

**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 8th, 2024. The current short-term extension was set on expire December 31st.
- 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	\$3.44
Terminal Use Fee (per use)	\$366.76	\$315.71	\$361.51
Jetbridge Use Fee (per use)	\$25.41	\$16.99	\$27.83

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 28th. Riesinger stated that it would be done in a timely manner and a December 28th deadline is not realistic with the upcoming holidays.

The meeting adjourned at 9:15 a.m.

Respectfully submitted,
Katie Olson
GFRAA Administrative Assistant