

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

January 27, 2022

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 27, 2022, presided by Chairman Rick Meland. Members present were Tim Mutchler and Karl Bollingberg. Additional members called in via Zoom were Steve Kuhlman, Cynthia Pic, and Jeannie Mock. Airport Attorney Tim Dittus and Mead & Hunt's Travis Hirschey and Jon Scraper were also present. Mead & Hunt's Steve Synhorst and Josh Brelje called in via Zoom. Dr. Robert Kraus, Dean of UND School of Aerospace Sciences was present. Staff attending included Ryan Riesinger, Executive Director, Rick Audette, Operations and Maintenance Manager, Scott Nelson, Maintenance Supervisor, Evan Barbie, ARFF/OPS and Katie Olson, Administrative Assistant. Tanna Aasand, Director of Finance and Administration, called in via Zoom.

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

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chairman Meland asked for a motion to approve the minutes from December 16, 2021, as written. A motion was made by Bollingberg to approve the minutes from December 16, 2021, as written. The motion was seconded by Mutchler to approve the minutes from December 16, 2021, as written. **Action Taken:** Motion carried unanimously.

B. Reports

- a) **UND Aerospace Report provided by Dean Robert Kraus**
- b) Dean Kraus shared a slide show with Flight Operations Updates happening at UND Aerospace. He is here today to update the board about plans to build a new flight operation building.

Dean Kraus mentioned a mental health summit December. They teamed up with all the major airlines and the FAA deputy air surgeon participated, continuing to get students the mental health help they need.

Dean Kraus stated they are trying to get simulators upgraded but there is a supply chain issue but hope to have something done this summer.

Dean Kraus mentioned that Flying Magazine was here, and the nicest thing mentioned in the article was our operations building looks like a prison, which jokingly helps to justify the new UND Aerospace Operations Building.

Dean Kraus noted 2021 was a record-breaking year with 126,000 flight hours. New aircraft will be purchased next year.

Dean Kraus presented a design of the exterior and interior of the new flight operation building. They are ready to start fund raising and look for donations. The new design has more parking space, the interior has a warmer feel. They are fund

raising through the UND Alumni Foundation. They are estimating 30 to 35 million dollars for the project. Looking at a 3-story building, once the tower moves, the height will not cause interference with the ability to see the ramp.

1. Financial Report

- a) Riesinger reviewed the Enplanements, December 2021 financials and the end of year financials. December's budget currently is \$348,044 and is under year-to-date budget and more than \$60,126 more than 2020. December has had 3 payrolls, we've had to purchase more de-icing fluid, expenses are similar to 2019. Riesinger showed cost per enplanement metrics to show that things are starting to stabilize. Riesinger announced that the auditors are scheduled to be here at the end of the month. Commissioner Mock asked if we have needed to use any of the Cares Act dollars for operational expenses. Riesinger reported we have used \$274,752 of Cares Act/CRRSA dollars when we had budgeted to use \$1.5 million. We have not used \$875,247 of those dollars because we had budgeted and forecasted conservatively.

2. Director Report

- a) Riesinger introduced our newest GFK Airport ARFF/OPS Specialist, Evan Barbie. Evan was welcomed to the team.
- b) Riesinger welcomed the UND Aerospace students Ethan Berg, Fabrian Pradanaputra and Brooke Kimmes. There's quite a few joining via zoom: Sarah Owens, William Patton, Cameron Kasper, Luke Harry, Tatiana Tabucol, Caleb Rosenberg, Harrison Green, (Ziyad Alghmadi was on zoom just not introduced) and Dr Kim Kenville that joined the meeting today. Riesinger encouraged the students to join the AAAE, the Great Lakes Chapter, and the Student Chapter and they are also welcome to job shadow or come out for a tour.
- c) Riesinger presented the year end stats of Boardings Comparison of Commercial Service Airports from the ND Aeronautics, Riesinger pointed out that Jamestown and Devils Lake have higher percentage since they are essential air service points and have been able to continue air service throughout the pandemic. We are very comparable to Bismarck for the year. One of the largest factors for us is not having the Canadian border open for most of the year. Until May 2021, Delta was operating at a seat 75% load capacity, also airports like Bismarck, Fargo, Minot have additional legacy carriers such as United, and American who had lifted those caps prior to Delta.
- d) Allegiant did not have flights in December for GFK. The Allegiant flights will be back up and going in January.
- e) Riesinger presented a slide of the ND Airline Passenger Boarding Trends that compares 2019, 2020 and 2021. This combines all the data from all of the airports in North Dakota. This shows the dramatic drop of boardings in 2020 and the gradual increase through the recover from August 2021 to the end of the year and its still tough to make up the gap with 2019. The pilot shortage and the crew shortage are major factors on how quickly the airlines recover and that will be a continuing factor. Another major factor is business travel has not returned to what it was prior to the pandemic.

- f) Riesinger presented the North Dakota Historical Airline Boardings from (1990 to 2021) slide. The pandemic in 2020 wiped out 20 years of growth in North Dakota but it is encouraging that you can see the recovery.
- g) Riesinger presented the slide on Operations for 2021. GFK ended 2021 with 349,520 take offs and landings, which was the 3rd highest number of all time. A couple of factors that lead to that was flight instructors were available much of the year, and we had great flying weather for most of the year. The all-time highest number was in 2018 at 368,385.
- h) Riesinger talked about the airlines over Christmas break. There were a lot of cancellations over the Christmas break. Over a 2-week period, starting December 23rd there were over 28,000 flights cancelled nationwide due to crew shortages, omicron, weather. There were no airports spared from this. This has greatly improved recently. Weather in January has impacted us here greatly.
- i) Riesinger mentioned 5G. Verizon and AT& T have rolled out 5G. It has raised some concerns with airlines and the signals interfering with instruments. They did not have all the testing done so it did delay the roll up, however did work with the FAA and FCC to build buffer zones around airports. Grand Forks doesn't have any 5G service yet. About 85% of aircraft has been cleared to perform within a 5G network area. This is something to continue to monitor. When it rolled out last week some airlines just cancelled flights until more information was given to them.
- j) Riesinger reported on Allegiant flights to Las Vegas for the UND Hall of Fame game. Even though the schedule is not out for October yet, we did receive word that Allegiant has added 4 additional flights to Las Vegas for that week. Bon Voyage, Stengl Travel and potentially others will have charters as well. It will be a very similar to the Nashville weekend operations. We are excited with what's to come there.
- k) Riesinger updated on the Fufeng corn wet mill, and the potential of plumes. We did learn that the city has hired a consulting firm to work through the planning and development of the Fufeng project, to include the review of any potential thermal or visual plumes. We have been told that any plumes are expected to be minimal. We appreciate the city stepping up and including this in their review.
- l) Riesinger reviewed what we have accomplished during these challenging times. We had the successfully completion of the Environmental Assessment and Land Acquisition, developed priorities for use of the CARES Act grant funding, started construction on County Road 5 Relocation and the Nashville weekend.

3. Chair Report

- a) No report at this time.

C. New Business

1. Approval of Bid for T-Hangar Project

- a) We received and opened bids for the T-Hangar project on January 13, 2022. The Engineer's Opinion of Construction cost was \$2,643,243.00 (Base Bid), \$45,000.00 (Alternate #1), and \$2,688,243.00 (Total Bid).

- b) A summary of the Bid Tabulation is as follows:

Bidder	Total Cost Base Bid	Total Cost Alternate 1	Total Cost Base Bid & Alternate 1
Industrial Contracting Services, Inc.	\$ 2,999,300.00	\$ 75,000.00	\$ 3,074,300.00
Innes Construction	\$ 3,050,160.00	\$ 35,000.00	\$ 3,085,160.00
Roers Construction Joint Venture, LLC	\$ 3,444,160.62	\$ 79,500.00	\$ 3,523,660.62

Note that Alternate #1 was for an interior steel liner panel to be placed on both sides of the interior structural steel for a purely aesthetic purpose. It is standard for the interior liner panel to only be on one side of the interior structural steel, and therefore, we are recommending to proceed with only the Base Bid and not Alternate #1.

- c) Riesinger made a recommendation for a motion to approve and award the bid of ICS, Inc., in the amount of \$2,999,300.00, and authorize the Executive Director to execute the required documents. A motion was made by Mutchler motion to approve and award the bid of ICS, Inc., in the amount of \$2,999,300.00, and authorize the Executive Director to execute the required documents. The motion was seconded by Pic. **Action Taken:** Motion Approved.

2. Mead & Hunt Task Order #3C – Customs Facility Design and Bidding

- a) Airport Staff has identified a new Customs Facility as a high priority project for possible use of CARES Act grant 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. A Concept and Budget Report (CBR) was completed previously to fine tune the budget for this project, and it was approved by the Airport Authority Board at its meeting in November 2022. The next step in the process is to complete final design for the new Customs Facility and receive bids.
- b) Mead & Hunt has prepared the attached Task Order #3C to complete design and bidding for the new Customs Facility. More specifically, it includes Project Management, Schematic Design, Design Development, Construction Documents, and Bidding Services for the project. Bids are currently planned to be received in August of 2022.
- c) The cost of these services is \$369,229.00 and are eligible to be funded at 100% by the CARES Act grant. This amount will require successful completion of an Independent Fee Estimate.
- d) Riesinger made a recommendation for a motion to approve Mead & Hunt Task Order #3C for the Customs Facility Design and Bidding Services and authorize the Executive Director to execute the required documents. A motion was made by Bollingberg approve Mead & Hunt Task Order #3C for the Customs Facility

Design and Bidding Services and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler. **Action Taken:**
Motion Approved.

3. Other Business

- a) No other business

The meeting adjourned at 9:30 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

February 24, 2022

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 24, 2022, presided by Chairman Rick Meland. Additional member present was Tim Mutchler. Additional members that called in via Zoom were Steve Kuhlman, Cynthia Pic, Dane Simonson and Jeannie Mock. Airport Attorney Tim Dittus and Mead & Hunt's Travis Hirschey and Jon Scraper were also present. Mead & Hunt's Steve Synhorst and Josh Brelje called in via Zoom. Staff attending included Ryan Riesinger, Executive Director, Rick Audette, Operations and Maintenance Manager, Scott Nelson, Maintenance Supervisor, Tanna Aasand, Director of Finance and Administration, and Katie Olson, Administrative Assistant. Brad Wheeler, GFK Airport intern, called in via Zoom.

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

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chairman Meland asked for a motion to approve the minutes from January 27, 2022, as written. A motion was made by Mutchler to approve the minutes from January 27, 2022, as written. The motion was seconded by Kuhlman to approve the minutes from January 27, 2022, as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

- a) Aasand reviewed January's financial reports. The landing reports for Delta were originally forecasted as 124 flights for the month and the actual number was 96. The weather events in January were an impact on those numbers and she is expecting the same for February. Last year's revenue numbers were higher but CARES Act dollars were injected in January of last year. The security camera updates of \$88,000 were determined by our Auditors to not be a capital item, since it is not a complete replacement of the system.

2. Director Report

- a) Riesinger welcomed Joey Castiglione back from his deployment. Joey was on deployment from April of last year to February of this year. Riesinger wanted to say thank you to Rick Audette and all the staff for helping while Joey was out.
- b) Riesinger was happy to announce that GFK Airport was ranked the 12th busiest airport in the U.S. for 2021. This was the highest ranking that we have ever had, and we know that this number is primarily driven by UND Aerospace. UND Aerospace had a great year. It is interesting to note when you go down the list and see the ranking, from #1 to #12, you have Atlanta, Chicago O'hare, Dallas, Denver, Charlotte, Los Angeles, Las Vegas, Phoenix, Houston, Miami, Seattle, and Grand Forks. That I think speaks volumes as to what we have achieved here at the airport.

It takes our great staff, UND Aerospace, the Air Traffic Control Tower, and many others to provide safe conditions for all those aircraft.

- c) Riesinger reported that there are 4 direct Allegiant flights to Las Vegas for the UND Hall of Fame game in October of 2022. Bon Voyage and Stengl Travel will have 2 flights a piece so very similar to the Nashville event last year. We are looking for to coordinating the events with the Ralph Englestad Arena and others. It's a great partnership with the Ralph.
- d) Riesinger mentioned the form that is in the packet that updates all the CARES Act projects. The form shows all the planned, pending and completed projects. This is updated monthly.
- e) Riesinger updated on the Fufeng corn wet mill, and the potential of plumes. The City Council did pass the development agreement this past Tuesday evening at the City Council meeting. This development agreement establishes the way forward between the City and Fufeng during the planning, designing, and permitting phase and will allow the city to gather more information. They will be completing additional reviews as part of this process, including a third-party review of the visual and thermal plumes that may be present at that site. The Fufeng site is to be located north of Simplot. We will continue to be engaged with the city on this and bring you more information as it becomes available. Riesinger wanted to thank Commissioner Mock for reaching out to him with questions about the visual and thermal plumes and addressing the city council with the importance of the plumes.
- f) Riesinger updated on Northern Plains Nitrogen (NPN). As was reported previously from the report we received last August, the FAA had determined that the thermal plumes would be present 100% of the time and would prevent overflight of the NPN site. The City on Tuesday asked for letters both from UND and the Airport Authority to provide our position on that analysis. Riesinger and President Armacost have had further communication and Riesinger asked to review UND Aerospace's letter to understand their concerns before formally responding to the City. Riesinger noted that it is very important for us to consult with UND Aerospace and UND. They are a major tenant, and we want to understand their concerns before we respond to the City as the Airport Authority. Riesinger's plan is as soon as he receives UND's letter and reviews it, we will then draft our letter, consult with legal counsel, and forward to Chairman Meland and Vice Chairman Kuhlman for review before sending.

3. Chair Report

- a) No report at this time.

C. New Business

1. Mead & Hunt Task Order #4C -- T-Hangar Project Construction Administration

- a) Attached is Task Order #4C and a detailed Scope of Services for Mead & Hunt and their sub-consultants to complete the following for the T-Hangar Project:
 - Project Management
 - Construction Administration, Construction Observation, Construction Staking
 - Construction Materials Testing – Terracon

- Sub-Consultant Construction Services – JLG Architects and Advanced Engineering and Environmental Services (AE2S)
- FAA Project Closeout Report

The total cost of these services is \$199,603.73 and are eligible to be funded at 100% by the CARES Act grant. This amount will require successful completion of an Independent Fee Estimate.

- b) Riesinger made a recommendation for a motion to approve Mead & Hunt Task Order #4C in the amount of \$199,603.73 and authorize the Executive Director to execute the required documents. A motion was made by Kuhlman to approve Mead & Hunt Task Order #4C in the amount of \$199,603.73 and authorize the Executive Director to execute the required documents. The motion was seconded by Pic. Commission Mock asked to be recused with AE2S as a sub-consultant. Further discussion - Commissioner Kuhlman questioned when tenants of the old T-hangar would be notified about the new T-hangar to set-up rental agreements. Do we have a process set-up for tenants to make down payments on a location they might want in the new hangar? Riesinger we will reach out to tenants, provide information on the project and their options, and further solidify the process forward in the near future. **Action Taken:** Motion Approved.

2. Nodak Power Reroute – Phase 2

- 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. Phase 1 of this work was \$15,500.00 and was completed last fall. This is for Phase 2 of the reroute and will cost \$135,000.00.

This work is included for 100% Federal participation as part of our 2021 FAA grant. Utility removals/modifications due to the County Road 5 relocation project were included in the overall project cost and were budgeted to be completed in 2022.

- b) Riesinger made a recommendation for a motion to authorize Nodak to complete Phase 2 of the power line reroute for a cost of \$135,000.00 and authorize the Executive Director to execute the required documents. A motion was made by Mutchler to authorize Nodak to complete Phase 2 of the power line reroute for a cost of \$135,000.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Mock. **Action Taken:** Motion Approved.

3. Lumen CenturyLink Reroute – Phase 1

- a) As part of the County Road 5 relocation project, Lumen/CenturyLink has provided a cost to relocate fiber and copper cable. Phase 1 of this work will cost \$96,594.61.

This work is included for 100% Federal participation as part of our 2021 FAA grant. Utility removals/modifications due to the County Road 5 relocation project were included in the overall project cost and were budgeted to be completed in 2022.

- b) Riesinger made a recommendation for a motion to authorize Lumen/CenturyLink to complete Phase 1 of the fiber and copper cable reroute for a cost of \$96,594.61 and

authorize the Executive Director to execute the required documents. A motion was made by Mutchler to authorize Lumen/CenturyLink to complete Phase 1 of the fiber and copper cable reroute for a cost of \$96,594.61 and authorize the Executive Director to execute the required documents. The motion was seconded by Simonson. **Action Taken:** Motion Approved.

4. **Approval of Mower Bid**

- a) The Airport Authority solicited, received, and opened two bids on February 4, 2022, for this replacement mower.

The two bids received are as follows:

- True North (John Deere) \$ 76,244.25
- MTI Distributing (Toro) \$ 98,461.62

This item was not budgeted for 2022, however there are funds available in the 2022 Capital Budget for this acquisition. The new mower would replace a mower that was purchased in 2002 and is beyond its useful life.

- b) Riesinger made a recommendation for a motion to approve award of the project to True North, in amount of \$76,244.25 and authorize the Executive Director to execute the required documents. A motion was made by Mutchler to approve award of the project to True North, in amount of \$76,244.25 and authorize the Executive Director to execute the required documents. The motion was seconded by Mock. **Action Taken:** Motion Approved.

5. **Executive Director Performance Review Committee**

The Executive Director Performance Evaluation procedure implemented previously is as follows:

- a) Appoint 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 and delegate to the committee the authority to determine the appropriate performance-based adjustment to the Executive Director's annual salary, within the adopted budgetary parameters.
- b) Executive Director Performance Evaluation Questionnaires are distributed to all Airport Authority Board Commissioners.
- c) Each Commissioner completes an Executive Director Performance Evaluation Questionnaire, without consultation or discussion with any other Commissioner, and returns it to the Chair.
- d) In an open meeting, or series of open meetings, the committee then reviews the Commissioners' individual responses to the Executive Director Performance Evaluation Questionnaire, prepares a written draft summary of its evaluation findings, provides the Executive Director with the draft summary of its evaluation findings, meets personally with the Executive Director to discuss the contents of the draft summary of its evaluation findings, makes any necessary changes to the draft summary and finalizes its written summary of its evaluation findings and determines the appropriate performance-based adjustment to the Executive Director's annual salary, within the adopted budgetary parameters. (Supporting

salary and budget information can be obtained from the Director of Finance and Administration)

- e) 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 appoint 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. The motion was seconded by Kuhlman. Riesinger mentioned that the survey will be sent out and the committee will be given one week to complete the survey. **Action Taken:** Motion Approved.

6. Other Business

- a) Commissioner Kuhlman wanted to mention what a great job the staff has been doing at keeping the runway and taxiways clear of snow and ice from both a passenger and pilot point of view given the challenging winter we have experienced.

The meeting adjourned at 8:43 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

March 24, 2022

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 24, 2022, presided by Chairman Rick Meland. Member present was Dane Simonson. Additional members called in via Zoom were Cynthia Pic, and Jeannie Mock. Airport Attorney Tim Dittus and Mead & Hunt's Travis Hirschey, Steve Synhorst, Bryan Jacobson, Josh Brelje and Jon Scraper were also present. Staff attending included Ryan Riesinger, Executive Director, Rick Audette, Operations and Maintenance Manager, Joey Castiglione, ARFF/OPS Supervisor, Scott Nelson, Maintenance Supervisor, Tanna Aasand, Director of Finance and Administration, 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) Chairman Meland asked for a motion to approve the minutes from February 24, 2022, as written. A motion was made by Simonson to approve the minutes from February 24, 2022, as written. The motion was seconded by Pic to approve the minutes from February 24, 2022, as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

- a) Aasand reviewed February's financial reports. Aasand started with Forecasted vs. Actual Landings. Delta had 128 scheduled departures and there were 98 actual departures. Allegiant had 33 scheduled departures and there were 26 actual departures. Commissions are increasing and off to a good start. Parking Lot Car Count is higher than last year but lower than 2019. Fuel Flowage is similar to last year.

2. Director Report

- a) Riesinger welcomed one of Dr. Kim Kenville's students Ethan Berg. Ethan Berg introduced himself as an aviation management student and graduating in December. He is from the Minneapolis area.
- b) Riesinger had updates for the board the upcoming projects. The Runway Intersection Project plans and specifications will be 100% completed soon. An ad for bids has been sent to the GF Herald to be published March 30th, April 6th, and April 13th. There will be an informational meeting for all interested contractors today at 11:00. A pre-bid meeting for contractors will be held April 7th. Bids will be opened April 21st at 10:00 am. Planning to bring bids to the April Board meeting. Intersection work is to be completed from 7:00 pm Sunday, August 21st, until 10:00

am, Friday, September 2nd, during which time we will not have any large aircraft operations, including commercial flights.

The T-Hangar Project agreement with ICS has been signed. We will have a pre-construction meeting later today at 1:30 pm for this project and it should be starting very soon.

The Customs Facility Project will have a 60% design review meeting on April 18th. Everything is on schedule to receive bids this August.

UND has received bids for their Bravo Apron reconstruction project and that project will be starting in the next month or so. Reede Construction out of South Dakota was awarded that bid.

- c) Riesinger was pleased to announce that GFK Airport was awarded 2021 Commercial Service Airport of the Year by the NDAC and AAND earlier this month at the FLY-ND conference. We were especially recognized for completing our Environmental Assessment within one year, Land Acquisition of approximately 390 acres within three months, the Nashville hockey weekend airlift, and being the 12th busiest airport in the US for 2021. Ryan accepted the award on behalf of our Airport Authority Board and recognized all of our staff and tenants.
- d) Riesinger informed the board about Essential Air Service and Skywest's announcement on March 9th that they would be terminating air service at 29 airports, including Devils Lake and Jamestown Airports. All of which are Essential Air Service (EAS) routes. Skywest was required to provide a 90-day notice of the termination and the DOT implemented a process to receive new proposals for these communities. The primary reason for Skywest's announcement is their lack of pilots and pressure to serve their contractual obligations to United, Delta, American, and others. Riesinger will be attending the Mead & Hunt Air Service Conference next week.
- e) Riesinger mentioned that the facemask requirement will be extended one-month to April 18th due to Spring Break and the increased number of passengers, it was a precaution taken. We are hopeful this requirement is removed by the end of April.
- f) Riesinger informed the board that The City of Grand Forks requested position letters on the proposed Northern Plains Nitrogen (NPN) plant from those who participated in the updated plume analysis. The Airport Authority submitted a letter that we cannot support the plant at its currently proposed location as we believe it is incompatible with airport operations and will create a hazard to aviation in the immediate vicinity of GFK that would result in reduced safety, capacity, and efficiency. It is my understanding that The City will be bringing this subject to a committee and/or City Council meeting in the near future for discussion.
- g) Riesinger announced that UND Aerospace Community Day will be held Saturday, April 2nd, both on campus and out at the airport. We are a sponsor of the event, and it is a great time. If you have never attended, Riesinger strongly encourages you to attend, try out the simulators, and view the static displays. We will have a piece of our equipment on display as well. We will also be having an open house at our Airport Fire Station with giveaways.
- h) Riesinger announced that he had received an official notice of Rick Audette's plan to retire effective May 27th. Rick has provided us an over two-month notice so we

can coordinate the transition in a positive way. Rick has been with the Airport Authority for 40 years and for 43 years all together with the airlines included. There will be plenty of festivities and recognitions to come over the next couple of months.

3. Chair Report

- a) After 5 years of planning and finally getting to see it all come together and wrapping it all up - It's going to be a busy place this summer. We appreciate Mead & Hunt and their hard work. We look forward to recognizing Rick Audette in the future.

C. New Business

1. **2021 Audit Report** -- Brian Opsdahl was present via zoom to present the 2021 Audit Report. Brian Opsdahl is from BradyMartz. The 2021 Audit Report is attached to the board packets. Executive Director's Recommendation: A motion to receive the 2021 Audit Report as presented.

- a) A motion was made by Simonson to receive the 2021 Audit Report as presented. The motion was seconded by Pic. **Action Taken:** Motion Approved.

2. **Mead & Hunt Air Service Consulting Agreement.** The current annual agreement with Mead & Hunt to provide Air Service Consultant Services expires March 31, 2022.

Mead & Hunt has been providing this very valuable service to the Airport Authority since 2015. The information is very useful and is especially important as we continue to recover from the pandemic and better understand industry challenges like the pilot shortage and rising fuel prices, and their impact on air service.

The Airport has received a new proposed scope of services (attached), and it includes the following:

- Vacation Destination Analysis (One per 12-month period)
- Air Service Development Conference presentation and assistance (Up to three per 12-month period)
- Community Visit/Presentation (One per 12-month period)
- Performance Monitoring (Quarterly, four per 12-month period)
- Published Airfare Monitoring (Quarterly, four per 12-month period)
- On-Call Services (Up to 48 hours per 12-month period)

The proposed retainer contract is \$4,150.00 per month for a 12-month period, resulting in a contract cost of \$49,800.00. Expenses for airfare, hotel, meals, printing, etc., are estimated to be \$2,975.00 for the year.

The 2022 Budget included \$53,760.00 for these services so the total amount of the proposed agreement is within budget.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the Air Service Consulting Services Agreement with Mead & Hunt in the total amount of \$52,775.00 and authorize the Executive Director to execute the required documents.

- a) A motion was made by Simonson to approve the Air Service Consulting Services Agreement with Mead & Hunt in the total amount of \$52,775.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Pic. **Action Taken:** Motion Approved.

- 3. **County Road 5 Project – Change Order #2.** Please see the attached memo provided by Mead & Hunt which details the reason, justification, and cost for Change Order #2 to the County Road 5 Project.

Change Order #2 results in a cost increase of \$9,135.00. This increase is eligible for 100% Federal funding as part of our 2021 grant.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Change Order #2 to the County Road 5 Project in the amount of \$9,135.00 and authorize the Executive Director to execute the required documents.

- a) A motion was made by Pic to approve Change Order #2 to the County Road 5 Project in the amount of \$9,135.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Simonson. **Action Taken:** Motion Approved.

- 4. **T-Hangar Project – Change Order #1.** Please see the attached memo provided by Mead & Hunt which details the reason, justification, and cost for Change Order #1 to the T-Hangar Project.

Change Order #1 results in a cost increase of \$56,548.00. This increase is eligible for 100% Federal funding as part of our CARES Act grant.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Change Order #1 to the T-Hangar Project in the amount of \$56,548.00 and authorize the Executive Director to execute the required documents.

- a) A motion was made by Simonson to approve Change Order #1 to the T-Hangar Project in the amount of \$56,548.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Pic. **Action Taken:** Motion Approved.

5. Other

- a) Steve Synhorst (Mead & Hunt) mentioned that this was Travis Hirschey (Mead & Hunt) last GFK Airport Board meeting. Travis thanked everyone for all the opportunities here. Travis will be moving out of the area but staying on with Mead & Hunt.

The meeting adjourned at 8:50 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

April 28, 2022

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 28, 2022, presided by Chairman Rick Meland. Member present were Cynthia Pic, Karl Bollingberg, Steve Kuhlman. Additional members called in via Zoom were Dane Simonson. Airport Attorney Tim Dittus and Mead & Hunt's Steve Synhorst, and Jon Scraper were also present. Mead & Hunt's Bryan Jacobson, Josh Brelje joined via zoom. Staff attending included Ryan Riesinger, Executive Director, Rick Audette, Operations and Maintenance Manager, Scott Nelson, Maintenance Supervisor, Tanna Aasand, Director of Finance and Administration, and Katie Olson, Administrative Assistant. Joey Castiglione, ARFF/OPS Supervisor joined via zoom.

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

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chairman Meland asked for a motion to approve the minutes from March 24, 2022, as written. A motion was made by Kuhlman to approve the minutes from March 24, 2022, as written. The motion was seconded by Bollingberg to approve the minutes from March 24, 2022, as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

- a) Aasand reviewed March's financial reports. Aasand reviewed actual enplanements vs budgeted and actual were higher than budgeted for last month. Aasand reviewed Commission Revenues which are tracking higher than budgeted. Aasand reviewed Expenses vs Budget and Advertising and Marketing was increased in the 1st quarter. Aasand noted that she doesn't see any unexpected expenses. Riesinger noted that we are investing in our staff with pay incentives, and health insurance premium changes.

2. Director Report

- a) Riesinger welcomed everyone to the Face Free GFK Passenger Terminal. A Federal judge had extended the face mask mandate to May 3rd, then April 18th a Federal Judge in Florida struck down the mask mandate and masks were no longer required. It is possible the DOJ may appeal. Although it is no longer required, you are free to wear a face mask if you so choose to do so. It seems like

we were one of the last locales to have masks and it is certainly welcomed to be mask free.

- b) Riesinger provided updates with the UND Apron Project Pre-Construction Meeting. Yesterday, April 27th UND held the first preconstruction meeting on the Bravo Apron Project. Mead & Hunt is conducting that project as well. This is a state fund project. Preconstruction bidding is taking place and plan on starting relatively soon. This location is north of the UND dispatch building. The entire Bravo Apron will not be taken down at once. They will be able to utilize Charlie Apron. This will allow for use of the hangars.
- c) Riesinger provided an update on GFK Airport Authority Board appointments. Riesinger has been in contact with the City and the County about the appointments. Chairman Meland was reappointed in June of 2021 for a five-year term. His term will expire on 7/1/2026. Commissioner Pic's term will expire on 7/1/2022. She has expressed that she would like to be reappointed. Commissioner Mock's term will expire on 7/1/2022 and it is my understanding that she is not planning to run again for the City Council, so a new member of City Council would need to be appointed to the Airport Authority Board. After speaking with Todd Feland, the plan would be to wait until after elections. Commissioner Kuhlman's term is set to expire on 7/31/2022. This is a City of Grand Forks appointment. My understanding is that he is willing to serve on the Airport Authority Board, but he would need to be reappointed. Commissioner Simonson's term will expire 8/1/2023. Commissioner Mutchler's term will expire 7/1/2024. Commissioner Bollingberg's term will expire 7/6/2025.
- d) Riesinger update on NPN. He is continuing to meet with the City, EDC, NPN and UND to determine if there is a possible path forward for the project. Tom Schauer from Mead & Hunt is taking the lead on this. We had a meeting on this earlier in the month and the City wants to proceed with the development of NPN and the economic development of NPN. We also had Commissioner Bollingberg and Kuhlman present at this last meeting. Given the reports of visual and thermal plume analyses, the City wants to find a way to make the NPN site work. Of course, the airport wants to support economic growth of the City at the same time we are trying to protect the airport. The Airport position letter was discussed at this meeting and there will be additional meetings to come. Riesinger will continue to update. Bollingberg commented that Dean Krause appreciated his approach to the conversation. In the past it was hard to tell where UND was at and hard to pin them down and not that they are now but I felt that Dean Krause was more prospective on during the work, coming to the table and being more flexible. The newly hired CEO was there and when you heard about his background and his resume is impressive and it might increase the probability of this project happening. Riesinger thanked Commissioner Bollingberg and Kuhlman for their participation in the meeting.
- e) Riesinger with some reservation, wanted to inform everyone that Tanna provided him a letter of resignation. She has found a position that she can't turn down.

Tanna has been such an important part of our staff. She has done an excellent job. Tanna Aasands's resignation from Grand Forks Airport Authority effective May 5th. Tanna has agreed to work remotely and assist with training the new Director of Finance and Administration. Riesinger thanked Tanna for her time here. Tanna will be participating in Board meeting. Bollingberg commented that Tanna has raised the level on so many levels on finances and the comfort he gets from her reports and she will be missed. Chairman Meland commented he appreciates the formats on the slides of her reports and you will be missed. Tanna commented that she was not looking for a new job, this job just come long and it checked all the boxes. I agreed to stay on because I love what I do.

- f) Riesinger updated on progress for Rick's replacement. The advertisement is posted locally and nationally. Closing date for applications is Friday, April 29th. We will start interviews very soon. Rick will be available to help with the transition.
- g) Riesinger announced Rick's Retirement Party will be a lunch in the Airport ARFF Station on Wednesday, May 25th.

3. Chair Report

- a) Chairman Meland comment Tanna and Rick will be missed. This will be an interesting transition. I see ICS is setting up for the T-hangars.

C. New Business

1. Approval of Bid for the Runway Intersection Construction Project

We received and opened bids for the Runway 9L/27R & Taxiway B / Runway 17R/35L Intersection Reconstruction Project on Thursday, April 21, 2022. Please see the attached bid tabulation and recommendation of award provided by Mead & Hunt.

A summary of the Bid Tabulation is as follows:

	Reede Construction, Inc.	Park Construction, Inc.	Strata Corporation
Total Cost Bid Schedule 1	\$ 6,432,839.52	\$ 6,792,789.15	\$ 6,245,767.91
Total Cost Bid Schedule 2	\$ 692,752.05	\$ 762,048.04	\$ 884,256.50
Total Cost Bid Schedule 3	\$ 2,549,150.50	\$ 2,534,165.20	\$ 3,121,929.00
Total Cost Bid Schedule 4	\$ 2,571,184.00	\$ 2,588,169.10	\$ 3,117,844.50
Total Cost Bid Schedule 5	\$ 944.63	\$ 944.63	\$ 385,795.20
Total Cost 13" Concrete (Bid Schedules 1, 2, 3, 5)	\$ 9,675,686.70	\$ 10,089,947.02	\$ 10,637,748.61
Total Cost 16" Concrete (Bid Schedules 1, 2, 4, 5)	\$ 9,697,720.20	\$ 10,143,950.92	\$ 10,633,664.11

Here is a description of the five Bid Schedules:

Bid Schedule 1 – Civil Construction

Bid Schedule 2 – Electrical Construction

Bid Schedule 3 – 13” Concrete Option*

Bid Schedule 4 – 16” Concrete Option*

Bid Schedule 5 – Staging Area Construction

* Please note that per our FAA approved Airport Master Plan we are only eligible for 13 inches of concrete based on our current and forecasted aircraft design category. We decided to bid a 16-inch concrete option that adds 3 inches of concrete and removes 3 inches of aggregate base material. The 16-inch option would allow for larger aircraft in the future but is not eligible for federal funding.

The Engineer’s Opinion of Construction Total Cost for the 13” Concrete Option (Total of Bid Schedules 1, 2, 3, and 5) was \$9,169,204.00, and the 16” Concrete Option (Total of Bid Schedules 1, 2, 4, and 5) was \$9,259,268.00.

Reede Construction, Inc. was the lowest responsive bidder for both the 13” and 16” Concrete Options. Because the difference in their bids for the 13” and 16” Concrete Options was only \$22,033.50 we are recommending to proceed with the 16” Concrete Option.

Immediately attached after this memo is the proposed Funding Plan for this project (note the Funding Plan includes costs for Construction Administration also). We are proposing to utilize several FAA funding sources for this project, including:

1. 2021 FAA Supplemental Grant (100% Federal) -	\$6,750,200.00
2. 2022 FAA AIP Entitlements (90% Federal) -	\$1,390,906.00
3. 2022 FAA Infrastructure “BIL” (90% Federal) -	\$1,467,085.00
4. 2023 FAA AIP Entitlements (90% Federal) -	<u>\$343,185.00</u>
TOTAL	\$9,951,376.00

This Funding Plan results in a State share of \$199,027.99 (1.9%). The Airport’s “Sponsor” share is \$221,061.49 (2.1%), which includes all of the non-eligible portion for the 16” Concrete Option.

The Airport's share was budgeted for \$446,160.00 in our 2022 Capital Budget, as we were not yet aware we would receive the 2021 FAA Supplemental Grant that is 100% Federal.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve and award the bid of Reede Construction, Inc. for the Runway Intersection Construction Project, including the 16" Concrete Option, in the amount of \$9,697,720.20, and authorize the Executive Director to execute the required documents.

- a) A motion was made by Bollingberg to approve and award the bid of Reede Construction, Inc. for the Runway Intersection Construction Project, including the 16" Concrete Option, in the amount of \$9,697,720.20, and authorize the Executive Director to execute the required documents. The motion was seconded by Kuhlman. **Action Taken:** Motion Approved.

2. Mead & Hunt Task Order #13 – Construction Administration for the Runway Intersection Construction Project

- Project Administration and Management
- Construction Administration
- Construction Observation
- Construction Materials Testing – Terracon
- FAA Project Closeout Report

The total cost of these services is \$663,745.27 and are eligible to be funded at 90% by the FAA and 5% by the State. These services were included in our 2022 Capital Budget and the amount will require successful completion of an Independent Fee Estimate.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Mead & Hunt Task Order #13 in the amount of \$663,745.27 and authorize the Executive Director to execute the required documents.

- a) A motion was made by Pic to approve Mead & Hunt Task Order #13 in the amount of \$663,745.27 and authorize the Executive Director to execute the required documents. The motion was seconded by Kuhlman. **Action Taken:** Motion Approved.

3. Approval of Purchase of Wetland Credits for Runway 9L/27R Extension, County Road 5 Relocation, and supporting projects

The Airport is required to mitigate impacts to natural wetlands that are disturbed by construction activities. This is accomplished by purchasing wetland credits at an approved wetland mitigation bank. The wetlands in the bank are then monitored and preserved to ensure they remain as wetlands.

Based on designs for the Runway 9L/27R Extension, County Road 5 Relocation, and other supporting projects, it has been determined the Airport will be disturbing 15.48 acres of natural wetlands (see attached Wetland Impact map).

In 2006 the Airport purchased 100.8 acres of wetland credits at the Church's Ferry wetland mitigation site. The site was used to mitigate wetlands at the Airport to reduce wildlife attractants and the English Coulee Diversion Reroute project. There were 5.25 acres of credits left at the Church's Ferry site that can now be applied Runway 9L-27R Extension project, thus reducing the amount of credits needed to purchase for our current projects (see attached letter from the United States Department of Interior).

Ducks Unlimited has notified the Airport that they have wetland credits available (see attached letter from Ducks Unlimited). After further review and approval by the FAA, it has been determined that the Ducks Unlimited sites will meet the requirements for our wetland mitigation.

The total cost for the 10.23 acres of wetland credits is \$589,800.00. This amount was included in our 2021 FAA grant at 100% Federal participation.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the purchase of wetland credits from Ducks Unlimited in the amount of \$589,800.00 and authorize the Executive Director to execute the required documents.

- a) A motion was made by Kuhlman to approve the purchase of wetland credits from Ducks Unlimited in the amount of \$589,800.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Pic. **Action Taken:** Motion Approved.

4. Approval of New PFC Application

The Passenger Facility Charge (PFC) Program allows the collection of PFC fees up to \$4.50 for every eligible passenger at commercial airports. PFCs are capped at \$4.50 per flight segment with a maximum of two PFCs charged on a one-way trip or four PFCs on a round trip, for a maximum of \$18 total. Airports use these fees to fund FAA-approved projects that enhance safety, security, or capacity.

Our current PFC Application was for Snow Removal Equipment (SRE), a portion of the SRE Building, and a portion of the new Aircraft Rescue and Fire Fighting (ARFF) Facility. This PFC Application is on track to be complete by the end of this year so a new PFC Application must be completed to ensure PFCs continue to be collected.

We are recommending two items for our new PFC Application:

1. 1500 Gallon ARFF Vehicle - to improve the safety, efficiency, reliability and emergency response capabilities of the airport. This project will replace a 2004 E-One 1500 Gallon ARFF Vehicle that is beyond its useful life.
2. Terminal/Customs Facility Backup Generator - to improve the emergency electronic backup capability in the passenger terminal building and reduce the impact of an electrical outage by allowing for normal operations to continue even in the event of a complete power failure. This will replace a generator that is too undersized to allow for passenger processing and screening operations during a power outage. We have experienced power outages that have caused all commercial passenger operations and baggage screening to be cancelled due to lack of adequate power backup.

The estimated cost of these two items is \$2,100,000.00 and will be funded 100% by PFCs collected at \$4.50 per eligible enplaned passenger.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve and new PFC Application in the amount of \$2,100,000.00 to purchase a 1500 Gallon ARFF Vehicle and a Terminal/Customs Facility Backup Generator and authorize the Executive Director to execute the required documents.

- a) A motion was made by Bollingberg to approve and new PFC Application in the amount of \$2,100,000.00 to purchase a 1500 Gallon ARFF Vehicle and a Terminal/Customs Facility Backup Generator and authorize the Executive Director to execute the required documents. The motion was seconded by Simonson. **Action Taken:** Motion Approved.

5. Mead & Hunt Task Order #1-PFC – Design and Bidding for Terminal/Customs Facility Backup Generator

Mead & Hunt has prepared Task Order #1-PFC for the Design and Bidding of a new Terminal/Customs Facility Backup Generator. This project will require an Electrical Engineer to properly review the needs and loads of the facilities to right size a backup generator.

Attached is Task Order #1-PFC and a detailed Scope of Services for Mead & Hunt and their sub-contractor to complete the following for the project:

- Project Administration and Management
- Project Design (Pre-Design, 30% Design, 95% Design, Final Design)
- Bidding Services

The total cost of these services is \$169,020.91 and are eligible to be funded at 100% by Passenger Facility Charges (PFCs) as part of our new PFC Application. The cost will require successful completion of an Independent Fee Estimate.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Mead & Hunt Task Order #1-PFC in the amount of \$169,020.91 and authorize the Executive Director to execute the required documents.

- a) A motion was made by Kuhlman to approve Mead & Hunt Task Order #1-PFC in the amount of \$169,020.91 and authorize the Executive Director to execute the required documents. The motion was seconded by Pic. **Action Taken:** Motion Approved.

6. Mead & Hunt Lease Agreement

The vacant office space that was going to be a 4th rental car office space near the baggage claim on the 1st floor was discussed as being the best option for Mead & Hunt. This office space is 490 sq ft. Mead & Hunt still needs to review this lease agreement. We wanted to get it to the board so that Mead & Hunt could possibly occupy the space sometime the month of May. Mr. Dittus wrote the agreement, which is very straightforward lease agreement that we would use for terminal space. The agreement would start May 1 with a two-year term with the potential to a five-year term. Important to note that the Airport Authority has the right to terminate this lease if an aeronautical third-party tenant would like to lease the space. The Terminal Rental Rate is the same rate that was adopted by the Authority for the Fiscal Year 2022 of \$24.74 per sq ft. We are proposing that they only pay for rent during the construction season. Rent would be prorated for the month they move in if it were not on the 1st of the month or the last day of the month.

- a) A motion was made by Kuhlman to approve the lease agreement between Grand Forks Regional Airport Authority and Mead & Hunt and authorize the Executive Director to execute the required documents. The motion was seconded by Bollingberg. **Action Taken:** Motion Approved.

7. Other

- a) No other new business.

The meeting adjourned at 9:30 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

May 26, 2022

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 26, 2022, presided by Chairman Rick Meland. Members present were Tim Mutchler, and Karl Bollingberg. Steve Kuhlman and Dane Simonson joined via zoom. Airport Attorney Tim Dittus and Mead & Hunt's Steve Synhorst, Josh Brelje and Bryan Jacobson were also present. Staff attending included Ryan Riesinger, Executive Director, Rick Audette, Operations and Maintenance Manager, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant. Joey Castiglione, ARFF/OPS Supervisor joined via zoom.

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

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chairman Meland asked for a motion to approve the minutes from April 28, 2022, as written. A motion was made by Bollingberg to approve the minutes from April 28, 2022, as written. The motion was seconded by Mutchler to approve the minutes from April 28, 2022, as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

- a) Riesinger presented the financial reports to the board with Tanna Aasand out on vacation. Delta is catching up to what was forecasted. Allegiant landings were down from what was forecast. Once we get into April, we only have the 2 Las Vegas flights a week. Overall operating is balancing out. Revenue is looking strong, and we have not had to use CRSSA dollars. Fuel Flowage is down some for UND due to weather impact. Commissions increasing with passengers increasing.

2. Director Report

- a) Riesinger updated on the Bravo Apron Project. They are in the 1st phase of the project. Weather has not been great. Far amount of rain, anytime you dig a hole it fills with water. With UND's large enrollment numbers it has created some challenges, but we are working through them. They have been utilizing the Charlie Apron. The Bravo Apron Project is due to be complete by the end of the summer.
- b) Riesinger updated on the T-Hangar Project. They are currently working on the concrete footings. The T-Hangar Project is set to be complete in 2023. We might see some steel going up this year. Steve Synhorst mentioned that they plan to have steel up and the building enclosed by this winter. Steve Kuhlman wanted to know if we have a wait list with the new T-Hangar. Ryan said that they are not there yet, but conversations have been had with getting that lined up. Ryan has had a meeting with Jeff Ohman from AvFlight on this.

- c) Riesinger updated on the Customs Building. We will have 90% design review meeting at the end of June for the Customs Building. Planning to have bids for the meeting in August.
- d) Riesinger updated on equipment orders. There are seven large pieces of equipment ordered and in the process of being manufactured. We have had a couple minor logistical delays. We have received the ARFF Foam tester. The Oshkosh Stryker Firetruck, Paint Striper, Plow w/Broom, Blower, Loader, and Rapid Response Vehicle will all be here in the next few months. Having all the new equipment will include having to train ARFF, Maintenance and the mechanic. The travel for the training was included in the specs to get the equipment. Riesinger wanted to recognize Rick for putting in all the effort to getting it all bid out and putting together all the specs. Bollingberg mentioned that it's not everyday that you get to purchase that much equipment and it would be nice to see it when it arrives. Riesinger agreed and we will plan to have it all out on the apron once it is all here and invite all to view.
- e) Riesinger shared an article that discussed pilot shortages. Airlines need 12,000 pilots across the industry. The short-term response of the airlines is to reduce flights. Riesinger showed a calendar of Delta flights and seats from June to September. He asked for comparisons from Mead & Hunt from peer airports of their reduction in flights, including Fargo, Bismarck, Minot, Duluth, and Rochester. We are the only airport of these that will have a net increase of flights this year from last year. The passenger demand is there, but the airlines are simply not able to operate as many flights, and this is primarily driven by the pilot shortage. Unfortunately, we don't see this improving anytime soon. If you look at our load factors we are back to normal, and Canadians are returning to traveling. This will be a challenge as we cannot put passengers in seats that are not there. Riesinger is expecting our load factors to continue to be high, which is good, but airfares will also be high. Mutchler commented that he thought that the runway was only going to be shut down for 3 days. Riesinger said back in September the board had a work session and it was discussed about having multiple weekend closures verses one longer closure. It was a benefit to have a one longer closure. It would have taken longer to have multiple weekend closures with having to close and re-open and mobilize. The Board approved the plan in September and the airlines were informed, so that passengers would not be able to book flights and have to cancel and make different arrangements. We know it may be an inconvenience, however it is a slower time of year for travel and UND is not as busy. Our plan is to only be closed for these 12 days over 7 years of construction.
- f) Riesinger presented data from the ND Aeronautics Commission on pavement conditions. Riesinger showed the website <https://apps.aero.nd.gov/app/pavement/airport-details/airport-details.html>. The website shows you the current and projected pavement conditions of each airfield surface. We are able to repair pavement in-house with patch jobs and we also have an aggressive in-house crack sealing program which helps prolong the life of the pavement.
- g) Riesinger reported that we conducted a nationwide search for a new Director of Operations and Maintenance. We did receive quite a few external and internal applications, but after review and interviews we promoted Joey Castiglione.

Riesinger welcomed Joey to his new position as Director of Operations and Maintenance. Joey was the Supervisor of ARFF/Operations. Joey is up to speed with all of our projects and Riesinger feels very confident with Joey in this role. Castiglione stated that he feels very lucky to have been able to work with Rick over the years. We also conducted interviews for the ARFF/OPS Supervisor and Cason Dunker has accepted the position as Supervisor of ARFF/OPS. We have positions open in ARFF/OPS. We have been conducting interviews for ARFF/OPS Specialists and for our intern position as well.

- h) Riesinger noted that the advertisement is out for the Director of Finance and Administration position. The deadline for that is June 3rd. Tanna has continued to work remotely and that has been working well. We have the job posted on AAAE, Indeed, and our website. Riesinger has made numerous calls to area leaders to make them aware of the open position and ask if they are aware of any potential candidates. We have received a few good submittals and will be going through the interview process soon.
- i) Riesinger wanted to note that this is Rick Audette's last board meeting. We had a great luncheon yesterday; stories were shared, and gifts were handed out. On behalf of the Authority, staff, and himself, Riesinger wanted to thank Rick for his service to the airport for 43 years, which started out with the airlines. All the job duties, all of the job descriptions, you have done it all and that's a special thing. You have made my transition here so much easier because you were like an encyclopedia and to be able to walk out of my office to ours and ask a question you have made it so much easier, that is invaluable and I thank you for that. Meland welcomed Joey and a stated that it was good move to bring up internal people. Meland commented that Rick has been in his business for 43 years. You started thinking about retirement and groomed Joey for this. You start thinking about all the things that you have seen had things that have changed to are not easily replaced. Meland thanked Rick for his service.

Bollingberg added it's fun to hear about internal people step up into these opportunities and that's a good indication of leadership because you are developing the people around you and that's a real compliment. It's one thing to do your job well and its another to develop others around you, it's impressive. Anyone that's been in a place as long as you have been, this airport is forever indebted to your services. Riesinger added that Rick will be available on a hourly basis, as needed, during the transition. Rick thanked everyone and stated that there have been so many great opportunities. He was thankful for having qualified in-house staff to promote within with Joey and Cason.

3. Chair Report

- a) No report

C. New Business

1. Mead & Hunt Task Order #5C – Self-Fueling System Design and Bidding

We have broken ground on the new T-Hangars for the East General Aviation (GA) Development. We also envision a 100LL Aviation Self-Fueling System in this area for the benefit of these future T-Hangar tenants. This would allow the aircraft owners to fuel their aircraft on their own and is common for smaller aircraft.

Attached is Mead & Hunt Task Order #5C which is a Scope of Services for Design and Bidding of a new Self-Fueling System for the East GA area. The cost for these services is \$99,784.52. The schedule is as follows:

- Preliminary Design: June 15, 2022
- Final Design: August 15, 2022
- Bid Date: October 20, 2022

We anticipate the new T-Hangars and Self-Fueling system to be operational in 2023.

The Design, Bidding, and future construction cost will be eligible for 100% federal funding via the CARES Act. A Resolution of the Airport Authority Board to utilize the CARES Act grant funding for the project will be presented upon receiving bids.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Mead & Hunt Task Order #5C in the amount of \$99,784.52 and authorize the Executive Director to execute the required documents.

- a) A motion was made by Mutchler to approve Mead & Hunt Task Order #5C in the amount of \$99,784.52 and authorize the Executive Director to execute the required documents. The motion was seconded by Kuhlman. **Action Taken:** Motion Approved.

2. Rick Audette Retirement – Resolution #01-22

Chairman Meland read aloud the resolution.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Resolution #01-22, 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) A motion was made by Kuhlman to approve Resolution #01-22, 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 Mutchler. **Action Taken:** Motion Approved.

3. Other

a) No other new business.

The meeting adjourned at 9:02 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

June 23, 2022

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 23, 2022, presided by Chairman Rick Meland. Members present were Cynthia Pic, Tim Mutchler, Steve Kuhlman, and Dane Simonson. Airport Attorney Tim Dittus and Mead & Hunt's Steve Synhorst, Josh Brelje and Bryan Jacobson were also present. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Scott Nelson, Maintenance Supervisor, William Patton, Intern and Katie Olson, Administrative Assistant. Tanna Aasand, Director of Finance and Administration joined via zoom.

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 May 26, 2022, as written. A motion was made by Simonson to approve the minutes from May 26, 2022, as written. The motion was seconded by Mutchler to approve the minutes from May 26, 2022, as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

- a) Aasand presented the Financial Report. Forecast vs Actual Landings were right now for May, Delta was just short one landing. Delta is over 200 for enplanements and Allegiant is over 300 for enplanements. Currently operating in the red but Aasand is not concerned and confident that we will be operating in the black by the end of the year. Our commissions budget is \$70 k over budget. Restaurant commissions are a couple thousand dollars over 2019 budget. Car Rentals commissions are great but the cost of renting a car has increased as well. Fuel Flowage is above budget. AvFlight is also above budget. Expenses are higher than budgeted but PTO was paid out to 2 employees, De-Icing Chemicals were ordered, paint for the summer and broom cores were purchased to prepare for the new equipment being purchased. The health insurance and dental have remained the same which off-set the expenses. Next month we will present the 2023 budget. Kuhlman would like to see if we can track the number of aircraft and people going through customs. Riesinger commented that with the new Customs Building will make it an easier process. Kuhlman commented that they are very friendly and have great technology to get you in and out of there quickly. Riesinger commented that we will work on providing the data for the board for next month.

2. Director Report

- a) Riesinger introduced Joey Castiglione, many of you may already know Joey and as I mentioned last month, Joey is Rick Audette's replacement as the Director of

Operations and Maintenance. He is doing a great job and has hit the ground running.

- b) Riesinger introduced William Patton, the new GFK Airport Intern. William introduced himself. He is attending the University of North Dakota studying Airport Management and graduating in December. He is from Hastings, MN. Riesinger welcomed William.
- c) Riesinger that Commissioner Pic has been reappointed for a 5-year term. He has been in contact with the City of Grand Forks about Commissioner Kuhlman's term getting reappointed and he should be getting a call from Tim Feland or the Mayor soon. Also, Commissioner Mock did not run for Grand Forks City Council so she will be stepping down from the Airport Authority Board. The City should be appointing a City Council member to fill this vacancy soon.
- d) Riesinger updated we got official word last week that we did receive the FAA Grant Award of \$6.75 million for the Intersection Reconstruction Project.
- e) Riesinger updated on the construction projects. The Bravo Apron and T-Hangar projects are going well. We have had some weather challenges but those have improved. The County Road 5 Project has been on hold for some soil to be compacted.
- f) Riesinger updated that next week we will have a 90% design review meeting for the Customs and Border Protection Facility project. The plan is to bring bids to the board in August.
- g) Riesinger updated that today we will be conducting interviews for the Director of Finance and Administration position. Commissioner Mutchler has agreed to sit in on those interviews along with Joey and Ryan. Riesinger believes we have 4 viable candidates, and we will see how the interviews go and proceed from there.
- h) Riesinger commented that we have the 2nd Annual Golf Outing at Kings Walk tomorrow. We have 40 people signed up for it. Riesinger thanked Mead & Hunt, Camrud, Maddock, Olson and Larson, and Allegiant for sponsoring the event.

3. Chair Report

- a) Chairman Meland reported that this is his last meeting as Chairman. It has been an interesting 4 years.
- b) We made it through Covid and it was an interesting time.
- c) It's been fun seeing are master plans finally getting started.
- d) Welcome Joey.
- e) It has always been a good team out here to work with. Always focused on the safety of the airport.
- f) I appreciate the Engineers and Consultants and all that you do for us.
- g) Jeannie Mock, she came on the board on 2015 about the same time as me. She will be getting a picture and Riesinger will be delivering that to her.

C. New Business

1. Amendment #1 to Mead & Hunt Task Order #5C for a new Diesel Fueling System

With the arrival of several new, large pieces of equipment in the near future we have identified a need for a new Diesel fueling system, including an above ground

storage tank, dispensing pumps, and a fuel management system with card reader, to be located closer to the ARFF and Maintenance Building. This would allow improved access and minimize the need to drive the large equipment on busy public roads on the north end of Airport Drive.

The original Mead & Hunt Task Order #5C was for the Self-fueling 100LL system to be located at the East General Aviation area. Because they will be similar systems it is advantageous to bid them out together.

Attached is Amendment #1 to Mead & Hunt Task Order #5C which is a Scope for Design Services to add a new Diesel Fueling System. The cost for these services is \$104,528.21. The schedule is as follows:

- Preliminary Design: July 15, 2022
- Final Design: August 15, 2022
- Bid Date: October 20, 2022
- Award: October 27, 2022

The Design, Bidding, and future construction cost will be eligible for 100% federal funding via the CARES Act. A Resolution of the Airport Authority Board to utilize the CARES Act grant funding for the project will be presented upon receiving bids. The Design cost will require successful completion of an Independent Fee Estimate.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Amendment #1 to Mead & Hunt Task Order #5C in the amount of \$104,528.21 for a new Diesel Fueling System and authorize the Executive Director to execute the required documents.

- a) A motion was made by Mutchler to approve Amendment #1 to Mead & Hunt Task Order #5C in the amount of \$104,528.21 for a new Diesel Fueling System and authorize the Executive Director to execute the required documents. The motion was seconded by Kuhlman to approve Amendment #1 to Mead & Hunt Task Order #5C in the amount of \$104,528.21 for a new Diesel Fueling System and authorize the Executive Director to execute the required documents. **Action Taken:** Motion carried unanimously.

2. T-Hangar Project – Change Order #2

Please see the attached memo provided by Mead & Hunt which details the reason, justification, and cost for Change Order #2 to the T-Hangar Project.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Federal Aviation Administration
Dakota-Minnesota Airports District Office
Bismarck Office
2301 University Drive, Building 23B
Bismarck, ND 58504

Federal Aviation Administration
Dakota-Minnesota Airports District Office
Minneapolis Office
6020 28th Avenue South, Suite 102
Minneapolis, MN 55450

June 7, 2022

Mr. Ryan Riesinger
Grand Forks International Airport
2301 Airport Drive
Grand Forks, ND 58203

Re.: AIP Grant No. 3-46-0022-055-2020
CARES Act Addendum – Construct 18-Unit T-Hangar
Change Order No. #2

Dear Mr. Riesinger:

The FAA has reviewed the subject Change Order and associated costs and determined that the additional contract item is eligible for CARES Act Addendum participation.

The following contract item is approved in the total amount of \$5,540.64 and no increase in contract time:

1. Building Permit Cost Adjustment:

The following limitations apply to this action:

- This determination is solely for the purpose of establishing eligibility of costs under the CARES Act. This approval does not represent a commitment of Federal funds in addition to the original grant obligation.
- The incorporation of non-participating work items must not directly or indirectly result in any additional cost to the CARES-eligible portion of the project. Please maintain a separate and accurate cost accounting of the non-participating work that will permit a third party auditor to quickly verify proper allocation of costs.

Please forward a copy of the executed change to me when it is available. Your record drawings should indicate details addressed by this Change Order.

If you have any questions, please contact me at kyle.e.sebesta@faa.gov.

2

Sincerely,

Kyle Sebesta, PE
Program Manager

cc:
Adam Dillin, NDAC
Steve Synhorst, Mead & Hunt

Change Order #2 results in a cost increase of \$5,540.64. This increase is eligible for 100% Federal funding as part of our CARES Act grant.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Change Order #2 to the T-Hangar Project in the amount of \$5,540.64 and authorize the Executive Director to execute the required documents.

- a) A motion was made by Pic to approve Change Order #2 to the T-Hangar Project in the amount of \$5,540.64 and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler to approve Change Order #2 to the T-Hangar Project in the amount of \$5,540.64 and authorize the Executive Director to execute the required documents. **Action Taken:** Motion carried unanimously.

3. Election of Airport Authority Board Chair and Vice-Chair

Every two years the Airport Authority Board elects a Chair and Vice-Chair to serve for a two-year term. Current Chair Meland has served two consecutive two-year terms and is not eligible to be elected for another term as Chair. Current Vice-Chair Kuhlman has also served two consecutive two-year terms and is not eligible for another term as Vice-Chair.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A nomination from the Board for an individual to serve as Chair, and another to serve as Vice-Chair.

A motion was made by Mutchler to nominate Commissioner Simonson to serve as Chair. The motion was seconded by Pic. **Action Taken:** Motion carried unanimously.

A motion was made by Mutchler to nominate Commissioner Pic as Vice-Chair. The motion was seconded by Kuhlman. **Action Taken:** Motion carried unanimously.

4. Other

- a) Riesinger presented Chair Meland with a plaque and thanked him for his time served as Chair.

The meeting adjourned at 8:47 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

July 28, 2022

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 28, 2022, presided by Vice-Chair Cynthia Pic via zoom. Members present were Steve Kuhlman. Other members present via zoom were Karl Bollingberg, and Rick Meland. Airport Attorney Tim Dittus and Mead & Hunt's Josh Brelje and were also present. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Krista Martin, Director of Finance and Administration, Scott Nelson, Maintenance Supervisor, William Patton, Intern, 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) Vice-Chair Pic asked for a motion to approve the minutes from June 23, 2022, as written. A motion was made by Bollingberg to approve the minutes from June 23, 2022, as written. The motion was seconded by Meland to approve the minutes from June 23, as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

- a) Riesinger presented the Financial Report. The June 2022 financial reports were reviewed. Aasand was unable to attend today's meeting. August 25th will be the next presentation of the 2nd reading of the budget.

2. Director Report

- a) Riesinger introduced and welcomed Krista Martin as the new Director of Finance and Administration. Krista comes to us from Spectra Health, and the Toro Company. She has a Bachelor of Science in Accounting and a Master of Business Administration.
- b) Riesinger informed the board of the reappointment of Commissioner Kuhlman for another 5-year term. Kyle Kvamme has been appointed by the GF City Council for a 5-year term fill Commissioner Jeannie Mock's seat.
- c) Riesinger provided an update on the current projects -- County Rd 5 is set for closure the end of August. RJ Zavoral will have signs for detours posted and a message board to inform the public. There will be a detour for about a 2-week period of time. The T-hangar project has all the footings and foundation walls completed and planning for steel to be onsite in October. The Runway and Taxiway extension earthwork and storm sewer are ready to be advertised for bids. We plan on receiving bids August 18th and plan to have the bids for review at the August board meeting. The work for this project is to be completed in the 2023

Construction Season. We will also be advertising and opening for bids for the new Customs Building on August 18th at 10am.

- d) Riesinger updated that Reede construction will start construction on the Intersection Reconstruction Project on August 21st at 5:30 pm after the last Delta flight takes off and will be completed on September 2nd at 10 am. It will be 12 days of work with 24-hour shifts. Reede Construction is prepping the staging area which will be south of the cargo apron. We are planning to take the board members out to the construction site on the airport shuttle for those who are interested in doing so. Next board meeting date is August 25th.
- e) Riesinger mentioned that the Customs stats are in the packet. The stats show the number of aircraft and travelers by month for the last 4 federal fiscal years.
- f) Riesinger noted that the GF Herald had an article regarding UND flight school being the first to use UL94. They have approx. 100 aircraft. UL94 is greener and more cost effective. They will be able to reduce the amount of oil changes.
- b) Riesinger turned it over to Castiglione to present photos of the new Oshkosh Striker ARFF Truck, which included setup and training.
- g) Riesinger reported the tragic news that Bryan Jacobson had a heart attack on Wednesday of last week while canoeing in the Boundary Waters. Bryan has worked at Ulteig Engineers, KLJ and now at Mead and Hunt. He has served GFK Airport on many projects over the last 20 years. Bryan has really been a right-hand man to Steve Synhorst. He was a great family man and father. There will be a transition and we are confident that Mead and Hunt will get through this transition. We ask that you remember Bryan and have your thoughts and prayers with his family and co-workers. Bryan will be a great loss to Mead and Hunt and all the airports he served.

3. Chair Report

- a) Vice-Chair Pic welcomed Krista and Commissioner Kvamme.
- b) Vice-Chair Pic sends our sincere condolences to the Jacobson family and to Mead and Hunt. Keep them in your thoughts and prayers.

C. New Business

1. 2023 Budget Review – 1st Reading

A presentation and review of the proposed 2023 Budget was conducted during the meeting.

The proposed 2023 Budget is attached.

It is planned that a 2nd review, and approval, will be completed at the August Board meeting.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the 1st reading of the 2023 Budget.

- a) A motion was made by Kuhlman to approve the 1st reading of the 2023 Budget. The motion was seconded by Meland to approve the 1st reading of the 2023 Budget. **Action Taken:** Motion carried unanimously.

2. T-Hangar Project – Change Order #3

Please see the attached memo provided by Mead & Hunt which details the reason, justification, and cost for Change Order #3 to the T-Hangar Project.

Change Order #3 results in a cost increase of \$38,080.00. This increase is eligible for 100% Federal funding as part of our CARES Act grant.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Change Order #3 to the T-Hangar Project in the amount of \$38,080.00 and authorize the Executive Director to execute the required documents.

- a) A motion was made by Meland to approve Change Order #3 to the T-Hangar Project in the amount of \$38,080.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Bollingberg to approve Change Order #3 to the T-Hangar Project in the amount of \$38,080.00 and authorize the Executive Director to execute the required documents. **Action Taken:** Motion carried unanimously.

3. Corporate Banking Resolution #02-22 (Alerus Financial)

With Krista Martin as our new Director of Finance and Administration and Joey Castiglione as our new Director of Operations and Maintenance there is a need to update our Corporate Banking Resolution with Alerus Financial.

The attached resolution allows for the following:

1. The Executive Director (Ryan Riesinger) and Director of Finance and Administration (Krista Martin) to open any deposit or share account in the name of the Grand Forks Regional Airport Authority.
2. For the same to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with Alerus Financial.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to adopt Resolution #02-22 and authorize the Vice-Chair and Executive Director to execute the document.

- a) A motion was made by Kuhlman to adopt Resolution #02-22 and authorize the Vice-Chair and Executive Director to execute the document. The motion was seconded by Meland to adopt Resolution

#02-22 and authorize the Vice-Chair and Executive Director to execute the document. **Action Taken:** Motion carried unanimously.

4. Corporate Banking Resolution #03-22 (1st International Bank & Trust)

With Krista Martin as our new Director of Finance and Administration and Joey Castiglione as our new Director of Operations and Maintenance there is also a need to update our Corporate Banking Resolution with 1st International Bank & Trust.

The attached resolution allows for the following:

1. The Executive Director (Ryan Riesinger) and Director of Finance and Administration (Krista Martin) to open any deposit or share account in the name of the Grand Forks Regional Airport Authority.
2. For the same to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with 1st International Bank & Trust.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to adopt Resolution #03-22 and authorize the Vice-Chair and Executive Director to execute the document.

- a) A motion was made by Meland to adopt Resolution #03-22 and authorize the Vice-Chair and Executive Director to execute the document. The motion was seconded by Kuhlman to adopt Resolution #03-22 and authorize the Vice-Chair and Executive Director to execute the document. **Action Taken:** Motion carried unanimously.

The meeting adjourned at 9:20 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

August 25, 2022

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 25, 2022, presided by Chair Simonson. Members present were Vice Chair Cynthia Pic, Tim Mutchler, Kyle Kvamme, Rick Meland and Steve Kuhlman. Airport Attorney Tim Dittus. Mead & Hunt's Steve Synhorst and Tom Scraper were also present. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Krista Martin, Director of Finance and Administration, 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) Chair Simonson asked for a motion to approve the minutes from July 28, 2022, as written. A motion was made by Kuhlman to approve the minutes from July 28, 2022, as written. The motion was seconded by Mutchler to approve the minutes from July 28, as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

- a) Martin presented the Financial Report showing all the July reports. We expect the landings to be lower next month and into October due to the pilot shortage, but the number of seats will remain the same. Budget is very conservative and CRSSA dollar in the budget to still be used.

2. Director Report

- a) Riesinger welcomed Commissioner Kyle Kvamme. Commissioner Kvamme has been on the City Council now for 2 years of the 5-year term, he serves Ward 5. He and his family have lived in Grand Forks for 7 years. He has worked at Icon Architect firm. All other Commissioners introduced themselves.
- b) Riesinger updated on the Runway Intersection Reconstruction Project. The project began on schedule on Sunday, August 21st. ISIGHT Drone Services has been on site taking aerial photos of the construction. By Tuesday, there was a 4 ft deep hole. It was interesting to see a fully functional runway to a 4 ft hole in a very short period of time. We are off to a good start and the project is progressing on schedule. There is a phase 2 of the project to groove the runway intersection with some over night closures to get that completed.
- c) Riesinger updated on the status of County Rd 5 project. There is a detour because of the closure. They are planning on reopening the end of September.

- d) Riesinger updated on the Bravo Apron. Commissioner Kuhlman said that the corner near maintenance building is dark and you can't see the cones when taxiing in at night – this will be addressed. Bravo Apron should be complete mid-September.
- e) Riesinger mentioned that the Customs Facility bid opening was moved to September 15th. Those bids will be brought to the September 22nd meeting and this will be a CARES Act project.
- f) Riesinger mentioned the FAA kick off meeting for the Air Traffic Control Tower will be next week on Tuesday and Wednesday. They are looking at up to a 200 foot tower which is twice the height of the current tower. They plan on construction in 2024. The Tower will be across Airport drive. It will be a \$55 million project.
- g) Riesinger had a few stats to report for UND Flight training for the fiscal year (July 1, 2021 to June 30, 2022) 127,032 flight hours, 1,400 active students and they are at capacity. For the first time ever, they have limited the incoming students for the Fall semester.
- h) Riesinger announced the Veterans Honor Flight departing out on Sunday, September 11th and returning Tuesday, September 13th. It has been many years since GFK had hosted an Honor Flight and Riesinger reached out to the group and expressed our interest in hosting the Honor Flight. Local resident Don Roberts has been a real champion raising money for this group to go out to Washington D.C. On Tuesday, September 13th at 7 pm we will be welcoming them home.

3. Chair Report

- a) Welcome to Krista and Kyle and welcome to all UND Students. Thank you to Ryan and Steve and the entire staff for all the extra effort that goes into these projects.

C. New Business

1. Approval of Bid for Runway 9L Extension – Earthwork and Storm Sewer

We received and opened bids for the Runway 9L Extension – Earthwork and Storm Sewer Project on Thursday, August 18th. Please see the attached bid tabulation and recommendation of award provided by Mead & Hunt.

A summary of the bid tabulation is as follows:

	Gowan Construction, Inc.	Strata Corporation	Park Construction Company	RJ Zavoral & Sons, Inc.	Sun Electric, Inc.
Total Cost Bid Schedule 1	\$ 10,963,136.55	\$ 11,987,149.71	\$ 12,239,285.05	\$ 12,381,263.20	No Bid
Total Cost Bid Schedule 2	No Bid	\$ 237,210.00	No Bid	No Bid	\$232,808.29
Total Cost Bid Schedule 3	\$ 11,169,227.70	No Bid	\$ 12,447,619.75	No Bid	No Bid

Here is a description of the three Bid Schedules:

Bid Schedule 1 – General / Civil Construction

Bid Schedule 2 – Electrical Construction

Bid Schedule 3 – Combined General & Electrical Construction

The Engineer's Opinion of Construction Cost was \$16,972,655.00. This has been a very challenging bidding environment and Mead & Hunt has worked very hard to estimate the project.

Gowan Construction, Inc. was the lowest responsive bidder at \$11,169,227.70.

Following the opening of the bids we have been in communication with the FAA and North Dakota Aeronautics Commission on the possibility of adding scope to our 2022 FAA Discretionary grant. While we do not have the final grant amount from the FAA to date, we believe there will be a good chance of this. In addition, we already have an approved Task Order with Mead & Hunt to design and bid the concrete and electrical work for the runway extension. We will continue these discussions and report back.

The Funding Plan for the Earthwork and Storm Sewer work will be 90% FAA Discretionary, 5% State, and 5% Local. This is included in the proposed 2023 Budget.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve and award the bid of Gowan Construction, Inc., for the Runway 9L Extension - Earthwork and Storm Sewer Project in the amount of \$11,169,227.70 and authorize the Executive Director to execute the required documents, including the 2022 FAA Discretionary and Entitlement grants.

- a) A motion was made by Kvamme to approve and award the bid of Gowan Construction, Inc., for the Runway 9L Extension - Earthwork and Storm Sewer Project in the amount of \$11,169,227.70 and authorize the Executive Director to execute the required documents, including the 2022 FAA Discretionary and Entitlement grants. The motion was seconded by Mutchler to approve and award the bid of Gowan Construction, Inc., for the Runway 9L Extension - Earthwork and Storm Sewer Project in the amount of \$11,169,227.70 and authorize the Executive Director to execute the required documents, including the 2022 FAA Discretionary and Entitlement grants.

Action Taken: Motion carried unanimously.

2. Mead & Hunt Task Order #14 – Construction Administration for the Runway 9L Extension – Earthwork and Storm Sewer

Attached is Task Order #14 and a detailed Scope of Services for Mead & Hunt and their sub-consultant to complete the following for the Runway Intersection Construction Project:

- Project Administration and Management
- Construction Administration
- Construction Observation
- Construction Materials Testing – Terracon
- FAA Project Closeout Report

The total cost of these services is \$813,557.85 and are eligible to be funded at 90% by the FAA, 5% by the State, and 5% Local. These services are included in our proposed 2023 Capital Budget and the amount will require successful completion of an Independent Fee Estimate.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Mead & Hunt Task Order #14 in the amount of \$813,557.85 and authorize the Executive Director to execute the required documents, including all FAA grant documents.

- a) A motion was made by Meland to approve Mead & Hunt Task Order #14 in the amount of \$813,557.85 and authorize the Executive Director to execute the required documents, including all FAA grant documents. The motion was seconded by Pic to approve Mead & Hunt Task Order #14 in the amount of \$813,557.85 and authorize the Executive Director to execute the required documents, including all FAA grant documents.
Action Taken: Motion carried unanimously.

3. 2023 Budget Review – 2nd Reading

A review of the proposed 2023 Budget will be conducted during the meeting.

The proposed 2023 Budget is attached.

Also attached is Resolution #05-22 for authorization to utilize up to \$1,000,000.00 in CRRSA Act grant funding for 2023 airport operating expenses.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve the 2nd reading of the 2023 Budget and Resolution #05-22.

- a) A motion was made by Mutchler to approve the 2nd reading of the 2023 Budget and Resolution #05-22. The motion was seconded by Pic to approve the 2nd reading of the 2023 Budget and Resolution #05-22.
Action Taken: Motion carried unanimously.

4. Authorization to execute CARES Act Grant for Development Addendum #1

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law on March 27, 2020. It provided \$10 billion for airports in the United States. GFK received an allocation of \$18,855,574.00.

Over the past two years we have continued to work closely with the FAA as additional guidance has been provided on this program. Per this guidance, earlier this year the FAA requested that we complete a “Development Addendum” for our CARES Act grant to separate out the funds that we planned to utilize for development or projects.

We have continued to advance several projects that we have planned to utilize CARES Act grant funding on, including the new T-Hangar, new Customs Facility, and the 100LL Self-Serve Fueling System for the East General Aviation Complex. We have provided estimated amounts for these projects and the FAA would now like to separate out these projects into a separate grant.

An additional Development Addendum may be required in the future to fully utilize remaining CARES Act grant funding and/or address differences from the estimates and actual bids. A motion to authorize execution of the Development Addendum for our CARES Act grant is not an authorization to seek reimbursement. Each project will come before the Airport Authority board for review and approval at the time it is bid and a resolution will be approved to authorize CARES Act reimbursement.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to authorize the Executive Director to execute our CARES Act grant paperwork for Development Addendum #1.

- a) A motion was made by Kuhlman to authorize the Executive Director to execute our CARES Act grant paperwork for Development Addendum #1. The motion was seconded by Pic to authorize the Executive Director to execute our CARES Act grant paperwork for Development Addendum #1. **Action Taken:** Motion carried unanimously.

The meeting adjourned at 9:38 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

September 22, 2022

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 22, 2022, presided by Chair Simonson. Members present were Tim Mutchler, Kyle Kvamme, Rick Meland and Steve Kuhlman, Karl Bollingberg. Vice Chair Cynthia Pic was in attendance via zoom. Airport Attorney Tim Dittus, Mead & Hunt's Steve Synhorst and Tom Scraper were also present. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Krista Martin, Director of Finance and Administration, Cason Dunker, Supervisor of ARFF/Operations, 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) Chair Simonson asked for a motion to approve the minutes from August 25, 2022, as written. A motion was made by Meland to approve the minutes from August 25, 2022, as written. The motion was seconded by Kuhlman to approve the minutes from August 25, 2022, as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

- a) Martin presented the Financial Report showing all the August reports. The 12-day closure and the pilot shortage has impacted the August enplanements, landings, and commissions. The plan is to use some CRSSA dollars in October, November, and December to put the budget in a positive net revenue.

2. Director Report

- a) Riesinger updated on the Runway Intersection Project. Phase One of the project is successfully completed. Kudos to all the contractors, Mead & Hunt, and to all of our staff, from ARFF/OPS to the Administration, everyone was busy with this project. Reede Construction really did an excellent job. Mead & Hunt had crew here 24/7 for 12 days. It was a relief to see that Delta flight land on Friday morning. Honestly, there is a lot of work still to do to finish everything up. In addition to the Delta flight, we also had a Global X charter flight land to take the UND football team to Nebraska. There was an issue with some electrical work on the runway. Joey and Scott were out on the runway trouble shooting the problem on Friday night and the issue was not able to be repaired in a timely manner and unfortunately, we had to cancel the Delta flight that night and the one the next morning.
- b) Riesinger updated on phase two which includes grooving the concrete, sealing and pavement marking, and then grass seeding.

- c) Riesinger updated on the County Road 5 project. Zavoral has started paving and should be completed this week.
- d) Riesinger mentioned that the GF Herald had an article about the \$15.9 million discretionary grant from the FAA.
- e) Riesinger updated on the T-hangar project and steel should be on site here in November. They have finished pouring the concrete slab.
- f) Riesinger showed pictures of the new equipment purchased with the CARES Act funding.
- g) Riesinger referenced an article that came out regarding the pilot shortage. The CEO of Skywest expects more reductions in service throughout the next 5 years. 50 seat aircraft are getting taken offline, especially with cost of fuel. Larger aircraft will be seen in the future in many markets.
- h) Riesinger talked about the Veterans Honor Flight GFK hosted on September 11th and 13th. We had roughly 250 people here in the terminal welcoming the Veterans back home. There were about 180 passengers on the flight. Mayor Bochenski and Mayor Gander were both here to welcome Veterans back home. We had a band and balloons everywhere. The terminal was nicely decorated. We had about 700 flags lining airport drive from highway 2 to the terminal. It was an excellent event.
- i) Riesinger mentioned that the UND Hall of Fame Game in Las Vegas is October 27th the same day as the next board meeting. Expect the terminal to be all decorated in green. Last year to Nashville was the single busiest day of passenger going through GFK airport and we are anticipating that to be the same this year.

3. Chair Report

- a) Chair Simonson commented on a job well done with the intersection project.

C. New Business

1. Runway Intersection Reconstruction Project – Change Order #1

Please see the attached memo provided by Mead & Hunt which details the reason, justification, and cost for Change Order #1 to the Runway Intersection Reconstruction Project.

Change Order #1 results in a cost increase of \$181,211.76. This increase is eligible for 90% Federal and 5% State funding as part of a future grant reimbursements.



Change Order

Change Order No: 1

Airport: Grand Forks International Airport

Project Name: Runway 9L/27R and Runway 17R/35L Intersection Reconstruction

Project #: 0719500-211893.01

Contractor: Reede Construction

Date: September 15, 2022

- 1) **Description** – This change order provides additional excavation and backfill for stabilization of soft subgrade areas encountered during construction.

Justification – During construction, several areas of yielding subgrade were encountered once the site was excavated down to the proposed subgrade level. Due to above average rainfall throughout the preceding months, the groundwater was much closer to subgrade level than anticipated. The high moisture content in these soils resulted in severe subgrade deflections under equipment loading. In order to support construction loadings and obtain the necessary compaction on the crushed aggregate base course, these soft spots needed to be stabilized.

Stabilization consisted of removing the unsuitable material (typically 1' to 2' in depth), placing soil stabilization material, and backfilling with a coarse crushed rock to the proposed subgrade level. The best available material in Grand Forks was a 1-1/2" crushed granite rock provided by Strata Corporation. This crushed granite was placed on the soil stabilization material, rolled to ensure aggregate interlock, and covered with geogrid before continuing construction of the typical pavement section.

I would like to offer the following as the signing authority for Mead & Hunt and as the project engineer. I have worked at GFK since 1989 and dealt with the soils for over 30 years. The method that was proposed as stated above has been successful in the past. The key is to "bridge" the subgrade before the subbase/base material is placed. In my professional opinion as a registered engineer in the State of ND and prior experience at GFK, this was the only alternative available. It proved to be successful as we obtained density on the P-209 crushed aggregate base course and the P-401 stabilized base. The entire section held up during the installation of the P-501 PCC paving operations.

- 2) **Cost & Consequences of Change Order Attachments** - The proposed change order is for \$218,757.46 on the following:
- a. \$5.65/CY for UNCLASSIFIED EXCAVATION.
Increase estimated quantity from 30,580 to 31,711 (Increase of 1,131 CY).
 - b. \$165.00/CY for CRUSHED GRANITE BACKFILL.

Increase estimated quantity from 0 to 1,131 (Increase of 1,131 CY)

c. \$37.18/Ton for Wasted P-219

Increase estimated quantity from 0 to 692.64 (Increase of 692.64 Tons)

d. \$101.75/CY for Schedule 4 – 18" Recycle Concrete Aggregate Base Course

Reduce estimated quantity from 7,022 to 6,653 (Decrease of 369 CY)

Unclassified Excavation quantity is extended at the same bid price. Crushed Granite Backfill was provided at the same price as the P-209 Crushed Aggregate Base bid price. We believe the price for the crushed granite was fair and reasonable as it is a special material not readily available in the Grand Forks area. The proposed increase of \$181,211.76 is deemed to be allowable, justified, and reasonable.

Original contract sum was: \$9,697,720.20

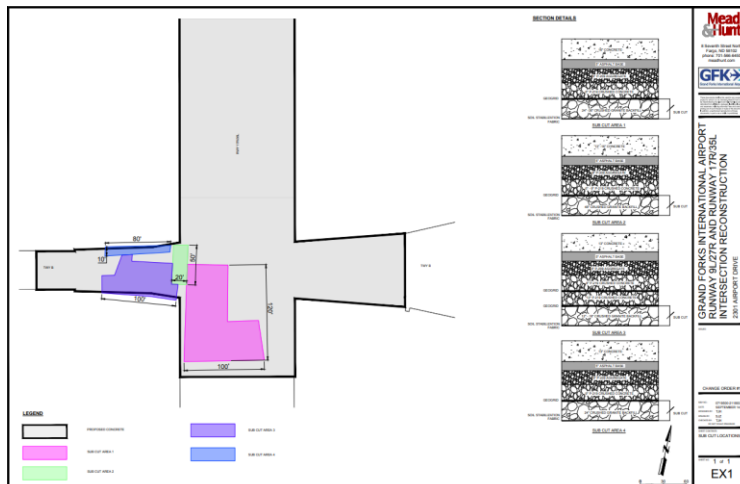
Net change by previous change orders: \$0.00

Contract sum prior to this change order was: \$9,697,720.20

Contract sum will be increased by this change order in the amount of: \$181,211.76

New contract sum including this change order will be: \$9,878,931.96

<u>Mead & Hunt, Inc.</u> Architect/engineer	<u>Grand Forks Regional</u> <u>Airport Authority</u> Owner	<u>Reede Construction</u> Contractor
<u>2505 N University Dr. #100</u>	<u>2301 Airport Drive, Suite #107</u>	<u>5237 Highway 12E-Suite 1</u>
Address	Address	Address
<u>Fargo, ND 58102</u> City, state, zip	<u>Grand Forks, ND 58203</u> City, state, zip	<u>Aberdeen SD 57401</u> City, state, zip
By _____ Steve Synhorst, PE	By: _____ Ryan Reisinger, CM	By: _____ Jesse Bruns
Date: _____	Date: _____	Date: _____



EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Change Order #1 to the Runway Intersection Reconstruction Project in the amount of \$181,211.76 and authorize the Executive Director to execute the required documents.

- a) A motion was made by Mutchler to approve Change Order #1 to the Runway Intersection Reconstruction Project in the amount of \$181,211.76 and authorize the Executive Director to execute the required documents. The motion was seconded by Bollingberg to approve Change Order #1 to the Runway Intersection Reconstruction Project in the amount of \$181,211.76 and authorize the Executive Director to execute the required documents. **Action Taken:** Motion carried unanimously.

2. Approval of Bid for Customs Facility

We received and opened bids for the Customs Facility project on September 15, 2022. Please see the attached bid tabulation and recommendation of award provided by Mead & Hunt.

Grand Forks International Airport
CBP General Aviation Facility
AIP #3-38-0022-065-2022 (CARES) M&H #0179500-211248.02
Thursday 9/15/22 10:00AM CT
As-Read Results



Bidder	Total Cost - General	Total Cost - Mechanical	Total Cost - Electrical	Total Cost - Combined
Construction Engineers	\$ 4,319,300.00	not bid	not bid	not bid
ICS, Inc.	\$ 4,279,600.00	not bid	not bid	\$ 5,897,100.00
TF Powers Construction Company	\$ 2,888,000.00	\$ 730,000.00	\$ 806,000.00	\$ 4,424,000.00
Custom Aire	not bid	\$ 687,700.00	not bid	not bid
Robert Gibb and Sons	not bid	not bid	Did Not Read Bid	not bid
Engineer's Opinion of Construction Cost:	\$ 2,684,643.00	\$ 752,622.00	\$ 1,171,564.00	\$ 4,608,829.00

Costs shown are AS READ from the bid opening.

TF Powers Construction Company was determined to be the lowest responsive bidder for the Combined bid of \$4,424,000.00.

An additional cost of \$248,873.00 for the Customs IT Equipment needs to be added to the total for the project – this amount was provided to us by Customs and Border Protection personnel.

The total amount is eligible to be funded at 100% by the CARES Act grant.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve and award the bid of TF Powers Construction Company in the amount of \$4,424,000.00 for the new Customs Facility and authorize the Executive Director to execute the required documents.

An additional motion would be in order to approve the purchase of Customs IT Equipment in the amount of \$248,873.00.

- a) A motion was made by Pic to approve and award the bid of TF Powers Construction Company in the amount of \$4,424,000.00 for the new Customs Facility and authorize the Executive Director to execute the required documents. The motion was seconded by Bollingberg to approve and award the bid of TF Powers Construction Company in the amount of \$4,424,000.00 for the new Customs Facility and authorize the Executive Director to execute the required documents. **Action Taken:** Motion carried unanimously.
- b) A motion was made by Bollingberg to approve the purchase of Customs IT Equipment in the amount of \$248,873.00. The motion was seconded by Kvamme to approve the purchase of Customs IT Equipment in the amount of \$248,873.00. **Action Taken:** Motion carried unanimously.

The meeting adjourned at 9:05 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

October 27, 2022

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 27, 2022, presided by Chair Simonson. Members present were Steve Kuhlman and Kyle Kvamme. Vice Chair Cynthia Pic, Rick Meland, and Karl Bollingberg were in attendance via zoom. Airport Attorney Tim Dittus, and Mead & Hunt's Steve Synhorst were also present. Staff attending included Ryan Riesinger, Executive Director, Krista Martin, Director of Finance and Administration, 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) Chair Simonson asked for a motion to approve the minutes from September 28, 2022, as written. A motion was made by Kuhlman to approve the minutes from September 28, 2022, as written. The motion was seconded by Kvamme to approve the minutes from September 28, 2022, as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

- a) Martin presented the Financial Report showing all the September reports. In the Operating Snapshot, Martin noted that she is expecting to request \$250k in CRRSA dollars for payroll reimbursement in October. Commissions are above budgeted amounts.

2. Director Report

- a) Riesinger reported everything is decked out in green for the Las Vegas flights. Everyone is geared up and ready to go for the flights to go out and the giveaways. Lot C is open for charter passengers.
- b) Riesinger congratulations to Joey and his wife Courtney on their new arrival. They had a baby girl 2 weeks ago. Chloe Lynn Castiglione, 6 lbs 12 oz., Joey is actually here today in the back helping out with the flights. All are healthy and doing well.
- c) Riesinger updated on all the projects with Mead & Hunt. We plan on bidding out the electrical vault project in 2023. The County Rd 5 Project is complete. As discussed previously, we are going to put out a design and bid for the runway extension project. Gowan has completed prep work for the staging area for next years earthwork. Steel is still a challenge for the T-hangars; still hoping to have that completed in the spring. We have a design and bid out for the terminal generator that will be scheduled for December 15th. The Customs building will be fenced out next week to begin the project.

- d) Riesinger updated on the Air service Conference that he attended last week. Delta has updated their schedule starting January 9th, it's adding mainline service which means they are adding a Boeing 717 that has 110 seats, which is 40 more seats a day. Still likely only 3 flights a day. Allegiant has been very pleased with our market. The load factors have been consistently high. They have been shocked at how fast these flights were filled with hockey fans with both Nashville and Las Vegas. He met with United and there will be no new services with them. He also met with Sun Country, which operates out of Duluth, MN. There are some opportunities with them and unfortunately with the hurricane most of them are on hold but they are looking at possibilities to have service to Fort Myers, FL.
- e) Riesinger also sent an email late last night to include agenda item #5 Northrop Grumman Temporary Use License Agreement to the New Business.

3. Chair Report

- a) Chair Simonson mentioned he would like to thank and recognize all the staff for the time and extra effort it takes to put into today's event.

C. New Business

1. Mead & Hunt Task Order #6C – Construction Administration and Observation Services for the Customs and Border Protection Facility Project

Attached is Task Order #6C and a detailed Scope of Services for Mead & Hunt and their sub-consultants to complete the following for the Customs Facility project:

- Project Management and Coordination
- Site Visits and Meetings
- Contractor Requests for Information (RFI), Submittal, and Shop Drawing processing
- Pay Application Review
- Record Documents
- Construction Staking
- FAA Project Closeout Report

The total cost of these services is \$557,889.86 and are eligible for 100% federal funding via the CARES Act. This cost will require successful completion of an Independent Fee Estimate. A Resolution of the Airport Authority Board to utilize the CARES Act grant funding for the project will be presented immediately following this agenda item.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Mead & Hunt Task Order #6C in the amount of \$557,889.86 for Construction Administration Services for the Customs and Border Protection Facility Project and authorize the Executive Director to execute the required documents.

- a) A motion was made by Kvamme to approve Mead & Hunt Task Order #6C in the amount of \$557,889.86 for Construction Administration Services for the Customs and Border Protection Facility Project and authorize the Executive Director to execute the required documents. The motion was seconded by Bollingberg to approve Mead & Hunt Task Order #6C in the amount of \$557,889.86 for Construction Administration Services for the Customs and Border Protection Facility Project and authorize the Executive Director to execute the required documents. **Action Taken:** Motion carried unanimously.

2. Resolution #06-22 – Authorization to utilize CARES Act grant funding for New Customs Facility Project

The need for a new Customs and Border Protection General Aviation Facility was identified by Staff as a good project for use of CARES Act grant funding. We have previously completed or plan to complete the following for this project:

- Concept Budget Report - \$98,152.00 - Completed
- Design and Bidding - \$369,229.00 - Completed
- Approval of Construction Bid - \$4,424,000.00 – Bid Approved 9/22/22
- Approval of IT Equipment - \$248,873.00 – Approved 9/22/22
- Approval of Construction Administration - \$557,889.86
- Administrative Costs - \$8,800.00

A resolution to formalize authorization to utilize \$5,706,943.86 of CARES Act grant funding is recommended. Resolution #06-22 is attached.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to authorize utilizing up to \$5,706,943.86 of GFK’s allocated CARES Act grant funding to reimburse the Airport Authority for the New Customs and Border Protection Facility as detailed above, and to adopt Resolution #06-22.

- a) A motion was made by Kuhlman to authorize utilizing up to \$5,706,943.86 of GFK’s allocated CARES Act grant funding to reimburse the Airport Authority for the New Customs and Border Protection Facility as detailed above, and to adopt Resolution #06-22. The motion was seconded by Kvamme to authorize utilizing up to \$5,706,943.86 of GFK’s allocated CARES Act grant funding to reimburse the Airport Authority for the New Customs and Border Protection Facility as detailed above, and to adopt Resolution #06-22. **Action Taken:** Motion carried unanimously.

3. T-Hangar Project – Change Order #4

Please see the attached memo provided by Mead & Hunt which details the reason, justification, and cost for Change Order #4 to the T-Hangar Project.

Change Order #4 results in a cost increase of \$18,189.50. This increase is eligible for 100% Federal funding as part of our CARES Act grant.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Change Order #4 to the T-Hangar Project in the amount of \$18,189.50 and authorize the Executive Director to execute the required documents.

- a) A motion was made by Bollingberg to approve Change Order #4 to the T-Hangar Project in the amount of \$18,189.50 and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve Change Order #4 to the T-Hangar Project in the amount of \$18,189.50 and authorize the Executive Director to execute the required documents. **Action Taken:** Motion carried unanimously.

4. Date for November Airport Authority Board meeting

Our November 2022 Airport Authority Board of Commissioners meeting date was tentatively scheduled for the third Thursday in November (November 17th), so as to avoid a conflict with the Thanksgiving Holiday. Airport Staff will be available on November 17th for the meeting.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to set the date for the November Airport Authority Board of Commissioners meeting.

- a) A motion was made by Kvamme to set the date for the November Airport Authority Board of Commissioners meeting for Thursday, November 17, 2022 at 8:00 am. A motion was seconded by Kuhlman to set the date for the November Airport Authority Board of Commissioners meeting for Thursday, November 17, 2022 at 8:00 am. **Action Taken:** Motion carried unanimously.

5. Northrop Grumman Temporary Use License Agreement

Northrop Grumman has expressed an interest in leasing the entire Sort Facility at GFK. We have been working with them on a longer term lease, however, they have an immediate need to house some of the items due to winter weather approaching. For this reason we have worked out a Temporary Use License Agreement for the Facility. Riesinger walked through the License Agreement.

If/When the Northrop Grumman Temporary Use License Agreement is approved, the agreement will be sent to Northrop Grumman to be signed by them and dated, which

could be as early as today and will go into effect once both parties have signed and dated the agreement. Since Northrop Grumman is not using the space for aeronautical use, there is a clause in the agreement for terminating if/when a tenant was to come and want the space for aeronautical lease space.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the Temporary Use License Agreement with Northrop Grumman and authorize the Executive Director to execute the required documents.

- a) A motion was made by Kuhlman to approve the Temporary Use License Agreement with Northrop Grumman and authorize the Executive Director to execute the required documents. A motion was seconded by Pic to approve the Temporary Use License Agreement with Northrop Grumman and authorize the Executive Director to execute the required documents. **Action Taken:** Motion carried unanimously.

The meeting adjourned at 8:55 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant

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

December 22, 2022

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 22, 2022, presided by Chair Simonson. Members present are Steve Kuhlman and Tim Mutchler. Vice Chair Cynthia Pic, Rick Meland, and Karl Bollingberg were in attendance via zoom. Airport Attorney Tim Dittus, and Mead & Hunt's Josh Brelje and Jon Scraper were also present. Staff attending included Ryan Riesinger, Executive Director, Krista Martin, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker, ARFF/Operations 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) Chair Simonson asked for a motion to approve the minutes from October 27, 2022, as written. A motion was made by Kuhlman to approve the minutes from October 27, 2022, as written. The motion was seconded by Mutchler to approve the minutes from October 27, 2022, as written. **Action Taken:** Motion carried unanimously.

B. Reports

1. Financial Report

- a) Martin presented the Financial Report showing all the November reports. In the Operating Snapshot, Martin noted that she has requested \$250k in CRRSA dollars for payroll reimbursement in November. Commissions are above budgeted amounts. Fuel Flowage is down due to winter weather. The financial audit is scheduled for the last week of January.

2. Director Report

- a) Riesinger reported on the snow event that started on Tuesday last week and continued through this week. The only flights cancelled last week were Delta flights on Wednesday during the blizzard. During prolonged winter weather our goal is to keep our Priority 1 surfaces operational, which are the main runway, taxiway A, the Alpha apron, and associated lighting. All needs to be properly notamed to maintain our FAA certification requirements. We have had some challenges with our jetbridges freezing up in the extreme cold.

Commissioner Kuhlman made a comment that Avflight was not informed of when snow was going to be removed from areas around their hangars. Commissioner Kuhlman asked that better communication takes place during snow removal events. Riesinger noted that Zoom calls take place every day during snow removal at 8 am and 3 pm for tenants to call in and get updates as to when snow will be cleared from

different areas. At that time tenants can request snow to be removed from areas. It's the tenant's responsibility to attend the Zoom calls to keep updated on snow removal. Staff will follow up with Avflight to make sure they have a representative on the Zoom calls. Tenants can also contact Airport Operations at any time to receive updates and report concerns.

Commissioner Bollingberg questioned if the jet bridges freeze up on a regular basis. Riesinger mentioned he has not seen this happen except for in extremely cold conditions; we occasionally need to remind the airlines to go out and proactively test the jet bridges in advance of an arrival in these conditions. The jet bridges are well maintained and go through annual preventative maintenance.

Commissioner Mutchler asked how the new snow removal equipment was working out. Castiglione commented that it's working well, and he mentioned that he believes that there are about 700 hours on the new equipment in the last 2 weeks. Riesinger reported that he is proud of what the snow removal team and tenants have been able to do to maintain operations during the extreme weather.

- b) Riesinger updated on the projects. Work continues on the T-hangars, although weather has slowed things down. The steel has arrived for the T-hangars and has started going up. The Customs Building has seen the most change. The last meeting the temporary fencing was going up and now all the masonry work and north wall is complete. We will be having a bid opening for the Terminal Generator on January 19th and plan to bring bids to the board at the next meeting.
- c) Riesinger noted that we track the Canadian car count and in November of 2022 the number was at 25% and last year it was at 9%. The Canadians are returning in strong numbers. We have been marketing in the Winnipeg/Manitoba area and numbers are improving.
- d) Riesinger updated on the mainline Delta aircraft, a B717, that will be starting service March 8th. Also, to note for the month of February 2023, with all of the flights and larger aircraft we will be up 18% on seats with Delta compared to 2022.
- e) Riesinger updated on the Northrup Grumman lease agreement. He continues to work with Mr. Dittus and Northrup Grumman on the lease. We should be able to come to an agreement soon.

3. Chair Report

- a) Chair Simonson thanked Mead & Hunt for the new airfield map on the board room wall. It is helpful to have for a quick reference. He also stated that it was enjoyable to see the progress on the Customs Building and the T-Hangars as he was pulling in today. He wanted to thank everyone on all of their hard work this year and wish everyone a Merry Christmas and Happy Holidays.

C. New Business

1. Insurance, Banking, and Legal Services Selections

Per our Grand Forks Regional Airport Authority Organizational and Policy Manual, the Executive Director is to nominate entities to provide certain services to the Authority and these nominations are to be approved by the Airport Authority Board.

Airport Authority Staff has developed a schedule for these nominations. Our Insurance, Banking, and Legal Service provider's terms are expiring on December 31st, 2022.

All three of our current providers for these services, Wings Insurance, Alerus Financial, and Camrud Maddock Olson & Larson, Ltd., respectively, have been providing very good service to the Airport Authority for many years and we recommend continuing the relationship with these service providers for the following terms:

- Insurance – Wings Insurance: 2023 - 2026
- Banking – Alerus Financial: 2023 - 2026
- Legal – Camrud Maddock Olson & Larson, Ltd.: 2023 - 2026

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the service providers for the terms specified.

- a) A motion was made by Mutchler to approve the service providers for the terms specified. The motion was seconded by Pic to approve the service providers for the terms specified. **Action Taken:** Motion carried unanimously.

2. 2023 Airline Rates & Charges

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.

For 2023, we are proposing the following Airline Rates & Charges, per the Model and our approved 2023 Budget:

<u>Landing Fees</u> – includes Landing Fee and ARFF Fee	<u>2022</u>	<u>2023</u>
Net Rate per 1000 lbs. landed weight	\$2.65	\$2.65
<u>Terminal Rents</u>	<u>2022</u>	<u>2023</u>

Terminal Rental Rate – per sq. ft.	\$24.74	\$21.19
<u>Jet Bridge Fees</u>	<u>2022</u>	<u>2023</u>
Jet Bridge Use Fee (per use)	\$20.33	\$13.59

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve the 2023 Airline Rates & Charges for Signatory Airlines: Net Landing Fee (\$2.65 per 1000 lbs. landed weight), Terminal Rental Rate (\$21.19 per sq. ft.), and Jet Bridge Use Fee (\$13.59 per use); and

for Non-Signatory Airlines: Landing Fee (\$3.31 per 1000 lbs. landed weight), Terminal Use Fee (\$315.71 per use), and Jet Bridge Use Fee (\$16.99 per use).

All are to be effective January 1, 2023.

- a) A motion was made by Meland to approve the 2023 Airline Rates & Charges for Signatory Airlines: Net Landing Fee (\$2.65 per 1000 lbs. landed weight), Terminal Rental Rate (\$21.19 per sq. ft.), and Jet Bridge Use Fee (\$13.59 per use); and for Non-Signatory Airlines: Landing Fee (\$3.31 per 1000 lbs. landed weight), Terminal Use Fee (\$315.71 per use), and Jet Bridge Use Fee (\$16.99 per use). All are to be effective January 1, 2023. The motion was seconded by Bollingberg. **Action Taken:** Motion carried unanimously.

3. T-Hangar Project –Change Order #5

Please see the attached memo provided by Mead & Hunt which details the reason, justification, and cost for Change Order #5 to the T-Hangar Project.

Change Order #5 results in no change to the contact amount, however, due to ongoing supply chain issues with the delivery of the structural steel, the Contractor is requesting an extension of the contract time.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Change Order #5 to the T-Hangar Project and authorize the Executive Director to execute the required documents.

- a) A motion was made by Mutchler to approve Change Order #5 to the T-Hangar Project and authorize the Executive Director to execute the required documents. The motion was seconded by Pic to approve Change Order #5 to the T-Hangar Project and authorize the Executive Director to execute the required documents. **Action Taken:** Motion carried unanimously.

4. 300 Gallon Rapid Intervention Vehicle – Change Order #1

At our meeting on May 27, 2021, the Airport Authority Board approved a bid with Rosenbauer Minnesota in the amount of \$325,945.00 for a new 300 Gallon Rapid Intervention Vehicle (RIV). After the Buy American Act requirements were met, a purchase order was approved on September 2, 2021. Per the bidding documents the vehicle was to be delivered within 330 days of order.

On January 20, 2022, we received a letter from Rosenbauer explaining a challenge with receiving the required Ford F-550 and the impact this was having on their production schedule (see attached). At the time Rosenbauer anticipated our vehicle to be completed in September 2022.

We have been in communication with Rosenbauer throughout this time. At present, our Ford F-550 has not yet been constructed by Ford. Further, we were notified that because our unit would now be a 2023 model verses a 2022, Ford has increased the price by \$11,896.00. If we wanted to proceed with the order we would need to pay this increased price.

There are unique items to consider with this proposed purchase:

1. Similar type vehicles from other manufacturers also utilize Ford F-550 chassis and are experiencing the same production challenges.
2. RIVs are not eligible for regular Airport Improvement Program (AIP) Federal funding, but they are eligible under CARES Act grant funding.
3. CARES Act grant funding is to be utilized by June of 2024.

After evaluating our options, we are recommending proceeding with the order for a RIV with Rosenbauer, including the upcharge for a 2023 F-550. We will continue to monitor and if we do not see production starting by May of 2023 we would need to consider a different use for these funds.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Change Order #1 for the 300 Gallon Rapid Intervention Vehicle in the amount of \$11,896.00 and authorize the Executive Director to execute the required documents.

- a) A motion was made by Kuhlman to approve Change Order #1 for the 300 Gallon Rapid Intervention Vehicle in the amount of \$11,896.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler. **Action Taken:** Motion carried unanimously.

The meeting adjourned at 9:03 a.m.

Respectfully submitted,

Katie Olson
GFRAA Administrative Assistant