

**HELENA REGIONAL AIRPORT AUTHORITY
BOARD MEETING MINUTES**

**LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2ND FLOOR, BOARD ROOM
JUNE 18, 2024, CALLED TO ORDER AT 11:33 A.M.**

MEETING

In Attendance:

Mike Muscarelli, Chair
Debbie Havens, Vice Chair
Jim Enyeart, Commissioner
Troy McGee, Commissioner
Jeff Wadkamper, Airport Director

Others Attending:

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

Excused:

Bob Heberly, Secretary
Tom McGree, Commissioner
Jason Davis, Commissioner

PUBLIC COMMENT PERIOD

None.

MINUTES

MOTION was made by Vice Chair Havens, seconded by Commissioner Enyeart to approve the Meeting Minutes from the May 21, 2024, Airport Authority Meeting. The motion carried unanimously.

AIRPORT IMPROVEMENT PROGRAM PROJECTS

AIP-62 (Terminal Roof and HVAC Replacement Project) – The HVAC and roof replacement project has been going very well. DAC has done an excellent job, and their onsite employees, supervisor and sub-contractors have all been exceptionally good to work with. As you might imagine there are some challenges when impacting roof areas, heating and air conditioning, and internal ceilings, etc.... The have done an excellent job of working with us to mitigate impacts. Construction always has impacts by nature, but the team has really done well to minimize those impacts and we appreciate their dedication. The new roof drains are being installed and the roof replacement has made great headway. Most of the new HVAC units are operational now, and

the entire system will be calibrated next month as the entire project is now in the second half. The wood beam restoration has also progressed well. We recommend approval of the claim as submitted.

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

CWG Architects	\$ 1,542.40
Dick Anderson Construction (Pay App#4)	\$397,126.13
State of Montana 1% Withholding Tax	\$ 4,011.38
TOTAL CLAIMS	\$402,679.91

MOTION was made by Commissioner Enyeart, seconded by Commissioner McGee to Approve AIP-62 Claim in the Amount of **\$402,679.91**.
The motion carried unanimously.

AIP-67/69 (Airport Hangar Area Improvements) – Helena Sand & Gravel has submitted a claim for the work in the new hangar area. The correct sign has been installed along the taxiway and they only have a small amount of topsoil and seeding work to accomplish along the taxiway edges. We recommend approval of the claim as submitted.

AIP-67/69 (Airport Hangar Area Improvements) –

Helena Sand & Gravel (Pay App #7)	\$34,510.01
State of Montana 1% Withholding Tax	\$ 348.59
TOTAL CLAIMS	\$34,858.60

MOTION was made by Commissioner McGee, seconded by Vice Chair Havens to Approve AIP-67/69 Claims in the Amount of **\$34,858.60**.
The motion carried unanimously.

AIP-68 (Airport Master Plan Update) – Mike Carlson continues to work on the Master Plan and is just beginning the facility Requirements section. That section is based on calculations from the forecast and will include a variety of alternatives. Recently Ross and Jeff met with Nick and Mike and provided them with a wide range of alternatives to be included based on our daily knowledge of the airport operation. Mike will incorporate these and then present this information to the Board at a future meeting.

Morrison Maierle has submitted a claim in the amount of \$18,783.00. We recommend approval of the claim as submitted.

AIP – 68 (Airport Master Plan Update) Claims:

Morrison Maierle	\$18,783.00
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MOTION was made by Vice Chair Havens, seconded by Commissioner McGee to Approve AIP-68 Claim in the Amount of **\$18,783.00**.

The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Consider Bids for the Buildout of the FAA Airport Division Office Space – Bids were advertised for the build out of the FAA Airport’s Division Office (ADO) space in the East side of the building also occupied by Immigrations Customs Enforcement (ICE). We had 4 bidders attend the pre-bid walk through of the space and then had 4 bids submitted. Overall, based on the total price, here are the results:

1. Abraham Constriction	\$577,900
2. Diamond Construction	\$523,129
3. Golden Eagle Construction	\$477,500
4. Copper Creek Construction	\$527,777

The lowest bidder was Golden Eagle Construction of Helena. CWG has reviewed their bids, and they meet all of the requirements and are fully responsive. The FAA requires their review and approval of the total costs/bid, and Jeff has provided that to them. The FAA responded back to us on Tuesday June 11th and they approved of the total cost.

RECOMMENDATION – we recommend awarding this project to Golden Eagle Construction of Helena.

MOTION was made by Commissioner Enyeart, seconded by Commissioner McGee to Award the Bid for the Buildout of the FAA Airport Division Office Space.
The motion carried unanimously.

Land Acquisition Process Update – Mike Casey presented a status update on the airport land acquisition efforts. Nick Enblom provided an updated drawing showing our recommended purchases that was included in the packet for the Commissioners to review. If the Board agrees with this approach, then Mike Casey will take this back to the Bomparts and their broker to see if they will agree and enter into a buy/sell agreement, contingent on a reappraisal and funds being made available in 2026.

MOTION was made by Commissioner McGee, seconded by Vice Chair Havens to Approve Directing the Airport Director and Consultants to Move Forward with negotiations to purchase the 3 parcels of land identified.
The motion carried unanimously.

Consider an Advertising Concession Agreement with AZ Staffing of Helena – Throughout our history, we have managed the airport’s advertising program in-house. Recently, we met with Anna Kazmierowski from A2Z Staffing Services to discuss how she could help us meet our Airport Concessions Disadvantaged Business Enterprise (ACDBE) goals set for us by the FAA. Every year the requirements to establish larger goals to utilize disadvantaged business enterprise firms

increases and the FAA has ramped up the oversight and pressure on this subject. In Montana this has proved to be extremely challenging to meet, both in the construction area and also in the concessions realm. We had a discussion with Anna where she asked about airport advertising. Her firm has interest in managing our advertising program as a concessionaire. AZ is the only ACDBE, woman owned business registered in the state of Montana. The idea with AZ related to our advertising program, is they would take over facilitating it on our behalf by acting as a concessionaire. We would receive a percentage (we are proposing 25%) of the gross revenues they generate, and AZ would do all of the work to secure customers, installing and removing ads and taking care of collecting payment from the advertisers. We have developed a draft concessions agreement to outline all of the details in this arrangement.

RECOMMENDATION – We recommend entering into this contract. If it doesn't work out we can cancel the agreement and revert back to running it ourselves or look at other options.

MOTION was made by Commissioner Enyeart, seconded by Commissioner McGee to Approve an Advertising Concession Agreement with AZ Staffing of Helena.
The motion carried unanimously.

LEASES

Consider Renewal of a Non-Commercial Ground Lease for a 42X50 Hangar with Faust Alvarez – Dr. Alvarez has a 42 X 50 non-commercial hangar for storing his aircraft. The hangar is in good condition, and he is current on his rent. We recommend approval of this 5-year renewal to the lease.

MOTION was made by Vice Chair Havens, seconded by Commissioner Enyeart to Approve Renewal of a Non-Commercial Ground Lease for a 42X50 Hangar with Faust Alvarez for a Period of 5 Years.

The motion carried unanimously.

Consider Renewal of a Non-Commercial Ground Lease for a 60X60 Hangar with Ron Garvin – Ron Garvin has a non-commercial hangar that has reached the end of the initial 20-year term. He has requested the standard 5-year renewal as provided for in the lease following the initial 20-year term. The rent is current and the hangar itself is in good condition. We recommend approval of the 5-year renewal as provided for in the lease agreement.

MOTION was made by Commissioner McGee, seconded by Vice Chair Havens to Approve, Table, or Deny Renewal of a Non-Commercial Ground Lease for a 60X60 Hangar with Ron Garvin for a Period of 5 Years.

The motion carried unanimously.

Consider Renewal of a Non-Commercial Ground Lease for a 50X60 Hangar with Leo and Mary Wadekamper – Leo and Mary Wadekamper (Jeff's parents) have a non-commercial ground lease for a 50 X 60 hangar. It had an initial 20-year lease that expired in 2019 and a 5-year renewal term that is also ending. Similar to every other non-commercial hangar lease on the airport,

there is an option to renew the lease on 5-year increments following the initial 20-year term. The hangar is in good condition (it's an all-steel hangar), and they are current on the rent. The use of the hangar is in compliance with the FAA Hangar Use Policy and houses two aircraft; a Cessna 182 and a Beechcraft T-34 Mentor. The terms of their lease are exactly the same as any other non-commercial hangar lease including the rental rate.

MOTION was made by Commissioner Enyeart, seconded by Commissioner McGee to Approve Renewal of a Non-Commercial Ground Lease for a 50X60 Hangar with Leo and Mary Wadekamper for a Period of 5 Years.
The motion carried unanimously.

Consider Renewal of a Non-Commercial Ground Lease for a 42X35 Hangar with Joe Nistler Sr. –
Joe Nistler (Sr.) has a 42 X 35 non-commercial hangar that he stores his aircraft in. The hangar is in good condition, and he is current on the rent and the use is in compliance with the FAA Hangar Use Policy. The initial 20-year term is ending so the lease is eligible for 5-year renewals going forward. We recommend approval of the lease as requested.

MOTION was made by Vice Chair Havens, seconded by Commissioner Enyeart to Approve Renewal of a Non-Commercial Ground Lease for a 42X35 Hangar with Joe Nistler Sr. for a Period of 5 Years.
The motion carried unanimously.

Consider Renewal of a Non-Commercial Ground Lease for a 115X50 Hangar with Sandi Wikle –
Ross and Jeff recently met with Eric Wikle, who is Sandy's son, to view the inside of these hangars. They are all in excellent condition and in compliance with the FAA Hangar Use Policy. They have them sub-leased to various aircraft owners and all of them have aircraft in them. They are current on the rent for all of them as well. All of these hangars are past the 20-year initial term and are eligible for ongoing renewals of 5-year increments. We recommend approval as requested.

MOTION was made by Commissioner McGee, seconded by Vice Chair Havens to Approve Renewal of a Non-Commercial Ground Lease for a 115X50 Hangar with Sandi Wikle for a Period of 5 Years.
The motion carried unanimously.

Consider Renewal of a Non-Commercial Ground Lease for a 48X48 Hangar with Sandi Wikle –
Same as the previous hangar, we recommend approval as requested for an additional 5-year term.

MOTION was made by Commissioner McGee, seconded by Vice Chair Havens to Approve Renewal of a Non-Commercial Ground Lease for a 48X48 Hangar with Sandi Wikle for a Period of 5 Years.
The motion carried unanimously.

Consider a Request to Transfer an Earhart Condo Hangar #5 Ground Lease from Sam Taylor Revocable Trust to Don and Julie Hendrickson – Sam Taylor has decided to sell his condo hangar to Don and Julie Hendrickson. The hangar is in terrific condition and the rent is current. The hangar is also in compliance with the FAA Hangar Use Policy and with the Earhart Condo Association’s Bylaws. We recommend approval as requested.

MOTION was made by Commissioner Enyeart, seconded by Commissioner McGee to Approve Transfer an Earhart Condo Hangar #5 Ground Lease from Sam Taylor Revocable Trust to Don and Julie Hendrickson.
The motion carried unanimously.

Consider a 60 X 60 Non-Commercial Hangar Lease with Stephen Torske – Stephen Torske has requested a land lease for the purpose of constructing a 60 X 60 non-commercial aircraft storage hangar in the new expansion area. We have received his new hangar application and fee which outlines the plans. It all appears in compliance with our standards, so we are recommending approval.

MOTION was made by Vice Chair Havens, seconded by Commissioner Enyeart to Approve a 60 X 60 Non-Commercial Hangar Lease with Stephen Torske.
The motion carried unanimously.

CONSENT AGENDA

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

DIRECTOR’S COMMENTS

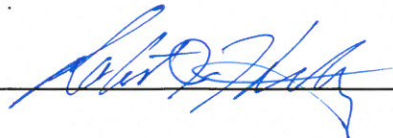
MEETING ADJOURNED AT 1:11 P.M.

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


Mike Muscarelli, Chair

ATTEST:


/s/

Bob Heberly, Secretary

(SEAL)