

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

October 31, 2024

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 31, 2024, presided by Chair Simonson. The Member present was Tim Mutchler. Members present via Zoom were Karl Bollingberg, Steve Kuhlman, and Cythia Pic. Also present were Mead & Hunt's Josh Brelje, Jon Scraper, and Tom Schauer via Zoom, Airport Attorney Tim Dittus, UND's Jeremy Roesler and Dr. Kim Kenville, Knox Radio Jim Johnson, and Kyle Black GFK Flight Support, Jeff Vasdahl and Harlan Jensen GFK On-Call, and Alan Frazier T-Hangar Tenant. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, 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 September 26, 2024, as written. A motion was made by Mutchler to approve the minutes from September 26, 2024, as written. The motion was seconded by Kuhlman to approve the minutes from September 26, 2024, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Gravseth reviewed September 2024 monthly revenue vs. budget and commissions. Delta's load factor is at 80%. The forecasted enplanements for both Delta and Allegiants were 7,481 and the actual enplanements were 6,019 keeping in mind that we anticipated 1 Delta flight to be a 110-seat aircraft. Operating Snapshot has a net gain of \$213,692 vs. a budgeted gain of \$185,606 in September. Budget vs. Revenue year to date is \$3,694,526 vs. \$3,500,245, above budget by \$194,282. September is above budget by \$136,496. Budget vs. Expense year to date is \$3,146,720 vs. \$3,318,413, under by \$171,693. September is over budget by \$108,409. Commissions are strong and above budget. Revenue per enplanement is \$16.08 and cost per enplanement is \$8.73.

2. Director Report

- a) Riesinger reported that the Ribbon Cutting Event for the opening of 9L/27R was held on October 16th. This was a big accomplishment. \$50 million was provided by the FAA, \$8.7 million was provided by state funding and \$10.7 million was

- provided by local funding. Riesinger had many thanks to Mead & Hunt, KLJ, GFK Board of Commissioners, Joey Castiglione, Krista Gravseth, GFK Maintenance and ARFF/Operations staff and Korrie Wenzel of the Grand Forks Herald for preparing a video (which was shown at this time).
- b) Riesinger updated on the diesel fueling system. The system is now operational and the 100LL system is getting closer to being operational. The Terminal Generator project is close to completion.
 - c) Riesinger mentioned that the design for the primary runway project is ongoing. Bids will be received in 2025 and the project construction will begin in 2026.
 - d) Riesinger mentioned that he had attended the Allegiant Air Service Conference in the beginning of October, where he learned that low-cost air carriers like Frontier, and Spirit are having financial troubles. They had talks about increasing frequency of Mesa flight and extending the season or having Mesa flights year-round. There were discussions about new routes to Nashville and possibly St. Petersburg, FL, in the future. Allegiant showed us that we are sitting at the 31 percentile for rates and charges in their system.
 - e) Riesinger updated that last week he was at the TakeOff Air Service Conference with Mead & Hunt, the Meehan Aviation Group, and Keith Lund from the EDC. We have yet to receive word on the Small Community Air Service Grant.
 - f) Riesinger gave an update on the Airport Drive and US Highway 2 intersection. Riesinger had received comments from our Board members about all the possibilities the DOT has presented, and it was not a unanimous discussion. Everyone agrees to not cut off the north/south access to Airport Drive. Riesinger gave a copy of the letter to the board members that he had sent to the DOT.
 - g) Riesinger reported that GFK-On-Call has filed a Part 13 complaint with the FAA. Executive sessions may need to be held in the near future.
 - h) Riesinger reported that Commissioner Bollingberg has closed on the sale of his home in Grand Forks. To be on the Board of Commissioners you must have a Grand Fork County address, as of Friday, Commissioner Bollingberg is no longer on the board. Thank you for your 14 years of service on the board.

3. Chairmans Report

Chair Simonson thanked Commissioner Bollingberg for his years of service on the board. Welcome to the new faces in the room. The Ribbon Cutting Event was a great success. I hope to see an increase in commercial service and growth.

C. New Business

1. Runway 27R Reconstruction Project – Change Order #4

A memo was provided by Mead & Hunt which details the reason, justification, and cost increase for Change Order #4 to the Runway 27R Reconstruction Project.

Change Order #4 is to connect the Precision Approach Path Indicator (PAPI) circuit to the existing electrical vault, which required additional cabling/connections and the repurposing of a spare regulator until the new electrical vault can be constructed.

Change Order #4 results in a net cost increase of \$12,830.00. This will be a 100% local airport cost.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Change Order #4 to the Runway 27R Reconstruction Project, which results in a cost increase of \$12,830.00, and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve Change Order #4 to the Runway 27R Reconstruction Project, which results in a cost increase of \$12,830.00, and authorize the Executive Director to execute the required documents. The motion was seconded by Kuhlman to approve Change Order #4 to the Runway 27R Reconstruction Project, which results in a cost increase of \$12,830.00, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Kuhlman- Aye
Meland- not present
Mutchler- Aye
Osowski- not present
Pic- Aye
Simonson- Chairing the meeting

Action Taken: Motion carried unanimously.

2. Runway 27R Reconstruction Project - Airside Solutions – Airfield Lighting Control and Monitoring 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.

Now that Runway 9L/27R is re-opened we have a need to restore the Airfield Lighting Control and Monitoring System (ALCMS) to reflect the updated airfield geometry.

This work by Airside Solutions was completed at a cost of \$13,036.41. This amount will be funded 100% local.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the Airside Solutions update to the Airfield Lighting Control and Monitoring System in the amount of \$13,036.41, and authorize the Executive Director to execute the required documents.

A motion was made by Pic to approve the Airside Solutions update to the Airfield Lighting Control and Monitoring System in the amount of \$13,036.41, and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler to approve the Airside Solutions update to the Airfield Lighting Control and Monitoring System in the amount of \$13,036.41, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Kuhlman- Aye
Meland- not present
Mutchler- Aye
Osowski- not present
Pic- Aye
Simonson- Chairing the meeting

Action Taken: Motion carried unanimously.

3. Approval of FAA Reimbursable Agreement

As part of the design for the reconstruction of Runway 17R/35L, there is a need to enter into a Reimbursable Agreement with the FAA to design and coordinate shutdowns of their equipment and facilities during the construction. When we enter into a reimbursable agreement, we pay for the estimated FAA costs upfront and then are reimbursed with FAA grant funding when it is made available during the project.

The purpose of this Reimbursable Agreement is for the FAA to perform site visits, preliminary design, engineering, review, and construction/installation activities for our Runway 17R/35L reconstruction project. This project will impact FAA facilities including Grand Forks International Airport (GFK) Fiber Optics Transmission System (FOTS), GFK Runway Visual Range (RVR), Runway (RWY) 35L Glide Slope (GS), RWY 35L Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR), RWY 17R Precision Approach Path Indicator (PAPI), RWY 17R Runway End Identification Lights (REIL), GFK Service Weather System (SWS), GFK Automatic Surface Observation System (ASOS), and FAA cabling and infrastructure including copper/fiber lines. This Agreement also allows for the site visit, preliminary design, engineering, review, and construction/installation activities for the new GFK Westside Electrical Vault construction and relocation.

The cost for these services is \$406,261.29 and are planned to be reimbursed at 90% Federal and 5% State funding. This was a budgeted item for 2024.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the FAA Reimbursable Agreement, and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve the FAA Reimbursable Agreement, and authorize the Executive Director to execute the required documents. The motion was seconded by Pic to approve the FAA Reimbursable Agreement, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Kuhlman- Aye
Meland- not present
Mutchler- Aye
Osowski- not present
Pic- Aye
Simonson- Chairing the meeting

Action Taken: Motion carried unanimously.

4. Date for November Airport Authority Board meeting

Our November Airport Authority Board of Commissioners meeting date is regularly moved one week earlier so as to avoid a conflict with the Thanksgiving Holiday. Airport Staff will be available on Thursday, November 21st, for the meeting.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to set the date for the November Airport Authority Board of Commissioners meeting as Thursday, November 21st, at 8:00 am.

A motion was made by Kuhlman to set the date for the November Airport Authority Board of Commissioners meeting as Thursday, November 21st, at 8:00 am. The motion was seconded by Mutchler to set the date for the November Airport Authority Board of Commissioners meeting as Thursday, November 21st, at 8:00 am.

Roll Call Vote:

Kuhlman- Aye
Meland- not present
Mutchler- Aye
Osowski- not present
Pic- Aye
Simonson- Chairing the meeting

Action Taken: Motion carried unanimously.

5. Approval of Quote to demo old T-Hangars

As part of our Airport Master Plan, it has been our intent to build new T-Hangars, and demo the old T-Hangars to make space available for larger corporate hangars in the future. The new T-Hangars are now operational and all tenants will be out of the old

T-Hangars very soon. The old T-Hangars date back to the early 1960's and are well beyond their useful life.

We have received quotes from three qualified contractors to demo the old T-Hangars. These are attached. The low quote was from Gowan Construction at \$107,181.85 and includes demo of the two rows of T-Hangars and associated concrete pavement removal, which is in very poor condition (see attached removal plan and quotes).

The low quote also includes the demo of a hangar owned by the UND Aerospace Foundation. Per the terms of the ground site lease with UND Aerospace Foundation, it is required to remove or raze the building and other improvements on Parcel No. 7 and restore Parcel No. 7 to its original pre-construction condition at its sole cost and expense. If they don't, the Airport Authority can remove or raze the building and other improvements and restore Parcel No. 7 and UND Aerospace Foundation must reimburse the Airport Authority for all of its costs incurred in performing those activities. We are currently in communication with the UND Aerospace Foundation on their preferred path forward.

The T-Hangar demo was included in our 2024 budget.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the quote of Gowan Construction to demo the old T-Hangar's, in the amount of \$107,181.85, and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve the quote of Gowan Construction to demo the old T-Hangar's, in the amount of \$107,181.85, and authorize the Executive Director to execute the required documents. The motion was seconded by Pic to approve the quote of Gowan Construction to demo the old T-Hangar's, in the amount of \$107,181.85, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Kuhlman- Aye

Meland- not present

Mutchler- Aye

Osowski- not present

Pic- Aye

Simonson- Chairing the meeting

Action Taken: Motion carried unanimously.

6. Other New Business

Mr. Alan Frazier presented a PowerPoint presentation on the concerns he had with the previously rented T-hangars. He was concerned that the past would reoccur with the new T-hangars. He had concerns about avfuel prices, no restrooms and no wifi in the T-hangars. Riesinger commented that CARES funds were used to improve tenant space. We have wifi currently being installed. The Grand Forks Regional Airport

Authority will be responsible for the maintenance of the T-hangars, not AvFlight. The rent of \$350 a month is comparable to T-hangars in the area. As of today, we have 9 tenants. Riesinger asked that the Board also get a copy of the PowerPoint presentation for those not in attendance today.

Action Taken: none

The meeting adjourned at 8:45 a.m.

Respectfully submitted,
Katie Olson
GFRAA Administrative Assistant

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