

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

January 28, 2021

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 Main 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 the selection of Camrud, Maddock, Olson & Larson to provide Land Acquisition Legal Services for a five-year term. 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

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

February 25, 2021

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 25, 2021, presided by Chairman Rick Meland. Member present were Rick Meland, Karl Bollingberg and Dane Simonson. Members that called in via Zoom were Jeannie Mock, Steve Kuhlman 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, Joey Castiglione, 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 Bollingberg and seconded by Simonson to approve the January 28, 2021 meeting minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

- **Financial Report**

Aasand reviewed the January 2021 financials and gave a recap of overall 2020 financials. Aasand also gave an update on the Cares Act Dollars.

- **Director Report**

- Riesinger welcomed the new Dean of Aerospace, Dean Kraus.
- Riesinger stated the state-wide, North Dakota is slightly ahead of national passenger numbers.
- Riesinger reported that UND continues to be strong with enrollment.
- Riesinger addressed the new mask requirements, explaining that TSA issued a security directive that mandated all commercial airports to have full face mask order.
- Riesinger gave an update on the land acquisition progress and explained that the parcels are set to be appraised over the next month.
- Riesinger gave an update on the NPN Study and stated that they held a meeting on February 1st to review concerns expressed over the plumes.

- **Chair Report**

Chair Meland stated how he is excited to get in the ground on the runway project, that started six years ago with just a plan. He states that there is a bright future ahead for GFK.

C. New Business

1. **Airport Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant Program Applications**

- Riesinger made a recommendation for a motion to authorize the Executive Director to sign the two CRRSA grant applications and execute the required grant documents. A motion was made by Simonson to approve the Executive Director's recommendation. The motion was seconded by Kuhlman. **Action Taken:** Motion approved.

2. Mead & Hunt Task Order #2 – Assistance with Land Acquisition

- Riesinger made a recommendation for a motion to approve Mead & Hunt Task Order #2 for Land Acquisition Services for the not to exceed amount of \$69,229.82 and authorize the Executive Director to execute the required documents. A motion was made by Pic to approve Task Order #2 and authorize the Executive Director to execute the required documents. The motion was seconded by Bollingberg. **Action Taken:** Motion approved.

3. Mead & Hunt Task Order #3 – Engineering Report for Runway 9L/27R & Taxiway B Extension and Reconstruction

- Riesinger made a recommendation for a motion to approve Mead & Hunt Task Order #3 in the amount of \$140,141.49 for an Engineering Report for Runway 9L/27R & Taxiway B Extension and Reconstruction and authorize the Executive Director to execute the required documents. A motion was made by Kuhlman to approve Task Order #3 and authorize the Executive Director to execute the require documents. The motion was seconded by Simonson. **Action Taken:** Motion approved.

4. Further Authorization for Appraisal/Review Appraisal

- Riesinger made a recommendation for a motion to amend the appraisal authorization from \$25,000.00 to \$30,000.00. A motion was made by Pic to approve the Executive Director's recommendation. The motion was seconded by Mock. **Action Taken:** Motion approved.

The meeting adjourned at 9:20 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary

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

March 25, 2021

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 25, 2021, presided by Chairman Rick Meland. Member present were Rick Meland and Dane Simonson. Members that called in via Zoom were Karl Bollingberg, Steve Kuhlman 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, Joey Castiglione (Via Zoom), 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 Bollingberg to approve the February 25, 2021 meeting minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

- **Financial Report**

Aasand reviewed the February 2021 financials.

- **Director Report**

- Riesinger provided an update on UND Operations, stating that GFK ranked in the top five regularly in Feb., and was 1st for multiple days in March.
- Riesinger stated that the American Rescue Plan Coronavirus Relief Bill was signed on March 11th. GFK has not yet received information from the FAA on the actual dollar amount to be allocated.
- Riesinger provided an update on the ND legislative session. Riesinger reported there was a successful vote allowing ND airports to access fees on TNCs and is waiting for the Governor's signature.
- Riesinger gave an update on the land appraisals.
- Riesinger reported that the Runway/Taxiway and County Road 5 cores/borings are complete.
- Rick Audette gave a presentation on the new AED's that the airport received. GFK received five AED's thanks to grants and a trust setup for first responders in ND.
- Riesinger stated that a NPN meeting was held to refine the proposed analysis and expects the analysis to be run soon.
- Riesinger reported that west bound construction on Hwy 2 is planned to start on April 19th and is expected to be in vicinity of Airport Drive sometime between May 24th – July 4th. The schedule will be fine tuned over the next month as they begin construction.

- Riesinger stated that the Lease/Agreements for Oakwells, Car Rentals, and FAA Tech Ops are set to expire soon. He states that the intent is to negotiate with them and bring back to the Board for approval, instead of bidding out.
- Riesinger thanked the Board for participating in the recent Work Session and anticipates some items for the CARES Act to be presented at the April Board meeting.
- Riesinger reported that he was elected as President of the Airport Association of North Dakota and is excited to represent all airports.
- **Chair Report**

On March 16th, Chairman Meland, Vice-Chairman Kuhlman, and Airport Attorney Tim Dittus, along with the Airport Authority staff, were present for the annual performance review of the Executive Director. This marks Riesinger's fifth 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 and states the airport has a bright future and is in great hands. Meland also expressed his sympathy to the family of Barry Schuchard, CEO of KLJ Engineering, who passed away on March 22, 2021.

C. New Business

1. 2020 Audit Report

- A representative from Brady Martz presented the 2020 Audit report. Riesinger made a recommendation for a motion to receive the 2020 Audit Report as presented. A motion was made by Pic to approve the Executive Director's recommendation. The motion was seconded by Kuhlman. **Action Taken:** Motion approved.

2. Mead & Hunt Task Order #4 – Design for County Road 5 Relocation

- Riesinger made a recommendation for a motion to approve Mead & Hunt Task Order #4 in the amount of \$224,447.79 for Design of County Road 5 Relocation and authorize the Executive Director to execute the required documents. A motion was made by Bollingberg to approve Task Order #4 and authorize the Executive Director to execute the required documents. The motion was seconded by Simonson. **Action Taken:** Motion approved.

3. 2021 Mead & Hunt Air Service Consulting Services Agreement

- Riesinger made a recommendation for a motion to approve the Air Service Consulting Services Agreement with Mead & Hunt in the total amount of \$39,405.00 and authorize the Executive Director to execute the required documents. A motion was made by Pic to approve the Air Service Consulting Services Agreement and authorize the Executive Director to execute the required documents. The motion was seconded by Simonson. **Action Taken:** Motion approved.

4. Authorization for Offers of Just Compensation for Land Acquisition

- Riesinger made a recommendation for a motion to receive authorization to send written offers of just compensation in accordance with Federal requirements following receipt of the review appraisal report approving the appraised value as

the basis for the Airport Authority's offer of just compensation. A motion was made by Kuhlman to approve the Executive Director's recommendation. The motion was seconded by Bollingberg. **Action Taken:** Motion approved.

The meeting adjourned at 8:57 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary