

**HELENA REGIONAL AIRPORT AUTHORITY
SPECIAL BOARD MEETING MINUTES**

**LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2ND FLOOR, BOARD ROOM
OCTOBER 22, 2024, CALLED TO ORDER AT 11:31 A.M.**

MEETING

In Attendance:

Debbie Havens, Chair
Bob Heberly, Vice Chair
Jim Enyeart, Secretary
Troy McGee, Commissioner
Kendra Lenhardt, Commissioner
Jeff Wadekamper, Airport Director

In Attendance via Zoom:

Jim McCormick, Commissioner
Greg Gould, Jackson, Murdo & Grant, P.C.

Others Attending:

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

Excused:

Jason Davis, Commissioner

PUBLIC COMMENT PERIOD

None.

LEASES

Consider a Letter of Intent with the Avens Group Regarding Exploration of a Non-Aeronautical Lease of Airport B2 Zoned Property – Jeff provided an overview of a letter of intent from the Avens Group (Acquisitions LLC). They want to develop a non-aeronautical lease of property for the purpose of constructing an outpatient clinic which they would lease to the Veterans Affairs (VA). The property they have interest in is located over in the B2 zoned property near Costco/Washington Street/Cromwell Dixon Lane. The Avens group is a development entity specializing in leasing buildings to the government such as VA clinics.

The government has issued a request for lease proposals (RLP) for this facility to be located in Helena, Montana. The Avens Group is planning to submit a response to this solicitation. In order to be considered, they need to demonstrate they have a commitment on a land site in which to explore constructing this facility. The LOI is not a lease, but a commitment by both parties to go through negotiations and due diligence to establish a lease if the Avens Group is selected by the government. A copy of the LOI is included in the packet. Jeff, Ross, Greg, and Mike have all reviewed the LOI and suggested a few changes which have been incorporated into the final LOI

you see in the packet. Luke Orander from the Avens Group joined the meeting through Zoom and provided a brief background on their company and expressed his appreciation for consideration of the LIO which would allow them to submit a proposal on this project for consideration by the federal government.

Jeff further outlined the process going forward. If the Commissioners approve entering into the LOI, and Avens is selected by the government, then both parties would go through the creation of a lease. This would come before the Airport Authority Board for approval at one of our future public meetings. In addition, we would also be required to notify both the City and County of this proposed non-aeronautical lease prior to it being on an Airport Authority Meeting Agenda, as required by our Policy for Leasing of Non-Aeronautical Property.

Jeff stated that we are excited for this possible opportunity as this would provide the airport with some much-needed revenue to keep up with the cost of operating the airport campus financially self-sufficient of any local or State, taxes as we do not receive those funds to maintain and operate the airport.

MOTION was made by Commissioner McGee, seconded by Vice Chair Heberly to Approve a Letter of Intent with the Avens Group Regarding Exploration of a Non-Aeronautical Lease of Airport B2 Zoned Property
The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Consider an Update to the Airport Bank Account Signatory Authorization Policy – Jeff stated that following the update to the airport credit card authorization policy, Valley Bank has also requested board action to update the authorized list of signors we have on the Airport's bank account.

All checks issued by the airport require two (2) signatures. We recommend having multiple signors to warrant we have adequate coverage in the event of a signor or two being out due to vacation, illness, or other. Here is the proposed list of authorized signatories on the airport's bank account:

1. Jeff Wadekamper, Airport Director
2. Ross Marty, Assistant Airport Director
3. Amber Huggett, Office Manager
4. Clayton Scotson, Director of Maintenance & Operations (Similar to the credit card policy, Clayton is replacing Jim Crawford who is retiring)

*Connie Lundin is not a check signor as she is the Financial Manager and the person who typically processes the checks and payments. Our financial policy and procedures separates the person issuing the checks from those two that sign.

MOTION was made by Secretary Enyeart, seconded by Commissioner McCormick

to Approve an Update to the Airport Bank Account Signatory Authorization Policy.
The motion carried unanimously.

Consider an Amendment to the Letter of Agreement with Intenergys – Following the Board’s approval of the Letter of Agreement with Intenergys, a follow up discussion uncovered some potential confusion between both parties regarding the overall time frame of the agreement. The Letter of agreement was amended to clarify the total length of time was 360 days. Legal counsel Greg Gould reviewed the changes with Jeff to ensure they are clear, so the recommendation is to approve the amended letter of agreement as presented.

MOTION was made by Vice Chair Heberly, seconded by Commissioner Lenhardt to Approve the Amended Letter of Agreement with Intenergys.
The motion carried unanimously.

MEETING ADJOURNED AT 12:01 P.M.

REPORTS PRESENTED FOR REVIEW:

Board Report and attachments – Jeff Wadekamper

ATTEST:

/s/

Jim Enyeart, Secretary

/s/ *Debbie Havens*

Debbie Havens, Chair

(SEAL)