

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

Thursday, January 19, 1989

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Meeting Room of the Terminal Building on Thursday, January 19, 1989 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: George Unruh, Jim Weber and Jim Kennelly; staff: Robert Selig, Candi Holte and Jackie Heidrich.

APPROVAL OF MINUTES

It was moved by Kennelly and seconded by Unruh to approve the minutes of the December 16, 1988 meeting as written. The motion carried.

AMEND AGENDA

Selig requested an amendment to the agenda to include under "Old Business" an insurance report and an advertising report. He also requested approval of the contract with Schoen Associates for architectural services and approval of the contract with Ulteig Engineering for engineering services also be added to the agenda.

INSURANCE REPORT

Selig reported that the staff decided to purchase airport liability insurance through the American Association of Airport Executives (AAAE) for \$5 million coverage across the board including errors and omissions insurance with a \$1,000 deductible. The premium was \$13,850 with a one time capital contribution of \$6,900 required.

ADVERTISING REPORT

Selig said he had checked with IMA (International Media Advertising) and was told that seven additional advertising spots are in the work with two more phone spots also sold.

RESOLUTION #1-89

TABLE CHANGE TO AIRPORT PERSONNEL MANAGEMENT PLAN RE: GRIEVANCES

Gershman explained that the changes to the Personnel Management Plan have to do with the grievance steps. Gershman and Weber met with Selig and the Airport employees to discuss the procedure. Selig explained that the previous steps for a grievance were: first to Division Director, second to Executive Director with three options at this step including grievance panel before

Executive Director's decision, and final step was to go to the Authority Board. Gershman explained that the employees didn't like the Board as the final step as they felt the Board would automatically agree with the Executive Director's decision. The new procedure would be: Grievance to Supervisor, then Division Director, then Executive Director, then Authority Board, then Grievance Panel hearing for the final decision. There was much discussion regarding the Board not having the final decision at their level. Kennelly felt the ultimate decision should lie with the Board. It was moved by Weber and seconded by Unruh to table action on the changes to the Personnel Management Plan and to send the procedure to the attorney for his opinion. The motion carried.

GERSHMAN LEAVES - WEBER CHAIRS MEETING

RESOLUTION #2-89 APPROVE CONTRACT WITH SCHOEN ASSOCIATES

Selig reported that Schoen Associates had submitted a fee for architectural services for the new fire hall building that was approximately 9.3% of the entire project cost. This falls within the FAA's acceptable range. (Gershman returns to meeting) Unruh felt this was too high and questioned whether we can go back and get a price from another firm. Selig said we would need justification to do this and as their price falls within the FAA's acceptable range we would have no justification. It was moved by Kennelly and seconded by Gershman to approve the contract with Schoen Associates for architectural services on the fire hall project and to direct Selig to ask the firm to review their fee. The motion carried with Unruh voting "no".

RESOLUTION #3-89 APPROVE CONTRACT WITH ULTEIG ENGINEERING

Selig reported that Ulteig Engineering had submitted a fee for engineering services for the apron and taxiway expansion and reconstruction project that was 13% of the entire project cost. This is within the FAA's acceptable range for the project. It was moved by Kennelly and seconded by Gershman to approve the contract with Ulteig Engineering for engineering services for the expansion and reconstruction project and to direct Selig to request that the firm review their fee. The motion carried with Unruh voting "no".

GERSHMAN CHAIRS MEETING

PROJECT STATUS REPORT

There was discussion of the Project Status Report which the members had received earlier. Kennelly asked who would be submitting proposals for the two-way radio purchase. He was told that Stan's Communications has the State contract and would be submitting a price.

Gershman questioned the status of an air cargo apron. Selig said we have to move forward with it even though the Master Plan isn't yet complete. He is working with AvPlan for site selection. The plans are only to do site and earth work this year but have put in for the whole project with the FAA as we could possibly get money for the whole project with discretionary funding.

REPORT ON NORTHWEST VISIT

Gershman and Selig reported they had gone to Minneapolis on January 12th to meet with Northwest Airlines. Gershman said they showed Grand Forks enplanements compared to Fargo, Bismarck and Minot and that we are the second largest market in North Dakota. Gershman felt the meeting was incredibly positive. They asked for 500 seats per day. Northwest plans to bring back a 727 to replace a DC-9 in February to total 403 seats per day.

DISCUSSION OF CORPORATE AIR PROPOSAL

There was discussion of the proposal by Corporate Air to take over line services and fueling from the Authority which the Board had earlier received for review. Unruh stated that the Authority cannot give up that much revenue. Gershman felt we should continue discussions with Corporate Air. Selig wants to let them know we need to look at opportunities to improve our revenues. The Authority can make more revenue just by working on our line services. Gershman said we need to protect the revenues we now have and would have to participate in their growth.

DISCUSSION OF LETTERHEAD

There was discussion of several samples of letterhead that had earlier been sent to Board members. Gershman said he didn't care for any of them. Kennelly felt they were dated. Gershman said we need something new - a logo. Gershman said he would work directly with International Media to come up with something new.

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Secretary/Treasurer

PROJECT STATUS REPORT

January 12, 1989

ADMINISTRATION BUILDING REMODELING - The lighting and ceiling are complete in the lower level. Doors and door frames need to be installed and stained and carpet has not yet been installed. The project should be completed in about 30 days, depending on weather conditions.

PARKING LOT - The lights have been installed in the new lot area and the remaining work involving paving is on hold until spring.

LAND PURCHASE - The land purchase was finalized on December 19, 1988 and the paperwork sent into the FAA for their approval.

FIRE HALL/U.S. CUSTOMS/APRON & TAXIWAY - A price has been agreed upon with Schoen & Associates for the Fire Hall and Customs Addition architectural agreements and we will enter into a contract as soon as the contract is approved by the FAA. The Apron & Taxiway engineering agreement with Ulteig Engineering is being negotiated at this time.

SANDER TRUCK - Specifications are complete and upon FAA concurrence with the specifications and certification of specifications we will be going out for bids.

2-WAY RADIO EQUIPMENT - We have asked for a written proposal for a base station converter system and will then ask the FAA for approval to purchase the radio equipment under an existing State and G.S.A. contract.

AIRPORT MASTER PLAN - AvPlan is in the capacity analysis phase at this time.

ELECTRIC VAULT/FENCING & GATES - We are working on plans and specifications now and should have them completed in February and ready for review and approval by the FAA.

AIR CARGO APRON & RUNWAY SENSOR SYSTEM - We are getting ready to go out on bids for engineering services for both of these projects.

(2/9/89)

PROJECT STATUS REPORT

ARFF/CUSTOMS BUILDING - Contracts with Schoen and Associates have been received and submitted to the FAA for approval.

Upon review, as requested, Schoen reduced their not to exceed fees on the Customs Building contract from \$9,600 to \$8,400 (12% to 10.5% of project). It was determined that there was some duplication of inspection services. Total estimated contract fees are \$44,216 (from \$45,505).

As of February 9th the FAA/Bismarck advised that they were still reviewing the cost estimates in detail.

G.A. APRON/TAXIWAY EXPANSION - Contracts with Ulteig Engineering have been received and sent to the FAA for approval.

Upon review, as requested, Ulteig reduced their "basic" fees from \$35,790 to \$33,390 and their inspection fees from \$33,775 to \$32,145.

The FAA has indicated that the new amounts appear acceptable but will advise in writing after they have examined the estimates in detail.

PARKING LOT - This project is on hold until spring. Project is complete except for striping and paving some small areas.

LAND PURCHASE - Project is complete. Final paperwork is being prepared for FAA reimbursement.

SANDER TRUCK - Specifications have been sent to the FAA for review. We will advertise for bids as soon as FAA approval is received.

TWO-WAY RADIO EQUIPMENT - Waiting for a written proposal from Stan's Communications. A second proposal will be requested from Stone's Radio. Stan's and Stone's are the only suppliers locally who can see on State contract.

AIRPORT MASTER PLAN - AvPlan has just completed the forecast and capacity analysis phases and are working on the facility requirements phase. A plan review meeting will be held within the first two weeks of March. We will advise the Board of the exact date.

ELECTRIC VAULT/FENCING & GATES - A meeting with the engineers will be held on Tuesday, February 14th. Plans and specifications should be ready for FAA approval about the third week in March.

AIR CARGO APRON - We have advertised for qualifications for engineering services for this project and should be interviewing firms by the end of February.

RUNWAY SENSOR SYSTEM - We should be advertising for engineering services on this project by the 18th of February.

ADMINISTRATION BUILDING REMODELING - This project will be complete except for furniture by the end of February. The signs for the building will be installed when the weather is warmer.

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

Thursday, February 16, 1989

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Meeting Room of the Administration Building on Thursday, February 16, 1989 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: George Unruh, Don Hemmingson and Jim Kennelly; ex-officio member Jack Lien; Authority Attorney Doug Christensen; and staff: Robert Selig, Candi Holte and Jackie Heidrich.

APPROVAL OF MINUTES

It was moved by Kennelly and seconded by Hemmingson to approve the minutes of the January 19, 1989 meeting as written. The motion carried.

RESOLUTION #1-89
AMEND AIRPORT PERSONNEL MANAGEMENT PLAN GRIEVANCE PROCEDURE

Christensen explained that his opinion is that the grievance procedure should be: Step 1 - to Supervisor and/or Division Director; Step 2 - to Executive Director; and Step 3 - Authority Board, thus eliminating the grievance panel step. His main point is that the Authority only has 21 employees and he feels the Authority Board shouldn't relinquish the final decision on a grievance to a panel. He also felt there is a good chance that the grievance panel choice of management and panel choice of the employee won't be able to agree on the selection of a third panel member.

Gershman feels there should be a grievance panel somewhere in the procedure with the Board making the final decision. Selig explained the Board's options as: 1. eliminate the panel; 2. grievance panel advises Executive Director prior to his decision; or 3. grievance panel hearing after Executive Director's decision as an advisory panel to the Authority Board.

Gershman feels there is a perception of mistrust of the Board by the employees. Unruh felt the grievance panel would avoid the embarrassment of having the grievance aired publicly at an open Authority Board meeting and that if the employees want the grievance panel, which they seem to, then it should be part of the procedure.

It was moved by Unruh and seconded by Hemmingson to amend the grievance procedure in the Airport Personnel Management Plan as follows: Step 1 - employee takes grievance to supervisor or division director; Step 2 - grievance to Executive Director; Step 3 - grievance panel (advisory to Authority Board); Step 4 - final decision by Authority Board. The motion carried.

GERSHMAN LEAVES - HEMMINGSON CHAIRS MEETING

RESOLUTION #4-89

APPROVE CHANGE ORDER FOR PARKING LOT CONSTRUCTION

Selig explained that this is a standard change order. The construction was complicated by the time of the year and APCOA made some recommendations for change. The Airport Staff also made some changes to save money. The project cost was increased by \$9,800. Al Grasser, City Engineering Dept., explained the cost increase for light pole changes. Kennelly questioned who will own the equipment when APCOA's lease is up. Selig explained that the Airport will own it. Gershman questioned how much of the cost increases were related to delays in getting the construction equipment in here. Grasser felt that none of the cost was due to this delay and explained that they will complete the project in the spring at the prices originally bid. It was moved by Unruh and seconded by Gershman to approve the change order for the parking lot construction for \$9,800. The motion carried.

GERSHMAN RETURNS TO CHAIR MEETING

RESOLUTION #5-89

APPROVE PURCHASE OF COUNTER INSERTS AND BAG BELTS

Selig said the Authority should purchase from Northwest Airlines the bag belt for \$1,500 and the counter inserts for \$3,900 that were used in the old Republic Airlines counter area for use by Aspen Airways. It was moved by Unruh and seconded by Hemmingson to approve the purchase of the bag belt for \$1,500 and the counter inserts for \$3,900. The motion carried.

FINANCIAL REPORT

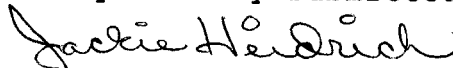
Holte handed out check reports and invited anyone that is interested to attend a meeting on financial reporting in the office at 11:00 A.M. on February 23rd with Selig and Unruh.

PROPOSALS FOR FIXED BASE OPERATOR

Gershman reported that not much progress has been made with Corporate Air and feels we should put out a request nationally for proposals for a fixed base operator. Kennelly recommends notifying Aero Center 1's owners of our intention to look for a full service FBO to replace their limited service before doing so. Gershman suggested forming a subcommittee to review this with Selig. The subcommittee will include Unruh and Gershman.

ADJOURN

Respectfully submitted,



Jackie Heidrich
Secretary/Treasurer

(3/9/89)

PROJECT STATUS REPORT

Airport Master Plan - A draft copy of the Master Plan has been sent out for proofreading and comments. At this time no design layout has been presented for review.

Electric Vault/Fencing & Gates - We have received and sent to the FAA the preliminary design of the electric vault layout for approval.

Air Cargo Apron - We are in the process of selecting engineering for this project's first phase.

Runway Sensor System - We have advertised for engineering for this project and propose interviews the week of April 3rd.

Administration Building - The sign has been installed on the street side of the building. Still need furniture.

ARFF & Customs Building - The contracts for the two buildings have been approved and signed. Schoen Associates are now working up plans and specifications.

G.A. Apron/Taxiway Reconstruction & Expansion - Ulteig Engineers are working on plans and specifications.

Parking Lot - This project is on hold until spring.

Sander Truck - This piece of equipment is out on bids and bids will be opened April 4th at 2:00 P.M. in the conference room.

Two-Way Radio Equipment - I sent a copy of a GSA contract to the FAA for approval to purchase under but they rejected the contract. I'm checking with the State OMB to see if they have approved a new radio contract.

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

Thursday, March 16, 1989

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Meeting Room of the Administration Building on Thursday, March 16, 1989 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Don Hemmingson, George Unruh, Jr. and Jim Kennelly; ex-officio member Jack Lien; and staff: Bob Selig, Candi Holte, Tom Breton, and Jackie Heidrich.

APPROVAL OF MINUTES

It was moved by Hemmingson and seconded by Kennelly to approve the minutes of the February 16, 1989 meeting as written. The motion carried.

RESOLUTION #6-89
APPROVAL OF PROPOSAL FOR BOARD RETREAT

Selig reported he has been informally interviewing several firms to develop a Board Retreat. Proposals received were: Peat-Marwick for \$10,000, Management Design Associates (working with Brady Martz) for \$4,800-\$5,200. After discussion of the proposals it was moved by Kennelly and seconded by Hemmingson to accept the proposal of Management Design Associates contingent on clarifying the reports they will provide. The motion carried.

DISCUSSION OF TAGS FOR BAGGAGE BEING AVAILABLE

Gershman said a Northwest employee had suggested to him that baggage tags be available outside of the ticket counter area. Selig said Northwest will have to be responsible to keep them cleaned up if they are available other than at their counter. Jim Brager, Northwest Station Manager, said he doesn't want to be involved with it. He feels it isn't going to work - people will still get to the counter without tags on their bags. He stated that during busy holiday periods they put out a podium with tags available there. Kennelly suggested an area with the bag tags could be put up with a posted reminder to tag their bags. Unruh agreed this could be tried. Selig said he will review these ideas.

MARKING OF GATE AREAS

Gershman said he felt there was a problem in the terminal as many people can't see where the gates are. He would like a sign in the middle of the lobby facing south indicating where gates 1 and 2 are located. Breton said he will get this done.

PARKING LOT PROBLEM

Unruh said he had been contacted by someone who had parked in the short-term parking lot to drop someone off and when he got to the booth to pay there was no attendant in the booth. When the attendant appeared he had no change. Selig said if he is given the dates and times he will follow up with the company.

RESOLUTION #7-89

APPROVE SELECTION OF ENGINEERING FIRM FOR HEAVY-DUTY APRON

Selig explained that a Selection Committee comprised of himself, Hemmingson, Kennelly and Breton interviewed four firms to do the engineering for the heavy-duty apron project. It is the Committee recommendation to selection Ulteig Engineering for the project. Unruh questioned why there were two staff members and two Board members on the Committee when he had previously requested that the Selection Committee be made up of one staff member and two Board members. Selig said that at the time it was discussed he felt it had been agreed to hold the Committee make up to be a part of the discussions at the Board Retreat. Kennelly also felt some type of grading criteria should be established by the Board for these selections. Gershman voiced a concern that local firms will quit bidding the Airport projects because they haven't been getting any of the work. It was moved by Hemmingson and seconded by Kennelly to select Ulteig Engineering for the heavy-duty apron project. The motion carried.

RESOLUTION #8-89

APPROVE SELECTION OF ENGINEERING CONSULTANT FOR NON-AIP PROJECTS

Selig explained that the Board had asked the staff last December to advertise for bids for an engineering firm to work with the staff on non-FAA projects. Four proposals were received - all basically in the same dollar range. He recommends selecting Webster, Foster & Weston for the engineering consultant for 1989 as they have knowledge of the Airport facilities in working with AvPlan on the Master Plan. It was moved by Unruh and seconded by Hemmingson to select Webster, Foster & Weston as the engineering consultant for non-AIP projects for 1989. The motion carried.

REDESIGN OF TERMINAL BUILDING CANOPY

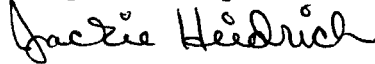
A drawing from Gary Johnson, Architect, was presented with a proposed redesign of the terminal canopy that goes straight across the road. Selig said this could possibly be done in 1990 as a part of the capital improvement projects but there are no funds to do it this year.

MEETING WITH UND

Selig said that he and Kennelly had met with John Odegard, Bob Reis and Rex Hammerbeck of the UND Center for Aerospace Sciences. He recommends the Board and staff meet with UND in early April for an information sharing session to discuss where we each are and where we plan to go, including financial, development plans, dates and budgets. Bob Reis appeared with several dates that Mr. Odegard has available for this meeting. It was agreed to hold this meeting on Monday, April 3, 1989 at 9:00 A.M. in room 244 at the CAS building.

ADJOURN

Respectfully submitted,



Jackie Heidrich
Secretary/Treasurer

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

Thursday, April 20, 1989

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Administration Building on Thursday, April 20, 1989 at 10:00 A.M. with Vice-Chairman Jim Weber presiding. Members present were: Don Hemmingson, George Unruh, Jr. and Jim Kennelly; ex-officio members Bob Wood and Jack Lien; and staff: Bob Selig, Candi Holte, and Jackie Heidrich.

APPROVAL OF MINUTES

It was moved by Kennelly and seconded by Hemmingson to approve the minutes of the March 16, 1989 meeting as written. The motion carried.

AIRPORT COMMISSIONERS SEMINAR

Selig reported that another session of the "Airport Commissioners Seminar" that he and Weber attended in Arizona in February will be held in Naples, Florida on December 14 & 15, 1989. He felt it was important for a couple more board members to attend if possible. Unruh said those dates would fit into his schedule.

ENPLANEMENT COMPARISON REPORT

Selig explained that he feels the reduction in enplanements is mainly caused by a reduction in seat availability. He feels the enplanements should pick up when Aspen service starts in June and Northwest puts on more seats in May.

RESOLUTION #9-89

APPROVE ENGINEERING SELECTION FOR PROJECT #89-08-03 RUNWAY SENSOR

Selig reported that the Selection Committee had met to interview engineers for the runway surface sensor system project last Friday and recommends selection of KBH. It was moved by Kennelly and seconded by Hemmingson to approve the selection of KBH for engineering services for project #89-08-03. The motion carried.

RESOLUTION #10-89

APPROVE TRUCK/SNOWPLOW/SANDER BID BY OSHKOSH

Selig said that a request for bids for the truck/snow plow/sander had been sent out and two bids were received. This purchase is funded 90% by the FAA. The truck is primarily needed for its high speed sander services. It was moved by Kennelly and

seconded by Unruh to accept the bid of Oshkosh in the amount of \$149,918 for a truck/snow plow/sander. The motion carried.

RESOLUTION #11-89
APPROVE LETTER OF AGREEMENT WITH FAA FOR EMERGENCY SERVICES

Selig explained that the Authority's standard procedures allow for the Executive Director to execute Letters of Agreement without approval of the Board but the FAA's legal staff requires Board approval. Selig recommends Board approval as the Letter of Agreement reflects how we operate anyway but requests that the Chairman write a letter to the FAA explaining the Board's administrative policy to authorize the Executive Director to sign these Letters of Agreement without Board approval. It was moved by Unruh and seconded by Kennelly to approve execution of the Letter of Agreement with the FAA for emergency services. The motion carried.

RESOLUTION #12-89
FURNITURE BIDS

Selig reported that he had sent out a request for bids for furniture for the Board Room, pilots lounge area and reception area of the Administration Building and had received bids from three firms. After much discussion regarding style and quality it was moved by Unruh and seconded by Hemmingson to authorize Kennelly and Selig to inspect the furniture bid by each firm and make their selections based on that information not to exceed a total cost of \$12,000. The motion carried.

FIRST QUARTER 1989 FINANCIAL REPORT

Selig said the staff is comfortable with the budget as it is proceeding now. At the six month point he and Holte would like to present a revised budget for approval based upon actual activity. Holte explained the City had informed her there will be adjustments on the balance sheet after their audit is done. Selig explained that all the tax revenues for 1989 were received in the first quarter of the year. Selig asked that if the Board is not comfortable with any of the reports submitted that they let him know so the staff can take a look at making changes. Holte explained that the interest revenue is less than projected because the City kept our bond reserves of approximately \$250,000 and some big treasury notes are due in June and the interest earned is only included when they come due. Selig pointed out that the overtime area is already 150% of budget which is due to a large amount of overtime for snow removal and the fact that maintenance personnel previously filled in for vacations for fueling and that has been discontinued and they cover it themselves with overtime. With only two maintenance personnel Selig felt it was beneficial to spend the overtime in the fueling department to keep the maintenance staffing level up. Selig is currently in the process of reviewing the work schedules to try to make them more efficient.

CAR RENTAL AREA HEAT PROBLEM

Kathy Lind, Manager of National Car Rental, said she had received a memo saying the car rental heat problem would be discussed at this meeting and was wondering what the status of that is. Selig said a solution had been determined for the problem and is being done at this time. The heating and air conditioning duct work will be put right into the car rental areas and should be complete within two weeks at a cost of \$749.

EXECUTIVE DIRECTOR PERFORMANCE EVALUATIONS

Weber reminded the Board members to turn in their performance evaluation sheets for the Executive Director to Gershman.

DISCUSSION OF REGIONAL ADVISORY BOARD

Weber said that at the Authority Board Members Seminar in Scottsdale, AZ there was much discussion regarding using regional advisory boards to the Authority Board. Selig explained the make up of the advisory board could include people from Larimore, Grafton, Crookston, etc. and keep them informed of the Authority's activities and makes us a part of their communities. Unruh felt advisory boards can be very successful when done properly but are a lot of work and would become part of Selig's promotional efforts.

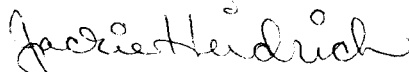
Weber also suggested that an open house be held in the near future for civic leaders of surrounding towns that would include an airport tour, tour of the remodeled Airport Administration Building and meeting with the Executive Director. Bob Fishman, AFSS Manager, offered to include a tour of their facility during this open house. Kennelly suggested we proceed with planning the open house but plan to tie the date into the furniture delivery schedule.

VEHICLE FOR EXECUTIVE DIRECTOR

Weber said there is a need to look at buying or lease purchasing a vehicle for the Executive Director and the vehicle he currently has could be passed on to Breton. Unruh said there are a lot of ways to work this with the new tax laws. Selig said he would get informal bids for the May meeting.

ADJOURN

Respectfully submitted,



Jackie Heidrich
Secretary/Treasurer

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

Friday, May 19, 1989

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Administration Building on Friday, May 19, 1989 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: George Unruh, Jr., Jim Weber, and Jim Kennelly; ex-officio member Jack Lien; and staff: Bob Selig, Candi Holte, Tom Breton, and Jackie Heidrich.

APPROVAL OF MINUTES

It was moved by Unruh and seconded by Kennelly to approve the minutes of the April 20, 1989 meeting as written. The motion carried.

RESOLUTION #20-89
AUTHORIZE EXECUTIVE DIRECTOR TO LEASE A VEHICLE

Selig reported that he had researched the cost of leasing a vehicle. He received a preliminary estimate of \$363/month for a three year lease for a Chevy Caprice. Selig suggested that this item could be tabled until the July meeting at which time Holte will have done a midyear budget review. He also stated that Brady, Martz had recommended going with a lease arrangement. It was moved by Unruh and seconded by Weber to authorize the Executive Director to acquire a vehicle for his use by requesting bids and to keep the lease costs within a \$5,000/year limit. The motion carried.

Selig also reported that Brady, Martz had made a recommendation on personal use of Authority-owned vehicles and he plans to present a car use policy at the June meeting.

REVIEW OF PROJECT STATUS REPORT

Weber questioned why the furniture purchase is held until the June meeting. Selig said he and Gershman haven't had time to work on it.

Unruh asked if the heat problem at the car rental counter areas had been fixed. Breton said the duct work has been installed but there is a lack of air flow capacity. Selig said adjustments will be made.

Gershman asked if the front part of the parking lot will be reseeded. Breton said this is part of the clean up left on the

parking lot expansion project. Gershman also felt the signage in the parking lot is too small and there is a need to look at some beautification of the area.

Gershman proposed that any Board members who have a specific area of interest (i.e. landscaping) notify the Board of the project and then pursue the initial steps themselves and then bring the information back to Selig.

Bob Reis, UND, stated that UND would like to draw attention to the runway sensor system project and would like more information on the project as they feel it is not necessary. They feel it is more of an airline requirement than for the University's benefit and deserves additional review by the Board.

Reis also said that the UND would like to participate in the open house that has been proposed.

Selig explained that the primary focus of the sensor system will be the main air carrier runway. Currently the staff must drive out to check the conditions and the surface system eliminates this as it is all computerized and will also help conserve sand. Selig said the FAA has approved the funding but the project is not yet under a grant. Selig feels this is really a safety-related item and recommends continuing with the project.

**RESOLUTION #13-89
APPROVE AMENDING DBE GOALS**

Holte explained that we need to amend the DBE (Disadvantaged Business Enterprise) goals from 10% to 13%. It was moved by Unruh and seconded by Kennelly to approve amending the DBE goals. The motion carried.

**RESOLUTION #15-89
APPROVE CONTRACT WITH KBM FOR ENGR. FOR SURFACE SENSOR SYSTEM**

Selig presented a proposed contract with KBM for engineering fees for FAA Project #3-38-0022-08 for the runway surface sensor. Selig said the preliminary phase completion date is 7/15/89 and the completion date for the basic service is 9/15/89 with the total contract completion date of 11/15/89. It was moved by Weber and seconded by Kennelly to approve the contract with KBM for engineering fees for the runway surface sensor as amended. The motion carried.

**RESOLUTION #16-89
HOLD INSTALLATION OF T-HANGAR DOORS**

Selig explained that several t-hangars need new doors. There is \$24,000 budgeted for this repair. Breton will write specifications and go out for formal bids. Estimated cost is \$5,000 per door and there are 8 doors that need replacing. Bob Reis, UND, said they used heated track on their hangar doors and

find this helps. Gershman would like to see a bid for the heated track and roller doors. Selig said this alternate will be included in the bid requests.

**RESOLUTION #17-89
APPROVE INSTALLATION OF ADDITIONAL TIE-DOWNS**

Selig explained there is a need for the installation of additional tie-downs for general aviation aircraft on Aprons "C" and "A". Selig said this is an effort to handle UND's expanding needs as well as our own. The total cost is approximately \$18,000. It was moved by Unruh and seconded by Kennelly to approve the installation of additional tie-downs. The motion carried.

**RESOLUTION #18-89
APPROVE AIRFIELD FEES AGREEMENT WITH UND**

Selig explained that we aren't in a position to approve a full agreement at this time as there are still some language concerns, but he has worked out a partial agreement covering fuel flowage fees, etc. It was moved by Unruh and seconded by Weber to approve fees for the University of North Dakota for 1989 and 1990 as detailed in the Airport Director's May 12, 1989 memo and in accordance with the UND's May 9, 1989 Letter of Intent with the understanding that discussions regarding future fee adjustments and the establishment of a formal Airport Use Agreement will be completed in 1989. The motion carried.

STAFFING REPORT

Selig reported that he is looking at the whole staffing issue and feels we are three people short. There is a need for one additional employee for relief on the Line and two more maintenance personnel. He feels some things are not getting done because of the short staffing. Overtime is way too high and he feels these overtime dollars will pay for some additional staff. Selig plans to have a more thorough staffing report in June. Holte said that the overtime is already 150% of budget for the whole year. Weber questioned whether anymore had been done with the contract CFR. Selig said he felt the costs are about the same with contract CFR or using additional staff of our own. Selig said he will have to send some of our employees to CFR schools around the country for training. Weber feels the training cost issue could make contract CFR cheaper when the training is included in the contract price. Selig said the contract CFR would be \$70,000 and the cost of three additional employees plus training costs would be \$68-70,000 per year. Selig said if you look at it strictly in dollars it would be easier to go to contract CFR but feels that using our own employees would help morale.

FINANCIAL REPORT

Holte reported that expenses are 2% under budget with revenues running 5% over budget (due to 93.4% of the tax revenue for the year being received in the first quarter). Holte said the net income for the first quarter was \$275,837.

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Secretary/Treasurer

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

Thursday, June 15, 1989

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Administration Building on Thursday, June 15, 1989 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: George Unruh, Jr., Jim Weber, Don Hemmingson and Jim Kennelly; ex-officio member Jack Lien; travel agent representative Dorothy Radi; and staff: Bob Selig, Candi Holte, and Jackie Heidrich.

APPROVAL OF MINUTES

It was moved by Weber and seconded by Kennelly to approve the minutes of the May 19, 1989 meeting as written. The motion carried.

RESOLUTION #14-89
AWARD CONTRACT FOR FAA PROJECT #3-38-0022-07

Wes Schon of Ulteig Engineers explained that this project is for Apron "A" and taxiway reconstruction and expansion and it does not include lighting. It was moved by Unruh and seconded by Kennelly to award the contract for FAA Project #3-38-0022-07 to Nodak Contracting for the base bid of \$521,176.50 without the alternate, contingent on the concurrence of the FAA. The motion carried.

RESOLUTION #24-89
APPROVE CHANGE ORDER #1 TO FAA PROJECT #3-38-0022-07

Wes Schon of Ulteig Engineers explained that this Change Order reduces the quantities of dirt and reduces the contract price by \$27,000. It was moved by Kennelly and seconded by Hemmingson to approve Change Order #1 to FAA Project #3-38-0022-07, Apron "A" and taxiway reconstruction and expansion to reduce the total overall cost of the project by \$27,000 from \$521,176.50 to \$494,176.50 by reducing the dirt quantities, contingent on FAA concurrence. The motion carried.

RESOLUTION #19-89
APPROVE AGREEMENT WITH UNITED EXPRESS AIRLINES

Selig explained that the agreement with United Express Airlines is basically the same as the Northwest Airlines agreement. Selig pointed out that the contract with Northwest Airlines expires in April 1990 and he is starting to negotiate with them and hopes to have a new contract for all carriers by January 1,

1990. Selig said it is a 3 year contract with a 3 year renewable clause, cancellation notice period reduced from 180 days to 90 days for the first 24 months of the contract, landing fees reduced from \$0.55 to \$0.39 per 1,000 pounds of certificated landed weight, and the total airline principal and interest bond payments for the terminal expansion are reduced by \$25,000 for 1989. The landing fee reduction will also affect Northwest Airlines and Federal Express. It was moved by Weber and seconded by Hemmingson to authorize the Executive Director to execute an Airport Lease and Use Agreement with United Express Airlines. The motion carried.

PROJECT STATUS REPORT

Unruh questioned why there is still a hold on the radios purchase. Selig said that a system we were looking at to go to a one radio system didn't work out and will have to stick with a two radio system. The aviation radios will have to be bid out and the airport business radios are on State bid and can be purchased anytime.

BOARDING COMPARISON

Selig said that the boardings for the first three months of 1989 were down but attributes some of that to a lack of seat availability. He pointed out that it is picking up again in April and May.

RESOLUTION #21-89 APPROVE "VEHICLE USE/MILEAGE POLICY"

Selig said the "Vehicle Use/Mileage Policy" was put together with advice of Brady Martz Associates. The Authority is presently paying .25 per mile and they recommended it be reduced to .24 per mile for tax reporting purposes. It was moved by Kennelly and seconded by Weber to approve the "Vehicle Use/Mileage Policy" authorizing the Executive Director and Director of Operations to use an Authority vehicle to travel from home to work and back as necessary, authorizing the Executive Director to use the Authority vehicle for private use if necessary and to report said mileage to the Director of Finance/Administration to be added to his taxable wages, and to compensate Authority employees at the rate of .24 per mile for the use of their personal vehicles for Authority business subject to the approval of the Executive Director. The motion carried.

**RESOLUTION #22-89
APPROVE BIDS FOR TIE-DOWN INSTALLATION**

Selig explained that three bids were received for the installation of tie-downs. He said \$19,000 was made available for this project. It was moved by Weber and seconded by Hemmingson to approve the bid and award the contract to Nodak Contracting for the alternate bid of \$19,990 for the installation of 33 aircraft tie-downs, 33 grounding rods, and relocation of two light poles and painting. The motion carried.

**RESOLUTION #23-89
APPROVE CONTRACT WITH ULTEIG ENGINEERING
FOR PROJECT #89-08-04 PHASE I**

Wes Schon of Ulteig Engineers appeared to explain the heavy-duty apron project. Unruh questioned whether this is in agreement with the Master Plan. Schon said AvPlan had notified him that it was. He said there is no grant yet but we are authorized to proceed with the engineering on this project. Selig said the project was split into phases so the project can be stopped if discretionary funding doesn't come through from the FAA. It was moved by Kennelly and seconded by Unruh to approve the contract with Ulteig Engineering for engineering services on heavy-duty apron Project #89-08-04 Phase I for site preparation for \$64,992, 10% of the 646,700 estimated cost of Phase I; and Phase II for engineering and design of paving and the electrical at a cost of \$99,204, 7.3% of the \$1,357,040 estimated cost of Phase II, for a total project engineering fee of \$164,196, contingent upon FAA concurrence. The motion carried.

CAFE HOURS OF OPERATION

Gershman questioned what the hours of operation are for the cafe. Selig said the cafe closes at 5:30 P.M. with the lounge open until 11:00 P.M. and sandwiches are available in the lounge. Weber said someone had told him that on a Thursday at 10:30 P.M. the bar was closed. Selig said he will check into this and report back.

TERMINAL ADVERTISING

Kennelly said the empty advertising boxes in the terminal need to have something in them. Gershman asked Selig to write to IMA and check on the status of their advertising sales. Kennelly also suggested asking IMA's permission to turn them over to UND's art department for display purposes. Selig suggested the possibility that the State may have some centennial posters that could be displayed.

FINANCIAL REPORT

Holte reported a net income of \$50,593 for May with expenses running 3.2% under budget and revenues at 4.8% above budget. She felt the SAFECON meet at UND helped increase the fuel income. Unruh requested a more detailed budget review for the July meeting.

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Board Secretary

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

Friday, June 30, 1989

The Grand Forks Regional Airport Authority Board of Commissioners met in a special session in the Board Room of the Administration Building on Friday, June 30, 1989 at 7:00 A.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber and George Unruh; and staff: Bob Selig. Also present was Tim Mutchler, newly appointed Board member whose term begins August 1, 1989.

RESOLUTION #24-89
ACCEPT RELIEVER AIRPORT & RUNWAY ALTERNATIVE 3-A FOR MASTER PLAN

Joe Jackson of AvPlan presented five runway alternatives for the Board to consider as a part of the Master Plan Update. It was moved by Unruh and seconded by Weber to accept the reliever airport alternative #1 and runway alternative #3-A as a part of the Grand Forks Airport Master Plan Update. The motion carried.

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Board Secretary

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

Thursday, July 20, 1989

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Administration Building on Thursday, July 20, 1989 at 10:00 A.M. with Vice-Chairman Jim Weber presiding. Members present were: George Unruh, Jr. and Don Hemmingson; and staff: Bob Selig, Candi Holte, and Jackie Heidrich. Also present was Tim Mutchler whose term as a Commissioner of the Airport Authority Board begins August 1, 1989.

APPROVAL OF MINUTES

It was moved by Unruh and seconded by Hemmingson to approve the minutes of the June 15, 1989 and June 30, 1989 meetings as written. The motion carried.

**RESOLUTION #25-89
ELECTION OF CHAIRMAN/VICE-CHAIRMAN**

Weber reported that Gershman was willing to accept another term as Chairman if the Board wished him to serve again. It was moved by Hemmingson and seconded by Unruh to nominate Gershman for Chairman and Weber for Vice-Chairman. Nominations ceased. The motion carried.

**RESOLUTION #12-89
APPROVE PURCHASE OF FURNITURE**

Lorie Hagen from Gaffaney's was present to answer questions regarding their proposal for furniture. She displayed the chairs that were bid as well as fabric samples. It was moved by Unruh and seconded by Hemmingson to approve the bid of Gaffaney's in the amount of \$18,602.60 using option #1 for a boat shape solid oak table. The motion carried.

BOARDINGS/OPERATIONS COMPARISON

Selig explained that boardings for the first six months of 1989 are up 1% over the same period of 1988. He projects total 1989 enplanements to increase over total '88 for an increase for the third year in a row. Operations for the first six months of '89 were up 26% over '88.

STAFFING REPORT

Selig reported that for the 1990 budget he plans to add an administrative secretary position and two maintenance employees. With 1800 acres of Airport to maintain the current level of two employees isn't enough. He plans to bring in these new employees at a lower pay level than current employees. Selig stated that these staffing changes should take care of the Airport for the next five years. He also presented an organizational chart for the Authority.

RESOLUTION #26-89 APPROVE SMOKING POLICY

It was moved by Unruh and seconded by Hemmingson to approve the "Smoking Policy" as follows: smoking of cigarettes, cigars, pipe tobacco and other such products in buildings owned or operated by the Grand Forks Regional Airport Authority is prohibited except in specifically designated "smoking areas". Airport management shall insure that at least one smoking area is established and appropriately marked in each Airport Authority public building on the Airport. Private offices can be designated as additional smoking areas as long as smoking is curtailed when other people are present in the office. Smoking in aircraft hangars, on the Airport's aviation ramps, runways, and taxiways, and in the vicinity of fuel facilities or trucks is strictly prohibited. The motion carried. Unruh suggested that air cleaners be used in private offices that are smoking areas.

RESOLUTION #27-89 DENY USE OF MAINTENANCE FACILITIES BY EMPLOYEES

Selig explained that when he became Executive Director there was a practice at this Airport of using the maintenance facilities to work on private vehicles. He said he had an experience elsewhere when an employee was injured working on a private vehicle. This prompted him to curtail the practice at this airport. The employees feel strongly they should be able to use the maintenance facilities. Selig said he had talked to the Airport's insurance provider and they feel the safest route is not to allow it at all. It was moved by Unruh and seconded by Hemmingson to deny use of the maintenance facilities for work on personal vehicles except for emergency repairs. The motion carried.

RESOLUTION #28-89
APPROVE AUTHORIZATION TO EXECUTE AIRPORT DOCUMENTS

It was moved by Hemmingson and seconded by Unruh to approve the following resolution regarding authorization to execute airport documents: A) financial documents and checks are to be executed by the Executive Director and the Director of Finance/Administration, or their designee; B) Contracts, leases and agreements requiring Board approval under Section 200.04 of the "Organizational and Policy Manual" shall be executed by the Executive Director and attested to by the Authority Board Secretary, or their designee. The Board must approve all contracts, leases, and agreements when an exclusive operating right is being conveyed; or when the term, including renewal option(s), is five (5) years or more, or when the gross annual rental exceeds \$50,000; or when public terminal space is affected.; C) Contracts, leases, and agreements and documents not requiring Board approval in accordance with Section 200.04 shall be executed by the Executive Director or his/her designee. The motion carried.

RESOLUTION #29-89
TABLE UNIFORM BUILDING CODE

Selig explained that he would like to establish the Uniform Building Code as the document that governs facilities on Authority property. It was moved by Hemmingson to adopt the "Uniform Building Code" as a construction standard for the Grand Forks International Airport. Bob Reis, UND, stated that some things in the Uniform Building Code are open to interpretation and UND has had some problems with it recently in their construction. Unruh questioned whether all existing buildings would meet these standards or would be grandfathered in. Hemmingson withdrew his motion. It was agreed to table Resolution #29-89 to the August meeting for more information.

RESOLUTION #30-89
TABLE HANGAR USE POLICY

Selig explained that there are currently four planes in the hangars that haven't flown for many months. Active flyers cannot get into hangars. There is currently a waiting list of 18 people for hangar space. The aircraft in the hangars that don't use fuel and services don't generate revenue for the Airport. Unruh questioned whether the people that own the four planes have been contacted about removing them. Selig said they had not. It was agreed that these people should be contacted before taking action on this policy. Tabled to August meeting.

RESOLUTION #31-89
APPROVE INCREASE IN HANGAR AND LINE SERVICE FEES

Selig explained that there has been no increase in fees since 1981. A study was done of other airports and these increases are consistent with other airports. He stated that all other Airport tenants got a fee increase in 1989 so general aviation should also receive an increase. The increase is also necessary as the Authority is adding tie-downs and improving T-hangar doors. It was moved by Unruh and seconded by Hemmingson to authorize Airport staff to increase hangar rental fees and monthly tie-down fees by 20%, daily tie-down fees for single engine and small twins to \$3.00 per day, large twins and small jets to \$5.00 per day and large jets to \$10.00 per day; and increase aircraft heating fees as follows: single, 1st 30 minutes \$10.00, hourly rate \$25.00; twin, 1st 30 minutes \$15.00, hourly rate \$25.00; large twin, 1st 30 minutes \$17.00, hourly rate \$25.00; and that all increases be effective September 1, 1989. Additionally, Resolution authorizes Airport Management staff to adjust fuel, oil, prist and deicing fluid and other items for resale as necessary to maintain the Airport's profit margin percentage. The motion carried.

RESOLUTION #32-89
APPROVE CONTRACT FOR SOIL TESTING FOR PROJ. #3-38-0022-08

It was moved by Unruh and seconded by Hemmingson to award the contract for testing and soil exploration services for the site preparation on the air cargo apron Project #3-38-0022-08 to Twin City Testing based on their bid in the amount of \$2,660.00. The motion carried.

RESOLUTION #33-89
AWARD CONTRACT FOR ELECTRIC VAULT PROJECT #3-38-0022-06

A bid opening for the electric vault and fencing project #3-38-0022-06 was held on July 20, 1989. John Neppel of Neppel Engineering was present. Selig said the low bidder was Baukol Builders with a bid of \$309,970 including alternates 1 thru 3. He stated that alternates #2 and #3 for the water room and roof drains are not FAA fundable and will be paid 100% by the Authority. It was moved by Unruh and seconded by Hemmingson to award the bid for the electrical vault and fencing project to Baukol Builders in the amount of \$309,970 including alternates 1 thru 3, subject to resolution of the FAA's legal concerns regarding the DBE forms, and subject to FAA approval. The motion carried.

TERMINAL ADVERTISING REPORT

Jane Lunseth of International Media Advertising (IMA) appeared. She stated they had added two sales people. They are working with a firm that does the transparencies for the display cases. She feels the future looks good for the sales of these advertising spaces. Selig asked whether she had made any progress in getting fillers from the University or State Tourism Dept. for the spaces. Mrs. Lunseth said she is working on that now to find out who to contact. She stated she would be turning in reports regularly to the Airport Director's office.

PARKING LOT REPORT

Holte reported that the parking lot is doing very well. The number of tickets issued is up 14% over last year. It is near capacity already and may have to look at expansion this fall. Selig said Webster, Foster & Weston is looking into adding four more rows on the south side. He feels that when we reach 80% of capacity regularly there is a need to look at expansion. Selig will present another report at the August meeting with daily counts to show how often the lot is near capacity.

RESTAURANT HOURS OF OPERATION REPORT

Ron Elder, Restaurant Manager, was present. He stated he had met with Selig regarding the cafe/lounge hours. He has tried to stay open later but the revenue isn't there to make it profitable. He said they are selling \$30-\$50 per night in sandwiches in the lounge. He said they have two electronic signs in the terminal advertising the food in the lounge but people don't seem to read them. He has purchased a sign to go in front of the restaurant that will hopefully help. Elder said he has discussed replacing the folding door between the cafe and lounge with a divider. Selig said the cafe is full to capacity many times during the day with the addition of United Express. Reis questioned whether the opening of UND's food facility at the Airport would help the capacity problems. Elder didn't know that it would make much difference as the UND business seems to be between heavy flight times.

1988 AUDIT REPORT

Roy Lunde, Brady, Martz & Associates, presented the 1988 Audit Report prepared by their firm. He explained their procedures for the audit. He reported that they tested and found the Airport in compliance with federal requirements. Lunde reviewed the audit statement and balance sheet presented.

Unruh asked Lunde to present an engagement letter with an estimate of fees for the 1989 audit for the August meeting.

1989 BUDGET REVIEW

Holte reported that for the first six months expenses are at 44.35% and revenues at 53.91% of budget. She projects 1989 operating expenses to be up 1.1% and income up 9.4%. Holte reported that she is very pleased with the numbers.

UND AIRCRAFT AUCTION

Bob Reis, UND, reported that on August 19, 1989 they will be disposing of a large number of aircraft at an auction and expect a large number of visitors. He will work with Selig and the auction company to minimize the effects on the Airport.

OPEN HOUSE

Selig said he was tentatively looking at Saturday, September 16, 1989 for the open house if the furniture for the Board Room and Pilot's Lounge is delivered in time. This coincides with Potato Bowl Week and the UND will be having a general aviation fly in and pancake feed. Unruh feels that the open house may get lost in all the other activities going on. Weber said he feels the open house should be strictly to show off our airport and not a part of Potato Bowl activities.

THANK HEMMINGSON FOR HIS SERVICE TO THE BOARD

Weber pointed out that this is Don Hemmingson's last meeting as he has resigned from the Board at the expiration of his two year term on August 1, 1989. He thanked Hemmingson for his dedication and hard work and told him to feel free to stop in to future meetings. Hemmingson said it has been an enjoyable and educational experience.

Weber also thanked Chairman Hal Gershman for his dedication and hard work over the past two years of his term and wished him luck with future Board members. Unruh said he would like to publicly thank Vice-Chairman Weber for his hard work with the Board also.

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Board Secretary

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

Monday, July 31, 1989

The Grand Forks Regional Airport Authority Board of Commissioners met in its special session in the Board Room of the Administration Building on Monday, July 31, 1989 at 10:00 A.M. with Vice-Chairman Jim Weber presiding. Members present were: George Unruh, Jr. and Tim Mutchler; ex-officio member Jack Lien; staff: Bob Selig, Candi Holte, Jackie Heidrich, Tom Breton, Chuck Korsmoe and Howard Freije. Also present was Doug Christensen, Authority Attorney.

DON HEMMINGSON RESIGNATION

Weber announced Don Hemmingson resigned on July 28, 1989. Tim Mutchler began his five-year term effective with Hemmingson's resignation.

**RESOLUTION #34-89
SUPPORT MANAGEMENT DECISION OF VOISS TERMINATION**

Doug Christensen represented the Authority and Carlton Nelson appeared with Don Voiss to discuss Mr. Voiss' termination by Selig because of suspension of his driver's license. Mr. Nelson stated that Mr. Voiss will have his license back on April 14, 1990. He also stated that he understood that the Employee Grievance Panel had recommended reinstatement for Mr. Voiss. Mr. Christensen said Mr. Voiss had been reinstated with salary and benefits until August 1, 1989 to allow time for the correct administrative procedures to be completed. After much discussion (as recorded in court reporter's transcripts) it was moved by Unruh and seconded by Mutchler that the Board support management's decision relative to Mr. Voiss' termination. The motion carried.

**RESOLUTION #35-89
APPROVE FREEZER LEASE/PURCHASE FOR CAFE**

Selig explained that the Cafe operators will be taking over the new UND food operation and this presents a need for more food storage. Ron Elder, Cafe operator, appeared to request the purchase or lease of a walk-in freezer to meet their needs. Mr. Elder estimated he would sell \$25,000 in food alone this month. Bids were received from Dakota Food Equipment and Pearson Refrigeration with Dakota Food Equipment's bid being lower. It was moved by Unruh and seconded by Mutchler to approve purchasing the walk-in freezer for the Cafe and authorizing management to decide whether to lease or purchase. The motion carried.

RESOLUTION #36-89
AUTHORIZE PLANS & SPECS FOR UND PARKING EXPANSION

Selig explained that UND would like to pave along the tower road and the road around the CAS buildings to increase vehicle parking. They would like the Authority to help them fund this project estimated at \$70,000. First National Bank will loan the Authority this amount for five years at 12%. It was moved by Mutchler and seconded by Unruh to authorize proceeding with plans and specifications at UND's expense and bring this back to the Board for final approval of the project and the financial arrangements. The motion carried.

ADJOURN

Respectfully submitted,

Jackie Heidrich

Jackie Heidrich
Board Secretary

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

Thursday, August 17, 1989

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Administration Building on Thursday, August 17, 1989 at 10:00 A.M. with Vice-Chairman Jim Weber presiding. Members present were: George Unruh, Jr. and Tim Mutchler; ex-officio members Jack Lien and Bob Wood; Travel agent representative Dorothy Radi; and staff: Bob Selig, Candi Holte, Jackie Heidrich and Tom Breton.

APPROVAL OF MINUTES

It was moved by Unruh and seconded by Mutchler to approve the minutes of the July 20, 1989 and July 31, 1989 meetings as written. The motion carried.

HOLD POLICY REGARDING HANGAR USE

Weber requested that Heidrich read the proposed Resolution aloud as follows: "It is the intent of the Grand Forks Regional Airport Authority to rent space in Authority-owned hangar facilities to aircraft owners/users who have the greatest need for this type of service. Due to the limited available hangar space at the Grand Forks International Airport and the growing waiting list for such space, the following categories of aircraft may not be located at the Grand Forks International Airport until such time as the Airport Authority is able to construct adequate hangar space to accommodate all classifications: 1) Aircraft that are not (or have not been) flown more than one (1) time per year. 2) Aircraft that are not air worthy and cannot be made air worthy within 90 days."

Tom Cochran, a hangar tenant with an inactive aircraft, appeared and questioned what the real purpose of the eviction is. Weber explained that the Authority wishes to have planes in the hangars that buy fuel and other services. Selig explained the limited space and the need to prioritize who gets those hangars since the active pilots need to get their planes out of the weather to de-ice, etc. Cochran stated that there is no law that allows for the eviction of tenants from government funded areas. He said the hangars are public property and everyone has to be treated equally in the use of these hangars. He also stated that no space is available in Grafton or Crookston. Ardell Bestland, Manager of Aero Center 1, questioned whether aircraft waiting for repairs would be affected as it can take a long time to get parts sometimes. Paul Smith questioned whether minor maintenance of aircraft will be allowed in the hangars. Selig said this will

have to be looked at as a separate policy. After much discussion, Unruh stated that the Board had wanted to find out how people felt about the policy and now they have. It was moved by Unruh and seconded by Mutchler to hold this policy for action until the September meeting. The motion carried.

RESOLUTION #34-89

APPROVE 4% COMMISSION FOR OFF-SITE FOOD SERVICE OPERATIONS

Selig explained that the Airport's food service manager is involved in off-site food service. As he just uses the Cafe's kitchen as a part of this business he recommends a commission of 4% for all sales relating to this business. It was moved by Unruh and seconded by Mutchler to approve a commission of 4% for off-site food service operations. The motion carried.

RESOLUTION #35-89

PRELIMINARY APPROVAL OF TERMINAL BUILDING ALTERNATIVE #1 SUBJECT TO APPROVAL OF BOARD CHAIRMAN

Selig presented drawings and explanations of several alternatives for the terminal building expansions to be included in the Master Plan. Selig recommends accepting alternative #1 which adds a new bag claim exit, expand the baggage claim area, addition of a bag belt, another car rental agency location and office space behind the rent-a-car counters, doubles the holding area, adds a jetway, and would remove the existing awning and replace it with an awning that covers the sidewalk and would provide three lane traffic in front of the terminal. The estimate for this alternative is \$650,000 and is 90% funded. Alternative #2 utilizes the Federal Express building as a second site for bag claim and is estimated to cost \$1 million plus.

Jim Brager, Station Manager for Northwest Airlines, stated that Northwest is not interested in adding any lease expense at Grand Forks and feels the space is adequate for the foreseeable future. Brager says the only problem now is in the afternoon and that's a scheduling problem not a space problem.

It was moved by Mutchler and seconded by Unruh to give preliminary approval of terminal building alternative #1 subject to the approval of the Board Chairman. The motion carried.

RESOLUTION #36-89

APPROVE ADVERTISING LEASES

It was moved by Unruh and seconded by Mutchler to approve the advertising leases with the Best Western Town House and Computerland. The motion carried.

HOLD TRAVEL POLICY

Selig explained that the proposed travel policy is basically the same as the City's which we have been using. The City's policy uses a set dollar amount per diem for in state and out of state and Selig feels it must allow for areas of the country where these limits are too low. He feels that meal charges and other expenses over the per diem limit must be supported with receipts for reimbursement. After much discussion it was decided to contact Roy Lunde at Brady Martz to get advice on I.R.S. laws pertaining to travel reimbursement and to bring the policy back to the September meeting.

HOLD VACATION POLICY

Selig said the auditors noticed that the Authority was using the City's vacation policy for the employees but it is not the same as the vacation policy outlined in the Personnel Management Plan adopted by the Board. On June 1st we started using the Personnel Management Plan's vacation schedule and the employees were not happy as they thought it was agreed to use the City's schedule. Holte developed a compromise between the two plans to simplify the breakdown of hours earned per month. He also noted that the schedule included in our Plan does not allow for increases in vacation for 10 years. Holte's plan increases in 5 year increments. Holte explained that approximately 1/2 of the employees lost vacation immediately by switching to the Authority's plan. Unruh said he felt there were many other good vacation plans available that should be looked at at this time. Unruh wishes to hold this policy until the September meeting and will discuss other plans with Holte.

RESOLUTION #39-89

APPROVE ENGAGING BRADY, MARTZ & ASSOCIATES FOR 1989 AUDIT

Selig said he is recommend engaging Brady, Martz & Associates for the 1989 audit. Unruh felt we should look at giving other firms a chance at this job in the future. It was moved by Mutchler and seconded by Unruh to engage Brady, Martz & Associates for the 1989 Audit. The motion carried.

RESOLUTION #40-89

APPROVE LEASE WITH U.S. GOVERNMENT FOR HANGAR "D-1"

Selig explained that the Border Patrol has been renting this hangar for some time and pay the same rental rate as everyone else but they require a lease form. It was moved by Unruh and seconded by Mutchler to approve executing the lease with the U.S. Government (Border Patrol) for rental of hangar "D-1". The motion carried.

BOARDING REPORT

Selig reported that July was an excellent month for boarding. The total to date is running well ahead of 1988.

PARKING LOT EXPANSION

Selig said he did more research on the proposed parking lot expansion and doesn't recommend it at this time. He will continue to monitor the peak periods. Selig also plans to have parking enforcement in front of the terminal but will work with the police department to curtail ticketing when the parking lot is full.

RESOLUTION #29-89 ADOPT UNIFORM BUILDING CODE

Selig explained that he had Johnson and Laffen look into the idea of adopting the Uniform Building Code. They reported that the State says that anyone who doesn't formally adopt a code is automatically covered by the Uniform Building Code. It was moved by Mutchler and seconded by Unruh to adopt the Uniform Building Code as a construction standard for all new construction on the Grand Forks International Airport. The motion carried.

MONTHLY FINANCIAL REPORT

Holte reported that expenses are 8% below budget and revenues are coming in 4% over budget projections. Holte also said she has added a new report to show net income.

PRELIMINARY 1990 BUDGET REVIEW

Holte explained the preliminary 1990 budget shows a net operating loss. This was figured using the current landing fees and terminal rental rates. Selig said he has started talking to the airlines regarding the 1990 fees but hasn't gotten down to the numbers yet. Selig reported there is a \$125,000 loss without any fee increases to the airlines in 1990. His goal is to have an airline agreement within the next couple of months. Funding of depreciation was discussed. Unruh stated that a part of the expense of running this airport is depreciation of equipment and this should be shown realistically to get the real numbers. Selig said the 1990 budget will be presented for approval at the September meeting.

NEW HANGARS NEEDED

Ardell Bestland, Aero Center 1, asked if there are any plans for more general aviation storage and for somewhere to store the Caravan freighters for the winter. Selig explained he has talked to Corporate Air and has let them know we are willing to work with them on building something, but hasn't heard anything back. He will contact them again this week. Selig said there have been tentative discussions of building additional T-hangars next year. Wood said that in listening to the public there is a definite need for storage space, as well as transient storage. He urged the Board to consider trying to finance more storage space. Paul Smith said that for the years he has been around the Airport there has always been a waiting list and it seems to make sense to expand and get more people in. Gary Ness, State Aeronautics Commissioner, reported he had a preliminary discussion with the Bank of North Dakota regarding setting up funding for hangar construction for municipal airports.

Weber thanked Gary Ness, State Aeronautics Commissioner, for attending this meeting.

ADJOURN

Respectfully submitted,



Jackie Heidrich
Board Secretary

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

Thursday, September 21, 1989

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Administration Building on Thursday, September 21, 1989 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber and Tim Mutchler; ex-officio members Jack Lien, Bob Wood and Bob Reis; Travel agent representative Dorothy Radi; and staff: Bob Selig, Candi Holte, Jackie Heidrich and Tom Breton.

PRESENTATION TO PAST BOARD MEMBERS

Gershman stated that two commissioners have completed their terms: Monica Larivee and Don Hemmingson. Mrs. Larivee was present and Gershman presented her with a plaque commemorating her service to the Board. A similar plaque will be sent to Mr. Hemmingson.

APPROVAL OF MINUTES

It was moved by Weber and seconded by Mutchler to approve the minutes of the August 17, 1989 meeting as written. The motion carried.

RESOLUTION #16-89
APPROVE BID FOR T-HANGAR DOOR INSTALLATION

Selig explained that the doors on one eight stall T-hangar need to be replaced. Bids were requested from several firms. Money is included in the 1989 budget to replace four doors and the remaining four are budgeted in 1990. Selig plans to use \$25,000 out of the 1989 reserve until 1990 to get the doors installed before winter. It was moved by Weber and seconded by Mutchler to approve the bid and award the contract to William Biggerstaff to install eight hydraulic operated one-piece overhead doors as per bid for the sum of \$41,490.00. The motion carried.

RESOLUTION #30-89
REJECT POLICY REGARDING HANGAR USE

It was moved by Weber and seconded by Mutchler to reject the policy regarding hangar use. The motion carried.

RESOLUTION #37-89
TABLE TRAVEL POLICY TO OCTOBER MEETING

**RESOLUTION #38-89
APPROVE VACATION POLICY**

Holte said she had studied a "paid time off" plan that had been suggested previously and felt this was too big of a change at this time. Holte recommended the Board adopt the vacation plan that she developed as a compromise between the City's plan and the plan included in the Personnel Management Plan. Gershman asked the employees present in the audience if they agreed with the proposed plan and they did. It was moved by Mutchler and seconded by Weber to approve amending the "Vacation Policy" in the Personnel Management Plan to reflect the following schedule retroactive to June 1, 1989:

Less than 5 years of employment -- 80 hours per year
5 years to 10 years of employment -- 120 hours per year
10 years to 15 years of employment -- 140 hours per year
15 years to 20 years of employment -- 160 hours per year
20 years to 25 years of employment -- 180 hours per year
More than 25 years of employment -- 200 hours per year

The motion carried.

**RESOLUTION #41-89
APPROVE COUNTY TAX LEVY**

Selig stated that the statute allows for a 5% increase which would allow an increase from 4.0 mills to 4.2 mills. Wood said the County Auditor proposed 4.38 mills to the County Commissioners but he is in favor of the 4.2 mill request. Selig said without the increase the Authority would get \$10-12,000 less in 1990. It was moved by Weber and seconded by Mutchler that in accordance with State Statute 2-06-14 and House Bill No. 1238, the Grand Forks Regional Airport Authority hereby certifies the 1990 County of Grand Forks tax levy of 4.2 mills for the Airport Authority as a part of the 1990 budget process. The new rate includes a .2 (5%) mill increase over the 1989 rate of 4.0 mills. The motion carried.

**RESOLUTION #42-89
AWARD CONTRACT FOR ARFF VEHICLE**

Selig explained that one valid bid had been received for a new ARFF (aircraft rescue and firefighting) vehicle. It was moved by Mutchler and seconded by Weber to approve the bid and award the contract for a new ARFF vehicle to Oshkosh in the amount of \$295,836.00, contingent upon receiving a grant offer and FAA concurrence. The motion carried.

RESOLUTION #43-89
AWARD CONTRACT FOR SITE PREPARATION OF HEAVY-DUTY APRON

Selig said bids were received for site preparation for phase I of the air cargo apron. It was moved by Weber and seconded by Mutchler to approve the bid and award the contract for the site preparation of the heavy-duty apron to Gowan Construction in the amount of \$302,918, contingent upon receiving a grant offer and FAA concurrence. The motion carried.

RESOLUTION #44-89
AWARD CONTRACT FOR ARFF FIRE HALL & MINI-TERMINAL BLDG.

Selig said bids were received for construction of the ARFF (aircraft rescue and firefighting) fire hall and mini international terminal building (U.S. Customs). It was moved by Mutchler and seconded by Weber to approve the bid and award the contract for the ARFF Fire Hall and mini international terminal building (U.S. Customs) for FAA AIP Projects #3-38-0022-07 and #3-38-0022-08 to Innes Construction in the amount of \$687,264, contingent upon receiving a grant offer and the concurrence of the FAA. The motion carried.

RESOLUTION #45-89
AWARD CONTRACT FOR RUNWAY SURFACE SENSOR SYSTEM

It was moved by Weber and seconded by Mutchler to approve the bid and award the contract for the runway surface sensor system to Edling Electric in the amount of \$154,092, contingent upon receiving a grant offer and FAA concurrence. The motion carried.

RESOLUTION #48-89
AWARD CONTRACT FOR TESTING SERVICES FOR HEAVY-DUTY APRON

Selig said bids had been received for testing services for the heavy-duty apron project. He explained that this allows for soil testing for the project. It was moved by Weber and seconded by Mutchler to approve the proposal and award the contract for testing services for the site preparation phase of the heavy-duty apron project to Twin City Testing in the amount of \$1,830.00, contingent upon a grant offer and FAA concurrence. The motion carried.

RESOLUTION #49-89
APPROVE UND FOOD SERVICE AGREEMENT

Selig explained the Board has already approved a fee of 4% of gross receipts for the UND food service site and this resolution would approve the agreement between UND and Ron Elder, the operator. Gershman said many Airport employees have indicated that they feel they should be able to use this facility also, not just UND employees. Gershman felt this should be acceptable as long as UND does not object. It was moved by Weber and seconded by Mutchler to approve the agreement between Ron Elder of the Airport Cafe and the University of North Dakota for the operation of the UND snack bar at the Airport with the understanding that this snack bar is only to serve the University's students and faculty, Airport tenants and Airport Authority employees. The motion carried.

RESOLUTION #50-89
REQUEST PENSION COMMITTEE TO EXEMPT EXECUTIVE DIRECTOR

Selig explained he had already submitted a request to the Grand Forks City Pension Committee to exempt the Executive Director position from the present pension program and had received approval, but they need a resolution. It was moved by Weber and seconded by Mutchler that the Airport Authority Board of the Grand Forks Regional Airport Authority hereby requests that the Grand Forks City Pension Committee exempt the Executive Director position at the Grand Forks Regional Airport Authority from the present pension/retirement program. The motion carried.

RESOLUTION #54-89
APPROVE ADVERTISING LEASES

A list of advertising leases submitted by International Media Advertising (IMA) was presented. Gershman stated that some of the advertisers are getting discounts and others are not. Selig said these discounts are not out of the Airport's share but from IMA's share. It was moved by Weber and seconded by Mutchler to approve contracts for advertising in the Terminal Building with the following businesses: The Regency Inn, The Grand Forks Economic Development Corporation, The Holiday Inn, The Grand Forks Herald, The Best Western Townhouse, The East Grand Forks Economic Development Association, Travel and Transport, Happy Harry's Bottle Shop, and The Road King Inn. The motion carried.

**RESOLUTION #55-89
APPROVE 1990 DBE GOALS**

Holte stated she is recommending adoption of the same goals used in 1989 as she cannot justify an increase when we've had trouble meeting these goals in the past. It was moved by Mutchler and seconded by Weber to adopt the Disadvantaged Business Enterprise (DBE) goals of 13% of FAA contracts, leasing goals of 2% for Minority Business Enterprise (MBE) and 8% for Womens Business Enterprise (WBE) for the period of October 1, 1989 to September 30, 1990. The motion carried.

**RESOLUTION #56-89
APPROVE PROVIDING UNIFORM SERVICE**

Selig explained that a uniform service for the employees would standardize their appearance and provide clean uniforms daily for them. The uniform contract would provide five shirts, three pants, and two jackets per employee. Presently \$5300 is spent each year for two uniforms per employee. It was moved by Weber and seconded by Mutchler to approve providing total uniform service for the employees through American Linen Supply at a cost of \$370.20 per year per employee effective October 1, 1989. The motion carried.

**RESOLUTION #58-89
APPROVAL RENTAL OF AUTO PARKING FOR UND**

Selig explained that the rental agreement would cover the area UND is paving. UND is covering the cost of all construction. The parking will be signed by UND and policed by them. Snow removal and mowing will also be their responsibility. This area is considered remote parking and would be rented at \$0.10/s.f. It was moved by Mutchler and seconded by Weber to approve the auto parking lease agreement with the University of North Dakota for 24,300 s.f. of additional parking space adjacent to the service road serving the area west of Apron "C" at a rental rate of \$0.10 per square foot, with the use of these leased premises limited to auto parking for UND's academic aviation programs. The motion carried.

**RESOLUTION #46-89
APPROVE UND PAVING PROJECT & AWARD CONTRACT**

Selig said bids were opened for paving the new UND parking area with asphalt and they came in very high. They then went out for bids for concrete and were acceptable. It was moved by Weber and seconded by Mutchler to reject all bids for asphalt paving and award the contract to Rogers Construction for concrete paving in the amount of \$65,971.80, contingent on the concurrence of the University of North Dakota. The motion carried. Reis said UND accepted the concrete bid this morning.

PLANS FOR NEW TEN STALL T-HANGAR

Selig said the new T-hangar would be located east of the present T-hangar facilities. The estimated cost for a ten stall T-hangar would be \$860,000. This price includes heated stalls with drains in the floor. Selig has received a letter of interest for four stalls and one end from Corporate Air. Selig felt we would have to get \$300-\$350 per month for these hangars. He felt we could look at customizing them - some with heat and some without to reduce costs. He also will explore the option of just cold storage. Weber felt it would be possible to put up many more cold storage for the same price as ten heated stalls. Selig said he would like to work on options for these hangars over the winter.

RESOLUTION #51-89

APPROVE RETIREMENT PROGRAM FOR EXECUTIVE DIRECTOR

Gershman explained that the Authority would contribute the same amount for the Executive Director as for any other employee but it would not go into the City Pension Plan. Selig said an IRA or deferred compensation type plan was recommended by Brady, Martz & Associates. It was moved by Weber and seconded by Mutchler to approve a deferred compensation of IRA program as a retirement program for the Executive Director position with the Executive Director contributing at least 4.4% of his gross wages to the plan and the Airport Authority contributing the same percentage that they are contributing for each of the other Airport employees in the City pension plan, retroactive to May 16, 1988. The motion carried.

RESOLUTION #52-89

APPROVE REQUEST OF SEPARATION OF AUTHORITY PENSION FUNDS

Selig said that federal grant assurances require the Authority to show where our money is so we need to have the pension money accounted for separately so it can then be on our balance sheet. It was moved by Mutchler and seconded by Weber that the Grand Forks Regional Airport Authority hereby requests that the Airport Authority's contributions (past and future) be accounted for separately from the City of Grand Forks's contributions and detailed as an asset on the Airport Authority's balance sheet. The motion carried.

RESOLUTION #53-89
EXPLORE OPTIONS FOR PENSION PROGRAM FOR EMPLOYEES

Selig said the request to explore options for the pension program for the employees came as a result of the last employee meeting. It was moved by Mutchler and seconded by Weber that the Airport Authority, at the request of Airport employees, is initiating a process of reviewing alternative retirement programs. The Airport Authority requests the assistance of the City's Pension Committee in obtaining answers to questions from Aetna that will enable the Authority Board and staff to develop alternate retirement plan options to be presented to Authority employees for consideration. The motion carried.

RESOLUTION #57-89
APPROVE 1990 BUDGET

Selig reviewed the proposed 1990 budget.

1. Total operating budget of \$1,239,500 (7.29% increase)
2. Operating loss of \$103,161
3. Operating loss covered from nonoperating revenue
4. Net revenues before depreciation \$16,012
- 5a. 3 new full-time employees 53,000
Less temporary help reduction -27,640
25,360
- b. 5% wage increase 21,000
- c. Dental insurance 3,298
- d. Uniform service 3,000
- e. Heat/water increase for new firehall 6,450
6. Total 1990 operating revenue budget \$1,136,389 (9.8% increase)
7. Revenue increases
 - a. Hangar rental rates
 - b. Line service charges
 - c. Airfield revenues due to increased aviation activity
8. 15% increase in airline landing fees
0% increase in terminal rent

Selig said he will recommend funding some depreciation in the 1991 budget. It was moved by Mutchler and seconded by Weber to approve the 1990 budget as submitted. The motion carried.

**TABLE ACTION ON BONDS
PRESENTATION BY MAURICE COOK REGARDING BOND STATUS**

Maurice Cook explained he works for a bond counsel firm, doing legal work regarding the issuance of bonds. He feels the Authority could save \$110-115,000 by crossover refunding of the bonds. Terry Nelson of Nodak Bonds appeared with Mr. Cook. Mr. Nelson explained there is an end cost of 2-1/2% of the bond issue but there is no cost to look into it. Roy Lunde, Brady, Martz & Associates, said with crossover refunding both appear as a debt on your balance sheet. It was moved by Weber and seconded by Mutchler to table this item to the October meeting pending advice from legal counsel. The motion carried.

**RESOLUTION #58-89
ADVERTISE SALE OF OLD EQUIPMENT**

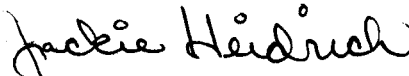
Breton compiled a list of older, seldom used equipment to be advertised for sale. Weber felt there may be more equipment that should be sold than is on this list. Selig recommends advertising and taking sealed bids on these items. It was moved by Weber and seconded by Mutchler to advertise the old equipment for sale and take sealed bids. The motion carried.

MONTHLY FINANCIAL REPORT

Holte reported an operating loss of \$22,903 for August and a net income of \$415,423.59 for the year before depreciation.

ADJOURN

Respectfully submitted,



Jackie Heidrich
Board Secretary

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

Tuesday, September 26, 1989

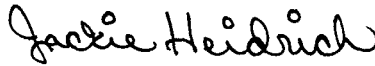
The Grand Forks Regional Airport Authority Board of Commissioners met in special session on Tuesday, September 26, 1989 at 4:30 P.M. with Vice-Chairman Jim Weber presiding. Members present were Tim Mutchler and George Unruh, Jr.; staff: Bob Selig.

RESOLUTION #59-89
ACCEPT GRANT OFFER OF \$1,824,900 FROM FAA

It was moved by Unruh and seconded by Mutchler that the Grand Forks Regional Airport Authority hereby accepts the 88-2-38-002-08-89 grant offer of \$1,824,900 from the Federal Aviation Administration and authorizes the Authority's Executive Director to properly execute the grant when it is received. The motion carried.

ADJOURN

Respectfully submitted,


Jackie Heidrich
Board Secretary

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

Thursday, October 19, 1989

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Administration Building on Thursday, October 19, 1989 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, George Unruh, Jr. and Clint Rodningen; ex-officio members Jack Lien, Bob Wood and Bob Reis; and staff: Bob Selig, Candi Holte and Jackie Heidrich.

WELCOME NEW BOARD MEMBER

Gershman welcomed Clint Rodningen, who is taking over the unexpired term of Jim Kennelly. Rodningen formerly worked with Valley Contracting and Gershman feels this knowledge will help the Board with bidding and contracts for projects.

APPROVAL OF MINUTES

It was moved by Weber and seconded by Rodningen to approve the minutes of the September 21, 1989 regular meeting and the September 26, 1989 special meeting as written. The motion carried.

PENSION PLAN PROGRESS REPORT

Selig reported that after discussions with the City's Pension Committee they have agreed to estimate the amount belonging to the Authority and its employees. They also found out that this Committee has the ability to make any changes they wish to the plan. The Committee stated the only options they would consider are: 1) freeze the Airport funds as they are, or 2) allow employees to take their share only and forfeit the Airport's money. Gershman asked Selig to bring the employees up to date on this issue at the next employee meeting.

**RESOLUTION #60-89
DEVELOP OPTIONS FOR AIRPORT BONDS**

Selig stated that after reviewing the presentation by the bond consultants at the last meeting he had spoken with Brady, Martz & Associates and felt the Airport should continue to work with them on developing bond options. It was moved by Weber and seconded by Rodningen to direct Airport staff to work with Brady, Martz & Associates in developing options for the present Airport bonds and bonds that may be necessary for future capital projects in

1990, i.e.: new Federal Express building, wastewater treatment expansion, etc. The motion carried.

**RESOLUTION #61-89
UND PAVING PROJECT CHANGE ORDER**

Selig explained that UND had requested a change order to their paving project to include some sidewalk areas on the north side of the control tower. It was moved by Unruh and seconded by Weber to approve change order #1 on the UND paved parking project to include sidewalks across the FAA tower lot for \$2,712.60, contingent on the University of North Dakota agreeing to pay for this addition to the contract. The motion carried.

**RESOLUTION #62-89
APPROVE PURCHASE OF FM RADIOS**

Selig explained that the FM radios are the aviation radios and AM radios are for in the equipment. The State contract was awarded to Motorola for these FM radios. It was moved by Weber and seconded by Unruh to approve the purchase of FM radios under the State contract, contingent on the concurrence of the FAA. The FAA has authorized the purchase of 12 vehicle radios and one base station radio under the present grant, not to exceed \$50,000.00. The motion carried.

PROJECT STATUS REPORT REVIEW

Selig stated that the Line Office is now located in the UND Flying Club building during the construction of the fire hall.

Selig said the air cargo apron is almost complete now. Ulteig believes they have the final ramp design ready for FAA approval.

Johnson & Laffen, architects, are currently working with Federal Express on building design. Selig explained the building is being designed for Federal Express but will be multi-purpose for tenants in the future. Weber questioned whether Selig has contacted UPS regarding this cargo area development. Selig said he hasn't as he would like to have some specific rates and fees known before he talks to them.

Unruh questioned why the Board had never seen the plans for the ARFF building or the mini-international terminal building. Gershman felt it would be a good idea to be sure the Board sees the plans before the projects begin.

**RESOLUTION #63-89
REQUEST OVERPASS OR PARTIAL INTERCHANGE FOR AIRPORT ENTRANCE
AND MASTER PLAN UPDATE**

Selig reported that the final meeting with AvPlan will be scheduled for November. Notices will be sent.

Reis said the Board needs to make a request to the State to improve the ingress and egress at the Airport. Selig said he has requested traffic lights. Reis feels an overpass such as at the Air Force Base is not inappropriate for this size airport. It was moved by Unruh and seconded by Rodningen to direct Airport staff to request an overpass or partial interchange at the entrance to the Airport. The motion carried.

FINANCIAL REPORT

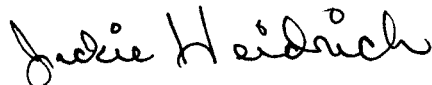
Holte reported the operating income for the month of September was \$23,429 and \$10,526 for the year. Expenses are 11% below budget and revenues are .8% below budget.

TERMINAL ADVERTISING REPORT

Selig explained that International Media Advertising (IMA) went out of business. He terminated the Airport's contract with IMA. Holte is notifying the advertisers to send future payments to the Airport and is trying to get information on customers and promises to these customers from IMA management. Selig said he is currently looking for someone else to take over the terminal advertising sales.

ADJOURN

Respectfully submitted,



Jackie Heidrich
Board Secretary

GRAND FORKS REGIONAL AIRPORT AUTHORITY
MASTER PLAN UPDATE FINAL REVIEW MEETING

November 30, 1989

The Grand Forks Regional Airport Authority Board of Commissioners held a special meeting on Thursday, November 30, 1989 at 1:30 P.M. to review the final draft of the Master Plan Update.

Joe Jackson and Drew Daniluk of Aviation Planning Associates, Inc. were present. Board members present were: Hal Gershman, Jim Weber, George Unruh, Jr. and Tim Mutchler.; Ex-officio members: Bob Reis, Bob Wood, and Jack Lien; staff: Bob Selig, Candi Holte, Tom Breton, and Jackie Heidrich; tenants: Ron Noe, John Odegard, Frank Argenziano, Jerry Nelson, Bob Bednarz, Jim Brager, Kathy Lind, Shari Storbakken; other interested parties: Tom Hanson, Lloyd Weston, Gary Ness, Mark Holzer, and Roger Pfeiffer.

Board Chairman Gershman explained that the Master Plan process started a little over a year ago and is now near completion. He explained that Jackson and Daniluk would go over the final draft and explain how they feel the Airport should develop over the next twenty years.

Jackson said they expect moderate enplanement growth. AvPlan projects annual aircraft operations to double in the next five years and then strong but moderate growth. The number of based aircraft will grow. Air cargo will double in the first five years and then continue moderate growth.

AvPlan feels the runways and taxiways need to increase capacity by approximately 170,000 annual operations and improve instrumentation and lighting.

The terminal needs enlarged bag claim area, rental car area and holding area.

UND Center for Aerospace Sciences expects to increase the number of aircraft significantly over the next few years. A reliever airport is needed to handle the capacity problem.

AvPlan recommends moving the bag claim area back, establishing a second larger hold room (2500 s.f.), take out stairs and the elevator and install a ramp to the jetway, add a third entrance/exit on the bag claim side and improve the car rental areas. Curb front improvements would include removing the overhang and adding free standing awnings.

Brager, Northwest Airlines, felt the added entrance would create a flow problem. He suggested the baggage claim area should be on the end of the terminal where the cafe currently is. Gershman felt it would be less expensive to just reverse the traffic flow in front of the terminal instead.

Jackson reviewed the recommended land use plans.

Jackson said he tried to schedule all of the capital improvement projects into the first five years to accommodate the surge of activity expected. AvPlan feels the Authority can afford to do them all assuming: 1) the FAA comes through with their full share, 2) buildings (such as hangars) will not be Authority-owned, and 3) no unexpected catastrophic expense occurs.

Tom Hanson, Webster, Foster & Weston, stated that some areas of 8/26 are in distress now and waiting until 1996 to repair them will increase the cost.

Gershman stated that the terminal building access project scheduled for 1992 and the terminal building expansion scheduled for 1996 need to be done sooner to accommodate the growing enplanements.

Selig said he would like to see the reliever airport first and then see if the additional runway is needed after that.

Storbakken, Avis Car Rental, said the baggage claim area is a mess now. She also questioned the relocation of the car rental garages in 1992, terminal expansion in 1996 and the 1998 fuel farm. Selig said the fuel farm will happen before 1998. Storbakken questioned whether the expanded car rental area that will include space for four agencies will be split among the existing three if no fourth agency comes in. Selig said the spot would remain vacant and not be split. Selig said each agency would gain 2-3' additional counter space and a 9'x12' office behind the counter.

Jackson stated that the existing document is a final draft and they will make the revisions asked for by the Authority Board. After Authority Board approval the Master Plan Update goes to the FAA for their approval. The final draft presented to the Authority will include an executive summary.

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

Thursday, November 16, 1989

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Administration Building on Thursday, November 16, 1989 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, George Unruh, Jr., and Clint Rodningen; ex-officio member Jack Lien; and staff: Bob Selig, Candi Holte, Tom Breton and Jackie Heidrich.

APPROVAL OF MINUTES

It was moved by Weber and seconded by Rodningen to approve the minutes of the October 19, 1989 meeting as written. The motion carried.

RESOLUTION #64-89
REVISE ORGANIZATIONAL CHART

Selig explained that the present organizational chart included in the Policy Manual is outdated as it was put together under a proposed concept. Holte put together a revised chart reflecting the changes. It was moved by Weber and seconded by Rodningen that the present organizational chart included as a part of the Airport Authority's Policy Manual is out of date and should be revised to reflect the Airport's current organization. The motion carried.

RESOLUTION #65-89
APPROVE ADVERTISING CONTRACT

Selig explained that the advertising contract with the Imperial Palace Hotel was not approved when IMA was handling the advertising so this is a clean up item. The transparency has been installed in the terminal already. It was moved by Rodningen and seconded by Weber to approve the advertising contract with the Imperial Palace Hotel and Casino for a period of one year. The motion carried.

RESOLUTION #66-89
TERMINAL ADVERTISING AGREEMENT WITH COMMONWEALTH, INC.

Selig said three groups had expressed interest in handling the terminal advertising since IMA announced it was closing down. We did not request bids as these firms came to us. Selig recommends working with Commonwealth, Inc. Mike Anderson of Commonwealth, Inc. was present. He said his experience is based mainly on radio advertising sales. He felt he would use phone contacts followed up by personal visits to sell the advertising spaces. It was moved

by Weber and seconded by Unruh to authorize the Airport management staff to proceed with the drafting of a terminal advertising agreement with Commonwealth, Inc. based upon Commonwealth's November 7, 1989 proposal to the Executive Director. The agreement is to be reviewed by the Airport Authority's attorney and returned to the Airport Authority Board for final approval. The motion carried.

**RESOLUTION #67-89
AWARD BID FOR AM RADIO EQUIPMENT**

Selig reported that the bids for the AM radio equipment came in under budget. The FAA gave their concurrence over the telephone yesterday for the radio purchase. It was moved by Unruh and seconded by Rodningen to accept the bid of \$22,890.00 for mobile (FAA band) radio equipment from Way-Point Avionics, Inc. and award a contract contingent upon the concurrence of the FAA. The motion carried.

**RESOLUTION #68-89
APPROVE CHRISTMAS BONUS**

The matter of a Christmas bonus for the Airport Authority employees was discussed. Gershman suggested purchasing Dayton's gift catalogs at a cost of \$25 each. It was moved by Weber and seconded by Rodningen to approve a Christmas bonus of \$25.00 for each full-time Authority employee. The motion carried.

**RESOLUTION #69-89
AWARD BIDS FOR SURPLUS EQUIPMENT**

Breton explained that the surplus equipment had been advertised for sale and bids were received. They came in higher than expected. It was moved by Weber and seconded by Unruh to accept the bids on surplus equipment advertised for sale and award to the high bidder subject to receiving payment prior to removal of the property. Removal is to be within ten calendar days of the award or award will become null and void. The motion carried.

NEW FEDERAL EXPRESS BUILDING

Selig said everyone should have received copies of the proposed layout of the new Federal Express building. That layout included 22,500 s.f. and now Federal Express management says they feel they need 35-40,000 s.f. Selig expects to hear from Federal Express within thirty days and then Johnson and Laffen can estimate project cost. Gershman felt the Growth Fund Committee should be kept informed on what's going on at the Airport.

REPORTS

Weber asked about the progress of the hangar door replacements. Breton said they have two doors completely framed and within ten days should have four operational.

Selig reported that October was the fourth consecutive month of double digit enplanement increases. He feels 1989 enplanements will total 95,000.

Selig said he is looking at other airlines to come in but most airlines don't have aircraft available for new service. He said Northwest is looking at adding a fourth flight but that their planning is 60-90 days in advance. Selig hopes to have the additional flight by spring.

Holte reported she has received terminal advertising payment information from approximately one-half the advertisers and is working on the rest. No financial information has been received from IMA.

Holte said she reviewed the 1990 budget after Aspen announced cancellation of their service and found the impact to be a \$57,900 decrease in revenue for '90. The capital budget can be reduced \$50,000 and the T-hangar door replacements for '90 came in \$8,500 under budget. Holte also proposes to postpone hiring the additional maintenance person until April 1st.

Per the recommendation of Weber, Selig has scheduled a meeting of the region's mayors for noon on December 7th at the Ramada Inn. 20-25 mayors will be invited to discuss aviation in the area. The mayors invited are from towns with airports and will discuss the need for these airports as used by UND with the growing pilot training program.

Holte reported an operating loss in October of \$12,475 and \$1,949 for the year to date. Net income before depreciation and capital items is \$440,267.21 for the year. Year to date expenses are 73% of budget, or 10% under budget. Revenues are 80.8% of budget, or 2.5% under budget. Selig said he is focusing on a break even budget.

Selig reminded everyone of the final Master Plan Update meeting on November 30th.

ADJOURN

Respectfully submitted,



Jackie Heidrich
Board Secretary

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

Thursday, December 22, 1989

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Administration Building on Thursday, December 22, 1989 at 9:00 A.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, George Unruh, Jr., Tim Mutchler and Clint Rodningen; ex-officio members Jack Lien, Bob Wood and Bob Reis (last part of meeting); and staff: Bob Selig, Candi Holte, Tom Breton and Jackie Heidrich.

APPROVAL OF MINUTES

It was moved by Mutchler and seconded by Weber to approve the minutes of the November 16, 1989 meeting as written. The motion carried.

REPORT BY EGF MAYOR MOULDS

Gershman said he was very pleased to introduce Mayor Moulds of East Grand Forks who was present to express their interest in aviation and the reliever airport proposal.

Mayor Moulds said he was directed by the East Grand Forks City Council to present a letter of support for the reliever airport. They ask that the search for space for the reliever airport include East Grand Forks. Mayor Moulds also read a letter from the East Grand Forks School Board expressing their support of the reliever airport. Mayor Moulds said East Grand Forks is ready, willing and able to move forward on this joint effort.

REPORT ON LAYOUT OF FEDERAL EXPRESS CARGO RAMP

West Schon of Ulteig Engineering presented two proposed ramp layouts for the Federal Express cargo ramp. The original ramp layout plan is estimated to cost \$1.45 million with the new proposed layout estimated at \$1.42 million. He feels the new layout is preferential and it allows mirror image expansion. Schon would like to have this project ready to bid in March.

REPORT ON FEDERAL EXPRESS BUILDING

Lonnie Laffen of Johnson & Laffen Architects presented the latest proposed layout for the new Federal Express building. He pointed out the three main areas of operation: 1) sorting; 2) station (van loading and delivery); and 3) office. Johnson and Laffen had been working with Earl Davis and Breton on this design. Preliminary building cost estimate is \$1.2 to \$1.4 million for 24,900 s.f. The

building Federal Express currently occupies has 9,000 s.f. Selig pointed out that these are very preliminary cost estimates. Selig said the initial response from Memphis regarding the ramp layout has been very positive. He also pointed out that some of the Federal Express delay regarding these projects entails several personnel changes recently and the very busy Christmas season.

**RESOLUTION #70-89
WITHDRAW UND FEE PROPOSAL**

Gershman reported that negotiations have been going on with UND since September with no agreement. He feels we should go back to the fee methods in the existing lease agreements. Selig also pointed out that something has to be done with the abinitio fees. UND would like monthly billings on the abinitio fees on a 15 month year basis. We agreed to a 12 month year. Selig explained that UND was offered a lease with a straight rate per square foot that equaled the income we expected in 1990 and the rate would increase by the CPI plus two percentage points annually. It was moved by Weber and seconded by Unruh to withdraw the consolidated fee proposal submitted to UND management in September and follow the fee calculation methods contained in the existing leases and agreements and further clarify that abinitio student fees are to be paid at the rate of \$16.66 per student per month. The motion carried.

**RESOLUTION #72-89
APPROVE AERO CENTER 1 LEASE AGREEMENT**

Selig said the Authority's attorney, Doug Christensen, has reviewed the proposed lease and approved it. Selig reviewed the main points of the agreement. Cathy Spicer was present representing Aero Center 1. She said the fees have been agreed to but her areas of concern are the insurance, attorney costs, and the personal guarantee. She also feels that Article 11 - Fixed Improvements - is a problem for the owners when requesting financing as the lease term is only 15 years with renewal every 5 years and the improvements go back to the Authority at the end of the lease. Gershman feels the five year renewals are a benefit as they are not tied in for the full 15 years. Selig said a clause can be added that allows them first right of refusal to renegotiate a new lease agreement with the Authority. Selig also pointed out that currently there is no personal guarantee in their lease and no other tenant has this requirement. It was moved by Unruh and seconded by Mutchler to authorize the Executive Director to execute the lease with Aero Center 1. The lease includes the following base terms: 1) five year lease term; 2) lease rate of \$0.26 per s.f., or \$3,484 per year; 3) commission of 3% of gross receipts in excess of \$1,000,000 per year; 4) rents adjusted annually in accordance with the consumer price index plus two (2) additional percentage points; and 5) Authority owns the building at the end of the full lease term. The motion carried.

**RESOLUTION #71-89
DIRECTION ON AIRLINE NEGOTIATIONS**

Selig reported that the current airline agreement expires April 1, 1990. Negotiations for a new agreement began in June 1989. He explained that the airlines and the Authority use different calculation methods and there are very substantial differences in the revenue generated by each method. Selig feels outside help is needed for these negotiations. He recommends using the contract negotiating people from Aviation Planning, Inc. It was moved by Unruh and seconded by Weber to authorize staff to employ Aviation Planning, Inc. to advise and assist with the airline negotiations. AvPlan's support would initially consist of: A) a review of progress to date; B) development of recommendations on how to continue negotiations from this point; and C) participating in negotiating sessions with Authority staff and the airlines. AvPlan would be compensated through the payment of their time and expenses, not to exceed \$15,000 unless otherwise approved by the Authority Board. Staff will prepare confidential negotiation progress reports for the Board monthly. The motion carried.

MONTHLY FINANCIAL REPORT

Holte reported a November operating loss of \$13,419 and \$15,368 for the year. The net income before depreciation and capital items for the year is \$475,748.77. Year to date expenses are 80.8% of budget, or 10.9% under budget. Revenues are at 88.6% of budget, or 3.1% under budget. Holte said she will have a new report form in January.

**RESOLUTION #73-89
ADJUST CAPITAL PROJECT LIST OF MASTER PLAN**

Selig presented a new capital improvements schedule. The revisions to this schedule include:

- terminal access to 1991 from 1992
- terminal parking to 1991 from 1995
- terminal building expansion to 1992 from 1996
- fuel storage to 1992 from 1998
- reliever airport phase II to 1992 from 1993 and combined phases II and III
- runway 8/26 phase I to 1994 from 1996
- runway 8/26 phase II to 1995 from 1997
- new parallel runway phase I to 1996 from 1994 (Selig feels if reliever airport goes well we may not need this project)

Weber feels the terminal expansion needs to be a first priority to keep the customers. Gershman would like a bag conveyor belt that could be installed now and moved later with the terminal expansion.

There was discussion of the idea of switching the cafe and bag claim area noting that this would just cause congestion at the ticket counter areas. Selig recommends that the terminal expansion

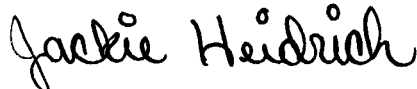
be looked at by an architect that specializes in terminal buildings for the best plan at the time the project is scheduled.

Gershman questioned whether we really need four car rental spaces or should that area be split equally among the existing three. If a fourth agency comes in space could be found for them at that time. Selig said he likes to plan for growth. Unruh suggested talking to the rental car agency owners to discuss their ability to provide for a growing demand for their services. Weber felt we need to plan for growth and if a fourth agency feels they can come in and make it they should be allowed to compete.

Gershman and Weber felt they want the terminal expansion moved to 1991. It was moved by Unruh and seconded by Weber to adjust the capital project list of the Master Plan Update to reflect the changes on the revised schedule, move the terminal expansion project to 1991, and direct AvPlan, Inc. to make these changes in the final Master Plan document. The motion carried.

ADJOURN

Respectfully submitted,

A handwritten signature in cursive script that reads "Jackie Heidrich".

Jackie Heidrich
Board Secretary