

**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

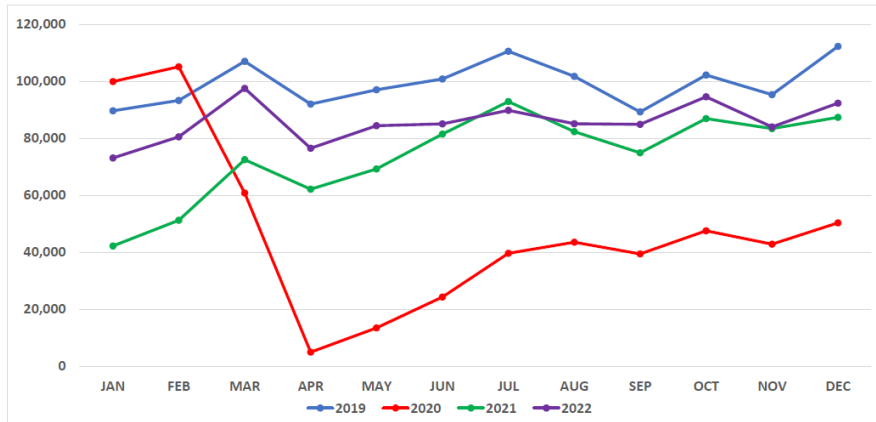
	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	Difference 2022/2021	% Change	Difference 2022/2019	% Change
Bismarck	21,455	20,794	14,537	29,009	26,854	23,771	24,884	25,079	25,497	22,492	661	3.18%	-7,554	-26.04%
Devils Lake	498	681	377	656	632	540	547	596	534	250	-183	-26.87%	-158	-24.09%
Dickinson	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.



North Dakota Airline Passenger Boarding Trends  
(2019 - 2022)



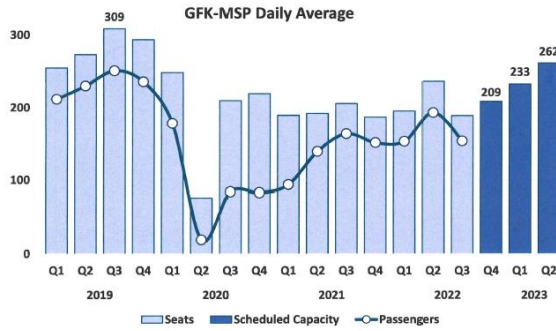
The slide above is all commercial service airports combined statewide, and you can see the drop off with Covid that is the red line in 2020, and you can see the gradual recovery with the green and purple lines. We are not getting back to the 2019 level due to the pilot shortage.

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



- 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

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

## 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					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		
<b>Total</b>	<b>99</b>	<b>66</b>	<b>65</b>	<b>65</b>		<b>105</b>	<b>96</b>	<b>95</b>	<b>103</b>		<b>21</b>	<b>15</b>	<b>15</b>	<b>29</b>		<b>225</b>	<b>183</b>	<b>181</b>	<b>197</b>		
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		

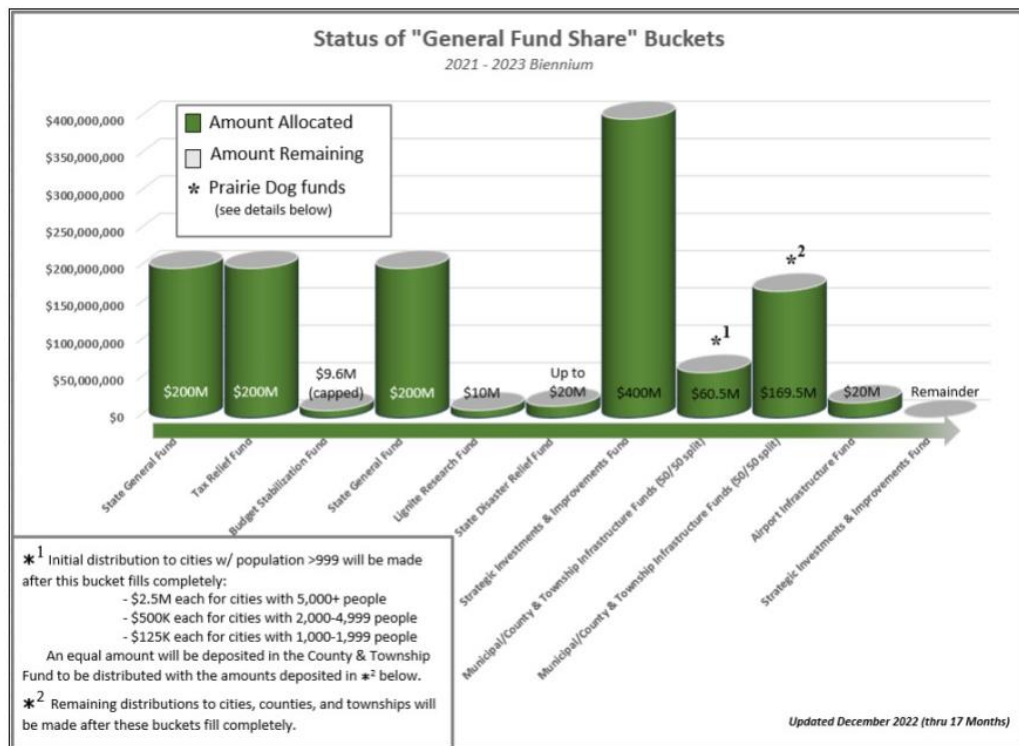
Lifting travel restrictions from Canada reopens the large Winnipeg market for leisure travel from GFK. Expect demand will continue to grow.

\*2022 LF data Jan-Oct only

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