

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

Thursday, January 28, 1988

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, January 28, 1988 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Don Hemmingson, Monica Larivee, George Unruh, and ex-officio member Bob Wood. Staff included Tom Breton and Jackie Heidrich.

APPROVAL OF MINUTES

The minutes were approved as written.

RESCIND PURCHASE OF $\frac{1}{4}$ OF LAND ON NE CORNER OF AIRPORT *Reso #01-88*

The matter of rescinding the purchase of the $\frac{1}{4}$ of land on the N.E. corner of the Airport was presented. Breton explained that this purchase was approved at the December 17, 1987 meeting. Gershman felt we should hold off on the purchase and only pursue the air easement. Breton said the purchase could be picked up under AIP funding at a later time. It was moved by Unruh and seconded by Hemmingson to rescind the motion to purchase this $\frac{1}{4}$ of land. The motion carried.

HOLD MATTER OF TRANSFER AGREEMENT

Gershman explained that Doug Christensen, Authority Attorney, had to be in court today so he would like to hold the matter of the Transfer Agreement with the City until Christensen can be present.

APPOINT SECRETARY/TREASURER *Reso #02-88*

The matter of appointing a new Secretary/Treasurer was presented. Gershman explained that Bob Ulland has been the Secretary/Treasurer but became a full-time employee of the Public Transportation Department on January 1st. It was moved by Hemmingson and seconded by Larivee to appoint Jackie Heidrich Secretary/Treasurer. The motion carried.

HOLD MATTER OF PHYSICAL INVENTORY OF AIRPORT PROPERTY

The matter of a physical inventory of the Airport property was presented. Gershman explained that a good physical inventory has never been done and would be a good idea for insurance purposes. Unruh suggested using numbered I.D. tags to do it properly. There was discussion over how much time would be required to complete the job. Unruh suggested that this would be a good job for the Executive Director to work on. It was agreed to hold this matter for the Executive Director. Gershman asked Breton to check with the insurance company to see if a video would be necessary for insurance purposes in the meantime.

AMEND GRANT ON AIP PROJECT #3-38-0022-05

The matter of amending the grant for AIP Project #3-38-0022-05 to appraise and purchase air easement and top the trees on the $\frac{1}{4}$ of land north of the general aviation runway was presented. Breton explained that the grant must be amended to get approval to go ahead and appraise and negotiate an air easement and top the trees. Wood questioned if it wouldn't be better to remove the trees instead of topping them as they are just scrub trees. Breton said this could be possible with the owner's permission. They are at their full height and there are approximately 100 trees. Gershman expressed a concern over removing the trees. He felt if 100 trees are removed the Airport should plant 200 seedlings elsewhere on the Airport. Breton was instructed to report at the next meeting where these seedlings could be placed on the property and also to research whether removing or topping the trees would be best.

LYNN PROUTY ADVERTIZING

Gershman reported he has been trying to reach Ms. Prouty about her delinquent account and bankruptcy proceedings. He will report back when he finds out anything further.

EXECUTIVE DIRECTOR CANDIDATES

Gershman reported he had written a letter to Mayor Wessman requesting permission to go ahead and hire an Executive Director before all the paperwork is completed for the Transfer Agreement. He also explained that he and Larivee would be conducting telephone interviews with the candidates and would present at the next meeting a proposal for 2 or 3 finalists to bring in for interviews.

CORRESPONDENCE RE: RUDENESS IN APCOA LOT

Gershman presented a letter he had received regarding rude behavior from APCOA attendants and his response to this letter. Unruh felt there must be something in the lease calling for uniformed employees who act in a professional manner and that non-compliance with this could give us reason to terminate their lease. Gershman felt we must start documenting these complaints and follow up with APCOA on them.

1½% PENALTY ON DELINQUENT ACCOUNTS *Reso #03-88*

Breton questioned whether we should be turning delinquent accounts over to Howard Swanson as we have been or to Christensen now for collection. Gershman suggested calling Christensen and seeing how he prefers to handle them. There was discussion regarding past due accounts and collection procedures and that the Airport charges no late fees. It was moved by Unruh and seconded by Larivee to establish a 1½% late charge on delinquent accounts. The motion carried.

CANCEL HERVIEUX LAND OPTION

Breton explained that Richard Hervieux has an option on a lot on the new apron area but also has a delinquent account of \$2500 for fuel purchases. The land option is fully paid until March 1, 1988. It was further explained that he has since moved out of town and Howard Swanson has been unable to locate him to collect on the account. It was agreed to have the attorney notify Mr. Hervieux that we won't renew the option.

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich

Secretary/Treasurer

**PROCEEDINGS OF
THE REGIONAL AIRPORT AUTHORITY OF GRAND FORKS
BOARD OF COMMISSIONERS MEETING
Thursday, February 18, 1988**

The Regional Airport Authority of Grand Forks Board of Commissioners met in its regular session in the County Commissioners Meeting Room in the County Office Building on Thursday, February 18, 1988 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Don Hemmingson, Monica Larivee, George Unruh, ex-officio member Bob Wood, and Doug Christensen, Legal Counsel. Staff included Tom Breton and Jackie Heidrich.

APPROVAL OF MINUTES

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

APPROVE AMENDMENT OF GRANT FOR AIP PROJECT #3-38-0022-05

*Reso
#04-88*

The matter of amending grant for AIP Project #3-38-0022-05 to appraise and purchase air easement and top the trees on $\frac{1}{4}$ of land north of general aviation runway was presented. Breton explained that he hasn't negotiated yet on an air easement or topping the trees with the owner. The grant must be amended before he can take any action on this. It was moved by Hemmingson and seconded by Unruh to approve the amendment. The motion carried.

LEGAL COUNSEL TO NEGOTIATE SETTLEMENT WITH PROUTY ADVERTIZING

*Reso
#05-88*

The matter of Lynn Prouty Advertizing was presented. Christensen presented a letter from Ms. Prouty with her offer to settle with the G.F. Airport stating she owes the Airport \$6,250 currently and feels the value of the displays in the terminal is \$30,000 less depreciation. She suggests we buy her displays for a final settlement of \$18,965 and forgive any further rents due in 1988 on her contract. Christensen stated his letter of 2/11/88 had advised her \$15,500 is what is due for 1988. He recommends not accepting this settlement and not to terminate the lease at this time as that would eliminate any claim on the 1988 rents. It was moved by Unruh and seconded by Hemmingson to instruct Legal Counsel to take the necessary steps to settle with Ms. Prouty with the Airport retaining all fixtures and not collecting the \$15,500 due for 1988. The motion carried.

DIAGRAM FOR TREE PLANTING PRESENTED

Breton presented a diagram of areas on the Airport property where trees could be planted. Unruh suggested that tree planting would be nice to tie into the State's Centennial tree planting project. Gershman asked Breton to check with the soil and forestry people to get some ideas on what would be best to plant in this soil.

APPLY FOR CONSERVATION RESERVE PROGRAM

*Reso
#06-88*

The matter of applying to put the Airport's agricultural acreage into the Conservation Reserve Program (CRP) was presented. Breton explained the application deadline is tomorrow and the Airport has 400+ acres that might be accepted into this program. Hemmingson said they may pay up to \$40/acre while Breton explained it is currently rented for \$25/acre. It was moved by Unruh and seconded by Larivee to instruct Breton and Hemmingson to try to get the airport's acreage into the CRP. The motion carried.

REVIEW PARKING STUDY AND BILLINGS FROM ACSG, INC. Reso #7-88

Unruh explained that Mr. Bridger felt he would be here to make a presentation of the Parking Study but the Board felt he didn't need to appear at this time. Unruh also explained that he originally was told the study would cost \$3000-\$3500 plus some expenses and we have been billed thus far for approximately \$9000. He said he had met with Mr. Bridger this morning and he said there was some work left on the project but he would just charge \$200 for the software needed to finish the last phase. Gershman said he told Mr. Bridger we will now take a cooling off period and then Unruh, Doug and himself will go over the bills. Unruh explained that Bridger recommends a total of 244 spaces for the parking lot to meet the needs for the next 5 years - an increase of 82 spaces - making 60 short-term and 184 long-term. Additional expansion would be needed after that. It was moved by Unruh and seconded by Larivee to instruct Legal Counsel with the assistance of Airport and City Personnel to review the bills and our position to see where we stand. The motion carried.

MATTER OF TRANSFER AGREEMENT

Gershman reported they are not yet through with the financial analysis of the Airport.

APPROVE PURCHASE OF TIRES FOR FIRE TRUCKS Reso #08-88

The matter of purchasing tires for the fire trucks was presented. Breton explained that a full set of tires is needed for each of two fire trucks. This can be purchased under State contract for approximately \$4200 with installation and is budgeted for. It was moved by Hemmingson and seconded by Larivee to approve the purchase. The motion carried.

SET DATE TO INTERVIEW EXECUTIVE DIRECTOR FINALISTS

The matter of finalists for the Executive Director position was presented. Gershman explained that he and Larivee had been doing phone interviewing and felt we should interview three finalists. They hope to set these interviews up for March 20th and 21st.

ADD SECURITY EQUIPMENT TO PRE-AP FOR 1988 AIP FUNDING Reso #09-88

The matter of adding fencing, gating and security-related equipment to the preapplication for 1988 AIP funding was presented. Breton explained that this would include replacing some gates with low fences around Northern Aviation, new sliding security fences with card reader and to raise some fence. He felt new FAA regulations will force this to be done soon anyway. This is eligible for 90-10% AIP funding and will cost \$25-30,000 total. It was moved by Unruh and seconded by Hemmingson to approve the addition to the 1988 AIP funding preapplication. The motion carried.

HOLD PURCHASE OF WATER HEATER FOR TERMINAL BUILDING Reso #10-88

The matter of purchasing a new gas water heater for the terminal building was presented. Breton explained he has budgeted \$2500 for this purchase. The present water heater is too small to handle the expansion, is old and starting to have problems. Currently have an 82 gallon electric and would like to get 125 gallon gas water heater. Gershman suggested Breton look at a combination of a water heater with a holding tank and get estimates to bring to the next meeting.

HOLD PURCHASE OF PHOTO I.D. SYSTEM

The matter of purchasing a photo I.D. system was presented. Breton explained that this would be for airport security to issue a permanent non-expiring photo I.D. to permanent employees. The Airport currently issues yearly expiring I.D.'s (no pictures) to approximately 200 employees and is very time consuming and repetitious. Breton also felt this system would be more acceptable to the FAA. There was discussion regarding requiring employees to go to the Police Department for these photos and Vicki Dyrdaahl of Aero Center 1 said she felt the employees won't go off-airport for photos. It was moved by Unruh and seconded by Larivee to hold action on this matter. The motion carried.

ENGAGE BRADY MARTZ FOR FINANCIAL ANALYSIS

Reso #11-88

The matter of authorizing Brady Martz's accounting firm to do a financial analysis of the Airport was presented. Unruh reported they were having trouble getting a handle on the airport's finances. Brady Martz is currently the firm doing the annual audits for the City. They will be able to break out airport operation costs for 1987. Unruh received a quote from Brady Martz for the cost not to exceed \$2200. He pointed out that Assistant City Auditor John Schmisek felt this would be a good idea. It was moved by Unruh and seconded by Hemmingson to authorize the Chairman to sign the engagement letter with Brady Martz for this financial analysis to be done. The motion carried.

APPROVE PAYMENT TO RYDELL CHEVROLET FOR GARAGE PURCHASE

Reso #12-88

The matter of approving payment to Rydell Chevrolet in the amount of \$6,000 for a garage was presented. Breton explained that an agreement was made in November of 1986 to purchase the old National Car Rental garage from Rydell Chevrolet for \$6,000 - to be paid in January 1988. It was moved by Unruh and seconded by Hemmingson to approve the payment. The motion carried.

APPROVE PAYMENT TO BERGSTROM ELECTRIC

Reso #13-88

The matter of making payment to Bergstrom Electric for replacement of a light pole in the amount of \$1,300.00 was presented. Breton explained that this work was to replace a pole damaged by an Air Force truck last summer. Bergstrom has completed the work but the Air Base may take up to 3 months to pay so Breton feels we can pay this and wait for reimbursement from the Air Force. It was moved by Hemmingson and seconded by Unruh to approve payment. The motion carried.

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Secretary/Treasurer

AIRPORT DEVELOPMENT MEETING

March 4, 1988

A meeting pertaining to development at the Grand Forks Mark Andrews International Airport was held on Friday, March 4, 1988 at 1:00 in the Chamber of Commerce meeting room.

Those attending were: Hal Gershman, Chairman of the Regional Airport Authority; Tom Breton, Airport Operations Manager; Ardell Bestland, Manager of Aero Center 1; Earl Davis, Manager Federal Express; Don Porter, Customs Agent; John Doerr, Federal Express Operations Manager; Bob Gustafson, Chamber of Commerce President; Don Smith, UND Center for Aerospace Sciences; Lynn Stranger, U.S. Customs; Beverly Argo, Economic Development Foundation; Mike Maidenbergl, Vice-Chairman of the Economic Development Foundation; Bill Argo, Economic Development Foundation; John Neppel, Neppel Engineering; and John O'Leary, Executive Director of Community Development.

Gershman opened the meeting by explaining that there seems to be expectations of substantial growth at the Grand Forks Mark Andrews International Airport and it is very important to coordinate these efforts. He asked that everyone take their turn and express their immediate and long-term needs and plans at the Airport.

Smith felt the UND's most immediate concern involves the NATCO program. This will involve a need for additional aircraft; 9-11 single engines, 2-3 twin engines, 1 jet and possibly a swept-wing jet, which will be an increase from 70 to 83 or 84 aircraft that belong to the UND. They are looking at the possibility of having their own airport somewhere else to do touch and gos but would still base them at the Grand Forks Airport. The Foundation running the NATCO program will employ approximately 30 flight instructors. They feel they will need an additional 26,000 s.f. of hangar space and would like to do it in two separate buildings. This hangar space problem and the additional air traffic created by the NATCO program are their major concerns. Smith also felt the full impact will be reached the middle of 1989 and forecasts hangar construction to start sometime this summer.

Davis felt the future is now for Federal Express. They have been pushed out of ramp space and are on the threshold of a dangerous situation with movement of ground equipment on the G.A. ramp. He state that a solution to their immediate or long-term problems doesn't mean he can guarantee a long-term commitment for Federal Express aircraft to stay at Grand Forks. The company could schedule the 727 to land in Fargo or wherever and anytime, but his goal is to have the operation stay here.

Stranger said that of the Customs facilities in Minot, Fargo, Williston and Grand Forks, Grand Forks is by far the poorest facility in terms of location. They feel the facility is unacceptable with no search room, no inspectional counters and no visibility. He felt the old FSS building would be ideal for Customs though not for Federal Express. He explained that because of their limited facilities they can clear only aircraft with up to 11 passengers. He also stated that Federal Express creates most of Custom's work and they will cooperate in every way they can.

Breton suggested blocking off the taxiway from Ramp B to north of the blast fence and putting Federal's 727 there. Smith felt they could live with that. Davis said it would solve the immediate primary problem but the Canadian reliever overnight also needs a parking spot.

Smith felt the best idea is to get Customs off by itself with Federal Express located by them and direct other customers for Customs to their area.

Gershman asked if getting Federal Express the round roof hangar and moving UND elsewhere would help Federal Express. Do they need the sort space? Davis said that everything he sees says the sort space will be needed closer to town so they couldn't fully utilize that hangar.

Brager stated Northwest Airlines is quite satisfied with Grand Forks and doesn't think there is any need to worry about NWA pulling out. They also want to see everything possible done to keep Federal Express at the Airport. He feels Federal Express and Customs are too crunched into one little corner and will move a little to help this problem but the terminal is here mainly for passenger service. Putting Customs in another building would be no problem for NWA. He feels they do need a better baggage claim area. He also felt Customs should be in the same building as or adjacent to Federal Express. Brager said they can move the Metroliner some on the ramp to help out Federal Express in their space problem but will continue to use Gate 1 for passenger boarding. He also felt that the Federal Express maintenance department is not willing to adjust the parking spot of their 727 for Northwest Airlines and that they need to be more cooperative. Davis said they will adjust the parking spot but won't back it up.

Breton suggested taking out 2 sections of the blast fence and relocating them to protect UND aircraft to give Federal Express more ramp area. Smith has reservations about moving the blast fence and doesn't want to be renting a hangar they can't get in and out of.

Bestland said their shop is 60'x60' with 14' door height and there are many aircraft they can't get inside to work on such as Corporate Air's aircraft. Their building is privately owned and they pay ground rent for the land it sits on.

Gershman felt the ideal solution to all these problems would be a major general aviation/Customs/Federal Express complex to the south. Smith felt the Authority should look at putting up a hangar to be rented out.

Gershman felt the Airport's new Executive Director should have a lot more time to work on these economic development issues. Stranger felt that Grand Forks seems to have the most activity and the most going for it in the State right now.

Smith pointed out that UND invested some money in the round roof hangar when they got the new lease. Davis said this hangar might be an acceptable 2-year short-term solution. Breton pointed out that the Airport is short of hangar space now and could always use the hangar space later if Federal Express moved out of it.

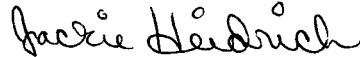
Neppel asked if there was any thought to adding a free trade zone at the Airport. Argo said you could have a sub-zone there. Stranger said they don't see much advantage to foreign trade zones.

Gershman said that one of the priorities of the new Executive Director will be to work with Argo and get the permanent solution figured out. Neppel asked when an Executive Director is expected to start. Gershman felt probably by the end of April. The Authority plans to remodel the old Flight Service Station for Authority offices and could move Customs over there also.

Maidenberg said the Economic Development Foundation is very much interested in the Airport growing and Federal Express staying. He said Argo could head up the planning and get started on a long-term solution as soon as possible as they are willing to begin immediately. Gershman said he would bring their offer before the Airport Authority and felt they would accept this offer.

Gustafson said the main concern should be getting results and everyone working together. It's important to keep Federal Express here and plan for the UND CAS needs also.

Respectfully submitted,



Jackie Heidrich

Secretary/Treasurer

Regional Airport Authority

**PROCEEDINGS OF
THE REGIONAL AIRPORT AUTHORITY OF GRAND FORKS
BOARD OF COMMISSIONERS MEETING
Thursday, March 24, 1988**

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 Thursday, March 24, 1988 at 9:30 A.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, Don Hemmingson, Monica Larivee, George Unruh; ex-officio members Bob Wood, Don Smith and Jack Lien; Legal Counsel, Doug Christensen; Staff, Tom Breton and Jackie Heidrich.

APPROVAL OF MINUTES

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

SETTLE WITH LYNN PROUTY ADVERTIZING

The matter of Lynn Prouty Advertizing was presented. Christensen reported that Ms. Prouty has agreed to relinquish her rights to the advertising signs in the terminal and we will in turn relieve her agency from the debt of \$6500 and the revenues due for 1988. It was moved by Weber and seconded by Larivee to instruct Christensen to notify Ms. Prouty that we will cancel the contract and forgive the past due \$6500 and the 1988 revenues when an agreement is signed that she relinquishes the signs to the Authority. The motion carried.

CONTACT LOCAL AD AGENCIES FOR PRICING INFORMATION

*Reso
#15-88*

Gershman reported it had been suggested to him to get three local advertising agencies to tell the Authority what the advertising at the Airport could fairly rent for and then negotiate to have then rent out the space at a 15% fee. It was moved by Unruh and seconded by Hemmingson to direct the Chairman to proceed with a letter to the advertising agencies asking for input on fair pricing for the advertising space available at the Airport. The motion carried.

PRELIMINARY APPROVAL OF TRANSFER AGREEMENT

*Reso
#16-88*

The matter of the Transfer Agreement with the City was presented. Unruh reported that Brady Martz had completed the financial analysis and he and Gershman had met with City Auditor Don Tingum, Assistant City Auditor John Schmisek, and Brady Martz to review it. It was their consensus that the airport finances look o.k. It was moved by Unruh and seconded by Weber for preliminary approval of the Transfer Agreement with the City subject to a final review. The motion carried.

COMMUNICATION FROM CITY RE: CONTINUATION OF BENEFITS

The matter of a request to the City for the Airport Authority employees to continue in the benefit programs was presented. Weber reported he had received a letter from City Auditor Don Tingum outlining the benefits will continue upon final approval of the Airport Authority and the City Council.

APPROVE UND OPTION ON TWO LOTS ON SOUTH SIDE OF RAMP C

Reso
#17-88

The matter of request from UND for option on land on south side of Ramp C was presented. Bob Reiss, Fiscal Officer for UND Center for Aerospace Sciences appeared. He explained the request is for two lots and they expect construction to be complete by July '89. They plan to occupy 16,000 s.f. of the property to provide aircraft storage for the NATCO/UND venture. Gershman explained that the Master Plan Update is going to be done this year and wondered if this could be held until that time. Smith, speaking as Associate Dean of CAS, felt UND-CAS needs to know the space is theirs for planning purposes and would rather pay the option fees to know it's theirs rather than just having it on hold for them until the Master Plan Update. Reiss pointed out the UND had held the option on the land the new tower is on and did cooperate and turn it back for that development. He stated they are making concessions with Federal Express for ramp space also, so this does show their willingness to cooperate. It was moved by Unruh and seconded by Weber to grant preliminary approval for the option subject to compatibility with the Master Plan Update in accordance with current options at 30% of full lease price. The motion carried.

APPROVE ADDITIONAL RAMP SPACE FOR UND

Reso
#18-88

The matter of 28,000 s.f. of additional ramp space for UND was presented. Lien said an agreement was made for UND to give up some ramp space in their area to make more room for Federal Express. Lien estimates the concrete will cost approximately \$30-32,000 for 6". Lien thought it might be possible to get some funding from the growth fund. It was moved by Unruh and seconded by Larivee to approve 28,000 s.f. of additional ramp space for UND on UND leased land subject to appropriate funding. The motion carried.

SMITH/LIEN LEAVE

TERMINATE CONTRACT WITH ACSG, INC.

Reso
#19-88

The matter of the parking study billings from Airport Contract Services Group, Inc. was presented. Christensen reported he had written a letter requesting a copy of the contract and an itemization of the parking study billing and had since received it. He also stated that Mr. Bridger had written a letter to the Authority members after being instructed to correspond only to himself. The contract calls for a 30 day notice of dissatisfaction to cancel the contract and then Mr. Bridger has 30 days to fix the problem. Gershman stated that the confidence of the Authority in Mr. Bridger had been eroded and we don't feel the need to use his services in the future. It was moved by Unruh and seconded by Larivee to have the attorney notify Mr. Bridger of ACSI, Inc. of our intent to terminate the contract, settle the parking study bill, and have Mr. Christensen reiterate once again to only deal with him. The motion carried.

APPROVE CAP REQUEST FOR OFFICE SPACE

Reso
#20-88

The matter of a request from the Civil Air Patrol for office space in the old FSS building was presented. Gershman read a letter from Lonny Winrich requesting an office with the understanding that it is temporary and may have to move in the future. It was moved by Unruh and seconded by Hemmingson to authorize the CAP to have an office at the AFSS. The motion carried.

APPROVE INSTALLATION OF LIGHTS ON ENTRANCE ROAD

Reso
#21-88

The matter of the Nodak Rural Electric lighting proposal was presented. Weber read a letter from Mr. Dale West of Nodak Rural Electric with a proposal to install 17 lights along the entrance road at a total cost of \$12 per light per month including electricity and maintenance. It was moved by Weber and seconded by Unruh to authorize Nodak Rural Electric to install these 17 lights on the entrance road and to have them add the maintenance on the five lights that are already installed. The motion carried.

REPORT ON EXECUTIVE DIRECTOR INTERVIEWS

The matter of report on Executive Director interviews was presented. Gershman reported the Authority members had interviewed the three candidates on March 21st and 22nd. They have requested additional information of the candidates and hope to offer the job to one of them within two weeks. He felt the Authority was very impressed with the quality of the candidates.

ADDITIONAL CLOCKS FOR TERMINAL BUILDING

The matter of additional clocks in the terminal building was presented. Gershman explained that a lot of people can't find the clocks in the terminal building as they are black digital clocks that blend in or are hidden by the advertising pillar in the holding area. Larivee agreed to purchase several battery-operated clocks to be installed in more visible areas of the terminal.

ORDER NEW SIGNING FOR SECURITY AREA

Gershman reported the signs in the security area were very old and should be replaced. Breton was directed to contact the FAA to get new signs.

APPROVE SALE OF SURPLUS RIPPER

Reso
#22-88

The matter of a surplus ripper was presented. Breton explained this is an old piece of equipment and he has had inquiries regarding whether the Airport is interested in selling it. He has had an offer of \$400. It was moved by Weber and seconded by Unruh to accept the offer of \$400 for the surplus ripper. The motion carried.

REPORT ON CRP PARTICIPATION

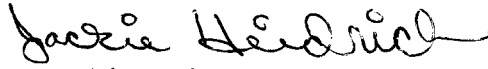
Hemmingson reported they had requested \$45/acre for the farmland through the CRP program. This bid has been accepted. The land has to be seeded. The airport has no equipment to seed but does have equipment to prepare the land. Wood said there is basically no income off the program the first year with the costs involved in seeding and preparing the land but it is a 10 year program. Weber suggested Hemmingson and Breton work with Wood to get the land worked up and seeded per the program requirements.

AERO CENTER 1 PROPOSAL

Ardell Bestland of Aero Center 1 appeared to brief the Board on an idea he has been working on to enlarge their building. He proposes to split the building and move it south, fill in rafters and raise it and get new hangar doors, but this proposal would encroach on existing taxiway. Enlarging their building would get them more work from Corporate Air if they could get the aircraft in. He will talk to the owners of Aero Center and get cost estimates.

ADJOURN

Respectfully submitted,

A handwritten signature in cursive script that reads "Jackie Heidrich". The signature is written in dark ink and is positioned above the printed name.

Jackie Heidrich
Secretary/Treasurer

PROCEEDINGS OF
THE REGIONAL AIRPORT AUTHORITY OF GRAND FORKS
BOARD OF COMMISSIONERS
Thursday, May 19, 1988

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, May 19, 1988 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Don Hemmingson, Monica Larivee, and George Unruh; ex-officio members Bob Wood and Jack Lien; Legal Counsel, Doug Christensen; Staff, Robert Selig and Jackie Heidrich.

WELCOME ROBERT SELIG

Gershman introduced Robert Selig, the Airport's Executive Director, who started the position on May 16th.

APPROVAL OF MINUTES

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

TERMINAL ADVERTISING

*Reso
#23-88*

Gershman reported he had asked three advertising agencies for pricing suggestions for the terminal advertising. Responses were received from IMA and Simmons. Selig said he will have a rate schedule put together for the next meeting.

Gershman read a letter from John Horn, President of Northwest Airlines, expressing his approval of the advertising of the Grand Forks Airport and Northwest Airlines in the regional newspapers. Gershman proposed that the Convention and Visitor's Bureau be offered one advertising spot of their choice in the terminal for a four year period at no charge to promote upcoming events to thank them for their participation in financing the regional advertising of the Airport. It was moved by Unruh and seconded by Monica to give the CVB an advertising space at no charge for four years. The motion carried.

APPROVE ENTRANCE ROAD LIGHTING AGREEMENT

*Reso
#24-88*

The matter of an entrance road lighting agreement with Nodak Rural Electric was presented. Selig said he has read the agreement proposed by Nodak Rural Electric to light the entrance road with 22 lights at \$12/month/light for a total of approximately \$3,000 per year. This money is in the budget. It was moved by Hemmingson and seconded by Larivee to sign this agreement. The motion carried.

ADDITIONAL CLOCKS IN THE TERMINAL

Larivee reported she had met with Selig to discuss where additional clocks in the terminal should be placed. Selig said he would look for a 6" digital clock with red-orange numbers that would be more visible and add better locations such as over the ticket counters or by the restaurant. He will try to purchase and install them within 30 days.

CRP LAND COMPLETE

Wood reported the CRP land is seeded. He wished to complement Tom Breton and his crews for getting it in. Gershman also thanked Hemmingson for his help in getting it going.

APPROVE CHANGE ORDER FOR 05 PROJECT TO REVISE HOLDING LINES

Reso
#25-88

The matter of the Change Order for the 05 Project to revise the holding lines on the general aviation runway was presented. Selig explained this is a procedural issue - the FAA has moved the hold lines back and request we update the project to meet these new specifications. Al Grasser, City Engineering Dept., reported they are negotiating with the contractor now on this change order. It was moved by Unruh and seconded by Hemmingson to approve the Change Order for 05 Project to revise the holding lines on G.A. runway. The motion carried.

APPROVE ENTERING INTO AGREEMENT FOR TESTING SERVICES FOR 05 PROJECT

Reso
#26-88

The matter of authorization to enter into an agreement for testing services for the 05 project was presented. Selig reported that this, too, is a procedural issue. Engineering firms don't have testing labs and hire outside firms to do their testing on projects. This is already approved by the City Council. There is no additional cost associated with this. It was moved by Hemmingson and seconded by Larivee to approve entering into an agreement for testing services with Twin City Testing for the 05 project. The motion carried.

APPROVE PROCEEDING WITH APPRAISAL OF LAND

Reso
#27-88

The matter of an appraisal of approach-protection land for Runway 17R was presented. Selig said there appears to be extra funds for a discretionary grant from the FAA. The FAA has recommended we purchase approach protection land with these funds. The land is currently for sale. The FAA wants an appraisal first and then we negotiate with the owner. The cost is paid 90% by the FAA, 10% by the Airport. It was moved by Unruh and seconded by Hemmingson to proceed with the appraisal of this approach-protection land. The motion carried.

REQUEST BY FAA TO LEASE PART OF OLD FSS

Selig reported he had received a lease from the FAA in which they want to lease the whole telco room in the basement. All of the telephone equipment is in this room and with the planned remodeling of the building he prefers to lease only $\frac{1}{2}$ of this to the FAA. Selig will go back to the FAA and renegotiate this lease.

REPORT ON TRANSFER AGREEMENT

Christensen reported that the Transfer Agreement documents should be ready by June 15th for signatures by the City.

BEAUTIFICATION IN FRONT OF TERMINAL

Gershman reported that the wind has made a mess of the wood chips around the front of the terminal. He proposes that some stone, possibly like around the new tower, would be better. Selig will look into replacing the wood chips.

MASTER PLAN UPDATE PROCEEDING

Selig reported that copies of Requests for Qualifications for Master Plan Update consultants have been sent out and are due back May 31st. He checked with the FAA in Bismarck before starting this process. After the qualifications are received a selection committee will review them and then interview at least 3 firms to select the consultant from.

PROCEED WITH SELECTION OF ENGINEER FOR VAULT PROJECT

Selig said he will be initiating a request for proposals for an engineering firm to do the electrical vault, fencing and gating project. The selection committee will also interview these firms.

REQUEST FROM AERO CENTER 1 FOR LAND OPTION

Ardell Bestland, Aero Center 1 Manager, said they are having growing pains in their building. They need to improve their building, build or lease another. Until the Master Plan Update is complete they would like an option on a lot on Ramp C so they have somewhere to go. If UND is given the option on that last lot on C ramp there will be nowhere for Aero Center to go. Selig would like time to review the option granting policy and report back at the next meeting.

OFFICE REORGANIZATION AND FURNISHINGS

Reso-88
#28-88

Selig explained that the office is set up in an open style now and he proposes to divide off the back with 6' dividers to allow for an office for himself and a small conference area. He estimates a cost of \$3000 to \$5000 for the dividers, a desk, file cabinets, bookcases, and a conference table and chairs. All of this equipment will move to the FSS when it is remodeled. It was moved by Unruh and seconded by Larivee to approve the purchase of office furnishings for approximately \$3-5000.00. The motion carried.

PROGRESS OF REMODELING OF FLIGHT SERVICE STATION

Selig reported there has been no progress yet on the remodeling of the Flight Service Station. He wants to go ahead and meet with the architect to start getting the plans put together. Unruh suggested the Real Estate and Land Review Committee should be involved with this. Selig will coordinate a meeting with the architect and hopes to have plans for the next meeting.

PARKING LOT EXPANSION REPORT

Reso
#29-88

Selig reported he met with a representative of APCOA yesterday. They discussed how large the expansion should be, funding and customer service. The money for this expansion is not specifically in the budget this year - may have to do revenue bonding. APCOA isn't interested in helping with the funding of the expansion unless their lease is extended. Selig suggested we request proposals to do the construction work and use the consultant's study suggestion of adding 84 stalls at an estimated cost of approximately \$135,000. It was moved by Unruh and seconded by Hemmingson to approve requesting proposals to do this construction work to expand the parking lot by 84 stalls. The motion carried.

REQUEST PROPOSALS FOR COMPUTER EQUIPMENT

Aes0
#30-88

Selig explained that there are a lot of leases and agreements that will be coming up and more efficient computer equipment will help greatly with the word processing. \$30,000 has been budgeted this year for computer equipment. It was moved by Unruh and seconded by Hemmingson to request proposals for a computer system and word processing software. The motion carried.

HANDICAP PARKING ZONE IN FRONT OF TERMINAL

Selig reported the painting of handicap zones in front of the terminal was done yesterday. It had been brought to our attention that no temporary handicap parking was available in front of the terminal - there are now 2 spaces marked off with a 15 minute time limit.

PRIORITIES FOR EXECUTIVE DIRECTOR

There was discussion of priorities for Selig's Executive Director position. Unruh felt that an evaluation of the positions at the Airport should be a priority also. Selig felt there has to be an evaluation of the financial end of the office - could overload Jackie when we take over everything from the City.

Lien said he felt there was no doubt they did the right thing forming an Authority now that Selig is here. Wood said he and Lien are here to help wherever the City and County can but don't want to run the Airport. Wood also invited Selig to attend a County Commissioners meeting to see how they work.

John Neppel, Chairman of Chamber of Commerce Transportation Committee appeared to offer their support and open up lines of communication. Selig said he plans to attend the meetings of the Transportation Committee.

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Secretary/Treasurer

**PROCEEDINGS OF
THE REGIONAL AIRPORT AUTHORITY OF GRAND FORKS
BOARD OF COMMISSIONERS
Thursday, June 23, 1988**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Meeting Room of the Administration Building on Thursday, June 23, 1988 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Don Hemmingson, Monica Larivee, George Unruh and Jim Weber; ex-officio members Bob Wood and Jack Lien; Staff, Robert Selig and Jackie Heidrich.

APPROVAL OF MINUTES WITH CORRECTION

An amendment to change the minutes of the May 19, 1988 regarding the motion to approve proceeding with the appraisal of the land to also include "and proceed with FAA purchasing process" was recommended by Selig. It was moved by Hemmingson and seconded by Weber to approve this amendment to the May 19, 1988 minutes. Motion carried.

It as moved by Larivee and seconded by Unruh to approve the minutes. Motion carried.

TERMINAL ADVERTISING REPORT

Selig reported that a new rate structure for the terminal advertising has been written as well as a rental agreement. This information has been mailed out to 600+ businesses and is approximately 25% sold at this time.

TRANSFER AGREEMENT SIGNED

Gershman reported that on Friday, June 17th, 1988 the Transfer Agreement was signed with a press conference announcement on Monday the 20th. He thanked Jack Lien and Bob Wood for all their input and work.

APPROVE TELCO ROOM LEASE FOR FAA *Reso #31-88*

The matter of a request from the FAA to lease the telco room in the Administration Building was presented. Selig reported he had put a clause in the lease that gives us access to the telephone equipment in this room. The FAA had requested to lease the whole room but the telephone switching equipment is in there and we will need access when it is remodeled for office space. It was moved by Unruh and seconded by Hemmingson to approve signing the lease with the FAA for part of the telco room in the Administration Building. The motion carried.

PROJECT STATUS REPORTS

Selig said Tom Breton is the airport project manager and hopes to have project status reports for every meeting.

He presented a parking lot expansion tentative schedule from the City Engineering Department.

The entrance road lighting project is under way - waiting for some equipment to come in.

POLICY REGARDING GRANTING LAND OPTIONS

The matter of a policy for granting land options was presented. Selig said his approach is if someone has a development project they want we would give them a 12 month full price lease and if the project doesn't materialize in that time the agreement dissolves.

BUDGET, FINANCING, COMPUTER IMPLEMENTATION

Selig reported he has been working with the accountants and now has a chart of accounts for the new budget put together. They are currently working with Computerland on some software packages and will soon be printing a sample so they can then determine how much storage will be needed in a computer. This has delayed the process for bidding out the computer.

APPROVE ENTERING INTO AN AGREEMENT WITH AVPLAN FOR MASTER PLAN

Reso
#33-88

The matter of selecting a Consultant/Engineer for the Master Plan Update was presented. Selig said they had gone through the Master Plan interview process - interviewing the three firms of AvPlan, Bucher-Willis-Ratliff, and Coffman & Associates. They then checked references and the interview committee is recommending to contract with AvPlan for the Master Plan Update. AvPlan is working locally with Webster, Foster & Weston for engineering services. It was moved by Unruh and seconded by Larivee to enter into an agreement with AvPlan to do the Master Plan Update. The motion carried.

INSTRUCT UND TO REMOVE OLD TOWER BY AUGUST 1, 1988

Reso
#34-88

The matter of relocation/removal of the old Airport Control Tower was presented. Selig said he had received correspondence from Bill Pollard, Chief FAA Great Lakes Region, explaining that the \$13,000 to move the old tower is only available until September 30, 1988. He also explained that the air conditioning and heating units on top of the tower have to be removed for the new tower to see the runway properly. Selig talked to Don Smith, CAS UND, and explained they need to find a new location, possibly putting the cab on one of UND's existing buildings. Smith is recommending looking at the space between the Federal Express building and Hangar #1. It was moved by Unruh and seconded by Weber to communicate to UND that if they have not selected a location satisfactory to the Airport Director and removed the tower from it's present location by August 1, 1988, the Airport Authority will notify the FAA to remove it. The motion carried.

INTRODUCE SUMMER INTERN

Gershman introduced Troy Dunavan, a UND student serving a summer internship with the Director's office.

REQUEST TAX LEVY FROM CITY AND COUNTY

Reso
#35-88

The matter of a request for the City/County tax levy for the 1989 budget was presented. Selig said Don Tingu, City Auditor, had advised as a part of the budget process they will need a letter from the Authority advising that we need the tax levy for 1989. This will also be needed by the County. It was moved by Hemmingson and seconded by Larivee to notify the City and County of our request for the tax levy for 1989. The motion carried.

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Secretary/Treasurer

Applied for discretionary funding to extend the ramp full width (ramp restoration). Looking into building onto the Line Office to move the CFR trucks up front to the ramp.

Landscaping in front of the terminal is done but are doing more in front of Federal Express.

Gary Johnson, Architect, appeared with plans for remodeling the Airport Administration Building. Selig handed out copies of the floor plan and went over it. Phase I is estimated at \$49,000 which includes all of the upper level and redoing the Board Room. Extra costs involve duct work and moving air handler/air conditioning unit. Selig said these funds are available: \$18,000 carried over into contingencies this year that was budgeted for this in 1987 + \$7,000 planned for Line Office remodeling + \$24,000 in capital account for the remodeling and architect's fees could come out of the consultant account. Unruh felt they need more definite figures from the City as to what is being transferred before spending a large sum on this building. Selig will have more financial information for the next meeting. Gary Johnson estimates his fee at \$5,000-\$6,000, approximately 10-12% of the project cost. Ardell Bestland, Aero Center 1, said the Airport Manager's facilities have been a disgrace ever since the Airport's been built and the transient pilot facilities are terrible too. They have been using Aero Center's lobby and this generates no income for Aero Center. Wood agreed with Ardell and felt the proposed Director's office is ideal as he needs to be able to watch airfield conditions.

It was moved by Unruh and seconded by Weber to prepare the project for bids as Phase I, Phase II and Phase I and II together. The motion carried.

Selig reported they are going ahead with the appraise process on the land purchase.

Selig said the electrical vault and fencing project is out for engineering proposals - due back July 10th and will then interview to select a firm.

Unruh asked about the trees on the entrance road. Selig said trees just won't grow there. Lien said the Park District is experimenting by the Gun Club with drainage tile to see what will grow and should wait to see their results.

Selig reported the new clocks were ordered and supposed to be installed by today but factory orders are backed up.

REPORT ON REMOVAL OF FUEL TANKS

Selig reported the Airport has 2 12,000 gallon fuel tanks installed in 1962 that EPA regulations will probably require to be removed this year. A new 20,000 gallons tank was installed a couple years ago so the storage capacity is still there. There is also an auto gas tank that needs to be removed. This isn't being used.

PARTICIPATE IN CVB PROMOTION PARTNERS PROGRAM

Reso
#32-88

Gershman handed out a brochure detailing the Convention and Visitor's Bureau Promotion Partners Program. There is a \$50 fee involved. It was moved by Unruh and seconded by Larivee to join the CVB Promotion Partners Program at a cost of \$50. The motion carried.

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

Thursday, July 21, 1988

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Meeting Room of the Administration Building on Thursday, July 21, 1988 at 10:00 A.M. with Vice-Chairman Jim Weber presiding. Members present were: Don Hemmingson, Monica Larivee, and George Unruh; ex-officio members Bob Wood, Jack Lien and Don Smith; Staff, Robert Selig and Jackie Heidrich.

APPROVAL OF MINUTES

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

PROJECT STATUS REPORT

Selig presented a list of current projects and their status. He explained the Customs area was pulled out of the Administration Building remodeling as we can apply for this project through FAA funds.

FINANCIAL STATUS REPORT

Selig explained that actual revenues for 1988 are up \$100,000 over 1987 but expenses are also up 25% from the same six months of 1987. The increased revenues are due to the new airline agreement, increased business activity and Federal Express.

APPROVE LEASE PURCHASE OF PHOTOCOPIER

*Reso
#36-88*

The matter of leasing a photocopier was presented. Selig explained we had looked at several copier and received bids from these companies. The current photocopier is too time consuming with no automatic feed or collater. He recommended leasing the Sharp 8500. It was moved by Unruh and seconded by Larivee to approve the lease/purchase of the Sharp 8500 at a cost of \$183 per month. The motion carried with Unruh not voting.

TRAFFIC/ACTIVITY REPORT

Selig explained the comparison of North Dakota boardings. Grand Forks had a 2.5% increase in boardings in June. The other cities had significant decreases and Grand Forks is only averaging a 6% decrease overall for 1988. Deplanements in G.F. increased 10.5% in June. Selig and Jim Brager, Northwest Airlines Station Manager, are exploring why more passengers are coming in rather than going out.

SELECT NEPPLE ENGINEERING FOR ELECTRICAL VAULT PROJECT

*Reso
#37-88*

The matter of selecting an engineer for the electrical vault/fencing project was presented. Selig explained this is an FAA project and we were authorized to go out for proposals. The Review Board interviewed four applicants and ranked them according to FAA procedures and are recommending Neppel Engineering to design this project. It was moved by Unruh and seconded by Larivee to select Neppel Engineering to design the electrical vault/fencing project. The motion carried.

PURCHASE OF PORTABLE RADIOS

Selig explained that two portable radios are needed to maintain radio contact with the tower when employees are away from their vehicles. The approximate cost is under \$800 and \$3,000 is budgeted this year for communications equipment. No Board action necessary.

PARKING LOT FUNDING

Selig displayed a drawing of the proposed parking lot expansion. He explained there will be different rate structures for long and short term parking. The expansion will also increase the space allowance for car rentals from a total of 21 to a total of 57. Don Tingu, City Auditor, is using an estimate of \$160,000 for a project cost for revenue bonds. Selig said we could consider paying for the project with cash on hand but doesn't recommend it. He does recommend using money set aside in the work-in-progress account to get the project going and then work with Mr. Tingu on revenue bonds for a 5-7 year period. APCOA would provide the parking lot equipment but wants their lease extended five years in exchange. The project will now be put out on bids.

1987 AUDIT Reso #38-88

Selig explained the audit showed a \$104,000 loss operationally but the actual change in working capital was a decrease of only \$13,000 which pleased the City auditors and Brady, Martz who did the audit. Selig's goal is to make sure operating revenues and expenditures offset each other. It was moved by Unruh and seconded by Hemmingson that after having reviewed the audit it be accepted and filed. The motion carried.

ADVERTISE FOR SERVICES OF CIVIL ENGINEER Reso #39-88

The matter of selecting a civil engineer for plans and specifications for small non-FAA projects was presented. Selig said the parking lot project is an example of a small non-FAA project that we had a need for a civil engineer on. Also need the ability to have someone available for small drawings or changes. It would be bid on an on-call hourly basis. It was moved by Larivee and seconded by Hemmingson to advertise for services for a civil engineer to handle non-FAA projects. The motion carried.

CAR RENTAL SPACE EXPANSION APPROVED Reso #40-88

Selig explained that as a part of the discussion on the car rental contract update an expansion of the counter area was requested. Their areas are currently 8'x9' and want to expand out 7½' to enable them to have a counter with an office behind it. Selig has measured it out and doesn't see a problem. Mr. Brager of Northwest Airlines also had no problem with it. Selig says they need permission to do the expansion which would be paid for by the car rentals. Shari Idso, Manager of Avis, explained they supplied their own counter inserts and also needed more space when the terminal was remodeled but didn't get it then. It was moved by Unruh and seconded by Hemmingson to approve the counter expansion subject to the review of the architect. The motion carried.

RECLASSIFICATION OF ACCOUNT CLERK II

Reso
#41-88

Selig explained there has been a need for sometime to address the expanding role of the Account Clerk within Airport administration. The position is currently rated at a Grade 16 but a City study in 1987 rated it a Grade 19. With the additional work of the Authority Board he recommends reclassifying the position to a Grade 20 with the title of Administrative Assistant. The money is in the budget and will cost \$1,700 per year. It was moved by Larivee and seconded by Unruh to change the Account Clerk II title to Administrative Assistant at a pay grade of 20. The motion carried.

ADVERTISE FOR DIRECTOR OF FINANCE & ADMINISTRATION

Reso
#42-88

Selig explained that the City is currently doing all of the Authority's accounting and personnel work. We will be taking over all this work on the first of the year and the rest of the staff is already overworked. The personnel plan allows for a Director of Finance and Administration and Selig would like to fill this position as soon as possible at a pay grade 27 - the same as the Director of Operations. The money is available in the budget to cover the rest of 1988. It was moved by Unruh and seconded by Larivee to authorize the Executive Director to advertise for a Director of Finance and Administration at a pay grade 27. The motion carried.

AUTHORITY LETTERHEAD DISCUSSED

Selig said the samples mailed to Authority members were just ideas. The various formats were discussed and no action taken.

PURCHASE COMPUTER HARDWARE/SOFTWARE

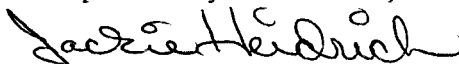
Reso
#43-88

Selig explained Unruh has been very involved with the selection of computer hardware/software and brought in a man that is very knowledgeable in computers to help them. The total bill for the hardware and software will be approximately \$25,000. It was moved by Unruh and seconded by Hemmingson to proceed with the purchase of the computer hardware/software. The motion carried.

RELOCATION OF OLD TOWER

Don Smith announced that he resigned as Associate Dean of the Center for Aerospace Science July 1st to become the full time Director of the Aerospace Foundation. Smith said they plan to have the old tower moved by August 1st. They have selected a new location between the Federal Express building and the round roof hangar. Arrangements have been made to have the tower picked up in it's entirety and moved.

Respectfully submitted,



Jackie Heidrich
Secretary/Treasurer

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
Thursday, August 18, 1988**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Meeting Room of the Administration Building on Thursday, August 18, 1988 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Monica Larivee, Jim Weber and George Unruh; ex-officio members Bob Wood and Jack Lien; staff: Robert Selig and Jackie Heidrich.

APPROVAL OF MINUTES

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

PROJECT STATUS REPORT

Selig presented a list of current projects. He stated the bids for the parking lot expansion are due on August 29th. They're still waiting for the poles for the entrance road lighting but it should be done in September. The appraisal of the land is in progress.

Selig also presented a list of projects for the 1989 Grant including: new fire hall, Customs relocation, apron reconstruction, runway surface sensor system, new fire truck and an air freight apron.

FINANCIAL STATUS REPORT

Selig presented an expense and income comparison for the first half of 1988. It showed the Airport being within \$1700 of breaking even operationally.

AUTHORITY SUPPORTS RESOLUTION FOR FUNDING FOR AIRPORT BLOCK GRANT PROGRAM

Reso
#44-88

Gershman presented a Resolution supporting the funding of \$1,000,000 out of the North Dakota State General Fund for the Aeronautics Commission Airport Block Grant Program in the 1989-1991 biennium and asking Governor George Sinner to include this funding in his budget proposal for the 1989 Session of the State Legislature. It was moved by Weber and seconded by Larivee that the Authority go on record supporting this Resolution. The motion carried.

GUIDELINES TO BE DRAFTED FOR TIMETABLE FOR CAPITAL IMPROVEMENTS

Gershman said he felt there had been problems with tenants and developers wanting actions and approvals from the Authority on short notice without time for the Authority to review and research the project properly. He felt some guidelines and timetables are needed to let potential developers know how much time it takes to get these projects through the Authority approval process. Selig said he would work up a draft of guidelines for capital improvements by others for the next regular meeting.

AWARD COMPUTER BID TO COMPUTERLAND

Reso
#45-88

Selig said bids had been received from Computerland and Fireside Office (Gaffaney's). Computerland submitted a complete bid and Fireside bid on hardware only. It was moved by Unruh and seconded by Larivee to award the bid for computer hardware and software to Computerland. The motion carried.

REPORT ON ADMINISTRATION BUILDING REMODELING

Reso
#46-88

Selig reported the bids for remodeling the Administration Building were received on Thursday, August 11th. All bids were rejected as they came in very high - approximately double the architect's estimates. Wood said the County had recently laid off a very good carpenter and the Authority could look at the possibility of hiring him temporarily and doing the remodeling itself. It was moved by Unruh and seconded by Weber to authorize Airport Administration to proceed with the remodeling of the Administration Building per the plans already approved, acting as our own general contractor and with temporary staff. The motion carried.

APPROVE REPLACEMENT OF ROOF OF ADMINISTRATION BUILDING

Reso
#47-88

Selig said the roof repairs to the Administration Building had been pulled out of the remodeling bid. Tom Breton got bids from Greenberg Roofing for both repairing and replacing the roof, bid as main area and garage areas separately. Breton recommended replacing the main area and repairing over the garages for a total of \$8,028. The bid to replace both areas is \$10,500. It was moved by Unruh and seconded by Larivee to approve replacing both roof areas subject to getting at least one more bid for the replacement and accepting the lowest bid. The motion carried.

HOLD APPROVAL OF MASTER PLAN UPDATE CONTRACT FOR LEGAL REVIEW

SCHEDULE SPECIAL MEETING FOR AUGUST 29, 1988 at 2:00 P.M.

Selig said the bid opening on the parking lot is on August 29th at 2:00 and would like to hold a Special Board Meeting at that time to accept a bid to get the project started. It was agreed to hold a Special Board Meeting on Monday, August 29, 1988 at 2:00 P.M.

HOLD APPROVAL OF LEASE AGREEMENT WITH UND SUBJECT TO LEGAL REVIEW

Selig reported that UND is working to develop their complex and has requested a ground lease for the needed areas. The terms of the lease include: 30 year lease term, 14¢ per square foot per year with annual adjustments allowed, 119,200 s.f. of area, at the end of the lease all improvements made are property of the Authority, and the annual rental is \$16,688. Bob Reis, UND, appeared to explain they must have the executed ground lease before they can close the financing package on approximately September 1st or 2nd. It was agreed to hold this item for legal review and will be on agenda for August 29, 1988 special meeting.

ESTABLISH RESOLUTION NAMING AUTHORITY

Reso
#48-88

Gershman explained the Authority is incorporated at the State level as the Grand Forks Regional Airport Authority. Selig said the Ordinance establishing the Authority had a clause that the Board will establish a joint resolution between the City and County officially naming the Authority. It was moved by Unruh and seconded by Weber to have the Attorney draw up a resolution between the City and County naming the Authority the Grand Forks Regional Airport Authority. The motion carried.

APPROVE BUDGET TRANSFERS

Reso
#49-88

Selig presented Budget Fund Transfer Request No. 1 dated July 27, 1988 transferring a total of \$9,850.00. It was moved by Unruh and seconded by Larivee to approve the Budget Fund Transfer Request. The motion carried.

APPROVAL OF CONCRETE REPAIRS

Reso
#50-88

Selig said there is an area between the T-hangars and a piece in front of the Terminal Buiding that needs concrete repairs. A bid was received from Heyd Cement to do this work for a total of \$1,425.00. It was moved by Weber and seconded by Larivee to approve accepting the bid of Heyd Cement in the amount of \$1,425.00 and to proceed with the work. The motion carried.

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Secretary/Treasurer

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
Monday, August 29, 1988**

The Grand Forks Regional Airport Authority Board of Commissioners met in a special session in the Meeting Room of the Administration Building on Monday, August 29, 1988 at 2:00 P.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, George Unruh and Don Hemmingson; ex-officio members Bob Wood and Don Smith; staff: Robert Selig, Jackie Heidrich and Tom Breton.

PARKING LOT BID OPENING

*Reso
#51-88*

The bid opening for the parking lot expansion project was held at 2:00 P.M. Al Grasser, City Engineering Department, checked the documents and opened the bids. Nodak Contracting bid \$185,700 for concrete and \$132,370 for asphalt, Valley Contracting bid \$185,317.96 for concrete and \$142,822.86 for asphalt. Selig explained that this is an unbudgeted project and plans to pay for it out of work-in-progress and then later borrow the money to pay for it. It was moved by Unruh and seconded by Weber to reject all bids.

Selig said the parking problems aren't going to go away if we don't proceed with this project. Gershman pointed out this is also tied into the car rentals to accomodate them and their lease is currently being negotiated. Selig said we can't offer the car rentals the additional ready car spaces without this addition to the lot, and they will probably have to move completely out of the lot as we'll need the 21 spaces they currently have.

Unruh made a substitute motion to authorize the Chairman and Vice-Chairman to study the bids and decide whether to enter into a contract for the parking lot expansion. It was seconded by Weber. Motion carried.

APPROVE UND GROUND SITE LEASE

*Reso
#52-88*

Selig said Doug Christensen, the Authority's attorney, had reviewed the lease documents and suggested some changes. He recommended the Board authorize signing of the lease subject to the inclusion of the changes suggested by Christensen.

Bob Reis, UND, expressed concern that the description of premises in the lease does not include the area to the east of this lot that they asked for a lease option on at the March meeting. Selig said this land is being looked at for a future hangar to be built by the Authority. Selig checked the March minutes and found the Board only gave preliminary approval of the option subject to compatibility with the Master Plan. Selig said that in 2 to 3 years the hangar would probably be available for UND to lease at that time. Reis would like first right of refusal on the building when the tenant is moved. It was moved by Unruh and seconded by Hemmingson to approve the ground site lease with the agreement that the Authority will take UND's needs into consideration when the lot to the east of this parcel becomes available, and also to grant UND an option to enter into a new lease at the end of the 30 year term of this ground lease. The motion carried.

APPROVE CONTRACT WITH AVPLAN FOR MASTER PLAN UPDATE

Reso
#53-88

Selig presented the contract with AvPlan for Airport Master Planning which has been reviewed by the Authority Attorney. It was moved by Unruh and seconded by Weber to approve the contract with AvPlan for the Master Plan. Unruh amended the motion to approve the contract with AvPlan for the Master Plan with the provision that after Phase 3 is completed they do not proceed further until approval to do so is given. It was seconded by Hemmingson. The motion carried.

APPROVAL OF ENGINEERING CONTRACT WITH NEPPEL ENGINEERING

Reso
54-88

Selig presented an engineering contract with Neppel Engineering for the FAA electrical vault project. Selig said the document is an FAA contract that the contractor basically fills in the blanks. The contract is for \$21,000. It was moved by Weber and seconded by Hemmingson to approve the engineering contract with Neppel Engineering subject to concurrence of the FAA. The motion carried.

SELECTION OF DIRECTOR OF FINANCE/ADMINISTRATION

Reso
#55-88

Weber explained that as Chairman of the Personnel Committee he and Selig had interviewed five candidates for the Director of Finance/Administration position. It was moved by Weber and seconded by Hemmingson to hire Candice Holte for the Director of Finance/Administration position. The motion carried.

At 4 P.M. the meeting moved to the Airport Administration Office

ACCEPT NODAK CONTRACTING BID FOR ASPHALT PARKING LOT EXPANSION

Reso
#56-88

After further discussion of the bids received for the parking lot expansion project it was moved by Weber and seconded by Hemmingson to accept the bid of Nodak Contracting in the amount of \$132,370 for asphalt contingent upon funding being secured. The motion carried with Unruh voting "no".

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Secretary/Treasurer

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

Tuesday, September 20, 1988

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Terminal Building Meeting Room on Tuesday, September 20, 1988 at 10:00 A.M. with Vice-Chairman Jim Weber presiding. Members present were: George Unruh and Don Hemmingson; ex-officio member Jack Lien; Attorney Doug Christensen; and staff: Robert Selig, Tom Breton, Jackie Heidrich and Candi Holte.

WELCOME CANDI HOLTE - DIRECTOR OF FINANCE/ADMINISTRATION

Weber introduced Candi Holte, the new Director of Finance and Administration who started on September 19th.

APPROVAL OF MINUTES

It was moved by Unruh and seconded by Hemmingson to approve the minutes of the August 18, 1988 meeting as written. The motion carried.

It was moved by Unruh and seconded by Hemmingson to approve the minutes of the August 29, 1988 meeting as written. The motion carried.

LETTER OF APPRECIATION TO MONICA LARIVEE

It was agreed that a letter of appreciation be sent to Monica Larivee to express the Authority's appreciation for the time she served on the Authority Board.

PROJECT STATUS REPORT

Selig reported on the status of current projects. The parking lot expansion is proceeding and completion is expected by November 1. The entrance road lighting is completed. The general aviation runway extension is also completed. The appraisals for the land purchase were received: Parcel #1 was appraised at \$19,250 and #2 at \$34,900 and the owner has agreed to these prices. The land is in CRP now @ \$46.00/acre and the owner has agreed to give the Airport \$20/acre of this revenue and the present owner will mow and keep it up for the remaining \$26/acre. The Administration Building remodeling project was scaled back and our staff is currently working on that project. The total cost is estimated to be approximately \$15,000. An estimate of \$4,400 has been received to remove the two 12,000 gallons guel tanks and a 550 gallon tank.

OPPOSE DOT FOR NORTH DAKOTA

*Reso
#57-88*

Selig explained that the State of North Dakota is considering establishing a Department of Transportation and feels that aviation usually suffers in this type of arrangement. It was moved by Unruh to authorize Selig to send a letter to Gary Ness, the Secretary of State, the Governor and the local congressional delegation opposing a DOT for North Dakota. It was seconded by Hemmingson. The motion carried.

ESTABLISH FIRST NATIONAL BANK AS BANK OF RECORD

Reso
#58-88

Selig explained that since the Authority will be separating from the City on the first of the year he recommends for at least 1989 continuing with First National Bank where the City banks. It was moved by Unruh and seconded by Hemmingson to establish First National Bank as the Authority's bank of record and the Executive Director be authorized to sign the necessary documents to do this with he and the Director of Finance authorized to sign checks. The motion carried.

**POLICY OF OFFERING BATTERY BOOSTS AS PART OF PARKING LOT
EXPANSION**

Reso
#59-88

Selig explained Gershman had recommended a policy of offering free battery boosts as a part of the parking lot expansion as we do have a booster cart. A damage waiver would have to be signed by the owner. It was moved by Hemmingson and seconded by Unruh to offer battery boost service to cars in the parking lot for no charge with procedures established for employees to follow. The motion carried.

ADVERTISE FOR AGENCY TO DO TERMINAL ADVERTISING & PROMOTION

Reso
#60-88

Selig said he intends to have money in the 1989 budget for advertising and also needs someone to market the advertising spaces in the terminal. It was moved by Hemmingson and seconded by Unruh to advertise for an ad agency to sell the terminal advertising and do Airport promotion work. The motion carried.

ACCEPT GRANT OFFER FOR 1988 PROJECTS

Reso
#61-88

Selig said the Airport filed a grant for 1988 projects and the FAA has submitted a grant offer to the Airport of \$567,460 for a dump truck, 2-way radios, Master Plan Update, electrical vault and generator, and security gating and fencing. It was moved by Unruh and seconded by Hemmingson to accept the grant offer of \$567,460 and authorize Selig and Holte to execute the necessary documents. The motion carried.

APPROVE MESABA CONTRACT

Reso
#62-88

Selig said Mesaba had not yet signed an operating agreement so he sent one and they returned it signed. It is the same agreement as with Northwest Airlines. It was moved by Hemmingson and seconded by Unruh to approve entering into the operating agreement with Mesaba Airlines and authorize Selig and Holte to sign. The motion carried.

**APPROVAL OF FUNDING FOR PARKING LOT EXPANSION
PROCEDURE FOR EXECUTING AGREEMENTS**

Reso
#63-88

Christensen has reviewed the loan documents and the clause "interim loan will be secured by all Airport revenues" will be changed to "will be secured by all parking lot revenues". Selig

reported he had also requested a \$500,000 line of credit from First National Bank. It was moved by Hemmingson and seconded by Unruh to approve the funding from 1st National Bank for the parking lot expansion and to authorize Robert Selig, Executive Director and Candi Holte, Director of Finance, to execute the necessary documentation and establish a policy of financial documentation being executed by the Executive Director and Director of Finance, or their official designee, and contracts being executed by the Executive Director and the Authority Board Secretary. The motion carried with Unruh abstaining from voting as he serves on the Board of Directors of First National Bank.

EQUIPMENT PURCHASE AGREEMENT WITH APCOA

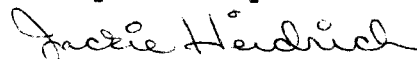
Selig explained that our intent with the parking lot agreement with APCOA is for a management agreement. Ownership becomes an issue when trying to obtain tax-free revenue bonds - if the operator has control of the grounds the Airport cannot get tax-free bonds to expand the parking lot for them. In connection with the parking lot expansion APCOA has offered two options regarding the purchase of the additional equipment needed at a total cost of \$18,000 - #1: APCOA will pay \$9,000 of the cost with no changes to their lease term, #2 - APCOA will pay the entire \$18,000 with a one year extension of their lease. It was moved by Unruh and seconded by Hemmingson to accept Option #1 for a \$9,000 contribution by APCOA with no lease extension and also approve the rate changes for the parking lot as per the letter to APCOA with review by Authority's legal counsel. The motion carried.

ACCEPT OLD FAA CONTROL TOWER & TRANSFER TO UND

Selig reported that he has received a commitment from UND to relocate the old control tower by October 31st. The FAA has prepared a supplement to the old agreement transferring ownership to the Authority and agreeing to give the Authority \$13,000 to cover relocation costs. It was moved by Hemmingson and seconded by Unruh to accept ownership of the old control tower, accept the funds, and authorize Airport Administration to sign the agreement. The motion carried.

ADJOURN

Respectfully submitted,



Jackie Heidrich
Secretary/Treasurer

PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS

Monday, September 26, 1988

The Grand Forks Regional Airport Authority Board of Commissioners met in a special session in the Airport Administration Office on Monday, September 26, 1988 at 8:00 P.M. with Vice-Chairman Jim Weber presiding. Members present were: George Unruh and Don Hemmingson; staff: Robert Selig, Jackie Heidrich, Tom Breton and Candi Holte.

ACCEPT DISCRETIONARY GRANT FUNDING *Reso # 66-88*

Selig explained that discretionary grant money from the FAA in the amount of \$777,600 was offered to the Airport for the new firehall and expansion of the general aviation ramp. It was moved by Unruh and seconded by Hemmingson to accept the grant offer in the amount of \$777,600 in discretionary funding and authorize the Executive Director to execute the grant documents. The motion carried.

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Secretary/Treasurer

PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY

BOARD OF COMMISSIONERS
Tuesday, October 4, 1988

The Grand Forks Regional Airport Authority Board of Commissioners met in a special session in the Terminal Building Meeting Room on Tuesday, October 4, 1988 at 8:00 A.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, George Unruh and Jim Kennelly; ex-officio member Jack Lien; staff: Robert Selig, Jackie Heidrich, Tom Breton and Candi Holte.

SELIG EARNS A.A.E.

Gershman read a letter received from the American Association of Airport Executives (A.A.A.E.) with notification that Selig has earned his A.A.E. title (Accredited Airport Executive) and presented Selig with a plaque.

BUDGET WORK SESSION

Holte presented several budget reports with comparisons of net income for actual 1986 and 1987 and estimated 1988 and 1989. Holte also presented a detailed revenue budget and went over the items included on it.

Selig pointed out auto fuel as an area where the Airport could become the wholesaler for the whole airport as we have the liability now anyway. Gershman questioned whether a service station wouldn't be a viable business for on the Airport. Weber feels the fuel issue is one of the most important items to be dealt with now.

INTRODUCE NEW BOARD MEMBER

*Reso
10-04*

Gershman introduced Jim Kennelly as the new Board member appointed October 3, 1988 by Mayor Polovitz.

Unruh pointed out that several items on the budget have been figured with projected increases that haven't yet been negotiated with the tenants. A lengthy discussion followed regarding negotiating agreements with tenants and fees with the University of North Dakota and it was agreed that the Executive Director handle all the negotiations and any tenants who approach Board Members regarding these issues be referred to the Executive Director.

Unruh said that the Cafe lease is up soon and asked whether it should be negotiated with the current tenants or put out for bids. Selig explained that the operator now knows Airport operations and would like to negotiate with them as a cafe can be

a major source of problems if you don't have a good operator. Kennelly suggested putting customer surveys in the cafe. Unruh felt we need to lay down requirements of what would be expected from the cafe operator. Unruh felt we should advertise for bids for a cafe operator. Selig said he will put together an Operating Agreement and restaurant standards in the next 30 days.

Selig said the budgeted amount for wages and salaries includes the same \$30/month/employee that the City gave their employees except that it will include all employees instead of just those receiving longevity pay as the City's agreement did. He also said salary reclassifications for the Line Chief, Maintenance Chief, Director of Operations and the Director of Finance are not included. These reclassifications would amount to a total of \$1,700.00.

Selig pointed out that \$20,000 was put in the budget for advertising and public relations.

Gershman requested a review of the insurance the Authority has including errors and omissions and Airport liability.

It was moved by Unruh and seconded by Weber to approve the 1989 Budget as written. The motion carried.

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Secretary/Treasurer

PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS

Thursday, October 20, 1988

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Meeting Room of the Airport Administration Building on Thursday, October 20, 1988 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, George Unruh and Don Hemmingson; ex-officio member Jack Lien; staff: Robert Selig, Jackie Heidrich, Tom Breton and Candi Holte; and advisory member: Dorothy Radi.

WELCOME DOROTHY RADI - TRAVEL AGENT REPRESENTATIVE

Gershman introduced Dorothy Radi of AAA World Wide Travel Agency who will be serving the Board as a representative of the region's travel agents.

APPROVAL OF MINUTES

It was moved by Weber and seconded by Hemmingson to approve the minutes of the September 20, 1988, September 26, 1988, and October 4, 1988 meetings as written. The motion carried.

PROJECT STATUS REPORT

Selig reported that the parking lot expansion will be completed on approximately November 10th, except for the light poles.

The land purchase is proceeding according to FAA requirements and the appraisal is complete.

The carpet will be installed this weekend for the remodeling of the Airport Administration Building and expect to move the offices into the building next week. Total cost is estimated to be \$23,500.

Will be going out for bids on the sand truck/snow plow and also on the radio purchase.

UND plans to move the old air traffic control tower in the next week or so.

The bids are due back on Friday for the advertising concession in the terminal building.

Gershman reported that a Master Plan meeting was held on Wednesday, October 19, 1988 with FAA, Airport tenants, and the

consultant, AvPlan. He found it very enlightening and thanked everyone for their participation.

APPROVAL OF FAA LEASE SUPPLEMENT FOR CONTROL TOWER Reso #68-88

Selig explained that an amendment to the master lease with the FAA to terminate the lease on the old Air Traffic Control Tower has been received and needs approval. It was moved by Hemmingson and seconded by Weber to approve executing the lease supplement terminating the lease on the old tower. The motion carried.

APPROVAL OF FAA LEASE SUPPLEMENT FOR REIL SYSTEM Reso #69-88

Selig explained a supplement to amend the master lease with the FAA to add REIL (runway end identifier lights) on the end of 8/26 has been received and needs approval. It was moved by Hemmingson and seconded by Weber to approve executing the lease supplement. The motion carried.

ADVERTISE FOR CFR BUILDING ARCHITECT/ENGINEERING SERVICES Reso #70-88

Selig explained that he needs authorization to advertise for architectural and engineering services for the Crash Fire Rescue Building project. This project is being funded with the discretionary money from the FAA. It was moved by Weber and seconded by Hemmingson to authorize advertising for architectural and engineering services for the CFR building project. The motion carried.

ADVERTISE FOR RAMP EXPANSION ENGINEERING SERVICES Reso #71-88

Selig explained that authorization is needed to advertise for architectural and engineering services for the ramp expansion project. This project is also funded with the discretionary money from the FAA. It was moved by Weber and seconded by Hemmingson to authorize advertising for architectural and engineering services for the ramp expansion project. The motion carried.

APPROVAL OF DRIVER'S LICENSE POLICY Reso #72-88

Selig presented a driver's license policy that the City uses outlining procedures to follow when an employee who requires a driver's license in their job loses it. It was moved by Unruh and seconded by Hemmingson to approve the Driver's License Policy. The motion carried.

APPROVAL OF JOB RECLASSIFICATIONS Reso #73-88

Gershman stated that the proposed job reclassifications of the Director of Operations, Director of Finance, Line Chief and Maintenance Chief will total approximately \$2,000 more than stated at the previous meeting. Selig feels these reclassifications are consistent with other airports and moves

the supervisors into management level with no overtime at the pay rate of Grade 25. It was moved by Weber and seconded by Unruh to approve the reclassifications of the Director of Operations to a Grade 29, Line Chief to Grade 25, and Maintenance Chief to Grade 25 effective January 1, 1989, and approve the reclassification of the Director of Finance to a Grade 29 effective at six months of employment. The motion carried.

INSURANCE REPORT

Holte reported she had received the insurance information from Vaaler and Thompson Insurance as requested by the Board. Thompson Insurance covers errors and omissions for \$1,000,000. Vaaler has the liability insurance at \$2,000,000 per occurrence and \$2,000,000 aggregate with \$4,000,000 annually. Selig said AAAE has insurance for airports this size on risk retention group. Gershman would like information on the AAAE insurance. Unruh feels we need to decide what limits of coverage is necessary and go out for bids before our current policies expire.

REPORT ON CAR RENTAL AND UND FEE DISCUSSIONS

Selig reported that the airlines and UND have received budget and fee information and are presently reviewing it.

Selig said the car rentals have received copies of the proposed lease with the terms that were agreed to. They have told him they haven't had time to look them over. Selig feels that the Board needs to decide when we can't continue with the 30 day extensions on the car rental lease.

3RD QUARTER FINANCIAL REPORT

Holte reported that income exceeded the expenses by \$38,000 for the third quarter. Revenues are down 10% for the projected nine months and expenses are down almost 20%.

TRAINING FOR DIRECTOR OF FINANCE/ADMINISTRATION

Selig reported that Holte attended the Financial Management Seminar conducted by First National Bank and plans to attend an AAAE airport accounting seminar in New Orleans November 8 & 9.

Unruh felt we should try to attract some of these seminars and conventions to Grand Forks.

RESTAURANT STANDARDS

Selig reported he had prepared the list of minimum standards of operation for food service operations as requested. Ron Elder, Cafe Operator, reported their hours are 5:15 A.M. to 5:00 P.M. for the Cafe and they offer sandwiches in the Lounge after having tried to keep the Cafe open later in the evening and not breaking even. He has also talked to Selig about working out a

parking validation program. Earl Davis, Federal Express, reported that the Cafe has done a good job on catering jobs for them and felt we all need to support them. Elder would like the basement room (old office) to use for catering meetings and would advertise it on the sign outside the Cafe. There was discussion on the Elders using the meeting room in the Administration Building for larger meetings and the regulations regarding the use of their liquor license for this type of thing. Elder said they are currently using a two year old menu because of the lease extensions and will put out a new menu with new items when a new lease is signed. Selig said he will go over the Restaurant Standards with the Elders and deal with them on a proposed new lease.

PROCEDURE FOR CALLING EMERGENCY MEETINGS

Gershman explained that meeting to accept the FAA discretionary funds was an example of the problems encountered in the procedure for calling emergency meeting. Selig said procedures call for a vote on a new procedure and then have to bring it back to a second meeting for another vote. Unruh felt there is probably a reason for having the requirement for notices on meetings that is currently set and should write additional provisions for emergency meetings and define an emergency meeting or empower someone to act on emergency items without approval. Gershman and Selig said this would bring legal problems as minutes of the actions are needed. Selig will investigate the possibilities on how to handle this issue and report at the next meeting.

AVPLAN PRESENTATION

Joe Jackson of AvPlan made a presentation regarding the Master Plan Update. He outlined the steps of the Master Plan process:

1. Kick off process now - ideas, needs, comments
2. Inventory - Webster, Foster, Weston will help conduct this
3. Forecast activity - operations, enplanements, fuel flowage
4. Facilities requirements and capacities analysis
5. Alternative analysis
6. Airport layout plans - specific drawings of now compared to as-built in 20 years
7. Financial plan

Mr. Jackson doesn't see that this airport has any major problems, more so irritants - logistics problems. He needs input from Board members - specific concerns.

Gershman said his main concern is the time frame with the Federal Express problem.

Mr. Jackson said they should be approaching a firm plan by spring.

Unruh questioned what the plans are over the next months to involve Board members in the process. Selig said five meetings are to be held as part of the scope of work throughout the project with Board members being main players in future meetings.

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Secretary/Treasurer

PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS

Thursday, November 17, 1988

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Meeting Room of the Terminal Building on Thursday, November 17, 1988 at 2:00 P.M. with Chairman Hal Gershman presiding. Members present were: Don Hemmingson, George Unruh and Jim Kennelly; ex-officio member Jack Lien; advisory member: Dorothy Radi; staff: Robert Selig, Tom Breton, Candi Holte, Jackie Heidrich, Howard Freije and Chuck Korsmoe.

APPROVAL OF MINUTES

It was moved by Hemmingson and seconded by Kennelly to approve the minutes of the October 20, 1988 meeting as written. The motion carried.

PROJECT STATUS REPORT

Selig reviewed the project status report (filed with minutes).

APPROVE PURCHASE OF WATER HEATER

*Reso
#74-88*

Selig reported that this water heater is for the Terminal Building and was budgeted for \$2,500. This is needed to increase the capacity for the restaurant. It was moved by Unruh and seconded by Kennelly to approve the purchase of a water heater for the terminal building subject to verbally requesting prices from various suppliers to get the best price up to a maximum of \$2,500 total cost. The motion carried.

APPROVE CHRISTMAS BONUS FOR EMPLOYEES

*Reso
#75-88*

Selig explained that under the City the employees received Christmas bonuses each year in the amount of \$20 (after taxes). For 21 employees the total cost is \$483.00. After discussion of alternatives such as an Employee Appreciation Banquet it was moved by Unruh and seconded by Hemmingson to approve giving the employees a Christmas bonus in the amount of \$20 each. The motion carried.

APPROVE RESTAURANT AGREEMENT

*Reso
#76-88*

Selig reported he has reached an agreement with the present restaurant management for a five year agreement that includes 7% commission on food, 15% commission on lounge sales, and minimum standards of operation. An agreement has also been worked out

for the Authority to purchase the major equipment in the restaurant that now belongs to the Elders (current management) and the Airport needs to own the complete facility to easily bid it out in the future. Selig recommends waiving two months of their commissions in exchange for the equipment. There was discussion regarding the vending machine operation. Ron Elder said he has been talking to UND about their plans for food service at their location on the Airport and feels he can work something out with them. It was moved by Unruh and seconded by Hemmingson to change the percent of error in reported gross sales that requires the Operator to pay for the audit from a 3% error to a 1% error. The motion carried. It was moved by Kennelly and seconded by Hemmingson to approve the restaurant agreement as amended above with any adjustments recommended by legal counsel. The motion carried.

CORPORATE AIR PRESENTATION

Acso
#77-88

Several representatives of Corporate Air appeared before the Board and presented a video tape of their operations. They reported they had made an offer to buy Aero Center 1 but were still in negotiations on this. They presented a proposal that they would take over the fueling and the existing hangars and aircraft servicing from the Authority and negotiate the fee to the Authority for this. Gershman questioned whether this would mean layoffs of Authority employees. Selig said no layoffs would be possible as there is a need for more time for training, maintenance work, and this would also reduce overtime costs. It was moved by Unruh and seconded by Kennelly to approve the proposal from Corporate Air in principle and authorize the Executive Director to continue negotiations with Corporate Air and with the stipulation that he check out the ability for them to have exclusivity. The motion carried.

CAR RENTAL NEGOTIATIONS

Gershman explained that as he understands it the car rental operator's main concerns according to Steven Hansen of Hansen Ford (Hertz) are: 1) parking lot configuration, 2) requests 15 spaces per agency, not 45 total for all agencies, 3) want to pay 10% only on revenues that originate here and not from outside and want to pay the 10% only on what they get from a "foreign" rental, not on the total collected as they then pay 75-80% out to the agency owning the car, and 4) a minimum guarantee of \$1,300 per month. Discussion of these items followed with the Authority explaining that nothing can be done with the parking lot now as it is about complete for the winter but agreeing to look at the configuration again later. The Board also felt it would be fair to receive the 10% on only what the Operator here retains on a "foreign" rental. Steve Hansen was present and said he would like to pay the 10% but have no ground rent. He felt the minimum monthly guarantee could be \$1,100 plus \$100 to go towards ground rent and \$100 towards a fuel charge for a total of a \$1,300 per month minimum. Selig explained that ground rent is a separate

agreement. Gershman said this needs to get settled - the Authority has already increased the car rental parking spots from 21 to 45 total and put them up in front of the lot instead of in the rear of the lot as originally planned. He also explained that we can't change the ground rent because it affects all the other tenants also. Mr. Hansen said he would take all this information back to the other car rental owners.

ADOPT CITY'S DBE PROGRAM AND GOALS

Reso
78-88

Holte explained that the Airport has to have its own DBE Program and goals to continue to receive FAA money. The City of Grand Forks already has a program that we could adopt until such time as we can put together our own. It was moved by Unruh and seconded by Kennelly to adopt the City of Grand Forks' DBE Program with the understanding that the Authority will draft it's own DBE Program for Authority approval in 1989. The motion carried.

It was moved by Hemmingson and seconded by Kennelly to establish overall contractual DBE goals of 10% and leasing MBE goals of 2% and leasing WBE goals of 8%. The motion carried.

APPROVE TERMINAL ADVERTISING AGREEMENT

Reso
79-88

Selig explained that he had reached an agreement with International Media Advertising for terminal advertising. It was moved by Unruh and seconded by Kennelly to approve the advertising agreement subject to review by legal counsel. The motion carried.

APPROVE PURCHASE OF TIRES FOR SNOW PLOW #34

Reso
80-88

Selig explained that tires are needed for snow plow #34 at a cost of \$1,060. It was moved by Unruh and seconded by Hemmingson to approve the purchase of the tires for snow plow #34. The motion carried.

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Secretary/Treasurerh

PROJECT STATUS REPORT

Parking lot Expansion - The parking lot paving is complete except for the areas where the original equipment remains. The new parking lot area has been painted. The parking lot equipment (gate operators, ticket spitters, computer equipment) is here and should be installed by the 19th. The fencing should be complete by the 19th. The light pole standards and fixtures are on back order until December. The old gate house and islands will be done in the spring as well as the painting in the old area of the lot.

Administration Building Remodeling - The upper story is complete except for some small hardware items and we've started in the board room area and pilots lounge area, mostly demolition at this time. The signs for the side of the building are ordered.

Land Purchase - The abstracts were turned over to Doug Christensen to go over and make sure we can complete the purchase free of encumbrances for a fee simple title. This should be in the next week or so.

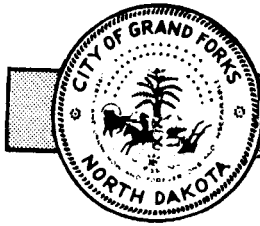
Fire Hall, U.S. Customs, Apron/Taxiway Reconstruction and Extension, Runway Surface Sensor System, and Air Cargo Apron - We have advertised for proposals for engineering and architectural services and will be interviewing firms that have submitted proposals after the 25th of November through a selection committee.

Airport Master Plan - The Airport Master Plan is progressing as planned and should be complete by October 1989.

Sander Truck, Radios - Specs not complete at this time.

Electric Vault & Generator/Gates & Fencing - Engineering is working on plans and specifications. The schedule for this project is as follows:

| | |
|-------------------------------|--------------------|
| Plans and specifications | Jan. & Feb. 1989 |
| Final review of plans & specs | Late February 1989 |
| Advertise for bids | March 8, 1989 |
| Bid opening | March 29, 1989 |
| Award contract | April 20, 1989 |



City of Grand Forks - Mark Andrews

INTERNATIONAL AIRPORT

R. R. 2 • GRAND FORKS, NORTH DAKOTA 58201 • AIRPORT MANAGER: (701) 775-6293

M E M O

DATE: December 9, 1988

TO: Airport Authority Board

FROM: Robert F. Selig, A.A.E. *RFS*
Executive Director

RE: Agenda Review for December 16th Meeting

Enclosed for your review is the information and agenda packet for the December Board Meeting that will be held on Friday, December 16, 1988 at 10:00 A.M. in the Terminal Building Meeting Room (old Airport Office) at the Airport.

Under "Old Business" you will find our customary project status report which is completed monthly by Tom Breton, Director of Operations and Airport project manager. Additionally, under "Old Business" we will be asking the Board's approval of the car rental concession agreements. Negotiations are now complete and the car rental agencies (Hertz, National and Avis) have each signed the agreement being presented to the Board. A copy of the final agreement is enclosed for your review.

Under "New Business" the following agenda items have been included:

1) Approval of budget transfers - This transaction has no effect on the Airport's bottom line budget and is simply an administrative process of moving excess funds from one line item to line items where we have experienced overruns.

2) Approve land purchase at appraised value in accordance with FAA purchase procedures - the negotiations for the purchase of two parcels of land as a part of an FAA grant. The attached map details the location of each parcel, with parcel #1 being located at the approach end to 17L and appraised at a value of \$53,900. Parcel #2 is located at the approach end of 17R and is valued at \$19,250. Both parcels are quarter sections of land. Additionally, the seller has agreed to lease back Parcel #2 for \$20 per acre for the remaining term of the CRP contract which currently covers this parcel. Again, this is part of an FAA grant and no additional funds are being required of the Airport to purchase this property above the 10% matching share that is already part of the budget.

- 3) Approve the selection of architectural services for the Fire Hall Project - Interviews were held on December 8, 1988 and as a result of those interviews the Selection Committee is recommending the employment of Schoen & Associates to provide the architectural and engineering services for this project.
- 4) Approve the selection of engineering services for the apron and taxiway expansion project - Again, interviews were conducted on December 8, 1988 and the Selection Committee recommends that the Authority Board authorize staff to enter into an agreement with Ulteig Engineering for the design and construction of this project.
- 5) Approve insurance bids - Candi Holte, Director of Finance, will be presenting bids for the Airport insurance policies at the time of the meeting. Bids are not due to be returned to the Airport Administration Office until December 12th and therefore could not be included as a part of your packet. Airport liability insurance policies expire in January of 1989.
- 6) Approve DBE amendment - This request is simply to add the FAA DBE requirements to the Disadvantaged Business Enterprise Program that was approved by the Board at the last meeting.
- 7) Approve improvements to the employee pension plan through the City - The City of Grand Forks, as a part of a recent City Council meeting, authorized the employees of the Airport to continue to be included as a part of the City of Grand Forks Pension Plan. Effective January 1 there is a number of improvements to that plan which reportedly will not create any additional costs at this time for the Airport. Candi Holte has included a report for your review that details those improvements and we can discuss those improvements further at the Board Meeting.
- 8) Approve purchase of Administration Building furniture - Enclosed is a bid received from Rough Rider Industries for the purchase of furnishings for the Airport Board Room, Pilot's Lounge and upper level waiting area. Rough Rider Industries manufactures furniture strictly for state run organizations at a very reasonable cost. Also enclosed is a bid for Board Room furniture received earlier in the year from Norby's Office Supply and we will get at least one more bid for this furniture before the meeting on Friday. Funds for this furniture were budgeted as a part of the Administration remodeling project and were also budgeted as a part of the 1989 budget.
- 9) Approve purchase of software enhancements - A report on necessary changes to our new software and the additional associated cost is included with your package. Funds for these changes are available as a part of the budget and the changes are necessary to meet the needs of the accounting and payroll systems.

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

Friday, December 16, 1988

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Meeting Room of the Terminal Building on Friday, December 16, 1988 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Don Hemmingson, George Unruh, Jim Weber, and Jim Kennelly; ex-officio member Bob Wood; staff: Robert Selig, Tom Breton, Candi Holte, and Jackie Heidrich.

APPROVAL OF MINUTES

It was moved by Hemmingson and seconded by Unruh to approve the minutes of the November 17, 1988 meeting as written. The motion carried.

AMEND AGENDA

Selig requested an amendment to the agenda to include an additional item under Old Business: Update on Terminal Advertising; and additional items under New Business: Approval of Transfer of Deferred Compensation from the City to the Airport Authority and a Discussion on Airport Board Member Training.

PROJECT STATUS REPORT

Selig reviewed the project status report (filed with minutes). He also reported that parking enforcement is in effect in front of the Terminal now and are getting cooperation and keeping the drive clear.

APPROVAL OF CAR RENTAL CONCESSION AGREEMENT

*Reso
#81-88*

Selig reported that the car rental owners have signed the new concession agreement which includes the gross receipts definition. It was moved by Weber and seconded by Kennelly to approve the Car Rental Concession Agreements. The motion carried.

TERMINAL ADVERTISING UPDATE

Selig reported that the International Media Advertising has now taken over the terminal advertising as approved by the Board. He has been told they have already sold six more spots. Plans are under way to relocate the phone center sometime this winter for better customer access.

REVIEW OF BOARDINGS COMPARISON

Gershman feels the 1988 boardings could total 90,000. Selig feels he should go with Jim Brager, NW Station Manager, to Minneapolis to discuss the deterioration of Mesaba's service here in January and February. Gershman said we should also thank them for the good things that have been happening. Selig reported the ND State Aeronautics Commission is very pleased with our success here.

APPROVE BUDGET TRANSFERS

Reso
#82-88

Holte presented a list of line item budget transfers totaling \$46,050 for approval. Selig explained this is not an increase in the budget but are just moving funds already budgeted in one line item to another line item that is running short. It was moved by Unruh and seconded by Kennelly to approve the budget transfers. The motion carried.

APPROVE LAND PURCHASE AT APPRAISED VALUES AND APPROVE A LEASEBACK AGREEMENT

Reso
#83-88

Selig reported that the negotiations for the two parcels of land for approach control protection are complete. Parcel #1 is appraised at \$19,250 and #2 at \$53,900. The owner has agreed to accept these prices. Parcel #2 is in the Conservation Reserve Program at \$46/acre and the current owner has agreed to give us \$20/acre and he will keep \$26/acre to maintain and mow it to meet the CRP requirements. This requires a leaseback agreement containing the above terms. It was moved by Unruh and seconded by Hemmingson to approve the land purchase at the appraised values and approve the leaseback agreement of Parcel #2 at the agreed to rates. The motion carried.

APPROVE SELECTION OF SCHOEN & ASSOCIATES FOR ARCHITECTURAL SERVICES FOR FIRE HALL PROJECT

Reso
#84-88

Selig reported that interviews were held on December 8th to select an architect for the new fire hall and U.S. Customs addition project. The Selection Committee followed the FAA interview procedures. The Committee recommends selecting Schoen & Associates for the project. Selig explained the Selection Committee was made up of three members; Tom Breton, who has long-term experience at this Airport; Bob Selig, as a newcomer; and Jim Weber, as Chairman of the Personnel Committee of the Board. The Committee reviewed the proposals submitted by all applicants and made a short list of three firms to interview. Gershman felt the Real Estate Committee should be represented on the Selection Committee as well. Weber feels the Committee should be made up of two Board members and one staff member. Kennelly suggested this Committee make up be a part of the Board retreat agenda. It was moved by Unruh and seconded by Hemmingson to accept the Committee recommendation and enter into negotiations and bring back a contract for approval with Schoen &

Associates for architectural services for the fire hall project. Voting "Yes": Kennelly and Hemmingson; Voting "No": Weber and Unruh; Chairman Gershman votes "Yes"; Motion carried.

**APPROVE SELECTION OF ULTEIG ENGINEERS FOR ENGINEERING SERVICES
FOR APRON AND TAXIWAY EXPANSION AND RECONSTRUCTION PROJECT**

Reso
#85-88

Selig reported that the Selection Committee interviewed engineering firms on December 8th and the Committee recommends selection of Ulteig Engineers. Selig explained that Ulteig Engineers have a whole division that just works on airport projects. It was moved by Weber and seconded by Kennelly to enter into negotiations and bring a contract back for approval with Ulteig Engineers for engineering services for the apron and taxiway expansion and reconstruction project. The motion carried with Unruh voting "No".

DISCUSSION OF INSURANCE BIDS

Reso
#86-88

Holte said she had sent out requests for quotations for insurance to eight companies but received just quotes from Vaaler Insurance and AAAE (American Association of Airport Executives). \$15,000 is budgeted for insurance of 1989. Vaaler bid \$14,731 for \$5 million coverage with no deductible; AAAE bid \$11,000 for \$5 million with a \$5,000 deductible and a \$5,500 capital contribution. Unruh and Gershman suggested requesting quotes from Vaaler with various deductibles. The Board suggested Holte to work with Vaaler Insurance on quotes with a deductible and to check with AAAE on a lower deductible. It was moved by Weber and seconded by Unruh to authorize Holte to research more options to obtain coverage and report back to Chairman Gershman. The motion carried.

APPROVE DBE (DISADVANTAGED BUSINESS ENTERPRISE) AMENDMENT

Reso
#87-88

Holte explained that at the last Board meeting the Board approved adopting the City's DBE plan but the City didn't adopt Subpart D which deals with the FAA (Federal Aviation Administration) so we need to adopt this. It was moved by Kennelly and seconded by Weber to adopt the DBE Amendment of Subpart D. The motion carried.

APPROVE IMPROVEMENTS TO PENSION PLAN THROUGH CITY

Reso
#88-88

Holte reported that the City Pension Committee has been study the Pension Plan for 2-1/2 years and came up with new actuarial assumptions that will increase benefits from 3-20% depending on age and years of service. This won't cost the Authority or employees anything additional. It was moved by Kennelly and seconded by Unruh to approve the improvements to the Pension Plan through the City. The motion carried.

DISCUSS ADMINISTRATION BUILDING FURNITURE PURCHASE

Reso
#89-88

Selig explained that the Board Room in the new Administration Building should be finished by the end of the month and furnishings are needed for it and the pilot's lounge and reception area in the upper level of the Administration Building. The funds are available. Roughrider Industries bid furniture for all areas and a bid for the Board Room furniture was received earlier this year from Norby's Office Supply. After much discussion regarding pricing, quality, and Board Room layout, Weber moved and Hemmingson seconded a motion appointing Kennelly and Selig to research the furniture needs and cost and bring their findings back to the next meeting. The motion carried.

APPROVE PURCHASE OF SOFTWARE ENHANCEMENTS

Reso
#90-88

Holte explained that she has found a need to make software changes in the detailed invoices/statements and to add direct deposit to the payroll program. Unruh questioned whether this was included in the original contract with Computerware and Computerland. Selig said some procedural things weren't anticipated at the beginning of the software discussions. It was moved by Kennelly and seconded by Unruh to authorize the staff to proceed with clarifying its needs for software and authorize expenditures for these changes up to a maximum of \$2,300. The motion carried.

APPROVE REMOVAL OF FUEL TANKS

Reso
#91-88

Selig reported that there was discussion a couple of months ago regarding the need to remove the tanks and it was then decided to remove them in 1989 as a part of the new fire hall project. He recently found out the cost of tank removal goes up significantly after December 23rd according to a contact in Minot because engineering services will be needed and soil samples taken to determine if the area is contaminated and must be removed - also at an additional cost. Selig estimates a cost of \$5,000 but will do further checking to verify that the increase predicted is accurate. It was moved by Unruh and seconded by Weber to approval the removal of the fuel tanks. The motion carried.

DISCUSSION OF BOARD RETREAT

Reso
#92-88

Kennelly presented a packet to all members regarding a similar retreat. He has discussed with Selig the idea of developing a retreat for the Authority Board to develop a mission statement and get ideas of roles and responsibilities, and define committees and their role. It was moved by Unruh and seconded by Weber to direct Selig to proceed with an Airport Authority retreat. The motion carried.

APPROVE SELIG & WEBER ATTENDING AAAE SEMINAR IN ARIZONA

Reso
#93-88

Selig reported that AAAE (American Ass'n. of Airport Executives) is holding an Airport Commissioners and Board Members Seminar in Scottsdale, Arizona on February 13 & 14, 1989. Selig said he would like to attend this seminar to evaluate it and if it is worthwhile would like to schedule all Board Members through it in the future. It was also noted that Weber will be in Arizona at that time and could also attend with less travel expense involved. The cost per person is \$205 for registration. It was moved by Weber and seconded by Hemmingson to send Selig and Weber to the AAAE Board Members Seminar on February 13 & 14, 1989 in Scottsdale, AZ, and to request them to evaluate the Seminar and report back to the Board. The motion carried.

APPROVE FUEL AGREEMENT PACKAGE WITH TEXACO

Reso
#94-88

Selig reported that new agreements need to be signed with Texaco for fuel and truck rentals under the Authority's name instead of the City of Grand Forks. It was moved by Unruh and seconded by Hemmingson to approve signing the fuel agreement package with Texaco. The motion carried.

APPROVE DEFERRED COMPENSATION AGREEMENT

Reso
#95-88

Selig explained that some of the employees participated in a deferred compensation program through the City of Grand Forks and now we need to get these agreements changed to the Authority's name. It was moved by Weber and seconded by Unruh to approve signing agreements for any deferred compensation programs the employees are currently participating in. The motion carried.

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Secretary/Treasurer