

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

January 15, 2026

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 15, 2026, presided by Chair Dane Simonson. The Members present were Tony Hodny and Rebecca Osowski. The Members present via Teams were Rick Meland, Mark Rustad, and Steve Kuhlman. Also, present were Mead & Hunt's Jon Scraper, and Josh Brelje (via Teams), Airport Attorney's Tim Dittus and Matt Paulson, UND's Jeremy Roesler and Dr. Kim Kenville, GF City Council President Dana Sande, GFK Flight Support Kyle Black, AvFlight Jeff Ohman, GFK On-Call Maintenance Harlan Jensen, Jeff Vatnsdal and Ernie Anderson. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker ARFF/Operations Supervisor, Scott Nelson Maintenance Supervisor and Katie Frownfelter Administrative Assistant.

The meeting was called to order at 8:00a.m. Confirmed quorum and initiated the approval of minutes by Chair Simonson.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chair Simonson asked for a motion to approve the minutes of December 18, 2025, as written. A motion was made by Osowski to approve the minutes from December 18, 2025, as written. The motion was seconded by Hodny to approve the minutes from December 18, 2025, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Gravseth presented the December 2025 financial report. Delta was down 2,461 enplanements and Allegiant was down 496 enplanements compared to the forecast. The operating snapshot for December had a net loss of 245,543 vs. budgeted loss of 122,817. 2025 had a net revenue budget of 103,640. The overall operating snapshot by month, year to date, net loss of \$51,785 vs. a budgeted gain of \$103,640. The year-to-date budget vs. expenses, expenses are \$4,434,494, budget \$4,446,547. Below budget by \$12,053. Restaurant commissions are above last year but still below budget. Rental Car Commissions are below budget and below last year. Parking Lot Revenue is below budget. Fuel Flowage is below budget due to weather and short semester for UND students. Revenue per Enplanement for December is \$12.14, with the average at \$13.10. Cost per Enplanement for December is \$8.22, with an average of \$8.00.

2. Director Report

- a) Riesinger referred to the load factors for the year end. The total for enplanements was 900 more than last year.
- b) Riesinger discussed the email he sent out last evening regarding the Las Vegas Allegiant Flight being suspended on May 6th. Las Vegas itself is struggling. Conferences are down; hotel stays are down. Allegiant is cutting service system wide by 20% for next summer compared to last summer. We got word that flights after May 6th were canceled and passengers contacted by email and were refunded. We will be in communication with Allegiant in an effort to get the service reinstated for the fall.
- c) Riesinger announced that we received word that the FAA tower project bids will be going out.
- d) Riesinger wanted to clarify that our review of the draft amendments to the Minimum Standards today is not a public hearing. We are looking at scheduling that at the end of January or beginning of February. This is an opportunity to review the amendments made to the minimum standards. We appreciate all the hard work the legal team, Tim Dittus and Matt Paulson have put into making these amendments.

3. Chairman's Report

- a) Chair Simonson the new exit lane looks great. He also wanted to thank Vice Chair Kuhlman and Commissioner Hodny for the commitment to the whole day of the selection process to select the Engineering Firm last week.

C. Public Comment

- a) No Public Comment

D. New Business

1. Five-year Engineering and Architectural Consultant Selection

On Thursday, January 8th, a Selection Committee consisting of Vice Chair Steve Kuhlman, Commissioner Tony Hodny, Joey Castiglione, Krista Gravseth, and Ryan Riesinger conducted interviews of the three firms who provided submittals to be considered for the five-year Engineering/Architectural Consultant Selection – Bolton & Menk, Karvakko, and Mead & Hunt.

Each member of the Selection Committee provided a score on four criteria:

1. Qualifications of the Firm
2. Qualifications of the Project Team (Key Staff)
3. Experience in working with State and FAA Regulations and Procedures
4. Project Understanding

The Selection Committee came to a unanimous decision to recommend Mead & Hunt. Mead & Hunt has put together a very strong team with excellent knowledge and experience, and the ability to keep our projects on schedule. A copy of their submission is attached.

If the recommended selection is approved, Airport Staff will plan to bring a Master agreement to the next Airport Authority Board meeting in February for approval.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to select Mead & Hunt as our Engineering and Architectural Consultant for the next five-year term, and direct the Executive Director to draft a Master Agreement with Mead & Hunt.

A motion was made by Osowski to select Mead & Hunt as our Engineering and Architectural Consultant for the next five-year term, and direct the Executive Director to draft a Master Agreement with Mead & Hunt.

The motion was seconded by Hodny to select Mead & Hunt as our Engineering and Architectural Consultant for the next five-year term, and direct the Executive Director to draft a Master Agreement with Mead & Hunt.

Roll Call Vote:

Hodny: Aye
Kuhlman: Aye
Meland: Aye
Mutchler: not present
Osowski: Aye
Rustad: Aye
Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

2. Selection of U.S. Hwy 2 Intersection Preferred Alternative

The North Dakota Department of Transportation is seeking input and recommendations on the U.S. Hwy 2 Intersection Preferred Alternative. Last month, Grand Forks County provided a letter expressing its unanimous support for the construction of a 2X1 Roundabout at the intersection (see attached letter). This letter has been forwarded to the City of Grand Forks for their consideration.

The alternatives include a One-Lane Roundabout, a 2X1 Roundabout, and a Shifted-Diamond Interchange. Attached are schematics of the three alternatives and a summary of findings are listed below:

- All of the alternatives would maintain the North-South and South-North access for the Airport.
- It is believed that the alternatives will improve safety and decrease serious accidents, including high speed angular and rear end collisions.

- The estimated cost differences are significant – the roundabout options are approximately \$8.5-12 million and the interchange is \$99.7 million.
- The estimated timeframes to plan, design, and construct are also significant – the roundabouts would be completed in 4 years and the interchange in 10 years.

At our regularly scheduled meeting last November, the Airport Authority Board voted to remove the One-Lane Roundabout from consideration. Additional operational and safety data was provided by the NDDOT and this was forwarded to our Board members for their information.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to select a preferred alternative for the U.S. Hwy 2 Intersection.

A motion was made by Rustad and commented that a diamond interchange is a better alternative, however, it is just not feasible. The time frame and the dollar amount, it’s just not going to happen. The motion is to recommend the two by one lane roundabout. Further discussion, Osowski noted that she feels that it is in the interest of the community to push for the diamond interchange and that is the safest of the options. She understands that there are financial issues with this option. Vice Chair Kuhlman asked the question whether we recommend or not recommend, then it goes to the City Council for discussion. How does it ultimately get voted on to move forward? Who has the authority to move it forward and he agrees that it needs to be done right. Riesinger provided input that the ND DOT will ultimately have the final decision. They wanted input from those that the intersection impacted the most. The ND DOT has funding for the two by one roundabout, if they would seek to go forward with the diamond interchange they would need funding from other entities like the Grand Forks Regional Airport Authority and others to help fund the project. The motion was seconded by Hodny to recommend the two by one lane roundabout.

Roll Call Vote:

Hodny: Aye
 Kuhlman: No
 Meland: Aye
 Mutchler: not present
 Osowski: No
 Rustad: Aye
 Simonson: Chairing the meeting

Action Taken: 3-2 vote. Motion carried.

3. Approval of Designated Depositories for Public Funds

Under the North Dakota Century Code, the Authority is required to designate depositories of its public funds in January of even-numbered years.

The administration has reviewed the qualifications of Alerus Financial and First International Bank & Trust.

We have received and reviewed security pledge schedules reflecting pledged securities in an amount of at least 110% of the Authority's public funds deposits (in lieu of depository bonds) as security for repayment of these deposits, to the extent these deposits exceed FDIC or NCUA deposit insurance limits, from both institutions. The security pledge schedules are attached to this memorandum.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to designate both Alerus Financial and First International Bank & Trust as depositories for the Airport Authority's public funds.

A motion was made by Osowski to designate both Alerus Financial and First International Bank & Trust as depositories for the Airport Authority's public funds. The motion was seconded by Rustad to designate both Alerus Financial and First International Bank & Trust as depositories for the Airport Authority's public funds.

Roll Call Vote:

Hodny: Aye
Kuhlman: Aye
Meland: Aye
Mutchler: not present
Osowski: Aye
Rustad: Aye
Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

4. Review of Draft Amendments for Minimum Standards

Airport Authority Legal Counsel and Staff have prepared draft amendments for the Grand Forks Regional Airport Authority Minimum Standards. The draft amendments and corresponding original pages are attached and were reviewed during the meeting. Copies of the draft amendments are available upon request.

When ready, we will schedule a public hearing to receive comments on the draft amendments to the Minimum Standards. We anticipate the public hearing to be held separately, later in January.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to accept the draft amendments and direct the Executive Director to schedule and notice a public hearing in accordance with the Grand Forks Regional Airport Authority Procedure for Adoption of Rules, Regulations, and/or Standards.

A motion was made by Osowski to accept the draft amendments and direct the Executive Director to schedule and notice a public hearing in accordance with the

Grand Forks Regional Airport Authority Procedure for Adoption of Rules, Regulations, and/or Standards. The motion was seconded by Rustad to accept the draft amendments and direct the Executive Director to schedule and notice a public hearing in accordance with the Grand Forks Regional Airport Authority Procedure for Adoption of Rules, Regulations, and/or Standards.

Roll Call Vote:

Hodny: Aye
Kuhlman: Aye
Meland: Aye
Mutchler: not present
Osowski: Aye
Rustad: Aye
Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

5. Other business

No additional business.

The meeting adjourned at 9:19 a.m.

Respectfully submitted,
Katie Frownfelter
GFRAA Administrative Assistant

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

March 19, 2026

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 19, 2026, presided by Chair Dane Simonson. The Members present via Teams were Rick Meland, Rebecca Osowski, Tim Mutchler, Mark Rustad, and Steven Kuhlman. Also, present were Mead & Hunt's Josh Brejle, Airport Attorney's Tim Dittus (via Teams) and Matt Paulson, UND's Jeremy Roesler, AvFlight's Jeff Ohman, GFK On-Call's Harlan Jensen, Jeff Vasdahl, and GFK On-Call Advisor Ernie Anderson. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker ARFF/Operations Supervisor, Scott Nelson Maintenance Supervisor and Katie Frownfelter Administrative Assistant.

The meeting was called to order at 8:03a.m. Confirmed quorum and initiated the approval of minutes by Chair Simonson.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chair Simonson asked for a motion to approve the minutes of January 15, 2026, as written. A motion was made by Kuhlman to approve the minutes from January 15, 2026, as written. The motion was seconded by Mutchler to approve the minutes from January 15, 2026, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Gravseth presented the February 2026 financial report. Forecast versus actual landings through February. Due to weather conditions, we were slightly off schedule; Delta had 82 and Allegiant with 18 for a total of 100 vs. 103 forecasted landings. Forecasted enplanements year to date were at 16,000. We came in at 15,648. For the month, we forecasted 7823 and we came in at 7924. By airline, Delta's forecasted 5107 vs actual 5351, which is up by 244 for the month. Allegiant's forecasted 2716 vs actual 2573, which is down by 143 for the month. For the Operating Snapshot, we have a net gain of \$779 a month vs a budgeted gain of \$16000 in February, keeping in mind the 2026 net revenue budgeted was just under \$24,000. Overall Operating Snapshot by Month Year to Date Net Loss \$12,250 vs Budgeted Gain of \$22,945. On the revenue side, year to date we are at \$670,000 vs a budget of \$737,000. So, we are below budget by \$67,000 primarily due to the parking lot receipts. Restaurant commissions are under budget by \$12,000. Car rentals commissions are down by \$2,000. Parking Lot revenue is not hitting targets. Fuel flowage has been down due to weather

conditions. Revenue per Enplanement for February is \$11.05 and the average is \$10.42. Cost per Enplanement for February is \$8.04 and the average is \$8.16.

2. Director Report

- a) Riesinger mentioned this past weekend we had fine weather in Grand Forks, but Minneapolis had a major winter event and all four of our Delta flights were cancelled.
- b) Riesinger reported on air services for Allegiant. Allegiant has extended their schedule into November and Las Vegas has been added back in. Those will be active starting in September. However, Mesa flights were not yet back added in yet. Riesinger will be attending the Allegiant Air Service Conference later this month to meet with representatives to discuss air service. Meehan Aviation will also be attending the conference. We anticipate Mesa to be added to the schedule in November. The 4th Delta flight is added to the schedule starting on April 13th.
- c) Riesinger reported on the Small Community Air Service Development Grant. United and American airlines are currently trying to one up each in the Chicago market. We are monitoring that situation and how that will affect us getting services from either American Airlines or United. Any time service is added they need aircraft, and crew and all airports across the country are competing for those assets. All of this has sparked conversation of potential service from Grand Forks to Chicago in addition to hopefully Denver service. And so the recommendation after some discussion was for us to consider amending our Small Community Air Service Development Grant through the DOT to allow for that potential - for the grant to support United and/or American service to Chicago. Meehan Aviation is going to reach out to both United and American for letters of support.
- d) Riesinger announced that the Public Hearing for the Minimum Standards is scheduled for 8 am March 27th here in the Board Room. This has been publicly noticed, and all interested parties and tenants have had the amendments sent to them. There could be further adjustments and amendments depending on comments received. We could potentially present the minimum standards at next months board meeting for consideration or action to approve. If it requires more amendments, the we'll see how that plays out.
- e) Riesinger updated on the primary runway construction project. We have been told by the contractors that they are ready to start as soon as April 1st to begin the 1st phase of the runway 17R/35L reconstruction, that will be the northern third of the runway, which will be completely removed and operational by the fall. Of course this is weather permitting. The primary runway will be shortened to 3,442 feet during the construction, which will allow for smaller GA traffic.

- f) Riesinger updated on the UND Operations building. The contractors placed the last steel beam yesterday afternoon. Kudos to UND and the contractors on the good progress made on that project.
- g) Riesinger updated on the new Air Traffic Control Tower. The bids are out and the deadline for that is tomorrow. We should hear more about the project soon.
- h) Riesinger mentioned that we had the auditors from Brady Martz on site in February. That all went well and they are preparing the audit to present at the April board meeting.
- i) Riesinger noted that Commissioner Tony Hodny was appointed to the Grand Forks County Commission just earlier this week. There was a vacancy due to the unfortunate passing of Commissioner Pic, and Commissioner Hodny put in for the seat and he was appointed. That then sparked some additional conversation and review. Due to conflict-of-interest policy in both the Grand Forks City Code and also the joint resolution that formed the Airport Authority, there cannot be two members of the Grand Forks County Commission on our Airport Board. Of course, we have a seat on the board that is currently being held by Commissioner Rustad and with Commissioner Hodny now becoming the Grand Forks County Commissioner, one of them could not continue to be on our board. So, at present, as Riesinger understands it, Commissioner Hodny will be assigned all the portfolios that Commissioner Pic had and that did not include the Airport Authority Board. Commissioner Hodny effectively has resigned his seat on the Grand Forks Airport Authority Board and because he was a City appointment, the city now has to appoint a new member.
- j) Riesinger reported that Katie Frownfelter will be leaving us. Her last day is next week, Thursday. She and her husband are moving to Pennsylvania. He's accepted a new position there. We just wanted to publicly recognize her and the work she has done for us and say thanks. We will be advertising her position soon. We wanted to make the board aware and thank Katie for her time.
- k) Riesinger wanted to say thank you to our TSA screeners. Once again, we're in this situation where we have this partial shutdown. We're hearing about the challenges across the country that TSA, their employees and airports and others are having. You're hearing about the long lines and TSA employees leaving their jobs because of the uncertainty. Our local TSA screeners continue to show up and perform their duties without pay. We have not had any ill effects locally during this time and it's now been three weeks. I wanted to recognize and thank them for the work and continued dedication, which is much appreciated. We are thinking of them and we hope that this partial shutdown ends very soon. I know that our Airport Associations and our many different organizations are making it well known on Capital Hill that something needs to be done. I have some positive news to report on the subject, from the industrial commission of North Dakota signed by Governor Armstrong, Attorney General Wrigley, and Agriculture Commissioner Doug Goehring, they have worked out with the Bank of North Dakota a furloughed federal employee relief program. Making very low interest loans available to TSA and other Federal employees that are

impacted at this time. Other local businesses have asked how they can offer support by providing lunches or gift cards. The board would like to provide a meal to our local TSA screeners. Back in November, during the last shutdown the Airport Authority did provide a lunch to TSA and the Air Traffic Control Tower employees.

3. Chairman's Report

- a) Chair Simonson wanted to recognize former Commissioner Cynthia Pic. She was a dedicated member of the Grand Forks Regional Airport Authority. Cynthia gave her time, insight and leadership to support the growth and success of the Grand Forks International Airport. She will be remembered for her dedication, professionalism, and care for the community. We extend our sincere condolences to her family, friends and all those who had the privilege of working alongside her. Cynthia's legacy of service will not be forgotten.
- b) Chair Simonson also wanted to touch on the TSA subject. He wanted to take a moment to thank the TSA screeners also on behalf of the board. They continue to show up everyday, even while facing the uncertainty of working without pay. Their professionalism and commitment to keeping travel safe does not go unnoticed. We are grateful for their dedication during this time.
- c) Chair Simonson also wanted to recognize Commissioner Tony Hodny for his dedicated service and contributions to the Grand Forks Airport Authority Board, as he begins his next chapter serving the county board, we wish him continued success and the very best.
- d) Chair Simonson also, and behalf of the board, wished Katie luck on the new adventure, success and rewarding experiences along the way.

C. Public Comment

- a) No Public Comment

D. New Business

1. Approval of Mead & Hunt Main Agreement

At the January 2026 Airport Authority Board of Commissioners meeting Mead & Hunt was selected as our Engineering/Architectural Consultant for the next five-year term. Since that time, we have been working with Mead & Hunt representatives on the Main Agreement for this term. The completed agreement is in four parts and is attached.

The Main Agreement sets the general terms and conditions. All work items for Mead & Hunt will be reviewed and approved by the Airport Authority Board as individual Task Orders. The Main Agreement conforms to contractual standards set by established Engineering Associations. Our Airport Legal Counsel has also reviewed the agreement as to form.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve the Mead & Hunt Main Agreement, assign the Executive Director as the Airport Authority’s Designated Representative, and authorize the Executive Director to execute the required documents.

A motion was made by Rustad to approve the Mead & Hunt Main Agreement, assign the Executive Director as the Airport Authority’s Designated Representative, and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve the Mead & Hunt Main Agreement, assign the Executive Director as the Airport Authority’s Designated Representative, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Hodny: not present
Kuhlman: Aye
Meland: Aye
Mutchler: not present
Osowski: Aye
Rustad: Aye
Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

2. Mead & Hunt Task Order #1 – Construction Administration for the Runway 17R/35L Reconstruction – Phase 1

Available in the meeting packet was, Task Order #1 and a detailed Scope of Services for Mead & Hunt and their sub-consultant to complete the following for the Runway 17R/35L Construction Project:

- Project Administration and Management
- Construction Administration
- Construction Observation
- Construction Materials Testing – Terracon

The total cost of these services is \$1,388,060.53 and are eligible to be funded at 95% by the FAA, 2.5% by the State, and 2.5% Local. These services are included in our 2026 Capital Budget and the amount will require successful completion of an Independent Fee Estimate.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Mead & Hunt Task Order #1 in the amount of \$1,388,060.53 and authorize the Executive Director to execute the required documents, including all FAA grant documents.

A motion was made by Kuhlman to approve Mead & Hunt Task Order #1 in the amount of \$1,388,060.53 and authorize the Executive Director to execute the required documents, including all FAA grant documents. The motion was seconded by Rustad to approve Mead & Hunt Task Order #1 in the amount of \$1,388,060.53 and authorize the Executive Director to execute the required documents, including all FAA grant documents.

Roll Call Vote:

Hodny: not present
Kuhlman: Aye
Meland: Aye
Mutchler: not present
Osowski: Aye
Rustad: Aye
Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

3. Runway 17R-35L Reconstruction – Phase 1 – Change Order #C1

Please see the attached memo provided by Mead & Hunt which details the reason, justification, and cost increase for Change Order #C1 to the Runway 17R-35L Reconstruction Project.

Change Order #C1 is to obliterate Intermediate Holding Position pavement markings on Taxiway B.

Change Order #C1 results in a net cost increase of \$2,796.56. This amount is eligible for 95% Federal and 2.5% State funding.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Change Order #C1 to the Runway 17R-35L Reconstruction Project (Phase 1), which results in a cost increase of \$2,796.56, and authorize the Executive Director to execute the required documents.

A motion was made by Rustad to approve Change Order #C1 to the Runway 17R-35L Reconstruction Project (Phase 1), which results in a cost increase of \$2,796.56, and authorize the Executive Director to execute the required documents. The motion was seconded by Osowski to approve Change Order #C1 to the Runway 17R-35L Reconstruction Project (Phase 1), which results in a cost increase of \$2,796.56, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Hodny: not present
Kuhlman: Aye
Meland: Aye
Mutchler: not present

Osowski: Aye
Rustad: Aye
Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

4. Runway 17R-35L Reconstruction – Phase 1 – Change Order #E1

Please see the attached memo provided by Mead & Hunt which details the reason, justification, and cost increase for Change Order #E1 to the Runway 17R-35L Reconstruction Project.

Change Order #E1 is to bore a new conduit under Runway 17R/35L and Taxiway A, to maintain a telecom line service for the FAA VOR Facility that would be impacted by future runway construction.

Change Order #E1 results in a net cost increase of \$34,275.19. This amount is eligible for 95% Federal and 2.5% State funding.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Change Order #E1 to the Runway 17R-35L Reconstruction Project (Phase 1), which results in a cost increase of \$34,275.19, and authorize the Executive Director to execute the required documents.

A motion was made by Rustad to approve Change Order #E1 to the Runway 17R-35L Reconstruction Project (Phase 1), which results in a cost increase of \$34,275.19, and authorize the Executive Director to execute the required documents. The motion was seconded by Osowski to approve Change Order #E1 to the Runway 17R-35L Reconstruction Project (Phase 1), which results in a cost increase of \$34,275.19, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Hodny: not present
Kuhlman: Aye
Meland: Aye
Mutchler: not present
Osowski: Aye
Rustad: Aye
Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

5. Executive Director Performance Review Committee

The Executive Director Performance Evaluation procedure implemented previously is as follows:

1. Appoint a committee consisting of the Chair and Vice-Chair of the Board of Commissioners to conduct the annual review and evaluation of the Executive Director's performance and delegate to the committee the authority to determine the appropriate performance-based adjustment to the Executive Director's annual salary, within the adopted budgetary parameters.

2. Executive Director Performance Evaluation Questionnaires are distributed to all Airport Authority Board Commissioners.

3. Each Commissioner completes an Executive Director Performance Evaluation Questionnaire, without consultation or discussion with any other Commissioner, and returns it to the Chair.

4. In an open meeting, or series of open meetings, the committee then reviews the Commissioners' individual responses to the Executive Director Performance Evaluation Questionnaire, prepares a written draft summary of its evaluation findings, provides the Executive Director with the draft summary of its evaluation findings, meets personally with the Executive Director to discuss the contents of the draft summary of its evaluation findings, makes any necessary changes to the draft summary and finalizes its written summary of its evaluation findings and determines the appropriate performance-based adjustment to the Executive Director's annual salary, within the adopted budgetary parameters. (Supporting salary and budget information can be obtained from the Director of Finance and Administration)

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion appointing a committee consisting of the Chair and Vice-Chair of the Board of Commissioners to conduct the annual review and evaluation of the Executive Director's performance in conformity with the procedure outlined in this Memo, and delegating to the committee the authority to determine the appropriate performance-based adjustment to the Executive Director's annual salary, within the adopted budgetary parameters.

A motion was made by Rustad to appoint a committee consisting of the Chair and Vice-Chair of the Board of Commissioners to conduct the annual review and evaluation of the Executive Director's performance in conformity with the procedure outlined in this Memo, and delegating to the committee the authority to determine the appropriate performance-based adjustment to the Executive Director's annual salary, within the adopted budgetary parameters. The motion was seconded by Osowski to appoint a committee consisting of the Chair and Vice-Chair of the Board of Commissioners to conduct the annual review and evaluation of the Executive Director's performance in conformity with the procedure outlined in this Memo, and delegating to the committee the authority to determine the

appropriate performance-based adjustment to the Executive Director's annual salary, within the adopted budgetary parameters.

Roll Call Vote:

Hodny: not present

Kuhlman: Aye

Meland: Aye

Mutchler: not present

Osowski: Aye

Rustad: Aye

Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

6. Other Business

Discussion took place on parking fees in Fargo, GFK, Devils Lake, and Thief River Falls. The True Cost Calculator on the GFK Airport website reflects the costs of parking and airfares.

Also discussed was the broken gate arm in the paid parking lot. Administration had met with Republic Parking to discuss repairs and upgrades that need to take place and with warmer weather conditions coming those repairs and upgrades will be happening soon.

The meeting adjourned at 9:05 a.m.

Respectfully submitted,

Katie Frownfelter
GFRAA Administrative Assistant

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

April 16, 2026

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 16, 2026, presided by Chair Dane Simonson. The Members in person were Rebecca Osowski and Steve Kuhlman. The Members present via Teams were Rick Meland and Mark Rustad. Also, present were Mead & Hunt's Josh Brelje, Jon Scraper, Steve Synhorst, Airport Attorney's Tim Dittus and Matt Paulson, UND's Jeremy Roesler and Sanford Fogg, AvFlight's Jeff Ohman, GFK Flight Support's Kyle Black, GFK On-Call's Harlan Jensen, Jeff Vasdahl, GFK On-Call's Advisor Ernie Anderson and Brady Martz's Brian Opsahl. Present via Teams was Jordan Rusche and Carson Stuhaug. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker ARFF/Operations Supervisor, Scott Nelson Maintenance Supervisor.

The meeting was called to order at 8:04a.m. Confirmed quorum and initiated the approval of minutes by Chair Simonson.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chair Simonson asked for a motion to approve the minutes of March 19, 2026, as written. A motion was made by Osowski to approve the minutes from March 19, 2026, as written. The motion was seconded by Kuhlman to approve the minutes from March 19, 2026, as written.

Action Taken: Motion carried unanimously.

2. Approval of Public Hearing Transcript

- b) Chair Simonson asked for a motion to approve the Public Hearing Transcript from March 27, 2026, as written. A motion was made by Kuhlman to approve the Public Hearing Transcript from March 27, 2026, as written. The motion was seconded by Osowski to approve the Public Hearing Transcript from March 27, 2026, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Gravseth presented the March 2026 financial report. Forecast versus actual landings through March. Due to weather at MSP, we were slightly off schedule; Delta had 90 and Allegiant with 22 for a total of 112 vs. 115 forecasted landings. Forecasted enplanements year to date were just under 25,000. We

came in at 24,539. For the month, we forecasted 8,804 and we came in at 8,891. By airline, Delta's forecast is 5,654 vs actual 5,530, which is down by 124 for the month. Allegiant's forecast is 3,150 vs actual 3,361, which is up by 211 for the month. For the Operating Snapshot, we have a net loss of (\$2,933) for March vs a budgeted gain of \$49,301 in March, keeping in mind the 2026 net revenue budgeted was just under \$24,000. Overall Operating Snapshot by Month Year to Date Net Loss (\$52,660) vs Budgeted Gain of \$72,246. On the revenue side, YTD we are at \$1.015M vs a budget of \$1.139M. We are below budget by \$88,000 primarily due to the parking lot receipts. On the expense side, YTD we are at \$1.103M vs. a budget of \$1.066M, over \$37k. Restaurant commissions are under slightly YTD from last year. Car rental commissions are down by \$3,000 over this time last year. Parking Lot revenue is not hitting targets, below forecast by \$62k. Fuel flowage has been down due to weather conditions. Revenue per Enplanement for March is \$11.60 and the average is \$10.81. Cost per Enplanement for March is \$7.65 and the average is \$7.99.

2. Director Report

- a) Riesinger reported on the Allegiant Air Service Conference 1 on 1 meetings. He noted our flights are doing well and Allegiant values the Grand Forks and Winnipeg markets. Primary downturn was Las Vegas and lower Canadian travel with exchange rate concerns. Mesa will return November through Winter and Spring seasons. They are bringing back Orlando-Sanford February-April 2027. Additional discussion on other markets in 2028 and beyond; Nashville, Fort Myers, and St. Pete Beach, FL. Allegiant noted our rates and charges are about 45% compared to other markets our size. Meehan Aviation Group was in attendance as well.
- b) Riesinger reported Delta's 4th flight has started operating with fluctuations in times and the morning flights are doing well. The last departure of the evening, load factors are lower due to less connections at MSP; primary reason for that flight is to get passengers back to Grand Forks. April will be a half month with the new schedule and May is typically a softer month. Once we get into the summer season, it's likely we'll see higher load factors.
- c) Riesinger reported on runway construction. The plan is for them to begin phase 1 work; set up and shortening primary with electrical and pavement markings to begin Monday. Also, we are finalizing plans for the South and Middle portions and planning a bid opening in June.
- d) Riesinger reported there will be an honor flight going out of GFK November 1st returning November 3rd. We learned it is the same weekend as the hockey Hall of Fame game down in Austin. We had internal discussions and we have a plan in place for the changeover and parking.

- e) Chair Simonsons posed a question about preferred times for Las Vegas flights. Riesinger reported there was discussion at the conference; however, the Airline schedules what's best for them. Riesinger assured we will continue to monitor.

3. Chairman's Report

- a) Chair Simonson wanted to remind board members to submit their responses regarding the Executive Director's performance evaluation. Commissioner Osowski provided comments and concern about the format. Noted it was long and tedious and excessive. Also expressed it doesn't feel anonymous and suggests a ranking system or a different process to use in the future. Chair Simonson provided comments after completing his responses and expressed the importance of completing the survey. We plan to revisit for next year's evaluation.
- b) Chair Simonson wanted to thank the Board and everyone who attended the Public Hearing.
- c) Chair Simonson also wanted to thank the GFRAA staff for decorating and additional signage for the Frozen Four.

C. Public Comment

- a) No Public Comment

D. New Business

1. 2025 Audit Report

Brian Opsahl, Brady Martz presented the 2025 Audit Report. He noted there was no disagreement with Management. He discussed email phishing scams are on the rise to be extremely mindful if any information is being asked for change of account information.

Opsahl reported there was a clean opinion for this year's audit. There are graphs comparing this year against the prior two years. Page 18 is the Statement of Financial Position showing \$119M Net position; however, we look at the unrestricted portion as those are the dollars available for use at \$15.9M.

The Income Statement shows an operating loss of \$4.5M; it was noted that a large portion of that is Depreciation, which is not budgeted. Overall deficit is \$1.9M. The Federal grants had higher revenues last year; there is a timing issue as projects start to depreciate and are moved to a different financial statement when capitalized.

There was an increase in Cash and Cash Equivalents of a positive \$911,916. Revenues are about \$187K under budget. Expenses show a larger variance mainly because Airport does not budget for depreciation; it would have been \$272K without depreciation factored in.

There are two recurring findings all entities this size have; having Auditor's complete the financial statements throughout the year and Separation of duties.

Single Audit Report of the AIP program. There were no issues or findings in 2025 and had total expenditures of \$1,589,535.

Passenger Facility Charge audit; there was an unmodified or clean opinion with no findings or issues.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to receive the 2025 Audit Report.

A motion was made by Osowski to receive the 2025 Audit Report. The motion was seconded by Kuhlman to receive the 2025 Audit Report.

Roll Call Vote:

Kuhlman: Aye

Meland: Aye

Mutchler: not present

Osowski: Aye

Rustad: Aye

Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

2. Mead & Hunt Task Order #1 – Amendment #1 – FAA Project Closeout

Available in the meeting packet was Task Order #1- Amendment #1 and a detailed Scope of Services for Mead & Hunt and their sub-consultant to complete the following for the Runway 17R/35L Construction Project previously approved:

- Project Administration and Management
- Construction Administration
- Construction Observation
- Construction Materials Testing – Terracon

Amendment #1 – Adds a new phase to the scope of work for the FAA project closeout.

The total cost of Amendment #1 to add the FAA Grant Closeout services is \$33,501.87 and are eligible to be funded at 95% by the FAA, 2.5% by the State, and 2.5% Local. These services are included in our 2026 Capital Budget, and the amount will require successful completion of an Independent Fee Estimate.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Amendment #1 in the amount of \$33,501.87 and authorize the Executive Director to execute the required documents, including all FAA grant documents.

A motion was made by Kuhlman to approve Amendment #1 in the amount of \$33,501.87 and authorize the Executive Director to execute the required documents, including all FAA grant documents. The motion was seconded by Osowski to approve Amendment #1 in the amount of \$33,501.87 and authorize the Executive Director to execute the required documents, including all FAA grant documents.

Roll Call Vote:

Kuhlman: Aye
Meland: Aye
Mutchler: not present
Osowski: Aye
Rustad: Aye
Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

3. Approval of New Air Traffic Control Tower Lease

The New Air Traffic Control Tower Lease has been in process since 2017. This is 100% funded by the FAA. Noted in a future budget, GFK would be responsible for funding a new access road from East to West to the West GA Corporate Complex.

Commissioner Rustad inquired on pavement strength of the road; does it have to meet runway standards? Riesinger noted it is for road vehicles, and no additional strength is needed.

Riesinger explained this does not provide a revenue stream. This is a site lease at a \$0.00 rate and the FAA will manage all obligations of its establishment, operations, and maintenance of the facilities upon the premises.

Commissioner Osowski inquired about maintenance and snow removal of that area. Riesinger explained that is not covered in this lease but there may be a future Amendment or future lease discussing how maintenance and snow removal will be handled.

The term of this agreement is 50 years; the FAA wants all agreements to end at the end of their Fiscal year.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the New FAA Air Traffic Control Tower lease and authorize the Executive Director to execute the document.

A motion was made by Osowski to approve the New FAA Air Traffic Control Tower Lease and authorize the Executive Director to execute the required documents. The motion was seconded by Rustad to approve the New FAA Air Traffic Control Tower Lease and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Kuhlman: Aye
Meland: Aye
Mutchler: not present
Osowski: Aye
Rustad: Aye
Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

4. Approval of Amendments to Airport Minimum Standards

A memo was provided by our Airport Legal Counsel on the proposed Amendments to our Airport Minimum Standards. Riesinger verbally highlighted the changes made to the existing standards and provided a historical timeline of events. Paulson provided background on the updates as provided. Paulson's recommendation is to adopt the proposed changes to the Airport Minimum Standards as presented today.

The full Airport Legal Counsel Memo and the proposed Amendments to the Airport Minimum Standards can be found beginning on page 118 of April 16th, 2026, Board Packet.

Commissioner Rustad posed a question; if the amendments were approved and the FAA were to change their standards, would we put ourselves in a position to be eligible for future grant funding? Riesinger noted, by making these changes we are putting ourselves in a better position to not jeopardize potential future funding.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the proposed amendments to Airport Minimum Standards.

A motion was made by Kuhlman to approve the proposed amendments to Airport Minimum Standards. The motion was seconded by Osowski the proposed amendments to Airport Minimum Standards.

Roll Call Vote:

Kuhlman: Aye
Meland: Aye
Mutchler: not present
Osowski: Aye
Rustad: Aye
Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

5. Approval of Resolution #01-26 – Steve Synhorst Retirement

Chair Simonson presented Resolution #01-26 for the Recognition and Appreciation of Steven Synhorst. After 35 years as an engineer providing dedicated service to the Grand Forks Regional Airport Authority, Steve has retired. He has been a knowledgeable resource, providing consistent guidance and support throughout our projects. He has earned the recognition and appreciation of the Board and Airport Staff, past and present. We wish Steve all the best on his retirement.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Resolution #01-26, authorize the Board Chair and Executive Director to sign, and place the document in the permanent records of the Grand Forks Regional Airport Authority.

A motion was made by Osowski to approve Resolution #01-26, authorizing the Board Chair and Executive Director to sign, and place the document in the permanent records of the Grand Forks Regional Airport Authority. The motion was seconded by Kuhlman to approve Resolution #01-26, authorize the Board Chair and Executive Director to sign, and place the document in the permanent records of the Grand Forks Regional Airport Authority.

Roll Call Vote:

Kuhlman: Aye
Meland: Aye
Mutchler: not present
Osowski: Aye
Rustad: Aye
Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

6. Other Business

The meeting adjourned at 9:32 a.m.

Respectfully submitted,

Krista Gravseth
GFRAA Director of Finance and Administration

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

May 21, 2026

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 21, 2026, presided by Chair Dane Simonson. The Members in person were Tim Mutchler and Rick Meland. The Members present via Teams were Mark Rustad and Rebecca Osowski. Also, present were Mead & Hunt's Josh Brelje, Airport Attorney Matt Paulson, UND's Jeremy Roesler, GFK On-Call's Harlan Jensen, Jeff Vatnsdal, GFK On-Call's Advisor Ernie Anderson, Advance Aviation's Christina Cole, Maureen Meland and Roland Riemers. Present via Teams was AvFlight's Jeff Ohman, Mead & Hunt's Carson Stuhau and Airport Attorney Tim Dittus. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, and Joey Castiglione, Director of Operations and Maintenance.

The meeting was called to order at 8:00a.m. Confirmed quorum and initiated the approval of minutes by Chair Simonson.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chair Simonson asked for a motion to approve the minutes of April 16, 2026, as written. A motion was made by Meland to approve the minutes from April 16, 2026, as written. The motion was seconded by Mutchler to approve the minutes from April 16, 2026, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Gravseth presented the April 2026 financial report.

Landings for April:

Delta: Forecasted 90 vs. Actuals 101 – 4th flight began April 12, 2026

Allegiant: Forecasted 19 vs. Actuals 18

Total Landings: Forecasted 109 vs. Actuals 119

Total Landings YTD: Forecasted 438 vs. Actuals 437

Enplanements:

YTD: Forecasted 33,016 vs. Actuals 31,699

April: Forecasted 8,188 vs. Actuals 7,160 – load factor at 79.9%

Delta – Forecasted 5,472 vs. 4,870 actual – down 602 enplanements

Allegiant – Forecasted 2,716 vs. 2,290 actual – down 426 enplanements

Operating Snapshot:

Net loss of \$10,298 vs. budgeted loss of \$38,044 in April. YTD Net loss of \$58,913 vs. budgeted YTD gain of \$34,203.

Revenue:

YTD Revenue of \$1.398M vs. budget of \$1.494M; below budget by \$96K.
April below budget by \$23K.

Expense:

YTD Expenses of \$1.457M vs. budget of \$1.460M; below budget by \$3K.
April below budget by \$51K.

Restaurant Commissions:

\$26K in YTD, slightly below vs. last year; April ended slightly above budget.

Car Rentals:

Slightly above YTD vs. last year; \$33K in April, not hitting target month over month.

Parking Lot Revenue:

\$337K YTD; trending below forecast; under budget by \$70K. Not hitting target month over month.

Fuel Flowage:

\$62K in April, below this time last year. Weather was a factor, fewer flying days.

UND: \$59K in April

AvFlight: \$3,400 in April

Revenue Per Enplanement (RPE):

April \$13.03, Average YTD \$11.37 per enplanement

Cost Per Enplanement (CPE):

April \$9.57, Average YTD \$8.38 per enplanement

Chair Simonson provided comment; the digital marquee at the Fargo Airport advertising lower parking prices. Chair Simonson also asked if this was the first month Delta showed all 4-flights daily reflected in load factors. Riesinger added April was a half month; 4th daily flights began April 13th with only 3 flights Tuesday/Saturday. Load factors were 80-85%. Riesinger also noted we'll look into parking rates and have been working with our parking management company on extending their agreement and how rates will factor in. Factoring in new equipment needed, we'll bring more discussion to next month's meeting.

Commissioner Meland posed a question to confirm we have four 50-seat CRJ550's? Riesinger confirmed the new aircraft are modified CRJ 700's, and the configuration has changed to a 3-Class Cabin with 50 seats.

2. Director Report

- a) Riesinger reported on construction progress on the North portion of the Primary runway. The top layer of Asphalt has been milled, and it will be used for the interior perimeter road. The original concrete was 60 years old; it has been removed and will be recycled as backfill. The project is advancing well.
- b) Riesinger reported he will be attending the Jumpstart Air Service Development Conference next month for an opportunity to discuss routes and schedules that work best. Current meetings are set up with American, Allegiant, and SkyWest.

Riesinger also noted United (SkyWest) is our target Airline for the Small Community Air Service Development Grant. There are ongoing discussions but still in a holding pattern for adding service.

- c) Riesinger reported there was an official announcement for the new Air Traffic Control Tower in Grand Forks has received its funding. Bids have not yet been made public; a preconstruction meeting has not been scheduled but should be soon.
- d) Riesinger reported we received an invite for a meeting with Northern Plains Nitrogen (NPN) among other community partners. NPN will be resubmitting for the Air Quality permit. Riesinger will update the Board as more information becomes available.
- e) Riesinger reported there was a meeting with GFK On-Call. We learned this morning they would like to pursue leasing space from the Airport. Details to be determined but progressing.

3. Chairman's Report

- a) Chair Simonson noted the Executive Director's review is scheduled at 8:00am May 27th, 2026.

C. Public Comment

- a) Roland Riemers provided public comment. His concerns are below:
 - a. Riemers posed the question; why is coffee not provided on the early morning flight out of GFK.
 - b. Riemers discussed the comfortability of the chairs around the Airport and suggested adding more suitable seating for passengers.
 - c. Riemers discussed the cost of parking at GFK.

D. New Business

1. Northrop Grumman Warehouse Lease – Amendment #1

Attached in the meeting packet was Amendment #1 of the current lease with Northrop Grumman for their continued use of the former Sort Facility as Warehouse Space.

Highlights of Amendment #1 are as follows:

1. Northrop Grumman exercises its option to extend the current agreement term to April 30, 2027.
2. Allows for two additional one-year Extension Options. If both of these options are executed, this would extend the term of the lease to April 30, 2029.
3. Rent shall increase 3% on each anniversary of the Commencement Date.
4. Adds Exhibit F, which are 2025 Mandatory FAA Provisions.

The market rate for that space is currently \$8.36 per square foot; Northrop Grumman is paying the lease and utilities for that space which is just over 23,000 square feet.

The original terms are provided in the May 21, 2026, board packet Memo along with the proposed lease for signature and final Exhibit F.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Amendment #1 to the Northrop Grumman Warehouse Lease and authorize the Executive Director to execute the required document.

A motion was made by Mutchler to approve Amendment #1 to the Northrop Grumman Warehouse Lease and authorize the Executive Director to execute the required document. The motion was seconded by Meland to approve Amendment #1 to the Northrop Grumman Warehouse Lease and authorize the Executive Director to execute the required document.

Comment: Chair Simonson is pleased to see the Lease being renewed.

Roll Call Vote:

Kuhlman: Not present
Meland: Aye
Mutchler: Aye
Osowski: Aye
Rustad: Aye
Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

2. 2027 Runway 17R-35L Reconstruction Plan Review – South and Middle Phases

Mead & Hunt's Josh Brelje presented the Reconstruction plan for the South and Middle Phases of Runway 17R/35L.

The 2026 reconstruction began on the North end of the runway. We anticipate to open bids on the South and Middle Phases on June 10, 2026. Engineer's opinion of cost is \$33-34M. If bids and the funding plan are acceptable, the goal is to complete both the South and Middle Phases of the runway during the 2027 construction season with a completion date of October 1, 2027.

2028 construction season would address connections to Taxiway A with an estimated completion date of June 16, 2028.

Comment: Commissioner Rustad asked if there was 3rd party pressure and density testing completed before subsequent layers. Josh Brelje confirmed testing is completed by the subcontractor Terracon.

Action Taken: Information only.

3. Approval of Mead & Hunt Task Order #20 – Amendment #1

Available in the meeting packet was Task Order #20 - Amendment #1 and a Description of Modifications for design efforts required by the relocation of Taxiway A5 and final bidding efforts for the South and Middle portion of Runway 17R/35L reconstruction project.

The total cost of Amendment #1 to add additional design efforts required by the relocation of Taxiway A5 and final bidding efforts for the South and Middle portion of Runway 17R/35L reconstruction project is \$280,226.62 and is eligible to be funded at 90% by the FAA, 5% by the State, and 5% Local. These services are included in our 2026 Capital Budget, and the amount will require successful completion of an Independent Fee Estimate.

Initial Task Order Amount:	\$949,286.35
Modification to Compensation:	\$280,226.62
Revised Tas Order Amount:	\$1,229,512.97

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Mead & Hunt Task Order #20 - Amendment #1 in the amount of \$280,226.62 for Design and Bidding services for the South and Middle phases of the Runway 17R/35L Reconstruction and authorize the Executive Director to execute the required documents, including all FAA and State grant documents.

A motion was made by Meland to approve Mead & Hunt Task Order #20 - Amendment #1 in the amount of \$280,226.62 and authorize the Executive Director to execute the required documents, including all FAA and State grant documents. The motion was seconded by Mutchler to approve Mead & Hunt Task Order #20 - Amendment #1 in the amount of \$280,226.62 and authorize the Executive Director to execute the required documents, including all FAA and State grant documents.

Roll Call Vote:

Kuhlman: Not present
Meland: Aye
Mutchler: Aye
Osowski: Aye
Rustad: Aye
Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

4. Runway 17R-35L Reconstruction – Phase 1 – Change Order #C2

Available via attached Memo from Mead & Hunt provides supporting details and justification for the cost increase for Change Order #C2 to the Runway 17R-35L Reconstruction Project.

Change Order #C2 is to re-route and extend the proposed gravel service road around the FAA VOR site.

Items of note:

- a. The proposed routing ties directly into ease side VOR site and will minimize impacts to the VOR signal reducing radials.
- b. The proposed routing reduces potential conflicts with Airport vehicles in close proximity to VOR site by bypassing south of the site.
- c. The proposed road will be constructed at or below existing grades.

Change Order #C2 results in a net cost increase of \$13,885.74. This amount is eligible for 95% Federal and 2.5% State funding.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Change Order #C2 to the Runway 17R-35L Reconstruction Project (Phase 1), which results in a cost increase of \$13,885.74, and authorize the Executive Director to execute the required documents.

Comment: Chair Simonson asked if this VOR site will be decommissioned. Riesinger discussed many have been listed for decommissioning; however, GFK’s is set to remain for the foreseeable future.

A motion was made by Mutchler to approve the Runway 17R-35L Reconstruction – Phase 1 – Changer Order #C2 and authorize the Executive Director to execute the required documents. The motion was seconded by Rustad to approve the Runway 17R-35L Reconstruction – Phase 1 – Changer Order #C2 and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Kuhlman: not present
Meland: Aye
Mutchler: Aye
Osowski: Aye
Rustad: Aye
Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

5. Demolition of Old Administration Building – Change Order #2

Available in the attached Memo, Mead & Hunt provided supporting details and justification for the cost increase for Change Order #2 to the Old Administration Building Demo project.

Change Order #2 is due to the foundations of the building being significantly larger than what was depicted in the record drawings.

Items of note:

- a. The record drawings indicated foundations were approximately 4.75 feet in depth and 12 inches wide. The elevator shaft record drawings indicated the foundation walls were 12 inches thick and approximately 2.5 feet wide.
- b. Upon demolition, foundation walls were 8-9 feet in depth and over 14 inches thick. The footings were measured at 5 feet wide and 2 feet thick.

Change Order #2 results in a net cost increase of \$37,900.00. This was a 100% locally funded project, and there is funding available in the 2026 Capital Budget.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Change Order #2 to the Old Administration Building Demo project, which results in a cost increase of \$37,900.00, and authorize the Executive Director to execute the required documents.

A motion was made by Meland to approve Change Order #2 to the Old Administration Building Demo project and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler to approve Change Order #2 to the Old Administration Building Demo project and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Kuhlman: not present
Meland: Aye
Mutchler: Aye
Osowski: Aye
Rustad: Aye
Simonson: Chairing the meeting

Action Taken: Motion carried unanimously.

6. Advance Aviation Marketing Update

Advance Aviation arrived on site to do a video shoot for the new marketing campaign. Christina Cole joined us to provide a marketing update.

- a. The campaign is performing well; the branding and messaging is consistent with encouraging passengers to fly out of GFK with time and money savings.

- b. Click through rates and completed video viewing are performing well. The conversions on the landing page to “book now” options for Delta and Allegiant are doing well.
- c. Planning to roll out the campaign refresh next month. The refresh is “The short cut just got better.”
- d. Attended a meeting in St. George, UT discussing the SCASD Grant and the Grand Forks area. We are still in a holding pattern but hopeful to bring Denver and Chicago routes to GFK.

Riesinger added the relationship with Advance Aviation is going really well. We’ve seen the year-over-year load factors have been stronger by month. Advance Aviation brings the knowledge and experience to GFK as they specialize in smaller Airports nationwide.

Comment: Chair Simonson clarified the “book now” option is available on the webpage. Cole confirmed the “learn more” or “book now” is considered a completed click.

Riemers commented that it is cheaper to fly out of GFK Internationally but not Domestically. Cole addressed it does often work Domestically as well and provided an overview of the benefits of flying out of GFK.

7. Other Business

The meeting adjourned at 9:05 a.m.

Respectfully submitted,

Krista Gravseth
GFRAA Director of Finance and Administration