

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

**March 25, 2021**

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, March 25, 2021, presided by Chairman Rick Meland. Member present were Rick Meland and Dane Simonson. Members that called in via Zoom were Karl Bollingberg, Steve Kuhlman and Cynthia Pic. Also present was Airport Attorney Tim Dittus. Staff attending included Ryan Riesinger, Executive Director, Tanna Aasand, Director of Finance and Administration, Rick Audette, Operations and Maintenance Manager, Joey Castiglione (Via Zoom), Scott Nelson, Maintenance Supervisor, and Melissa Rader, Administrative Assistant.

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

**A. Reading and Approval of Minutes**

It was moved by Simonson and seconded by Bollingberg to approve the February 25, 2021 meeting minutes as written. **Action Taken:** Motion carried unanimously.

**B. Reports**

- **Financial Report**

Aasand reviewed the February 2021 financials.

- **Director Report**

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

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

On March 16th, Chairman Meland, Vice-Chairman Kuhlman, and Airport Attorney Tim Dittus, along with the Airport Authority staff, were present for the annual performance review of the Executive Director. This marks Riesinger's fifth year with the Authority and the Board is very pleased with his performance. All the board members were polled with a questionnaire beforehand and the review contained all positive comments. Meland thanked Riesinger for all his efforts and states the airport has a bright future and is in great hands. Meland also expressed his sympathy to the family of Barry Schuchard, CEO of KLJ Engineering, who passed away on March 22, 2021.

## C. New Business

### 1. 2020 Audit Report

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

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

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

### 3. 2021 Mead & Hunt Air Service Consulting Services Agreement

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

### 4. Authorization for Offers of Just Compensation for Land Acquisition

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

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

The meeting adjourned at 8:57 a.m.

Respectfully submitted,

Melissa Rader, Board Secretary