

**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

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

April 22, 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, April 22, 2021, presided by Vice-Chairman Steve Kuhlman. Members present were Tim Mutchler and Dane Simonson. Members that called in via Zoom were Karl Bollingberg, Steve Kuhlman, 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, Joey Castiglione, ARFF/OPS 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 Simonson to approve the March 25, 2021 meeting minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

- **Financial Report**

- Aasand reviewed the March 2021 and recap of year financials.

- **Director Report**

- Riesinger gave on overall Industry Update from the Mead & Hunt Air Service Development Conference.
- Riesinger stated that Delta released the 1st quarter Earnings Report and referred to the Wall Street Journal.
- Riesinger stated that effective May 1st, Delta will go to 100% capacity and no middle seat restriction.
- Riesinger discussed the Infrastructure Bill.
- Riesinger discussed the UND Apron Legislative item, and stated they feel this will be successfully resolved in committee.
- Riesinger gave an NPN Study update.
- Riesinger gave an update on the land acquisition and noted that the initial offer letters were delivered last week to the landowners. He also stated that the City of Grand Forks granted the land transfer of approximately 32 acres to the Airport Authority at no cost for the land.
- Riesinger informed the Board members that Joey Castiglione, ARFF/OPS Supervisor, will be sent on an approximate ten-month deployment for the National Guard, and thanked him for his service.

- **Chair Report**

No Report

C. New Business

1. Mead & Hunt Task Order #3 Amendment – Soil Borings for County Road 5

- Riesinger made a recommendation for a motion to approve Amendment #1 to Mead & Hunt Task Order #3 in the amount of \$4,955.00 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 Pic. **Action Taken:** Motion approved.

2. Resolution #01-21 – Transition from CARES to CRRSA funds for Operational Expenses

- Riesinger made a recommendation for a motion to approve the transition from utilizing CARES funds to CRRSA funds for reimbursement of 2021 Operational Expenses, and to adopt Resolution #01-21. A motion was made by Pic to transition the funds and adopt Resolution #01-21. The motion was seconded by Mock. **Action Taken:** Motion approved.

3. Resolution #02-21 – Authorization to utilize CARES Act grant funding for New Equipment

- Riesinger made a recommendation for a motion to authorize utilizing up to \$4,000,000.00 of GFK's allocated CARES Act grant funding to reimburse the Airport Authority for the purchase of new equipment as detailed, and to adopt Resolution #02-21. A motion was made by Mutchler to approve utilizing allocated CARES Act grant funding for the detailed new equipment and to adopt Resolution #02-21. The motion was seconded by Mock. **Action Taken:** Motion approved.

4. Mead & Hunt Task Order #1C – Preliminary Design for New Customs Building

- Riesinger made a recommendation for a motion to approve Mead & Hunt Task Order #1C to proceed with preliminary design of a new Customs Building and authorize the Executive Director to execute the required documents. A motion was made by Bollingberg to approve the Executive Director's recommendation. The motion was seconded by Mutchler. **Action Taken:** Motion approved.

5. Executive Session* - Land Acquisition Negotiations

*This portion of the meeting may be held in Executive Session as authorized by (1) N.D. CENT. CODE 44-04-19.1(9) to discuss negotiating strategy or provide negotiating instructions to the Airport Authority's attorneys/negotiators; and (2) N.D. CENT. CODE 44-04-19.1(2) for attorney consultation.

- A motion was made by Pic to enter into Executive Session* at 9:00 a.m. with the Board of Commissioners Meeting to resume at approximately 9:20 a.m. The motion was seconded by Mock. **Action Taken:** Motion Approved.

- The Board of Commissioners Meeting resumed at 9:52 a.m. with no further discussion.

The meeting adjourned at 9:53 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary

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

April 22, 2021

The Grand Forks Regional Airport Authority Board of Commissioners met in an Executive Session in the Board Room of the Byron L. Dorgan Terminal on Thursday, April 22, 2021, presided by Vice-Chairman Steve Kuhlman. Members present were Tim Mutchler and Dane Simonson. Members that called in via Zoom were Karl Bollingberg, Steve Kuhlman, 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, Joey Castiglione, ARFF/OPS Supervisor, and Melissa Rader, Administrative Assistant.

The meeting was called to order at 9:00 a.m.

A. New Business

• **Executive Session* - Land Acquisition Negotiations**

Airport Attorney Tim Dittus gave an update on the current last acquisitions.

1. Riesinger made a recommendation for a motion from the Board to authorize up to 200% of the appraised value for Parcel #2 for further land negotiations. A motion was made by Bollingberg to approve up to 200% of the appraised value for Parcel #2. The motion was seconded by Mutchler. **Action Taken:** Motion Approved.
2. Riesinger made a recommendation for a motion from the Board to authorize up to 150% of the appraised value for Parcel #1 & #3 for further land negotiations. A motion was made by Mutchler to approve up to 150% of the appraised value for Parcel #1 & #3. The motion was seconded by Simonson. **Action Taken:** Motion approved.

The meeting adjourned at 9:52 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary

*This portion of the meeting may be held in Executive Session as authorized by (1) N.D. CENT. CODE 44-04-19.1(9) to discuss negotiating strategy or provide negotiating instructions to the Airport Authority's attorneys/negotiators; and (2) N.D. CENT. CODE 44-04-19.1(2) for attorney consultation.

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

May 27, 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, May 27, 2021, presided by Chairman Rick Meland. Members that called in via Zoom were Karl Bollingberg, Steve Kuhlman, Dane Simonson, and Jeannie Mock. 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, Scott Nelson, Maintenance Supervisor, Melissa Rader, Administrative Assistant, and Bradley Wheeler, 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 Bollingberg to approve the April 22, 2021 meeting minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

- **Financial Report**

Aasand reviewed the April 2021 and recap of year financials.

- **Director Report**

- Riesinger introduced the new Grand Forks Regional Airport Authority Intern, Bradley Wheeler.
- Riesinger gave an update on the land acquisition, stating a Purchase Agreement has been signed for Parcel #2, drafts have been sent for Parcels #1 & 3, and the Deed has been transferred for Parcel #4. He also thanked Airport Attorney, Tim Dittus, for all work in making this process go smoothly and quickly.
- Riesinger updated on the UND Aprons, stating that the funding has been removed from the Aeronautics Bill, but the plan is to authorize from CARES Act funding provided to the State. He anticipates this to be approved in a Special Session of the State Legislature.
- Riesinger gave an update on the mask mandate, stating all U.S. Airports are to keep the mandate in place. Commissioner Kuhlman voiced his disappointment in the TSA for the mandate to remain in private business on Airport property.
- Riesinger thanks Rick Audette for his hard work in getting the Equipment bids together.
- Riesinger told members to watch for an invite for an Airport Authority Golf outing scheduled for June 25th at 9:00 a.m. This will be held at the Kings Walk Golf course.

- **Chair Report**

No Report

C. New Business

1. Approval of Equipment Bid – 1500 Gallon ARFF Truck

- Audette made a recommendation for a motion to approve award of the project to Oshkosh Airport Products, LLC, in the amount of \$751,165.00, and authorize the Executive Director to execute the required documents pending FAA review and acceptance of bidder documentation meeting Buy American Act requirements. A motion was made by Bollingberg to approve the Operations & Maintenance Manager's recommendation. The motion was seconded by Mock. **Action Taken:** Motion approved.

2. Approval of Equipment Bid – 300 Gallon Rapid Intervention Vehicle

- Audette made a recommendation for a motion to approve award of the project to Rosenbauer Minnesota, LLC, in the amount of \$325,945.00, and authorize the Executive Director to execute the required documents pending FAA review and acceptance of bidder documentation meeting Buy American Act requirements. A motion was made by Kuhlman to approve the Operations & Maintenance Manager's recommendation. The motion was seconded by Bollingberg. **Action Taken:** Motion approved.

3. Approval of Equipment Bid – SRE Chassis Rotary Blower

- Audette made a recommendation for a motion to approve award of the project to M-B Companies, Inc., in the amount of \$650,884.00, and authorize the Executive Director to execute the required documents pending FAA review and acceptance of bidder documentation meeting Buy American Act requirements. A motion was made by Simonson to approve the Operations & Maintenance Manager's recommendation. The motion was seconded by Mock. **Action Taken:** Motion approved.

4. Approval of Equipment Bid – SRE Combi Plow/Broom

- Audette made a recommendation for a motion to approve award of the project to M-B Companies, Inc., in the amount of \$817,695.00, and authorize the Executive Director to execute the required documents pending FAA review and acceptance of bidder documentation meeting Buy American Act requirements. A motion was made by Bollingberg to approve the Operations & Maintenance Manager's recommendation. The motion was seconded by Simonson. **Action Taken:** Motion approved.

5. Approval of Equipment Bid – SRE Articulating Wheel Loader

- Audette made a recommendation for a motion to approve award of the project to RDO Equipment, in the amount of \$263,377.00, and authorize the Executive Director to execute the required documents pending FAA review and acceptance of bidder documentation meeting Buy American Act requirements. A motion was made by Kuhlman to approve the Operations & Maintenance Manager's recommendation. The motion was seconded by Bollingberg. **Action Taken:** Motion Approved.

6. Approval of Equipment Bid – Airfield Painter Striper

- Audette made a recommendation for a motion to approve award of the project to M-B Companies, Inc., in the amount of \$254,723.00, and authorize the Executive Director to execute the required documents pending FAA review and acceptance of bidder documentation meeting Buy American Act requirements. A motion was made by Mock to approve the Operations & Maintenance Manager's recommendation. The motion was seconded by Simonson. **Action Taken:** Motion Approved.

7. Approval of Equipment Bid – Foam Test Cart

- Audette made a recommendation for a motion to approve award of the project to NoFoam Systems., in the amount of \$23,998.76, and authorize the Executive Director to execute the required documents pending FAA review and acceptance of bidder documentation meeting Buy American Act requirements. A motion was made by Bollingberg to approve the Operations & Maintenance Manager's recommendation. The motion was seconded by Simonson. **Action Taken:** Motion Approved.

8. Mead & Hunt Task Order #2C – T-Hangar Scope of Services

- Riesinger made a recommendation for a motion to approve Mead & Hunt Task Order #2C in the amount of \$172,412.00 and authorize the Executive Director to execute the required documents. A motion was made by Mock to approve Mead & Hunt Task Order #2C. The motion was seconded by Simonson. **Action Taken:** Motion Approved.

9. Mead & Hunt Task Order #3 – Amendment #2

- Riesinger made a recommendation for a motion to approve Amendment #2 to Mead & Hunt Task Order #3 in the amount of \$4,737.00 and authorize the Executive Director to execute the required documents. A motion was made by Bollingberg to approve Amendment #2 to Mead & Hunt Task Order #3. 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**

June 24, 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, June 24, 2021, presided by Chairman Rick Meland. Additional member present was Cynthia Pic. Members that called in via Zoom were Steve Kuhlman and Dane Simonson. Airport Attorney Tim Dittus was also present. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Scott Nelson, Maintenance Supervisor, Bradley Wheeler, Intern, and via Zoom Joey Castiglione, Operations Supervisor.

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 Pic to approve the May 27, 2021 meeting minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

- **Financial Report**

Aasand reviewed the May 2021 and the year-to-date financials. Also, she made special note that enplanements, flight numbers, and corresponding revenues were higher than forecasted.

- **Director Report**

- Riesinger welcomed Operations Supervisor Castiglione, who was attending the meeting via Zoom while on deployment with the North Dakota National Guard.
- Riesinger made special note of the increases in airline load factors. Remarking that Delta Airlines had recently removed the 75% load factor limit.
- Riesinger announced the Airport Rescue Grant amount of \$1,969,936. He added that this grant is under similar restrictions to CRRSAA funds. The deadline to use these funds is September 2024.
- Riesinger provided an update regarding the land acquisition. All parcels have signed purchase agreements with closing dates scheduled for August 15th.
- Riesinger announced the resignation of Melissa Rader, after accepting a new position. He informed the board that interviews to fill the administrative assistant vacancy are ongoing. Additionally, Riesinger thanked staff members for taking on additional responsibilities until a new assistant is in place.
- Riesinger congratulated Chairman Meland on his reappointment to the Airport Authority Board for a 5-year term.

- Riesinger reminded members of the 1st Annual GFK Invitational Golf Outing scheduled for June 25th at 9:00 a.m. The event has 52 participants and will be held at the Kings Walk Golf course. He thanked Mead & Hunt, Allegiant, Camrud, Maddock, Olson & Larson Ltd., and Norby's Work Perks for sponsoring the event and looks forward to growing the event in the future.
- **Chair Report**
- Chairman Meland thanked Airport Authority Attorney Tim Dittus and the Mead & Hunt team for their expediency and professionalism throughout the land acquisition process.

C. New Business

1. Mead & Hunt Task Order #5 – Rwy 27R/9L and Twy B Design

- Riesinger made a recommendation for a motion to approve Mead & Hunt Task Order #5 in the amount of \$827,637.08 and authorize the Executive Director to execute the required documents. A motion was made by Pic to approve Mead & Hunt Task Order #5. The motion was seconded by Kuhlman. **Action Taken:** Motion Approved.

2. Mead & Hunt Task Order #6 – Wetland Mitigation Assistance

- Riesinger made a recommendation for a motion to approve Mead & Hunt Task Order #6 for a not to exceed the amount of \$26,044.62 and authorize the Executive Director to execute the required documents. A motion was made by Kuhlman to approve Mead & Hunt Task Order #6. The motion was seconded by Simonson. **Action Taken:** Motion Approved.

3. Oakwells Agreement – Amendment #3

- Riesinger made a recommendation for a motion to approve Amendment #3 to the Oakwells Food Service, Vending, and Gift Shop Concession Agreement and authorize the Executive Director to execute the required documents. A motion was made by Pic to approve Amendment #3 to the Oakwells Food Service, Vending, and Gift Shop Concession Agreement. The motion was seconded by Kuhlman. **Action Taken:** Motion Approved.

The meeting adjourned at 8:34 a.m.

Respectfully submitted,

Bradley Wheeler, GFRAA Intern

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

July 22, 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, July 22, 2021, presided by Chairman Rick Meland. Additional member present was Karl Bollingberg. Members that called in via Zoom were Steve Kuhlman and Dane Simonson. Airport Attorney Tim Dittus was also present. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Scott Nelson, Maintenance Supervisor, Bradley Wheeler, Intern, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:02 a.m.

A. Reading and Approval of Minutes

It was moved by Bollingberg and seconded by Kuhlman to approve the June 24, 2021 meeting minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

- **Financial Report**
- Aasand reviewed the June 2021 and the year-to-date financials. Also, she made special note that the airport's operational expenses remain below projections for the 2021 fiscal year.
- **Director Report**
- Riesinger introduced Katie Olson as the new airport administrative assistant.
- Riesinger announced the County Road 5 Relocation design was complete, and that the Runway and Taxiway Extension Design stood at approximately 30% completion. Additionally, he noted the meeting with the North Dakota Aeronautics Commission in Bismarck to update the CIP would occur the week following the Board Meeting.
- Riesinger provided an update regarding the Buy American review process that is underway for the equipment acquisitions approved in May of this year. He stated that delays in this process are why no signed purchase agreements have been announced.
- Riesinger provided an update on CARES Act funding and the projects the funding is planned for including the new Customs and Border Patrol Facility and the East General Aviation T-hangars.
- Riesinger stated that the repair for the blown-out concrete on taxiway C, which is currently closed, would be bid out soon and that this repair required no change to the budget.
- Riesinger announced a change to the mask policy at the airport. Stating that masks were no longer required outside. As for the September deadline for indoor mask requirements, Riesinger stated that it is unknown whether the current mandate will be extended. In response, Commissioner Kuhlman proposed moving future board meetings to a location

without the mask requirement. Riesinger thanked Commissioner Kuhlman for the suggestion and stated that he would take it under consideration.

- Riesinger reminded members of the addition of another Delta flight to Minneapolis beginning in September, bringing the daily total to 4 flights. Two of these will be on 76 seat aircraft and the other two would be on 50 seat aircraft.
- Riesinger noted the upcoming Hall of Fame Game in Nashville. The event has added 9 direct flights between Grand Forks and Nashville, 3 Allegiant flights, 4 Sun Country charters, and 2 Allegiant charters. The airport plans to make the event one to remember. He also noted that the airport is planning to handle an additional 1500 passengers throughout the weekend.
- **Chair Report**
- Chairman Meland welcomed Katie Olson as the new Administrative Assistant.

C. New Business

1. 2022 Budget Review – First Reading

- Riesinger made a recommendation for a motion to approve the first reading of the 2022 Budget. A motion was made by Bollingberg to approve the first reading of the 2022 Budget. The motion was seconded by Kuhlman. **Action Taken:** Motion Approved.

2. Rental Car Agreements – Amendment #2

- Riesinger made a recommendation for a motion to approve Amendment #2 to the respective Rental Car Agreements and authorize the Executive Director to execute the required documents. A motion was made by Simonson to approve Amendment #2 to the respective Rental Car Agreements. The motion was seconded by Bollingberg. **Action Taken:** Motion Approved.

The meeting adjourned at 9:21 a.m.

Respectfully submitted,

Bradley Wheeler, GFRAA Intern

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

August 26, 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, August 26, 2021, presided by Chairman Rick Meland. Additional member present were Cynthia Pic, Karl Bollingberg, Tim Mutchler. Members that called in via Zoom were Dane Simonson, and Jeannie Mock. Airport Attorney Tim Dittus, UND Aerospace Kim Kenville and Mead & Hunt Steve Synhorst were also present. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:02 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) It was moved by Mutchler and seconded by Bollingberg to approve the July 22, 2021 meeting minutes as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

- a) Aasand reviewed the July 2021 and the year-to-date financials. Riesinger mentioned that we have budgeted conservatively and have CRRSA funds available to use, just have not had the need to use them yet.

2. Director Report

- a) Riesinger announced we had 2 property closings early this month on parcels 2 and 3. The closings were on August 12th. Parcel number 1 still working through legal paperwork but we are planning to close on it soon.
- b) Riesinger provided information on a \$2 million FAA discretionary grant that has been made available to GFK.
- c) Riesinger mentioned we are monitoring the Infrastructure Bill and \$3.5 trillion Spending Bill. The Infrastructure Bill is \$1.2 trillion which includes \$25 billion for airports, and as currently proposed would double our annual entitlements. Continue to monitor and update.
- d) Riesinger provided an update on the repairs for the concrete repair on taxiway C. The repairs are now complete. We received one bid and expedited the work to get the taxiway open. Taxiway C reopened last week.
- e) Riesinger updated on the proposed Customs Project. They have 3 designs available with project costs ranging from \$4 million to \$5.5 million. It's about a 4,000 sq ft building and site selected will work.

- f) Riesinger informed the board of the meeting he attended two weeks ago at City Hall regarding the thermal plumes given off by Northern Plains Nitrogen, this topic is still up for review.
- g) Riesinger stated that the Canadian/U.S. border remains closed to Canadian travelers until September 21st.
- h) Riesinger announced the mask mandate for public transportation including airports has been extended to January 2022. Many area schools and county buildings have put mask mandates in place.
- i) Riesinger announced UND breaking an all-time flight record that was in a press release in July. From July 1, 2020, to June 30, 2021, students have flown 126,000 hours.
- j) Riesinger mentioned scheduling a work session to work on runway and taxiway design and complete the 2022 project designs.
- k) Riesinger asked Rick Audette to provide an update regarding the Buy American review process that is underway for the equipment acquisitions approved in May of this year.
- b) **Chair Report**
 - a) Meland had no report.

C. New Business

1. 2022 Capital Improvement Plan (CIP) Review and Approval

- a) Riesinger made a recommendation for a motion to approve the 2022 Capital Improvement Plan. A motion was made by Bollingberg to approve the 2022 Capital Improvement Plan. The motion was seconded by Mutchler. **Action Taken:** Motion Approved.

2. 2022 Budget Review – Second Reading

- a) Riesinger made a recommendation for a motion to approve the 2nd reading of the 2022 Budget and Resolution #03-21. A motion was made by Pic to approve the 2nd reading of the 2022 Budget and Resolution #03-21. The motion was seconded by Mutchler. **Action Taken:** Motion Approved.

3. Amendment #1 to Task Order #4 – County Road 5 Bidding Services

- a) Riesinger made a recommendation for a motion to approve Amendment #1 to Mead & Hunt Task Order #4 for the additional amount of \$57,490.09 and authorize the Executive Director to execute the required documents. A motion was made by Mutchler to approve the Amendment #1 to Mead & Hunt Task Order #4 for the additional amount of \$57,490.09 and authorize the Executive Director to execute the required documents. The motion was seconded by Meland. **Action Taken:** Motion Approved.

4. Special Airport Authority Board Meeting – September 1st

- a) Riesinger made a recommendation for a motion to set a Special Airport Authority Board Meeting for Wednesday, September 1st. A motion was made by Mutchler to

approve Special Airport Authority Board Meeting for Wednesday, September 1st.
The motion was seconded by Meland. **Action Taken:** Motion Approved.

The meeting adjourned at 9:29 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

September 1, 2021

The Grand Forks Regional Airport Authority Board of Commissioners met in a special session in the Board Room of the Byron L. Dorgan Terminal on Wednesday, September 1, 2021, presided by Chairman Rick Meland. Additional member present was Tim Mutchler. Members that called in via Zoom were Cynthia Pic, Dane Simonson, Karl Bollingberg and Jeannie Mock. Airport Attorney Tim Dittus was present. Mead & Hunt Tom Schauer was attending via zoom. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Scott Nelson, Maintenance Supervisor, Brad Wheeler, Intern and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:02 a.m.

A. Review and Approval of Bids for County Road 5 Project

1. Riesinger made mention bids were opened on August 31st for County Road 5 Project and received 5 competitive bids. This project is eligible for 100% Federal participation due to Coronavirus legislation for 2021 grants and was included in our 2022 Capital Budget.
 - a) Riesinger made a recommendation for a motion to award the bid for the County Road 5 Project to R.J. Zavoral and Sons, Inc., in the amount of \$2,485,455.77, and authorize the Executive Director to execute the required documents. A motion was made by Mutchler to award the bid for the County Road 5 Project to R.J. Zavoral and Sons, Inc., in the amount of \$2,485,455.77, and authorize the Executive Director to execute the required documents. The motion was seconded by Simonson. **Action Taken:** Motion Approved.

B. Mead & Hunt Task Order #7 –Construction Administration for the County Road 5 Project

1. Riesinger provided Task Order #7 and detailed Scope of Services for Mead & Hunt to complete the County Road 5 Project. The total cost of these services is \$372,062.83 and is eligible for 100% Federal participation due to Coronavirus legislation for 2021 grants. This project was included in our 2022 Capital Budget.
 - a) Riesinger made a recommendation for a motion to approve Mead & Hunt Task Order #7 in the amount of \$372,062.83 and authorize the Executive Director to execute the required documents. A motion was made by Mutchler to approve Mead & Hunt Task Order #7 in the amount of \$372,062.83 and authorize the Executive Director to execute the required documents. The motion was seconded by Pic. **Action Taken:** Motion Approved.

C. Mead & Hunt Task Order #8 –2021 FAA Grant Project Closeout

1. Riesinger provided Task Order #8 and the detailed Scope of Services for Mead & Hunt to complete the 2021 FAA Grant Project Closeout. The total cost of these

services is \$47,624.68 and is eligible for 100% Federal participation due to Coronavirus legislation for 2021 grants. This project was included in our 2022 Capital Budget.

- a) Riesinger recommended a motion to approve Mead & Hunt Task Order #8 in the amount of \$47,624.68 and authorize the Executive Director to execute the required documents. A motion was made by Mutchler to approve Mead & Hunt Task Order #8 in the amount of \$47,624.68 and authorize the Executive Director to execute the required documents. The motion was seconded by Mock. **Action Taken:** Motion Approved.

D. Other

1. Riesinger provided an update that Parcel #1 was closed on August 31, 2021. All four land acquisitions parcels are closed.

E. Adjournment

The meeting adjourned at 8:12 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

September 14, 2021

The Grand Forks Regional Airport Authority Board of Commissioners met in a special session in the Board Room of the Byron L. Dorgan Terminal on Tuesday, September 14, 2021, presided by Chairman Rick Meland. Additional member present was Karl Bollingberg. Members that called in via Zoom were Cynthia Pic, Dane Simonson, Tim Mutchler, Steve Kuhlman and Jeannie Mock. Airport Attorney Tim Dittus was present. Mead & Hunt Tom Schauer, Travis Hirschey and Brian Jacobson were in attendance. Also in attendance was Dick Schultz from UND Aerospace. GFRAA Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Scott Nelson, Maintenance Supervisor, Brad Wheeler, Intern and Katie Olson, Administrative Assistant.

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

1) Mead & Hunt Task Order #9 – Runway 9L-27R and Taxiway B / Runway 17R-35L Intersection Reconstruction – Final Design and Bidding

- a) Riesinger informed the board we had more funding available to us than previously planned for the following primary reasons:
 - (1) Bids received for the County Road 5 Relocation project were \$1,396,616.23 under the estimated cost.
 - (2) We previously thought 2021 FAA grants for Airport Improvement Program (AIP) Entitlement and Discretionary funding would be 100% federal participation due to Coronavirus legislation (American Rescue Plan Act of 2021 or ARPA). However, we learned the Entitlement and Discretionary allocations would be 90% of the overall project cost and ARPA grant funding would provide the additional 10%.

With the updates noted above we would no longer need to utilize the 2022 Entitlement funding for our 2021 program, and we had \$489,268.00 still available for 2021.

- b) Riesinger made the recommendation for a motion to approve Mead & Hunt Task Order #9 in the amount of \$162,675.71 and authorize the Executive Director to execute the required documents. A motion was made by Bollingberg to approve Mead & Hunt Task Order #9 in the amount of \$162,675.71 and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler. **Action Taken:** Motion Approved.

2) Mead & Hunt Task Order #10 – Runway 9L-27R and Taxiway B Extension Storm Sewer and Earthwork – Final Design and Bidding

- a) The second of the additional Mead & Hunt Task Orders to consider is for the Final Design and Bidding of the Runway 9L-27R and Taxiway B Extension Storm Sewer and Earthwork.

The total cost of these services is \$154,281.50 and is eligible for 100% Federal participation due to Coronavirus legislation for 2021 grants.

This amount will require successful completion of an Independent Fee Estimate.

- b) Riesinger made the recommendation for a motion to approve Mead & Hunt Task Order #10 in the amount of \$154,281.50 and authorize the Executive Director to execute the required documents. A motion was made by Kuhlman to approve Mead & Hunt Task Order #10 in the amount of \$154,281.50 and authorize the Executive Director to execute the required documents. The motion was seconded Simonson. **Action Taken:** Motion Approved.

3) Mead & Hunt Task Order #11 – Runway 9L-27R and Taxiway B Extension Storm Paving and Lighting – Final Design and Bidding

- a) The third of the additional Mead & Hunt Task Orders to consider is for the Final Design and Bidding of the Runway 9L-27R and Taxiway B Extension Paving and Lighting.

Completing the Final Design and Bidding for this project will have us prepared for future federal funding when it becomes available. Further, separating the Storm Sewer and Earthwork from the Paving and Lighting will provide flexibility for future federal funding and actual bids.

The total cost of these services is \$157,433.18 and is eligible for 100% Federal participation due to Coronavirus legislation for 2021 grants.

This amount will require successful completion of an Independent Fee Estimate.

- b) Riesinger recommended a motion to approve Mead & Hunt Task Order #11 in the amount of \$157,433.18 and authorize the Executive Director to execute the required documents. A motion was made by Pic to approve Mead & Hunt Task Order #11 in the amount of \$157,433.18 and authorize the Executive Director to execute the required documents. The motion was seconded by Bollingberg. **Action Taken:** Motion Approved.

4) Board Work Session – Runway Intersection Construction and Temporary Closure Plans

- a) The Airport Authority Board entered into a Work Session to discuss the planned reconstruction of the Runway 9L-27R and Taxiway B / Runway 17R-35L Intersection.
- b) Riesinger recommended a motion to approve the plan to close the intersection of Runway 9L-27R and Taxiway B/Runway17R-35L for the period of Monday, August 22, 2022, at 12:01 am – Friday, September 2, 2022, at 12:00 pm (noon). A motion was made by Bollingberg to approve the plan to close the intersection of Runway 9L-27R and Taxiway B/Runway17R-35L for the period of Monday, August 22, 2022, at 12:01 am – Friday, September 2, 2022, at 12:00 pm (noon). The motion was seconded by Kuhlman. **Action Taken:** Motion Approved.

The meeting adjourned at 9:20a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

September 23, 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, September 23, 2021 presided by Chairman Rick Meland. Additional member present was Tim Mutchler. Members that called in via Zoom were Dane Simonson, Cynthia Pic, Steve Kuhlman, and Jeannie Mock. Mead & Hunt Travis Hirschey was also present, Steve Synhorst was present via zoom. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:01 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) It was motioned to approve the minutes from August 24, 2021, September 1, 2021, and September 14, 2021 as written. A motion was made by Mutchler to approve the minutes from August 24, 2021, September 1, 2021, and September 14, 2021, as written. The motion was seconded by Simonson to approve the minutes from August 24, 2021, September 1, 2021, and September 14, 2021, as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

- a) Aasand reviewed the August 2021 and the year-to-date financials. Riesinger mentioned that we have budgeted conservatively and have CRRSA funds just have not had the need to use them yet this year. Riesinger will provide the board with a spreadsheet with what the board has approved as of now and where the dollars are coming from.

2. Director Report

- a) Riesinger announced the GFK Airport has received the 2021 FAA grant in the amount of \$7,201,820.00.
- b) Riesinger mentioned that both Delta and Allegiant have been notified of the runway closure starting August 22, 2022, to September 2, 2022. There will be no scheduled commercial flights during that time.
- c) Riesinger stated that the County Road 5 contractor, RJ Zavoral, are set to start the dirt work for the County Road 5 Project this week.
- d) Riesinger informed the board of Delta reducing the number of flights from 4 to 3 per day starting October 3rd. This is a system wide reduction. Fargo has been

- reduced from 7 flights to 5 flights per day. There are crew and aircraft challenges, and the Covid variant has had an effect on forecasted demand.
- e) Riesinger mentioned that the Canadian/U.S. land border remains closed to Canadian travelers until October 21st, however they can fly into the U.S.
 - f) Riesinger stated there have been some announcements made by Bridgestone Arena in Nashville that will impact the people going to the game. Bridgestone Arena is requiring a negative PCR Covid Test or proof of the vaccine to enter the arena on game day.
 - g) Riesinger thanked the board members and said he appreciated all of the time, effort, and participation on the two Special Board Meetings we had earlier this month.

3. Chair Report

- a) Meland has no report.

C. New Business

1. CHS Jet A Fuel Line

- a) A Jet A fuel line was constructed in 1958 from the City of Grand Forks to the Grand Forks Air Force Base. The line runs directly through airport property and generally follows along 19th Avenue to the Air Force Base. In January of 2018 the Air Force Base determined they no longer had a need for the line and sold it to CHS/Cenex. The line has been decommissioned, is no longer in use, and there are no plans for it to be used in the future.

As part of the design for the County Road 5 relocation and future airfield development projects we have been coordinating with CHS on the planned removal of portions of the line that could negatively impact our projects due to it being relatively close to the ground surface. CHS has previously removed portions of the line within City limits due to infrastructure development and has no concern with removing portions in the vicinity of our projects.

It is recommended to remove the entire portion of the line on the newly acquired airport property. We are working with the FAA to determine grant eligibility for this work. We anticipate some FAA participation and are working through this with them, however, there is an opportunity to remove the line now in coordination with the County Road 5 work that will begin very soon.

Utility removals/modifications due to the County Road 5 relocation project were included in the overall project cost and were budgeted for 2022.

- b) Riesinger made a recommendation for a motion to authorize CHS to remove up to 2,400 feet of abandoned Jet A fuel line at a not-to-exceed amount of \$60,000.00 and authorize the Executive Director to execute the required documents. A motion was made by Mutchler to authorize CHS to remove up to 2,400 feet of abandoned Jet A fuel line at a not-to-exceed amount of \$60,000.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Simonson. **Action Taken:** Motion Approved.

2. Nodak Power Line Reroute -- Phase 1

- a) As part of the County Road 5 relocation project, Nodak has provided a cost to install an underground section of power line to mitigate overhead power lines and poles in the new road right-of-way. The cost of this work is \$15,500.00. See attachments. This is for Phase 1 of the reroute. Additional power line modifications will be completed next year as the road relocation work continues.

We anticipate that this work will be eligible for 100% Federal participation as part of our 2021 grant.

Utility removals/modifications due to the County Road 5 relocation project were included in the overall project cost and were budgeted for 2022.

- b) Riesinger made a recommendation for a motion to authorize Nodak to complete Phase 1 of the power line reroute for a cost of \$15,500.00 and authorize the Executive Director to execute the required documents. A motion was made by Mutchler to authorize Nodak to complete Phase 1 of the power line reroute for a cost of \$15,500.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Pic. **Action Taken:** Motion Approved.

3. Other Business

- a) Commissioner Kuhlman asked for an update on the possibility of a new airport sign at the entrance road. Riesinger stated that they want to fine tune the estimates for the other CARES Act projects first, but a new road sign is still on the list for consideration in the future.
- b) Kuhlman mentioned that he had been asked about the possibility of trees along the road coming into the airport. There was group discussion that the soil along Airport Drive is poor quality and trees don't do well in that area. Trees can also attract birds in areas near runway approaches. A beautification project could be considered for the terminal and parking lot areas.

The meeting adjourned at 8:41 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

October 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, October 28, 2021 presided by Chairman Rick Meland. Additional members present were Tim Mutchler, Dane Simonson, Karl Bollingberg. Members that called in via Zoom were Cynthia Pic. Airport Attorney Tim Dittus and Mead & Hunt's Travis Hirschey and Brian Jacobson were also present. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Edward Scherpinsky, Custodian, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:01 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) It was motioned to approve the minutes from September 23, 2021 as written. A motion was made by Mutchler to approve the minutes from September 23, 2021, as written. The motion was seconded by Simonson to approve the minutes from September 23, 2021, as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

- a) Aasand reviewed the September 2021 and the year-to-date financials. Riesinger mentioned that we have budgeted conservatively and have CRRSA funds available.

2. Director Report

- a) Riesinger reported that today, October 28th, will be the busiest day in the history of GFK Airport with passengers flying out in 6 additional charters heading to Nashville for the 2021 Hall of Fame Game. We had a total of 9, 2 yesterday, 6 today and one more tomorrow. Riesinger will be meeting with the 2 prize winners of the 4 flight and 4 game tickets as they fly out today.
- b) Riesinger reported that he attended the ND Legislative hearings last week in preparation for the upcoming Special Session. He was there representing the Airports Association of North Dakota. The State Legislature has \$1 billion in funds to distribute from the American Rescue Plan Act and currently has \$10 billion in requests. As part of the AAND, we are asking for \$20 million for the North Dakota Aeronautics Commission for grants to airports in the state. On November 8th the bill will be considered as part of the Special Legislative Session.
- c) Riesinger noted that the Canadian/U.S. land border plans on opening November 8th to vaccinated Canadians. Last week we started a Fall advertising campaign in Winnipeg to reach out to the snowbirds.

- d) Tuesday afternoon, Riesinger was made aware that Allegiant Air had cancelled all flights for the month of December. Riesinger received no prior notice that the flights were being canceled. This included all flights to Las Vegas, Orlando, and Mesa. Riesinger contacted GFK's Allegiant Airlines Representative and was told that there is an aircraft shortage. They are bringing new aircraft online and retiring old aircraft. There is a delay on bringing the new aircraft online. Forty-four airports will be affected by this, and we are 1 of 4 that lost flights all together. Riesinger was disappointed with this news since he had just met with Allegiant Airlines last month at a conference and there was no mention of this at all. Riesinger plans of furthering discussions with Allegiant Airlines on this matter.

3. Chair Report

- a) Meland extends all our thoughts and prayers to the UND Aviation Pilot and his family.
- b) Meland mentioned that he is hopeful all flights will fill up with the Canadian border opening.

C. New Business

1. American Rescue Plan Act (ARPA) Grant Program Applications

- a) On March 11, 2021, President Biden signed into law the American Rescue Plan Act (ARPA). ARPA provides approximately \$8 billion in economic relief to airports in response to the COVID-19 pandemic.

We have been notified that GFK's share of the funding is \$1,969,936.00. These funds can be used to reimburse costs related to operations, personnel, cleaning, sanitizing, janitorial services, combating the spread of pathogens at the airport, and debt service payments. In addition, a separate grant allows \$100,646.00 to provide relief from rent and minimum annual guarantees to on-airport parking, on-airport car rental, and in-terminal airport concessions.

The ARPA grant is very similar to the previously approved CRRSA (Coronavirus Response and Relief Supplemental Appropriations Act) grant for the Airport. ARPA and CRRSA funds cannot be used for airport development unless the project is "associated with combating the spread of pathogens at the airport". For this reason, we envision utilizing ARPA funding similar to the CRRSA funding. We are able to sign the grant application now so that the grant paperwork can be completed. No ARPA funding will be used until authorized by a future Resolution of the Airport Authority Board.

- b) Riesinger made a recommendation for a motion to authorize the Executive Director to sign the two ARPA grant applications and execute the required grant documents. A motion was made by Mutchler to authorize the Executive Director to sign the two ARPA grant applications and execute the required grant documents. The motion was seconded by Pic. **Action Taken:** Motion Approved.

2. County Road 5 Project—Change Order #1

- a) Please see the attached memo provided by Mead & Hunt which details the reason, justification, and cost for Change Order #1 to the County Road 5 Project.

Change Order #1 results in a cost increase of \$155,815.80. This increase is eligible for 100% Federal funding as part of our 2021 grant.

- b) Riesinger made a recommendation for a motion to approve Change Order #1 to the County Road 5 Project in the amount of \$155,815.80 and authorize the Executive Director to execute the required documents. A motion was made by Bollingberg to approve Change Order #1 to the County Road 5 Project in the amount of \$155,815.80 and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler. **Action Taken:** Motion Approved.

3. Ed Scherpinsky Retirement Resolution #04-21

- a) Please see the attached Resolution #04-21, which will be read aloud at the meeting.
- b) Riesinger made a recommendation for a motion to approve Resolution #04-21, authorize the Board Chair and Executive Director to sign, and place the document in the permanent records of the Grand Forks Regional Airport Authority. A motion was made by Mutchler to approve Resolution #04-21, authorize the Board Chair and Executive Director to sign, and place the document in the permanent records of the Grand Forks Regional Airport Authority. The motion was seconded by Pic. **Action Taken:** Motion Approved.

4. November Airport Authority Board of Commissioners meeting date

- a) Our November 2021 Airport Authority Board of Commissioners meeting date was tentatively scheduled for the third Thursday in November (November 18th), so as to avoid a conflict with the Thanksgiving Holiday. Airport Staff will be available on November 18th for the meeting.
- b) Riesinger made a recommendation for a motion to set the date for the November Airport Authority Board of Commissioners meeting. A motion was made by Simonson to set the date for the November Airport Authority Board of Commissioners meeting. (8:00 am, November 18, 2021) The motion was seconded by Bollingberg. **Action Taken:** Motion Approved.

5. Other Business

- a) No additional business

The meeting adjourned at 9:13 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

November 18, 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, November 18, 2021, presided by Chairman Rick Meland. Additional members present were Tim Mutchler, and Cynthia Pic. Members that called in via Zoom were Dane Simonson. Airport Attorney Tim Dittus and Mead & Hunt's Travis Hirschey, Steve Synhorst and Josh Brelje were also present. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:01 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chairman Meland asked for a motion to approve the minutes from October 28, 2021, as written. A motion was made by Mutchler to approve the minutes from October 28, 2021, as written. The motion was seconded by Simonson to approve the minutes from October 28, 2021, as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

- a) Aasand reviewed the October 2021 and the year-to-date financials. Aasand mentioned that the Nashville event increased enplanements, but the enplanement numbers in the board packet do not include charters so as to compare the same to other airports in the State. She will include charter enplanements next month.

2. Director Report

- a) Riesinger reported on Nashville week. Everything from our prospective went very smooth and the weather cooperated. We also received many positive comments. It was a great template for next year with Las Vegas game. It is likely Allegiant will add more flights since that's their hub. Riesinger also anticipates more charters next year. We received many positive comments from Bon Voyage, Stengl Travel and the individual who did the private charter. Riesinger believes the extra effort and the giveaways were well received. It was nice to see the parking lot full Thursday and through the weekend. The lines went smoothly. On a side note, the charter passengers get a checked bag and a carryon bag included in their package. The ticket counters for the charters did have lines due passengers having a checked bag and a carry-bag but the lines were manageable. Chairman Meland added comments that he received; festive atmosphere, staff did a great job decorating, secure side things went well, and the photobooth was a big hit.
- b) Riesinger reported an update on Allegiant with recent announcement of the canceled flights for the month of December. We have had numerous conversations

with Allegiant since then. We have confirmed that these cancellations were due to lack of aircraft, not lack of demand. They canceled 7.5% of flights within the company in December, forty-four airports had some sort of impact with these cancellations. Allegiant believes that all these flights would have been profitable for them, so it was not something that they wanted to do but had to do because of the aircraft. Riesinger expressed his concern to Allegiant, especially with the Canadian border recently reopening and the amount of business lost and inconvenience for those passengers. Riesinger commented that there are many ongoing challenges for airlines with aircraft and crew being returned to service, training challenges, crew shortages and maintenance of aircraft, and the vaccine mandate. Commissioner Mutchler asked for the status after December. Riesinger commented at present, January moving forward, flights are scheduled as normal. Riesinger noted that SkyWest had a computer outage mid-October, which impacted us. SkyWest grounded 700 aircraft and it took 4 to 5 days to recover. Riesinger also noted that Delta has recently added a fourth flight in January. All 4 of those flights will be operated by Endeavor, not SkyWest. All 4 are 50 seat aircraft not 76 seat aircraft. Although there will be a 4th flight added, there will not be a net increase of seats. We will continue to monitor and keep you updated.

- c) Riesinger noted that the spreadsheet for the CARES dollars was added to the Board packet and will remain in the packet to track how the dollars are used as requested by the board.
- d) Riesinger noted that President Biden signed the \$1.2 billion Federal Infrastructure Bill into law of that \$25 million will go to airports. We do not yet know exactly how much will be allocated to GFK. We believe our FAA Airport Improvement Program entitlement funding will be approximately double for the next 5 years with this bill. This is very good news giving the timing of some of the upcoming airport projects.
- e) Riesinger reported on the ND Special Legislative Session that was tasked to best allocate \$1 billion of American Rescue Plan Act funding received by the State. Working with the Airport Association of North Dakota (AAND) and the North Dakota Aeronautics Commission (NDAC) we were able to justify \$5 million funding for state-wide airport grants.

3. Chair Report

- a) Meland reported our condolences go out to the family of Al Palmer as he passed away earlier this week. He was a former flight director for UND Aerospace and had an Airforce and ND Air National Guard background as well. Our thoughts and prayers go out to his family and friends.
- b) Meland congratulated Jeannie and Corey Mock on their new baby.
- c) Meland mentioned a complaint on a Delta flight that was to leave at 5 a.m. Ryan was requested to give out my phone number, but the director handle the situation very well. He defused it by giving the passenger the facts. The weather and mechanical issues were the cause of the delay of the flight. Meland never did hear from the individual. You have to trust the facts, there were a number of things that caused that delay

C. New Business

1. New Customs Facility – Concept, Budget Review and Approval

- a) Airport Staff has identified a New Customs Building as a high priority project for possible use of CARES Act funding. The current Customs office is located in the old Airport Administration Building. This building is slated for future demolition. In addition, the current Customs office location is not efficient for users – a new location closer to the Avflight hangar would be more convenient and a new site for Customs is shown in this location in the Airport Master Plan.
- b) To advance a new Customs Building will require extensive coordination and planning with U.S. Customs and Border Protection. These buildings are a turn-key operation and include all furniture, computer equipment, etc. It was recommended that we begin this process with a preliminary design phase, also known as a “Concept and Budget Report” (CBR), to include programming, coordination, and fine tuning of the budget for the project.

At our meeting on April 22, 2021, the Airport Authority Board approved Mead & Hunt Task Order #1C to complete a CBR for a potential new Customs and Border Protection General Aviation Facility. The final draft of the CBR has been completed and is attached for review. Highlights of the CBR include:

The preferred preliminary design option is a 4,283 sq. ft. stand-alone building. The site shown in the Airport Master Plan for the new Customs facility was determined to be viable.

A proposed design and construction schedule is provided on page 34.

The anticipated project cost for the new Customs facility is \$4,762,793.00, which is within the planning range for the project.

This includes a 15% escalation for the 2.5-year duration of the project and an additional 15% contingency for inflationary reasons.

The final draft CBR will be reviewed during the meeting. If it is approved Mead & Hunt will prepare a task order to complete design and bidding for the project. This task order would be presented at our December meeting.

- c) Riesinger made a recommendation for a motion to approve the Concept and Budget Report for the new Customs and Border Protection General Aviation Facility. A motion was made by Pic to approve the Concept and Budget Report for the new Customs and Border Protection General Aviation Facility. The motion was seconded by Mutchler. Mutchler commented to have the building moved closer to AvFlight. Steve Synhorst, Mead & Hunt replied that can be addressed in upcoming planning meetings. **Action Taken:** Motion Approved.

2. Bert Paupst Retirement Resolution #05-21

- a) Please see the attached Resolution #05-21, which will be read aloud at the meeting.

- b) Riesinger made a recommendation for a motion to approve Resolution #05-21, authorize the Board Chair and Executive Director to sign, and place the document in the permanent records of the Grand Forks Regional Airport Authority. A motion was made by Mutchler to approve Resolution #05-21, authorize the Board Chair and Executive Director to sign, and place the document in the permanent records of the Grand Forks Regional Airport Authority. The motion was seconded by Pic. **Action Taken:** Motion Approved.

3. December Airport Authority Board of Commissioners meeting date

- a) Our December 2021 Airport Authority Board of Commissioners meeting date was tentatively scheduled for the third Thursday in December (December 16th), so as to avoid a conflict with the Christmas. Airport Staff will be available on December 16th for the meeting.
- b) Riesinger made a recommendation for a motion to set the date for the December Airport Authority Board of Commissioners meeting. A motion was made by Pic to set the date for the December Airport Authority Board of Commissioners meeting. (8:00 am, December 16, 2021) The motion was seconded by Mutchler. **Action Taken:** Motion Approved.

4. Other Business

- a) No additional business. Pic wanted to recognize all the additional planning and work that went into the Nashville event, it was appreciated. Steve Synhorst wanted to introduce a new staff member to Mead & Hunt Josh Brelje.

The meeting adjourned at 9:12 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

December 16, 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, December 16, 2021, presided by Chairman Rick Meland via zoom. Members present were Dane Simonson. Additional members called in via Zoom were Steve Kuhlman, Cythnia Pic, and Jeannie Mock. Airport Attorney Tim Dittus and Mead & Hunt's Travis Hirschev were also present. Mead & Hunt's Steve Synhorst and Josh Brelje called in via Zoom, Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant. GFK Airport Intern, Brad Wheeler, called in via zoom.

The meeting was called to order at 8:03 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chairman Meland asked for a motion to approve the minutes from November 18, 2021, as written. A motion was made by Kuhlman to approve the minutes from November 18, 2021, as written. The motion was seconded by Pic to approve the minutes from November 18, 2021, as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

- a) Aasand reviewed the November 2021 and the year-to-date financials. Aasand mentioned expenses are higher this month but still below budget.

2. Director Report

- a) Riesinger reported as you may recall concept budget report last month the Customs Projects, he was hoping to have a task order for review today, but it was not quite ready for this meeting. We plan to have it presented next month and that is for the design and planning of the Custom's Building. We are still on schedule for this project so no worries waiting for a month.
- b) Reisinger reported an update on the T-Hangar project, that is an 18-unit T-hangar that we are planning to construct over on the East GA Taxi Lane Complex and is currently out for bids. Bids are due January 6th, 2022. We will bring that to the board and see how the bids come in.
- c) Reisinger updated on airlines and air service regarding Delta, load factors have been strong at about 80% for the past several months so that's a good sign. When you see load factors in that range, that tends to be a justification an additional flights and seats in the market. Starting January 5th, Delta will add an additional flight to the schedule. Arrivals from MSP will be 10:21 am, 12:30 pm, 4:51 pm and 12:18 am.

Departures at 5:35 am, 11:01 am, 1:10 pm, and 5:34 pm. This will help close the schedule gap midday and hit more banks at MSP.

- d) Riesinger also updated airline services with Allegiant Air. Riesinger continues to remain in contact with our airport affairs rep. They are continuing to have challenges with aircraft and in particular aircraft maintenance labor shortage and that is something that we are seeing for many of the airlines, whether it's pilot, crew etc. That is an ongoing challenge for them and the Allegiant network, but they are planning to spread any future adjustments more evenly across their airports. Plans are for a full schedule this winter and spring to Phoenix/Mesa, Las Vegas, and Orlando/Sanford. Allegiant has been one of the more aggressive airlines during the recovery of the pandemic. In many cases leisure travel has been stronger than business travel and that tends make the forecast for airlines going forward. Allegiant was planning a 20% more seat model but due to aircraft and staffing shortages so it may be down some in 2022 compared to 2021. We will continue to monitor this.
- e) Riesinger reported on the announcement of Fufeng selecting Grand Forks for its corn wet milling plant. We have been in contact with representatives of the City of Grand Forks for information on the development of and will review it when it becomes available. Early indications are that any visual plumes in the area will be minimal.
- f) Riesinger announced some good news he received yesterday on the infrastructure bill that was past and how much GFK will be receiving from that bill. We will be receiving \$1,467,085 per year for the next five years as part of that is essential doubling of your annual of the FAA airport improvement program and excellent timing as we begin our airport development program. Thank you to Senator Hoeven, Senator Cramer and Representative Armstrong for advancing that bill.

3. Chair Report

- a) No report at this time.

C. New Business

1. 2022 Airline Rates & Charges

- a) Every December the Airport Authority Board of Commissioners officially sets the Airline Rates & Charges for the following year. These are in accordance with the GFK Airline Financial Model (Model). The Model takes all Airport Authority expenses and allocates them to Cost Centers (Airfield, Terminal, ARFF, Other) to arrive at fair Rates & Charges for cost recovery. It also applies "Discretionary Revenue Share Credits" to write down the gross Landing Fee and gross Joint Use Premises Rate. Note that the 2022 Budget approved previously applies \$910,000.00 of CRRSA Act grant funding to keep these rates and charges competitive during this time of reduced airport revenue.

- b) For 2022, we are proposing the following Airline Rates & Charges, per the Model and our approved 2022 Budget:

Landing Fees – includes Landing Fee and ARFF Fee	2021	2022
Net Rate per 1000 lbs. landed weight	\$2.75	\$2.65

Terminal Rents	2021	2022
Terminal Rental Rate – per sq. ft.	\$27.67	\$24.74
Jet Bridge Fees	2021	2022
Jet Bridge Use Fee (per use)	\$24.62	\$20.33

NON-SIGNATORY AIRLINE RATES & CHARGES - A 25% premium will be added to the Signatory Airline Rates & Charges, resulting in the following rates for Non-Signatory Airlines:

	2021	2022
Landing Fee per 1000 lbs. landed weight	\$3.44	\$3.31
Terminal Use Fee (per use)	\$342.36	\$366.76
Jetbridge Use Fee (per use)	\$30.78	\$25.41

- c) Riesinger made a recommendation for a motion to approve the 2022 Airline Rates & Charges for Signatory Airlines: Net Landing Fee (\$2.65 per 1000 lbs. landed weight), Terminal Rental Rate (\$24.74 per sq. ft.), and Jet Bridge Use Fee (\$20.33 per use); and for Non-Signatory Airlines: Landing Fee (\$3.31 per 1000 lbs. landed weight), Terminal Use Fee (\$366.76 per use), and Jet Bridge Use Fee (\$25.41 per use). All are to be effective January 1, 2022. A motion was made by Kuhlman to approve the 2022 Airline Rates & Charges for Signatory Airlines: Net Landing Fee (\$2.65 per 1000 lbs. landed weight), Terminal Rental Rate (\$24.74 per sq. ft.), and Jet Bridge Use Fee (\$20.33 per use); and for Non-Signatory Airlines: Landing Fee (\$3.31 per 1000 lbs. landed weight), Terminal Use Fee (\$366.76 per use), and Jet Bridge Use Fee (\$25.41 per use). All are to be effective January 1, 2022. The motion was seconded by Pic. **Action Taken:** Motion Approved.

2. TSA Lease

- a) The General Services Administration (GSA) Lease for TSA space in the passenger terminal building expired August 1, 2021. GSA has continued to pay for the TSA space since the lease expired, however, a new lease would be in the best interest of both parties.
- b) The Lease was on somewhat of a hold due to President Biden’s Executive Order 14042 mandating “federal contractor” employees to be vaccinated against COVID-19. There were many questions about 14042 as to the applicability for an airport like GFK, but recent legal proceedings resulted in a preliminary injunction which halts enforcement of the vaccine mandate nationwide. Given this determination we believe it would be best to proceed with the new lease.
- c) The terms of the new lease are very much the same as the prior lease. Note that this does not include passenger or baggage screening areas as airports cannot charge

TSA for those areas. TSA would be utilizing the same space for the same rates, as shown:

The Government shall pay the Lessor annual rent payable monthly in arrears at the following rates:

	Firm Term 8/2/2021 – 8/1/2024		Non-Firm Term 8/2/2024 – 8/1/2031	
	Annual Rent	Annual Rate / RSF	Annual Rent	Annual Rate / RSF
Shell Rental Rate	\$40,000.00	\$26.85	\$40,000.00	\$26.85
Operating Costs	\$9,170.00	\$6.15	\$9,170.00	\$6.15
Full Service Rate	\$49,170.00	\$33.00	\$49,170.00	\$33.00

The initial term of the Lease is for 10 years, of which three years are “Firm” and the following seven years are “Non-Firm”. The Firm Term is not subject to termination rights. Beginning with the second year of the Lease the Operating Costs portion will be subject to a Cost of Living Index increase.

This Lease may be renewed at the option of the Government for a term of two **5 YEAR renewal options** at the following rental rate(s):

OPTION TERM, YEARS 11-15		
	ANNUAL RENT	ANNUAL RATE / RSF
SHELL RENTAL RATE	TBD	TBD
OPERATING COSTS:	OPERATING COST BASIS SHALL CONTINUE FROM THE EFFECTIVE YEAR OF THE LEASE. OPTION TERM IS SUBJECT TO CONTINUING ANNUAL ADJUSTMENTS.	

OPTION TERM, YEARS 16-20		
	ANNUAL RENT	ANNUAL RATE / RSF
SHELL RENTAL RATE	TBD	TBD
OPERATING COSTS:	OPERATING COST BASIS SHALL CONTINUE FROM THE EFFECTIVE YEAR OF THE LEASE. OPTION TERM IS SUBJECT TO CONTINUING ANNUAL ADJUSTMENTS.	

This is a standard GSA Lease for this type of space and has been reviewed by Airport Authority Attorney Tim Dittus as to form.

- d) Riesinger made a recommendation for a motion to approve the TSA lease and authorize the Executive Director to execute the required documents. A motion was made by Pic motion to approve the TSA lease and authorize the Executive Director to execute the required documents. The motion was seconded by Mock. **Action Taken:** Motion Approved.

3. Other Business

- a) No other business

The meeting adjourned at 8:33 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant