

**HELENA REGIONAL AIRPORT AUTHORITY
BOARD MEETING MINUTES**

*LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2ND FLOOR, BOARD ROOM
THE MEETING WAS CALLED TO ORDER ON MARCH 17, 2026, AT 11:33 AM.*

ATTENDANCE

Board Members Present:

Bob Heberly, Chair
Debbie Havens, Commissioner
Jim McCormick, Commissioner
Trever Kirkland, Commissioner

Staff Present:

Jeff Wadekamper, Airport Director
Ross Marty, Assistant Airport Director
Connie Lundin, Financial Manager

Others Present:

Cory Kesler, Morrison Maierle Engineers
Mike Talia, Jackson, Murdo & Grant, P.C.

Excused:

Troy McGee, Vice Chair
Jason Davis, Secretary
Kendra Lenhardt, Commissioner
Amber Huggett, Office Manager

A quorum was present.

PUBLIC COMMENT PERIOD

Opportunity provided for public comment on matters within the jurisdiction of the Authority and not on the agenda.

➔ No public comment was received.

MINUTES

MOTION was made by Commissioner Havens, **seconded** by Commissioner Kirkland, to approve the Minutes from February 17, 2026, Airport Authority Meeting.

Motion carried unanimously.

AIP PROJECTS

AIP-74 – Access Control Project

The project is complete. Morrison Maierle submitted two invoices for engineering and oversight. Approval is recommended as submitted. A request to amend the AIP-74 grant is discussed

separately below.

AIP – 74 Claims:

Morrison Maierle - Engineering Claim 263148	\$24,879.29
Morrison Maierle - Engineering Claim 263149	\$ 7,227.45
Total Claim	\$32,106.74

MOTION was made by Commissioner Kirkland, **seconded** by Commissioner McCormick, to Approve AIP-74 Project Claims in the Amount of **\$32,106.74**.
The motion carried unanimously.

Grant Amendment – AIP-74

A change order approved by the FAA and the Board last month increased the total project cost above the original grant. The FAA has approved a grant amendment of \$11,160.00, which would bring the total project cost to \$747,968.00. Approval is recommended to finalize and close out the project with the FAA.

MOTION was made by Commissioner Kirkland, **seconded** by Commissioner Havens, to approve a grant amendment to AIP-74 in the amount of \$11,160.00.
The motion carried unanimously.

AIP-75 – Snow Removal Equipment Acquisition

MB Companies estimates delivery of the new broom and snow blower chassis in December 2026. Morrison Maierle submitted a claim for administrative costs to keep the FAA grant active.

AIP – 75 Claims:

Morrison Maierle (Project Bid Advertisements)	\$1,000.00
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MOTION was made by Chair Heberly, **seconded** by Commissioner McCormick, to Approve AIP-75 Project Claims in the Amount of **\$1,000.00**.
The motion carried unanimously.

AIP-77/78 – Airfield Lighting Replacement & Vehicle Transmitters Projects

Claim submitted for the Independent Fee Estimate (IFE) by Robert Peccia & Associates, eligible for 95% federal funding.

AIP – 77/78 Claims:

Robert Peccia & Associates (Independent Fee Estimate)	\$3,500.00
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MOTION was made by Commissioner Kirkland, **seconded** by Commissioner Havens, to Approve AIP-77/78 Project Claims in the Amount of **\$3,500.00**.
The motion carried unanimously.

AIRPORT AUTHORITY ISSUES

Replacement of Roofing – USFS Building

Following windstorm damage in December, staff temporarily sealed the roof. Eleven bids were received; Light Roofing of Helena submitted the lowest responsive bid at \$139,442.76. The company is licensed, insured, provides a performance bond, and can start in late March. The award is recommended.

MOTION was made by Chair Heberly, **seconded** by Commissioner Kirkland, to Approve Awarding a Bid for the Replacement of Roofing on the Airport Owned U.S. Forest Service Building.

The motion carried unanimously.

Engineering Task Order #11 – Pavement Preservation Runway 17/35

With a \$235,600 Montana Aeronautics Division grant, Morrison Maierle prepared Task Order #11 for engineering services including bid specifications, construction safety planning, FAA coordination, advertising, construction management, project documentation, and paint marking surveys. Task order is cost-plus, not to exceed \$24,500.

MOTION was made by Commissioner Havens, **seconded** by Commissioner McCormick, to approve Engineering Task Order #11 with Morrison Maierle.

The motion carried unanimously.

ASSISTANT DIRECTOR’S REPORT

→ General comments and updates provided by Assistant Director Ross Marty.

LEASES

Lot #1, #2, #3 – BAS Properties, LLC

Requests for non-aeronautical ground leases for commercial shops along Bozeman Avenue in the Airport Industrial Park were presented. Annual rents calculated based on land value and standard 10% escalation every 5 years. Approval is recommended pending revisions regarding shared use of approaches, septic systems, and water wells.

MOTION was made by Commissioner Havens, **seconded** by Chair Heberly, to Table a Non-Aeronautical Ground Lease – Lot #1 with BAS Properties, LLC for a commercial shop along Bozeman Avenue in the Airport Industrial Park, pending revisions to the lease regarding shared use of approaches, septic systems, and water wells.

The motion carried unanimously.

MOTION was made by Chair Heberly, **seconded** by Commissioner Havens, to Table a Non-Aeronautical Ground Lease – Lot #2 with BAS Properties, LLC for a commercial shop along Bozeman Avenue in the Airport Industrial Park, pending revisions to the lease regarding shared use of approaches, septic systems, and water wells.

The motion carried unanimously.

MOTION was made by Commissioner Kirkland, **seconded** by Chair Heberly, to Table a Non-Aeronautical Ground Lease – Lot #3 with BAS Properties, LLC for a commercial shop along Bozeman Avenue in the Airport Industrial Park, pending revisions to the lease regarding shared use of approaches, septic systems, and water wells.

The motion carried unanimously.

Great Divide Aviation LLC – Hangar Lease Amendment

Mr. Bovington responded to the lease default notice and requested a 20-foot hangar expansion. Any future consideration of a lease expansion will be contingent upon Great Divide, fully curing all existing lease defaults and ensuring that the expanded space is used solely for aviation purposes.

MOTION was made by Commissioner Havens, **seconded** by Commissioner Kirkland, to Deny an Amendment to a Non-Commercial Aviation Hangar Lease with Great Divide Aviation, LLC.

The motion carried unanimously.

CONSENT AGENDA

MOTION was made by Commissioner Havens, **seconded** by Commissioner Kirkland 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 meeting was adjourned at 1:06 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/ 
Bob Heberly, Chair

ATTEST:

/s/ 
Jason Davis, Secretary

(SEAL)