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**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

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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