

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

January 25, 2018

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Byron L. Dorgan Terminal on Thursday, January 25, 2018, but did not have a quorum. Members present were Karl Bollingberg, Jeannie Mock and Rick Meland. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance/Administration, and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

A. Reading and Approval of Minutes

Did not have a quorum.

B. Reports

1. Financial Report

Aasand reviewed the December financial reports and gave a recap of 2017's financials.

2. Director Report

After welcoming the UND aviation students that were in the audience, Riesinger recapped some highlights from 2017: The East General Aviation (GA) and the Taxiway U projects are complete; the GLC AAAE conference had a net income of \$50,000 (typically has been \$25-30K); enplanements were down 11% for the year, but was 4% more than we had forecasted. We are increasing our advertising in Canada now that their currency exchange rate is back more in our favor. Operations were up 4.2%, and we are forecasting higher numbers in 2018 due to UND Aviation's enrollment increases. Riesinger then reported on some priorities for 2018, including airfield development, airline lease negotiations, west GA development, the sort facility, UND Hockey's Las Vegas game (preparations for getting fans to Las Vegas), and the FBO survey (results coming soon). There was also a report on the airport's backup generators and Nodak's electricity feed. ARFF/Ops Supervisor Chris Deitz reported on our annual Gifts for Kids program that benefited the Northeast Human Service Center at Christmastime. Lastly, Riesinger reported on our successful coordination of resources for assisting passengers that had been diverted to GFK during a snowstorm that closed MSP's runways on Monday. The (Grand Forks) Cities Area Transport provided four buses and we used our shuttle bus to transport over 330 people to and from hotels.

3. Chairman Report

None.

C. New Business

1. Capital Improvement Program (CIP) Review

Riesinger presented the CIP that spanned 2018-2025. Extending Runway 9L-27R would be the focus for the next 5 years, and reconstructing Runway 17R-35L (our primary runway) could potentially start in 2023. These two major projects are still in the FAA approval process.

2. Fuel Storage Tank Inspection & SPCC Plan

Tabled until the next meeting due to not having a quorum.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

March 22, 2018

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 22, 2018, presided by Chairman Karl Bollingberg. Members present were Rick Meland, Jeannie Mock, Gary Malm, Tim Mutchler and Steve Kuhlman. Absent was Brad Beyer. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, 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 Mock to approve the minutes for the December 21, 2017 meeting as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

Aasand introduced Brian Opsahl from Brady Martz to present the 2017 Audit Report.

The Auditors' opinion of the 2017 Financials was that they were presented fairly, in all material respects. Mr. Opsahl reviewed the Audit Report with the Board, highlighting the that the 2017 Budget was very close to the Actual.

Aasand then reviewed the February and YTD 2018 financial reports and answered questions.

Staff was praised by Chairman Bollingberg for staying on track with the 2017 Budget.

2. Director Report

Riesinger introduced new employees Kyle Bjornstad, Matthew Snell, Robert Goebel, intern Nick Whiting, and asked the visiting UND Aviation Management students to introduce themselves. He then briefed the Board as follows:

Operations – GFK achieved a new record for the month of February with 32,091 take-offs and landings. Attributed to generally good flying weather and a higher number of flight students.

Airline Stats – enplanements were down 10% for the month of February, with 23% less Allegiant flights this year than last year. Looking ahead we will be down about the same amount in March and April, and then we should level off with about the same number of flights as the previous year for the remainder of 2018.

Mead and Hunt Air Service Conference – met with airlines and heard their latest plans. Also conducted one-on-one meetings with representatives from United, Frontier, American, and Allegiant. United and Frontier expressed interest in continuing discussions. United would seem like the most viable option with service to Denver and Chicago O'Hare a possibility. Looking at possibility of an incentive grant.

UND Hockey in Las Vegas – for this special event, Allegiant has added flights on October 25 & 28, \$330 one-way. Initial planning is underway to make this a special event for those going to the game from our area.

Airline Operating and Lease Agreement update – continued discussions with Delta and Allegiant reps. Last meeting was in early February.

Airport Master Plan update – currently completing internal staff review of the Alternatives Chapter. This chapter includes all of the runway configuration alternatives as well as other future developments. This will then be sent to the FAA Airport District Office for their review and comment.

AIP Funding update – Congress is attempting to complete work on an omnibus appropriations bill to fund the government through September. A final vote is expected by the end of this week. At play in that measure is a provision already approved by the Senate that would increase the PFC to \$8.50 for originating passengers. Also under discussion is possible increased money for AIP. If congress fails to complete work on the omnibus bill this week, another temporary extension will be necessary since the current funding authorization expires March 23.

The City of Grand Forks and USDA Wildlife Services entered into a Cooperative Agreement to help control wildlife at the wastewater treatment plant lagoons. The past two years were especially active for wildlife in and around the Airport, particularly with seagulls. Weather in 2016 was wet (worms), 2017 was very dry (crickets and grasshoppers). We reached out to the USDA Wildlife Services, who provides us our wildlife depredation permit and has conducted wildlife hazard assessments in the past, and this past fall they conducted site assessments of the airport and lagoons and provided each of us with their findings and recommendations. Grass heights, managing haying operations, removing perching and/or nesting sites, and continuing our already strong training and enforcement actions were all recommended for the airport. The wastewater treatment lagoons are a special challenge when it comes to wildlife primarily because of their size and limited staff available. For this reason it was recommended for the City to directly contract with the USDA to provide trained wildlife personnel to assist in this effort. Riesinger was happy to report that this agreement was approved recently by the City Council and staff will be working cooperatively and proactively to reduce the wildlife concerns in the vicinity of the airport.

Recent vehicle accident at Airport Drive/Highway 2 Intersection – fortunately there were no serious injuries. We have not seen the final report as to the cause. Position of the sun at that time of the morning may have been a factor.

Valley Med v. IAS, et al. – earlier this month the Grand Forks Regional Airport Authority was named as a Defendant in an incident that occurred in April of 2016. A Valley Med Pilatus aircraft was struck by a mail cart handled by IAS during a high wind event. All total the damages were alleged to be over \$500,000.00 when including inspections, ferry flight, repairs, and down time. We received a subpoena requesting information on the incident in January of 2017, but we were not named as a Defendant at that time. Valley Med Flight and IAS were unable to come to an agreement to resolve the matter, as IAS believes the United States Postal Service and the Airport are also partially responsible (they allege that ice on the ramp was a contributing factor). Our insurance underwriter, AIG, is providing legal counsel, and our local attorneys Tim Dittus / Randi Hanson have also been involved in the initial conversations. Our team believes we are in very good position to defend the Airport. In the unlikely event that the

Airport is found to be liable for any damages, our insurance will cover 100% of the damages with no deductible. The attorney fees would also be covered 100% by our insurance policy.

Oakwells Lease Extension – The current food service, vending, and gift shop concession agreement with Oakwells expires June 20th, 2018. Oakwells provides a good service and the product is of high quality. They are interested in extending the term of the agreement, are willing to negotiate, and have proposed various improvements to equipment and their space. We have just enough time to put out an RFP for these services, but Riesinger recommends we attempt to negotiate with Oakwells to extend the agreement. The Board would have final review and approval of the successfully negotiated agreement.

Delta Global Services (DGS) at GFK is being recognized this month as Delta Station of the year for our size category (50 other airports) – they were judged on their on-time flights, baggage completion rate, customer feedback, safety record, etc.

Commissioner Mutchler commended the airport for entering the ARFF truck in the St. Patrick's Day parade. He also urged airport management to be proactive and aware of any of the DOT's proposed changes to the intersection at Highway 2 and Airport Drive.

3. Chairman Report

None.

C. New Business

1. 2017 Airport Audit

A motion by Mutchler, seconded by Meland to receive the 2017 Audit Report as presented.

Action taken: Motion passed unanimously.

2. Fuel Storage Tank Inspection

The fuel farm steel tanks are due for a formal external tank integrity testing as required by current EPA regulations, section 112.5. The inspection standards will establish a baseline plan to determine the current condition of these 1995 steel tanks and an inspection schedule for the Spill Prevention, Control, and Countermeasures (SPCC) Plan. A Professional Engineer (P.E.) signature is required for these Plan amendments. Dakota Environmental, in conjunction with the tank inspections, has the required staff and qualifications to complete the SPCC Plan. KLJ Engineers did not provide a quote saying their bid would be higher than Dakota Environmental due to overhead and staffing. Local vendor Valley Petroleum and tank manufacturer O'Day Equipment did not have certified staff to perform these required services. It was moved by Malm, seconded by Kuhlman to approve the Dakota Environmental quotes for the fuel farm tank inspections and SPCC Plan for a combined total of \$6,570.00 NTE from the fuel farm storage fund, and authorization for the Executive Director to execute the required documents.

Action taken: Motion passed unanimously.

3. 17R-35L Geotechnical Engineering Report

At our Airport Authority Board meeting on May 25, 2017, the Board approved a scope of services with KLJ to complete a Geotechnical Investigation and Engineering Report on Runway 17R-35L. The Executive Summary is [attached](#) and an electronic copy of the full report is available. Nick Enblom, P.E. from KLJ reviewed the Summary's key points with the Board and answered questions. The runway cores and soil borings performed last June showed the base concrete is holding up although some areas are weak according to FAA standards, but the runway still has a few years of use left. Five options to reconstruct or rehabilitate the runway

ranged in cost from \$25M-\$67M with timelines for shut-downs ranging from 40 days to 180 days, all with their pros and cons. The Board viewed the amount of time the runway would be closed for any of the options as a major concern - it would risk losing commercial service to GFK. Mutchler asked about alternatives that would allow the runway to stay open. Riesinger said the Master Plan provides good alternatives and added that this report can be used for justification for the FAA funding them. Meland moved to accept the Runway 17R-35L Geotechnical Engineering Report, seconded by Mock. **Action taken:** Motion carried unanimously.

4. Mead & Hunt Air Service Agreement

The current annual agreement with Mead & Hunt to provide Air Service Consultant Services expires March 31, 2018. Mead & Hunt performed their services well, met all of the requirements, and provided a valuable service to the Airport Authority over the past year. They assisted us in establishing the GFK Air Service Task Force with local and area business leaders, and would be working with us as we pursue additional service for the area. A new proposed scope of services was reviewed, and a motion was made by Mutchler, seconded by Kuhlman, to approve the Air Service Consulting Services Agreement with Mead & Hunt in the total amount of \$49,845.00, and authorize the Executive Director to execute the required documents. **Action taken:** Motion carried unanimously.

5. Health Insurance Plan Discussion

The Grand Forks Regional Airport Authority conducts “Open Enrollment” of our various insurance benefit plans offered to employees during the month of April. These plans then become effective May 1. We currently offer two health insurance plans through Blue Cross Blue Shield of North Dakota – a “low deductible” \$500 Platinum plan, and a “high deductible” \$2300 Gold plan. The Airport pays 75% of the premium and the Employee pays 25%. We recently received our renewal rates and our existing health insurance plan premiums are to increase 13.89% (\$22,923.90) over what we are currently paying. In addition, since the 2018 Budget was approved in August of 2017, there have been 8 additional individuals added to the plans (1 employee, 3 spouses, and 4 children) due to new employees/families/children, a marriage, or other qualifying life events. The combined effect of these two realities will put us approximately 25.5% over budget (\$38,180.69) in our Health Insurance line item if we continue to offer the current plans. Note that we budgeted a 10% increase for Health Insurance in 2018. In an effort to control these cost increases and balance them between the Airport and Employees, we have compared other plans offered through Blue Cross Blue Shield of North Dakota, and plans from other providers (Medica and Sanford). We have also considered keeping the current plans and adjusting the Airport and Employee shares of the premium (change from current 75%/25% split to 65%/35%). After review, staff recommends the following change to our Health Insurance Plan: Offer a “low deductible” \$1,000 Gold, a \$1,600 Gold, and a “high deductible” \$2,700 Silver instead of the current plans. This results in a less than 1% increase in our current premiums (\$1,261.98), and an 11.03% increase over budget for 2018 (\$16,518.77). Estimates are based off employees staying in their low deductible or high deductible plan, although they have the option to switch plans during open enrollment so actual amounts may vary. There was a motion by Mutchler to approve the changes to the Health Insurance plan offerings, and authorization for the Executive Director to execute the required documents. Mock seconded the motion. Kuhlman suggested contacting the Home Builders Association about joining that group if their health benefits were more affordable. Mutchler amended his motion to include the Home Builders Association option if it proved

to be beneficial. Mock seconded the amendment. **Action taken:** Motion carried unanimously.

6. Other

None

The meeting adjourned at 9:37 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

April 26, 2018

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 26, 2018, presided by Chairman Karl Bollingberg. Members present were Gary Malm, Tim Mutchler and Brad Beyer. Absent were Steve Kuhlman and Jeannie Mock. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, 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 minutes for the March 22, 2018 meeting as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

Aasand gave a follow up report on the Health Insurance Plan Discussion at last month's meeting. The Home Builder's Association is unable to allow our group in on their insurance plan due to the Affordable Care Act's rules. She then reviewed highlights in the financial reports and answered questions from the board. The 2019 budgeting process has been started.

2. Director Report

Airport Master Plan update – internal staff review of the Alternatives Chapter has been completed and has been submitted to the FAA Airports District Office for their review and comment.

Statistics – the March 2018 load factors were a healthy 96.2% for Allegiant. Delta's load factors have continued to track steadily around 80%. Commissioner Mutchler commented on his airfare searches, and asked Riesinger why GFK is showing such high fares. Riesinger explained that GFK's seat capacity is lower in comparison to larger airports, therefore the lower fare seats are sold out sooner. He added that our fares are very comparable to Fargo's, but unfortunately, not to MSP's.

3. Chairman Report

None.

C. New Business

1. Airport Master Plan – Amendment to Task Order #1

The Airport Authority Board approved Task Order #1 with KLJ on August 27, 2015, to complete a Scope of Services that included updating the Airport Master Plan (AMP) and Airport Layout Plan (ALP). Since that time, several additional items were needed that were outside of the original scope, including:

1. An additional set of “focus group” meetings was conducted December 12-14, 2016, to review preliminary alternatives with Airport staff, Airport Authority Board, and various tenants, and stakeholders.
2. The Federal Aviation Administration (FAA) requested an additional on-site agency meeting to discuss the preliminary AMP airfield alternatives. This meeting was held on March 1, 2017.
3. The FAA then recommended a Safety Risk Management Panel (SRMP) be conducted to review the preliminary airfield alternatives from the AMP study. This meeting was held May 23, 2017.
4. In July 2017, Airport and KLJ staff participated in a new Air Traffic Control Tower siting process that had implications for the AMP, ALP, and Terminal Area Building Plan.

These items resulted in additional costs of \$49,008.03. Per standard policy the FAA does not typically amend planning grants, however, given the unique timing and complexity of our projects, and that the FAA requested and/or recommended the additional items, they agreed to review the additional costs to determine eligibility. After several reviews, the FAA determined that \$25,624.98 of the costs were eligible for 90% FAA grant funding ([see attachment](#)).

The Airport’s local share of the eligible cost is 5%, or \$1,281.25. This is an unbudgeted amount, but there are funds available in the capital reserve account.

KLJ and Airport Staff are reviewing the remaining costs that were deemed ineligible for the amendment by the FAA. These costs may be included as part of the original grant, if possible, or we may need to work out a separate agreement. There may be additional costs incurred outside the scope of the AMP project that the Airport could be responsible for, i.e. an additional trip to Washington D.C. to meet with legislators and/or FAA Headquarters to present our preferred alternative(s). This is a work in progress. Any additional costs outside the scope of the project would need to be approved by the Airport Authority Board prior to payment.

A motion by Mutchler, seconded by Malm to approve the Airport Master Plan Amendment to Task Order #1 in the amount of \$25,624.98 and authorize the Executive Director to execute the required documents. **Action taken:** Motion passed unanimously.

2. Other

None

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**

May 24, 2018

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 24, 2018, presided by Chairman Karl Bollingberg. Members present were Gary Malm, Brad Beyer, Rick Meland and Steve Kuhlman. Absent were Tim Mutchler and Jeannie Mock. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, 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 Kuhlman to approve the minutes for the April 26, 2018 meeting as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

Aasand reviewed the financials and pointed out highlights, stating the actuals are staying on track with the budget. The 2019 budget will be ready for its first reading at the July board meeting.

2. Director Report

Airport Master Plan update – the FAA continues to review the Alternatives chapter, and we hope to hear back soon.

Congress has extended the Reauthorization bill through their FY 2018.

Delta Headquarters Meeting – Delta is very pleased with their numbers here. Load factors and yields have been good and steady. We will likely see a gradual transition from the 50-seat regional jets to the 76-seat ones – depending on fuel prices. We stressed the importance with keeping our pricing in line with Fargo – this message resonated with Delta because it's also in their best interest to do so because the chances of passengers choosing Delta at Fargo is only 34% vs. nearly 100% at GFK.

Operations Statistics – We are on track with our record year of 2012 in take-offs and landings. We set all-time monthly records in February and April.

Allegiant added 2 more flights to our schedule as soon as they learned the Winnipeg Jets Hockey team was going to Las Vegas for the Stanley Cup playoffs. It was interesting that Allegiant proactively added two more flights last week between GFK and LAS without any prompting, which was nice to see and shows you that they will act quickly when the opportunity presents itself, as long as they have aircraft and crew available. Orlando service will likely not return to GFK until spring, partially due to the airline's shortage of aircraft while they're phasing out their older planes.

A second Air Service Task Force meeting is being planned for June. This is an outreach to the business community in coordination with the EDC and The Chamber. There has been good feedback, stemming from the first meeting.

Board Announcements – Vice Chairman Brad Beyer announced that he will not be seeking an additional term after his expires on August 1st after serving since 1997. The City is advertising for a replacement. Karl Bollingberg has served 2 terms as Chair, so a new Chair and Vice Chair will be elected at the June meeting. Gary Malm is retiring from the County Commission effective December 31st, so at that time his position on the Airport Authority Board will be vacated until the County Commission reappoints one of their members to replace him.

Rates and Charges Survey – the board reviewed results of a survey of the rates and charges at surrounding airports and how they compare with GFK. This survey will be done on an annual basis to help GFK continue to be competitive. Kuhlman asked for additional information regarding monthly mass hangar rates. Fuel prices at area FBOs are surveyed once per month.

Agreements – the Airline Lease and Operating Agreements have been in negotiations since late 2016 and are nearing completion, hopefully we'll have a recommendation for the Board in June. We're also in negotiations with Oakwells and that recommendation will likely be in June as well.

2018 Airfield Lighting project will go out for bids May 29th and bids will be opened on June 19th. The project is expected to take about 30-40 days, primarily on Rwy 35L and TwyA.

Work on the 2019 Budget has begun. It will continue to be tight but positive.

3. Chairman Report

None.

C. New Business

1. Other

None

The meeting adjourned at 8:43 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

June 28, 2018

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 28, 2018, presided by Chairman Karl Bollingberg. Members present were Gary Malm, Tim Mutchler, Rick Meland and Steve Kuhlman. Jeannie Mock participated via teleconferencing. Absent was Brad Beyer. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, 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 May 24, 2018 meeting minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

Aasand reviewed the financials and pointed out highlights. The 2019 budget will be ready for its first reading at the July board meeting.

2. Director Report

Our newest ARFF/Ops employee, Janet Zacharias was introduced and welcomed.

Airport Master Plan update – the FAA-ADO (Bismarck and Minneapolis) returned constructive comments on the Alternatives Chapter. We will be working with KLJ to develop the schedule for next steps.

Our annual FAA Certification Inspection was done in early June. We were found to have zero discrepancies in all aspects of our operation. The staff was commended for doing a great job.

Allegiant's schedule update – we're still hoping our Orlando service will return early next year. Allegiant has recently been forced to cancel flights, primarily to and from their Florida destinations, due to lack of aircraft as they transition their fleet from older MD-80's to newer Airbus 320s. We will continue to monitor this.

Law enforcement driver training took place here on site the last weeks. We received FAA approvals for special use of our cargo apron to allow the local law enforcement agencies to practice their driving tactics. We were glad we could help in this way to further build a good relationship with them. Their other alternative was to send each officer to Bismarck to complete this training.

Authority Board (City at Large appointment) applications were taken by the City of Grand Forks to fill Brad Beyer's position after he steps down next month. The two applicants are Dane Simonson and Brice Welch. Riesinger will be meeting with the applicants this week to provide them information on current activities and answer any questions they may have about the airport. Mayor Brown will make the appointment at a later date.

3. Chairman Report

Chair Bollingberg thanked everyone for the opportunity to serve as chair, saying he has learned a lot, and that he appreciated everyone's work during his two terms.

C. New Business

1. Runway 17R-35L and Taxiway A Electrical Rehabilitation Project - Bid Approval

The Airport Authority received and opened three bids on June 19, 2018, for the Runway 17R-35L and Taxiway A Electrical Rehabilitation Project. This project is to rehabilitate portions of the electrical lighting systems in these areas that are in poor condition and will include cable replacement and circuit cleanup. The Engineer's Opinion of Cost for the project is \$551,271.50. KLJ recommends the contract be awarded to the lowest bidder Sun Electric, Inc., in the amount of \$415,149.78. This project is a planned and budgeted item for 2018 and is eligible for 90% FAA and 5% State funding. There was a motion by Meland, seconded by Malm, to approve award of the project to Sun Electric, Inc., in the amount of \$415,149.78, and authorize the Executive Director to execute the required documents. **Action taken:** Motion carried unanimously.

2. Runway 17R-35L and Taxiway A Electrical Rehabilitation Project Construction Administration, Construction Observation, and FAA Closeout Agreement – Task Order #9

The board reviewed a Scope of Services for KLJ to complete the following for the Runway 17R-35L and Taxiway A Electrical Rehabilitation Project: Construction Administration, Construction Observation, and FAA Project Closeout. The total cost to complete these services is \$58,336.33. This service is a planned and budgeted item for 2018 and is eligible for 90% FAA and 5% State funding. There was a motion by Mutchler, seconded by Kuhlman, to approve the proposed scope of services for the Runway 17R-35L and Taxiway A Electrical Rehabilitation project with KLJ in the amount of \$58,336.33 and authorize the Executive Director to execute the required documents. **Action taken:** Motion carried unanimously.

3. Oakwells Lease Agreement Amendment

The current Oakwells Food Service, Vending, and Gift Shop Concession Agreement expires June 30, 2018. Oakwells provides a quality service in the terminal building for travelling passengers, meeters and greeters, and employees. Therefore, earlier this year we entered into discussions to amend the current agreement and extend the term. The draft amended agreement was reviewed with highlights as follows:

1. Term – the term expiration has been amended to June 30, 2021 (three years).
2. "Percentage Fee" – percentage fees (Commissions) paid to the Airport Authority for the various items:
 - a. Kitchen-Prepared Food Items – will remain at 7%
 - b. Alcoholic Beverages – will remain at 15%
 - c. All other sales and services performed, including pre-packaged food, candy, beverages (non-alcoholic), merchandise, and vending – increased from 7% to 9%
3. Alterations and Additions by Concessionaire – a list of items (specified in the amended agreement) will be purchased and installed by Concessionaire.
4. Hours of Service clarifications (specified in the amended agreement)

A motion was made by Malm, seconded by Mutchler to approve the amendment to the Oakwells Food Service, Vending, and Gift Shop Concession Agreement, and authorize the Executive Director to execute the required documents. **Action taken:** Motion carried unanimously.

4. Airline Lease Update / Airline Rates & Charges for 2018

The Airport Authority entered into Airline Lease Negotiations in 2017 and they are currently on-going. A major component of these negotiations is the development of a financial “model” that is fair and transparent for the airlines and allows cost recovery for the airport. There continues to be progress in the negotiations, but there is not a final agreement to date. At the Airport Authority Board meeting on December 21, 2017, the Board extended the existing Airline Rates & Charges until July 1, 2018. Given where we are in the negotiations staff recommends keeping the current Airline Rates & Charges in effect until either October 1, 2018, or a new lease is executed. This will allow for additional time to try to come to an agreement. The 2018 Budget will not be negatively impacted by keeping the current rates. There was a motion by Meland, seconded by Mutchler, to set the 2018 Rates & Charges for Airline Landing Fee, Terminal Rent, Terminal Use Fee, and Jetbridge Use Fee at the same rates as currently in effect until the earlier of either (a) October 1, 2018, or (b) the execution of a new Airline Operating and Lease Agreement. **Action taken:** Motion carried unanimously.

5. Election of Airport Authority Board Chair and Vice-Chair

Every two years the Airport Authority Board elects a Chair and Vice-Chair to serve for a two-year term. Current Chair Bollingberg has served two two-year terms and is not eligible to be elected for another term as Chair. Current Vice-Chair Beyer will not be seeking another term on the Airport Authority Board. Mutchler nominated Rick Meland to serve as our next chair and Steve Kuhlman to serve as vice-chair for the next two years. Hearing no other nominations, the board voted unanimously for Rick Meland as Chair and Steve Kuhlman as Vice-Chair for the term July 2018 to July 2020.

Outgoing Chair Bollingberg was presented with a plaque and thanked for his service.

The meeting adjourned at 8:31 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

July 26, 2018

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 26, 2018, presided by Chairman Rick Meland. Members present were Gary Malm, Jeannie Mock, Brad Beyer, and Karl Bollingberg. Absent were Tim Mutchler and Steve Kuhlman. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, 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 Bollingberg to approve the June 28, 2018 meeting minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

Aasand reviewed the financials and pointed out highlights.

2. Director Report

Riesinger reported on the following:

Airport Master Plan Update – Schedule:

- CIP meeting with FAA/NDAC – August 15th
- Strategic Planning session with Airport Authority Board
- Focus Group meetings – UND, Local Community leaders, GA
- Public Open House to review alternatives
- Authority Board final selection of preferred alternative

Lighting Rehabilitation Project Update – Contracts have been signed, Contactor (Sun Electric) has placed orders for the equipment and supplies, anticipating to start work in August, 35 days of work.

Airport Operations Statistics – 6/26/18 (Tuesday), 3rd busiest day of all-time with 2188 operations. Currently tracking for approximately 360,000 annual operations. All-time annual record is 366,503 in 2012.

ATCT Award – The Outstanding Air Traffic Facility Award for Level 7-9 Towers was recently awarded to GFK's Air Traffic Control Tower. Tower manager Paula Wallace was asked to comment on her staff's accomplishments and progression.

Airport Authority Board Member Appointment Update – Riesinger met with the two applicants last month. In addition, two of our Authority Board members recommended one of the candidates. We provided a letter to Mayor Brown and expect to have a new member appointed in August.

3. Chairman Report

Chair Meland expressed his appreciation to the staff for their good work and pledged his continued support.

C. New Business

1. 2019 Budget – First Reading

Tanna Aasand presented the proposed 2019 Budget using a PowerPoint summary, with emphasis and discussion on two significant changes: The marketing line item would be increased to allow for a new website and to develop a digital marketing plan. The Marketing Committee would be welcome to participate in reviews/interviews with marketing agencies that submit proposals. Secondly, the overtime for the airport's 24-hour ARFF/Ops employees was discussed. The draft budget reflects hiring one additional person to take the strain off employees who are working double and triple shifts, reducing their overtime. Staff was asked to poll those employees most affected and report back. Mock suggested that if the idea to hire an 8th ARFF/Ops employee didn't work, it could be reversed through attrition. Other slides in the presentation covered forecasts; the operating, capital and debt accounts; and the cost per enplanement. Aasand's presentation was praised by the board, and there was a motion from Beyer, seconded by Malm, to approve the 1st reading of the 2019 Budget. Malm said he'd like to see a report each month summarizing employee overtime. **Action taken:** Motion carried unanimously.

2. Shoretel Phone Server Replacement

The Airport currently has a Shoretel Phone system that is utilized internally by Airport Administration, ARFF/Ops, and Maintenance, and by tenants in the terminal. This Shoretel phone system needs a system "migration" to a new platform called Mitel Connect. To migrate to the new system a new server must be installed, as the existing server is 9 years old and is not compatible. The cost to replace the server is \$5,631.20. This is an unbudgeted item for 2018, however if we delay the server upgrade we are at risk if one of the existing system switches fails and needs replacement. These older switches are no longer supported, and the new replacement switches require the Mitel Connect software that would not operate on the existing Shoretel server. We have available capital reserves to accomplish the server replacement. There was a motion by Malm, seconded by Bollingberg, to authorize the use of unbudgeted Capital reserves in the amount of \$5,631.20 to replace the Shoretel phone server. **Action taken:** Motion carried unanimously.

Outgoing board member Brad Beyer was presented with a gift and thanked for 20 years of service to the Grand Forks Regional Airport Authority.

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**

August 23, 2018

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 23, 2018, presided by Chairman Rick Meland. Members present were Gary Malm, Jeannie Mock, Steve Kuhlman, and Dane Simonson. Absent were Karl Bollingberg and Tim Mutchler. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, 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 Kuhlman to approve the July 26, 2018 meeting minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

Aasand reviewed the financials and pointed out highlights.

2. Director Report

Riesinger reported on the following:

- Welcome to new board member Dane Simonson - Introduction
- FAA/NDAC CIP meeting report – last week Tanna and Ryan, along with KLJ met with the FAA and NDAC in Bismarck to review our proposed Capital Improvement Program (CIP). The FAA noted they believe all of our projects are eligible, but additional justification is required on the Runway 9L/27R extension.
- Airport Master Plan Update – Schedule
 - CIP meeting with FAA/NDAC – August 15th - DONE
 - Focus Group meetings – UND, Local Community leaders, GA
 - Strategic Planning session with Airport Authority Board
 - Public Open House to review alternatives
 - Authority Board final selection of preferred alternative
- Airline Lease Negotiations – Ryan and Tanna met earlier this week with executives from Allegiant Air and Delta Air Lines, along with the airport attorney and air service consultant. Ryan's not ready to say we'll have an agreement ready to vote on next month, but either way it will be on the agenda as we would at least need to extend the current rates, as we are currently only authorized until the end of September.
- Wings for All event – Saturday, September 15th. The Arc, Upper Valley is heading up this event with Allegiant Air, Avflight, GFRAA, and TSA as partners. This is an airport “rehearsal” specially designed for individuals with autism spectrum disorders and other disabilities; their families and aviation professionals.
- Flair Airlines – A new airline in Canada with service to Orlando, Phoenix and Las Vegas.
- Allegiant – GFK to Orlando Sanford – February through April 2019; two flights per week on Wednesday and Saturday, similar to past years for this time period.

3. Chairman Report

None.

C. New Business

1. 2019 Budget – Second Reading

Tanna Aasand presented the second reading of the proposed 2019 Budget and reported on the meetings with the ARFF/Ops staff regarding their overtime and adding an 8th employee to their department. Those meetings resulted in management's decision to continue with just 7 ARFF/Ops employees for now, or as long as there aren't any problems covering shifts, etc. The proposed budget was changed to reflect that decision, but it did not affect the bottom line. The estimated amount of ARFF/Ops overtime is close to the amount it would cost to hire and train a new employee. We have an intern and a temporary employee to help fill some shifts. Another slight adjustment in line items was pointed out and a motion was made by Malm and seconded by Kuhlman to approve the 2nd reading of the 2019 Budget. **Action taken:** Motion carried unanimously.

The meeting adjourned at 8:30 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS
STRATEGIC PLANNING SESSION**

September 24, 2018

The Grand Forks Regional Airport Authority Board of Commissioners met in a strategic planning session in the Board Room of the Byron L. Dorgan Terminal on Monday, September 24, 2018. Present were Chairman Rick Meland and members Karl Bollingberg, Tim Mutchler, Gary Malm, Steve Kuhlman, and Dane Simonson. Absent was Jeannie Mock. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance/Administration, and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

Consultants and engineers attending were Tom Schauer, Steve Synhorst and Nick Enblom from KLJ Engineering. Andrew Zielike from KLJ and John DeCoster, Trillion Aviation, also joined via phone conferencing.

The session commenced at 12:00 p.m.

Ryan Riesinger gave an introduction and some background information.

Tom Schauer presented an update on the Airport Master Plan Study:

- Current Project Status – Identify Preferred Alternative
- Completed Tasks and Upcoming Tasks
- Primary Concerns – Enhanced Safety, Maintain Operational Use, and Increase Airfield Capacity
- Runway Alternatives
- GA Development Considerations
- Passenger Terminal Considerations
- Terminal Apron Development
- Surrounding Land Use
- UND Aerospace Meeting Outcomes
- Strategic Funding Strategies

Riesinger reviewed the Capital Improvement Plan (CIP), where the funding for the runway projects were broken out over the next 8 years. The projects listed will all depend on FAA funding.

Riesinger reported on current status of the Airline Lease Negotiations. Allegiant has requested signatory per turn use, and we're now waiting to see if Delta will sign with that language.

Riesinger gave an update on a possible new tenant in the sort facility vacated by FedEx at 2133 Air Cargo Drive, and other ideas to generate revenue from the building. UND may be interested in taking ownership of the old FedEx Maintenance Building at 2814 Airport Drive, and a price will be determined after future discussions and possibly an appraisal.

The consolidated lease with UND Aerospace expires in 2019, and they have indicated they intend to opt for a 5-year renewal. The lease can be renewed when there are no changes to the terms, but UND is asking for some changes pertaining to their parking lot. Their lease includes the parking stalls, but not the driving lanes in the parking lot. The parking lot is in need of rehabilitation/replacement and increasing enrollment is likely to cause a need for more stalls in the

near future. The FAA plans to relocate the tower within the next 5 years and this could make more parking available for UND. Discussions will begin soon on the way forward.

In planning for the 4th runway construction years ago, some property was acquired, and the coulee ditch was relocated. A small portion of the property wasn't officially transferred to the airport, and this is in the process of being resolved. There was a question as to how much maintenance we are required to do on the coulee ditch. The opinion of attorney Tim Dittus is to continue what we're doing as long as the water continues to flow freely.

The session adjourned at 3:15 p.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

September 27, 2018

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 27, 2018, presided by Chairman Rick Meland. Members present were Gary Malm, Karl Bollingberg, and Dane Simonson. Absent were Steve Kuhlman, Jeannie Mock and Tim Mutchler. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, 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 Bollingberg to approve the August 23, 2018 meeting minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

Aasand reviewed the financials and pointed out highlights.

2. Director Report

- A newly hired ARFF/Ops employee, Dylan Todd, was introduced.
- A recap of Monday's Strategic Planning Session with board members.
- Upcoming October 25th celebration at GFK, when hockey fans will be flying to Las Vegas for a UND/MN Hall of Fame hockey weekend.
- Allegiant – will be adding more flights this spring. Ryan will be attending the Allegiant Conference in October.
- Marketing – we're shifting to more digital marketing, and will be sending out RFP's soon.
- GFK Operations is expected to be close to breaking the all-time record set in 2012. Paula Wallace, the tower's manager, said weather can have an impact.

3. Chairman Report

Thanked the staff for their work, and Tanna Aasand for her excellent charts within her financial reports.

C. New Business

1. Airline Lease Update / Airline Rates & Charges for 2018

The Airport Authority entered into Airline Lease Negotiations in 2017 and they are currently on-going. A major component of these negotiations is the development of a financial "model" that is fair and transparent for the airlines and allows cost recovery for the airport. There continues to be progress in the negotiations, but we do not have final agreement to date. At the Airport Authority Board meeting on June 28, 2018, the Board extended the existing Airline Rates & Charges until October 1, 2018. Given where we are in the negotiations we recommend keeping the current Airline Rates & Charges in effect until either December 31,

2018, or a new lease is executed. This will allow for additional time to try to come to an agreement. The 2018 Budget will not be negatively impacted by keeping the current rates. Malm motioned to set the 2018 Rates & Charges for Airline Landing Fee, Terminal Rent, Terminal Use Fee, and Jetbridge Use Fee at the same rates as currently in effect until the earlier of either (a) December 31, 2018, or (b) the execution of a new Airline Operating and Lease Agreement. Bollingberg seconded the motion. **Action taken:** Motion carried unanimously.

2. Approval to Establish New Account at United Valley Bank

Although Alerus Bank is the airport's primary financial institution and they have great service, Tanna Aasand shops interest rates every six months to maximize our return on money market investment accounts and certificates of deposit. She recently received offers from five area financial institutions and of those, United Valley Bank was the highest bidder, offering to pay 2% if we open a money market account with a deposit of \$2M. This calculates to an approximate \$14,000 increase in interest income for one year, as we are currently earning only 1.2% on those funds. To establish an account, the Director of Finance and Administration, Tanna Aasand, and the Executive Director, Ryan Riesinger, need the proper authorization from the board. Karl Bollingberg made a motion to authorize the Director of Finance and Administration and the Executive Director to move \$2,000,000 to United Valley Bank, and authorization to sign the required documents. The motion was seconded by Malm. Bollingberg commended Aasand for her diligence in maximizing the airport's savings income. **Action Taken:** Motion carried unanimously.

The meeting adjourned at 8:30 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary