

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

December 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 Thursday, December 21, 2017, presided by Vice Chairman Brad Beyer. Members present were Rick Meland, Jeannie Mock, Gary Malm, Tim Mutchler 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 November 16, 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

Riesinger reported on his recent trip to Washington D.C. He traveled with Board Chairman Karl Bollingberg and KLJ's Tom Schauer to meet with FAA officials and our Federal Legislators to discuss our 10-year master plan, and more specifically, the rehab or reconstruction of our primary runway. He also spoke about GFK's need to provide additional seats for some of the estimated 4,000 fans that will fly to Las Vegas for a scheduled UND hockey game in October 2018. Lastly, he reminded the Commissioners of our January 3rd Christmas Party.

3. Chairman Report

None.

C. New Business

1. Airline Rates and Charges for 2018

John DeCoster, our Air Service Consultant from Trillion Aviation, was acknowledged as available to answer questions via teleconferencing. The Airport Authority entered Airline Lease Negotiations in 2017 and they are currently on-going. A major component of these negotiations is the development of a financial "model" that is fair and transparent for the airlines and allows cost recovery for the airport. Although there has been progress in the negotiations we do not have agreement to date on the financial model and we need to set Rates & Charges for Airline Landing Fees, Terminal Rents, and Terminal/Jetbridge Use Fees to be effective January 1, 2018. Given where we are in the negotiations we recommend keeping the current 2017 Airline Rates and Charges in effect until either July 1, 2018, or a new lease is executed. This will allow for some time to try to come to an agreement. The 2018 Budget will not be negatively impacted by keeping the 2017 rates as overall revenues will be higher by an estimated \$15,120.00. A motion was made by Mutchler, seconded by Malm to set the 2018

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Rates & Charges for Airline Landing Fee, Terminal Rent, Terminal Use Fee, and Jetbridge Use Fee at the same rates as currently in effect until the earlier of either (a) July 1, 2018, or (b) the execution of a new Airline Operating and Lease Agreement. **Action taken:** The motion was approved unanimously.

Kuhlman asked to have a comparison done with landing fees, terminal rents, ground rent, and fuel cost with other airports to make sure we're competitive.

Riesinger reported on the winter and spring plans for the East GA Development Project.

The Airport Drive/Highway 2 intersection was discussed.

The meeting adjourned at 8:36 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

January 25, 2018

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Byron L. Dorgan Terminal on Thursday, January 25, 2018, but did not have a quorum. Members present were Karl Bollingberg, Jeannie Mock and Rick Meland. 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.

A. Reading and Approval of Minutes

Did not have a quorum.

B. Reports

1. Financial Report

Aasand reviewed the December financial reports and gave a recap of 2017's financials.

2. Director Report

After welcoming the UND aviation students that were in the audience, Riesinger recapped some highlights from 2017: The East General Aviation (GA) and the Taxiway U projects are complete; the GLC AAAE conference had a net income of \$50,000 (typically has been \$25-30K); enplanements were down 11% for the year, but was 4% more than we had forecasted. We are increasing our advertising in Canada now that their currency exchange rate is back more in our favor. Operations were up 4.2%, and we are forecasting higher numbers in 2018 due to UND Aviation's enrollment increases. Riesinger then reported on some priorities for 2018, including airfield development, airline lease negotiations, west GA development, the sort facility, UND Hockey's Las Vegas game (preparations for getting fans to Las Vegas), and the FBO survey (results coming soon). There was also a report on the airport's backup generators and Nodak's electricity feed. ARFF/Ops Supervisor Chris Deitz reported on our annual Gifts for Kids program that benefited the Northeast Human Service Center at Christmastime. Lastly, Riesinger reported on our successful coordination of resources for assisting passengers that had been diverted to GFK during a snowstorm that closed MSP's runways on Monday. The (Grand Forks) Cities Area Transport provided four buses and we used our shuttle bus to transport over 330 people to and from hotels.

3. Chairman Report

None.

C. New Business

1. Capital Improvement Program (CIP) Review

Riesinger presented the CIP that spanned 2018-2025. Extending Runway 9L-27R would be the focus for the next 5 years, and reconstructing Runway 17R-35L (our primary runway) could potentially start in 2023. These two major projects are still in the FAA approval process.

2. Fuel Storage Tank Inspection & SPCC Plan

Tabled until the next meeting due to not having a quorum.

Respectfully submitted,

Coleen Peterson, Board Secretary