

**HELENA REGIONAL AIRPORT AUTHORITY  
BOARD MEETING MINUTES**

*LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2<sup>ND</sup> FLOOR, BOARD ROOM  
NOVEMBER 18, 2025, CALLED TO ORDER AT 11:36 A.M.*

**MEETING**

In Attendance:

Bob Heberly, Chair  
Troy McGee, Vice Chair  
Jason Davis, Secretary  
Debbie Havens, 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

Excused:

Kendra Lenhardt, Commissioner

**PUBLIC COMMENT PERIOD**

Adam Weitz, General Manager for SkyService, attended to observe the Board's consideration of a commercial aviation ground lease with Montana Jets, LLC.

**MINUTES**

**MOTION** was made by Commissioner Havens, **seconded** by Commissioner Kirkland to approve the Minutes from October 21, 2025, Airport Authority Meeting.

**Motion carried unanimously.**

**AIP PROJECTS**

AIP – 68 Airport Master Plan Update

Mike Carlson is completing the remaining sections of the Master Plan, including land use, environmental, and financial analyses aligned with the recently approved Capital Improvement Plan. A claim for ongoing work within the approved scope has been submitted.

AIP – 68 Project Claims:

Morrison Maierle (Project Management)

**\$15,525.00**

**MOTION** was made by Secretary Davis, **seconded** by Commissioner McCormick to Approve AIP-68 Project Claims in the Amount of **\$15,525.00**.

**Motion carried unanimously.**

AIP – 71 Hangar Area Taxiway and Fire Hydrant Project Update

Montana Materials installed the water line extension from the curb stop to the edge of the Garber’s hangar. The Garbers’ initial plumbing contractor fell through, delaying interior work; a new plumber has been identified but cannot begin for several weeks. After the interior connection is complete, Montana Materials will backfill the trench and cut off the existing service line near Brent Vetter’s hangar.

Montana Materials has also finished patching taxi lane pavement and seeding disturbed construction areas. Taxi lane edges were hydroseeded, with outer areas drilled.

AIP – 71 Project Claims:

Montana Materials (Construction)	\$29,240.15
State of Montana 1% Withholding	\$ 295.35
<b>TOTAL CLAIM</b>	<b>\$29,535.50</b>

**MOTION** was made by Commissioner McCormick, **seconded** by Commissioner Havens to Approve AIP-71 Project Claims in the Amount of **\$29,535.50**.

**Motion carried unanimously.**

AIP 74 Security Access Control System Upgrade Project Update

Lantek is progressing on the transition of door access controls in the terminal. Most terminal doors will be completed by the week of November 17, except for the City Police space due to IT coordination needs. Transition of south-side perimeter gates will begin the same week. More than 350 tenants and users will require new access cards. The transition will begin with two primary gates to ensure system redundancy while maintaining access during the cutover. Professional signage and stickers will guide users to appropriate gates or indicate when new cards are required.

Ross, Amber, and Clayton have pre-printed all new ID cards and paperwork to streamline distribution. The Board offered appreciation for their work.

AIP-74 Project Claims:

Morrison Maierle (Inv 256996)	\$ 1,346.16
Morrison Maierle (Inv 256997)	\$ 7,525.86
Lantek PCE #3 (Construction)	\$114,854.05
1% State of MT Withholding Tax	\$ 1,160.14
<b>TOTAL CLAIM</b>	<b>\$124,886.21</b>

**MOTION** was made by Vice Chair McGee, **seconded** by Commissioner McCormick

to Approve AIP – 74 Security Access Control Upgrade Project Claims in the Amount of **\$124,886.21.**

**Motion carried unanimously.**

Consider AIP-74 Airport Security Access Control Project Change Order #1 - Lantek

A change order was requested to add a second ID card printer for redundancy and workload needs, and to install duplex readers and wiring for certain terminal doors originally configured for one-way access only. FAA and TSA have approved the additions, and FAA funding is available.

**MOTION** was made by Secretary Davis, **seconded** by Commissioner Kirkland to Approve AIP-74 (Airport Security Access Control Project) Change Order #1 with Lantek in the Amount of **\$11,972.81.**

**Motion carried unanimously.**

**AIRPORT AUTHORITY ISSUES**

Solar Montana Contract – Solar Panel Array for Snow Equipment Building

The FY26 Budget included \$30,000 as matching funds for a Northwestern Energy grant to install a solar array on the Snow Equipment Building. The building's annual electric cost is approximately \$13,000.

Initial project cost: \$144,698

Grant request: \$115,785.72

Grant awarded: \$60,000.

Northwestern Energy later approved a reduced-scope project. Solar Montana offered to donate \$47,698.00 to close the funding gap, contingent on the Airport applying for IRS reimbursement (not guaranteed).

**Revised project total: \$137,698.00**

- Northwestern Grant: \$60,000
- Airport Match: \$30,000
- Solar Montana Donation: \$47,698.00

**Investment/Payback:**

The system is estimated to offset 50% of annual electricity usage, offering an estimated 8.9-year payback on the Airport's investment and long-term annual savings of around \$8,000.

Educational components, including a public-facing display in the terminal, will satisfy grant requirements.

**MOTION** was made by Vice Chair McGee, **seconded** by Secretary Davis to Approve a Contract with Solar Montana for a Solar Panel Array on the Airport Snow Equipment Building Supported by a Northwestern Energy Grant.

**Motion carried unanimously.**

## ASSISTANT DIRECTOR'S REPORT

→ Assistant Director Ross Marty provided general comments and updates.

## LEASES

### Commercial Aviation Ground Lease – Montana Jets, LLC

Dave Stoddard has proposed a new commercial hangar adjacent to the Cargo Ramp. The hangar (180' x 200', 110' x 27' door) will accommodate large business jets. Proposed services include hangar rental, fuel sales, customer access per TSA standards, and Part 135 charter operations.

Initial lease rates:

- **\$0.1701/sq ft** for land under buildings
- **\$0.085/sq ft** for other leased land
- **Total first-year rent: \$15,804.19**

Rent escalates annually based on 50% of CPI-U. Due diligence and construction timelines were outlined, with termination provisions to ensure development progress. FAA has approved the airspace review.

**MOTION** was made by Commissioner McCormick, **seconded** by Commissioner Kirkland to Table a Commercial Aviation Ground Lease with Montana Jets, LLC with direction for the Airport Director to gather additional information.

**Motion carried unanimously.**

### Non-Commercial Hangar Lease Transfer – Hydra, LLC to NDC, LLC

Joe Nistler requested reassignment of his hangar ground lease to another LLC due to personal legal circumstances. A \$100 administrative fee applies per policy.

**MOTION** was made by Commissioner Kirkland, **seconded** by Commissioner Havens to Approve a Transfer a Non-Commercial Aviation Hangar Lease from Hydra, LLC to NDC, LLC.

**Motion carried unanimously.**

## CONSENT AGENDA

**MOTION** was made by Commissioner McCormick, **seconded** by Vice Chair McGee 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 1:09 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*

*/s/ Robert Huggett*  
Bob Heberly, Chair

ATTEST:

*/s/ Jason H. Davis*  
Jason Davis, Secretary

(SEAL)

Minutes prepared by:  
Amber Huggett, Office Manager  
12/03/2025