

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

**January 25, 1996**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, January 25, 1996 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Jim Weber, & Bill Coutts; 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 Coutts to approve the minutes of the December 21, 1995 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. YEAR END FINANCIAL REPORT:**

Crystal reported that revenues and expenditures have been under budget all year. Commission revenue is over budget by approximately 6% and fuel sales are significantly over budget. It was also pointed out that the reason maintenance of buildings and grounds expenses are above budget is that there is approximately \$36,000.00 of janitorial services that were mis-coded. This figure should show in contractual services. Non-operating revenues are about 136% over budget due to a refund of bond reserves from the City.

**C. RESOLUTIONS:**

**#01-96 "Increase Employee Contributions to the Defined Contribution Retirement Plan"**

Selig reported that the employees signed a petition requesting that 6% of their salaries be contributed to the Defined Contribution Retirement Plan for 1996. This amount was previously being contributed to the City's Defined Benefit Plan and has no bearing on the Authority's 4% contribution to the plan. It was moved by Coutts and seconded by Weber to approve #01-96 ACTION TAKEN: Motion Carried Unanimously.

**#02-96 "1996 Hangar Fee Schedule for New Tenants"**

Selig reported that the recommendation is to continue using the existing rental rates for the current tenants. For new tenants, the recommendation is to use a simplified and consolidated hangar rental rate schedule. As there is turnover in the hangars the new hangar rates will gradually take affect.

After some discussion it was decided that the new fee schedule will be adopted for all hangar and tie-down tenants with the 1997 budget. It was moved by Coutts and seconded by Weber to approve the amended #02-96 resolution. ACTION TAKEN: Motion Carried Unanimously.

#### **D. DISCUSSIONS:**

##### **1. Proposed FedEx Expansion**

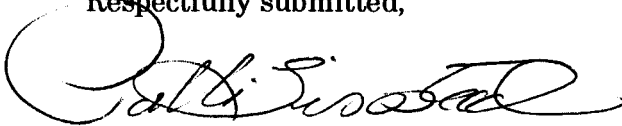
Selig gave a brief overview of his November meeting in Minneapolis with FedEx. FedEx wants the project completed by December, 1997. They requested that the Authority arrange for funding and that FedEx would sign a long term lease agreement. Bidding should begin this summer.

##### **2. Air Base Joint Use**

Selig reported that the joint use negotiations are still ongoing. A runway is needed for air cargo and existing facilities in the region need to be explored in order to develop new industry and expand the air cargo concept. Mutchler and Selig will be meeting with Air Force officials in February in Washington, DC.

**ADJOURN**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Patti Linstad", written over a circular stamp or seal.

Patti Linstad  
Board Secretary

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

**February 15, 1996**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, February 15, 1996 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Bill Coutts; Douglas Norby; Dave Molmen; City Council Representative, LaVerne Babinchak and staff, Bob Selig, Executive Director; Steve Johnson, Director of Operations; Mary Jo Crystal, Director of Finance/Administration; Jerry Aase, Shift Supervisor; Skip Rucinski, Safety Specialist and Gary Baker, Operations Supervisor.

**A. APPROVAL OF MINUTES**

It was moved by Coutts and seconded by Norby to approve the minutes of the January 25, 1995 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

Due to weather conditions the agenda format was changed to allow operations personnel to get out on the field.

**D. DISCUSSIONS:**

**1. Team Performance Management Presentations**

Selig gave an overview of the makeup of the performance management process. The presentations included a wrap-up of 1995 goals and goals for 1996.

Selig reviewed the Directors staff goals accomplished for 1995 and 1996 upcoming goals. (see attached)

Jerry Aase reported on the shift supervisors/technicians 1995 goals completed and 1996 upcoming goals. (see attached)

Skip Rucinski reported on the safety specialists team goals completed for 1995 and 1996 upcoming goals. (see attached)

## **C. RESOLUTIONS:**

### **#03-96 "Approve Crosswinds Restaurant Agreement"**

Selig reported that the Authority and Crosswinds management have been trying to work out a solution regarding the restaurants ongoing tax issue. The airport attorney has recommended that an addendum to the existing agreement be drafted and that this agreement be extended for another five years. The airport attorney will continue to work on a process of appeal regarding the tax issue. Molmen moved approval of resolution #03-96. Norby seconded. ACTION TAKEN: Approved Unanimously

## **D. DISCUSSIONS (cont.):**

### **2. Marketing:**

Selig gave a brief presentation on the need to create a marketing position within the Airport Authority. He pointed out that the mission of the airport is to provide services for the regional community and main areas of focus that need marketing attention are air service, international air cargo, domestic air cargo, foreign trade zone, intermodal program, industrial development, the restaurant and promotion of the Authority.

Coutts reminded the Board that these objectives need the assistance of the community and can not be accomplished by the Authority alone.

### **3. Authority Board Communication:**

Methods of communication between the Authority and the Board were covered by Selig. Weekly board packets, fax, telephone, miscellaneous mailings, monthly board meeting packets and meetings with individual board members are the main sources of communication. The Board was asked to review areas of communication and give feed back to the Authority staff.

## **E. OTHER BUSINESS:**

### **1. Mark Holy Concerns**

Mark Holy posed the question to the Board on the airport's status regarding the collection and payment of city tax. He was informed that city sales tax is collected on the airport. Secondly, he had a question regarding the terminology "fuel tax" used by the FBO on their invoices. Selig stated that that is a misstatement and a letter has been sent to the FBO reminding them that this is a user fee and to discontinue the use of the terminology "tax". Holy reported that he sent a letter to

the ND Tax Commissioner and a copy of their response will be forwarded to the Authority. Holy pointed out other items he felt were discrepancies in the FBO billing along with other areas of concern. He also addressed the complaint lodged against him by the FBO.

Selig suggested that Holy address his concerns in writing to Don Olson. He stated that the Authority can consider acting as a mediator once the facts are presented by both sides.

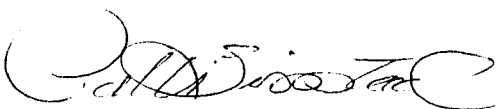
## **2. Airport Name Change**

Tim Burke and Clare Carlson request that the Board revisit their decision on the airport's name change and retain Mark Andrews as part of the name. Molmen gave an explanation on his personal thought process regarding this issue. He stressed that this was not an intentional slight on the part of the Authority towards Senator Andrews and again explained the marketing reasoning for the decision.

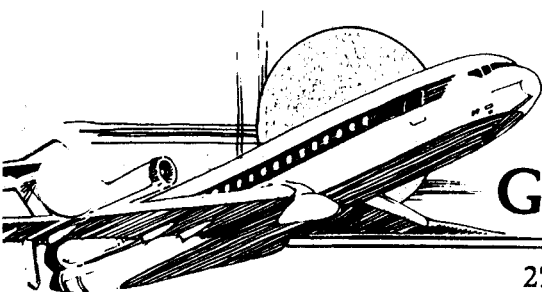
Coutts also addressed the issue. He stated that he felt that the Board would be in favor of considering other forms of recognition for the Senator on the airport.

**ADJOURN**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Patti Linstad", enclosed within a large, loopy circular flourish.

**Patti Linstad  
Board Secretary**



# Grand Forks Regional Airport Authority

2787 Airport Drive • Grand Forks, North Dakota 58203 • (701) 746-2580

## MEMORANDUM

**TO:** Airport Authority Board

**FROM:** Robert F. Selig, Executive Director

**RE:** Resolution #03-96 "Approve Addendum to Restaurant Management Agreement"

**DATE:** February 9, 1996

As some of you are aware, the Authority and Clean & Green, Inc. (Ron & Shirley Elder) have been attempting to reach a new agreement for the management of the airport's restaurant for several months. The primary thrust of our efforts has been to draft an agreement that accurately defines the airport restaurant as being owned and operated by the Airport Authority and is thus exempt from lease-hold interest taxes. After much effort, this group has been unable to draft an agreement that we are all comfortable with.

The areas of concern that make it difficult to write such an agreement are:

1. As you may recall, the original management agreement with Clean and Green was established in 1988, soon after the Airport Authority took over the operation of the airport. The City and County of Grand Forks interpreted this agreement as being a concession agreement, subject to lease-hold interest taxes. Don Olson, Authority Attorney, appealed this decision in 1993 to the County Auditor and the State's Attorney in a specific hearing as required under State law. To-date we have not received a determination from the County Auditor and the restaurant continues to receive annual tax statements that neither Clean & Green, Inc. or the Airport Authority have been paying. Generally, without a specific resolution to this issue it is difficult to write a new agreement that will not also be found in conflict with State tax determinations in the future.
2. The Airport Authority does not have enough financial information on, or a significant understanding of, the financial management methods associated with operating a restaurant. While Ron & Shirley have been very helpful in assisting us in understanding this industry, all agree that more time is needed to gather a history of actual financial information, review this financial history with our respective accountants, and to work together to develop any future mutually understood financial operating arrangements for the restaurant.

Thus, to allow time to gather this necessary information and to draft a more effective long term management agreement, we have agreed to extend the existing agreement and gather the necessary information as detailed in the attached resolution.

Authority Board approval of this direction is recommended.

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

**March 21, 1996**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, March 21, 1996 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Dave Molmen, Jim Weber, Bill Coutts, Douglas Norby, City Council Representative, LaVerne Babinchak and staff, Bob Selig, Executive Director; Steve Johnson, Director of Operations; Mary Jo Crystal, Director of Finance/Administration; and Gary Baker, Operations Supervisor.

**A. APPROVAL OF MINUTES**

It was moved by Coutts and seconded by Molmen to approve the minutes of the February 15, 1996 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. FINANCIAL/ADMINISTRATION REPORTS:**

**1. 1996 Year-to-Date Financial Report:**

Crystal reported that the operating revenue is slightly under budget and operating expenses are slightly over budget, but pointed out this is only two months of activity. Year-to-date revenue before depreciation is \$142,000.00.

**2. Administration's Performance Management Presentation:**

Crystal reviewed the 1995 performance goals completed and upcoming goals for 1996 (see attached).

**3. FBO Development Update:**

Selig gave the Authority's overview of the FBO development to date. The development plan began in 1990 and after the 1992 strategic planning process "fixed base operations" was added to the flow chart. During the planning meeting in 1992 the Authority decided to privatize the aviation fuel business as the Authority's part in establishing a new full service FBO and quality FBO services. In 1993 the Authority signed an agreement with Corporate Air of Billings, Montana who in turn negotiated an agreement with GFK Flight Support. In November of 1994 line operations were transferred to Flight Support.

After a year of operation, budget-to-actual is positive for ground rent due to increased rents. Commissions were lower than anticipated and fuel flowage was as expected. The first year netted a \$40,000.00 deficit, but Selig pointed out that this is not unusual for the first year of an operation such as this. In summary, Selig feels the Authority's FBO development plan is being successfully implemented.

Brent Siefert, General Manager of GFK Flight Support, reviewed Flight Support's past year. Upcoming Flight Support developments highlighted by Siefert included the bidding of transient aircraft services at the Air Force Base, working with the Grand Forks Regional Development Corporation on bringing in an aircraft refurbishing company and the Cirrus Corporation development.

Flight Support pumped 1.6 million gallons of fuel which is up 100,000 from 1995. A total of 5,577 airline refuelings were accomplished, all of which were completed on time causing no delays. Their maintenance department is conducting service checks on FedEx's 727, the flight school issued 47 pilot certificates and the charter department has added 7 new accounts with six company aircraft operating. Three additional FAA certifications have been obtained by Flight Support to include, Air Carrier Certification and repair and dealership licenses.

#### **C. Resolutions: #04-96 "Recognition of Former Senator Mark Andrews"**

Chairman Mutchler opened the meeting for comments on resolution #04-96 from the Board and then from the floor. Molmen introduced as an alternative to the proposed resolution that, in addition to dedicating the Automated Flight Services Station in the name of Senator Andrews that the east end of the field be recognized as the "Mark Andrews Field". Also, a mechanism be created whereby a plaque be erected and prominently located in the terminal building or other location that would recognize the Senator's contributions and also that a joint certificate along with the City Council be sent to the Senator.

Molmen also read into the record the resolution from the city and a letter received from Bruce Gjovik and Clare Carlson addressing this issue. (see attached)

After comments from the floor and some discussion the resolution was amended to read:

"In recognition of his significant contributions to aviation throughout the Grand Forks Region which, among other things, resulted directly in the FAA locating the Automated Flight Service Station at Grand Forks, the Grand Forks Regional Airport Authority hereby dedicates the Automated Flight Service Station building in honor of Senator Mark Andrews. Also that the official name of the airport be:

Grand Forks International Airport  
Mark Andrews Field

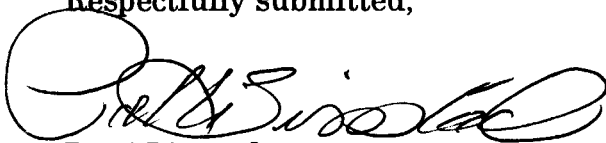


and that the official name be used on all documentation pertaining to the airport. Also, a plaque to this effect be placed in a public area in the terminal and letter of recognition be forwarded to the Senator."

Coutts moved approval of resolution #04-96. Norby seconded. ACTION TAKEN:  
Motion Carried Unanimously

**ADJOURN**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Patti Linstad", written over a circular stamp or seal.

Patti Linstad  
Board Secretary

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

**April 18, 1996**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, April 18, 1996 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Dave Molmen, Jim Weber, Bill Coutts; City Council Representative, LaVerne Babinchak and staff, Bob Selig, Executive Director; Steve Johnson, Director of Operations; Mary Jo Crystal, Director of Finance/Administration; Gary Baker, Operations Supervisor and Beth Radi, Account Clerk.

**A. APPROVAL OF MINUTES:**

It was moved by Coutts and seconded by Weber to approve the minutes of the March 21, 1996 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. FINANCIAL/ADMINISTRATION REPORTS:**

**1. Audit Report:**

Ron Johnke from Brady Martz reviewed the 1995 audit report. There were no concerns noted during the audit.

**2. 1996 Year-to-Date Financial Review:**

Crystal pointed out that the revenue and expenditure statement format has been changed to include last year's year-to-date information. Year-to-date operating revenue is on target for the first three months of the year. Parking lot receipts, hangar rents, fuel storage and building rents are ahead of budget. The terminal advertising is below budget. The operating expenses are over budget by 12%. Year-to-date net revenue before depreciation is just under \$400,000.00.

Crystal also explained 1st National Bank no longer pledges securities to individual agencies and the Authority is now in a pledged pool. Reports are received, certified from 1st National Bank, that in total the pledge pool is sufficient to cover all of the deposits.

**3. 1996 Detailed Capital Budget:**

Selig gave an overview of the detailed capital budget to date (see attached) including areas where changes are expected.

## **C. RESOLUTIONS:**

### **1. #05-96 "Bids on Ramp B Project"**

Selig reported that the Ramp B project and the water main project came in under budget. He recommended that the Ramp B project be awarded to Valley Contracting in the amount of \$393,470.00.

Molmen moved approval of resolution #05-96. Coutts seconded. ACTION TAKEN: Motion carried unanimously.

### **2. #06-96 "Bids on Water Main Project"**

Selig gave an update on the portion of the water main project to be completed this summer. This includes replacing the water main that runs from the Authority building south, to the end of the T-hangars and back to Airport Drive. The pipe size will be changed from 6 to 8 inches. Lowest bidder on this project was United Crane and Excavation of Grand Forks who came in with a bid of \$96,036.00.

Weber moved approval of resolution #06-96. Coutts seconded. ACTION TAKEN: Motion carried unanimously.

### **3. #07-96 "Approve Terminal Observation Area Addition" (#26-96 tabled in December)**

Weber moved to table resolution #07-96. Coutts seconded ACTION TAKEN: Motion carried unanimously.

Molmen mentioned that the project should be brought before the Board at a later date and a decision made this year as to how to use or dispose of the cab. He stated that the project has merit and should be done.

Bill Jackson, UND, expressed concern regarding this particular project and the project for the new proposed Airport Drive entrance sign. He mentioned the flooding situation in CAS's parking lots during spring thaw and summer rains. UND is of the opinion that situations such as the water issue in their parking lots be rectified before the "nice to have, eye wash" projects are done.

## **D. DISCUSSIONS:**

### **1. Airport Sign:**

Lonnie Laffen presented a design for the new Airport Drive entrance sign that includes the addition of Mark Andrews Field. Molmen stated that the entrance

needs to have something done to dress it up, but expressed concerns over the cost of the sign. Coutts suggested getting alternatives and comparisons to the present proposed sign.

Selig also suggested the size and location of the Mark Andrews plaque for the terminal. He proposed placing the two plaques that now hang in operations in the terminal along side the Andrews plaque.

## **2. Joint Use/Intermodal Development**

Selig reported that the operating agreement has been submitted to the Air Force for approval. He stated that an air cargo operator needs operating space and a building on airport grounds. He proposed three options: 1. The operator would build their own building. 2. Have private investors construct buildings on the airport and lease them. 3. The Airport Authority or a combination of the Authority, Economic Development Corporation and/or the City build a multi-purpose building in the Foreign Trade Zone and rent space. Coutts stressed the need for involvement by outside entities so that it does not become solely an Airport Authority project.

Selig reported on his and John Leeper's meeting with Burlington Northern in Minneapolis. Burlington was positive regarding the proposed intermodal development. Important contacts were made and pertinent issues discussed. Over all he felt the meeting was productive.

## **3. Marketing Plan:**

Selig presented a plan for future airport marketing needs (see Attached). He also informed the Board that Dorothy Radi accepted another position, but will continue to assist the Authority with special projects. Her position will be filled with an individual experienced in marketing to assist in developing market needs.

Weber stressed the importance of shuttle service development. Selig will meet with LaVerne Babinchak to explore options.

## **4. Retirement Plan Update:**

The City's actuary has quantified the Authority's responsibility to the City's pension plan. The retired employees, the current employees and the employer portions of the plan are all under-funded. Existing assets from the employer's portion have been moved to the retired and current employees portions of the plan. As a result they have come up with a number that indicates that the employer's portion is funded at 77%.

#### **5. 1996 Board/Staff Retreat:**

A retreat has been tentatively set for August 15. This retreat will be a combination of the budget work session, August board meeting, and orientation of the new Board member. A consultant will be brought in for strategic planning.

#### **6. T-Hangar Improvement by Renters:**

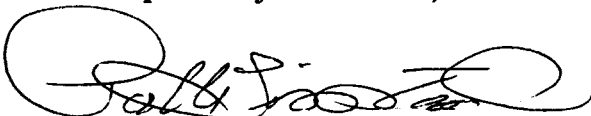
Selig indicated that Doug Norby, Board member, had requested permission to construct and pay for a new hangar floor in the T-hangar he rents from the Authority. He also indicated that the present Authority practice is to not permit T-hangar tenants to make personal improvements to the hangars. T-hangars are rented on a 30 day basis. Renters could get the impression that they had an equity interest in the hangar as a result of having personally paid for improvements. Allowing some tenants to make improvements could cause a conflict with those tenants who also feel that improvements are needed but can't afford it especially if the person who benefited is a Board member.

Weber suggested that the Authority do hangar improvements requested by a tenant and offset costs by charging the tenant additional rent. This way the Authority can monitor the quality and kind of improvements being made.

Mutchler suggested pursuing some options and bringing it before the Board again.

**ADJOURN**

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Patti Linstad', is written over a large, loopy circular flourish.

**Patti Linstad**  
**Board Secretary**

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

**June 19, 1996**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Wednesday, June 19, 1996 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Jim Weber, Bill Coutts; Doug Norby; City Council Representative, LaVerne Babinchak and staff, Bob Selig, Executive Director; Steve Johnson, Mary Jo Crystal, Director of Finance/Administration; Gary Baker, Operations Supervisor; Heidi Ward, Marketing Coordinator and Don Olson, Airport Authority Attorney.

**A. APPROVAL OF MINUTES:**

It was moved by Weber and seconded by Norby to approve the minutes of the April 18, 1996 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. FINANCIAL/ACTIVITY REPORTS:**

**1. Monthly Financial Report:**

Crystal reported that the operating revenue continues to be slightly under budget. Operating expenses are right on target and the year-to-date net revenue before depreciation is a little over \$450,000.00, due to the tax revenue received the first part of the year.

**2. Airport Activity Reports:**

Selig reported that passenger enplanments for the first quarter as compared to the first quarters of the last five years are down. Air Cargo is up considerably predominately due to FedEx bringing in a larger plane. Total airport operations, landings and take-offs reported by the control tower, are down. This reflects the decrease in activity by UND through the decline in student population and some of their operations taking place at smaller airports around the area. Parking lot receipts are up as are restaurant receipts.

**C. RESOLUTIONS:**

**1. #08-96 "Health Care Coverage for Regular Part Time Employees"**

Selig reported that resolution #08-96 would allow the Authority to offer health care benefits to regular part-time employees at 50% of the Authority's cost.

Coutts stated that this benefit needs to be part of the Authority's overall compensation package.

Norby moved to approve resolution #08-96. Coutts seconded. ACTION TAKEN: Motion Carried unanimously.

## **2. #09-96 "Republic Parking Agreement Extension"**

Selig recommended that Republic Parking's agreement be extended. Don Olson and he will put together an extension document. Republic has agreed to continue the management of the lot under the current agreement's conditions.

Weber moved approval of resolution #09-96. Norby seconded. ACTION TAKEN: Motion carried unanimously.

## **D. DISCUSSIONS:**

### **1. Intermodal Study & Implementation Plan:**

Selig reviewed the executive summary on the intermodal study completed by Leeper, Cambridge and Campbell. Major points of interest were addressed and recommended suggestions on how to proceed were discussed.

### **2. Regional Transportation Development**

Selig gave a report on regional transportation development modes being explored by the Authority. One area of concern is the lack of ground transportation and options are being looked at.

Another area of concern is the possibility of having to add more staff in the event the Intermodal concept is accepted. Possibilities discussed were using a private enterprise, or the Authority hiring a manager.

Dick Olson, Economic Development Corporation stressed the importance of transportation to the economic development of the region.

### **3. Infrastructure Capital Improvement Plan:**

Selig reported that the runway will need repair within the next five years. The airport will probably receive some AIP funding to rehab the runway. The runway can also be extended 10% if completed in conjunction with the rehab process. This will bring the runway up to 8200 feet.

Selig also stressed the need to resolve the storm water issue. Alternatives to this issue were also discussed.

Selig also reviewed the mill levy issue and stressed the need to begin the process and bring in local support. He will put together a presentation for the city and county. The Board feels that this issue should be addressed as an economic development plan not airport development. Selig stated that a lobbyist should be hired to take this to the state level. After some discussion the Board agreed city and county support need to be received before going to the state level. Mutchler stated that the Authority will not present this on a state level without support from the city and county and that a time limit needs to be set. After discussion the Board decided that Bob would approach the mayor with the idea and then present it to the city and county with a deadline of September 30 for receiving full support. If consensus has not been reached by this date, the infrastructure capital improvements listed would go unfunded.

#### **4. Discussion on T-Hangar Improvements:**

Selig proposed that the Authority take the ground site lease agreement and formulate a document that would allow a tenant with a five year T-hangar lease to make improvements to the hangar and amortize the cost of the improvements over a five year period. Improvements would belong to the airport, but the leasee would have a longer period to recover costs. If the tenant has no further need for the hangar they could sublet the hangar for the remainder of the five year period. Don Olson is reviewing such a document and the Board was in agreement to proceed.

#### **5. Entrance Sign Alternatives:**

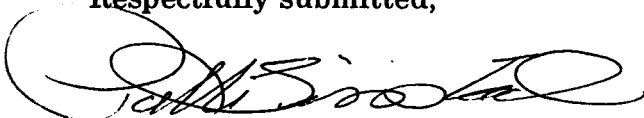
No report.

#### **6. August Planning/Board Meeting:**

Selig stressed the need for a planning meeting and suggested that the August Board meeting be used to accomplish this. August 22nd was decided on as the date to hold the August planning/board meeting.

**ADJOURN**

Respectfully submitted,



**Patti Linstad  
Board Secretary**



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

**July 18, 1996**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, July 18, 1996 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Jim Weber, Bill Coutts; Dave Molmen; City Council Representative, LaVerne Babinchak and staff, Bob Selig, Executive Director; Steve Johnson, Director of Operations; Mary Jo Crystal, Director of Finance/Administration; Gary Baker, Operations Supervisor; Rick Wockovich, Safety Specialist; Dan McGillicuddy, Technician; and Don Olson, Airport Authority Attorney.

**A. APPROVAL OF MINUTES:**

It was moved by Weber and seconded by Coutts to approve the minutes of the June 19, 1996 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. Selection of Officers (August 1996-July 1998):**

President Mutchler was nominated by Molmen to serve another term. Weber moved approval of the nomination. Coutts seconded. ACTION TAKEN: Motion carried unanimously.

Weber nominated and moved approval of Molmen to serve another term as vice-chairman. Coutts seconded. ACTION TAKEN: Motion carried unanimously.

**C. RESOLUTIONS:**

**1. #10-96 "Authorization to proceed with Implementation of the Intermodal Study."**

Selig reported that by passing this resolution the Authority would fund the implementation of this process if the city did not take the lead.

Molmen moved to approve resolution #10-96. Coutts seconded. ACTION TAKEN: Motion carried unanimously.

## **D. Financial/Activity Reports:**

### **1. Monthly Financial Report:**

Crystal reported that the revenues are slightly under budget and expenses are slightly over budget. On the revenue side the parking lot receipts and commissions from the car rentals are 20-22% over budgeted projection. The terminal advertising is significantly off budget due to a misunderstanding of information provided by Interspace when the budget was formulated. On the expenditure side two cost centers over budget are contractual services line item and maintenance of buildings and equipment.

### **2. Airport Activity Reports**

Selig reported enplanements year-to-date are down 3% over last year and cargo activity is up approximately 100% over last year. Airport operations are up approximately 1 1/2% over last year.

## **E. Discussions:**

### **1. Performance Goals Update:**

Rick Wockovich reported on the safety specialists performance goals. Dan McGillicuddy reported on the performance goals for maintenance.

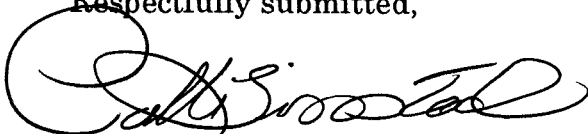
### **2. Infrastructure Capital Improvement Plan Update:**

Selig reported that a decision needs to be made about whether the Authority wants the ability to increase the airport mill levy for transportation infrastructure. The first step would be to approach the legislature and request that the 4 mill ceiling cap that now exists be increased. The airport would need 10 1/2 mills to cover revenue bonds. Selig will be presenting this proposal to city and county representatives today.

Molmen stressed that today's presentation to the city and county is only one step in the process of building a consensus in the community regarding the need and advisability of developing general transportation infrastructure in the region.

**ADJOURN**

Respectfully submitted,



Patti Linstad  
Board Secretary

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

**August 22, 1996**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, August 22, 1996 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Bill Coutts; Clark Cronquist; Doug Norby; Authority Attorney, Don Olson; and staff, Bob Selig, Executive Director; Steve Johnson, Director of Operations; Mary Jo Crystal, Director of Finance/Administration; and Heidi Ward, Marketing Coordinator.

**A. APPROVAL OF MINUTES:**

It was moved by Coutts and seconded by Norby to approve the minutes of the July 18, 1996 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. 1996 Financial Update:**

Crystal reported that operating revenue and expenses are beginning to level off. On the revenue side parking lot receipts and commission line items are running ahead of schedule. On the operating expense side the contractual services are over budget due to jetway and elevator contracts and the separation of the Authority pension plan from the City's pension plan. The parking expenses and maintenance of building and grounds is significantly under budget.

Selig reported on the capital improvement budget.

**C. RESOLUTIONS:**

**1. #07-96 "Approve Terminal Observation Area Addition"**

Selig gave an overview of this proposed project which was first considered 1995. The recommendation is to use the \$200,000.00 left in the 1990 bond issue. One of the authorized uses of this money is for terminal expansion and this project would qualify as a terminal expansion project.

Norby moved to approve resolution #07-96. Coutts seconded. ACTION TAKEN: Motion carried unanimously.

**2. #11-96 Transfer of Equipment Leased to Grand Forks Flight Support**

Selig explained the agreement between the Authority and GFK Flight Support regarding leased equipment. He also explained that this resolution will allow the transfer of this equipment to Flight Support in exchange for the Aero Center One building.

Don Olson will draw up the necessary documentation to transfer the equipment and the building free from all debt or liens.

Norby moved to approve resolution #11-96. Cronquist seconded. ACTION TAKEN: Motion carried unanimously.

**3. #12-96 "Approval of Air Cargo Ground Movement Access & Operating Agreement with UPS"**

Selig reported that the Authority at this time does not have any agreements with UPS and briefly explained the need for an operating agreement. This agreement authorizes UPS to have vehicle access to the airport's air cargo ramp for the purpose of loading and unloading cargo aircraft. The agreement provides for the payment of access, landing, and parking fees and other charges related to their use of airport facilities.

Norby moved to approve resolution #12-96. Cronquist seconded. ACTION TAKEN: Motion carried unanimously.

**4. #13-96 "Approve Water Main Project Change Orders"**

Selig explained that the project has become more involved than anticipated. \$85,000 had been budgeted but has been revised to \$115,000. This is due, in part, to a section that was added. This resolution approves change order #1 (\$2,912), change order #2 (\$45,849) and change order #3 (\$2,750) on the project for a total of \$51,811. With the current change orders the project cost is \$163,297.00.

Board members discussed their concerns regarding the cost of change orders for airport projects.

Norby moved to approve resolution #13-96. Cronquist seconded. ACTION TAKEN: Motion carried unanimously.

**D Strategic Plan Review:**

Selig reviewed the Authority's 1995 strategic plan. Specific areas covered were air service, air cargo, intermodal, general aviation and Authority membership. He also reviewed industry trends and challenges.

**E. 1996/97 Marketing Program**

Ward reviewed the airport's 1996 marketing objectives and status of each. Areas covered were expanding hours of the marketing coordinator, establishing a Regional Air Service Advisory Council, developing promotional programs, expanding advertising programs, establishing a practice of actively monitoring airline pricing and aircraft size, increasing regional presence, developing direct mail or presentation pieces, conducting market research, establishing domestic air cargo marketing, establishing an annual travel and vacation show.

The 1997 marketing program includes marketing the airport more directly to its customers, conducting market research, establishing the airport as being a vital part of the communities within its market service area.

**F. 1997 Performance Management Goals - Moved to September's agenda**

**G. Red Books & Authority/Airport Legal Review**

Don Olson gave a history overview of the establishment of the Authority and reviewed the basic Authority documents to include the joint resolution, state law, transfer agreement, grant assurances, rules and regulations. He also gave a presentation on the legal responsibilities and duties of care and loyalty of Board members.

**H. 1997 Budget Review Work Session:**

Selig explained the budget process and reviewed the proposed 1997 budget. The Board recommended changing the ARFF call-out fee from \$50.00 to \$25.00. Also the consensus was to keeping the T-hangar rental fee structure adopted in the 1996 budget without the CPI increase.

**ADJOURN**

Respectfully submitted,



Patti Linstad  
Board Secretary

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

**September 19, 1996**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, September 19 1996 at 8:00 A.M. with Vice Chairman Dave Molmen presiding. Present were members: Bill Coutts; Clark Cronquist; Authority Attorney, Don Olson; LaVerne Babinchak and staff, Bob Selig, Executive Director; Steve Johnson, Director of Operations; Mary Jo Crystal, Director of Finance/Administration; Heidi Ward, Marketing Coordinator and Gary Baker, Operations Supervisor.

**A. APPROVAL OF MINUTES:**

It was moved by Coutts and seconded by Cronquist to approve the minutes of the August 22, 1996 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. 1996 Financial Update:**

Crystal reported that budget projections for revenue and expenses are on target. Parking lot commissions continue to run well ahead of budget. Miscellaneous charges and terminal advertising are under budget. The operating expenses are on target, supplies are ahead of budget and contractual services are 53% ahead of budget. Parking lot expenses and maintenance of buildings and ground are under budget. Year-to-date net revenue before depreciation is \$664,000.

Selig reported that the paperwork on the Defined Benefit Plan has been signed and that the money has been received from the city and placed into the airport's Defined Benefit Plan. This money will be rolled into the Defined Contribution Plan after the IRS reviews the process.

**C. Marketing Update:**

Ward reported that the airline schedule as of October 1st will show the Northwest jet back for the 11:00 a.m. departure. Mesaba will add two daily round trips between Grand Forks and Thief River Falls using a Dash 8 aircraft. The possibility of having direct service into Denver via Bismarck was looked into with United Express. FedEx has added another daily jet, bringing in a total of three jets a day.

The airfare rate review shows that Winnipeg fares are significantly lower than Grand Forks. Fargo shows some differences with us particularly with regard to Denver fares.

## **D. RESOLUTIONS:**

### **1. #14-96 "Approve 1997 Budget"**

The 1996 hangar rents for new tenants will continued into 1997 with no CPI. The difference is an increase of \$2.51 per month for large T-hangars and \$8.21 for small T-hangars. The budget also was changed to reflect the Board's direction to reduce the general aviation crash fire rescue call out rate from the proposed \$50.00 to \$25.00.

Cronquist moved to approve resolution #14-96. Coutts seconded. ACTION TAKEN: Motion carried unanimously.

### **2. #15-96 "Authorize Disposition of Surplus Property"**

Selig explained that the items for disposition are of a higher quality than in past years and will be advertised for sale instead of auctioned.

Coutts moved to approve resolution #15-96. Cronquist seconded. ACTION TAKEN: Motion carried unanimously.

## **E. Presentations:**

### **1. Intermodal Study Summary**

John Leeper presented a summary of the intermodal study and results of the focus group meeting held on September 18th.

### **2. International Air Cargo Update**

Mark Keihl and Mike Bown reported on the economic impact to the community and value of investing in business development through the airport.

Selig proposed that funding for this process be taken out of the airport's reserve account with a commitment to develop a partnership with the community and state to share funding. Funding would be approximately \$75,000.

Coutts moved to approve contracting with Keihl Hendrickson Group to get an estimate of budget and timetable. Cronquist seconded: ACTION TAKEN: Motion carried unanimously.

## **ADJOURN**

Respectfully submitted,



Patti Linstad  
Board Secretary

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

**October 17, 1996**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, October, 17 1996 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Dave Molmen; Bill Coutts; and staff, Bob Selig, Executive Director; Steve Johnson, Director of Operations; Mary Jo Crystal, Director of Finance/Administration; Heidi Ward, Marketing Coordinator and Gary Baker, Operations Supervisor.

**A. APPROVAL OF MINUTES:**

It was moved by Coutts and seconded by Molmen to approve the minutes of the September 19, 1996 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. 1996 Financial Update:**

Crystal reported that operating revenues and expenses are between 98% and 99% of budget. The year to date net revenue before depreciation is a little under budget with capital funded items at \$531,000.00 and net revenue before depreciation at \$150,000.00.

**C. RESOLUTIONS:**

**1. #17-96 "Approve 1997 DBE Goals"**

Selig reported that after Board approval of the 1997 13.2% DBE goals they will be submitted to the FAA. The goal this year is higher than in previous years, but more of next years projects could be completed by DBE contractors.

Coutts moved to approve resolution #17-96. Molmen seconded. ACTION TAKEN: Motion carried unanimously.

**2. #18-96 "Approve Airline Operating Agreement with Mesaba"**

Selig explained that the proposed agreement is the standard operating agreement for all airlines. Mesaba has been paying 25% higher landing fees than other carriers because they are a non-signatory carrier.

Molmen moved to approve resolution #18-96. Coutts seconded. ACTION TAKEN: Motion carried unanimously.



## **D. Reports:**

### **1. Marketing:**

Ward gave a marketing update highlighting some of the key activities the airport has been involved in. Visits are being scheduled at chambers of commerce and travel agencies in regional communities, specifically Grafton, Devils Lake, Grand Forks, East Grand Forks, the Air Force Base, Bemidji, Warren and Thief River Falls. Reports were also given on the Mesaba inaugural flight to Thief River Falls and the informal customer appreciation day. Work is ongoing to establish the airport as full service with US Customs/Immigration and the USDA.

### **2. Airport Activity:**

- a. Year to date enplanements were down overall as was September.
- b. Cargo comparisons show that FedEx and Mesaba are up and Northwest and United Express are down.
- c. Overall air operations are down with no significant difference in any one category.
- d. The current airfare rate review shows that with Frontier Airlines leaving the market, fares are beginning to even out between Grand Forks and Fargo.

### **3. Air Service Development:**

Selig reported that meetings are being set up with Kiehl Hendrickson Associates, Northwest and United Express in Minneapolis next month. Issues to be discussed with Northwest are: schedule changes, status of the 30 passenger aircraft, the number of air fare classifications in both Fargo and GF, what is happening with Northwest in our market, who's making decisions and what is the thought behind those decisions. The main issue with United Express is to get more service, particularly through Denver.

### **3. Intermodal Update:**

The study has been presented by John Leeper to shippers and state and local economic development people. A meeting will be held on October 23rd with an expanded list of shippers in order to get more participation. The goal of this meeting is to draft a memo of understanding, outlining the goals to be worked towards. Attendees will be asked to take the MOU back to their organizations for discussion and to meet again on November 20th to finalize the MOU. The next step is to hire an individual to move the process into the implementation phase working with BN/SNF railroad and shippers and to establish a shippers co-operative that would own/manage and operate the facility.

#### 4. Air Cargo Update:

At the Board's request to take the air cargo study beyond Authority control, Selig met with the Grand Forks Economic development Corporation and the City's Finance Committee. Results of these meetings indicated that there may be state EDA money that could be applied for. There is a meeting set up with the state EDA October 23rd to review a proposal. The city is taking two weeks to consider some form of participation.

#### 5. Water System Update:

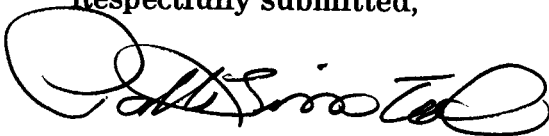
Selig reported that the airport needs a pump station near the airport in order to improve water flow. The City is upgrading the water line between the City and the Air Base. The City had originally planned to upgrade the station located at the Holiday Inn. An easement has been approved for the City to now use the northeast corner of the Highway 2 intersection at Airport Drive for a new pump station. Approximately \$103,000.00 has been determined to be the airport's share of constructing the facility. Selig is proposing that the \$100,000.00 in water system improvements in the Authority's 1997 budget be used to pay the airport's share. There is a second amendment to the transfer agreement that will decide who will own, manage and operate the water system on the airport. Dave Molmen is representing the airport in negotiation of these issues.

#### 6. Board Meeting Changes

Molmen proposed that the next two Board meetings be scheduled in the evening. It was decided that November and January meetings would be scheduled for 7:00 p.m.

**ADJOURN**

Respectfully submitted,



Patti Linstad  
Board Secretary

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

**November 21, 1996**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, November 21 1996 at 7:00 P.M. with Chairman Tim Mutchler presiding. Present were members: Bill Coutts; Clark Cronquist; Douglas Norby; Authority Attorney, Don Olson; City Council Representative, Ann Sande and staff, Bob Selig, Executive Director; Steve Johnson, Director of Operations; Mary Jo Crystal, Director of Finance/Administration; and Heidi Ward, Marketing Coordinator.

**A. APPROVAL OF MINUTES:**

It was moved by Coutts and seconded by Cronquist to approve the minutes of the October 17, 1996 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. 1996 Financial Update:**

Crystal reported that revenues are slightly under budget at 98.8% and the operating expenses are over budget by 2.61%. Year-to-date net revenue before depreciation is \$638,000.00 and of that \$531,000.00 has been expended in capital items.

**C. RESOLUTIONS:**

**1. #19-96 "Accepting Bids on the Small Tower Cab Relocation"**

Selig reviewed the first phase of this project. Cronquist posed the question regarding the requirement of all bidders submitting bid bonds with their bids. The ad specified that each bid be accompanied by a bond. Fargo Structural Steel was the low bidder, however, had not included a bond. After some discussion and upon advice of the attorney it was decided to modify the resolution to award the steel construction to Sand Steel Building.

Coutts moved to approve amended resolution #19-96. <sup>\*</sup>(Molmen) seconded. ACTION TAKEN: Motion carried unanimously.

**2. #20-96 "Approve Lease Agreement with Rydell Chevrolet"**

Selig explained that an 80' by 80' hangar will be constructed by Rydell Chevrolet on the farthest south corporate lot. The lease is for a twenty year term and is the standard ground site agreement used for all larger hangars.

Norby moved to approve resolution #20-96. Cronquist seconded. ACTION TAKEN: Motion carried unanimously.

#### **D. Reports:**

##### **1. Marketing/Activity Reports:**

- a. Year to date enplanements are down less than 1% from last year.
- b. Cargo comparisons show that FedEx had a 42% increase year-to-date, Northwest has a 29% decrease, Mesaba has a 34% increase and United Express has a 62% decrease.
- c. Overall air operations are right in line with last year with a less than 1% decrease.
- d. The current airfare rate review, comparing the lowest round trip restricted economy fare and the lowest round trip non-restricted business fares, shows some discrepancies. Northwest was contacted regarding these discrepancies and will look into them.

#### **E. Discussions:**

##### **1. Retail Fuel Sales:**

Selig reported that phase two of the fuel farm construction takes in the auto and diesel fuel. The island for these two fuels will eventually be able to accept credit card purchases. It is anticipated that the island will be opened up for retail fuel sales. Norby stated that he is adamantly opposed to the concept of selling to the general public. Selig stressed that prices will be competitive and profits will go towards paying the debt on the fuel farm. The airport car rentals voiced their opposition to the selling of retail fuel to the public.

After some discussion it was decided to put retail fuel sales on the agenda for the December meeting.

##### **2. Intermodal Update:**

Selig reviewed the fourth phase of the project and a proposal submitted by John Leeper. Leeper proposes to conduct a market survey and solicit membership. A task force has been set up to supervise Leeper in this process. The Authority is gradually moving into an advisory role and the shippers are beginning to take over control of the project. Cost of the next phase is \$36,888.00. Of the \$36,888.00 the Metropolitan Planning Organization has agreed to provide \$1,600.00 and the State Economic Development Association has committed \$10,000.00. The remaining \$10,000.00 is proposed to be split between the Airport Authority and the shippers.

### **3. Air Cargo Update:**

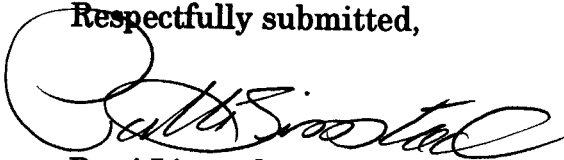
Selig reported that the Authority has filed a grant application with the Economic Development Administration in Denver for \$25,000.00. The Regional Economic Council has been approached and they have committed \$2,500.00. The City Council has committed \$15,000.00 and the County has been approached and they are looking at providing some funding.

### **4. Water Issue:**

Selig reported that after meetings with the city, the recommendation is that they look at developing the airport as a special assessment district. The airport would then establish the easements and rights of way for utilities.

**ADJOURN**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Patti Linstad", written over a circular stamp or seal.

**Patti Linstad  
Board Secretary**

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

**December 19, 1996**

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Administration Building on Thursday, December 19, 1996 at 8:00 A.M. with Chairman Tim Mutchler presiding. Present were members: Bill Coutts; Clark Cronquist; Dave Molmen; and staff, Bob Selig, Executive Director; Steve Johnson, Director of Operations; Mary Jo Crystal, Director of Finance/Administration; and Gary Baker, Operations Manager.

**A. APPROVAL OF MINUTES:**

It was moved by Coutts and seconded by Cronquist to approve the minutes of the December 19, 1996 Authority Board meeting as written. ACTION TAKEN: Motion carried unanimously.

**B. Year-To-Date Financial Report:**

Crystal reported that revenues are slightly under budget and the operating expenses are slightly over budget. Year-to-date net revenue before depreciation is \$683,000.00 and of that \$601,000.00 has been expended in capital items.

**C. Reports:**

**1. Marketing/Activity Reports:**

- a. Year to date enplanements and deplanements are down approximately 1% from last year.
- b. Overall air operations are down 1%.
- c. Selig reported that in the airfare comparisons there is a significant difference on the restricted fares between GFK and Fargo to Denver. Northwest's pricing analyst will be contacted this coming week in order to straighten out the fares.

The Board requested an informational report be developed that discusses airline costs and revenue at Grand Forks as compared to other upper Midwest cities.

**2. 1997 Performance Management Goals:**

This item was referred to January's agenda.

### **3. Auto Fuel:**

Selig passed out a report on the retail fuel sales issue(attached). Due to EPA regulations that came into place requiring all underground fuel tanks to be replaced or removed by 1988, the Airport Authority decided to consolidate all fuel operations to one location. The Authority now owns and operates the fuel operations and there will no longer be private fuel tanks installed on the airport. The decision to put in the fuel farm and have the Authority own and operate it was influenced by two issues. The first is that the airport is responsible for any tanks on airport property that leak. the second concern is that if private tanks were put in the airport had to make sure that the operation of those tanks was done in accordance with EPA regulations. The aviation fuel portion of the fuel farm was constructed under the 1990 bond issue and the auto fuel under the 1994 bond issue. A fuel storage fee was projected that would pay off the aviation side and the auto fuel would essentially be paid off by profit made by selling auto fuel. Molmen voiced concerns regarding the image of the Authority appearing to compete with private commercial fuel vendors in Grand Forks Forks. He also posed the question as to whether or not a private vendor would be interested in leasing/operating the auto fuel. Cronquist asked how selling retail fuel would impact the car rental agencies. Molmen stated that the concern is the perception that the airport is getting into competition with the car rental agencies. Selig explained that the car rentals based at the airport are in the business to rent cars, not sell gas. Coutts proposed that a list be obtained from the local petroleum marketers association information them of the service and informing them that operators can apply to operate the airport auto fueling service. This should be completed by May 1, 1997. Based upon the above, and unless there is some interest by a commercial operator, the Authority plans to continue with the implementation of the project for the public good.

### **D. Discussions:**

#### **1. Storm Water:**

Selig referred to a full report that was sent to the Board on this topic. Selig reported that storm water is a high concern, but is a complicated and expensive process. Drains and ditches are being maintained as best as possible for now and discussions have taken place with UND regarding the situation. Selig also stated that next to ongoing issues such as increasing water pressure for fire suppression, the completion of a cargo ramp, and paying the debt on the fuel farm, storm water is a lower priority that the airport deals with only in the spring.

#### **2. Car Rental Development Plan:**

Selig reported that in 1997 there will be a number of issues coming up that will effect the car rentals. A meeting has taken place with the Hansens and Rydell to look at their needs regarding a new maintenance facility. There appears to be a need for ready spaces for car rentals. As part of the parking lot project, ready space will be looked at in order to find a solution. The agreement between the car rentals and the Authority allows 15 ready spaces per agency, but the Authority is willing to discuss more space with the rental agencies. Selig also pointed out that at most

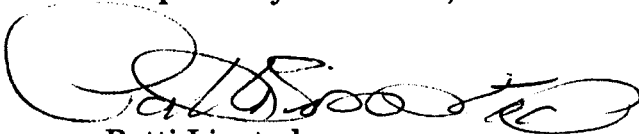
airports car rentals typically pay for parking spots, terminal rent and commissions. He stressed that commissions are the only fees paid by the car rentals at GFK. There is a new operator that is interested in locating at the airport, but there is a space available problem right now. An alternative would be to locate them in the FBO building or offer them a building site. Selig will meet with the interested operator and explore options and alternatives.

### **3. Jan Board Meeting:**

Selig reported that the January Board meeting, scheduled for the evening of January 16th, was in conflict with the Chambers of Commerce's Annual Meeting. There may also be a conflict with scheduling it for that morning. It was decided to schedule the January 16 Board meeting for 8:00 a.m.

**ADJOURN**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Patti Linstad', with a large, stylized initial 'P'.

Patti Linstad  
Board Secretary