

**HELENA REGIONAL AIRPORT AUTHORITY
BOARD MEETING MINUTES**

*LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2ND FLOOR, BOARD ROOM
OCTOBER 21, 2025, CALLED TO ORDER AT 11:32 A.M.*

MEETING

In Attendance:

Bob Heberly, Chair
Troy McGee, Vice Chair
Jason Davis, Secretary
Debbie Havens, Commissioner
Kendra Lenhardt, Commissioner
Jim McCormick, Commissioner
Trever Kirkland, Commissioner
Jeff Wadekamper, Airport Director

Others Attending:

Cory Kesler, Morrison Maierle Engineers
Mike Talia, Jackson, Murdo & Grant, P.C.
Ross Marty, Assistant Airport Director
Connie Lundin, Financial Manager
Amber Huggett, Office Manager
Steve Inmann, general aviation hangar owner
Shelie Holland, member of the public

PUBLIC COMMENT PERIOD

Shelly Holland, a member of the public, inquired about the relationship between the Airport Authority and the I.C.E. office building.

MINUTES

MOTION was made by Commissioner Havens, **seconded** by Commissioner McCormick to approve the Minutes from September 23, 2025, Airport Authority Meeting.
Motion carried unanimously.

AIP PROJECTS

Selection of Airport Master Plan Development Preferred Alternatives

Presentation by Mike Carlson (Morrison Maierle) and Jeff Wadekamper (Airport Director)

MOTION was made by Commissioner McCormick, seconded by Commissioner Havens to Approve Selection of Airport Master Plan Development Preferred Alternatives.
Motion carried unanimously.

AIP-68 Airport Master Plan

Overview and discussion of development alternatives presented by Mike Carlson and Jeff Wadekemper.

AIP-68 Project Claims

Morrison Maierle (Project Management) \$11,648.00

MOTION was made by Commissioner Lenhardt, **seconded** by Secretary Davis to Approve AIP-68 Project Claims in the Amount of **\$11,648.00**.

Motion carried unanimously.

AIP-71 Hangar Area Taxiway and Fire Hydrant Project

Update: Final water line connection (Garber hangar) and final asphalt paving scheduled for the week of October 20. Seeding to be completed concurrently.

AIP – 71 Project Claims:

Montana Materials (Construction)	\$63,481.08
State of Montana 1% Withholding	\$ 641.22
TOTAL CLAIM	\$64,122.30

MOTION was made by Commissioner Lenhardt, **seconded** by Vice Chair McGee to Approve AIP-71 Project Claims in the Amount of **\$64,122.30**

Motion carried unanimously.

AIP-74 Security Access Control System Upgrade Project

New data cabling and hardware installation completed. ID badge reissuance in progress (900 total). System cutover and testing to begin with airport offices, followed by the terminal and then the perimeter access gates.

Fee Structure Adjustment:

- ➔ Current: \$60 (SIDA) / \$25 (AOA)
- ➔ New: \$65 (both SIDA & AOA)
- ➔ Transition to annual renewal due to TSA audit requirements.

Airport Cost Breakdown (per ID badge):

<u>Expense Item</u>	<u>Cost</u>
Transportation Clearinghouse Fee	\$3.00
Fingerprint / FBI Rap Back	\$29.00
ID / Gate Card	\$15.00
Supplies	\$5.00
Staff / Software / Cybersecurity	\$25.00
<u>Total Airport Cost</u>	<u>\$77.00</u>
Proposed Fee:	\$65.00 per year.

AIP – 74 Claims:

Morrison Maierle (Inv 256883)	\$ 1,615.39
Morrison Maierle (Inv 256884)	\$ 9,297.26
Lantek PCE #2 (Construction)	\$190,818.48
<u>1% State of MT Withholding Tax</u>	<u>\$ 1,927.45</u>
TOTAL CLAIM	\$203,658.58

MOTION was made by Secretary Davis, **seconded** by Commissioner Havens to Approve AIP – 74 Security Access Control Upgrade Project Claims in the Amount of **\$203,658.58**.

Motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Updated Airport Capital Improvement Funding Plan

Discussion on revised FAA CIP to advance runway and taxiway lighting rehabilitation projects to 2026 due to system performance issues. FAA concurred with proposed schedule and prioritization.

MOTION was made by Vice Chair McGee, seconded by Commissioner Kirkland to Approve Agreement of Updated Airport Capital Improvement Funding Plan.

Motion carried unanimously.

T-Hangar Row #5 Roof Replacement Options

Review of 2 bids received for roof replacement:

- Bid #1 (Rocky Mountain Roofing): Pitched metal roof – \$48,671
- Bid #2 (Ace Roofing): PVC overlay – \$55,185

Both bids deemed cost-inefficient with long payback and structural concerns.

Recommendation: Deny both bids and reassess long-term options for T-hangar facilities.

MOTION was made by Secretary Davis, seconded by Commissioner Lenhardt to Deny Awarding Contract for T-Hangar Row #5 Roof Replacement.

Motion carried unanimously.

ASSISTANT DIRECTOR’S REPORT

- ➔ Assistant Director Ross Marty provided general comments and updates.

LEASES

Renewal – Dave Hoon (Non-Commercial Aviation Hangar Ground Lease)

MOTION was made by Secretary Davis, seconded by Commissioner McCormick to Approve Renewal of a Non-Commercial Aviation Hangar Ground Lease with Dave Hoon.

Motion carried unanimously.

New Lease – Steve Inmann (Non-Commercial Aviation Hangar Ground Lease)

Proposal for a 4-unit aircraft storage hangar (70' x 120' overall structure divided into four 35 x 60 units) with shared restroom facility.

MOTION was made by Secretary Davis, seconded by Commissioner Lenhardt to Approve a finalized and reviewed by our legal team Non-Commercial Aviation Hangar Ground Lease with Steve Inmann.

Motion carried unanimously.

CONSENT AGENDA

MOTION was made by Commissioner McCormick, **seconded** by Commissioner Lenhardt to Approve the Consent Agenda.

Motion carried unanimously.

DIRECTOR'S COMMENTS

→ General comments and updates provided by Director Jeff Wadekamper.

ADJOURNMENT

→ There being no further business, the regular meeting adjourned at 1:10 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/ Robert Heberly

Bob Heberly, Chair

ATTEST:

/s/ Jason H. Davis

Jason Davis, Secretary

(SEAL)

Minutes prepared by:
Amber Huggett, Office Manager
11/05/2025