

PROCEEDINGS OF
THE REGIONAL AIRPORT AUTHORITY OF GRAND FORKS
BOARD OF COMMISSIONERS MEETING
Tuesday, August 18, 1987

The Regional Airport Authority of Grand Forks Board of Commissioners met in its regular session at the Civic Auditorium on Tuesday, August 18, 1987 at 1:00 P.M. with Interim Chairman Hal Gershman presiding. Members present were: Jim Weber, George Unruh, Jr., Monica Larivee, Don Hemmingsen, and ex-officio members Jack Lien, Bob Wood, and Don Smith. Also attending this first meeting of the Authority were Pat Bridger and Bill Schock representing Airport Contract Services Group, Inc.

AUTHORITY'S GOALS AND OBJECTIVES

Interim Chairman Hal Gershman opened the meeting with a report on the goals and objectives of the Authority.

CITY AND COUNTY REPRESENTATIVES' REPORT

Arvin Kvasager, representing the County Commissioners, and Mayor H. C. Wessman, representing the City Council, voiced their support of this newly formed Authority.

STAFF REPORTS

Tom Breton, Airport Operations Manager, gave a preliminary report on the state of projects, airline fuel sales, and the financial condition of the Airport.

**HOLD MATTER OF RESOLUTION #87-1 ADOPTING AN
ORGANIZATIONAL POLICY MANUAL**

The matter of Resolution #87-1 - A RESOLUTION ADOPTING AN ORGANIZATIONAL POLICY MANUAL (BYLAWS AND RULES OF PROCEDURES) FOR THE OPERATION OF THE REGIONAL AIRPORT AUTHORITY OF GRAND FORKS was discussed. It was moved by Weber and seconded by Gershman to change Section 100.05 to read that the regularly scheduled meeting of the Authority will be held on the 3rd Thursday of each month and that special meetings can be called with 18 hours notice. Motion carried. Various other changes in the policy were discussed and Mr. Gershman directed Howard Swanson, City Attorney, to work with States Attorney Jim Odegard to redraft the policy manual and bring it back to the next meeting.

**APPROVE RESOLUTION #87-2 DIRECTING TEMPORARY
LEGAL COUNSEL TO FORWARD DOCUMENTS**

The matter of Resolution #87-2 - A RESOLUTION DIRECTING THE BOARD'S TEMPORARY LEGAL COUNSEL TO FORWARD COPIES OF CREATION ORDINANCES AND RESOLUTIONS, LETTERS OF APPOINTMENT FOR COMMISSIONERS AND ADOPTED BYLAWS TO THE SECRETARY OF STATE OF NORTH DAKOTA FOR CERTIFICATION was presented for consideration. It was moved by Weber and seconded by Unruh to direct the temporary legal counsel to forward all of the above documents excluding the bylaws as they have not been adopted at this time. Motion carried.

ELECTION OF BOARD CHAIRMAN AND VICE CHAIRMAN

Reso
#03-87

The matter of election of Board Chairman and Vice Chairman was presented. George Unruh nominated Hal Gershman for Chairman. Hal Gershman nominated Jim Weber for Vice Chairman. A unanimous vote followed.

APPOINTMENT OF INTERIM EXECUTIVE DIRECTOR

Reso
#04-87

The matter of appointment of Interim Executive Director was presented for consideration. Weber moved to name Tom Breton to this position. Hemmingsen seconded the motion. Motion carried.

APPOINTMENT OF INTERIM SECRETARY/TREASURER

Reso
#05-87

The matter of appointment of Interim Secretary/Treasurer was presented for consideration. Mrs. Larivee moved to have Bob Ulland fill this position. Hemmingsen seconded the motion. Motion carried.

APPOINTMENT OF TEMPORARY JOINT LEGAL COUNSEL

Reso
#06-87

The matter of appointment of temporary Joint Legal Counsel (Contract Service) was presented for consideration. Unruh moved to have Howard Swanson, City Attorney, and James Odegard, States Attorney, fill this temporary position. Mrs. Larivee seconded the motion. Motion carried.

APPOINTMENTS TO REAL ESTATE AND LAND REVIEW COMMITTEE

Reso
#07-87

The matter of appointment of Board and Staff Members to the Real Estate and Land Review Committee was presented for consideration. Gershman moved to name George Unruh, Jr. to chair this committee and have the attorney and Interim Executive Director serve with him. It was seconded by Hemmingsen. Motion carried.

APPOINTMENT OF EXECUTIVE DIRECTOR SEARCH COMMITTEE

Reso
#08-87

The matter of appointment of an Executive Director Search Committee was presented for consideration. Unruh moved to have Chairman Gershman and Vice-Chairman Weber serve on this committee. Mrs. Larivee seconded. Motion carried.

APPOINTMENT OF PERMANENT LEGAL COUNSEL SEARCH COMMITTEE

The matter of appointment of a Permanent Legal Counsel Search Committee was presented for consideration. Unruh moved and Mrs. Larivee seconded a motion to have the Chairman and Vice-Chairman serve on this committee. Weber moved to have Mrs. Larivee chair the committee and then withdrew his motion. Unruh's motion carried.

PROCEDURE TO ADOPT PERSONNEL POLICY MANUAL

Reso
#09-87

The matter of discussion of Procedure to Adopt Personnel Policy Manual was presented for consideration. The Committee reviewed the Manual in it's draft form and arranged a meeting with the Airport Employees for 10 A.M. Wednesday, August 19, for their input. Action on this matter is held until the next meeting.

HOLD MATTER OF CONTRACT WITH ACSG, INC.

The matter of new contract with Airport Contract Services Group, Inc. was presented for consideration. Pat Bridger of ACSG, Inc. gave a report and proposal for continuation of services with the Grand Forks Mark Andrews International Airport. Discussion followed and the committee decided to hold on action on this matter until the next meeting.

OFFICERS & DIRECTORS INSURANCE

Reso
#10-87

The matter of Officers & Directors Insurance requirements and legal implications was presented for consideration. Weber moved and Gershman seconded a motion to have the Chairman seek bids on errors and omissions insurance and to have the attorneys seek a binder immediately that will provide interim coverage.

NEXT SCHEDULED MEETING

It was agreed to hold a special meeting on Wednesday, August 26, 1987 at 1:00 in the meeting room at the Airport.

ADJOURN

Respectfully submitted,



Robert D. Ulland
Secretary/Treasurer

**PROCEEDINGS OF
THE REGIONAL AIRPORT AUTHORITY OF GRAND FORKS
BOARD OF COMMISSIONERS MEETING
Wednesday, August 26, 1987**

The Regional Airport Authority of Grand Forks Board of Commissioners met in its regular session in the Grand Forks Airport Meeting Room on Wednesday, August 26, 1987 at 1:00 P.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, George Unruh, Jr., Monica Larivee, Don Hemmingsen, and ex-officio members Bob Wood and Don Smith. Howard Swanson also attended in the capacity of interim legal counsel.

NORTHWEST DROPS FLIGHTS

Chairman Gershman opened the meeting with a statement regarding Northwest's recent announcement to alter their scheduled flights into Grand Forks, stating that negotiations are currently under way with Mesaba-Northwest Airlink in relation to these changes.

APPROVAL OF MINUTES

It was moved by Unruh and seconded by Mrs. Larivee to approve the minutes as written. The motion carried.

APPROVAL OF ORGANIZATIONAL MANUAL POLICY CHANGES *Reso #11-87*

Howard Swanson presented the changes he had made as directed by the Commissioners in the Organizational Policy Manual. It was moved by Unruh and seconded by Mrs. Larivee to approve the changes as presented. The motion carried.

APPROVAL OF CHANGES IN PERSONNEL MANAGEMENT PLAN *Reso #12-87*

Howard Swanson presented the changes he had drafted for the Personnel Management Plan as directed by the Commissioners. He also suggested additional language regarding suspensions and demotions. He submitted the paragraph as he felt it should read. Weber moved and Hemmingsen seconded a motion to insert this paragraph as presented. The motion carried. Unruh moved and Larivee seconded a motion to approve all other changes as Howard drafted them. The motion carried.

FINANCIAL REPORT FROM STAFF

John Schmisek of the City Auditor's Office appeared before the Commission and explained the financial situation of the Airport. There was also much discussion regarding the current budget procedure with the City.

ERRORS & OMISSIONS INSURANCE OBTAINED

Howard Swanson reported that he had obtained binding coverage on August 19, 1987, good for 30 days. He also filed an application with Thompson Insurance for continuing coverage.

APPROVE ENTERING INTO CONTRACT WITH ACSG, INC. *Reso #13-87*

The matter of a counterproposal for a contract with Airport Consultant Services Group, Inc. was discussed. It was moved by Unruh and seconded by Hemmingsen to enter into a 1-year contract with Airport Consultant Services Group, Inc. with a change in the contract to read that work will proceed only by authorization of the Board. The motion carried.

AD FOR LEGAL COUNSEL

Howard Swanson reported that he had placed an advertisement for legal counsel for the Board in the Grand Forks Herald starting on August 25, 1987.

APPROVAL OF DONATION OF ATCT TO UND

Reso
#14-87

The matter of the donation of the old Air Traffic Control Tower to UND was discussed. It was moved by Unruh and seconded by Mrs. Larivee to enter into a contract with UND to remove the building and clean up site, including removal of foundation and capping off water and transformer, telephone hookups and restore site to a condition equal to surrounding lawn area, and that the tower is to remain on this Airport. The motion carried.

APPROVE PURCHASE OF ANSWERING MACHINE

Reso
#15-87

The matter of purchase or lease of an answering machine for the Airport Manager's Office was discussed. It was moved by Weber and seconded by Hemmingsen to approve the purchase or lease of an answering machine, not to exceed \$250.00. The motion carried.

APPROVE BID OF HH&K TO PAINT HANGARS

Reso
#16-87

The matter of bids for painting hangars was discussed. It was moved by Unruh and seconded by Mrs. Larivee to accept the bid of HH&K in the amount of \$10,560.00 to paint all three hangars and that the Operations Manager negotiate a price to paint another hangar (red & white "T" hangar) including some repair work. The motion carried.

HOLD MATTER OF SELECTING OFFICIAL NAME FOR AUTHORITY

The matter of selecting the official name for the Authority was discussed. Chairman Gershman asked that everyone think about an appropriate name and this would be brought up again at a later meeting.

JACK LIEN, EX-OFFICIO MEMBER ARRIVES.

DIRECT UND TO COOPERATE WITH FEDERAL EXPRESS ON RAMP PARKING

Reso
#17-87

The matter of Federal Express parking on the ramp area on the east was discussed. Hal read a letter from Earl Davis explaining the need for additional ramp space. It was moved by Unruh and seconded by Hemmingson to direct the Chairman and the Interim Executive Director to write a letter to UND asking that they cease parking anything in the vicinity of the blast fence to cooperate with Federal Express's parking needs. This is to include copies being sent to Tom Clifford, President of UND, and Mayor Wessman. The motion carried.

HOLD MATTER OF LEASE OPTION FOR SENTINEL CORPORATION

The matter of a lease option for T-hangar lot to Sentinel Corporation was discussed. Chairman Gershman asked that this item be held until the next meeting to have representatives of the Sentinel Corporation present and to bring in more information.

SET MINORITY BUSINESS ENTERPRISE GOALS FOR FY 1988

Reso
#18-87

The matter of setting Minority Business Enterprise goals for FY 1988 was discussed. Bob Ulland, Transportation Finance Coordinator, presented information with his recommendation to set Contracting Goals at: MBE/DBE: 10.0% and WBE: 3.0%; Leasing Goals at MBE/DBE: 2.0% and WBE: 15.0%. It was moved by Unruh and seconded by Weber to set the goals as recommended. The motion carried.

SUSPEND TICKETING OF CARS IN FRONT OF TERMINAL

Reso
#19-87

The matter of ticketing of cars parked in front of the terminal building was presented. After discussion Unruh made a motion to direct Tom Breton to have the ticketing suspended temporarily. Mrs. Larivee seconded. The motion carried.

ADJOURN

Respectfully submitted,



Bob Ulland

EMPLOYMENT OPPORTUNITY

The Regional Airport Authority of Grand Forks, North Dakota is seeking a qualified individual for the Authority's position of Executive Director.

Applicants must have a college degree and a minimum 5 years experience in direct airport management of a small or medium hub airport. All candidates must be an Accredited Airport Executive (AAE) or be accredited within 12 months.

Applications or resumes should be mailed to:

Mr. Hal Gershman
Board Chairman
Regional Airport Authority of Grand Forks
Rural Route #2
Grand Forks, ND 58201

AN EQUAL OPPORTUNITY EMPLOYER

NOTE: To be advertised in the local paper Friday, August 21, 1987.

LEGAL NOTICE

The Regional Airport Authority of Grand Forks, Board of Commissioners, is seeking Qualification Statements from North Dakota licensed attorneys, for the purpose of acting in the capacity of Legal Counsel to the Board. Interested parties must have a minimum of five (5) years experience with a background in contract law and personnel administrative law.

Confidential Qualification Statements are to be submitted no later than September 4, 1987 to:

Mr. Hal Gershman
Chairman, Board of Commissioners
Regional Airport Authority of Grand Forks
Rural Route #2
Grand Forks, ND 58201

Selection of Legal Counsel will be made at the Board of Commissioners Meeting scheduled on the third Thursday in September.

**PROCEEDINGS OF
THE REGIONAL AIRPORT AUTHORITY OF GRAND FORKS
BOARD OF COMMISSIONERS MEETING
Wednesday, September 9, 1987**

The Regional Airport Authority of Grand Forks Board of Commissioners met in its regular session in the Grand Forks Airport Meeting Room on Wednesday, September 9, 1987 at 8:00 P.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, George Unruh, Jr., Monica Larivee, Don Hemmingsen, and ex-officio member Bob Wood and interim legal counsel Howard Swanson. Staff present included: Tom Breton, Bob Ulland and Jackie Heidrich.

APPROVAL OF MINUTES

It was moved by Weber to approve the minutes as written. The motion carried.

APPROVE CONTINUATION OF CAR TICKETING IN FRONT OF TERMINAL *Reso #30-87*

The matter of parking enforcement in front of the terminal was presented for discussion. Gershman questioned Breton on the ticketing of cars going on in front of the terminal as he arrived, as it was decided at the last meeting to suspend the ticketing of cars temporarily. Breton explained that he hadn't suspended the ticketing because he felt it would be difficult to get the PD to start again at a later date if he did tell them to discontinue it even temporarily. Bob Burke, Air traffic Control Tower Chief, appeared to explain his concern that parking be enforced more stringently. Jim Brager, Northwest Airlines Station Manager, stated that he supports Mr. Burke's opinion that parking must be enforced or the area becomes extremely congested. Gershman said he feels a parking attendant is the ideal answer and asked Breton to draw up a proposal that utilizes an attendant for the next meeting. Breton said he had thought of deputizing one of the parking lot attendants or the limo driver to police the area. Mr. Swanson thought it would be improper to deputize a parking lot attendant as they would profit in the parking lot from it. Wood suggested contacting Fargo and Bismarck to get information on their parking enforcement plans. Unruh brought up loudspeaker announcements stating parking rules with reminders that tickets will be issued if violated. It was moved by Unruh and seconded by Weber to continue the ticketing of cars illegally parked and to direct Breton to come up with alternatives. The motion carried.

NEGOTIATE COLOR FOR AERO CENTER 1 HANGAR *Reso #21-87*

The matter of approving the color for painting of the Aero Center 1 hangar was presented for discussion. Ms. Kathy Spicer, representing the owners of Aero Center 1, appeared and stated that they would like to paint the building pewter gray with navy blue trim. She felt that as it isn't a publicly-owned building they should be able to use whatever colors they like as long as they aren't gaudy. Gershman pointed out that he feels it would enhance the look of the Airport to coordinate the overall color scheme. After much discussion it was moved by Unruh and seconded by Larivee to have Ms. Spicer meet with Gershman, Breton and any other interested members to negotiate an acceptable color for the building. The motion carried. A meeting is set for Friday, September 18th at 8:30 A.M.

APPROVE CALLING FOR BIDS FOR AIRPORT LIABILITY INSURANCE Reso #22-87

The matter of calling for bids for Airport Liability Insurance was presented. Swanson explained the Airport Liability Insurance. It was noted that the present coverage ends January 6, 1988. It was moved by Weber and seconded by Hemmingsen to call for bids for Airport Liability Insurance with a limit of \$1,000,00 as we currently carry and to ask for alternate bids for coverages of 2, 3, 4 & 5 million dollars. The motion carried.

APPROVE PURCHASE OF ADDITIONAL FIRE CHEMICAL Reso #23-87

The matter of purchasing additional fire chemical was presented. Breton stated that we have only a minimum of fire chemical on hand currently and need to order an additional 100 gallons for a cost of approximately \$1,700.00. It was moved by Unruh and seconded by Larivee to approve the purchase. The motion carried.

REMODELING OF FSS BUILDING

The matter of remodeling of the Flight Service Station building was presented. Breton stated that the building will be turned over to the Airport by the FAA in approximately 30-45 days. Gershman suggested that the Board hold their next meeting in the FSS building and at that time look the building over. Swanson pointed out that \$20,000 or more in remodeling of a public building requires an architects services. The matter was held.

APPROVE HIE RHONEMUS MEMORIAL Reso #24-87

The matter of a Hie Rhonemus memorial was presented. Breton explained that the Experimental Aircraft Association would like to hang a plaque approximately 18" square in the remodeled FSS in memory of Hie Rhonemus. It was moved by Hemmingsen and seconded by Weber to approve the memorial. The motion carried.

UND LAWN CARE DISPUTE

The matter of UND lawn care was presented. Breton presented a history of the dispute with UND and Leroy Sondrol regarding who should maintain the lawn area around their buildings. Breton pointed out that the lease says the improved areas are UND's to maintain. Stephen Rucinski appeared to explain the size of the area involved and that he is currently contracting independently with the UND to handle the work. No action was taken as the lease language was clear as to the UND's responsibility.

APPROVE EXECUTION OF ACSG CONTRACT Reso #25-87

The matter of approving the contract with ACSG, Inc. was presented. Gershman passed out copies of the contract he had received from ACSG. Swanson hadn't seen it yet but looked it over and found all changes he had requested were included and found it to be in appropriate form. It was moved by Unruh and seconded by Hemmingsen to approve the contract and authorize the proper officials to sign. The motion carried.

BRIEFING ON NORTHWEST AIRLINES CONTRACT

The matters of briefing Commission on airline contract and briefing on Transfer Agreement were presented. Gershman requested the appendixes to the Northwest Airlines contract be sent to all Commissioners. Swanson pointed out that as he was part of the negotiating team he could brief the Commission on the Airline Agreement. No discussion on the Transfer Agreement briefing.

ACCEPT GRANT OFFER FOR AIP PROJECT NO. 3-38-0022-05 *Reso-87 #26-87*

The matter of accepting grant offer for \$250,000 for completion of general aviation runway and taxiway paving, lighting and marking was presented. Breton explained the project and the grant offer. Gershman explained that Northwest Airlines is adamant not to pay for any of the project as it only benefits UND. He suggested a letter to Northwest explaining that we won't be charging them for any of the project as we could under the terms of their contract. He also requested a breakdown of what UND, Mesaba and Northwest Airlines pay to the Airport for the next meeting. It was moved by Weber and seconded by Larivee to accept the grant offer and authorize the proper officials to sign. The motion carried.

CORRECTION TO AUGUST 26, 1987 MINUTES

Swanson requested a correction in the minutes of the August 26th meeting as his late arrival caused him to miss this item on the agenda. He explained that the information regarding the errors and omissions insurance should read that the binder was obtained by Odegard and Swanson completed the application forms. It was noted and the official minutes will be corrected.

ADJOURN

Respectfully submitted,

Bob Ulland

Bob Ulland

**PROCEEDINGS OF
THE REGIONAL AIRPORT AUTHORITY OF GRAND FORKS
BOARD OF COMMISSIONERS MEETING
Monday, October 12, 1987**

The Regional Airport Authority of Grand Forks Board of Commissioners met in its regular session in the Basement Meeting Room of the Flight Service Station Building on Monday, October 12, 1987 at 8:30 A.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, George Unruh, Jr., Monica Larivee, Don Hemmingson, and ex-officio members Bob Wood, Jack Lien, and Don Smith. Howard Swanson, legal counsel, was present. Staff present included: Tom Breton, Bob Ulland and Jackie Heidrich.

APPROVAL OF MINUTES

It was moved by Unruh and seconded by Weber to approve the minutes as written. The motion carried.

SELECT DOUG CHRISTENSEN AS LEGAL COUNSEL *Reso #27-87*

The matter of selecting permanent Legal Counsel for the Authority was presented. Gershman stated that he received three proposals: Joel Arnason, Doug Christensen, and Lawrence Jahnke. Gershman pointed out that Mr. Christensen is his personal attorney but felt there would be no conflict of interest. Howard Swanson pointed out that the City of Fargo and the Fargo Airport Authority both use the same firm. He also stated that as the City Attorney he will represent the City regarding the Transfer Agreement. Swanson is with the same firm as Mr. Jahnke. He stated that the firm planned to assign three attorneys to the Authority so he felt that a conflict of interest could be avoided. Unruh said he was uncomfortable with using the same attorney as the City - at least until the transfer agreement is complete. Weber agreed with Unruh that there would be a conflict of interest using Swanson's firm. It was moved by Weber and seconded by Hemmingson to accept the proposal of Doug Christensen for a period not to exceed one year. The motion carried.

INTRODUCED JOHN BERKELEY

Breton introduced John Berkeley, limo driver from Nodak Cab Co., to the Authority as Mr. Berkeley has to leave before the item regarding hiring car traffic control is up before the board. Mr. Berkeley felt that he would need \$250/month to do the job.

ESTABLISH POLICIES TO COMPLY WITH STATE SMOKING LAW *Reso #28-87*

Gershman explained that if a policy isn't established the whole building is non-smoking according to the new State Smoking Law which was effective July 5, 1987. Swanson said the restaurant should designate their own smoking areas and that the bar area is exempt. Swanson also suggested that any garage or shop areas owned by the Airport should be designated non-smoking due to liability reasons. Unruh suggested having someone from the Health Department come in to recommend the best area to have smoking in the Terminal. Swanson pointed out that the Health Department didn't really have anyone trained in that type of thing and suggested that the architects who directed the remodeling would have better information on the ventilation systems. It was moved by Unruh and seconded by Weber to direct Breton to put the Airport public areas into compliance with the State Law and designate smoking areas per the recommendation of a mechanical engineer. The motion carried.

It was moved by Weber and seconded by Larivee to make all offices no smoking (excluding leased space) and all Airport Authority/City-owned property no smoking unless otherwise designated. Unruh stated that he feels a smoking area is needed for employees. Swanson pointed out that the Health Department is sponsoring smoke cessation classes. The motion carried. Swanson felt we could force the car rentals to comply with these policies due to their location in the lobby. Gershman directed a memo be sent to the car rentals requesting their compliance with the new smoking policies.

APPROVE OPERATING AGREEMENT WITH AVIATION RESOURCES, LTD.

Reso #29-87

The matter of an Operating Agreement with Aviation Resources, Ltd. was presented. Breton explained that this company is a freight hauler for UPS. Swason further explained that there is a standard FAA-approved agreement used for these freight haulers. It was moved by Weber and seconded by Hemmingson to approve the Operating Agreement. The motion carried.

DENY T.V. INSTALLATION REQUEST

Reso #30-87

The matter of a request for a T.V. installation by Brian Preisti was presented. Mr. Preisti appeared to represent Lynn Prouty Advertizing. He explained that WDAZ would like to put a T.V. in the lobby and would then buy an advertising space in conjunction with the T.V. Gershman felt that this could look tacky in the lobby and also that it's a draw for the bar to have the only T.V. Mr. Preisti pointed out that everyone under 21 is excluded from the bar. He also stated that a similar arrangement had worked well in Fargo. Gershman felt that there shouldn't be any stipulations like this made by companies tied into the purchase of an advertising space. Ron Elder, Cafe Operator, stated that he felt it could only be a good idea if it brings in substantial revenue for the Airport. Earl Davis of Federal Express asked if something couldn't be put in all the empty advertising spaces. Breton said Lynn Prouty supposedly was working with Dan Quandt of the Convention and Visitor's Bureau to work up some filler material. Gershman asked Mr. Preisti to check with Mr. Quandt on the progress of that. Smith felt it was most important to protect the tenants and build the income for the Airport. Unruh stated that if a T.V. was a profitable situation it was something that should be done directly by the Authority. It was moved by Unruh and seconded by Larivee to deny the request. The motion carried.

CAR RENTAL PARKING PROBLEMS

Reso #31-87

The matter of car rental parking was presented. Kathy Lind, manager of National Car Rental, appeared to represent the three car rental agencies. She stated that there are only 21 ready stalls for all three agencies and many times they have to put excess cars on the curb for customers to pick up and are getting parking tickets. Breton suggested the possibility of working with the Police Department so that the rental cars were marked in some way so as not to be ticketed. Swanson thought this would just make others think it's alright to park there too. Unruh suggested letting them use the old FAA parking lot when they needed the extra space. Smith suggested a committee be formed to study the problem. He also suggested that they have their customers return the cars directly to the garage area and have someone bring them back to the terminal. Earl Davis, Federal Express Manager, said they have had rental cars parked in their lot by the customers. Mr. Davis suggested renting

the last row of the parking lot. Gershman asked Mrs. Lind to come back with a proposal to help the problem. It was moved by Unruh and seconded by Weber to direct Breton to work on a temporary arrangement for the Car Rentals to use the old FAA parking lot for busy times. Weber seconded. The motion carried.

FORM COMMITTEE TO STUDY PARKING PROBLEMS

The matter of the letter from Kenneth Umbehoeker regarding parking was presented. Gershman read the letter from Mr. Umbehoeker suggesting free parking for out of town people who fly from Grand Forks. He also read a letter from Dan Quandt of the Convention and Visitor's Bureau regarding a proposed plan for Forks Frequent Flyer Cards. Unruh stated that he felt we have got to address the parking problem in some way and that with all the land the Airport has there must be some area for free parking. Smith disagreed and felt there should be no free parking. Gershman asked Unruh to chair a subcommittee to review the overall parking problem. Unruh suggested assigning it to the Real Estate and Land Review Committee which he already chairs. Larivee felt that this is a problem for the Executive Director and would like to do something temporary until he is in place. Weber felt we should start a study of the problem. Gershman assigned the matter of the parking problem to the Real Estate and Land Review Committee. Smith volunteered to help in any way he could.

REQUEST PROPOSALS FOR CAR TRAFFIC CONTROL

The matter of hiring car traffic control was presented. Gershman explained what Breton had found on how Fargo and Bismarck handle the problem. Unruh felt that the limo driver shouldn't give tickets. Breton said he wouldn't give tickets but just keep the traffic moving and call the Police Department to tow if necessary. Unruh suggested getting proposals from security companies. The Real Estate and Land Review Committee will then study the matter.

APPROVE T-HANGAR PAINTING/NORTH SIDE OF UND HANGAR #1

Reso #32-87

The matter of painting the T-Hangar and north side of UND Hangar #1 was presented. Gershman explained we would be painting the round roof hangar leased to UND but the terms of the lease leave us responsible for outside maintenance. It was moved by Unruh and seconded by Larivee to approve the painting. The motion carried.

APPROVE CHANGE ORDER TO ROAD WAY PAVING CONTRACT

Reso #33-87

The matter of a Change Order to the road way paving contract with Heyd Construction was presented. Breton explained that he feels the area in front of the fire hall/shop needs to be redone and also an area of curb in front of the FAA building. He stated that it had already received Council approval. The cost of the Change Order is \$8,000. It was moved by Weber and seconded by Hemmingson to approve the Change Order. The motion carried with Unruh voting no.

LETTER ON LINE SERVICE FROM GARY NESS

The matter of the Gary Ness letter regarding line service was presented. Gershman spoke on the letter from Gary Ness, Director of the State Aeronautics Commission, regarding some problems he had with line service during a recent visit. Breton reported on an employee meeting held last week in regard to this problem. He felt that employees may become lax when there is no supervisor around. Weber stated that he felt the Airport is only going to be as good as the employees and expects their help. He also pointed out the example that there was no reason for the Line Office to be dirty. Gershman felt that the letter points out a lack of training and we should take Mr. Ness' suggestion and send Line personnel to Bismarck for training and to observe their operation. Jay Graba, City Personnel Officer, appeared. He felt that there's a communication problem both ways between the employees and the Authority. Woods said he had addressed the same problem in 1976 so it isn't necessarily something new. Unruh agreed that the service had been poor for a long period of time. Gershman said he would set up a meeting with Rick Audette, employee representative, to discuss some of the problems and then decide after that if a meeting is needed with all the employees.

DON SMITH LEAVES

HOLD MATTER OF CIVIL AIR PATROL REQUEST FOR FREE HANGAR

Reso
#34-87

The matter of a letter from the Civil Air Patrol requesting free hangar space was presented. Lonny Winrich appeared to represent the Civil Air Patrol. He stated that it is fairly common for government to support CAP, but that this is the only CAP plane hangared in the state of North Dakota. Gershman said he had problems with the request for permission for CAP members to perform minor maintenance on the aircraft in the hangar. GERSHMAN LEAVES MEETING - WEBER PRESIDING. It was moved by Unruh and seconded by Hemmingson to hold the matter until more information is presented. The motion carried.

SELECT CANDIDATES TO BE INTERVIEWED FOR EXECUTIVE DIRECTOR POSITION

Reso
#35-87

The matter of applications received for the Executive Director position was presented. Lien asked if the Authority will pay the travel expenses for the candidates and suggested we first narrow the list down before interviewing. Swanson felt the interview expense issue could go either way. He stated that the City hasn't paid any expenses in the past five years. GERSHMAN RETURNS TO CHAIR MEETING. Weber said he doesn't feel the Authority should pay the expenses. Gershman felt the candidate should pay expenses for the first interview and the Authority could pay any expenses if we requested them to return for a second interview. It was agreed to narrow down the field of candidates to a few for interviews. Gershman stated he felt that we didn't want someone who wants to move from operations into management and he preferred someone who stressed airline service. Unruh suggested we use Airport Consulting Services to check references. It was decided to interview the following candidates and send letters to the remaining candidates notifying them of the Authority's decision: Robert Selig, John Ferguson, Gerald Olson, and Gerald McKinney. It was moved by Weber and seconded by Hemmingson to send the resumes of the finalists to Pat Bridger of Airport Consulting Services for background information and comments back from him. The motion carried.

GEORGE UNRUH LEAVES

HOLD MATTER OF SNOW REMOVAL PLAN

Gershman asked Breton to think about some new ways of handling the snow removal at the Airport and to report back at a future meeting.

HOLD MATTER OF AIRPORT FARMING ACREAGE

The matter of Airport farming acreage was presented for discussion. Swanson explained that the Airport owns acreage and it must either be put into a farm program or leased for farming. It is currently rented until Spring 1988. Weber stated that there may be a farm program available in February. Wood suggested waiting to see what government programs are available.

LIGHTING OF AIRPORT ENTRANCE ROAD

Weber stated he had talked to Dale West of Nodak Rural Electric regarding lighting of the entrance road. He stated that Nodak REA had made an offer to do some of the work on this. He offered to meet with Mr. West and follow up the idea further.

ADVERTISE FOR PROPOSALS FOR ARCHITECTS

*Reso
#36-87*

Gershman explained that he felt we should hire an architect soon to start the remodeling of the old FAA building. It was moved by Weber and seconded by Larivee to advertise for an architect to handle the work for the Authority for a period up to one year. The motion carried.

CERTIFICATE OF INCORPORATION FOR AUTHORITY

Swanson explained the problems he was having with the State Government regarding getting the Certificate of Incorporation for the Authority. They denied the Certificate until an official name is chosen for the Authority. Swanson then asked Nick Spaeth, Attorney General of ND, for a legal opinion. Mr. Spaeth felt the Certificate should be issued and Swanson expects to receive it soon.

ACCEPT INVITATION TO JOIN CHAMBER OF COMMERCE

*Reso
#37-87*

Gershman presented a letter from the Grand Forks Chamber of Commerce inviting the Authority to be on their Board of Directors. Gershman stated that he doesn't feel he has the time to serve on the Board at this time and asked if anyone would volunteer to serve. It was moved by Larivee and seconded by Hemmingson to accept the position. The motion carried.

ADJOURN

Respectfully submitted,

Bob Ulland

Bob Ulland

PROCEEDINGS OF
THE REGIONAL AIRPORT AUTHORITY OF GRAND FORKS
REAL ESTATE AND LAND REVIEW COMMITTEE MEETING

Thursday, October 22, 1987

The Real Estate and Land Review Committee of the Regional Airport Authority of Grand Forks held a meeting in the Meeting Room of the Flight Service Station on Thursday, October 22, 1987 at 1:30 P.M. with Committee Chairman George Unruh, Jr. presiding.

Unruh explained that the purpose of the meeting is a fact finding effort to identify parking problems on the Airport and to look for ideas to solve them.

Participating in the meeting were: Sandy Heffern - Manager of J J Security, Kathy Lind - Manager of National Car Rental, Bill Dennison - Manager Hertz Car Rental, Duane Czapiewski - UND Police Chief, Tom Breton - Interim Executive Director, Capt. Roger Waith - Grand Forks Police Department, Vern Vernelson - Customs, Ed Verke - Manager APCOA Parking Lot, John Berkeley - Limo Driver, Don Porter - U.S. Customs, Jim Brager - Northwest Airlines Station Manager, Bob Ulland - Transportation Finance Coordinator, Ron & Shirley Elder - Cafe Operators, Jim Weber - Authority Vice-Chairman, Shari Storbakken - Manager Avis Car Rental, Jack Lien - Ex-Officio Authority Member, Leon Lauer - FAA, Lyle Wicken - FAA, Earl Davis - Federal Express Manager, Randy Menard - FAA Control Tower.

Unruh suggested going around the group for each person's input regarding any problems and ideas they may have regarding the parking problems.

Bob Ulland stated that the staff's role will be mainly to put together data to help analyze the problem.

Brager asked what changes in the parking lot had been made since the Airport was built in 1964. Breton said the size had doubled since it was originally built and there are plans to almost double the size again to approximately 305 spaces with an expansion that could happen as early as next spring. Verke said there are approximately 144 usable spaces right now. With the expansion there will be 198 long term and 107 short term. The last parking lot update was in 1971.

Brager feels there is a problem with the air freight area with rental cars and Federal Express and terminal employees parking there when it was meant to be used for air freight pick up and delivery. He questioned who controls it and the signing of it, and who should be policing it.

Porter felt the use of the APCOA lot by his office is not satisfactory as they have Pembina Customs people coming and going and really need a separate designated area. He felt three spaces would be sufficient.

Berkeley said he has a problem with cars blocking the marked taxi stand area reserved for his vehicle. He hears people complain about having to walk from the lot and they seem to prefer a parking ticket over going into the pay lot. Brager thought that during flight times there are usually 15-20 cars in the drive, meaning approximately $\frac{1}{2}$ of the people for a flight are using the lot.

Elder said they have a problem with their delivery trucks getting jammed up with the traffic in front of the terminal. Elder feels the area in front of the terminal should be monitored not to let people get out and leave their cars and if they do they should be ticketed and towed. Elder has a need for parking in the rear of the Cafe, especially a spot for the night bartender.

Waith stated that they get people downtown complaining about the tickets they've received at the Airport. He felt that the City Ordinances regarding loading and unloading zones are not clearly defined. He felt that unless the traffic flow was away from the front of the terminal there will always be a problem with the parking. He also said that some of the people say they have gotten tickets for parking in the front when they've been told the parking lot is full. He said they can't always get an officer out to ticket every flight either.

Verke said the APCOA lot is usually unattended after midnight (or the arrival time of the last flight plus 1½ hours).

Czapiewski feels the UND people use their designated parking areas and hasn't heard any complaints that they are using the parking around the terminal or hindering the traffic in any way. He said that they patrol and ticket their own parking areas.

Dennison said the rent-a-cars have a total of 21 spaces for ready car use between the three of them. This allotment of parking spaces has remained the same since 1971 and their businesses have grown. He feels that they require approximately 18 stalls each. Fargo allots 25 per car rental. Lind feels they need a rental car pick up and rental car return lot to help the problem. She stated that they also get the general public parking in their ready car spots so they don't have to go into the pay lot. Verke felt they needed to move their sign stating that it was rental car parking only. Storbakken said that the three car rental agencies average 50 vehicles per fleet. She feels there should be ticketing on the curb but has had a recurring problem with the rental cars being ticketed when the customers pick them up and drop them off. Brager felt that the car rentals parking on the curb would just create a circle where the general public would feel it's alright to park there too.

Heffern stated that the Security people park in the APCOA lot and don't have any other requirements or problems.

Davis said there obviously isn't enough parking and the public suffers the most. He said their company has an immediate need for 45 spaces. He feels they should be able to expand towards the UND area. Davis said maybe we need to either move the terminal or old tower or get rid of the old Flight Service Station to make more space available near the existing terminal. He feels there is a significant short term, immediate, and long term problem with the parking. He feels the parking needs constant monitoring and proper signage.

Brager said he felt the Airport had grown but we haven't planned for that growth. The last long range plan is very outdated.

Menard explained that many times the Tower employees can't even get out of their lot due to the cars blocking the driveway. He suggested one lane of parking on the right side of the loop might help. He said they also have a problem with the public using the Tower employee lot if a space is open. They have 14 employees in the Tower. He also felt that an emergency situation could be a disaster as emergency vehicles could be delayed in trying to get to the terminal area by the parking problems around the loop.

Davis stated that he felt the future use planned for the Flight Service Station building as an administrative building for offices, meetings, etc., would only compound the parking problem.

Lien asked Breton if there were any lots available on the south for parking. Breton explained there is parking around the hangars and that most of the City employees park in that area as well as employees of Aero Center 1. He also said that the drive is only signed on one side. Breton felt there wouldn't be a problem around the front of the terminal if the people would just stop to unload and then move the car immediately into the parking lot.

Elder said he felt there is confusion over how and where to get into the parking lot due to poor signage. Brager, too, felt that more proper signage is needed and that possibly a traffic coordinator is needed to keep everything moving. He also felt that the car rentals definitely need more space and doesn't think tenant/employees are the problem. Verke stated that Fargo has a special lot for employees. Dennison said Fargo also has a uniformed person to keep people from leaving their vehicles.

Lind suggested moving the fence separating them from the parking lot back two rows to give them a rental car return area. Verke said that taking two rows from the parking lot would just make the lot full sooner and cause it to have to close more often.

Davis asked if employee parking in the lot expansion will be fee or free. Unruh read the current lease that states there is free parking in the lot for terminal employees. Unruh felt that an expansion of the lot would require renegotiation of the lease and could possibly include Federal Express employees in the free parking then.

Davis felt a temporary solution might be to make the entire circle one-way and provide one lane for parking. Breton said that if the circle was all one-way fuel tankers would have to come by the terminal to make deliveries. There was discussion that it could be one-way starting at the left turn to the car rental garages and line office areas.

Davis suggested a shelter in front of the terminal for people to leave bags protected from the elements while they parked their cars in the lot. Dennison felt that people wouldn't use it unless there was someone there to watch their luggage. Brager suggested the City could have baggage carts for rent.

Lien questioned Breton on the costs involved to prepare another road for the tankers to use for deliveries if the loop was changed to one-way.

Unruh said that he will report on this meeting to the full Authority at the 8:30 A.M. meeting on Monday, October 26th.

The meeting adjourned.

Respectfully submitted,

Bob Ulland
Bob Ulland

**PROCEEDINGS OF
THE REGIONAL AIRPORT AUTHORITY OF GRAND FORKS
BOARD OF COMMISSIONERS MEETING
Monday, October 26, 1987**

The Regional Airport Authority of Grand Forks Board of Commissioners met in its regular session in the Meeting Room of the Flight Service Station Building on Monday, October 26, 1987 at 8:30 A.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, Don Hemmingson, Monica Larivee and ex-officio member Jack Lien. Doug Christensen, legal counsel, was present. Staff present included Tom Breton, Bob Ulland, Jackie Heidrich, and Rick Audette.

APPROVAL OF MINUTES

It was moved by Weber and seconded by Hemmingson to approve the minutes as written. The motion carried.

REVIEW OF ORGANIZATIONAL POLICY MANUAL

*Reso
38-87*

The matter of review of the Organizational Policy Manual was presented. Christensen pointed out several wording changes he felt should be made. There was discussion on the duties of the Executive Director as currently written. It was moved by Hemmingson and seconded by Weber to change wording of "shall"s to "may" and have legal counsel redesign the Manual to conform with the City and County Ordinances. The motion carried.

FORM COMMITTEE TO REVIEW EMPLOYEE MANUAL/CLASSIFICATIONS

The matter of review of the Personnel Policy Manual and the review of Employee Classifications was presented. Gershman felt that in reviewing the job classifications he found the City-written job descriptions to be more detailed and allowing for more flexibility than those supplied by Pat Bridger's consulting firm. He said that Mr. Bridger had said these are preliminary but he had expected something more substantial from them. Audette said that after reviewing them he felt that a lot of the jobs don't even apply to this Airport. Gershman said he sees a need to form a subcommittee to review the job descriptions and review the employee manual. Weber questioned whether this should wait for the Executive Director for input or to go ahead and start it. Gershman said he plans to have the Executive Director interviews in November. Christensen felt that the process could start now. Hemmingson moved to appoint a Personnel Review Subcommittee with Weber as chairman. It was seconded by Weber. Motion carried. Gershman asked Hemmingson to serve from the Board and Lien to serve as an ex-officio. Audette will also work with this Subcommittee.

Audette felt that job security and pay grades were issues concerning the employees right now. Gershman suggested also looking at the scheduling while reviewing the job descriptions. This committee will meet with all interested parties and report back to the next meeting.

APPROVE PLANS & SPECS FOR PROJECT NO. 3449

Reso
39-87

The matter of approving plans and specifications and authorizing advertising for bids for project No. 3349 - General Aviation Runway and Taxiway Extensions was presented. Al Grasser, project engineer, appeared to explain the project. Breton said AIP discretionary money (\$250,000) is available and the FAA found this project to be high priority. Lien pointed out that the funds are specifically for this project only. Grasser explained that it's a 90-10 split. Ulland said that we do have the Airport share of \$25,000. Gershman pointed out that under the terms of their lease we could pass the cost along to the airline but since we have it budgeted felt that it should not be passed along to Northwest Airlines as part of the Airport operating expenses. This is a general aviation project and doesn't really benefit the airline. It was moved by Weber and seconded by Hemmingson not to pass along the cost to Northwest Airlines. The motion carried. A letter will be sent to Mr. Daniel DeBord of Northwest Airlines explaining this action.

Mr. Grasser asked the Board who should sign the plans. Breton has always signed them in the past. Gershman felt this should continue. It was moved by Weber and seconded by Hemmingson to authorize Tom Breton to sign project plans and documents as pertains to project #3449. The motion carried.

MONICA LARIVEE ARRIVES.

It was moved by Larivee and seconded by Hemmingson to approve plans and specifications and authorize advertising for bids for Project #3449 contingent on FAA approval. The motion carried.

ESTABLISH SMOKING AREA IN TERMINAL BUILDING

The matter of designating a smoking area in the terminal building was presented. Gershman read a letter from Bill Schoen, architect on the building remodeling, regarding ventilation for smoking areas. The letter stated that either the holding area or the front waiting area could be used for smoking areas. The Board agreed to go to the terminal, look it over and designate a small area for smoking.

TICKET TAX IS ILLEGAL

The matter of a ticket tax in lieu of pay parking was presented. Breton explained that it is illegal to have a ticket tax. Christensen explained that the Board does have the ability to install a toll road at a price up to \$1/vehicle.

CONCERN OVER CONTRACT POSITIONS

Weber pointed out that Tom Breton has expressed concern over the existence of his job after the transfer agreement is complete. Gershman explained that the job classifications from the consultants classified the Operations Manager job as a contract position. Breton is currently under Civil Service like the rest of the employees. Ulland said that his job (currently $\frac{1}{2}$ time) is also listed as a contract position. Weber said that Breton's concern is that the Executive Director could terminate him. Gershman asked that Weber's subcommittee on personnel take up the matter of Breton's classification.

ADJOURN

It was moved by Hemmingson and seconded by Larivee to adjourn. Motion carried.

Respectfully submitted,

BOB

Bob Ulland

**PROCEEDINGS OF
THE REGIONAL AIRPORT AUTHORITY OF GRAND FORKS**

EMPLOYEE REVIEW COMMITTEE MEETING

Tuesday, November 10, 1987

The Employee Review Committee of the Regional Airport Authority of Grand Forks held a meeting in the Meeting Room of the Flight Service Station on Tuesday, November 10, 1987 at 1:00 P.M. with Committee Chairman Jim Weber presiding. Other members of the Committee present were: Don Hemmingson, Jack Lien, and Rick Audette, Employee Representative. Others present at the meeting were: Bob Wood, Monica Larivee, Hal Gershman, Doug Christensen, Jay Graba, Tom Breton, Rick Wockovich, Jackie Heidrich, Paul Litzinger, Reuben Harris, Stephen Rucinski, Bob Corbett, Dale Bergman, Trent Crockett, Howard Freije, and Mike Polovitz of the City Council.

Weber called the meeting to order, welcomed everyone and introduced the members of the Committee and Authority Board members who were present. He explained that the purpose of the meeting was to discuss job classifications, descriptions, pay plans, benefits, and the overall concerns of the employees. He asked everyone to feel free to bring their concerns out at this time.

Audette distributed a handout explaining the short-term and long-term goals the employees drew up. It explained that the employees are requesting to retain their present job descriptions, classifications, pay plans and pay days. Audette stated that the majority of the employees don't want the merit pay system but prefer the yearly step plan. He felt the Authority could possibly offer some type of incentive bonus with the step plan.

Audette also stated that the job descriptions from the consultant don't apply to this airport and would prefer to stay with the City's job descriptions. Gershman also felt the City's job descriptions were better but said he had found some inconsistencies in who does what - feels we need to clean up some of the language on them. Gershman said the employees had told him they had found no sharing of responsibility on the consultant's job descriptions and they felt that was an important part of the City descriptions. Gershman felt the employees should be commended for their cooperation in working together.

Lien suggested using the City Civil Service Commission for handling grievances but not for hiring. Graba said the Board could process grievances and then the last step would be to go before the City Civil Service Commission. Wockovich questioned how binding the City Civil Service Commission's decision is. Graba explained that it is the final administrative decision, but there's always the courts after that. Wockovich said he's worried about an Executive Director coming in tied to UND who won't have the best interests of the employees in mind and could do away with several employees. Christensen felt the Board probably wouldn't give the Executive Director the authority to become a dictator. He suggested adopting a grievance procedure similar to the City's - creating a buffer between the Executive Director and the employees. Wockovich again questioned how binding this would be. Christensen felt their decision would be as binding as a City Civil Service decision. Gershman questioned the proper order to follow for a grievance if this procedure was adopted - the supervisor, Executive Director - and then who? Weber feels the Authority should be the final step. Freije questioned whether the City Council currently has the final say on grievances. Jay said the Civil Service Commission's decision is final. The Council has no say after their decision.

Graba explained the City grievance procedure. Audette felt the Airport's grievance board should have the final say. Christensen thought the grievance procedure could be like the City's with the Executive Director serving in the same way as the Mayor. He felt the questions is whether the Authority gives up some of it's authority to an independent grievance board. Woods explained that the County recently went to an arbitration board for final decisions on grievances. This board consists of one person from the County, one employee and another mutually agreed upon neutral party. Graba suggested the Authority ought to have the right to review a grievance before it's sent to the arbitration board. Lien explained that in the past the Mayor has been the final authority and now the Airport Authority is the final authority with the recommendations of the Executive Director. He said the employees may feel that the Board and management would stick together against labor if the arbitration board isn't the final step. Gershman felt he would be more comfortable if the Authority would hear the grievance before it went to the arbitration board. Lien felt the grievance could go the the Authority then to the arbitration board and then back to the Authority to review the arbitration board's decision. Rucinski felt the return to the Authority would be a waste of time and that the arbitration board's decision wouldn't matter as the Authority could reject it. Graba suggested the Authority shouldn't want every grievance going around them but should hear them before it goes to arbitration and that reviewing the arbitration board's decision isn't accomplishing anything. Gershman asked the employees in attendance if a grievance went to the supervisor, Executive Director, Authority and then the arbitration board for a final decision, would this be acceptable. There was general agreement that it would be.

Gershman said he had no problem with the yearly step pay plan with the same pay periods if that's what the employees wanted. He asked if the City has a cost of living allowance (COLA). Graba explained that they don't but the employees negotiate every year for an increase not exceeding the cost of living increase.

Audette pointed out that some job descriptions are pending reclassification with the City. Graba said the City Civil Service Commission may be reluctant to do anything with these jobs now. He said the Authority could request the City Civil Service Commission to finish the reclassification of the Airport employees. Graba suggested that the job descriptions should be reviewed every year and that they will most likely change often.

Lien asked Graba what problems there could be with trying to remain with the City's retirement plan. Graba said they would have to make a request to the Council to stay in the plan. Lien questioned what administrative costs would be involved. Graba thought Don Tینگum, City Auditor, could figure these costs. Rucinski pointed out that the Airport is already paying the administrative costs to the City so it really shouldn't cost any more.

Audette questioned whether there will be an option to stay with the pension plan as the older employees want to stay with it and some of the younger employees would like to get out. Lien questioned how the Airport could stay in the City pension plan. Graba explained that the Park Board is in the City's plan and it would work the same way. Graba didn't know if any employees could just pull out. Christensen felt there probably isn't a choice - either all employees in the plan or not.

Graba explained that the City currently has three health plans and that an employee can change plans on the contract anniversary date each year. There is no cost to the employee on any plan.

Breton asked if the employees will still qualify for Deferred Compensation. Graba said the employees still qualify and would have to work out a payroll deduction continuation.

Gershman said he would really like to see merit pay and feels it could have a lot of benefit for the employees but feels this issue isn't worth pursuing if it divides everyone. Weber felt there would be no reason the Authority shouldn't accept the pay plan as it currently is with the City.

Rucinski questioned what would happen with the sick leave. Graba explained the City's current sick leave pay back policies. The Airport employees currently have approximately \$100,000 in sick leave built up. Rucinski asked whether the pay back would continue as is. Gershman said he feels it will.

Wockovich asked what happens if the Airport becomes insolvent somewhere down the road - for example the financial burden of the AFSS could cause this. Gershman suggested that all employees talk to their Councilpeople and explain that this is a concern. In the case of the Airport becoming insolvent though the City would have to take responsibility as the Airport can't run a deficit.

Freije asked whether the Executive Director would be hired before or after the transfer agreement. Weber and Christensen felt he shouldn't be hired until after the transfer.

Weber closed the meeting by pointing out that to make a business a success you need good customers and good employees.

**PROCEEDINGS OF
THE REGIONAL AIRPORT AUTHORITY OF GRAND FORKS
EMPLOYEE REVIEW COMMITTEE MEETING**

Tuesday, November 24, 1987

The Employee Review Committee of the Regional Airport Authority of Grand Forks held a meeting in the Meeting Room of the Flight Service Station on Tuesday, November 24, 1987 at 1:00 P.M. with Don Hemmingson presiding in the absence of Chairman Jim Weber. Other committee members present were Rick Audette and Jack Lien. Those attending the meeting were: Tom Breton, Bob Ulland, Jackie Heidrich, Trent Crockett, Jerry Aase, Paul Litzinger, Howard Freije, Stephen Rucinski, Ben Harris, Dale Bergman, Chuck Korsmoe, Rick Wockovich, Garry Dugan and Hal Gershman.

Hemmingson called the meeting to order and briefly reviewed the minutes of the November 10, 1987 meeting.

Lien explained that the attorneys for the City and Authority, Bob Woods, four council members and himself had met regarding the Transfer Agreement. He felt there was hope that the City would agree to take over the AFSS except for the remainder of the 2 years of maintenance. He felt the money could come from the sales tax economic development money, but this has to be approved by the City Council. He also explained that the Council still has to agree to leaving the Airport in the City's benefit programs but doesn't feel it will be a problem.

Gershman reported that Jay Graba had informed him that the Civil Service Commission doesn't want to look into any reclassifications at the Airport. They don't want to tell the Authority what to do with these positions. But Graba said they were willing to give the Board the information from the job study that was done in 1987 that they use in their job evaluations.

Audette submitted a revised comparison of Personnel Management Plans of the City and Authority with the changes the employees requested at the last meeting.

Lien asked whether the City Engineering or Auditor's departments had questioned the Authority about remaining with the Airport for work. Gershman said they haven't yet but the Authority would probably pull out of the City in steps to cooperate with them instead of pulling all the work at once.

Audette presented a petition signed by several employees asking that Breton be considered for the Executive Director position. Gershman directed this to be forwarded to the full Authority for consideration.

Lien stated that he would like the Transfer Agreement to be completed by January 1st but said there's a lot of work to be done in transferring the properties.

Rucinski questioned the validity of the Civil Service job study for use by the Authority. He felt it was done very biased and that the Authority should look at more than just that study when working on any reclassifications.

Wockovich asked whether the employees will be kept up on the progress of the Transfer Agreement. Lien said any reports on the Transfer Agreement will be in the Mayor's office and all meetings are open to the public. He also said he would try to get copies of the minutes sent to the Airport office. He said the group working on the Transfer Agreement is adamant about keeping everyone informed.

The meeting adjourned.

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

Tuesday, December 1, 1987

The Regional Airport Authority of Grand Forks Board of Commissioners met in its regular session in the Meeting Room of the Flight Service Station Building on Tuesday, December 1, 1987 at 8:30 A.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, Don Hemmingson, Monica Larivee, George Unruh and ex-officio member Jack Lien. Doug Christensen, legal counsel, was present. Staff present included Tom Breton, Bob Ulland, Jackie Heidrich, Rick Audette, Ben Harris, Howard Freije, Paul Litzinger, and Stephen Rucinski.

APPROVAL OF MINUTES

It was moved by Hemmingson and seconded by Larivee to approve the minutes as written. The motion carried.

COMMITTEE REPORT ON PARKING PROBLEMS

Reso
#40-87

The matter of Subcommittee report on parking was presented. Unruh, chairman of this committee, reported that the purpose of their study was to gather information. He felt the three main problem areas are: 1) customer parking, 2) employee/tenant parking, 3) safety and traffic problems. Some possible solutions would be:

- more lanes in the driveway, changing from a tear drop shape to a horseshoe shape
- expand the parking lot
- if more lanes were added in the driveway a parking lane could be designated and use parking meters
- improved signage can be done immediately
- uniformed patrol - Authority has gotten bids on this but Unruh is not sure this is a good answer. Could be tried for a short period with John Bjerkley, limo driver, doing the patrolling.
- felt Jim Brager's idea of baggage carts is a good idea and could bring in some money for the Airport. Gershman felt this could be a free service as they don't cost much.

Gershman asked Mr. Brager of Northwest Airlines if he felt there was a need for a porter service. Brager isn't sure there's enough demand here to support it but someone could survey this with arriving and departing passengers on a theoretical basis of whether or not they'd use it. Breton thought it could work if they met the car at the curb and brought the bags into the lobby while the passenger then parked the car in the lot.

Unruh also mentioned the possibility of making the road in front of the terminal a one-way all the way around was discussed at the meeting but there were some objections to this because of tankers making deliveries. Breton said there's more than just tankers presenting a problem with this but also delivery trucks and customers to the FBO.

Unruh felt the overhang on the front of the terminal presented a problem also. If someone parks in the front of it they block the whole thing. It doesn't do much good the way it is now.

Gershman questioned what is going to be done with the rent-a-cars and their parking problems. Could we request the City Police Department not to ticket these cars? Unruh felt there isn't anything we can do with it right now. Unruh asked Breton to make a good inventory of all the parking available on the Airport. Unruh feels the ticketing of cars in front of the terminal is bad P.R. Weber stated he doesn't believe in parking meters but would like to try the uniformed patrol in front of the terminal. He also feels customer parking is the most serious problem. Gershman suggested requesting a listing of parking tickets from the P.D. to see where the most problems are to see when a security person would be most useful. Breton suggested it may be possible to contract with a security company for a split shift if needed. Unruh questioned whether there was an employee now who could do traffic control as part of their job. Breton said the line is slimly staffed now. Gershman asked whether the janitorial staff would have time for it. This could be looked at when reviewing their schedules. Hemmingson felt there should be a 5-10 minute parking limit in the front if we had our own policing. Breton felt this would be no problem. Lien pointed out that most cars stop at the north door to unload and we need to keep them moving up instead of holding everything back.

It was moved by Unruh and seconded by Weber to direct Breton to prepare a report on improved signage, direct the attorney to investigate the possibility of using parking meters and research the APCOA contract as pertains to renovation of the parking lot, and direct Breton to explore the utilization of current staff for policing. The motion carried.

EMPLOYEE SUBCOMMITTEE REPORT

*Reso 87
#41-87*

Hemmingson reported on the last employee meeting held on November 24, 1987. Lien said Christensen and Howard Swanson will meet to work the employee items out for the Transfer Agreement. It was moved by Unruh and seconded by Larivee to accept the minutes of the two employee meetings into the Authority's official minutes. The motion carried.

NO ACTION NECESSARY ON CUTTING EDGE PURCHASE

Breton reported that no action would be necessary on the purchase of cutting edges as they came in at a lower price than expected - below the limit for needing Board action.

ARCHITECT'S PROPOSALS PRESENTED

Five architectural firms appeared and gave presentations to the Board. The firms that presented proposals are: Foss Architects of Fargo, Engineers-Architects PC, Johnson/Halvorson, Keith Porter and Schoen Associates. After much discussion the Board decided to consider the information and chose an architectural firm at the next meeting.

CHRISTENSEN LEAVES

EMERGENCY PURCHASE PROCEDURES

Reso
#42-87

The matter of emergency purchase procedures was presented. Breton stated he felt there was a need for emergency purchase capability so emergency repairs can be done immediately. He explained that the City's policies allow the repairs to be done and then taken to Committee for approval after that. It was moved by Unruh and seconded by Larivee to have management confer with the Chairman or Vice-Chairman if the Chairman can't be reached to clear emergency purchases over the \$1,000 limit. The motion carried.

ACCEPT PETITION REGARDING EXECUTIVE DIRECTOR POSITION

A petition was presented signed by several employees asking that Tom Breton be considered for the position of Executive Director. Gershman accepted the petition and said that he and Weber would take it under consideration with the other applicants. Gershman also pointed out that they required an AAE or the ability to get it within the year and Mr. Breton doesn't have this.

GERSHMAN LEAVES - WEBER CHAIRS MEETING

DISCUSSION OF JANITORIAL SCHEDULES

The matter of janitorial schedules was presented for discussion. Weber asked for a briefing on employee scheduling. Breton explained that 2 janitors cover 7 days per week 11 hrs./day. Ben Harris, janitor, explained that the early janitor, Trent, will come in earlier to do snow removal before the first flight if necessary.

GERSHMAN RETURNS

Breton explained that after 5 P.M. someone from the Line or Firehall has to come over to take care of any problems in the Terminal. Ben said that in the 10 years he's been at the Airport the terminal has been expanded with no increase in janitorial personnel. Stephen Rucinski felt the problem is that the Airport has lost 2 employees to retirement and the Mayor wouldn't rehire for those positions. Howard Freije stated that the maintenance department had only two employees for most of the summer because they had to send one man to be the relief man on the Line to cover for vacations. Weber said that if Breton feels another man is needed he should bring that request to the Board. Weber also pointed out that the employees are always taking the negative side and that we need some positive thinking.

Gershman asked how long the schedule has been in place. Breton said it was set up in 1974. Gershman felt with all the expansions the employees talked about 1974 is a long time not to change the schedules. Rucinski said the basic schedule has stayed the same with some changes in the times. Freije explained that four people work 2 shifts to cover the fire department, a mandatory requirement with the FAA.

Unruh questioned whether the traffic control person could somehow overlap with the scheduling of existing personnel. Ben felt the janitor shifts are when the most people are in the terminal. Gershman requested information from Northwest on enplanements on a per flight basis to help look at the scheduling in the future. No action taken.

REPORT ON AIRPORT CHRISTMAS PARTY

Heidrich reported on the annual Airport Christmas Party to be held on Saturday, December 12, 1987. A letter will be sent to all members with all pertinent information.

SERVICE STATION ON AIRPORT

The matter of a service station on the Airport was presented. Lien reported he had talked to people in the field about a service station on the Airport and they told him there would have to be 10-15,000 cars annually with 1/2 million gallons of potential fuel sales to be viable. Breton said the 3 car rental agencies have explored this idea as a joint effort and then dropped it. No action taken.

ADJOURN

It was moved by Unruh and seconded by Hemmingson to adjourn. The motion carried.

Respectfully submitted,


Robert Ulland

**PROCEEDINGS OF
THE REGIONAL AIRPORT AUTHORITY OF GRAND FORKS
BOARD OF COMMISSIONERS MEETING
Thursday, December 17, 1987**

The Regional Airport Authority of Grand Forks Board of Commissioners met in its regular session in the Meeting Room of the Flight Service Station Building on Thursday, December 17, 1987 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, Don Hemmingson, Monica Larivee, George Unruh, and ex-officio members Jack Lien and Bob Wood. Legal Counsel, Doug Christensen, was also present. Staff included Tom Breton, Bob Ulland, Jackie Heidrich and Rick Wockovich.

APPROVAL OF MINUTES

It was moved by Weber and seconded by Larivee to approve the minutes as written. The motion carried.

ADOPT ORGANIZATIONAL POLICY MANUAL

The matter of adopting the Organizational Policy Manual was presented. It was moved by Weber and seconded by Larivee to adopt the Organizational Policy Manual. The motion carried.

ADOPT PERSONNEL MANAGEMENT PLAN

Reso #43-87

The matter of adopting the Personnel Management Plan was presented. Patrick Bridger of Airport Consulting Services was present to explain the basic changes that have been suggested. They are: remove the merit pay and reinstate the step pay plan, include the Director of Operations and the Director of Finance into the regular pay plan, and the adjustments on the grievance procedure as was requested by the employees. It was moved by Weber and seconded by Hemmingson to direct Mr. Bridger to make said changes in the plan and adopt the Personnel Management Plan contingent upon final approval by the Employee Review Subcommittee and employees. The motion carried.

APPOINT JOHNSON, HALVERSON & ANDERSON AS ARCHITECT

Reso #44-87

The matter of selecting an architect was presented. It was moved by Unruh and seconded by Larivee to appoint the firm of Johnson, Halverson & Anderson. The motion carried.

HOLD CIVIL AIR PATROL REQUEST

The matter of the Civil Air Patrol request for office and meeting space was presented. Lonny Winrich of the CAP appeared. Gershman read the letter from Winrich explaining what other squadrons around the State receive from their airports. Winrich stated this is not an unusual request - other communities support CAP. He explained that they hold meetings on Wednesday evenings - currently at the ROTC building on campus but would like meeting and office space on the airport. He stated that CAP is paying full rental for hangar space for their plane. Breton pointed out there is an office/meeting area in the basement of the terminal that could be a possible site for CAP. Wood is in favor of something being provided for CAP. Weber felt the Authority should study all possibility and get back to Mr. Winrich. He felt they could use the meeting room in the Flight Service Station in the meantime.

HEAR NODAK REC PROPOSAL FOR ENTRANCE ROAD LIGHTING

The matter of Nodak REC's proposal to light the entrance road was presented. Mr. Dale West of Nodak appeared to explain their proposal. He felt 17 lights would be needed on the east side of the entrance road at an estimated cost of \$16,000. Nodak would be willing to pay $\frac{1}{2}$ the actual cost and would finance the other $\frac{1}{2}$ for five years at 5%. After 5 years the Airport would then own the fixtures and would only pay for the electricity each month. Weber asked if we could just lease the lights on a monthly basis from Nodak REC. Mr. West said he could look at the possibility and come up with a proposal on that but felt it would probably be more per month than this proposal. Mr. West estimated a cost of \$1,071 per year for the electricity to operate the additional lights. Mr. Bridger calculated a total cost of \$250/month including electricity and financing. Mr. West explained they would put in fixtures like those already out there. Weber asked to hold this matter and see a proposal based on a lease price.

NEGOTIATE LAND PURCHASE AND PURSUE AIR EASEMENT

Reso
#45-87

The matter of the purchase of $\frac{1}{4}$ of land on the NE corner of the Airport was presented. Breton explained that the owner of Parcel #1 on the NE corner of the Airport has made a preliminary request of \$190/acre. He explained that it could be purchased as part of the current FAA Project (05). Weber asked whether we needed the land. Breton said we don't need it for future development but it would give the Airport control over that area if we bought it. There is a row of trees on this land the Airport must keep trimmed. Lien asked if it was purchased would we extend the runway in this area. Breton felt it would more likely be extended to the south.

Breton also explained that the same person owns Parcel #2 and this is also a possible purchase if Parcel #1 doesn't exceed the finances available. Weber asked what money is available. Breton explained \$250,000 is Federally available with the bids for the runway extension coming in at \$200,680. With our 10% participation there is a total of \$275,000 available - less the project cost.

Larivee asked what costs would be involved in trimming the trees if we didn't purchase the land. Al Grasser, Project Engineer, estimated \$6,000 to trim the trees and explained that we wouldn't have any control over the area then. Unruh asked if there are any other projects we could do with this FAA money other than purchase the land. Breton felt we would have to deal with the FAA and see what they'd accept but doesn't feel there is anything else as this is special discretionary funding and very limited in its use. Ulland explained how we received this discretionary money and the reason for the inflexibility in its use. Wood felt pursuing an air easement would be better than buying the land as it would then come off the tax rolls and we don't need it for development. He also suggested if the Authority wants to purchase land with this money Parcel #2 would be a better purchase as development could be done there.

It was moved by Weber and seconded by Hemmingson to pursue the air easement over Parcel #1 and negotiate to purchase Parcel #2. The motion carried.

SET CIP PROJECTS FOR 1988 AIP FUNDING

Reso
46-87

The matter of CIP projects for 1988 AIP funding was presented. Breton explained the AIP funding process. He gave a suggested list of projects in order of priority as follows:

1. Master Planning Study Update
2. Motor Grader w/wing
Truck w/dump box & sand spreader
2-Way radios
3. Electric vault & generator
4. Runway & taxiway extension
Extend south end of Apron A

Bridger explained the first 3 items have been approved by Northwest Airlines and the City's 10% matching share of the cost will be paid by Northwest Airlines.

Breton felt the runway project (#4) could be set aside for 1989.

It was moved by Unruh and seconded by Weber to prepare preapplications for AIP funding for Items #1 thru #3. The motion carried.

ACCEPT BID OF VAALER INSURANCE FOR LIABILITY INSURANCE

Reso
#47-87

The matter of airport liability insurance bids was presented. Breton explained that Vaaler Insurance was the only bidder. We currently have coverage for \$1,000,000 in liability plus \$100,000 hangar keepers. The Public Service Committee of the City Council recommended accepting the bid for \$2,000,000 liability @ \$12,840 and \$200,000 hangar keepers @ \$800. Bridger said the AAAE puts out recommendations on what insurance should be carried by various size airports and suggested looking this up for future reference. It was moved by Unruh and seconded by Larivee to accept the bid of Vaaler Insurance in the amount of \$13,640 for \$2,000,000 liability and \$200,000 hangar keepers coverage. The motion carried.

HOLD MATTER OF INTERN FOR 1988

The matter of an Intern for 1988 was presented. Breton explained how the intern program has worked in the past. Weber asked to hold this for the new Executive Director to have some input.

NOTIFY LYNN PROUTY ADVERTIZING OF DEFAULT OF CONTRACT

The matter of Lynn Prouty Advertizing was presented. Breton explained that Ms. Prouty is 3 months behind in rental payments. Christensen found she is not in bankruptcy filing. Gershman questioned what happens to the equipment on the walls if we terminate her lease. Breton explained the cases are hard-wired in. Bridger also explained that the Airport invested money to run the wiring to those cases when they were installed. He suggested sending Ms. Prouty a 10 day notice of termination or to contact the Airport immediately to work it out. He suggested if she can't catch up the payments we encourage her to deal with a local company to take it over and sell them the fixtures.

Gershman instructed Christensen to notify her she's in default with 10 days to correct it and that the Authority deems the fixtures to belong to the Airport.

ACCEPT NODAK CONTRACTING BID ON PROJECT #3449

Reso
#48-87

The matter of awarding contract for General Aviation Runway and Taxiway Extension - City Project #3449, AIP Project #3-38-0022-05 was presented. Al Grasser, Project Engineer, said the apparent low bidder was Nodak Contracting with a bid of \$178,758. He said the Public Service Committee has recommended awarding the contract to Nodak. It was moved by Hemmingson and seconded by Weber to award the contract to Nodak Contracting. The motion carried.

DIRECT ATTORNEY TO HANDLE STATE LICENSE TRANSFERS

The Board directed Christensen to begin preparation for State license transfers - sales tax permit, tax exempt permits, etc.

DIRECT BRETON TO ATTEND MEETING RE: FAR PART 139 CHANGES

Reso
#49-87

Bridger explained there have been several changes made by the FAA on FAR Part 139 regarding airport certification. There are major impacts on security regulations and in areas of fueling. He reported that there will be a meeting held in Washington, D.C. January 13-15, 1988 to go over all these changes. It as moved by Larivee and seconded by Hemmingson to direct Breton to attend this meeting. The motion carried.

DIRECT AIRPORT CONSULTING SERVICES TO DO CAPACITY DEMAND STUDY

Reso
#50-87

Unruh reported that he had discovered that Mr. Bridger has a lot of experience with parking - formerly being with APCOA. Bridger proposed to Unruh that he could do some consulting work regarding the parking lot also if requested. Bridger said he suggested a capacity demand study and looking at a revenue bonding situation to finance the parking lot expansion. It was moved by Unruh and seconded by Hemmingson to instruct Mr. Bridger to begin a capacity demand study on parking. The motion carried.

REPORT ON TRANSFER AGREEMENT PROGRESS

Reso
#51-87

Lien reported that the main question remaining with the Transfer Agreement is still the AFSS financing. Christensen said the subcommittee working on the Transfer Agreement sent it to the Finance Committee. The group's recommendation was to approve the transfer as drafted and as long as the sales tax revenues continue the City will make the bond payments for the AFSS. If the sales tax isn't there the Authority would be responsible for the payments. Bridger felt it would be better to say they would reopen negotiations instead of having the payments revert to the Authority if the sales tax isn't there. If not, this would hurt the Airport's ability to get future revenue bonds. Gershman felt we shouldn't accept the possibility that it reverts back to the Airport. It was moved by Unruh and seconded by Weber that the Airport Authority communicate to the Mayor and City Council that they are not willing to accept any liability at all in connection with the AFSS bonds. The motion carried.

BRIDGER PRESENTS FINANCIAL OVERVIEW

Mr. Bridger presented a financial overview of the Airport. He said it would've been a positive year if not for the AFSS bond payments. He said the Airport would have to notify Northwest Airlines by December 31st if we're going to raise their rates. Mr. Bridger's preliminary recommendation is not to change the rate to Northwest Airlines for 1988 and will have a final recommendation after going over further figures in the next week.

Respectfully submitted,

B.B.

Bob Ulland