

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

**Thursday, January 18, 1990**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Administration Building on Thursday, January 18, 1990 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Clint Rodningen, George Unruh and Tim Mutchler; ex-officio member Bob Reis; Travel agent representative Dorothy Radi; and staff: Bob Selig, Candi Holte, and Jackie Heidrich.

**APPROVAL OF MINUTES**

It was moved by Unruh and seconded by Mutchler to approve the minutes of the December 22, 1989 meeting as written. The motion carried.

**PRESENTATION BY JOHN DOUVILLE, WARREN, MN**

John Douville appeared to represent Warren, MN. He requested that the Warren, MN Municipal Airport be considered a candidate for the reliever airport. He said this airport is currently used extensively by UND. They have constructed a new six bay T-hangar and many other improvements in recent years. The airport is located approximately 30 miles from Grand Forks. He presented a resolution from Marshall County and the City of Warren that would allow the Grand Forks Regional Airport Authority to be the governing body for the reliever airport if located in Warren. Gershman said we will keep these resolutions on file and will give them to the consultant when the study for the reliever airport location is conducted.

**TABLE RESOLUTION #01-90**

Selig said that an appraisal of property with taxiway access was completed in September 1989. The appraised value is \$0.25 per square foot. We currently receive \$0.14 per square foot and this rate has been in effect since 1981. Selig recommends a five year progressive schedule of rate increases. Taxiway access rates could affect Federal Express, UND and Aero Center 1. Currently Federal Express does not pay ground rent. Aero Center 1 has already agreed to pay \$0.26 in 1990, so UND would be the only one immediately affected. Reis said the valuation rates were based on improvements made by the tenants, Federal government and the Authority which increases the rates and tenants end up increasing their rates by making their own improvements. Reis felt that a rate of \$0.20 per square foot could chase investors off the Airport. Gershman felt the Real Estate Committee should look at

this a little more. It was moved by Mutchler and seconded by Rodningen to table this resolution until more research is done. Unruh doesn't feel it should be tabled and that the research has been done with \$0.20 per square foot probably appropriate. The motion carried.

**RESOLUTION #02-90**  
**APPROVE CHANGE ORDER FOR PROJECT #88-06-02**

Selig explained that the fuel line they had planned on using for the new generator broke (under concrete) and had to install a new line. The work has already been complete totaling \$5,855. The FAA is reviewing this change order now. It was moved by Mutchler and seconded by Rodningen to approve the change order for electric vault/fencing and gating project #88-06-02 consisting of fuel line relocation and electrical circuit relocations. The motion carried.

**RESOLUTION #03-90**  
**APPROVE TERMINAL ADVERTISING AGREEMENT WITH COMMONWEALTH, INC.**

Selig explained the agreement draft with Commonwealth, Inc. is the same as we used with International Media Advertising (IMA) except that the commission split is better (50%/50%) instead of 35%/65% with IMA and the Authority collects the rents and pays the operator their share instead of the operator paying the Authority. It was moved by Unruh and seconded by Mutchler to authorize the Executive Director to execute the Terminal Advertising Agreement with Commonwealth, Inc. subject to Authority attorney review. The motion carried.

**REPORTS**

Unruh questioned the status of the money due from United Express. Holte said they have been paying and expects them to pay the full outstanding amount. The Board would like to receive quarterly accounts receivable reports.

Gershman reported that 1989 was one of the best boarding years ever with a 12.25% increase over 1988. This increase was the largest in the state.

Radi reported that the fares charged from Grand Forks and Fargo are staying the same with fare increases scheduled for January 31st. Many agency had to send people out of Fargo during the holidays as the seats were full out of Grand Forks. Gershman asked that Radi contact the other agencies and come up with the actual number of passengers they had to send out of Fargo in December.

Selig reported that Federal Express has four Caravans now and they predict seven by the end of 1990.

Gershman pointed out that parking lot revenue in 1989 was up 48% over 1988 with the Authority's share up 70%. The lease with APCOA expires in 1992. Reis said UND is attempting to improve the

illegal parking situation in their areas which should force some business into the pay lot.

#### **AIRPORT INSURANCE REPORT**

Gershman suggested that when Holte gets coverage verbally she make sure it is also received in writing. Unruh stated he is not too impressed with AAAE that they let us go without errors and omissions insurance for the Board members. Holte reported that the general liability insurance ran out January 6th. She also said she had talked to Hewitt, Coleman before the meeting and the Board members are now covered as additional insureds. She also was told that the Board is covered for errors and omissions retroactive to August with no charge. Gershman said he would like a financial report of the risk retention group.

#### **DOUG CHRISTENSEN, AUTHORITY ATTORNEY, ARRIVES**

#### **FINANCIAL REPORT**

Holte reported Brady, Martz is currently working on the annual report and it is expected to be finished by January 31, 1990. Unruh questioned whether we should bid our CPA auditing work in the future.

#### **NO ACTION ON RESOLUTION #04-90 EARLY RETIREMENT POLICY**

Rodningen questioned why we need an early retirement policy. Christensen said that we don't have to have one. Gershman explained that there is no policy in place and there has been discussion of an early retirement. Unruh said most employers have adopted some form of early retirement policy. He felt we should study other companies' policies before adopting our own. Christensen explained that the Personnel Manual is contractual between the employees and the employer and must follow what is in it. Gershman said an employee has expressed interest in an early retirement and feels the Board should move quickly for the benefit of both sides. Selig said he feels something needs to be done with this situation within the next thirty days. Christensen said this individual and the policy are two separate issues. The Board has the right to let the person retire with no severance. If it is an unsatisfactory performance issue then the Board should follow the discharge procedures as outlined in the Personnel Manual. Christensen also explained the Board can settle with this person in any way they want other than voluntary resignation or termination as in the Personnel Manual but the other employees probably won't like it and will feel it is favoritism. If something different is done for this employee than other employees could qualify and ask for the same deal. Selig said he will make a decision by talking with the attorney and bring this back to the Board. It was moved by Rodningen and seconded by Mutchler to table action on the early retirement policy. The motion carried.

**ADJOURN**

Respectfully submitted,

*Jackie Heidrich*

Jackie Heidrich  
Board Secretary

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

**Monday, February 12, 1990**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Administration Building on Monday, February 12, 1990 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Clint Rodningen, George Unruh and Tim Mutchler; ex-officio members Bob Wood, Jack Lien and Bob Reis; Travel agent representative Dorothy Radi; and staff: Bob Selig, Candi Holte, and Jackie Heidrich.

**APPROVAL OF MINUTES**

It was moved by Mutchler and seconded by Rodningen to approve the minutes of the January 18, 1990 meeting as written. The motion carried.

**LETTERS FROM GRAFTON & LARIMORE RE: RELIEVER AIRPORT**

Gershman read a letter received from the Grafton Airport regarding their interest in the reliever airport project and their request to be considered as a possible site. Gershman said the request will be filed with the others and given to a consultant when the study is to be done.

Gershman also read a letter from Larimore concerning their interest in being considered for the reliever airport location. Gershman stated that he appreciated their interest and will add their request to the file.

**RESOLUTION #09-90**  
**TERMINAL EXPANSION PRESENTATION**

Lonnie Laffen of Johnson & Laffen presented a proposed terminal expansion layout. Mr. Laffen explained that the baggage claim area would increase by 25% by expanding into the existing Customs area. This expansion would include a new exit on the end of the car rental counters. He presented a project cost estimate of \$200,000. Gershman suggested Laffen check into the price of a used conveyor belt to cut costs. Gershman also questioned whether this new exit would have to be removed when the big terminal expansion project takes place in a few years. Laffen said it would as the car rental area and the baggage area would be expanded into that area. Selig said this project can be included as a part of the request for 1990 discretionary funding from the FAA but feels we probably won't get it. He suggests we wait and include it as a part of the projects included in the request for 1991 entitlement funds. It would qualify as a 75%/25% project. Gershman asked Laffen to continue

to put together information for this project. It was moved by Unruh and seconded by Mutchler to include this terminal expansion project as a part of the 1991 preapplication for FAA entitlement funds. The motion carried.

#### **APPOINT MUTCHLER CHAIRMAN OF AIR CARGO COMMITTEE**

Gershman announced that he would like to appoint Tim Mutchler to serve as the Chairman of the Air Cargo Committee.

#### **REQUEST PROPOSALS FOR AIR CARGO DEVELOPMENT PLAN**

Selig explained that he had sat in on a number of air cargo interviews in Bismarck and was very impressed with Mr. Brian Campbell of Leeper, Cambridge & Campbell, Inc. He requested a proposal from his firm to develop an air cargo development plan. Mr. Campbell proposed a cost not to exceed \$38,500 for the plan and \$5,000 per presentation. Gershman said he would like to request a proposal from AvPlan as they are already familiar with Grand Forks. Unruh said he is concerned with the financial commitment and is hesitant to amend the budget before seeing the 1989 financial audit. Selig said he will send a request for proposals to AvPlan and one additional firm and will plan to bring these proposals back to the April Board Meeting.

#### **RESOLUTION #06-90**

##### **APPROVE REQUEST FOR CONSULTANT TO CLOSE OUT GRANTS**

Selig explained that the process the FAA goes through to close grants is extensive and time consuming. The ADAP Grant and the 01 AIP grant are old projects. The FAA recommends utilizing a consultant to close these grants as the FAA is so far behind. The FAA pays 90% of the cost. It was moved by Unruh and seconded by Mutchler to authorize the solicitation of proposals for consulting services to close out ADAP Grant #6-38-0022-09 (air carrier apron reconstruction and expansion) and AIP Grant #3-38-0022-01 (runway 17L/35R construction) in accordance with the scope of work. The motion carried.

#### **RESOLUTION #07-90**

##### **APPROVE AMENDMENT OF GRANT #3-38-0022-05**

Selig said there hasn't been enough money to do all the security fencing that is necessary and the FAA will now allow this grant to be amended to pick up this fencing at a cost to the Authority of approximately \$8,300. If these remaining funds are not used they will be lost. It was moved by Mutchler and seconded by Rodningen to authorize the amendment of FAA-AIP Grant #3-38-0022-05 (17L/35R runway and taxiway extension) to include additional security fencing and gating as required, contingent on the FAA's approval of the grant amendment request for a total cost estimated to be \$83,000, or the total amount of funds remaining in the grant. The motion carried.

**RESOLUTION #08-90**  
**APPROVE AMENDING CONTRACT WITH ULTEIG ENGINEERS**

Selig said the FAA has recommended utilizing Ulteig Engineers for the security fencing amendment of grant #3-38-0022-05 as they are already doing another fencing project on the airport. It was moved by Mutchler and seconded by Unruh to authorize the amendment of the Authority's present contract with Ulteig Engineers for the construction of the air cargo apron to include the engineering for the security fencing and gating as detailed in the Authority's requested amendment to the FAA-AIP Grant #3-38-0022-05. Contract amendment is contingent upon the FAA's approval of the grant amendment request and FAA's concurrence in amending the engineering contract for a cost of approximately \$8,000, not to exceed \$10,000. The motion carried.

**REPORT ON NORTHWOOD DISCUSSIONS**

Mutchler said he had met with the Northwood Airport Authority several months ago to discuss options to take over their airport. He went to another meeting with them two weeks ago and discussed taking over the total tax base and operation of their airport. They were doubtful all the townships would come with it. Wood said the townships may not have an alternative as a grass strip costs a lot to keep up. Wood said the annual township meeting is at 1:00 P.M. at the Legion Hall in Larimore on Monday, February 26th.

**REPORT ON NORTHWEST VISIT**

Gershman reported he and Selig were in Minneapolis last week to meet with Northwest Airlines executives. He felt they understand the problems with seat availability out of Grand Forks. Selig said Northwest agrees Grand Forks could support a fourth flight but they have to find an available aircraft. Radi said she has found only about \$40 in savings by driving to fly out of Minneapolis as compared to leaving directly from Grand Forks. Gershman said between Grand Forks and Fargo two years ago Grand Forks had only 25% of the Red River Valley's passengers and that has now grown to 33-1/2%.

**MONTHLY FINANCIAL REPORT**

Holte reported a net operating loss of \$26,070.22 for January and net revenue before depreciation of \$38,700.33. She said she is now using the new format that shows the net operating income or loss for each cost center.

Holte said she should receive a draft of the 1989 audit soon. This will be presented at the financial meeting on February 28th. Selig said the packet for the financial meeting will go out within a couple of weeks and asked that the Board let them know of any questions they would like answered at the meeting.

Unruh suggested Holte look into a "sweep account" for the Authority's funds. Holte said she has \$300,000 in C.D.'s at Metropolitan. Unruh said she should be cautious about putting money into savings and loans. Gershman said he is also nervous about using savings and loans. Reis said the local banks have working capital fund pools that are good investments. He also suggested investment firms that have WCMA accounts that allow for 3-4 days float time. Selig said an investments report will also be presented at the financial meeting on the 28th.

#### **CLOCK FOR TERMINAL**

Gershman said he has seen clocks in other airport terminals with four time zones and would like to see cost estimates for the March meeting for a similar clock.

#### **TERMINAL PARKING**

Mutchler asked whether there was still a parking problem in front of the terminal. Selig said it is doing pretty well. The police are coming regularly and the word is out that we're enforcing the parking rules. This should turn into increased parking lot revenue.

#### **UPPER MIDWEST AVIATION SYMPOSIUM**

Gershman reported that the Upper Midwest Aviation Symposium will be held in Bismarck March 5th thru 7th. Selig will be attending.

#### **ADJOURN**

Respectfully submitted,

*Jackie Heidrich*

Jackie Heidrich  
Board Secretary



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

**Wednesday, February 28, 1990**

The Grand Forks Regional Airport Authority Board of Commissioners met in a special session in the Board Room of the Administration Building on Wednesday, February 28, 1990 at 9:00 A.M. with Chairman Hal Gershman presiding. Members present were: Clint Rodningen, George Unruh and Tim Mutchler; ex-officio members Jack Lien and Bob Reis; and staff: Bob Selig, Candi Holte, and Jackie Heidrich.

Selig explained that this meeting is actually a staff review with the Authority Board to go over items that will be presented to the Board for action at the March 15th meeting. He will present methodology for the calculation of rates, fees and charges, present the five year capital improvements programs, review the 1989 auditor's report and have an update from AvPlan regarding the airline negotiations.

**1989 AUDIT REVIEW**

Roy Lunde of Brady, Martz & Associates was present to explain the 1989 audit review done by his firm. He said it is their opinion that the financial statements are fairly presented to the Board. A review of the balance sheet showed total assets of \$15,618,860 and current liabilities of \$1,694,800. Total liabilities and fund equity and retained earnings totaled \$15,618,860. The statement of revenue and expenses shows a net loss of \$348,589 after depreciation. The statement of cash flows shows cash at the beginning of the year as \$1,570,806, cash at year end of \$1,539,760 for a net decrease in cash of \$31,046. Lunde stated that as of 12/31/89 all deposits were secured by FDIC or collateral. He said that some changes in internal control structures would be related to the staff through a letter. Gershman said he would like to see the letter to management regarding the internal control structures. Lunde also felt the Board needs to adopt a resolution approving a depreciation reserve fund. There was also discussion concerning what made up the restricted cash. Holte will research this.

**AIRLINE NEGOTIATION UPDATE**

Selig stated that he wants to use a standard methodology for calculating airline fees. The Board agreed to ask AvPlan to look at what management was doing to make sure it was in line with standard methodology. Geoff Wheeler of AvPlan was present to discuss the airline negotiations. Wheeler explained that the current agreement expires March 31, 1990 with no fee increase since 1987 and no year end settlements even though a provision in the contract makes this possible. He feels there are many gray areas

in the current lease. Wheeler said they have proposed a more standard industry wide methodology for fee calculations. They have come up with a compensatory use formula. He advocates using a formulated rate structure that can be agreed to with the airlines. Wheeler said that after their discussions with Northwest Airlines they received a proposal back from them yesterday and feels they are still quite a ways off from agreeing on fees. Selig said he will present a resolution to set airline rates and charges at the March 15th Board meeting. He explained that something has to be set for April 1st when the old contract expires. We cannot continue with the old rates as this would result in a large loss at year end. Selig proposes a landing fee for signatory and air cargo carriers of .64/1000 lbs., .80/1000 lbs. for non-signatory carriers, and a minimum of \$8.00/landing. The proposed airline crash-fire-rescue rate will be .35/1000 lbs. of gross landing weight. He proposes a terminal rental rate of \$12.79 per s.f. and a terminal bond/capital replacement fee of \$126,546.

#### **1990 OPERATING & CAPITAL REVIEW FOR PROPOSED REVISION**

Holte explained that 1989 ended with a \$1,900 operating loss and she projects a \$108,000 operating loss for 1990. The major revenue decreases include: loss of Aspen fuel fees \$20,000, reduced Mesaba fuel fees \$10,000, UND hangar renovation ended \$25,000, and 6 months of 1988 parking lot fees were included in 1989 revenue \$35,000., for a total revenue decrease of \$90,000. Expense increases from 1989 to 1990 include: 3 additional full-time positions totaling \$65,000, heating costs of \$16,000, advertising for \$12,600, and architect and engineer fees of \$7,800, totaling \$101,400. There is a total impact on the 1990 financial condition of (\$191,400).

Selig reviewed the 1990 Capital Funding Summary. The Authority's share of federally funded projects is \$199,238. The total operational capital outlays is \$101,750. Total anticipated 1990 capital outlay is \$1,312,788.50.

Selig explained that in the 5 Year Plan - Capital Improvements he took the Master Plan items and looked at them realistically. This report shows what he thinks can be funded.

Selig reviewed the five year plan for discretionary funding requests. He explained that for 1991 he plans to request funds for the reconstruction of runway 8/26 and a general aviation apron expansion. In 1992 he would request funds to construct a reliever airport and landing purchase. 1993 would include a project to lengthen and strengthen runway 8/26 to airline standards. No projects are scheduled for 1994 and 1995.

Selig reviewed the 6 Year Capital Improvement Cash Flow Report noting that 1990 ends with a \$195,541 balance with a \$1,500,000 bond issue and a yearly bond payment of \$151,008. 1991 ending balance of \$268,244, 1992 ending balance of \$157,302, 1993 ending balance of \$182,527, 1994 ending balance of \$176,587 and a 1995

ending balance of \$298,805. These numbers take into consideration an operations subsidy each year of \$100,000.

Selig reported that he and Unruh are going to Washington, D.C. to a national conference of congressional delegations from North Dakota and Minnesota to address AIP bills affecting airports specifically with pilot training.

#### **REVIEW OF MONTHLY FINANCIAL REPORT PACKAGE**

Holte reviewed the reports the Board receives monthly including a new revenue and expense summary and a revised "actual to budget" comparison. Holte also presented an investment report. She stated she feels we have a good investment policy currently and that the funds are safe. Gershman felt we should keep in mind the potential problems with savings and loans. He said the funds at savings and loans may be secure but if the S & L fails it could take several months to get the money from them.

#### **REVISED BUDGETARY PROCEDURE FOR FY 1991**

Holte explained that she has developed more efficient budget forms for the supervisors to fill out. Selig stated that supervisors are being made more responsible for their cost centers.

**ADJOURN**

Respectfully submitted,

*Jackie Heidrich*

Jackie Heidrich  
Board Secretary

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

**Thursday, March 15, 1990**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, March 15, 1990 at 10:00 A.M. with Vice-Chairman Jim Weber presiding. Members present were: George Unruh, Jr. and Tim Mutchler; ex-officio members Bob Reis and Bob Wood; Travel Agent Representative Dorothy Radi; and staff: Bob Selig, Candi Holte, and Jackie Heidrich.

**WELCOME CANADIAN VISITORS**

Weber began the meeting by welcoming visitors from the Saskatoon, Canada Airport Economic Development Board.

**APPROVAL OF MINUTES**

It was moved by Unruh and seconded by Mutchler to approve the minutes of the February 28, 1990 and February 12, 1990 meetings as written. The motion carried.

**TERMINAL WORLD CLOCK REPORT**

Weber asked Heidrich what she had found out about the terminal world clock. Heidrich stated that she had spoken with Steve Hess at the Jewel Box last week and he said that he would check with the Seiko representative to see what is available, along with a price, at which time he will get back to her.

**RESOLUTION #10-90  
"ADOPTION OF THE MASTER PLAN"**

Joe Jackson of Aviation Planning Associates, Inc. presented the east side airfield plan in the final course of action required by the Airport Authority to complete the Master Plan that was initiated in May, 1988. Mr. Jackson explained that after the November presentation of the airfield plan UND-CAS brought suggestions for change to AvPlan. They requested taking out building site "J" and then relocating the AFSS garage for ramp areas and parking along the entrance road leaving a large area south of the AFSS for building sites. AvPlan then created the current east side airfield plan as a compromise. He explained that it deviates from the UND request in that the ramp area is decreased by the AFSS and the building, parking and hangar sites are closer

to the ramp. Reis said that building site "J" boxes in the ramp and isn't usable as a tie-down area other than a couple of strips. Reis felt this would also cause territorial problems if the building area is occupied by someone other than UND. Selig pointed out that this property is noted on the Master Plan to be dedicated to UND and aviation education. Reis also expressed concern that the additional ramp scheduled to be done in 1990 has been pushed back. Selig said this project will be included as a part of the request for 1990 discretionary funds. He said 1991 discretionary funds will be requested for capacity enhancement for pilot training and 1992 federal entitlement funds will be used to build ramp. It was moved by Mutchler and seconded by Unruh to adopt the new Master Plan for the Grand Forks International Airport as developed by Aviation Planning Associates, Inc. subject to concurrence by the Federal Aviation Administration. The motion carried.

**RESOLUTION #13-90  
APPROVE AMENDMENT TO MASTER PLAN**

A motion was made by Unruh and seconded by Mutchler to amend the Master Plan for development of the location of the 1990, 1991 general aviation apron with first phase focus on the development of the ramp east of building sites "K" and "L". The motion carried.

**RESOLUTION #11-90  
"ADOPTION OF AIRLINE RENTALS, FEES & CHARGES"**

Selig presented a recommendation by the airline consultant and Airport staff to establish interim rates and charges to be effective April 1, 1990 for airline fees, charges and methodology for calculating fees. He explained that fees need to be set to cover the period until an agreement is reached. It was moved by Unruh and seconded by Mutchler that in the absence of an agreement with the airlines serving the Grand Forks International Airport, the attached rentals, fees, charges and associated methods of calculation effective April 1, 1990, is summarized to include the following: scheduled airline landing fees at \$0.66 per 1000 lbs. of certificated gross landed weight; passenger airline aircraft, rescue & firefighting fees at \$0.36 per 1000 lbs. of certificated gross landed weight; terminal rentals at \$12.79 per square foot; terminal bond reimbursement at \$8.20 per square foot; minimum landing fee at \$8.00 per landing; and charter/non-scheduled airline landing fee at \$0.82 per 1000 lb. of certificated gross landed weight.

These rentals, fees, charges and associated methods of calculation, are adopted in accordance with North Dakota Century Code Sections 2-06-11 "Operations and Use Privileges" and 2-06-12 "Regulations". These fees shall remain in effect for FY 1990 unless modified by an Airline Agreement approved by the Authority's Board of Commissioners. The motion carried.

**RESOLUTION #12-90**  
**"DESIGNATION OF FUNDED DEPRECIATION ACCOUNT"**

A motion to approve the designation of a funded depreciation account with an initial balance of \$114,659.92 for 1989 was made by Mutchler and seconded by Unruh. The motion carried.

**BOARDING COMPARISON REPORT**

Selig pointed out that the Grand Forks International Airport had a modest increase of 3.36% for February, 1990, but anticipates an overall increase again for 1990.

**FINANCIAL REPORT**

Holte reported an operating loss of \$27,089.97 in February, 1990, which brings us to an operating loss of \$53,160 for the year. Holte pointed out that the Airport is still using 1987 airline fees up until April 1, 1990.

The net income before depreciation is \$101,213 which will primarily be spent on projects this summer.

The operating expenses are running at 1.69% over budget and the operating revenue is running at 1.32% under budget. However, the revenues in our budget included United Express Airlines, so it is expected that our revenues are going to run under budget.

Weber asked Holte if United Express Airlines had paid their accounts receivable. Holte stated that the balance has been paid.

Unruh reviewed the financial report with Holte. Unruh asked Holte in the future to present a monthly cash flow report in the same format as contained in Brady's year end financial report.

**ADJOURN**

Respectfully submitted,

*Jackie Heidrich*

Jackie Heidrich  
Board Secretary

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

**Thursday, April 19, 1990**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, April 19, 1990 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, George Unruh, Jr., Tim Mutchler and Clint Rodningen; ex-officio members Bob Reis, Jack Lien and Bob Wood; Travel Agent Representative Dorothy Radi; and staff: Bob Selig, Candi Holte, Jackie Heidrich and Kathleen Donley.

**WELCOME FEDERAL EXPRESS MANAGER**

Gershman introduced Jay Schaefer, new senior manager for Federal Express. He told Mr. Schaefer that the Board looks forward to working with him on plans for expansion in Grand Forks.

**APPROVAL OF MINUTES**

It was moved by Weber and seconded by Mutchler to approve the minutes of the March 15, 1990 meeting as written. The motion carried.

**TERMINAL WORLD CLOCK REPORT**

Heidrich presented two versions of time zone clocks available from Peter Pepper Products with prices. Gershman and Unruh suggested several clocks could be purchased and set to the different time zones for less cost. Selig said the staff will work on installing world clocks in the terminal with a deadline of December 31, 1990.

**RESOLUTION #14-90**

**"AWARD BID FOR PAVING FOR AIR CARGO APRON PROJECT"**

**RESOLUTION #15-90**

**"AWARD BID FOR ELECTRICAL FOR AIR CARGO APRON PROJECT"**

**RESOLUTION #16-90**

**"AWARD BID FOR TESTING SERVICES FOR AIR CARGO PROJECT"**

It was moved by Unruh and seconded by Weber to approve the bid and award the contract for paving for air cargo apron project to the low bidder, Nodak Contracting, in the amount of \$1,334,573.70 contingent on the concurrence of the FAA; approve the bid and award the contract for electrical for air cargo apron project to the low bidder, Northern Electric Construction, in the amount of \$102,097.50 contingent on the concurrence of the FAA; approve the

proposal and award the contract for testing services for the air cargo apron project to Midwest Testing Laboratory, Inc. for \$7,363.50 contingent on FAA concurrence. The motion carried.

**RESOLUTION #17-90(A)**  
**"APPROVE CHANGE ORDER FOR SECURITY DUCT"**

**RESOLUTION #17-90(B)**  
**"APPROVE GATE OPERATOR CHANGE ORDER CONDITIONALLY"**

**RESOLUTION #17-90(C)**  
**"APPROVE CHANGE ORDER FOR MUFFLER RELOCATION"**

Selig explained that the change orders for the electric vault project are: (A) security duct - \$1,757.00, (B) gate operator - \$7,979.00, and (C) muffler relocation - \$4,836.00. The engineer on the project is Neppel Engineering and the contractor is Baukol. There was discussion that an \$8,000 gate operator for a walk through gate seems excessive and may not be necessary.

It was moved by Mutchler and seconded by Unruh to approve the change order for adding duct cell to complete the computer hook-up at a cost of \$1,757.00. The motion carried.

It was moved by Weber and seconded by Unruh to approve the pedestrian gate operator and electric circuit for operator at a cost of \$7,979.00 on the condition that the staff investigates the need for this operator before proceeding with installation. The motion carried.

It was moved by Weber and seconded by Mutchler to approve the muffler relocation for the emergency generator in the amount of \$4,836.00. The motion carried.

**RESOLUTION #18-90**  
**"BONDS CONSULTANT SELECTION"**

Selig explained that the Board has had some concerns with bonds that are existing. Some groups have indicated they may be able to save the Authority some money by doing something with these bonds. Many projects are upcoming and bonds are a common way of funding. Selig suggests finding a consultant to recommend the best funding routes for capital projects. Brady, Martz & Associates suggested inviting a few firms to interview and not to send out requests for proposals. It was moved by Weber and seconded by Mutchler to direct staff to solicit proposals and interview potential bond consultants for recommendation to the Airport Authority Board for final approval. The scope of work for the bond consultant will include: 1) a review of the Airport Authority's existing bond situation with the City of Grand Forks, 2) the possible issuance of additional bonds to cover 1990 capital improvements. The bond consultant selection committee shall be comprised of Candi Holte, Director of Finance/Administration, George Unruh, Jr., and Clint Rodningen, Authority Board members. The selection committee shall



complete its work and submit a bond consultant recommendation to the Airport Authority Board at its May 17, 1990 meeting. The motion carried.

**RESOLUTION #19-90  
"TERMINAL PARKING LOT EXPANSION"**

Gershman explained that the parking lot has been doing very well and it is full quite often. The parking lot has been a good source of revenue. Selig estimated a cost of \$200,000 to expand the parking lot to its maximum capacity. Tom Hanson of Webster, Foster & Weston has done some preliminary drawings for this project. Unruh questioned the payback associated with this expansion. Selig said the additional revenue would be approximately \$19-20,000 per year with a cost of \$29,000 per year to pay for the project.

Selig also said he has discussed parking control with the City and the City Police Department has asked the Authority to consider the possibility of hiring part-time parking control officers and they would then recommend any ticket revenues come back to the Authority to fund these positions. Weber stated he doesn't like giving out parking tickets. Parking attendants could politely ask cars to move on. Lien suggested using parking permits on authorized vehicles as the Authority's parking lot has been full when the office is closed and no meetings are going on. The Board felt they were willing to discuss this idea with the City.

Tom Hanson said if the parking lot expansion project is approved today they would plan to award the contract on June 21st with a September 30th completion date. It was moved by Unruh and seconded by Rodningen to approve the design and bid letting associated with the expansion of the terminal parking lot including serving exit booth with sewer and water and with an option to add an alternate to this project for additional work at the University of North Dakota with Webster, Foster & Weston serving as the engineering firm. The motion carried.

**RESOLUTION #20-90  
"APPROVE CHANGE ORDER #2 FOR ARFF & MINI TERMINAL"**

It was moved by Unruh and seconded by Mutchler to approve change order #2 for ARFF and International Mini-Terminal Buildings in the amount of \$1,455.00 for the following changes: Change #1 - add closure strips between walls & roof deck \$166.00; Change #2 - add a sign above bay windows "Pilot Center" \$1,187.00; Change #3 - delete chainlink fence between ARFF building and hangar #2 - \$147.00; and Change #4 - paint panels to match on northside of Administration Building \$249.00. The motion carried.

**RESOLUTION #21-90**  
**"APPROVE GROUND SITE RENTAL FEES FOR TAXIWAY ACCESS"**

Selig said he would like the Board to consider some type of schedule that brings the ground site rental rates into line with the appraised value of the property. The rate of .14/s.f. was initiated in 1979 and the cost of living index has increase 82-83% since that time. Taking this into consideration it would equal approximately .25/s.f., which is the appraised value of the property. Selig explained that putting these fees into resolution form does not mean they cannot negotiate lower fees with tenants who are willing to fund additional items for the development. It was moved by Unruh and seconded by Mutchler to approve ground site rental rates for taxiway access as follows subject to negotiation: \$0.20 per square foot -1990, \$0.22 per square foot - 1991, \$0.23 per square foot - 1992, \$0.24 per square foot - 1993, and \$0.25 per square foot - 1994 with the understanding that as existing leases come due each case will be negotiated based on their improvements and not automatically increased in accordance with this schedule. The motion carried.

**RESOLUTION #22-90**  
**"APPROVE TERMINAL ADVERTISING RATE INCREASE"**

Holte reported that Commonwealth has told her that the advertising sales are going well. They found a less expensive producer for the inserts. Commonwealth also submitted a rate schedule increase he would like to put into effect May 1, 1990. It was moved by Weber and seconded by Mutchler to approve a rate of \$100.00 per month for illuminated wall mount signs, kiosk signs, and direct line courtesy phone advertising, \$75.00 per month for illuminated wall mount signs over the baggage area, and \$50.00 per month for non-illuminated wall mount signs in the security area effective May 1, 1990 for all future sales. The motion carried.

**T-HANGAR CONSTRUCTION REPORT**

Selig said he has received an estimate of \$339,000 to put up additional T-hangars to handle ten aircraft. He said a survey will be done of those on the waiting list for hangar space to see if there is interest in renting the new hangars at a rate of \$125-\$145 per month. We would have to reinvest some of the revenues from the existing hangars into the new hangars to get the rate for the new hangar low enough to be able to rent them. The Board would like an estimate of the revenue the additional aircraft in this hangar would generate.

**DISCUSSION OF AIRPORT COMMISSIONERS ASSOCIATION**

Gershman said he sent registration forms to all Board members for the Airport Commissioners Association. Unruh said he already sent his form in. The remaining members felt they don't have a lot of time for any additional associations. It was decided each member would look at this association individually.

### MONTHLY FINANCIAL REPORT

Holte reported an operating loss for the first quarter of 1990 before depreciation of \$82,254. Net income after depreciation but before capital items and principle on bonds of \$65,945. She also noted she had translated March's income and expense report to the same format as the year end audit by Brady, Martz & Associates and provided a cash flow statement.

### QUARTERLY FINANCIAL REPORT

Selig said he asked Holte to project expenses and revenues forward to the end of 1990 to show an estimated financial picture for the year. We originally projected a \$103,000 deficit in operating income and this projects a \$118,000 deficit. The major differences are in capital projects. There was discussion of the changes made in project scheduling. It was suggested to move the financial reports to a higher priority on the agenda so the Board could see the financial picture before approving resolutions that may affect the financial situation of the Authority.

### ADJOURN

Respectfully submitted,



Jackie Heidrich  
Board Secretary

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

**Thursday, May 17, 1990**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, May 17, 1990 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, George Unruh, Jr., Tim Mutchler and Clint Rodningen; advisory committee members Bob Reis and Jack Lien; and staff: Bob Selig, Candi Holte, Steve Johnson, Jackie Heidrich and Kathleen Donley.

**AMEND THE AGENDA**

The agenda will be amended to add resolution #27-90 to approve the air cargo ramp project and resolution #28-90 to award bid for electrical on cargo ramp to Fargo Electric.

**EX OFFICIO LANGUAGE TO BE CHANGED TO ADVISORY COMMITTEE**

Gershman requested that a change be made in the use of the terminology "ex officio". Gershman feels the term "ex officio" is too formal and the proper term should be "advisory committee". It was advised by Authority Board Attorney, Doug Christensen, that since the term "ex officio" is not listed in the State Statutes it should not be used. Neither terms have voting rights. It was agreed that in the future this would be referred to as an "advisory committee".

**APPROVAL OF MINUTES**

It was moved by Unruh and seconded by Rodningen to approve the minutes of the April 19, 1990 meeting as written. The motion carried.

**MONTHLY FINANCIAL REPORT**

Holte reported an operating loss of \$23,691.57 for April, 1990 and a year-to-date loss of \$105,945.29 for the year. Although the numbers are reason for concern, Holte believes that they will be improving somewhat in the future months because we seem to have a history of higher revenues in the second half of the year. There is a positive cash flow of \$106,028. This will drop this summer due to the amount of projects that will be going on at the Airport. Our year-to-date operating expenses are running at 35.41% of budgeted funds, or 2.08% over budget. The operating revenues to date are at 29.30% of budgeted revenue or 4.03% under budget.

Gershman suggested that we should possibly prorate the prepaids over a 12 month period. Unruh doesn't feel this would be worth while. Rodningen suggested that it be footnoted. Unruh suggests that Holte, Rodningen and himself get together and talk about the prepaids.

The Board reviewed the cash flow statement and determined that operationally, the Airport is not doing too well. The loss of United Express had an impact on the Airport. The new fee structure for Northwest Airlines went into effect last month so it is too soon to know if the Airport will be under paid. Selig feels that there is no cause for panic but it is something that needs to be monitored. It was determined that the Airport would not be able to operate if it weren't for the tax dollars due to the capital projects. The tax dollars subsidize operations in the amount of approximately \$100,000 which is budgeted and this will fluctuate depending on the level of fees the Airport will get. Next year the Airport should get some reprieve because we will not have \$5,000,000 worth of projects on the books. The majority of the projects will be completed before next year. It was discussed that Unruh, Rodningen and Selig get together and update the budget. Also, it was discussed that a workshop be set up for the Authority Board members to study financial goals for the Airport.

#### **CHANGE ORDER FOR GATE OPENER REPORT**

Selig reported that as a follow-up to the Board action on the gate opener in May, he asked Neppel Engineering to go back and review the gate opener with the supplier. As it stands, the estimates for the opener will be reduced approximately 50% which will be a reduced cost of approximately \$3,000 to \$4,000. Selig will have a full report on this change order for the June, 1990 Authority Board meeting. Selig also consulted with the FAA about this change order. They were also concerned about the cost of the gate opener and agreed that if the cost was reduced they would have no objections to the change order.

#### **NEW CONSENT AGENDA**

Gershman suggested that the Authority institute the use of a consent agenda. If there is a resolution that needs to be discussed then it will be pulled for discussion, otherwise, the resolutions can be voted on without reviewing each one.

#### **RESOLUTION #23-90 "CONFIRMATION OF DIRECTOR OF OPERATIONS"**

It was moved by Unruh and seconded by Weber that the Grand Forks Regional Airport Authority Board hereby confirms the hiring of Stephen Johnson as Director of Operations for the Grand Forks International Airport. The motion carried.

**RESOLUTION #24-90**  
**"APPROVE THE REVISION ON THE GRAND FORKS REGIONAL AIRPORT**  
**AUTHORITY'S SMOKING POLICY"**

It was moved by Unruh and seconded by Weber to approve the "Smoking Policy" as follows:

"The 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". Smoking is also prohibited in all Airport Authority owned vehicles.

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 Board felt that more signs are needed in the terminal building designating no smoking areas. The motion carried.

**RESOLUTION #25-90**  
**"WEATHERMATION SATELLITE WEATHER INFORMATION SYSTEM"**

This resolution authorizes the installation of a \$7,500 weather information system at the Grand Forks International Airport pilot service center. Costs associated with the purchase of this system will be covered by the State Aeronautics Commission budget.

This resolution also authorizes the expenditure of \$295.00 per month from the date of actual installation (approximately July 1, 1990) to June 30, 1991 to cover monthly operating costs of the system. The State Aeronautics Commission reports that their budget will cover total operating costs for the next biennium beginning July 1, 1991.

Total budget impact anticipated for 1990 is \$1,770. The total impact for 1990 and 1991 budgets is anticipated to be \$3,540.

There was some discussion about expenditures for this project and the necessity of getting this system. Selig stated that this system will be very beneficial to the Grand Forks International Airport. It was also noted that the Grand Forks International Airport was the only major airport in North Dakota without one. It was moved by Unruh and seconded by Weber to authorize the installation of a WeatherMation Satellite Weather Information System. The motion carried.

**RESOLUTION #26-90**  
**"ENGAGE EVENSEN DODGE AS FINANCIAL ADVISOR"**

It was moved by Unruh and seconded by Weber to approve the resolution authorizing the use of Evensen Dodge, Inc. as the Authority's financial advisor in accordance with the attached proposal and scope of work. The motion carried.

**RESOLUTION #27-90**  
**"AMENDMENT TO AIR CARGO APRON PROJECT"**

It was moved by Unruh and seconded by Weber to approve the resolution authorizing the amendment to the air cargo apron contracts and FAA Grant #3-38-0022-08 to include:

1. Additional 80' of 16" PCC pavement (3,022 S.Y.) - \$114,214.17 (detailed in attachments #1 & #2)
2. 37.5" x 405' (1880 S.Y.) of 6" PCC Pavement - \$45,217.50 (detailed in attachments #1 & #2)
3. 8' chainlink fencing (57 L.F.) - \$2,819.25 (detailed in attachment #3)

Total authorized amendment cost - \$162,250.92

Total authorized square yards of concrete cargo ramp - 38,512 S.Y.  
Approval subject to FAA concurrence. The motion carried.

**RESOLUTION #28-90**  
**"AWARD ELECTRIC BID TO FARGO ELECTRIC FOR AIR CARGO RAMP"**

Selig requested that the Authority Board approve this resolution in the event that the original electrical contractor is unable to get the security bonds for this project. This change will cost the Airport and the FAA a total of \$9,000. Steve Synhorst, Ulteig Engineers, stated that they have been working with Northern Electric for approximately three (3) weeks in requesting the payment bond. Mr. Synhorst was concerned that the company may be having problems getting their bonds. After some discussion an amendment to the motion was made that Northern Electric had until Saturday, May 19, 1990 to present the bonds to Ulteig's subject to Authority Attorney's review after which time this resolution will then go into effect.

It was moved by Weber and seconded by Mutchler that contingent on Northern Electric being unable to obtain construction performance and payment bonds for the electrical work on the air cargo ramp, this resolution authorizes the Airport Authority to award the contract to Fargo Electric in the amount of \$111,535.00. Resolution #15-90, which awarded the electrical bid to Northern Electric is hereby rescinded. The motion carried.

**PUBLIC HEARING OVER GROUND SITE RENTAL LEASE**

Steve Hansen with Hertz Rent-A-Car and Wes Rydell with National Car Rental appeared to appeal the ground site rental lease for the car rental agencies. Steve Hansen stated that he received a letter and a new agreement from Bob Selig in regards to their off-ready parking ground site for Hertz Rent-A-Car. His last agreement was with The City of Grand Forks in 1985. The Airport

Authority has presented him with a new agreement and with that agreement there are two different charges added to it; the ground which their garage is sitting on which has gone from \$485.52 to \$588.00 and a parking lot lease which has gone from \$258.80 to \$1,422. Mr. Hansen is also concern about the terminology in the new lease agreement. Mr. Hansen isolated four (4) issues of concern. They are as follows:

1. The Airport wants to charge a rent factor of 5% of the gross income if you are renting the building to someone else.
2. The Airport wants to raise the rent to reflect the C.P.I. plus 2% every year calculated automatically.
3. All improvements to the property go back to the Airport.
4. If the lessee wishes to contest any part of the lease agreement then the Airport suggests that both parties have their attorneys present and the way the agreement is worded the lessee will be obligated to pay all legal fees.

Mr. Hansen is appealing this agreement due to the above mentioned issues. Mr. Hansen is requesting that the off-ready ground be a part of the 10% airport agreement with no new contract. Mr. Hansen has checked with some of the other North Dakota airports and has found that they do not charge for off-ready parking. Mr. Hansen also agreed that they have to compete with the off-rental operations and the Airport is not receiving any revenues from them. Mr. Hansen wrote a letter to Bob Selig in May, 1988 stating that as a part of their concession agreement they will pay 10% of the gross revenue and will pay a minimum monthly rental of \$1,300 which ever is greater. The Airport did not accept this request.

Wes Rydell with National Car Rental re-enforced Mr. Hansen's appeal and suggested that we try to work as a team and help each other. Selig stated there are two separate issues; the concession agreement which allows you to operate and the ground site lease and parking lot agreement. The lease that was sent to Hertz Rent-A-Car is standard and contains language required by the FAA. Selig advised that the Airport is focusing on general consistency with leases. Its goal is to treat all tenants alike FAA grants require non-discrimination. The ground site rental rate included in the proposed agreement is the same rates being charged to other Airport tenants.

Gershman feels there are some issues that should be addressed in a separate meeting to understand what the rational is for the charges made by the Airport. There have been previous discussions on the off-rental operations and the Airport is in the process of creating a policy to receive revenues from the off-rental operations. Gershman asked Mutchler and Rodningen to serve on a committee with Selig to review Mr. Hansen's appeal and try and work something out.



## PROJECT STATUS REPORT

Selig presented an update on the project status report. There is going to be a briefing on May 18, 1990 with the contractors on the runway surface sensor system.

Milt Heupel, Airports Engineer for the FAA, reviewed the electrical vault project yesterday and developed a punch list of items to be corrected. Some parts of the system do not function as they should yet. Nevertheless, Mr. Heupel feels that we have reached substantial completion of the project and anticipate having all the bugs worked out within 30 days.

Selig is meeting with the Water Sewer Rate Committee this afternoon to inform them of our development needs at the Airport and to bring them up to date with the wastewater treatment system which the City is still responsible for. Selig is working with them in an effort to bring that system into EPA and Health Department compliance.

Federal Express has determined the size and design of the air cargo building. A package is being prepared for final approval by their people in the next couple of weeks. Selig stated that the Airport will begin negotiating a lease with them. Selig has sent Federal Express the lease rates and has not received any complaints on this from them.

## AIRPORT LANDSCAPING AT THE ENTRANCE

Mutchler suggested that something be done about the entrance road to the Airport. He suggested that the Airport attempt to look into doing some landscaping. Gershman stated that there is a problem with the saline soil. Mutchler suggested that we concentrate on planting some flowers around the entrance sign. Gershman asked Holte to get some estimates.

## WELCOME STEVE JOHNSON

Gershman extended a welcome to Steve Johnson, new Director of Operations for the Grand Forks Regional Airport Authority.

## ADJOURN

Respectfully submitted,



Jackie Heidrich  
Board Secretary

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

**Thursday, June 21, 1990**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, June 21, 1990 at 10:00 A.M. with Chairman Hal Gershman presiding. Members present were: Jim Weber, Tim Mutchler and Clint Rodningen; advisory committee members Bob Reis and Bob Wood; and staff: Bob Selig, Candi Stjern, Steve Johnson and Kathleen Donley.

**APPROVAL OF MINUTES**

It was moved by Mutchler and seconded by Rodningen to approve the minutes of the May 17, 1990 meeting as written. The motion carried.

**MONTHLY FINANCIAL REPORT**

Stjern reported an operating income of \$25,313.82 for May, 1990, the first month this year with a net monthly income, which brings our net operating loss for the year to \$80,631.47. We had net revenue before depreciation of \$4,825.41 through May 31, 1990. The net increase in cash & cash equivalents for the year is \$144,079. The net cash from operating is still a negative \$165,399, however our non-operating revenues are bringing us up to positive cash flow for the year. We are less than 1% above the budgeted operating expenses and our revenues are under budget, as expected, by 2.45% because the budget includes United Express revenues. Gershman asked Stjern to explain "add back depreciation on grant funded items". Stjern stated the we are still required to take depreciation on the portion of the assets that are paid for by the FAA (90%) even though no money has been spent, so to make it clear we separated that out and added it back on to the income statement. Selig stated that this method was requested as a part of the old audit procedure. Gershman remarked that it looked like things were getting better and Stjern agreed adding that the fuel sales were up this month, new landing fees were initiated, and the terminal rent which is paid for the following month is reflected in May's statement.

**NODAK RURAL ELECTRIC PRESENTATION ON TERMINAL ELECTRICAL PROBLEMS**

John Rogers, Engineering Manager at Nodak Rural Electric, explained that in 1986, as a part of an Airport remodeling project, Nodak upgraded its metering in the Grand Forks International Airport terminal. The meter serving account LC2

was found to be inaccurately registering the kilowatt-hour usage since its approximate time of installation in February of 1986.

First, Mr. Rogers explained that the "current transformer metered installation" which means the energy does not directly run through the meter. It runs through "current transformers" and then through the "leads" which go to the cabinet that contains the meter. When the Nodak crew investigated the meter they noticed that the meter seal was severed and placed back intact. This caused some concern so the Nodak crew investigated the actual integrity of the wiring and discovered there were two wires that were not installed properly. These wires are the two voltage sources that go to the meter. They were "flip flopped" and, consequently, when that happens you are on a 3 phase service and your voltage leads are not in phase with your average leads and the reading that the meter was seeing was not the correct energy usage. Consequently, an investigation was done and the following assumptions were made:

1. Someone could have gone in and intentionally done an "energy diversion".
2. In 1986 the unit was put in new and it could have been wired incorrectly at the factory because the cabinets are purchased pre-wired from the factory.

Nodak is going to assume that it was wired improperly by the factory.

Mr. Rogers presented a terminal building metering review to show a hypothetical unbilled usage compared to the used metered usage on the LC2 account. The LC2 account is the meter that registers the energy used to take care of the main usage of the terminal. Mr. Rogers pointed out the following kilowatt-hour usage:

1984 - 450,520 KWHrs  
1985 - 500,520 KWHrs  
1986 - 19,974 KWHrs

This decrease is to less than 10% and the 1987, 1988 and 1989 KWHrs are comparable to 1986's figures. Mr. Rogers presented a kilowatt-hour usage adjustment for the LC2 to show a flat usage of approximately 480,000 KWHrs from 1984 to 1985.

Mr. Rogers presented the power costs billed for the LC2 account between 1984 and 1989:

1984 - \$23,627  
1985 - \$25,005  
1986 - \$ 1,184  
1987 - \$ 1,367  
1988 - \$ 1,606  
1989 - \$ 1,622

The possible unbilled usage according to the adjustable usage of kilowatt-hours would be a total of \$95,741. Nodak is not saying that this figure is the actual figure. After more current usage data is used then they can determine whether this value is realistic or not. Mr. Rogers also noted that from May 20, 1990 to June 20, the value is showing the corrected usage.

Gershman stated, for the record, that the Airport Authority was not in operation until 1988 and also stressed that it is not characteristic of the Authority or the City to tamper with the wires. Gershman feels that it is a problem that should be addressed to the factory and also added that the Authority would like to see the factory's response in writing. Gershman went on further to say that he couldn't understand why Nodak Rural Electric would not have picked up on this error earlier and stressed that this seems to be Nodak's problem and not the Authority's or the City's.

Mr. Rogers stated that Nodak does a five year check on the meters. Bergstrom, who was the electrician, mounted the box on the wall and ran the conduit to the meter and then Nodak Rural Electric puts the meter in the socket and sealed it up. It was pointed out that the socket was connected improperly. Selig stated that he spoke with the Authority's attorney, Doug Christensen, and Mr. Christensen voiced a comment that he wasn't convinced that there was an Authority obligation. Selig also feels that the attorney needs to be involved in this matter.

Mr. Rogers stressed that Nodak is not asking for any money at this time. He pointed out that he is just here to present the problem to the Authority. It will have to be determined at a later date who will address this issue, the City or the Airport Authority. Gershman stressed that the Authority did not make the mistake and feels that the factory is the problem.

Bob Wood suggested that, if the Authority or the City had to pay back this money, a payment plan could be worked out over a long period of time. Mr. Rogers stated that typically when it becomes an impact like this they tried to spread it out over a two (2) to three (3) year period, interest free. Selig suggested a twenty (20) year period.

#### **EVENSEN DODGE, INC. PRESENTATION ON PRELIMINARY BOND PROGRESS**

Don Wyszynski, with Evensen Dodge, Inc. and Myron Knutson, with the Fargo office, presented the financial schedule for the Grand Forks Regional Airport Authority to issue debt in light of already outstanding debt that the City has issued. Approval has to be obtained from both the City and the County in order to issue debt. With the City's and County's approval, they are agreeing to a contingent tax liability. As a result, the Airport Authority should be able to obtain an attractive interest rate. What needs to be shown by the Authority is that there are enough revenues, in total, after the payment of operating expenses to make their debt

payments. The first thing that the Authority needs to decide is what projects they wish to finance and then it will require adopting a resolution on the part of the Authority to proceed with the financing incorporating the amount and the pay back periods.

Mr. Wyszynski also explained the any interest income the Airport Authority earned in excess of the bond interest rate must be rebated to the Federal Government as these are private activity bonds.

#### **REPORT ON CHANGE ORDER FOR WALK-THROUGH GATE OPENER**

Johnson reported that Airport management received approval from the FAA to proceed with the change order. The contractor expects to start installing the motorized opener for the walk-through gate sometime this week.

#### **CAR RENTAL GROUND SITE LEASES**

Selig reported that Airport staff and Authority Board members met with Steve Hansen, Hansen Ford & Leasing, on June 6, 1990 to discuss his concerns with the proposed Ground Site Lease. As a result of that meeting a recommended modification was sent to Mr. Hansen. Rodningen, who spoke on behalf of Mr. Hansen, requested that his rate increase be based upon the CPI. Selig stated that Mr. Hansen is presently being charged a 1979 rate. Gershman stressed to Mr. Hansen that all the tenants on the Airport are, or will be, paying a ground site rental rate of \$.14 per square foot. Gershman stressed to Mr. Hansen that if he doesn't want to sign the agreement based on these rates then the Authority is truly at an impasse and will have to make a determination based on Mr. Hansen's decision. Mr. Hansen wanted to know if legally the Authority could increase his rates by that much. Selig stated that it was legal and this is why the Airport is doing it this way.

Gershman asked the other car rental agencies if they felt the same way as Mr. Hansen. Sheri Storbakken, Manager for Avis Rent-A Car, stated that the Grand Forks International Airport was the only airport in North Dakota that charges for ground site rent. She wanted to know why the Airport doesn't just charge for square footage in the terminal instead of charging 10% of gross receipts.

Selig stated that the car rental agencies do not own the concession, therefore, the Airport needs to keep the Ground Site lease and the Concessions lease separate. Selig went on to say that the Airport needs to be keep the agencies maintenance facility as a ground site situation. Ms. Storbakken wanted to know what would prevent the concessions from operating out of their maintenance facility to avoid paying the 10% of gross receipts. Selig stated that they would not be able to operate the business without the concession agreement. Ms. Storbakken stated that Dollar and Price King do operate a business on the Airport and they do not have a concessions agreement with Airport Authority. Ms.

Storbakken went on to say that people will come up to her counter asking were Dollar and Price King are daily. Selig stated that these were separate legal issues that would be resolved this summer.

#### **CORRECTION OF THE RESOLUTION NUMBERS**

It was discovered after the Authority Board meeting that resolution numbers 27-90 and 28-90 were duplicated. Therefore, for the record, the numbers for the following resolutions have been corrected.

#### **RESOLUTION #29-90 APPOINTMENT OF BOND ATTORNEY**

This resolution approves the appointment of Dorsey & Whitney as bond attorney to work in conjunction with Eversen Dodge on the Authority's proposed 1990 bond issue. Authorization is in accordance with the attached proposal. Weber moved to approve the appointment of the bond attorney with approval of the Airport Authority's legal council. It was seconded by Mutchler and unanimously approved.

#### **RESOLUTION #30-90 APPROVE LEASE AGREEMENT/GUARANTEE OF LEASE WITH AERO CENTER ONE, INC.**

This resolution authorizes the Authority's Executive Director to execute the attached Lease Agreement with Aero Center One, Inc. under the following conditions:

1. Owners of Aero Center One, Inc. execute a Promissory Note and a Guarantee of Promissory Note in the amount of \$8,885.58 to be paid on or before June 1, 1991 plus interest compounded at 1% per month on the unpaid balance.
2. Section 3.04 be revised to exclude the requirement for an increase of two (2) additional percentage points over CPI.
3. Aero Center One, Inc. shall pay rent in the sum of \$.14 per square foot for 13,400 square feet which is an annual rent of \$1,876.

Gershman made a motion to accept the Promissory Note and Guarantee of Promissory Note as written. It was approved by Weber and seconded by Mutchler. The motion carried unanimously.

**RESOLUTION #31-90  
APPROVE RENTS AND FEES ADJUSTMENT AGREEMENT WITH THE  
UNIVERSITY OF NORTH DAKOTA**

This resolution authorizes the Authority's Airport Executive Director to execute the attached agreement between the Grand Forks Regional Airport Authority and the University of North Dakota that establishes a method of annual adjustment of rents and fees charged by the Airport Authority for the University's use of the Grand Forks International Airport. Selig recommends that this agreement be approved by the Authority Board. It was moved by Mutchler and seconded by Weber. The motion carried unanimously.

**RESOLUTION #32-90  
AUTHORIZATION TO PROCEED WITH REQUEST BIDS FOR THE PARKING LOT EXPANSION**

This resolution authorizes Airport staff and Webster, Foster, Weston to proceed with the request for bids for the expansion of the Airport's terminal parking lot in accordance with the attached engineer's estimate. The Request for Bids will include alternate bids on concrete and asphalt and also an alternate bid for sewer and water. The project will be funded through the use of Airport revenue bonds or bank financing similar to the previous parking lot expansion.

A motion to proceed with the Request for Bids was made by Rodningen and seconded by Mutchler. The motion carried unanimously.

**RESOLUTION #33-90  
APPROVE CHANGE ORDER FOR MASTER PLAN PROJECT**

A motion was made by Weber to approve the resolution authorizing a change order to the contract with Aviation Planning Associates, Inc. on the Master Plan project for the Grand Forks International Airport under FAA Grant #3-38-0022-06 in the amount of \$1,824.97.

The additional costs were generated as a result of the requirement of an additional trip to Grand Forks as requested by the Airport Authority and the University of North Dakota to explain final changes in the Master Plan prior to formal approval.

The Authority Board's approval under this resolution is subject to concurrence by the Federal Aviation Administration. The motion was seconded by Mutchler and carried unanimously.

**PUBLIC HEARING ON PROPOSED HANGAR/TIE-DOWN RENTAL POLICY**

Over the last couple of months, several Authority Board members have, again, expressed an interest in the establishment of a hangar rental policy that addresses the Authority's primary mission of

providing services to members of the flying public. In July, 1989, a Hangar Utilization Policy was considered by the Airport Authority Board but tabled at that time in an effort to first attempt to construct additional hangar space. The Airport Authority has a waiting list of potential hangar customers and the concern is that the Authority is, in fact, storing non-airworthy aircraft. This practice is leaving the Airport users, who appear to have a greater need, without hangar storage for their aircraft.

After much review, Airport staff has put together the proposed Hangar/Tie-Down Rental Policy. There would be an agreement for a term of one (1) year. It would be automatically renewable from year to year as long as the renter can demonstrate that their aircraft had passed an annual inspection in accordance with FAA. A "Grandfather Clause" has been added to the proposed rental policy whereby existing renters who do not have airworthy aircraft will have one (1) year to bring their aircraft into compliance. The Authority will also have the option to renew the agreement with that renter if efforts are being made to make their aircraft worthy or it would, in fact, have to be removed.

Richard Waldo, U.S. Border Patrol, had a question on item #8 in regards to liability insurance. Mr. Waldo has a government aircraft which carries no insurance policy to speak of. Selig stated that a statement from a superior that states that the Grand Forks International Airport and the Grand Forks Regional Airport Authority are not be liable for any damage to the aircraft or hangar space would be acceptable.

Other tenants argued the idea of having to carry insurance. Selig stated that a "waiver" or "hold harmless" would have to be on file in our office stating that the Airport is not liable for any damage to your aircraft. Weber also feels that the "waiver or "hold harmless" should be reviewed by the Airport Authority's attorney.

Tom Cochran, a T-hangar renter at the Grand Forks Airport, disagreed with some of the language in the proposed Hangar/Tie-Down Rental Policy and associated in the cover memo. His remarks were as follows:

"The purpose should read "to establish policy for the renting of hangar and tie down space to the public at the Grand Forks International Airport." This is a Federal funded airport and aircraft storage is considered an aviation activity according to the FAA. No person engaged in a lawful aviation activity maybe denied access to an Airport according to the North Dakota Century Code and the FAA Regulations. According to the proposed policy if your airplane doesn't fly then you are not a part of the "flying public" but to be equal to everyone it needs to state the "public"."



Selig stated that the access to airport facilities had to do with "flying access". The Grand Forks International Airport prohibits "access" to the Airport from a security standpoint because we do not allow the general public on the ramp areas.

Mr. Cochran went on to review the proposed rental agreement. He feels the following changes should be made:

- A. Under Conditions of Rental Agreement, #3 should be deleted. Mr. Cochran feels that this is totally out of order. "There is no precedents, or legal basis for this requirement. This was established in order to remove various people's aircraft from the Airport. It is absolute discrimination and violation of the Federal and North Dakota Century Code."
- B. #4 should be deleted because it is not necessary if #3 is deleted.
- C. #5 states "Hangars and tie-downs are to be used exclusively for airworthy aircraft". Mr. Cochran spoke to Milt Heupel, FAA Airports Engineer, and he stated that hangars are to be used for aircraft storage and that airworthiness has nothing to do with aviation activity of aircraft storage, according to the FAA regulations. Mr. Cochran added that he was going to send a copy of the proposed policy and a copy of his notes to Mr. Heupel for his review.
- D. #6 states "Maintenance or aircraft engines or extensive structural repairs in hangars or tie-down areas is prohibited". #6 should read "Maintenance of aircraft shall be limited to activities that do not cause risk to tenants or property. Normally maintenance is restricted to aircraft".
- E. #7 states "Tenants agree to abide by the Airport's rules, regulations and standards, FAA regulations, and local and state laws. #7 should read "Tenants agree to abide by the Airport Authority's rules regulations and standards. The tenants shall be furnished a copy of these rules. The Airport Authority has no powers to regulated rules and regulations except for its own." This is stated in the North Dakota Century Code #2-06-12.

Gary Ness, Director of Aeronautics Commission, referred Mr. Cochran to the next section of the North Dakota Century Code where it states that Airport Authorities can provide rules and regulations that are responsible in regards to the Century Code and FARs so the Airport Authority can provide regulations above and beyond what are in the Century Code under the Airport Authority Act. Mr. Cochran argued that the Authority cannot enforce FAA regulations or local and state laws. Gershman pointed

out that the Authority is not stating that they will enforce the regulations and laws. The proposed policy states that tenants will "abide" by the laws.

Mr. Ness stated that the agreement is between renter and the Airport Authority and the Airport management. Agreements are rules and regulations agreed upon by the renter when they are signed. It has nothing to do with the Century Code and what the Century Code says. The Century Code does state that the Authority has the right to make sure you are abiding by the FAA regulations and the Century Code as long as it is reasonable to the statutes and does not supersede those statutes.

Mr. Cochran pointed out that we are talking about hangar rental and not flying. He questioned why flying rules had to be agreed to if we are talking about hangar storage. Gershman pointed out that they wanted to make sure the aircraft fly because if they fly then they buy fuel and utilize the Airport.

Selig commented that there is an obligation by the Airport Authority to promote an atmosphere to follow the rules and regulations. The Airport has to be adamant about stating for the record, that we want people who follow the rules at the Airport. In an Airport this size, caution needs to be taken because, unlike general aviation airports, the Grand Forks International Airport does have air carriers requiring a higher degree of safety consciousness.

Mr. Cochran wanted to know what concern is it to the Airport Authority if he abides by the rules and regulations or not. Gershman pointed out that if you abide by the regulations then you should have no problem signing the rental agreement. Mr. Cochran stated that this is correct but he didn't want to sign anything that would come back to haunt him later. Gershman stated that this is exactly the Airport Authority's position. The Authority does not want it to come back and haunt them either.

- F. #8 states "Renters shall provide evidence of having purchased applicable fire, casualty and liability insurance coverage". Mr. Cochran feels it should state "Renters shall provide evidence of applicable fire insurance. Casualty and liability are normally included in aircraft policies which pertain to operation of the aircraft not hanger storage."
- G. #9 states "Aircraft owners shall be totally responsible for hangaring and tying down the aircraft in the T-hangars and ramp tie-down areas". Mr. Cochran feels it should read "Aircraft owner shall be responsible for hangaring in the T-hangars, tying down aircraft in the

tie-down area. Authority shall be responsible for hangaring in large hangar.

- H. Section F "Grandfather Clause" should be deleted because it would be impossible to provide if C3 and C4 were to be deleted.
- I. Section G "Abandoned Property/Authority's Right to Remove" should be deleted in its present form. It does not apply to the North Dakota Century Code. The policy of expelling people from the Airport simply because their airplane does not fly is illegal by the North Dakota and Federal Regulations. This practice denies these people their legal right to aviation activity. Mr. Cochran further stated that services cannot be removed from one and given to another. All persons must be treated uniformly. In section 2-06-11 of the ND Century Code it states:

"In each case the Authority may establish the terms and conditions and fix the charges, rentals, or fees for the privileges or services, which shall be reasonable and uniform for the same class or privileged or service and must be established with due regard to the property and improvements used and the expenses of operations to the Authority; provided that in no case may the public be deprived of its rightful, equal, and uniform use of the airport, air navigation facility, or portion of facility thereof."

Mr. Cochran went on to state that this proposal seems to be a lot of trouble just to gain 2 or 3 hangars. Airworthy aircraft do not necessarily have a greater need for a hangar. Besides being illegal Mr. Cochran feels that this is very poor business practice and that the real problem is the lack of hangar space. Over the years the airport has failed to correct this problem. Various excuses have been given to Mr. Cochran from there "being no land available" to "the Airport wants to have all hangar rent". The leasing of land was offered to Mr. Cochran at one time but the price was exorbitant (\$3,000 per year for a 50/50 lot). Mr. Cochran feels that land should be made available for private construction of hangars, especially if the Authority decides not to construct new hangars. This would probably satisfy the problem and encourage more activity at the Grand Forks International Airport and, therefore, people who live in the area would not have to drive to Grafton, Crookston and Larimore to store their aircraft. Home builders would move back on the field and buy parts and services from the Grand Forks International

the Authority should encourage activity rather than denying people service and requested that more T-hangars be built.

Gershman asked Mr. Cochran to define "aviation". Mr. Cochran stated that in this case "aviation" is aircraft storage in accordance with the definition stated by the FAA. Mr. Ness pointed out that when you quote one section of the regulations you also need to quote the second section. Mr. Ness stated that "aviation activity" can be looked upon in many ways. It can be a "storage of aircraft" and "working on aircraft". Again, the FAA is going to have to answer whether or not 18 months is sufficient time to put an aircraft together. There is no provision within the Aeronautics Commission Code that defines it down to that point.

Rich Altendorf, Aero Center One, Inc., added that regardless if you have an annual inspection the aircraft could still not be airworthy.

Gershman explained to the hangar tenants who are taking issue to the policy that the Authority is getting pressure from people who want to store their aircraft at the Grand Forks International Airport. The Airport does not have available space and, contrary to what is being said here today, developers have looked into putting up hangars on the Airport and decide not to for whatever reason.

Selig presented pictures of some of the non-airworthy aircraft that is occupying the hangars. He stated that these planes are not being worked on to his knowledge nor can they contact the people who own the equipment. Selig stated that we have to come up with policies that address the majority and establish an operating philosophy for the Airport.

Mr. Cochran and Mr. Dennis Bohn, added that last year they both expressed an interest in leasing land so that they could place a hangar on it. Tom Breton, Director of Operations at the time, told him that this was not possible. Gershman said that he was not aware of their interest in land and that they were misinformed.

Mr. Bohn quoted rates from other airports and questions why Grand Forks rental rates were so much higher than those areas. Selig stated that all rental rates are based upon what the community can afford to subsidize.

Gershman explained to the hangar tenants that we need to be concerned about the local needs. Mr. Cochran wants to know where he can build a hangar and how much would it cost? Selig said that he needs to make an appointment with him and that they would discuss it. Gershman stressed that they do want to build aviation at the Airport. Selig added that Mr. Cochran should send him a letter stating what size of building and methods of financing he would be interested in.

Johnson speculated that assuming that aircraft storage is an aviation activity, does this regulation go on to define what constitutes an aircraft? If a person proposes to store nothing but a tire, propeller and a cable in a hangar, does this constitute an aircraft that the Authority is required to store. Johnson submits that it may be the Airport Authority's purview to describe what is an aircraft. Mr. Cochran stated that a data plate certified by the FAA is an aircraft.

Paul Smith, hangar tenant, wanted to point out that even though an aircraft is being worked on at the Airport in a hangar, it may not be generating money from fuel because it is not air worthy but it is generating money for Aero Center One, Inc. in the way of purchasing parts for their aircraft, so money is being made. Mr Smith also stated that he was one of the people who put together a proposal approximately 5 years ago and looked at means of funding hangars but nothing developed.

Selig stressed that his approach was very development oriented and the Airport would not be building a \$2 million dollar air cargo ramp if it wasn't. The Airport Authority is interested in developing general aviation.

Mr. Smith continued by complementing the Airport Authority on the great job it is doing but he added that certain clients shouldn't be evicted simply because more hangar space is needed. The Airport is growing and, therefore, the answer is expansion.

Gershman responded by saying that the Authority Board does want to develop general aviation and the proposal for more T-hangars have been put out and they are looking for responses.

Brian Pfeiffer, hangar tenant, questioned how other North Dakota/Minnesota airports of this size are handling policies for T-hangars. Selig remarked that there weren't many T-hangars in the area and it varies but they do have rental agreements along with rules and regulations along with minimum standards. We currently do have rules and regulations but, unfortunately, they are not in writing and may have been arbitrary established in the past. The Authority is trying to apply modern management methods to this Airport. Selig also added that it was his goal to direct the Airport so that it is run as professionally as possible and to meet everybody's needs but to also make sure that everything is done in a professional manner.

Mr. Bohn remarked about the new billing policy. He couldn't understand why the tenants should have to use a Texaco credit card if they paid their bills on time. Gershman pointed out that this new procedure was not to be taken personally, it was just a matter of time management in the billing department. Mr. Bohn then stated that the line service at the Grand Forks was not comparable to some of the other airports in North Dakota. Selig suggested that if he had any complaints in regards to the line services to please address them to Steve Johnson, Director of Operations.

Gershman pointed out that if there is a problem or complaint at the Grand Forks International Airport that problem needs to be addressed to management and not someone who has no direct involvement with the Airport.

Mr. Ness wanted to address some of the issues Mr. Cochran pointed out. First, Webster's definition of an aircraft is a vehicle that is designed to go through the air. Secondly, there are hangar agreements at other airports and Mr. Ness was surprised to hear that the Grand Forks International Airport didn't already have one. Mr. Ness also added that the Grand Forks Airport Authority is taking the right steps in developing the rental agreement.

Gershman concluded by thanking everyone for their input and that their concerns would be considered.

#### **T-HANGAR REPORT AND POTENTIAL HANGAR REVENUE REPORT**

First, Johnson wanted to add that he has had one inquiry from a David Lane, who is on the waiting list for a T-hangar at the Grand Forks International Airport, who expressed an interest of possibly having more hangars built by private investors. Johnson went on to state that when Selig heard about this he requested a meeting with Mr. Lane.

Johnson moved on to state that currently the Airport has 5 T-hangars and they are all full. There are 37 renters. The rates are currently running from \$59 to \$133 depending on what hangar you are in and what you have in the hangar. This amounts between \$.06 and \$.09 per square foot of hangar ground site. There are 15 people on a waiting list at this time. Of the 15 people 11 are currently using tie-downs at the Airport. Johnson researched rates at other local airports. His research showed from a low \$40 at Crookston to a high \$200 at Bismarck. All Airports in the area have a waiting list with the exception of Warren, MN.

When Johnson spoke to the different airports, they many admitted that the T-hangars were built at an operating loss. A few quotes were presented to the Authority Board. To finance this project for 20 years it would cost the Airport approximately \$250 dollars a month per T-hangar. Other options are being considered and Johnson will present them at July's Authority Board Meeting. Also, Johnson stated that he was checking into the possibility of FAA funding for some of the apron/taxiway for the T-hangars to lower costs.

Johnson advised that he had done a survey with the 15 people on the waiting list. Johnson was able to get a hold of 9 people from the list and of the 9 people, 5 said they would pay up to \$145 per month if we build more hangars. Mr. Cochran remarked that the some of the old T-hangar tenants would consider moving into the new T-hangars leaving open old T-hangars which wouldn't cost as

survey be done with all T-hangar/tie-down renters so that we can determine what everyone's needs are.

#### REPORT ON HIGHWAY 2/AIRPORT DRIVE

Selig reported that he received a call from the North Dakota State Highway Department in Bismarck in response to his last letter and they stated that there has not been anything considered as a part of the plans for developing and improving the Highway 2/Airport Drive intersection. Selig asked that the Airport tenants write to the North Dakota State Highway Department in Bismarck requesting improvements to the intersection. Selig also stressed that the Airport Authority has been requesting improvements to the intersection since 1988.

#### PROJECT STATUS REPORT

Items were reviewed with no comment.

#### BOARDING COMPARISON/OPERATIONS COMPARISON/CARGO REPORT

Items were reviewed with no comment.

ADJOURN

Respectfully submitted,



Kathleen Donley-Hyman  
Temporary Board Secretary