

HELENA REGIONAL AIRPORT AUTHORITY

BOARD MEETING MINUTES

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

JANUARY 16, 2024, CALLED TO ORDER AT 11:36 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

PUBLIC COMMENT PERIOD

None.

MINUTES

MOTION was made by Commissioner McGree, seconded by Secretary Heberly to approve the Meeting Minutes from December 19, 2023, Airport Authority Meeting.

The motion carried unanimously.

AIRPORT IMPROVEMENT PROGRAM PROJECTS

AIP-62 (Terminal/Station 1 HVAC, Roof Replacement) – CWG Architects has submitted claims for some completed work on the two projects to replace the roof and HVAC components. We recommend approval of the claim as submitted.

We are excited to see the HVAC component replacement project begin this coming spring/summer. We continue to struggle keeping some of the existing units operating, but our staff keeps finding ways to keep units running.

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

CWG Architects (Architectural) – Terminal HVAC, Roof Replacement	\$ 135.00
CWG Architects (Architectural) – Station 1 Roof	\$1,366.48
TOTAL CLAIM	\$1,501.48

MOTION was made by Commissioner Davis, seconded by Commissioner Enyeart to Approve AIP-62 Claims in the Amount of **\$1,501.48**.
The motion carried unanimously.

AIP-64 (ARFF Equipment, PCI Study) – Morrison Maierle has submitted a claim for their engineering work on the ARFF equipment acquisition and we recommend approval of their claim as submitted.

AIP-64 (ARFF Equipment, PCI Study) Claims:

<u>MMI – Engineering</u>	<u>\$2,624.56</u>
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MOTION was made by Commissioner McGree, seconded by Vice Chair Havens to Approve AIP-64 Claims in the Amount of **\$2,624.56**.
The motion carried unanimously.

AIP-67/69 (Hangar Area Utility and Taxi Lane Development) – The construction phase of this project is completed. We are still waiting for a taxiway designation sign to be received and installed, as the one that was initially sent was incorrect. Payment claims have been submitted for most of the work completed, and we are recommending approval.

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

Administrative (IR - Project Bid Advertising)	\$1,302.80
Helena Sand & Gravel (Construction)	\$9,081.50
State of Montana 1% Withholding Tax	\$ 91.73
TOTAL CLAIM	\$10,476.03

MOTION was made by Commissioner McGee, seconded by Secretary Heberly to Approve AIP-67/69 Claims in the Amount of **\$10,476.03**.
The motion carried unanimously.

AIP-68 (Airport Master Plan Update) – Morrison Maierle has completed chapters 1 and 2 of the Master Plan and will be at the February meeting to present the draft versions of those first two chapters to answer questions and receive input. They have submitted a claim for the work on the Master Plan so far as outlined below. Jeff recommends approval of this claim as submitted.

AIP-68 (Airport Master Plan Update) Claim:

Morrison Maierle (Airport Master Plan)

\$25,456.50

MOTION was made by Secretary Heberly, seconded by Commissioner McGree to Approve AIP-68 Claim in the Amount of **\$25,456.50**

The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Review Mid-Year FY 2024 Airport Budget and Amendments – Jeff has prepared a separate memo outlining the status and proposed amendments to the mid-year FY 2024 budget.

MOTION was made by Secretary Heberly, seconded by Commissioner Enyeart to Approve Mid-Year FY 2024 Airport Budget and Amendments.

The motion carried unanimously.

CONSENT AGENDA

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

The motion carried unanimously.

DIRECTOR'S COMMENTS

MEETING ADJOURNED AT 12:59 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

FY 2024 Mid-Year Budget and Amendments – Connie Lundin & Jeff Wadekamper

FAA Funded Airport Improvement Project Report – Nick Enblom

/s/ 
Mike Muscarelli, Chair

ATTEST:

/s/ 
Bob Heberly, Secretary

(SEAL)