

**HELENA REGIONAL AIRPORT AUTHORITY**

**BOARD MEETING MINUTES**

**LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2<sup>ND</sup> FLOOR, BOARD ROOM**

**MARCH 18, 2025, CALLED TO ORDER AT 11:41 A.M.**

**MEETING**

In Attendance:

Debbie Havens, Chair  
Jim Enyeart, Secretary  
Jason Davis, 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

Attending Via Zoom:

Jim McCormick, Commissioner

Excused:

Bob Heberly, Vice Chair

**PUBLIC COMMENT PERIOD**

- ➔ Bob Seliskar, representing Century 21, presented information regarding his request for a real estate commission associated with the Independence Bank Letter of Intent.

**MINUTES**

**MOTION** was made by Commissioner Davis, seconded by Secretary Enyeart to approve the Minutes from February 18, 2025, Airport Authority Meeting.  
The motion carried unanimously.

**AIP PROJECTS**

AIP-62 Project Update –

- ➔ Dick Anderson Construction has installed the piping for the new sewage grinder pump system in the terminal. The pumps will be installed next, and the project is expected to be wrapped up soon.

AIP-62 (Terminal Improvements) Claims:

CWG Architects	\$ 3,854.84
Disk Anderson Construction (Construction #9)	\$12,871.68
State of Montana Withholding Tax	\$ 130.02
<b>Total Claims</b>	<b>\$16,856.54</b>

**MOTION** was made by Commissioner McGee, seconded by Commissioner Lenhardt to Approve AIP-62 Claim in the Amount of **\$16,856.54**.  
The motion carried unanimously.

Consider Task Order #8 Scope of Services and Fees with Morrison Maierle – Jeff reiterated the reason for obtaining an independent fee review to ensure the proposed cost is reasonable and within market rate, as required when using federal funds for the project.

- ➔ Morrison Maierle prepared Task Order #8 outlining the scope of services and associated fees for the access control system upgrade, which is a 95% FAA-funded / 5% airport funded improvement project.
- ➔ A comparison of proposed fees between Morrison Maierle and the IFE from Robert Peccia & Associates (RPA) shows that Morrison Maierle’s fees are lower than the Independent Fee Estimate.
- ➔ The fees for Task Order #8 are as follows:

**Task Order 8:**

<u>Engineering Task Order #6</u>	<b>Morrison Maierle Fee</b>	<b>RPA Fee</b>
Task 1 - Basic Services All Schedules	\$31,000	\$61,402
Task 3 – Design and Bidding	\$85,100	\$82,669
Task 4 – Construction Management Services	\$44,000	\$49,358
Task 5 – Closeout	\$10,000	\$12,849
<b>TOTAL</b>	<b>\$170,100</b>	<b>\$206,277</b>

**MOTION** was made by Secretary Enyeart, seconded by Commissioner McGee to Approve Task Order #8 Scope of Services and Fees with Morrison Maierle.  
The motion carried unanimously.

Consider Updated FAA Funded Airport Capital Improvement Plan –

- The updated capital improvement plan for FAA funding was reviewed and updated to include a 5-year outlook, with additional years for long-term planning.
- The plan was developed based on factors such as the Airport Master Plan, Airport Layout Plan, Pavement Condition Index Study, and institutional knowledge.

**MOTION** was made by Commissioner McGee, seconded by Commissioner Lenhardt to Approve Updated FAA Funded Airport Capital Improvement Plan to be Submitted to the FAA.

**The motion carried unanimously.**

### **AIRPORT AUTHORITY ISSUES**

Consider Pay Request #8 from Golden Eagle Construction in the Amount of **\$10,147.00** for Construction of the FAA Airport's Office Leased Space –

- Golden Eagle Construction submitted a claim for completed work on the FAA building space. A balance of \$23,875 remains to be billed under the contract.
- Jeff recommends approval of this claim as submitted.

**MOTION** was made by Commissioner Davis, seconded by Commissioner Lenhardt to Approve Pay Request #8 from Golden Eagle Construction in the Amount of **\$10,147.00** for Construction of the FAA Airport's Office Leased Space.

The motion carried unanimously.

Consider Options for an Airport Owned Hangar and Associated Improvements Located at 3302 Airport Road –

- After the board decision not to sell the hangar to any bidders last month, new options were developed. The commissioners decided to put the hangar out for bid again.

**MOTION** was made by Commissioner Davis, seconded by Secretary Enyeart, to Approve Awarding the Recommended Action of an Airport-Owned Hangar and Associated Improvements Located at 3302 Airport Road to proceed with advertising for bids, with no reserved number and bid submission closing on May 9, 2025, at 12:00 PM MST.

The motion carried unanimously.

### **ASSISTANT DIRECTOR'S REPORT**

#### **LEASES**

Consider a Non-Aeronautical Ground Lease of Approximately 44,000 Square Feet Along Bozeman Avenue for a Commercial Shop Complex with MMJ's, Inc. –

- Max Jensen has submitted plans for a commercial multi-unit shop complex along Bozeman Avenue. The site is part of the FAA-approved Airport Layout Plan for commercial non-aviation use.
- The proposed lease for approximately 44,000 square feet aligns with the airport's goals for the area, and the projected annual lease revenue would be \$11,550.

- Additionally, Jensen requested a first right of refusal for approximately 6 acres along Bozeman Avenue. The annual fee for this right is \$2,571.73.

**MOTION** was made by Commissioner McGee, seconded by Secretary Enyeart to Approve a Non-Aeronautical Ground Lease of Approximately 44,000 Square Feet Along Bozeman Avenue for a Commercial Shop Complex with MMJ's, Inc. including the first right of refusal for future development. The motion carried unanimously.

**CONSENT AGENDA**

**MOTION** was made by Commissioner McGee, seconded by Secretary Enyeart, to Approve the Consent Agenda. The motion carried unanimously.

**DIRECTOR'S COMMENTS**

**MEETING ADJOURNED AT 1:09 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

  
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Debbie Havens, Chair

(SEAL)