

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

**January 27, 2011**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Airport Authority on Thursday, January 27, 2011 with Chairman Steve Kuhlman presiding. Members present were Commissioners Clark Cronquist, Tim Mutchler, and Gary Malm; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance and Administration; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Cronquist to approve the November 24, 2010 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Crystal reviewed the financial reports and answered questions posed by the Commissioners.

**2. Airport Report**

Dame introduced the new airport intern, Bethany Sundvor, and reported on airport items including the FedEx lease and the need for some additional snow removal equipment. He answered questions posed by the Commissioners.

**3. Chairman Report**

Kuhlman gave a report on some of the items the board is working on.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

Cronquist said the UND Foundation contracts are in the attorney's hands, as is the new restaurant lease. There was more discussion on the FedEx leases.

**ii. Employee Relations**

Mutchler reported on a comment he received from an employee.

**iii. Marketing/Air Service Development**

Malm said there will be a marketing committee meeting on Feb. 1<sup>st</sup>. Dame reported on some advertising items such as a partnership with Allegiant to do a Super Bowl ad and some Canadian ad contracts.

## C. New Business

### 1. FIDs System

Dame reviewed with the board a memo detailing a proposal for the new terminal's Flight Information Display system (FIDs). Staff interviewed three vendors and recommended ProDIGIQ because of its system's many unique features such as specialized advertising and entertainment. The digital display advertising would be customized for viewers watching certain monitors at that particular time, i.e. passengers in the holding room waiting to go to Las Vegas will see advertising for Las Vegas attractions, while passengers waiting at the baggage claim will see local ads. The airport would receive 20% of the outside marketing revenue from ProDIGIQ, and keep 75% of the local advertising that we sell. The Airport TV Network entertainment feature has non-political programming that can be seasonally customized to suit the viewer's assumed interests. Another advantage would be to use these monitors at each concessionaire's counter for their use to display their own signage and advertising. Dame feels this will create a more uniform look and dynamic feel in the terminal. The cost to purchase and install the ProDIGIQ system is \$109,968. The initial estimate for the FIDs in the new terminal was \$60,000. The annual maintenance/upgrades fee for the first 5 years of the ProDIGIQ agreement would be \$9,600, based the current number of monitors in the quote. The airport pays \$4,596 per year for the current FIDs contract, which ends in September of this year. ProDIGIQ anticipates that GFK's advertising revenue will net \$7,500-\$9,500 in the first year and go up from there. Staff said the ability to easily change ads would make this digital advertising much easier to sell than the current back-lit board method. It was moved by Mutchler and seconded by Malm to award the FIDs system and equipment installation to ProDIGIQ in the amount of \$109,968 and authorize the five year contract of \$9,600 per year and further authorize the Executive Director and Authority Attorney to sign all documents associated with the agreement. Dame reported on how some of the remaining new terminal budget items are affecting the overall project budget. There was discussion on whether the concessionaires will pay for using the system. Kuhlman asked Dame to try negotiating an improved percentage for advertising revenue. Dame reported that the system includes an automatic monitor shut-down when the terminal is empty. **Action taken:** Motion carried unanimously.

### 2. Replace Gate Opener

Audette addressed the board with a request to replace an gate opener. Staff requested bids from three vendors and received two, the lowest bid from PS Doors for \$5,725. He said this is the last of the gate opener replacements that have taken place over a period of several years, and was budgeted this year at \$5,000. Malm moved to approve the purchase of a new gate opener from PS Doors at \$5,725, seconded by Mutchler. **Action taken:** Motion carried unanimously.

### 3. Update Grant Acceptance eALP

Dame said the board had previously accepted a federal grant contract for \$657,895 for the eALP project, with a \$32,895 local share. He had advised them that the amount was not exact at that time. When the actual eALP process began, our engineers (KLJ) determined the federal grant amount should be amended to \$683,681, with a local share of 5%, or \$34,185. It was

moved by Mutchler, seconded by Malm, to authorize the amended contract amounts. **Action taken:** Motion carried unanimously.

#### **4. Update Terminal Contract for C.L. Linfoot Company; Peterson Change Order**

The board had previously authorized a change order for C.L. Linfoot to spend an additional \$40,000 for well drilling and \$75,000 for heating the terminal building. The change order's total of \$115,000 did not cover the actual expenses of \$118,993. The additional expense was due to the requirement of a gate guard while well drilling was taking place inside the security fence. Staff recommends approval of the amended C.L. Linfoot change order in the amount of \$118,993. Cronquist moved to authorize the amendment and the motion was seconded by Mutchler. **Action taken:** Motion carried unanimously.

An additional change order request was brought to the board by JLG's Tom Behm. He recommended a change order for an additional \$11,489 to be added to the previously budgeted \$95,000 Peterson contract for finish work (BG#8) for a total of \$106,489. Behm and Dame reviewed the change order items with the board. Cronquist moved to authorize the Peterson change order as requested, seconded by Mutchler. **Action taken:** Motion carried unanimously.

Malm asked staff to create a list of change orders and budget under/over spending on the new terminal project, to bring to the next meeting.

#### **5. Discretionary Payments**

Dame reviewed the discretionary payment plan and recommended that the Authority authorize \$6,682 to be paid to the Authority employees who are being compensated for having to separate from their previous retirement plan in 1996. Kuhlman recommended that we have our HR consultant review this plan and bring some possible alternatives. Dame said he would have the board review this matter again prior to the next budget approval. Mutchler moved to authorize the \$6,682 in discretionary payments for 2011. Cronquist seconded the motion. **Action taken:** Motion carried unanimously.

#### **6. Air Service Contract Agreement – SH&E**

Dame will be attending two conferences for air service development in March and June. He requested that the Authority approve a contract with a consultant, SH&E, to assemble information for his use at these conferences. The three tasks in the contract include 1) preparing information to use for a Denver proposal – for a cost of up to \$5,000; 2) an economic impact study – at a cost of up to \$4,000; and 3) presentation material for the Networks Conference – at a cost of up to \$6,000. It was moved by Cronquist and seconded by Malm to approve the said contract with SH&E. **Action taken:** Motion carried unanimously.

#### **7. Project Closeout**

Dame said the ARRA project closeout deadline was nearing and the paperwork is ready for submission to the FAA. It was moved by Malm and seconded by Cronquist to authorize the closeout for the ARRA project. **Action taken:** Motion carried unanimously.

One of the engineers from Ulteig said there are two change orders pending approval for the Runway 9R/27L Project: Change Order #5 to paint signs and Change Order #6 to move some

lighted signs. He reported that they are about half done with the Runway Project closeout. Dame said these change orders might have been approved already, but will check on that.

**8. Other**

Dame requested blanket authority to sign all contracts associated with marketing as long as they stay within the marketing budget. The marketing committee will be aware of all contracts as they are signed. Cronquist moved to allow the Executive Director to sign marketing contracts as needed as long as they are recommended by the marketing committee. Mutchler seconded the motion. **Action taken:** Motion carried unanimously.

Dame said the Runway Project Change Orders (discussed under C7) can be brought up for approval alongside the project closeout, if need be.

The meeting adjourned at 9:18 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**February 24, 2011**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Airport Authority on Thursday, February 24, 2011 with Vice-Chairman Tim Mutchler presiding. Members present were Commissioners Hal Gershman, Clark Cronquist, Tim Mutchler, and Gary Malm; staff included Patrick Dame, Executive Director; and Mary Jo Crystal, Director of Finance and Administration. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Cronquist and seconded by Malm to approve the January 27, 2011 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Crystal reviewed the financial reports and answered questions posed by the Commissioners.

**2. Airport Report**

Dame had sent a written report earlier in the week and answered questions posed by the Commissioners.

**3. Chairman Report**

Mutchler did not have a report from Chairman Kuhlman.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

Cronquist gave a short report on the status of the current lease negotiations.

**ii. Employee Relations**

Dame reported the HR consultant has been interviewing all employees.

**iii. Marketing/Air Service Development**

Dame said he's scheduled to attend a "Networks" conference at Austin, Texas in March. There is a list of airlines he'll be meeting with there, and says the target is to get Orlando and Denver. The Canadian press have been paying much attention to the fact that many of their citizens are flying out of US cities, and Winnipeg reporters have recently been visiting GFK to gather information.

**C. New Business**

**1. Amendment to UND Lease (AFFS Building)**

Dame said the 2010 lease agreement with UND is being amended to change the insurance requirements. It was moved by Cronquist and seconded by Malm to authorize Amendment #1 to the UND Lease for the AFSS Building. **Action taken:** Motion carried unanimously.

**2. Airline Terminal Change Order – CL Linfoot, Sun Electric and Peterson Construction**

Dame reported that JLG is requesting change orders for three contracts in order to keep the new terminal project moving. The change orders do not affect the overall project cost. Gershman moved to approve the change orders for CL Linfoot for \$14,963, Sun Electric for \$36,185, and Peterson Construction for \$24,791. The motion was seconded by Bollingberg. **Action taken:** Motion carried unanimously.

**3. Runway Change Order**

Dame reported that Ulteig Engineering requested a change order to Strata's Construction in the amount of \$19,600 for relocation of the taxiway signs at A-4 & A-5. It was moved by Bollingberg and seconded by Cronquist to ratify the decision of the Executive Director to sign the change order in the amount of \$19,600 for the completion of Runway 9R-27L project. **Action taken:** Motion carried unanimously.

The meeting adjourned at 9:05 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**March 4, 2011**

The Grand Forks Regional Airport Authority Board of Commissioners met in a special session in the Board Room of the Airport Authority on Thursday, March 4, 2011 with Chairman Steve Kuhlman presiding. Members present were Commissioners Clark Cronquist, Gary Malm, Hal Gershman and Brad Beyer. Karl Bollingberg attended via conference call. Staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 4:00 p.m.

**1. FedEx Lease Options**

Patrick Dame gave a report on the lease negotiations with FedEx. A proposal letter was drafted to FedEx and presented to Commissioners. It was moved by Malm, seconded by Bollingberg, to authorize the signatures of the Authority Board Chairman and Executive Director on the letter to FedEx. **Action taken:** Motion carried unanimously.

The meeting adjourned at 4:21 p.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**March 24, 2011**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Airport Authority on Thursday, March 24, 2011 with Chairman Steve Kuhlman presiding. Members present were Commissioners Hal Gershman, Clark Cronquist, Tim Mutchler, Brad Beyer, Karl Bollingberg and Gary Malm; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance and Administration and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m. Chairman Kuhlman informed the attendees that the FedEx Lease Agreement item on the agenda would be moved to the end of the meeting and would be discussed in an executive session.

**A. Reading and Approval of Minutes**

It was moved by Beyer and seconded by Malm to approve the February 24, 2011 and March 4, 2011 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Crystal reviewed the financial reports and answered questions posed by the Commissioners.

**2. Airport Report**

Dame said he sent a written report earlier in the week and answered questions posed by the Commissioners. He then presented slides detailing our current parking lot occupancies. There is not sufficient parking space planned for the new terminal in the opinion of the Executive Director. An engineer from Ulteig reported that an expansion of 71 parking spaces would cost an estimated \$260,000, and that Strata said they would agree to hold the price for this. It was moved by Gershman and seconded by Cronquist to spend the money to expand the new terminal parking lot by 71 stalls. When asked where the money would come from, Dame asked if the motion could wait a month until we received the bids for the restaurant fixtures. Cronquist moved to table the motion for the next meeting. Malm seconded the motion. **Action taken:** Motion carried unanimously.

Dame said an employee lot is not budgeted but would be recommended to allow more space in the new terminal's pay lot. He displayed a drawing showing the employee lot located immediately north of the new terminal. Gershman said the employee lot should be further away, saving the north area for customers. The engineer was asked how much an employee lot would cost. He didn't have an estimate but said it could run \$250,000 for another 63 additional spaces to the north of the building. Gershman suggested not building a lot on the north side of the building, but instead ask the employees to park around the peripheral. Kuhlman directed that the Tenant Relations Committee discuss this and bring a recommendation to next month's meeting. Cronquist asked that the estimated costs of expansions and alternatives be available for the committee so it could better make recommendations. Kuhlman suggested that if there



are any area entrepreneurs wishing to start a parking valet service or similar service at the airport, they should submit their ideas to the committee for discussion at their meeting.

Dame said the airport participated in the ArtWise Show at the Alerus Center this week, an attempt to be more visible to the community.

Gershman commended Dame on his recent presentation of the Economic Impact statement. Dame said GFK's impact was calculated to be worth \$220 million out of the \$1.3 billion impact statewide. Malm requested that Dame give the same presentation to the County Commission. Kuhlman requested that staff send the board members copies of the Economic Impact report and to start sending copies of any airport related press with board packets.

### **3. Chairman Report**

Kuhlman reported that the Executive Director's contract was renewed for 3 years.

### **4. Committee Reports**

#### **i. Tenant Relations/Real Estate**

Cronquist gave a short report on the status of the current lease negotiations. Dittus reported on the status of the UND Foundation's lease.

#### **ii. Employee Relations**

Kuhlman said a committee meeting will be held next Tuesday, and once a month thereafter.

#### **iii. Marketing/Air Service Development**

Gershman reported on the great press we had last month in Canada. Dame attended Networks in Austin, TX, where he had meetings with several different airline companies.

## **C. New Business**

### **1. Audit Report and Acceptance**

Joe Martin from Brady Martz reviewed the annual audit report and he and airport staff answered questions posed by the Commissioners. Building rents and terminal rents were down, and parking lot receipts were up. Gershman asked staff to research why the terminal rents are down. It was moved by Cronquist and seconded by Malm to accept the audit report. **Action taken:** Motion carried unanimously.

### **2. Terminal Seating Bid Award**

Audette and Dame reported on the terminal seating bid advertisement and reasons for the tight specs. The one bid that met specifications was for Herman Miller brand seats sold by Brown and Saenger in Fargo. The new terminal budget estimated the seating would cost \$200,000 and Brown and Saenger's bid was slightly under that. Kuhlman reported that he made contact with two local companies to see if they were aware of the bid advertisement. One of the companies was not aware, and the other could not meet specs but did speak highly of the Herman Miller seating. Kuhlman said he felt comfortable with the recommendation, adding that Herman Miller is not sold in the Grand Forks area. He did add that another type of seating may have been cheaper and the savings could have been used toward expanding the parking lot. Dame

said he researched the prices and that this Herman Miller bid was 40% less than retail. Gershman moved to award the bid for seating at the new terminal to Brown and Saenger in the amount of \$194,708.10 for 279 seats, plus an additional \$2,000 for Grip Tite Plastics' cupholders for a total of \$196,708.10. The motion was seconded by Malm. **Action taken:** Motion carried unanimously.

Kuhlman asked that the specs for the office furniture be generic enough to include multiple dealers. Gershman made some suggestions for the new terminal – a tune playing when the bag belt starts - instead of a buzzer; and a play area for children.

### **3. Signage and Civil Bid Award**

Dame reported on the bids received for the signage and civil work. Of the two signage bids, one was not accepted due to non-conformity. The remaining signage bid was from Indigo Signworks for interior signs for \$104,749. The architect's estimate was \$150,000. Five bids were received for the civil portion of the new terminal contract, and the low bidder was Opp Construction for \$257,052. The engineer's estimate was \$246,000. Malm moved to award the signage and civil bids to Indigo Signworks for \$104,749 and Opp Construction for \$257,052, respectively, and to authorize the Executive Director and Airport Attorney to sign all documents associated with the signage and civil project. Beyer seconded the motion. **Action taken:** Motion carried unanimously.

### **4. Other**

#### **a. Riding Floor Scrubber**

Audette reported on the bid for the planned CIP Terminal item for 2011 – a riding floor scrubber – from Stein's in Moorhead for \$12,548.05. The bid was based on the Minnesota State Bid list in which the Authority has the right to utilize. Dame and Audette explained the state bid process. Kuhlman said that local companies should have the right to bid on this. Gershman moved to bid the floor scrubber on the open market. Mutchler seconded the motion. Kuhlman recused himself from voting due to conflict of interest. **Action taken:** Motion carried with ayes from Malm, Cronquist, Mutchler, Gershman, Beyer and Bollinger.

#### **b. Grand Opening for Terminal**

Dame said the committee is working on a grand opening event for the new terminal and the board is being asked for their input before moving any further. Gershman made some suggestions.

### **5. FedEx Lease Agreement (moved from item C.1. to item C.5.)**

Chairman Kuhlman stated that this agenda item will be discussed in an executive session. A motion was made by Bollingberg and seconded by Cronquist to go into executive session. Bollingberg then rescinded his motion and Cronquist rescinded his second. Kuhlman cited the legal authority for closing this portion of the meeting saying the purpose was to discuss negotiating strategies and to provide negotiating instructions to the airport attorney and/or negotiators with regard to the FedEx Lease Agreement. Bollingberg made a motion to move into executive session, seconded by Cronquist. **The motion carried unanimously.**

Members of the public were asked to leave the room and the executive session started at 9:50 a.m.

## EXECUTIVE SESSION

The executive session adjourned and the public meeting resumed at 10:36 a.m.

It was moved by Malm, seconded by Gershman, to direct Dame and the Authority attorney to negotiate the term of the FedEx lease in line with the memo from Dame; and also provide the Authority the ability to convert the lease to month-to-month in the event that the lack of jet service results in over a 15% decrease in landed weight. **Action taken:** Motion carried unanimously

The meeting adjourned at 10:38 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**April 28, 2011**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Airport Authority on Thursday, April 28, 2011 with Chairman Steve Kuhlman presiding. Members present were Commissioners Hal Gershman, Clark Cronquist, Tim Mutchler, Brad Beyer, Karl Bollingberg and Gary Malm; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance and Administration and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m. Chairman Kuhlman listed two agenda items that will be added under C.4."Other" in New Business: UND Lease Amendment #1 and Restaurant Fixture Bid Award.

**A. Reading and Approval of Minutes**

It was moved by Cronquist and seconded by Malm to approve the March 24, 2011 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Crystal reviewed the financial reports and answered questions posed by the Commissioners. There was discussion about the bond reserve fund, and maximizing the interest income for that account. The board asked staff to create a dashboard of gauges that depict the important elements of the financial reports.

**2. Airport Report**

Dame said he sent a written report earlier in the week and answered questions posed by the Commissioners. He reported on his meeting with the ADO and also on the Manitoba Aviation Conference he attended.

**3. Chairman Report**

Kuhlman asked Brent Seifert to speak about GFK Flight Support's Business After Hours event that was held April 21<sup>st</sup>.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

Dame reported on the Tenant Relations Committee's recent meetings regarding the new terminal parking lot. He presented engineers' drawings of five phases of parking lot expansions that would add 874 stalls in all. He said two expansions could be added to the current project this spring, for an additional 113 stalls. It would be funded with money that was originally planned for a new monument sign at the intersection at Highway 2 and Airport Drive (\$150,000), and the additional parking revenue (\$140,000) that we expect to receive this year due to recent increases in air service. Those two items would potentially fund \$290,000 of the estimated \$343,584 needed

for construction of the two expansions. The remainder would come out of the cash reserve fund, capital fund or from our line-of-credit. Of the 113 additional stalls, approximately 40 will be used by tenant employees until a separate lot is built for them (shown as another of the five phases). Staff proposed the tenant lot be added to the CIP for 2012 or 2013.

Another recommendation from the Tenant Relations Committee was to eliminate the name of short-term and long-term and to rename them Premier and Economy.

It was moved by Gershman and seconded by Bollingberg to approve the expansion of the two parking lots as proposed at a cost of approximately \$343,584 and further authorize the lot names to be changed to Premier and Economy. **Action taken:** Motion carried unanimously.

Cronquist said the UND Aerospace Foundation's Lease Agreement was finished and will be voted on later in today's meeting.

**ii. Employee Relations**

Dame reported that the employee handbook is almost complete and a drug and alcohol policy was added.

**iii. Marketing/Air Service Development**

Gershman reported that Kuhlman and Dame will attend the Allegiant Conference next week in Las Vegas, and that he and Dame will attend a Jumpstart event in Cleveland in June, where they will meet with several different airline companies. Gershman plans to meet with Dame to outline the 2012 marketing plan. The airport staff was asked approach the travel agencies to ask them to promote our airport on their websites. Dame reported on his recent visit to Lansing, Michigan for the National Air Service Conference.

**C. New Business**

A motion was made by Malm, seconded by Cronquist to recuse Kuhlman from voting on the scissor lift and the rider floor scrubber. **The motion passed unanimously.**

**1. Bid Award – DC Electric Slab Scissor Lift**

The advertisement for scissor lift bids produced one bid from Acme Electric. The budget was \$13,500 and the bid came in at \$17,500 for a DC electric slab scissor lift. It was moved by Malm and seconded by Mutchler to award the scissor lift bid to Acme Electric. **Action taken:** Motion carried.

**2. Bid Award - Rider Floor Scrubber**

The advertisement for bids for a rider floor scrubber produced four bids. The budget was \$13,500 and the low bid came in at \$10,148.50 from Tennant Company for a 32" model. All other bids were higher and were for 28" models. It was moved by Mutchler and seconded by Malm to award the rider floor scrubber bid to Tennant Company. **Action taken:** Motion carried.

### **3. FAA Supplemental Lease Agreement #9**

Dame reported that the FAA has requested placement of Remote Radio Transmitter/Receiver (RTR) equipment – one tower north of the west maintenance building near the training aircraft, and two additional towers alongside the old AFSS building. Dame said the RTR addition will improve the airport and its ability to handle our air traffic. Beyer made a motion to approve the FAA's Supplemental Lease Agreement #9 and further authorize the Executive Director to sign the agreement and further allow for the construction of the new RTR. The motion was seconded by Malm. **Action taken:** Motion carried unanimously.

### **4. Other**

#### **a. UND Aerospace Foundation Amendment #1 to Ray Hangar Lease for Hangar #1 and the Leigh Hangar**

Malm moved to authorize the Executive Director and the airport attorney to sign the Ray Lease Agreement Amendment # 1 with the UND Aerospace Foundation that includes Hangar #1 and the Leigh Hangar. The motion was seconded by Mutchler. **Action taken:** Motion carried unanimously.

#### **b. Restaurant Equipment Bid Award (Bid Group #11)**

Airport staff recommended awarding the terminal restaurant project bids to the lowest bidder in three categories: Innes Construction for \$361,000; CL Linfoot for \$170,006; and Sun Electric for \$67,600 for a total of \$598,606. A motion was made by Gershman and seconded by Bollingberg to award said bids totaling \$598,606 and authorize the Executive Director and Authority attorney to sign all documents associated with the terminal restaurant project. **Action taken:** Motion carried unanimously.

The meeting adjourned at 9:15 a.m. and the Board was invited to tour the new terminal building.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**May 26, 2011**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Airport Authority on Thursday, May 26, 2011 with Chairman Steve Kuhlman presiding. Members present were Commissioners Clark Cronquist, Tim Mutchler, Brad Beyer, and Karl Bollingberg; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance and Administration and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Cronquist and seconded by Mutchler to approve the April 28, 2011 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Airport Report**

Dame gave a report on his recent business development trips and the current events on the airport, including a triennial disaster exercise on May 4<sup>th</sup>. Beyer suggested adding to our rules and regulations some language to try to prevent the car rental facility users from leaving unsightly materials outside their building such as mops, buckets and oil cans. Dame said that could be added to their lease agreement. Phil Medina from Hertz spoke about the fact that part of their expense to build a car rental facility includes drainage infrastructure which is a large expense.

**2. Chairman Report**

Kuhlman reported on the recent Allegiant Conference he attended with Dame.

**3. Committee Reports**

**i. Tenant Relations/Real Estate**

Dame said the agreement with Oakwells is in the works, a meeting with Michael Reilly is coming up next week.

**ii. Employee Relations**

Dame reported that the employee handbook is ready to be reviewed by the board and asked that they read it in the next 30 days.

**iii. Marketing/Air Service Development**

Dame reported on a meeting about the advertising and the new slogan, "It's About Time, Yours." Dame and Gershman will be attending a conference in June where they will meet with several airline executives. Dave Dague, the air service development consultant we hired from SH&E, will be there to assist.

#### 4. Financial Report

Crystal reviewed the financial reports and answered questions posed by the Commissioners. Dame is concerned that runway closeout is being held up, and Ulteig has been instructed to get this done as soon as possible. Dame said in 2012 staff will be seeking authorization to hire a consultant for development of a new Small Community Air Service Development (SCASD) grant application. The budgeting process will begin earlier this year than last.

#### C. New Business

##### 1. New Airline Terminal

Tom Behm from JLG described three proposals that need board action to proceed with the new terminal construction. C. L. Linfoot submitted a change order request which includes \$15,922.00 for a grease interceptor and \$5,454 for ductwork and sprinkler modification and a credit allowance for temporary heating of \$33,345. The total change order is a credit of \$11,969. It was moved by Beyer and seconded by Bollingberg to approve the change order request from CL Linfoot. **Action taken:** Motion carried.

It was moved by Mutchler and seconded by Beyer to approve the Peterson Construction change order request on the condition that the total for the change order's list of items does not exceed \$246,925 and that the overall budget of the project is not surpassed. The original budget was \$188,000 for these items. One item on the list is the glass railing which was significantly over the estimate. **Action taken:** Motion carried.

Sun Electric's proposal included replacing 2 of the existing 4 video recorders before moving them to the new terminal, at a cost of \$20,115. Two of the existing recorders are beginning to fail and are no longer supported. Kulhman said we need make sure the new machines have an IP capable system. Sun Electric's proposal also included adding some electrical panelboard's breakers and feeders in the restaurant package BG#11 in the amount of \$31,245. It was moved by Bollingberg and seconded by Cronquist to approve Sun Electric's change order request to replace two failing video recorders and add restaurant power equipment for a total of \$51,360. **Action taken:** Motion carried.

Cronquist asked that the total terminal budget and status be brought the next meeting for review.

##### 2. Office Furnishings Bid Award

The advertisement for bids for administration office furnishings for the new terminal produced four bids. Two bids from Cooper Inc. (one for new and one for refurbished) were rejected because they did not acknowledge the second of two amendments on the outside of the bid envelope. The other two bids were from Gaffaney's and Business Essentials, both local companies, and very close in price. It was moved by Beyer and seconded by Mutchler to award the admin office furnishings bid to the lowest bidder, Business Essentials for \$25,200.26. **Action taken:** Motion carried.

##### 3. FedEx Lease Agreement

Dame reported on a telephone meeting with FedEx. FedEx was not able to accept the percentage decrease language requested by the authority due to the uncertainty of volume of



cargo in the future. FedEx indicated they have no plan to change their business model in Grand Forks over the life of the agreement and agreed to adding language that would put them in default if they stopped flying in a FedEx jet aircraft. Bollingberg moved to approve the requested language change and authorize the Executive Director to sign the FedEx lease agreement. Beyer seconded. **Action taken:** Motion carried unanimously.

#### **4. Line of Credit Approval**

A motion was made by Beyer, seconded by Cronquist to recuse Bollingberg from voting on the line of credit approval. **The motion passed unanimously.**

Crystal said the airport's current line of credit is \$900,000 and staff recommends raising that ceiling to \$1.2 million to provide flexibility to cash flow projects. A motion was made by Beyer and seconded by Mutchler to renew the line of credit with Alerus Financial at the increased amount of \$1.2 million for the year beginning June 1, 2011 and further authorize the Authority Board Chairman and the Authority Executive Director to sign all documents associated with the receipt of the line of credit. **The motion passed with ayes from Cronquist, Mutchler, Beyer and Kuhlman.** Bollingberg abstained.

#### **5. Other**

A motion was made by Bollingberg and seconded by Mutchler to give the Executive Director discretion to allow airport personnel to aid the Bismarck Airport in their flood fight. **Action taken:** Motion carried unanimously.

#### **6. Executive Session**

Chairman Kuhlman stated that the next item will be discussed in an executive session. Kuhlman cited the legal authority for closing this portion of the meeting saying the purpose was to discuss negotiating strategies and to provide negotiating instructions to the airport attorney and/or negotiators with regard to a lease agreement with Allegiant Air, Inc. Cronquist made a motion to move into executive session, seconded by Bollingberg. **The motion carried unanimously.**

Members of the public were asked to leave the room and the executive session started at 9:14 a.m.

EXECUTIVE SESSION

The executive session adjourned and the public meeting resumed at 10:07 a.m.

The meeting adjourned at 10:08 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**June 30, 2011**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Airport Authority on Thursday, June 30, 2011 with Chairman Steve Kuhlman presiding. Members present were Commissioners Clark Cronquist, Brad Beyer, Gary Malm and Karl Bollingberg; staff included Patrick Dame, Executive Director; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Cronquist and seconded by Bollingberg to approve the May 26, 2011 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Airport Report**

Dame gave a report on the current events at the airport.

**2. Chairman Report**

Kuhlman reported that Clark Cronquist was reappointed to the Authority Board for another five year term.

**3. Committee Reports**

**i. Tenant Relations/Real Estate**

Cronquist said the items to report will be discussed under New Business.

**ii. Employee Relations**

Beyer reported that the Personnel Management Plan will be brought up for discussion at the next month's meeting.

**iii. Marketing/Air Service Development**

Dame was asked to contact the Canadian billboard companies to see if he could negotiate a deal to advertise in southern Manitoba.

**4. Financial Report**

Dame reviewed and explained some airport revenue and expense charts.

**C. New Business**

**1. Airline Terminal**

Tom Behm from JLG described four proposals that need board action to proceed with the new terminal construction. Change orders for C.L. Linfoot and Sun Electric are to provide kitchenettes in the TSA and airline offices, a separate room for TSA's information technology

(IT), additional walls and carpet for the airline offices, a dryer vent, a flat screen TV for the board room (to replace a pull down screen), and some access panels. C.L. Linfoot's change order totaled \$27,071 and Sun Electric's change is \$33,669. A change order for Ameribridge totaled \$75,316 for ground power units that were not on the original main bid. The fourth change order was from Peterson Construction for the some extra cabinets for the airline office for \$7,282. It was moved by Bollingberg and seconded by Beyer to approve all four change orders as stated. **Action taken:** Motion carried unanimously.

## 2. GFK Flight Support Request

GFK Flight Support has agreed to handle Allegiant at a cost of \$250 per turn. Dame said staff has worked to negotiate the rate with Allegiant like Mr. Seifert requested and Allegiant informed us they would consider our request.

Dame reported that as part of the agreement, GFK Flight Support has made the following requests:

1. We allow them to continue using the Authority owned equipment (e.g., one air stair, one ground power unit, one baggage loader, and two baggage carts), for Allegiant, at no additional cost during the remaining term of the Allegiant agreement (through October 31, 2013).
2. The Authority will allow (at such time the Authority is able) GFKFS to buy out the de-ice truck at the Authority cost. Until buyout is complete, the Authority will allow GFKFS utilization of the deice truck on an at cost basis.
3. As a cost savings measure and due to market changes GFKFS has had little to no training in, or rental of multi-engine and complex aircraft over the last 3 years. Therefore, GFKFS requests a temporary suspension of the Minimum Standards requirement to provide multi-engine or complex aircraft for training and rental. GFKFS will continue to invest in and make available primary and instrument flight training in a GFKFS's state-of-the-art 2008 Cessna 172 with a Garmin1000 instrumentation panel. This aircraft has been the primary staple of their aircraft rental fleet as technologically advanced aircraft have become more important to flight training students and aircraft renters, locally and nationally, than multi-engine and complex aircraft.
4. GFKFS further requests the Authority install a sign at the entrance of GFKFS prohibiting Air Carrier passengers from entering their lot. In the event this does not deter people from entering their lot they are requesting the Authority install a self activating gate. We will place a sign that states "GFK Flight Support Parking Only Permit Required". GFK Flight Support will be responsible for permitting and enforcing their parking lot.

Staff recommended approval of Requests 1, 3 and 4, however, they feel that in the interest of business development, the Authority needs to keep the de-icing truck within the ownership of the Authority but maintain the ability to surplus the unit at a future dates without restriction.

There was a motion by Malm and seconded by Beyer to approve the stated Requests 1, 3 and 4 as recommended. **Action taken:** Motion carried unanimously.

### 3. Mutual Aid Agreement – City of Minot

Dame reported on his efforts to collect items for flood victims in Minot. He said that if asked by the City of Minot for assistance in order to keep their airport open, he would offer to send staff and /or equipment to their aid. Bollingberg moved to authorize the Executive Director and Airport Attorney to sign a mutual aid agreement with the City of Minot if requested. Cronquist seconded the motion. **Action taken:** Motion carried unanimously.

### 4. Approval of UND Aerospace Foundation Lease Amendment #2

The University of North Dakota Aerospace Foundation (UNDAF) has requested a new ground lease for a helicopter hangar and associated parking lot. Dame said he plans to add the lease as an amendment to the UNDAF Lease.

The Original (UNDAF) lease is no longer a twenty year lease and the Foundation would like a twenty year lease on the new facility, and staff recommends the initiation date be changed to July 2011 within this amendment. The adjustment will apply to the James Ray building, Hangar 1 and the new building lease. It will **not** include the Leigh Hangar.

The James Ray Building was leased originally on July 7<sup>th</sup>, 2003 for 20 years and two 5 year extensions. The Ray hangar has the old ground lease rate, so staff recommends the ground lease rate remain the same on the Ray building until July 6, 2023 and then advance to the new rate. At that point, all lease rates within the UNDAF lease will be equal.

The new building will have 54,650 square feet and will be leased to the Foundation at a rate of \$0.2724 per square foot for a total of \$14,886.66.

It was moved by Cronquist and seconded by Malm to approve the UND Aerospace Foundation Lease Agreement Amendment #2 and authorize the Executive Director to sign the amendment. **Action taken:** Motion carried unanimously.

### 5. Parking Lot Rates

Dame reviewed a memo regarding his recommendation to raise the parking rates when the new terminal opens as opposed to changing them (and the related signage) at the end of the year. The new rates would be: Short term: 0-30 minutes free; \$1 per half hour; \$9 maximum per day. Long term: 0-30 minutes free; \$1 per half hour; \$7 maximum per day. A motion was made by Beyer and seconded by Bollingberg to raise the rates as recommended and to also add a \$35 weekly rate to the long term lot. **Action taken:** Motion carried unanimously.

### 6. SH&E Proposal

Dame presented a proposal from SH&E with regard to an upcoming airline meeting. Cronquist made a motion to accept the proposal from SH&E for a route forecast, not to exceed \$4,000 and travel related expenses, estimated to be between \$800-\$1,200. The motion was seconded by Beyer. **Action taken:** Motion carried unanimously.

## **7. FedEx Negotiation Agreement**

Beyer made a motion to authorize the Executive Director to sign a Negotiation Agreement from FedEx that says any negotiations with a FedEx representative is subject to the approval of their legal department and also reduced to terms in a written agreement. The motion was seconded by Bollingberg. **Action taken:** Motion carried unanimously.

The meeting adjourned at 9:17 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**July 18, 2011**

The Grand Forks Regional Airport Authority Board of Commissioners met in a special session in the Meeting Room of Bonzer's Restaurant on Monday July 18, 2011 with Chairman Steve Kuhlman presiding. Members present were Commissioners Clark Cronquist, Gary Malm, Hal Gershman, Tim Mutchler and Brad Beyer. Staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 12:03 p.m.

**1. Community Air Service Development Incentive Policy**

Patrick Dame requested that the board recognize the Community Air Service Development Initiative Policy (CASDIP), which details incentives that should be offered to new and existing airlines providing new service or expanded service to a destination targeted by the Authority. He said this is an effort to insure consistency requirements set by the FAA. It was moved by Mutchler, seconded by Malm to approve the proposed CASDIP. In discussion, suggestions were made to include additional language, and Mutchler amended his motion to include the suggested changes. Malm seconded the amendment. Mutchler then made a motion to approve the motion as amended, seconded by Malm. **Action Taken:** Motion carried unanimously.

The meeting adjourned at 12:40 p.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**July 28, 2011**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Airport Authority on Thursday, July 28, 2011 with Chairman Steve Kuhlman presiding. Members present were Commissioners Tim Mutchler, Clark Cronquist, Gary Malm and Karl Bollingberg; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Cronquist to approve the June 30, 2011 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal gave the financial report and she and Patrick Dame proposed an amendment to the 2011 Budget. The Board's consensus was that rather than amend the budget, they would just take the budget variance information.

**2. Airport Report**

Dame gave a report on the current events at the airport and the status of the new terminal construction. The new terminal opening will be delayed until August 29<sup>th</sup>.

**3. Chairman Report**

No report.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

Kuhlman gave a short report on leases.

**ii. Employee Relations**

Kuhlman said the Personnel Management Plan will soon be distributed to the employees to get their input.

**iii. Marketing/Air Service Development**

No report.

## C. New Business

### 1. Airline Terminal

Mary Jo Crystal gave a report on the new terminal construction budget. Dame and Tom Behm from JLG Architects reviewed some change order requests: Peterson Construction change order in the amount of \$36,775 for the flag poles and the landscaping for the east side of the building; Sun Electric Construction change order for \$37,600 for additional fiber lines, revised power and data for Delta, added water heater for Delta's office, main air handler unit horse power change and the addition of a generator alarm annunciation to Operations; another Sun Electric change order for \$37,314 for the revisions to the electrical for the parking lot addition. It was moved by Mutchler and seconded by Bollingberg to approve all three change orders as stated. **Action taken:** Motion carried unanimously.

### 2. Ground Lease Car Rental Agencies

The car rental agencies have plans to erect a car wash facility east of GFK Flight Support. Staff recommends authorizing the Executive Director to sign a ground site lease with Auto Corp., LLC so they can begin construction there. There was a motion by Malm and a second by Mutchler to approve the lease agreement and authorize the Executive Director to sign it. **Action taken:** Motion carried unanimously.

### 3. Customer Facility Charge

The Auto Corp., LLC has requested the Authority send a memo requesting the assessment of a Customer Facility Charge (CFC). The CFC would be charged to their customers at a rate of \$3 per rental day up to a maximum of \$42 per rental contract. The CFC would be in place until their car wash facility is paid for, or 8 years, whichever comes first. Mutchler moved to authorize the Executive Director to send the memo to the car rental agencies initiating the Customer Facility Charge (CFC) starting September 1, 2011. Cronquist seconded the motion. After some discussion, Mutchler withdrew his motion, and Cronquist withdrew his second. Malm made a new motion to authorize the Executive Director and Authority Attorney to draft a memo to the car rental agencies allowing the implementation of the Customer Facility Charges. Bollingberg seconded the motion. **Action taken:** Motion carried unanimously.

### 4. Lease Negotiations with FedEx

Chairman Kuhlman stated that this agenda item will be discussed in an executive session. Kuhlman cited the legal authority for closing this portion of the meeting and said the purpose was to discuss negotiating strategies and to provide negotiating instructions to the airport attorney and/or other negotiators with regard to offering lease terms for the FedEx Request for Proposal (RFP). Bollingberg made a motion to move into executive session, seconded by Malm. **The motion carried unanimously.**

Members of the public were asked to leave the room and the executive session started at 9:25 a.m.

#### EXECUTIVE SESSION

The executive session commenced at 9:30a.m.



Negotiation strategies were discussed and a recommendation was made. It was moved by Malm, seconded by Cronquist, to direct the Authority Executive Director and the Authority attorney to prepare the FedEx RFP per the terms recommended by the Authority Executive Director and the Authority attorney. **Action taken:** Motion carried unanimously.

The executive session adjourned at 10:10 a.m. and the public was invited back into the open meeting.

The open meeting adjourned at 10:11 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**August 25, 2011**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal for the first time on Thursday, August 25, 2011 with Chairman Steve Kuhlman presiding. Members present were Commissioners Brad Beyer, Hal Gershman, Tim Mutchler, Clark Cronquist and Gary Malm; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance and Administration and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial reports, noting that the operating fund has now turned positive. An additional balance sheet comparison was also included with this month's packet. It was reported that there will be incoming grants to replenish funds used for planning expenses. We are also working towards a grant for the demolition of the old terminal and infrastructure. Gershman suggested that a memo be sent to the community explaining reasons for why the old terminal needs to be torn down.

**2. Airport Report**

Dame had submitted his report to the commissioners in writing. He answered questions posed by the Commissioners and announced that the new Byron L. Dorgan Terminal Dedication Plaque is now being displayed.

**3. Chairman Report**

No report.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

Cronquist reported that the UND lease agreement has been completed and that work on the new helicopter hangar at UND has begun. Ground work for the car rentals' consolidated facility has also commenced. They are coordinating with the FAA to resolve any airspace issues.

**ii. Employee Relations**

No report.

**iii. Marketing/Air Service Development**

Gershman stated that Dame and Kuhlman's trip to Las Vegas was successful in that they acquired a route to Orlando with Allegiant. Work continues in seeking

new service from another airline for additional routes. Action is being taken to acquire our next SCASD grant as well as a small community air service development grant.

## **B. New Business**

### **1. New Terminal Building**

- i.** Dame asked the Authority Board to ratify decisions to approve change orders for Peterson Construction, C.L. Linfoot, the purchase of restaurant furniture, communications system transition costs, TSA relocation fees, and the purchase of common use scales at the ticket counter. It was moved by Cronquist and seconded by Mutchler to ratify all decisions. **Action taken:** Motion carried unanimously.
- ii.** Dame requested the Authority Board to grant authority for himself and Dittus to sign incoming Federal grants. It was moved by Gershman and seconded by Mutchler to allow this request. **Action taken:** Motion carried unanimously.

The meeting adjourned at 8:41 a.m.

Respectfully submitted,

Bethany Sundvor, Airport Intern

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

**September 22, 2011**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, September 22, 2011 with Chairman Steve Kuhlman presiding. Members present were Commissioners Brad Beyer, Hal Gershman, Clark Cronquist, Gary Malm and Karl Bollingberg; staff included Patrick Dame, Executive Director; and Mary Jo Crystal, Director of Finance/Administration. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:10 a.m.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Bollingberg to approve the July 18, July 28 and August 25, 2011 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal gave the financial report and requested input on the types of reports the board would like to see each month. Staff will drop the balance sheet, keep the comparison report and also provide a month-to-month comparison showing the statistics including major items such as boardings, revenues and finances. Three grants totaling \$3,907,139 have been received in the past few weeks.

**2. Airport Report**

Dame gave a report on the current events at the airport. The budget process will be of high priority in October. Dame requested two consecutive board meetings in October to review and approve the budget.

**3. Chairman Report**

No report.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

The car rental wash facility construction is in progress, but was held up a bit because of some permit issues that are now resolved.

**ii. Employee Relations**

Dame said the Personnel Management Plan was distributed to employees and they were invited to submit their comments by the end of September.

**iii. Marketing/Air Service Development**

Gershman gave a short report on marketing and air service. He also made suggestions for window shades and 'meet and greet' seating for the new terminal.

## C. New Business

### 1. Old Terminal Seating

Dame reported on staff's plan to hire an auctioneer to sell the items left in the old terminal. The City of Minot has made the Airport Authority an offer for the old terminal seating. They are willing to purchase 145 seats at \$16 per seat and will come and pick them up. It was moved by Gershman and seconded by Bollingberg to donate the requested seating as good gesture to Minot rather than charge them. **Action taken:** Motion carried unanimously.

### 2. Terminal

#### a. Terminal Access Road Change Order # 1

Dame reported that Opp Construction has requested a change order in the amount of \$14,835.20. The list of items included in the change order was reviewed and discussed. The Executive Director had previously approved the change order and requested that the Authority Board ratify the approval. There was a motion by Beyer and a second by Cronquist to ratify the approval by the Executive Director to for Opp Construction's Change Order # 1 on the Terminal Access Road. **Action taken:** Motion carried unanimously

#### b. Terminal Access Road Phase 2

Dame reported that two bids were received for Phase 2 of the terminal access road. Strata Corporation was the low bidder with a bid for \$1,259,086.37. The engineering fee for the project is estimated to be \$150,000 assuming a 2 month construction period. Completion of this projected is estimated to be in August 2012. This project is included in FAA AIP Grant #43 and will be funded at 95% federal and 5% local. There was a motion by Bollingberg and a second by Malm to award the Terminal Access Road Phase 2 project to Strata Corporation in the amount of \$1,259,086.35 and the engineering for the project at an estimated \$150,000. **Action taken:** Motion carried unanimously.

#### c. Miscellaneous Terminal Fees

Ulteig has accumulated the following fees that need to be approved and billed: Parking Lot Expansion - \$22,000; Demo Old Terminal Site - \$40,000; Support Building Paving - \$7,000 for a total of \$69,000. JLG will charge \$25,000 for the work they need to do before the old terminal building is demolished. Tom Behm from JLG and Jon Scrapper from Ulteig gave examples of what items need to be considered and planned with regard to the demolition of old buildings. The fees for the old terminal site and support building paving are included in the AIP Grant #42 and will be 95% reimbursable by the FAA. Gershman moved to approve the request but to not exceed the amounts of \$69,000 to Ulteig and \$25,000 to JLG for the services listed above. The motion was seconded by Malm. **Action taken:** Motion carried unanimously.

### 3. Other

#### a. Crosswinds Sign

Gershman suggested the Crosswinds sign be kept at the new terminal as part of a historical collection that will be displayed. A plaque with the name of the person who won the prize for (years ago) naming the restaurant would be displayed with the sign. That person, David Miedema, had requested receiving the sign. The board's consensus was to keep the sign in the new terminal with a plaque as suggested by Gershman.

b. Option for Tax Collection

Malm said there are a few townships in the county that opt out of paying their taxes toward the Grand Forks International Airport. There was discussion on whether or not to ask them to reconsider their option. The board's consensus was to not ask them.

**4. Pilot Parking Rate**

Dame explained that the monthly rates for air crew at the old terminal were \$15 for Economy Lot and \$20 for Main Lot parking. The \$15 rate was unintentionally eliminated after the move. Dame recommended decreasing the crew fee to \$15 for the long term lot and keeping the \$20 for short term at the new terminal. Bollingberg made a motion to approve the suggested rates of \$15 and \$20 for long term and short term lots, respectively. The motion was seconded by Gershman. **The motion carried unanimously.**

The open meeting adjourned at 9:27 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**October 27, 2011**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, October 27, 2011 with Chairman Steve Kuhlman presiding. Members present were Commissioners Tim Mutchler, Brad Beyer, Hal Gershman, Clark Cronquist, Gary Malm and Karl Bollingberg; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Cronquist and seconded by Malm to approve the September 22, 2011 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial report and answered questions posed by the Commissioners. A terminal project budget report will be provided at the November meeting. Gershman suggested a press release if the project was completed under budget.

**2. Airport Report**

Dame gave a report on the current events at the airport. Parking has been a concern as Allegiant has added several flights and will be adding many more over the next few months. Sign changes at the parking entrances have been helpful to steer more cars into "Lot A", formerly "Short Term".

**3. Chairman Report**

No report.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

The car rental wash facility construction is in progress, scheduled to open in December. Kathy Lind from National/Alamo Car Rental has been promoted within the Rydell Company and now works at the airport car rental agency only on a limited basis.

**ii. Employee Relations**

Dame said the Personnel Management Plan is being looked at by an attorney and management is determined to continue to make revisions as long as it takes to get it right for both the Authority and staff.

**iii. Marketing/Air Service Development**

Gershman gave a short report on marketing and air service. The airport marketing committee will meet on November 4<sup>th</sup> to discuss the 2012 marketing plan including putting out an RFP for a marketing consultant. The proposed discontinuation of essential air service (EAS) in nearby communities would open up additional market share to advertise to. Putting out an RFP for an air service consultant was also discussed. Dame reported on the PFC telephone meeting that staff recently attended.

## C. New Business

### 1. Small Community Air Service Development Grant Award

The Grand Forks Regional Airport Authority has been awarded a grant from the Federal Department of Transportation (DOT) for Small Community Air Service Development (SCASD). Dame reviewed GFK's grant action plan that will be used to achieve service to a second major hub airport like Denver International or Chicago O'Hare. Mutchler moved to authorize the Executive Director and Authority Attorney to sign all documents associated with the acceptance of the SCASD grant; and further authorize the Executive Director and Authority Board President to negotiate on behalf of the Authority Board for spending of the grant. The motion was seconded by Malm. **Action taken:** Motion carried unanimously.

### 2. Surplus Property

Dame outlined the reasons for selling the de-icing truck to GFK Flight Support for \$10,835.79. It was moved by Mutchler and seconded by Gershman to approve the sale, with the stipulation that we first receive a letter of approval from the FAA. **Action taken:** Motion carried unanimously.

### 3. Airline Terminal Change Orders

Dame reviewed a list of change orders for Board approval. It included the following items: Sun Electric - \$35,391; C.L. Linfoot - \$625; Ulteig/JLG - \$33,000; Innes Construction - **-\$11,518**; Peterson Construction - **-\$10,326**; and Opp Construction \$10,621. Gershman made a motion, seconded by Beyer, to approve the list of change orders. **Action taken:** Motion carried unanimously.

### 4. Employee Parking Lot

The employee parking lot bid tabulation was reviewed and discussed. Two bids were received and the low bidder was Opp Construction. It was moved by Bollingberg and seconded by Beyer to award the bid to construct the employee parking lot to Opp Construction at a cost not to exceed \$107,916. **Action taken:** Motion carried unanimously.

### 5. 2012 Budget

The board reviewed the proposed 2012 budget. The Capital Improvement Plan (CIP) was discussed and it was suggested that some of the items may qualify for bonding.

The meeting adjourned at 9:42 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary



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

**November 17, 2011**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, November 17, 2011 with Chairman Steve Kuhlman presiding. Members present were Commissioners Tim Mutchler, Hal Gershman, Clark Cronquist, and Gary Malm; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:02 a.m.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Mutchler to approve the October 27, 2011 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial report and answered questions posed by the Commissioners.

**2. Airport Report**

Dame gave a report on the current events at the airport. Today is Allegiant's inaugural flight to Orlando, and KNOX partnered with Allegiant to give away an Orlando trip package. TSA inspectors are here for the week. The airport had a data outage earlier this week as a result of a fiber cut by workers on Highway 2.

**3. Chairman Report**

No report.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

No report.

**ii. Employee Relations**

Dame said the Personnel Management Plan is still being looked at by an attorney but is nearing completion. A draft PMP has been issued to the employees but due to some additional revisions, employees will receive one more draft PMP to review before it goes to the board for approval.

**iii. Marketing/Air Service Development**

Gershman gave a short report on marketing and air service. There was discussion about adding artwork to the new terminal's walls.

Bill Mayo from Republic Parking was introduced and spoke about some of the parking lot issues. Dame reported on the issues the Authority administration office computers are having with Internet connectivity.

## **C. New Business**

### **1. Award Employee Parking Lot Light Pole Bid**

Two bids were received for the employee parking lot light poles; the lower bid came from Bergstrom Electric in the amount of \$11,270.00. The engineer's estimate was \$12,500. Mutchler moved to accept the bid from Bergstrom Electric in the amount of \$11,270.00. The motion was seconded by Cronquist. **Action taken:** Motion carried unanimously.

### **2. Terminal Guard Rail**

Recent damage to the west outer wall of the new terminal brought attention to the need for protection from equipment backing into it. The airport's old terminal parking lot had W-Rail beams and posts removed and stored that can be reused for protecting the new terminal walls. Gershman made a motion to hire Dakota Fence to install our existing W-Rail beams and posts on the west wall of the new terminal at a cost of \$8,675.35. The motion was seconded by Mutchler. **Action taken:** Motion carried unanimously.

### **3. Award of Auditing Services**

Dame reviewed the memo regarding the advertisement for auditing services for the airport. The ad was placed but there were no proposals received. After the deadline, a call was placed to the existing auditor, Brady, Martz & Associates, Inc., who said they missed the ad but are interested in continuing their services and submitted a proposal. The proposal meets the airport requirements. It was moved by Gershman and seconded by Mutchler to accept the Brady Martz proposal and extend their services from January 1, 2012 through December 31, 2014. **Action taken:** Motion carried unanimously.

### **4. FAA CIP/Project Validation Approval**

Dame reviewed the FAA CIP/Project Validation and informed the board that these amounts are included in the 2012 Budget proposal.

### **5. 2012 Budget**

The board reviewed the Draft 2012 Budget. Mutchler made a motion to approve the 2012 Budget as proposed. Malm seconded the motion. **Action taken:** Motion carried unanimously.

The meeting adjourned at 8:55 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**December 22, 2011**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, December 22, 2011 with Chairman Steve Kuhlman presiding. Members present were Commissioners Brad Beyer, Karl Bollingberg, Tim Mutchler, Clark Cronquist, and Gary Malm; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

The meeting was called to order at 8:02 a.m.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Mutchler to approve the November 17, 2011 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial report and answered questions posed by the Commissioners.

**2. Airport Report**

A written report had been issued earlier in the week and Dame added that Bethany Sundvor's internship was ending at the end of December and he thanked her for doing such a great job during the past year.

**3. Chairman Report**

Kuhlman thanked the Authority staff for a job well done during the past year. Bollingberg added his thanks.

**4. Committee Reports**

**i. Tenant Relations/Real Estate**

The consolidated car rental facility is nearing completion, but will not be done by the end of this year as previously reported.

**ii. Employee Relations**

Dame said the Personnel Management Plan has been returned by the attorney that reviewed it and a few minor revisions have been made. There will soon be meetings for management and the committee to go over the Plan with the staff, and it is expected that the Plan will be brought to the board for approval at the January meeting.

**iii. Marketing/Air Service Development**

Dame gave a short report on the Authority's marketing plan.

## C. New Business

### 1. Authority to Sign Engineer Professional Services Agreement

Kadrmass, Lee & Jackson (KLJ) have provided us with a Standard Form of Agreement between Owner and Engineer for Professional Services Task Order. KLJ had requested that we mutually agree to a 5 year term starting October 2010, the date of their first contract, the eALP. The FAA has agreed that their request meets the Advisory Circular. We originally selected KLJ to a five year term in October 2009 after conducting interviews with three engineering firms. Due to the terminal project, KLJ was not given their first project until July 22, 2010. Therefore they are requesting a start date of October, 2010. Beyer moved to authorize the Executive Director to sign the Engineering Services Agreement with KLJ. The motion was seconded by Bollingberg. **Action taken:** Motion carried unanimously.

### 2. Authority to Sign Cost Participation and Maintenance Agreement NDDOT

It was moved by Mutchler and seconded by Cronquist to authorize the Executive Director to sign a Cost Participation and Maintenance Agreement between the Grand Forks Regional Airport and the North Dakota Department of Transportation. Under the agreement, the Authority agrees to allow the NDDOT to move the fence on the south side of the Grand Forks Airport and install a living snow fence, and the NDDOT will cover all costs associated with this installation. Included in the motion is the following conditional approval: "In the event the Federal Aviation Administration (FAA), US Fish & Wildlife, State of North Dakota Aeronautics or Grand Forks Regional Airport Authority determines the living fence to be a hazard to aircraft due to wildlife, vegetation growth, airspace penetration or for other reason, NDDOT shall remove and/or trim the living fence, at the sole expense of NDDOT, to meet the requirements set forth by the above listed regulatory agencies." **Action taken:** Motion carried unanimously.

### 3. Annual Commercial Liability insurance Premium Approval

It was moved by Cronquist and seconded by Bollingberg to accept the quote from Ace Property and Casualty Insurance Company for coverage effective 1/6/12. The quote for one year is \$25,000 with a limit of coverage of \$35 million, the same premium as last year for the same coverage. **Action taken:** Motion carried unanimously.

### 4. Commission Report Due Date Change

A motion was passed in the June 19<sup>th</sup>, 2007 meeting that required commission reports and payments to be due on the 30<sup>th</sup> day of the month rather than the 5<sup>th</sup> day of the month. Staff feels technologies in the banking industry have changed enough to allow for it to be easier for our tenants to be able to meet an earlier deadline and requests moving the date up to the 10<sup>th</sup>. Staff also wants to encourage all tenants to begin paying the Authority electronically. Therefore, we are requesting the authority to send a letter to the tenants, with signatures of the Authority Board Chair and Executive Director asking that payments be made in an electronic format with the Authority. Cronquist moved to change the policy to read "Commission reports and payments are required to be due by the 10<sup>th</sup> day of each month. A penalty of \$10 per day will be charged on late reports and payments after the due date,

contingent on the negotiations of any new lease contracts,” and to also authorize the signature of the Authority Chair and Executive Director on a letter to the tenants encouraging the use of electronic payments to the Authority. Mutchler seconded the motion. **Action taken:** Motion carried unanimously.

#### **5. Airport Association of ND Sponsorship**

Dame said the ND Aviation Council requested sponsorship for the 2012 Upper Midwest Aviation Symposium in Bismark. They are asking for \$1500 this year from three of the big four airports and \$5000 for the host city, which is Bismarck. Malm moved to approve the \$1500 sponsorship. Mutchler seconded the motion. **Action taken:** Motion carried unanimously.

The meeting adjourned at 8:31 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary