

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

**January 26, 2023**

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 26, 2023, presided by Chair Simonson. Members present are Vice Chair Cynthia Pic, Rick Meland, and Kyle Kvamme. Steve Kuhlman was in attendance via zoom. Airport Attorney Tim Dittus, and Mead & Hunt's Josh Brelje was 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, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

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

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Chair Simonson asked for a motion to approve the minutes from December 22, 2022, as written. A motion was made by Meland to approve the minutes from December 22, 2022, as written. The motion was seconded by Pic to approve the minutes from December 22, 2022, as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Martin presented the Financial Report showing all the December and Year End reports. In the Operating Snapshot, there is a Net Gain of \$302,970 due to CRRSA reimbursement requests for payroll. December's Revenue and Expenses were higher than budgeted. Fuel flowage is below primarily due to the reduced UND flight operations that were impacted by weather. Key notes, the audit is taking place this week and we will have a final audit presentation for the March Board Meeting. We have yet to receive reimbursement of \$6.2 million back to GFK account for the County 5 project (\$1.5 million), Customs Facility (\$511k), Storm Sewer and Earthwork (\$2.3 million) and T-Hangar Construction (\$2.0 million).

**2. Director Report**

- a) Riesinger welcomed Dr. Kim Kenville's students who joined the Board Meeting today. Brandt Bennett, Xavier Maggio, Ann Wiegel, Amy Brown, Hannah Park, and Rob Woodrig, all introduced themselves.
- b) Riesinger introduced the ViewPoint video. For some time, the Airport Authority has been looking to find ways to get good high quality raw footage for marketing videos. Earlier in 2022 Riesinger received a phone call from a company called ViewPoint, who produces a show with Dennis Quaid. They had seen an article on

- GFK being the 12<sup>th</sup> busiest airport in 2021. Riesinger showed the video that was recently completed. It does a great job of highlighting the partnership between UND Aerospace and GFK Airport, and GFK Airport improvement programs.
- c) Riesinger provided a 2022 year in review and a list of accomplishments: Runaway Intersection Project, T-Hangar Project, Customs Border Facility, the UND Bravo Apron improvement project, 5 new pieces of equipment for ARFF and snow removal, the Triennial Emergency Exercise, the Honor Flight in September, the Las Vegas Hall of Fame Hockey Game in October, staff transitions with Rick Audette's retirement after 40 years of working here at the airport then Joey transitioning into Rick's role as Director of Operations and Maintenance, Tanna Aasand moving on to new opportunities and Krista onboarding into the Director of Finance and Administration. These are two key positions and two key people leaving, and to be able to replace them with Joey and Krista and move forward Riesinger is very proud of the transition and we have a great team in place. For the long term we are set up well. Cason was promoted into Joey's former role as ARFF/Operations Supervisor. We have managed the staff transitions very well and he is very proud of that. All very important accomplishments in 2022.
  - d) Riesinger mentioned that with staff transitions and work force challenges we have worked to address them and stay within the budget. We were able to provide a lump sum of \$1,000 to all full-time employees in December because it was a successful year and effective January 1, there was a 5% pay increase to all staff per the budget. Riesinger noted that he did not receive the lump sum or the pay increase because he is on a separate review process. We also implemented a health insurance premium pay out for those who elect not to take our health insurance plan because either they are on their parent's plan or on a spouses plan. A year and a half ago, we changed the health insurance premium share from 75% employer / 25% employee to 90% employer / 10% employee to be more competitive. Also we have implemented a \$5,000 incentive program, that if you meet certain years of service, certain certifications, and certain qualifications that you can receive the \$5,000 incentive pay increase. All of these changes collectively show what we are trying to do in this workforce environment. With that being said we still have 2 open positions in ARFF/OPS, 1 open in Maintenance, and 2 open Custodial positions. We are trying to address the workforce issue the best we can within the budget. We are also planning on completing a salary survey to see where we sit with other airports relative to pay and benefits.
  - e) Riesinger reviewed ND Aeronautics Statistics. He pointed out that Grand Forks had a 31% increase in 2022 over 2021. Having the Canadian Border open has been a positive impact on that percentage.



## YTD Boardings Comparison of Commercial Service Airports

Through December

Prepared by: N.D. Aeronautics Commission

19-Jan-23

	YTD 2022	YTD 2021	YTD 2020	YTD 2019	YTD 2018	YTD 2017	YTD 2016	YTD 2015	YTD 2014	YTD 2013	Difference	% Change
Bismarck	242,000	213,668	150,161	309,337	282,363	272,739	271,022	259,734	245,205	237,683	28,332	13.26%
Devils Lake	6,881	6,581	3,865	6,973	6,684	6,644	6,290	4,760	2,676	2,667	300	4.56%
Dickinson	21,607	17,369	11,368	23,901	22,592	18,938	16,795	41,846	58,843	35,277	4,238	24.40%
Fargo	455,512	399,172	238,508	471,333	422,190	392,889	395,614	429,251	448,848	398,677	56,340	14.11%
Grand Forks	87,491	66,785	46,410	114,627	112,027	114,707	128,847	142,639	142,782	146,068	20,706	31.00%
Jamestown	11,203	11,142	5,655	11,175	11,808	12,865	11,123	7,996	3,428	2,672	61	0.55%
Minot	137,369	125,762	84,601	165,988	151,658	143,172	151,706	182,872	222,144	222,083	11,607	9.23%
Williston	66,096	46,330	31,525	88,235	73,795	68,685	68,021	106,945	119,069	94,459	19,766	42.66%
<b>TOTALS</b>	<b>1,028,159</b>	<b>886,809</b>	<b>572,093</b>	<b>1,191,569</b>	<b>1,083,117</b>	<b>1,030,639</b>	<b>1,049,418</b>	<b>1,176,043</b>	<b>1,242,995</b>	<b>1,139,586</b>	<b>141,350</b>	<b>15.94%</b>
Commercial (BIS-FAR-GFK-MOT-WIL)	988,468	851,717	551,205	1,149,520	1,042,033	992,192	1,015,210	1,121,441	1,178,048	1,098,970	136,751	16.06%
Regional (DVL-DIK-JMS)	39,691	35,092	20,888	42,049	41,084	38,447	34,208	54,602	64,947	40,616	4,599	13.11%



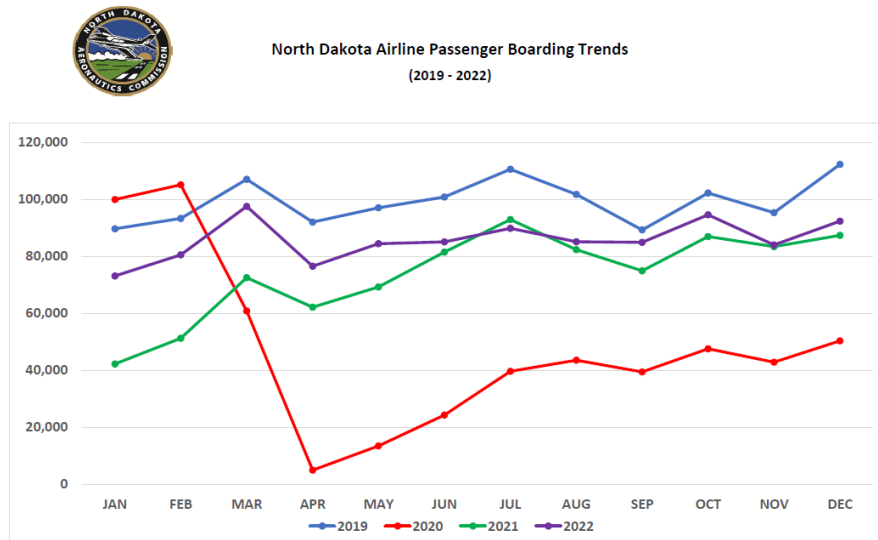
## December Boardings Comparison of Commercial Service Airports

Prepared by: N.D. Aeronautics Commission

	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	Difference 2022/2021	% Change	Difference 2022/2019	% Change
Bismarck	21,455	20,794	14,537	29,009	26,854	23,771	24,884	25,079	25,497	22,492	661	3.18%	-7,554	-26.04%
Devils Lake	498	681	377	656	632	540	547	596	534	250	-183	-26.87%	-158	-24.09%
Dickinson	1,550	2,096	925	2,498	2,257	1,963	1,668	1,882	5,097	4,078	-546	-26.05%	-948	-37.95%
Fargo	43,610	39,913	19,820	46,021	36,422	34,156	34,841	34,049	37,943	36,334	3,697	9.26%	-2,411	-5.24%
Grand Forks	8,262	4,706	3,818	9,589	9,725	10,692	11,638	12,456	12,756	12,109	3,556	75.56%	-1,327	-13.84%
Jamestown	800	1,213	604	1,119	907	924	840	896	610	214	-413	-34.05%	-319	-28.51%
Minot	11,163	13,077	8,039	15,718	13,908	13,022	12,625	15,918	20,765	20,828	-1,914	-14.64%	-4,555	-28.98%
Williston	5,070	4,892	2,237	7,674	6,424	6,116	5,626	7,268	11,031	9,144	178	3.64%	-2,604	-33.93%
<b>TOTALS</b>	<b>92,408</b>	<b>87,372</b>	<b>50,357</b>	<b>112,284</b>	<b>97,129</b>	<b>91,184</b>	<b>92,669</b>	<b>98,144</b>	<b>114,233</b>	<b>105,449</b>	<b>4963</b>	<b>5.68%</b>	<b>-19,876</b>	<b>-17.70%</b>

For the month of December, GFK was up 75% due to Allegiant not having any flights in 2021. The reason why we compare to 2019 is because it is the last year before Covid hit and to show the recovery. Fargo and Grand Forks benefit the most from the Canadian passengers. And this also shows the impact of winter weather

events in Bismarck and Minot.



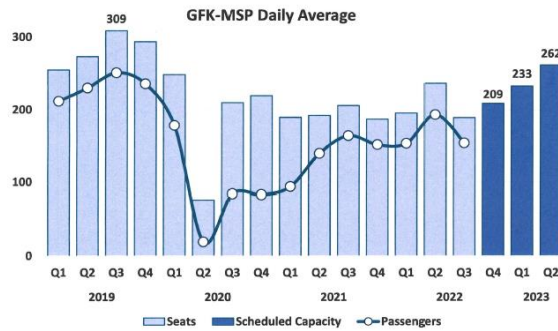
The slide above is all commercial service airports combined statewide, and you can see the drop off with Covid that is the red line in 2020, and you can see the gradual recovery with the green and purple lines. We are not getting back to the 2019 level due to the pilot shortage.

f) Riesinger reviewed Load Factors.

2021	Delta		Load Factor	Allegiant		Load Factor	Both Airlines		Load Factor
	Capacity	Boarded		Capacity	Boarded		Capacity	Boarded	
January	5,897	2,398	40.7	3,048	1,419	46.6	8,945	3,817	42.7
February	5,226	2,435	46.6	4,104	2,014	49.1	9,330	4,449	47.7
March	6,568	3,368	51.3	5,307	3,160	59.5	11,875	6,528	55.0
April	6,056	3,368	55.6	3,642	1,876	51.5	9,698	5,244	54.1
May	6,078	4,475	73.6	1,758	914	52.0	7,836	5,389	68.8
June	6,076	4,659	76.7	1,248	917	73.5	7,324	5,576	76.1
July	6,376	5,019	78.7	1,248	894	71.6	7,624	5,913	77.6
August	6,220	4,977	80.0	1,404	859	61.2	7,624	5,836	76.5
September	6,876	4,902	71.3	1,446	737	51.0	8,322	5,639	67.8
October	6,245	5,109	81.8	3,798	2,230	58.7	10,043	7,339	73.1
November	5,825	4,558	78.2	2,487	1,791	72.0	8,312	6,349	76.4
December	5,507	4,706	85.5	-	-	#DIV/0!	5,507	4,706	85.5
2021 YTD	72,950	49,974	68.5	29,490	16,811	57.0	102,440	66,785	65.2
2020 (COMP)	69,777	33,395	47.9	24,291	13,015	53.6	94,068	46,410	49.3
2022	Delta		Load Factor	Allegiant		Load Factor	Both Airlines		Load Factor
	Capacity	Boarded		Capacity	Boarded		Capacity	Boarded	
January	4,996	3,710	74.3	3,546	2,262	63.8	8,542	5,972	69.9
February	5,028	4,113	81.8	4,422	3,828	86.6	9,450	7,941	84.0
March	7,577	5,910	78.0	5,361	4,893	91.3	12,938	10,803	83.5
April	7,170	5,669	79.1	2,664	1,971	74.0	9,834	7,640	77.7
May	7,702	6,246	81.1	1,707	1,460	85.5	9,409	7,706	81.9
June	6,550	5,320	81.2	1,404	1,182	84.2	7,954	6,502	81.7
July	6,207	5,232	84.3	1,536	1,282	83.5	7,743	6,514	84.1
August	4,846	3,706	76.5	666	514	77.2	5,512	4,220	76.6
September	6,613	5,073	76.7	1,134	1,008	88.9	7,747	6,081	78.5
October	6,807	5,603	82.3	3,987	3,265	81.9	10,794	8,868	82.2
November	6,084	4,974	81.8	2,331	2,008	86.1	8,415	6,982	83.0
December	6,087	4,990	82.0	3,591	3,272	91.1	9,678	8,262	85.4
2022 YTD	75,667	60,546	80.0	32,349	26,945	83.3	108,016	87,491	81.0
2021 (COMP)	72,950	49,974	68.5	29,490	16,811	57.0	102,440	66,785	65.2

Comparing 2022 to 2021, Delta's overall load factor for 2022 was 80%. When you compare to early 2021, the load factors were in the 40% and 50% range. The 91% load factors for Allegiant in March and December 2022 are great numbers to have conversations with airlines about bringing in more service.

## DL GFK-MSP Schedule



- GFK-MSP service averaged 81% LF YE3Q2022.
- 3Q 2022 impacted by 11-day airport closure.

- Pre-pandemic DL schedule was 6x summer and 5x winter, mostly CRJ.
- With regional jet crew limitations, current GFK schedule is 3x.
- Larger gauge in 2023 with 717 on RON beginning in March is a strong improvement.

Monthly flights by equipment

2023	717	CR7	CR9	E7W	Total
Jan		23	70		93
Feb		5	33	46	84
Mar	23		54	16	93
Apr	30		60		90
May	31		62		93
Jun	30		60		90
Jul	31		62		93

Mead&Hunt

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Source: Delta MI schedules as of January 21, 2023

## GFK Allegiant Scheduled Flights

Month	AZA					LAS					SFB					TOTAL (includes BNA)				
	2019	2020	2021	2022	2023	2019	2020	2021	2022	2023	2019	2020	2021	2022	2023	2019	2020	2021	2022	2023
Jan	12	8	9	8	8	9	9	9	8	9						21	17	18	24	26
Feb	12	13	13	11	8	8	8	8	8	8	5	5	5	8	6	25	26	26	27	22
Mar	18	17	16	14	11	9	9	8	9	9	9	8	8	8	4	36	34	32	31	24
Apr	13	7	11	8	8	8	9	9	8	9	7	2	2		5	28	18	22	16	22
May	6		1	1	5	9	9	9	9	8					2	15	9	10	10	15
Jun	5					9	8	8	9	9						14	8	8	9	9
Jul	4					8	9	9	9	9						12	9	9	9	9
Aug	3					9	9	9	4	4						12	9	9	4	4
Sep						9	8	9	7							9	8	9	7	
Oct	8	8	8	8		9	9	9	15							17	23	23	23	
Nov	8	7	7	7		9	5	8	8							17	12	15	15	
Dec	10	6		8		9	4		9					5		19	10		22	
Total	99	66	65	65		105	96	95	103		21	15	15	29		225	183	181	197	
GFK LF	79	63	57	*83		86	42	58	*79		81	66	54	*73		82	54	57	*79	
G4 LF	85	64	71	*86		87	62	72	*85		84	59	73	*87		78	46	60	*85	

Lifting travel restrictions from Canada reopens the large Winnipeg market for leisure travel from GFK. Expect demand will continue to grow.

\*2022 LF data Jan-Oct only

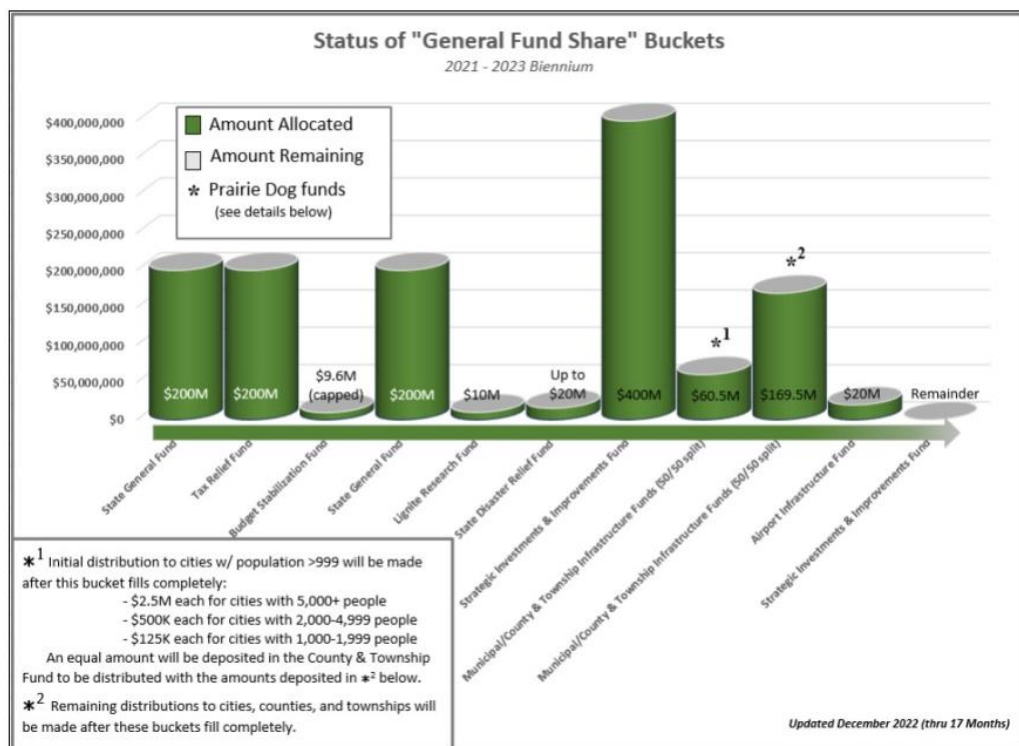
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Source: Delta MI Monthly Schedule through August 2023.  
T100 thru October 2022.

Riesinger showed the forecasted number of flights for Delta and Allegiant on the above slides.

- g) Riesinger mentioned that we are early in the North Dakota State Legislative Session. He has testified on two different bills so far and monitoring highest priority bills such as House Bill 1006 and Senate Bill 2275. HB 1006 is the North Dakota

Aeronautics Commission Budget and we are thankful the funding from the North Dakota Prairie Dog Buckets come through for the Airport Infrastructure Fund. The Airport Infrastructure Bucket is a \$20 million fund that goes to the North Dakota Aeronautics Commission to distribute grants to airports to improve infrastructure. We are very thankful that airports were included in the original Prairie Dog Bill. Before 2022, the Airport Infrastructure Bucket never filled, Covid hit and other factors came into play. So this year the Airport Association of North Dakota reached out to the North Dakota League of Cities and the North Dakota Association of Counties and said that in the 2023 legislative session we should attempt to get that \$400 million bucket moved back to the original intent so that the cities, counties and airports are in better position to rely on the Prairie Dog funding. Riesinger testified earlier this week in support of SB 2275. This would be a huge win for Cities, Counties, Townships and Airports. The Grand Forks Airport Authority would benefit because we are in the que for utilizing some of that state funding with our capital funding improvement projects.



- h) Riesinger updated on construction projects. The Terminal Generator Project bid opening has been postponed to February 6<sup>th</sup>, there needed to be some clarification to the switch gear, and we wanted to have a competitive bid but when the question came up, we needed to move the schedule back. We will also have the bid opening for the paving on the runway extension project on February 22<sup>nd</sup>. The 100 low lead fueling system bid opening is coming up as well.
- i) The Northrup Grumman Lease was revised by Mr. Dittus and sent back to them for review. We have a meeting with them later today to go over a few items.

- j) UND Aerospace will be hosting The Air Race Classic on June 20<sup>th</sup>. It is an air race across the country, and GFK will be the starting point. There are 70 aircraft/teams and are all women in aviation. The Terminus/End point is Homestead, FL.
- k) Commissioner Kuhlman commented on a couple of taxiway signs that were obstructed with snow. He sent pictures to Riesinger during the board meeting. Riesinger noted that these signs are a priority and the crews work regularly to keep them visible, and that they will follow up on these.

### **3. Chair Report**

- a) Chair Simonson had no chair report and thanked Riesinger for all the information in the directors' report.

### **C. New Business**

#### **1. No new business.**

The meeting adjourned at 9:03 a.m.

Respectfully submitted,

Katie Olson  
GFRAA Administrative Assistant

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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 January 26, 2023, as written. A motion was made by Bollingberg to approve the minutes from, as written. The motion was seconded by Meland to approve the minutes from January 26, 2023, as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Martin reviewed the January 2023 monthly revenue vs. budget and commissions. Commissions and fuel flowage remains slightly higher than budget.

**2. Director Report**

- a) Riesinger commented that we have had some cancellations and challenges with the weather in the last few days. He sent out an email updating everyone with the Delta operations. Not all flights have been cancelled. Delta has been trying to operate as many flights as they can given the weather conditions at MSP. We did get a Sun Country diversion last evening from Phoenix heading to MSP with a medical alert onboard. Thankfully the medical situation was not serious and was handled appropriately. However, because of the length of time, the pilots timed out and were not able to fly that aircraft anymore. We had 182 passengers deplane. It was a group effort with AvFlight and area hotels and Triangle bus services to find passengers accommodations, then arrangements to get them back here this morning to fly out. We did receive positive feedback from the passengers.
- b) Riesinger showed the state statistic reports for last month. Compared to last January the numbers are up 49.28%, mainly because there are more seats in the market. The Load Factors are strong, Delta was down slightly at 72% but Allegiant's Load Factor was at 90%. Compared to 2019 boardings, we were only down -3.38%.



- c) Riesinger provided a legislative update. House Bill 1006 which is the ND Aeronautics Commission budget did pass the House and that included \$31.1 million in grants for airport and aviation. Senate Bill 2275, which is a bill to make the infrastructure funding for Cities, Counties, Townships, and Airport more reliable, unfortunately received a do not pass mainly because of other state buckets in front of this bucket. We will be at the FLY-ND conference at the beginning of March to talk with Legislators about it. More to come on this.
- d) Riesinger gave a project update. The Customs and Border Protection Facility progress is coming along nicely. The masonry walls are up, and the steel frame is now going up. They are on track even with the cold weather conditions. The T-hangar project is a little slower due to cold weather conditions. Still having some challenges with getting steel but on track to be completed in August of this year. We are coordinating with Gowan to begin Earthwork and Storm Sewer work on the west side of the airport. A new drain will run along the old County Road 5. Gowan would like to get started before the ground thaws to avoid the spring runoff in the ditches. In April, we anticipate receiving bids for the 100LL self-service fueling system and the diesel fueling system. In May we are looking to open bids for the new electrical vault that will support the west side of the airport.
- e) Riesinger was happy to announce that our Runway Intersection Reconstruction project was awarded as the Transportation Project of the year for 2022 by the American Council of Engineering Companies of North Dakota. The award will be presented on May 9<sup>th</sup> at their annual banquet. You are welcome to attend, please let Ryan know if you are interested.
- f) Riesinger noted that Chair Simonson had brought a question to his attention concerning GPS LPV approaches on 9L, 27R, 17L and 35R. We are planning to add these approaches.
- g) Riesinger also happy to report that GFK will be hosting an Honor Flight on October 15<sup>th</sup> -17<sup>th</sup>.
- h) Riesinger updated that we expect to receive the draft lease back from Northrup Grumman soon. The draft lease was sent back to Northrop Grumman on January 13 and we have had productive conversations since then.

### **3. Chair Report**

- a) Chair Simonson had no report.

## **C. New Business**

### **1. Approval of Bid for Terminal/Customs Facility Backup Generator**

We received and opened bids for the Terminal/Customs Facility Backup Generator project on February 6, 2023.

Rick Electric, Inc. was determined to be the lowest responsive bidder. Mead & Hunt has recommended award to Rick Electric, and to accept the deduct alternate to remove the single aisle enclosure for the switchboard. With the deduct the bid amount is \$1,098,400.00. The Engineer's estimate with the deduct was \$1,287,794.00.

At our Airport Authority Board meeting on April 28, 2022, the Board approved a new Passenger Facility Charge (PFC) Application that included the purchase of the Terminal/Customs Facility Backup Generator and a 1500 Gallon ARFF Vehicle (see attachment). The total estimated amount of these two items at the time of the application was \$2,100,000.00.

As the PFC Application advanced through the FAA review and approval process it was determined that 21.52% of the Terminal/Customs Facility Backup Generator was not eligible for PFC funding, as federal funding cannot be utilized on revenue producing areas of the Terminal Building, and the Customs Facility share of the Backup Generator. The 21.52% would need to be funded with local Airport funds. Even with this change we believe this project is a good use of PFC funding. This project was included in the 2023 Budget.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve and award the bid of Rick Electric, Inc. in the amount of \$1,098,400.00 for the new Terminal/Customs Facility Backup Generator and authorize the Executive Director to execute the required documents.

A motion was made by Bollingberg to approve and award the bid of Rick Electric, Inc. in the amount of \$1,098,400.00 for the new Terminal/Customs Facility Backup Generator and authorize the Executive Director to execute the required documents. The motion was seconded by Pic to approve and award the bid of Rick Electric, Inc. in the amount of \$1,098,400.00 for the new Terminal/Customs Facility Backup Generator and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously.

## **2. Approval of Bid for Runway 9L Extension Paving Project**

A bid was received and opened on Wednesday, February 22nd, for the Runway 9L Extension Paving Project. Please see the attached recommendation to award the bid to Strata Corporation in the amount of \$11,878,060.00. The Engineer's Opinion of Cost was \$13,218,310.50. Although we only received one bid it was deemed to be competitive.

Also attached is a Project Cost Summary for all of the work to be completed on the Runway 9L/27R and Taxiway B Extension and Reconstruction Project, which includes all of the Earthwork, Storm Sewer, and Concrete for the runway extension to the west, and associated Construction Engineering Services and Miscellaneous Administrative Costs. The total cost for this work is \$24,424,456.55. We have \$16,640,806.00 in FAA 2022 Discretionary and 2023 Entitlement funding for this work. The State and Local 5% shares equal \$1,221,222.84 each. This leaves a funding shortfall of \$5,341,204.87. We have planned to split any funding shortfalls with the State at 50%/50%, but we may be able to request more State funding. The State grant application is due in April with a planned award in June. The State is aware of our high priority projects and we believe we will compete well for these funds. We will continue to keep the Board updated on this funding opportunity with the State.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve and award the bid of Strata Corporation in the amount of \$11,878,060.00 for the Runway 9L and Taxiway B Extension Paving Project, and authorize the Executive Director to execute the required documents, including the 2022 FAA Discretionary, 2023 FAA Entitlement, and State grants.

A motion was made by Pic to approve and award the bid of Strata Corporation in the amount of \$11,878,060.00 for the Runway 9L and Taxiway B Extension Paving Project, and authorize the Executive Director to execute the required documents, including the 2022 FAA Discretionary, 2023 FAA Entitlement, and State grants. The motion was seconded by Meland to approve and award the bid of Strata Corporation in the amount of \$11,878,060.00 for the Runway 9L and Taxiway B Extension Paving Project, and authorize the Executive Director to execute the required documents, including the 2022 FAA Discretionary, 2023 FAA Entitlement, and State grants. **Action Taken:** Motion carried unanimously.

### **3. Runway 9L Extension Project – Earthwork and Storm Sewer – Change Order #1**

Please see the attached memo provided by Mead & Hunt which details the reason, justification, and cost for Change Order #1 to Runway 9L Extension Project – Earthwork and Storm Sewer.

Change Order #1 includes a 1-inch increase in the Subbase Course material and additional partial-length runway edge markings.

Change Order #1 results in a cost increase of \$22,212.05. This increase is eligible for 90% Federal and 5% State funding.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Change Order #1 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$22,212.05 and authorize the Executive Director to execute the required documents.

A motion was made by Meland to approve Change Order #1 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$22,212.05 and authorize the Executive Director to execute the required documents. The motion was seconded by Kvamme to approve Change Order #1 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$22,212.05 and authorize the Executive Director to execute the required documents. **Action Taken:** Motion carried unanimously.

### **4. Runway 9L Extension Project – Earthwork and Storm Sewer – 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 Runway 9L Extension Project – Earthwork and Storm Sewer.

Change Order #2 is to install a temporary set of Runway End Identifier Lights (REIL's) on the temporary Runway 9L threshold. During review of the construction safety phasing plan (CSPP) there was a suggestion to install a set of

REIL's on Runway 9L to better identify the temporary threshold and enhance safety during the construction.

Change Order #2 results in a cost increase of \$50,776.60. This increase is eligible for 90% Federal and 5% State funding.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Change Order #2 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$50,776.60 and authorize the Executive Director to execute the required documents.

A motion was made by Pic to approve Change Order #2 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$50,776.60 and authorize the Executive Director to execute the required documents. The motion was seconded by Bollingberg to approve Change Order #2 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$50,776.60 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously.

## **5. Approval to purchase Customs Facility Information Technology Equipment**

The Airport Authority is required to purchase, install, and maintain all Information Technology Equipment for the new Customs and Border Protection Facility. We were previously provided an estimate for this equipment, but it has recently been updated and it is attached.

The total initial equipment, installation, and service cost equals \$289,998.49. This amount is eligible to be funded at 100% by the CARES Act grant.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the purchase of the Customs Facility Information Technology Equipment in the amount of \$289,998.49 and authorize the Executive Director to execute the required documents.

A motion was made by Kvamme to approve the purchase of the Customs Facility Information Technology Equipment in the amount of \$289,998.49 and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve the purchase of the Customs Facility Information Technology Equipment in the amount of \$289,998.49 and authorize the Executive Director to execute the required documents. **Action Taken:** Motion carried unanimously.

## **6. Executive Director Performance Review Committee**

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

1. 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.
2. Executive Director Performance Evaluation Questionnaires are distributed to all Airport Authority Board Commissioners.

3. Each Commissioner completes an Executive Director Performance Evaluation Questionnaire, without consultation or discussion with any other Commissioner, and returns it to the Chair.

4. 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)

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** 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 Meland 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 Pic 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. **Action Taken:** Motion carried unanimously.

The meeting adjourned at 9:12 a.m.

Respectfully submitted,

Katie Olson  
GFRAA Administrative Assistant

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

**March 23, 2023**

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 23, 2023, presided by Chair Simonson. Members present were Vice Chair Cynthia Pic, Kyle Kvamme, and Steve Kuhlman. Members present via zoom were Rick Meland and Karl Bollingberg. Airport Attorney Tim Dittus was 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, 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 February 23, 2023, as written. A motion was made by Meland to approve the minutes as written. The motion was seconded by Bollingberg to approve the minutes from February 23, 2023, as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Martin reviewed the February 2023 monthly revenue vs. budget and commissions. Commissions and fuel flowage remains slightly higher than budget.

**2. Director Report**

- a) Riesinger gave a legislative update on Senate Bills 2367 and 2330. He testified in opposition on both bills on March 14<sup>th</sup> on behalf of GFK and AAND. Both these bills have passed in the Senate and are now being deliberated on in the House Finance and Taxation Committee. Bill 1006 is going well, this is the ND Aeronautics Budget Bill with \$31.1 million in grant funding that has passed in the House and is now in the Senate.
- b) Riesinger updated on the Rosenbauer RIV vehicle. We have received notice that Rosenbauer will not be able to produce our Rapid Response Vehicle due to the lack of access to Ford F-550 vehicle chips. They did inform us that we can choose to cancel the order without any penalties. After discussion, it was decided that we should cancel the order and bid out the vehicle with another vendor who can produce the vehicle. We will make another attempt to receive bids for the vehicle.
- c) Riesinger provided an update on the ATCT Design. The past two days the FAA design team was here on site. Riesinger shared a design concept. This tower will be close to 200 ft tall, double the height of the current tower. They are planning for the design to be complete at the end of this year and anticipate construction to start in 2024. The new tower should be fully operational by 2027.

- d) Riesinger reported on the NOTAM for the 17R GPS LPV Approach. To go below 250' minimum you must have an approach lighting system. We do not have an approach lighting system on Runway 17R so the chart was incorrect and a NOTAM to make the approach "not available" (NA) was issued.
- e) Riesinger updated on the Northrup Grumman lease. We received the lease on March 9<sup>th</sup> from Northrup Grumman and Mr. Dittus and Riesinger worked on a few items and sent it back to Northrup Grumman on March 17<sup>th</sup>. We have not yet had it returned back to us yet, but we are very close to a final draft. There could be a possible special board meeting to review and approve lease prior to next regularly scheduled Board meeting in April. We are still looking at a May 1<sup>st</sup> commencement date.
- f) Riesinger reported that the Financial Audit with Brady Martz will be moved to the April Board meeting.
- g) Riesinger reported on the City of Grand Forks meeting that Joey and he attended regarding the soybean plant, Epitome Energy, which was announced late last year. All in attendance were able to constructively note areas that could require further review or consideration, to include any possible thermal and visual plumes, wildlife attractants, heights, and other items. The site is about 1 ½ miles northeast of the lagoons. We were happy to be able to attend the meeting to bring the airport and aviation aspects to their attention.
- h) Riesinger noted the article in the Grand Forks Herald recently on Delta bringing Boeing 717 mainline service back to Grand Forks for the first time since the mid-2000's. This brings 262 seats per day with Delta which is almost back to pre-pandemic levels.
- i) Riesinger updated on the progress with the new Customs Facility. The T-Hangars have been slower recently due to weather conditions but are on track to be complete in August.

### **3. Chair Report**

- a) Chair Simonson reported that responses are compiled, and the Executive Director's Performance Review is scheduled for Monday, March 27<sup>th</sup> at 9:00 am.

## **C. New Business**

### **1. 2023 Mead & Hunt Air Service Consulting Agreement**

The current annual agreement with Mead & Hunt to provide Air Service Consultant Services expires March 31, 2023.

Mead & Hunt has been providing this very valuable service to the Airport Authority since 2015. The information and support provided has assisted greatly as we have gained seats in our market and continued to recover, as well as made presentations to the airlines for additional service.

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

- Passenger Demand 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. This was included in the 2023 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 motion was made by Kvamme 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 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.

**Action Taken:** Motion carried unanimously.

## **2. Mead & Hunt Task Order #2 – PFC Construction Administration and Observation Services for the Terminal/Customs Facility Backup Generator**

Attached is Task Order #2-PFC and a detailed Scope of Services for Mead & Hunt and their sub-consultants to complete the following for the Terminal/Customs Facility Backup Generator project:

- Project Management
- Construction Administration
- Observation Services
- FAA Project Closeout Report

The total cost of these services is \$145,061.37 and are eligible for federal funding via our Passenger Facility Charges (PFCs). This cost will require successful completion of an Independent Fee Estimate.



EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Mead & Hunt Task Order #2-PFC in the amount of \$145,061.37 for Construction Administration Services for the Terminal/Customs Facility Backup Generator Project and authorize the Executive Director to execute the required documents.

A motion was made by Meland to approve Mead & Hunt Task Order #2-PFC in the amount of \$145,061.37 for Construction Administration Services for the Terminal/Customs Facility Backup Generator Project and authorize the Executive Director to execute the required documents.

The motion was seconded by Kuhlman to approve Mead & Hunt Task Order #2-PFC in the amount of \$145,061.37 for Construction Administration Services for the Terminal/Customs Facility Backup Generator Project and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously.

### **3. Amendment #1 to Mead & Hunt Task Order #14 – Construction Administration for the Runway 9L Extension – Paving**

Attached is Amendment #1 to Task Order #14 and a detailed Scope of Services for Mead & Hunt and their sub-consultant to complete the following for the Runway 9L Extension Paving Project:

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

The total cost of these services is \$570,502.89 and are eligible to be funded with our 2022 FAA Discretionary, 2023 FAA Entitlement, and 2023 State Grants. This will require successful completion of an Independent Fee Estimate.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Amendment #1 to Mead & Hunt Task Order #14 in the amount of \$570,502.89 and authorize the Executive Director to execute the required documents, including all FAA grant documents.

A motion was made by Bollingberg to approve Amendment #1 to Mead & Hunt Task Order #14 in the amount of \$570,502.89 and authorize the Executive Director to execute the required documents, including all FAA grant documents.

The motion was seconded by Pic to approve Amendment #1 to Mead & Hunt Task Order #14 in the amount of \$570,502.89 and authorize the Executive Director to execute the required documents, including all FAA grant documents.

**Action Taken:** Motion carried unanimously.

Vice-Chair Pic reported about a wind farm on the western side of Grand Forks County. Grand Forks County Commission would need support or nonsupport from UND, Grand Sky, GFAFB and the GFRAA in order for the wind farms to get approval.

Riesinger mentioned at a very minimum that they should be filing a FAA form 7460-1 for each wind turbine that they plan on building.

The meeting adjourned at 9:13 a.m.

Respectfully submitted,

Katie Olson  
GFRAA Administrative Assistant

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

**April 27, 2023**

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 27, 2023, presided by Chair Simonson via phone. Member present was Tim Mutchler. Members present via zoom were Rick Meland, Karl Bollingberg and Kyle Kvamme. Airport Attorney Tim Dittus was present, as was Mead & Hunt's Steve Synhorst, Josh Brelje, and JonScraper. 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, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

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

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Chair Simonson asked for a motion to approve the minutes from the Special Board Meeting April 7, 2023, the minutes from March 23 Board Meeting and the Executive Director Performance Review Committee March 27, 2023, as written. A motion was made by Bollingberg to approve the minutes from the Special Board Meeting April 7, 2023, the minutes from March 23 Board Meeting and the Executive Director Performance Review Committee March 27, 2023, as written. The motion was seconded by Meland to approve the minutes from the Special Board Meeting April 7, 2023, the minutes from March 23 Board Meeting and the Executive Director Performance Review Committee March 27, 2023, as written. **Action Taken:** Motion carried unanimously.

**B. Reading of the Audit**

- 1. Our Auditing Firm of Brady Martz & Associates recently completed our 2022 Audit Report.

Amanda, representative of Brady Martz, participated in the meeting to review the Audit and answered any questions.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to receive the 2022 Audit Report as presented.

- b) A motion was made by Mutchler to receive the 2022 Audit Report as presented. The motion was seconded by Meland to receive the 2022 Audit Report as presented. **Action Taken:** Motion carried unanimously.

**C. Reports**

**1. Financial Report**

- a) Martin reviewed the March 2023 monthly revenue vs. budget and commissions. Commissions remain slightly higher than budget. CRRSA dollars were used to reimburse for payroll.

## 2. Director Report

- Riesinger welcomed and thanked Dr. Kim Kenville and her student Cade Anderson, a senior in airport management, for joining the meeting this morning.
- Riesinger updated on the Storm Sewer project that goes along County Road 5, and that is about 60% complete.
- Riesinger updated on the Customs Border Patrol building, walls and roof are in place, the exterior windows are closed up to allow temporary heat. Plumbing has been completed as well as electrical lines. There should be no major deficiencies and should be completed on schedule for June 2024.
- Riesinger updated on the T- hangar project which has moved along and have the roof trusses installed.
- Riesinger updated on the 9L extension project and Gowan is ready to get moving on the earthwork for the project.
- Riesinger shared slides from the Allegiant conference he attended earlier this month.

### GFK Allegiant Scheduled Flights

#### Discussion items

- AZA/SFB schedules reduced in February/March 2023. Plans to restore in 2024?
- Consider AZA in summer?
- Plans for winter?

Month	AZA					LAS					SFB					TOTAL (includes BNA)				
	2019	2020	2021	2022	2023	2019	2020	2021	2022	2023	2019	2020	2021	2022	2023	2019	2020	2021	2022	2023
Jan	12	8	9	8	8	9	9	9	8	9				8	9	21	17	18	24	26
Feb	12	13	13	11	8	8	8	8	8	8	5	5	5	8	6	25	26	26	27	22
Mar	18	17	16	14	11	9	9	8	9	9	9	8	8	8	4	36	34	32	31	24
Apr	13	7	11	8	8	8	9	9	8	9	7	2	2		5	28	18	22	16	22
May	6		1	1	5	9	9	9	9	9					2	15	9	10	10	15
Jun	5					9	8	8	9	9						14	8	8	9	9
Jul	4					8	9	9	9	9						12	9	9	9	9
Aug	3					9	9	9	4	9						12	9	9	4	9
Sep						9	8	9	7	8						9	8	9	7	8
Oct	8	8	8	8	8	9	9	9	15	9						17	23	23	23	17
Nov	8	7	7	7	4	9	5	8	8	4						17	12	15	15	8
Dec	10	6		8		9	4		9				5			19	10		22	
Total	99	66	65	65		105	96	95	103		21	15	15	29		225	183	181	197	
GFK LF	79	63	57	84		86	42	58	79		81	66	54	72		82	54	57	79	
G4 LF	85	64	71	88		87	62	72	85		84	59	73	88		84	460	71	95	

Lifting travel restrictions from Canada reopened the large Winnipeg market for leisure travel from GFK. Expect demand will continue to grow.

### 2022/23 ND Allegiant Scheduled Flights

Market		2022												2023											
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	
AZA	BIS	19	24	23	18	13	13	13	11	9	16	16	22	18	22	24	14	14	13	13	13	16	6		
	FAR	23	29	34	17	18	17	18	17	17	26	25	30	28	28	31	22	17	17	18	18	17	29	12	
	GFK	8	11	14	8	1					8	7	8	8	8	11	8	5					8	4	
	MOT	13	15	18	15	9					9	9	8	13	10	10	15	12	4				8	4	
BNA	FAR	9	8	9	8	9	9	10	8	9	9	8	13	17	16	17	18	17	17	18	18	17	14	6	
LAS	BIS	10	16	19	17	14	9	9	8	9	9	9	22	11	10	16	11	9	9	9	9	8	16	4	
	FAR	18	20	26	19	14	8	9	9	9	11	9	17	10	12	18	17	13	9	9	8	9	9	4	
	GFK	8	8	9	8	9	9	9	4	7	15	8	9	9	8	9	9	8	9	9	9	8	9	4	
	MOT	9	11	14	14	13	13	13	11	9	9	10	14	9	8	11	8	9	9	9	9	8	9	4	
LAX	FAR						9	9	4																
PIE	FAR	9	8	9	9							3	9	9	8	9	9	4							
SFB	BIS	5	6	9	7	5	9	9	4			2	8	4	5	8	7	5	8	9	4				
	FAR	9	8	8		2	8	9	5			2	9	9	8	9	8	9	9	9	4				
	GFK	8	8	8									5	9	6	4	5	2							
TOTAL		148	172	200	140	107	104	108	81	78	112	107	179	151	149	182	148	116	100	103	92	80	118	48	
Year-over-year														3	(23)	(18)	8	9	(4)	(5)	11	2	6		

## 2023 G4 Flights Compared to 2022 (Jan-Oct)

Market		2023 Flights by Month										2023 Change vs 2022										Total
		J	F	M	A	M	J	J	A	S	O	J	F	M	A	M	J	J	A	S	O	
AZA	BIS	18	22	24	14	14	13	13	13	13	16	(1)	(2)	1	(4)	1	0	0	2	4	0	1
	FAR	28	28	31	22	17	17	18	18	17	29	5	(1)	(3)	5	(1)	0	0	1	0	3	9
	GFK	8	8	11	8	5					8	0	(3)	(3)	0	4	0	0	0	0	0	(2)
	MOT	10	10	15	12	4					8	(3)	(5)	(3)	(3)	(5)	0	0	0	(9)	(1)	(29)
BNA	FAR	17	16	17	18	17	17	18	18	17	14	8	8	8	10	8	8	8	10	8	5	81
	BIS	11	10	16	11	9	9	9	9	8	16	1	(6)	(3)	(6)	(5)	0	0	1	(1)	7	(12)
	FAR	10	12	18	17	13	9	9	8	9	9	(8)	(8)	(8)	(2)	(1)	1	0	(1)	0	(2)	(29)
	GFK	9	8	9	9	8	9	9	9	8	9	1	0	0	1	(1)	0	0	5	1	(6)	1
LAS	MOT	9	8	11	8	9	9	9	9	8	9	0	(3)	(3)	(6)	(4)	(4)	(4)	(2)	(1)	0	(27)
	FAR											0	0	0	0	0	(9)	(9)	(4)	0	0	(22)
	PIE	9	8	9	9	4						0	0	0	0	4	0	0	0	0	0	4
	BIS	4	5	8	7	5	8	9	4			(1)	(1)	(1)	0	0	(1)	0	0	0	0	(4)
SFB	FAR	9	8	9	8	9	9	9	4			0	0	1	8	7	1	0	(1)	0	0	16
	GFK	9	6	4	5	2						1	(2)	(4)	5	2	0	0	0	0	0	2
	TOTAL	151	149	182	148	116	100	103	92	80	118	3	(23)	(18)	8	9	(4)	(5)	11	2	6	(11)

## 2023 DL Seats to MSP

Seats	Market	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	% Change
2023 by Month	BIS	11,318	10,816	11,815	10,745	12,007	10,894	10,898	12,462	12,060	12,462	12,060	10,798	138,335	
	FAR	15,512	12,944	15,988	16,080	16,247	16,536	17,062	15,754	15,864	16,608	15,984	16,608	191,187	
	GFK	6,811	6,349	7,850	7,146	7,774	7,860	8,122	8,122	7,860	8,122	7,860	8,122	91,998	
	MOT	7,068	6,384	8,816	9,120	9,120	8,816	8,664	9,120	8,664	9,044	8,664	7,828	101,308	
	TOTAL	40,709	36,493	44,469	43,091	45,148	44,106	44,746	45,458	44,448	46,236	44,568	43,356	522,828	
Change vs 2022	BIS	1,846	2,774	3,051	1,633	2,247	834	278	2,582	2,180	3,042	3,398	2,196	26,061	23%
	FAR	938	(279)	1,137	2,150	1,679	2,495	3,076	1,774	2,337	2,469	2,223	826	20,825	12%
	GFK	1,038	949	350	(336)	(38)	1,266	1,916	3,392	1,444	1,481	1,627	1,737	14,826	19%
	MOT	(604)	(788)	2,432	2,172	922	180	0	228	2,152	2,210	988	9,892	9,892	11%
	TOTAL	3,218	2,656	6,970	5,619	4,810	4,775	5,270	7,748	6,189	9,144	9,458	5,747	71,604	16%
GFK Equip	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
717			23	9	23	30	31	31	30	31	30	31	269		
CR7	23	5											28		
CR9	70	33	28	16	39	60	62	62	60	62	60	62	614		
E7W		46	42	65	30								183		
TOTAL	93	84	93	90	92	90	93	93	90	93	90	93	1,094		

Pilot shortage continues and remains an impact to air services. It is expected that the need for pilots will be 38,000 by 2032.

- g) Riesinger mentioned that the Northrup Grumman lease is not yet signed by them and it will not start until it is signed. The temporary license agreement for the short term remains in effect.
- h) Riesinger updated on the legislative front. Senate Bill 2330, which is relative to the infrastructure loan funding, went into a conference committee between the Senate and the House. It's now a \$150 million revolving loan program. It also maintains the one and a half percent interest, which is very important. They did make a change that political subdivisions including airports can now only access up to \$20 million total; that was a \$40 million amount previously. Senate Bill 2367 has added a new bucket of \$65 million for state pension in front of Airports, Cities, Townships and Counties. We are not in favor of this bill. We will have to continue to monitor this for future sessions.

### 3. Chair Report

a) Chair Simonson mentioned that the Executive Director's Performance Review was successfully completed. And then secondly, there was an email that went out to the board regarding the Runway Infrastructure Reconstruction Project being recognized as a transportation category award at the American Council of Engineering Companies which will be held May 9<sup>th</sup> in Bismarck. Please let Ryan know if you would like to attend to make reservations.

### C. New Business

#### 1. Mead & Hunt Task Order #15 – Runway 9L/27R and Taxiway B Extension Project – Eastside Reconstruction and Electrical – Westside Electrical – Design and Bidding

Attached is Task Order #15 and a detailed Scope of Services for this work. This is for Design and Bidding services to complete the Reconstruction of Runway 9L/27R & Taxiway B (East of Runway 17R/35L), including paving and electrical, and the Extension of Runway 9L/27R & Taxiway B (West of Runway 17R/35L) electrical.

We want to complete the design for this phase of work and have bids in hand to be eligible for 2023 FAA Discretionary funding. The construction is expected to be completed in 2024.

The total cost of these services is \$259,627.46 and is eligible for Federal and State shares to be determined as part of our 2023 grant applications.

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

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Mead & Hunt Task Order #15 in the amount of \$259,627.46 and authorize the Executive Director to execute the required documents, including all FAA and State grant paperwork.

A motion was made by Meland to approve Mead & Hunt Task Order #15 in the amount of \$259,627.46 and authorize the Executive Director to execute the required documents, including all FAA and State grant paperwork. The motion was seconded by Bollingberg to approve Mead & Hunt Task Order #15 in the amount of \$259,627.46 and authorize the Executive Director to execute the required documents, including all FAA and State grant paperwork. **Action Taken:** Motion carried unanimously.

The meeting adjourned at 9:09 a.m.

Respectfully submitted,

Katie Olson  
GFRAA Administrative Assistant

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

**May 25, 2023**

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 25, 2023, presided by Chair Simonson. Members present were Kyle Kvamme, Rick Meland, and Steve Kuhlman. Members present via zoom were Cynthia Pic. Airport Attorney Tim Dittus was also present. Mead & Hunt's Steve Synhorst, Josh Brelje, and Jon Scraper. 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, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

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

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Chair Simonson asked for a motion to approve the minutes from April 27, 2023, as written. A motion was made by Meland to approve the minutes from April 27, 2023, as written. The motion was seconded by Kuhlman to approve the minutes from April 27, 2023, as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Martin reviewed the April 2023 monthly revenue vs. budget and commissions. Commissions remain slightly higher than budget. CRSSA dollars were used to reimburse payroll.

**2. Director Report**

- a) Riesinger introduced the GFK Airport Intern, Rio Vizenor. He is an Airport Management student at UND and he has finished up classes for the semester. He will be with us this summer performing operations, maintenance and administration duties.
- b) Riesinger introduced Carson Stuhaug who is a graduate of engineering and will be doing field site work for Mead & Hunt this summer.
- c) Riesinger asked Castiglione to share video footage of progress on the Runway 9L Extension Project and shared photos of the T-hangar project. The Earthwork has begun to extend the runway.
- d) Riesinger updated that the Customs Building Project is on track and set to open in November.
- e) Riesinger mentioned the upcoming Air Race Classic that is hosted by UND Aerospace. GFK is a sponsor of the event. Activities start on June 18<sup>th</sup> and the takeoff is June 20<sup>th</sup>.



- f) Riesinger mentioned the 3<sup>rd</sup> Annual Invitational Golf Outing will be Friday, July 21<sup>st</sup> at 9:00 am. Invitations will be sent out soon for anyone who is interested. It's a great opportunity to meet pilots, student pilots, UND staff and GFK staff.
- g) Riesinger provided an update on Commissioner Tim Mutchler. As many may have heard, Tim was in a farming accident on May 15<sup>th</sup>. He was airlifted to Sanford Fargo and is in the ICU. He has been taken off the critical list. He has multiple fractures and has had multiple surgeries. Commissioner Meland has remained in contact with Commissioner Mutchler's family, and they keep him informed of status updates. Please keep them in your thoughts and prayers. We will be sending a card and flowers.

### **3. Chair Report**

- a) Chair Simonson wanted to acknowledge that Governor Burgum signed a proclamation today making the week of May 21-27, 2023, "Emergency Medical Services Week" in the state of North Dakota. The proclamation recognizes those who "provide lifesaving care", including first responders, emergency medical responders and firefighters. The Airport Authority's Aircraft Rescue and Firefighting (ARFF)/Operations personnel perform many duties at the airport. In addition, to all airport operations tasks, they also perform airport security, first responder, emergency medical responder, and firefighting responses, as regulated by the FAA and TSA. Chair Simonson recognized the efforts of our ARFF/Operations personnel.

## **C. New Business**

### **1. Approval of Bids for 100LL and Diesel Fueling Systems**

We received and opened bids for the 100LL and Diesel Fueling Systems project on May 24, 2023. Please see the attached bid tabulation and recommendation of award provided by Mead & Hunt.

The State of North Dakota requires projects to be broken out into various disciplines (General/Civil, Mechanical, Electrical) so that all contractors have an opportunity to bid the work. With these bids, MAK Construction was the only contractor who bid to complete all the work as a single prime contractor, but others bid to complete the work of only one discipline.

Per the attached, the lowest bid to complete the 100LL System is the combined bid of \$674,806.50, and the lowest bid to complete the Diesel System is the combined bid of \$591,162.50. Both of these combined bids were below the Engineer's Opinion of Construction Cost.

In addition, Bid Alternate 1 for the 100LL Fueling System included a Card Reader Shelter, a Digital Gallons Fueled Sign, and an Offloading Pump. The low bid for this equipment was \$29,377.00 from O'Day Equipment. This was also below the Engineer's Opinion of Construction Cost.

The total amount of \$1,295,346.00 is eligible to be funded 100% by the CARES Act grant.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve and award the bids of MAK Construction (\$147,161.50 for Civil/General), O'Day Equipment (\$412,311.00 for Mechanical), Fusion Automation (\$115,334.00 for

Electrical), and O'Day Equipment (\$29,377.00 for Bid Alternate 1) in the total amount of \$704,183.50 for the new 100LL Fueling System;

the bids of MAK Construction (\$238,334.50 for Civil/General), O'Day Equipment (\$262,550.00 for Mechanical), Fusion Automation (\$90,278.00 for Electrical), in the total amount of \$591,162.50 for the new Diesel Fueling System and authorize the Executive Director to execute the required documents, including all FAA Federal grant paperwork.

A motion was made by Meland to approve and award the bids of MAK Construction (\$147,161.50 for Civil/General), O'Day Equipment (\$412,311.00 for Mechanical), Fusion Automation (\$115,334.00 for Electrical), and O'Day Equipment (\$29,377.00 for Bid Alternate 1) in the total amount of \$704,183.50 for the new 100LL Fueling System,

the bids of MAK Construction (\$238,334.50 for Civil/General), O'Day Equipment (\$262,550.00 for Mechanical), Fusion Automation (\$90,278.00 for Electrical), in the total amount of \$591,162.50 for the new Diesel Fueling System and authorize the Executive Director to execute the required documents, including all FAA Federal grant paperwork.

The motion was seconded by Pic to approve and award the bids of MAK Construction (\$147,161.50 for Civil/General), O'Day Equipment (\$412,311.00 for Mechanical), Fusion Automation (\$115,334.00 for Electrical), and O'Day Equipment (\$29,377.00 for Bid Alternate 1) in the total amount of \$704,183.50 for the new 100LL Fueling System,

the bids of MAK Construction (\$238,334.50 for Civil/General), O'Day Equipment (\$262,550.00 for Mechanical), Fusion Automation (\$90,278.00 for Electrical), in the total amount of \$591,162.50 for the new Diesel Fueling System and authorize the Executive Director to execute the required documents, including all FAA Federal grant paperwork.

**Action Taken:** Motion carried unanimously.

## **2. Runway 9L Extension Project – Earthwork and Storm Sewer – 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 Runway 9L Extension Project – Earthwork and Storm Sewer.

Change Order #3 is to adjust the size of the fillets at the Runway and Taxiway Intersections on the west side of the project. There are 4 intersecting taxiways that need to be modified due to FAA design standards.

Change Order #3 results in a cost increase of \$162,430.90. This increase is eligible for 90% Federal and 5% State funding.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Change Order #3 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$162,430.90 and authorize the Executive Director to execute the required documents.

A motion was made by Kvamme to approve Change Order #3 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$162,430.90 and authorize the Executive Director to execute the required documents.

The motion was seconded by Pic to approve Change Order #3 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$162,430.90 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously

The meeting adjourned at 8:45 a.m.

Respectfully submitted,

Katie Olson  
GFRAA Administrative Assistant

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

**June 22, 2023**

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 22, 2023, presided by Chair Simonson via phone. Member present was Steve Kuhlman. Members present via zoom were Rick Meland and Cynthia Pic. Airport Attorney Tim Dittus was also present. Mead & Hunt's Steve Synhorst, Josh Brelje, and Jon Scraper. Staff attending included Ryan Riesinger, Executive Director, Krista Martin, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, 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 May 25, 2023, as written. A motion was made by Kuhlman to approve the minutes from May 25, 2023, as written. The motion was seconded by Meland to approve the minutes from May 25, 2023, as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Martin reviewed the May 2023 monthly revenue vs. budget and commissions. Commissions remain slightly higher than budget. Enplanements remain strong. Fuel Flowage remains higher than budgeted.
- b) Commissioner Kuhlman commented that the Bemidji Airport will be closed for construction on July 26<sup>th</sup> to August 1<sup>st</sup>, we may want to reach out to that community to let them know we are an option.

**2. Director Report**

- a) Riesinger updated on the concrete blowout on 17L/35R that occurred on Thursday, June 1<sup>st</sup>. He wanted to stress the appreciation for Mead & Hunt and Strata for being able to step up in a very short order. This closure brought UND Aerospace to a 40% capacity. Strata was able to start work on Tuesday, June 6<sup>th</sup> and was completed by Tuesday, June 13<sup>th</sup> at approximately 5 pm. It does speak to the condition of aging pavement; preventative maintenance is very important. Thanks to our staff, Mead & Hunt and Strata. It is very much appreciated to have that runway back open.
- b) Riesinger turned it over to Castiglione to show everyone the projects taking place on the airfield via security footage. He showed the former County Rd 5 that will be a safety area. He showed the perimeter fencing for the 9L Runway and all the Earthwork. Riesinger updated on the Customs Building interior walls and doors are going up and progressing well and on schedule. The T-hangar project has bi-fold doors going up and everything is progressing well.

- c) Riesinger mentioned that last week he attended the ND Aeronautics Grant meeting in Bismarck. He was happy to report that GFK is being awarded \$7.2 million in State Grant Funding. For our 2023 work that was the full amount allocated, which would be 50% of the shortfall after the federal funding. The \$7.2 million is a very significant amount and was the largest grant awarded to any individual airport for this year. That's largely due to it being the first time that the North Dakota Aeronautics Commission has been able to utilize the \$20 million of Prairie Dog funding.
- d) Castiglione reported on the Air Race Classic. UND Aerospace hosted 44 race teams. It took some coordination from the tower, UND and GFK to get all the teams off the ground. We got 43 teams off safely, all under an hour, one ended up with mechanical issues.
- e) Riesinger had everyone view the CARES Act Remaining Spreadsheet that is in the packet each month. The amount projected to be remaining is \$82,754,46. We will need to spend down the CARES act money by June 10, 2024.
- f) Riesinger mentioned that we are preparing the 2024 budget, and plan to have the 1<sup>st</sup> reading at the July meeting and the 2<sup>nd</sup> reading at the August meeting.
- g) Riesinger had an update on Commissioner Tim Mutchler. Tim stopped by on Tuesday, and it was great to see him. He still has his great sense of humor. He has additional surgery coming and some physical therapy.
- h) Riesinger mentioned that the invitations for the 3<sup>rd</sup> Annual GFK Invitational Golf Outing will be going out soon.

### 3. Chair Report

- a) Chair Simonson wanted to recognize the Executive Director, Mead & Hunt, Strata and Airport Operations for the quick turnaround of repairing the 17L/35R Runway blowout. That was pretty impressive considering the timeline. Thank you everybody for that.

## C. New Business

### 1. Mead & Hunt Task Order #7C – Construction Administration and Observation Services for the 100LL and Diesel Fueling Systems

The total cost of these services is \$208,430.35 and are eligible for 100% federal funding via our CARES Act grant. This cost will require successful completion of an Independent Fee Estimate.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Mead & Hunt Task Order #7C in the amount of \$208,430.35 for Construction Administration and Observation Services for the 100LL and Diesel Fueling Systems Project and authorize the Executive Director to execute the required documents.

The motion was made by Pic to approve Mead & Hunt Task Order #7C in the amount of \$208,430.35 for Construction Administration and Observation Services for the 100LL and Diesel Fueling Systems Project and authorize the Executive Director to execute the required documents. The motion was seconded by Kuhlman

to approve Mead & Hunt Task Order #7C in the amount of \$208,430.35 for Construction Administration and Observation Services for the 100LL and Diesel Fueling Systems Project and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously.

## **2. Mead & Hunt Task Order #16 – Aeronautical Survey and Approach Coordination**

With the new Runway 9L/27R under construction there is a need to update the Aeronautical Survey and Approaches for this runway. Note that all runways will be surveyed and new GPS approaches will be added for Runway 17L/35R through this process.

Attached is Task Order #16 and a detailed Scope of Services for Mead & Hunt and their sub-consultants to complete the following for the Aeronautical Survey and Approach Coordination:

- Project Administration and Management
- Aeronautical Survey Services
- Design Aeronautical Obstruction Survey
- As-Built Survey and Aerial Photography
- FAA Project Closeout Report

The total cost of these services is \$164,148.30 and is eligible for 90% Federal (a portion of 2023 BIL funding), and 5% State funding. This cost will require successful completion of an Independent Fee Estimate.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Mead & Hunt Task Order #16 in the amount of \$164,148.30 for an Aeronautical Survey and Approach Coordination and authorize the Executive Director to execute the required documents, including all FAA grant documentation.

The motion was made by Kuhlman to approve Mead & Hunt Task Order #16 in the amount of \$164,148.30 for an Aeronautical Survey and Approach Coordination and authorize the Executive Director to execute the required documents, including all FAA grant documentation. The motion was seconded by Meland to approve Mead & Hunt Task Order #16 in the amount of \$164,148.30 for an Aeronautical Survey and Approach Coordination and authorize the Executive Director to execute the required documents, including all FAA grant documentation.

**Action Taken:** Motion carried unanimously

## **3. Runway 9L Extension Project – Earthwork and Storm Sewer – Change Order #4**

Change Order #4 is due to the Contractor encountering a wet area in the soil while installing the storm sewer pipe. The sand that was specified was not able to maintain structural integrity for the trench, so the Contractor recommended replacing the sand

with a minus 1” rock to provide more support for the pipe. It is estimated that the rock backfill will be required for approximately 300 linear feet of the pipe installation.

Change Order #4 results in a cost increase of \$3,081.00. This increase is eligible for 90% Federal and 5% State funding.

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve Change Order #4 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$3,081.00 and authorize the Executive Director to execute the required documents.

A motion was made by Meland to approve Change Order #4 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$3,081.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Pic to approve Change Order #4 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$3,081.00 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously

#### **4. T-Hangar Project – Change Order #6**

Change Order #6 results in a cost decrease of \$1,239.00.

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve Change Order #6 to the T-Hangar Project with a cost decrease of \$1,239.00 and authorize the Executive Director to execute the required documents.

A motion was made by Meland to approve Change Order #6 to the T-Hangar Project with a cost decrease of \$1,239.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Kuhlman to approve Change Order #6 to the T-Hangar Project with a cost decrease of \$1,239.00 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously

The meeting adjourned at 8:41 a.m.

Respectfully submitted,  
Katie Olson  
GFRAA Administrative Assistant

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

**July 27, 2023**

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 27, 2023, presided by Chair Simonson. Members present Tim Mutchler and Rick Meland. Members present via zoom were Kyle Kvamme and Karl Bollingberg. Airport Attorney Tim Dittus was also present. Mead & Hunt's Steve Synhorst and Josh Brelje. Staff attending included Ryan Riesinger, Executive Director, Krista Martin, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, Scott Nelson, Maintenance Supervisor.

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

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Chair Simonson asked for a motion to approve the minutes from June 22, 2023, as written. A motion was made by Meland to approve the minutes from June 22, 2023, as written. The motion was seconded by Mutchler to approve the minutes from June 22, 2023, as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Martin reviewed June 2023 monthly revenue vs. budget and commissions. Enplanements remain strong. Fuel Flowage remains higher than budgeted.

**2. Director Report**

- a) Riesinger updated on the Runway Extension Project. Dry weather conditions have helped keep them on track. The Customs Building is on target to open November 1. The T-Hangars have bi-fold doors up, siding and interior walls up, with a completion date of August 16<sup>th</sup>.
- b) Riesinger updated on the UND fuel change from 100LL to UL94. There was an article in the GF Herald which he shared with the board. There were some delays from last year when UND wanted to switch because of pricing. UL94 has benefits to the environment and maintenance as well as price per gallon.
- c) Riesinger is happy to report the Northrup Grumman has officially signed the lease agreement as of May 1.
- d) Riesinger updated that we held the 3<sup>rd</sup> Annual GFK Golf Invitational Outing. We had 47 golfers and he wanted to recognize the primary sponsors: Mead & Hunt sponsored the food and beverage, Camrud, Maddock, Olson and Larson donated gift certificates, Doug Norby from Norby Work Perks provided a gift certificate, and Allegiant provided two \$250 vouchers.



### 3. Chair Report

- a) Chair Simonson welcomed back Commissioner Mutchler. Chair Simonson mentioned that his 5-year term ends in August and he is looking to get reappointed.

### C. New Business

#### 1. 2024 Budget Review – 1<sup>st</sup> Reading.

A presentation and review of the proposed 2024 Budget was conducted during the meeting. It is planned that a 2<sup>nd</sup> review, and approval, will be completed at the August Board Meeting.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the 1<sup>st</sup> reading of the 2024 Budget.

A motion was made by Mutchler to approve the 1<sup>st</sup> reading of the 2024 Budget. The was seconded by Bollingberg approve the 1<sup>st</sup> reading of the 2024 Budget.

**Action Taken:** Motion carried unanimously

#### 2. Review of Bids for Eastside Runway 27R and Taxiway B Reconstruction Project

Riesinger reported that we received and opened bids on Thursday, July 13th, for the Eastside Runway 27R and Taxiway B Reconstruction Project, which also includes all of the electrical lighting work for the full runway and taxiway. The bids included three Schedules – Schedule 1 (General/Civil Construction), Schedule 2 (Electrical Construction), and Schedule 3 (Combined General/Civil and Electrical Construction). There are also five Divisions of work that are phased to minimize disruption of aircraft operations during the construction - see the attached color-coded phasing schedule.

The complete Bid Tabulation was attached. The lowest responsive bidder was Strata Corporation with a Combined General/Civil and Electrical Construction bid of \$23,559,116.35. The Engineer's Opinion of Construction Cost was \$29,405,543.50.

We are required by the FAA to open bids and submit an application for federal discretionary funding for this project. This was completed and sent to them on July 14th. The application included a federal discretionary grant request of \$14,284,720.00 to complete this work (see attached). The remaining shortfall is planned to be split 50/50 with the State, resulting in a Local Airport Share totaling \$4,637,198.36 or 19.7%.

We may not know the amount of the FAA grant until late in September. The bid documents allowed for the Airport Authority to hold the bids for up to 90 days from the bid opening to evaluate the bids and coordinate with the FAA and State on the funding plan. Therefore, the bids were provided only for the Board's information at this time. We will plan to approve them when we have more information on the grant funding.

**3. Runway 9L Extension Project – Paving – Change Order #1**

A memo was provided from Mead & Hunt, which details the reasons, justification, and cost for the Change Order #1 to the Runway 9L Extension Paving Project.

This is for the emergency concrete repair work on Runway 35R completed by Strata in June.

Change Order #1 results in a cost increase of \$82,500.00. This work was funded 100% by the Airport.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Change Order #1 to the Runway 9L Extension Paving Project in the amount of \$82,500.00 and authorize the Executive Director to execute the required documents.

A motion was made by Meland to approve Change Order #1 to the Runway 9L Extension Paving Project in the amount of \$82,500.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler to approve Change Order #1 to the Runway 9L Extension Paving Project in the amount of \$82,500.00 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously

**4. Runway 9L Extension Project – Earthwork and Storm Sewer – Change Order #5**

A memo was provided by Mead & Hunt which details the reason, justification, and cost for Change Order #5 to the Runway 9L Extension Project – Earthwork and Storm Sewer.

Change Order #5 is to add Class 3 Barricade Signage to the two vehicle gates at the old County Road 5 locations. It is believed that this additional signage will improve visibility, safety, and security.

Change Order #5 results in a cost increase of \$9,412.80. This increase is eligible for 90% Federal and 5% State funding.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Change Order #5 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$9,412.80 and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler motion to approve Change Order #5 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$9,412.80 and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve Change Order #5 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$9,412.80 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously

**5. Lumen Communication Cable Reroute**

A memo was provided by Mead & Hunt which details the reason, justification, and cost for this reroute of a Lumen/CenturyLink Communication Cable.

This work by Lumen personnel will cost \$13,225.00. This amount is eligible for 90% Federal and 5% State funding.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the Lumen work contract in the amount of \$13,225.00 and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve the Lumen work contract in the amount of \$13,225.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve the Lumen work contract in the amount of \$13,225.00 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously

**6. T-Hangar Project -Change Order #7**

A memo was provided by Mead & Hunt which details the reason, justification, and cost for Change Order #7 to the T-Hangar Project.

This Change Order is for the additional dewatering of the site that occurred in 2022 and 2023 that was beyond what was estimated.

Change Order #7 results in a cost increase of \$24,699.36. This amount will be funded 100% by the CARES Act grant.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Change Order #7 to the T-Hangar Project with a cost increase of \$24,699.36 and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve Change Order #7 to the T-Hangar Project with a cost increase of \$24,699.36 and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve Change Order #7 to the T-Hangar Project with a cost increase of \$24,699.36 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously

**7. T-Hangar Project – Change Order #8**

A memo was provided by Mead & Hunt which details the reason, justification, and cost for Change Order #8 to the T-Hangar Project.

This Change Order is to add three obstruction lights at the peak of the T-Hangar building to promote safety and enhance visibility.

Change Order #8 results in a cost increase of \$11,025.00. This amount will be funded 100% by the CARES Act grant.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Change Order #8 to the T-Hangar Project with a cost increase of \$11,025.00 and authorize the Executive Director to execute the required documents.

A motion was made by Bollingberg to approve Change Order #8 to the T-Hangar Project with a cost increase of \$11,025.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler to approve Change Order #8 to the T-Hangar Project with a cost increase of \$11,025.00 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously

## **8. Airport Authority Board Committee Assignments**

Within the past year we have had a new member appointed to the Airport Authority Board of Commissioners (Kyle Kvamme), and a new Chair appointed (Dane Simonson). With these changes, and the potential for upcoming Committee meetings, it was recommended to appoint our Airport Authority Board Commissioners to the following committees:

Air Service – Tim Mutchler, Karl Bollingberg

Employee Relations – Cynthia Pic, Kyle Kvamme

Finance – Tim Mutchler, Rick Meland

General Aviation – Steve Kuhlman, Rick Meland

Marketing – Cynthia Pic, Kyle Kvamme

Real Estate – Steve Kuhlman, Karl Bollingberg

\* Note that Chair Simonson will serve as an Ex-Officio member for all Committees.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** For Chair Simonson to appoint our Airport Authority Board of Commissioners members to the various Committees as detailed above.

**Chair Simonson appointed the Commissioners the above assignments.**

## **9. No other New Business.**

The meeting adjourned at 9:35 a.m.

Respectfully submitted,  
Katie Olson  
GFRAA Administrative Assistant

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

**August 24, 2023**

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 24, 2023, presided by Vice Chair Pic via zoom. The member present was Tim Mutchler. Members present via zoom are Rick Meland and Steve Kuhlman. Airport Attorney Tim Dittus was also present. Mead & Hunt's Steve Synhorst and Josh Brelje. Staff attending included Ryan Riesinger, Executive Director, Krista Martin, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, Scott Nelson, Maintenance Supervisor and Katie Olson, Administrative Assistant.

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

With time constraints of Commissioner Meland and Commissioner Mutchler having to leave at 9:30, it was discussed that New Business on the agenda would be completed first, when approval of minutes and then reports.

**C) New Business**

**1) 2024 CIP Review and Approval**

The Airport's Capital Improvement Plan (CIP) is a listing of all proposed projects that are eligible for FAA or State funding. Typically, the CIP will forecast for at least 5 years, but in some cases the timeline could be longer.

The 2024 CIP was reviewed at the meeting.

It is important to note that each project will be approved individually by the Airport Authority Board at the time bids are received. Therefore, an approval of the CIP is not an approval for the individual projects to proceed.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the 2024 Capital Improvement Plan.

A motion was made by Mutchler to approve the 2024 Capital Improvement Plan. The motion was seconded by Meland to approve the 2024 Capital Improvement Plan.

**Action Taken:** Motion carried unanimously.

**2) 2024 Budget Review – 2<sup>nd</sup> Reading**

A review of the proposed 2024 budget was presented to the board.

The Operating Budget, Operating Expenses, and the Capital Budget were reviewed. This will be a historical year for construction projects.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the 2nd reading of the 2024 Budget.

A motion was made by Kuhlman to approve the 2nd reading of the 2024 Budget. The motion was seconded by Meland to approve the 2nd reading of the 2024 Budget.

**Action Taken:** Motion carried unanimously.

### **3) American Rescue Plan Act (ARPA) Grant Funding for 2023, 2024, and**

#### **2025 Operating Expenses**

On March 11, 2021, President Biden signed into law the American Rescue Plan Act (ARPA). ARPA provides approximately \$8 billion in economic relief to airports in response to the COVID-19 pandemic. GFK's share of the funding is \$1,969,936.00. These funds can be used to reimburse costs related to operations, personnel, cleaning, sanitizing, janitorial services, combating the spread of pathogens at the airport, and debt service payments.

The ARPA grant is very similar to the CRRSA (Coronavirus Response and Relief Supplemental Appropriations Act) grant for the Airport. To date, we have not utilized any of the ARPA grant funding as we have been first drawing down the CRRSA funding. We have \$334,278.62 remaining on the CRRSA grant. We believe now is the right time to begin utilizing the ARPA funding and propose reimbursing \$869,936.00 for 2023 operating expenses, \$700,000.00 for 2024 operating expenses, and \$400,000.00 for 2025 operating expenses. This funding allows us to keep our rates and charges competitive as we continue to recover from the pandemic. We have until November 23, 2025, to use the ARPA funding.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Resolution #01-23 to utilize ARPA grant funding for 2023, 2024, and 2025 operating expenses, and authorize the Executive Director to execute the required documents.

A motion was made by Meland to approve Resolution #01-23 to utilize ARPA grant funding for 2023, 2024, and 2025 operating expenses, and authorize the Executive Director to execute the required documents. The motion was seconded by Kuhlman to approve Resolution #01-23 to utilize ARPA grant funding for 2023, 2024, and 2025 operating expenses, and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously.

### **4) Resolution #02-23 – Authorization to utilize CARES Act grant funding for New T-Hangars and Fueling Systems**

The need for new T-Hangars as part of our East General Aviation Development, a new Self-Service 100LL Fueling System, and a new Diesel Fueling System were all identified by Staff as good projects for use of CARES Act grant funding. We have previously completed or plan to complete the following for these projects:

#### **T-Hangars**

- Design and Bidding - \$172,412.00 - Completed
- Construction - \$3,152,144.30 - In Process

- Construction Administration - \$199,603.73 - In Process
- Administrative Costs - \$8,524.88
- TOTAL = \$3,532,684.91

#### Self-Service 100LL and Diesel Fueling Systems

- Design and Bidding - \$199,262.73 - Completed
- Construction - \$1,295,346.00 - In Process
- Construction Administration - \$208,430.35 - In Process
- Administrative Costs - \$4,000.00
- TOTAL = \$1,707,039.08

A resolution to formalize authorization to utilize \$5,239,723.99 of CARES Act grant funding is recommended. Resolution #02-23 is attached.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to authorize utilizing up to \$5,239,723.99 of GFK's allocated CARES Act grant funding to reimburse the Airport Authority for the New T-Hangars and Fueling Systems as detailed above, and to adopt Resolution #02-23.

A motion was made by Kuhlman to authorize utilizing up to \$5,239,723.99 of GFK's allocated CARES Act grant funding to reimburse the Airport Authority for the New T-Hangars and Fueling Systems as detailed above, and to adopt Resolution #02-23. The motion was seconded by Meland to authorize utilizing up to \$5,239,723.99 of GFK's allocated CARES Act grant funding to reimburse the Airport Authority for the New T-Hangars and Fueling Systems as detailed above, and to adopt Resolution #02-23.

**Action Taken:** Motion carried unanimously.

#### **5) Runway 9L Extension Project – Earthwork and Storm Sewer – Airside Solutions – Airfield Lighting Control System Update**

A memo was provided by Mead & Hunt which details the reason, justification, and cost for this update of the Airfield Lighting Control System.

This work by Airside Solutions was completed at a cost of \$12,603.00. This amount is eligible for 90% Federal and 5% State funding.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the Airside Solutions update to the Airfield Lighting Control System in the amount of \$12,603.00 and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve the Airside Solutions update to the Airfield Lighting Control System in the amount of \$12,603.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve the Airside Solutions update to the Airfield Lighting Control System in the amount of \$12,603.00 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously.

## **6) Runway 9L Extension Project – Earthwork and Storm Sewer – Change Order #6**

A memo was provided by Mead & Hunt which details the reason, justification, and cost for Change Order #6 to the Runway 9L Extension Project – Earthwork and Storm Sewer.

Change Order #6 is to remove and replace a culvert that was in poor condition prior to construction. It is required to improve drainage in the area.

Change Order #6 results in a cost increase of \$12,182.43. This increase is eligible for 90% Federal and 5% State funding.

Change Order #6 is to remove and replace a culvert that was in poor condition prior to construction. It is required to improve drainage in the area.

Change Order #6 results in a cost increase of \$12,182.43. This increase is eligible for 90% Federal and 5% State funding.

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve Change Order #6 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$12,182.43 and authorize the Executive Director to execute the required documents.: A motion to approve Change Order #6 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$12,182.43 and authorize the Executive Director to execute the required documents.

A motion was made by Meland to approve Change Order #6 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$12,182.43 and authorize the Executive Director to execute the required documents.: A motion to approve Change Order #6 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$12,182.43 and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler to approve Change Order #6 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$12,182.43 and authorize the Executive Director to execute the required documents.: A motion to approve Change Order #6 to the Runway 9L Extension Project – Earthwork and Storm Sewer phase in the amount of \$12,182.43 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously.

## **7) Runway 9L Extension Project – Change Order #2**

A memo was provided by Mead & Hunt which details the reason, justification, and cost for the Change Order #2 to the Runway 9L Extension Project -Paving.

Change Order #2 is to adjust the size of the fillets at the Runway and Taxiway Intersections on the west side of the project. There are 4 intersecting taxiways that need to be modified due to FAA design standards and increases the amount of pavement required.



Change Order #2 results in a cost increase of \$489,411.16. This increase is eligible for 90% Federal and 5% State funding, however, it is possible this amount will need to be funded 100% locally. The FAA will review the increased costs at the time of closeout and determine if any additional funding is available.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Change Order #2 to the Runway 9L Extension Project – Paving phase in the amount of \$489,411.16 and authorize the Executive Director to execute the required documents.

A motion was made by Kuhlman to approve Change Order #2 to the Runway 9L Extension Project – Paving phase in the amount of \$489,411.16 and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve Change Order #2 to the Runway 9L Extension Project – Paving phase in the amount of \$489,411.16 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously.

#### **8) Runway 9L Extension Project -Paving -Change Order #3**

A memo was provided by Mead & Hunt which details the reason, justification, and cost for Change Order #3 to the Runway 9L Extension Project – Paving.

Change Order #3 is to allow for additional cost to get water to the project staging area for the concrete batch plant. During design, the local rural water provider confirmed that a water service was available for the site. After the project was bid and under contract, it was determined that the nearest water service with adequate capacity was over a mile away from the staging area. The cost to install water service to the staging area was estimated to be in excess of \$1 million, so the Contractor was asked to provide a cost for hauling water from the nearest existing water service.

Change Order #3 results in a cost increase of \$121,792.12. This increase is eligible for 90% Federal and 5% State funding, however, it is likely this amount will need to be funded 100% locally.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Change Order #3 to the Runway 9L Extension Project – Paving phase in the amount of \$121,792.12 and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve Change Order #3 to the Runway 9L Extension Project – Paving phase in the amount of \$121,792.12 and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve Change Order #3 to the Runway 9L Extension Project – Paving phase in the amount of \$121,792.12 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously.

#### **9) T- Hangar Project -Change Order #9**

A memo was provided by Mead & Hunt which details the reason, justification, and cost for Change Order #9 to the T-Hangar Project.

Change Order #9 results in no change to the contract amount, however, due to delays relating to electrical components and installation the contractor is requesting an extension in the contract time from August 16 to August 31 (15 days).

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Change Order #9 to the T-Hangar Project and authorize the Executive Director to execute the required documents.

A motion was made by Kuhlman to approve Change Order #9 to the T-Hangar Project and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve Change Order #9 to the T-Hangar Project and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously.

#### **10) Other new business**

There is no other new business at this time.

#### **A. Approval of Minutes**

- a) Vice Chair Pic asked for a motion to approve the minutes from July 27, 2023, as written. A motion was made by Meland to approve the minutes from July 27, 2023, as written. The motion was seconded by Mutchler to approve the minutes from July 27, 2023, as written. **Action Taken:** Motion carried unanimously.

#### **B. Reports**

##### **1. Financial Report**

- a) Martin reviewed July 2023 monthly revenue vs. budget and commissions. Enplanements remain strong. Fuel Flowage remains higher than budgeted.

##### **2. Director Report**

- a) Riesinger updated on the projects- The 9L runway extension is coming along. Customs Building is looking to be complete on November 1, except for a delay of a switch gear for the PFC backup generator project that will be delayed until October 2024. The T-Hangar building is largely complete – primarily electrical work remaining. A walk-through of the building will be conducted soon and a punchlist of items remaining will be compiled.

- b) Riesinger wanted to present an Air service presentation, he will save that for next month's meeting.
- c) Riesinger reported that Chair Simonson was reappointed to the board.

The meeting adjourned at 9:35 a.m.

Respectfully submitted,  
Katie Olson  
GFRAA Administrative Assistant

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

**September 12, 2023**

The Grand Forks Regional Airport Authority Board of Commissioners met in a special session in the Board Room of the Byron L. Dorgan Terminal on Monday September 12, 2023, presided by Chair Dane Simonson via zoom. Members that called in via Zoom were Cynthia Pic, Rick Meland, Tim Mutchler and Steve Kuhlman. Airport Attorney Tim Dittus called in via Zoom. Staff attending included Ryan Riesinger, Executive Director, Krista Martin, Director of Finance and Administration, Joey Castiglione, Operations and Maintenance Manager, and Katie Olson, Administrative Assistant.

The meeting was called to order at 3:00 pm

**A) Approval of Bid for Eastside Runway 27R and Taxiway B Reconstruction Project**

We received and opened bids on Thursday, July 13th, for the Eastside Runway 27R and Taxiway B Reconstruction Project, which also includes all of the electrical lighting work for the full runway and taxiway. The bids included three Schedules – Schedule 1 (General/Civil Construction), Schedule 2 (Electrical Construction), and Schedule 3 (Combined General/Civil and Electrical Construction). There are also five Divisions of work that are phased to minimize disruption of aircraft operations during the construction - see the attached color-coded phasing schedule.

The complete Bid Tabulation is attached. The lowest responsive bidder was Strata Corporation with a Combined General/Civil and Electrical Construction bid of \$23,559,116.35. The Engineer's Opinion of Construction Cost was \$29,405,543.50. The bids were reviewed at our Airport Authority Board meeting on July 27th.

We were required by the FAA to open bids and submit an application for federal discretionary funding for this project. This was completed and sent to them on July 14th. The application included a federal discretionary grant request of \$14,284,720.00 to complete this work (see attached). The remaining shortfall is planned to be split 50/50 with the State, resulting in a Local Airport Share totaling \$4,637,198.36 or 19.7%.

The bid documents allowed for the Airport Authority to hold the bids for up to 90 days from the bid opening to evaluate the bids and coordinate with the FAA and State on the funding plan. Yesterday, on September 11th, we received confirmation from the FAA that our 2023 Discretionary Grant was awarded for the full \$14,284,720.00 amount requested. We will coordinate further with the State and anticipate the shortfall will be split 50/50, as previously planned.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the Combined bid of Strata Corporation in the amount of \$23,559,116.35 and authorize the Executive Director to execute the required documents, including all FAA and State grant documents.

A motion was made by Kuhlman to approve the Combined bid of Strata Corporation in the amount of \$23,559,116.35 and authorize the Executive Director to execute the required documents, including all FAA and State grant documents. The motion was seconded by Meland to approve the Combined bid of Strata Corporation in the amount of \$23,559,116.35 and authorize the Executive Director to execute the required documents, including all FAA and State grant documents.

**Action Taken:** Motion carried unanimously.

The meeting adjourned at 3:08 pm.

Respectfully submitted,

Katie Olson  
GFRAA Administrative Assistant

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

**September 28, 2023**

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 28, 2023, presided by Chair Simonson. Members present were Steve Kuhlman, Tim Mutchler, and Rick Meland. Members present via zoom were Kyle Kvamme. 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, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker, ARFF/Operations Supervisor, 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 August 24, 2023, as written. A motion was made by Kuhlman to approve the minutes from August 24, 2023, as written. The motion was seconded by Mutchler to approve the minutes from August 24, 2023, as written. **Action Taken:** Motion carried unanimously.
- b) Chair Simonson asked for a motion to approve the minutes from September 12, 2023, Special Board Meeting, as written. A motion was made by Meland to approve the minutes from September 12, 2023, as written. The motion was seconded by Mutchler to approve the minutes from September 12, 2023, as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Martin reviewed August 2023 monthly revenue vs. budget and commissions. Enplanements exceed last year's numbers. CRRSA and ARPA dollars were used for reimbursement.

**2. Director Report**

- a) Riesinger asked Joey to share video of the west runway extension. Strata started paving last week. The Customs Building is on target for completion by November 1<sup>st</sup>. Customs and Protection has approved being able to move into the building without back up power. There is a fair amount of electrical work and IT work to be done. We plan to have a ribbon cutting ceremony and the board will be invited.
- b) Riesinger updated on the T-hangars. There is some additional electric work to be completed. There is a meeting scheduled on October 18<sup>th</sup> for discussion with hangar tenants to transition plans. We don't plan on demolition of the old T-hangars until

sometime 2024. He has been working with Mr. Dittus on a management agreement for AvFlight for the new T-Hangars.

- c) Riesinger updated on the FAA reauthorization and the possible government shut down. We don't know if there will be a program in 2024 or discretionary funds or grant programs available. However, we did receive notification of a \$14.2 million 2023 discretionary grant that we will be using for the construction in 2024. In 2025 we are not planning any major construction. He has met with staff from Senator Hoeven's and Senator Cramer's office to express the importance of a new FAA Reauthorization.
- d) Riesinger presented an Air Service PowerPoint. The presentation provided information on the state of the airline industry and how to recruit additional air service to Grand Forks. Mayor Bochenski is establishing a new Air Service Expansion Committee to rally the business community in support of air service at GFK. Chairman Simonson and Riesinger plan to participate in the committee.

### 3. Chair Report

- a) Chair Simonson thanked Riesinger for the presentation.

## C. New Business

### 1. Mead & Hunt Task Order #17 – West Side Electrical Vault – Final Design and Bidding

Attached is Task Order #17 and a detailed Scope of Services for this work. This is for Final Design and Bidding services for a new West Side Electrical Vault that will house the regulators and electrical components needed to support the lighting systems for Runways 9L/27R and 17R/35L, and associated taxiways. We plan to open bids this November and the construction is expected to be completed in 2024.

The total cost of these services is \$91,296.38 and is eligible for Federal and State funding as part of our 2024 Federal BIL grant. This item was included in our 2024 Budget.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Mead & Hunt Task Order #17 in the amount of \$91,296.38 and authorize the Executive Director to execute the required documents, including all FAA and State grant paperwork.

A motion was made by Mutchler to approve Mead & Hunt Task Order #17 in the amount of \$91,296.38 and authorize the Executive Director to execute the required documents, including all FAA and State grant paperwork. The motion was seconded by Kuhlman to approve Mead & Hunt Task Order #17 in the amount of \$91,296.38 and authorize the Executive Director to execute the required documents, including all FAA and State grant paperwork. **Action Taken:** Motion carried unanimously.

