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

- **Financial Report**
  Aasand reviewed the November 2020 financials and December 2020 forecasted financials.

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

- **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

1. **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.

2. **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.

3. **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.

4. **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
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 28, 2021, presided by Chairman Rick Meland. Member present were Rick Meland and Dane Simonson. Members that called in via Zoom were Jeannie Mock and Tim Mutchler. 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, 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 Simonson and seconded by Mock to approve the December 17, 2020 meeting minutes as written. Action Taken: Motion carried unanimously.

B. Reports

- Financial Report
  Aasand reviewed the December 2020 financials and gave a recap of overall 2020 financials.

- Director Report
  - Riesinger welcomed the UND students that participated in today’s meeting and invites them to come out for a tour or ride along.
  - Riesinger introduced new employee, Cason Dunker.
  - Riesinger reported on the Jan 4th TSA press release, stating that in 2020 TSA screened 324 million passengers, which is 39% of 2019 numbers.
  - Riesinger stated that additional Federal funding for Coronavirus Relief has passed, although at this time it is undetermined what GFK Airport will receive.
  - Riesinger gave an Environmental Assessment update, stating that the FAA has approved and signed the agreement.
  - Riesinger reported that the FAA Air Traffic sent a letter on the NPN Study Report. A follow up meeting is scheduled for Monday, Feb. 1, 2021, to review the letter and discuss future action.
  - Riesinger gave an update on the North Dakota State Legislative Session, stating they are currently monitoring eight bills.

- Chair Report
  Chair Meland stated how he appreciates the staff’s hard work in maintaining the budget and expenses.
C. New Business

1. Mead & Hunt Master Service Agreement
   • Riesinger made a recommendation for a motion to approve the Mead & Hunt Master Agreement, assign the Executive Director as the Airport Authority’s Designated Representative, and authorize the Executive Director to execute the required documents. A motion was made by Mutchler to approve the Executive Director’s recommendation. The motion was seconded by Simonson. Action Taken: Motion approved.

2. Mead & Hunt Task Order #1 – Topographic Survey
   • Riesinger made a recommendation for a motion to approve Task Order #1 and authorize the Executive Director to execute the required documents. A motion was made by Mutchler to approve Task Order #1 and authorize the Executive Director to execute the required documents. The motion was seconded by Mock. Action Taken: Motion approved.

3. Legal Firm Selection for Land Acquisition Services
   • Riesinger made a recommendation for a motion to approve the selection of Camrud, Maddock, Olson & Larson to provide Land Acquisition Legal Services for a five-year term. A motion was made by Mutchler to approve Task Order #1 and authorize the Executive Director to execute the required documents. The motion was seconded by Simonson. Action Taken: Motion approved.

4. Approval of Agreement with Camrud, Maddock, Olson & Larson for Land Acquisition Legal Services
   • Riesinger made a recommendation to approve the Land Acquisition Legal Services Agreement with Camrud, Maddock, Olson & Larson for a not-to-exceed amount of $448,800.00 (subject to successful completion of an independent fee estimate) and authorize the Executive Director to execute the required document. A motion was made by Mutchler to approve the Executive Director’s recommendation. The motion was seconded by Simonson. Action Taken: Motion approved.

5. Land Appraisal Authorization for Land Acquisition
   • Riesinger made a recommendation for a motion to authorize the Executive Director to prepare a Request for Qualifications/Proposals, select an Appraiser and Review Appraiser, execute the required documents, and complete the required appraisals of the properties to be acquired for a not to exceed amount of $25,000.00. A motion was made by Simonson to approve the Executive Director’s recommendation. The motion was seconded by Mutchler. Action Taken: Motion approved.

6. Executive Director Performance Evaluation
   • Riesinger made a recommendation for a motion appointing a committee consisting of the Chair and Vice-Chair of the Board of Commissioners to
conduct the annual review and evaluation of the Executive Director’s performance in conformity with the procedure outlined in this Memo and delegating to the committee the authority to determine the appropriate performance-based adjustment to the Executive Director’s annual salary, within the adopted budgetary parameters. A motion was made by Mutchler to approve the Executive Director’s recommendation. The motion was seconded by Mock.

**Action Taken:** Motion approved.

The meeting adjourned at 8:46 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary