**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.

Rrespectfully 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 Brelje, 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 Commission 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 Stuhaug 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 marque 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

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

**June 18, 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, June 18, 2026, presided by Chair Dane Simonson. The Members in person were Tim Mutchler, Rebecca Osowski, and Rick Meland. Also, present were Mead & Hunt's Josh Brelje and Patrick Casserly, Airport Attorney Matt Paulson, and UND's Jeremy Roesler. Present via Teams were GFK Wings' Jeff Ohman, Mead & Hunt's Carson Stuhaug, GFK On-Call's Harlan Jensen, Airport Attorney Tim Dittus, and Maureen Meland. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker, ARFF/Ops Supervisor, and Scott Nelson, Maintenance Supervisor.

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 from May 21, 2026, as written. A motion was made by Meland to approve the minutes from May 21, 2026, as written. The motion was seconded by Mutchler to approve the minutes from May 21, 2026, as written.

**Action Taken:** Motion carried unanimously.

### 2. Approval of Personnel Committee Meeting Minutes

b) Chair Simonson asked for a motion to approve the minutes from May 28, 2026, as written. A motion was made by Mutchler to approve the minutes from May 28, 2026, as written. The motion was seconded by Osowski to approve the minutes from May 28, 2026, as written.

**Action Taken:** Motion carried unanimously.

## B. Reports

### 1. Financial Report

a) Gravseth presented the May 2026 financial report.
**Landings for May:**
**Delta:** Forecasted 93 vs. Actuals 114 – 4th flight began April 13, 2026, except for Tuesdays/Saturdays at 3 flights per day
**Allegiant:** Forecasted 13 vs. Actuals 3 – suspended service May-Aug
**Total Landings:** Forecasted 106 vs. Actuals 117
**Total Landings YTD:** Forecasted 544 vs. Actuals 554

**Enplanements:**

**YTD:** Forecasted 40,466 vs. Actuals 36,393 – expected due to suspension of Allegiant flights May-August

**May:** Forecasted 7,450 vs. Actuals 4,694

**Delta –** Forecasted 5,654 vs. 4,524 actual – down 1,130 enplanements

**Allegiant –** Forecasted 1,796 vs. 170 actual – down 1,626 enplanements

**Operating Snapshot:**

Net loss of $72,082 vs. budgeted loss of $45,190 in May. YTD Net loss of $133,842 vs. budgeted YTD loss of $10,987.

**Revenue:**

YTD Revenue of $1.709M vs. budget of $1.849M; below budget by $140K – primarily due to parking commissions. May below budget by $46K.

**Expense:**

YTD Expenses of $1.843M vs. budget of $1.860M; below budget by $18K. May below budget by $20K. We have been monitoring expenses closely.

**Restaurant Commissions:**

$29K YTD, slightly below vs. last year; May ended below budget.

**Car Rentals:**

$174K YTD vs. $175K last year; $38K in May – reduction in flights concerns

**Parking Lot Revenue:**

$381K YTD; trending below forecast; under budget by $99K. Discussions on parking rates and equipment purchase impacts will be addressed.

**Fuel Flowage:**

$79K in May, slightly above this time last year.

**UND:** $73K in May

**AvFlight: $**5,648 in May

**Revenue Per Enplanement (RPE):**

May $15.88, Average YTD $12.27 per enplanement

**Cost Per Enplanement (CPE):**

May $11.27, Average YTD $8.96 per enplanement

## 2. Director Report

a) Riesinger reported on the outlook of financials through year-end.

**Items of note:**

1. A schedule change was crucial to help reduce layover times at MSP and minimize gaps each day here at GFK. A change financially occurred for Delta to SkyWest pro-rate.

2. A change in aircraft reduced the total number of seats; 28 less seats per day. Roughly 1,000 less seats per month causing a financial impact to other Airport commissions; Food & Beverage, Car Rentals, and Parking.

3. Las Vegas flights were suspended May-August primarily due to reduced Canadian travelers and the LAS market being down nationwide. Allegiant made a 16% cut across the nation for the summer months. Service will return September to mid-November. Mesa is performing well and will return in November. Marketing efforts will continue.

   Commissioner Mutchler requested confirmation of four flights today. Riesinger confirmed the FIDS roll off completed flights throughout the day.

b) Riesinger reported he attended Jumpstart Air Service Development Conference in Chicago with EDC's Keith Lund and two individuals from the Meehan Aviation Group. 1-on-1 meetings occurred with Delta, SkyWest, United, American, and Allegiant.

   1. **Delta/SkyWest update:** Riesinger provided a slide showing load factors by flight in and out of GFK. The evening turn shows a lower load factor due to less connections at MSP. A discussion occurred with Delta and SkyWest with two potential options; adjust flight times to increase connection options at MSP or have two remain overnight (RON) flights.

   2. **Allegiant Update:** Riesinger noted they were pleased with the Mesa service. Canada passed a law causing Allegiant to experience a loss of data/distribution lists, so they are unable to reach those passengers. We will be working with Allegiant to help them

   3. **United Update:** Riesinger noted we are on their list through the SCASD grant to add service. Explained the beneficial timing due to less seats available with Delta. We are hopeful for an announcement at the end of 2026 with potential service in 2027. It was also noted that the SCASD grant provides a $1M minimum revenue service guarantee.

c) Riesinger provided a construction update; we are in an excavation phase. The old pavement has been removed, and significant drainage improvements are in process. Riesinger provided a bid tabulation for the South and Middle portions of the Reconstruction of the Primary Runway to the Board. Bids were opened June 10th, 2026; the Engineer's opinion of cost was $33,613,720.79 and bids came in at $28,428,898.28 and were certified by Mead & Hunt. We intend to proceed with both the South and Middle sections in the 2027 construction season with support from the State grant's received by GFK, as well as Federal Discretionary funding request. We will finalize the funding plan in August/September 2026 and will request approval from the Board for the bid and the FAA grant at that time.

   **Comment:** Commissioner Mutchler requested clarification of the plan for the excavated materials being removed. Brelje noted the materials are being salvaged and are intended to use for service roads and backfill as needed.

d) Riesinger reported on Mr. Roland Riemers public comment from last month.

**Items of Note:**

1. Parking rates comparison was provided to the Board; we have the lowest parking rates amongst the other Airports. Our rates have not increased since the Terminal opened in 2011.

2. The Terminal seating was purchased when the Airport opened in 2011 and was one of the top comfortability and durability available at that time.

   **Comment:** Commissioner Osowski provided comment of disagreement with lounge seating; we are not a connecting hub and there are not many people who spend an extended amount of time at our Airport.

3. The Delta/SkyWest service does not have coffee on the 5:00am flight. Ongoing conversations continue. The Airport does have potable water, however, the Airlines need specialized equipment to service the morning flight. Delta did announce they will no longer provide beverages or snacks on flights less than 350 miles; exception of First-Class passengers.

   **Comment:** Commissioner Mutchler asked if we need permission from Delta to provide it. Riesinger explained a meeting was held with a Unifi representative with positive traction. We will continue to work on it.

e) Riesinger reported on the GFK On-Call Agreement. They want to pursue a lease with GFK. A draft agreement was provided by the Airport Attorney for review, and we hope to have a copy to GFK On-Call by end of day today for their review.

f) Riesinger noted the GFK Invitational Golf Outing is on Thursday July 30th, 2026, with a 9:00am shotgun start at Kings Walk Golf Course. Invitations will be sent soon.

g) Riesinger reported on our partnership with the ND Aeronautics Commission on the Economic Impact Study. The consultant hired was Kimley-Horn and they will be presenting to the Grand Forks Community on August 26th, 2026. It will show the economic benefit of Grand Forks International Airport and UND Aerospace.

h) Riesinger reported that the National Association of State Aviation Officials Conference will be hosted in Grand Forks September 13-16th, 2026. Mead & Hunt's Tom Shauer, former GFK Airport Director Patrick Dame, and Riesinger will be presenting to Aviation Officials from across the country as part of the sessions.

i) Riesinger reported that at the end of October, the UND Hockey Hall of Fame Game and the Honor Flight will be departing GFK the same weekend.

3. **Chairman's Report**

   a) Chair Simonson noted the Executive Director's review went well and expressed appreciation to Ryan Riesinger for another year of a job well done.

   b) Chair Simonson noted this is his final meeting he will be Chairing and wanted to give thanks to the Board and Airport Authority for the past 4 years.

## C. Public Comment

a) Roland Riemers provided written public comment but was not present at the meeting. His letter to the Board of Commissioners was received and will be reviewed.

   Riesinger noted there is intent to lease parking lot C to UND Aerospace.

## D. New Business

### 1. Republic Parking Management Agreement – Amendment #3

Republic Parking System, LLC, dba Reimagined Parking (Republic) has been managing the pay parking lots at the Grand Forks International Airport (GFK) since 1991. We have been in discussions with Republic throughout the year on a new, long-term agreement. These have focused on the current Parking Access Revenue Control System (PARCS) and equipment needs for the future.

Republic is recommending the installation of a new PARCS to replace aging equipment and bring the system up to current industry standards. Republic is responsible for the cost of the equipment, but they are requesting an extended term to cover this cost. We have been in good faith negotiations with Republic but have not yet reached agreement on the specific terms. Therefore, we are recommending a short-term extension through July 16, 2026, which is the date of our next Airport Authority Board meeting.

Attached is Amendment #3 to the Republic Parking Management Agreement. It would extend the term of the current agreement through July 16, 2026, and add federally required Non-Discrimination language.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Amendment #3 to the Republic Parking Management Agreement and authorize the Executive Director to execute the required document.

A motion was made by Mutchler to approve Amendment #3 to the Republic Parking Management Agreement and authorize the Executive Director to execute the required document. The motion was seconded by Osowski to approve Amendment #3 to the Republic Parking Management Agreement and authorize the Executive Director to execute the required document.

**Roll Call Vote:**

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

**Action Taken:** Motion carried unanimously.

**2. Election of Chair and Vice Chair**

Every two years the Airport Authority Board elects a Chair and Vice Chair to serve for a two-year term. Current Chair Simonson has served two two-year terms and is no longer eligible to serve as Chair.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A nomination from the Board for an individual to serve as Chair, and another to serve as Vice Chair.

A motion was made by Meland to nominate Commissioner Steve Kuhlman as the Airport Authority Board Chair and Commissioner Osowski as the Airport Authority Board Vice Chair. The motion was seconded by Mutchler to nominate Commissioner Steve Kuhlman as the Airport Authority Board Chair and Commissioner Osowski as the Airport Authority Board Vice Chair.

**Roll Call Vote:**

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

**Action Taken:** Motion carried unanimously.

**Comment:** Riesinger wanted to express his gratitude to Chair Simonson for his service as Chair of the Airport Authority Board of Commissioners for the past four years.

**3. Other Business**

Commissioner Osowski provided comment expressing gratitude to Chair Simonson for his Service with the Airport Authority Board of Commissioners as Chair.

The meeting adjourned at 9:04 a.m.

Respectfully submitted,

Krista Gravseth
GFRAA Director of Finance and Administration

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

**July 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, July 16, 2026, presided by Chair Steve Kuhlman. The Members in person were Tim Mutchler and Rebecca Osowski. The member present via Teams was Rick Meland. Also, present were Mead & Hunt's Josh Brelje, Airport Attorney Matt Paulson, UND's Jeremy Roesler and Dana Sande, GFK Flight Support's Kyle Black and Jacob Keller, and Nicole Derenne. Present via Teams were GFK Wings' Jeff Ohman, Mead & Hunt's Carson Stuhaug, GFK On-Call's Harlan Jensen and Airport Attorney Tim Dittus. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, and Scott Nelson, Maintenance Supervisor.

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

## A. Reading and Approval of Minutes

### 1. Approval of Minutes

a) Chair Kuhlman asked for a motion to approve the minutes from June 18, 2026, as written. A motion was made by Mutchler to approve the minutes from June 18, 2026, as written. The motion was seconded by Osowski to approve the minutes from June 18, 2026, as written.

**Action Taken:** Motion carried unanimously.

## B. Reports

### 1. Financial Report

a) Gravseth presented the June 2026 financial report.

**Landings for June:**

**Delta:** Forecasted 90 vs. Actuals 111, 4 flights per day except for Tuesdays/Saturdays at 3 flights per day
**Allegiant:** Forecasted 9 vs. Actuals 0 – suspended service May-Aug
**Total Landings:** Forecasted 99 vs. Actuals 111
**Total Landings YTD:** Forecasted 643 vs. Actuals 665

**Enplanements:**

**YTD:** Forecasted 47,131 vs. Actuals 40,924 – expected due to suspension of Allegiant flights May-August
**June:** Forecasted 6,665 vs. Actuals 4,531
**Delta –** Forecasted 5,472 vs. 4,531 actual – down 941 enplanements
**Allegiant –** Forecasted 1,193 vs. 0 actual – down 1,193 enplanements

**Operating Snapshot:**

Net gain of $36,651 vs. budgeted gain of $28,960 in June. YTD Net loss of $93,059 vs. budgeted YTD gain of $17,973.

**Revenue:**

YTD Revenue of $2.031M vs. budget of $2.210M; below budget by $179K – primarily due to parking commissions. June below budget by $41K.

**Expense:**

YTD Expenses of $2.214M vs. budget of $2.192M; below budget by $68K. June below budget by $49K.

**Restaurant Commissions:**

$32K YTD, slightly below vs. last year; June ended below budget, expected due to Allegiant's suspended service May-August.

**Car Rentals:**

$217K YTD vs. $219K last year; $44K in June – June-August is their busy season.

**Parking Lot Revenue:**

$420K YTD; trending below forecast; under budget by $125K.

**Fuel Flowage:**

$81K in June, above this time last year.

**UND:** $73K in June

**AvFlight: $**7,420 in June, strong month

**Revenue Per Enplanement (RPE):**

June $17.19, Average YTD $13.09 per enplanement

**Cost Per Enplanement (CPE):**

June $10.75, Average YTD $9.26 per enplanement

## 2. Director Report

a) Riesinger reported construction is going well for the runway reconstruction. Currently they are back filling, and they are on schedule for paving in mid-August.

b) Riesinger reported GFK hosted CIP meetings with the FAA and the State. A tour was provided and discussion on future funding plans took place. Bids were opened for the South and Middle portions for next year's construction season, which is a year ahead of schedule. Bids will be held until the funding plan is secured with the FAA at their fiscal year end (September). We will bring the Federal grant and bids for Board approval at that time.

c) Riesinger reported on Air Service. Erroneous Allegiant article published on July 2025 vs. July 2026. There were 7 Airports who lost summer service in July 2026; Las Vegas down systemwide. The article stated the service was discontinued, which is not accurate. LAS service is returning in September and Mesa service returning in November and will continue to have conversations with Allegiant.

**Items of Note:**

1. Delta discontinued service from Williston Airport effective September. Challenging for smaller communities due to revenue and load factor concerns, along with fuel prices.

2. Chicago O'Hare's operational cap is extended to October 2027, primarily United and American service. We are continuing conversations with United for service to Denver through the Small Community Air Service Grant.

**Comment:** Commissioner Mutchler questioned the other routes at Williston. Riesinger confirmed they have a self-supporting route to Denver with United. Riesinger also noted Sun Country has less than daily service to Las Vegas, which will be an interesting point going forward with the merger.

d) Riesinger reported the County of Grand Forks has been working through an appointment for the Grand Forks Airport Board of Commissioner's seat. Commissioner Meland's term expired June 30th. They are working through the application process; however, Commissioner Meland is still an active Board member until the appointment is made. Through the application process, Riesinger discussed the conflict-of-interest policy for Board appointments, in which two current applicants would not qualify. Riesinger noted there will be further discussion on possibly amending the resolution, though we feel the joint resolution has worked quite well.

**Comment:** Commissioner Osowski expressed non-interest and concern in amending the joint resolution due to a small Board and making quorum monthly has been difficult. Riesinger acknowledged and wanted to make the board aware it may come up at a City Council meeting.

Commissioner Osowski also wanted confirmation on who votes for the Board appointment. Riesinger clarified the Airport Authority does not have a vote, only the City and the County. Commissioner Kuhlman asked what would happen if they disagreed. Riesinger stated it was his understanding they both have to agree to the amended language.

e) Riesinger provided an update on current coordination with UND Aerospace. They are in need of additional parking during the construction of the new tower. A lease agreement for Lot C is close and plan to have a draft agreement for the Board at the August meeting.

**Items of Note:**

UND will lease as is; they will be responsible for assigning and parking enforcement, no overnight parking, and snow removal. Commissioner Mutchler questioned the term of the lease. Riesinger noted we are still working through the term; however, it will likely be a couple of years.

f) Riesinger reported the GFK Invitational Golf Outing is on Thursday July 30th, 2026, with a 9:00am shotgun start at Kings Walk Golf Course.

**3. Chairman's Report**

a) No report.

**C. Public Comment**

a) No public comment.

**D. New Business**

**1. Republic Parking Management Agreement**

We have been able to come to a what we believe is a mutually beneficial agreement with Republic Parking Services (Republic) for them to continue to manage our pay parking lots at the passenger terminal building.

The agreement is attached. Highlights of the agreement are as follows:

1. Section 1.01 – Term. The term of the agreement is for five years and would commence on July 1, 2026 and terminate at 11:59:59 on June 30, 2031.

2. Section 1.02 – Mutual Extension Periods. By mutual agreement, the agreement can be extended for up to two successive periods of one year each.

3. Section 3.03 – Parking Lot Equipment. The Airport Authority agrees to purchase new Parking Access and Revenue Control System (PARCS) equipment at a cost of $217,750.86. New equipment is needed to replace the current equipment that is beyond its useful life and no longer supported. Republic will be responsible to maintain the equipment. See attached PARCS proposal and Exhibit B for details.

4. Section 4.01 – Parking Rates. New parking rates will be effective August 15, 2026. The parking rates have not been adjusted since the new terminal building was opened in 2011. There is a need to increase the rates to help pay for the new equipment, and keep Republic and the Airport Authority profitable. The rate changes are detailed below:

| | New Rates | | Old Rates | |
|---|---|---|---|---|
| | Lot A | Lot B | Lot A | Lot B |
| 0 – 30 minutes | Free | Free | Free | Free |
| Each additional ½ hour | $1.00 | $1.00 | $1.00 | $1.00 |
| Daily Maximum | $14.00 | $10.00 | $10.00 | $8.00 |
| Weekly Maximum | $98.00 | $60.00 | $60.00 | $48.00 |
| Transient Employee (per month) | $20.00 | $15.00 | $20.00 | $15.00 |

A recent survey of comparable airports in our region shows that GFK is currently low on our parking rates and a rate increase is justified at this time:

Current parking rates as of June 1, 2026

| | Short-term Daily / Weekly | Long-term Daily / Weekly |
|---|---|---|
| GFK - Current | $10.00 / $60.00 | $ 8.00 / $48.00 |
| XWA (Williston) | $11.00 / $66.00 | $11.00 / $66.00 |
| RST (Rochester, MN) | $12.00 / $72.00 | $12.00 / $72.00 |
| GFK - Proposed | $14.00 / $98.00 | $10.00 / $60.00 |
| BIS (Bismarck) | $14.00 / $98.00 | $11.00 / $66.00 |
| MOT (Minot) | $14.00 / $98.00 | $12.00 / $84.00 |
| FAR (Fargo) | $30.00 / $210.00 | $22.00 / $154.00 |

5. Section 6.01 – Parking Management Fee. The Parking Management Fee Percentages would be adjusted as follows:

   Current Percentages
   50% of Gross Revenue from $0 to $200,000;
   40% of Gross Revenue from $200,000 to $300,000;
   25% of Gross Revenue from $300,000 to $1,200,000;
   10% of Gross Revenue in excess of $1,200,000.

   New Percentages
   55% of Gross Revenue from $0 to $550,000;
   11% of Gross Revenue in excess of $550,000.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the Management Agreement with Republic Parking Services and authorize the Executive Director to execute the required document.

A motion was made by Osowski to approve the Management Agreement with Republic Parking Services and authorize the Executive Director to execute the required document. The motion was seconded by Mutchler to approve the Management Agreement with Republic Parking Services and authorize the Executive Director to execute the required document.

**Comment:** Commissioner Osowski commented on the time it takes to drive to Fargo and the cost of parking there and fuel prices, she feels it's beneficial to keep our parking rates low.

Commissioner Kuhlman questioned where the $217K funding will be coming from. Riesinger noted it is an unbudgeted item in 2026 and would need to utilize capital reserves.

Commissioner Osowski requested clarification on the PARCS system. Riesinger confirmed it's the entire system.

**Roll Call Vote:**

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

**Action Taken:** Motion carried unanimously.

2. **Runway 17R/35L Reconstruction Project – Airfield Lighting Control and Monitoring System Update**

Available via attached Memo from Mead & Hunt provides supporting details, justification and cost to update the Airfield Lighting Control System.

When the new Runway 17R/35L work is completed, we will have a need to restore the Airfield Lighting Control and Monitoring System (ALCMS) to reflect the updated airfield geometry.

This work by ADB Safegate has a cost of $20,758.68. This cost is eligible for Federal and State funding as part of the project.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the ADB Safegate update to the Airfield Lighting Control and Monitoring System in the amount of $20,758.68 and authorize the Executive Director to execute the required document.

A motion was made by Mutchler to ADB Safegate update to the Airfield Lighting Control and Monitoring System in the amount of $20,758.68 and authorize the Executive Director to execute the required document. The motion was seconded by Osowski to approve ADB Safegate update to the Airfield Lighting Control and Monitoring System in the amount of $20,758.68 and authorize the Executive Director to execute the required document.

**Roll Call Vote:**

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

**Action Taken:** Motion carried unanimously.

3. **2027 Budget – 1st Reading**

A presentation and review of the proposed 2027 budget was conducted during the meeting.

The proposed 2027 Budget was included in the Board packet.

It is planned that a 2nd review, and approval, will be conducted at the August Board meeting.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the 1st reading of the 2027 budget.

A motion was made by Mutchler to approve the 1st reading of the 2027 Budget. The motion was seconded by Osowski to approve the 1st reading of the 2027 Budget.

**Comment:** Commissioner Osowski expressed concern with only a 2% salary increase. She would like to see the budget include at least a 3% increase. Riesinger noted we will provide a list of ongoing benefits and increases to next month's meeting and we will also run the budget with the suggested 3% increase. Commissioner Kuhlman noted a salary survey was completed, though it may be time to update.

**Roll Call Vote:**

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

**Action Taken:** Motion carried unanimously.

4. **Other Business**

None

The meeting adjourned at 9:34 a.m.

Respectfully submitted,

Krista Gravseth
GFRAA Director of Finance and Administration

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

**August 20, 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, August 20, 2026, presided by Chair Steve Kuhlman. The Members in person were Tim Mutchler and Dane Simonson. The member present via Teams was Mark Rustad. Also, present were Mead & Hunt's Josh Brelje, Airport Attorney Matt Paulson, UND's Jeremy Roesler, GFK On-Call's Jeff Vatnsdal and Ernie Anderson. Present via Teams were GFK Flight Support's Kyle Black, GFK Wings' Jeff Ohman, and GFK On-Call's Harlan Jensen. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, and Scott Nelson, Maintenance Supervisor and Cason Dunker, ARFF/Ops Supervisor.

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

## A. Reading and Approval of Minutes

### 1. Approval of Minutes

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

**Action Taken:** Motion carried unanimously.

## B. Reports

### 1. Financial Report

a) Gravseth presented the July 2026 financial report.

**Landings for July:**

**Delta:** Forecasted 93 vs. Actuals 115, 4 flights per day; exception Tuesdays/Saturdays at 3 flights per day
**Allegiant:** Forecasted 9 vs. Actuals 0 – suspended service May-Aug
**Total Landings:** Forecasted 102 vs. Actuals 115
**Total Landings YTD:** Forecasted 745 vs. Actuals 780

**Enplanements:**

**YTD:** Forecasted 53,979 vs. Actuals 45,581 – expected due to suspension of Allegiant flights May-August
**July:** Forecasted 6,848 vs. Actuals 4,657
**Delta –** Forecasted 5,655 vs. 4,657 actual – down 998 enplanements
**Allegiant –** Forecasted 1,193 vs. 0 actual – down 1,193 enplanements

**Operating Snapshot:**

Net loss of ($27,484) vs. budgeted gain of $40,643 in July. YTD Net loss of ($154,252) vs. budgeted YTD gain of $58,616.

**Revenue:**

YTD Revenue of $2.343M vs. budget of $2.571M; below budget by ($228K) – primarily due to parking commissions. July is below budget by ($42K).

**Expense:**

YTD Expenses of $2.498M vs. budget of $2.513M; below budget by ($15K.) July above budget by $26K.

**Restaurant Commissions:**

$35K YTD, slightly below vs. last year; July ended below budget, expected due to Allegiant's suspended service May-August.

**Car Rentals:**

$265K YTD vs. $274K last year; $48K in July – June-August is their busy season.

**Parking Lot Revenue:**

$457K YTD; trending below forecast; under budget by ($148K). New Management Agreement became effective 7/1/2026.

**Fuel Flowage:**

$86K in July, well above this time last year.

**UND:** $79K in July

**AvFlight: $**6,317 in July, strong month

**Revenue Per Enplanement (RPE):**

July $14.91, Average YTD $13.35 per enplanement

**Cost Per Enplanement (CPE):**

July $10.60, Average YTD $9.45 per enplanement

## 2. Director Report

a) Riesinger discussed the challenges on the revenue side due to Las Vegas flights suspended over the summer along with the Delta aircraft change. Allegiant announced their extended schedule through May 2027. Sanford-Orlando added service from February 10 to mid-April. Las Vegas will be returning service in March 2027 through mid-May. Phoenix-Mesa added more flights in 2027 for the spring break period of time. Additionally, SkyWest added a 4th flight on Tuesdays in 2026.

b) Riesinger reported construction is moving along well. They started pre-paving on Phase 1, North portion of the primary reconstruction. Riesinger also mentioned a heave developed on the open portion of the primary runway and will discuss at length in the Change Order agenda item.

c) Riesinger reported the FAA held a pre-construction meeting for the new Air Traffic Control Tower. They have issued a notice to proceed to the contractor. Prep work is to begin next week. The term to complete the construction is 28 months; following that is 1 year of commissioning the new ATC.

**Comment:**

Commissioner Mutchler asked for the location of the new tower. Riesinger noted its new location.

Commissioner Kuhlman asked what the plan is with the old tower. Riesinger updated the FAA will demo the facility and support building; that area was discussed in the new UND land lease and it may be an extension for a parking lot.

d) Riesinger reported on the Grand Forks Region MPO update for the US2 Highway intersection. There has been a project put into the State Transportation Improvement Program for a roundabout with a cost of $12M for 2028. The plans show $9.7M Federal funding and $2.3M State funding; no local funding at this time.

e) Riesinger reported the FAA is providing the opportunity of public comment for the proposed cancellation of RNAV procedures. Runways on the list in ND include Bismarck, Dickinson, Devils Lake, Jamestown, Minot and Grand Forks. Runway 9L RNAV GPS approach for Grand Forks is listed. This information was not received positively and the ND Aeronautics Commission, the Airport Association of ND, and all Airports listed above plan to submit comments by September 21st, 2026, in opposition of the cancellation.

**Comment:**

Commissioner Rustad asked what is the worst-case scenario if they won't reverse course on the cancellation. Riesinger reported if this were cancelled and 9L runway was needed, the minimums would be higher and likely could prevent landings in poor weather conditions when Runway 9L is needed.

f) Riesinger reported an invitation for a public meeting was sent out for the roll-out of the State Aviation System Plan and the Economic Impact Study on August 26th, 2026, completed by the North Dakota Aeronautics Commission. It will provide the overall Aviation and Aerospace impact generated within the State of North Dakota and it breaks out the Economic Impact of the eight Commercial Air Service Airports in ND, the Air Force Bases and UAS activity. Further, it will break out UND Aerospace off Airport.

g) Riesinger reported the 6th Annual GFK Invitational Golf Outing held with a record number of 71 golfers. Riesinger wanted to extend his appreciation of the Sponsors and attendees; Mead & Hunt, Allegiant, SkyWest, Camrud, Maddock, Olson and Larson, and McGough.

**3. Chairman's Report**

a) No report.

## C. Public Comment

a) No public comment.

## D. New Business

### 1. 2027 Budget Review – 2nd Reading

A review of the proposed 2027 Budget was conducted during the meeting. The proposed 2027 Budget was attached via the Board Packet.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the 2nd Reading of the 2027 Budget.

A motion was made by Simonson to approve the 2nd reading of the 2027 Budget. The motion was seconded by Mutchler to approve the 2nd reading of the 2027 Budget.

**Comment:** Riesinger noted attached in the Board Packet is a list of ongoing benefit changes made since 2020. Riesinger also reported the requested 3% CPI increase to salaries was incorporated into the 2nd reading of the 2027 Budget.

**Comment:** Commissioner Mutchler questioned how we are under budget for a 3-year capital project. Riesinger discussed the bidding environment was positive when our runway project bids went out.

**Roll Call Vote:**

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

**Action Taken:** Motion carried unanimously.

### 2. 2027 Capital Improvement Plan (CIP) – Review and Approval

The Airport's Capital Improvement Plan (CIP) is a listing of all proposed projects that are eligible for FAA or State funding. Typically, the CIP will forecast for at least 5 years, but in some cases the timeline could be longer.

The 2027 CIP was available in the Board Packet and reviewed at the meeting.

It is important to note that each project will be approved individually by the Airport Authority Board at the time bids are received. Therefore, an approval of the CIP is not an approval for the individual projects to proceed.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the 2027 Capital Improvement Plan (CIP).

A motion was made by Mutchler to approve the 2027 Capital Improvement Plan (CIP). The motion was seconded by Simonson to approve the 2027 Capital Improvement Plan (CIP).

**Roll Call Vote:**

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

**Action Taken:** Motion carried unanimously.

**3. UND Lot C Lease Agreement**

The University of North Dakota (UND) has a need for additional vehicle parking space for their Aerospace students due to current construction of their new Flight Operations Building and the start of construction on the new FAA Air Traffic Control Tower. Lot C, the overflow lot for airline passengers located east of Airport Drive, is not currently being utilized and would be an appropriate location for UND to operate a shuttle lot. We have drafted a lease agreement for this purpose (attached). Highlights of the agreement are as follows:

Subsection 1.01 – Premises: UND will lease 100 parking stalls, along with the lanes for ingress and egress to/from the lot.

Subsection 3.01 – Term: The Term of the agreement is two years.

Subsection 3.02 – Rent: UND will pay their current ground site rental rate of $0.4051 per square foot for the 39,000 square feet of space, resulting in an Annual Base Rent of $15,798.90.

Subsection 3.04 – Automatic Future Ground Rental Adjustments: the annual rental rate will increase by CPI effective January 1 of each year.

Subsection 7.04 – Temporary Recapture for Special Events: The Airport reserves the right to temporarily suspend UND's use and recapture the Premises for general public parking for special events (Hockey Hall of Fame game weekend, Honor Flight).

UND will be responsible for the cost of electricity to light the leased portion of the lot, snow and ice removal, signage, parking patrol enforcement (UND parking permit required and no overnight parking).

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the Lot C Lease Agreement with the University of North Dakota, and authorize the Executive Director to execute the document.

A motion was made by Simonson A motion to approve the Lot C Lease Agreement with the University of North Dakota, and authorize the Executive Director to execute the document.. The motion was seconded by Mutchler to approve the Lot C Lease Agreement with the University of North Dakota, and authorize the Executive Director to execute the document.

**Roll Call Vote:**

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

**Action Taken:** Motion carried unanimously.

4. **Demolition of Old Administration Building – Change Order #3**

Available via attached Memo from Mead & Hunt provides supporting details, justification and cost increase for Change Order #3 to the Old Administration Building Demo project.

Change order #3 is due to the contractor needing to remove and cap an additional water line that was not depicted in the record drawings.

Change Order #3 results in a net cost increase of $4,300.00. 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 #3 to the Old Administration Building Demo project, which results in a cost increase of $4,300.00 and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve Change Order #3 to the Old Administration Building Demo project, which results in a cost increase of $4,300.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Simonson to approve Change Order #3 to the Old Administration Building Demo project, which results in a cost increase of $4,300.00 and authorize the Executive Director to execute the required documents.

**Roll Call Vote:**

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

**Action Taken:** Motion carried unanimously.

5. **Runway 17R-35L Reconstruction – Phase 1 – Change Order #C3**

Available via an attached memo provided by Mead & Hunt details reason, justification, and cost increase for Change Order #C3 to the Runway 17R-35L Reconstruction Project.

Change Order #C3 was to perform a repair of a pavement heave on the option portion of Runway 17R-35L.

Change Order #C3 results in a cost increase of $2,750.00. This item is not eligible for federal or state funding, so it will be funded locally from Airport reserves.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Change Order #C3 to the Runway 17R-35L Reconstruction Project (Phase 1), which results in a cost increase of $2,750.00, and authorize the Executive Director to execute the required documents.

A motion was made by Simonson to approve Change Order #C3 to the Runway 17R-35L Reconstruction Project (Phase 1), which results in a cost increase of $2,750.00, and authorize the Executive Director to execute the required documents The motion was seconded by Mutchler to approve Change Order #C3 to the Runway 17R-35L Reconstruction Project (Phase 1), which results in a cost increase of $2,750.00, and authorize the Executive Director to execute the required documents.

**Comment:** Commissioner Rustad asked if we lost enough material during the grinding process to require additional core testing. M&H's Josh Brelje explained a void was filled by Airport staff with a fill material to attempt to reduce the possibility of sinking.

**Comment:** Commissioner Kuhlman asked how the heave was discovered. Riesinger noted it was found during an Airfield inspection completed by our operations department and expressed the importance of conducting those inspections. Commissioner Kuhlman also wanted to remind all parties, especially UND students flying to keep aware and report anything they see of concern.

**Roll Call Vote:**

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

**Action Taken:** Motion carried unanimously.

6. **Other Business**

**Comment:** Commissioner Simonson wanted to note the Delta load factor was positive to see this month.

The meeting adjourned at 9:14 a.m.

Respectfully submitted,

Krista Gravseth
GFRAA Director of Finance and Administration

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

**September 17, 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, September 17, 2026, presided by Vice Chair Rebecca Osowski. The Members in person were Tim Mutchler, Rick Meland and Dane Simonson. Also present were Mead & Hunt's Josh Brelje, Airport Attorney Matt Paulson, and UND's Jeremy Roesler. Present via Teams were GFK On-Call's Harlan Jensen and Ernie Anderson, and GFK (unknown). Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, and Scott Nelson, Maintenance Supervisor and Cason Dunker, ARFF/Ops Supervisor.

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

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

a) Vice Chair Osowski asked for a motion to approve the minutes from August 20, 2026, as written. A motion was made by Meland to approve the minutes from August 20, 2026, as written. The motion was seconded by Mutchler to approve the minutes from August 20, 2026, as written.

**Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

a) Gravseth presented the August 2026 financial report.

**Landings for August:**

**Delta:** Forecasted 93 vs. Actuals 115, 4 flights per day; exception Tuesdays/Saturdays at 3 flights per day
**Allegiant:** Forecasted 9 vs. Actuals 0 – suspended service May-Aug
**Total Landings:** Forecasted 102 vs. Actuals 115
**Total Landings YTD:** Forecasted 847 vs. Actuals 895

**Enplanements:**

**YTD:** Forecasted 60,827 vs. Actuals 50,229 – expected due to suspension of Allegiant flights May-August
**August:** Forecasted 6,848 vs. Actuals 4,648
**Delta –** Forecasted 5,655 vs. 4,648 actual – down 1,007 enplanements
**Allegiant –** Forecasted 1,193 vs. 0 actual – down 1,193 enplanements

**Operating Snapshot:**

Net Gain of $11,967 vs. budgeted gain of $40,643 in August. YTD Net loss of ($151,290) vs. budgeted YTD gain of $73,739.

**Revenue:**

YTD Revenue of $2.653M vs. budget of $2.920M; below budget by ($267K) – primarily due to commissions. August is below budget by ($40K).

**Expense:**

YTD Expenses of $2.804M vs. budget of $2.846M; below budget by ($42K.) August below budget by ($36K).

**Restaurant Commissions:**

$39K YTD, slightly below vs. last year; August ended below budget, expected due to Allegiant's suspended service May-August.

**Car Rentals:**

$321K YTD vs. $332K last year; $56K in August.

**Parking Lot Revenue:**

$501K YTD; trending below forecast; under budget by ($174K). New Management Agreement became effective 7/1/2026.

**Fuel Flowage:**

$72K in August, well above this time last year.

**UND:** $66K in August

**AvFlight: $**5,555 in August

**Revenue Per Enplanement (RPE):**

August $17.13, Average YTD $13.82 per enplanement

**Cost Per Enplanement (CPE):**

August $10.63, Average YTD $9.60 per enplanement

## 2. Director Report

a) Riesinger reported earlier this week we received our FAA Discretionary and Entitlement Grant for just over $13M. This, in combination with the funding from the State allows us to complete the remaining portion of the runway project in 2027.

b) Riesinger reported the current construction project is advancing well. Paving is roughly 90% complete. The remaining items are hand pours, electrical, pavement markings, etc. Those are to be completed mid-October for final completion. Only one minor change order for the road by the VOR requested for this project.

c) Riesinger reported that the contractor has begun mobilizing for construction for the new Air Traffic Control Tower. Surface preparation advances with cable locates, fencing, etc. We are preparing for large cranes to be on site within the next month for pile driving.

d) Riesinger reported Allegiant service is back and discussed the revenue challenges without that service through the summer months. We anticipate the financials to stabilize through the end of the year. Allegiant did add an additional flight for the UND Hall of Fame Game in Austin, TX and there are two other charters we know of for sure departing for that game.

e) Riesinger noted the ND Aeronautics Commission, and their consultant, were in Grand Forks to roll out their Economic Impact Study results. It was conducted using 2024's numbers. The total Aviation/Aerospace economic impact in the State of North Dakota is $3.6B annually. For the first time, they reported the off-Airport impact for UND Aerospace as well. The Airport system is $1.8B; GFK on-Airport is $269M; UND Aerospace is $192M, Grand Forks Airforce Base is $197M.

f) Riesinger reported the 2027 County budget was approved. It was a challenging budget with many agencies that saw significant reductions. GFK requested $144K as we had already taken a 50% reduction in 2025 and we received $100K for 2027. Riesinger wanted to remind the Board that property tax dollars are only used for the local share of capital construction projects. In the past 5 years, the Airport has received over $77M in Federal and State grants and completed $90M in capital projects to the benefit of Grand Forks County taxpayers. $13M in local funding leveraged the $77M in federal and state funding.

g) Riesinger reported the City is planning to review the Conflict-of-Interest policy regarding appointments by the City and the County to the Airport Authority Board. Found in the joint resolution that formed the Airport Authority and City Code, the language states that tenants and/or their employees are not allowed to serve on the Airport Authority Board.

h) Riesinger reported the open Administrative Assistant position has been advertised and will close tomorrow. We have received over 100 applications for this position. Interviews will be conducted soon.

i) Riesinger reported that the Authority would like to recognize Commissioner Simonson and Commissioner Meland for their years of service as the Board Chair. We wanted to provide a gift to express our appreciation; a wooden lasered map of the Airfield map including their name and dates they served.

**3. Chairman's Report**

a) No report.

**C. Public Comment**

a) No public comment.

## D. New Business

### 1. Approval of Bid for South and Middle Phases of the Runway 17R/35L Reconstruction Project

We received and opened bids on Wednesday, June 10th, 2026, for the South and Middle Phases of the Runway 17R/35L Reconstruction Project. The bids included three Schedules: Schedule 1 (General/Civil Construction), Schedule 2 (Electrical Construction), and Schedule 3 (Combined General/Civil and Electrical Construction); 24 Divisions for various portions of the work; and a Bid Alternate (to complete the Middle portion of the runway). The bids were reviewed at our Airport Authority Board meeting on June 18th, 2026.

Mead & Hunt has reviewed and certified the bids – please see the attached memo. The lowest responsive bidder to complete the work was Michels Road & Stone with a bid of $28,428,898.28. The Engineer's Opinion of Construction Cost was $33,613,720.79. We received very competitive bids.

We were required by the FAA to open bids and submit an application for federal funding for the project. This was completed and sent to them on June 30th, 2026. The application included a federal grant request of $13,056,167.00 to complete the construction.

The bid documents allowed for the Airport Authority to hold the bids until October to evaluate the bids and coordinate with the FAA and State on the funding plan. This week, on September 14th, we received confirmation from the FAA that our 2026 FAA Grant was awarded for the full $13,056,167.00 amount requested. In addition to the construction cost, there are expected to be approximately $2,650,226.62 in other costs associated with Final Design/Bidding, FAA Reimbursable Agreement, Construction Administration/Observation, Construction Staking, FAA Project Closeout, and other administrative costs. The total project cost is expected to be approximately $31,169,321.30. The remaining amount will be funded with a State allocation of $17,312,253.00 and $800,901.30 of local Airport funding, which was budgeted for 2027.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the bid of Michels Road & Stone (bid Schedule 3 + Bid Alternate 1C – Combined) in the amount of $28,428,898.28 and authorize the Executive Director to execute the required documents, including all FAA and State grant documents for this work.

A motion was made by Simonson to approve the bid of Michels Road & Stone (bid Schedule 3 + Bid Alternate 1C – Combined) in the amount of $28,428,898.28 and authorize the Executive Director to execute the required documents, including all FAA and State grant documents for this work. The motion was seconded by Meland to approve the bid of Michels Road & Stone (bid Schedule 3 + Bid Alternate 1C – Combined) in the amount of $28,428,898.28 and authorize the Executive Director

to execute the required documents, including all FAA and State grant documents for this work.

**Roll Call Vote:**

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

**Action Taken:** Motion carried unanimously.

2. **Mead & Hunt Task Order #2 – Westside Electrical Vault – Design and Bid**

Mead & Hunt Task Order #2 provides for the final design and bidding for the Westside Electrical Vault project. See attachment for complete Task Order #2 Scope of Services and breakout of fees.

The plan is to receive bids for the Westside Electrical Vault on December 16, 2026, and complete construction in the 2027 construction season.

The total cost of the Task Order #2 services is $99,587.00 and would be funded 100% by the Airport Authority.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Mead & Hunt Task Order #2 in the amount of $99,587.00 for Design and Bidding services for the Westside Electrical Vault and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve Mead & Hunt Task Order #2 in the amount of $99,587.00 for Design and Bidding services for the Westside Electrical Vault and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve Mead & Hunt Task Order #2 in the amount of $99,587.00 for Design and Bidding services for the Westside Electrical Vault and authorize the Executive Director to execute the required documents.

**Roll Call Vote:**

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

**Action Taken:** Motion carried unanimously.

3. **UND Lot C Lease Agreement**

The University of North Dakota (UND) has a need for additional vehicle parking space for their Aerospace students due to current construction of their new Flight Operations Building and the start of construction on the new FAA Air Traffic Control Tower. Lot C, the overflow lot for airline passengers located east of Airport Drive, is not currently being utilized and would be an appropriate location for UND to operate a shuttle lot.

We approved a 60-day term agreement at our August Airport Authority Board meeting to allow UND to get the lot up and running while some additional details needed to be worked on. This additional work has been completed, and the new 2-year term agreement is attached, including a Redline version which provides the specific changes from the previously approved version. The changes are summarized here via underlined portions:

Subsection 1.01 – Premises: UND will lease 104 parking stalls and 7 ADA stalls, along with the lanes for ingress and egress to/from the lot. The leased space is now oriented on the south end of the lot to align with regular use and improve snow removal.

Article II. Permitted Use: Amended and clarified language as to who is permitted and when they are authorized to utilize the lot.

Subsection 3.01 – Term: The Term of the agreement is two years.

Subsection 3.02 – Rent: UND will pay their current ground site rental rate of $0.4051 per square foot for the 47,692 square feet of space, resulting in an Annual Base Rent of $19,320.03.
Subsection 3.04 – Automatic Future Ground Rental Adjustments: the annual rental rate will increase by CPI effective January 1 of each year.

Subsection 4.05 – Fencing Requirements: clarifies language for if fencing of the lot is required and provides a termination clause if UND elects not to fence the lot, if required.

Subsection 5.02 – Maintenance and Operation: clarifies language relative to UND's maintenance and operation requirements.

Subsection 5.06 – Signage and Ticketing Enforcement: clarifies language and calls for specific signage of the lot.

Subsection 5.10 – Hazard Lighting: clarifies language for if hazard lighting of the lot is required and provides a termination clause if UND elects not to provide hazard lighting.

Subsection 6.02 – Ingress and Egress: aligns this section with who is permitted to utilize the lot in Article II.

Subsection 7.04 – Temporary Recapture for Special Events: The Airport reserves the right to temporarily suspend UND's use and recapture the Premises for general public parking for special events (Hockey Hall of Fame game weekend, Honor Flight).

Subsection 14.03 – Taxes: clarifies UND's responsibility for the payment of any taxes or special assessments.

UND will be responsible for the cost of electricity to light the leased portion of the lot, snow and ice removal, signage, and parking patrol enforcement (UND parking permit required and no overnight parking).

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the Lot C Lease Agreement with the University of North Dakota and authorize the Executive Director to execute the document.

A motion was made by Meland to approve the Lot C Lease Agreement with the University of North Dakota and authorize the Executive Director to execute the document. The motion was seconded by Simonson to approve the Lot C Lease Agreement with the University of North Dakota and authorize the Executive Director to execute the document.

**Roll Call Vote:**

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

**Action Taken:** Motion carried unanimously.

4. **Other Business**

**Comment:** Commissioner Simonson wanted to note the load factors were at 80%. Riesinger reported though the 80% is a positive number and SkyWest has been happy about the load factors; this is artificially low because of the last turn of the day being at roughly half occupancy. Riesinger also explained conversations are still occurring with SkyWest on moving that last flight earlier in the evening or possibly pushing the flight to another remain overnight (RON) flight. The timing on these conversations is in conjunction with the discussions of United operated by SkyWest bringing service in. Will keep the board updated as they are received.

**Comment:** Commissioner Meland asked if there is any chance of starting mobilization for the next construction phase. Riesinger reported due to weather and finishing up this first phase, that will likely not happen.

The meeting adjourned at 8:43 a.m.

Respectfully submitted,

Krista Gravseth
GFRAA Director of Finance and Administration