

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

**January 22, 2015**

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 22, 2015, with Vice Chairman Brad Beyer presiding. Members present were Tim Mutchler, Steve Kuhlman, Gary Malm and Dana Sande. Absent was Karl Bollingberg. Staff included Patrick Dame, Executive Director (via telephone conferencing), 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 Mutchler to approve the minutes for the December 18, 2014 meetings as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial reports for the year ending December 2014.

**2. Airport Report**

Dame reported on the current activities at the State Capital, where he's been testifying alongside other North Dakota airport executives who are in opposition of some bills that will affect the control airport authorities have over their funding. He also reported on a constructive meeting with Hertz about a recent audit; the purchase of a new airport pickup; and the status of ordering a new airport snowblower.

**3. Chairman Report**

No report.

**C. New Business**

**1. 2015 Budget Amendment**

Mary Jo Crystal briefed the board on the revisions made in the 2015 Budget. When the budget was originally adopted, staff was still in negotiations with UND, and some of the previous budget assumptions have to be revised now that they've come to an agreement. Crystal read off the terms of the new 10 year fuel flowage agreement with UND, and added that staff is waiting on the state legislators' determination of funding for the UND ramps before revisiting ground rent terms in their Master Lease. Crystal then described changes in revenues from landing fees and law enforcement reimbursements. Mutchler made a motion to approve the revisions to the 2015 Budget, seconded by Kuhlman. **Action taken:** Motion carried unanimously.

**2. Departing Authority Member Honored**

Clark Cronquist was honored on this day, after stepping down last month from the Authority Board of Commissioners. Malm announced a replacement will be appointed by the County Commission in February; and Dittus was asked to read the official criteria for new Authority Board members. Cronquist was thanked for his 18+ years of service and presented with gifts and

cards from Authority staff and board members. Cake and coffee were served while everyone wished him well.

The meeting adjourned at 8:27 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**February 26, 2015**

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 26, 2015, with Vice Chairman Brad Beyer presiding. Members present were David Engen, Steve Kuhlman, Gary Malm and Dana Sande. Absent were Karl Bollingberg and Tim Mutchler. 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 8:00 a.m.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Kuhlman to approve the minutes for the January 22, 2015 meeting as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial reports for the month ending January 2015.

**2. Airport Report**

Dame reported on upcoming conferences, master planning, and some of the current airport related activities at the State Capital.

**3. Chairman Report**

No report.

**C. New Business**

**1. Escalator & Elevator Contract Renewal**

Kuhlman made a motion to approve a renewal to the escalator and elevator contract in the amount of \$11,976 annually for the years 2015-2017, seconded by Sande. **Action taken:** Motion carried unanimously.

**2. Consent to Lease Transfer GFK Flight Support**

GFK Flight Support proposes assignment of its four (4) primary leases to Avflight: "New" FBO Facility, Corporate Air Hangar, South Half of "Old" FBO Facility and Valley Hangar. The Airport Authority's position follows:

1. The Airport Authority agrees to assignments and minor amendments to two (2) of the existing agreements. Any attorney's fees associated with this action will be the responsibility of GFK Flight Support/Avflight. The Airport Authority will remove the FBO agreement from the previous FBO lease and make it a land lease only, and participate in the attorney's fees to do so. The Valley Hangar lease agreement would be transferred under the existing terms and conditions.

2. Avflight's first right of negotiation will be at the end of thirty years, or February 28, 2045, with no extensions for the Corporate Air, "Old" FBO ground site, and the "New" FBO agreement. The ground-site rates will be increased to between \$0.2616 and \$0.3007 per square foot.
3. The Authority agrees to release Brent B. Seifert from any obligations under the lease following the transfer of the leases to Avflight Grand Forks Corporation.
4. Avflight will give a mortgage on its leasehold interest to Comerica Bank and under Subsection 4.11 of the leases.
5. The Airport Authority agrees to consider subcontracting charter services.
6. The Airport Authority will offer Avflight shared fuel storage capacity of 60,000 gallons of Jet A and 20,000 gallons of 100LL within the Airport Authority's fuel farm once existing agreements for fuel storage space with other aviation fuel suppliers and consumers have been consolidated under Avflight's Fuel Storage Agreement and terminated by the Airport Authority pursuant to their terms. In the event any future fuel storage space is required by another operator/tenant of the Airport Authority, it will require addition(s) to the Airport Authority's fuel farm. A license granted by the Airport Authority to store a stated volume of aviation fuel in the Airport Authority's fuel farm in no way constitutes or authorizes a grant of exclusive rights. Nothing prohibits the airport Authority from further developing its fuel farm to increase its aviation fuel storage capacity or developing other facilities on the Airport for the storage and dispensing of aviation fuel.
7. The Airport Authority will develop a list of responsibilities for the fuel farm, to be agreed to by both parties.
8. The Airport Authority will negotiate a new temporary lease for the Authority owned hangars until said hangars are decommissioned.

Kuhlman made a motion to consent to the assignment of the four (4) primary lease agreements from GFK Flight Support to Avflight based on the above stated terms; and authorize the Executive Director to sign the approved Consent of Lessor on behalf of the Airport Authority. The motion was seconded by Malm. **Action taken:** The motion was carried unanimously.

### **3. Foreign Trade Zone Fee Development**

Sande made a motion to approve a list of rates and charges for the Airport Authority's Foreign Trade Zone (FTZ). These rates can be adjusted periodically as needed. The FTZ Board now requires that rates are established in advance. The motion was seconded by Engen. **Action taken:** Motion carried unanimously.

The meeting adjourned at 8:35a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**March 26, 2015**

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 26, 2015, with Chairman Karl Bollingberg presiding. Members present were David Engen, Tim Mutchler, Gary Malm, Brad Beyer and Jeannie Mock. Absent was Steve Kuhlman. Staff included Patrick Dame, Executive Director, Mary Jo Crystal, Director of Finance/Administration and Paula Thompson, Assistant Finance/Administration Manager. Airport Attorney Tim Dittus was also in attendance as well as Brady Martz Auditors Janelle Mulroy and Justin Burchill, and Dr. Kim Kenville from UND Aerospace.

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

Jeannie Mock was introduced and welcomed as the newest board member.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Kuhlman to approve the minutes for the February 26, 2015 meeting as written. **Action Taken:** Motion carried unanimously.

**Agenda Item C1: 2014 Audit Report** was moved to up in the agenda to allow the auditors to present and then depart after their report. Brady Martz's Janelle Mulroy presented the report to the Board saying the audit was clean and answered questions. It was moved by Beyer and seconded by Malm to accept the 2014 Audit Report. **Action Taken:** Motion carried unanimously.

Mary Jo Crystal was thanked for her excellent handling of the Authority's finances.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial reports for the two months ending February 2015.

**2. Airport Report**

Paula Thompson reported on staff's research on healthcare insurance options for employees. Patrick Dame reported on the FBO sale that was finalized earlier this month and thanked the airport's attorney Tim Dittus for his hard work on the lease agreements. Dame also reported on current airport related activities at the State Capital; and Dr. Kim Kenville from UND Aerospace spoke about the school's concerns about funding the repair/replacement of the deteriorating aprons that they use at GFK. Dame also reported on the status of the Minimum Standards project.

**3. Chairman Report**

Chairman Bollingberg thanked Brad Beyer for replacing him during his absence from some previous meetings; and also thanked Patrick Dame and Tim Dittus for their work on the agreements to facilitate the sale of the FBO.

## C. New Business

### 2. Check Reissue Policy

During the recent audit it was brought to the attention of staff that there was no check reissue policy. It was moved by Beyer and seconded by Malm to adopt the following policy: The owner of any mutilated, defaced, lost or destroyed payment from the Grand Forks Regional Airport Authority must submit written documentation of loss or destruction. Such documentation will be submitted to the Board of Commissioners at their next regularly scheduled meeting for their review and the Board of Commissioners will approve reissuance of payment. If the request to reissue the payment results in any cost to the Grand Forks Regional Airport Authority, i.e. stop payment fee, that cost will be deducted from the reissuance amount. **Action taken:** Motion carried unanimously.

### 3. Bid Award for Rehab Runway 17L-35R Lighting System, Taxiway C Lighting System and Guidance Signs Project

Two bids were received for the Runway 17L-35R Lighting System, Taxiway C Lighting System and Guidance Signs Project. KLJ Engineering made a recommendation to the Authority to award the bid to Kobo Utility Construction Corporation. It was moved by Mutchler and seconded by Engen to award the bid to Kobo Utility Construction Corporation in the amount of \$786,263.00. **Action taken:** Motion carried unanimously.

### 4. Authority Health Insurance

The Authority employees who choose Authority provided health insurance benefits will be starting a new health plan(s) on no later than July 1. The Authority pays 75% of the premiums for both the employee and family. The employees that choose a high deductible plan will likely open and start contributing to a Health Savings Account (HSA) starting May 1<sup>st</sup>, and the Authority may also choose to contribute to the account. Although the specific healthcare plan(s) have yet be decided upon, staff recommends the Authority allow for additional funding in the amount of \$23,000, toward the Authority healthcare plan, and further allow the Executive Director to decide how to allocate those additional funds. It was moved by Mutchler and seconded by Malm to allow the additional \$23,000 in funding and further allow the Executive Director to make the allocations for the Authority healthcare plan. **Action taken:** Motion carried unanimously.

Dame announced the Board's plan to create Board Committees that will hold monthly Committee Meetings. The Real Estate/Air Service Committee will include David Engen and Steve Kuhlman; the Employee Relations and Marketing Committee will include Jeannie Mock and Gary Malm; and the Finance Committee will include Brad Beyer and Tim Mutchler. Chairman Karl Bollingberg will serve on all committees as ex-officio.

The meeting adjourned at 9:21a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**April 23, 2015**

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 23, 2015, with Chairman Karl Bollingberg presiding. Members present were David Engen, Steve Kuhlman, Brad Beyer and Jeannie Mock. Absent were Gary Malm and Tim Mutchler. 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 as well as Earl Haugan from the Metropolitan Planning Organization (MPO).

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

**A. Reading and Approval of Minutes**

It was moved by Kuhlman and seconded by Engen to approve the minutes for the March 26, 2015 meeting 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 2015.

**2. Airport Report**

Dame distributed information with regard to the Foreign Trade Zone (FTZ) and reported on recent discussions with the EDC, City and County about possible FTZ revenues in the future. He also reported on the current Request for Qualifications (RFQ) for selection of engineering; and the addendums to add the Master Plan to the RFQ and change the deadline date. Commissioners Engen and Kuhlman will review the submitted proposals after the May 1<sup>st</sup> deadline. Dame will be attending the Allegiant Conference in May and reported on that agenda. Minot Airport's staff will be visiting later today to learn about our 2011 transition into a new terminal so they can prepare for their move in January. A 2014 Annual Report is available on GFK website's "Board" page.

**3. Chairman Report**

Chairman Bollingberg said he has been working with Dame on writing letters to the editor to reach out to the public to support the airport.

**C. New Business**

**1. Charter Pilot Single Service Operator Application**

Kyle Black, formerly a pilot for GFK Flight Support, is applying to start up a pilot service business under the umbrella of Avflight, with plans to expand the business into a charter operation in the upcoming months. Staff requested the authority to approve the application when it is complete. It was moved by Beyer and seconded by Mock to authorize the Executive Director to review and approve the Specialized Aviation Service Operating Permit, for Kyle Black, when it is completed to the satisfaction of the Airport Authority. **Action taken:** Motion carried unanimously.

## **2. Bid Award for East GA Development**

Two bids were received for the East GA Development. Both were higher than the engineer's estimate and the engineers are working with staff to remove some portions of the project to bring the cost down. It was moved by Kuhlman and seconded by Mock to table this agenda item until the May meeting. **Action taken:** Motion carried unanimously.

## **3. Highway 2/Airport Drive/County Road 5 Intersection**

Earl Haugan presented information about the North Dakota Department of Transportation's (DOT) efforts to plan and fund major safety improvements to the intersection at Airport Drive, County Road 5 and Highway 2. The DOT has identified that intersection as one of the top 10 most dangerous highway intersections in the state, and the only one in Eastern North Dakota. Haugan's presentation included several alternatives and the data that supports or doesn't support each one. The MPO has chosen as their favorite the "Staggered T-Intersection Crossing." Haugan said the DOT is supporting a different one, the "Restricted Crossing U-Turn." Haugan has asked the Airport Authority Board to write a letter stating their preference. The board will have a letter ready at the May meeting.

The meeting adjourned at 9:37a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary



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

**May 28, 2015**

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, May 28, 2015, with Chairman Karl Bollingberg presiding. Members present were David Engen, Steve Kuhlman, Gary Malm and Jeannie Mock. Absent were Brad Beyer and Tim Mutchler. 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. Attorney Scott Jensen was also in attendance as well as Earl Haugan from the Metropolitan Planning Organization (MPO).

The meeting was called to order at 8:00 a.m. A motion was made by Malm, seconded by Mock, to add "Authorize Renewal of Line of Credit" to the meeting agenda. **Action taken:** Motion carried unanimously.

**A. Reading and Approval of Minutes**

It was moved by Malm and seconded by Engen to approve the minutes for the April 23, 2015 meeting 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 30, 2015.

**2. Airport Report**

Dame introduced Scott Jensen from Camrud Law Firm, who was sitting in for vacationing airport attorney Tim Dittus. He then reported on current events at the airport, including: State grants; selection for engineering services; increasing FAA requirements for funding airport projects; and Foreign Trade Zone related meetings.

**3. Chairman Report**

No report.

**C. New Business**

**1. Engineering Service Agreement Approval**

One proposal was received for engineering services. It was moved by Kuhlman and seconded by Mock to select KLJ Engineering for the next five (5) years and further authorize the Executive Director to sign the Engineering Services Agreement. **Action taken:** Motion carried unanimously.

**2. Eastside General Aviation Paving Bid Award**

It was moved by Malm and seconded by Engen to remove this previously tabled agenda item from the table. **Action taken:** Motion passed.

Two bids were received for the East GA Development. Both were higher than the engineer's estimate. It was moved by Engen and seconded by Malm to reject all bids and bid the project at a later date. **Action taken:** Motion carried unanimously.

### 3. **KLJ Task Order # 20**

KLJ's Task Order #20 for the Runway 17L/35R and Taxiway C East Airfield Lighting Project was presented for approval in the amount of \$137,607.14 for construction administration, observation and project closeout; and is eligible for 90% federal funding and 5% state funding. An independent fee review was conducted and was it found to be within a reasonable margin. It was moved by Kuhlman and seconded by Mock to approve Task Order #20 for \$137,607.14. After discussion, Kuhlman changed his motion and Mock seconded the change to add that the approval is contingent upon receiving federal funding. **Action taken:** Motion carried unanimously.

### 4. **KLJ Task Order #16 & #19 Amendments**

KLJ's Task Order # 16 for the construction on the Eastside General Aviation (GA) area was originally \$65,508.11 and was previously amended up to \$73,479.93. KLJ is requesting a second amendment in the amount of \$7,295.00 due to an Authority change request. KLJ's Task Order # 19 for the underground work on the Eastside GA was originally \$39,269.55 and they are requesting a reduction of \$12,344.15 for Amendment No. 1 due to unused hours. The net decrease for the two task order amendments would be \$5,049.15. It was moved by Malm, seconded by Engen, to approve the amendment Task Order #16 increase to \$80,774.93 and the amendment to Task Order #19 reduction to \$26,925.40. **Action taken:** Motion carried unanimously.

### 5. **Highway 2/Airport Drive/County Road 5 Intersection**

In June 2014, a letter to Mr. Grant Levi, Director of the North Dakota Department of Transportation (DOT) was written by the Authority to express the Board's then opinion of the proposed changes to the intersection at Airport Drive and U.S. Highway 2. The Metropolitan Planning Organization (MPO) requested that the Authority retract and replace it with a new letter based on the more recent study and alternatives provided by Kadrmas, Lee & Jackson (KLJ). The Board asked the MPO's Director, Earl Haugen, a few questions and also expressed their individual opinions and ideas. It was moved by Kuhlman for staff to work with the Tenant Relations Committee to write a new letter to the DOT stating that the Authority acknowledges that there is a safety issue at that intersection; that an overpass is their preferred long term solution; and that their desire is to preserve the current alignment of County #5 and Airport Drive. The motion was seconded by Engen. **Action taken:** Motion carried unanimously.

### 6. **Resolution #01-15 "Authorize Renewal of Line of Credit"**

A motion was made by Malm to recuse Bollingberg from this vote, seconded by Kuhlman. **Action taken:** Motion passed. A motion was made by Malm, seconded by Kuhlman, to authorize the renewal of the Alerus Financial line of credit in the amount of \$1,200,000; and further authorize the Authority Board Director, the Authority Executive Director and the Director of Finance/Administration to sign all documents associated with the receipt of this line of credit. The motion was seconded by Engen. **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**

**June 25, 2015**

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 25, 2015, with Chairman Karl Bollingberg presiding. Members present were Steve Kuhlman, Tim Mutchler, Gary Malm and Jeannie Mock. Absent was Brad Beyer. 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. David Engen was in attendance, but because he was recently appointed to the County Commission, the Authority's bylaws prevent him (as a second seated County Commissioner) from serving on the Airport Authority Board.

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 minutes for the May 28, 2015 meeting 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 31, 2015. A report was also given on a recent PFC meeting.

**2. Airport Report**

Dame's updates included the construction projects, the UND fuel flowage agreement and his current negotiations with the Grand Forks Fire Department regarding staffing changes.

**3. Chairman Report**

No report.

**C. New Business**

**1. Budget Revision**

Crystal presented staff's proposal to remove several projects from the Capital Improvement Plan (CIP) which will decrease the budgeted Capital Expenditures by \$3,159,157. It was moved by Mutchler and seconded by Malm to approve the budget revision as proposed. **Action taken:** Motion carried unanimously.

**2. ARFF Facility Furnishings**

Rick Audette reported on proposals received from three vendors to furnish the new ARFF building and how they narrowed them down to one. The recommendation was to accept the Norby's Work Perks quote for \$33,334.00. It was moved by Kuhlman and seconded by Mutchler to award the ARFF building furnishings quote to Norby's Work Perks in the amount of \$33,334.00. **Action taken:** Motion carried unanimously.

### 3. MPO Request Airport Drive US 2 Intersection

The Metropolitan Planning Organization (MPO) has requested that the Authority fund an additional study by KLJ Engineering (KLJ) in the amount of \$21,000 which includes a four hour workshop with the airport to discuss alternatives to the State's proposed plans for improvement to the intersection at US Highway 2 and Airport Drive. KLJ was the author of the original plan and alternatives; and staff suggested that the Authority budget to have a study done by a neutral engineering firm in 2016. It was moved by Mutchler and seconded by Malm that the Authority reject the proposed request from the MPO to fund the additional study by KLJ. **Action taken:** Motion carried unanimously

Patrick Dame thanked David Engen for his service on the Authority Board and wished him well. Engen thanked the Authority.

The meeting adjourned at 8:35 a.m.

Respectfully submitted,  
Coleen Peterson, Board Secretary

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

**August 3, 2015**

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 Monday, August 3, 2015, with Chairman Karl Bollingberg presiding. Members present were Tim Mutchler, Gary Malm, Brad Beyer, Rick Meland and Jeannie Mock. Absent was Steve Kuhlman. 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. Rick Meland was introduced as the newest Board Commissioner.

**Topics:**

**1. Interim Director Appointment**

Chairman Bollingberg announced that Patrick Dame turned in his resignation letter last week. A motion was made by Beyer to accept his resignation and the motion was seconded by Gary Malm.

**Action taken:** Motion carried unanimously.

Mutchler made a motion to appoint Mary Jo Crystal as interim Executive Director, seconded by Mock. **Action taken:** Motion carried unanimously.

It was moved by Malm and seconded by Mutchler to approve reducing the length of time required in Dame's contract to give resignation notice from 90 days to 45 days. **Action Taken:** Motion carried unanimously. Dame's last day will be September 11<sup>th</sup>.

**2. Consideration for RFQ for Search Firm**

It was moved by Beyer and seconded by Mutchler to engage an outside search firm to assist in the selection of a Director with consideration of looking at firms that would meet our needs. **Action taken:** Motion carried unanimously.

The meeting adjourned at 8:10 a.m.

Respectfully submitted,  
Coleen Peterson, Board Secretary

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

**August 13, 2015**

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 13, 2015, with Chairman Karl Bollingberg presiding. Members present were Rick Meland, Steve Kuhlman, Gary Malm, Jeannie Mock and Brad Beyer. Absent was Tim Mutchler. Staff included Patrick Dame, Executive Director, 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 Beyer to approve the June 23, 2015, and August 3, 2015 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

Airport Report: Dame reported on current construction projects.

Chairman Report: Bollingberg reported on some developments regarding the Northern Plains Nitrogen plant project.

**C. New Business Consent Agenda:**

On a motion by Meland and seconded by Mock, the Board voted on the following Consent Agenda. None of the agenda items were extracted for discussion, except Kuhlman asked if the UND Fuel Flowage was signed by UND yet. Dame replied that it was not. **Action taken:** Motion carried unanimously.

**1. GFK Flight Support Operating Permit**

Staff recommends the Airport Authority authorize the Executive Director to sign the Operating Permit for GFK Flight Support for the services of Aircraft Management and Aircraft Charter.

**2. Executive Director Search Firm Selection**

Staff recommends the Airport Authority authorize the Executive Director to enter into a contract with ADK Executive Search in the amount of \$25,200 (plus estimated travel expenses of \$3,500) to provide the Executive Director search.

**3. KLJ Task Order 1 Approval**

Staff recommends the Airport Authority authorize the Executive Director to sign Task Order 1. The total cost of the project is a lump sum of \$862,326.25. SEH Inc. did an independent fee analysis on the project and KLJ's fees were within 10%.

**4. FAA Grants Acceptance**

Staff is working with the FAA on Grant 3-38-0022-048-2015 for the east airfield Runway 17L/35R and Taxiway C lighting replacement. The total cost of the project is \$1,078,085.82 and is 90% federally eligible. The cost breakdown is \$970,277 Federal, \$53,904.29 State and \$53,904.53 Authority.

Staff is further working with the FAA on Grant 3-38-0022-049-2015 for the Airport Master Plan and Aeronautical Survey. The total cost of the project is \$872,826.25 and is 90% federally eligible. The cost breakdown is \$785,543.65 Federal, \$43,641.31 State and \$43,641.31 Authority. Staff recommends the Airport Authority authorize the Executive Director and Authority Attorney to sign all documents associated with Grants 3-38-0022-048-2015 and 3-38-0022-049-2015.

#### **5. UND Fuel Flowage Agreement**

Staff received the final Fuel Flowage Agreement for the University of North Dakota. The terms of the agreement are for a ten year period with a Commencement Date of July 1, 2015. Under the agreement, UND will pay the Airport Authority \$0.39 per gallon and increase 10 cents per gallon on the first anniversary and five cents on the second, third and fourth anniversaries of the Commencement Date. Staff recommends the Airport Authority authorize the Executive Director to sign the UND Fuel Flowage Agreement.

#### **D. New Business Discussion**

##### **1. 2016 Budget First Reading**

Dame reviewed the highlights and changes being made to the 2016 draft budget. The final draft will be brought before the board for approval at the August 27<sup>th</sup> meeting.

Dame reported on GFK's Chili-BBQ Cookoff event that was held yesterday, congratulating the winners.

The meeting adjourned at 8:39 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**August 27, 2015**

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 27, 2015, with Chairman Karl Bollingberg presiding. Members present were Rick Meland, Tim Mutchler, Gary Malm, Jeannie Mock and Brad Beyer. Absent was Steve Kuhlman. 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 Mutchler to approve the August 13, 2015 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Crystal reviewed the financial reports with the board.

**2. Airport Report**

Dame gave updates on current construction project and the status of the executive search; and gave his thanks to everyone as this was his last meeting before moving to Rapid City.

**3. Chairman Report**

None.

**C. New Business**

**1. 2016 Budget Approval**

Crystal reviewed the changes made since the first reading of the 2016 draft budget. A motion was made by Mutchler and a second by Malm to approve the 2016 Budget as proposed. **Action taken: Motion carried unanimously.**

Bollingberg and other board members thanked Patrick Dame for all of his work over the past 6+ years.

The meeting adjourned at 8:21 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary



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

**September 14, 2015**

The Grand Forks Regional Airport Authority Board of Commissioners met in a special session by telephone conferencing on Monday, September 14, 2015, with Vice Chairman Brad Beyer presiding. A roll call was taken: Members present were Tim Mutchler, Brad Beyer, Rick Meland and Jeannie Mock. Absent was Karl Bollingberg and Gary Malm. Staff included Mary Jo Crystal, Interim Executive Director; Rick Audette, Operations and Maintenance Manager; and Paula Thompson, Assistant Finance/Administration Manager. Airport attorney Tim Dittus was also in attendance (by phone).

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

**Topic:**

**1. Providing Interim Executive Director authorization to sign FAA Grant 3-38-0022-049-2015 for the Airport Master Plan and Aeronautical Survey**

On August 13<sup>th</sup> a motion was passed authorizing the Executive Director and Airport Attorney to sign FAA Grant #3-38-0022-049-2015 for the Airport Master Plan and Aeronautical Survey. Since the Executive Director resigned before the grant was signed, a motion was made by Mutchler to authorize the Interim Executive Director to sign Grant #3-38-0022-049-2015. The motion was seconded by Meland. **Action taken:** Motion carried unanimously.

The meeting adjourned at 8:08 a.m.

Respectfully submitted,  
Coleen Peterson, Board Secretary

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

**October 22, 2015**

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 22, 2015, with Chairman Karl Bollingberg presiding. Members present were Rick Meland, Tim Mutchler, Gary Malm, Steve Kuhlman and Brad Beyer. Absent was Jeannie Mock. Staff included Mary Jo Crystal, Interim Executive Director and 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 Mutchler and seconded by Kuhlman to approve the August 27, 2015 and September 14, 2015 minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Crystal reviewed the financial reports with the board.

**2. Airport Report**

- ARFF/Operations Supervisor Chris Deitz introduced some new employees that were hired over the past year.
- The Airport Master Plan Study was kicked off by way of a presentation from Tom Schauer of KLJ Engineers.
- Crystal reported on the hiring of a Foreign Trade Zone (FTZ) Consultant.
- Meland and Crystal reported on the Boyd Group Aviation Forecast Summit that they attended in August.
- Crystal gave an update on the current airport construction projects.

**3. Chairman Report**

Bollingberg asked Mutchler to report on the search for a new Executive Director. November 23<sup>rd</sup> is the day the Search Committee expects to do face-to-face interviews and make a recommendation shortly thereafter. Bollingberg thanked the staff for stepping up during the transition.

**C. New Business**

**1. ICS, Inc. Change Order #1**

ICS, Inc. has requested a change order for the ARFF building construction project in the amount of \$44,858.51, an increase of 1.1%. The majority of the change is soil remediation. A motion was made by Kuhlman and seconded by Meland to approve Change Order #1 as requested. **Action taken: Motion carried unanimously.**

**2. Air Service Consultant Recommendation**

Two firms were recently interviewed by the Air Service Subcommittee for aviation consultant services, and the Subcommittee recommended the one year agreement be awarded to Mead & Hunt. A motion was made by Mutchler and seconded by Kuhlman to award the agreement to Mead & Hunt. The agreement includes two one-year renewal options. Action taken: **Motion carried unanimously.**

**3. High Speed Mower Bid Acceptance**

Audette explained the reason for staff's recommendation to accept MTI Distributing's bid proposal for a high speed front deck rotary mower. There was a need to purchase a specific sized mower to fit within the space between the aircraft movement areas and the signs, and MTI was the only bidder. A motion was made by Beyer and seconded by Meland to accept the MTI bid for a mower in the amount of \$69,786.93 and additional funds not to exceed \$3,000 to purchase radios and a beacon for the unit. **Action taken: Motion carried unanimously.**

**4. Award Airport Property Research Project**

Three companies were contacted to provide estimates for the completion of an ownership and encumbrance report for airport property and selected adjacent properties. This research is required to prepare the Exhibit A/Airport Property Map to FAA standards. Two bids were received and the low bidder was not local, but quoted a fee 60% less than the other. A motion was made by Mutchler and seconded by Beyer to accept the low bid of \$6,000 from Jewels Title & Abstract out of Wisconsin. **Action taken: Motion carried unanimously.**

**5. Employee Handbook Approval**

Thompson reviewed the revisions made to the document formerly named the Personnel Management Plan. A motion was made by Malm and seconded by Meland to approve the revisions to the newly named Employee Handbook as proposed. **Action taken: Motion carried unanimously.**

Bollingberg polled the other board members and set the next two meeting dates to November 25<sup>th</sup> and December 16<sup>th</sup>.

The meeting adjourned at 8:54 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**October 22, 2015**

The Grand Forks Regional Airport Authority Board of Commissioners met in a special session at the Toasted Frog restaurant on Thursday, October 22, 2015, with Chairman Karl Bollingberg presiding. Members present were Rick Meland, Tim Mutchler, Gary Malm, Jeannie Mock, Steve Kuhlman and Brad Beyer. Others attending: Mary Jo Crystal, Interim Executive Director and Director of Finance & Administration; and Tom Schauer, Marcus Watson and Eric Gilles from KLJ Engineering.

The meeting was called to order 6:30 p.m.

**Topic: Master Plan Study**

The Master Plan Study was kicked off this morning at the regular board meeting, and the planners from KLJ Engineering asked the Board to meet with them at dinner this evening to discuss any issues, concerns and ideas they might have with regard to the future of the Grand Forks International Airport.

**1. Focus Groups**

KLJ Engineering reported on what they heard from the airport tenant focus groups they met with earlier in the day.

**2. Airport Drive Intersection at Highway 2**

There was discussion about the ND Department of Transportation's proposed changes at the intersection of Airport Drive and Highway 2.

**3. Runway 17R-35L**

There was also discussion about the future of the main runway and its needs. Crystal was directed to make contact with Colonel Rodney Lewis, the commander of the Grand Forks Air Force Base, to discuss GFK's possible of the use of the Base's runway when our Runway 17R-35L is being rehabbed or rebuilt.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Mary Jo Crystal, Interim Executive Director

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
EXECUTIVE DIRECTOR SEARCH COMMITTEE MEETING**

**November 23, 2015**

The Grand Forks Regional Airport Authority Board of Commissioners Executive Director Search Committee met in the Board Room of the Byron L. Dorgan Terminal on Monday, November 23, 2015 to conduct interviews for the open position of Executive Director. Commissioners present were Karl Bollingberg, Tim Mutchler, Steve Kuhlman and Jeannie Mock. Other committee members present were Todd Feland, Administrator for the City of Grand Forks and Keith Lund, Vice President of the Grand Forks Region Economic Development Corporation. Linda Frankl from ADK Executive Search was also in attendance.

The meeting commenced at 8:00 a.m.

Three candidates were interviewed separately, with discussion after each interview. In their last discussion, the committee agreed upon one successful candidate and will make a recommendation to the Board to make an offer to Ryan Riesinger at the next meeting on November 25, 2015.

The meeting adjourned at 2:10 p.m.

Respectfully submitted,

Karl Bollingberg, Board Chairman

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

**November 25, 2015**

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 Wednesday, November 25, 2015, with Chairman Karl Bollingberg presiding. Members present were Jeannie Mock, Steve Kuhlman, Brad Beyer, Gary Malm and Rick Meland. Absent was Tim Mutchler. Staff included Mary Jo Crystal, Interim Executive Director & Director of Finance/Administration; Rick Audette, Operations & 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 Kuhlman and seconded by Malm to approve the minutes for the two October 22, 2015 meetings as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Mary Jo Crystal reviewed the financial reports for the 10 months ending October 31, 2015. Kuhlman mentioned a report from a customer wanting coffee on their first flight and finding the restaurant not open that day. Crystal responded she is aware there are some issues and that there have been some related discussions with the restaurant owner.

**2. Airport Report**

Crystal updated the board on airport current events including the ARFF building construction, Master Plan meetings and the negotiations with the City for ARFF services.

**3. Chairman Report**

Bollingberg reported that the Executive Director Search Committee completed their search. The contracted firm, ADK Executive Search, was commended for their work in finding and presenting a good slate of candidates to choose from. Three candidates were interviewed here on Monday, and one was subsequently chosen. The Search Committee consisted of Commissioners Bollingberg, Mock, Kuhlman and Mutchler; Todd Feland, City of Grand Forks Administrator and Keith Lund from the Grand Forks Region Economic Development Corporation.

**C. New Business**

**1. Executive Director Selection**

The Executive Director Search Committee recommended Ryan Riesinger as the new Executive Director of the Grand Forks Regional Airport Authority. Kuhlman made a motion to accept the recommendation and hire Ryan Riesinger as the new Executive Director, seconded by Meland. **Action taken:** Motion carried unanimously.

The Executive Director Search Committee then recommended authorizing Chairman Bollingberg to negotiate Riesinger's employment agreement with the assistance of ADK Executive Search and

the Attorney Dittus. Beyer made a motion to authorize Chairman Bollingberg to negotiate the employment agreement with said assistance, seconded by Malm. **Action taken:** Motion carried unanimously.

Riesinger is currently working at the airport in Saginaw, Michigan and plans to be at GFK early in January.

## 2. **Payroll Processing Service**

Paula Thompson researched several firms for outsourcing the Authority's payroll. Of the two Grand Forks firms she reached out to, one (Brady Martz) did not qualify to do some of the reporting, and the other did not return her calls. Of the three out of town firms she reached out to, the low estimate was from Fargo's Payroll Professionals. It was moved by Kuhlman and seconded by Malm to hire Payroll Professionals for payroll services starting January 2016. **Action taken:** Motion carried unanimously.

## 3. **GFK Wings, LLC General Aviation Operator Permit**

It was moved by Mock and seconded by Meland to table this agenda item in order to collect more information. **Action taken:** Motion carried unanimously.

Malm reported that the County wrote a letter to the DOT opposing the proposed intersection change at Airport Drive and Highway 2 with a request for further research.

Chris Deitz, Operations Supervisor, introduced two relatively new hires, Gunnar Larson and Logan Gloss.

The meeting adjourned at 8:20 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary