

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

January 23, 2014

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, January 23, 2014 with Chairman Steve Kuhlman presiding. Members present were Commissioners Clark Cronquist, Brad Beyer, Tim Mutchler and Gary Malm. Commissioner Karl Bollingberg joined via phone conferencing. 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.

T-hangar tenant Ross Gonitzke joined the meeting via conference call. Mr. Gonitzke asked the board for assistance in ridding the T-hangars of a pigeon problem. Photos were shown and a discussion ensued. The Board promised to deal with this problem appropriately.

A. Reading and Approval of Minutes

It was moved by Mutchler and seconded by Malm to approve the December 19, 2013 minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

The Director of Finance/Administration reviewed the financial statements for the twelve months ended December 31, 2013.

2. Airport Report

Among other current events, Dame reported on the recent Tenant Relations Committee meeting that included car rental agency representatives. He also announced that ATCT Manager Dave Cink was retiring and thanked him for his service. Mr. Cink thanked the board for their vision and many years of efforts that resulted in building the 4th Runway.

3. Chairman Report

No report.

4. Committee Reports

a. Tenant Relations/Real Estate

Dame briefed the board about the status of a new lease with UND; GFK Flight Support's sale of a building; and the possibility of a UND student flying club.

b. Employee Relations

Chairman Kuhlman asked Dame to invite the employees to request a meeting if they would like to discuss any personnel issues.

c. Marketing/Air Service Development

Dame gave a report on his efforts to develop additional air service.

C. New Business

1. KLJ Task Order #15

KLJ Engineering's Task Order #15 is for the design and bidding of the Aircraft Rescue Firefighting Building. There was an independent fee review (IFR) done and the results of the IFR indicated that the fees for this Task Order were too high, and a new rate was negotiated. Mutchler moved to approve KLJ's renegotiated Task Order # 15 for the lump sum of \$230,914.00. The motion was seconded by Beyer. **Action taken:** The motion passed with a unanimous vote.

2. Approve Rick Electric Change Order #5

The Rick Electric Change Order #5 is for sump pump controls that were required to be added due to soil conditions that were determined after the project began. Beyer moved to approve Change Order #5, from Rick Electric, in the amount of \$2,923.00. The motion was seconded by Cronquist. **Action taken:** The motion passed with a unanimous vote.

3. Other

i. Motion to Add Agenda Item

Mutchler moved to add an item to the agenda: The Right of First Refusal to Purchase a Building from GFK Flight Support. The motion was seconded by Malm. **Action taken:** The motion passed with a unanimous vote.

ii. Right of First Refusal to Purchase a Building from GFK Flight Support

GFK Flight Support is preparing to sell a building at 2467 Air Cargo Drive to Air Medical Resources Group for \$1.4 million. The airport has 30 days to purchase this property for that amount, per the proposal. A motion was made by Beyer and seconded by Mutchler to waive the right of first refusal to purchase the building at 2467 Air Cargo Drive. **Action taken:** Motion carried unanimously.

The meeting adjourned at 8:58 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

February 27, 2014

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, February 27, 2014, chaired by Karl Bollingberg and facilitated by Tim Mutchler. Other members present were Commissioners Clark Cronquist and Gary Malm. Bollingberg was present via phone conferencing. Staff attending was 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 8:00 a.m.

A. Reading and Approval of Minutes

It was moved by Malm and seconded by Cronquist to approve the January 23, 2014 minutes as written.

Action Taken: Motion carried unanimously.

B. New Business: On a motion by Cronquist and seconded by Malm, the Board approved unanimously the following Consent Agenda. None of the agenda items were extracted for discussion.

1. Alerus Financial Assignment of Designated Depository
The Grand Forks Regional Airport Authority assigns Alerus Financial as our designated depository.
2. 2014 Budget Amendment
Staff recommends adoption of budget revisions to reflect the change in relationship between Republic Parking Systems and the Grand Forks Regional Airport Authority.
3. Award of Minimum Standards Revision to KLJ/AMCG
Staff recommends the selection of KLJ/AMCG for providing professional services in revising the Minimum Standards
4. Ratification of Air Service Leakage Study
Staff recommends the Authority Board ratify the decision of the Executive Director to order the leakage study for \$10,435.
5. Ratification of Proposal & Agreement for Air Service Consulting Services with Skywest
Staff recommends the Authority Board ratify the decision of the Executive Director to sign the contract with Mead & Hunt in the lump sum of \$11,955 plus travel expenses.
6. Assignment of Car Rental Counter Agreement Rydell Auto Center to Enterprise Corp.
Staff recommends the Authority Board approve the Assignment and further authorize the signature of the Executive Director.
7. Resolution Authorizing Arrest Authority for GSSC Security
8. Approval of Green & White Flight LLC. Flying Club
Staff recommends the Authority Board approve the flying club with the conditions that they follow the Airport Rules and Regulations and Minimum Standards as they are written today and amended into the future, and further, in the event the FAA finds the Airport Authority in violation of our Minimum Standards as a result of the flying club, Green And White Flight, LLC conditionally agrees to amend its bylaws and practices to meet existing and future FAA regulations.

C. Reports

1. Financial Report

The Director of Finance/Administration reviewed the financial statements for the month ending January 31, 2014.

2. Airport Report

Dame reported on current events at the airport including independent fee reviews and law enforcement at the airport. Tim Dittus also spoke about the law enforcement matter.

3. Chairman Report

No report.

4. Committee Reports

a. Tenant Relations/Real Estate

Enterprise Car Rental has purchased the local National Car Rental franchise from Rydell Chevrolet, who has been a tenant since 1960. Dame expressed his appreciation to them for their many years of service to the Grand Forks International Airport. Allegiant will begin serving Grand Forks using a Boeing 757 starting March 1st. GFK Flight Support's building sale to the Air Medical Resources Group has been postponed for 2 more months as the current building lease to CBP has been extended. The Upper Midwest Aviation Symposium is being held in Grand Forks this year starting Sunday, March 2nd.

b. Employee Relations

Dame reported on a recent staff meeting.

c. Marketing/Air Service Development

No report.

The meeting adjourned at 8:32 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

March 27, 2014

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, March 27, 2014, with Chairman Steve Kuhlman presiding. Members present were Hal Gershman, Karl Bollingberg, Clark Cronquist, Brad Beyer, Tim Mutchler 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 8:00 a.m.

A. Reading and Approval of Minutes

It was moved by Malm and seconded by Mutchler to approve the February 27, 2014 minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Presentation of Audit

Joe Martin from Brady, Martz & Associates reviewed the reports from the 2013 Audit and answered questions posed by the Board.

2. Financial Report

Mary Jo Crystal reviewed the financial reports for the two months ending February 28th.

3. Airport Report

Patrick Dame introduced Glen Hansmann who is the interim tower manager. He then reported on several items including a change in personnel in the operations department; a recent presentation to and discussion with business leaders regarding air service development; a recent meeting with Skywest about westbound air service; and the law enforcement grant. Mary Jo Crystal reported on her recent communications with ND PERS regarding a change in health insurance coverage for Authority employees.

4. Building Area Presentation

Steve Synhorst from KLJ Engineering presented their Grand Forks International Airport Building Area Study/Plan and answered questions posed by the Board. The Preferred Alternatives he displayed included designs to make changes to the following: Delta Taxiway, General Aviation, Terminal Parking Lot, Terminal Area/Terminal Apron, Cargo Area, University of North Dakota (aircraft parking), and UND/FAA Parking. Dame said he had met with some of the affected terminal tenants to show them the Preferred Alternatives and was met with positive reaction.

5. Chairman Report

No report.

6. Committee Reports

No reports.

C. New Business

1. Acceptance of Audit

It was moved by Bollingberg and seconded by Gershman to accept the 2013 Audit Report. **Action taken:** The motion carried unanimously.

2. Approval of Building Area Plan

It was moved by Beyer and seconded by Mutchler to approve the Building Area Plan. **Action taken:** The motion carried unanimously.

3. Tractor Bid Award

Bids were taken to replace a New Holland tractor (Airport 16). Five bids were received and the low bidder was Acme Tools. It was moved by Bollingberg and seconded by Gershman to award the bid for a new tractor to Acme Tools in the amount \$76,759.60. Gershman moved to recuse Steve Kuhlman from the vote, seconded by Malm. **Action taken:** The motion passed to recuse Kuhlman from the vote. **Action taken:** A vote was taken for the tractor bid award and the motion was passed without opposition.

4. State Grant Funding Request

Dame presented an amended Capital Improvement Plan that included funding for developing the eastside building area and requested the Board's approval to request state funding. Gershman moved to approve applying for state funding for the CIP that includes construction of the eastside building area; seconded by Cronquist. **Action taken:** The motion carried unanimously.

5. Proceed with Design for East Side GA Development

It was moved by Beyer and seconded by Malm to direct KLJ Engineering to proceed with the design for the eastside GA development at a cost of \$65,508.11. **Action taken:** The motion carried unanimously.

The meeting adjourned at 9:35 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

April 24, 2014

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, April 24, 2014, with Vice Chairman Karl Bollingberg presiding. Members present were Hal Gershman, Clark Cronquist, Brad Beyer 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 8:00 a.m.

A. Reading and Approval of Minutes

It was moved by Malm and seconded by Cronquist to approve the March 27, 2014 minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

Mary Jo Crystal reviewed the financial reports for the three months ending March 31st.

2. Airport Report

Patrick Dame reported on the troubled history of the PAPI project that started 2 years ago. Engineers determined that the problems are stemming from a bad “home run” cable that needs to be replaced at a cost of about \$90,000. This project is eligible for federal grant funding but it could take time for the funds to be collected. It was moved by Beyer and seconded by Cronquist to spend the \$90,000 now to make the needed repairs so the PAPIs can operate, and get reimbursed by the grant when the funding comes in. **Action taken:** Motion carried unanimously.

Dame also reported on other current events at airport including the recent visit from the consultants for the Minimum Standards update, the employee healthcare insurance matter and the funding prospects for this year’s federal projects.

3. Tenant Relations Report

Dame reported on some recent discussions with FedEx about leasing the office space in the FedEx maintenance building. Valley Med Flight’s land lease will be completed shortly, along with the permitting process. GFK Flight Support will get a similar lease. KLJ will be platting out all the properties with proper descriptions. There have also been discussions with Phillips 66 regarding a fuel storage agreement.

ProDIGIQ was recently notified that they have 90 days to remove their FIDS product from our facility. They responded that they were not in agreement because of the cost to them. Beyer made a motion to offer ProDIQIG \$10,000 to remove their product from our facility on a “take or leave it” basis. The Authority would also honor any current advertising contracts they have. The motion was seconded by Gershman. **Action taken:** Motion carried unanimously.

Glen Hansmann from the ATCT reported on the FAA’s plans to build a new tower – a process that could take 7-10 years. Dame reported on a recent meeting with the FAA Administrator.

There was no new business and the meeting adjourned at 8:45 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

May 30, 2014

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 Friday, May 30, 2014, with Chairman Steve Kuhlman presiding. Members present were Karl Bollingberg, Tim Mutchler, Hal Gershman, Clark Cronquist, Brad Beyer 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 8:00 a.m.

A. Reading and Approval of Minutes

It was moved by Malm and seconded by Mutchler to approve the April 24, 2014 minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

Mary Jo Crystal reviewed the financial reports for the four months ending April 30th. Management was asked to formulate and bring back a plan to cause consistently late paying tenants to pay their rents on time each month.

2. Airport Report

Patrick Dame reported on issues and events that he has been involved in over the past month, including testifying in front of the state legislature regarding a bill that would hurt a majority of the state's airports as far as tax revenues and who controls them. He is also working with the FAA ADO to iron out differing interpretations of the FAA eligibility rules in order to get maximum funding for the new ARFF Building Project.

