

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**January 26, 2012**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, January 26, 2012. Members present were Commissioners Karl Bollingberg, Hal Gershman, Clark Cronquist, and Gary Malm; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

Due to the absence of both the Authority Chairman and Vice-Chairman, there was a motion made by Clark Cronquist to elect Karl Bollingberg to chair this meeting. Gary Malm seconded the motion which passed unanimously. The meeting was called to order at 8:02 a.m.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Cronquist to approve the December 22, 2011 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial report and answered questions posed by the Commissioners.

**2. Airport Report**

Dame gave a short report on the projects staff has been working on this winter. The lack of snow has given them more time to work on them.

**3. Chairman Report**

No report.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

The new consolidated car rental facility looks great, and will be opening in mid-February. The soil inspectors hired to test the soil around the current car wash facility came back with a good report.

**ii. Employee Relations**

Dame reported on the Committee's recent meeting with all of the Authority employees to review the final draft of the Personnel Management Plan. The recommendation memo was prepared and will be presented under New Business.

**iii. Marketing/Air Service Development**

Gershman gave a short report on the Authority's marketing plan.

## C. New Business

### 1. Terminal Change Orders

Gershman moved to authorize staff's recommendations for the following change orders:

- A. Accept the increase to Indigo Signs in the amount of \$11,707 for 20 added signs.
- B. Accept the decrease to G&S Conveyors in the amount of (\$10,000) for the credit allowance.
- C. Accept the decrease to C.L. Linfoot in the amount of (\$3,755) for the misc. adds less the credit allowance.
- D. Accept the increase to Peterson Construction of \$20,606 for misc. exterior work including the building damage repair.
- E. Accept the increase to Opp Construction, in the amount of \$9,542.88, for apron side W-rail.
- F. Accept the increase to Sun Electric, in the amount of \$12,667, for the relocation of active security equipment that was previously housed in the old terminal to Operations prior to the demolition of the old terminal.
- G. Deny the Peterson Construction change order for an additional \$25,510 for a site access road, as the project's architect and engineer feel that is the contractor's responsibility and stated that in the beginning of the project.

The motion was seconded by Malm. **Action taken:** Motion carried unanimously.

### 2. Authority Personnel Management Plan

It was moved by Cronquist and seconded by Malm to approve the Personnel Management Plan as recommended by the Employee Relations Committee. **Action taken:** Motion carried unanimously.

### 3. Other

#### A. Statistics

The Board reviewed the latest statistics for restaurant revenue, parking revenue, car rental revenue, enplanements, operations and cargo. All except cargo set new all-time records.

#### B. Air Service Consultant Selection

It was moved by Gershman and seconded by Cronquist to hire Mead & Hunt for Air Service Consultation for a three (3) year period based on the recommendation from the staff and the Air Service and Marketing Committee. Four bids were received and three bidders were interviewed. **Action taken:** Motion carried unanimously.

Bollingberg reported on some feedback he's heard from airport customers concerning the exit lane lighting and Delta's baggage policies.

The meeting adjourned at 8:45 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**February 23, 2012**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, February 23, 2012 with Chairman Steve Kuhlman presiding. Members present were Commissioners Brad Beyer, Hal Gershman, Clark Cronquist, and Gary Malm; staff included Patrick Dame, Executive Director; and Mary Jo Crystal, Director of Finance/Administration. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Cronquist to approve the January 26, 2012 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial report and answered questions posed by the Commissioners.

**2. Airport Report**

Dame reported on recent discussions with Minnkota Power about some additional transmission lines that will run east to west about 2 sections south of the airport. Two landing approaches have the potential to be impacted by the elevation of the power lines. Dame has been working with the FAA and with the board's approval, plans to submit a letter to Minnkota stating that the Authority is working with them to come to a resolution to minimize the impact to the airport's landing approaches. A motion was made by Beyer and seconded by Malm to allow Dame the latitude to write said letter to Minnkota. **Action taken:** Motion carried unanimously. Dame also reported on discussions with KLJ for future airport parking lot expansion.

**3. Chairman Report**

No report.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

The rental car agencies will move into their new building next week. UND's fuel flowage agreement is being negotiated and this agreement may also be combined with their fuel storage agreement. Dame reported on discussions to potentially hang a sign to publicly sell gasoline from our fuel farm. Hertz manager Phil Medina suggested considering the impact to the car rentals' revenue before making the decision to sell gas publicly.

**ii. Employee Relations**

No report.

### iii. Marketing/Air Service Development

The airport has started advertising in Minot due to the issue Minot Airport is having with leakage to the east. The airport's new television advertisement will be placed on the airport's website, Facebook and YouTube. Dame has started a busy spring business travel schedule.

## C. New Business

### 1. Engineering and Professional Services (KLJ) – Employee Parking Lot Paving

Kadrmass Lee & Jackson (KLJ) is proposing a fee for basic design, bid and project management for the paving portion of the employee parking lot. Beyer made a motion to authorize the services of KLJ in an amount not to exceed \$25,690 and further authorize the Executive Director to sign the contract. The motion was seconded by Malm. **Action taken:** Motion carried unanimously.

### 2. Website Update

In an effort to keep the Authority website fresh, staff would like to make the following changes; create a mobile site, add in a Safety Management System (SMS) form for people to report safety or potential safety issues and an interactive password protected security training page for employees to watch our security video and take a self graded test prior to security badging. The total cost of the upgrade is \$4,000. Gershman made a motion to authorize the upgrade of the Authority website. The motion was seconded by Beyer. **Action taken:** Motion carried unanimously.

### 3. Security Training Videos Development

The Authority received two quotes to produce videos for security training, and the low bidder was Tonywood Productions in the amount not to exceed \$8,500. The budget amount was \$20,500. Malm moved to authorize the Executive Director to sign an agreement with Tonywood Productions in an amount not to exceed \$8,500 for the production of security training videos. The motion was seconded by Cronquist. **Action taken:** Motion carried unanimously.

### 4. Airline Terminal

In the January 2012 meeting, the Authority Board denied Peterson Construction's change order request for \$25,510 because the site access road was not specified in the bid. Peterson Construction has since provided the Authority with staff additional information including justification for the request, and stated they are willing to negotiate. Peterson Construction is now requesting payment in the amount of \$15,000. Gershman moved to reconsider the change order request that was denied in the January 2012 meeting, with a second from Beyer. **Action taken:** Motion carried unanimously. Beyer moved to approve the request of Peterson Construction for payment in the amount of \$15,000 for the construction of the site access road. The motion was seconded by Gershman. **Action taken:** Motion carried unanimously.

### 5. Ratification of Mead & Hunt Proposal

Dame requested ratification of his signature on a contract with Mead & Hunt for air service development in the amount of \$11,010 plus reimbursement for expenses for additional services. Gershman asked to have the \$0.90 mileage reimbursement changed on the contract to reflect the federal reimbursement rate of 55 ½ cents per mile. It was moved by Beyer and seconded by Gershman authorize the Executive Directory's signature on an agreement for services by Mead & Hunt for air service development in the amount of \$11,010 plus reimbursement of expenses for attending conferences as listed in the agreement with the exception of the mileage reimbursement amount, which should be renegotiated to 55 ½ cents per mile. **Action taken:** Motion carried unanimously.

## 6. ATM Services Award

The Authority received four bids for the ATM concession at the Byron L. Dorgan Terminal. Dame reviewed the options and recommended Card Care Systems since they have the highest transaction payment amount to the Authority and the lowest amount to our customers. It was moved by Gershman and seconded by Beyer to award the ATM services for the terminal to Card Care Services and authorize the Executive Director to sign a two year ATM agreement with them that includes a 30 day termination clause. **Action taken:** Motion carried unanimously.

## 7. Other

### a. Terminal Demolition

The Authority received ten bidders for the old terminal demolition with prices ranging from \$253,000 to \$772,000. The two apparent low bidders were Tony Anderson Construction with a bid for \$253,000 and Berger Enterprises with a bid of \$258,500.98. The project architect and engineer are still analyzing compliance with the Disadvantaged Business Enterprise (DBE), and whether the low bidders meet the DBE requirements. There were also two bidders for the asbestos removal and the low bid was from Environmental Abatement Services, Inc., with a bid of \$54,255.00. It was moved by Beyer and seconded by Cronquist authorize the Executive Director to make a selection from the two low bidders and to also check to see that Berger Enterprises is still in business. **Action taken:** Motion carried unanimously.

### b. Display Concession Agreement

Dame said staff is working on renting out floor space in the terminal for commercial displays. It was moved by Cronquist and seconded by Beyer to authorize the Executive Director to sign a concession agreement with Chip Lind, representing Rydell Autos, for the display of a vehicle in the Byron L. Dorgan Terminal baggage area. **Action taken:** Motion carried unanimously.

### c. Change of Use - Zoning

A request was received from Grand Forks County Zoning and Dame asked Lane Magnuson, Grand Forks County Planner, to outline the request for the board. Magnuson reviewed an application from Superb Services for a special use permit to allow commercial sales of landscaping materials and to rezone 15.54 acres of land from Airfield Reserve District (ARD) to General Commercial. Dame said there are FAA restrictions within that area due to its proximity to the landing approach. It was moved by Cronquist, seconded by Beyer, to draft a letter of support to the

County for the special permit/change of land use with the condition that they consider the Airport Authority's recommendations that includes submitting an FAA Form 7460 for an airspace analysis before building any structure or signage on the property. **Action taken:** Motion carried unanimously.

The meeting adjourned at 9:34 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**March 22, 2012**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, March 22, 2012 with Chairman Steve Kuhlman presiding. Members present were Commissioners Brad Beyer, Hal Gershman, Karl Bollingberg, Tim Mutchler, Clark Cronquist, and Gary Malm; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Bollingberg to approve the February 23, 2012 minutes as written. Cronquist questioned the wording of the motion passed in New Business under Engineering and Professional Services (KLJ) – Employee Parking Lot. Dame said staff would listen to the recording again. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial report and answered questions posed by the Commissioners. The Law Enforcement Officer (LEO) grant will expire in September of this year although the remainder of the grant funds will likely be spent sooner. Staff will research its law enforcement options for the future and report at the next board meeting.

**2. Airport Report**

Dame reported on current airport issues and some of the projects staff is working on.

**3. Chairman Report**

No report.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

UND's fuel flowage agreement is still being negotiated.

**ii. Employee Relations**

No report.

**iii. Marketing/Air Service Development**

Gershman reported on the Network USA conference he and Dame attended.

**C. New Business**

**1. Presentation of the 2011 Audit (Brady Martz & Associates, P.C.)**

Joe Martin from Brady Martz reviewed the Audited Financial Statements and the Management Report and answered questions posed by the Commissioners.

## **2. Terminal – Asbestos Removal**

The motion made at the February 23, 2012 meeting under **New Business C.7.a.** did not include the asbestos removal award to Environmental Abatement Services, Inc., with the lowest bid of \$54,255.00. Beyer made a motion to award the terminal asbestos removal bid to Environmental Services, Inc., in the amount of \$54,255.00. The motion was seconded by Mutchler. **Action taken:** Motion carried unanimously.

## **3. Bid Award Employee Parking Lot Paving**

The Authority received three bids to pave the employee parking lot. Gershman moved to award the Employee Parking Lot Paving to Opp Construction, the low bidder, in the amount of \$97,241.30. The motion was seconded by Bollingberg. **Action taken:** Motion carried unanimously.

## **4. KLJ Engineering Services Task Order #2**

Kadrmass Lee & Jackson (KLJ) submitted Task Order #2 with a list of services for the Airport Authority in the procurement of a front end loader under the FAA's Airport Improvement Plan (AIP). The cost of the task order would be federally eligible at a rate of 90% Federal (\$18,223.93) and 10% local (\$2,024.88). Steve Synhorst from KLJ explained to the Commissioners the services included in the task order, adding that he was willing to negotiate a better deal for the Authority. He said an AIP eligible front end loader that meets our specs could be purchased through the Minnesota (MN) state bid process, avoiding some of the costs on the task order. Dame said he isn't fond of using state bid lists when local companies are not included. Gershman made a motion to hire KLJ to assist with the state bid purchase of a front end loader in exchange for payment not to exceed \$5,000. KLJ would work with the Authority to complete such pertinent aspects as the Buy American filing and the closeout; and the Authority staff will work with the airport attorney to assure that the North Dakota bid laws are followed. The motion was seconded by Bollingberg. **Action taken:** Motion carried unanimously.

## **5. Bus Lane Construction**

Staff recommended the construction of a ground transportation lane in front of the Byron L. Dorgan Terminal. The lane was removed as an alternate from an early phase of the terminal project but would be added back to improve traffic flow. There were two bidders for the project and Strata Corporation was the low bidder at \$179,758.05. With engineering and construction services the total cost of the project is \$237,577.05. The project is funded under the 2011 FAA Grant at 95% (\$225,698.19) federal and 5% local (\$11,878.86). It was moved by Mutchler and seconded by Bollingberg to approve the project at a total cost of \$237,577.05 and award the project to Strata Construction, Ulteig Engineers and JLG Architects, and further authorize the Executive Director and Authority Attorney to sign all documents associated with the grant. **Action taken:** Motion carried unanimously.

## **6. Other**

Gershman said the ND Museum of Art has offered some very large pieces of art to display in the terminal.

Gershman suggested placing signage near the baggage claim belt that says “Baggage delivery is the responsibility of the airline.”

Dave Cink from the Air Traffic Control Tower reported on their almost (by 1) record 2210 operations on Tuesday and also 2048 operations on Wednesday – first time ever back-to-back 2000+ days for their operations. He said only two airports ever have over 2000 operations in a day – Atlanta and O’Hare.

The meeting adjourned at 9:20 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS RETREAT**

**April 11, 2012**

The Grand Forks Regional Airport Authority Board of Commissioners met for a retreat at Alerus Center Meeting Room 3 on Wednesday, April 11, 2012. Members present were Commissioners Steve Kuhlman, Clark Cronquist, Tim Mutchler, Karl Bollingberg and Hal Gershman; staff included Patrick Dame, Executive Director, Mary Jo Crystal, Director of Finance/Administration, and Rick Audette, Operations and Maintenance Manager. Tom Behm from JLG Architects and Steve Synhorst from KLJ Engineers were also present.

The retreat began at 12:30 p.m.

Airport Authority staff presented information to the Commissioners and discussed the airport's needs with the aid of a PowerPoint presentation. Reports included current financials and the terminal projects financials along with information about current and future projects. Dame reported on the conferences he has been attending recently and spoke about the effect the recent ND oil industry boom has had on transportation and his vision for GFK with regard to that. He also presented a report on GFK's 2011 year end and 2012 year-to-date record-breaking statistics.

Other topics of discussion included future airport capital improvements and staffing issues with regard to law enforcement security and ARFF.

The retreat ended at 4:00 p.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**April 26, 2012**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, April 26, 2012 with Chairman Steve Kuhlman presiding. Members present were Commissioners Brad Beyer, Hal Gershman, Karl Bollingberg, Tim Mutchler, Clark Cronquist, and Gary Malm; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Beyer and seconded by Cronquist to approve the March 22, 2012 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial report and answered questions posed by the Commissioners.

**2. Airport Report**

No report. Dame said the board had been updated at the retreat on April 11th.

**3. Chairman Report**

No report.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

No report.

**ii. Employee Relations**

No report.

**iii. Marketing/Air Service Development**

The May 9-11 Allegiant Conference will be attended by Bollingberg and Dame and Dame has plans to attend JumpStart in June.

**C. New Business**

**1. Task Oder 3 Terminal Parking Lot B Expansion Design & Engineering**

Mutchler moved to approve Kadrmas, Lee & Jackson's (KLJ) Task Order #3 for the Terminal Parking Lot B Expansion Design and Engineering in the not to exceed amounts of \$36,340 for basic design services and \$27,652 for resident project representative and post-construction phase services; and further authorize the Executive Director's signature

on the task order. The motion was seconded by Gershman. **Action taken:** Motion carried unanimously.

## **2. Task Order 4 Terminal Parking Lot Expansion Study and Report – Ratification**

Task Order #4 is for a terminal study and report to identify a new terminal parking lot location. Gershman moved to approve KLJ's Task Order #4 in the amount not to exceed \$6,332 and further ratify the Executive Director's signature on the task order. Bollingberg seconded the motion. **Action taken:** Motion carried unanimously.

## **3. Old Air Traffic Control Tower Demolition**

A quote from Berger Corporation for the demolition of the old air traffic control tower was \$35,000. They would charge \$15,000 more to keep the tower cab intact. Berger is currently demolishing the old terminal and the tower would be demolished as an addition to their present project at the airport. The Fargo Air Museum has expressed interest in preserving the tower. Staff recommended allowing the Fargo Air Museum the option to salvage the tower cab with the requirement that they provide the \$15,000 in advance of the scheduled demolition date. There was a request from a member of the Fargo Air Museum Board, Jon Scaper, to extend the decision on the demolition as they are unable to raise the \$15,000 at this time. The matter of the tower demolition by Berger was tabled through a motion and a second from Cronquist and Gershman, respectively. **Action taken:** Motion carried unanimously.

## **4. Airport Drive Expansion to Highway 2**

After numerous discussions with the North Dakota Department of Transportation (DOT) regarding the state owned 50 feet of Airport Drive near the Highway 2 intersection, the DOT has agreed to allow the airport to reconstruct it. Strata Corporation is currently working on the airport's Airport Drive project and does not yet have final numbers for the additional 50' section. Ulteig/JLG estimates costs of \$65,000 for construction, \$5,500 for engineering services and \$5,000 for traffic control. Beyer moved to authorize the Executive Director to approve Strata and Ulteig/JLG to proceed with reconstructing the 50' section of Airport Drive, within the Highway 2 right-of-way, based on the estimated change order of \$75,500. Mutchler seconded the motion. **Action taken:** Motion carried unanimously.

## **5. Authorization to Sign WSI ERGO Grant**

The airport has received a grant from North Dakota Workforce Safety and Insurance (WSI) in the amount of \$4,801.89 for ergonomic improvements to the airport. The airport is responsible for another \$1,600.63, or 25 percent of the total project. A list of items being considered for purchase through this grant was reviewed. It was moved by Gershman and seconded by Malm to authorize the Executive Director to sign the ERGO Grant. **Action taken:** Motion carried unanimously.

## **6. Task Order 5 Employee Parking Lot Design**

KLJ submitted Task Order #5 for the design of the employee parking lot. Due to the timeline of the project in late 2011, the Tenant Relations Committee approved the amount, however the task order was not brought forward to the board. The total project cost was \$20,169.52. Cronquist moved to approve KLJ's Task Order #5 in the amount of \$20,169.52. Malm seconded the motion. **Action taken:** Motion carried unanimously.

**7. Executive Session – Topic: Negotiation to Reach Agreement with FedEx**

Malm moved to go into executive session and Gershman seconded the motion. The motion carried unanimously. Chairman Kuhlman announced the topic and the legal authority for the session. The topic was “Negotiation to Reach Agreement Terms with FedEx.”

The Executive Session began at 8:37 AM. The Executive Session ended at 9:47 AM with a motion and second by Gershman and Cronquist, respectively. The motion passed unanimously.

**The regular meeting resumed at 9:50 AM.** There was a motion by Gershman to submit a response to the FedEx request pursuant to the agreed upon consensus in the Executive Session. Cronquist seconded the motion. Gershman withdrew his motion and Cronquist withdrew his second. Gershman then moved to instruct the Executive Director to enter into negotiations with Federal Express pending approval of the Tenant Relations Committee and the airport attorney. Mutchler seconded the motion. **Action taken:** Motion carried unanimously.

The meeting adjourned at 9:52 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**May 24, 2012**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, May 24, 2012 with Vice Chairman Tim Mutchler presiding. Members present were Commissioners Brad Beyer, Clark Cronquist, and Gary Malm; staff included Patrick Dame, Executive Director; and Mary Jo Crystal, Director of Finance/Administration; Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Cronquist to approve the April 11 and April 26, 2012 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial report and answered questions posed by the Commissioners.

**2. Airport Report**

It was just announced by the governor's office that United Airlines will be starting service in Grand Forks. The Airport will make an official announcement in the coming days. Dame also reported on current projects and RFPs.

**3. Chairman Report**

No report.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

No report.

**ii. Employee Relations**

No report.

**iii. Marketing/Air Service Development**

No report.

**C. Old Business**

**1. Old ATCT Update**

The discussion about the demolition of the old air traffic control tower was tabled at the April meeting to allow the Fargo Museum time to raise the money to salvage it. An update was given by Jon Scraper, representing the Fargo Museum. He thanked the Board for the extension but said they were not able to raise the necessary funds and will not be pursuing the tower.

Beyer made a motion to authorize Berger Enterprises to demo the old air traffic control tower for \$35,000. Cronquist seconded the motion. **Action taken:** Motion passed unanimously.

## **2. Airport Drive/Highway 2 Update**

Jon Scaper, representing Ulteig Engineers, gave an update on the Airport Drive/Highway 2 reconstruction project.

## **D. New Business**

### **1. Trillion Aviation Contract Amendment**

Trillion Aviation has been under contract since 2009 to provide aviation consulting services to the Airport. They performed a number of tasks outside of their contract have requested reimbursement. Cronquist moved to approve the Trillion Aviation contract amendment in the amount of \$23,975. Malm seconded the motion. **Action taken:** Motion passed unanimously.

### **2. Authorize Authority to Sign Alerus Line of Credit**

Beyer moved to renew the Grand Forks Regional Airport Authority's line of credit with Alerus Financial in the amount of \$1,200,000 and authorize the Authority Board Chairman and the Authority Executive Director to sign all documents associated with the line of credit. Cronquist seconded the motion. **Action taken:** Motion passed unanimously.

The meeting adjourned at 8:25 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**June 21, 2012**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, June 21, 2012 with Chairman Steve Kuhlman presiding. Members present were Commissioners Brad Beyer, Clark Cronquist, Hal Gershman and Tim Mutchler; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Beyer and seconded by Gershman to approve the May 24, 2012 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial report and answered questions posed by the Commissioners. Application for a new 3-year Law Enforcement Officer (LEO) grant was submitted but there is not yet any indication of what the terms of the grant would be. Dame reported on a meeting with McFarlane, Inc. where they discussed electricity usage management.

**2. Airport Report**

The FAA gave their Runway Safety Action Team presentation this week and Dame thanked Dave Cink for the tower's efforts and good work with safety on the airfield. Dame also reported on the airport projects in progress.

**3. Chairman Report**

No report.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

No report.

**ii. Employee Relations**

No report.

**iii. Marketing/Air Service Development**

No report.

**C. New Business**

**1. Engineering Agreement for Design Services for Parking Lot C**

A proposal from Kadrmas, Lee & Jackson Engineers (KLJ) for the design/bid & construction management for Parking Lot C was reviewed. Not included are some additional soil borings that may have to be done. This project is not eligible for federal funding and therefore a 100% cost to the Authority. It was moved by Gershman and seconded by Cronquist to approve the contract with KLJ in the amount of \$102,280 for the design/bid and construction administration for Parking Lot C. **Action taken:** Motion passed unanimously.

**2. Engineering Agreement for PAPI Replacement 17L/35R**

An estimate from Kadrmas, Lee & Jackson Engineers (KLJ) for the design/bid, construction management and closeout for the replacement of the Precision Approach Path Indicators (PAPIs) on Runway 17L/35R was reviewed. The project is eligible for funding at a rate of 90% federal, 5% state and 5% local. It was moved by Beyer and seconded by Gershman to approve the contract with KLJ in the amount of \$27,872.71 for the design/bid, construction administration and closeout for the PAPIs replacement on Runway 17L/35R and further authorize the Executive Director and Authority attorney to sign all documents associated with the contract and federal grant. **Action taken:** Motion passed unanimously.

**3. Articulating Wheel Loader Bid Award**

Sealed bids for a new loader were received from RDO Equipment and Butler Machinery Company and staff made their recommendations. The articulating wheel loader would be funded under the 2012 FAA Grant AIP Project 3-38-0022-044 at 90% federal, 5% state and 5% local (\$18,042.10). It was moved by Gershman and seconded by Cronquist to authorize the Executive Director to award RDO Equipment the bid for a total cost of \$360,842.00 to purchase an articulating wheel loader model JD744K including two additional options. **Action taken:** Motion passed unanimously.

**4. Parking Lot B Expansion Award**

Two bids were received for the Parking Lot B expansion and the low bidder was Strata Corporation. Staff reported on how the project would be funded. It was moved by Cronquist and seconded by Beyer to approve the bid award to Strata Corporation in the amount of \$540,457.95 for the expansion of parking Lot B. **Action taken:** Motion passed unanimously.

**5. Change Order for Environmental Abatement Services (EAS)**

A change order was submitted by Tom Behm from Johnson, Laffen and Galloway (JLG) in the amount of \$832.50 for environmental abatement services. A motion was made by Gershman and seconded by Beyer to approve the change order. **Action taken:** Motion passed unanimously.

Tim Mutchler joined the meeting at 8:30 a.m.

**6. Strata Contract Extension**

Strata Corporation requested a six week extension to their contract for the additional paving to be done in the last 100 feet of Airport Drive. It was moved by Mutchler and seconded by Cronquist to authorize the extension of the Strata contract for six additional weeks on the Airport Drive project. **Action taken:** Motion passed with ayes from Beyer, Cronquist and Mutchler and a nay from Gershman.

**7. Strata Change Order**

It was moved by Beyer and seconded by Gershman to approve a change order to Strata Corporation in the amount of \$75,498.62 for the Airport Drive Phase II project. This project is funded at 95% federal, 2.5% state and 2.5% local. **Action taken:** Motion passed unanimously.

**8. Ulteig Amendment for Airport Drive Extension**

JLG and Ulteig Engineers will be requiring additional time for the Airport Drive project due to the addition of the 100' expansion near Highway 2 at a cost of \$38,698. Gershman moved to approve the additional time for the expansion of the Airport Drive project. The motion was seconded by Mutchler. **Action taken:** Motion carried unanimously.

**9. Law Enforcement Contract Award**

Three proposals were received for law enforcement officer (LEO) services at the airport. Dame reported on the bids and the interview staff conducted with the low bidder, General Security Services Corporation (GSSC). It was moved by Gershman and seconded by Mutchler to enter into a contract with GSSC to provide armed law enforcement at the security checkpoint for a period of five years under the terms in their proposal. Gershman moved to amend his motion to include in the contract a provision to perform quarterly performance reviews to determine whether they are meeting all of the contract's requirements. Beyer seconded the motion to amend Gershman's first motion **Action taken:** The motion to amend the motion was carried unanimously. **Action taken:** The amended motion was carried unanimously.

**10. ARFF Contract Award**

Two proposals were received for the Aircraft Rescue and Fire Fighting (ARFF) services. Staff interviewed the two bidders, Pro-Tec and Rural Metro and made their recommendations to the Employee Relations Committee. The Employee Relations Committee recommended discussing the various options with the full board. The bids are valid for 60 days and a full board retreat will convene in two weeks. It was moved by Gershman and seconded by Mutchler to direct the Executive Director to continue his due diligence towards the concept of privatizing ARFF or reorganizing ARFF without privatization. Chairman Kulhman said the Employee Relations Committee is taking this matter very seriously and wants to take their time. The Committee felt they needed the Executive Director to study and analyze all options and report to the full board before they decide what they think is best for the airport. They understand that this decision could change the business model for how things are done here. **Action taken:** Motion carried unanimously.

The meeting adjourned at 9:00 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS SPECIAL MEETING**

**July 12, 2012**

The Grand Forks Regional Airport Authority Board of Commissioners met in a special session in the Board Room of the Airport Authority on Thursday, July 12, 2012 with Chairman Steve Kuhlman presiding. Members present were Commissioners Clark Cronquist, Gary Malm, Tim Mutchler, Karl Bollingberg and Brad Beyer. Staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration and Rick Audette, Operations and Maintenance Manager. Attorneys Tim Dittus and Donna Smith were also in attendance.

The meeting was called to order at 12:00 p.m.

**1. Airport Rescue and Fire Fighting Proposal Discussion**

Patrick Dame gave a report on some of the details of a recently received proposal for Airport Rescue and Firefighting service (ARFF). Pros and cons to replace the airport's ARFF department were discussed and Dame was directed to arrange a meeting with the Grand Forks Fire Department Chief to determine whether or not the City Fire Department could step in to provide this service for the airport and at what cost. The Employee Relations Committee will meet again to review the discussions that took place at this full board meeting.

The meeting adjourned at 1:24 p.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**July 26, 2012**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, July 26, 2012 with Vice Chairman Tim Mutchler presiding. Members present were Commissioners Brad Beyer, Clark Cronquist, Hal Gershman, Karl Bollingberg and Gary Malm; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Cronquist to approve the June 21 and July 12, 2012 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial report and answered questions posed by the Commissioners.

**2. Airport Report**

Dame updated the Commissioners with current events at the airport.

**3. Chairman Report**

No report.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

No report.

**ii. Employee Relations**

No report.

**iii. Marketing/Air Service Development**

Gershman talked about the Bakken Initiative and its efforts to raise awareness for Grand Forks' ability to grow. The theme is "Expand East. Do Business West." Among other things, the Grand Forks Region EDC has created a website and a video featuring many features of Grand Forks including its airport and Gershman suggested the Authority donate to this effort. Bollingberg moved to give \$3,000 to the Bakken Initiative and there was a second by Malm. Malm moved to recuse Gershman from this vote and that motion was seconded by Bollingberg. **Action taken:** The motion to recuse Gershman was passed unanimously and the motion to give \$3,000 to the Bakken Initiative was also passed unanimously.

## C. Old Business

### 1. ARFF Proposal

This agenda item was pushed back to the August meeting as there was no new information to discuss since the July 12<sup>th</sup> meeting.

## D. New Business

### 1. Officer Elections

Vice Chairman Election: Beyer nominated Karl Bollingberg, seconded by Gershman. Cronquist moved nominations cease, seconded by Malm. **Action taken:** Motion passed unanimously. Karl Bollingberg has been elected as Vice Chairman.

Chairman Election: Cronquist nominated Steve Kuhlman, seconded by Gershman. Cronquist moved that nominations cease, seconded by Gershman. **Action taken:** Motion passed unanimously. Steve Kuhlman has been elected to his second term as Chair.

### 2. Grant 44 Authorization

Dame reviewed a Summary of Project Costs included in the FAA Grant # 3-38-0022-044-2012 (Grant 44). He described what would be included in the Terminal Area Study and Plan portion of it and how the engineers will be planning for the future of the airport including UND Aerospace needs. It was moved by Cronquist and seconded by Malm to put the architectural services out for bid. Dame said the last selection process was for engineering services and as part of that contract the engineers were to sub-contract the architects for our projects. He said we could ask our engineer to reevaluate their selection of architects. Cronquist withdrew his motion and Malm withdrew his second. Cronquist moved to authorize the Executive Director to sign all documents associated with Grant 44. Malm seconded the motion. **Action taken:** Motion passed unanimously.

### 3. Soil Borings

It was moved by Bollingberg and seconded by Beyer to ratify the Executive Director's signature on the contract for soil boring services with Northern Technologies for \$3,770. **Action taken:** Motion passed unanimously.

### 4. Taxiway D Repair Consideration

Dame reported on the heat related damages on Taxiway D and the FAA's statement that they would not support any improvements or repairs to it. The Runway Safety Action Team (RSAT) recommends closure and UND Aerospace has indicated that they are capable of changing their operational procedures if it would close. There was a motion by Beyer and a second by Bollingberg to close Taxiway D. **Action taken:** Motion passed unanimously.

### 5. Approval of KLJ Task Order #8

A task order was submitted by Steve Synhorst of KLJ for the updated Building Area Plan at a total cost of \$372,068.16, with 5% local funding. A motion was made by Cronquist and seconded by Beyer to put out for bid the architectural services for this task order. Synhorst said that the FAA requires them (KLJ) to get an independent fee review for the architect fee because this task order is over \$100,000. Negotiations are warranted if the architect's fee estimates are off by 10% or more from the engineer's estimate. Synhorst said he will address the concerns from the project manager's standpoint. Bollingberg said there is value in consistency. **The motion failed – all opposed.** There was a motion by

Malm with a second by Bollingberg to approve Task Order #8 for \$372,068.16. **Action taken:** Motion carried unanimously.

**6. PAPI Bid Award**

Strata Corporation was the only bidder on the Precision Approach Path Indicators (PAPI) project. Cronquist moved to award the contract to Strata in the amount of \$42,820. There was a second by Malm. **Action taken:** Motion carried unanimously. Strata submitted a change order to discount the project by \$10,000 by using the slightly used PAPIs they have in their possession. Cronquist moved to approve the change order for the \$10,000 discount, seconded by Bollingberg. **Action taken:** Motion carried unanimously.

**7. Elevator and Escalator Maintenance Service Award**

Three proposals were received for the elevator and escalator maintenance award. The low bidder carries no liability and risk insurance. Staff recommends awarding the contract to the next lowest bidder, Schindler Elevator Corporation. Schindler manufactured and installed the equipment in the new terminal, have demonstrated their reliability and they also carry insurance. Gershman moved to award the contract to Schindler in the amount of \$11,520 for one year with a renewal option, seconded by Bollingberg. **Action taken:** Motion passed unanimously. Gershman commended the Authority's custodian staff for the pristine condition in which he views that the escalators are kept.

**8. Gate Podiums**

In an effort to avoid delay in the United Airlines start-up, Dame requested authority to authorize approval of an acceptable bid for the construction of new gate podiums. Beyer moved to authorize the Executive Director to approve a bid for \$32,000 or less for new gate podiums, seconded by Gershman. **Action taken:** Motion carried unanimously.

**9. Sander Truck Broom Award**

Cronquist moved to accept the low bid for a Front Mount Broom from Sanitation Products, Inc., in the amount of \$16,668. A second came from Beyer. **Action taken:** Motion passed unanimously.

The meeting adjourned at 9:10 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**August 23, 2012**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, August 23, 2012 with Chairman Steve Kuhlman presiding. Members present were Commissioners Tim Mutchler, Brad Beyer, Clark Cronquist, Hal Gershman, Karl Bollingberg and Gary Malm; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Cronquist to approve the July 26, 2012 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial report and answered questions posed by the Commissioners.

**2. Airport Report**

Dame updated the Commissioners with current events at the airport. It was moved by Gershman, seconded by Bollingberg, to authorize the Executive Director to send a letter to the FAA requesting they extend the hours of the Grand Forks Air Traffic Control Tower. The cost will be studied. **Action taken:** Motion passed unanimously.

Dame played part of a new training video that the Authority will be using.

**3. Chairman Report**

There will be a tour of the airport later in the meeting.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

Cronquist commented on the success of the recent Chili-BBQ Cook Off put on by the Authority.

**ii. Employee Relations**

No report.

**iii. Marketing/Air Service Development**

There will be a meeting this afternoon with Multiple Media Consultants to discuss the current and future marketing plan. Gershman said we need to work on Delta's schedule again.

## **C. Old Business**

### **1. Articulating Wheel Loader Bid Award Review**

Audette reported on the issue with the recent bid award to John Deere for an articulating wheel loader, which has been resolved.

### **2. ARFF Proposal**

It was moved by Malm and seconded by Mutchler to change the staffing model to create a larger Maintenance department and a smaller ARFF/Operations department. **Action taken:** Motion carried unanimously. The change will take effect October 1, 2012.

## **D. New Business**

### **1. Snow Plow Bid Award**

It was moved by Gershman, seconded by Beyer to award the bid for an HLA Hydraulic Snow Wing to Titan Machinery in the amount of \$32,228.00. **Action taken:** Motion carried unanimously.

### **2. United Airlines Agreement**

It was moved by Beyer, seconded by Bollingberg to authorize the Executive Director and the Authority Attorney to sign all documents associated with the startup of United Airlines; and further, to hire Peterson Construction to build requested office space for United Airlines in the amount of \$12,800. **Action taken:** Motion passed unanimously.

### **3. Parking Lot C Bids**

Bids were received for the construction of an additional parking lot, "Lot C", in the area east of Lot B across Airport Drive. The low bid was \$804,000, much higher than expected. It was moved by Cronquist, seconded by Gershman to reject all bids received for the construction of Parking Lot C. **Action taken:** Motion passed unanimously.

### **4. Airport Tour**

The meeting was moved outside and the group was given a tour of the airport.

The meeting adjourned at 9:30 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**September 27, 2012**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, September 27, 2012 with Chairman Steve Kuhlman presiding. Members present were Commissioners Brad Beyer, Clark Cronquist, Hal Gershman and Karl Bollingberg; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Cronquist and seconded by Bollingberg to approve the August 23, 2012 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial report and answered questions posed by the Commissioners.

**2. Airport Report**

Dame updated the Commissioners with current events at the airport. An open house celebration is planned for October 3<sup>rd</sup>, the inaugural day for United Airlines to Denver.

**3. Chairman Report**

No report.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

Dame reported on the UND lease extension.

**ii. Employee Relations**

No report.

**iii. Marketing/Air Service Development**

A full page ad for GFK's new United Airlines service was in Wednesday's newspaper.

**D. New Business**

**1. Fuel Concession and Fuel Improvements**

There was discussion about adding an auto fuel concession to the fuel farm. It was moved by Gershman, seconded by Bollingberg to approve the auto fuel concession and further authorize the Executive Director to award the electrical work, pumps and sign purchases, for a total not to exceed \$80,000. **Action taken:** Motion carried unanimously.

**2. Runway Broom Award**

Bids were received for a new or used runway broom to replace the existing 19 year old unit. It was moved by Bollingberg, seconded by Cronquist to authorize the Executive Director to award the bid for a replacement runway broom to the low bidder, M-B Companies Inc., in the amount of \$400,718.00. **Action taken:** Motion passed unanimously.

**3. 2013 Budget**

Commissioners reviewed the draft budget for 2013 and went over the budget notes with staff answering questions posed to them. A motion for preliminary approval of the 2013 Budget was made by Gershman, seconded by Beyer. **Action taken:** Motion passed unanimously.

The meeting adjourned at 9:02 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**November 1, 2012**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, November 1, 2012 with Chairman Steve Kuhlman presiding. Members present were Commissioners Brad Beyer, Clark Cronquist, Hal Gershman, Gary Malm, Tim Mutchler and Karl Bollingberg; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Beyer and seconded by Bollingberg to approve the September 27, 2012 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial report and answered questions posed by the Commissioners.

**2. Airport Report**

Dame updated the Commissioners with current events at the airport, including final estimates for a new fuel sign and pumps. It was moved by Gershman and seconded by Malm to proceed with the fuel sign and pumps purchase. **Action taken:** Motion carried unanimously.

**3. Chairman Report**

No report.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

No report.

**ii. Employee Relations**

The Operations/Maintenance Department separation/reorganization has taken place and employees seem to be pleased.

**iii. Marketing/Air Service Development**

Gershman gave a short report.

**C. Old Business**

**1. 2013 Budget Second Reading**

Dame listed the additional information since the first reading of the 2013 Budget, and recommended that the Airport Authority approve it with the listed amendments, and to allow the CIP to be readdressed after the first of the year. It was moved by Gershman, seconded by

Cronquist, to approve the 2013 Budget with the listed amendments and for the CIP to be readdressed if necessary. **Action taken:** Motion carried unanimously.

#### **D. New Business**

**1. Approval of Resolution # 02-12**

Dame explained that this resolution will change the selection of banking services and auditing services to be every five years instead of three years. It was moved by Beyer, seconded by Malm, to approve Resolution # 02-12 “Selection of Professional Service Providers.” **Action taken:** Motion carried unanimously.

**2. Planning Design Contracts Building 2133 - KLJ**

It was moved by Mutchler and seconded by Bollingberg to approve the contract with Kadrmas, Lee & Jackson for the architecture, design, engineering and project management for adding on to Building 2133 and further authorize the Executive Director to sign all documents associated with the project. **Action taken:** Motion passed unanimously.

**3. Passenger Terminal Access Road Phase 2 – Change Order 2**

Airport staff requested a change order to the Strata contract for the Passenger Terminal Access Road Phase 2. Change Order #2 is to relocate the ditch on the north side of the loop at a cost of \$22,500, and will be funded 95% federal and 5% local. It was moved by Bollingberg and seconded by Mutchler to approve the Strata Change Order #2 for relocating the ditch. **Action taken:** Motion passed unanimously.

The meeting adjourned at 8:55 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**November 21, 2012**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Wednesday, November 21, 2012 with Chairman Steve Kuhlman presiding. Members present were Commissioners Brad Beyer, Clark Cronquist, Hal Gershman, Gary Malm, Tim Mutchler and Karl Bollingberg; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 7:30 a.m.

**A. Reading and Approval of Minutes**

It was moved by Cronquist and seconded by Malm to approve the November 1, 2012 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial report and answered questions posed by the Commissioners.

**2. Airport Report**

Dame updated the Commissioners with current events at the airport, including pending agreements, parking overflow plans, and an upcoming article in *Airports of the World* magazine.

**3. Chairman Report**

No report.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

No report.

**ii. Employee Relations**

No

**iii. Marketing/Air Service Development**

Gershman gave a report on the committee's efforts to market our new United Airlines service.

**C. New Business**

**1. Strata Change Order Airport Drive Phase II**

Dame explained the cost for the additional widening of Airport Drive. It was moved by Gershman, seconded by Cronquist, to approve the Change Order for Strata's Airport Drive Phase II project in the amount of \$18,409.00. **Action taken:** Motion carried unanimously.

**2. Banking Services Bid Award**

It was moved by Mutchler and seconded by Cronquist to recuse Commissioners Gershman and Bollingberg from voting on this agenda item. **Action taken:** Motion passed unanimously. Dame explained the bidding and interview process used to recommend the best bank to serve the Authority for the next five years. It was moved by Malm, seconded by Mutchler to award the Authority's banking services to Alerus Financial for the years 2013 through 2017. **Action taken:** Motion passed unanimously.

**3. 2013 Capital Improvement Plan**

The Commissioners reviewed the 2013 Capital Improvement Plan and its revised Exhibit #1. It was moved by Bollingberg and seconded by Beyer to approve the 2013 Capital Improvement Plan. **Action taken:** Motion passed unanimously.

**4. Right of First Refusal**

It was moved by Cronquist and seconded by Malm to advise an airport tenant that it does not intend to exercise its Right of First Refusal so it can sell its building if they so desire. **Action taken:** Motion passed unanimously.

Gershman commented on the great job that the terminal custodians were doing on keeping the building looking new. He also commented on the need for window shades in the ticketing area, and possible remedies for the loud noise created by restroom hand dryers in the gate area.

The meeting adjourned at 8:07 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**December 20, 2012**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, December 20, 2012 with Chairman Steve Kuhlman presiding. Members present were Commissioners Clark Cronquist, Gary Malm, and Tim Mutchler; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Cronquist to approve the November 21, 2012 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial report and answered questions posed by the Commissioners. The terminal project close-out meeting was held in Bismarck yesterday.

**2. Airport Report**

Dame updated the Commissioners with current events at the airport: Snow removal activity, upcoming projects, the record setting year we've had for operations and enplanements, a promotional video, heating bills, and a proposal from ProDIGIQ for Part 139 airfield inspections using GIS. The tenant relations committee was assigned the task to determine the revenue potential for advertising in the terminal.

**3. Chairman Report**

The chairman thanked Coleen Peterson for the work she did on the recent holiday party.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

An agreement with Allegiant was recently signed and the Delta and United agreements have been sent out for signatures.

**ii. Employee Relations**

No report.

**iii. Marketing/Air Service Development**

Dame reported on plans for attending Jumpstart and Allegiant conferences in 2013 but will skip the Networks conference and instead concentrate on keeping the current air carriers healthy. He also reported on the airfare comparisons that staff has been tracking.

## C. New Business

### 1. ProDIGIQ GIS/Part 139 Agreement

This was discussed in the Airport Report. No action was taken.

### 2. KLJ- Terminal Building Parking Lot Expansion Contract Amendment

KLJ requested an increase in their contract to cover the parking lot materials testing because their original estimate was insufficient. It was moved by Mutchler and seconded by Cronquist to approve KLJ's Amendment #1 for Task Order #3 for the Parking Lot Expansion Project in the amount of \$6,500. The new amount for their agreement is \$34,152. **Action taken:** Motion passed unanimously.

### 3. Proposal for Payroll Services

Mary Jo Crystal reported on the two bids received for providing payroll services for the Authority. The lower bidder was Wells Fargo, but they had not inquired about any details. Brady Martz, the higher bidder, based their bid on the full gamut of information that they asked for and we provided. Crystal described some of the numerous nuances in our payroll procedures. It was moved by Mutchler and seconded by Malm to accept the proposal from Brady Martz & Associates, P.C. **Action taken:** Motion passed unanimously.

### 4. Springsted Services

It was moved by Cronquist and seconded by Mutchler to authorize the Executive Director to begin working with Springsted under the proposed lump sum of \$9,500 plus expenses. The proposal is to provide feasible options for financing future projects in the airport's Capital Improvement Plan. **Action taken:** Motion passed unanimously.

### 5. Annual Insurance Renewal

It was moved by Mutchler and seconded by Malm to authorize the Executive Director to sign the agreement for the 2013 Airport General Liability Insurance with low bidder Ace Property and Casualty Insurance in the amount of \$25,000; and further, exclude the Terrorism coverage in the policy. **Action taken:** Motion passed unanimously.

Dame reported on his proposal at a state legislative forum about the growth of airports in North Dakota. There will be a \$75 million shortfall (this biennium) in federal funding for the state airports and state's airport directors will be hiring a lobbyist to ask the state to cover the shortfall. The shortfall amount is based on a recent study done about the growth of the ND airports over the next ten years.

The meeting adjourned at 9:05 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary