

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

**April 26, 2018**

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, 2018, presided by Chairman Karl Bollingberg. Members present were Gary Malm, Tim Mutchler and Brad Beyer. 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. 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 Mutchler to approve the minutes for the March 22, 2018 meeting as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand gave a follow up report on the Health Insurance Plan Discussion at last month's meeting. The Home Builder's Association is unable to allow our group in on their insurance plan due to the Affordable Care Act's rules. She then reviewed highlights in the financial reports and answered questions from the board. The 2019 budgeting process has been started.

**2. Director Report**

Airport Master Plan update – internal staff review of the Alternatives Chapter has been completed and has been submitted to the FAA Airports District Office for their review and comment.

Statistics – the March 2018 load factors were a healthy 96.2% for Allegiant. Delta's load factors have continued to track steadily around 80%. Commissioner Mutchler commented on his airfare searches, and asked Riesinger why GFK is showing such high fares. Riesinger explained that GFK's seat capacity is lower in comparison to larger airports, therefore the lower fare seats are sold out sooner. He added that our fares are very comparable to Fargo's, but unfortunately, not to MSP's.

**3. Chairman Report**

None.

**C. New Business**

**1. Airport Master Plan – Amendment to Task Order #1**

The Airport Authority Board approved Task Order #1 with KLJ on August 27, 2015, to complete a Scope of Services that included updating the Airport Master Plan (AMP) and Airport Layout Plan (ALP). Since that time, several additional items were needed that were outside of the original scope, including:

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1. An additional set of “focus group” meetings was conducted December 12-14, 2016, to review preliminary alternatives with Airport staff, Airport Authority Board, and various tenants, and stakeholders.
2. The Federal Aviation Administration (FAA) requested an additional on-site agency meeting to discuss the preliminary AMP airfield alternatives. This meeting was held on March 1, 2017.
3. The FAA then recommended a Safety Risk Management Panel (SRMP) be conducted to review the preliminary airfield alternatives from the AMP study. This meeting was held May 23, 2017.
4. In July 2017, Airport and KLJ staff participated in a new Air Traffic Control Tower siting process that had implications for the AMP, ALP, and Terminal Area Building Plan.

These items resulted in additional costs of \$49,008.03. Per standard policy the FAA does not typically amend planning grants, however, given the unique timing and complexity of our projects, and that the FAA requested and/or recommended the additional items, they agreed to review the additional costs to determine eligibility. After several reviews, the FAA determined that \$25,624.98 of the costs were eligible for 90% FAA grant funding ([see attachment](#)).

The Airport’s local share of the eligible cost is 5%, or \$1,281.25. This is an unbudgeted amount, but there are funds available in the capital reserve account.

KLJ and Airport Staff are reviewing the remaining costs that were deemed ineligible for the amendment by the FAA. These costs may be included as part of the original grant, if possible, or we may need to work out a separate agreement. There may be additional costs incurred outside the scope of the AMP project that the Airport could be responsible for, i.e. an additional trip to Washington D.C. to meet with legislators and/or FAA Headquarters to present our preferred alternative(s). This is a work in progress. Any additional costs outside the scope of the project would need to be approved by the Airport Authority Board prior to payment.

A motion by Mutchler, seconded by Malm to approve the Airport Master Plan Amendment to Task Order #1 in the amount of \$25,624.98 and authorize the Executive Director to execute the required documents. **Action taken:** Motion passed unanimously.

## 2. Other

None

The meeting adjourned at 8:32 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary