

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

**January 23, 2020**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, January 23, 2020, presided by Chairman Rick Meland. Members present were Steve Kuhlman, Dane Simonson and Jeannie Mock. Cynthia Pic and Karl Bollingberg attended via conference call. Also present was 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, Joey Castiglione, ARFF/OPS Supervisor, Joel Borhart, Maintenance Supervisor.

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

**B. Reports**

**1. Financial Report**

Aasand reviewed the December 2019 and YTD financials. She pointed out the revenues mostly tracking over budget with expenses tracking under budget. Aasand presented a Financial Recap for 2019.

**2. Director Report**

- UND Students visiting introduced themselves.
- Joey Castiglione, Operations supervisor, presented a 2019 Recap for Operations.
- Joel Borhart, Maintenance supervisor, presented a 2019 Recap for maintenance, along with snow removal.
- Rick Audette, Operations and Maintenance Manager, gave a presentation on the 2020 Airport Authority Health & Wellness Safety Committee.
- Riesinger stated that Allegiant has added flights for the UND Hockey Game held in Nashville for October 17, 2020, along with additional charters.
- Riesinger reported that our high-speed broom is expected to be delivered late February 2020.
- The State of the City Luncheon is to be held Friday, February 21<sup>st</sup>, 2020.
- UND Aerospace Community Day is February 8, 2020.

**3. Chair Report**

- No Report

## C. New Business

### 1. Environmental Assessment Contract Agreement

- Riesinger stated that the contract has not yet been completed and will be addressed at the next Board meeting.

### 2. Executive Director Performance Review Committee

- Riesinger gave a review of how the procedure was completed for the 2019 Evaluation process. Kuhlman made a motion to implement the same procedure for 2020 and establish a review committee. The motion was seconded by Bollingberg. **Action Taken:** Motion approved.

### 3. 2020 Airport Operations Replacement Vehicle for Airport #12

- Riesinger discussed that the GFRAA solicited direct bids for a 2020 Operations replacement vehicle based upon ND State contract pricing. Three bids were presented, Nelson Auto Center, Tenvoorde Motors, and Lithia Ford. Mock made a motion to accept the bid from Nelson Auto Center (ND State Contract) and stay within the \$40000.00 budget. The motion was seconded by Simonson. **Action Taken:** Motion approved.

The meeting adjourned at 8:47 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary

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

**February 27, 2020**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, February 27, 2020, presided by Chairman Rick Meland. Members present were Steve Kuhlman, Dane Simonson, Jeannie Mock, and Cynthia Pic. Also present was 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, Joey Castiglione, ARFF/OPS Supervisor, Joel Borhart and Scott Nelson, Maintenance Supervisors.

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 Mock to approve the January 23, 2020 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the January 2020 financials. The 2019 Audit report is expected to be presented at the March meeting.

**2. Director Report**

- Riesinger addressed that GFK is preparing for historically the busiest day(s) during Nashville flights. Currently, Allegiant has three scheduled flights and there are five confirmed charters.
- The article from the GF Herald about GFK Airport being the third busiest in the nation was presented.
- Riesinger stated that local TSA has put a temporary freeze on hiring new employees and paying overtime. This is to compensate a cost of living increase for current employees across the nation.
- Riesinger acknowledged Joel Borhart's last day, being February 28, 2020 and thanked him for his time here at the airport and wished him the best of luck.

**3. Chair Report**

- On February 25<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 fourth year with the Authority and the Board is very pleased with his performance. All the board members were polled with a questionnaire

beforehand and the review contained all positive comments. Meland thanked Riesinger for all his efforts along with all the staff. Meland also thanked Joel Borhart and wished him the best of luck.

## C. New Business

### 1. Environmental Assessment Agreement – Amendment to Task Order #14

- Riesinger stated that the scoping has been completed and an agreement has been made. Pic made a motion to approve the Amendment to Task Order #14 in the amount of \$227,837.88 and authorize the Executive Director to execute the agreement and FAA/NDAC grant documents. The motion was seconded by Mock. **Action Taken:** Motion approved

### 2. Task Order #15 – Runway Length Determination

- Riesinger stated that the Engineer will re-evaluate runway design requirements for Runway 9L-27R for scheduled/unscheduled passenger, cargo, and general aviation operations. Additionally, the engineer will coordinate with commercial operators' internal requirements for runway length when operating in an east/west flow. Airport Staff believes it is appropriate to allow for an hourly, not to exceed amount of \$24,188.49 to accomplish this scope of work. This is an unbudgeted amount and is not eligible for FAA nor State funding. Kuhlman made a motion to approve Task Order #15 in the hourly, not to exceed amount of \$24,188.49, and authorize the Executive Director to execute the required documents. The motion was seconded by Simonson. **Action Taken:** Motion approved.

### 3. Skid steer loader replacement

- Audette addressed the importance for the skid steer replacement, due to the current one having a seized engine and 2440 hours. The capital budget for a replacement vehicle for Operations will be used towards this purchase. Mock made a motion to accept the Butler Cat bid and purchase the Caterpillar 226D3 from AP #24. The motion was seconded by Simonson. **Action Taken:** Motion approved.

### 4. Rick Wockovich Retirement – Resolution #01-20

- a. A brief presentation was shown with many pictures of Wockovich's 42 years of service. Wockovich stated it was an honor and privilege to work here along with all the public. Riesinger presented Wockovich with a signed copy of his Resolution along with a plaque, thanking him for all his hard work. Cake and coffee was served following the meeting in celebration.

The meeting adjourned at 8:43 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary

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

**March 26, 2020**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal, via telephone conference on Thursday, March 26, 2020, presided by Chairman Rick Meland. Members present that called in were Steve Kuhlman, Dane Simonson, Jeannie Mock, Tim Mutchler, Karl Bollingberg, and Cynthia Pic. Also present were Airport Attorney Tim Dittus and Brian from Brady Martz via call in. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Melissa Rader, Administrative Assistant, Joey Castiglione, ARFF/OPS Supervisor, and Korissa Lundquist, Intern.

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 February 27, 2020 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the February 2020 financials.

**2. Director Report**

- Riesinger provided updates on the current Coronavirus situation and its impact to GFK and the national air transportation system.
- Riesinger addressed that Delta will go to 3-4 flights per week now thru April 30, 2020. Allegiant has cancelled numerous flights and we anticipate additional cancellations.
- UND Aerospace was completely shut down on Monday, March 16<sup>th</sup>.
- Riesinger stated that the Airport Staff have been doing an excellent job throughout to maintain operations and increase cleaning. He stressed that we do have continuing air carrier operations, so regulations do not go away.

**3. Chair Report**

- Chairman Meland addressed the trying times for businesses and wants the Airport staff to stay proactive in these unprecedented times. He also expressed that he wants to take of the staff and families.

**C. New Business**

**1. 2019 Audit Presentation**

- A representative from Brady Martz presented the 2019 Audit Report. Kuhlman made a motion to receive the 2019 Audit Report as it was presented. The motion was seconded by Bollingberg. **Action Taken:** Motion approved
2. **2020 Mead & Hunt Agreement for Air Service Consulting Services**
- Riesinger stated that Mead & Hunt performed their services well, met all of the requirements, and provided a valuable service to the Airport Authority over the past year. Mutchler made a motion to approve the Air Service Consulting Services Agreement with Mead & Hunt in the total amount of \$56,085.00, and authorize the Executive Director to execute the required documents. The motion was seconded by Pic. **Action Taken:** Motion approved.

The meeting adjourned at 9:15 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary

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

**April 23, 2020**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal, via telephone conference on Thursday, April 23, 2020, presided by Chairman Rick Meland. Members present that called in were Steve Kuhlman, Dane Simonson, Karl Bollingberg, and Cynthia Pic. Also present was Airport Attorney Tim Dittus via call in. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Melissa Rader, Administrative Assistant, Scott Nelson, Maintenance Supervisor, and Korissa Lundquist, Intern.

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 Pic to approve the March 26, 2020 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the March 2020 financials and April 2020 forecasted financials.

**2. Director Report**

- Riesinger provided a status update on the Coronavirus and its impact on the national air transportation system and locally at GFK.
- Riesinger addressed that Delta will go to 1 flight per week now into May 2020. Allegiant has cancelled numerous flights and we anticipate additional cancellations.
- UND Aerospace remains shut down. There are discussions about a possible restart of operations targeting June 8<sup>th</sup>, which is the start of the summer semester.
- Riesinger stated that the GFK Airport is considered for ATCT Service Reductions in hours, with a request to return to normal hours when UND resumes operations.
- Riesinger briefed the Board on the Airport being allocated \$18,855,574.00 in CARES Act funding. There are very few restrictions on the use of funds, to include operating expenses, paying off debt, paying for construction projects and equipment, etc.. The current period of performance, or deadline to use the funds, is four years. For this reason, it is our intent to develop a comprehensive and strategic plan for the proposed use of these funds to be approved by the Airport Authority Board.
- The Valley Med Flight Case has been dismissed. Special thanks to Randi Hanson and Tim Dittus, and all of the team at Camrud, Maddock, Olson, and Larson, who assisted greatly in leading us to a successful conclusion of this case with zero expense to the Airport Authority.

- A Mill and Overlay Project of east bound Hwy 2 will be completed in 2020 – all the way from the Air Force Base to the entrance into Grand Forks. It is planned for work to be at the Airport Drive intersection in July.
- A potential update to the Northern Plains Nitrogen (NPN) Plume Study will be discussed at two upcoming City meetings - Growth Fund meeting (4/27), Jobs Development Authority meeting (5/4). Director Riesinger and Tom Schauer of KLJ will be participating.

### **3. Chair Report**

- Chairman Meland expresses his appreciation to all the staff on the updates and work being done.

**C. New Business** – there was no new business.

The meeting adjourned at 8:52 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary



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

**May 28, 2020**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal, via ~~telephon~~Zoom conference on Thursday, May 28, 2020, presided by Chairman Rick Meland. Members who participated were Steve Kuhlman, Dane Simonson, Karl Bollingberg, Jeannie Mock, and Cynthia Pic. Also present was Airport Attorney Tim Dittus via Zoom. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Melissa Rader, Administrative Assistant, Joey Castiglione, Operations Supervisor, Scott Nelson, Maintenance Supervisor, and Jay Jayavardhanan, Intern.

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

**A. Reading and Approval of Minutes**

It was moved by Simonson and seconded by Kuhlman to approve the April 23, 2020 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the April 2020 financials and May 2020 forecasted financials.

**2. Director Report**

- Riesinger recognized the Grand Forks Police Dept., with thoughts and support sent during this difficult time.
- Riesinger provided a status update on the Coronavirus and its impact on the national air transportation system and locally at GFK, with national numbers down 85-90%.
- Riesinger addressed that Delta will stay with 1 flight per day thru June 2020 with a schedule time change for arrival (5:54 p.m.)/departure (6:45 a.m.). Allegiant operated their first flight on May 14, and we can expect one weekly flight to Las Vegas for short term.
- UND Aerospace was authorized to resume operations effective May 26<sup>th</sup>. Riesinger recognized Dick Schultz and all his hard work and efforts to get this moving forward.
- NPN – The City of Grand Forks Growth Fund and Job Development Authority approved an update to the NPN Plume Study. This project will be conducted by KLJ.
- Riesinger stated that the eastbound Hwy 2 project is underway. It is anticipated to be by the Airport Drive in July.
- Riesinger informed the Board that Intern Korissa Lundquist graduated and has taken an entry level planner position with SEH. He welcomed the new Intern, Jay Jayavardhanan, who is a recent graduate from Minnesota State in Mankato.

**3. Chair Report**

Chairman Meland expressed his appreciation to all the staff on the updates and work being done.

## C. New Business

### 1. CARES Act Funding Plan – Phase 1

Riesinger made a recommendation to: proceed with a priority-based, phased approach for use of the \$18,855,574 in CARES Act Airport Grant funds allocated to Grand Forks International Airport; approve “Phase 1” of this approach to utilize up to \$5,677,442.64 of these CARES Act funds, as detailed in the remaining agenda items; authorize the Executive Director to sign and submit the grant application for the full amount of \$18,855,574 in CARES Act funds allocated to Grand Forks International Airport, and to execute the required grant documents; and submit the authorized expenses to the FAA for reimbursement. Kuhlman made a motion to approve this recommendation. Kuhlman then made a motion to table the motion until further discussion and adoption of Resolutions #02-20 – #06-20. The motion to table the motion was seconded by Bollingberg. After adoption of Resolutions #02-20, #03-20, #04-20, #05-20 and #06-20, Bollingberg made a motion authorizing the Executive Director to sign and submit the grant application for the full amount of \$18,855,574 in CARES Act Airport Grant funds allocated to Grand Forks International Airport, and to execute the required grant documents; approving Phase 1 of the Authority’s plan to utilize these CARES Act funds; and authorizing submission of the Authority’s expenses incurred in connection with Resolutions #02-20, #03-20, #04-20, #05-20 and #06-20 to the FAA for reimbursement from these CARES Act funds. The motion was seconded by Pic. **Action Taken:** Motion approved

- **CARES Act Resolution #02-20 – 2020 Operating Expenses**

Riesinger made a recommendation to utilize a not-to-exceed amount of \$1,600,000 of the CARES Act Airport Grant funds to reimburse 2020 airport operating expenses, and to adopt the attached Resolution #02-20. Bollingberg made a motion to reimburse up to \$1,600,000 of the Authority’s 2020 operating expenses from the CARES Act Airport Grant funds and to adopt Resolution #02-20. The motion was seconded by Kuhlman. **Action Taken:** Motion approved.

- **CARES Act Resolution #03-20 – UND Aerospace / Air Traffic Control Tower Drive Pavement Maintenance**

Riesinger made a recommendation to: perform pavement maintenance on the vehicle drives to the Air Traffic Control Tower and UND Aerospace parking lot; utilize a not-to-exceed amount of \$168,990.00 of CARES Act Airport Grant funds to reimburse the Authority’s costs of performing this pavement maintenance; and adopt the attached Resolution #03-20. Bollingberg made a motion to complete pavement maintenance on the vehicle drives to the Air Traffic Control Tower and UND Aerospace parking lot at a cost not to exceed \$168,990 to be reimbursed utilizing CARES Act Airport Grant funds and to adopt Resolution #03-20. The motion was seconded by Pic. **Action Taken:** Motion approved.

- **CARES Act Resolution #04-20 – Airport Bond Pay Off plan, with additional Resolutions #05-20 and #06-20 for Calling/Defeating the Bonds.**

Riesinger made a recommendation to: call the Series 2009A Bonds and defease the balance of the Series 2013A Bonds; utilize \$3,908,452.64 of CARES Act Airport Grant funds to

reimburse the Authority's costs to call the Series 2009A Bonds and defease the balance of the Series 2013A Bonds, and reimburse the June 1, 2020 debt service payment: adopt the attached Resolutions #04-20, #05-20, and #06-20; and authorize the Executive Director to execute the required documents. Kuhlman made a motion to adopt Resolution #04-20. The motion was seconded by Simonson. **Action Taken:** Motion approved. Pic made a motion to adopt Resolution #05-20. The motion was seconded by Bollingberg. A roll call vote was taken. **Action Taken:** Motion approved. A motion was made by Mock to adopt Resolution #06-20. The motion was seconded by Kuhlman. A roll call vote was taken. **Action Taken:** Motion approved.

- **Rental Car Agencies – Deferral of monthly minimum guarantee**

Riesinger made a recommendation to defer the full payment of the rental car operators' monthly minimum guarantees for the period of April 1, 2020 through December 31, 2020 until March 1, 2021, and to waive late payment charges on deferred license fees (commissions) unpaid by the rental car operators through March 1, 2021. Bollingberg made a motion to approve this recommendation. The motion was seconded by Pic. **Action Taken:** Motion approved.

- **Temporary Suspension of the Republic Parking Agreement**

Riesinger made a recommendation to temporarily suspend the Republic Parking Management Agreement, and to authorize the Executive Director to execute an amendment to the Management Agreement to that effect. Kuhlman made a motion to temporarily suspend the Republic Parking Management Agreement and authorize the Executive Director to execute an appropriate amendment to the Management Agreement. The motion was seconded by Pic. **Action Taken:** Motion approved.

The meeting adjourned at 9:46 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary

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

**June 25, 2020**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, June 25, 2020, presided by Chairman Rick Meland. Members present were Rick Meland and Tim Mutchler. Members that called in were Karl Bollingberg, Dane Simonson, Steve Kuhlman and Cynthia Pic. Also present was Airport Attorney Tim Dittus via call in. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Melissa Rader, Administrative Assistant, Scott Nelson, Maintenance Supervisor, and Jay Jayavardhanan, Intern.

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 28, 2020 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the May 2020 financials and June 2020 forecasted financials.

**2. Director Report**

- Riesinger gave a presentation, from Mead and Hunt, on a status update of the COVID-19, and its current impact to Airlines, along with recovery projections.
- Riesinger provided an update on Air Service Operations. He stated that Delta has adjusted their flight to a more optimal time to make connecting flights in Minneapolis, which is a benefit to GFK. He also stated that there is a gradual increase in passengers with potential to add another flight per day in mid-July and 3 flights per day in August. Allegiant passenger loads are slowly increasing as well. GFK was ranked the busiest airport in the nation, with UND returning to 50% operations crediting to this. Marketing efforts will be made once additional flights become available.
- Riesinger stated that the CARES Act Grant application has been submitted to the FAA.
- The Bond Call and Defeasement was completed.
- ATCT/UND Drive Pavement Maintenance received three bids, with Opp Construction being the lowest. Work is planned to begin on June 29, 2020.
- Riesinger stated that the temporary suspension of the Republic Parking Agreement has been postponed.
- Steve Synhorst and Tom Schauer from KLJ gave an update on the Environmental Assessment, stating that drafts have been submitted to the FAA.

### **3. Chair Report**

Chairman Meland expressed his appreciation to all the staff on the updates and work being done to keep the expenses to a minimum. He also thanked Scott Nelson and his staff with the maintenance projects being performed during this time.

**C. New Business** – there was no new business.

The meeting adjourned at 8:54 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary

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

**July 23, 2020**

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 23, 2020, presided by Chairman Rick Meland. Members present were Rick Meland, Karl Bollingberg and Tim Mutchler. Members that called in via Zoom were Steve Kuhlman, Jeannie Mock and Cynthia Pic. Also present was Airport Attorney Tim Dittus via call in. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Melissa Rader, Administrative Assistant, Joey Castiglione, ARFF/OPS Supervisor, Scott Nelson, Maintenance Supervisor, and Jay Jayavardhanan, Intern.

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 Mutchler to approve the June 25, 2020 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the June 2020 financials and July 2020 forecasted financials. Aasand also gave an update on the CARES Act Funding.

**2. Director Report**

- Riesinger discussed the National daily passenger counts, stating they are down approximately 75% compared to 2019.
- Riesinger stated that Delta has added two additional flights per day to the GFK Airport, bringing their total to three flights per day, and that Allegiant has been operating with two flights per week to Las Vegas with 20-40 passengers per flight.
- Riesinger stated that MSP is now requiring that masks be worn in their airport, but at this time GFK is not requiring masks at the airport. The majority of passengers are wearing masks voluntarily while in the GFK Terminal.
- Riesinger gave a recap of the CARES Act funding.
- ATCT/UND Drive Pavement Maintenance is complete. Riesinger thanked Opp Construction for getting the project done in a timely manner. UND Aerospace thanks the Airport Authority for completing the project while they were still on a relative down time.
- Riesinger stated UND Aerospace has 200 CFIs back on site and are adding students to the schedule. They anticipate being close to 100% by September.
- Canadian Border closure extended 30 days until August 21, at this time, with more extensions possible.
- The Nashville hockey game is postponed until Fall of 2021.

- Riesinger announced Karl Bollingberg's Reappointment to the Airport Authority Board for a new term.

### **3. Chair Report**

Chairman Meland expressed his appreciation to all the staff on the updates and work being done to keep the expenses to a minimum. He also thanked Scott Nelson and his staff with the maintenance projects being performed during this time.

## **C. New Business**

### **1. Election of Airport Authority Board Chair and Vice-Chair**

- Riesinger made a recommendation for a nomination from the Board for an individual to serve as Chair, and another to serve as Vice-Chair. Mutchler made a motion to Re-elect the current officers – Rick Meland as Chair, and Steve Kuhlman as Vice-Chair. The motion was seconded by Bollingberg. **Action Taken:** Motion approved.

### **2. Appointment of Airport Authority Board Secretary**

- Riesinger made a recommendation to appoint Melissa Rader as Airport Authority Board Secretary. Bollingberg made a motion to appoint Melissa Rader. The motion was seconded by Mutchler. **Action Taken:** Motion approved.

### **3. Review of 2020 Capital Improvement Program (CIP)**

- Riesinger reviewed the CIP and made a recommendation to approve the 2020 Capital Improvement Program. Mutchler made a motion to approve the Program. The motion was seconded by Bollingberg. **Action Taken:** Motion approved.

### **4. 2021 Budget Review – 1<sup>st</sup> Reading**

- Riesinger and Aasand reviewed the proposed budget and made a recommendation to approve the 1<sup>st</sup> reading of the 2021 Budget. Mutchler made a motion to approve the 1<sup>st</sup> reading of the 2021 budget. The motion was seconded by Bollingberg. **Action Taken:** Motion approved.

The meeting adjourned at 9:45 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary

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

**August 27, 2020**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, August 27, 2020, presided by Chairman Rick Meland. Members present were Rick Meland, Karl Bollingberg, Dane Simonson and Tim Mutchler. Member that called in via Zoom was Steve Kuhlman. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Melissa Rader, Administrative Assistant, and Scott Nelson, Maintenance Supervisor.

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 Mutchler to approve the July 23, 2020 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

Aasand reviewed the July 2020 financials and August 2020 forecasted financials.

**2. Director Report**

- Riesinger gave a Coronavirus update, stating that locally we are seeing a very gradual increase to the numbers.
- Riesinger stated that Delta will move their seat capacity from 60% to 75% effective in October. He also addressed that Delta is currently planning to furlough nearly 2000 pilots in October. United and American are preparing for even larger furlough numbers.
- Riesinger stated that UND Aerospace is back to full capacity. GFK has ranked as the busiest airport in the country for 11 days since June 1.
- Riesinger stated that all 2020 Honor Flights are suspended.
- Riesinger and Aasand discussed the ND Public Health Insurance Trust (PHIT). They will continue gathering information on this Trust.

**3. Chair Report**

Chairman Meland expressed his appreciation to all the staff on the updates and work being done to keep the expenses to a minimum.

**C. New Business**

**1. 2021 Budget – 2<sup>nd</sup> Reading**

- a. Riesinger reviewed the proposed budget and made a recommendation for a motion to approve the 2<sup>nd</sup> reading of the 2021 Budget. Mutchler made a motion to approve



the 2<sup>nd</sup> reading of the 2021 Budget and include Resolution #07-20. The motion was seconded by Simonson. **Action Taken:** Motion approved.

The meeting adjourned at 9:01 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary

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

**September 24, 2020**

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 24, 2020, presided by Chairman Rick Meland. Members present were Rick Meland, and Karl Bollingberg. Members that called in via Zoom were Steve Kuhlman, Cynthia Pic, Jeannie Mock. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Melissa Rader (via call-in), Administrative Assistant, and Scott Nelson, Maintenance Supervisor.

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 Pic to approve the August 27, 2020 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**4. Financial Report**

Aasand reviewed the August 2020 financials and September 2020 forecasted financials.

**5. Director Report**

- Riesinger gave a Coronavirus update, stating that locally we are seeing a very gradual increase to the numbers.
- Riesinger stated the Canadian Border closure is extended to October 21, but no likely to reopen in 2020.
- Riesinger gave a NPN Study update, stating there was the kick-off stakeholder's meeting, which had great attendance.
- Riesinger stated that the Allegiant flights to Nashville are still scheduled.

**6. Chair Report**

Chairman Meland expressed his appreciation to all the staff on the updates and work being done to keep the expenses to a minimum.

**C. New Business**

**5. Republic Parking Agreement – Amendment #1**

- Riesinger made a recommendation for a motion to approve Amendment #1 to the Republic Parking Management Agreement and authorize the Executive Director to execute the required documents. Kuhlman made a motion to approve

Amendment #1. The motion was seconded by Pic. **Action Taken:** Motion approved.

The meeting adjourned at 8:51 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary

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

**October 22, 2020**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, October 22, 2020, presided by Chairman Rick Meland. Members present were Rick Meland and Dane Simonson. Members that called in via Zoom were Steve Kuhlman and Cynthia Pic. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, and 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 Simonson and seconded by Kuhlman to approve the September 24, 2020 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**7. Financial Report**

Aasand reviewed the September 2020 financials and October 2020 forecasted financials. Aasand also gave a recap of the CARES Act funding.

**8. Director Report**

- Riesinger stated that Delta remains tracking at 60% down. The Delta flight capacity has increased from 60% to 75%, and they will be adding 1 flight per day for the holiday season.
- Riesinger stated the employees at GFK airport are not affected with the Delta furloughs.
- Riesinger stated that on October 18, TSA Screened over 1 million passengers, with this being the first time since March 2020. Although down 1.6 million from last year, the gradual recovery continues.
- Riesinger announced that Allegiant has returned the Mesa flights.
- Riesinger stated that UND continues to be going strong. To date, they have 300 flight instructors which allows UND to successfully accomplish their mission.
- Riesinger stated that Steve Synhorst and Tom Schauer will both be leaving KLJ and going to Mead and Hunt. He remains confident that the transition will go smoothly. Request of qualifications for the 5-year selection will be planned to start next month, with candidates presented at the December Board meeting.
- Riesinger stated that the Environmental Assessment continues to make progress.
- Riesinger gave a NPN Study update, stating that it continues to move forward, and that Tom Schauer will continue to work on the projects.
- Riesinger stated the November Board meeting will be moved to Nov. 19, one week earlier, due to Thanksgiving.

## 9. Chair Report

No Report

## C. New Business

### 6. 2021 Capital Improvement Plan Revision

- Riesinger made a recommendation for a motion to approve the revised 2021 Capital Improvement Plan. Kuhlman made a motion to approve the revised 2021 Capital Improvement Plan. The motion was seconded by Simonson.  
**Action Taken:** Motion approved.

The meeting adjourned at 8:54 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary

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

**November 19, 2020**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, October 22, 2020, presided by Chairman Rick Meland. Members present were Rick Meland and Tim Mutchler. Members that called in via Zoom were Steve Kuhlman and Jeannie Mock. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration (via Zoom call in), Rick Audette, Operations and Maintenance Manager, Joey Castiglione, ARFF/OPS Supervisor, Scott Nelson, Maintenance Supervisor, and 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 Kuhlman to approve the October 22, 2020 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**10. Financial Report**

Aasand reviewed the October 2020 financials and November 2020 forecasted financials.

**11. Director Report**

- Riesinger gave an update on the current mask mandate. He stated that the GFK airport is following the current changes per the order from the City of Grand Forks.
- Riesinger gave an update on the Engineering 5-year Selection. He stated that the request for qualifications went out on Nov. 9, and they are due by Nov. 25. Interviews will be performed, and he hopes to present the selection to the Board of Commissioners at the December meeting.
- Riesinger stated that the Environmental Assessment Public Hearing date is scheduled for Dec. 8<sup>th</sup> from 6-8 p.m. This will be held virtually due to Covid. He commented on the excellent work and progress from KLJ on this project.
- Riesinger announced that GFK Airport is proceeding with the ND PHIT Benefit program.
- Riesinger stated that the equipment has been delivered and work has started on the equipment improvement in the parking lot per the Republic Parking Agreement.
- Riesinger stated that he is gearing up for the 2021 State Legislative Session and will give a brief with all upcoming projects.

**12. Chair Report**

No Report

**C. New Business**

**7. 2020 Airport Staff Lump Sum**

- Riesinger made a recommendation for a motion to approve a lump sum payment of \$1000.00 to each of our 24 Airport Authority employees. A motion was made by Mutchler to approve a lump sum payment of \$1000.00 to each of the 24 employees. The motion was seconded by Mock. **Action Taken:** Motion approved.

#### **8. December Airport Authority Board Meeting Date**

- Riesinger made a recommendation for a motion to set the date for the December Airport Authority Board meeting to December 17<sup>th</sup>. A motion was made by Mutchler to schedule the Board meeting for December 17<sup>th</sup>. The motion was seconded by Mock. **Action Taken:** Motion approved.

The meeting adjourned at 8:37 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary

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

**December 17, 2020**

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 17, 2020, presided by Chairman Rick Meland. Member present was Rick Meland. Members that called in via Zoom were Steve Kuhlman, Jeannie Mock, Tim Mutchler and Cynthia Pic. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Joey Castiglione, ARFF/OPS Supervisor, Scott Nelson, Maintenance Supervisor, and 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 Kuhlman and seconded by Pic to approve the November 19, 2020 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**13. Financial Report**

Aasand reviewed the November 2020 financials and December 2020 forecasted financials.

**14. Director Report**

- Riesinger presented a graph showing the TSA total U.S. Passenger throughput from 03/01/2020-current.

**15. Chair Report**

Chair Meland stated how unusual of a year it has been and how great the forecasting of the financials have been.

**C. New Business**

**9. 2021 Airline Rates and Charges**

- Riesinger made a recommendation for a motion to approve the 2021 Airline Rates & Charges for Signatory Airlines: Net Landing Fee (\$2.75 per 1000 lbs. landed weight), Terminal Rental Rate (\$27.67 per sq. ft.), and Jet Bridge Use Fee (\$24.62 per use); and for Non-Signatory Airlines: Landing Fee (\$3.44 per 1000 lbs. landed weight), Terminal Use Fee (\$342.36 per use), and Jet Bridge Use Fee (\$30.78 per use). A motion was made by Kuhlman to approve the 2021 Airline Rates and Charges. The motion was seconded by Mutchler. **Action Taken:** Motion approved.

**10. Environmental Assessment Review**

- Riesinger and Curt Cady of KLJ provided a overview presentation of the Environmental Assessment. Riesinger made a recommendation for a motion to receive the Environmental Assessment. A motion was made by Pic to receive



the Environmental Assessment. The motion was seconded by Mock. **Action Taken:** Motion approved.

#### **11. Five-year Engineering/Architectural Consultant Selection**

- Riesinger provided an update on the selection process and made a recommendation to approve Mead & Hunt as our Engineering/Architectural Consultant for the next five-year term. Mock and Meland requested to abstain from voting. A motion was made by Mutchler to approve Mead & Hunt as our Engineering/Architectural Consultant for the next five-year term. The motion was seconded by Kuhlman. **Action Taken:** Motion approved.

#### **12. Executive Director Employment**

- Riesinger made a recommendation to approve the Employment Agreement of Executive Director Riesinger and authorize the Chairman and Executive Director to execute the document. A motion was made by Kuhlman to approve the Employment Agreement of Executive Director Riesinger and authorize the Chairman and Executive Director to execute the document. The motion was seconded by Mock. **Action Taken:** Motion approved.

The meeting adjourned at 8:46 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary