

**HELENA REGIONAL AIRPORT AUTHORITY**

**SPECIAL BOARD MEETING MINUTES**

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

**MARCH 26, 2024, CALLED TO ORDER AT 1:00 P.M.**

**MEETING**

In Attendance:

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

Others Attending:

Ross Marty, Assistant Airport Director  
Connie Lundin, Financial Manager  
Amber Huggett, Office Manager

Excused:

Bob Heberly, Secretary  
Jim Enyeart, Commissioner

**PUBLIC COMMENT PERIOD**

None.

**AIRPORT IMPROVEMENT PROGRAM PROJECTS**

Consider Engineering Task Order #6 with Morrison Maierle for 2024 FAA Funded Projects – Morrison Maierle has provided Engineering Task Order #6 outlining their scope of services associated with the FAA funded projects for this year. Included with the Task Order is a breakdown of their proposed fees. The project associated with this Task Order include the next phase of the hangar area taxi lanes and utilities. The scope of work also includes the acquisition of new personal protective equipment for all of the airport fire trained staff and our fire training center. Included in that equipment are new self-contained breathing packs for both the airport fire operation and the fire training center. All of this equipment is reaching the end of its useful life, and these items have a specific time frame that requires replacement when they expire so we need to acquire the new equipment this year to meet that requirement.

As we are required to do with all FAA Funded Airport Improvement Program (AIP) projects, an Independent Fee Estimate (IFE) is required to be completed by an independent engineering firm to provide the cost of the same services. This is to ensure the engineering firm is capturing all of the required services and the proposed fee is within a reasonable amount. It is a peer review of

the proposed services. The FAA considers the fees to be reasonable if the culmination of fees proposed by each of the two firms are within 10% of each other in either direction. Comparing the two firms, the total fee of all schedules is within 3.18% of one another.

Jeff reached out to Robert Peccia & Associates to see if they had interest in performing the IFE for us, and they agreed to do so for the cost of \$3,500 which is within the range that is typically charged for an IFE of this magnitude. The IFE fee is also eligible for Federal funds reimbursement.

As you can see from the review of the two firm’s fees, they are within 3.18% overall. Here is the breakdown of the fees by each form:

TASK	PAYMENT METHOD	MMI COST (Task Order #6)	PECCIA COST (IFE)	% DIFFERENCE
<b>1 - Basic Services</b>	Lump Sum	\$50,000	\$57,566	14%
<b>2- ARFF Equipment</b>	Lump Sum	\$30,000	\$30,130	0.4%
<b>3 – Design, Bidding</b>	Lump Sum	\$110,000	\$90,215	19.76%
<b>4 – Construction/Project Management</b>	Cost Plus Fixed Fee	\$113,000	\$126,584	11.3%
<b>5 – Closeout</b>	Lump Sum	\$15,000	\$23,771	45%
<b>TOTALS</b>		<b>\$318,000</b>	<b>\$328,265</b>	<b>3.18%</b>

In reviewing the fee breakdowns of each firm, the variations are a result of Peccia charging more hours, or a difference between the hourly rates or what specific team member and associated labor rate is tied to the task which may slightly differ between the two firms. Peccia may be estimating more hours in some areas since they are not as familiar with the airport, and are making some general assumptions, as stated in their letter. Overall, the fees are well within the range of being considered reasonable.

RECOMMENDATION - Given the fees between the two firms are within the 10% threshold, at 3.18% overall, Jeff recommends we approve Task Order #6 with Morrison Maierle in the Amount of \$318,000.

**MOTION** was made by Commissioner McGee, seconded by Commissioner Davis to Approve AIP-68 Claim in the Amount of **\$8,083.50**

**DIRECTOR'S COMMENTS**

**MEETING ADJOURNED AT 1:11 P.M.**

**REPORTS PRESENTED FOR REVIEW:**

Board Report – Jeff Wadekamper

/s/ Mike Muscarelli  
Mike Muscarelli, Chair

ATTEST:

/s/ Bob Heberly  
Bob Heberly, Secretary

(SEAL)