

*HELENA REGIONAL AIRPORT AUTHORITY*

*BOARD MEETING MINUTES*

*LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2<sup>ND</sup> FLOOR, BOARD ROOM*

*NOVEMBER 14, 2023, CALLED TO ORDER AT 11:39 A.M.*

MEETING

In Attendance:

Mike Muscarelli, Chair  
Debbie Havens, Vice Chair  
Bob Heberly, Secretary  
Tom McGree, Commissioner  
Jason Davis, Commissioner  
Troy McGee, Commissioner  
Jeff Wadekamper, Airport Director

Others Attending:

Cory Kesler, Morrison Maierle Engineers  
Greg Gould, Jackson, Murdo & Grant, P.C.  
Ross Marty, Assistant Airport Director  
Connie Lundin, Financial Manager  
Amber Huggett, Office Manager

Excused:

Jim Enyeart, Commissioner

PUBLIC COMMENT PERIOD

None.

MINUTES

MOTION was made by Vice Chair Havens, seconded by Commissioner McGree to approve the Meeting Minutes from October 17, 2023, Airport Authority Meeting. The motion carried unanimously.

AIRPORT IMPROVEMENT PROGRAM PROJECTS

AIP-62 (Terminal HVAC, Roof Replacement) – Dick Anderson Construction has submitted an additional claim for materials received in anticipation of the HVAC and roof replacement which will occur in the spring/summer of 2024. Jeff recommended approval of the claim as submitted.

AIP-62 (Terminal HVAC, Roof Replacement) Claims:

Dick Anderson Construction	\$143,557.92
State of Montana 1% Withholding Tax	\$ 1,450.08
TOTAL Claim	\$145,008.00

MOTION was made by Commissioner McGree, seconded by Commissioner Davis to Approve AIP-62 Claims in the Amount of \$145,008.00.

Commissioner Heberly recused himself from the vote.  
The motion carried unanimously.

AIP – 67/69 (Access Road and Paving Improvements) – Morrison Maierle has submitted a claim for their professional services associated with the various paving and hangar area development projects that were completed this summer and fall. Jeff recommended approval of the claim as submitted.

<u>AIP – 67/69 (Access Road and Paving Improvements) Claims:</u>	
Morrison Maierle (Design, Bidding, Basic Services)	\$ 4,246.00
<u>Morrison Maierle (Construction Administration)</u>	<u>\$23,546.55</u>
TOTAL CLAIM	\$27,792.55

MOTION was made by Commissioner Davis, seconded by Secretary Heberly to Approve AIP-67/69 Claims in the Amount of \$27,792.55.  
The motion carried unanimously.

AIP-68 (Airport Master Plan Update) – Morrison Maierle has submitted a claim for work that has continued on the Airport Mater Plan Update. The work includes a continuation to update the Inventory and Capacity Demand analysis portions of the plan. At a future meeting, Mike Carlson from Morrison Maierle will attend to provide an overview of these first chapters and to answer questions and take input, likely at the December or January meetings. Jeff recommended approval of the claim as submitted.

<u>AIP-68 (Airport Master Plan Update) Claims:</u>	
Morrison Maierle	\$4,431.50

MOTION was made by Commissioner McGee, seconded by Vice Chair Havens to Approve AIP – 68 Claims in the Amount of \$4,431.50.  
The motion carried unanimously.

## AIRPORT AUTHORITY ISSUES

Discussion of Airport Revenue Generation Opportunities

## LEASES / OPERATING PERMITS

Consider a Non-Aeronautical Ground Lease for a Commercial Car Wash Business with MT CW Helena 1 LLC – John Rasmussen has finally completed all of the components associated with the two leases (the car wash and the City Brew coffee shop), along with an agreement that he, Greg, and Jeff put together for the storm water detention pond to meet the City of Helena’s requirements. The final lease agreement is ready for signature, and we are bringing both final versions back to the Commissioners for approval before signing. The businesses are both located at the corner of Washington Street and Cromwell Dixon Lane, just South of Costco.

MOTION was made by Commissioner McGree, seconded by Vice Chair Havens to Approve a Non-Aeronautical Ground Lease for a Commercial Car Wash Business with MT CW Helena 1 LLC

Consider a Non-Aeronautical Ground Lease for a Coffee Shop with MT CW Helena 1 LLC –

MOTION was made by Commissioner McGree, seconded by Vice Chair Havens a Non-Aeronautical Ground Lease for a Commercial Car Wash Business with MT CW Helena 1 LLC

Consider a Commercial Aviation Ground Lease / Operating Permit with the University of Montana Helena College for a 10,000 Square Foot Hangar and Adjacent Land for the Purpose of Aviation Education and Training – The University of Montana – Helena College is working through a process to purchase the commercial aircraft hangar that is currently owned by Jerry and Lisa Gresens of Helena Aircraft. In order to complete that transaction, appraisals are being conducted and all of the usual steps that would coincide with a commercial business acquisition. The Board of Regents also has to approve the purchase, which was funded in the last legislative session. One step involves the lease of the facility. The Regents asked about the lease and requested consideration of a new lease as they plan future investments to develop the facility into a site where they can conduct their aviation trades.

Jeff explained we typically transfer an existing lease when a hangar is purchased, however we have also provided a new lease in circumstances where the new owner is going to make large investments. The current lease expires in 2040 and is more focused on the operation of a commercial aircraft repair station as opposed to an educational facility so much of the lease / permit language doesn't necessarily apply. For all of those reasons it makes sense to create a new lease agreement that is more focused on the activity they plan for this hangar and to provide a mechanism for future expansions to occur as they develop.

The picture included in the packet shows the location of Helena Aircraft's hangar at the airport. This location is on the "Cargo Ramp" which provides a large concrete parking apron to accommodate large, heavy aircraft and easy access to a major 75-foot-wide taxiway connecting to the airfield system. There is property adjacent to this facility that would be a terrific opportunity for any future expansion by the College or any other entities partnering with the College. Exec Air (Skyservice) is the other tenant that shares the Cargo Ramp, and they have their aircraft maintenance hangar located on the opposite side of the ramp.

Overall, this is a great win/win for everyone involved. The Gresens have been looking to sell and retire for quite a while and Helena College really needs a new space with more room if they are to continue their aviation mechanic offerings. Sandy Bauman, Dean of Helena College, has been excited about this opportunity and has expressed her appreciation for our willingness to work with them on this endeavor. Jeff recommended approval of this lease as submitted.

MOTION was made by Commissioner Davis, seconded by Commissioner McGee to Approve a Commercial Aviation Ground Lease / Operating Permit with the University of Montana Helena College for a 10,000 Square Foot Hangar and Adjacent Land for the Purpose of Aviation Education and Training.

CONSENT AGENDA

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

DIRECTOR'S COMMENTS

MEETING ADJOURNED AT 12:57 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)