

HELENA REGIONAL AIRPORT AUTHORITY

BOARD MEETING MINUTES

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

DECEMBER 19, 2023, CALLED TO ORDER AT 11:33 A.M.

MEETING

In Attendance:

Mike Muscarelli, Chair
Debbie Havens, Vice Chair
Bob Heberly, Secretary
Tom McGree, Commissioner
Jason Davis, Commissioner
Jim Enyeart, 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
John Hassler, Member of the Public.

PUBLIC COMMENT PERIOD

None.

MINUTES

MOTION was made by Commissioner McGee, seconded by Commissioner McGree to approve the Meeting Minutes from November 14, 2023, Airport Authority Meeting.

The motion carried unanimously.

Chair Muscarelli stated that we would begin with consideration of the leases since John Hassler was in attendance regarding his request for a hangar site lease so he would not have to wait for that section later in the agenda, but he was welcome to stay for the entire meeting if he so wished.

LEASES / OPERATING PERMITS

Consider a 60 X 80 Non-Commercial Hangar Ground Lease with John Hassler – John Hassler has applied to construct a 60 X 80 non-commercial hangar. His application includes a site plan, and he has also already prepared the required FAA Form 7460 to review the airspace and construction equipment height. The hangar will be steel sided and everything in his application meets our requirements. He has requested a lot on the Southern oriented lanes that is suited for

hangars of this size. Jeff recommends approval of this lease as requested.

MOTION was made by Secretary Heberly, seconded by Commissioner Enyeart to Approve a 60 X 80 Non-Commercial Aviation Hangar Ground Lease with John Hassler.

The motion carried unanimously.

Consider Renewal of a 30 X 40 Non-Commercial Aviation Hangar Ground Lease with Reginald Goodwyn – The hangar lease with Reginald Goodwyn is up for renewal and he is requesting a renewal of the lease. He is paid up on the lease and the hangar follows our standards. This lease, similar to all of our hangar leases, has reached the end of the initial 20-year term and is now in the 5-year renewal period which provides a mechanism to renew the lease on 5-year periods. This hangar is old (built in the 1980's) and at some future point will need some updating to it, but for now Jeff recommends a 5-year extension of the lease with Reginald Goodwyn.

MOTION was made by Commissioner Davis, seconded by Commissioner McGree to Approve a 30 X 40 Non-Commercial Aviation Hangar Ground Lease with Reginald Goodwyn.

The motion carried unanimously.

Consider an Amendment to a Commercial Aviation Ground Lease / Operating Permit with Vetter Aviation – Brent and Rosemarie Vetter have a 10,000 square foot hangar with a commercial lease that they have had for many years. Two years ago, Brent and Rosemarie Vetter sold their business to Harold Dramstad who renamed it Dramstad Aviation. Dramstad Aviation took over the flight school and aircraft maintenance and repairs that was previously known as Vetter Aviation. Vetter Aviation retained their second hangar which also had a commercial lease, but it only included commercial activity authorization to do aircraft storage.

There was a two year non-compete agreement between Vetter and Dramstad, which has recently expired. Brent has requested an amendment to his lease to allow Vetter Aviation to add aircraft maintenance and repair and flight training to the commercial hangar lease he still has in place. Jeff visited Brent and we reviewed the Airport Minimum Standards to ensure their hangar facility met the requirements to conduct that type of business.

After reviewing the Airport Minimum Standards, and reviewing Vetter Aviation's plan to meet them, Jeff determined that Vetter Aviation is able to meet all of the requirements to operate those added commercial activities and Jeff recommends approval as requested.

MOTION was made by Vice Chair Havens, seconded by Secretary Heberly to Approve an Amendment of a Commercial Aviation Ground Lease / Operating Permit with Vetter Aviation.

The motion carried unanimously.

AIRPORT IMPROVEMENT PROGRAM PROJECTS

AIP – 62 (Terminal/Station 1 HVAC and Roof Replacement) – CWG Architects has submitted a small claim for ongoing work in preparation of the project that will begin next spring. We are looking closer at the skylight that is part of the roof over the lobby. The manufacturer has looked at it and recommends that the panels be replaced in the near future, so we are working with DAC and CWG to get a better idea of costs and having an independent third party assess the panels to help determine if the replacement should be added to the existing project. We will have more on this to consider adding it into the project as a change order if it is determined to be necessary. Jeff recommends approval of the claim as submitted.

AIP-62 (Terminal/Station 1 HVAC, Roof Replacement) Claims:

CWG Architects (Architectural) – Terminal HVAC, Roof Replacement	\$135.00
CWG Architects (Architectural) – Station 1 Roof	\$1,500.00
TOTAL CLAIM	\$1,635.00

MOTION was made by Commissioner McGree, seconded by Commissioner Enyeart to Approve AIP-62 Claims in the Amount of **\$1,635.00**.
The motion carried unanimously.

AIP-66 (Road, Track Paving Projects) – Morrison Maierle has submitted their final invoices associated with the paving projects under AIP-66 which involved the access roads. The work has been completed, and the FAA will close out the project. Jeff recommends approval of the final claims.

AIP-66 (Road, Track Paving) Claims:

MMI – Bidding, Design, Basic Services	\$5,447.35
MMI – Construction Administration	\$3,692.82
TOTAL CLAIM	\$9,170.17

MOTION was made by Secretary Heberly, seconded by Vice Chair Havens to Approve AIP-66 Claims in the Amount of **\$9,170.17**.
The motion carried unanimously.

AIP-67/69 (Hangar Area Utility and Taxi Lane Development) - The work in the new hangar area has been completed for the season and we have received claims for payment from Morrison Maierle and Helena Sand & Gravel. Jeff recommends approval of the claims as submitted.

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

MMI – Bidding, Design, Basic Services	\$ 1,373.00
MMI – Construction Administration	\$ 2,510.38
Helena Sand & Gravel (Construction)	\$81,776.48
State of Montana 1% Withholding Tax	\$ 826.03
TOTAL CLAIM	\$86,485.89

MOTION was made by Commissioner Davis, seconded by Commissioner Enyeart to Approve AIP-67/69 Claims in the Amount of **\$86,485.89**.

The motion carried unanimously.

Consider Change Order #2 to AIP-67/69 in the Amount of \$10,883.23 – During the course of the hangar utility project, we had some challenges getting the phone lines relocated as Century Link was extremely difficult to work with. The line was located during construction, and we had hoped the existing line may have had enough slack in it to be shifted over from one trench to the new one, but unfortunately that was not possible. The only solution was to have a new line installed and re-connected in the work zone. Century Link provided a cost of \$9,278.23 for this new line.

A second item included in Change Order #2 is an expense in the amount of \$1,605.00 to South Hills Electric. During the new taxi lane construction in the area of DNRC, a new circuit was installed to operate the taxiway C lights. Once the wiring was uncovered, we found a few additional splice boxes and light cans that had connections in them. It was decided that these should all be removed to eliminate added splices/failure points which would clean up the wiring.

Jeff recommends approval of Change Order #2 as submitted. These costs are eligible to be added to the FAA grant for reimbursement.

MOTION was made by Commissioner McGee, seconded by Commissioner Davis to Approve Change Order #2 to AIP-67/69 in the Amount of **\$10,883.23**.

The motion carried unanimously.

AIP-68 (Airport Master Plan Update) – Nick and Mike from Morrison Maierle recently met with Ross and I to discuss the first two chapters of the Master Plan which includes the existing inventory and the forecast of passenger and aircraft operations. After discussing these chapters, we determined it would make the most sense to have Mike Carlson come to the February Board Meeting to present these two chapters. Since we will receive yet an additional full calendar year of additional data in January for all of 2023, Mike can update the forecast with an additional full year of data which allows us to begin the future projections with 2024 and beyond. Jeff recommends approval of the claim as submitted which covers the work on chapters 1 and 2.

AIP-68 (Airport Master Plan Update) Claim:

Morrison Maierle (Airport Master Plan)

\$12,441.00

MOTION was made by Commissioner McGree, seconded by Commissioner Enyeart to Approve AIP – 68 Claims in the Amount of **\$12,441.00**.

The motion carried unanimously.

Land Acquisition Project – Morrison Maierle has submitted a pay request related to their ongoing work on the land acquisition of the Bompert parcels. MMI has completed the Phase 1 environmental review, and a few things came up. The farthest East parcel owned by Tim Bompert is noted to be included in the Asarco Superfund site. The FAA will require phase 2 environmental review of this parcel due to that, and also any remediation costs would be taken off the purchase price. This parcel is the least crucial to our goals, so this may not affect much of what we are trying to accomplish if this parcel is problematic.

The appraisers have been selected and placed under contract. We anticipate having the appraisals completed in the February-March time frame so we can then see if the landowners agree with the valuations. Jeff recommends approval of the claim as submitted.

Airport Land Acquisition Claim:

Morrison Maierle

\$2,438.00

MOTION was made by Commissioner McGee, seconded by Secretary Heberly to Approve AIP-XX (Land Acquisition Project) Claim in the Amount of **\$2,438.00**.

The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Consider Revised FAA Funded Airport Capital Improvement Plan – It's already that time of year to review and update our FAA funded Airport Capital Improvement Plan. The FAA keeps moving the deadline sooner each year, so it seems like we just did this. The FAA requests airports to update their plan and submit it to our local FAA office. In early 2024, the FAA regional offices meet to review and sort out the requests, then prioritize them for headquarters to make a final determination regarding what projects are funded for the next year. The entire process is much like a board game really, as there are rules for what can be funded and how low and high priority projects are grouped in particular years, etc.... The FAA has issued a listing of every eligible project along with a priority rating from 100 – 0. The FAA's priority may not coincide with what the airport feels is a priority item, but we have to follow their rating and ensure that projects with low and high priorities are separated out. In the plan, you will see a number in parenthesis next to each project title. That number corresponds to the priority rating assigned by the FAA for that particular work item. Typically, anything 50 and higher is considered "higher priority."

MOTION was made by Commissioner McGree, seconded by Vice Chair Havens to

Approve, Table, or Deny Revised FAA Funded Airport Capital Improvement Plan.
The motion carried unanimously.

CONSENT AGENDA

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

DIRECTOR'S COMMENTS

MEETING ADJOURNED AT 1:13 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)