

**HELENA REGIONAL AIRPORT AUTHORITY
BOARD MEETING MINUTES**

**LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2ND FLOOR, BOARD ROOM
JANUARY 21, 2025, CALLED TO ORDER AT 11:35 A.M.**

MEETING

In Attendance:

Debbie Havens, Chair
Bob Heberly, Vice Chair
Jason Davis, Commissioner
Troy McGee, Commissioner
Jim McCormick, 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:

Jim Enyeart, Secretary
Kendra Lenhardt, Commissioner

PUBLIC COMMENT PERIOD

None received.

MINUTES

MOTION was made by Commissioner McGee, seconded by Vice Chair Heberly to approve the Minutes from December 18, 2024, Airport Authority Meeting. The motion carried unanimously.

AIP PROJECTS

AIP-62 Project Update – DAC has received the contract following the Board’s approval for the sewer upgrade. Once they get the materials we will organize the time for installation. It should be straightforward and the cutover to the new system should not impact on any operations.

AIP-62 (Terminal Improvements) Claims:

CWG Architects \$2,650.84

MOTION was made by Commissioner Davis, seconded by Commissioner McGee to Approve AIP-62 Claim in the Amount of **\$2,650.84**.

The motion carried unanimously.

AIP – 68 Airport Master Plan Update – Jeff outlined that Morrison Maierle is working on the Alternatives and Land Use chapters. Both of these are detailed and contain a great deal of information. We met with the City of Helena, East Helena, and Lewis and Clark County on the Land Use information. Once the alternatives are drafted, we will begin having targeted stakeholder meetings, and also a public open house style meeting to showcase the alternatives for public comment and stakeholder input. Then the alternatives and input will be presented to the Commissioners for review and decisions. This is the main component of the plan. It will include some big decisions regarding the future course of airport development and prioritization of long-range projects, and it will be tied into our FAA Capital Improvement Plan. Morrison Maierle has submitted a claim for their ongoing work, and Jeff recommended approval as submitted.

AIP-68 (Airport Master Plan Update) Claims:

Morrison Maierle \$17,363.00

MOTION was made by Vice Chair Heberly, seconded by Commissioner Davis to Approve AIP-68 Claim in the Amount of **\$17,363.00**.

The motion carried unanimously.

AIP – 71 Project Update – Morrison Maierle has submitted claims for work they have completed related to the new ARFF equipment acquisition. We have received most of that equipment and have been transitioning it into service. Jeff recommends approval of the claim as submitted.

AIP – 71 (ARFF Equipment Replacement) Claims:

Morrison Maierle (Basic Services) \$3,905.68

Morrison Maierle (Project Management) \$6,707.73

L.N. Curtis (ARFF Equipment) \$37,215.30

TOTAL CLAIMS \$47,828.71

MOTION was made by Vice Chair Heberly, seconded by Commissioner McCormick to Approve AIP-71 Claims in the Amount of **\$47,828.71**.

The motion carried unanimously.

Land Acquisition Project – Morrison Maierle has submitted a small claim associated with the land acquisition. The buy/sell was signed by Bonnie Bompert but we are still waiting for direction from FAA to see if we could close on that property sooner than next year and use some of our entitlements from this year to pay the balance and then use next year's Build Grant funds originally dedicated to the land, to pay for the new snow removal equipment when it arrives. Jeff recommended approval of this claim as submitted.

Land Acquisition Project Claims:

Morrison Maierle (Project Management) \$800.00

MOTION was made by Commissioner Davis, seconded by Vice Chair Heberly to Approve Land Acquisition Project Claim in the Amount of **\$800.00**.
The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Consider Commercial Ground Transportation Operating Agreement Format – Jeff outlined that we have decided to update the commercial ground transportation user agreement format in an effort to incorporate clarifications and additional information to better address issues that have produced our existing agreements. All of our agreements run year to year, and renew automatically on April 1, unless they are cancelled at least 30 days prior to the annual renewal date. Our proposal is to notify all entities once this has been approved by the Commissioners that we are cancelling the current agreement and providing a new revised agreement for them to sign if they choose to continue. The current permitted entities we have include Helena Taxi, Lincon Taxi, Sunshine Taxi, Helena Town Car, Uber, Lyft, and Rapid Cab.

Consider Commercial Ground Transportation Operating Agreement Format

MOTION was made by Vice Chair Heberly, seconded by Commissioner McCormick to Approve Commercial Ground Transportation Operating Agreement Format Pending Legal Review.
The motion carried unanimously.

Consider Pay Request #6 from Golden Eagle Construction in the Amount of \$80,823.00 for Construction of the FAA Airport's Office Leased Space – Golden Eagle is expecting to be completed by mid-February. The FAA is planning to be moved in and fully operational by March. Following this claim, Golden Eagle's contract has approximately \$125,000 left to be paid. We anticipate an additional change order of about \$30,000 coming forward soon, as the FAA has submitted a request to add plug-ins in the parking lot for engine block heaters. This will be added to the Golden Eagle's contract and also to the FAA's tenant improvement bill to reimburse us for the addition. Jeff recommended approval of the claim submitted by Golden Eagle Construction.

MOTION was made by Vice Chair Heberly, seconded by Commissioner McCormick to Approve Pay Request #6 from Golden Eagle Construction in the Amount of **\$80,823.00** for Construction of the FAA Airport's Office Leased Space.
The motion carried unanimously.

Consider Declaring Surplus Fire Fighting Personal Protective Equipment Excess to the Airport's Needs – Jeff stated that since we have taken delivery of the new firefighting personal protective gear and have placed it into service, we have to determine what to do with the old equipment. The equipment was purchased years ago with FAA Airport Improvement funding, so it is subject to the FAA's rules for disposal along with our Airport Authority rules for disposal. The FAA requires that anything with a value of \$5,000 or more is either donated to another airport sponsor, or if sold, the funds are then deducted off future AIP grants. Jeff thinks this equipment

has a value of less than \$5,000 and we are working with the FAA to receive their concurrence before we take any action.

Jeff believes the only alternative for disposal is to donate these items to a rural volunteer fire department if they would even accept any of it. The last time we did this; Greg developed a waiver release of liability form that was signed by each receiving fire department that clarified that the equipment was a donation with no liability for the Airport Authority and they willingly accept its condition and use. We would do the same thing in this process.

Aside from that, the only other option is to toss all of this in the dump. Jeff's recommendation is to pass a resolution declaring this equipment as excess to the Airport's needs and to dispose of it following the FAA's and Airport Authority's Rules for Disposal of Property.

Here is a compilation of the equipment being considered as excess:

Pants: 21

Coats: 22

Boots: 30

Helmets: 28

Gloves: 29

Hoods: 25

SCBA's: 34

SCBA Spare Bottles: 68

SCBA Masks:50

MOTION was made by Commissioner Davis, seconded by Commissioner McGee to Approve Declaring Surplus Fire Fighting Personal Protective Equipment Excess to the Airport's Needs.

The motion carried unanimously.

Mid – Year FY2025 Airport Budget Review and Amendments – A summary was included in the packet of the notable variations and amendments we are recommending as part of the mid-year budget review:

MOTION was made by Commissioner McGee, seconded by Vice Chair Heberly to Approve Amended FY2025 Mid-Year Budget.

The motion carried unanimously.

LEASES

Consider a Lease Amendment to Assign an 80 X 60 and 24 X 40 Commercial Hangar Lease form L.C. Hanson to Piedmont Air Services – Lowell Hanson has requested to amend one of their hangar leases to change the name of the entity from L.C. Hanson to Piedmont Air Services. Lowell Hanson is an engineer, and the one hangar was named L.C. Hanson & Company. Lowell and his son Craig also own and operate Piedmont Air Services which is a commercial FAA Part 135 commercial aviation business. Piedmont Air contracts with the U.S. Forest Service for aerial mapping, surveying, and transporting fire management staff. Jeff recommended approval as

submitted.

MOTION was made by Vice Chair Heberly, seconded by Commissioner McGee to Approve a Lease Amendment to Assign an 80 X 60 and 24 X 40 Commercial Hangar Lease form L.C. Hanson to Piedmont Aur Services.
The motion carried unanimously.

Consider a Non-Aeronautical Lease with Matterhorn Capital for a Medical Clinic Facility Located Near Cromwell Dixon Lane and Kelleher Drive, Pending Award of the Contract with the VA – We have a developer who is submitting a proposal to the VA for the medical outpatient clinic. He has identified a preferred lot if he wins the bid. The lot this particular developer wants is different from the ones that the Avens group entered into with us. The parameters are consistent to Avens' request, and the lease would be in the same format as our other non-aviation leases. Jeff drafted the lease to be contingent on them being awarded the contract by the VA. Jeff suggested that Greg and Mike review the lease before signatures if approved to ensure legal sufficiency. A copy of their proposed site plan is included in the packet.

MOTION was made by Commissioner McGee, seconded by Commissioner Davis to Approve a Non-Aeronautical Lease with Matterhorn Capital for a Medical Clinic Facility Located Near Cromwell Dixon Lane and Kelleher Drive, Pending Award of the Contract with the VA and legal review by Airport Legal Counsel.
The motion carried unanimously.

CONSENT AGENDA

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

DIRECTOR'S COMMENTS

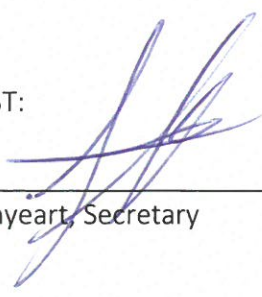
MEETING ADJOURNED AT 12:55 P.M.

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 – Cory Kesler

/s/ Debbie Havens
Debbie Havens, Chair

ATTEST:

/s/ 
Jim Enyeart, Secretary

(SEAL)