

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

**January 26, 2017**

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, 2017 with Chairman Karl Bollingberg presiding. Members present were Brad Beyer, Rick Meland, Gary Malm, and Tim Mutchler. Absent were Jeannie Mock and Steve Kuhlman. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, 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 Meland to approve the minutes for the December 22, 2016 meeting as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Tanna Aasand reviewed the financial reports with the board.

**2. Director Report**

Riesinger introduced the new airport intern, Katie Pergolizzi, then asked the visiting UND students to stand and introduce themselves. He also reported on current events, gave a review of 2016, and talked about his focus for this year.

**3. Chairman Report**

Bollingberg said he appreciates the efforts of all the staff and commented that he likes the way the airport is running smoothly despite the challenges of 2016.

**C. New Business**

**1. Runway 17R-35L & Taxiway A Lighting – Preliminary Design/Engineering Report**

After numerous temporary outages of the lighting systems for Runway 17R-35L and Taxiway A, staff recommends that an evaluation and testing be completed so an Engineering Report can be produced to help determine the best plan for the future. KLJ Engineers prepared a Scope of Services to study the issues and prepare a Report at a cost of \$70,903.90. It is eligible for FAA (90%) and State (5%) funding. There was a motion by Mutchler, seconded by Meland, to approve the Runway 17R-35L & Taxiway A Lighting Scope of Services and authorize the Executive Director to execute the required documents. **Action taken:** Motion carried unanimously.

**2. Foreign Trade Zone (FTZ) Grantee Transfer: Resolution #01-17**

At the Airport Authority Board meeting on October 27, 2016, the Board passed a motion authorizing the Executive Director to continue working with the Grand Forks Region Economic Development (EDC) and prepare the required documents to transfer the Foreign Trade Zone (FTZ) Grantee designation from the Grand Forks Regional Airport Authority to the EDC. Since then the Board of the EDC passed a Resolution authorizing the EDC to

become the FTZ Grantee. The Grand Forks Regional Airport Authority's Resolution #01-17: "AUTHORIZATION TO TRANSFER THE FOREIGN TRADE ZONE #103 GRANTEE DESIGNATION FROM THE GRAND FORKS REGIONAL AIRPORT AUTHORITY TO THE GRAND FORKS REGION ECONOMIC DEVELOPMENT CORPORATION" was approved after a motion from Beyer and a second from Malm. **Action taken:** Motion carried unanimously.

### **3. CD Bid Results**

The Grand Forks Regional Airport Authority, Tax ID # 45-0409220, is seeking to invest \$1.5 million in CDs on January 27th, using the ladder option. Bids were solicited from area financial institutions, and five were received by the January 18th deadline. After reviewing bid results, the board voted, with Bollingberg abstaining from the vote because of where he is employed. After a discussion, Malm then moved to recuse Karl Bollingberg from voting. Mutchler seconded Malm's motion and it passed unanimously. A motion was made by Beyer, seconded by Mutchler, to award the bid to Bremer Bank and authorize the Director of Finance to execute the required documents. Bollingberg abstained from voting and the motion passed with ayes from Malm, Meland, Mutchler and Beyer, with none opposed.

The board discussed the impact the Canadian exchange rate and Essential Air Service has on GFK's load factors.

The meeting adjourned at 8:53 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**March 23, 2017**

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 23, 2017 with Chairman Karl Bollingberg presiding. Members present were Brad Beyer, Rick Meland, Jeannie Mock, Gary Malm, and Tim Mutchler. Absent was Steve Kuhlman. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, 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 Mutchler and seconded by Malm to approve the minutes for the January 26, 2017 meeting as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Tanna Aasand introduced Janelle Mulroy from Brady Martz, who then presented the 2016 Audit Report. It was moved by Mutchler and seconded by Beyer to receive the Audit Report as presented. **Action taken:** Motion carried unanimously.

Aasand then reviewed the financial reports with the board.

**2. Director Report**

Riesinger reported on a number of current events at the airport: The impact of the Canadian exchange rate on Allegiant passengers at GFK and other similarly located airports; Avflight's intent to discontinue renting our 3 mass hangars; the FAA's preliminary plans to build a new air traffic control tower; it does not appear likely that the state legislators will be funding the rehab of Bravo Apron; and his plans to hold a strategic planning session with the board in May or June.

**3. Chairman Report**

Bollingberg asked the visiting UND students to introduce themselves.

**C. New Business**

**1. Sort Facility – UAS Multi-tenant discussion**

Airport staff and the FedEx Transition Committee have been researching and considering different options for future tenants in the Sort Facility. Terry Sando, a representative from the Grand Forks Region Economic Development Corporation, joined the meeting via telephone conferencing. Sando described his efforts to attract companies that deal with UAS systems into the area, and said not all would fit in well with the Innovation Center or Grand Sky development. He said there is the potential to have one or more UAS companies use GFK's (old FedEx) sort facility, and one company in particular might be interested in renting a portion of the facility for showroom purposes. The idea would be to divide the building into smaller

sections, for similar possible tenants. After reviewing the one company's potential plans, the Board's consensus was to move forward with discussions.

## **2. FAA System Support Center (SSC) Lease Agreement**

Airport staff negotiated a new lease agreement with the FAA for the FAA System Support Center (SSC) that would increase the rent by \$17,657.20 per year to help offset some of the maintenance and operating costs of the building. The terms were reviewed and there was a motion by Beyer and seconded by Malm to approve the FAA System Support Center (SSC) lease agreement and authorize the Executive Director to execute the required agreements.

**Action taken:** Motion carried unanimously.

## **3. April Board Meeting Date**

There was a motion by Meland, seconded by Mutchler to move the April board meeting from the fourth Thursday to Friday, April 21<sup>st</sup>, due to a conflict with this year's Allegiant conference. **Action taken:** Motion carried unanimously.

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**

**April 21, 2017**

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 Friday, April 21, 2017 with Vice Chairman Chairman Brad Beyer presiding. Members present were Rick Meland, Jeannie Mock, and Gary Malm. Karl Bollingberg was present via phone conferencing. Absent were Steve Kuhlman and Tim Mutchler. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, 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 Meland to approve the minutes for the March 23, 2017 meeting as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the financial reports with the board, and briefed them on this month's open enrollment period.

**2. Director Report**

Updates were given on several current events at the airport: Preliminary steps before planning multi-tenant use of the sort facility; KLJ's runway lighting electrical study; the drafting of plans for demolition of older hangars; East GA construction project starts up again; Taxiway-U project will be sent out for bidding soon; a Safety Risk Management (SRM) panel meeting for the Master Plan; TSA's checkpoint equipment upgrades; an upcoming active shooter training; and GFK's first Airfield Maintenance Seminar. Riesinger then introduced five staff members who have joined the Authority team in recent months.

**3. Chairman Report**

No report.

**C. New Business**

**1. Avflight Ground Site and Building Rent Hangar Lease Agreement**

Avflight has decided to renew their Agreement to rent our Mass Hangars and T-Hangars, with changes to their previous agreement as follows:

1. The new term of the agreement will be one month, and will automatically renew, and shall continue to renew thereafter, for successive one-month terms unless terminated by Lessor or Lessee pursuant to the terms of the Lease.
2. Section 10.01 - Notice of Termination was amended as follows: "Lessee acknowledges that it is the Authority's present intent to redevelop the general area of the Airport where the Leased Premises are located and that such redevelopment would necessarily involve the demolition or relocation of some or all of the buildings and other improvements upon or

serving the Leased Premises. As of the Effective Date, the extent of redevelopment and the timeframe for commencing and completing such redevelopment have not been finally determined. Accordingly, notwithstanding any other term or condition of this Lease to the contrary, Lessor and Lessee shall each have the right to terminate this Lease, in its entirety or as to any one or more of the tracts of land comprising the Leased Premises, without cause, at any time, upon thirty (30) days' notice to the other. Such termination shall be effective at the end of the calendar month first succeeding the thirtieth day following the date of notice. In the event of partial termination, building rent and ground site rent attributable to the tract(s) as to which this Lease is terminated shall be abated in full for the remainder of the term of this Lease.”

Meland moved to approve the Avflight Ground Site and Building Rent Hangar Lease Agreement and authorize the Executive Director to execute the document. The motion was seconded by Malm. **Action taken:** Motion carried unanimously.

## **2. Amendment #1 to Car Rental Agreements**

The Federal Aviation Administration (FAA) Office of Civil Rights conducted an “Airport Disability Compliance Review” in July of 2014. As part of this review they found some Airport contractual agreements did not include required nondiscrimination language per Section 504 of the Rehabilitation Act (49 CFR part 27). This language is required to be in our agreements per the Airport Authority’s Grant Assurances. Amendment #1 to each respective On-Airport Car Rental Concession Agreement has been prepared and they are attached. The nondiscrimination language in the amendment has been approved by the FAA Office of Civil Rights. The current On-Airport Car Rental Concession Agreements each contain a provision requiring the Operator and the Authority to modify or amend the Concession Agreement to bring it into strict compliance with the Authority’s obligations as an airport sponsor under its grant assurances. It was moved by Malm, seconded by Mock, to approve Amendment #1 to each respective On-Airport Car Rental Concession Agreement, and authorize the Executive Director to execute the documents. **Action taken:** Motion carried unanimously.

## **3. Mead & Hunt Air Service Consulting Services Agreement**

There was a motion by Bollingberg and a second by Meland, to approve a new Air Service Consulting Services Agreement with Mead & Hunt in the total amount of \$38,610 for one year of services, and authorize the Executive Director to execute the required documents. **Action taken:** Motion carried unanimously.

The meeting adjourned at 8:22 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**May 25, 2017**

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 25, 2017 with Chairman Karl Bollingberg presiding. Members present were Rick Meland, Tim Mutchler, Brad Beyer, and Gary Malm. Absent were Steve Kuhlman and Jeannie Mock. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance/Administration, and Rick Audette, Operations and Maintenance Manager.

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 Meland to approve the minutes for the April 21, 2017 meeting as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the financial reports with the board.

**2. Director Report**

Nick Enblom from KLJ Engineering was asked to report on KLJ's recently completed Runway 17L-35L Electrical Study. Riesinger then gave a report on this week's Safety Risk Management meeting, the recently attended Allegiant Conference, Allegiant's Orlando flight (returning), an upcoming Strategic Planning Session, the new advertising campaign, and boarding numbers.

**3. Chairman Report**

Bollingberg talked about the importance of accuracy and consistency when speaking with the media, and recommended Board members direct media inquiries to Executive Director Riesinger. If the media would like a statement from a Board member, it is important to coordinate with Mr. Riesinger prior to doing so.

**C. New Business**

**1. Taxiway U Reconstruction Bid Approval**

Opp Construction was the low bidder of 3 bids received for the Taxiway U Reconstruction Project, and Riesinger presented a recommendation letter and bid tab from KLJ. A motion was made by Mutchler, seconded by Meland to approve the award of the project to Opp Construction in the amount of \$1,208,730.45, and authorize the Executive Director to execute the required documents. **Action taken:** Motion carried unanimously.

**2. Taxiway U Construction Administration and Observation Agreement – Task Order #6**

Task Order #6 from KLJ was reviewed and discussed. Beyer moved to approve the proposed scope of services for the administration and observation of the Taxiway U Reconstruction project with KLJ in the amount of \$138,756.03, and authorize the Executive Director to

execute the required documents. The motion was seconded by Mutchler. **Action taken:** Motion carried unanimously.

**3. Runway 17R – 35L Geotechnical Investigation and Engineering Design – Task Order #7**

As part of the airport's current Master Plan process, and to aid in decision making and justification for our future primary runway project, Airport Staff and KLJ believe it is necessary to conduct a geotechnical investigation of the runway pavement, subsurface, and soils. In order to make conclusive decisions and recommendations on the runway alternatives, it is very important to complete this exploration at this time. The Airport has funds available in the capital budget for this work. Per the FAA, the cost is eligible for FAA (90%) and State (5%) funding, and would be reimbursed to the Airport at the time of the design for the runway project. Meland made a motion to approve the scope of services for Task Order #7 with KLJ in the amount of \$55,957.97, and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler. **Action taken:** Motion carried unanimously.

**4. Assignment of Lease and Agreement from Valley Med Flight to Newco**

Valley Med Flight currently has a Lease and Agreement with GFRAA for Ground Site of their hangar. The Airport Authority has received correspondence from a representative of Air Medical Resource Group, Inc.(AMRG) that they would like to have that lease assigned to Newco, a wholly owned subsidiary of AMRG, as they are in the process of purchasing Valley Med Flight. Their letter stated that they would uphold the concession agreement as it is currently written. A motion was made by Beyer, seconded by Meland, to authorize the Executive Director to execute the assignment paperwork, subject to prior review and approval by the Airport Attorney. **Action taken:** Motion carried unanimously.

The meeting adjourned at 8:50 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary



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

**June 22, 2017**

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 22, 2017 with Chairman Karl Bollingberg presiding. Members present were Rick Meland, Jeannie Mock, Steve Kuhlman, Brad Beyer, and Gary Malm. Absent was Tim Mutchler. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, 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 Meland to approve the minutes for the May 25, 2017 meeting as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the financial reports with the board.

**2. Director Report**

Updates were given on the Taxiway Uniform Project and the East GA Project. The 2018 Budget will be ready for its first reading at the July 22<sup>nd</sup> board meeting, and a strategic planning meeting will be held on July 24<sup>th</sup>. The GLC-AAAE Conference planning is progressing nicely.

**3. Chairman Report**

No report.

**C. New Business**

**1. Building Demolition Bid Approval**

Florian & Sons Excavating was the low bidder of 7 bids received for the Building Demolition Project, which includes tearing down Hangars 3 & 4, the IAS Hangar, and a storage garage. This project is associated with the GA area redevelopment. Riesinger reported on a complaint from one of the bidders and the subsequent opinion from the airport attorney. There was a motion by Meland to approve the award of the local project to Florian & Sons Excavating in the amount of \$95,700, and authorize the Executive Director to execute the required documents. The motion was seconded by Malm. **Action taken:** Motion carried unanimously.

The meeting adjourned at 8:20 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
STRATEGIC PLANNING SESSION**

**July 24, 2017**

The Grand Forks Regional Airport Authority Board of Commissioners met in a strategic planning session in the Board Room of the Byron L. Dorgan Terminal on Monday, July 24, 2017 with Chairman Karl Bollingberg presiding. Members present were Rick Meland, Jeannie Mock, Steve Kuhlman, and Brad Beyer. Absent were Gary Malm and Tim Mutchler. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance/Administration, and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

Consultants and engineers attending were John DeCoster, Trillion Aviation, and Marcus Watson, Tom Shauer, Steve Synhorst and Nick Enblom from KLJ Engineering.

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

Ryan Riesinger gave an introduction and some background information.

John DeCoster gave overviews on the following points regarding airlines and airline lease negotiations:

- The industry, and legacies versus Allegiant
- The terms of the proposed airline lease
- Issues that might come up with both Allegiant and Delta
- Process and next steps

John DeCoster then turned to the financial model he developed while working with the Authority staff and gave an overview on the following:

- Cost recovery based model
- Factors impacting the model
- FedEx settlement and unencumbered non-airline revenue options
- Industry trends
- Fund balance requirements

He also explained some of the individual spreadsheets in the model.

Next, Tom Shauer and Marcus Watson presented their Master Plan Study Update, including the GFK infrastructure, airport activity, airfield facility needs and runway alternatives. They also discussed safety and efficiency. GFK has several unique factors: High activity volume, converging operations, capacity-driven delays and ATCT operational procedures. Shauer went into detail about some of FAA and NTSB's concerns over converging patterns. The objectives of the engineering firm when studying the runway alternatives are: Maintain safe and efficient facility, rehabilitate Runway 17R/35L while maintaining air carrier service at GFK; and enhance airfield capacity. They reviewed an impact summary of the different alternatives for rehabilitating 17R/35L. Key decisions need to be made for the Crosswind Runway 9L/27R, Primary Runway 17R/35L and capacity enhancements, and the engineers gave their recommendations.

Lastly, Ryan Riesinger reported on the recent tower siting meetings he attended in New Jersey with several entities attending, including the engineers from KLJ and the FAA. There were several items to

be mindful of when choosing a site for a new air traffic control tower, and he explained them as he showed a video of the tower siting simulation. The three potential tower sites were shown in the video. After a brief overview, the meeting adjourned at 1:45 p.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**July 27, 2017**

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 27, 2017. Members present were Rick Meland, Jeannie Mock, Steve Kuhlman, Tim Mutchler, and Gary Malm. Absent were Karl Bollingberg and Brad Beyer. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance/Administration, and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

Gary Malm moved and Steve Kuhlman seconded the motion to elect Tim Mutchler as pro-tem chair. Mutchler called the meeting to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Meland to approve the minutes for the June 22, 2017 meeting as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the financial reports with the board.

**2. Director Report**

Updates were given on the Taxiway Uniform Project and the East GA Project. The East GA project is wrapping up. The hangar demolition project will be starting soon. Strategic Planning session meeting was held July 24<sup>th</sup>. Riesinger discussed the information gained from the Tower Sitting. The GLC-AAAE Conference will be held August 3rd-6<sup>th</sup>.

**Chairman Report**

No report.

**C. New Business**

**1. Budget 1<sup>st</sup> Reading**

Aasand presented the highlights of the 2018 Budget. The 2<sup>nd</sup> Reading of the 2018 Budget will take place on August 24<sup>th</sup>, 2017.

The meeting adjourned at 8:39 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary