

**HELENA REGIONAL AIRPORT AUTHORITY
BOARD MEETING MINUTES**

**LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2ND FLOOR, BOARD ROOM
APRIL 16, 2024, CALLED TO ORDER AT 11:40 A.M.**

MEETING

In Attendance:

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

Others Attending:

Nick Enblom, Morrison Maierle Engineers
Greg Gould, Jackson, Murdo & Grant, P.C.
Mike Talia, Jackson, Murdo & Grant, P.C.
Connie Lundin, Financial Manager
Amber Huggett, Office Manager

Excused:

Ross Marty, Assistant Airport Director

PUBLIC COMMENT PERIOD

None.

MINUTES

MOTION was made by Commissioner McGree, seconded by Secretary Heberly to approve the Meeting Minutes from March 19, 2024, Airport Authority Meeting. The motion carried unanimously.

MOTION was made by Vice Chair Havens, seconded by Commissioner McGee to approve the Meeting Minutes from March 26, 2024, Special Airport Authority Meeting. The motion carried unanimously.

AIRPORT IMPROVEMENT PROGRAM PROJECTS

AIP-62 (Terminal HVAC, Roof Replacement Project) -

Dick Anderson Construction (Pay App#3)	\$193,648.95
State of Montana 1% Withholding Tax	\$ 1,956.05
TOTAL CLAIMS	\$195,605.00

MOTION was made by Commissioner Davis, seconded by Commissioner McGree to Approve AIP-62 Claim in the Amount of **\$195,605.00**.

The motion carried unanimously. Secretary Heberly abstained from the vote.

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) **\$5,841.50**

MOTION was made by Commissioner Enyeart, seconded by Commissioner Davis to Approve AIP-68 Claim in the Amount of **\$5,841.50**.

Consider Bids for ARFF Safety Equipment – We advertised bids to replace the personal protective equipment (jackets, pants, gloves, helmets, and boots) for our airport fire department and the fire training center. We equip each airport employee who is certified in aircraft rescue firefighting and also our instructors at the fire training center. In addition, we also carry a wide range of sizes of gear for students to use for the fire classes. Many times, new students in the 40-hour course have not yet been provided with gear by their department until they pass the basic training, so we have a supply of suits for them to use in training. We also need to replace our self-contained breathing apparatus (SCBA's) at both locations. We specified the same style and brand of SCBA's as the ones used by the City, County, and rural departments in the area to ensure interchangeability if needed in a mass casualty accident.

We received two bids, and both met all of the requirements and were considered responsible bidders. One bid was from L.N. Curtis (\$391,283.50), and the other was from Big Sky Fire Equipment (\$393,996.01). The low bidder was L.N. Curtis. The two bids were extremely close (within \$2,712.51).

RECOMMENDATION – We recommend awarding the bid to L.N. Curtis in the Amount of \$391,283.50.

MOTION was made by Commissioner McGree, seconded by Commissioner McGee to Approve Awarding a Bid for ARFF Safety Equipment.

Consider Bids for Hangar Area Infrastructure Development – The next phase of the general aviation hangar area expansion was advertised, and we received only one responsive bid, which was from Helena Sand & Gravel. A summary of the schedules in their bid includes:

<u>Schedule</u>	<u>Engineer's Estimated Cost</u>	<u>Helena Sand & Gravel Bid</u>
Sch. 1 (New E/W Taxi Lane)	\$335,000	\$393,044.00

Sch. 2 (New N/S Taxi Lane)	\$180,000	\$194,739.00
Sch. 3 (City Water Line Connection to Serve Fire Hydrants)	\$500,000	\$489,920.00
TOTALS	\$1,015,000	\$1,077,703.00

We totaled up the schedules of work for the hangar area improvements along with the ARFF Safety Equipment and the grand total exceeds the available funding by about \$200,000. Ross, Nick, and Jeff reviewed the construction work, and Jeff's recommendation is to award schedules 1 and 3, but NOT schedule 2. Schedule 2 is the new North/South taxi lane, which is the lowest priority in the area. Jeff is suggesting that we not award schedule 2 and plan for it in another phase when we are able. The combined total of schedules 1 and 3 equals \$882,964.00.

RECOMMENDATION – Jeff recommends awarding schedules 1 and 3 to Helena Sand & Gravel, which totals \$882,964.00.

MOTION was made by Vice Chair Havens, seconded by Commissioner McGee to Approve Awarding a Bid for Hangar Area Infrastructure Development.
The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Consider Extension of Airport Legal Services Agreement with Jackson, Murdo & Grant P.C. – Our legal services contract with Jackson, Murdo, and Grant Attorneys has expired. Greg has decided to retire early next year. With that in mind, we have a few options for how we could proceed with legal services. We could advertise an RFP, or we could consider renewing the contract with JMG (there is a renewal option in our existing contract). If we agree to a renewal of the contract with JGM, Greg has indicated there is an attorney in their firm named Mike Talia, who has expressed interest in transitioning into the role to take over the airport account. Greg has wonderful things to say about Mike and feels he would be a good fit. Mike's resume and background is included in the packet for your review.

RECOMMENDATION – Jeff's recommendation is to proceed with a renewal of the contract with Jackson, Murdo & Grant and to begin the transition to Mike Talia as the airport legal counsel. Greg will be around yet for the better part of a year and has indicated he can be "of counsel" as well to help guide a smooth transition. If for whatever reason, we find that this arrangement is not working out, the contract does have a cancellation clause (60 days 'notice) where we can terminate the agreement and find a new firm and attorney to act as our legal counsel. A copy of the agreement is also included in the packet for your review.

MOTION was made by Commissioner McGee, seconded by Secretary Heberly to Approve Extension of Airport Legal Services Agreement with Jackson, Murdo & Grant P.C.
The motion carried unanimously.

Report and Recommendation of the Insurance Sub-Committee – The insurance sub-committee (Commissioners McGree, Havens, and McGee) met with airport staff and members of our agent, Marsh & McLennan on April 8 to review the airport’s various policies and to discuss coverage options and explore cost savings if able. The meeting was helpful, and each policy was discussed in detail.

Our current (FY24) package of various policies (excluding health insurance which is through the City of Helena’s pool) includes the following:

General Liability	Chubb	\$27,250
Earthquake	EQ One	\$79,037.50
Commercial Package (Property, Vehicles, Crime, Boilers, Equipment)	Cincinnati	\$157,170.00
Directors and Officers	Cincinnati	\$35,295.00
Worker’s Compensation	Milford Casualty	\$35,295.00
ANNUAL TOTAL		\$304,192

MOTION was made by Commissioner McGee, seconded by Commissioner Davis to Approve Moving Forward with the Insurance Sub-Committee Recommendation for Airport Insurance Policy Renewal for FY25 with the addition of cyber coverage between now and July 1, 2024, as well as going forward.
The motion carried unanimously.

LEASES

Consider a request for a 75X75 Non-Commercial Hangar Ground Lease with Steve Fulton – We received an application for a land lease from Steve Fulton to construct a new 75 X 75 steel hangar in the first row of the new Southeast hangar area which is located just inside the fence and borders Airport Road. This is a great site for this size hangar and will be adjacent to another similar sized 75 X 75 hangar owned by John Maxness. Steve is an Alaska Airlines pilot who moved from Seattle to Helena, and he has several aircraft that he flies regularly when he is in Helena. The application and plans meet our requirements, and we recommend approval of this lease as submitted.

MOTION was made by Secretary Heberly, seconded by Commissioner Enyeart to Approve a 75X75 Non-Commercial Hangar Ground Lease with Steve Fulton.
The motion carried unanimously.

CONSENT AGENDA

MOTION was made by Commissioner McGee, seconded by Commissioner McGree to Approve the Consent Agenda.
The motion carried unanimously.

DIRECTOR'S COMMENTS

MEETING ADJOURNED AT 12:51 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)