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 AUGUST 18, 2026, AT 11:35 A.M.

ATTENDANCE

Board Members Present:
Bob Heberly, Chair
Troy McGee, Vice Chair
Jason Davis, Secretary
Debbie Havens, Commissioner
Kendra Lenhardt, Commissioner
Trever Kirkland, Commissioner

Staff Present:
Jeff Wadekamper, 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:
Jim McCormick, 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.

MINUTES

MOTION was made by Secretary Davis, **seconded** by Commissioner Havens, to approve the Minutes of July 21, 2026, Airport Authority Meeting.
Motion carried unanimously.

AIP PROJECTS

Engineering and Architectural Services – Five-Year Contract

The Authority received two responses to the Request for Qualifications (RFQ) for Engineering and Architectural Services for federally funded airport improvement projects for 2027–2031. The proposals were submitted by:

- Morrison Maierle / CWG Architects
- Slate Architects / Robert Peccia & Associates Engineers / SEH Engineers

The Engineering and Architectural Selection Committee reviewed and scored the proposals based on qualifications, experience, understanding of Authority projects, workload, references, location, and other applicable criteria.

Following its review, the committee recommended selecting **Morrison Maierle / CWG Architects** for the next five-year contract.

> **MOTION** was made by Commissioner Kirkland, **seconded** by Secretary Davis, to approve the Engineering and Architectural Sub Committee's Recommendation for a Five-Year Contract
> **The motion carried unanimously.**

LEASES

Non-Aeronautical Ground Lease – TWH Helena MOB LLC

Luke Orander from the Avens Group out of Denver, Colorado has been working with us on the lease of approximately 1.4 acres to construct a building that will be leased to the Veteran's Affairs for a dental clinic. The site plan is included in the meeting packet. They have hired Morrison Maierle to complete their site and civil plans and have completed a pre-application meeting with the city. They are currently in the process of building plan review and permitting and hope to begin construction in September if the lease is approved.

We utilized our standard non-aeronautical ground lease, and the lease has been reviewed by airport legal counsel and was sent to the Avens Group for their review. The lease includes the standard escalation clause of a 10% increase every 5 years.

This will be another powerful addition to the development in this area. The building is very aesthetically pleasing and will include extensive landscaping, so it blends in well with the surrounding developments.

Since the Lessee has not yet completed their review, we are recommending that this item be tabled and brought back at a later date for consideration. We thought it might be ready so it was placed on this meeting agenda, but it still needs more time for review.

> **MOTION** was made by Commissioner Havens, **seconded** by Vice Chair McGee to table the proposed Non-Aeronautical Ground Lease with TWH Helena MOB LLC to Construct a Veteran's Affairs Dental Clinic Near Costco.
> **The motion carried unanimously.**

AIRPORT AUTHORITY ISSUES

Airport Capital Reserve Investment Options

At our last two Board meetings, there was some discussion regarding interest in seeking options from local financial institutions for investing our capital reserve account. A draft Request for Proposals (RFP) is included as part of the packet and could be used to advertise competitive responses from local banks and financial institutions. The Authority last conducted this process in November 2024, at which time Opportunity Bank was selected.

> **MOTION** was made by Commissioner Lenhardt, **seconded** by Commissioner Kirkland to Authorize the Airport Director to Issue a Request for Proposals Regarding Investment Options for the Airport's Capital Reserve Funds.
> **The motion carried unanimously.**

The Authority discussed establishing a subcommittee consisting of Commissioners and Airport staff to review responses to the Investment RFP and make a recommendation to the Board.

The subcommittee will consist of:

- Kendra Lenhardt
- Trever Kirkland
- Jeff Wadekamper
- Ross Marty
- Connie Lundin

> **MOTION** was made by Secretary Davis, **seconded** by Commissioner Havens to Approve Creation of a Sub-Committee to Review Responses to the Investment RFP and Make a Recommendation to the Board for Award
> **The motion carried unanimously.**

Helena Air Service Alliance – Long-Term Parking Promotion

The Authority discussed a proposal to provide annual long-term parking permits to qualifying donors as an incentive to support the Helena Air Service Alliance's air service recruitment efforts. The Airport Director contacted the FAA regarding the proposal. FAA indicated that annual parking permits may be provided as part of an airport marketing initiative to promote the airport and encourage new air service, provided the program is reasonable, non-discriminatory, properly documented, and structured as an airport promotional expense rather than a donation or subsidy. The proposed idea is to provide an annual parking permit in exchange for a $10,000 or larger contribution to the Helena Air Service Alliance recruitment fund administered by the Helena Area Chamber of Commerce.

> **MOTION** was made by Commissioner Havens, **seconded** by Commissioner Kirkland to Table the Helena Air Service Alliance Marketing and Air Service Recruitment Efforts Through Long-Term Parking Promotion
> **The motion carried unanimously.**

Authority Officers – 2026–2027

The Nominating Committee, consisting of Past Chair Havens and Commissioner Kirkland, presented its recommendation for Authority officers for the period of September 1, 2026, through August 31, 2027.

The recommended slate was:

- Chair: McGee
- Vice Chair: Davis
- Secretary: Lenhardt

> **MOTION** was made by Commissioner Havens, **seconded** by Commissioner Kirkland to Approve the Nomination Committee for Authority Officers for 2026-2027
> **The motion carried unanimously.**

Airport Fuel Supply and Capacity

Discussion was held regarding recent challenges with the availability and delivery of Jet A fuel during increased wildfire air tanker operations. The Forest Service and Montana Department of Natural Resources and Conservation (DNRC) expressed concerns regarding fuel availability and communication with the local Fixed Base Operator (FBO), Skyservice.

The Airport Director noted that the Airport does not manage fuel sales but has met with the affected agencies and Skyservice to discuss the situation. Skyservice reported supply-chain and transportation challenges during the period of unusually high demand and acknowledged the need for improved communication and inventory management.

The Director outlined several potential options for future consideration, including:

1. Partnering with the FBO and/or refineries to develop a more reliable fuel delivery and storage system.
2. Increasing onsite fuel storage capacity.
3. Exploring potential partnerships with other entities, including the Montana National Guard, for emergency fuel planning.
4. Considering the potential for an additional FBO, subject to Airport Minimum Standards and the economic feasibility of supporting multiple FBOs in the Helena market.

No action was requested. The Director advised that, if the Board is interested in pursuing any of these options, the matter could be brought back for further discussion and possible action at a future meeting.

ASSISTANT DIRECTOR'S REPORT

- ✈ General comments and updates provided by Assistant Director Ross Marty.

CONSENT AGENDA

MOTION was made by Vice Chair McGee, **seconded** by Chair Heberly 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 1:15 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 09/08/2026.