

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

**January 24, 2019**

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 24, 2019, presided by Chairman Rick Meland. Members present were Karl Bollingberg and Tim Mutchler. Jeannie Mock and Cynthia Pic participated via tele-conference. Absent were Dane Simonson 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 Mutchler and seconded by Bollingberg to approve the December 20, 2018 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the financials and presented highlights. Revenues were over budget in 2018 for car rentals, restaurant and fuel flowage. Expenses were under budget.

**2. Director Report**

Riesinger commented on the weather overnight and welcomed one UND student observing this meeting for an airport management class he's taking.

The government shutdown affects Grand Forks employees at TSA, FAA Air Traffic Control Tower, U.S. Customs, and FAA Tech Ops. Operationally, GFK has had very little impact and we feel we have a very dedicated group that has been performing their duties without pay. Some groups from the area have been offering help.

Riesinger provided written and verbal testimony at the ND Legislative Session last week in front of the House Tax and Finance Committee regarding a bill (Operation Prairie Dog) that would provide \$50M for airport infrastructure on a two-year basis. There was very strong support from the 21 individuals who testified. The Governor has expressed some concern about the bill, mentioning he's more interested in infrastructure that is denser, and not roads that lead to urban sprawl. Bollingberg suggested meeting with the Governor. Riesinger participates in Team Grand Forks, and Operation Prairie Dog is one of their priority items. Team Grand Forks is scheduling to meet with the Governor in the near future.

Upcoming Calendar Events: February 2<sup>nd</sup> is UND Community Day for Aerospace on campus and at the airport. The Authority will help sponsor and will also have some of our equipment displayed at the event. Secondly, the Authority is sponsoring a table at the Mayor's State of the City Address on February 13<sup>th</sup> and Board members were invited to attend.

In 2018 GFK finished the year 2.3% lower than 2017 in enplanements, probably due to Allegiant going through a transition where they were short on aircraft for a time, causing GFK to lose about 1300 seats in December alone. Load factors were very strong, however.

GFK's PFC revenue should increase in early 2019 because Allegiant has added several more Phoenix/Mesa flights compared to last spring.

GFRAA is doing more advertising on YouTube and it's proving to be quite successful. We're able to target that to various areas like Winnipeg, Grand Forks, Devils Lake and Bemidji.

The take-offs and landings (tower operations) preliminary numbers from 2018 with over 368,000 operations, were record setting. GFK has been ranked in the top 25 busiest airports, and at times ahead of Philadelphia and LaGuardia in operations rankings.

### **3. Chair Report**

Thanked staff for ending the year very strong.

## **C. New Business**

### **1. December Airport Authority Meeting Date**

Hansen Investments, Inc.(Hansen) currently has a concession agreement with the Airport Authority to operate the Avis Rental Car station in the terminal building. The Airport Authority has received correspondence that Hansen would like to have their existing concession agreement assigned to Reliance Leasing, Inc., as they are in the process of selling the business to them. Reliance Leasing, Inc. has operated the Avis Rental Car business at Fargo Hector Airport since 1971. They also have the Avis business at the Bemidji Airport. The GFRAA Attorney and Staff have reviewed the request and agree with assisting in the assignment. The parties are wanting to complete the purchase transaction in February. Mutchler moved to authorize the Executive Director to execute the assignment paperwork, subject to prior review and approval by the Airport Attorney. Bollingberg seconded the motion. **Action taken:** Motion carried unanimously.

The meeting adjourned at 8:40 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**February 28, 2019**

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 28, 2019, presided by Chairman Rick Meland. Members present were Karl Bollingberg, Cynthia Pic, Jeannie Mock, and Dane Simonson. Absent were Steve Kuhlman 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 Bollingberg and seconded by Mock to approve the January 24, 2019 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the financials. The 2018 Audit Report is expected to be presented at the March meeting.

**2. Director Report**

Riesinger welcomed attending students from the UND Aerospace Airport Management class who came to observe this meeting. Their professor, Dr. Kim Kenville was also in attendance.

- **FAA Meeting**

On February 13<sup>th</sup>, Chairman Meland, Riesinger, Kyle Wanner, Executive Director of the ND Aeronautics Commission, Dick Schultz, Director of Flight Operations at UND Aerospace, and Tom Schauer and Steve Synhorst, airport master planning engineers from KLJ, flew to Washington, D.C. for a meeting at FAA Headquarters to encourage support for the GFK Airfield Development Program. The meeting stemmed from a letter signed by our Federal Legislative delegates in support of our GFK Airfield Development Program. Tyler Hardy, Legislative Assistant for Senator Hoeven, provided great support to draft the letter, shepherd it for signatures, and forward it to FAA Headquarters. Hardy is a UND Aerospace alum and went through flight training at GFK, so he is aware of the airfield and what GFK is trying to accomplish. Follow this [link](#) to the letter, which indicates enhanced safety and increased capacity for pilot training as essential needs. The GFK team emphasized these key factors in their meeting presentation, and believe that resonated with the FAA leaders in attendance. The meeting was deemed successful by the GFK team, reported Riesinger and Meland, although there is much work yet to be done. Discussions are continuing with the FAA Airports District Office (ADO) to work through any challenges, and the Board will be receiving monthly progress reports.

- **ND Legislative Session Update**

The House just passed the Operation Prairie Dog bill that will provide state funding for airport infrastructure on a two-year basis. (Legislative) Team Grand Forks is in Bismarck this week to encourage further support for this bill, this being their number one priority. Riesinger will join them in Bismarck next week to have further discussions.

A bill regarding Transportation Network Companies (TNC's) was introduced in the Senate. TNCs include Uber and Lyft, companies that impact parking and car rental revenues at airports across the nation. ND airport managers have learned that North Dakota Century Code regulations prevent political subdivisions (including airports) from assessing fees to TNCs. The intent of the clause was to encourage TNC's growth in North Dakota. The bill would exempt airports from the state law and allow us to collect from Uber and Lyft, like other airports in the nation are doing. Unfortunately, the bill was voted down, but Riesinger said it's something to continue watching.

UND apron funding is also being discussed within the State Legislature. UND's aprons were deemed by the FAA to be for UND's exclusive use, so repairs are not eligible for federal funding. In 2015 UND directly received a \$6M state grant used mainly to rehabilitate the C Apron, and there is about \$4.8M worth of apron work left.

- Snow Season

This winter's snow totals and the seemingly continuous wind has created many challenges for not only our maintenance and operations staff, but for UND Aerospace and all tenants. Communications are improving and we are continuing to work to meet the needs of our tenants the best we can.

- GFK Flight Support Announces Their Affiliation with the new Altru Care Flight

Kyle Black from GFK Flight Support has signed a contract with Altru Care Flight and will operate at least two planes exclusively for Altru for the time being and hopes to eventually grow to provide the same service to other hospitals in the region. This will be competition for another GFK tenant, Valley Med Flight. GFK Flight Support has a Part 135 Operating Certificate so there is no need for any additional operating certificates.

- PFC Amendment

Our open 2014 PFC Application has authorized us to collect Passenger Facility Charges (PFC's) for the purchase of 3 pieces of snow removal equipment: A new snowblower (already received), a runway sander, and a chassis with plow. We are in the process of amending the PFC Application to apply funds currently allocated to the sander and plow, and an additional \$100,000 to purchase a second high-speed broom, which was determined to be more beneficial than the sander and plow. The 2020 Budget will reflect the changes to which this PFC Amendment applies.

### **3. Chair Report**

On February 4<sup>th</sup>, Chairman Meland, Vice-Chairman Kuhlman, and Airport Attorney Tim Dittus were present for the annual performance review of the Executive Director. This marks Riesinger's third year with the Authority and the Board has been very pleased with his performance. All of the board members were polled with a questionnaire beforehand and the review contained all positive comments.

Meland also commented on his experience flying to Washington, D.C. earlier in February.

## C. New Business

### 1. West GA Hangar Area, Parking Lot, and Apron Rehabilitation (Phase 1) – Final Design & Bidding Consultant Services Agreement

The Authority and KLJ are prepared to begin project design for the West GA Hangar Area, Parking Lot, and Apron Rehabilitation Project (Phase 1). The Scope of Services to complete Final Design and Bidding for this project was reviewed. KLJ intends to begin the design soon so that we are ready to bid in early 2019. The total cost of these services is \$78,173.36. This cost is eligible for FAA (90%) and State (5%) funding. A motion was made by Bollingberg to approve the West GA Hangar Area, parking lot, and apron rehabilitation (Phase 1) – Final Design & Bidding Consultant Services Agreement with KLJ, and authorize the Executive Director to execute the required documents. Mock seconded the motion. **Action taken:** Motion carried unanimously.

The meeting adjourned at 8:48 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**March 28, 2019**

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 28, 2019, presided by Chairman Rick Meland via teleconferencing. Members present were Steve Kuhlman, Karl Bollingberg, Tim Mutchler, and Dane Simonson. Absent were Cynthia Pic 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 Kuhlman and seconded by Mutchler to approve the February 28, 2019 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report/Audit Report**

The 2018 Audit Report was presented by Amanda Scanson from Brady Martz. It was moved by Bollingberg and seconded by Mutchler to receive 2018 Audit Report as presented. **Action Taken:** Motion carried unanimously.

Aasand reviewed the February 2019 and YTD financials.

**2. Director Report**

Riesinger welcomed attending students from the UND Aerospace Airport Management class who came to observe this meeting. Their professor, Dr. Kim Kenville was also in attendance.

- Master Planning

Discussions are ongoing with the FAA on a “path forward” for extending the crosswind runway (27R/9L).

- ND Legislative Session Update

The Senate overwhelmingly passed the Operation Prairie Dog bill that will provide state funding in the amount of \$20M for airport infrastructure on a two-year basis.

- Open Enrollment for Benefits

The health insurance premiums increased 4%, which was well under budget.

- Winter Weather

Riesinger commended staff for an excellent job keeping up with the snow removal during the blizzard on March 14<sup>th</sup>.

- Chris Deitz Resigns

ARFF/Ops Supervisor Chris Deitz is resigning as of April 10<sup>th</sup>. He accepted a Director of Operations position at the airport in Rapid City. Everyone wished him well.

### **3. Chair Report**

Meland thanked Chris Deitz for his service to the Authority.

### **C. New Business**

#### **1. 2018 Audit**

This agenda item was moved to the first part of the meeting under B.1.

#### **2. Mead & Hunt Air Service Consulting Agreement**

The current annual agreement with Mead & Hunt to provide Air Service Consultant Services expires March 31, 2019. The board reviewed Mead & Hunt's new proposed scope of services for the next 12 months. A motion was made by Mutchler to approve the Air Service Consulting Services Agreement with Mead & Hunt in the total amount of \$40,965.00 and authorize the Executive Director to execute the required documents. Kuhlman seconded the motion. **Action taken:** Motion carried unanimously.

#### **3. Airport Authority Board Committee Assignments**

Chair Meland assigned Commissioners to the following Committees:

Air Service – Tim Mutchler, Karl Bollingberg  
Employee Relations – Jeannie Mock, Cynthia Pic  
Finance – Tim Mutchler, Dane Simonson  
General Aviation – Steve Kuhlman, Dane Simonson  
Marketing – Jeannie Mock, Cynthia Pic  
Real Estate – Steve Kuhlman, Karl Bollingberg

Chair Meland will serve as Ex-Officio member for all Committees.

The meeting adjourned at 8:47 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
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**April 25, 2019**

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 25, 2019, presided by Chairman Rick Meland. Members present were Steve Kuhlman, Tim Mutchler, and Cynthia Pic. Absent were Jeannie Mock, Dane Simonson and Karl Bollingberg. 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 Kuhlman and seconded by Mutchler to approve the March 28, 2019 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the March 2019 and YTD financials.

**2. Director Report**

Riesinger welcomed a visiting student from the UND Aerospace Airport Management class.

- Statistics Overview

There was a 13.8% increase in March enplanements due mostly to increased Allegiant flights compared to last March. YTD enplanements are up 5.48%. Load factors are strong. Operations were down in January and February due to inclement weather, but the numbers for March showed an improvement. Restaurant commissions, YTD, set a record.

- Visitors from FAA

On March 17<sup>th</sup>, FAA officials from Bismarck, Minneapolis and Chicago were here to discuss future projects, and talks are continuing to be positive. Questionnaires have been sent to gain specifics from our airlines, including charters, on their needs for runway length, width, strength, navigational aids, etc. A public open house will be held to receive feedback from community residents and tenants regarding the Master Plan. The open house is tentatively set for the end of May.

- ND Legislature

The Bank of ND Bill is important for airports being able to access funding through BND's loan fund at potentially 2% interest. No word yet on whether that bill has passed, but airports are very hopeful.

- West GA Project

Plans are nearing completion, and an advertisement for bids on the West GA project will be placed soon.



- ARFF/Ops Supervisor

The open position has been advertised and interviews will be conducted next week.

- Triennial Emergency Exercise

Riesinger and Audette will be heading the planning team for the 2019 Triennial Emergency Exercise, tentatively set for September 18th.

- Farmland Tiling

Owners of farmland just west of the south end of the main runway have installed drain tiling in that field. Riesinger reported on the discussions relating to concerns the airport had about potential wildlife attractants in ditches where the water is being pumped. The property owners will be allowed to run their pump; however they have been asked to turn it off when they are finished with spring planting in that field, so they can make the improvements to the ditch that were required by their permit.

- Airport Website

A decision was made earlier this year to redo the airport website internally. Within the new website, there will be a True Cost Calculator, a tool we think will show that the cost to fly GFK is very competitive. Commissioner Pic expressed hope that the website's launch would coincide with the Master Plan Public Open House. Riesinger said the timeline might be tight for that but added that the Master Plan Updates are indeed available on our current website.

### **3. Chair Report**

Meland expressed appreciation for GFK's TSA after recently spending time in lines at other airports. He also commented that our low parking rates compared to Winnipeg's airport would be a good marketing tool. He said Winnipeg's airport parking is \$25/day.

### **C. New Business**

None

The meeting adjourned at 8:46 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

**PROCEEDINGS OF  
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BOARD OF COMMISSIONERS MEETING**

**May 23, 2019**

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 23, 2019, presided by Chairman Rick Meland. Members present were Dane Simonson, Tim Mutchler, and Cynthia Pic. Absent were Jeannie Mock, Steve Kuhlman and Karl Bollingberg. 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 Mutchler and seconded by Simonson to approve the April 25, 2019 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the April 2019 and YTD financials.

**2. Director Report**

- Master Plan Open House

The Public Information Meeting for the Master Plan/Alternatives will be held on May 30<sup>th</sup> at the terminal from 3-7p.m. Notice will be distributed using mail, email, signs, social media, website and a press release. The City and County websites will also have the information.

- Electrical Airfield Project

Sun Electric has resumed work on the electrical airfield project. Their work begins after midnight each night and ends before 4 a.m. They expect to have the work completed in 2-3 weeks.

- West GA Development Project

Bids for the West GA Development project will be opened in mid-June and a recommendation will be brought to the next board meeting.

- Pavement Study

The ND Aeronautics Commission provided a report on the condition of the airport pavement. The report was distributed to board members and Riesinger reviewed some of the highlights.

- Statistics

GFK's YTD enplanements were up 7.52% and the April enplanements were up 14.84% over last year.

- Staff Notes

Joey Castiglione was promoted from ARFF/Ops Specialist to ARFF/Ops Supervisor. Interviews to fill his previous position will be conducted next week. Korissa Lindquist was introduced as the airport's new intern. She will start her senior year at UND Aerospace this fall.

- FAA Part 139 Inspection

The Periodic FAA Part 139 Inspection is being conducted this week and has been going well so far. Results will be in later today. Our goal is to repeat last year's score with zero discrepancies.

- FAA Master Plan Approval Progress

The FAA has been reviewing our formal draft appendix for our Master Plan. Word came this morning that they have given their approval, so the progress is continuing.

### **3. Chair Report**

Meland welcomed Korissa to the team. He also congratulated engineers and staff for their great work on the Master Plan.

### **C. New Business**

#### **1. Master Plan Open House Presentation Review**

Riesinger presented pictures of some of the poster boards that will be displayed at the Master Plan Open House and explained them in detail. The public meeting is for distributing this information to interested parties and to seek their comments, one of the final steps of the Master Plan. Once it is complete, the Board will be asked to approve it, but the specific projects within the Plan will be approved individually if/when they become actual projects.

The meeting adjourned at 9:05 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**June 27, 2019**

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 27, 2019, presided by Chairman Rick Meland. Members present were Jeannie Mock, Tim Mutchler, and Cynthia Pic. Karl Bollingberg participated via phone conferencing. Absent were Steve Kuhlman and Dane Simonson. 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 Mutchler and seconded by Bollingberg to approve the May 23, 2019 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the May 2019 and YTD financials.

**2. Director Report**

- Master Plan Open House

The Public Information Meeting for the Master Plan/Alternatives was held on May 30, 2019, with a good cross section of attendees – all positive remarks.

- FAA Inspection

The Periodic FAA Part 139 Inspection was conducted last month with zero discrepancies – proving jobs are being done well by staff.

- Allegiant Schedule

Allegiant is not providing service to GFK from Phoenix/Mesa for a one-month period starting in late August.

- State Grant Meeting

We received a check from the State Aeronautics Commission in the amount of \$17,214 after we requested reimbursement for our crack-sealing expenses.

- Runway Lighting Project

The Runway Light Rehabilitation Project is complete. The final walk-through was June 14<sup>th</sup> and the “punch-list” items have been completed as well.

- FAA Master Plan Approval Progress

The next step in the FAA’s approval process for our Master Plan is the Environmental Assessment (EA) of the extension of Runway 9L/27R. The FAA also requires that the engineering consultant selection process for the EA be separate from the 5-year

engineering selection process, therefore there will be two selection processes in the next year. KLJ's current 5-year agreement with us ends in May of 2020.

- Staff Notes

Joey Castiglione, our new ARFF/Ops Supervisor, was introduced.

### 3. Chair Report

No report.

## C. New Business

### 1. PFC Project Bids – New High Speed Runway Broom

Sealed bids were solicited for an Airport High Speed Broom & Chassis to augment our snow equipment capabilities and efficiency. This equipment was planned and eligible as a PFC purchase for approval in 2019, however actual delivery will not occur until the fall of 2020. Two bids were opened on May 29, 2019 and both complied with the specifications provided by the Authority. In addition to the paying the low bid amount of \$609,067 to M-B Companies, Inc, the Authority would purchase two-way radio equipment, not to exceed \$3,500 and M-B would install it. The total is under the budgeted amount of \$650,000. Mutchler moved to award and issue the Notice to Proceed to the low bidder (\$609,067.00) M-B Companies, Inc., for PFC Project 15-001: Airport High Speed Snow Broom & Chassis. The motion was seconded by Pic. **Action Taken:** Motion carried unanimously.

### 2. West GA Project Bids

The Airport Authority received and opened three bids on June 13, 2019, for the Corporate Area and Apron A Rehabilitation Project – Phase 1, also known as the West GA Project. This project is to reconstruct/rehabilitate/remove portions of pavement that are in poor condition and will allow additional space for corporate hangar development, per the Airport Master Plan. After reviewing the bids with staff, KLJ engineers recommended the contract be awarded to Opp Construction in the amount of \$902,169.60. There was a motion by Pic and seconded by Bollingberg, to award the West GA Project to Opp Construction in the amount of \$902,169.60 and authorize the Executive Director to execute the required documents. **Action Taken:** Motion carried unanimously.

### 3. West GA Project Construction and Administration

The Airport Authority received Task Order #12 for the Construction Administration, Construction Observation, and Project Closeout Agreement for the West GA Project. The scope of services was reviewed. Mutchler moved to approve the proposed scope of services for the West GA project with KLJ in the amount of \$86,124.97 and authorize the Executive Director to execute the required documents. Mock seconded the motion. **Action taken:** Motion passed unanimously.

### 4. Airport Master Plan Amendment – State Grant Update

At the December 20, 2018, Airport Authority Board meeting, the Board took the following actions:

- Approved Amendment #2 to Task Order #1 (Airport Master Plan) in the amount of \$24,464.00, directed the Executive Director to apply for 90% reimbursement of this cost from the North Dakota Aeronautics Commission (NDAC), and authorized the Executive Director to execute the required documents.
- Approved Task Order #10 in the amount of \$75,536.00, directed the Executive Director to apply for 90% reimbursement of this cost from the North Dakota Aeronautics Commission (NDAC), and authorized the Executive Director to execute the required documents.

Per the Board’s directive, Airport Authority Staff applied for 90% reimbursement from the NDAC for these costs. At the State Grant meeting on June 6th, 2019, the NDAC awarded 50% reimbursement, resulting in a total shortfall of \$40,000.00, as detailed below:

	Amend. #2 to Task Order #1	Task Order #10
Total Cost	\$24,464.00	\$75,536.00
90% Amount	\$22,017.60	\$67,982.40
50% Amount	\$12,232.00	\$37,768.00
Shortfall	\$ 9,785.60	\$30,214.40

\* Note that only \$33,898.00 of Task Order #10 has been spent through 6/11/19.

The total shortfall is an unbudgeted amount but there are reserves in the capital account. A motion was made by Mutchler and seconded by Pic, to authorize up to \$40,000 in capital reserves to cover the total shortfall amount due to receiving a reduced amount of grant funding than anticipated. **Action taken:** Motion passed unanimously.

#### 5. **Airport Master Plan Amendment – New Appendix**

In order to receive FAA approval of our Airport Master Plan Preferred Alternative, the FAA requested a “Supplemental Appendix” for additional crosswind analysis and justification. KLJ was able to complete the supplemental appendix and the FAA determined it to be satisfactory. Because the appendix was not in the original scope of services, KLJ and Airport Staff are recommending a “zero cost” change order to amend the scope of services for the Airport Master Plan. The Supplemental Appendix will replace a Noise Analysis, which will be completed as part of the Environmental Assessment for the upcoming projects. This amendment has been approved by the FAA. Bollingberg moved to approve Amendment #3 to Task Order #1 and authorize the Executive Director to execute the required documents. Mock seconded the motion. **Action taken:** The motion carried unanimously.

#### 6. **Airport Master Plan Amendment – Selection of Preferred Alternative**

The Airport Authority Board approved an Airport Master Plan scope of services at its meeting on August 13, 2015. Since that time Airport Authority Staff has worked closely with the KLJ Planning and Engineering team, airport tenants and stakeholders, the FAA and North Dakota Aeronautics Commission, and local community leaders to develop an official long-term airport planning document for the next 20 years. Key elements of the plan include:

- Maintaining operations during the planned reconstruction of Runway 17R/35L
- Reducing intersecting aircraft flight paths during east-west flow
- Identifying options to increase airfield capacity and efficiency
- Identifying future expansion options for the Air Carrier Terminal complex
- Creating a flexible general aviation development plan that accommodates both corporate and individual users

The plan effectively addresses the key elements and has strong support from our Federal Congressional delegation, UND Aerospace, local Air Traffic Controllers, the North Dakota Aeronautics Commission, and the Federal Aviation Administration.

Mutchler made a motion to approve the Airport Master Plan Preferred Alternative, seconded by Mock. **Action taken:** The motion carried with a unanimous vote.

The meeting adjourned at 9:00 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**July 25, 2019**

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 25, 2019, presided by Chairman Rick Meland. Members present were Jeannie Mock, Tim Mutchler, Steve Kuhlman and Cynthia Pic. Absent were Karl Bollingberg and Dane Simonson. 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 Mutchler and seconded by Kuhlman to approve the June 27, 2019 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the June 2019 and YTD financials.

**2. Director Report**

No report.

**3. Chair Report**

No report.

**C. New Business**

**1. 2020 Budget Review – First Reading**

A presentation and review of the proposed budget was conducted by Tanna Aasand. She announced that the airport's new website was launched last night, and that the marketing budget will include more digital marketing and less traditional (television, print) in the upcoming years. There is also room in the budget for billboard advertising. She then presented an overview of the proposed budget's assumptions, operating revenues and expenses, and cost per enplanements. Kuhlman moved to approve the first reading of the 2020 Budget. The motion was seconded by Mock. **Action Taken:** Motion carried unanimously. A second review will be presented at the August Board meeting.

**2. Customer Facility Charge (CFC) Agreement**

The Airport Authority's Real Estate Committee met last week to discuss the Customer Facility Charge (CFC) Agreement that will mature on September 1<sup>st</sup> of this year. Autocore, LLC, comprised of the current GFK car rental agencies, owns the building used to wash and prep cars for rent. The agencies have been collecting CFC fees from their customers to help pay for the building for the past 8 years and are requesting to extend the CFC



Agreement. It is the full intent of the Airport Authority to agree to the extension, but the airport attorney is still working on the draft. It is planned to have the draft completed and reviewed by the car rental agencies before the next Board meeting.

### 3. **Miscellaneous Planning Study – Task Order #13**

With the Airport Authority Board’s selection of a preferred alternative for the master plan last month, the next step in the process (in addition to finalizing the master plan and airport layout plan) is to complete an Environmental Assessment (EA) for the areas where there will be future development. An EA includes items such as wetland delineation, cultural studies, noise analysis, and preliminary design to evaluate impacts and feasibility. Following FAA guidelines an EA can take 1-2 years to complete. In an effort to keep our plan on track and utilize what remains of the “construction” season, we have received approval from the FAA to complete the wetland delineation and cultural studies this summer/fall (the FAA is calling this work a “Miscellaneous Planning Study”). This information will be included as part of the overall EA to be completed next year. The scope of services for KLJ to complete this Miscellaneous Planning Study will cost \$179,943.11. The FAA requires an Independent Fee Review (IFR) for engineering services that are higher than \$100,000. Staff has contacted a firm to complete the IFR. Approval of this Task Order will be subject to the successful completion of the IFR. This is eligible for 90% federal reimbursement and 5% state reimbursement. It is a budgeted item for 2019. Mutchler made a motion to approve the Miscellaneous Planning Study – Task Order #13, in the amount of \$179,943.11, and authorize the Executive Director to execute the required documents, subject to the successful completion of the Independent Fee Review. The motion was seconded by Pic. **Action taken:** The motion carried with a unanimous vote.

### 4. **Other – Tour of New Airport Website**

Riesinger followed up on Aasand’s previous announcement of the new website’s launch with a brief tour of some of the website’s highlights: The home page, the True Cost Calculator, the History page, and others.

The meeting adjourned at 9:09 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**August 22, 2019**

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 25, 2019, presided by Chairman Rick Meland. Members present were Tim Mutchler, Steve Kuhlman and Dane Simonson. Karl Bollingberg participated via phone conferencing. Absent were Cynthia Pic 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 Mutchler and seconded by Kuhlman to approve the July 25, 2019 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the July 2019 and YTD financials. She also gave a report on the County Mills to GFK and Local Airports.

**2. Director Report**

- Riesinger attended a meeting at the FAA ADO in Bismarck this week to discuss the Capital Improvement Plan
- The Environmental Assessment project kicked off last week, currently being referred to as the Miscellaneous Planning Study. An RFQ will be posted soon for the EA Consultant Selection.
- Per Senator John Hoeven's news release: "At a recent hearing, the FAA agreed to sign and approve this month a layout plan to expand the capacity of the Grand Forks International Airport." The Airport Authority is pleased with the progress and support.
- The West GA project will kick off this week with a pre-construction meeting
- Avflight will be hosting another "Rockin' the Runway" fundraiser on September 14<sup>th</sup>
- The Airport Authority will conduct an emergency exercise drill on September 18<sup>th</sup>
- Coleen Peterson is resigning this month as she is moving closer to family

**3. Chair Report**

No report.

**C. New Business**

**1. 2020 Budget Review – Second Reading**

There were two revisions since the first reading: \$5,000 was moved from the Salary line item to the Education Fund line item. The Education Fund was established in 2015 but only used one year. Employees are able to apply for reimbursement for education per the guidelines in the Employee Handbook. Another revision was a \$10,000 increase in county tax valuations. This excess will be transferred to capital reserves. Mutchler moved to approve the second reading of the 2020 Budget. The motion was seconded by Kuhlman. **Action Taken:** Motion carried unanimously.

## 2. **Customer Facility Charge (CFC) Agreement**

The Airport Authority's Real Estate Committee met last month to discuss the Customer Facility Charge (CFC) Agreement that will mature on September 1<sup>st</sup> of this year. Autocore, LLC, comprised of the current GFK car rental agencies, owns the building used to wash and prep cars for rent. The agencies have been collecting CFC fees from their customers to help pay for the building for the past 8 years and are requesting to extend the CFC Agreement. A motion was made by Kuhlman, seconded by Simonson, to approve the new Customer Facility Charge agreement with terms as follows, and authorize the Executive Director to execute the documents:

1. Keeps the "Transaction Day" amounts and days terms the same - \$3.00 per day with a maximum of \$42 per rental contract (12 days)
2. Extends the CFC indefinitely to allow for the following expanded Permitted Uses:
  - a. Paying off the remaining debt on the Consolidated Car Rental Service Facility
  - b. Amounts sufficient to fully reimburse the Airport Authority for the construction of the Ready Car Space
  - c. Amounts sufficient to fully reimburse the Airport Authority for the construction and build-out costs of the Rental Car Counters, Offices, and Que space.
  - d. Amounts necessary to pay for any emergency repairs to the Rental Car Facilities
  - e. Costs associated with any projects related to capital improvements, financing costs, and development of future Rental Car Facilities, as approved by the Airport Authority
3. Removes CFC from the definition of "Gross Receipts", such that the Rental Car Agencies will no longer pay 11.5% commission on the CFC

**Action taken:** The motion carried with a unanimous vote.

## 3. **Allegiant Community Engagement Presentation/Discussion**

Allegiant Community and Government Affairs representative John Jackson gave a presentation to update us on their operations and future plans.

## 4. **Other – September Board Meeting**

The next board meeting will be moved ahead one day to Wednesday, September 25<sup>th</sup>, due to scheduling conflicts.

The meeting adjourned at 9:02 a.m.

Respectfully submitted,

Coleen Peterson, Board Secretary

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

**September 25, 2019**

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, September 25, 2019, presided by Chairman Rick Meland. Members present were Steve Kuhlman, Dane Simonson, Karl Bollingberg, Cynthia Pic, and Jeannie Mock. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, and Rick Audette, Operations and Maintenance Manager. Airport Attorney Tim Dittus was also in attendance.

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

**A. Reading and Approval of Minutes**

It was moved by Bollingberg and seconded by Kuhlman to approve the August 22, 2019 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the August 2019 and YTD financials. Question received regarding the Miscellaneous Revenue and why it was higher than in previous years. Answer provided was we received ND Aero funding for previous year projects for paving, along with internship reimbursement and land rent.

**2. Director Report**

- Airport Layout Plan was signed on August 30<sup>th</sup>, 2019, and provided to the FAA. Efforts on behalf of KLJ, and the direction of the board to move forward resulted in this ALP being signed. Our next step is to complete the environmental assessment for the project(s).
- Construction on West GA (Corporate Area) is on track even with the amount of rain we have received lately.
- September 14<sup>th</sup>, Avflight hosted “Rockin’ the Runway” in their hangar for the Art Museum. Great turnout, raffles and giveaways made this a successful event.
- Sept 18<sup>th</sup> was the Emergency Exercise at the Airport. 22 emergency responder agencies participated in the event. We had 2 simultaneous events as part of the exercise: a bomb threat in the terminal building (simulated evacuation) and a fire/smoke on an aircraft that resulted in burns/injuries and transport of victims to Altru.
- AAAE Snow Academy was hosted by us on Sept 24<sup>th</sup> and 25<sup>th</sup>. We had 31 participants from almost all commercial airports in ND, along with a few from MN and SD. Being a rural state, it’s a significant cost to have our staff travel to where these conferences are held. AAAE puts together this certificated academy and is normally hosted at Buffalo, NY, where a couple of our employees have attended in the past. With assistance from Joel Borhart and Rick Audette we were able to bring this program here and provide it at a reduced rate. This is the 3<sup>rd</sup> year that GFK has hosted training for ND airports (Airfield Lighting, Pavement Markings and Snow Academy).
- Our intern Korissa has been doing great job. Check out our website under “What’s Happening” to follow her videos of working on the Airport. Also worked on the Health Challenge over past 3 weeks and a majority of the staff participated with many staff members accomplishing a majority of the items.

- Coleen Peterson has departed as Administrative Assistant and we have advertised her position. Interviews will be conducted next week.

### **3. Chair Report**

Attended KLJ Tailgating event last Saturday. Visited with Tom Schauer of KLJ and also Senator Hoeven. Thanked the Senator for his support of GFK Airport.

### **C. New Business**

#### **1. Appointment of Interim Airport Authority Board Secretary**

With the departure of our Administrative Assistant, there is a need to appoint an Interim Board Secretary, to complete duties per our Organizational and Policy Manual.

A motion was made by Kuhlman, seconded by Pic, to appoint Tanna Aasand as interim board secretary.

**Action taken:** The motion carried with a unanimous vote.

#### **2. Fiber Optic Easement**

Staff was contacted by the City of Grand Forks and AE2S to install a fiber optic line to replace the current radio frequency communication between facilities. Easement is required as some of the fiber optic will be located on our property, but outside of the security fencing and in an area of no planned future development. Melanie Parvey from the City of Grand Forks was in attendance to answer any questions. Proposing the easement cost \$1.00 due to benefit we receive of use of water boost station and that we also receive property tax revenues from the City. Noted that this has to pass FAA review.

Motion made by Karl Bollingberg, seconded by Simonson, to grant the easement, subject to FAA review and approval.

**Action taken:** The motion carried with a unanimous vote.

#### **3. Banking/Financial Resolution #01-19**

We currently have no banking resolution on file authorizing banking activities. With Alerus being our primary bank, we felt this was necessary. This resolution allows for Executive Director and Director of Finance/Administration to open accounts, withdraw money and transfer between accounts. Currently there are 9 accounts open at Alerus and transfers occur between accounts on a monthly basis. Every 3 years we make a recommendation to the board for our primary bank, which we will be doing at the end of this year.

A motion was made by Kuhlman, seconded by Mock, to adopt Resolution #01-19.

**Action taken:** The motion carried with a unanimous vote.

#### **4. Other**

Commissioner Bollingberg had a question regarding whether the higher load factors are causing concern difficulty for passengers purchasing a ticket. Executive Director Riesinger explained the load factors are tracking slightly higher than last year. We have seen more seats for Delta and Allegiant in 2019 and the load factors are up, but passengers are not experiencing difficulties booking. Allegiant Conference will be attended by Executive Director next week and these load factors will be discussed. This September Delta has swapped out some equipment and instead of one CRJ900 per day, they are using two CRJ900's and a CRJ700, which increases seating from 50 seats to 76 seats per flight.

The meeting adjourned at 8:35 a.m.

Respectfully submitted,

Tanna Aasand, Board Secretary

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

**November 21, 2019**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, November 21, 2019, presided by Chairman Rick Meland. Members present were Steve Kuhlman, Dane Simonson, and Tim Mutchler. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Melissa Rader, Administrative Assistant. 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 September 25, 2019 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the October 2019 and YTD financials. She pointed out the revenues mostly tracking over budget with expenses tracking under budget.

**2. Director Report**

- Melissa Rader, our new Administrative Assistant, was introduced to the group.
- The Request for Qualifications for the Environmental Assessment Consultant selection was sent out, and a selection committee has been formed to review the qualifications.
- West GA project is substantially complete, with minor work to be completed next spring due to weather.
- Airline lease was revised and sent out to the airlines. The new rates and charges went into effect Jan. 1, 2019.
- Allegiant Service schedule changes on the flights going to Mesa/Phoenix effective April 15, 2020.
- Four airlines bid for Essential Air Service route at Thief River Falls.
- Announced new partnership with University of North Dakota Athletics. Riesinger showed the presentation from the Athletics Dept. and the Facebook trivia link. He discussed the social media presentation in process.
- Airport Authority Christmas Party scheduled for December 12 at UpNorth Pizza.
- UND Aerospace Community Day scheduled for February 8, 2020.
- Air Race Classic scheduled for June 23, 2020, with it starting at GFK Airport.

- UND Hockey Game held in Nashville is scheduled for October 17, 2020. Coordinating with Airlines for possible up-gauged aircraft, additional flights, and/or charters.

### **3. Chair Report**

#### **C. New Business**

##### **1. Audit, Insurance, and Legal Service Selections**

- Expires Dec 31, 2019. Decision has been made to recommend to proceed with the same services for the next term with costs being monitored annually/monthly.
  - Brady Martz and Associates 2020-2024
  - Wings Insurance 2020-2022
  - Camrud, Maddock, Olson and Larson 2020-2022

Meland moved to approve the service selections. Mutchler seconded the motion. **Action Taken:** Motion carried unanimously.

##### **2. December Board Meeting**

Mutchler moved to schedule Thursday, December 19<sup>th</sup> at 8:00 a.m. for the next Board meeting due to Christmas falling during normal week, it was seconded by Simonson. **Action Taken:** Motion carried unanimously.

The meeting adjourned at 9:08 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary

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

**December 19, 2019**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, December 19, 2019, presided by Chairman Rick Meland. Members present were Tim Mutchler and Jeannie Mock. Cynthia Pic phoned in along with Airport Attorney Tim Dittus. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Melissa Rader, Administrative Assistant.

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 Mock to approve the November 19, 2019 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the November 2019 and YTD financials. She pointed out the revenues mostly tracking over budget with expenses tracking under budget.

**2. Director Report**

- Riesinger addressed the Allegiant Mesa flights and stated that meetings are being held on the updated flight schedule changes.
- UND representative came and did video taping on a series focusing on the Mesa routes.
- We will have an Honor Flight out of GFK in October 2020. Riesinger stated that this a privilege to have this operate out of GFK. Special events will be planned for this flight.
- UND Hockey Game held in Nashville is scheduled for October 17, 2020. There have been continuing discussions with Delta, Allegiant and charters to coordinate flights for this event. Special events will be planned for this time period as well.
- Riesinger thanked the Board members for being flexible to make this quorum for the meeting.

**3. Chair Report**

- No Report

**C. New Business**

**1. Environmental Assessment Consultant Selection**

- Interviews have been conducted per the FAA Guidelines and Requirements. Two applications were submitted, Mead and Hunt and KLJ. Unanimous decision was made to recommend KLJ, due to their in-depth understanding of the project and recent



experience. Riesinger gave recommendation to approve KLJ as the consultant. Meland abstained. Mutchler made a motion to select KLJ as the consultant to complete the Environmental Assessment. Mock seconded the motion. **Action Taken:** Motion approved.

2. **Environmental Assessment – KLJ Task Order #14**

- Riesinger states that the schedule to complete the EA in 2020 is aggressive. An initial task order is in order to complete the scoping task work, not to exceed \$20,000. Full contract will be brought back to the Board with the overall scope and fee. Riesinger gave recommendation to approve KLJ Task Order #14. Mutchler made a motion to approve the KLJ Task Order #14. Pic seconded the motion. **Action Taken:** Motion approved.

3. **2020 Airline Rates & Charges**

- Riesinger discussed the model used to determine the Rates & Charges. The budget has been steady so no significant changes. Terminal rental rate needs approval. Riesinger explained how the rates are determined. Riesinger gave recommendation to approve the 2020 Rates & Charges for the Signatory airlines: net landing fee of \$2.57/1000#s of landed weight, with an amendment for terminal rental rate to be \$31.62/sq foot of space, and the jet bridge fee of \$15.91/use. Non-signatory airlines: net landing fee of \$3.44/1000#s of landed weight, terminal use fee of \$343.74/use, and the jet bridge fee of \$19.89/use. Rates to be effective January 1, 2020. Mutchler made a motion to approve the 2020 Rates & Charges. Pic seconded the motion. **Action Taken:** Motion approved.

The meeting adjourned at 8:36 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary