

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

**January 19, 1995**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, January 19, 1995 at 5:00 P.M. with Chairman Tim Mutchler presiding. Present were members: Dave Molmen, Bill Coutts, City Council Representative, LaVern Babinchak; and staff Bob Selig, Executive Director; and Steve Johnson, Director of Operations.

**APPROVAL OF MINUTES**

It was moved by Molmen and seconded by Coutts to approve the minutes of the December 15, 1994 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**RESOLUTION #02-95  
"Approve Interspace Advertising Proposal"**

Marianne Lieberman, Interspace Advertising CEO, and Trish Ryan presented the Board with an overview and history of Interspace Advertising.

The initial capital investment would be over \$60,000.00. This investment will generate approximately \$218,000.000 over a 10 year period. Revenues at airports in the traffic range of Grand Forks have increased over 300%. The potential revenue for Grand Forks is anticipated at a little over \$110,000.00.

The community has been researched for customer and advertiser needs. Marketing will be done locally, regionally and nationally.

The question was posed by Mutchler on the handling of expired contracts. Lieberman explained that contracts can be locked into with a rate protection or contracted year to year.

Construction time takes approximately 8 to 10 weeks and would begin between May 15 and June 15, 1995.

It was moved by Molmen and seconded by Coutts to accept and approve the Interspace Advertising Proposal. ACTION TAKEN: Motion carried unanimously

**AGENDA BUSINESS/DISCUSSIONS:**

**"Update On Administration Building Project"**

Gary Johnson of Laffen & Johnson updated the Board on the administration building project.

Major changes noted will be:

Downstairs - Telecon equipment room moved due to elevator. Bathroom and Board room doors widened and bathroom fixtures changed to become ADA compliant

Upstairs - Replace handrails (too low and wrong gripping surface). Exit for elevator into lobby, move out wall between current reception area and lobby and enclose area, remove drinking fountain, widen doors to offices to become ADA compliant. The project also called for recarpeting the entire building.

Total costs would be approximately \$127,500.00

Construction would begin the end of April depending on funding and bids.

## **ADJOURN**

Respectfully submitted,

Patti Linstad  
Board Secretary

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

**February 16, 1995**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, February 16, 1995 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Bill Coutts, Douglas Norby; City Council Representative, LaVern Babinchak; and staff Bob Selig, Executive Director; and Steve Johnson, Director of Operations.

**APPROVAL OF MINUTES**

It was moved by Norby and seconded by Coutts to approve the minutes of the January 19, 1995 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**AGENDA BUSINESS/DISCUSSIONS:**

**"Phase 2 Fuel Farm Project"**

Selig presented an update on phase 2 of the Fuel Farm Project. Ulteig Engineering suggested that quotes be obtained from the original phase 1 contractors and a change orders be issued. The project will go to bid if quotes are not within range. The new estimate is \$330,000.00 and there is approximately \$100,000.00 left from the 1994 bond issue.

Steve Synhorst, Ulteig Engineers gave an overview of the project.. Two 1200 gallon tanks, one for unleaded The project will go to bid if quotes are not within range and one for diesel, have been added to the plans, along with two fueling islands, and the installation of an oil water separator. There will also be space available to add glycol storage in the future.

**"Master Plan Update"**

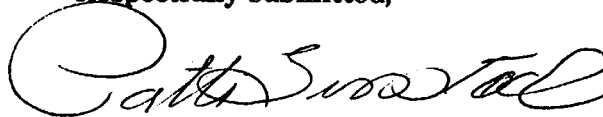
Steve Wagner, Coffman and Associates gave an update on the project. Information presented was on chapter three, facility needs. This combines the areas of airfield requirements, terminal requirements and other land side facilities i.e. hangars, air cargo etc.

Briefly covered were the issues of access, airport support facilities, and curb frontage.

The next update will be the analysis of airport development alternatives.

**ADJOURN**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Patti Linstad".

**Patti Linstad  
Board Secretary**

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

**March 16, 1995**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, March 16, 1995 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Bill Coutts, Douglas Norby; Dave Molmen; Authority Attorney, Don Olson; City Council Representative, LaVern Babinchak; and staff Bob Selig, Executive Director; and Steve Johnson, Director of Operations.

**APPROVAL OF MINUTES**

It was moved by Coutts and seconded by Norby to approve the minutes of the February 16, 1995 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**FINANCIAL UPDATE**

Selig reported that the audit has been completed and a review meeting with Brady, Martz is scheduled. Results should be ready for presentation to the Board at the April meeting along with the 1994 year end report.

**RESOLUTION: #03-95**

**"Approve Water System Study By Webster Foster Weston"**

Selig gave an overview of the Airport water flow situation. Fire hydrants on the Airport have been tested and have a flow of approximately 24,000 gallons per minute. In order to meet fire code for buildings the size of the aircraft maintenance building and the Federal Express vehicle garage, water flows need to be approximately 35,000 gallons per minute. The two main concerns are the age of the system and inadequate water delivery.

Resolution #03-95 will allow a study to determine on and off airport costs, what the standards are, review the code, along with the existing facilities, to make sure that the water flows are correct. WFW is prepared to have preliminary information to the Board by April 20th and will have the final study done for Board review at the May 18th Board meeting.

Coutts suggested that Ken Vein and a representative from the Fire Marshals office come to one of the next Board meetings to update the Board on this issue.

It was moved by Norby and seconded by Coutts to approve Resolution #03-95. ACTION TAKEN: Motion carried unanimously.

It was suggested that Don Olson, along with one of the City's appointed Board members, meet with the City Attorney regarding this issue. It was moved by Molmen and seconded by Norby to support Don Olson meeting with the city's attorney. ACTION TAKEN: Motion carried unanimously.

Molmen and Coutts volunteered to assist Olson with the meetings with the City attorney.

Selig also reported that there is approximately \$69,000.00 worth of projects that are being put on hold. There has been some financial impact associated with Frontier leaving along with the unexpected replacement of the parking lot computer and snow removal equipment repair. A report will be formulated and brought back to the board at a later date.

#### **RESOLUTION #04-95**

#### **"Confirmation Of Patti Linstad As Secretary To The Airport Authority Board of Commissioners"**

It was moved by Molmen and seconded by Norby to approve resolution #04-95 to confirm the appointment of Patti Linstad as the secretary to the Board of Commissioners, as is outlined in the Airport's Policy and Procedure Manual, at a grade level 18B. ACTION TAKEN: Motion carried unanimously.

#### **DISCUSSIONS:**

**1. Retirement Program update:** Selig gave an update on the City's Defined Benefit Program. The recommendation is that the City start a process that will phase out the defined benefit program and implement a defined contribution program. The Airport will follow the same process but will have a separate defined contribution program for its employees. No new Airport employees will be put into the City's plan. Employees that are in the plan will have their total contribution deposited directly to the defined contribution program. The employer contribution will be split based on a formula where as part will be deposited to a defined benefit and part to a defined contribution program.

**2. Rules and Regulations Update:** Selig reported that Don Olson is reviewing the current rules and regulations. The draft will be completed by June 1st. After the document is reviewed by the Board, copies will be sent out to all tenants. Copies will be made available to the public and a 30 day period implemented for comments and suggestions.

**3. Personnel Manual Update:** Selig reported that the manual is being revised. The primary changes are to vacation, sick leave and holiday policies. A draft will be presented to the Board at the 20th meeting. If after the initial review the Board does not have any concerns it will be distributed to the employees. Comments and concerns from the employees will be addressed and a final draft presented to the Board for approval at the May 18th meeting.

#### **ADJOURN**

Respectfully submitted,



Patti Linstad  
Board Secretary

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

**April 20, 1995**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, April 20, 1995 at 8:00 A.M. with Vice Chairman Dave Molmen presiding. Present were members: Bill Coutts, Douglas Norby, Jim Weber, Authority Attorney, Don Olson; City Council Representative, LaVern Babinchak; and staff Bob Selig, Executive Director; Steve Johnson, Director of Operations and Mary Jo Crystal, Director of Finance/Administration.

**A. APPROVAL OF MINUTES**

It was moved by Coutts and seconded by Norby to approve the minutes of the April 20, 1995 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. FINANCIAL UPDATE**

1. 1994 Audit Report - Ron Johnke from Brady Martz gave the Board a brief overview of the 1994 audit along with the Management Letter and recommendations. The audit opinion is that financial statements presented fairly in all respects as to the financial condition of the airport.
2. 1994 year end report - Selig reported that both the year end operating revenue and year end operating expenses were over budget as a result of a 10 month delay in transferring the fuel. Parking lot revenues are over budget with commissions under budget. A detail report will be completed for the Board by the May meeting.

Johnson reviewed the aircraft operations, fuel sales, work orders and preventive maintenance procedures for the year.

**C. BID AWARDS FOR PHASE II OF THE FUEL FARM PROJECT:**

**RESOLUTION: #05-95  
"Accept Bids On Fuel Farm, Phase II"**

Coutts moved approval of Resolution #05-95, Norby seconded. ACTION TAKEN: Motion carried unanimously.

**D. PERFORMANCE MANAGEMENT UPDATE:**

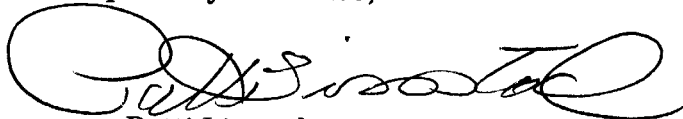
Selig reviewed the status of the Performance Management/Quality Improvement Program. In the future, quarterly reports to the Board will be given by the team leaders.

## E. DISCUSSIONS/PRESENTATIONS:

1. Personnel Manual Status - Selig presented the updates to the Personnel Manual. New areas added are guidelines for employees and supervisors with regards to conduct. Other areas highlighted were vacation, sick leave/sick leave pay back, and the "floating" day off. Recommendations will be taken to the employees for discussion, concerns noted and a final document presented to the Board for approval at the May meeting.
2. Rules & Regulations Status - Don Olson explained that the main objective of the document is to outline the rights and responsibilities of individuals using the airport and the enforcement of these rights and responsibilities. A draft will be completed for the Executive Director's review early in the week and passed on to the Board for their review. A public meeting and comment period will be held in June and results brought to the Board for final approval at the August meeting.
3. Approval of administration building project - Selig reported that the funding source for this project is coming from a bond reserve that was required to be set aside as part of the 1985 terminal bond issue. There is approximately \$202,000.00 coming back to the Airport Authority and upgrades to the administration building will be approximately \$135,000.00. Money from this fund will also be used to do some terminal upgrades such as wall coverings, the removal of the game room and old vending room, advertising upgrades and carpet in the waiting area.
4. Water Improvements Update - Selig reported that this issue is moving on track and a full report will be presented to the Board at the May meeting.
5. Master Plan Update - A brief summary was presented by Coffman and Associates regarding airport development alternatives.

## ADJOURN

Respectfully submitted,



Patti Linstad  
Board Secretary



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

**May 18, 1995**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, May 18, 1995 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Dave Molmen, Bill Coutts, Authority Attorney, Don Olson; City Council Representative, LaVern Babinchak; and staff Bob Selig, Executive Director; Steve Johnson, Director of Operations and Mary Jo Crystal, Director of Finance/Administration.

**A. APPROVAL OF MINUTES**

It was moved by Coutts and seconded by Molmen to approve the minutes of the April 20, 1995 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. FINANCIAL UPDATE:**

Mutchler noted that all financial information for April has been mailed to Board members.

**C. RESOLUTIONS:**

**#06-95 "Accept and Approve Securities Pledged for Repayment of Deposits"**

It was Moved by Molmen and seconded by Coutts to approve resolution #06-95. ACTION TAKEN: Motion Carried.

**#07-95 "Accept bids on Administrative Building ADA Remodeling".**

Selig pointed out that to fund this project an amount of approximately \$90,000.00 would be needed out of reserves. Molmen posed the question as to what the impact would be if this project was deferred. Selig replied that the impact would not be any different by waiting a year.

It was moved by Molmen and seconded by Coutts to approve resolution #07-95. ACTION TAKEN: Motion Carried.

**#08-95 "Approve Taxiway Alpha Change Orders"**

Coutts moved approval of resolution #08-95. Molmen seconded. ACTION TAKEN: Motion Carried.

**#09-95 "Approve Personnel Management Plan"**

Selig reported that the employees have reviewed the Plan and in order to keep the sick leave pay back and extra week of vacation, have made an offer to reduce the accumulated sick leave from 14 days to 10 days. The four day reduction more than exceeds costs associated with sick leave pay back. Since the four days have more of

an impact on newer employees Selig recommended that sick leave be reduced by two days.

Molmen moved approval of resolution #09-95. Coutts seconded. ACTION TAKEN: Motion carried.

**#Resolution 10-95 "Authorization to Proceed with Rules, Regulations, and Minimum Standards.**

Selig reported that drafts have been completed and sent out to Board members. The resolution also authorizes Don Olson to work with the City Attorney on developing recommendations for City Council to clean up the Airport/City ordinances.

It was moved by Coutts and seconded by Molmen to approve resolution #10-95. ACTION TAKEN: Motion Carried.

**DISCUSSION:**

Molmen commented that it is important to continue efforts with the Air Base regarding joint use.

Selig commented that the desired result is to continue the flying mission at the Base and that the Airport is continuing to work on a Joint Use Agreement with Air Force officials.

Molmen moved that a resolution be drafted directing the Executive Director to complete the Base Joint Use study. Coutts seconded. ACTION TAKEN: Motion carried.

**ADJOURN**

Respectfully submitted,

Patti Linstad  
Board Secretary

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

**June 15, 1995**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, June 15, 1995 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Dave Molmen, Bill Coutts, Douglas Norby, Authority Attorney, Don Olson; City Council Representative, LaVern Babinchak; and staff Bob Selig, Executive Director; Steve Johnson, Director of Operations and Mary Jo Crystal, Director of Finance/Administration.

**A. APPROVAL OF MINUTES**

It was moved by Norby and seconded by Coutts to approve the minutes of the May 18, 1995 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. FINANCIAL UPDATE:**

1. Crystal reviewed the parking lot revenues, balance sheet information, statement of expenditures and revenues and statement of income and expense compared to budget. The impact of Frontier leaving was noted. An overview of bond information was reported.

**C. RESOLUTIONS:**

**#11-95 "Accept and Approve Securities Pledged for Repayment of Deposits"**

It was Moved by Norby and seconded by Coutts to approve resolution #11-95.  
ACTION TAKEN: Motion Carried.

**#12-95 "Approve Rules and Regulations"**

Selig reported that information has been sent to the Board from the two public hearings that were conducted. It was recommended that the Rules, Regulations and Minimum Standards be approved. Concerns were voiced by Board members that policy was not followed due to the lack of Board members at the public meetings.

Olson advised that the two meetings previously held be considered preliminary to final public meetings at which time Board members be present. Discussion followed on conducting other meetings. Babinchak commented that there are City Ordinances that have not been approved regarding the Rules and Regulations and until approved, enforcement would be difficult.

Molmen moved that the Rules, Regulations and Minimum Standards be tabled until the July 13th Board meeting. Coutts seconded. ACTION TAKEN: Motion carried unanimously.

**#14-95 "Authorize Disposition of Surplus Property"**

Norby moved approval. Coutts seconded. ACTION TAKEN: Motion Carried.

**D. DISCUSSIONS/REPORTS:**

1. **Accounts Receivable Finance Charges:** Selig reported that all lease holders have been notified that the finance charge provisions would be enforced and that all accounts are being reviewed.
2. **Water Study:** Tom Hanson, WFW, reviewed the existing distribution system, needed fire flow calculations and requirements for all buildings. Potential solutions were also addressed.
3. **Car Rentals Wall Coverings:** Sheri Storbakken, Manager of Avis Rent A Car addressed the issue of wallpaper being hung in and around the car rental counter. Neutral colors are being requested in order to keep separate identities for each rental agency. It was to agree to by the Board to use a neutral color for the rental agencies counter.

**ADJOURN**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Patti Linstad', written over a large, stylized circular flourish.

Patti Linstad  
Board Secretary

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

**July 13, 1995**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, July 13, 1995 at 7:00 P.M. with Chairman Tim Mutchler presiding. Present were members: Bill Coutts, Douglas Norby, Authority Attorney, Don Olson; City Council Representative, LaVern Babinchak; and staff Bob Selig, Executive Director; Steve Johnson, Director of Operations and Mary Jo Crystal, Director of Finance/Administration.

**A. APPROVAL OF MINUTES**

It was moved by Coutts and seconded by Norby to approve the minutes of the June 15, 1995 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. RESOLUTIONS:**

**#12-95 "Approve Rules and Regulations"**

Resolution #12-95 approves Rules and Regulations as written with changes noted as follows:

- Clarification of section 3.0 regarding the remuneration and commercial activity comments.
- Re-word section 3.07 so as to be more consistent regarding commercial services.
- Amend section 3.09 to add helicopters landing in grass for emergencies and special training conditions.

It was Moved by Coutts and seconded by Norby to approve resolution #12-95 with the recommended changes. ACTION TAKEN: Motion carried unanimously.

**#13-95 "Approve Minimum Standards"**

Resolution #13-95 approves the Minimum Standards as written with the changes noted as follows:

- Independent pilots will have 90 days to work out an agreement with the FBO or to put together a proposal to meet Minimum Standards.
- Section 1.07, regarding insurance requirement of state vehicles, will be reviewed.

Selig noted that the Airport Authority is open to any valid proposals with regards to any part of the Minimum Standards and will make amendments as necessary or needed.

It was Moved by Norby and seconded by Coutts to approve resolution #13-95 with the recommended changes. ACTION TAKEN: Motion carried unanimously..

**#16-95 "Accept and Approve Securities pledged for repayment of deposits"**

It was Moved by Norby and seconded by Coutts to approve resolution #16-95 .  
ACTION TAKEN: Motion Carried.

**#17-95 "Authorizes the Executive Director to approve 1st National Bank's  
Certificate of Resolution Authorizing Execution of Wire Transfer  
Agreement".**

It was Moved by Norby and seconded by Coutts to approve resolution #17-95.  
ACTION TAKEN: Motion Carried.

**C. FINANCIAL UPDATE:**

Crystal addressed the cover memo attached to the financial information distributed to the Board. Operating revenues are 8.35 % under budget, year-to-date operating expenses are 3.24% under budget and year-to-date revenues, before depreciation, are \$76,369. The Parking lot revenue is 6.72% under budget.

**D. DISCUSSIONS/REPORTS:**

**1. Quarterly Performance/Quality Improvement Updates:**

Selig gave an overview of the Airport goals that encompass all areas. Quality of work and time management are two areas that continue to be an ongoing goal. Other areas being improved upon are preventive maintenance, overall airport image, and office management efficiencies.

Crystal reviewed administrations financial goals:

1. An investment register has been established which is up to date and modified any time changes are made in the investment portfolio.
2. Bank reconciliations are being completed in a timely manner.
3. High balances are used in pledged collateral accounts each month instead of ending balances.
4. The finance charge policy of the airport has been addressed and tenants notified.

Also, payroll is now electronically transferred through 1st Bank System and the payables process has been streamlined to pay from statements versus invoices.

Fixed assets and depreciation needs to be discussed in more detail.

Shift Supervisors, Rick Audette and Ken Guenther reported that performance retention is being accomplished. A preventive maintenance program has been developed and training of all personnel is ongoing. Activities outside of the airport have been participated in to enhance public image and awareness of the airport.

Safety Specialist Wayne Wetzel reported on areas of FOD prevention and public image that have been successfully completed.

Safety Specialist Skip Rucinski reviewed areas of cost saving in preventive maintenance

**2. Pay Increase:**

Selig recommended that the pay increase specified in the budget, dependent on performance goals, now be implemented.

**ADJOURN**

Respectfully submitted,

Patti Linstad  
Board Secretary

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## **Grand Forks Regional Airport Authority**

### **Budget Work Session Meeting Minutes**

**September 7, 1995**

On September 7, 1995 the Airport Authority Board and the Airport Director's Staff held a budget work session to review the proposed 1996 budget. The meeting was called to order by Dave Molmen, Vice Chairman. Other persons in attendance were Board Members Jim Weber and Bill Coutts; Robert Selig, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Steve Johnson, Director of Operations.

Mr. Selig opened the meeting with a presentation of the following exhibits:

1. 1996 budget highlights
2. 1996 detailed capital budget
3. 1996 detailed grant funded capital improvements
4. Presentation of the proposed 1996 staffing plan including:
  - a. Airport positions and classifications
  - b. The 1995 organizational chart
  - c. The 1996 organizational chart
  - d. The operational reorganization process chart detailing the operational reorganization from 1993 through 1996.
  - e. The 1996 budget impact as the result of staffing changes

Previous to the budget work session the proposed 1996 budget was sent to all Authority Board members for review. After Mr. Selig's presentation the Authority Board members present asked several questions with regards to various line items on the detailed revenue and expenses budget exhibits. In addition, there was discussion on the items that had not been included in the budget. Mr. Selig recommended that the Board study and consider the following for 1996:

1. Establishment of a general aviation ARFF (Aircraft Rescue and Fire Fighting) response fee
2. Possibility of revising hangar rental schedules
3. Possible need for a compensation plan to be established through the Wyatt Company as was planned in 1994 with the development of the Performance Management Plan
4. Further funding to continue air cargo and intermodal developments was not included in the 1996 budget. The funds necessary to continue development are unknown at this time until after studies are completed.



In Conclusion Mr. Selig indicated that he believes that the Airport Authority staff had produced an excellent budget for the Authority in 1996. He further believes that expenses and fee increases have been kept to a minimum, improvements to the airport have been increased, and that the 1996 budget predicts that the airport and the Airport Authority will continue to operate "in the black" for 1996 as it has for the past 7 years.

With that, Vice Chairman Molmen adjourned the meeting.

Respectfully submitted,

Mary Jo Crystal, Director of Finance/Administration(Acting Airport Authority Board Secretary)

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

**September 21, 1995**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, September 21, 1995 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Bill Coutts, Jim Weber, Dave Molmen; City Council Representative, LaVern Babinchak; and staff Bob Selig, Executive Director; Steve Johnson, Director of Operations and Mary Jo Crystal, Director of Finance/Administration.

**A. APPROVAL OF MINUTES**

It was moved by Molmen and seconded by Weber to approve the minutes of the July 13, 1995 Authority Board meeting and the September 7, 1995 Budget Work Session meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. RESOLUTIONS:**

**#19-95 "Approve 1996 Budget"**

It was moved by Molmen and seconded by Weber to approve Resolution 19-95.  
ACTION TAKEN: Motion carried unanimously.

**#20-95 "Official Airport Name"**

Selig stated that the Airport Authority needs a resolution on file that confirms the official name of the airport as the Grand Forks International Airport.

It was moved by Weber and seconded by Molmen to approve Resolution 20-95.  
ACTION TAKEN: Motion carried unanimously.

**#21-95 "Approve Operating Agreement with Nodak Flying Club"**

Selig reported that the Airport Authority has been in negotiations with the Nodak Flying Club since the approval of the Rules, Regulations and Minimum Standards. This agreement is now ready to sign.

It was moved by Weber and seconded by Molmen to approve Resolution 21-95.  
ACTION TAKEN: Motion carried unanimously.

### **C. FINANCIAL UPDATE:**

Crystal reported that year to date operating revenue is under budget by approximately 8%. The operating expenses are 5.5% under budget and the year to date revenue before depreciation is \$676,000.00. Crystal stated that this is high but as of the first of October there are two bond payments due.

### **D. DISCUSSIONS/REPORTS:**

#### **1. Master Plan Update:**

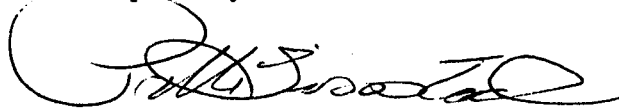
Selig reported that the Master Plan is in final review. The main changes in the plan are the expansion in the air cargo areas, expansion of T-Hangars and land set aside on the left side of the airport for a new terminal.

#### **2. Retirement Plan Update:**

Information was forwarded to Board members prior to the meeting. Selig is meeting with Roy Lunde, and John Schmisek on the program and Brady, Martz has retained an attorney to look at the defined benefit portion of the retirement fund.

### **ADJOURN**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Patti Linstad', is written over a large, faint circular stamp or watermark.

Patti Linstad  
Board Secretary

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

**November , 1995**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, November 16, 1995 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Jim Weber, Dave Molmen & Douglas Norby; City Council Representative, LaVern Babinchak; County Commission Representative, Bob Woods and staff, Bob Selig, Executive Director; Steve Johnson, Director of Operations and Mary Jo Crystal, Director of Finance/Administration.

**A. APPROVAL OF MINUTES**

It was moved by Mutchler and seconded by Norby to approve the minutes of the September 21, 1995 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. RESOLUTIONS:**

**#21-95 "Approve Purchase of Land"**

Selig reported that negotiations have been completed with the Larivee family on the purchase of their 13.59 acres for \$103,000.00. A purchase agreement has been drafted with a closing date of on or about the 15th of December. It was moved by Weber and seconded by Molmen to approve Resolution 21-95. ACTION TAKEN: Motion carried unanimously.

**#22-95 "Approve Pledged Securities"**

It was moved by Norby and seconded by Weber to approve Resolution 22-95. ACTION TAKEN: Motion carried unanimously.

**#23-95 "Approve DBE Goals"**

Selig reported that resolution 23-95 meets a requirement with regard to the Airports FAA grant process. The three year goals for Airport Concessions are:

October 1, 1995 - September 30, 1996	12.20%
October 1, 1996 - September 30, 1997	12.25%
October 1, 1997 - September 30, 1998	12.28%

It was moved by Molmen and seconded by Norby to approve Resolution 23-95. ACTION TAKEN: Motion carried unanimously.

**#24-95 "Approve Establishment of a Defined Contribution Program & Freezing of Defined Benefit Program"**

Selig reported that the Airport has been working with the City, over the last year, to resolve the Airport's underfunded portion of the City's defined benefit program, and the phasing out of the Airport from this program. Through Brady, Martz & Associates, the Airport has retained an attorney to work with Don Carlson, the City's attorney, to assist in providing some separation between the City and the Airport Authority regarding the defined benefit plan and also assist the Airport in developing a defined contribution plan. The Authority's attorney reports that the direction the Airport Authority should be taking is to freeze airport employee and employer contributions to the City's defined benefit plan. As soon as defined contribution plan details are completed all of the employer and employee dollars for airport employees will go into the Airport's defined contribution plan. Once defined benefit plan contributions are frozen the employees that are part of that City's plan, upon retirement, would receive a portion of their money from the City's defined benefit plan and the balance from the Airport's defined contribution plan.

It was moved by Molmen to approve resolution 24-95 with the provision that any issues raised by the City or Airport employees be considered by the Board before moving forward. He also recommended approval on the condition that before finalizing this process the Board receive another report. Further, Norby requested that all employees sign a statement of understanding that they agree with the direction being taken. Motion was seconded by Norby. ACTION TAKEN: Motion carried unanimously.

**C. FINANCIAL UPDATE:**

Crystal reported that year-to-date revenue is down as are expenses. The year to date net revenue before depreciation is \$244,647.00. Commissions are 6% above budget. The operating expenses are 5.5% under budget and the year to date revenue before depreciation is \$676,000.00.

**D. DISCUSSIONS/REPORTS:**

**1. Airport Entrance Sign:**

Lonnie Laffen, of JLM, Ltd. presented a proposal on possible changes to the sign located at Airport Drive entrance. Changes would be made to the base and the sign would be designed to match the brick and space frame on the terminal building. The interior of the sign would be hollow and filled with flood lights to light the space frame. Each individual letter would be backlit by neon.

After discussion, it was decided to table the project until more information was received.

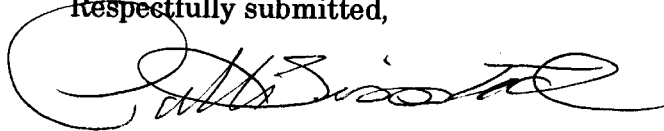
**2. Terminal Observation Addition:**

Lonnie Laffen proposed placing the old tower cab beside the restaurant and using it as additional restaurant seating space and visitor observation area.

After some discussion it was moved by Molmen and seconded by Norby to develop the project with the stipulation that it be used for educational purposes and not as part of the cafe. ACTION TAKEN: Motion carried unanimously.

**ADJOURN**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Patti Linstad', written over a large, loopy circular flourish.

Patti Linstad  
Board Secretary

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

**December, 1995**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, December 21, 1995 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Jim Weber, Dave Molmen & Bill Coutts; City Council Representative, LaVern Babinchak; County Commission Representative, Bob Woods; Authority Attorney, Don Olson and staff, Bob Selig, Executive Director; Steve Johnson, Director of Operations and Mary Jo Crystal, Director of Finance/Administration.

**A. APPROVAL OF MINUTES**

It was moved by Weber and seconded by Molmen to approve the minutes of the November 16, 1995 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. RESOLUTIONS:**

**#25-95 "Approve Construction of New Airport Entrance Sign"**

Selig reported that funding is available for this project but recommended tabling both resolution # 25-95 and resolution #26-95 (Terminal Observation project). After some discussion it was decided to approve #25-95 and table #26-95 until possibly the first quarter of 1996. It was moved by Coutts and seconded by Weber to approve #25-95 ACTION TAKEN: Motion Carried Unanimously.

**#27-95 "Amendment to Personnel Management Plan for New Retirement Program"**

Selig reported that the Defined Contribution Plan has been put together with the assistance of the Authority Attorney, Brady, Martz and FNB Securities. The next step will be to sign up employees and put the plan into effect by January 1, 1996. Molmen asked about the implications of initiating the plan before we have resolved the Authority's situation with the City. Don Olson stated that there is no legal objection to establishing a new plan. There is however some liability associated with the freezing of benefits into the City plan. It was recommended by Olson to approve the new plan, freeze the benefits in the old plan and work out the details with the City in the mean time. After some discussion it was moved by Molmen and seconded by Coutts to approve #27-95. ACTION TAKEN: Motion Carried Unanimously.

### **C. FINANCIAL UPDATE:**

Crystal reported that revenues and expenditures are under budget based on Frontier leaving. Year to date net revenue before depreciation is \$334,023.00. The budgeted figure for that amount was approximately \$155,000. The significant difference is due to the return of the Bond Reserve Fund from the City. Commission revenue continues to exceed budget with unleaded fuel sales up significantly.

### **D. DISCUSSIONS/REPORTS:**

#### **1. Air Service Presentation (Kiehl, Hendrickson Group):**

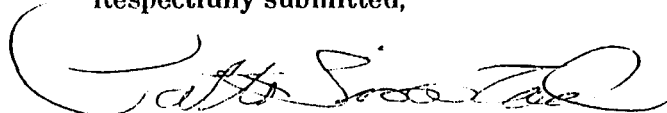
Selig introduced Mike Bown of Kiehl, Hendrickson Group who presented a baseline study of air service for Grand Forks . The presentation covered four areas:

1. Industry overview
2. Grand Forks and how it relates to other similar communities
3. What Northwest is doing in the midwest.
4. Overview of potential air service development

Copies of the presentation were handed out to Board members and City representatives.

### **ADJOURN**

Respectfully submitted,



**Patti Linstad  
Board Secretary**