withholding Tax	\$209.31
TOTAL CLAIMS	\$25,183.42

MOTION was made by Commissioner McGree, seconded by Vice Chair Havens to Approve AIP-62 Claims in the Amount of **\$25,183.42**.
The motion carried unanimously.

AIP-66 (Airport Access Road Improvements) – The airport access road paving has been completed. Jeff recommended approval of the claims as submitted.

AIP-66 (Airport Access Road Paving) Claims:

Morrison Maierle (Construction Administration)	\$5,689.58
Helena Sand & Gravel (Construction pay App #3)	\$59,890.05
State of MT 1% Withholding Tax	\$604.95
TOTAL CLAIMS	\$60,495.00

MOTION was made by Secretary Heberly, seconded by Commissioner Davis to Approve AIP-66 Claims in the Amount of **\$60,495.00**.
The motion carried unanimously.

AIP – 67/69 (Hangar Area Taxi Lane and Utilities) – The first phase of the hangar development area is completed for the season. The dirt work for the entire area has been completed and the new North/South taxi lane has been paved. The access roads inside the airport perimeter have been re-paved as well. Jeff recommended approval of the claims as submitted.

AIP-67/69 (Hangar Area Taxi Lane and Utilities) Claims:

Morrison Maierle (Construction Management)	\$33,213.78
Helena Sand & Gravel (Construction) Pay App#3	\$851,258.78
State of MT 1% Withholding Tax	\$8,598.57
TOTAL CLAIMS	\$893,071.13

MOTION was made by Commissioner McGree, seconded by Vice Chair Havens to Approve AIP – 67/69 Claims in the Amount of **\$893,071.13**.
The motion carried unanimously.

AIP – 68 (Airport Master Plan Update) – Morrison Maierle staff have continued working on the Inventory and Forecasting chapters of the Master Plan Update and have submitted the following claims. Jeff recommended approval as submitted.

AIP-68 (Airport Master Plan Update) Claims:

Morrison Maierle (Planning)

\$8,194.50

MOTION was made by Secretary Heberly, seconded by Commissioner Davis to Approve AIP – 68 Claims in the Amount of **\$8,194.50**.

The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Land Acquisition Project Claims – Morrison Maierle has submitted a claim in the amount of \$4,370.56 for a portion of the work on the phase 1 Environmental of the properties that we are working to acquire. As a reminder, this project does not yet have an FAA AIP number assigned to it since it is not an eligible project until the environmental and appraisals process is complete, and we have an agreed upon buy/sell agreement.

MOTION was made by Commissioner McGee, seconded by Commissioner McGree to Approve a claim from Morrison Maierle for Land Acquisition Project Costs in the Amount of **\$4,370.56**.

The motion carried unanimously.

CONSENT AGENDA

MOTION was made by Vice Chair Havens, seconded by Commissioner Muscarelli to Approve the Consent Agenda.

The motion carried unanimously.

DIRECTOR'S COMMENTS

Director Wadekamper asked the board to move the November board meeting to the 14th instead of the 21st as people may be traveling for the holiday weekend. All Commissioner's agreed to move the November meeting to Tuesday the 14th.

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)