

HELENA REGIONAL AIRPORT AUTHORITY

BOARD MEETING MINUTES

**LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2ND FLOOR, BOARD ROOM
SEPTEMBER 17, 2024, CALLED TO ORDER AT 11:34 A.M.**

MEETING

In Attendance:

- Mike Muscarelli, Chair
- Debbie Havens, Vice Chair
- Tom McGree, Commissioner
- Jason Davis, Commissioner
- Jim Enyeart, Commissioner
- Troy McGee, Commissioner
- Kendra Lenhardt, Commissioner
- Jeff Wadekamper, Airport Director

Others Attending:

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

Excused:

- Bob Heberly, Secretary

PUBLIC COMMENT PERIOD

None received.

MINUTES

MOTION was made by Commissioner Davis, seconded by Commissioner Enyeart to approve the Meeting Minutes from August 20, 2024, Airport Authority Meeting.

The motion carried unanimously.

AIRPORT IMPROVEMENT PROGRAM PROJECTS

AIP-62 (Terminal Roof and HVAC Replacement Project) – This project is completed, except for the change order that is under consideration on this month’s agenda, regarding the sewer and the future rehab of the roof beam plates and fire sprinkler addition.

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

CWG Architects

\$13,509.19

Dick Anderson Construction (Pay App#7)	\$86,343.15
State of Montana 1% Withholding Tax	\$ 872.15
TOTAL CLAIMS	\$100,724.49

MOTION was made by Commissioner Davis, seconded by Commissioner McGee to Approve AIP-62 Claim in the Amount of **\$100,724.49**.
The motion carried unanimously.

Consider AIP-62 Contract Amendment #7 to Terminal Systems Rehab Project in the Amount of \$22,350.00 – Morrison Maierle and CWG Architects have submitted a contract amendment to design the terminal sewage system upgrade that would address ongoing sewage clogs we have experienced over the past year. In general, the proposed design would include the addition of the tri-plex sewage grinder pump and new pipes to route the sewage to the main discharge room which takes the sewage out to the City’s main line. The reason for having three grinder pumps would be to allow for redundancy, in the event that one pump needs maintenance or fails, and having a third would provide additional future capacity and double redundancy to mitigate any outages. The grinder part of this system will ensure that anything flushed is ground up and can be pumped through the line and to prevent clogging such as we have experienced.

The project team believes that this new grinder pump setup piped to the existing discharge line is the best option as compared to a grinder pump and using the existing line on the West end of the building. The other option is to dig up and replace the p-trap that is under the terminal building, in the area of the TSA bag screening and airline offices. The logistics and expense and complexity of that operation is more costly and less feasible in our opinion.

MOTION was made by Commissioner Davis, seconded by Commissioner McGee to Approve AIP-62 Contract Amendment #7 to Terminal Systems Rehab Project in the Amount of **\$22,350.00**.
The motion carried unanimously.

AIP-67/69 (GA Hangar Area Taxi Lane and Utilities Project) – This project is completed and pay claim #8 is the final claim from Helena Sand & Gravel since the punch list items were recently completed.

AIP-67/69 (GA Hangar Area Taxi Lane and Utilities Project) -

Morrison Maierle (Construction Administration)	\$1,757.18
Helena Sand & Gravel (Pay App#8)	\$36,528.67
State of Montana 1% Withholding Tax	\$ 368.97
TOTAL CLAIMS	\$38,654.82

MOTION was made by Commissioner Enyeart, seconded by Commissioner Davis to Approve AIP-67/69 Claim in the Amount of **\$38,654.82**.
The motion carried unanimously.

AIP – 68 - Airport Master Plan Chapter 3 (Facility Requirements) Presentation – Mike Carlson, Planner at Morrison Maierle – Jeff introduced Mike Carlson, who is here with Cory Kesler to provide a brief presentation of Chapter 3 which outlines the Facility Requirements. The draft chapter 3 was included in your Board Packets so you can review it and familiarize yourself at your leisure. Mike provided an overview of the draft chapter 3 covering the facility requirements and indicated that those would lead to creation of the various alternatives in future chapters to be evaluated by the commissioners and staff, along with presentation to the airport stakeholders and public before being finalized.

AIP – 68 (Airport Master Plan Update) Claims:

Morrison Maierle (Planning) \$19,728.50

MOTION was made by Vice Chair Havens, seconded by Commissioner McGee to Approve AIP-68 Claims in the Amount of **\$19,728.50**.

The motion carried unanimously.

AIP – 71 (Hangar Taxi Lane, ARFF Equipment, Snow Removal Equipment) Claims:

Morrison Maierle (Design, Bidding, Basic Services) \$8,386.00

TOTALS **\$8,386.00**

MOTION was made by Commissioner Davis, seconded by Commissioner McGee to Approve AIP-71 Claim in the Amount of **\$8,386.00**.

The motion carried unanimously.

Consider Change Order #1 to AIP-71 with LN Curtis Associated with the ARFF Equipment Acquisition in the Amount of \$29,079.10 – Based on the evaluation and clarification of the items, Jeff recommends approval of the Changer Order #1 in the amount requested. 90% of this is funded by the FAA and the Airport has the ability to cover the 10% local match of this change order (\$2,907.91).

MOTION was made by Commissioner McGee, seconded by Commissioner Enyeart to Approve Change Order #1 to AIP-71 with LN Curtis Associated with the ARFF Equipment Acquisition in the Amount of **\$29,079.10**.

The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Presentation of Fiscal Year 2024 (July 1, 2023 – June 30, 2024) Financial Audit Report – Dane Hancock, Rudd & Company – Julie Kostelecky of Rudd & Company joined the meeting, virtually by Zoom, to present the draft fiscal year 2024 financial audit and to take any questions from the commissioners. A copy of the draft audit was included in the emailed board packet. Julie Kostelecky reviewed each section of the audit and stated it was a clean audit with no deficiencies or findings, and the Airport Authority was in full compliance with all requirements for fiscal year 2024. She also thanked Connie and Jeff and the airport staff for having things in great order and being so good to work with throughout the process.

Jeff reminded the commissioners that once the Audit has been finalized, we will submit it to the FAA, City, County, State of Montana, and the Lewis and Clark County Library as we are required to do by the Helena Regional Airport Authority Resolution along with State and Federal laws. These must be submitted by October 20 each year. Jeff also acknowledged the work done by Airport Financial Manager Connie Lundin and thanked her for her dedication to detail which helped ensure a clean financial audit.

MOTION was made by Vice Chair Havens, seconded by Commissioner Davis to Approve Acceptance of the Fiscal Year 2024 (July 1, 2023 – June 30, 2024) Financial Audit Report. The motion carried unanimously.

Consider Nominating Committee Recommendation Regarding the Slate of Authority Officers for 2024-2025 – Chair Muscarelli asked the Nominating Committee to provide the recommended slate of Airport Authority Officers for 2024-2025 to be voted on by the Commissioners. The nominated Slate of Authority Officers is as follows, Chair: Debbie Havens, Vice Chair: Bob Heberly, and Secretary: Jim Enyeart.

MOTION was made by Commissioner Davis, seconded by Commissioner McGee to Approve Slate of Authority Officers for 2024-2025. The motion carried unanimously.

Consider Pay Request #2 from Golden Eagle Construction in the Amount of \$39,805.00 for Construction of the FAA Airport's Office Leased Space – Golden Eagle Construction has submitted Pay Request #2 associated with the work they are doing to build out the tenant space that will house the FAA's Airport's Division Offices (ADO) located in the East end of the office building we own which also houses Immigrations. The new walls are framed out and the rough mechanical and electrical and plumbing is taking place. Jeff recommended approval as submitted.

MOTION was made by Vice Chair Havens, seconded by Commissioner Enyeart to Approve Pay Request #2 from Golden Eagle Construction in the Amount of \$39,805.00 for Construction of the FAA Airport's Office Leased Space. The motion carried unanimously.

Consider Contract Amendment #1 in the Amount of \$11,798.00 with Golden Eagle Construction Associated with the FAA Airport's Office Leased Space Project – Golden Eagle Construction has requested a contract amendment to include a few changes to the project that have come up during construction:

1. Remove Existing Water Line (\$299.00) – Upon demo, a water line serving an unused external hose bib was discovered which was in the way. We cannot recall that hose bib ever being used since that building was built in 1994, so we determined it made sense

and was more cost effective to remove it completely as opposed to relocating it somewhere else. There are other external hose bibs on the building should a need for one arise as well.

2. Wall Finish Room 140 (\$1,542.00) – As a result of demolition and buildout of one of the offices, an adjacent room is left partly unfinished next door which is outside of the FAA leased area that we can find a new tenant for. We felt it made sense to finish the 2 walls in that office so the room is ready for use by a future tenant.
3. In Slab Conduit Removal (\$893.00) – During demolition, some existing unused conduits were found that were not needed going into the old floor, so we opted to have those removed to clean things up.
4. An additional change to the plumbing located in the floor that serves the new restrooms came up once the floor was cut into the tie in the new restrooms. The original building plans from 1994 did not show the exact depth of the sewer line under the floor so an estimate was made when the plans for this addition was being developed. Once the contractor opened up the floor and located the line, it was determined to be too deep to easily tie in the new restrooms, prompting an added cost of \$6,655 along with additional contract days. We felt this is a reasonable request as that is an unforeseen condition.
5. Add Doors (\$2,409.00) – the FAA requested that new doors be added to separate the break area from the conference room to provide more privacy if needed.

RECOMMENDATION – Jeff recommended approving contract amendment #1 in the amount of **\$11,798.00** as submitted. This brings the new total contract cost to \$489,298.00.

MOTION was made by Commissioner Enyeart, seconded by Commissioner Davis to Approve a Contract Amendment #1 in the Amount of **\$11,798.00** with Golden Eagle Construction Associated with the FAA Airport’s Office Leased Space Project. The motion carried unanimously.

Airport Resiliency Project Update

Jeff gave an update on the Airport Resiliency Project Energy Utilization Alternatives to keep the commissioners informed about the coming evaluation process to determine how to handle the electricity generated by the proposed solar array over the parking lots; no formal action was taken.

LEASES

Consider a 100 X 80 Non-Commercial Aviation Hangar Ground Lease with Jason Kreth – We received an application from Jason Kreth to construct a 100 X 100 non-commercial hangar. The building and site plans meet our criteria, and the hangar fits well into the space that he selected. We recommend approval as submitted.

MOTION was made by Commissioner McGee, seconded by Commissioner Enyeart to Approve a 100 X 80 Non-Commercial Aviation Hangar Ground Lease with Jason Kreth. The motion carried unanimously.

Consider a 60 X 80 Non-Commercial Aviation Hangar Ground Lease with John Cameron Hassler –
We received an application from John Hassler to build a non-commercial hangar. John built a hangar that was approved earlier in the year, but he has decided to build an additional hangar to rent out space in that is similar to the hangar he has now. The building meets our requirements and fits the lot he selected. We are recommending approval as submitted.

MOTION was made by Commissioner Davis, seconded by Vice Chair Havens to Approve a 60 X 80 Non-Commercial Aviation Hangar Ground Lease with John Cameron Hassler.
The motion carried unanimously.

CONSENT AGENDA

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


DIRECTOR’S COMMENTS

MEETING ADJOURNED AT 1:38 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
- Fiscal Year 2024 Financial Audit Report – Rudd & Company
- FAA Funded Airport Improvement Project Report – Cory Kesler

ATTEST:


/s/ _____
Jim Enyeart, Secretary


/s/ _____
Debbie Havens, Chair

(SEAL)