

**HELENA REGIONAL AIRPORT AUTHORITY  
BOARD MEETING MINUTES**

**LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2<sup>ND</sup> FLOOR, BOARD ROOM  
MARCH 19, 2024, CALLED TO ORDER AT 11:38 A.M.**

**MEETING**

In Attendance:

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

Others Attending:

Nick Enblom, Morrison Maierle Engineers  
Sean Slanger, Jackson, Murdo & Grant, P.C.  
Ross Marty, Assistant Airport Director  
Connie Lundin, Financial Manager  
Amber Huggett, Office Manager

Excused:

Tom McGree, Commissioner  
Jim Enyeart, Commissioner

**PUBLIC COMMENT PERIOD**

None.

**MINUTES**

**MOTION** was made by Secretary Heberly, seconded by Commissioner McGee to approve the Meeting Minutes from February 20, 2024, Airport Authority Meeting. The motion carried unanimously.

**AIRPORT IMPROVEMENT PROGRAM PROJECTS**

AIP-67/69 (Hangar Area Construction) – The correct taxi lane designation sign for the new taxi lane has been delivered and installed recently. Morrison Maierle and Helena Sand & Gravel have submitted claims for payment, which we recommend approving.

AIP-67/69 (Hangar Area Construction) Claims:

MMI – Construction Management	\$3,782.60
Helena Sand & Gravel (Construction)	\$40,371.60
State of MT 1% Withholding Tax	\$ 407.79
<b>TOTAL CLAIM</b>	<b>\$44,561.99</b>

**MOTION** was made by Vice Chair Havens, seconded by Secretary Heberly to Approve AIP-67/69 Claim in the Amount of **\$44,561.99**.

AIP-68 (Airport Master Plan Update) – Morrison Maierle continues working on the Master Plan Update and has submitted the following claim for payment which we recommend approving.

AIP-68 (Airport Master Plan Update) Claim:

Morrison Maierle (Airport Master Plan) **\$11,002.00**

**MOTION** was made by Commissioner Davis, seconded by Commissioner McGee to Approve AIP-68 Claim in the Amount of **\$11,002.00**.

### **AIRPORT AUTHORITY ISSUES**

Creation of an Airport Insurance Subcommittee to Review the Airport’s Various Insurance Policies – As we develop our next budget, insurance continues to be one of the larger expenses that is experiencing the most rapid annual increases. We review our coverage every year with our agents at Paynewest, but in light of these cost escalations it is a suitable time to do a deep dive to determine if we are adequately insured, or over-insured, etc.... There are many elements to our overall policy which includes property, liability, earthquake, fire, theft, sewage backups, directors and officers, and business income in the event that an income generating facility is destroyed and no longer able to provide revenue. It would be helpful to form a committee of 2-3 Commissioners, airport staff and myself to review the policies and coverage with our agent, to determine if any recommended changes are in order. Our agent at Paynewest does an excellent job but there are fewer underwriters providing airport insurance which is also causing less competition and higher costs. We are asking for two or three volunteers to serve on this committee.

Vice Chair Havens, Commissioner McGree and Commissioner McGee volunteered to become the subcommittee to review the Airport’s various insurance policies along with staff.

Determine Date of Annual Budget Work Session – All commissioners agreed to Tuesday, April 30, 2024, at 11:30 a.m. as the annual budget work session meeting date.

Land Acquisition Update and Consideration of Land Acquisition Project Claim from Morrison Maierle the Amount of \$17,400.00 - We just received the appraisals yesterday along with the completed documents associated with the phase 1 Environmental review of the three Bompert properties. Nick and I are meeting with Mike Casey to discuss and review them, and we plan to give additional information at the meeting about the next steps. We have yet to receive the Review Appraisals and of course we have not yet engaged with the broker representing the landowners until we receive the Review Appraisals.

**MOTION** was made by Commissioner Davis, seconded by Secretary Heberly to

Approve the Land Acquisition Project Claim with Morrison Maierle in the Amount of **\$17,400.00**.

**LEASES**

Consider Renewal of a 50 X 45 Non-Commercial Aviation Hangar Ground Lease with Doyle Davis for an Additional 5 Years - Doyle Davis has a lease with the airport for a hangar which has reached the end of one of the renewal terms. The Lease provides for a renewal of the lease in 5-year increments following the initial 20-year term (this is standard in all general aviation hangar leases), provided that the lease is in compliance with the terms. Jeff recommends approval of the renewal as everything is current on the lease.

**MOTION** was made by Secretary Heberly, seconded by Commissioner Havens to Approve Renewal of a 50 X 45 Non-Commercial Aviation Hangar Ground Lease with Doyle Davis for an Additional 5 Years. Commissioner Davis recused himself from the vote.

The motion carried unanimously.

**CONSENT AGENDA**

**MOTION** was made by Commissioner McGee, seconded by Commissioner Davis to Approve the Consent Agenda.

The motion carried unanimously.

**DIRECTOR'S COMMENTS**

**MEETING ADJOURNED AT 12:49 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)