

**HELENA REGIONAL AIRPORT AUTHORITY  
BOARD MEETING MINUTES**

*LOCATED: 2850 MERCER LOOP, HELENA, MONTANA 59602, 2<sup>ND</sup> FLOOR, BOARD ROOM  
THE MEETING WAS CALLED TO ORDER ON APRIL 21, 2026, AT 11:34 AM.*

**ATTENDANCE**

Board Members Present:

Bob Heberly, Chair  
Troy McGee, Vice Chair  
Jason Davis, Secretary  
Debbie Havens, Commissioner  
Jim McCormick, Commissioner  
Trever Kirkland, Commissioner

Staff Present:

Jeff Wadkamper, Airport Director  
Ross Marty, Assistant Airport Director  
Connie Lundin, Financial Manager  
Amber Huggett, Office Manager

Others Present:

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

Excused:

Kendra Lenhardt, Commissioner

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 March 17, 2026, Airport Authority Meeting.

**Motion carried unanimously.**

## AIP PROJECTS

### AIP – 68 (Airport Master Plan) Update

Morrison Maierle is completing the final chapters of the Airport Master Plan. The FAA provided comments on the Environmental Chapter, requesting inclusion of a cultural resources survey conducted in the 1990s. That survey has since been conducted, along with additional work completed during the Northwestern Energy natural gas transmission line project on the east end of the airport. Final sections are being completed, and the plan is expected to be submitted to the FAA for final review soon.

### AIP – 68 (Airport Master Plan) Claim:

Morrison Maierle

\$21,702.00

**MOTION** was made by Chair Heberly, **seconded** by Commissioner McCormick, to Approve AIP-68 Airport Master Plan Claim with Morrison Maierle in and Amount of **\$21,702.00**

**The motion carried unanimously.**

### AIP-77/78 Airfield Lighting Rehabilitation and ASDE-X Vehicle Transmitters

Bids were opened on March 27 following advertisement beginning March 6 and a pre-bid walkthrough on March 17. Multiple firms attended the walkthrough, resulting in strong competition.

South Hills Electric (Montana City/Helena) was the lowest responsive bidder. Staff reviewed all bids and confirmed South Hills' bid met all requirements. The company has extensive experience with airfield electrical work at this and other regional airports. Their bid came in below the engineer's estimate, consistent with similar projects bid this year in Great Falls and Butte. Staff recommends awarding all schedules to South Hills Electric in the amount of \$1,059,838.20. Remaining funds will be reserved for potential change orders or carried forward to future projects.

**MOTION** was made by Secretary Davis, **seconded** by Commissioner Kirkland, to approve AIP-77/78 Airfield Lighting Rehab and ASDE-X Vehicle Transmitters Contract to South Hills Electric in the Amount of **\$1,059,838.20**.

**The motion carried unanimously.**

### Lighted Runway Closure "X" Equipment

Quotes were solicited for two FAA-approved lighted runway closure "X" units required for runway closures during construction or maintenance. This is the first purchase of such equipment by the Authority, as units were previously borrowed from other airports. The FAA approved the purchase using 95% AIP funding, with a requirement for separate procurement.

Airside Solutions submitted the lowest responsive quote and meets all FAA requirements. Staff recommends award in the amount of \$57,526.00.

**MOTION** was made by Commissioner Havens, **seconded** by Commissioner McCormick, to Approve Awarding A Contract for Lighted Runway Closure X's to Airside Solutions in the Amount of **\$57,526.00**.  
**The motion carried unanimously.**

## **AIRPORT AUTHORITY ISSUES**

### FY2028 Budget Work Session Scheduling

A work session had been tentatively scheduled for Tuesday, May 5 at 11:30 a.m. for the FY2028 budget. This item was placed on the agenda to formally establish the meeting date for public notice purposes.

**MOTION** was made by Secretary Davis, **seconded** by Commissioner Havens, to Deny Tuesday May 5 at 11:30 a.m. for the Fiscal Year 2028 Budget Work Session.  
**The motion carried unanimously.**

Commissioners agreed to reschedule the work session to Tuesday, May 12, 2026, at 11:30 a.m.

## **ASSISTANT DIRECTOR'S REPORT**

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

## **LEASES**

A letter from Max Jensen of BAS Properties, LLC, along with revised site plans, was included in the meeting packet. The plans reflect adjusted lot lines for improved access and shared infrastructure (wells and septic), as approved by the County.

### Lot #1 – Non-Aeronautical Ground Lease (BAS Properties, LLC)

Proposed development includes a 60' x 180' structure with three 25' x 30' office/shop units. Lot size is 0.89 acres (38,679 sq. ft.). Year 1 rent is \$10,153.24, based on \$3.50/sq. ft. land value and a 7.5% cap rate, with 10% escalation every five years.

**MOTION** was made by Vice Chair McGee, **seconded** by Commissioner Havens, to Approve a Non-Aeronautical Ground Lease – Lot #1 with BAS Properties, LLC for a commercial shop along Bozeman Avenue in the Airport Industrial Park.  
**The motion carried unanimously.**

### Lot #2 – Non-Aeronautical Ground Lease (BAS Properties, LLC)

0.88 acres (38,190 sq. ft.) with a similar 60' x 180' structure and three office/shop units. Year 1 rent: \$10,024.88.

**MOTION** was made by Commissioner Havens, **seconded** by Commissioner McCormick, to Approve a Non-Aeronautical Ground Lease – Lot #2 with BAS Properties, LLC for a commercial shop along Bozeman Avenue in the Airport Industrial Park.

**The motion carried unanimously.**

Lot #3 – Non-Aeronautical Ground Lease (BAS Properties, LLC)

0.77 acres (33,374 sq. ft.) with a 60' x 160' structure and two office/shop units. Year 1 rent: \$8,760.68.

**MOTION** was made by Commissioner McCormick, **seconded** by Chair Heberly, to Approve a Non-Aeronautical Ground Lease – Lot #3 with BAS Properties, LLC for a commercial shop along Bozeman Avenue in the Airport Industrial Park.

**The motion carried unanimously.**

Lot #5 – Non-Aeronautical Ground Lease (BAS Properties, LLC)

0.99 acres (43,124 sq. ft.) for a multi-bay commercial shop with office space. Year 1 rent: \$11,320.05.

**MOTION** was made by Chair Heberly, **seconded** by Commissioner Kirkland to Approve a Non-Aeronautical Ground Lease – Lot #5 with BAS Properties, LLC for a commercial shop along Bozeman Avenue in the Airport Industrial Park.

**The motion carried unanimously.**

Great Divide Aviation, LLC – Lease Amendment Request

Following the prior meeting, the tenant was notified to cure existing lease defaults before any expansion request would be considered. As of the April 6 deadline, required corrections had not been completed. Partial efforts have since been made; however, several deficiencies remain. Staff recommends tabling the amendment request.

**MOTION** was made by Chair Heberly, **seconded** by Commissioner Kirkland, to Table 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 12:58 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)

Minutes prepared by: Amber Huggett, Office Manager 05/05/2026.