***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 SEPTEMBER 16, 2026, AT 11:33 A.M.*

**ATTENDANCE**

Board Members Present:
Bob Heberly, Chair
Jason Davis, Secretary
Jim McCormick, Commissioner
Kendra Lenhardt, Commissioner (Virtually by Zoom)
Trever Kirkland, Commissioner
John Hines, 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:
Troy McGee, Vice Chair

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 Commissioner McCormick, **seconded** by Secretary Davis, to approve the Minutes of August 18, 2026, Airport Authority Meeting.
**Motion carried unanimously.**

**AIP PROJECTS**

| | |
|---|---|
| AIP-77/78 (Runway Lighting Replacement): | |
| Morrison Maierle (Engineering 263983) | $99,350.00 |
| Morrison Maierle (Engineering 263984) | $ 2,899.30 |
| Halibraite (Lighted Runway Closure X's) | $ 52,819.31 |

**TOTAL CLAIM** **$155,068.61**

**MOTION** was made by Secretary Davis, **seconded** by Commissioner Kirkland, to approve AIP-77/78 Claims in the Amount of **$155,068.61**.
**The motion carried unanimously.**

AIP – 79 (Vehicle Transmitters)
Morrison Maierle (Engineering 263985) **$15,000.00**

**MOTION** was made by Commissioner Kirkland, **seconded** by Commissioner Hines, to Approve AIP-79 Claims in the Amount of **$15,000.00**.
**The motion carried unanimously.**

Authorization to Pursue and Accept a Zero Emission Vehicle (ZEV) Grant Opportunity from the FAA Airport Improvement Program

The FAA contacted the Airport on September 10 regarding available funds to cover 95% of the cost of a Zero Emission Vehicle, with up to $200,000 available for Helena and a required 5% local match of $10,000. Eligible expenses include electric vehicles and supporting charging equipment. The Airport Director indicated interest in pursuing the opportunity and advised that the local match is available in the Airport's capital reserve account. The grant could help fund replacement of aging operations and maintenance vehicles. Butte and Missoula have previously used this program to acquire electric trucks.

**MOTION** was made by Commissioner Kirkland, **seconded** by Secretary Davis, to Approve Authorization to Pursue and Accept a Zero Emission Vehicle (ZEV) Grant Opportunity from the FAA Airport Improvement Program
**The motion carried unanimously.**

**LEASES**

Letter of Intent from Quality Automotive Services, LLC to Explore Leasing a 0.75 Acre Parcel of B2 Zoned Non-Aeronautical Property

The Airport received a Letter of Intent from Quality Automotive Services, LLC, regarding a proposed lease of approximately 0.75 acres near Custer Avenue, east of Costco, for a Valvoline oil change facility. The company has constructed similar facilities in Butte and Belgrade. The Airport Director and staff reviewed the Letter of Intent with airport legal counsel and made revisions that were accepted by the company. The revised document was included in the meeting packet.

The Letter of Intent is non-binding and would allow the parties to proceed with lease development and the City's pre-application process. A proposed lease would be brought back to the Board for approval if mutually acceptable terms are reached.

**MOTION** was made by Commissioner Hines, **seconded** by Chair Heberly to Accept a Letter of Intent from Quality Automotive Services, LLC to Explore Leasing a 0.75

Acre Parcel of B2 Zoned Non-Aeronautical Property Just East of Costco for a Valvoline Service Center
**The motion carried unanimously.**

Consider a Non-Aeronautical Ground Lease with TWH Helena MOB LLC

The Airport Director and Mike Talia continued working with the lessee and its legal counsel to finalize outstanding lease details. The proposed lease covers approximately 1.46 acres for a Veterans Affairs dental clinic, for which the lessee has a lease with the General Services Administration (GSA). The proposed term is 50 years, with an initial annual rental rate of $46,681.10, based on a rate of $9.76 per square foot and a 7.5% annual cap rate. The lease includes a 2% increase every year. The tenant would be responsible for improvements, utility connections, parking, access roads, stormwater detention, and an appropriate share of adjacent connector street costs. The lease uses the Airport's standard non-aeronautical lease language, which has been reviewed by legal counsel. The Airport Director stated that the Lessee has not yet completed their review of the lease document as anticipated, so he recommends tabling this item with consideration at a future meeting.

**MOTION** was made by Secretary Davis, **seconded** by Commissioner McCormick to Table a 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**

Project Claims for the Runway 17/35 Pavement Preservation Project

CR Contracting has completed the project. The pavement preservation work will help extend the useful life of the crosswind runway until more extensive pavement work is anticipated, as identified in the FAA Airport Capital Improvement Plan tentatively for 2032.

| Project Claim Summary: | |
|---|---|
| Morrison Maierle (Engineering 263986) | $ 5,108.00 |
| CR Contracting (Construction PCE#1) | $83,471.97 |
| State of Montana 1% Withholding Tax | $ 843.15 |
| **TOTAL CLAIM** | **$89,423.12** |

**MOTION** was made by Chair Heberly, **seconded** by Secretary Davis to Approve Runway 17/35 Project Claims in the Amount of **$89,423.12**.
**The motion carried unanimously.**

Consider a Resolution to Authorize Providing the Helena Air Service Alliance up to Ten Long Term Parking Permits to be Used for Entities Contributing $10,000 or More to the Air Service Alliance Recruitment Fund

Airport legal counsel Mike Talia prepared a resolution outlining the proposed parking permit promotion to encourage contributions to the Helena Air Service Alliance recruitment fund. The proposal provides one parking permit for each qualifying donor contributing $10,000 or more.

The resolution initially limits the allocation to five parking spaces, with any request for additional spaces to be brought back to the Board for consideration. The proposed agreement has also been reviewed by the FAA for adherence to federal regulations and airport grant assurances.

> **MOTION** was made by Secretary Davis, **seconded** by Commissioner McCormick to Approve a Resolution to Authorize Providing the Helena Air Service Alliance up to Ten Long Term Parking Permits to be Used for Entities Contributing $10,000 or More to the Air Service Alliance Recruitment Fund
> **The motion carried unanimously.**

Consider Bids for the Sale of a Surplus Cessna 140 Aircraft

The Airport advertised the abandoned Cessna 140 aircraft for sale and received one bid by the submission deadline. The aircraft had been stored in a T-hangar, and the only bid received was from Tom Bovington in the amount of $3,750.00. The bidder expressed interest in restoring the aircraft or salvaging usable parts. The Airport Director recommended awarding the sale to the highest bidder to remove the aircraft from the hangar. The bidder has also resolved the previously identified hangar lease defaults.

> **MOTION** was made by Commissioner McCormick, **seconded** by Commissioner Hines to Approve Awarding the Sale of a Surplus Cessna 140 Aircraft to the Highest Bidder.
> **The motion carried unanimously.**

**ASSISTANT DIRECTOR'S REPORT**

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

**CONSENT AGENDA**

> **MOTION** was made by Chair Heberly, **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 1:07 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/
Troy McGee, Chair

ATTEST:

/s/
Kendra Lenhardt, Secretary (SEAL)

Minutes prepared by: Amber Huggett, Office Manager 10/13/2026.