3. Tenant Relations Report

Dame reported on some upcoming GA hangar developments. Valley Med Flight's land lease will be completed shortly.

4. Employee Relations Report

The Employee Relations Committee recently met with the entire Authority staff to discuss the health insurance change. They also discussed possible solutions to relieve the Authority of a huge liability with regard to banked leave time.

5. Air Service/Marketing Report

Mutchler reported on the Allegiant Conference he recently attended with Patrick Dame.

B. New Business

1. Health Insurance Recommendation

The Authority will be dropped from BCBS of NDPERS on June 30th due to a change in federal law. Beyer made a motion to move the Authority's healthcare insurance to BCBS of ND BlueDirect (Gold) Plan and for one year the Authority will cover the employee's out of pocket

overage should he/she surpass the current deductible out of pocket maximum (\$2700). In that case, the Authority would pay the amount the employee would owe over \$2700 up to the new plan's deductible out of pocket maximum of \$3800. Mutchler seconded the motion. **Action taken:** The motion passed unanimously.

2. Renew Alerus Line of Credit

Beyer moved to renew the Alerus Line of Credit (Resolution # 02-14), seconded by Gershman. Gershman moved to recuse Karl Bollingberg from the vote, seconded by Malm. **Action taken:** The motion to recuse Bollingberg passed unanimously. **Action taken:** The motion to renew the Alerus Line of Credit passed unanimously.

Bollingberg asked about the status of incentivizing better service from Delta. Dame said there might be some steps we can take to lower Delta's airport costs. Once a proposal is ready, he will ask to meet with Delta to discuss it.

The meeting adjourned at 9:12 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

June 26, 2014

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, June 26, 2014, with Chairman Steve Kuhlman presiding. Members present were Clark Cronquist, Brad Beyer, Gary Malm and Dana Sande. 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. Dana Sande was welcomed as a new member of the Authority's Board of Commissioners.

A. Reading and Approval of Minutes

It was moved by Malm and seconded by Cronquist to approve the May 30, 2014 minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

Mary Jo Crystal reviewed the financial reports for the five months ending May 31st. Management was asked to look at alternatives to using Brady Martz for payroll services.

2. Airport Report

Patrick Dame reported on issues and events that he has been involved in over the past month, including employee policy changes and funding for the new ARFF Building Project.

3. Tenant Relations Report

Dame said Delta has been in contact with the Authority regarding their unsigned lease agreement.

4. Employee Relations Report

No report.

5. Air Service/Marketing Report

No report.

B. New Business

1. Election of Officers

It was moved by Gary Malm to accept the nominations of Karl Bollingberg for a two year term as Board Chairman and Brad Beyer as Vice-Chair for two years. Cronquist seconded the motion. **Action taken:** The motion passed unanimously.

Outgoing Board Chairman Steve Kuhlman was presented with a plaque in appreciation for his 4 years of service as Chair.

2. Taxiway A, D, B Bid Award

The Airport Authority received two bids for the Taxiway A, D, B intersection. The low bidder was Strata Corporation in the amount of \$4,947,954.10. It was moved by Cronquist and seconded by Malm to recuse Beyer from the vote. **Action taken:** Motion carried unanimously. There was a motion from Cronquist to accept the low bid and award the building contract to Strata Construction contingent on receiving additional federal funding. Sande seconded the motion. **Action taken:** Motion carried unanimously.

3. Acceptance of Grant 3-38-002-046-2014

The Airport Authority made a grant application to the Federal Aviation Administration for the intersection of Taxiway A,D,B in the total project amount of \$5,389,521.99 of which 90% is federally eligible (\$4,850,569). The grant includes construction, engineering and administrative services. There was a motion by Malm, seconded by Beyer to authorize the Executive Director and Authority Attorney to sign all documents associated with Grant 3-38-002-046-2014. **Action taken:** Motion carried unanimously.

4. Employee Leave Policy Change

The Board reviewed the leave policy changes proposed by Authority management, who asked for concept adoption and an implementation date of July 1, 2014. Sick leave, vacation leave and holiday pay would be discontinued and Paid Time Off (PTO) hours and Extended Sick Time (EST) would be earned each year instead. Employees with banked sick leave would have an option to receive a buyout of some or all of those hours at 50% or convert them over to PTO hours. There would be limits on the number of carry-over PTO hours and EST hours. Banked EST hours would not be payable upon termination. Sande moved to accept the proposed plan, seconded by Cronquist. Employees that were in attendance voiced some concerns including the number of hours they could carry over from year to year. Beyer moved to amend the motion to change the proposed policy to increase the non-exempt employee's PTO carryover amount from 40 hours to 48 hours, and to allow management to use their discretion to carry over even more PTO hours if they were denied leave and were subsequently unable to use that time before losing it, seconded by Cronquist. **Action taken:** The motion carried as amended.

5. Buyout Option

There was a motion by Beyer, seconded by Malm to offer a 100% sick leave buyout for any staff that is close to or considering retirement. This offer is open until August 1, 2014. **Action taken:** Motion carried unanimously.

The meeting adjourned at 9:23 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

July 24, 2014

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, July 24, 2014, with Chairman Karl Bollingberg presiding. Members present were Clark Cronquist, Brad Beyer, Steve Kuhlman, Tim Mutchler, Gary Malm and Dana Sande. 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 26, 2014 minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

Mary Jo Crystal reviewed the financial reports for the six months ending June 30th.

2. Airport Report

Patrick Dame reported on issues and events that he has been involved in over the past month including an FAA ADA inspection, a meeting on pilot shortage, and storm damage on the IAS building. Robert Sims was introduced as our new intern.

3. Chairman Report

Chairman Bollingberg thanked Steve Kuhlman for his four years as chair and welcomed Dana Sande to the Board.

B. New Business

1. Northern Sparrow Shuttle

The Board reviewed a business plan from Northern Sparrow Shuttle & Freight for a ground transportation concession to transport passengers to the Grand Forks International Airport from Winnipeg. The proposal was submitted by the company's founder, Scott Stroh, who desires to connect Canadian passengers with Allegiant flights in the U.S. Staff recommended allowing Northern Sparrow a shuttle permit and an operating agreement based on receiving 20% of the gross revenue that he collects from Grand Forks passengers. A motion was made by Cronquist and seconded by Malm to allow Northern Sparrow Shuttle & Freight a shuttle permit with an agreement to pay the Authority 20% of gross revenue from GFK passengers. **Action taken:** Motion carried unanimously.

2. ARFF Building Bid Award

Staff recommended the Authority Board award the construction of the ARFF building to ICS in the amount of \$4,051,000, subject to the receipt of federal discretionary funding in the amount of a minimum of \$2,740,000 along with state funding in the amount of a minimum of \$885,000, and further authorize the Executive Director and Authority

Attorney to sign all documents associated with the grant. When the bids were opened, there were concerns about the way they came in – most were single prime bids and only one was complete, the one from ICS. There were not enough single primes to create a complete bid. Staff later met with the Board Chair, Vice Chair and the airport attorney and concluded that the contract should be awarded to the bidder with the complete bid. Beyer moved to award the ARFF building contract to ICS per staff’s recommendation, seconded by Mutchler. **Action taken:** Motion carried unanimously.

3. Proposal for IT Service Contract

Mutchler moved to approve a one-year contract with Insight Technologies to maintain the airport’s IT equipment in the amount of \$1,574 per month. The motion was seconded by Kuhlman. **Action taken:** Motion carried unanimously.

Dame reported on the following: The Prodigiq equipment was removed from the display monitors and a replacement was installed by Insight Technologies. There will be several events in the next month – a chili/bbq cookoff, a retirement party for three employees (Gary Baker, Jerry Aase and Butch Litzinger), a building dedication for the Stephen “Skip” Rucinski Maintenance Center and the 50th Anniversary Celebration.

The meeting adjourned at 9:10 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

August 28, 2014

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, August 28, 2014, with Chairman Karl Bollingberg presiding. Members present were Clark Cronquist, Brad Beyer, Steve Kuhlman, Tim Mutchler, Gary Malm and Dana Sande. 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 Cronquist to approve the July 24, 2014 minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

Mary Jo Crystal reviewed the financial reports for the seven months ending July 31st. Patrick Dame reported on a matter with the Parking Lot C project deadline.

2. Airport Report

Patrick Dame reported on issues and events that he has been involved in over the past month including the success of the two events held on August 18th – the ribbon cutting on the Stephen Rucinski Maintenance Center and the airport's 50th Anniversary Celebration. He congratulated Jerry Aase on his retirement after 39 years and introduced Jerry's replacement, Andrew Zielike as the incoming maintenance lead. Zielike has been with the Authority for four years. Five additional staff members were recently hired and Dame said this completes his staff reorganization plan. He also reported on the status of the IAS building damage repair.

3. Chairman Report

Chairman Bollingberg congratulated staff on their success with the August 18th events and also on the completion of the reorganization plan. He asked the Board to read a report from ACRP that outlines airport policy makers' duties.

B. New Business

1. Amendment – KLJ Engineering Task Order #7

Beyer moved to authorize the Executive Director to sign the Amendment to KLJ's Task Order #7 in the amount of \$8,595.36 for additional time to troubleshoot the issues with the Precision Approach Path Indicators (PAPIs). Kuhlman seconded the motion. **Action taken:** Motion carried unanimously.

2. Independent Fee Review for Architectural/Engineering – ARFF Building

There was no action on this agenda item.

Dame reported on the PFC collection timeline; and a possible requirement from FAA to do an environmental assessment in the GA development area.

The regular meeting adjourned at 8:25 a.m.

A budget hearing commenced at 8:25 a.m. and adjourned at 9:25 a.m. Dame reviewed with the Board some highlighted line items for the 2015 budget, including landing fees and ground rents. A first reading of the Draft 2015 Budget will be on September 11th with a second reading at the next regular board meeting on September 25th.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

September 11, 2014

The Grand Forks Regional Airport Authority Board of Commissioners met in a special session in the Board Room of the Byron L. Dorgan Terminal on Thursday, September 11, 2014, with Vice Chairman Brad Beyer presiding. Members present were Clark Cronquist, Steve Kuhlman, Tim Mutchler and Dana Sande. 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.

TOPIC: 2015 Budget First Reading

After reviewing the proposed 2015 Budget and related notes from staff, the Airport Authority Board listened to comments from representatives of UND Aerospace about the fees that they would be charged under the new budget.

It was moved by Kuhlman and seconded by Mutchler to recuse Dana Sande from the vote to approve the first budget reading. **Action Taken:** Motion carried unanimously. A motion to approve the first reading of the 2015 Budget with an addition to add \$71,500 for adding a finance position to the staff was made by Mutchler, seconded by Kuhlman. **Action Taken:** Motion carried.

The meeting was adjourned after a motion by Sande, seconded by Cronquist.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

September 16, 2014

The Grand Forks Regional Airport Authority Board of Commissioners met in a special session in the Board Room of the Byron L. Dorgan Terminal on Thursday, September 16, 2014, with Acting Chairman Clark Cronquist presiding. Members present were Gary Malm; with Steve Kuhlman and Tim Mutchler attending via telephone conference. Staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; and Rick Audette, Operations and Maintenance Manager.

The meeting was called to order at 9:30 a.m.

TOPIC 1: FAA Grant Acceptance – ARFF Building

It was moved by Malm and seconded by Cronquist to authorize the Executive Director and the Airport Attorney to sign FAA Grant # 3-38-0022-047-2014 documents to accept the grant for the construction of the ARFF building in the amount of \$2,703,248. **Action Taken:** Motion carried unanimously.

TOPIC 2: Highway 2 Corridor Presentation and Discussion – KLJ

Representatives from the engineering firm of Kadrmas Lee & Jackson (KLJ), along with Earl Haugen from the Grand Forks-East Grand Forks Metropolitan Planning Organization (MPO) gave a presentation to explain a project the North Dakota Department of Transportation is planning for the U.S. Highway 2 Corridor which includes the intersection at Airport Drive. They said the plan is in its early stages so only one alternative has been drawn thus far. The drawing shows the airport intersection losing the stop lights and also losing the ability to directly cross Highway 2. Instead, the driver from the north or south would make a right turn onto the highway and then change lanes shortly thereafter to make a left u-turn back into the opposite lanes of the highway and then change lanes again to get back to the airport intersection to finally turn right to proceed south or north. Those choosing to leave the airport to drive east would encounter the same issues, etc. Several airport tenant managers were attending and voiced their opposition to this alternative. The planners said they will use the information they gather at the various stakeholder and public meetings while looking at all other alternatives. The final plan is expected to be ready in March of 2015 with construction in 2016.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

September 25, 2014

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 25, 2014, with Chairman Karl Bollingberg presiding. Members present were Clark Cronquist, Brad Beyer, Gary Malm and Dana Sande. 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 minutes for the August 28, September 11, and September 16, 2014 meetings as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

Mary Jo Crystal reviewed the financial reports for the eight months ending August 31st. Commissioner Sande made suggestions for future reporting methods.

2. Airport Report

Patrick Dame reported recent issues including the RTR project; funding for the ARFF building project; and the bids received late yesterday on the potassium acetate applicator for the deicing truck, a planned CIP project. It was moved by Cronquist and seconded by Sande to approve the purchase of the potassium acetate applicator from the lowest bidder. **Action taken:** Motion carried unanimously.

3. Chairman Report

No report.

C. New Business

The agenda items under New Business were reviewed for a consent agenda. Items pulled for discussion were the 2015 Budget Final Approval and the GA Lease/Operating Application for Valley Med Flight.

The following items were put on the consent agenda:

- a. KLJ Task Order #17 Approval
- b. UND Fuel Storage Agreement
- c. UND Fuel Flowage Agreement
- d. GA Building Area Underground Bid Approval
- e. Audit Service Provider Selection
- f. Central Boiler Agreement

It was moved by Sande and seconded by Malm to approve the consent agenda. **Action taken:** Motion carried unanimously.

1. 2015 Budget Final Approval

Cronquist moved to approve the 2015 Budget, seconded by Malm. **Action taken:** Motion carried unanimously.

2. GA Lease/Operating Application – Valley Med Flight

A motion was made by Malm to approve the operating permit for Valley Med Flight, Inc. and authorize the Executive Director to sign the agreement. Beyer seconded the motion. **Action taken:** Motion carried unanimously.

The meeting adjourned at 9:10 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

October 23, 2014

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 23, 2014, with Chairman Karl Bollingberg presiding. Members present were Clark Cronquist, Brad Beyer, Steve Kuhlman, Gary Malm and Dana Sande. 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.

Chairman Bollingberg added two items to the agenda: KLJ Task Order #16 Amendment and Mead & Hunt Air Service Consulting Proposal.

A. Reading and Approval of Minutes

It was moved by Malm and seconded by Kuhlman to approve the minutes for the September 25, 2014 meetings as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

Mary Jo Crystal reviewed the financial reports for the nine months ending September 30th. She also reported on some issues with the fuel pump credit card processors.

2. Airport Report

The November and December Authority Board meetings will be changed to the third Thursday to accommodate holidays. Dame reported on current events, projects and meetings.

3. Chairman Report

No report.

C. New Business

1. KLJ Task Order #18 Approval

Kuhlman moved to approve KLJ Task Order # 18 for construction administration, observation, and project closeout for the ARFF building construction project in the amount of \$207,523.63. The motion was seconded by Beyer. **Action taken:** Motion carried unanimously.

2. KLJ Task Order #16 Amendment Approval

Cronquist moved to approve KLJ Task Order #16 Amendment in the amount of \$7,971.82 for working with the FAA to acquire a categorical exclusion to prevent having to do an environmental assessment. The motion was seconded by Malm. **Action taken:** Motion carried unanimously.

3. Mead & Hunt Air Consultant Proposal

Malm moved to approve the Mead & Hunt Air Service Consultant proposal in the amount of \$6,070.00 to prepare materials and attend an upcoming airline meeting. The motion was seconded by Beyer. **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 RETREAT**

December 4, 2014

The Grand Forks Regional Airport Authority Board of Commissioners met for a retreat at Alerus Center Meeting Room 6-7 on Thursday, December 4, 2014. Members present were Commissioners Steve Kuhlman, Dana Sande, Brad Beyer and Clark Cronquist; staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; Rick Audette, Operations and Maintenance Manager; Chris Deitz, Operations Lead; and Andrew Zielike, Maintenance Lead. Airport Attorney Tim Dittus and Steve Synhorst from KLJ Engineers were also present.

The retreat began at 12:00 p.m.

Attorney Tim Dittus did an overview of grant assurances and laws regarding open meetings. Steve Synhorst from KLJ Engineers reported on current airport projects, pavement conditions and future planning.

Airport Authority staff presented information to the Commissioners with regard to the airport's capital improvement plan, priorities and funding. Statistics charts were displayed to illustrate the airport's operating revenues, emphasizing the correlation between air carrier, car rental, parking lot and restaurant revenues. Dame reported on the SWOT (strengths, weaknesses, opportunities and threats) analysis that he and his staff recently performed. The Authority's operations and maintenance leads each reported on the progress and changes in their departments.

The retreat ended at 3:30 p.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

December 18, 2014

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 18, 2014, with Vice Chairman Brad Beyer presiding. Members present were Clark Cronquist, Tim Mutchler, Steve Kuhlman, Gary Malm and Dana Sande. Staff included Patrick Dame, Executive Director; Mary Jo Crystal, Director of Finance/Administration; Rick Audette, Operations and Maintenance Manager; and Paula Thompson, Assistant Finance/Administration 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 Kuhlman to approve the minutes for the October 23rd and December 4th, 2014 meetings as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

Mary Jo Crystal reviewed the financial reports for the eleven months ending November 30th. She also reported on some issues with late payments from one of the car rental agencies.

2. Airport Report

Dame reported on current events, projects and meetings. He also introduced Paula Thompson, the new assistant finance/administration manager.

3. Chairman Report

No report.

C. New Business

1. KLJ Task Order #19 Approval

Cronquist moved to approve KLJ Task Order # 19 for construction administration and observation for the East Side General Aviation Area in the amount of \$39,269.55. The motion was seconded by Malm. **Action taken:** Motion carried unanimously.

2. Snow Removal Equipment (SRE) Bid Approval

Mutchler moved to award the bid for a replacement SRE Chassis w/Rotary Blower to M-B Companies, Inc. in the amount of \$537,554.00 and authorize the Executive Director to sign the notice to proceed. The motion was seconded by Sande. The PFC budgeted amount was \$580,000. **Action taken:** Motion carried unanimously.

3. Right of First Refusal/Right of First Purchase

Kuhlman moved to approve the Right of First Refusal/Right of First Purchase of GFK Flight Support. The motion was seconded by Mutchler. **Action taken:** Motion carried unanimously.

4. Insurance Renewal Proposal

Malm moved to approve the Airport Liability Insurance Proposal from Wings Insurance who recommend using Chartis/AIG, our current provider, for a policy premium of \$20,443; and authorize the Executive Director to sign the agreement. The motion was seconded by Cronquist.

Action taken: Motion carried unanimously.

The meeting adjourned at 8:30 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary