

**HELENA REGIONAL AIRPORT AUTHORITY
BOARD MEETING MINUTES**

**LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2ND FLOOR, BOARD ROOM
FEBRUARY 18, 2025, CALLED TO ORDER AT 11:41 A.M.**

MEETING

In Attendance:

Debbie Havens, Chair
Bob Heberly, Vice Chair
Jim Enyeart, Secretary
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:

Kendra Lenhardt, Commissioner

PUBLIC COMMENT PERIOD

None received.

MINUTES

MOTION was made by Commissioner McGee, seconded by Commissioner Davis to approve the Minutes from January 21, 2025, Airport Authority Meeting.
The motion carried unanimously.

AIP PROJECTS

AIP-62 Project Update – DAC has installed the piping for the new sewage grinder pump system. The pumps will be installed next so this project is pretty straightforward and should be wrapped up soon.

AIP-62 (Terminal Improvements) Claims:

CWG Architects \$3,680.84

MOTION was made by Commissioner Davis, seconded by Secretary Enyeart to Approve AIP-62 Claim in the Amount of **\$3,680.84**.

The motion carried unanimously.

AIP-64 (ARFF Equipment) – We had a couple minor items left outstanding for MES to provide for our ARFF equipment acquisition. We recently received those items, so they have sent us a claim for the remaining amount. We recommend approval as submitted.

AIP-64 (ARFF Equipment) Claims:

Municipal Safety Equipment (MES) \$84.00

MOTION was made by Vice Chair Heberly, seconded by Secretary Enyeart to Approve AIP-64 Claim in the Amount of **\$84.00**.

The motion carried unanimously.

AIP – 68 Airport Master Plan Update – Mike Carlson has drafted the baseline alternatives that Ross and Jeff provided. The next step is for us to set up stakeholder meetings with each user/tenant group to discuss possible alternatives and to gather this input.

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

AIP – 71 (ARFF Equipment Replacement) Claims:

L.N. Curtis (ARFF Equipment – Non-AIP-Eligible – Spare SCBA Masks) \$1,612.00

L.N. Curtis (ARFF Equipment – AIP eligible) \$21,134.03

TOTAL CLAIMS \$22,755.03

MOTION was made by Commissioner Davis, seconded by Vice Chair Heberly to Approve AIP-71 Claims in the Amount of **\$22,755.03**.

The motion carried unanimously.

Consider Amendment #2 to Task Order 5 with Morrison Maierle for Professional Services Associated with Land Acquisition – Jeff outlined that Morrison Maierle has submitted a proposed amendment to Task Order #5, which pertains to the ongoing land acquisition process for the Bompert property. The Commissioners previously approved Task Order #5, along with an earlier amendment, to initiate the necessary steps required by the FAA, including land appraisal and an initial environmental review, in pursuit of the purchase. Given that we have signed a buy/sell agreement, and the FAA has recently approved the use of a portion of this year’s entitlement funds to facilitate the land sale closure in 2025, instead of the previously planned 2026, it is essential for Morrison Maierle to complete the remaining tasks as part of the FAA’s process. The proposed amendment increases the total cost by \$32,000, an eligible expense that will be covered by FAA funding (95%), with the airport contributing a 5% local match. A copy of the proposed amendment is included in the packet. Jeff recommended approval of this amendment as submitted to ensure we can proceed with the acquisition and close the sale once the FAA funds are received, expected around July 2025.

MOTION was made by Secretary Enyeart, seconded by Commissioner McGee to Approve an Amendment #2 to Task Order #5 with Morrison Maierle for Professional Services Associated with Land Acquisition
The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Consider Pay Request #7 from Golden Eagle Construction in the amount of \$95,080.00 for the construction of the FAA Airport's Office Leased Space - Golden Eagle Construction has completed the project and submitted Pay Request #7 for \$95,080.00. There is a remaining balance of \$34,022.00 that is unbilled. The City has completed their inspections, and the FAA has scheduled the installation of new IT systems and office furniture, with the goal of occupying the space by March 1.

MOTION was made by Commissioner McGee, seconded by Commissioner Davis to Approve Pay Request #6 from Golden Eagle Construction in the Amount of **\$95,080.00** for Construction of the FAA Airport's Office Leased Space.
The motion carried unanimously.

Consider Bids for the Sale of an Airport Owned Hangar and Associated Improvements Located at 3302 Airport Road – As of the bid deadline on February 12 at 2:00 p.m., we received only two bids. For reference, the building was appraised at \$620,000. The bid tabulations are included in the packet and reflect the following results:

1. Steve Inman - \$101,500.00
2. Valley Sand & Gravel LLC - \$150,000.00

Recommendation – While our goal was to sell this hangar and convert it into a privately owned building on leased land, I do not recommend accepting the highest bid of \$150,000. My recommendation is to consider other options.

MOTION was made by Commissioner Davis, seconded by Commissioner McCormick to Deny Awarding the Sale of an Airport Owned Hangar and Associated Improvements Located at 3302 Airport Road.
The motion carried unanimously.

Resiliency Sub-Committee Update:

The Resiliency Sub-Committee, consisting of Debbie, Bob, Jim McCormick, legal counsels Greg, Mike, and Aimee Hawkaluk (formerly with PSC and Deputy City Attorney, now with JMG Attorneys), along with Ross and myself, convened to discuss the draft Power Purchase Agreement submitted by Intenergys. Jeff outlined drafting an agreement with the following provisions to be brought back at a future date for final approval.

- The airport would allow Intenergys to construct a solar energy and battery system at the

- terminal, providing covered parking for long-term and rental car areas.
- The airport would **not** routinely purchase any power. Instead, Intenergys would have the freedom to sell all generated power to an off-taker of their choice. We identified several risks in purchasing the power, including uncertainty regarding long-term costs and the complexity of relying on Northwestern Energy's power intermittently. Moreover, purchasing power from Northwestern would incur significantly higher costs due to their "standby tariff."
 - We propose leasing land on the east side of the airport to Intenergys for them to construct natural gas power generators and an aquaponics facility to use the waste heat for growing fish and vegetables. In this scenario, the airport would receive lease revenue from the land.

MOTION was made by Secretary Enyeart, seconded by Commissioner McGee to Approve Moving Forward Based on the Project Scope as Outlined in the Resiliency Sub-Committee's Recommendation .
The motion carried unanimously.

LEASES

Consider Letter of Intent from Independence Bank to Explore Potential Sites to Lease for a Bank Building - Independence Bank has submitted a letter of intent expressing interest in exploring two potential sites for leasing, with the goal of constructing a bank building. A copy of the letter of intent is included in the packet for your review. Greg and Mike have reviewed the document, noting a few items that need to be amended.

Broker Commission – Jeff outlined that Bob Seliskar from Century 21 is representing Independence Bank and was the one who facilitated their invitation and meeting with him regarding these leased sites. Mr. Seliskar is requesting a commission based on 2.5% of the full-term lease value. The Airport Authority adopted a policy some years ago regarding commission and broker fees, which was included in the board packet for your review. The policy stipulates that we will not exclusively list properties with a single realtor, which we have adhered to. It also states that commissions may be paid on a case-by-case basis. For context, when Costco's lease was negotiated, we were asked about a commission; however, we declined, and Costco ultimately paid the entire commission to their broker. In providing the past example of the Costco lease, Jeff is not suggesting that paying a commission is unreasonable, but stating the fact that we have not in the past. Our options range from a firm "no" to a negotiated rate (for example, counteroffering 1.5%) or accepting the 2.5% commission as requested.

Jeff summarized that Independence Bank is headquartered in Havre with branches along the Highline, as well as a new building in Great Falls. They recently opened a small branch in Helena on Last Chance Gulch, which they are renting as a temporary location before constructing a new building in the city.

MOTION was made by Secretary Enyeart, seconded by Commissioner McGee to Approve Acceptance of an Amended Letter of Intent from Independence Bank to

Explore Potential Sites to Lease for a Bank Building, subject to our legal counsel's advisement and also to deny paying the broker fee.
The motion carried unanimously.

Consider Renewal of a Non-Commercial Aviation Hangar Ground Lease with Reginald Goodwin – Reginald Goodwin has a 40 x 30 non-commercial hangar lease that is up for renewal for a 5-year term. The rent is current, and Mr. Goodwin is in full compliance with airport and FAA use requirements. Jeff recently inspected the inside of his hangar and can confirm that it adheres to the hangar use policy. He currently stores a Cessna 182 aircraft in the hangar, which he uses regularly. Jeff recommends approval of the 5-year lease renewal as outlined in his existing lease agreement.

MOTION was made by Vice Chair Heberly, seconded by Commissioner McGee to Approve Renewal of a Non-Commercial Aviation Hangar Ground Lease with Reginald Goodwin
The motion carried unanimously.

ASSISTANT DIRECTOR'S REPORT

CONSENT AGENDA

MOTION was made by Vice Chair Heberly, seconded by Secretary Enyeart to Approve the Consent Agenda with clarification on the percentage error.
The motion carried unanimously.

DIRECTOR'S COMMENTS

MEETING ADJOURNED AT 1:18 P.M.

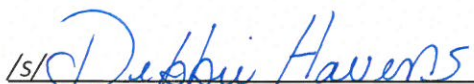
REPORTS PRESENTED FOR REVIEW:

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

ATTEST:



/s/
Jim Enyeart, Secretary



/s/
Debbie Havens, Chair

(SEAL)