

**HELENA REGIONAL AIRPORT AUTHORITY
BOARD MEETING MINUTES**

**LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2ND FLOOR, BOARD ROOM
FEBRUARY 20, 2024, CALLED TO ORDER AT 11:49 A.M.**

MEETING

In Attendance:

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

Excused:

Debbie Havens, Vice Chair

PUBLIC COMMENT PERIOD

None.

MINUTES

MOTION was made by Commissioner McGree, seconded by Commissioner McGee to approve the Meeting Minutes from January 16, 2024, Airport Authority Meeting.
The motion carried unanimously.

AIRPORT IMPROVEMENT PROGRAM PROJECTS

AIP-64 (ARFF Equipment, PCI Study) – Morrison Maierle has submitted a claim for the remainder of their work on AIP-64 as they work on closing out this project. Jeff recommends approval of the claim as submitted.

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

MMI – Engineering \$3,875.44

MOTION was made by Commissioner Davis, seconded by Secretary Heberly to Approve AIP-66 Claim in the Amount of **\$3,875.44**.

Airport Master Plan Presentation (AIP-68) – Mike Carlson, Senior Aviation Planner with Morrison Maierle attended this month’s meeting with Nick Enblom and provided an overview of chapters 1 and 2 of the Master Plan. Chapter 1 is the Inventory of Existing Facilities and Conditions, and Chapter 2 is the Capacity Demand Analysis.

No formal action is required on these first two chapters, as the entire Master Plan will be considered for acceptance once completed, but we felt it was important to cover each chapter throughout the year and provide the opportunity for Commissioner questions and input. Morrison Maierle also submitted a claim for their ongoing work which we recommend approving.

AIP-68 (Airport Master Plan Update) Claim:

Morrison Maierle (Airport Master Plan)	\$8,083.50
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MOTION was made by Commissioner Davis, seconded by Commissioner Enyeart to Approve AIP-68 Claim in the Amount of **\$8,083.50**

AIRPORT AUTHORITY ISSUES

Consider Engineering Task Order #7 – Acquisition of Snow Removal Equipment – Jeff stated that you may recall that in 2025 of our 5-year FAA funded Capital Improvement Plan we have snow removal equipment replacement listed. This particular piece of equipment is to replace a current older unit that has both a broom (sweeper) attachment and a snow blower attachment that can either be used by the same chassis/carrier vehicle. We would like to proceed with the advertising of this equipment now to get a selection made and get into the production que since it is taking 2-3 years to deliver these pieces of equipment once they get awarded. By the time it arrived we will have out 2025 FAA Entitlement funding in hand.

MOTION was made by Secretary Heberly, seconded by Commissioner McGree to Approve Authorizing Engineering Task Order #7 – Acquisition of Snow Removal Equipment.

LEASES

Consider Accepting a Letter of Intent from Montana Jets LLC to Begin development of a Lease for a Commercial Aircraft Charter Operation – Included in the packet is a letter of intent from Montana Jets, LLC to begin exploring a commercial aviation jet charter business operation, site plan, and commercial ground lease/operating permit. Greg and Jeff reviewed the letter of intent and do not have any concerns with it as written. Jeff visited with the folks at Montana Jets a

number of times, including a site tour of the airport to look at locations. They are registered out of Bozeman, and their primary owner is Dave Stoddard, who used to fly for Jet Sets Aviation, which is a charter company much like NetJets, a well-known commercial jet charter company. There is no room for expansion of general aviation hangars at Bozeman at this time, which is one of the reasons they are looking at Helena, although they feel Helena is an ideal location to base such an operation in Montana.

We actually do not have many locations to site an operation of this type, and the only possible spot would be just East of the Cargo Ramp beyond Helena Aircraft's facility which is being acquired by Helena College. Montana Jets is thinking about a large jet hangar that could hold 3-4 small business jets along with a waiting area/lounge, restrooms, offices, etc.... much like a commercial Fixed Base Operation (such as Exec Air) would have. Of course, they must meet the Airport Minimum Standards to obtain an operating permit and lease.

The letter of intent is really a non-binding agreement to explore the possibility of determining a lease and operating permit that would later be brought to the Commission and noticed on our public meeting agenda for official approval and action. There is a great deal of due diligence to determine a site and if this is all feasible. Even in the sole location mentioned above, there may be challenges getting city water and particularly sewer, but we won't know until that is sorted out. Depending on the size of the hangar, a fire suppression system may also be needed which also is dependent on city water line flow rates, etc....

RECOMMENDATION – Jeff recommends approval to sign the Letter of Intent and proceeding ahead to see if this operation is feasible, then bringing a formal request for permit/lease back at a later date for approval.

MOTION was made by Commissioner McGee, seconded by Secretary Heberly to Approve Authorization to Sign a Letter of Intent to Begin the Process of Discussing and Developing a Commercial Aviation Lease for a Commercial Aircraft Charter Operation.

CONSENT AGENDA

MOTION was made by Secretary Heberly, seconded by Commissioner Enyeart to Approve the Consent Agenda.
The motion carried unanimously.

DIRECTOR'S COMMENTS

MEETING ADJOURNED AT 1:11 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)