### 2. Task Order #18 – Construction Administration for the Runway 27R and Taxiway B Reconstruction (Eastside)

Attached is Task Order #18 and a detailed Scope of Services for Mead & Hunt and their sub-consultant to complete the following for the Runway 27R and Taxiway B Reconstruction Project (Eastside):

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

The total cost of these services is \$1,534,340.20 and are eligible to be funded with our 2023 FAA Discretionary, 2023 FAA Entitlement, and 2024 State Grants. This amount was included in our 2024 Budget. This will require successful completion of an Independent Fee Estimate.

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve Task Order #18 in the amount of \$1,534,340.20 and authorize the Executive Director to execute the required documents, including all FAA grant documents.

### **3. No other New Business.**

The meeting adjourned at 9:08 a.m.

Respectfully submitted,  
Katie Olson  
GFRAA Administrative Assistant



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

**October 26, 2023**

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 26, 2023, presided by Chair Simonson. Members present via zoom were Rick Meland, Karl Bollingberg, Steve Kuhlman, and Kyle Kvamme. Mead & Hunt's Steve Synhorst and Josh Brelje. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, and Katie Olson Administrative Assistant.

The meeting was called to order at 8:00 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, 2023, as written. A motion was made by Bollingberg to approve the minutes from September 28, 2023, as written. The motion was seconded by Meland to approve the minutes from September 28, 2023, as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Riesinger reviewed September 2023 monthly revenue vs. budget and commissions since Krista was out of the office at a conference. A final CRRSA reimbursement to offset Operating expenses was made. Commissions continue to do very well. Fuel flowage is doing very well and UND recently reported to us the 2<sup>nd</sup> highest flight hours with just over 13,000 flight hours flown for the month of September.

**2. Director Report**

- a) Riesinger updated on projects. The west side extension has stopped for the season. Strata was able to pour one lean base layer and have one more lane to pour for that. They will continue to complete the process in the spring. The project will be completed next year.
- b) Riesinger updated on the CBP Building. The punch list will be completed the week of 11/13. A lot of finishing materials are coming together. IT equipment is starting to arrive and is being installed. We plan to have the Board tour the building after next month's meeting in November.
- c) Riesinger updated on the T-Hangars. The project is completed, and the City of Grand Forks Electrical Inspector has to do one final walk through. We also had a GA Tenant meeting last week to discuss rent and timelines for moving in with tenants. Rent costs have been discussed and a management agreement should be available for review at the November meeting. There will be a fuel truck placed at

the T-Hangars until the self-service fuel station is available. Rules and regulations were discussed at the Tenant meeting.

- d) Riesinger updated on the Terminal Generator Project. Site work was begun, and if you have been to the terminal, you will have seen the fencing and the concrete pad that was poured. We are still waiting for the generator and the switch gear to arrive.
- e) Riesinger updated on the 100LL and Diesel fueling systems. The diesel fuel site work has started north of the maintenance building. O'Day plans on having tanks and pumps installed this winter.
- f) Riesinger updated on the west side electrically vault. We are planning on having a bid opening on November 7<sup>th</sup> and planning to have bids and recommendations at the next meeting.
- g) Riesinger reported last month about a possible government shut down that was averted, and the FAA will continue to operate to December 31<sup>st</sup>. The House has a new Speaker as of yesterday. We have received approval for the 2023 discretionary grants for the 2024 projects so we are good there. We don't know what 2024 will look like. We will continue to monitor this situation.
- h) Riesinger reported that we had the Veterans Honor Flight on October 15<sup>th</sup> with 109 Veterans departing. A total of 189 volunteers, chaperones, and Honor Flight leaders were on the charter. When they returned on Tuesday, October 17<sup>th</sup>, we had a few hundred family and friends here to greet them and welcome them home. We had the City Band, giveaways, decorations, and all sorts of festivities. It went off very well. He wanted to thank Joey and Katie from our staff. Joey for coordinating with all the entities and Katie for all the decorations and extra time. We had excellent support from Law Enforcement and both Mayors, Mayor Bochenski and Mayor Gander were here to greet the Veterans. And thank you to Oakwells for their support. The reviews we get from the group that puts this together are very positive and they do this at other airports but we are getting recognized for the extra effort of going above and beyond.
- i) Riesinger reported on air service. The Mayor has rolled out an Air Service Expansion Committee. There is an upcoming meeting on October 30<sup>th</sup> with community business leaders. Both Riesinger and Chair Simonson will attend the committee meeting. They both will be reporting back to the Board. The goal is to eventually apply for a Small Community Air Service Development Grant.
- j) Riesinger reported that we will have open enrollment for employees here the week of November 27<sup>th</sup> - December 1<sup>st</sup>. We had a budgeted increase of 12% for Health Insurance and a 5% increase for Dental, actual increase were 3.3% and 8%. We continue to see a benefit of being part of NDPHIT.
- k) We would also like to call to having an Employee Relations Committee Meeting soon. We have a few items to review. We have completed a salary survey. Also, to review a change to the ARFF/OPS schedule and possible changes to the Employee Handbook.
- l) Riesinger noted that Harlan Jensen has been in attendance for the last few meetings. Harlan Jensen and Jeff Vatnsdal are both maintenance employees at AvFlight and have proposed a business plan to start a mobile maintenance company called GFK On Call. Riesinger has met with both Harlan and Jeff during a few meetings to

discuss their business plan. Riesinger has discussed with both the airport attorney Tim Dittus and the Board Chair Dane Simonson about the business plan. Harlan was given the opportunity to speak to the board about their plans. Riesinger noted that GFK On Call's proposal requested that several minimum standards be waived, and that he and Mr. Dittus did not believe they should be waived.

- m) Riesinger updated the Dick Schultz will be retiring November 9<sup>th</sup>. He has been with UND Aerospace for 38 years. Jeremy Roesler will be appointed as the interim Director of Flight Operations.

### **3. Chair Report**

- a) Chair Simonson is looking forward to the Air Service Committee meeting on October 30<sup>th</sup>.

## **C. New Business**

### **1. Mead & Hunt Task Order #19 – Runway 17R/35L Survey**

With plans for the future, reconstruction of Runway 17R/35L on the horizon, it is time to begin design for this work. The next step is to complete a Mobile LIDAR and Topographic Survey of the runway.

Attached is Task Order #19 and a detailed Scope of Services for Mead & Hunt and their sub-consultants to complete the following for the survey work:

- Project Administration and Management
- Survey Services

The total cost of these services is \$43,086.08, and is eligible for 90% Federal, and 5% State funding.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Mead & Hunt Task Order #19 in the amount of \$43,086.08 for Runway 17R/35L Survey Services and authorize the Executive Director to execute the required documents, including all FAA grant documentation.

A motion was made by Meland to approve Mead & Hunt Task Order #19 in the amount of \$43,086.08 for Runway 17R/35L Survey Services and authorize the Executive Director to execute the required documents, including all FAA grant documentation. The motion was seconded by Bollingberg to approve Mead & Hunt Task Order #19 in the amount of \$43,086.08 for Runway 17R/35L Survey Services and authorize the Executive Director to execute the required documents, including all FAA grant documentation.

**Action Taken:** Motion carried unanimously.

## **2. Date for November Airport Authority Board meeting**

Our November 2023 Airport Authority Board of Commissioners meeting date was tentatively scheduled for the third Thursday in November (November 16th), so as to avoid a conflict with the Thanksgiving Holiday. Airport Staff will be available on November 16th for the meeting.

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

A motion was made by Kvamme to set the date for the November Airport Authority Board of Commissioners meeting for November 16<sup>th</sup>. The motion was seconded by Kuhlman to set the date for the November Airport Authority Board of Commissioners meeting for November 16<sup>th</sup>.

**Action Taken:** Motion carried unanimously.

## **3. Fueling System Project – Change Order #1**

A memo provided by Mead & Hunt which details the reason, justification, and cost for Change Order #1 to the Fueling System Project.

This Change Order is to add a galvanized coating to the stairs and catwalks to reduce ongoing maintenance in the future.

Change Order #1 results in a cost increase of \$2,980.00. This amount will be funded 100% by the CARES Act grant.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Change Order #1 to the Fueling Systems Project with a cost increase of \$2,980.00 and authorize the Executive Director to execute the required documents.

A motion was made by Meland to approve Change Order #1 to the Fueling Systems Project with a cost increase of \$2,980.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Bollingberg to approve Change Order #1 to the Fueling Systems Project with a cost increase of \$2,980.00 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously.

The meeting adjourned at 9:07 a.m.

Respectfully submitted,  
Katie Olson  
GFRAA Administrative Assistant

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
EMPLOYEE RELATIONS COMMITTEE MEETING**

**November 9, 2023**

The Grand Forks Regional Airport Authority Employee Relations Committee met in the Board Room of the Byron L. Dorgan Terminal on Thursday, November 9, 2023. Members present were Dane Simonson, Cynthia Pic, and Kyle Kvamme. Airport Attorney's Tim Dittus and Megan Flom. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, Rio Vizenor, Airport Intern, and Katie Olson, Administrative Assistant.

Riesinger provided some background information and introduced Megan Flom, HR attorney from Camrud, Maddock, Olson, and Larson.

- a) Compensation Study – Riesinger reviewed the Compensation Study that was recently completed by ADK Consulting and Executive Search. Our staff positions were compared to 10 other airports and the ACI-NA Compensation and Benefits Survey. Our pay and benefits were found to be comparable. There are some benefits that could be adjusted and they were discussed, including those later in the meeting.
- b) ARFF/Operations Schedule Options – Turnover has continued to be high in the ARFF/Operations Department. There are many variables that can lead to high turnover, but the most consistent one mentioned has been the work schedule. Staff presented several schedule options to be considered and moving to a 24/72 schedule was preferred.
- c) Proposed Employee Handbook Changes / Considerations
  - i) ARFF/Operations PTO adjustment – If the ARFF/Operations schedule is changed to a 24/72 there will be corresponding adjustments made to the PTO allotments in the Employee Handbook.
  - ii) PTO Carryover - Current policy is that employees can carry over 48 hours and we would like to change this to 96 hours.
  - iii) Paid Holidays – The Compensation Survey noted several areas of difference with Holidays. We would like to move to having paid holidays that would not require the use of PTO.
  - iv) ARFF/OPS Occupational Assessment Language – Language would be removed from the Employee Handbook.
  - v) Hearing Tests – Staff discussed the possibility of adding hearing tests for the Maintenance personnel. This process will reviewed and looked into further to develop a policy.

- vi) Travel Policy – Staff reviewed possible language to be added regarding travel policy for non-exempt (hourly) employees and compliance with the Fair Labor Standards Act (FLSA).
- vii) Performance Review Language – Staff recommended a few changes to more accurately reflect how performance reviews are conducted and the relationship to wage adjustments.

Staff will continue to work on these items and bring recommended amendments for the Employee Handbook to the full Airport Authority Board of Commissioners for review and approval.

Respectfully submitted,  
Katie Olson  
GFRAA Administrative Assistant

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

**November 16, 2023**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, November 16, 2023, presided by Chair Simonson. Member present was Tim Mutchler. Members present via zoom were Rick Meland, Steve Kuhlman, and Kyle Kvamme. Mead & Hunt's Steve Synhorst, Jon Scraper and Josh Brelje. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Krista Martin, Director of Finance and Administration, Cason Dunker, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:00 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 26, 2023, as written. A motion was made by Mutchler to approve the minutes from October 26, 2023, as written. The motion was seconded by Meland to approve the minutes from October 26, 2023, as written.

**Action Taken:** Motion carried unanimously.

- b) Chair Simonson asked for a motion to approve the minutes from November 9, 2023, Employee Relations Committee meeting, as written. A motion was made by Mutchler to approve the minutes from November 9, 2023, as written. The motion was seconded by Meland to approve the minutes from November 9, 2023, as written.

**Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Martin reviewed October 2023 monthly revenue vs. budget and commissions. Several expense line items are over budget due to unexpected expenses and repairs. Fuel Flowage remains above budgeted numbers. Overall the financials are in good shape.

**2. Director Report**

- a) Riesinger updated on the projects. The projects have been winding down with the colder weather. Mead & Hunt personnel are here onsite to complete the punch list for the Customs and Border Patrol Facility. A tour of the facility is available after the meeting today.

- b) Riesinger updated that last week we had an Employee Relations Committee meeting and thanked Commissioner Kvamme, Vice-Chair Pic and Chair Simonson for taking the time to participate in that meeting. We had a lot to discuss with the recent Compensation survey that was done, the ARFF/OPS proposed schedule changes, and some related Employee Handbook changes. We are planning on proposing Employee Handbook amendments at next month's meeting.
- c) Riesinger mentioned that invitations went out for the Airport Authority Christmas Dinner Party at Eagle's Crest on December 13<sup>th</sup> at 6 pm. Please RSVP by December 6<sup>th</sup>.
- d) Riesinger reported that we have received a proposal from two current Avflight aircraft mechanics for them to perform mechanic services for commercial aircraft at GFK. Their proposal requested the Airport Authority to waive numerous minimum standards, including requirements for a building with parts storage and office space to support the operation. After review, the Airport Attorney and Riesinger did not believe waiving the minimum standards would be in the best interest of the Airport, and that the minimum standards are functioning as intended. Further, waiving the minimum standards would not create a fair environment for Avflight, as they currently meet the minimum standards and intend to continue to provide the services in question.

### 3. Chair Report

- a) Chair Simonson reported that he and Ryan were invited to attend the Mayor's Air Services Expansion Committee meeting on October 30<sup>th</sup>. The next meeting is tentatively scheduled for December 4<sup>th</sup>. He thought it was a very productive meeting. He also wanted to thank everyone for their time with the Employee Relations Committee meeting.

## C. New Business

### 1. Westside Electrical Vault – Recommendation to Reject Bids

Bids for the Westside Electrical Vault project were received and opened on Thursday, November 9<sup>th</sup>. The bids received were well above the Engineer's Opinion of Cost and cannot be considered reasonable. Please see the attached memo provided by Mead & Hunt. We are exploring other options to complete this project and will discuss further at the meeting.

Bidder	Total Cost – Division 1 (General/Civil Construction)	Total Cost – Division 2 (Electrical Construction)	Total Cost – Division 3 (Mechanical Construction)	Total Cost – Division 4 (Combined Construction)
ICS, Inc.	\$1,560,531.00	No Bid	No Bid	\$3,390,331.00
Sun Electric, Inc.	No Bid	\$1,362,440.00	No Bid	No Bid
Parsons Electric	No Bid	\$2,134,800.00	No Bid	No Bid
<b>Engineer's Opinion of Cost</b>	<b>\$744,857.00</b>	<b>\$868,800.00</b>	<b>\$79,750.00</b>	<b>\$1,693,407.00</b>

Mead & Hunt is planning on opening bids the third week of January again for this project.



**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to reject the bids received for the Westside Electrical Vault project.

A motion to reject the bids received for the Westside Electrical Vault project was made by Mutchler. The motion was seconded by Kuhlman to reject the bids received for the Westside Electrical Vault project.

**Action Taken:** Motion carried unanimously.

## **2. Runway 9L Extension Project – Paving – Change Order #4**

Please see the attached memo provided by Mead & Hunt which details the reason, justification, and cost decrease for Change Order #4 to the Runway 9L Extension Project – Paving.

Change Order #4 is to utilize paint pavement markings instead of adhesive marking tape for the temporary chevrons to show the portion of Runway 9L as unusable for landing.

Change Order #4 results in a cost decrease of \$41,763.15.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Change Order #4 to the Runway 9L Extension Project – Paving phase, which results in a cost decrease of \$41,763.15, and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve Change Order #4 to the Runway 9L Extension Project – Paving phase, which results in a cost decrease of \$41,763.15, and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve Change Order #4 to the Runway 9L Extension Project – Paving phase, which results in a cost decrease of \$41,763.15, and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously.

## **3. Avflight T-Hangar Management Agreement**

A Management Agreement with Avflight for the new T-Hangars has been completed and is attached. The agreement will be reviewed at the meeting.

Highlights of the agreement include the following:

1. Term – a five year term, with a two year extension option
2. Avflight would be responsible to market and show the facility to prospective tenants, maximize the occupancy rate, manage and enforce leases with the tenants, and implement billing and revenue collection.
3. The rental rate to tenants will be \$350.00 per month, per stall.
4. Avflight will receive 33% of the revenue collected as a management fee. The management fee shall not be less than \$1,500.00 in any month.
5. The Airport Authority will own, maintain, and pay for utilities for the facility.

6. Either party will be able to terminate the agreement, without cause, with a 90-day advance written notice.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the Avflight T-Hangar Management Agreement and authorize the Executive Director to execute the document.

A motion was made by Mutchler to approve the Avflight T-Hangar Management Agreement and authorize the Executive Director to execute the document. The motion was seconded by Meland to approve the Avflight T-Hangar Management Agreement and authorize the Executive Director to execute the document.

**Action Taken:** Motion carried unanimously.

#### **4. Approval of Operating Permit for Valley Aircraft Services**

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to table this agenda item. A motion was made by Mutchler to table this agenda item. The motion was seconded by Meland to table this agenda item.

**Action Taken:** Motion carried unanimously.

#### **5. December Airport Authority Board Meeting**

Our December 2023 Airport Authority Board of Commissioners meeting date is between the Christmas and New Years Holidays. In an effort to avoid a conflict with these holidays it seemed appropriate to officially reschedule the meeting for the week prior. Airport Staff would be available on December 21st for the meeting.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to set the date for the December Airport Authority Board of Commissioners meeting.

A motion was made by Kvamme to set the December Airport Authority Board of Commissioners meeting for December 21<sup>st</sup> at 8:00 am. The motion was seconded by Mutchler to set the December Airport Authority Board of Commissioners meeting for December 21<sup>st</sup> at 8:00 am.

**Action Taken:** Motion carried unanimously.

The meeting adjourned at 8:33 a.m.

Respectfully submitted,  
Katie Olson  
GFRAA Administrative Assistant

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

**December 1, 2023**

The Grand Forks Regional Airport Authority Board of Commissioners met in a special meeting in the Board Room of the Byron L. Dorgan Terminal on Friday, December 1, 2023, presided by Chair Simonson via zoom. Member present was Rick Meland. Members present via zoom were Tim Mutchler, Steve Kuhlman, and Karl Bollingberg. AvFlight's Jeff Ohman, Valley Aircraft Service's Chad Everson, and GFK Flight Support's Kyle Black 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, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

The meeting was called to order at 10:01 a.m.

**A. New Business**

**1. Approval of Operating Permit for Valley Aircraft Services**

Avflight Grand Forks Corporation (Avflight) is our Full-Service Fixed Base Operator (FBO) located on the airfield here at GFK. Recently, they notified us they would like to enter into an agreement with Valley Aircraft Services, LLC for them to provide the Aircraft Maintenance and Repair Services "under the umbrella" of their Full-Service FBO Operating/Lease Agreement.

We have received the agreement between Avflight and Valley Aircraft Services (attached). In addition, Chad Everson, the Owner/President of Valley Aircraft Services has submitted an application for an Operating Permit to provide the Aircraft Maintenance and Repair Services (attached). Mr. Everson has 20 years of experience in this field and would have three additional mechanics available.

Mr. Dittus and Mr. Riesinger have reviewed all of the information supplied by Valley Aircraft Services and have found that it would be in compliance with the Airport Authority's Minimum Standards and Avflight's Full-Service FBO Operating/Lease Agreement. Further, Avflight and Airport Staff believe that Valley Aircraft Services will be able to bring additional services to GFK, such as turbine, avionics, and those specifically for Cirrus Aircraft, resulting in improved maintenance overall for the airport and our mutual customers.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve an Operating Permit with Valley Aircraft Services, LLC for Aircraft Maintenance and Repair Services.

A motion was made by Meland to approve an Operating Permit with Valley Aircraft Services, LLC for Aircraft Maintenance and Repair Services. The motion was seconded by Mutchler to approve an Operating Permit with Valley Aircraft Services, LLC for Aircraft Maintenance and Repair Services.

**Action Taken:** Motion carried unanimously.

The meeting adjourned at 10:13 a.m.

Respectfully submitted,  
Katie Olson  
GFRAA Administrative Assistant

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

**December 21, 2023**

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 21, 2023, presided by Chair Simonson. Member present was Cynthia Pic. Members present via zoom were Rick Meland, Steve Kuhlman and Kyle Kvamme. Also present were Mead & Hunt's Jon Scraper and Josh Brelje, Airport Attorneys Tim Dittus and Megan Flom. Also present were Jeff Ohman, Avflight, and Ernie Anderson, Harlan Jensen, and Jeff Vatnsdal of GFK On-Call Maintenance. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Krista Martin, Director of Finance and Administration, Cason Dunker, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

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

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Chair Simonson asked for a motion to approve the minutes from November 16, 2023, as written. A motion was made by Kuhlman to approve the minutes from November 16, 2023, as written. The motion was seconded by Pic to approve the minutes from November 16, 2023, as written.

**Action Taken:** Motion carried unanimously.

- b) Chair Simonson asked for a motion to approve the minutes from the Special Board Meeting December 1, 2023, as written. A motion was made by Pic to approve the minutes from Special Board Meeting December 1, 2023, as written. The motion was seconded by Meland to approve the minutes from Special Board Meeting December 1, 2023, as written.

**Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Martin reviewed November 2023 monthly revenue vs. budget and commissions. CRRSA funds are now fully utilized. ARPA funds are offsetting Operating Costs. We were under budget on expenses for November and Commissions are over expected budget.

**2. Director Report**

- a) Riesinger updated on the projects. The Customs Facility has installed their IT equipment. Only two items remain on the punch list. One item is the flooring. CBP cannot occupy the building until they have a Certificate of Occupancy. The Fire Alarm needs a wireless transmitter to be installed. We will be reviewing the CBP

lease today. The T-hangars will have fire extinguishers installed in each bay today. We are working on the language in individual tenant leases. We anticipate this will be completed soon and tenants will be able to move into the new hangars. Rebidding on the electrical vault is on hold and as we refine the scope and timing of the project with coordination with the FAA. The 100LL and Diesel Fueling Systems have 10,000-gallon tanks that will be placed in location today.

- b) Riesinger updated on the Mayor's Air Service Expansion Committee. The City is planning to seek a consultant to assist with developing a strategy for airline service. The committee continues to move forward with a goal to apply for a Small Community Air Service Development grant in 2024.
- c) Riesinger updated on the FAA Reauthorization. The House and Senate passed a short-term bill that would extend through March 8<sup>th</sup>, 2024. The current short-term extension was set on expire December 31<sup>st</sup>.
- d) Riesinger updated on GFK On-call letter. We will be preparing a written response to the certified letter we received. It was a similar request we have heard previously to wave minimum standards. The request to wave minimum standards was reviewed by the Airport Attorney and we believe this request is not in the best interest of the airport. There may be a need for an Executive Session in the future.

### 3. Chair Report

- a) Chair Simonson mentioned that he and Karl Bollingberg attended the Holiday Dinner and it was a good time had by all. Thanks to everyone who attended.

## C. New Business

### 1. Approval of 2024 Airline Rates & Charges

2024 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 2024, we are proposing the following Airline Rates & Charges, per the Model and our approved 2024 Budget:

<u>Landing Fees</u> – includes Landing Fee and ARFF Fee	<u>2022</u>	<u>2023</u>	<u>2024</u>
Net Rate per 1000 lbs. landed weight	\$2.65	\$2.65	\$2.75
<u>Terminal Rents</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Terminal Rental Rate – per sq. ft.	\$24.74	\$21.19	\$26.62
<u>Jet Bridge Fees</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Jet Bridge Use Fee (per use)	\$20.33	\$13.59	\$22.26

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

	<u>2022</u>	<u>2023</u>	<u>2024</u>
Landing Fee per 1000 lbs. landed weight	\$3.31	\$3.31	<b>\$3.44</b>
Terminal Use Fee (per use)	\$366.76	\$315.71	<b>\$361.51</b>
Jetbridge Use Fee (per use)	\$25.41	\$16.99	<b>\$27.83</b>

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve the 2024 Airline Rates & Charges for Signatory Airlines: Net Landing Fee (\$2.75 per 1000 lbs. landed weight), Terminal Rental Rate (\$26.62 per sq. ft.), and Jet Bridge Use Fee (\$22.26 per use); and

for Non-Signatory Airlines: Landing Fee (\$3.44 per 1000 lbs. landed weight), Terminal Use Fee (\$361.51 per use), and Jet Bridge Use Fee (\$27.83 per use).

All are to be effective January 1, 2024.

A motion was made by Meland to approve the 2024 Airline Rates & Charges for Signatory Airlines. (Net Landing Fee (\$2.75 per 1000 lbs. landed weight), Terminal Rental Rate (\$26.62 per sq. ft.), and Jet Bridge Use Fee (\$22.26 per use); and for Non-Signatory Airlines: Landing Fee (\$3.44 per 1000 lbs. landed weight), Terminal Use Fee (\$361.51 per use), and Jet Bridge Use Fee (\$27.83 per use). All are to be effective January 1, 2024.) The motion was seconded by Pic to approve the 2024 Airline Rates & Charges for Signatory Airlines. (Net Landing Fee (\$2.75 per 1000 lbs. landed weight), Terminal Rental Rate (\$26.62 per sq. ft.), and Jet Bridge Use Fee (\$22.26 per use); and for Non-Signatory Airlines: Landing Fee (\$3.44 per 1000 lbs. landed weight), Terminal Use Fee (\$361.51 per use), and Jet Bridge Use Fee (\$27.83 per use). All are to be effective January 1, 2024.)

**Action Taken:** Motion carried unanimously.

## **2. Amendment #1 to Mead & Hunt Task Order #19 – Runway 17R/35L Survey**

The Amendment #1 to Task Order #19 was attached with board packet. Mead & Hunt originally intended to utilize an aerial Light Detection and Ranging (LIDAR) method to complete the survey of the runway safety areas outside of the pavement edges, however, it had snowed before it could be completed and standard topographic survey methods were needed.

The total cost of the additional work is \$12,814.70 and is eligible for 90% Federal, and 5% State funding.

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve Amendment #1 to Mead & Hunt Task Order #19 in the amount of \$12,814.70 and authorize the Executive Director to execute the required documents.

A motion was made by Kuhlman to approve Amendment #1 to Mead & Hunt Task Order #19 in the amount of \$12,814.70 and authorize the Executive Director to execute the required documents. The motion was seconded by Pic to approve Amendment #1 to

Mead & Hunt Task Order #19 in the amount of \$12,814.70 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously.

### **3. Terminal & Customs Backup Generator Project – Change Order #1**

This Change Order is to replace the sliding gate with a swing gate.

Change Order #1 results in a cost increase of \$7,297.00. This amount is eligible to be funded at 100% with our PFC Application.

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve Change Order #1 to the Terminal & Customs Backup Generator Project with a cost increase of \$7,297.00 and authorize the Executive Director to execute the required documents.

A motion was made by Pic to approve Change Order #1 to the Terminal & Customs Backup Generator Project with a cost increase of \$7,297.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Kuhlman to approve Change Order #1 to the Terminal & Customs Backup Generator Project with a cost increase of \$7,297.00 and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously.

### **4. Employee Handbook Amendments**

The Grand Forks Regional Airport Authority Employee Relations Committee met on November 9th, 2023, to review a recently completed Compensation and Benefits Survey, ARFF/Operations Department Schedule Options, and related proposed amendments to the Employee Handbook. The proposed amendments to the Employee Handbook were attached, and below is a brief summary of each change by page number:

1. Page 11 – Annual Performance Evaluation language
2. Page 18 – Travel Policy Language for Non-Exempt Employees
3. Page 24 (and 25, 28) – Holiday Policy
4. Page 27 – Calculating PTO for 24-hour shift employees.
5. Page 27 – Unused PTO. Carryover amount of PTO to be increased from 48 to 96 hours.
6. Page 30 (and 22, 27, 28, 31) – Name change of Extended Sick Time (EST) to Short-term Disability Bank (STDB).
7. Page 55 – Occupational Assessment (OA) language removal
8. Page 58 – Change Alcohol and Drug Program Administrator
9. Page 73 – Remove Social Security Number



The Employee Relations Committee approved of these amendments to the Employee Handbook.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the amendments to the Employee Handbook as presented.

A motion was made by Pic to approve the amendments to the Employee Handbook as presented. The motion was seconded by Meland to approve the amendments to the Employee Handbook as presented.

**Action Taken:** Motion carried unanimously.

**5. Approval of New Customs and Border Protection General Aviation Facility Lease**

A lease for the new Customs and Border Protection General Aviation Facility has been prepared and is attached. The Airport Authority is required to provide the space without cost to CBP, and provide for all maintenance, cleaning, utilities, and insurance. This is standard in order to have Customs and Border Protection provide their services at the airport.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the new Customs and Border Protection General Aviation Facility Lease and authorize the Executive Director to execute the required documents.

A motion was made by Meland to approve the new Customs and Border Protection General Aviation Facility Lease and authorize the Executive Director to execute the required documents. The motion was seconded by Kvamme to approve the new Customs and Border Protection General Aviation Facility Lease and authorize the Executive Director to execute the required documents.

**Action Taken:** Motion carried unanimously.

- 6.** Other new business - Jeff Vatnsdal and Harlan Jensen requested a response to the certified letter that was sent from The Airport Authority by December 28<sup>th</sup>. Riesinger stated that it would be done in a timely manner and a December 28<sup>th</sup> deadline is not realistic with the upcoming holidays.

The meeting adjourned at 9:15 a.m.

Respectfully submitted,  
Katie Olson  
GFRAA Administrative Assistant