

FARGO, NORTH DAKOTA

Regular Meeting

Friday

January 4, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Friday, January 4, 1991 at 10:00 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Williams, Stanton, Cichy, Gallagher

Absent: None

Others: Stewart

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held December 17, 1990:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held December 17, 1990.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$50,963.22:

Mr. Cichy moved to approve the airport vouchers totaling \$50,963.22

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Williams, Stanton, Cichy and Gallagher voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Individual Voucher to Rick Duval Construction:

Mr. Hentges moved to approve the individual voucher in the amount of \$5,665.54 to Rick Duval Construction for the construction of Thrifty Car Rental office space.

(MAA approved 10 1 90.)

Second by Mr. Cichy.

On the call of the roll, members Hentges, Williams, Stanton, Cichy and Gallagher voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Individual Voucher to Coffman Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$3,465.00 to Coffman Associates for Partial Payment Request No. 15 for professional services in connection with the Airport Master Plan Update Project No. 3 38 0017 09.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Williams, Stanton, Cichy and Gallagher voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Individual Voucher to Travel and Transport:

Mr. Hentges moved to approve the individual voucher in the amount of \$1,292.40 to Travel and Transport for airfare for Mr. Gallagher and Mr. Williams to visit potential client for Airport Industrial Park.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Williams, Stanton, Cichy and Gallagher voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Individual Voucher to Travel Incorporated:

Mr. Hentges moved to approve the individual voucher in the amount of \$403.00 to Travel Incorporated for airfare for Mr. Hentges to attend the AAEE Airport Industrial Park Development Seminar.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Williams, Stanton, Cichy and Gallagher voted aye.

No member being absent and none voting nay the motion was declared carried.

Received and Filed Statement of Operations for the Month of November 1990:

Mr. Williams moved to receive and file the Statement of Operations for the Month of November 1990.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Pat Zavoral Appeared to Request Airport Authority Commitment for Aircraft Factory Development Airport Industrial Park:

Mr. Pat Zavoral, Deputy Director of Planning and Development for the City of Fargo, was recognized and stated that there has been a lot of interest in the potential development of an aircraft manufacturing facility in the Airport Industrial Park. Mr. Zavoral stated that representatives of the City of Fargo and the Municipal Airport Authority have been visiting with Mr. Peter Ahrens, Daytona Aircraft Construction, about locating his aircraft manufacturing facility in Fargo. He is currently located in Florida but wants to get out of Florida and move his facility to Fargo. He is presently in the midst of amending the certification to the aircraft with the FAA. The aircraft are two to four seat training models and his marketing plan is looking at institutions that have aircraft pilot training facilities. Once the aircraft is certified he will be getting into some serious marketing. He will be looking at constructing a 70,000 sq. ft. facility which will also need to be certified by the FAA.

Mr. Zavoral explained that Mr. Ahrens's financial package contains three parts:

1. Assistance in certification of aircraft, which will cost \$300,000 (\$100,000

Mr. Pat Zavoral Appeared Requesting Airport Authority Commitment for Aircraft Factory Development Airport Industrial Park: (Continued)

from the City of Fargo, \$100,000 from the Airport Authority, and \$100,000 of his own funds)

2. Lease arrangements and a facility
3. Line of credit established for credit operations

Mr. Zavoral stated he is not here to represent Mr. Ahrens but simply to present the opportunity to the Airport Authority and request their assistance.

Chairman Gallagher stated he would entertain a motion to approve the request in order to get the matter on the table for discussion.

Mr. Cichy moved to approve the request from Mr. Zavoral for a \$100,000 loan to Mr. Peter Ahrens, Daytona Aircraft Construction, for assistance in getting the aircraft certified in order to locate manufacturing facility in Fargo.

Second by Mrs. Stanton.

Mr. Williams asked from what fund the Airport Authority's share would come.

Mr. Parmer stated the money would come from the Airport Improvement Fund.

Mr. Williams asked how much was in the Airport Improvement Fund.

Mr. Parmer stated the balance is a little over \$1 million.

Mr. Williams stated the money in the Airport Improvement Fund is used to match funds from the FAA (90% 10%) for airport improvement projects. He stated the thing that bothers him is that he was one of the group that visited the facility in Florida and he did not see any airplane. He did not see parts of any airplane or drawings to make any airplane. He saw a piece of fuselage, a wing, and other parts which anyone could purchase anywhere in the country. He did not see any certification drawings, any design drawings, or any indication that an airplane was going to come out of there. He stated he feels to take \$200,000 of the tax payers' money on what he would call an extremely high risk situation is bad thinking on our part. He stated he feels we have the cart before the horse. He stated if Mr. Ahrens wants to get his airplane certified and then bring the certification and the airplane to Fargo then maybe we could refund him his costs to get the airplane certified. He feels Mr. Ahrens should get a loan to get the airplane certified and then the City of Fargo and the Airport Authority could pay the loan off for him in order for him to locate in Fargo. He stated he feels all Mr. Ahrens has right now is a very good idea and he agreed it was a good idea. He stated this would put us in the lending and banking business and does not want this to set a precedence for others coming to us with good ideas. He stated he was dead set against it.

Mrs. Stanton stated she feels we have a marvelous opportunity to do something for economic development, for the city of Fargo and the Airport Authority, and we have been trying for a long time to get something established. She stated that is how economic development goes, it is not a sure thing and there are no guarantees. The State of North Dakota is talking about millions of dollars to be poured into economic development and \$100,000 for the airport is, in her opinion, not very much at all. She stated that if we are not going to take any risks we are not going to have any development.

Mr. Williams stated he agreed with what she was saying but Mr. Ahrens does not have anything to show us and he is very leery of this. He thinks this should be soundly investigated and is not sure we have talked to his banker. He feel we are moving too fast.

Mrs. Stanton stated that representatives of the City have been involved with this for some time.

Mr. Zavoral stated they have been in contact with Mr. Ahrens for three to four months.

Mrs. Stanton stated she does not feel this is that great a risk but if we are not willing to take any risk we will not see economic development. She stated that she Regular

Mr. Pat Zavoral Appeared Requesting Airport Authority Commitment for Aircraft Factory Development Airport Industrial Park: (Continued)

feels economic development is parties helping other parties to get established in business.

Mr. Cichy stated it was his understanding that Mr. Ahrens was on a rather rapid timetable and asked Mr. Zavoral to review that.

Mr. Zavoral explained that Mr. Ahrens hoped to get certification by the end of January or February. He currently has a certification for a D series aircraft, which Mr. Zavoral stated they received a copy from the FAA, and Mr. Ahrens is amending the certification. He hopes to have the FAA tests completed by mid March and would like to be building by mid July.

Mr. Cichy asked Mr. Zavoral to review details on the potential market as well as the number of people he expects to employ.

Mr. Zavoral stated that the market is somewhere between 2,000 and 3,000 aircraft per year and Mr. Ahrens is looking at building 100 aircraft per year and his three to five year projection is 35 employees. He is also looking at retrofitting aircraft taken as trade ins on new aircraft. He stated Mr. Ahrens would like to be in production by September and would like to be training employees from March to September.

Mrs. Stanton stated the Airport Authority previously considered constructing a generic facility in the Airport Industrial Park not knowing if we would have a tenant or not.

Mr. Williams stated he has never heard of an aircraft being certified in 30 days.

Mr. Zavoral stated this is a re certification that he has been working on for a number of years.

Mr. Hentges asked what conditions in terms of collateral would go along with this \$200,000 loan.

Attorney Stewart stated the City Attorney has been directed to draw up documents that would secure the loan as best they can.

Mr. Williams stated when they visited Mr. Ahrens in Florida they talked about the City putting up \$200,000 to build a facility. He asked when the plan changed and Airport Authority funds got involved.

Chairman Gallagher it was always his thinking that the City of Fargo and the Airport Authority would split the funds.

Mrs. Stanton stated she feels that is appropriate.

Chairman Gallagher stated he feels Mr. Ahrens has sufficient collateral.

Mr. Hentges stated he would like to make some comments but did not wish to cause any further agitation among the Airport Authority members. He stated he has a strong track record of economic development for this community and would not want anything he says to suggest otherwise. He stated that when an item such as this comes before this body there should be sufficient information provided so that what is done goes on record. He stated he has had numerous conversations with Mr. Tom Williams and didn't know exactly how he felt on this until today. He stated he attended the December 21 meeting with Mr. & Mrs. Ahrens but the economics and technology were not really discussed at that time. He read of the City Commission's item on their agenda for December 27 and attended that meeting. At that time he was given some more information which was received from Mr. Ahrens. He stated he conveyed to the City Commission that we need to be cautious about economic development yet to be alert to opportunities. He stated he needed more time personally before committing public funds. He added that he felt providing seed money or risk capital was beyond the realm of the Airport Authority's funds. He stated that if there is an element of risk that is not satisfied then there is a need for more information. Mr. Hentges stated that if this project is solid it will withstand some time to discuss and debate it. He stated as far as he is concerned this is the first public debate on the issue. He feels it should withstand a few weeks at least of getting the parties

Pat Zavoral Appeared to Request Airport Authority Commitment for Aircraft Factory Development
Airport Industrial Park: (Continued)

together, talking about it, and laying the foundation. He stated it is not his intention to doom this project but he feels he needs more information before committing public funds. He stated he would like to know the extent of this serious step towards getting into airplane manufacturing which will eventually require a \$2 million building. He stated we are in the process of completing our Master Plan and with all of the other needed improvements we need to identify the items for which we need the Airport Improvement Fund. He stated he wants to be supportive of what we are trying to do in the Airport Industrial Park and the City Commission has its own responsibilities and can do whatever it wants but he does not feel it is appropriate that they shifted the burden to the Airport Authority. If this is a secured deal it shouldn't be any problem for the City Commission to give the whole \$200,000. He stated he needs more time than one meeting to decide that serious step going from certification to committing a couple of million dollars on a building.

Mr. Williams asked what was wrong with taking this one step at a time. Mr. Ahrens can put his \$100,000 in and the City their \$100,000 and then when the airplane is certified the Airport Authority could get involved, but to blindly commit \$100,000 on 30 90 days look see is not right.

Mrs. Stanton stated she resented the statement that we are going into this blindly. She stated she understands enough of it to be willing to go ahead with it today.

Mr. Cichy stated there seems to be two issues here, one of which is certification. He stated he is comfortable with the certification in view of the fact that this is a type of aircraft that was made and procured with people such as Beech and Cessna that has been modified. Mr. Ahrens has been working on it for some time and it is near its completion so the certification seems to be an imminent issue given the proper planning. The second of which is risk, which we are all concerned about. He stated it is his understanding that Mr. Ahrens does have a sizeable amount of raw materials to cover the \$200,000.

Mr. Williams stated he did not feel Mr. Ahrens had enough to cover the loan.

Mr. Hentges stated that if this inventory of aluminum is worth \$800,000 then Mr. Ahrens should not have any problem securing a loan locally in Florida. He stated he would be okay with constructing a building on a secured lease basis. He stated he does not feel it is the role of the Airport Authority to be in the banking business but if we are then he needs to ask banking questions.

Mr. Zavoral stated that there are four other communities which have approached Mr. Ahrens, some of which are willing to give him the money. He stated the Airport Authority could put their \$100,000 in last. Mr. Ahrens does not want the money up front and may get the aircraft certified before the last \$100,000 is needed. He stated Mr. Ahrens is interested in building a facility but we have indicated to him because of the situation with the FAA and the airport land we would rather have a lease agreement on the building. As far as collateral, Mr. Ahrens owns the building in Florida he is presently occupying and we are also looking at using the type certificate as collateral, plus his equipment.

On the call of the roll, Stanton, Cichy and Gallagher voted aye.

Hentges and Williams voted no.

The motion was declared carried.

Mr. Hentges stated he was glad for the chance to have this issue debated today.

Mrs. Stanton stated she has full faith in the Fargo City Commission and Pat Zavoral and feels we would be remiss if we did not take this opportunity.

Authorized Execution of Assignment of Real Estate Lease Between Diversified Investments and the State Bank of Fargo:

Mr. Parmer explained that Diversified Investments owns one of the hangars in the general aviation area and a collateral agreement with the State Bank of Fargo requires the execution of this Assignment of Real Estate Lease. Mr. Parmer stated that Attorney Stewart has reviewed the documents and everything is in order as far as the interests of the Airport Authority.

Attorney Stewart stated this is a usual assignment for purposes of security.

Mrs. Stanton moved to authorize the execution of the Assignment of Real Estate Lease between Diversified Investments and State Bank of Fargo.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Williams, Stanton, Cichy and Gallagher voted aye.

No member being absent and none voting nay the motion was declared carried.

Mr. Victor Gelking Requested Location to Place Aircraft Storage Hangar:

Mr. Victor Gelking was recognized and stated that he has been trying to get a hangar moved from Fosston, MN to Fargo and has received approval from the Airport Authority to place it in the general aviation area on the airport but a location has not yet been confirmed. He stated Mr. Williams flew to Fosston with him to look at the building before approval was given. Mr. Gelking stated he has been working with Mr. Parmer on a location for the hangar but he does not want to be put in a corner of the airport that is not easily accessible for the customers of his aircraft sales business. He stated right now he does not have a hangar to store the airplanes he has for sale and it is almost impossible to sell an airplane unless they are kept inside where they can be kept clean for showing. He added that he would like water facilities for washing his airplanes as well as possibly offering this service to others on the airport as this service is not presently provided. He added that he would not be taking business away from anyone else.

Mr. Williams stated he feels this is something that should be worked out between Mr. Parmer and Mr. Gelking and that the members of the Airport Authority are not in a position to be deciding on the location of hangars.

Mr. Parmer stated that Mr. Gelking wants to be located front row and center and that is just not possible. He stated that a couple of Mr. Gelking's suggestions for a location are not possible because of building restriction lines.

Mr. Williams moved that Mr. Gelking and Mr. Parmer get together and come to an agreement on a site to place Mr. Gelking's hangar.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Mr. Hentges stated that requests such as this cannot be decided upon at the Airport Authority meetings and he thought we had solved this problem when we asked Ulteig Engineers to lay out a plan showing the available area and possible uses for those sites.

Mr. Williams suggested we appoint a committee to handle situations such as this so we don't have to do this all the time.

Mr. Hentges stated we should identify what is available and stick with that.

Mr. Gelking stated that as far as attracting attention 19th Avenue is a good location.

Chairman Gallagher appointed Mr. Hentges (Chairman), Mr. Williams, Mr. Parmer and Ulteig Engineers as the committee to meet with Mr. Gelking as well as others in the future with matters of this nature.

Received Communication from Dakota Aero Tech, Inc. Requesting Additional Space in Eastside Terminal:

Mr. Parmer read a communication dated January 3, 1991 from Mr. Gordon Person, Dakota Aero Tech, Inc., stating that they are continuing to grow in size and are in need of another classroom on the main floor, east side of the north lobby, formerly occupied by National Car Rental. Approximately 560 square feet of floor space would seat 40 students in the classroom format. It would require approximately 45 ft. of wall to be installed, one return air vent, sheet rocked with walls and commercial carpet on the floor. They plan to use this classroom for at least three years, possibly longer.

Mr. Hentges moved to receive and file the communication.

Second by Mr. Williams.

All members present voted aye and the motion was declared carried.

Mr. Hentges moved to approve the request and handle it the same way the other classroom project was handled.

Mr. Parmer stated that Mr. Person's letter requested carpet but the other classroom project did not include carpet.

Mr. Cichy stated that when we moved into the new terminal there was some concern about what would be done with the old terminal building. He asked how much space was still available.

Mr. Parmer stated that the Eastside Terminal is pretty much occupied. There is some lobby space left but we need to keep some area open for lobby. Mr. Parmer stated he would get prices on the project and come back to the Airport Authority for approval.

Second by Mr. Williams.

All members present voted aye and the motion was declared carried.

Reviewed Sale of Lots in Airport First Addition:

Mr. Parmer reviewed the recent events concerning the sale of lots in the Airport First Addition concerning D&C Properties (Dietz & Carlson), PRACS Institute (Dr. Jim Carlson), and Mr. Bob Youngren (Ferguson Brokerage). Lots 7 and 8 in Block 1 were sold on a contract for deed to D&C Properties but he has been advised that D&C Properties does not plan to keep those lots but to turn them back to the Airport Authority. Mr. Parmer stated that the Airport Authority cannot really do anything until we officially hear from D&C Properties that they do not plan to keep those lots.

Mr. Bob Youngren was recognized and stated he talked to Dr. Dietz this morning and they agreed on a meeting next Tuesday to make arrangements to assign those lots to him and he will pay him back his down payment and principal. He stated he needs the Authority's approval on this as they must decide if an assignment can be made. Mr. Youngren did have a question on the tax obligations on those lots and also requested that Attorney Stewart attend the meeting on Tuesday to represent the Airport Authority.

Mr. Parmer stated that as far as the taxes are concerned he only has record of the specials paid.

Attorney Stewart stated it would be easy to get that information and even if there were taxes due they should not be that much on unimproved land.

Mrs. Stanton moved to approve, in principle, the concept of the transfer of Lots 7 & 8, Block 1, Airport First Addition, from D&C Properties to Mr. Bob Youngren.

Second by Mr. Williams.

All members present voted aye and the motion was declared carried.

Attorney Stewart stated he would attend that meeting.

Adopted Resolution of Appreciation for Services to Mr. Gene F. Lileks, Retiring Building Attendant:

Mr. Cichy offered the following resolution and moved its adoption:

WHEREAS, Mr. Gene Lileks, an employee of the Municipal Airport Authority since June 26, 1970, has retired from his position as Airport Building Attendant as of January 3, 1991, and

WHEREAS, Mr. Gene Lileks has been a valued and dedicated employee of the Municipal Airport Authority always meeting or exceeding the requirements of his assigned duties, and

WHEREAS, the Municipal Airport Authority will be without the future services of this dedicated employee, but wish him every joy and success in his retirement.

NOW, THEREFORE BE IT RESOLVED, That the Municipal Airport Authority of the City of Fargo, North Dakota, does hereby publicly thank Mr. Gene Lileks for his service to Hector Airport and the Municipal Airport Authority.

BE IT FURTHER RESOLVED, that this resolution be inscribed upon the permanent records of the proceedings of the Municipal Airport Authority and that a certified copy of said resolution be forwarded to Mr. Gene Lileks.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Williams, Stanton, Cichy and Gallagher voted aye.

No member being absent and none voting nay the resolution was declared to be duly passed and adopted.

Mr. Parmer requested authorization to fill the position of building attendant.

Mr. Cichy moved Mr. Parmer be authorized to fill the position of building attendant.

Second by Mr. Williams.

All members present voted aye and the motion was declared carried.

OTHER BUSINESS:

Mr. Parmer stated he received a communication from Aviation Resources, Ltd. dated January 3, 1991, after the agenda for this meeting was drafted. Mr. Parmer read the letter requesting authority to sublease an office in Valley South to Great Western Aviation (Air Vantage, Inc.) from January 1, 1991 to December 31, 1991 with yearly extensions. At the present time they are a freight hauler and are proposing to also haul passengers from Fargo to Bismarck to Minot on or about February 1, 1991. At the present time they are paying \$.02 a gallon flowage fee. Air Vantage, Inc. is proposing that Aviation Resources, Ltd. would collect the money and board the passengers. Aviation Resources is requesting clarification as to Aviation Resources, Ltd.'s responsibilities as per our lease with the Airport Authority involving the city lease fee. They are also requesting discussion on whether Great Western should be charged a landing fee, city lease fee, or just a flowage fee.

Mr. Parmer stated that Mr. Brent Skillman, Great Western Aviation, visited him recently and explained that they are presently hauling freight and they propose to, after their freight has been unloaded, put the seats back in the aircraft and haul passengers to Bismarck and Minot, remove the seats again in Fargo to fly freight to Minneapolis. He stated as far as any fees to be paid it would be the same 1.5% as any other service provided as well as the \$.02 fuel flowage fee.

In answer to a question from Mr. Cichy, Mr. Clif Hamilton III stated they would be using a Metroliner, the same aircraft United Parcel Service uses.

Mr. Parmer asked Mr. Hamilton if they would be cutting in Aviation Resources'

OTHER BUSINESS: (Continued)

charter business.

Mr. Hamilton stated they had considered that but the clients of Aviation Resources are mainly doctors and lawyers and are used to setting their own schedules whereas the proposed schedule for Air Vantage, Inc. is leaving Fargo about 8:00 am and returning about 8:00 p.m.

Dr. Hamilton stated they are not sure at this point they will get the contract with Air Vantage, Inc. but they wanted clarification that Aviation Resources, Ltd. would not have to pay 1.5% on the entire amount of the ticket sales but rather only on the amount they receive. He added that they are charged landing fees in Grand Forks, Devils Lake and Jamestown and he stated that maybe Fargo should consider charging such operations landing fees also.

Chairman Gallagher stated as far as he was concerned Aviation Resources, Ltd. would not be responsible to pay the Airport Authority a percentage on the entire fees collected for passengers but only on the portion they receive.

Mr. Parmer asked if there should be a separate agreement between the Airport Authority and Air Vantage, Inc.

Attorney Stewart stated we should handle this the same way we handle other sub leases.

In answer to a question about where passengers would be boarded, Mr. Hamilton stated that they would board them at the Valley South building in order to cut down on congestion on the ramp.

Mr. Parmer stated that with the FAA Part 107.14 Security Requirements there will probably be some changes concerning freight pickup so that those people picking up freight will not be on the air operations area. One of the areas being considered for a freight loading area would be to the east of the 19th Avenue security gate.

Chairman Gallagher suggested that when Dr. Hamilton has an agreement with Air Vantage, Inc. that he have Attorney Stewart review it so that it contains the proper language as far as percentages to be paid to the Airport Authority.

Mr. Hentges stated he would like to see the entire percentage structure, etc. reviewed.

Mrs. Stanton stated it has been a while since we have discussed the greenery in the building. She stated that since the inception of the contract with Country Greenery February 1, 1986, we have paid \$46,980. She doesn't feel we need that much greenery and feels the Airport Authority should discuss cutting back.

Mr. Hentges stated he feels contracts such as this should be reviewed periodically but he added that he knows people coming into the terminal like to see the live plants.

Chairman Gallagher suggested notifying Country Greenery of the cancellation and then rebid the contract and talk about reducing it or whatever.

Mrs. Stanton moved to give Country Greenery 60 day written notice that we will be cancelling the agreement and notify them that we will be rebidding and re evaluating the greenery.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Williams, Stanton, Cichy and Gallagher voted aye.

No member being absent and none voting nay the motion was declared carried.

OTHER BUSINESS: (Continued)

Mr. Parmer stated that at the last meeting we had a representative of the Fargo Chamber of Commerce International Trade Committee and he requested the Airport Authority write to the District Director of the Immigration and Naturalization Service to request a visit regarding minimum requirements for clearing customs for charters in Fargo. Mr. Parmer stated he wrote the letter and has not heard from INS but did hear from Mr. Ray Haggerty, US Customs Service in Pembina, and he will be here for a meeting on Tuesday, January 8 at 11:00 a.m.

Mr. Parmer stated that at the last meeting Steve Wagner, Coffman Associates, was here to review the Airport Master Plan Update and he is now basically waiting for approval from the Airport Authority before moving ahead. At the time he was here Mr. Wagner was not looking for action from the Airport Authority but did want a determination as soon as possible.

Mr. Parmer stated that the only point of contention with the Master Plan Update is the placement of the parallel north/south runway and the NDANG's concerns about their facilities in relation to that location. Mr. Parmer asked the Airport Authority members if they were ready to tell Coffman to proceed with their recommendations.

Mrs. Stanton asked if we need any more conversation with the Air Guard.

Mr. Parmer stated there has always been conversation with the NDANG but it is the Airport Authority's responsibility to approve our Master Plan, not theirs. Mr. Parmer stated that careful consideration has been given to the placement of this runway and all concerns have been addressed.

Mr. Cichy stated that as far as he is concerned he is ready to move on this.

Mrs. Stanton stated she would like to know what the Guard thinks.

Mr. Williams stated he feels we need to be concerned with the airport's master plan and that should come first, as the Guard could be gone in one year.

Chairman Gallagher stated it is a situation that can be worked around it is just a matter of it not being the Guard's first choice.

Mrs. Stanton stated she was sorry this item was not on the agenda so that representatives of the Guard could be present.

Mr. Cichy moved this item be on the agenda for the next meeting.

Second by Mr. Williams.

Mr. Hentges stated that he would like to see a capsule report from the Executive Director on matters such as these because he feel it is important to know what the Director thinks as he is then able to respond better.

Mr. Parmer stated there has been a lot of discussion on this matter.

All members present voted aye and the motion was declared carried.

Mr. Cichy moved to adjourn the regular meeting of the Municipal Airport Authority until the Annual Meeting to be held Friday, January 18, 1991 at 10:00 a.m. in the Airport Boardroom.

Second by Mr. Williams.

All members present voted aye and the motion was declared carried.

Time at adjournment was 11:30 a.m.

Fargo, North Dakota

Annual Meeting

Friday

January 18, 1991

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Friday, January 18, 1991 at 10:00 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Williams, Stanton, Cichy, Gallagher

Absent: None

Others: Stewart

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held January 4, 1991:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held January 4, 1991.

Second by Mr. Williams.

All members present voted aye and the motion was declared carried.

Approved Airport Vouchers Totaling \$26,411.97:

Mr. Williams moved to approve the airport vouchers totaling \$26,411.97.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Williams, Stanton, Cichy and Gallagher voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from District Director, U.S. Customs Service on Charter Clearance Requirements:

Mr. Parmer stated that he and others met with Mr. Raymond Haggerty, District Director of the U.S. Customs Service on January 8, 1991, regarding clearance of charter flights arriving at Fargo from foreign destinations. Mr. Parmer read a letter from Mr. Haggerty dated January 9, which stated that in the future Federal Inspection Services will consider approving clearance of charter flights on a case by case basis at Fargo under the following conditions:

1. They will consider only requests for service to aircraft where the passengers' flight terminates at Fargo. No approval will be given for flights where passengers would reboard for another U.S. airport.
2. Flights must not be more than 300 passengers.

Received Communication from District Director, U.S. Customs Service on Charter Clearance Requirements: (Continued)

3. Requests for landing rights at Fargo must be submitted a minimum of 30 days in advance. Requests must include date, time, and place of arrival, number of passengers and crew, flight number, type of aircraft, and country from which it is arriving. Five days prior to arrival an advance passenger list must be filed with U.S. Customs giving full name, date of birth, passport number and country of issue for each passenger.
4. Since Fargo is not an approved airport for garbage disposal, all garbage must remain on the aircraft for removal at an approved airport. The Animal and Plant Health Inspection Service, Bismarck, will have to give prior approval for each charter flight arriving from a foreign country.

Mr. Williams moved to receive and file the communication from the U.S. Customs Service.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Approved Transfer of Contract for Deed for Lots in Airport First Addition from D&C Properties to Ferguson Brokerage:

Mr. Parmer stated that Lots 7 and 8, Block 1, Airport First Addition, were sold to D&C Properties under a Contract for Deed and D&C Properties now wishes to transfer the Contract for Deed to Mr. Bob Youngren, Ferguson Brokerage.

Attorney Stewart stated he received a communication from Jon Arntson, attorney for D&C Properties, containing an executed copy of an assignment of the Contract for Deed and the acceptance by Mr. Bob Youngren and Mr. Youngren will take over the payments where D&C Properties left.

Mr. Parmer stated it was his understanding that Mr. Youngren did not wish to continue the Contract for Deed but will pay the balance on the lots.

Mr. Youngren stated he was prepared to pay the Airport Authority today.

Mrs. Stanton moved to approve the execution of the Consent of Assignment for Lots 7 & 8, Block 1, Airport First Addition from D&C Properties to Mr. Bob Youngren.

Second by Mr. Williams.

On the call of the roll, members Hentges, Williams, Stanton, Cichy and Gallagher voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Sending Attorney Stewart to DeLand, Florida to Review Contract with Daytona Aircraft Company:

Chairman Gallagher stated he would entertain a motion to send Attorney Stewart to DeLand, Florida to go over the contract, in conjunction with the City of Fargo and Mr. Peter Ahrens, Daytona Aircraft Company.

Mr. Parmer stated that in talking with Pat Zavoral this morning they are drafting a contract protecting the investment of the City of Fargo and the Airport Authority. In discussing this with Mr. Ahrens last evening there were some points of concern from both parties and he felt it would be best to send an attorney down there to get these ironed out before the final execution.

Mr. Cichy moved to approve sending Attorney Gary Stewart to Florida to review the contract with Daytona Aircraft.

Second by Mrs. Stanton.

Approved Sending Attorney Gary Stewart to DeLand, Florida to Review Contract with Daytona Aircraft: (Continued)

Mr. Hentges asked if a copy of the contract is available.

Attorney Stewart stated it has not yet been completed. He stated they hope to have as many points agreed upon as possible before going there, but he does plan to schedule the visit on a business day so that he can check the securities agreement to protect the City of Fargo and the Airport Authority.

On the call of the roll, members Hentges, Williams, Stanton, Cichy and Gallagher voted aye.

No member being absent and none voting nay the motion was declared carried.

Authorized Application for Group Permit for EPA Storm Water Regulation Compliance:

Mr. Parmer stated that he received a communication from the American Association of Airport Executives regarding the Environmental Protection Agency and a final ruling regulating industrial storm water discharged at airports and other industrial facilities. The rule requires "industrial facilities" to obtain permits for discharges of storm water. These discharges occur during runoff from significant rainstorms and snow melt. All airports must obtain storm water discharge permits where aircraft and vehicle maintenance, fueling, painting and deicing operations occur. Permits may be obtained through individual, group or general permit applications. AAAE and the Airport Research and Development Foundation are designing a group application process to include all interested airport facilities. By joining the group, airports could save up to 80% or more over the costs of individual permits and have an extended time period to submit data. The group application is in two parts, Part I, which is due to EPA by March 18, 1991, will cost between \$265 \$325 per facility. The per facility cost for Part II is uncertain at this time and is dependent on the size of the group. Part II, which is due to EPA one year after the approval of Part I, will involve actual storm water sampling at a representative group of airports. Estimated cost of an individual permit could range from \$25,000 for the smaller airports to \$300,000 for larger airports.

Mr. Parmer stated this is the only information he has received on this. He has not received anything officially from the EPA. AAAE must have this information by February 1 and the only cost at this time is the \$265 \$325. Mr. Parmer added that Wes Schon, Ulteig Engineers, did some checking at the library on this matter.

Mr. Schon was recognized and stated he could probably expand on the matter somewhat. He stated the EPA has been moving into the storm water area and are looking for point source loading which would include particularly industrial areas and airports fall under that category. They are requiring airports, along with other industries, to come up with a permit for storm water discharge. He stated he checked the Federal Register and it is his understanding that you have the choice of an individual or group permit. Part II will require testing and verification of what you have done and apparently if you are in a group and for example there are 1,000 members in the group only 10% of the group will be tested. He added it seems at this point to get in on the group permit would be the best choice. He stated that the items they seem to be concerned about are vehicle maintenance, deicing and petroleum products. He also added that he would assume the NDANG would be considered part of the airport.

Mr. Cichy asked Mr. Schon how this permit is going to improve water quality.

Mr. Schon stated that the water tested would be that which is discharged into the waters of the United States and he stated he did not believe that would include County Drain #10 or #3 but only the Red River. He further explained that if the airport was tested for outfall off the apron and found unsuitable quantities of deicing solution then they would probably require we have a treatment system for the water such as a

Authorized Application for Group Permit for EPA Storm Water Regulation Compliance: (Continued)

holding tank, before a permit is issued.

Mr. Cichy stated that any treatments, filtration, etc. are not part of this permit application at this point.

Mr. Schon stated that was correct. He stated he also checked with the State Health Department and they did not have much information either.

Mrs. Stanton asked if EPA had approved the group application.

Mr. Schon stated that was indicated in the Register and groups could include from four to 1,000 members. He stated that Part II would cost more than Part I.

Mr. Cichy moved to authorize the group permit application.

Second by Mrs. Stanton.

Mr. Parmer stated that when the westside ramp was constructed a containment system for spills was included. He added that the application does ask for pounds and gallons of deicing materials used.

On the call of the roll, members Hentges, Williams, Stanton, Cichy and Gallagher voted aye.

No member being absent and none voting nay the motion was declared carried.

Authorized Execution of Lease for Additional Space, Second Floor, Eastside Terminal National Guard Bureau:

Mr. Parmer stated the National Guard Bureau which presently leases an office on the second floor of the Eastside Terminal has requested additional space. The space they have requested is an office formerly occupied by United Airlines. This would be under the same terms and conditions as their current lease, with the exception of a request for three designated parking spaces.

Mrs. Stanton moved to authorize execution of the lease for additional space on the second floor, Eastside Terminal, with the National Guard Bureau.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Williams, Stanton, Cichy and Gallagher voted aye.

No member being absent and none voting nay the motion was declared carried.

Mrs. Alma Cater Appeared to Discuss Plants in the Terminal as Provided by Country Greenery:

Mrs. Alma Cater, Country Greenery, was recognized and stated that she has appreciated working with the Airport Authority in providing plants for the terminal for the past five years and would like to continue that relationship. She stated the live plants give a positive impression of the building to the traveling public. She stated she acquired the contract with the airport through the bidding process and has received no complaints during the time of their contract and has always received positive comments. She stated that the live plants enhance the architecture of the building. Mrs. Cater stated that Country Greenery also has a complete line of silk plants if the Authority was interested in looking into that type of greenery. She stated they are presently providing some silk blooming plants in certain areas of the building. She stated that the amount of the contract has not increased since its inception and in fact she voluntarily lowered the amount by \$142 per month in March of 1989, even though the Airport Authority had not signed the three year contract which offered this lower rate. She stated she feels they have always provided quality plants and professional care of the plants. She stated if the Airport Authority has financial concerns about the plant leasing she would like to work with the board but she needs to know the issues which need to be addressed.

Mrs. Alma Cater Appeared to Discuss Plants in the Terminal as Provided by Country Greenery:
(Continued)

Mrs. Stanton stated it was not a question of the plants or the work that Country Greenery has done. She stated she looked at the amount of money the Authority has spent on greenery over the past five years (over \$40,000) at the same time the board was talking about a loan of \$100,000 for economic development and felt that kind of money should not have been spent for greenery and should not expect the tax payer to spend that kind of money. She stated she feels we have far more plants that we need.

Mrs. Cater stated the total amount spent by the Airport Authority over the past five years is \$41,649, which breaks down into presently \$251 per month for leasing plants and \$390 per month for the horticultural service. With over 300 plants in the terminal that is \$2.03 per plant per month (\$.80 for the lease, \$1.23 for the care).

Mrs. Stanton agreed we need something for the decor of the terminal but feels it is a lot of money to be spending.

Mr. Cichy stated that when the building was constructed certain areas were designed to include plants to enhance the architecture.

Mrs. Stanton agreed that was true but we could have put plastic plants in there and had them paid for a long time ago.

Mr. Hentges stated that the money spent on greenery is not tax payers' money. The money we just spent on economic development is taxed to the general public but the flying public pays for the plants as we bill our tenants for operating expenses.

Mr. Williams stated this is an area of personal preference. He stated this is part of the building maintenance. He stated apparently Mrs. Stanton feels it is too much but he does not and he personally is satisfied. He stated that he does not feel the Airport Authority should get into a lengthy discussion on the matter.

Mrs. Stanton asked Mr. Williams if he would like to be on a committee with her.

Mr. Williams stated he does not want to spend a lot of time arguing over plants.

Mr. Cichy suggested the Chairman appoint a committee to work with Mr. Parmer and review the plants.

Mr. Williams stated we could probably scale down somewhat but he would be against eliminating the live plants entirely.

Mrs. Stanton stated she has also heard from other florists who would like an opportunity at the contract.

Mrs. Cater stated if the Airport Authority gave her a dollar amount they wished to spend she could work from there.

Mr. Williams asked the airline managers to comment on their feelings.

Mr. Ron Balvitsch, Northwest Airlines, stated that he can't remember ever getting a negative comment about the plants. People always make good comments and the Northwest crews who have seen every airport in the world tell us that we have one of the most beautifully decorated terminals they have seen. He stated that the travelling public is paying for the maintenance of the building and their comments are positive. He stated that if the Authority checked with other florists they would probably find the cost higher than what we are paying. He stated Country Greenery has done a good job and the people who service the plants are professionals. He stated it is his feeling that "if it isn't broken don't fix it."

Mr. Dick Weak, United Airlines, stated that when he came to Fargo with United in 1984, even though the old terminal was well kept, he felt we were in a time warp. Since the construction of the new terminal he has taken great personal pride in its appearance and he feels the plants have a lot to do with that. He has never heard a negative comment either and gets many comments from their crew members that ours is the best looking terminal in the system. He stated he feels the Airport Authority has a good contractor doing a good job at a reasonable price and he would like to see things kept as they are.

Mrs. Alma Cater Appeared to Discuss the Plants in the Terminal as Provided by Country Greenery:
(Continued)

Mrs. Stanton moved that a committee be appointed to review the greenery in the terminal.

Mr. Tom Wold was recognized and stated that as a tax payer he feels it is great that the Airport Authority can spend a little money to make the terminal look better and enhance the impression it gives. He stated he does not think the Authority should spend a lot of time on the issue and let the Executive Director handle it as he does the other maintenance. He stated he does not know how much the airport has spent on maintaining its floors. He stated he feels the airport has been getting a reasonable value for the service it has received and would recommend the board pass a resolution to continue the contract with Mrs. Cater.

Mrs. Stanton stated her motion to appoint a committee stands.

Mr. Cichy asked Mrs. Stanton if she felt Mr. Parmer could review the situation.

Mrs. Stanton stated that as a member of the Airport Authority she would like to be a part of that.

Mr. Cichy seconded the motion under the premise that he could also be a member of the committee.

All members present voted aye and the motion was declared carried.

Endorsed the Recommendation of Coffman Associates with Regard to the Update of the Airport Master Plan:

Mr. Parmer stated that there have been extensive discussions on the Airport Master Plan and all aspects of Coffman Associates' presentation have been accepted, with the exception of the location of the north/south parallel runway. There have been opposing views from the air traffic control tower and the NDANG. The tower voiced their concern about that runway being too close to Runway 17/35. The NDANG's concerns have been the location of the runway in relation to their facilities. Mr. Parmer stated the final recommendation from Coffman is to locate the runway as far to the east as possible, which, although it is not the first choice of the NDANG, they feel it is more agreeable than the previous recommendation. Mr. Parmer stated that with the closing of Runway 3/21 there has been the consideration of leasing the additional land becoming available to the Guard.

Mr. Parmer stated that there are still many steps that need to be taken before final adoption of the plan but for the Authority to change the location of that runway at this point would almost put Coffman back to step one. Mr. Parmer stated that with the approval of the Airport Authority he will advise Coffman Associates to proceed.

Mrs. Stanton asked if a Master Plan can be amended once it is adopted.

Mr. Parmer stated that our Master Plan can be changed once it is adopted but we need to remember that in order to submit an application for federal assistance on any project it must be included in the Airport Master Plan.

Major Maurice Borud, NDANG, was recognized and stated that the Guard appreciates the cooperative relationship with the Airport Authority and the opportunity he has to address the board on issues such as this. He stated that the question of placement of the north/south parallel runway was addressed very early in the update process and the Guard stated their position at that time. As a general position they would feel more comfortable with the runway located on the west side of the airport but will cooperate with the Airport Authority.

Major Borud stated they are very much interested in the Airport Authority moving ahead as soon as possible with the lease acquisition on the land that will be available when Runway 3/21 is eliminated. Another matter they would like to see the

Endorsed Recommendation of Coffman Associates with Regard to the Update of the Airport Master Plan: (Continued)

Airport Authority move ahead on initiating the process for the possible future extension of Runway 17 and checking into some options such as reserving land north of County 20 for the necessary right of way.

Major Borud stated he wished to reiterate that the Guard is pleased with its working relationship with the Airport Authority and will continue to do their part in the future to preserve that relationship.

Mr. Hentges stated he wants to see the Airport Authority continue to cooperate with the Guard so that we can maintain public safety as well as the advancement of the Guard. He stated he agreed that if it will be necessary to acquire additional land for future development for civil and military air traffic we should be looking at that now and working with the city planning people so there are no surprises.

Mrs. Stanton stated she would not want to go along with a master plan that would not be acceptable to the Guard.

Chairman Gallagher stated Major Borud indicated the proposed plan was the "least objectionable."

Mr. Williams stated both parties will never be 100% satisfied.

Mr. Parmer stated he gets the feeling that some people are trying to read into this thing that he and the Guard are at odds on this matter and he indicated they certainly are not. The Guard has concerns which we understand and they certainly understand our concerns. Any plan adopted will be in concert with both organizations.

Mr. Williams moved the Airport Authority endorse the Airport Master Plan Update and that we instruct Coffman Associates to proceed.

Second by Mr. Cichy.

Mrs. Stanton wanted the record to show that she still has reservations about approving a plan that is not acceptable to the Guard because when the Master Plan Update is finished Coffman Associates will be gone but we will have to continue living with the Guard and they are a big part of our community.

On the call of the roll, members Hentges, Williams, Stanton, Cichy and Gallagher voted aye.

No member being absent and none voting nay the motion was declared carried.

Mr. Parmer Apprised the Airport Authority on Upgraded Airport Security:

Mr. Parmer stated that we have received various degrees of upgrading from the FAA in our security at the airport because of the war in the Persian Gulf. He stated he has been working with Chief Raffevold, Fargo Police Department, and his people have been very helpful in providing the manpower dictated by the FAA security requirements.

He indicated to Chief Raffevold that the Airport Authority would have to accept any financial obligation for his staff over and above their regular duty. He stated one area that will be a real problem is parking in front of the terminal building. We cannot allow unattended or unauthorized vehicles within 100 feet of the terminal building and we will probably receive a lot of complaints on this from people loading and unloading baggage. We will be increasing the hours of our regular traffic security provided by Western Protection from eight hours a day to having coverage from 5:15 a.m. to 12:15 a.m. He indicated that may even change to 24 hour coverage. We are also increasing patrolling of perimeter gates as well as reviewing the cards that activate the electric security gates. Mr. Parmer stated that we are presently at the highest security alert level (Level IV).

Mr. Hentges Summarized AAAE Airport Industrial Development Seminar:

Mr. Hentges stated he attended a seminar held by the AAAE on Airport Industrial Development. He stated the emphasis was on the kinds of things necessary to put together economic development. He stated there was discussion on the private and public sectors working together and also cautioned being careful about approaching opportunities as there are not very many industries expanding right now in the economic society. He stated they went into development of non aviation related industries but of course our Airport Industrial Park would be limited to aviation related industries.

Mrs. Stanton asked if there was much development going on in the country.

Mr. Hentges stated that there are private sector industries that wish to be located near the airport but not on it. He stated one major factor is population growth and our region is at the bottom as far as population growth. He added that he feels the private and public sector partnership needs to be explored.

Mr. Tom Williams Elected Chairman of the Municipal Airport Authority for the 1991 Calendar Year, As Per Bylaws:

Mrs. Stanton moved to elect Mr. Tom Williams Chairman of the Municipal Airport Authority for the calendar year 1991, as per bylaws.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Mrs. Jeannette Stanton Elected Vice Chairman of the Municipal Airport Authority for the 1991 Calendar Year, As Per Bylaws:

Mr. Williams moved to elect Mrs. Jeannette Stanton Vice Chairman of the Municipal Airport Authority for the calendar year 1991, as per bylaws.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Adopted Resolution of Appreciation to Chairman Gallagher:

Mr. Cichy offered the following resolution of appreciation and moved its adoption:

WHEREAS, Mr. Paul M. Gallagher has just completed a year as Chairman of the Municipal Airport Authority of the City of Fargo, North Dakota, and

WHEREAS, During the year of Mr. Gallagher's chairmanship the Municipal Airport Authority moved steadily and successfully forward in improving the aviation facilities at Hector International Airport, and

WHEREAS, Mr. Gallagher has labored diligently and given unsparingly of his time in serving as Chairman of the Municipal Airport Authority.

NOW, THEREFORE BE IT RESOLVED, That the Municipal Airport Authority of the City of Fargo, North Dakota, does hereby commend Mr. Paul M. Gallagher for his effective efforts on behalf of the Municipal Airport Authority of the City of Fargo, North Dakota.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent minutes of the Municipal Airport Authority and a certified copy of the herein resolution be forwarded to Mr. Paul M. Gallagher.

Adopted Resolution of Appreciation to Chairman Gallagher: (Continued)

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Williams, Stanton and Cichy voted aye.

Mr. Gallagher passed his vote.

The resolution was declared to have been duly passed and adopted.

Mr. Cichy moved to adjourn the Annual Meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, February 5, 1991 at 9:00 a.m. in the Airport Boardroom.

Second by Mr. Williams.

All members present voted aye and the motion was declared carried.

Time at adjournment was 11:23 a.m.

Fargo, North Dakota

Regular Meeting

Tuesday

February 5, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 5, 1991 at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Stanton, Cichy, Williams

Absent: None

Others: None

Chairman Williams presiding.

Approved the Minutes of the Annual Meeting Held January 18, 1991:

Mr. Gallagher moved to approve the minutes of the annual meeting of the Municipal Airport Authority held January 18, 1991.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$66,242.81:

Mr. Hentges moved to approve the airport vouchers totaling \$66,242.81.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Individual Voucher to T.W. Sapa and Associates:

Mrs. Stanton moved to approve the individual voucher in the amount of \$1,200.00 to T.W. Sapa and Associates for appraisal of land in the Airport Industrial Park (leased to North Dakota National Guard.)

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Travel Expense Vouchers Airport Industrial Park Development:

Mr. Cichy moved to approve the travel expense vouchers in the amount of \$5,721.79 for Airport Industrial Park Development.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

Approved Travel Expense Vouchers Airport Industrial Park Development: (Continued)

No member being absent and none voting nay the motion was declared carried.

Mr. Gallagher and Chairman Williams gave a brief update on the progress with Daytona Aircraft Construction. They visited Mr. Ahrens in Florida to review the contract and they felt those contract negotiations went well. The contract contains several safeguards for both the City of Fargo and the Airport Authority. Attorney Gary Stewart also made a trip to Florida to review the contract. Mr. Ahrens is making some progress on the airplane and expects to be ready for its "midnight flight testing" in the next six weeks, although Mr. Williams indicated he felt that was a little soon. Chairman Williams stated he was going to be in Florida in March and will be checking in on them at that time. Mr. Gallagher added that the Air Force visited with Mr. Ahrens last week about an order for some airplanes. He added that Mayor Lindgren and Mrs. Stanton were going to make a visit there along with the people from China Air.

Approved Individual Voucher to Coffman Associates:

Mr. Cichy moved to approve the individual voucher to Coffman Associates in the amount of \$1,570.00 for professional services in connection with the Airport Master Plan Update Project No. 3 38 0017 09.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Received and Filed Statement of Operations for the Month of December 1990:

Mr. Hentges moved to receive and file the Statement of Operations for the Month of December 1990.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Received Proposals for the Construction of Classroom Space Eastside Terminal:

Mr. Parmer stated he solicited informal proposals for the construction of classroom space on the first floor of the Eastside Terminal for Dakota Aero Tech. He added that the electrical changes have been completed. The proposals received were as follows:

Rick Duval Construction	\$3,499.00
Williams Company Construction	\$3,225.00

Mr. Parmer indicated both he and Mr. Gordon Person, Dakota Aero Tech, were able to meet with both contractors to make sure the bids were on the same basis.

Mr. Hentges moved the Executive Director be authorized to accept the lower bid.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Mr. Don Kinzler, Agassiz Nursery, Presented Proposal for Greenery in Terminal:

Mr. Kinzler was recognized and thanked the board for the opportunity to make this presentation. He stated their indoor plant leasing department has a number of different options to offer customers and he distributed a copy of their proposal and

Mr. Don Kinzler, Agassiz Nursery, Presented Proposal for Greenery in the Terminal:
(Continued)

options available.

Mr. Kinzler introduced Tonni Books who is in charge of their indoor plant leasing and maintenance. She reviewed the three options available:

Full Lease and Maintenance \$659.00/month

Maintenance Only Lease \$275.00/month

"Maintenance Plus" Lease \$398.00/month

She stated that they would suggest eliminating some of the plants by spacing the plants further apart, also giving them more room to develop. They would service the plants once a week.

Mr. Cichy stated that since their proposal includes the same types of plants as we presently have, could the board assume that they agree the types of plants and the arrangement are tasteful, decorative, and provide a positive image. Ms. Books agreed the present arrangement looked nice, other than the plants needed to be spaced further apart.

In answer to a question from Mrs. Stanton, Ms. Books stated their accounts are about 50% full lease and 50% maintenance plus.

Mr. Williams suggested the board refer the proposal to Mr. Parmer to compare with others and make a recommendation to the board.

Mr. Hentges moved the proposal be referred to Mr. Parmer.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Mrs. Stanton asked if other proposals had been received.

Mr. Parmer indicated he has had other firms express an interest but has not received any other proposals at this time.

Mrs. Stanton stated she has received calls from at least four or five parties interested in providing plants for the terminal.

Mr. Hentges stated he feels the proposals should be consolidated as he would not want to have a different proposal presented at every meeting.

Mr. Victor Gelking Appeared to Discuss Location of Aircraft Hangar:

Mr. Victor Gelking was recognized and stated that Vic's Aircraft Sales is the only company legally selling airplanes on the field. He stated he has a spot he would like to locate his hangar in which to display the aircraft he is selling. He stated since his business is sales he would like to be in a spot visible to the public.

Chairman Williams stated the last time Mr. Gelking appeared before the Airport Authority the board directed him to get together with Mr. Parmer to work out an agreeable location.

Mr. Gelking stated that Mr. Parmer wanted to put him back in the corner where no one could find him.

Mr. Parmer stated he wants to locate Mr. Gelking's hangar where our Master Plan allows general aviation hangars to be placed.

Mr. Gelking indicated the location he has in mind is to the east of the gate off 19th Avenue North. He stated he has measured the area and his hangar would fit.

Mr. Parmer indicated that location is now the automobile parking lot. He also indicated that the area was recently paved and the other individual hangar owners in the general aviation area were assessed for the 27.5' of concrete adjacent to their hangars, as the FAA will not participate in that portion since it serves an individual. He added that the location Mr. Gelking has in mind goes into the parking lot as well as the roadway. Another location being considered was near the igloo building to the north. The problem with this location is that the area is under lease to Aviation Resources, Ltd. The third location considered is in the area to the west

Mr. Victor Gelking Appeared to Discuss Location of Aircraft Hangar: (Continued)

by the taxiway that was extended.

Chairman Williams stated that from a visual standpoint the 19th Avenue location is not a good spot. He added that he could not see anything wrong with the spot near the igloo if that could be negotiated.

Mr. Hentges stated that he was appointed to a committee to look at the entire general aviation area and although they have not yet had a meeting on this particular he would agree with Mr. Parmer. He stated that typically in sales you do want to be in a visible area but aircraft sales is different in that you are not appealing to the general public. He stated he would encourage Dr. Hamilton to work with Mr. Gelking on the igloo location. He added that he was reluctant to do anything on the 19th Avenue area until things sort out with the dome.

Mr. Gelking stated the only problem with the igloo area is a fuel tank located there. He added that he does have a contractor ready to move his hangar.

Mr. Wes Schon, Ulteig Engineers, was recognized and stated that he feels if there is anything this airport needs as far as development it would be new general aviation area. The general aviation area is so short of space for any additional hangars.

Mr. Parmer stated that he talked with the FAA on this last week. He stated that in order to develop the new general aviation area we need to get into the first stage development of the cross wind runway and should be looking at that for the 1992 construction season.

Mr. Schon stated that if space is not available for people wanting to place hangars on the airport they will go to one of the general aviation airports in the area.

Mrs. Stanton asked if Dakota Aero Tech has put together a plan yet for their expansion needs.

Mr. Parmer stated Mr. Person is still interested in building the two hangars as previously proposed.

In answer to a question from Chairman Williams, Mr. Parmer stated we could see construction of the first stage of Runway 8/26 in 1992, provided the Airport Master Plan is finalized and that should be done shortly.

In answer to a question from Mr. Cichy, Mr. Parmer stated the cost of the first stage of Runway 8/26 is \$4 million.

Mr. Gallagher asked if this development would be eligible for funding by the proposed Passenger Facility Charge.

Mr. Parmer stated the Passenger Facility Charge is quite a way down the road yet and he is not sure what the Department of Transportation has in mind for eligible projects. He stated that he received information from the AAAE on the proposed rule making and we will have 60 days to make comments before the final ruling. Even if the ruling passes each airport has to apply. He stated he feels there will be a lot of discussion on the matter at the AAAE conference in May. He stated he is getting a copy of the proposal and will make it available to the members for their review.

Mr. Cichy moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, February 19, 1991 at 4:00 p.m. in the Airport Boardroom.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Time at adjournment was 9:48 a.m.

Fargo, North Dakota

Regular Meeting

Tuesday

February 19, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota was held at 4:00 p.m., Tuesday, February 19, 1991 in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Cichy, Stanton

Absent: Williams

Others: Stewart, Bromenschenkel

Vice Chairman Stanton presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 5, 1991:

Mr. Cichy moved to approve the minutes of the regular meeting of the Municipal Airport Authority held February 5, 1991.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$22,954.27:

Mr. Gallagher moved to approve the airport vouchers totaling \$22,954.27.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

Approved Individual Voucher to Fargo Electric Construction:

Mr. Cichy moved to approve the individual voucher in the amount of \$7,700.00 to Fargo Electric Construction for the installation of lighting in the car rental parking lot. (MAA approved 11 5 90.)

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

Approved Individual Voucher to Modern Electric of FM:

Mr. Cichy moved to approve the individual voucher in the amount of \$1,583.20 to Modern Electric of FM for electrical changes in the Eastside Terminal.

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

Approved the Individual Voucher for Travel Expense:

Mr. Cichy moved to approve payment of the individual voucher in the amount of \$49.05 for travel expenses in conjunction with Airport Industrial Park Development.

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

Reviewed Agreement Between Daytona Aircraft Construction, Inc. and the City of Fargo/Municipal Airport Authority:

Mr. Parmer stated that Attorney Stewart was involved in the process of drafting the agreement between Daytona Aircraft Construction and the City of Fargo/Municipal Airport Authority which was finally executed by the City on February 8. He stated that basically the agreement protects any investment on behalf of the City of Fargo and the Municipal Airport Authority.

Attorney Stewart stated the final agreement follows the format we have discussed before. There is a second mortgage on Mr. Ahrens's buildings in Florida, plus first security interest in any supplies/materials such as aluminum, engines, etc. That has not yet been perfected pending a valuation of the collateral. Also included in the agreement as collateral is the FAA certification form. He stated that Pat Zavoral was trying to come up with a value on the certification. He stated that the agreement secures ourselves to the best extent possible.

Mr. Gallagher stated he talked to Mr. Zavoral and he indicated that representatives from Embry Riddle University inspected Daytona's inventory and agreed the aluminum was worth over \$800,000.

In answer to a question from Vice Chairman Stanton, Attorney Stewart stated the agreement had been signed by the City of Fargo and now requires board ratification from the Municipal Airport Authority.

Mr. Gallagher moved ratification of the agreement as signed by Chairman Williams.

Second by Mr. Cichy.

Mr. Hentges stated that as far as he is aware this is the only written material that has been before this board in this regard. He stated he has complete faith in the Attorney and that the appropriate language has been used in the agreement. He stated he received a copy of the agreement today but was concerned that it had been signed and executed but had not yet been before the board for approval. He stated he supports the effort the board has taken but would like to be kept abreast of things a little better. The situation seems to be moving along without being discussed by the board. Maybe there are some things that need to be talked about.

Vice Chairman Stanton stated she would disagree with Mr. Hentges to the point that Mr. Hentges was not present at a meeting in which a lot of the details of this transaction were discussed. She stated she has not seen any more written material than Mr. Hentges has but she does know where this has come from and where it's going. Mr. Hentges stated the meeting Mrs. Stanton referred to was one during the

holidays and he did not have a lot of notice for the meeting and that was the reason he was not able to attend all of the meeting. He stated he does not feel he is out of order questioning a document that has been executed before any board action. Mr. Hentges stated if there is any urgency with this project it has not been explained. He stated the agreement includes that we will construct a building. It does not say how much the building will cost but it does say we will give them two years free rent. There are some things that are still vague and need discussion by the board. He stated he is whole heartedly in support of economic development but feels it is important that the Airport Authority and the public be advised of what is going on.

Reviewed Agreement Between Daytona Aircraft Construction, Inc. and the City of Fargo/Municipal Airport Authority: (Continued)

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

Mr. Parmer stated Mr. Gallagher felt that in the interest of saving time on this project that we begin interviewing architects so we have that on line when the agreement calls for us to start proceeding with the building. There are a lot of things yet to be done between now and that point, mainly certification of the aircraft, but he did put an ad in the paper and has heard from a number of architectural firms. They have until February 25 to respond and the Airport Authority should then determine the date they wish to conduct interviews. We are not sure of the size of the building at this point but the agreement calls for 30,000 sq. ft. with room for expansion on either side. He stated that at the Airport Authority meeting on March 4 we will set a date for interviews. He added that it is a lengthy process so it will be an advantage to have that out of the way.

Mr. Hentges stated he had not seen the ad in the paper and had gotten a call about it and stated that he would like to be advised of issues of this nature.

Vice Chairman Stanton stated she read the ad in the paper and it did not upset her. She stated she has been here long enough to know how long it takes to get things done and the sooner you get them on the road the faster they're going to be handled. We have a long way to go with this and she sees nothing wrong with getting things started.

Mr. Hentges stated he would like to see these things on the agenda.

Mr. Cichy stated he had not heard about it either.

Vice Chairman Stanton stated the ad does not commit us to anything.

Mr. Hentges stated that he would still like to be part of the decision process as he is a member of the board.

Reviewed Application for Airport Improvement Funding of Improvements in the Airport Industrial Park:

Mr. Parmer stated that about a year and a half ago we did submit an application to the FAA for funding of taxiway and ramp in the Airport Industrial Park. At that time we did not have a firm commitment from a tenant. That application called for federal expenditure of \$2,343,000. Because we did not have a commitment from a tenant wishing to locate in the Industrial Park the FAA sent the application back and told us to resubmit it when we did have a firm commitment. He stated he did resubmit the application but it was in much different form because of the type of facility we are trying to accommodate. The pavement design will handle light aircraft rather than the wide body aircraft. He stated this is strictly a pre application asking for funding of almost \$1.3 million for the ramp and connecting taxiway, and also the roadway. The FAA will not participate in the parking lot, water and sewer, etc. If this is approved as submitted it will require \$317,220 of Airport Authority funds. The submission of this pre application is just Step 1. They will have a pre application review action, if approved we will then have to submit an application, select architect/engineer, advertise for bids, and receive bids on the project before the grant is received.

In answer to a question from Mr. Cichy, Mr. Parmer stated that if the timetable is such as they are talking about there will be construction this summer. He added that he doubts the FAA will approve this until the certification is received and they know this is going to go forward. Mr. Parmer stated Mr. Ahrens has been talking about receiving the certification in March but he feels that is a little optimistic.

Reviewed Application for AIP Funding of Improvements in Airport Industrial Park: (Continued)

Attorney Stewart stated he agreed that March was optimistic but the agreement calls for an interim location should their building not be completed.

Mr. Bromenschenkel asked why the concrete design was changed from heavy to light aircraft.

Mr. Parmer stated that in our request to the FAA we have to indicate who the facilities will be serving and in this case it is light aircraft but this will not interfere with any plans for a wide body aircraft facility which would go to the west of this.

Mr. Bromenschenkel stated he was concerned because the door has not yet been closed on opportunities for wide body aircraft facilities.

Received Communication from Spectrum Aviation Releasing Office Space in Eastside Terminal:

Mr. Parmer read a communication dated February 15, 1991 from Spectrum Aviation indicating they would like to relinquish the office space in the Eastside Terminal Building they have been renting for the purpose of operating a flight school. It is their understanding that Dakota Aero Tech is interested in leasing this space and they will be ready to vacate immediately.

Mr. Parmer stated our lease with Spectrum calls for a 30 day cancellation notice but if the Airport Authority approved leasing the space to Dakota Aero Tech we could adjust the date of cancellation to the date the other tenant occupied the space. He added that the area in question is 536 square feet with an annual rent of \$3,216.

Mr. Gallagher moved to receive and file the communication from Spectrum Aviation and to approve their request to release the space.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

Received Communication from Dakota Aero Tech, Inc. Requesting to Lease Space Released by Spectrum Aviation:

Mr. Parmer read a communication dated February 5, 1991 from Mr. Gordon Person, President, Dakota Aero Tech, Inc. requesting to lease the office space being vacated by Spectrum Aviation. Mr. Parmer asked Mr. Person when he would like this lease to be effective.

Mr. Person was recognized and stated the new classroom will be completed March 1 and they would like the office space available that date also.

Mr. Cichy moved to approve the lease of office space (released by Spectrum Aviation) to Dakota Aero Tech, Inc. effective March 1, 1991.

Second by Mr Hentges.

Mr. Hentges asked Mr. Parmer if he was aware of any other tenants in the Eastside Terminal who might need additional space.

Mr. Parmer stated he was not aware of any.

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

Authorized Attendance of Upper Midwest Aviation Symposium, March 4 6, Bismarck:

Mr. Hentges moved to authorize attendance of Upper Midwest Aviation Symposium, March 4 6, Bismarck.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

Mr. Parmer indicated he planned to attend the symposium, leaving for Bismarck following the Airport Authority's meeting on March 4.

Authorized Attendance of AAAE/AOCI Washington Conference, March 11 13:

Mr. Hentges moved to authorize attendance of the AAAE/AOCI Washington Conference, March 11 13 in Washington, DC.

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

Authorized Attendance of AAAE Annual Conference, May 12 15, Phoenix, AZ:

Mr. Hentges moved to authorize attendance of the AAAE Annual Conference, May 12 15, Phoenix, AZ.

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

OTHER BUSINESS:

Mr. Hentges stated that the Airport Authority will want to be alert to any changes that might affect our service in view of the success of Northwest Airlines in purchasing slots from Eastern Airlines at Washington National Airport. Changes such as this usually bring about a shortage of planes and pilots.

In answer to a question from Mr. Cichy about boardings, Mr. Parmer stated that boardings in 1990 were up slightly over 1989. January 1991 figures were down a little over last January but that was mainly due to Northwest having one less flight than last January.

Mr. Hentges stated that the ruling on the slot changes at O'Hare should be made in the next 60 days. He added that we should be communicating these issues to Mark Andrews who is in Washington, DC and a consultant for the Airport Authority.

Mr. Parmer stated he talked with Mr. Ed Faberman, Attorney for American Airlines, last week and asked him if the additional slots American Airlines has picked up will affect their plans to serve Fargo and he indicated they would not. He stated American's request for slot changes has been supported by Chicago as well as other cities in Illinois and Mr. Faberman feels good about the support they have received from cities in North Dakota, South Dakota and Iowa.

Mr. Hentges stated with regard to the location of aircraft manufacturing facilities located in cities such as Fargo that this would certainly be relieving larger airports of this congestion and answering a need of aeronautics and transportation and wondered about the possibility of federal funds available for such projects.

Mr. Hentges moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Monday, March 4, 1991 at 9:00 a.m.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Time at adjournment was 4:35 p.m.

FARGO, NORTH DAKOTA

MUNICIPAL AIRPORT AUTHORITY

MONDAY

MARCH 4, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Monday, March 4, 1991 at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Cichy, Stanton

Absent: Williams

Others: Stewart, Bromenschenkel

Vice Chairman Stanton presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 18, 1991:

Mr. Hentges moved to approve the minutes of the regular meeting of the Municipal Airport Authority held February 18, 1991.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$25,006.04:

Mr. Cichy moved to approve the airport vouchers totaling \$25,006.04.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

Approved Individual Voucher to The Forum Publishing Company:

Mr. Gallagher moved to approve the individual voucher in the amount of \$31.08 to The Forum Publishing Company for advertisement for architectural/engineering services for design of an aircraft manufacturing hangar.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

Approved Individual Voucher for Airport Industrial Park Travel Expenses:

Mr. Gallagher moved to approve the individual voucher in the amount of \$1,056.00 for Attorney Stewart's travel expenses to DeLand, FL, in conjunction with Airport Industrial Park Travel.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

Received and Filed Statement of Operations for the Month of January 1991:

Mr. Hentges moved to receive and file the Statement of Operations for the Month of January 1991.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Reviewed Option Agreement on Lot 15, Block 4, Airport First Addition:

Mr. Parmer explained that on August 29, 1990, the Airport Authority granted a six month option on Lot 15, Block 4, Airport First Addition, to Mr. David Kane for \$6,000. He stated that six month term has now expired and the option agreement allows Mr. Kane to extend the option another six month period for an additional \$6,000. He stated he wrote Mr. Kane a letter advising him of this and asking that we hear from him by this time but he has not heard anything from him yet. Mr. Parmer asked the Airport Authority what they wished to do.

Mr. Hentges stated he would like to encourage Mr. Kane to buy the lot and made a motion that Mr. Parmer work with Mr. Kane and come back to the Airport Authority with a recommendation.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Authorized Hiring of Part Time Building Attendant:

Mr. Parmer stated that following the retirement of Gene Lileks (Building Attendant), the Airport Authority authorized hiring a full time building attendant to replace him. The person hired was our previous part time building attendant and we now have need to replace our part time person. He stated that this year the position will continue on a part time basis but next year we will look to change that to a full time position. The part time person presently works about 34 hours per week.

Mr. Cichy moved to authorize hiring of a part time building attendant.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Received Communication from Western Protection, Inc. Adjusting Rates for Security Guard Services:

Mr. Parmer read a communication dated February 22, 1991 from Western Protection, Inc. stating that due to the added cost of doing business, as of April 1, 1991 they find it necessary to increase their hourly rate from \$6.50 to \$7.10 (60 cent per hour increase). Mr. Parmer explained that because of FAA dictates due to the war in the Persian Gulf we have had to increase our traffic security in front of the building from eight hours a day to 19 hours a day. Our previous monthly costs were approximately \$1,500 for the eight hour days and are now almost \$4,000 per month for the 19 hour days. He stated he will be talking to FAA security representatives again

Received Communication from Western Protection, Inc. Adjusting Rates for Security Guard Services: (Continued)

to see if we will be able let up on the security requirements somewhat.

Mr. Ron Balvitsch, Northwest Airlines, was recognized and stated that all of the airlines met with the ATA in Washington to try to resume some of the services previously provided such as curbside check in. He stated he has not seen anything on the outcome yet but it should be announced soon. Mr. Balvitsch explained that ATA is an association which legally represents all of the airlines.

Mr. Gallagher moved to approve the adjustment in rates for security guard services.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

Mr. Parmer stated that we have also had police officers on duty and they provided service to the airport with their regular hour officers when they were able to but they also had to have some officers on overtime. He stated he discussed this with Chief Raffevold and the total charges for overtime for the months of January and February were \$2,017.03. He stated since then we have reduced the number of hours a police officer is on duty, with the approval of the FAA. He stated the two hours per day now required will be covered by officers on overtime. He stated we still receive regular checks from a unit in the area.

Mr. Parmer requested this amount be added to the airport vouchers previously approved. He stated the Police Department has already been paid and the transfer was made downtown.

Mr. Gallagher moved to approve the addition of the charges for overtime police services in the amount of \$2,017.03 to the airport vouchers.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

Received Report on Architectural Proposals for Aircraft Hangar Design:

Mr. Parmer stated that the Airport Authority advertised for proposals for the design of an aircraft hangar to be accepted through February 25, 1991. Mr. Parmer stated we received 14 proposals. He stated in this situation we cannot really start talking contract until we know what we are going to build but the Airport Authority can go through the interview process and have that out of the way.

In answer to a question from Mr. Gallagher, Mr. Parmer stated we do not necessarily have to follow the FAA guidelines but he would recommend we follow the same procedure. He stated it is difficult to talk specifics when we don't really know the requirements. He stated the FAA will be participating in the ramp, taxiway and roadway portion of this project but he does not expect them to take a great deal of action until the aircraft is certified.

Mr. Parmer stated that after the Airport Authority members have had a chance to review the proposals we can discuss when they wish to hold the interviews. He stated it will be an advantage to have the interview process out of the way.

Mr. Hentges asked the status of the certification.

Mr. Parmer stated as far as he knows Mr. Ahrens is proceeding as planned. He is not sure of the actual date set by which time certification should be completed and he is not sure of the FAA's involvement at this point.

Received Report on Architectural Proposals for Aircraft Hangar Design: (Continued)

Mr. Gallagher stated that someone from NDSU will be going to Florida to assist Mr. Ahrens in getting his drawings in order and putting them into the computer. The drawing will have to satisfy the FAA and this should help that along.

Mr. Hentges stated it would be good to see a timetable and a progress schedule with dates laid out so that we can see how the project is moving along.

Mr. Parmer stated a timetable is included in the agreement with the City of Fargo and the Municipal Airport Authority.

Mr. Cichy stated he does not feel there is any need to address the issue of interviews until April.

Mr. Bromenschenkel stated in one of the discussions with Mr. Ahrens he indicated he wanted to be involved in the design of the building and Mr. Bromenschenkel asked if Mr. Ahrens should also be involved in the process of selecting an architect. He stated he felt it would be wise to touch base with Mr. Ahrens before a decision is made.

Mr. Parmer stated previous discussions on the building called for 70,000 sq. feet but now they are talking 30,000 sq. feet as well as temporary storage.

Mr. Gallagher stated the cold storage required would be on the same site but the temporary storage needed would just be warehouse space at a temporary location to store materials and equipment that will be shipped up here before the building is finished.

Mr. Parmer stated that he doesn't feel we should sit around and wait for April to come and that we should go through the proposals as soon as possible. He stated he is not sure the Airport Authority wants to interview all 14 candidates, but then again everyone should be given an opportunity.

Vice Chairman Stanton suggested everyone review the proposals before the next meeting.

Mr. Parmer stated the design build concept had been discussed but he stated he is not sure we could legally do that.

Attorney Stewart indicated we could not.

Mr. Hentges moved to receive the report on architectural reports for aircraft hangar design.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Mr. Gallagher indicated that he was going to arrange for Pat Zavoral to be at the next Airport Authority meeting to update us on the progress with Daytona Aircraft Construction.

OTHER BUSINESS:

Vice Chairman Stanton stated that Mr. Cichy had an item he wished to add to the agenda at this time.

Approved Hiring of Assistant to Executive Director:

Mr. Cichy moved to approve the hiring of an Assistant to the Executive Director.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Mr. Cichy proposed that Mr. Shawn Dobberstein serve as the Assistant to the Executive Director at the base level of pay grade for the job description effective April 1, 1991.

Second by Mr. Gallagher.

Mr. Hentges stated he would like to hear from the Executive Director on whether not he is in agreement. He added that he feels the committee assigned to this task did a good job and he would support their recommendation but he feels it is important

OTHER BUSINESS: (Continued)

to know how the Executive Director feels.

Mr. Parmer stated he has visited with Mr. Dobberstein following the interviews. He stated although Mr. Dobberstein has no airport experience he has been continuing his education and feels they should be able to work together successfully.

On the call of the roll, members Hentges, Gallagher, Cichy and Stanton voted aye.

Absent and not voting: Williams.

The motion was declared carried.

Mr. Hentges moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Monday, March 18, 1991 at 4:00 p.m. in the Airport Boardroom.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Time at adjournment was 9:32 a.m.

FARGO, NORTH DAKOTA

REGULAR MEETING

MONDAY

MARCH 18, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Monday, March 18, 1991 at 4:00 p.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Stanton

Absent: Williams, Cichy

Others: Stewart, Bromenschenkel

Vice Chairman Stanton presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 4, 1991:

Mr. Hentges moved to approve the minutes of the regular meeting of the Municipal Airport Authority held March 4, 1991.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Approved Airport Vouchers Totaling \$54,012.58:

Mr. Hentges moved to approve the airport vouchers totaling \$54,012.58.

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher and Stanton voted aye.

Absent and not voting: Williams, Cichy

The motion was declared carried.

Approved Individual Voucher to Williams Company Construction:

Mr. Hentges moved to approve the individual voucher in the amount of \$3,225.00 to Williams Company Construction for the construction of classroom in the Eastside Terminal. (MAA approved 2 5 91.)

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher and Stanton voted aye.

Absent and not voting: Williams, Cichy

The motion was declared carried.

Discussed Setting Date for Architectural Interviews:

Mr. Parmer stated that we received 14 architectural proposals for the design of the aircraft manufacturing hangar. He stated that we should try to have all five Airport Authority members involved in the interview process.

Mr. Hentges suggested we conduct the interviews at 1:00 on the day of a regular meeting and limit the interviews to 15 minutes each.

Mr. Parmer stated we should schedule the interviews at half hour intervals and allow each firm 25 minutes with five minutes between each interview. He added that he will check with some of the firms and find out how much time they will need.

After further discussion, Mr. Parmer indicated he would work with everyone's schedule and set a date when everyone is available.

Received Communication from Federal Aviation Administration Grant Application for Ramp and Connecting Taxiway in Airport Industrial Park:

Mr. Parmer reviewed a letter dated March 8, 1991 from Mr. David Rask, Federal Aviation Administration acknowledging receipt of our preapplication for an apron/taxiway to provide access to a potential manufacturing area in the Airport Industrial Park.

Mr. Rask's letter stated that after reviewing the lease agreement between the City of Fargo and Daytona Aircraft Construction it appears quite possible that the apron and taxiway will not be needed until the fall of 1992, which means the project could be deferred until 1992. He also stated that they have information on the past performance of Daytona Aircraft Construction which raises questions about their ability to perform. Delaying construction will give the Airport Authority time to monitor progress by Daytona before committing a substantial amount of available enplanement funds. Also, delaying this project will permit the first stage of cross wind Runway 8/26 project to begin a year earlier than originally planned. Runway 8/26 has a higher FAA priority ranking than the industrial park area apron/taxiway complex. He also stated that they consider the apron in the current request to be about double the size that can be justified at this time.

Mr. Parmer stated that he did receive a preapplication review action which stated the preapplication submitted is eligible for FAA funding. He stated that Mr. Rask based his recommendation on a September 1, 1991 certification date for Daytona's airplane. He asked Mr. Pat Zavoral if he had information that might indicate it might be earlier than that.

Mr. Gallagher stated that he and Mr. Zavoral, Mr. Cichy and Mayor Lindgren reviewed the schedule recently to develop a worst case scenario using a certification date on the extreme end of the contract, which is September 1, but they now feel the aircraft should be certified by May 1. Mr. Pat Zavoral was recognized and stated that Mr. Ahrens is working on three tracks right now, the primary one is getting FAA amendment to the aircraft. He hopes to have the aircraft ready for display at the Sun & Fun Fly in Lakeland, Florida on April 8, at which he plans to have an exhibit. Mr. Ahrens has also started a second aircraft which he hopes to have done by May 1. As soon as he has the first plane flying he wants to construct a third plane which has a larger motor. This is the aircraft the Air Force has expressed an interest in purchasing. He stated that we have stressed to Mr. Ahrens that he needs to have some aircraft flying by April 7.

Mr. Parmer asked if the FAA certification is our trigger date.

Mr. Zavoral indicated that is one trigger date but asked what would happen if Mr. Ahrens got an contract from the Air Force for 150 planes before he got FAA certification on the first plane. Our agreement with Mr. Ahrens calls for the FAA certification or substantial progress where he has substantial orders. Mr. Zavoral stated he doesn't feel that decision needs to be made today.

Received Communication from the Federal Aviation Administration on Grant Application for Ramp and Connecting Taxiway in Airport Industrial Park: (Continued)

Mr. Gallagher asked if the Air Force could buy the aircraft without FAA approval.

Mr. Zavoral indicated they could.

Mr. Parmer stated the FAA's certification is important as far as the funding of the ramp and taxiway.

Mr. Zavoral stated it would be possible to build the hangar without the ramp and taxiway.

Mr. Parmer stated that Mr. Rask's was concerned that we not go through another construction season without progress being made on some project. Last year we held off because we were uncertain of what would happen in the Industrial Park.

Mr. Zavoral stated the goal is to have the airplane flown up here sometime in mid April.

Mr. Parmer asked Mr. Zavoral how long after the date of certification Mr. Ahrens expected to be housed in a hangar in Fargo.

Mr. Zavoral indicated six months. He stated that right now we are making arrangements for temporary storage of his equipment and it would also be possible to begin building the airplanes off site if necessary. He added that the Air Force will not allow Daytona to bid a project if there is not progress shown in Fargo as to the ability to have a facility available for construction. There are other companies with the facilities available now which are interested in a contract.

Mr. Hentges stated he feels the Airport Authority has a good reference with the Air Force through the local Air National Guard and the projects we have worked on jointly, such as the hangar for the National Guard Bureau.

Mr. Zavoral stated we are encouraging Mr. Ahrens to focus on the FAA certification, which was our initial goal. If he is not there by April 8 it is his problem, not ours.

Mr. Gallagher stated the first airplanes the Air Force wants are five aircraft in September 1992 for the Air Force Academy and then want four planes per month after that.

Mr. Zavoral stated the decision gets back to whether the Airport Authority wishes to move ahead with a 30,000 square foot generic building which could be used for other purposes, without permanent taxiway at this time. On another angle, the detailed graphic work is now ahead of schedule and we may have shortened the time frame on that by about 90 days by having Dr. Stanislaw and his department at NDSU taking on that project on a contractual basis, which Mr. Ahrens would have had to contract out elsewhere. He stated the FAA needs two sets of drawings, the drawings as they were certified in 1963 and drawings as the aircraft was built today. NDSU has now put the drawings on the CAD system on the computer which uses the same language as the FAA uses on their CAD system.

Mr. Hentges stated he would like to see us move along with the cross wind runway.

Mr. Parmer stated he does not feel the ramp is as big a problem as the hangar since we do not know what we will need. He stated that if we have the architectural firm selected before April 15 it will still be another 30 days before the contract is even awarded.

Mr. Zavoral stated that if the facility is bid out by September 1 it would still be adequate as it is not a complex building.

Mr. Hentges moved to receive and file the communication from the Federal Aviation Administration.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Authorized Advertising for Engineering Services for Airport Development Projects:

Mr. Parmer stated that we have not yet selected an engineer for either the ramp and connecting taxiway for the aircraft manufacturing hangar nor the cross wind runway. He stated he would suggest we start advertising for engineering services, tying both projects together in such a way that if either project is not started within a two year period then the contract would expire and if the projects were started after that time the selection process would be conducted again. The FAA has been pressuring us to take action on the cross wind runway for some time. He added that there are a lot of things that need to be decided yet about the use of the runway and those will have to be taken into consideration during design. He suggested we at least get started as this is something we can start and pay for before a grant is received.

Mr. Hentges moved to advertise for engineering services for a joint project to include the ramp and connecting taxiway to serve the aircraft construction hangar and the cross wind runway.

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher and Stanton voted aye.

Absent and not voting: Williams, Cichy.

The motion was declared carried.

Received Communication from Northwest Airlines Advising of New Properties Representative:

Mr. Parmer read a communication from Northwest Airlines introducing our new Northwest Airlines Airport Affairs Committee Representative, Barbara J. Hentges.

Mr. Hentges moved to receive and file the communication from Northwest Airlines.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Mr. Gallagher moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Wednesday, April 10, 1991, at 4:00 p.m. in the Airport Boardroom.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Time at adjournment was 4:41 p.m.

Fargo, North Dakota

Regular Meeting

Wednesday

April 10, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Wednesday, April 10, 1991 at 4:00 p.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Stanton, Cichy, Williams

Absent: None

Others: Stewart, Bromenschenkel

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 18, 1991:

Mr. Cichy moved to approve the minutes of the regular meeting of the Municipal Airport Authority held March 18, 1991.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$30,696.99:

Mr. Hentges moved to approve the airport vouchers totaling \$30,696.99.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Cichy and Williams voted aye.

Absent and not voting: Gallagher, Stanton.

The motion was declared carried.

Received and Filed Statement of Operations for the Month of February 1991:

Mr. Cichy moved to receive and file the Statement of Operations for the Month of February 1991.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Mr. Gallagher and Mrs. Stanton now present.

Received Airport Improvement Program Allocation Letter from Federal Aviation Administration and Approved Plans and Specifications and Authorized Advertising for Bids for Two Front End Loaders:

Mr. Parmer stated the Airport Authority has received approval from the Federal Aviation Administration for funds in the amount of \$517,500 for a project including the construction of a small taxiway in the general aviation area, installation of new snow and ice removal equipment vehicle radio system and the acquisition of two

Received Airport Improvement Program Allocation Letter from Federal Aviation Administration and Approved Plans and Specifications and Authorized Advertising for Bids for Two Front End Loaders: (Continued)

replacement front end loaders. Mr. Parmer stated that he has already drafted the specifications for the front end loaders and the FAA has approved them. He requested authorization to advertise for bids for the loaders.

Mr. Hentges moved to authorize the Executive Director to advertise for bids for two front end loaders.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Reviewed Proposals for Hangar Construction from Architectural Firms and Received Communication from Airport Authority Attorney on "Design Build" Concept:

Mr. Parmer stated we discussed the matter of interviews of architects for the aircraft manufacturing hangar at some length at the last meeting. He stated there has been some discussion on whether or not to interview all 14 firms and in talking with some of the firms they don't expect the Airport Authority to interview all of them. Mr. Parmer stated he would like to see the Airport Authority members individually go through the 14 proposals and then recommend which firms they would like to see interviewed. Mr. Parmer stated that Chairman Williams has suggested we look into the "design build" concept and that he asked Attorney Stewart to give the Authority an opinion on that. Mr. Parmer indicated that Attorney Stewart has done so in his letter of April 4, a copy of which all the members received. His letter basically stated that it is his opinion that the "design build" concept could be utilized, assuming that we were able to develop a sufficiently detailed R.F.P. to allow an objective evaluation of the various proposals submitted.

Chairman Williams stated his reason for this approach is that this type of building is along the line of standard, prefabricated metal structures and to interview 14 architects for a basic building is a waste of time and money. He stated that it is conceivable that when we find out what Mr. Ahrens wants we can have an architect draw up the basics of what we are looking for and then the design build people can bid on that and they all have architects on their staff and meet the state statutes. He stated he feels we should explore the design build route. Chairman Williams added that he doesn't feel we really know the specifics of what Mr. Ahrens needs.

Attorney Stewart stated that we need more specifics before we can put the building out for bids on a design build basis.

Mr. Hentges asked if it would be appropriate to ask the architects submitting proposals if they would be willing to be considered for doing the basic plans rather than the full scale project. Mr. Hentges asked if that was the way we handled the hangar that is now leased to Flight International.

Chairman Williams indicated it was.

Mr. Parmer stated he feels this building is a little more detailed because it involves manufacturing and assembly lines.

Mrs. Stanton moved that the Airport Authority choose five architects to be interviewed for the aircraft manufacturing hangar design.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

After further discussion it was decided that each Authority member would recommend five architects and advise the office by Monday, April 15, with interviews to be held the same day of the next Airport Authority meeting on Monday, April 22.

Received Proposals for Engineering Services for Airport Development Projects:

Mr. Parmer stated that at the last meeting he was authorized to advertised for proposals for engineering services for the ramp and connecting taxiway for the aircraft construction hangar in the Airport Industrial Park and Stage I of the cross wind runway. He stated he received four proposals and the Airport Authority now needs to receive these proposals and set a date for interviews. Mr. Parmer stated this is an FAA funded project so we will have to follow all of their guidelines. He stated he would like to see the interviews taken care of in the next couple of weeks.

After discussion it was decided that interviews for engineering firms for this project would be held Monday, April 22, following interviews for architects on the hangar project which start at 1:00, and the regular meeting to be scheduled at 5:00, allowing a half hour for each interview.

Victor Gelking Requested the Airport Authority Designate a Location for Aircraft Storage Hangar:

Mr. Gelking presented architectural drawings for a proposed location of his hangar near the present Flight Training, Ltd. hangar in the general aviation area. He stated he talked to Dr. Hamilton the other evening and he explained that he didn't want any more fixed base operators on the field. He stated he has always gotten along with Dr. Hamilton and his sons but he feels that one man should not call the shots on this airport but it appears that he does.

Mr. Clif Hamilton III was recognized and stated that was not what his father meant but that the area Mr. Gelking has chosen would be too congested with another hangar located there.

Mr. Gelking stated the land is not being used right now and asked who was paying for the lease on it.

Mr. Parmer stated he talked to Dr. Hamilton the other day and it was not the matter of not wanting another fixed base operator on the field but his concern was that instead of just selling airplanes Mr. Gelking also planned to get into renting airplanes and flight instruction and if that was the case maybe another location would be better.

Mr. Gelking stated being in the aircraft sales business he does not want to be stuck back in the boondocks because it is a problem getting his customers to his hangar. He stated he has been on the airport for 10 years and feels he deserves some consideration. He stated all he wants is 88' x 48' on the airport and that seems to be impossible.

Mr. Parmer stated he thinks the questions is whether or not Mr. Gelking wants to be a fixed base operator or just be specialized in aircraft sales.

Mr. Gelking stated that he will mainly be in sales. Right now he has five airplanes on the line and if they are going to be in the way they are in the way right now. He stated if he can locate his hangar on the airport the planes will be in the hangar and not on the ramp.

Mr. Mike Paulson, Flight Training, Ltd., was recognized and stated he has seen growth in their flight school and they now have five instructors. Airplane parking as well as automobile parking has become a problem.

Mr. Gelking stated he would like to locate the hangar to the west of the Valley South hangar.

Mr. Parmer indicated there is a building limit line in that area and a building could not be placed there. Mr. Parmer stated that the Midwest Aviation hangar is not presently being leased and suggested Mr. Gelking make arrangements with Mr. Ray Larson.

Mr. Gelking indicated he is not interested in renting a hangar. As far as automobile parking in the Flight Training area he does not feel there is a problem

Victor Gelking Requested the Airport Authority Designate a Location for Aircraft Storage Hangar:
(Continued)

except for on the Guard weekends.

Mr. Mike Paulson, Flight Training, Ltd., stated he foresees growth in their flight school and will probably consider expanding their building and needing additional parking.

Chairman Williams stated he doesn't think the Airport Authority members can make this kind of decision. This should be between Mr. Gelking, Mr. Parmer, and Dr. Hamilton if he is involved, and they should come to an agreement.

Mr. Parmer stated that the land in question is leased to Dr. Hamilton and a meats and bounds description of that area is included in his lease. Mr. Parmer added that he does not feel that is the only location on the airport for Mr. Gelking's hangar, and that everyone cannot be front row and center.

Mr. Ralph Braaten, Aircraft Services, was recognized and stated he talked to Dr. Hamilton the other day at great lengths about this and it started out that Mr. Gelking wanted a hangar for aircraft sales only. In a conversation the other day they heard that flight instruction was going to be included along with several other things that are going to happen, which changes the status from aircraft sales to an FBO. In that area there is a great deal of aircraft congestion. He added that the same thing is happening there as is happening by their hangar and he has talked to the Airport Authority for almost a year about an addition to his hangar. He stated he has never gotten an answer about the aircraft congestion problem that will be present if Dakota Aero Tech builds a hangar next to theirs. He stated if you put another flight school next to Flight Training there will be traffic problems.

Mr. Gelking stated his main concern is aircraft sales. He stated he has given Aviation Resources a lot of business in referrals and he also buys all of his fuel from them and he feels they could only benefit financially from his locating a hangar on the airport and he would like to see them work together.

Mrs. Stanton stated she feels it sounds like they are worried about Mr. Gelking being an FBO.

Mr. Gelking stated he does not understand that because he is only one person and he may have one other person helping him and that's about it.

Mr. Mike Paulson stated he personally does not care about another flight school operating on the airport but he is concerned about traffic, space and safety concerns. He noted that there are presently two dead airplanes parked on the ramp that could be used by someone else.

Mr. Gelking stated that the people on this airport don't know what traffic is in flight training. They had five training operators in Minot and used to have to wait in line get out to the runway.

Mr. Gallagher moved the matter be dropped for the present and that a subcommittee be appointed to review the matter.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Chairman Williams appointed a subcommittee of Mrs. Stanton, Mr. Parmer and himself to review the matter.

Received Communication from Spectrum Aviation Relinquishing Office Space in Eastside Terminal and Terminating Sublease for Midwest Aviation Hangar:

Mr. Parmer referred to communications from Spectrum Aviation relinquishing office space in the Eastside Terminal effective April 1, 1991 as well as notice of termination of their sublease with Midwest Aviation effective the same date.

Mr. Rod Ahlsten, Spectrum Aviation, was recognized and stated they have moved their primary offices to Wheaton, MN and are continuing to have a charter/freight office in Fargo. He stated he will be getting together with Mr. Parmer to work out the technicalities for their operations on the airport.

Mr. Parmer stated that he has received three requests for that office space, two of which also request authorization to perform limited FBO operations. Requests were received from Edward Ribeiro/Direct Flite, Marc Lepage/Northstar Insurance Service, Allan Skramstad/Highland Aviation. Mr. Parmer stated that Spectrum has indicated they might work out a temporary arrangement on the Midwest Aviation hangar. Mr. Parmer explained that all of these parties have indicated they have made arrangements to operate through Dakota Aero Tech, Inc., yet we have not received any communication from Dakota Aero Tech that this is the case. He stated he talked to Mr. Person regarding this and he did acknowledge that he had visited with all of the parties but he has some concerns about insurance, etc.

Attorney Stewart explained that the Airport Authority requires anyone wishing to offer some but not all services of an FBO that they work through an existing FBO. He added that this does not include aircraft sales.

Mr. Parmer stated that what ever the Airport Authority decides to do with these requests we would require the same type of agreement or change the policy.

Mr. Gallagher stated that it is his understanding that Mr. Ribeiro and Mr. Lepage have agreed to share the office and that would satisfy two of the three requests. He added that Mr. Ribeiro and Mr. Lepage had their requests in before Mr. Skramstad so they should have first chance at the space.

Mr. Ed Ribeiro was recognized and stated that he has a verbal agreement with Gordon Person to operate through Dakota Aero Tech.

Mr. Parmer stated when space is leased it is done so for a specific purpose. Any lease to someone wishing to provide limited FBO services would have to be subject to an agreement with an existing FBO.

Mr. Gallagher moved to approve leasing office space in the Eastside Terminal to Mr. Marc Lepage/Northstar Insurance Services and a sublease to Mr. Edward Ribeiro/Direct Flite, subject to obtaining an agreement with Dakota Aero Tech, Inc.

Mr. Robert Nohrenberg/Highland Aviation, was recognized and stated he did not realize Mr. Skramstad's request was not received in time. He stated Mr. Skramstad was not available for the meeting today but they have met with Mr. Person regarding an agreement to operate through Dakota Aero Tech, Inc.

Mrs. Stanton asked if "first come first serve" was the fair way to handle this as some people have better access to information about opportunities than others.

Mr. Hentges stated that it sounds as if Mr. Skramstad and Mr. Nohrenberg were led to believe by Mr. Person that he had rights on this space.

Mr. Gallagher stated that decision is up to the Airport Authority.

Mr. Hentges asked if there was another space in the Eastside Terminal that would work for Mr. Nohrenberg.

Mr. Parmer stated we are talking about two different issues here, renting office space and having an agreement to perform FBO operations which also requires the approval of the Airport Authority. He indicated none of these parties has a written agreement with Dakota Aero Tech and Mr. Person has indicated he has some reservations about this and no commitment has been made.

Mr. Gelking stated he talked to Mr. Person just last evening and that Mr. Person

Received Communication from Spectrum Aviation Relinquishing Office Space in Eastside Terminal and Terminating Sublease for Midwest Aviation Hangar: (Continued)

indicated to him that maybe he should be providing these services himself rather than granting a sublease to someone else.

Mr. Ribeiro stated that he needed to make sure he had office space before finalizing an agreement with Dakota Aero Tech.

Motion to lease the space to Lepage and Ribeiro was seconded by Mr. Cichy.

Mr. Hentges asked Mr. Parmer what he would recommend the Airport Authority do.

Mr. Parmer stated he would recommend the Airport Authority delay the action on the matter until Mr. Person is available to provide further information.

On the call of the roll: Gallagher, Cichy and Williams voted aye.

Hentges and Stanton voted no.

The motion was declared carried.

Received Communication from Federal Aviation Administration Requesting Additional Office Space, Second Floor, Eastside Terminal:

Mr. Parmer explained that the Authority has previously discussed the matter of the Civil Air Patrol moving their offices to the former Airport Authority office and the FAA Flight Standards District Office taking over the office space vacated by the CAP and he received a communication dated April 2, 1991 with further information and a scope of work to be done. He stated there would be some remodeling involved and the FAA wishes to amortize those costs in the lease. He stated they are presently leasing 2,300 square feet and the additional space is 566 square feet and right now they feel this is just a band aid solution to their space problem. He stated they also indicated in their letter they are hopeful that a new facility would be constructed in the future by the Airport Authority, possibly a governmental facility housing both the FAA offices and the National Weather Service, but that decision, of course, has not yet been made. He stated we are able to satisfy their requirements for the present but beyond three to five years from now we are not able to answer at this time.

Mrs. Stanton stated she feels we should do whatever we can to cooperate with the FAA.

Mr. Parmer stated he has asked our building engineer to get some preliminary estimates on the costs of the minor remodeling required.

Mrs. Stanton moved to receive and file the communication from the Federal Aviation Administration and that Mr. Parmer be authorized get estimates for the needed remodeling.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Approved Plans and Specifications for Robert Youngren's Building to be Placed on Lots 7 & 8, Block 1, Airport First Addition:

Mr. Parmer explained that Mr. Youngren recently purchased lots in the Airport First Addition and the Authority must approve plans and specifications for any buildings. Mr. Parmer presented the plans to the Airport Authority as submitted by Mr. Youngren.

Mr. Hentges moved to approve the plans and specifications submitted by Mr. Youngren.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Approved Plans and Specifications for Robert Youngren's Building to be Placed on Lots 7 & 8, Block 1, Airport First Addition: (Continued)

Mr. Youngren was recognized and stated he does have one problem that needs the Authority's attention. He stated that after giving his plans to his contractor and he was advised by them that NSP has an easement which goes right through the center of where he proposes to place his building and that he would not be able to locate the building there unless NSP vacates the easement. He stated that he knew nothing about the easement and that it never appeared on any of the maps he was provided by the Airport Authority. He stated he is in a dilemma because he has sold his present building and must be out by September 1. He contacted NSP and they advised him that they would move the easement for \$12,000. After NSP did some further checking NSP agreed to move the easement for \$5,000. Mr. Youngren stated he did some further investigation into the details of this easement and feels that NSP made an error when they made their request for replatting. He stated that when he bought Lots 7 and 8 he was not aware of the easement and doesn't feel he should be responsible for the moving that easement. NSP has agreed to move it but he would suggest that Attorney Stewart investigate the matter because he believes NSP mad an error and they know they did because they have been doing him favors every two days by reducing the price of moving the easement. Mr. Youngren stated that regardless of who pays for it he has to have it moved because he has to be out of his present building by September 1. He added that Dr. Dietz who purchased the lots previously was not aware of the easement either.

Mr. Gallagher moved the matter be turned over to Attorney Stewart.

Mr. Hentges seconded the motion and added that the Airport Authority should accept any responsibility we may have.

Mrs. Stanton stated we don't need to be pointing fingers but it is evident that something happened and Mr. Youngren is a victim.

Mr. Youngren added that Dr. Jim Carlson (PRACS Institute) also plans to build to the east of his present facility and the easement goes right through that area also.

All members present voted aye and the motion was declared carried.

Received Communication from Brian Fobes Requesting Permission to Reinstate Porter Service:

Mr. Parmer stated he received a communication from Brian Fobes requesting permission to reinstate the porter service, seven days per week, three shifts per day (5:30 am to 7:30 am, 9:15 am to 11:15 am, 2:15 pm to 4:15 pm).

Mr. Gallagher moved to approve the reinstatement of the porter service as proposed by Mr. Fobes.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

OTHER BUSINESS:

Mrs. Stanton stated the 60 day cancellation notice given to Country Greenery was effective in March and we are still paying for the service. She stated there are others in the community who would like to bid the contract and she feels we owe it to them.

Mr. Cichy asked who would write the specifications.

Mrs. Stanton stated she would be willing to be involved in that.

Mr. Parmer stated the Airport Authority has not requested any proposals and it is up to the Airport Authority to decide what it wishes to do. He added that he would assume we would keep the present greenery in place until a decision is made.

OTHER BUSINESS: (Continued)

Chairman Williams stated that he personally is satisfied with the service we are receiving and the amount of money we are paying. He stated it was his understanding that we cancelled the lease and are on a month to month basis now until we should decide to do something different.

Mrs. Stanton stated she will probably come in with a recommendation at the next meeting.

Mr. Hentges moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Monday, April 22, 1991 at 5:00 p.m. in the Airport Boardroom. Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Time at adjournment was 5:23 p.m.

Fargo, North Dakota

Regular Meeting

Monday

April 22, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota was held Monday, April 22, 1991 at 5:00 p.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Stanton, Cichy and Williams.

Absent: None

Others: Stewart

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority of the Held April 10, 1991:

Mr. Cichy moved to approve the minutes of the regular meeting of the Municipal Airport Authority held April 10, 1991.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$50,667.50:

Mr. Gallagher moved to approve the airport vouchers totaling \$50,667.50.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Forum Publishing Company:

Mrs. Stanton moved to approve the individual voucher in the amount of \$36.12 to the Forum Publishing Company for advertisement for requesting proposals for engineering services for ramp and connecting taxiway in the Airport Industrial Park and the cross wind runway.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Forum Publishing Company:

Mrs. Stanton moved to approve the individual voucher in the amount of \$37.80 for to the Forum Publishing Company for advertisement for notice of public hearing on Airport Master Plan Update.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Mr. Robert Youngren Discussed NSP Easement on Lots Purchased in Airport First Addition:

Mr. Robert Youngren was recognized and stated that at the last Airport Authority Meeting he advised the Authority of an easement running through Lots 7 and 8 in the Airport First Addition which he purchased and on which he plans to construct a new building. He stated that since then he has talked with NSP again and Attorney Gary Stewart has written them a letter but NSP has elected not to pay for relocating the easement. Mr. Youngren stated he must be out of his present building by September 1 so he had no other recourse but to write NSP a check for \$5,301.00. Because of the deadline with his present building there was no room for negotiation. Mr. Youngren stated that without further explanation he was asking the Airport Authority to reimburse him for those costs, based on his buying the lots without knowledge of the easement. He added that it is really no out of pocket expense for the Airport Authority as it did collect \$10,000 in interest from the contract for deed with D&C Properties who titled the property to him.

Mr. Cichy asked if there was any precedent for this situation.

Mr. Parmer explained that the Airport Authority granted an easement to NSP along the back of those lots in order to serve the individual lots in the Airport First Addition. Mr. Parmer stated the problem arises because Mr. Youngren wants to build his building in the center of those two lots.

Attorney Stewart stated the easement is shown on the original plat. He stated that in 1975 Mr. Randy Bakken, NSP, requested an easement from the Airport Authority and it was granted. He added that if the lots had been built on individually there would have been no problem but since Mr. Youngren wants to build across the two lots there is a problem. He added that the Airport Authority legally has no responsibility so it is up to the Airport Authority if they want to do something.

Mr. Parmer stated that Dr. Carlson is still interested in Lots 1 and 2 and asked if the Airport Authority would also be involved in that easement.

Attorney Stewart stated that we should remind Dr. Carlson of the easement. He added that he has bought lots in the Airport First Addition.

Mr. Youngren stated that in all of the information he received from the Airport Authority nothing indicated an easement and he had also informed the Authority of his plans to build across Lots 7 and 8.

Mr. Hentges stated that the map or diagram given to Mr. Youngren is not a valid plat but a title opinion would have shown the easement and the buyer should have had a title opinion done. He stated that he feels the Airport Authority has no legal responsibility in this matter but made a motion that the Airport Authority reimburse \$2,500.00 of Mr. Youngren's costs and advise Dr. Carlson of the easement.

Mr. Robert Youngren Discussed NSP Easement on Lots Purchased in Airport First Addition:
(Continued)

Mr. Youngren read a portion of a purchase option agreement he had from 1985:

"If, upon examination of title, any defects or liens are found, the Municipal Airport Authority shall, as a condition precedent to any obligation on the part of Optionee, or its nominee to make payment of the purchase price, take such steps or proceedings at the cost and expense of the Municipal Airport Authority to cure or release the same as Optionee may consider necessary, or Optionee may itself take such steps or proceedings at the cost and expense of the Municipal Airport Authority."

Attorney Stewart stated that paragraph, of course, relates to mortgages and liens, not an easement.

Mr. Youngren stated that sometimes things happen and he feels it is the Airport Authority's ethical responsibility to reimburse him for these costs.

Mr. Hentges's motion failed for lack of a second.

Mr. Gallagher moved the Airport Authority reimburse Mr. Youngren for the full cost of \$5,301.00.

Second by Mrs. Stanton.

Mr. Hentges commented that this is a valid easement, it is not a defect. The title should have been examined prior to purchase and he does not feel the Airport Authority should pay the entire cost.

Mr. Parmer stated that there are about 50 lots in the Airport Addition and with all but a few being sold this is the first time this easement has come up.

Mr. Hentges stated he does not feel the Airport Authority has any responsibility but thought we should offer to pay half since this purchase has been long and drawn out. He added that this sets a precedent for when Dr. Carlson wants to purchase the other lots and build on them.

Mr. Parmer stated that would depend upon whether or not he builds across the lot lines.

Attorney Stewart stated we do not really have any idea what Dr. Carlson's plans are.

On the call of the roll, members Gallagher, Stanton and Cichy voted aye.

Mr. Hentges and Chairman Williams voted no.

The motion was declared carried.

Mr. Parmer stated that he had received another inquiry on the north half of Lot 2 from the owner of the Trane building next to it. Mr. Parmer added that in negotiations with Mr. Youngren and Dr. Carlson the Airport Authority made a commitment to Dr. Carlson for Lot 1 and the north half of Lot 2 in Block 1. He stated we have not yet received finalized plans from Dr. Carlson but in talking to him the other day he indicated he is still interested in both lots. Mr. Parmer asked how long the Airport Authority should wait before finalizing a sale on a lot.

Mr. Hentges stated that he feels we should solicit any offer we receive.

Mr. Parmer asked if we should give Dr. Carlson a deadline.

Attorney Stewart stated we should write Dr. Carlson and get a commitment from him to purchase those lots.

Authorized Barnstormer Permission to Exchange Freezer Unit:

Mr. Parmer stated he received a communication from Renee Noehre, manager at the Barnstormer, requesting permission to exchange the soft serve ice cream machine which they presently have for a dipping cabinet (ice cream freezer). Dakota Food Equipment has offered them \$1,000 for the old unit which they would put toward the purchase price of the new unit at \$980. She is requesting this exchange because the soft serve unit is used seasonally only and is a maintenance problem. The new unit would be used year round and would require low maintenance. Mr. Parmer added that the purchase price of the soft serve machine in 1985 was \$4,300.

Mrs. Stanton moved to approve the request of the Barnstormer to exchange freezer units.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Received Communication Requesting Approval of Sale of Midwest Aviation Hangar:

Mr. Parmer requested that action on this item be delayed as no communication was received.

Authorized Repair of Airline Ticket Counters:

Mr. Parmer stated because of wear and tear on the airline ticket counters the formica on the counters is causing problems and needs to be repaired. He stated that the building engineer received two quotes for repairs:

Schmidt Brothers Construction \$2,400.00

Woodcraft Specialties \$2,026.00

Mr. Gallagher moved the Executive Director be authorized to accept the lowest and best bid for the repairs of the airline ticket counters.

Second by Mrs. Stanton.

All member present voted aye and the motion was declared carried.

Authorized Execution of Engineering Agreement for Airport Security Plan Update 107.14, Subject to the Approval of the Federal Aviation Administration:

Mr. Parmer stated that the deadline for the implementation of the Airport Security Plan Update 107.14 is March 1993. He explained that Ulteig Engineers has started to design the new security system but that we are not even sure what exact direction we will take. He stated that a rough preliminary estimate for construction only, not including engineering, will be \$200,000.

Mr. Hentges moved to authorize execution of the engineering agreement for Part 107.14 Airport Security Plan Update, subject to the approval of the Federal Aviation Administration.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Reviewed Items Under Airport Improvement Program / Project No. 3 38 0017 10:

Mr. Parmer explained that AIP Project No. 3 38 0017 10 includes three items:

- 1) Purchasing of two front end loaders (for which we have already authorized advertisement for bids to be received May 6)
- 2) Pavement of 20' taxiway in general aviation area near new hangar. Mr. Parmer explained that at the same time we will include a small portion of pavement in which the FAA will not participate. This area was not paved at the same time the rest of the area was (Project 06) at the request of the hangar owners but they have now requested that be done. He stated he is not sure of the cost of paving that section.
- 3) Radio equipment in airport maintenance machinery. Mr. Parmer stated that we will be getting quotes to place new radio equipment in all of the maintenance equipment but the FAA will participate in the cost of radios which go in snow and ice removal equipment only. Mr. Parmer stated the Airport Authority is eligible to purchase the radio equipment through a bid the State Highway Department has received and if we choose to do that the FAA will not require us to get bids.

Mr. Parmer stated that Shawn Dobberstein has been working with the radio system and asked him to give some details.

Mr. Dobberstein stated that the system we are looking at is actually broken down into three segments:

1. 450 MHz allowing our personnel to communicate among themselves without interrupting ground control
2. Ground control frequency
3. Frequency monitor system for our equipment operators to monitor approaching aircraft. The control tower personnel have requested we have this capability in the event the tower should forget to advise an operator on the runway of an incoming aircraft.

Mr. Dobberstein stated that he has contacted a couple different radio companies regarding bids on a system.

Mr. Parmer stated that the third segment of the system monitoring aircraft approaches which has been requested by the tower is not an FAA requirement so they will not participate in the cost for that. He added that we will possibly have to go through the formal bid process for the ground control radios as they are not included in the package. The budget in the grant is \$35,000 for the radios. We will be replacing nine old radios and adding six new radios.

Mr. Dobberstein stated that the estimates he has received so far on 15 ground control radios is around \$12,000.

Mr. Parmer stated he has already sent the information on the radios to the FAA. Our request to the FAA asks for radios in more equipment than they will supply but we will wait for their decision. He stated that it is up to the Airport Authority if it wants to buy those additional radios.

Mrs. Stanton moved that Mr. Parmer be authorized to proceed with the acquisition of needed radios through the bid with the State of North Dakota.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Other Business:

Mr. Parmer stated that the next regular meeting is scheduled for May 6. He stated that at that meeting he would like to discuss setting a regular schedule again for the Airport Authority meetings since our schedule has conflicted with the City Commission meeting and there is a problem with processing our vouchers. He added that we might even consider moving the meeting day to Tuesday.

Mr. Cichy moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Monday, May 6, 1991, at 4:00 p.m. in the Airport Boardroom.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Time at adjournment was 5:32 p.m.

FARGO, NORTH DAKOTA

Regular Meeting

Monday

May 6, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Monday, May 6, 1991 at 4:00 p.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Stanton, Cichy and Williams
Absent: None
Others: Stewart, Bromenschenkel, MacLeod

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 22, 1991:

Mr. Cichy moved to approve the minutes of the regular meeting of the Municipal Airport Authority held April 22, 1991.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$23,456.92:

Mr. Hentges moved to approve the airport vouchers totaling \$23,456.92.

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Individual Voucher to Forum Publishing Company:

Mrs. Stanton moved to approve the individual voucher in the amount of \$34.44 to the Forum Publishing Company for advertisement for bids for two front end loaders.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Received and Filed Statement of Operations for the Month of March 1991:

Mr. Gallagher moved to receive and file the Statement of Operations for the Month of March 1991.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Received Bids for the Furnishing of Two Four Wheel Drive Front End Loaders:

Mr. Parmer stated the Airport Authority requested bids for the furnishing of two four wheel drive front end loaders under AIP Project No. 3 38 0017 10. He requested that after bids were opened that they be referred to him and the maintenance staff for their review and recommendation. Mr. Parmer stated six firms picked up copies of the specifications and bids were received from four. The bids were opened and read as follows: (all bidders acknowledged addenda and provided required bid security)

BIDDER	PROPOSAL NO. 1	PROPOSAL NO. 2	DATE OF DELIVERY
BUTLER MACHINERY CO. Caterpillar 950F	\$121,530.00	\$136,923.00	90 Days
	Caterpillar 966F		
KRIDER EQUIPMENT CO. Case 821	\$131,442.00	NO BID	
MIDWEST INDUSTRIAL MACHINERY John Deere 644E	\$121,498.00	\$158,324.00	October 15
	John Deere 744E		
SWEENEY BROS. TRACTOR CO. Fiat Allis FR15B	\$123,546.00	\$131,787.00	60 Days
	VMEL 140		
" " " "	\$118,676.00	\$165,499.00	60 Days
	VMEL 120	VMEL 160	
" " " "	\$148,020.00	60 Days	
	Fiat Allis FB20B		

Mrs. Stanton moved to receive the bids for the furnishing of two four wheel drive front end loaders and that the bids be referred to the Executive Director and maintenance staff for review and recommendation.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Major Borud Reviewed the Air National Guard Master Plan Update:

Major Borud stated he wanted to familiarize the Airport Authority with the process the Guard is going through in their Master Plan. He explained that the plans he will present are predicated on some things that they don't necessarily expect to happen in Fargo and the consultants base their plans on different aircraft which may or may not be located at this base. The plan he will show proposes a layout of facilities, aprons, taxiways, that would accommodate forty eight F 15 size aircraft, not that we expect to get them but the desire is to plan around the eventuality of that size of aircraft. The F 15 was chosen because it is the largest fighter aircraft. They are also working on a plan using C 17 transport aircraft.

Major Borud stated that besides the apron, which is the centerpiece of any planning for aircraft support here, they are also looking at the hangar support necessary and right type of access, etc. Another major item is munitions storage sites. He stated that the Guard has several 120 acre sites around the country but

Major Borud Reviewed the Air National Guard Master Plan Update: (Continued)

none of them with land available for the development of a munitions storage site with a quantity distance circle of 1,250 feet around it. Major Borud stated they are looking at all of those issues and are trying to mesh together something that fits the airfield and fits the things that are already happening.

Major Borud stated the first order of business for the consultants was a site visit to gather information and they accomplished that last December. Their next visit was early in April and resulted in the development of three plans which are being considered. Major Borud presented the plan which they feel is most achievable. He stated that most of the changes can be done a piece at a time rather than drastic changes. He added that many of the changes depend upon the removal of Runway 3/21. He stated that in addition they are looking at potentially significant changes to the taxiway. He added that there is no timetable as far as planned construction at this time. Major Borud stated that the master plan is 20-30% complete at this time and that their next visit is May 16-17, which should result in an agreement in principle. Mr. Parmer asked Major Borud if they foresee the hangar presently leased from the Airport Authority as ever being surplus to their needs.

Major Borud stated that at this time it is being identified as having the potential for being used as a weapons release/weapons load training site.

Mr. Parmer stated that as the Airport Authority has indicated in the past, when the area of the present Runway 3/21 becomes available we intend to lease it to the Guard. He added that the removal of Runway 3/21 fits into development plans for the new general aviation area.

Mr. Cichy asked Mr. Parmer if, in his opinion, the Guard's Master Plan is compatible with the Airport Authority's.

Mr. Parmer stated that the plans are compatible.

Major Borud stated that one of their major concerns in the past was the location of the proposed parallel north/south runway but the Guard feels a decent compromise was made and they can live with the location chosen.

Major Borud stated that he will update the Airport Authority again after their consultant's next visit which should be in late May or early June. He added that it would be to their advantage if they could go to the National Guard Bureau with a letter from the Airport Authority indicating whatever level of concurrence it feels comfortable with. He asked that the Airport Authority authorize Mr. Parmer to work out the details of a letter with them that would address items such as the expected availability of the land presently occupied by Runway 3/21 in as positive terms as possible. The letter should also include any anticipated change in the lease costs. Mrs. Stanton moved the Executive Director be authorized to work with Major Borud on the drafting of a letter of intent to the National Guard Bureau concerning the Guard's Master Plan and the expected availability of land for expansion.

Second by Mr. Gallagher.

Major Borud stated the heart of the commitment they are looking for is the intent of the Airport Authority to lease land to the Guard as it becomes available.

Mr. Hentges asked if the commitment should include details on cost of the lease. Would it remain at the present \$1 per year terms?

Major Borud stated they would certainly like to continue on those terms.

Mr. Parmer stated that when the original runway was built, it was built by the Guard. They have also participated in many other joint projects on the airport.

Major Borud agreed that the Guard and the Airport Authority have had a good relationship.

All members present voted aye and the motion was declared carried.

Approved Plans and Specifications for General Aviation Paving and Authorize Advertisement for Bids (AIP Project No. 3 38 0017 10):

Mr. Parmer explained that part of Project No. 3 38 0017 10 is two small paving projects in the general aviation area.

Mr. Wes Schon, Ulteig Engineers, was recognized and stated that one of the pavement sections is for taxiway to a new hangar constructed last fall. The second section was excluded from the paving project in 1988 because it was not eligible for FAA funding and the hangar owners did not want the pavement but they have now requested the area be paved.

Mrs. Stanton moved to approve the plans and specifications for the general aviation paving under Project No. 3 38 0017 10 and authorize advertisement for bids.

Second by Mr. Cichy.

Mr. Schon stated the bid opening date is May 20.

Mr. Parmer stated the Airport Authority might not be meeting until the 21st and asked Attorney Stewart if the bids could be opened on May 20 but not received by the Airport Authority until May 21.

Attorney Stewart indicated there was no problem with that.

All members present voted aye and the motion was declared carried.

Approved Selection of Architect for Aircraft Manufacturing Hangar:

Mr. Parmer read a memorandum to the members of the Airport Authority stating that interviews of architectural firms interested in the design for the construction of an aircraft manufacturing hangar were conducted on April 22, 1991. The firms interviewed were:
Richard Burns Associates

Clark, Holman & Moorhead Ltd.

Foss Associates

Mutchler, Bartram & Wild

Triebwasser, Helenske & Associates

Following the interviews the Airport Authority members reviewed each proposal and voted to select Clark, Holman & Moorhead Ltd., subject to the acceptance of a contractual agreement.

Mr. Gallagher moved to approve the selection of Clark, Holman & Moorhead, Ltd.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Approved Selection of Engineer for Airport Construction Projects:

Mr. Parmer read a memorandum to the members of the Airport Authority stating that interviews of engineering firms interested in performing design and inspection services for construction projects were held on April 22, 1991. The following firms were interviewed:
Houston Engineering, Inc.

Lightowler Johnson Associates

Moore Engineering

Ulteig Engineers, Inc.

Following the interviews the Airport Authority members graded the firms in accordance with the procedures outlined by the Federal Aviation Administration. The selection of Ulteig Engineers, Inc. was favored by a majority of the members of the Airport Authority. Mrs. Stanton moved to approve the selection of Ulteig Engineers, Inc., as per memorandum read by Mr. Parmer.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Approved Assignment of Office Space from Northstar Insurance to West Central Airways:

At the Airport Authority meeting held April 22, 1991, the Airport Authority leased office space in the Eastside Terminal to Northstar Insurance Services and Northstar is now requesting authorization to sublease part of the office to West Central Airways. Mr. Parmer stated that West Central Airways does have an agreement with Dakota Aero Tech, Inc. to perform limited FBO operations. Mr. Parmer stated that agreement will be discussed under the next agenda item. Mr. Parmer stated that there are really four agreements involved:

1. A lease for office space between Northstar Insurance Services and the Airport Authority.
2. Assignment of lease from Northstar Insurance Services to West Central Airways.
3. An agreement between Dakota Aero Tech, Inc. and West Central Airways to perform limited FBO operations.
4. An agreement between the Municipal Airport Authority and West Central Airways.

Mrs. Stanton moved to approve the sublease of office space from Northstar Insurance Services to West Central Airways.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Approved Agreement Between Dakota Aero Tech, Inc. and West Central Airways:

Mr. Parmer stated this is an agreement between Dakota Aero Tech, Inc. and West Central Airways allowing West Central to perform limited FBO operations under Dakota Aero Tech, Inc.'s FBO lease. Mr. Parmer stated this agreement needs the approval of the Airport Authority.

Attorney Stewart stated he reviewed the agreement and everything is in order.

Mr. Gallagher moved to approve the agreement between Dakota Aero Tech, Inc. and West Central Airways.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Received Informal Proposals for Remodeling of Office Space for FAA Flight Standards District Office, Eastside Terminal:

Mr. Parmer stated that David Heck, Building Engineer, solicited informal proposals from two contracting firms for the remodeling project in office space in the Eastside Terminal for the FAA Flight Standards District Office but only one of the firms submitted a proposal. Williams Company Construction submitted a bid of \$2,520.00, with an alternate item for some shelving in the amount of \$574.00, if accepted. Mr. Parmer stated that these costs will be amortized over the period of their lease. He added that there will also be some electrical and air conditioning changes, which will be included in the amortized costs, so this is Step 1 of the remodeling project.

Mr. Hentges moved to approve the proposal submitted by Williams Company Construction for the remodeling of office space in the Eastside Terminal for the FAA Flight Standards District Office, as per their bid of \$2,520.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Request from Allan J. Skramstad to Lease Second Floor Office Space, Eastside Terminal:

Mr. Parmer read a communication dated May 2, 1991, from Allan J. Skramstad, Highland Aviation, Inc., requesting to lease office space in the Eastside Terminal, known as offices 226 and 228.

Mr. Parmer requested the Airport Authority simply receive and file this communication but take no action as Mr. Skramstad does not have an agreement with an existing Fixed Base Operator to perform limited FBO operations.

Mrs. Stanton moved to receive and file the communication from Mr. Skramstad.
Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Authorized Graphic Exhibits to Lease Advertising Space in Terminal Building:

Mr. Parmer stated he received a request from Graphic Exhibits, Inc. to lease space for advertising in the terminal building to the Grand Forks Development Foundation and Grand Forks Convention and Visitors Bureau and wanted to make sure the Airport Authority approved.

It was the consensus of the Airport Authority that they approved of the request.

Discussed Airline Fares:

Mr. Gallagher stated that in recent days he has had several complaints from people about the cost of airline tickets and feels the Airport Authority should direct Mr. Parmer to draft a letter to the two airlines serving Fargo, voicing our disapproval of the price of airline tickets. He stated he can't understand why they are raising prices when the market is down. He stated more people are driving to Minneapolis than ever before. He added that it is not just the Northwest fares that have increased but United's have also gone up.

Chairman Williams stated there have been several raises in the past few months and that Mr. Gallagher's suggestion to write to the airlines is well founded. He stated that if we don't say anything they will just keep raising the fares.

Mr. Gallagher stated that he and Mr. Williams are flying to Lakeland, Florida this month and the fare from Minneapolis to Lakeland was higher than Fargo to Lakeland so the rate structure does not seem to make sense.

Mr. Hentges stated that he did get a notice from a travel agent recently advertising a \$158 round trip Fargo Minneapolis fare starting May 3. He stated he did not know what the restrictions if any applied. Mr. Hentges added that it has been a while since we have visited with Northwest Airlines representatives concerning fares and we should invite them to come up and make their case.

Mr. Gallagher moved that Mr. Parmer be authorized to contact Northwest and United Airlines and advise them of our disapproval of the price increases in airline fares.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Mrs. Millie MacLeod was recognized and stated she feels that airline fares are way out of line and that the airlines are pricing themselves out of business. She stated that she is a preferred traveller on Northwest but even with that she is presently driving to Minneapolis because they can no longer afford to fly. She stated she would support any action the Airport Authority would take.

Received Update on American Airlines' Request to Begin Service to Fargo:

Mr. Parmer stated he had some information with which to update the Airport Authority on American Airlines' service to Fargo. Mr. Parmer distributed a copy of a "Summary of FAA Slot NPRM". He stated he also received a copy of the Notice of Proposed Rulemaking that has been tentatively approved and we have 30 days to make comments. He stated that American Airlines is upset with the restrictions that have been placed on the operations of the slots. One of those restrictions was a limit on the number of operations during certain hours of the day. They feel these restrictions would limit American's ability to operate in key hours of the day, forcing them to cut back on planned service or withdrawing the entire plan. He stated that in the next 30 days American will be attempting to get the support of the Airport Authority, the business community, as well as other entities, to assist them in their efforts to get some of the restrictions changed.

Mr. Parmer stated that he asked Mr. Faberman, American Airlines, to be specific in the type of support he is looking for and what he would like included in any communications. He added that most of the support previously came from businesses and individual travelers in Fargo, ND, Springfield and Peoria, IL, Sioux Falls, SD, Madison, WI, Vail, CO, and Allentown, PA, as well as congressmen and local governmental officials representing these cities. He added that the opposition came from smaller cities presently receiving air service under the Essential Air Service Program and they felt they would lose service. He stated that American indicated to them that their service would be upgraded rather than downgraded. He stated that other carriers were also opposed.

Mr. Parmer stated that there isn't anything further the Airport Authority can do until we receive a specific request from American Airlines.

Mr. Gallagher moved to receive and file the information from American Airlines.

Second by Mr. Cichy.

All member present voted aye and the motion was declared carried.

Discussed Changing Dates of Regular Meetings:

After discussion of meeting dates and conflicts we have been having with the City Commission meetings and processing of our vouchers, it was decided that starting in June the Airport Authority would be meeting at 10:30 a.m. on the first and third Tuesdays of each month. Mr. Parmer stated he would draw up the appropriate resolution as required by the bylaws.

Other Business:

Mrs. Stanton asked about the status of the reclassification of some airport employees which had been approved by the Airport Authority. She stated she had read something on the matter in the minutes of a City Commission meeting.

Mr. Parmer stated that was approved sometime ago by the Airport Authority and was also approved at every other step until it got to the City Commission and they delayed it because of a recent change they had made as to when reclassifications could take effect. He stated it is back to the City Commission and that he has discussed the matter with Commissioner Bromenschenkel and when they are approved they will take effect in January 1992.

Mr. Cichy moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Monday, May 20, 1991 at 4:00 p.m. in the Airport Authority Boardroom.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Time at adjournment was 5:07 p.m.

Fargo, North Dakota

Regular Meeting

Tuesday

May 21, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Tuesday, May 21, 1991, at 4:00 p.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Stanton, Cichy, Williams

Absent: None

Others: Stewart, Bromenschenkel

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 6, 1991:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held May 6, 1991.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$60,775.79:

Mr. Cichy moved to approve the airport vouchers totaling \$60,775.79.

Second by Mr. Gallagher.

On the call of the roll, members Gallagher, Stanton, Cichy and Williams voted aye.

Absent and not voting: Hentges

The motion was declared carried.

Approved Individual Voucher to First International Travel:

Mrs. Stanton moved to approve the individual voucher in the amount of \$1,523.22 to First International Travel for airfare to DeLand, Florida, for Mr. Williams and Mr. Gallagher.

Second by Mr. Cichy.

On the call of the roll, Gallagher, Stanton, Cichy and Williams voted aye.

Absent and not voting: Hentges

The motion was declared carried.

Approved Individual Voucher to Forum Publishing Company:

Mrs. Stanton moved to approve the individual voucher in the amount of \$138.04 to Forum Publishing Company for advertisement for bids for general aviation ramp and taxiway expansion, Project No. 3 38 0017 10.

Second by Mr. Cichy.

On the call of the roll, members Gallagher, Stanton, Cichy and Williams voted aye.

Absent and not voting: Hentges

The motion was declared carried.

Approved Individual Voucher to APCO, Inc.:

Mrs. Stanton moved to approve the individual voucher in the amount of \$135.00 to APCO, Inc. for Frequency Data Coordination Fee (radio system).

Second by Mr. Cichy.

On the call of the roll, members Gallagher, Stanton, Cichy and Williams voted aye.

Absent and not voting: Hentges

The motion was declared carried.

Received Bids for General Aviation Ramp and Taxiway Expansion, AIP Project No. 3 38 0017 10:

Bids for the expansion of ramp and taxiway in the general aviation area were received as follows:

	BASE BID	ALTERNATE
Border States Paving	\$17,639.90	\$8,231.10
Dakota Underground	\$44,206.00	\$19,149.00
Northern Improvement Company	\$17,251.25	\$6,866.25
ENGINEER'S ESTIMATE	\$15,841.00	\$7,544.00

Mr. Hentges now present.

Mrs. Stanton moved to receive the bids and refer them to the Executive Director and Ulteig Engineers for evaluation and recommendation.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Received Communication from Federal Aviation Administration Outlining Eligible Radio Equipment under AIP Project No. 3 38 0017 10:

Mr. Parmer stated that one of the three parts of Project No. 3 38 0017 10 is the acquisition of radio equipment. He stated that we have submitted a list of equipment to the FAA in which we wish to place radio equipment and the FAA has responded with the list of equipment for which they will participate in the cost of radios. In order for the FAA to participate the equipment must be used in snow and ice removal.

Received Communication from Federal Aviation Administration Outlining Eligible Radio Equipment under AIP Project No. 3 38 0017 10: (Continued)

Mr. Shawn Dobberstein explained that the radio system is in three segments:

- 1) communication between employees on UHF
- 2) ground control
- 3) frequency monitor system to monitor aircraft approaches

He stated that he has contacted two vendors, Motorola and E.F. Johnson, both which submitted informal bids on the system. E.F. Johnson is the only company manufacturing the ground control system radio. In talking to Milton Heupel in the Bismarck FAA office, we were operating under the assumption that if certain parts of the FM radio system were covered in the state contract we would be able to purchase those directly and if the total cost of the remaining items is below the \$15,000 threshold as required by the City of Fargo we would not be required to advertise for formal bids. However, we were notified today that is not the case and we may need to go through the formal bid process. Maximum cost for the FM system would be approximately \$22,000 and the AM system \$10,800, which was the only bid we received.

Mr. Parmer stated that Mr. Heupel will get back to us on this because the FAA has made some changes in their pre application process for grants and we are now required to submit bid figures before receiving approval. He added that we can't really take any action until we hear from the FAA.

Mr. Gallagher moved to receive and file the communication from the Federal Aviation Administration and that the Executive Director be authorized to advertise for bids if necessary and if FAA approval is received.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Received Communication from Major T.M. Vierzba, Faker Program Manager, on Office Security and Other Improvements in the Eastside Terminal:

Mr. Parmer stated he received a communication from Major Vierzba dated May 13, 1991, requesting extension of their security system to accommodate the additional office space recently leased. He stated the estimated cost of the project will be \$1,550.00, for which the Airport Authority will be reimbursed by the National Guard Bureau.

Mr. Parmer stated that Major Vierzba's letter also included a request for some additional electrical circuits to accommodate their computer equipment. He also requested the Airport Authority consider replacing the carpet at this time as the lease would require it soon anyway. He also mentioned the need for adequate fire extinguishers as well as a problem with their parking situation.

Mr. Hentges moved to receive and file the communication from Major Vierzba and that the Executive Director be authorized to complete the request as he deems appropriate.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Received Proposals for Electrical and Air Conditioning Changes in the FAA Flight Standards District Office in the Eastside Terminal:

Mr. Parmer stated that the Airport Authority recently approved the exchange of space between the Civil Air Patrol and the FAA Flight Standards District Office. The Airport Authority approved the remodeling project for the FAA's new space and we have now received proposals for the electrical and air conditioning changes required. He added that any costs would be amortized over the term of the lease.

He stated that the building engineer received an informal proposal from Modern Electric of F M in the amount of \$2,750 for the electrical changes. He stated that we received a proposal from Advanced Heating & Air Conditioning in the amount of \$11,275.00 for the changes in the air conditioning system both in their present office space and this additional space.

Mr. Parmer stated that again, these costs would be amortized over the term of the lease.

Mr. Hentges moved to accept the bids received and authorize the Executive Director to enter into an agreement with the FAA Flight Standards District Office to amortize the cost over the term of the lease.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from PRACS Institute, Inc. on Acquisition of Lot 1 and the North 1/2 of Lot 2, Block 1, Airport First Addition:

Mr. Parmer stated that Dr. Jim Carlson, PRACS Institute, has been involved in negotiations to purchase lots in the Airport First Addition and at the time the Airport Authority was trying to accommodate both Dr. Carlson and Mr. Bob Youngren and the Airport Authority had made a commitment to Dr. Carlson to sell him Lot 1 and the North 1/2 of Lot 2, Block 1, Airport First Addition. Mr. Parmer stated he received a communication from Dr. Carlson dated May 10, 1991, confirming his interest in purchasing these lots. He included a check in the amount of \$2,000 as deposit on the property and to indicate his intent and interest. Mr. Parmer stated that the Airport Authority does have a policy on options on property but stated this situation has been handled somewhat differently than options on other lots because of Dr. Carlson's previous partnership with Dr. Dietz and their purchase of Lots 7 and 8, which have since been sold to Mr. Youngren.

Attorney Stewart stated that we should advise Dr. Carlson of the Authority's option policy and the conditions therein.

Mrs. Stanton moved to receive and file the communication from PRACS Institute and that we notify Dr. Carlson of the Airport Authority's option policy and conditions.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Received Recommendation from Executive Director on Acquisition of Two Four Wheel Drive Front End Loaders (Bids Received May 6, 1991):

Mr. Parmer stated that at the last meeting the Airport Authority received bids for the furnishing of two four wheel drive front end loaders. He stated the bids were referred to him and the maintenance staff for review and a recommendation. He stated that he and the maintenance staff prepared a detailed report on the machines bid showing which units met specifications and areas where the other units did not meet specifications. He stated that their report shows that in both Proposal No. 1 and

Received Recommendation from Executive Director on Acquisition of Two Four Wheel Drive Front End Loaders (Bids Received May 6, 1991): (Continued)

Proposal No. 2 both the Caterpillar and John Deere machines met specifications but it was his recommendation, based on all of the information received after review by the maintenance staff, that both Proposal No. 1 and Proposal No. 2 be awarded to Butler Machinery Company for the furnishing of one Caterpillar 950F and one Caterpillar 966F, subject, of course, to the approval of the Federal Aviation Administration.

Mrs. Stanton stated that she did not see in the report where operating costs were taken into consideration and she felt the Airport Authority is obligated to look at that before deciding.

Mr. Cichy stated that it would appear that the Michigan machine bid by Sweeney Bros. Tractor is somewhat more economical to operate than the other two.

Mr. Parmer stated that operating costs was not one of the major considerations.

Mr. Cichy asked how viable a consideration the "breakout force" is.

Mr. Parmer stated the maintenance staff feels it is a very viable consideration.

Mrs. Stanton stated that if we do not award the contract to the low bidder we need to explain why.

Mr. Cichy stated that he would like to see the matter of the economics of operating the machine addressed more than casually.

Chairman Williams asked what the major difference was in the machines meeting specifications and those that did not.

Mr. Parmer stated that the report goes into detail on each machine and the items that did not meet specifications. He added that the maintenance people put a lot of time into identifying the discrepancies. He stated that the specifications were approved by the FAA and they require that at least two manufacturers will be able to meet the specifications before they approve them.

In answer to a question from Mr. Cichy regarding line linkage and Z bar linkage, Mr. Gale Swan, Maintenance Foreman, stated that they have used equipment with both types and the Z bar linkage gives better breakout force.

Mr. Cichy asked where breakout force is a factor.

Mr. Swan stated that breakout force is important when they have to move piles of snow that have been sitting for a few days and have hardened.

Representatives of Sweeney Bros. Tractor were recognized and stated that they were told by Mr. Parmer and Mr. Ron Olson (Airport Mechanic) that despite the specifications they would still look at their proposals. He stated it seems like the decision was made before the specifications were written.

Mr. Parmer stated that we feel all of the items in the specifications were important or they would not have been included. He stated that when we have a breakdown with a piece of equipment we need to get it operating again as soon as possible. He added that we have had situations where we have had to borrow equipment when a piece of our equipment is down.

Mr. Bill Silver, Midwest Industrial Machinery, was recognized and stated that one of the hardest things to do is write specifications for equipment. He agreed that cost of operating is important but not a major factor. He stated that the Airport Authority just received bids for a paving project and he was sure the Authority would award that project to the low bidder. He stated he feels if you go through the bid process the award should be made to the low bidder.

There was a question about the item on the specifications for service and parts and the report showed that Sweeney Bros. bids did not meet specifications in that area.

Mr. Sweeney stated that when a particular item in the specifications is not addressed by the bidder then they would meet the required specifications. He stated the fact that they did not include the letter of compliance on parts and service was a misunderstanding on their part.

Received Recommendation from Executive Director on Acquisition of Two Four Wheel Drive Front End Loaders (Bids Received May 6, 1991): (Continued)

Mr. Silver stated the specifications clearly called for a letter of compliance.

Mr. Cichy asked what was the difference in the Caterpillar and John Deere machines.

Mr. Swan stated the maintenance staff felt the Caterpillar machine was much quieter than the John Deere and when you are in a piece of equipment for 8 15 hours at a time that plays an important part. He added there was nothing wrong with the John Deere except for the quietness.

Chairman Williams stated he feels we should go with the low bidder.

Mr. Parmer stated the Airport Authority is looking for the "lowest and best bid" and his recommendation is made on that basis.

Mr. Al Lee, Butler Machinery, stated that the only difference between the Caterpillar and John Deere machines under Proposal No. 1 is not the \$32. The Caterpillar has more horsepower as well as some other differences.

Chairman Williams stated the Airport Authority needs to decide whether it wants to go with the low bid or accept the recommendation of the Executive Director and the maintenance staff.

Mr. Hentges moved that Proposal No. 1 be awarded to Midwest Industrial Machinery for their bid of \$121,498.00 for the furnishing of one John Deere 644E.

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Mr. Gallagher asked Mr. Swan if the maintenance staff tried out the Michigan machine.

Mr. Swan stated they did test the machine and one of the problems they had was with visibility in the cab.

Chairman Williams asked if the Caterpillar machine was worth the additional \$5,000.

Mr. Swan stated they felt it was worth the additional money and the Caterpillar would also have greater resale value.

Mr. Hentges moved the Airport Authority accept the recommendation of the Executive Director and award Proposal No. 2 to Butler Machinery Company for the furnishing of one Caterpillar 966F.

Motion failed for lack of a second.

Mr. Hentges stated that if the low bidder does not meet specifications then we have a problem.

Mr. Gallagher asked if the FAA would reject the award.

Mr. Parmer stated that if the unit does not meet specifications they probably would not approve the award.

Mr. Hentges stated that we have received a detailed recommendation from the Executive Director and the maintenance staff and he would support the award to the low bid if it met specifications but in this case it does not.

Mr. Parmer stated the prices of the equipment differ because of what they are furnishing. He stated he could not accept the Airport Authority's wanting to throw out the specifications when they were approved by both the Airport Authority and the FAA.

Mr. Hentges stated he feels this is a strong recommendation coming from the Executive Director and the maintenance people and he feels the board should reconsider his original motion to award Proposal No. 2 to Butler Machinery Company.

Mr. Hentges moved the Airport Authority award Proposal No. 2 to Butler Machinery Company for the furnishing of one Caterpillar 966F as per their bid of \$136,923.00. Second by Mr. Cichy.

Received Recommendation from Executive Director on Acquisition of Two Four Wheel Drive Front End Loaders (Bids Received May 6, 1991): (Continued)

On the call of the roll, members Hentges, Gallagher, Cichy and Williams voted aye.

Mrs. Stanton voted no.

Motion was declared carried.

Received and Filed Communication from Mr. Dewey Bergquist Regarding Airport Access Road Lighting:

Mr. Cichy read a communication dated May 10, 1991, from Mr. Dewey Bergquist with his suggestions to enhance the airport access road to the terminal by mounting model airplanes to the light poles, with the models varying from an early bi plane to some of the newer models. Mr. Bergquist's letter stated that promoting flight has been going on since the Wright Brothers began experimenting and he feels this idea would catch the public eye and their appreciation for what has developed from the early seed of hope.

Mr. Gallagher moved to receive and file the communication from Mr. Bergquist.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Mrs. Stanton stated she felt we should write Mr. Bergquist a letter thanking him for his suggestion.

Received Information from Northern States Power Company on Installation of Kvar Capacitors:

Mr. Parmer stated that we have received information from Northern States Power about the installation of Kvar capacitors and how we could save on energy costs. NSP estimates the cost of the capacitors could be recovered in the first 15 months of use.

Mr. Dobberstein stated he contacted three local electrical contractors to get proposals on the installation of the capacitors and he received proposals from two:

Modern Electric of FM, Inc.	\$4,290.50
Moorhead Electric	\$4,767.00

Mr. Parmer stated that based on our past usage Northern States Power has indicated that we would save \$281.49 per month with the capacitors.

Mr. Dobberstein stated he talked with the city electrical inspector and he felt the capacitors were a good investment.

Mrs. Stanton moved to approve the installation of the Kvar Capacitors.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Received and Filed Copy of Letter from David A. Heck Concerning Position Reclassification:

The Airport Authority received a copy of a letter addressed to the Civil Service Commission dated May 14, 1991, from David A. Heck, Airport Building Engineer, filing a grievance against Joseph Parmer, the Airport Authority, the Personnel Office, and the Board of City Commissioners, as he feels he is being discriminated against with regard to the reclassification of his position from Airport Building Engineer to Airport Building and Grounds Engineer.

Received and Filed Copy of Letter from David A. Heck Concerning Position Reclassification:
(Continued)

Mr. Hentges moved to receive and file the communication from Mr. Heck.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Mr. Gallagher stated that the matter is in the hands of the City Commission.

Mr. Hentges stated that based on what he knows he does not know why Mr. Heck is filing a grievance against Mr. Parmer and the Airport Authority as they both approved the reclassification.

Mr. Parmer explained that the reclassification was approved by the Airport Authority, the Personnel Office, the Civil Service Commission, but then was tabled by the Board of City Commissioners as they had changed the required dates by which time a reclassification must be approved before going into effect.

Commissioner Bromenschenkel stated that when this reclassification request came before the Board of City Commissioners the deadline policy was in effect so he made a motion that all reclassifications presented at that time be delayed until they were finished with the budget. He added that the Personnel Coordinator has some problems with this reclassification.

Mr. Parmer stated that Mr. Heck was told by the Personnel Coordinator that the reclassification would have to go back to step one. Mr. Parmer stated he had indicated to her that he did not feel it should have to go through the entire process again but the next step should be the Board of City Commissioners.

Mr. Hentges stated he is not aware that Mr. Parmer was dragging his feet on this matter and he does not understand why Mr. Heck would file a formal grievance against him. He stated that Mr. Heck has had some different thoughts about his employment here over the years and we don't know from time to time what his plans are. He stated he does not feel a formal grievance filed against the Executive Director was called for.

Mrs. Stanton stated she feels it is important for the Airport Authority to take a look at its employee classifications to make sure they are compatible with the City.

Commissioner Bromenschenkel stated there have been problems in the past with certain reclassifications for supervisory positions in relation to other positions in the City. One consideration is the number of people one position might be supervising.

Mr. Gallagher asked what the job of building engineer involves.

Mr. Parmer explained that the building engineer is in charge of maintenance of the Eastside and Westside Terminals as well as the grounds around the building, mowing and the irrigation system. Mr. Heck feels this position should be on the same level as the Airport Maintenance Foreman. He stated that the Airport Authority approved this reclassification at the same time it approved the reclassification from Secretary I to Secretary II and also the addition of a Building Attendant Foreman, who would oversee the night janitorial crew. Right now there is no one in charge of the people on duty at night.

Mr. Bromenschenkel stated that if the Building Engineer is not on duty the same time as the rest of the building staff there is some question as to whether or not he is really supervising.

Mr. Parmer stated that the Building Engineer also comes on duty in the morning before the rest of the crew goes off. He also oversees any special projects such as floor stripping and waxing.

Mrs. Stanton asked who does supervise the night crew on a regular basis.

Mr. Parmer stated that no one does and that is why we requested and approved making one of the current building attendants a supervisor.

OTHER BUSINESS:

Mr. Parmer stated that he received two communications from Dakota Aero Tech, Inc. after the agenda for this meeting had been drafted. Mr. Parmer stated he also received a copy of "Recommended Engineering Tasks Leading to Approval of the D 120 Airplane" (Daytona Aircraft Company) from Tom Kenville.

Dakota Aero Tech's first communication stated that within a two year time frame Dakota Aero Tech will be entering into a joint venture with North Dakota State University and they expect enrollment at Dakota Aero Tech to double in that length of time. In the event that they do not otherwise agree with the Airport Authority on a location for future expansion, they request the Municipal Airport Authority indicate its intention to build a structure meeting their requirements on terms acceptable to both parties. The optimum location for such a building would be in the southeast corner of the present general aviation area. They request this location be reserved pending further negotiations between the Municipal Airport Authority and Dakota Aero Tech.

In his second communication, Mr. Person indicated that in the event construction of the aircraft manufacturing hangar in the Airport Industrial Park is commenced and for some reason the arrangement with Daytona Aircraft Company does not come about, Dakota Aero Tech, Inc. would be interested in leasing the building. He stated this is in no sense an attempt to interfere with the Airport Authority's arrangement with Daytona Aircraft Company but simply their indication of intent to lease the proposed facility in the event (for whatever reason) the aircraft company arrangement does not materialize. Dakota Aero Tech, Inc. would be willing to enter into a Letter of Intent to lease the proposed facility if the above situation should occur. Essentially, they would be looking for the same terms as Daytona Aircraft Company of DeLand, Florida, and these could be spelled out in the Letter of Intent. The contingency, of course, would be that the facility would become available only as a result of the arrangement with Daytona Aircraft Company of DeLand, Florida, not coming about for some reason or other.

Mrs. Stanton moved to receive and file the communications from Dakota Aero Tech, Inc.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Mr. Cichy moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, June 4, 1991 at 10:30 a.m. in the Airport Boardroom.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Time at adjournment was 5:28 p.m.

Fargo, North Dakota

Regular Meeting

Tuesday

June 4, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Tuesday, June 4, 1991 at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Stanton, Cichy and Williams

Absent: None

Others: Bromenschenkel

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 21, 1991:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held May 21, 1991.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$37,422.31:

Mr. Hentges moved to approve the airport vouchers totaling \$37,422.31.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Individual Voucher to Ulteig Engineers, Inc:

Mr. Hentges moved to approve the individual voucher in the amount of \$7,489.61 to Ulteig Engineers, Inc. for engineering services in connection with the security system update, FAR Part 107.14.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Tabulation of Bids and Recommendation of Award for General Aviation Taxiway Expansion, AIP Project No. 3 38 0017 10:

Mr. Parmer stated that at the last meeting the Airport Authority received bids from three contractors for the general aviation taxiway expansion portion of AIP Project No. 3 38 0017 10 and referred them to him and Ulteig Engineers for review and recommendation. He stated that Northern Improvement Company was the low bidder at \$17,251.25 and that after review of the bid it is his recommendation the project be awarded to Northern Improvement Company, plus the alternate item in the amount of \$6,866.25.

Mr. Gallagher moved to award the project to Northern Improvement based on their bid of \$17,251.25 plus the alternate of \$6,866.25.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Discussed Status of Daytona Aircraft Construction, Inc.:

Mr. Gallagher stated that a series of events have transpired with Daytona Aircraft Construction and they feel that we are now on track. He stated that the Designated Engineering Representative (DER), Larry Timmons of Aircraft Engineering Specialists, Inc., Bellevue, WA, visited Mr. Ahrens in Florida and has outlined a schedule and a budget. Mr. Gallagher called on Mr. Tom Kenville to give the Airport Authority a rundown.

Mr. Tom Kenville was recognized and stated that he had a couple of handouts for the Airport Authority, communications from Mr. Larry Timmons, Aircraft Engineering Specialists, one being his trip report on his visit to Daytona Aircraft Construction May 14 May 23, and the second being the results of the FAA's first of four meetings with Daytona Aircraft Construction on the D 120 airplane which was held May 30.

Mr. Kenville pointed out the paragraph in Mr. Timmons's communication where he stated that as expressed in that meeting he believes the certification of a revised J 2 L1b is possible in the September/October time period but depends on getting experienced, credible help immediately to complete the engineering tasks. While this help is available, the funding and coordination of this team is essential to stay within budget. It is suggested that a detailed budget can be made and funded so that this work may be completed within the time allotted. Once the budget is made it will take a great deal of control to stay within its constraints. If this can be accomplished, Mr. Timmons has no doubt that the airplane can be approved as a D 120.

Mr. Timmons's report also included a list of recommended engineering tasks leading to approval of the D 120 airplane and an anticipated schedule. These tasks have been assigned to NDSU.

As far as the May 30 meeting with the FAA, Mr. Timmons indicated in his communication that the briefing was well received by the FAA and Mr. Sconyers agreed that the most expedient way to get into production would be to minimize the changes to the J 2 configuration and push the D 120 through to amend the type certificate.

Mr. Kenville stated that at this point everything is progressing as originally envisioned by the City of Fargo and the Municipal Airport Authority. He added that it seems to be attainable. Mr. Kenville stated that he would be available to answer questions for the members of the press following the meeting but stated he would appreciate it if they did not contact the FAA because it causes some hardships.

Mrs. Stanton asked Mr. Kenville if Mr. Timmons's involvement is now over.

Mr. Kenville stated that Larry Timmons will continue to oversee the project for us and will act in a capacity similar to a general contractor.

Mr. Kenville added that the FAA had planned to spend two days in DeLand but

Discussed Status of Daytona Aircraft Construction, Inc.: (Continued)

things went so well that they arrived at 11:00 a.m. that morning and left at 5:00 p.m. the same day.

Mr. Gallagher asked about the progress the Dakota Aero Tech mechanics are making with Daytona.

Mr. Kenville stated they are doing well. The majority of their effort is in the sheet metal area. He stated that they also have someone from Embry Riddle University working with them. He added that the D200 aircraft will be in our area in the month of July.

Chairman Williams asked if the D200 was the model that UND was interested in purchasing.

Mr. Kenville stated that in talking with John Odegaard at length, they have a basic need for the D120 as it fits their training needs. They also have a need for the D200 for their more complex training. He added that the D120 and the D200 have some sections that are identical so some of the engineering tasks on both airplanes overlap.

Mr. Gallagher asked if any there was any further interest from the Air Force.

Mr. Kenville stated that the Air Force's request for proposals is on the street and that there are a couple of national companies that are interested in visiting with Mr. Peter Ahrens in that regard. That program would involve an additional 150+ airplanes. He added that since Mr. Ahrens took his plane to the "Sun and Fun" in Florida there has been considerable interest shown by franchise aircraft dealers.

Mr. Kenville thanked the Airport Authority for their support in this project.

Reviewed Document to be Filed with the Department of Transportation on American Airlines' Request for NPRM Changes:

Mr. Parmer stated that this item relates to the petition that American Airlines has before the Department of Transportation for changing slot designations which would allow them to provide service to Fargo. This proposal was approved with some variations and American felt it was somewhat restrictive in certain areas so they are asking for a rehearing of the petition and they are asking the Airport Authority and the City of Fargo to support their efforts. He stated that we have prepared the document that must be in the mail today. We have also received communications from civic leaders and business people from both Fargo and Moorhead.

Mr. Parmer stated some of the restrictions seem quite minor but American feels they are quite serious. He stated that he feels confident when everything is settled it will provide them enough flexibility to begin serving Fargo possibly late this fall.

Mr. Parmer added that one of the items American Airlines has asked that we stress to the Department of Transportation is that they make a decision right away and not sit on it for any length of time.

Mr. Parmer stated that all he needs from the Airport Authority today is authorization for the Chairman to sign the document and forward it to American Airlines.

Mrs. Stanton moved the Airport Authority authorize Chairman Williams to sign the petition to the Department of Transportation and forward it to American Airlines.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Reviewed Document to be Filed with the Department of Transportation on American Airlines' Request for NPRM Changes: (Continued)

Mr. Hentges stated he felt it is important that the Airport Authority does state that we have an interest in all carriers that wish to serve Fargo and at the same time not forget our prime and current carriers, Northwest and United, who do provide very valuable service to us. He stated the Authority does have a responsibility to the public to look into all service opportunities and support them.

OTHER BUSINESS:

Mrs. Stanton asked if those members attending the AAAE Conference in May had anything to report.

Mr. Parmer stated that basically the biggest item there was the Passenger Facility Charge that was being worked on with the Department of Transportation. He stated we did receive a copy of the final rule and it is available for the members' review.

Mrs. Stanton asked if there was any discussion on airport runoff and EPA regulations.

Mr. Wes Schon, Ulteig Engineers, stated that subject was covered in one of the sessions and the EPA has postponed some of their deadlines because there are a lot of things that are still up in the air.

Mr. Cichy stated that one of the meetings he attended at the conference related to Airport Authorities. He stated that one of the good things about attending meetings of this type is to find out (not wanting to be smug) how well we function here in Fargo compared to other authorities around the country. He stated he was very pleased to come away with the idea that we do have a good structure here and he hopes we can maintain it.

Mr. Cichy moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, June 18, 1991 at 10:30 a.m. in the Airport Boardroom.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Time at adjournment was 10:58 a.m.

Fargo, North Dakota

Regular Meeting

Tuesday

June 18, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Tuesday, June 18, 1991, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Stanton, Cichy, Williams

Absent: None

Others: Stewart, Bromenschenkel

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held June 4, 1991:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held June 4, 1991.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$37,476.20:

Mr. Gallagher moved to approve the airport vouchers totaling \$37,476.20.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Received and Filed Statement of Operations for the Month of April 1991:

Mr. Cichy moved to receive and file the Statement of Operations for the Month of April 1991.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Reviewed and Authorized Execution of Lease of Space in Eastside Terminal for Civil Air Patrol:

Mr. Parmer stated that the Airport Authority recently approved the exchange of space for the Civil Air Patrol from their previous office space to the space previously occupied by the Airport Authority office. The FAA Flight Standards District Office took over the CAP's old space to accommodate their space needs. Mr. Parmer stated the CAP's new space is an increase of 150 square feet over their old space and leases for \$6,696.00 per year.

Mr. Cichy moved to authorize execution of lease with the Civil Air Patrol for

Reviewed and Authorized Execution of Lease of Space in Eastside Terminal for Civil Air Patrol:
(continued)

office space in the Eastside Terminal.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Reviewed and Authorized Execution of Lease Amendment with North Dakota National Guard for Space in the Airport Industrial Park:

Mr. Parmer explained that the Airport Authority leased a portion of land in the Airport Industrial Park to the North Dakota National Guard. Because the FAA determined the use of the land to be non aeronautical the Airport Authority must take that parcel of land out of the aeronautical portion of the airport. Since the FAA participated in the purchase of the land they require that the Airport Authority return 50% of the current value of the land to the FAA. He stated that we do not actually return the money to the FAA but it will be used to offset expenses in a future improvement project.

Attorney Stewart stated he has drafted the amendment to the lease and everything is in order. It must now be executed by the Airport Authority and the North Dakota National Guard.

Mr. Gallagher moved to authorize execution of the lease amendment with the North Dakota National Guard for space in the Airport Industrial Park.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Authorized Execution of Acceptance of Federal Aviation Administration's Position on Non Aeronautical Use of Airport Property:

Mr. Parmer explained that this item relates to the previous agenda item. The Federal Aviation Administration requires the acceptance of the Airport Authority to officially remove that parcel of land from the aeronautical portion of the airport.

Mr. Cichy moved to authorize execution of acceptance of the Federal Aviation Administration's position on non aeronautical use of airport property.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Reviewed Final Proposals on Decorating of Space for FAA Flight Standards District Office, Eastside Terminal:

Mr. Parmer stated that with the recent changes of office space in the Eastside Terminal there has been some remodeling involved. The FAA Flight Standards District Office required some remodeling in the newly acquired space and have now requested redecorating of their present space, painting and new carpet. Mr. Parmer stated that we have received informal quotes on carpeting but have not yet received figures on painting. He stated that their lease calls for the space to be painted every five years. He stated the low estimate received for carpet was approximately \$1,400.00 for the new space and \$3,700.00 for the old space. He added that the FAA will be willing to amortize the costs over the term of the lease.

Reviewed Final Proposals on Decorating of Space for FAA Flight Standards District Office, Eastside Terminal: (continued)

Mr. Gallagher moved the Executive Director be authorized to proceed with painting and carpeting the office space for the FAA Flight Standards District Office.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from David Kane on Additional Option on Lot 15, Block 4, Airport First Addition:

Mr. Parmer stated that in August 1990 Mr. David Kane was granted a six month option to purchase Lot 15, Block 4, Airport First Addition. The cost of the option was \$6,000. He stated that Mr. Kane renewed the option for another six months for an additional \$6,000. Mr. Parmer read a communication from Mr. Kane dated June 13, 1991, stating that he would like to extend his option an additional 12 months (\$6,000 each six months). A corporation called Bison Inn Properties, Inc. has been formed and has acquired the balance of the land making up the corner of 19th Avenue and University, with the exception of the Stop n Go store. Some initial site reviews have been conducted by national hotel franchises and they are preparing to have a feasibility study completed, as that is required by the lenders they have approached.

Mr. Parmer stated that Mr. Kane was present to answer any questions.

In answer to a question on taxes and special assessments, Mr. Parmer stated that the Airport Authority does not have to pay taxes on the land but that it does pay the special assessments each year and those are simply added to the price of the lot each year so the price of the land is adjusted each year, as we have done with all of the lots in the Airport First Addition. He added that the option money paid by Mr. Kane would be deducted from the price of the land if the purchase is finalized.

In answer to a question from Mr. Hentges, Mr. Parmer stated that Mr. Kane's offer on the lot was \$123,750.

Chairman Williams stated he wanted to make sure that Mr. Kane was aware that the special assessments were added to the price of the land each year.

Mr. Parmer stated that is included in the option agreement.

After further discussion it was decided that this item be continued until the next meeting as Mr. Kane's current option does not expire until August.

Reviewed Upcoming Airport Improvement Program Projects in Compliance with Airport Layout Plan:

Mr. Parmer stated that we currently have a few airport improvement projects in some stage of development. He stated the Airport Authority has submitted a pre application to the FAA for ramp in the Airport Industrial Park for the aircraft manufacturing facility. He stated we did receive an indication from the FAA that it is an eligible project but the application was returned because of the timing involved in the project.

Mr. Parmer stated the FAA is anxious to see the Airport Authority proceed with the cross wind runway. He stated that the Airport Authority has had no major improvement project in 1990 or 1991 because of the uncertainty of what may happen in the Industrial Park so the FAA would like to see us move ahead on 8/26.

Mr. Parmer stated that another project currently in process is the Security Update Part 107.14. He stated that we are trying to get discretionary funding for this project but as long as we have enplanement funds available we cannot receive

Reviewed Upcoming Airport Improvement Program Projects in Compliance with Airport Layout Plan: (continued)

discretionary funding. He stated that the security update project is high on the FAA's priority list for discretionary funding and we may be able to time the applications so that we will have our enplanement funds committed before requesting discretionary funds.

He stated that the Airport Authority interviewed engineering firms for the cross wind runway project and even though we have not received a grant for the project we could begin the engineering work because any engineering expenses incurred before the grant is received would be eligible for reimbursement. He stated he talked to the FAA this morning and they encourage us to get the figures together and file the pre application. He stated the first stage development calls for 4200 feet of runway and that there is a lot of preliminary work to be done. He stated the master plan currently calls for the runway to be 75' wide but he has been talking with Ulteig about the possibility of changing that to 100'. He stated that could be changed on the Airport Layout Plan. Mr. Parmer asked Mr. Wes Schon, Ulteig Engineers, to comment on the project.

Mr. Wes Schon was recognized and stated that Ulteig has not done anything to date except some rough cost estimates. He stated that it seems like there is perhaps more money available from the FAA right now but it is more difficult to get the grants and the projects going. He stated that a runway project does take quite a bit of time to get to the point of construction because of the impact not only on the airport but on the community. Coffman Associates has completed and submitted the environmental assessment and once a finding of "no significant impact" has been received we should be in the driver's seat as far as proceeding with construction. He stated that there are a number of things that need to be discussed at a "pre design meeting" with the airport, engineer and the FAA.

Mr. Schon stated with regard to any disruption in operations during construction, we can either displace the threshold on Runway 17/35 or we could use Alpha Taxiway as a runway, depending upon the length of time. Using the taxiway would require it to be marked and lighted as a runway.

Mr. Parmer stated we attempted to use Taxiway A as an operational runway on a previous occasion and Northwest Airlines accepted that but United would not.

Mr. Schon stated in that situation we did not prepare the taxiway as a runway. He stated that we want to accommodate both the airlines and the Guard so there are some things that definitely need to be worked out.

Chairman Williams stated he feels it is important to proceed with the cross wind runway.

Mr. Gallagher moved to authorize Ulteig Engineers, Inc. to proceed with preliminary engineering for the cross wind runway.

Second by Mr. Cichy.

With regard to financing the project, Mr. Parmer stated that the first thing the FAA will ask us to do is commit our 1992 enplanement funds since we do not have enough in our enplanement fund now, but his first response would be "no" as he feel we are entitled to some discretionary funding and we had hoped our 1992 enplanement funds would go into the ramp in the Airport Industrial Park. He stated the ramp in the Industrial Park would have a low priority as far as receiving discretionary funding.

Mr. Hentges stated he feels the cross wind runway is more important at the moment than the Airport Industrial Park.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Mr. Schon indicated he could have some preliminary figures ready for the next Airport Authority meeting.

OTHER BUSINESS:

Mr. Gallagher asked if there was any updated information on American Airlines.

Mr. Parmer stated that he received a correspondence today from Mr. Ed Faberman indicating it looks like we are just about there. He stated that American is hoping the Department of Transportation will lessen some of the restrictions on the ruling and allow them a few more slots. He stated that in the worst case scenario American would not be able to provide immediate service to all of the cities they had first planned. Their main concerns include the number of slots in which they would be allowed to use the Fokker 100 (they were given 25% but want 30%), and also the automatic termination of the ruling. The ruling would terminate in two years and American feels that only a review process is warranted or necessary.

Mr. Parmer stated Mr. Faberman is confident they will be able to service Fargo this fall. In fact, two operational people from the Dallas office will be in Fargo this week to tour the facilities.

Mrs. Stanton stated that the Airport Authority voted unanimously to cancel the contract with Country Greenery effective in March. She stated she feels this contract should be put out on bids and would like authority from the board to spend \$200 to hire someone to put together specifications for the lease contract.

Mr. Hentges stated he wouldn't have any problem spending the \$200 but he feels it is the consensus of the Airport Authority that it is satisfied with the greenery. He stated if any action is required he would make a motion that we reconsider our action cancelling the contract with Country Greenery and reinstate it.

Mrs. Stanton amended the motion to state that the Airport Authority be allowed to spend \$200 to put together a bid in accordance with the suggestion from the mayor.

The amended motion failed for lack of a second.

Mrs. Stanton stated she feels it is only fair to give other vendors a chance and that she would go to the City Commission with this matter.

Chairman Williams asked if there was a second to Mr. Hentges's original motion to reconsider our previous action and reinstate the contract with Country Greenery.

Second by Mr. Gallagher.

Mrs. Stanton asked Mr. Bromenschenkel if he had a problem with the Airport Authority allowing Fargo firms to bid on the contract.

Mr. Bromenschenkel stated he did not have any problem with that but it appears the problem is that the proposals received were all different, they weren't bidding on the same thing.

Mrs. Stanton stated she would continue the matter.

On the call of the roll, members Hentges, Gallagher, Cichy and Williams voted aye.

Mrs. Stanton voted no.

The motion was declared carried.

Mr. Cichy moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, July 2, 1991 at 10:30 a.m. in the Airport Boardroom.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Time at adjournment was 11:14 a.m.

Fargo, North Dakota

Regular Meeting

Tuesday

July 2, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Tuesday, July 2, 1991 at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Stanton, Cichy, Williams
Absent: Gallagher
Others: Stewart, Bromenschenkel, MacLeod

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held June 18, 1991:

Mr. Cichy moved to approve the minutes of the regular meeting of the Municipal Airport Authority held June 18, 1991.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$40,208.23:

Mr. Hentges moved to approve the airport vouchers totaling \$40,208.23.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Approved Individual Voucher to Coffman Associates:

Mrs. Stanton moved to approve the individual voucher in the amount of \$3,342 to Coffman Associates for Partial Payment Request for professional services in connection with the Airport Master Plan Update, Project No. 3 38 0017 09.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Approved Individual Voucher to Laney's, Inc.:

Mrs. Stanton moved to approve the individual voucher in the amount of \$9,222.00 to Laney's, Inc. for the installation of air conditioning in the FAA Flight Standards District Office, Eastside Terminal. (MAA approved May 21, 1991.)

Second by Mr. Cichy.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Approved Individual Voucher to Williams Company Construction:

Mrs. Stanton moved to approve the individual voucher in the amount of \$3,245.00 to Williams Company Construction for the remodeling of office space in the Eastside Terminal to be occupied by FAA Flight Standards District Office. (MAA approved May 6, 1991.)

Second by Mr. Cichy.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Approved Individual Voucher to Ulteig Engineers, Inc.:

Mrs. Stanton moved to approve the individual voucher in the amount of \$2,303.98 to Ulteig Engineers, Inc. for engineering services in connection with pavement project in general aviation area, Project No. 3 38 0017 10.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Approved Individual Voucher to Ulteig Engineers, Inc.:

Mrs. Stanton moved to approve the individual voucher in the amount of \$350.00 to Ulteig Engineers, Inc. for engineering services in connection with the pavement project in general aviation area, AIP Project No. 3 38 0017 10 (portion in which FAA will not participate).

Second by Mr. Cichy.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Received Purchase Option from Currier Company for South 90' of Lot 4 and the North 110' of Lot 5, Block 4, Airport First Addition:

Mr. Parmer stated that the Currier Company is interested in securing a six month option on the South 90' of Lot 4 and the North 110' of Lot 5, Block 4, Airport First Addition. He stated that they previously purchased the other portion of Lot 4 and now wish to purchase the remaining 90' as well as the North 110' of Lot 5. Mr. Parmer stated the current selling price on the property is \$68,982.00.

Received Purchase Option from Currier Company for South 90' of Lot 4 and the North 110' of Lot 5, Block 4, Airport First Addition: (continued)

Mr. Parmer stated there would be 185 feet left on Lot 5 (463 feet deep with the back 150 feet being the buffer zone and the covenants will not allow the owner to place a building on that portion). He added that if these two lots are sold, the only lots in the Airport First Addition remaining unsold will be the remainder of Lot 5 and Lot 6, Block 4.

Mrs. Stanton stated she did not see any problem with granting the option as long as Attorney Stewart approved it. She did express concern about making sure there are no easements on those lots.

Mr. Parmer indicated he would check into that.

Mrs. Stanton moved to receive, file, and approve the Purchase Option, subject to approval from Attorney Stewart.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Approved Option Extension Request Received from David Kane on Lot 15, Block 4, Airport First Addition:

Mr. Parmer stated that at the last meeting we received a request from David Kane to extend his option for an additional twelve months. He stated no action was taken because there was some concern about the special assessments being added to the price of the lot and the Authority wanted to make sure that Mr. Kane understood those details.

Attorney Stewart stated he talked to Mr. Kane following the last meeting and that matter is clear as it is covered in the option agreement.

Mr. Hentges moved to approve the six month extension of Mr. Kane's option on Lot 15, Block 4, Airport First Addition.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Received and Authorized Execution of Grant Agreement for Equipment and Paving Under AIP Project No. 3 38 0017 10:

Mr. Parmer stated that Project No. 3 38 0017 10 includes the following:

- Radio equipment for snow removal vehicles
- Two front end loaders
- Paving in general aviation area

He stated the grant is in the amount of \$282,722.00, based on bid figures. The Airport Authority needs to accept this and authorize execution.

Mr. Hentges moved to accept the grant agreement and authorize execution.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Approved Purchase of Additional Computer Software for Accounting Purposes:

Mr. Parmer stated that we have received a quote from NetWork Center, Inc. for Great Plains accounting software. Mr. Parmer stated Shawn Dobberstein has prepared a written summary of the software we currently have as well as the proposed additional software.

Mr. Dobberstein was recognized and stated that some of the software we have at the present time was included in the purchase of the computer system and will not best fit our needs. He stated that we have acquired additional software for word processing, spreadsheets, and data base which will better fit our needs and provide more capabilities and functions. He stated that he has evaluated our current accounting system and feels the Great Plains software would accommodate our accounting automation needs. He stated that we would purchase two modules (General Ledger and Accounts Receivable) at a cost of \$580 per module (\$1,160) plus an additional \$650 (estimate) for installation and training (10 hours @ \$65/hour). He added that he feels it would greatly enhance our accounting capabilities as far as being able to retrieve historical records and also greatly expedite procedures.

Mrs. Stanton moved to approve the purchase of the Great Plains accounting software.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Received Communication from Red River Radio Amateurs Requesting Gratis Office Space in the Eastside Terminal:

Mr. Parmer read a communication from Steve Carbno, President, Red River Radio Amateurs giving a history of the club and a summary of their services to the community. The club meets monthly at the Cass County Emergency Operations Center and numbers 120 members but they are lacking a club station. They would like to occupy the sixth floor of the old control tower on a gratis basis. Their operations would in no way interfere with any aviation communications and they do carry a club liability policy. Mr. Parmer stated there is presently some radio equipment owned by United Airlines located in that space but he has talked to someone about moving that.

Mr. Parmer stated that if the Authority does approve the request he would suggest we include an escape clause in the agreement should another paying tenant require the space. He added that it would not be a long term agreement and would include a 30 day cancellation clause.

Mr. Cichy moved to approve the request for gratis office space for Red River Radio Amateurs with the provisions outlined by Mr. Parmer.

Second by Mrs. Stanton.

Mr. Hentges stated he is not sure why they want to be located at the airport when they are already located at the County facilities.

All members present voted aye and the motion was declared carried.

Received Notice of Regional International Roundtable Meeting Discussing Air Cargo Matters:

Mr. Parmer stated we had received notice and an agenda for the upcoming Regional International Roundtable which was to have been a presentation by Mr. Wilfred (Bill) Jackson, an official of the Airport Operators Council International, Washington, DC. Mr. Jackson's present and past associations in the air transportation give him an excellent background in air cargo matters. He stated since receiving this notice he has been advised by Darrol Schroeder that the meeting has been postponed until August and he would keep them advised.

The communication was received and filed.

Received Communication from Avis Rent a Car on Installation of Window in Counter Area:

Mr. Parmer read a communication from Avis Rent a Car requesting permission to put a glass partition between the Avis and Budget counters. The glass partition will be at Avis Rent a Car's expense and will be installed by Glass Unlimited.

Mrs. Stanton moved to approve the request from Avis to install a glass partition.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Mr. Cichy moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, July 16, 1991 at 10:30 a.m. in the Airport Boardroom.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Time at adjournment was 10:53 a.m.

Fargo, North Dakota

Regular Meeting

Tuesday

July 16, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Tuesday, July 16, 1991 at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Stanton, Williams

Absent: Cichy

Others: Bromenschenkel, MacLeod

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held July 2, 1991:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held July 2, 1991.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$33,133.71:

Mr. Hentges moved to approve the airport vouchers totaling \$33,133.71.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Gallagher, Stanton and Williams voted aye.

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mrs. Stanton moved to approve the individual voucher in the amount of \$2,986.20 to Ulteig Engineers, Inc. for Partial Payment Request No. 2 for engineering services in connection with FAR Part 107.14 Security System.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Stanton and Williams voted aye.

Absent and not voting: Cichy

The motion was declared carried.

Approved Individual Voucher to Modern Electric of FM, Inc.:

Mrs. Stanton moved to approve the individual voucher in the amount of \$3,778.79 to Modern Electric of FM, Inc. for electrical work in connection with remodeling project in the Eastside Terminal.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Stanton and Williams voted aye.

Absent and not voting: Cichy

The motion was declared carried.

Received and Filed Statement of Operations for the Month of May 1991:

Mr. Hentges moved to receive and file the Statement of Operations for the Month of May 1991.

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher, Stanton and Williams voted aye.

Absent and not voting: Cichy

The motion was declared carried.

Eileen Karels, Personnel Coordinator, Appeared to Discuss Personnel Matters:

Eileen Karels, Personnel Coordinator for the City of Fargo, was recognized and stated her purpose for appearing today was to find out how the Personnel Department and the Airport Authority could work together on personnel matters. She stated that whenever there is a reclassification at the Airport it affects other departments in the City structure.

Mr. Parmer stated that the Airport Authority considered and approved some personnel classification changes some time ago and followed the normal procedure at city hall. The changes were approved at all of the necessary steps but were delayed at the City Commission. Two of the positions were new classifications not presently in the city pay scale, Building and Grounds Engineer and Building Attendant Foreman.

Mrs. Karels stated that there are other Building Engineers in the city system so a reclassification for the building engineer at the airport would affect other departments in the City.

Mrs. Stanton stated she feels the Airport Authority should follow the City policies and guidelines for classifying employees.

Mr. Parmer stated that if the Airport Authority feels the duties and responsibilities of the Building Engineer at the airport justify the position being reclassified he does not know why that should directly affect an employee in another department.

Mrs. Stanton stated there should be reasons for any upgrade.

Mr. Parmer stated the Airport Authority approved the reclassification of Building Engineer to Building and Grounds Engineer, as well as a new position of Building Attendant Foreman and they followed the normal procedures and were approved at all steps except the final step of the City Commission. It was delayed at the City Commission because of a new policy that any reclassifications not take effect until January 1.

Mrs. Stanton asked if the time requirement was the only problem with the reclassifications.

Mrs. Karels stated as far as she knew it was a time issue as well as the effect it might have on other departments.

Mr. Bromenshenkel stated the request came before the City Commission just as they were entering the budget process and it was his recommendation it be delayed until

Eileen Karels, Personnel Coordinator, Appeared to Discuss Personnel Matters: (Cont'd)

they were finished with the budget. He added that he is not sure why it was not brought back before the Commission. He stated that the Airport Authority is a body operating under the North Dakota Century Code and has a relationship to the City of Fargo much like the Fargo Park District. Mr. Bromenschenkel stated he would recommend the Airport Authority consider the option of handling its employees like the Park Board in that they are not related to the City employees but are still a part of the pension and employee benefit package. In other words, the Airport Authority could divorce themselves from the other city employees and be controlled totally by the Airport Authority. He added that it seems whenever the City Commission receives a request for the reclassification of one position it is always followed by other requests.

Mrs. Stanton asked why the Airport Authority would want to be separate from the other City employees.

Mr. Bromenschenkel stated that then the Airport Authority could do what it wanted with its employees and it would not affect other City departments. He stated that the City Commission has already been approached by the Civic Auditorium personnel about their building engineer position.

Mrs. Stanton stated that as long as the City has the personnel system in place and we do not have a personnel expert at the airport she does not know why the Airport Authority would want to make a change like that.

Mr. Parmer stated that when the Airport Authority was formed, as far as the employees were concerned we wanted to be part of the City system as we wanted some protection for the employees. He stated that when Sioux Falls went with an Airport Authority they completely divorced themselves from the City system. In talking with the Executive Director there he stated that it would take the airport employees about five years to get on par with the City system as far as their benefits. His question was what would happen to someone retiring during those year and he stated he does not have an answer for that.

Mrs. Karels stated that if the Airport Authority were separated from the City then other city employees could not transfer to the airport on their current step level. As far as the Airport Building Engineer position, she stated that this position is not unique compared to other Building Engineer positions in the City. She stated that there should be a difference in responsibility levels in order to consider a higher pay scale.

Mr. Parmer stated he does not understand why there is all of this controversy at this point in time when every entity approved the job description and upgrade except for the last hurdle, the City Commission. The City Commission delayed it because of the policy regarding effective dates and they never indicated the reclassification was not justified. He stated that at one time he heard the Personnel Office indicated the request go through all of the steps again and he stated he did not feel that was necessary.

Mrs. Stanton stated she does not know why the Airport Authority would not want to continue using the resources of the City Personnel Department especially when the airport does not have its own Personnel Department and cannot afford one.

Chairman Williams asked what the present status of the request was.

Mrs. Karels stated it is scheduled to go on the City Commission agenda for its July 29 meeting. She stated she is not arguing with the Authority's request for reclassifications but she is concerned about the affect it has on other departments in the City.

Mrs. Stanton stated that salary has to be determined on how much responsibility a certain position has and she does not know who would be better qualified to make those determinations than the City Personnel Office. She stated she does not feel the Airport Authority even discussed the positions and what the differences might be.

Eileen Karels, Personnel Coordinator, Appeared to Discuss Personnel Matters: (Cont'd)

Mr. Hentges stated that all of this discussion seems to point to the fact that something needs to be done. He stated that the matter has languished at City Hall too long. With regard to the reclassification of the Secretary I position to Secretary II he stated that this is an administrative secretarial position and feels the salary is very low. He added that it is not fair to let the matter drag on for months.

Mrs. Stanton asked if the Airport Authority really considered the responsibilities of the different positions.

Mr. Hentges stated that if what the Airport Authority does is going to disrupt the entire City system then maybe we should be separate. He stated that the Airport Authority has a responsibility to see that employees are not underpaid or overpaid. He stated the Airport Authority should be able to be separate yet work in concert with the City and use the various services available, for which the Airport Authority pays the City \$50,000 a year. He stated the recommendation for these reclassifications came from the Executive Director's office and there was obviously some thought put into the reclassifications and requirements. He stated that if being separated from the City would make personnel matters run smoother he would be in favor of that.

Mrs. Stanton stated she feels that Mr. Parmer and Mrs. Karels should sit down and talk about the positions in questions and determine any differences between positions at the airport and similar positions in the City. She stated that is why we have a Personnel Department.

Mr. Parmer stated the Airport Authority did have some discussion on the reclassifications before they were approved. He added that the Personnel Department recently upgraded their Secretary I position to Secretary II.

Mrs. Karels indicated that was done before she was there. She stated that we need to compare job duties to job duties and cannot give one position a raise just because the person works hard. She stated that she is not even recommending the reclassifications be approved or not approved, she just wants the Airport Authority to understand that what they do with their employees affects the overall pay structure for the City.

Mr. Hentges stated every change within the City structure has an impact on the entire structure.

Mrs. Karels asked if the Airport Authority's decisions free standing of the rest of the structure.

Mr. Hentges indicated yes they are.

Mr. Parmer asked Mrs. Karels what her recommendation will be when this request again goes before the Board of City Commissioners.

She stated that she will recommend the position of Building Engineer be upgraded from 21 to 23 and the secretarial position be upgraded from 13 to 16 (Secretary I to Secretary II), but she has some question about the need for a Building Attendant Foreman position. She stated she was going to try to look at the market as well as an internal position with equal job duties.

Mr. Hentges stated it was his opinion that the Airport Authority is one of the most efficiently run operations he knows and that if the Executive Director made a recommendation then that should carry a lot of weight.

Chairman Williams stated he agreed and the requests were obviously approved all the way up to the City Commission but delayed because of budgetary reasons. He stated we are aware there is a problem but does not feel we should change our policy.

Mrs. Stanton stated she would rather see the Airport Authority get along with the City rather than separate themselves.

Mr. Parmer stated that at a recent meeting of the Civil Service Commission again discussing the reclassification of the Building Engineer the question was brought up as to why Joe Parmer wasn't there to justify the request. He stated that he had

Eileen Karels, Personnel Coordinator, Appeared to Discuss Personnel Matters: (Cont'd)

already justified the reclassification and the Civil Service Commission approved it so he did not know why the issue was again in front of the Civil Service Commission.

Chairman Williams suggested we let it run its course and if they approve it fine, if not, start over again and Mr. Parmer can take it from there. He added that we have not had any problem up to this point and if we need to set up a different policy we will.

Authorized Execution of Contract Documents for General Aviation Paving Portion of AIP Project No. 3 38 0017 10:

Mr. Parmer stated in order to complete the record on Project No. 3 38 0017 10 the Airport Authority needs to approve a motion to authorize the execution of the contract documents for the general aviation paving portion of the project.

Mrs. Stanton moved to authorize execution of the contract documents for the general aviation paving portion of Project No. 3 38 0017 10.

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher, Stanton and Williams voted aye.

Absent and not voting: Cichy.

The motion was declared carried.

Approved Plans and Specifications and Authorized Advertisement for Bids for AIP Project No. 3 38 0017 11 (FAR Part 107.14 Security Improvements, Additional Taxiway Guidance Signs, Beacon Refurbishing):

Mr. Parmer stated we had previously planned to include only the FAR Part 107.14 Security Improvements in Project No. 3 38 0017 11 but have talked with Milt Heupel at the FAA office in Bismarck and have added some items to the project. The air traffic control tower has recommended some changes in the taxiway guidance sign system and the last time we had an airport certification inspection the FAA inspector concurred with the tower's recommendation. Mr. Parmer stated that if the FAA recommended the changes he felt they should be eligible for FAA participation and we have received verbal approval. We will also be including the refurbishing of the beacon in the project. We have had some minor problems with the 40 year old beacon and it is also expensive to replace the bulbs. The cost of lamps for five years for the old beacon is approximately \$7,268 compared to a five year cost of \$123.44 for bulbs for the new beacon.

Mr. Parmer stated these items have been added to the pre application and submitted to the FAA. He stated the grant will not be received until we have bid prices. Mr. Parmer asked Wes Schon and Joel Kath from Ulteig Engineers to comment on the security improvement portion of the project.

Mr. Joel Kath, Ulteig Engineers, was recognized and stated that the security system will include a computer system in the office to control the security system. All entrances to secured areas will be controlled by either electronic locks or proximity card readers. Personnel requiring access to secured areas will need photo identification and activity will be monitored. There will also be three turnstile gates added to the general aviation area for pedestrian access and those will be controlled by proximity card readers also.

Mrs. Stanton asked how many companies provide this type of system.

Mr. Kath indicated there are a few but not many in Fargo.

Mrs. Stanton asked if the computer will be able to give printouts of the activity.

Mr. Kath indicated the computer would be able to provide activity reports. He stated that Grand Forks has a similar system and they were able to determine who was

Approved Plans and Specifications and Authorized Advertisement for Bids for AIP Project No. 3 38 0017 11 (FAR Part 107.14 Security Improvements, Additional Taxiway Guidance Signs, Beacon Refurbishing): (continued)

responsible for some damage to a gate from information provided on an activity report.

Mr. Hentges asked if the system included video surveillance.

Mr. Schon indicated that is part of FAR Part 107.14 but not required for this airport.

Mr. Parmer stated video monitoring is not part of our plan which was approved by the FAA. Mr. Parmer stated that we have 30 months from the date of the FAA's approval to have the system operating and our deadline is March 1993.

Mrs. Stanton moved to approve the plans and specifications and authorize advertisement for bids for AIP Project No. 3 38 0017 11.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Reviewed FAA Financing Requirements for Upcoming Improvement Projects:

Mr. Parmer stated that our Master Plan Update and the Airport Layout Plan will be finalized soon and he wanted to review the FAA financing requirements for the proposed projects. He stated that enplanement funds available through 1992 total \$2,782,161. The commitment for projects 3 38 0017 10 and 3 38 0017 11 is only \$495,492 leaving a balance of \$2,286,669. He stated that the first stage development of Runway 8/26 will required about \$4.5 million, depending upon where the FAA stands. He stated that he will be meeting with Milton Heupel in Jamestown on Friday to go over the runway project with him. He stated that the AIP funds required for the ramp in the Airport Industrial Park is \$.9 million. He stated that if these two projects are approved we will need \$2,573,331 in discretionary funds. As far as Runway 8/26, the FAA would consider that a high priority eligible item for discretionary funding and the FAA has encouraged the Airport Authority to go ahead with the project. The \$.9 million for the ramp in the Industrial Park may not receive as high a priority rating as the runway so it would be best if enplanement funds were used for that project. Mr. Parmer stated that another project the Airport Authority involved in is the proposed aircraft manufacturing hangar estimated to cost \$1.2 but would not be eligible for federal assistance.

Mr. Parmer stated that in his discussion with Mr. Heupel regarding Runway 8/26 they will talk about the savings that could be realized by going with a width of 100' instead than 75' now in the first stage rather than having to increase width in the future.

Mrs. Stanton asked what the difference in cost would be to go with 100' rather than 75'.

Mr. Schon indicated it would be an additional \$600,000 for the extra 25' in width.

Mrs. Stanton stated she felt the additional width was certainly justified and that it would not be smart to not go ahead with the 100' right away in the first stage.

Received Proposal and Approved Masonry and Caulking Repairs to Tower Structure, Eastside Terminal:

Mr. Parmer stated that we have done quite a bit of remodeling in the Eastside Terminal to accommodate the tenants and because of that investment the Airport Authority should consider masonry and caulking repairs to the tower structure. There have been a number of water problems in that building, especially in a hard driving rain, and David Heck, Building Engineer, feels that repairing the brick work in the

Received Proposal and Approved Masonry and Caulking Repairs to Tower Structure, Eastside Terminal: (continued)

tower portion would solve a lot of those problems. He stated that Mr. Heck contacted several contractors for bids but they all indicated they did not do that type of work but usually subcontract with a firm called Bradco Masonry Restoration in Fergus Falls. Mr. Parmer stated we have received a proposal from Bradco but he did not want to disclose his bid figure until the Airport Authority decided if it wished to try and solicit additional bids or accept this one. Mr. Parmer stated that in reading the scope of work in the proposal from Bradco it seems to be complete.

Chairman Williams agreed we want to have someone who knows what they are doing. He added that to his knowledge we have never spent any money on brick maintenance on the tower and brick buildings require routine maintenance.

Mrs. Stanton moved to proceed with the masonry and caulking repairs to the tower structure of the Eastside Terminal as per the proposal in the amount of \$10,496 received from Bradco.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Stanton and Williams voted aye.

Absent and not voting: Cichy

The motion was declared carried.

OTHER BUSINESS:

The Airport Authority members received a copy of a memorandum to Mr. Parmer from Kent Costin, Chairman of the City's Information Technology Steering Committee. The memo indicated that Shawn Dobberstein had resigned from the committee after his transfer to the Airport Authority but they are requesting the Airport Authority consider allowing Mr. Dobberstein to remain on the committee. Mr. Parmer stated Shawn was placed on the committee because of his position in the Public Works Department but that he had no problem with him still serving on the committee.

Mr. Gallagher moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held August 6, 1991 at 10:30 a.m. in the Airport Boardroom.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Fargo, North Dakota

Regular Meeting

Tuesday

August 6, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Tuesday, August 6, 1991 at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Stanton, Cichy, Williams

Absent: Gallagher

Others: Stewart

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held July 16, 1991:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held July 16, 1991.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Approved Airport Vouchers Totaling \$56,437.92:

Mr. Cichy moved to approve the airport vouchers totaling \$56,437.92.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Approved Individual Voucher to Barton's Painting Service:

Mrs. Stanton moved to approve the individual voucher in the amount of \$2,290.00 to Barton's Painting Service for redecorating in the FAA Flight Standards District Office, Eastside Terminal.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Approved Individual Voucher to Coffman Associates:

Mr. Parmer stated this request for payment was received after the agenda was drafted and requested the Airport Authority approve this voucher also. He added that the invoice indicates it is final payment but the amount we have paid them to date is less than the contract price.

Mr. Hentges moved to approve the individual voucher in the amount of \$1,570.00 to Coffman Associates for professional services in connection with the Airport Master Plan Update Project No. 3 38 0017 09.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Lt. Col. Borud Appeared to Brief the Authority on Air National Guard Construction Activity and Master Plan Review:

Lt. Col. Borud, NDANG, was recognized and stated that since the last time he briefed the Airport Authority on the NDANG's Master Plan in May they have gone through a Master Plan Review and everything is coming together very nicely and very much along the lines previously presented to the Airport Authority. He stated they have both short range and long range goals included in the Master Plan. They should realize their short range plans in the next few years, irrespective of any change in mission, a change of mission meaning either a change in type of aircraft or an enlarged fighter group with additional aircraft. He added they do not plan to build a bigger apron unless necessary.

Mr. Parmer asked Lt. Col. Borud when their proposed improvements would begin to interfere with the existing use of Runway 3/21.

Lt. Col. Borud stated there have been previous discussions on the relocation of the threshold on Runway 3/21 which would be impacted by their munitions construction plans, for which bids open next Tuesday. He stated once that construction is underway they will be requesting the threshold displacement. He stated this is a site distance issue with the tower, as are the existing facilities.

Mr. Hentges stated the site problem will not end until we build the new cross wind runway and we are on our way with that.

Lt. Col. Borud stated they have five major projects to be completed in the near future ranging from \$.5 million to \$4 million for a total of close to \$10 million over the next year and a half.

Lt. Col. Borud stated that as far as an actual request to close Runway 21, that would depend upon any apron expansion. He added that one of the nice features of this Master Plan is that it does not require any major changes, such as apron expansion, in order to accomplish the smaller improvements.

There was some discussion on the proposed new entrance to the NDANG at 28th Avenue North. Lt. Col. Borud stated it is their intent to use that as their main entrance rather than 23rd Avenue which they are presently using.

Mr. Hentges asked Lt. Col. Borud if land acquisition will be necessary to complete the proposed entrance at 28th Avenue.

Lt. Col. Borud stated they plan to begin the acquisition process soon.

Mr. Hentges asked if they plan to gain the land through eminent domain of the Federal government.

Lt. Col. Borud stated they do not plan to take that route but rather to purchase the property.

Mr. Hentges stated that maybe the Hectors would be willing to donate whatever parcel is needed.

Lt. Col. Borud Appeared to Brief the Authority on Air National Guard Construction Activity and Master Plan Review: (Continued)

Lt. Col. Borud stated that would certainly be agreeable with them and they would appreciate any assistance from the Airport Authority in that regard.

Mr. Gordon Person, Dakota Aero Tech, was recognized and expressed concern over the present traffic congestion on 23rd Avenue North. He stated that with the Guard's new entrance at 28th Avenue there will be even more traffic coming from the north for those trying to exit at 23rd Avenue. He stated he feels there should be traffic lights at both 23rd Avenue and 28th Avenue.

Lt. Col. Borud stated they agree there is a traffic problem and they have talked to the City about traffic lights on several occasions. With regard to widening University Drive, Lt. Col. Borud stated the last he heard the City is not planning that until 1995. He stated again that any help from the Airport Authority on that matter would be appreciated.

Mr. Hentges stated it has been difficult to do traffic improvements in North Fargo but now with the dome going up we will probably see something done. He asked Lt. Col. Borud if the Guard could pay special assessments if necessary.

Lt. Col. Borud stated he was not sure about that but it has been suggested to the City that the Guard build the 28th Avenue extension.

Lt. Col. Borud stated that another consideration in the long range plan is to move the Fire Station near Runway 21 which would put it closer to the field and give them shorter response times. He added that their Master Plan is not officially complete but now awaiting the final steps. He stated that as far as proposed construction they do not anticipate any problems for the airport unless there is something he has missed.

Lt. Col. Borud stated he is aware of the Authority's tentative plans for construction of Runway 8/26 possibly in 1992 and the impact it would have on the Guard's operations during that period. He stated that if their arresting gear is affected by the construction they would like to be aware of that as soon as possible so they can start planning and submit their request for temporary arresting gear as soon as possible.

Mr. Parmer stated there will have to be a lot of coordination between the Airport Authority and the Guard as well as the airlines and we plan to keep them informed.

Mrs. Stanton stated that at the last meeting Mr. Parmer indicated he was going to meet with Milton Huepel from the FAA in Bismarck and she asked if there were any new developments on the Runway 8/26 project.

Mr. Parmer stated he did meet with Mr. Heupel and the only problem right now with the Runway 8/26 project is the issue of funding. He stated there is a sizeable amount of discretionary funding needed from the FAA and one point in our favor is that the FAA has been anxious for us to get started on the runway.

Mr. Wes Schon, Ulteig Engineers, stated that he has been talking with the FAA planning people in Minneapolis to arrange a meeting to discuss changing Runway 8/26 from 75' (as shown on the ALP) to 100'. We need to get their concurrence or denial on the change. Mr. Schon added that there is still a lot of earthwork and site preparation that needs to be done. He added that some of the additional work is almost a project in itself.

Mr. Parmer indicated he would like to see it all done in one project.

Lt. Col. Borud stated it is a complex project and he would like to request that they be invited to sit in on meetings as the project progresses and possibly even form an advisory committee.

Mr. Parmer stated there is no question that the NDANG will be included in the process.

Mrs. Stanton asked how critical it is that we receive approval on the change to 100' before we move ahead.

Mr. Schon stated that Mr. Heupel is aware of the Airport Authority's position and

Lt. Col. Borud Appeared to Brief the Authority on Air National Guard Construction Activity and Master Plan Review: (Continued)

that they are proceeding with as much of the engineering work as they are able to before the FAA's decision is known.

Reviewed Preliminary Operations and Maintenance Budget for 1991:

Mr. Parmer stated he has completed the preliminary Operations and Maintenance Budget for 1992 and it is very similar to last year's budget. He stated he would like the Authority members to review the budget during the next two weeks and be ready to adopt the budget at the next meeting.

Mr. Parmer stated he also prepared a summary of current and projected Airport Improvement Projects. He explained that the first six items listed are current projects, some of which are almost complete. The latter three of those projects (Runway 8/26 and Parallel Taxiway, Light Duty Taxiway and Ramp in the Airport Industrial Park, and the 30,000 sq. ft. Aircraft Manufacturing Hangar in the Airport Industrial Park) are all projects we have discussed at length. He stated the hangar will require approximately \$1.2 million of Airport Authority funds as the FAA will not participate. The five projects shown which are eligible for FAA funding will require at least \$5.8 million of FAA funding and our projected enplanement funds through 1992 are \$2.7 million so we will be asking the FAA for approximately \$3 million in discretionary funding. Mr. Parmer stated the FAA will want us to commit to a multi year project which would save them approximately \$1 million in discretionary funding but we will say "no" up until the last minute because if we commit our 1993 funds for a 1992 project we will not be able to do anything in 1993. He stated that right now we are concentrating on Runway 8/26 as we are not sure what will be happening in the Airport Industrial Park. The ramp and taxiway in the Industrial Park (cost estimate: \$1,000,000.) is eligible for FAA funding but would not receive a high priority for discretionary funding. He stated that he and Mr. Schon met with Mr. Frank Benson from the FAA office in Minneapolis when he made a tour of the airports in the state and the proposed projects. He added that we are not the only airport in the state looking for discretionary dollars so there will be some problems with budgeting.

With regard to the last two projects on the summary sheet, Mr. Parmer stated that once Runway 8/26 has been completed we will have to look at developing the new general aviation area. Aprons, taxiways, roadways and utilities in the general aviation area should cost approximately \$3.9 million. The cost of Runway 17L/35R, adjacent taxiways, relocating a portion of County Road #20 and acquiring land in 17L approach has been estimated at \$5.3 million. These last two projects call for almost \$8 million in FAA funding and our enplanement funds run about \$1 million per year. He added that we will be asking for a lot of discretionary funding from the FAA in the next few years. Mr. Parmer stated the Master Plan should be completed in the next 30 60 days and once it is adopted we will look forward to implementation.

Other Business

Mr. Parmer requested the Airport Authority change its next meeting from Tuesday to Monday, August 19, 10:30 a.m. It was the consensus of the board that the change of meeting dates was agreeable.

Chairman Williams stated that he and Mr. Gallagher went to American Airlines' inaugural flight of the Fokker 100 in Chicago last week. He stated he was impressed with the airplane. He stated they were able to visit with the president of American Airlines, Mr. Bob Crandall. Mr. Williams stated they got the impression that he is

Other Business: (Continued)

a "straight shooter". Mr. Crandall indicated they are still working on getting the gates in Chicago changed but he did say, "We will be there." He stated that it takes five to six months after they receive approval to begin operations. Mr. Williams stated they got a date of early December from two sources. He stated that American has purchased 75 Fokker 100's and they have an option on another 75. He stated American is starting a route from Chicago to Milwaukee on August 15. He stated it is definitely a commuter airplane and as far as a time limit in the air a route from Fargo to Chicago is on the extreme end of that limit.

Mr. Parmer stated that dates are speculative as they are still waiting for the Department of Transportation to make the final ruling. He stated American has indicated it is difficult for them to start planning until they know what the parameters are. They felt quite confident that the DOT would have a ruling by July 1 but that was not the case, nor was it August 1.

Chairman Williams stated Mr. Crandall did not understand the reason for the delay in the Department of Transportation.

Mr. Parmer stated the original ruling was made in April but American asked for a hearing on it.

Mr. Hentges asked if there was any further progress with Daytona Aircraft.

Mr. Parmer stated he did not have any further information.

Chairman Williams stated they are still moving ahead but the City of Fargo will not be giving Mr. Ahrens any more money until he has used his own. He stated they are still waiting for certification from the FAA.

Mr. Hentges moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Monday, August 19, 1991 at 10:30 a.m. in the Airport Boardroom.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Time at adjournment was 11:28 a.m.

Fargo, North Dakota

Regular Meeting

Monday

August 19, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota was held on Monday, August 19, 1991 at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Stanton, Cichy, Williams

Absent: None

Others: Stewart, Bromenschenkel

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 6, 1991:

Mr. Cichy moved to approve the minutes of the regular meeting of the Municipal Airport Authority held August 6, 1991.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$24,107.58:

Mr. Gallagher moved to approve the airport vouchers totaling \$24,107.58.

Second by Mrs. Stanton.

On the call of the roll, members Gallagher, Stanton, Cichy and Williams voted aye.

Absent and not voting: Hentges

The motion was declared carried.

Mr. Hentges now present.

Approved the Individual Voucher to Forum Publishing Company:

Mrs. Stanton moved to approve the individual voucher in the amount of \$148.48 to the Forum Publishing Company for advertisement for bids for Access Control System, Guidance Signs and Beacon Refurbishing, Project No. 3 38 0017 11.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Chapin Publishing Company:

Mrs. Stanton moved to approve the individual voucher in the amount of \$162.00 to Chapin Publishing Company for advertisement for bids of Access Control System, Project No. 3 38 0017 11.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to E.F. Johnson:

Mrs. Stanton moved to approve the individual voucher in the amount of \$10,756.90 to E.F. Johnson for airport tower radio equipment, Project No. 3 38 0017 10.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mrs. Stanton moved to approve the individual voucher in the amount of \$4,754.86 to Ulteig Engineers, Inc. for engineering services in connection with Access Control System, Guidance Signs and Beacon Refurbishing, Project No. 3 38 0017 11.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Received and Filed Statement of Operations for the Month of June 1991:

Mr. Hentges moved to receive and file the Statement of Operations for the Month of June 1991.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Received Bids for Access Control System, Guidance Signs and Beacon Refurbishing, Project No. 3 38 0017 11:

Mr. Parmer stated that AIP Project No. 3 38 0017 11 includes the Access Control System, Guidance Signs and Beacon Refurbishing. He added that bids would be received today but nothing can actually be done until we officially receive the grant from the FAA.

Mr. Wes Schon and Mr. Joel Kath, Ulteig Engineers, Inc., were recognized and stated that three bids were received. The bids were broken down into two proposals, the first using Schlage equipment and the second using Simplex equipment. The bids were opened and read as follows: (all bidders provided the necessary bid bond, copy of contractor's license, acknowledged addenda, and MBE/WBE requirements.)

Received Bids for Access Control System, Guidance Signs and Beacon Refurbishing, Project No. 3 38 0017 11: (Continued)

	PROPOSAL A	PROPOSAL B
EDLING ELECTRIC	\$193,000.00	\$198,700.00
FARGO ELECTRIC	\$213,620.00	\$214,120.00
MOORHEAD ELECTRIC	\$240,621.00	\$241,221.00
ENGINEER'S ESTIMATE	\$211,030.00	

Mr. Hentges moved the bids be received and referred to the Executive Director and Ulteig Engineers for review and recommendation.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Received Communication from US West Communications Requesting Easements on Lots in the Airport First Addition:

Mr. Parmer stated he received a letter from US West Communications requesting an easement along Lots 4, 5 and 6 in Block 4, Airport First Addition. Mr. Parmer explained this easement would run across the back of the lots right along the buffer zone on which there can be no construction anyway. Mr. Parmer stated he discussed the matter with Attorney Stewart and he suggested including the following paragraph in the easement:

"PROVIDED, that Grantee shall be required to relocate (at no cost) any telecommunications facilities upon the giving of thirty days' notice by Grantor, its successors or assigns, in the event such property is needed for some other purpose inconsistent with the easement hereby granted."

Attorney Stewart stated this paragraph would probably not need to be included in this easement since it is in the buffer zone but the Authority should look at including that paragraph in any future easement agreements.

Mr. Parmer stated he has talked with US West and they have no problem with including this paragraph.

Mr. Gallagher moved to approve the request from US West Communications for two easements in the Airport First Addition with the conditions outlined to be included in the agreement.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Received Request from Ron Olson, Airport Automotive Mechanic, for Additional Shop Equipment:

Mr. Parmer stated he has received a request from Mr. Ron Olson, Airport Automotive Mechanic, for some additional equipment for the maintenance shop. He stated these are items which have been needed since we moved into the new maintenance shop. The request includes: band saw, hydraulic press, drill press. Mr. Parmer stated that right now when we need some work done with one of these pieces of

Received Request from Ron Olson, Airport Automotive Mechanic, for Additional Shop Equipment: (Continued)

equipment we either hire it done or Mr. Olson uses the equipment in his own shop, which poses a problem for insurance and worker's compensation. Mr. Parmer added that there are funds in the budget for this equipment and he would recommend authorizing the purchase.

Mr. Hentges moved to authorize the purchase of equipment as requested.

Second by Mr. Cichy.

Chairman Williams asked if we have checked into acquiring some of this equipment second hand.

Mr. Parmer indicated he had not.

Mr. Gallagher stated this is standard equipment for this type of shop.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Authorized Attendance at the AAAE/AOCI Fall Legislative Issues Conference, Washington, DC, September 10 11, 1991:

Mr. Hentges stated the AAAE/AOCI is holding a Fall Legislative Issues Conference in Washington, DC, September 10 11 and feels it would be worthwhile for someone from the Airport Authority to attend. He stated he has attended the legislative conferences sponsored by the AAAE and that representatives of the AAAE are well thought of by the senators and congressmen. He stated there aren't many special interest groups that are as well received as airports.

Mr. Hentges moved to authorize attendance at the AAAE/AOCI Fall Legislative Issues Conference, Washington, DC, September 10 11, 1991.

Mrs. Stanton stated Mr. Hentges has attended these conferences before and asked how the Airport Authority has benefited from them.

Mr. Hentges stated the conferences are very informative and he stated he would like to think he is a better commissioner for having attended them.

Chairman Williams stated attendance at these conferences is worthwhile and they do not represent a great expense to the Authority.

Motion was seconded by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Received Notice of Retirement from Wayne Bjorland, Equipment Operator III and Authorized Hiring Replacement:

Mr. Parmer read a notice of retirement from Mr. Wayne Bjorland, who will be retiring effective September 30, 1991. Mr. Parmer stated that Mr. Bjorland is retiring at the advise of his doctor because of his health. Mr. Bjorland has an asthmatic condition and it is difficult for him to work during the winter months.

Mrs. Stanton moved the Airport Authority regretfully accept Mr. Bjorland's notice of retirement and that Mr. Parmer be authorized to hire a replacement.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Chairman Williams asked what the status was on the positions that were being reclassified.

Mr. Parmer stated the reclassification from Building Engineer to Buildings and Grounds Engineer was approved by the City Commission effective January 1, 1992. He added that the City is still in the process of reclassifying all of the clerical positions throughout the City.

Approved Operations and Maintenance Budget for Calendar Year 1992:

Mr. Parmer stated that at the last meeting the Airport Authority members received copies of the proposed budget and have now had time to review it.

Mrs. Stanton asked Mr. Parmer if we receive a report each month on where we stand as far as percentage with the budget.

Mr. Parmer stated we do receive monthly reports and for the first seven months we should be at 58.3% and we are at 58.35%. He stated there are some areas we are slightly over budget but other items where we are below.

Mr. Gallagher moved to approve the Operations and Maintenance Budget for Calendar Year 1992 as proposed by Mr. Parmer.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Certified to the Board of City Commissioners the Mill Levy for Taxable Year 1992 for Airport Improvements, as per Section 2 06 14 of the North Dakota Century Code:

Mr. Gallagher stated that in discussing the mill levy with Mr. Parmer and other members of the Airport Authority, it was determined that we could cut the mill levy by one mill this year and certify to the Board of City Commissioners a two mill levy for taxable year 1992.

Mr. Gallagher moved to certify to the Board of City Commissioners a two mill levy for taxable year 1992 for airport improvements, as per Section 2 06 14 of the North Dakota Century Code.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Mr. Hentges commented that he personally pays a lot of taxes to the City of Fargo and to have a mill levy reduced is unusual and it is a credit to Mr. Parmer's direction of the airport. He stated he is not aware of any improvement project that will go wanting because of the mill levy reduction even though that money is used to match federal dollars on improvement projects. The mill levy is not used to operate the airport so it is not the tax payers' hard earned dollars that run the airport, the funds come from the airlines and other tenants. He stated a lot of the credit should go to Mr. Parmer and the airport staff. He added there may be a time we would have to come back and raise the mill levy but for now the gesture should be recognized.

Chairman Williams stated Mr. Hentges's compliment should be taken one step further with recognition going to the Airport Authority for the admirable job done and that we will continue to work toward reducing the mill levy.

Other Business:

Commenting on the mill levy, Mr. Parmer stated that we will be involved in at least one major project next year, either the first portion of Runway 8/26 or the ramp and taxiway into the Airport Industrial Park possibly to serve an aircraft manufacturing facility. He stated that he recently attended a meeting of the International Trade Roundtable of the Fargo Moorhead area and at that meeting was a representative from the Airport Operators Council International, Mr. Bill Jackson, to discuss air cargo. His summation also is that you need to have a building in order to entice a business to locate here, and not a 30,000 square foot building but 100,000 square feet. That conversation was directed toward a freight facility and in order to

Other Business: (Continued)

have a building large enough to house a 747 to unload freight you are looking at a \$5 to \$6 million building. Mr. Parmer stated he did not know if we are in a position right now to do that.

Mr. Hentges stated that in this case the Airport Authority could authorize some preliminary design work to get cost estimates so that if we come upon a prospect we would have a proposal available with a plan to be completed in so many days. He added that no major company is going to come in with 30 days notice anyway.

Mr. Parmer stated with regard to the aircraft manufacturing hangar, we have an idea on the shell of the building but as far as the interior design we do not have specifics.

Mr. Bromenschenkel stated he feels what really needs to be done is analyzing the feasibility of such a large facility being located in Fargo.

Chairman Williams agreed we need to start with reasonable expectations and then work up from there.

Mr. Cichy moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, September 3, 1991 at 10:30 a.m. in the Airport Boardroom.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Time at adjournment was 11:05 a.m.

Fargo, North Dakota

Regular Meeting

Tuesday

September 3, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Tuesday, September 3, 1991 at 10:30 a.m. in the Airport Boardroom. The members present or absent were as shown following:

Present: Hentges, Gallagher, Stanton, Cichy, Williams

Absent: None

Others: Bromenschenkel, Stewart

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 19, 1991:

Mr. Cichy moved to approve the minutes of the regular meeting of the Municipal Airport Authority held August 19, 1991.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$34,759.45:

Mr. Gallagher moved to approve the airport vouchers totaling \$34,759.45.

Second by Mrs. Stanton.

On the call of the roll, members Gallagher, Stanton, Cichy and Williams voted aye.

Absent and not voting: Hentges.

The motion was declared carried.

Approved Individual Voucher to Weivoda Carpet:

Mrs. Stanton moved to approve the individual voucher in the amount of \$3,898.88 to Weivoda Carpet for recarpeting the FAA Flight Standards District Office, Eastside Terminal.

Second by Mr. Cichy.

On the call of the roll, members Gallagher, Stanton, Cichy and Williams voted aye.

Absent and not voting: Hentges.

The motion was declared carried.

Approved Individual Voucher to Northern Improvement Company:

Mrs. Stanton moved to approve the individual voucher in the amount of \$24,259.75 to Northern Improvement Company for General Aviation Ramp and Taxiway Expansion Project No. 3 38 0017 10.

Second by Mr. Cichy.

On the call of the roll, members Gallagher, Stanton, Cichy and Williams voted aye.

Absent and not voting: Hentges.

The motion was declared carried.

Approved Individual Voucher to Bradco Masonry Restoration:

Mrs. Stanton moved to approve the individual voucher in the amount of \$10,496.00 to Bradco Masonry Restoration for tuckpointing, caulking and weather proofing the tower section of the Eastside Terminal Building.

Second by Mr. Cichy.

On the call of the roll, members Gallagher, Stanton, Cichy and Williams voted aye.

Absent and not voting: Hentges.

The motion was declared carried.

Mr. Hentges now present.

Approved Assignment of Lease of West Wind Condominium Site:

Mr. Parmer stated that one party in the West Wind Condominium Hangar Association, Mr. James Dobbs, has sold his interest to Mr. James Roers and the Assignment of Lease must be approved by the Airport Authority.

Mr. Cichy moved to approve the Assignment of Lease of Unit #14 of the West Wind Condominium site. Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Received Tabulation of Bids for Access Control System, Taxiway Guidance Signs and Beacon Refurbishing, AIP Project No. 3 38 0017 11 and Recommendation of Award:

Mr. Parmer stated that the Airport Authority at its last meeting, held August 19, received bids for the access control system, taxiway guidance signs and beacon refurbishing for AIP Project No. 3 38 0017 11. Bids were referred to the Executive Director and project engineers, Ulteig Engineers, for review and recommendation. Mr. Parmer stated the bids were reviewed and it is their recommendation that the contract be awarded to Edling Electric based on their bid of \$193,000.00.

Mr. Gallagher moved the bid be awarded to Edling Electric as recommended.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Mr. Parmer stated that an FAA Advisory Circular dealing with runway/taxiway lighting has come out in the last two weeks and will affect this project. He stated that they have talked with Milt Heupel, FAA in Bismarck, about the matter and that we should try to get as many of the needed changes as possible covered in this project. Mr. Schon stated the pre construction conference is September 11 and Mr. Heupel will

Received Tabulation of Bids for Access Control System, Taxiway Guidance Signs and Beacon Refurbishing, AIP Project No. 3 38 0017 11 and Recommendation of Award:
(Continued)

be here for that. He added that there will be some of the FAA's planning people here as well to discuss Runway 8/26.

Mr. Parmer stated he has talked with Mr. Heupel regarding this grant and possibly amending it to include some of these required changes.

Mr. Schon stated the FAA does not like to amend grants to add work to a project. He stated we may need a new grant to make the necessary changes in the existing signs.

Mr. Schon stated the times of the meetings on September 11 are 9:00 a.m. for the pre construction meeting and 10:45 a.m. for the planning meeting.

Mr. Gallagher now absent.

Received Copy of Preliminary Airport Master Plan:

Mr. Parmer stated we have now received copies of the Preliminary Airport Master Plan from Coffman Associates. He distributed copies to the Airport Authority members and asked them to review it so that we can get back to Coffman with any concerns within the next 30 days so that they can proceed with the final draft.

Chairman Williams asked if there were many changes since our last update from Coffman.

Mr. Parmer indicated there were not many changes. One area of concern he had involved a line of site from the control tower to the proposed runway and how that might cut down on land that can be developed in the new general aviation area.

Mr. Schon indicated that a shadow study had not yet been completed and that might make a difference. He stated that they brought this to Coffman's attention right away as they were concerned about the amount of land that could not be utilized.

Chairman Williams asked when the Master Plan would come before the Airport Authority for final approval.

Mr. Parmer stated it must be approved by the FAA before the Airport Authority gives final approval.

Mrs. Stanton moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, September 17, 1991 at 10:30 a.m. in the Airport Boardroom.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Time at adjournment was 10:47 a.m.

Fargo, North Dakota

Regular Meeting

Tuesday

September 17, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, September 17, 1991, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Stanton, Cichy, Williams

Absent: Gallagher

Others: Stewart, Bromenschenkel

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held September 3, 1991:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held September 3, 1991.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$31,452.86:

Mr. Hentges moved to approve the airport vouchers totaling \$31,452.86.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Cichy moved to approve the individual voucher in the amount of \$2,988.94 to Ulteig Engineers, Inc. for engineering services in connection with the extension of taxiway in the general aviation area, AIP Project No. 3 38 0017 10.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Cichy moved to approve the individual voucher in the amount of \$350.00 to Ulteig Engineers, Inc. for engineering services in connection with the extension of ramp in the general aviation area not eligible for FAA funding.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Cichy moved to approve the individual voucher in the amount of \$4,552.56 to Ulteig Engineers, Inc. for engineering services in connection with access control system, taxiway guidance signs, and beacon restoration, AIP Project No. 3 38 0017 11.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Approved the Individual Voucher to Motorola, Inc.:

Mr. Cichy moved to approve the individual voucher in the amount of \$21,687.00 to Motorola, Inc. for airport equipment radios and installation, AIP Project No. 3 38 0017 10.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Received and Filed Statement of Operations for the Month of July 1991:

Mr. Hentges moved to receive and file the Statement of Operations for the Month of July 1991.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Representative of the Chamber of Commerce Hospitality Committee Appeared to Review Installation of Electronic Message Board:

Mrs. Doris Bromenschenkel, Chairman of the Chamber of Commerce Hospitality Committee, was recognized and stated the Hospitality Committee's last major project at the airport almost a year ago was the cash machine. She stated there have been many positive comments about the machine but that use was not as high as it should be in order to pay for the machine. She stated they are encouraging people to use the machine as much as possible.

Mrs. Bromenschenkel stated the Hospitality Committee has for some time been discussing the possibility of placing an electronic message board at the airport. She stated they have met with Mr. Parmer and also Dick Walstad, Cook Sign Co. She stated that the estimated cost of the sign is \$5,000 and that financing of the sign has been worked out with NDSU paying half and the City of Fargo the other half. She stated

Representative of the Chamber of Commerce Hospitality Committee Appeared to Review Installation of Electronic Message Board:

that Hardee's was also interested in participating but that both the City and NDSU would rather maintain control of the message board. Mrs. Bromenschenkel stated that Mr. Walstad was not able to be here today to answer questions but that Mr. Ron Wixo was representing Cook Sign Co. She stated that Mr. Walstad indicated there should be no maintenance fees on the sign for the first two years and should probably be only about \$100 per year for the next ten years, which the Hospitality Committee would ask that the Airport Authority assume.

Mr. Wixo presented drawings of the proposed message board. The top of the sign would be lighted with the wording, "WELCOME TO FARGO, HOME OF THE NDSU BISON" and the bottom part of the sign would be the message center. A remote control unit would be used to change the message.

Mrs. Stanton asked how often the message would be changed.

Mr. Wixo stated the sign could be changed as often as needed as it takes only a matter of minutes to change the message. In answer to a question from Mr. Parmer, Mr. Wixo stated the letters on the sign are six inches high.

Mrs. Stanton asked who would control the content of the messages.

Mrs. Bromenschenkel stated that some of the personnel at the information center would be trained in programming the messages and that they would be limited to those welcoming dignitaries, groups, teams, conventions, etc. to Fargo. If there were no messages to announce the sign could give facts and information about Fargo.

Chairman Williams stated he felt the messages should not be politically or commercially motivated.

Mr. Hentges stated the Airport Authority could adopt a policy of no advertising in the messages.

Mr. Parmer stated that the advertiser the Airport Authority has a contract with, Graphic Exhibits, had previously proposed a similar sign and that the message portion of the sign was larger than the advertising portion of the sign. He stated he felt it was important to have the message portion large enough as he would assume this will take the place of the banners the Convention & Visitors Bureau currently posts.

Mr. Hentges moved to approve the concept of the electronic message board and that the Executive Director meet with the Hospitality Committee and come up with a recommendation and final design for the next meeting.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Delayed Request for Consideration of Consent to Assignment of Lease from Midwest Aviation:

Mr. Parmer stated that Mr. Ray Larson called him today and asked that this item be deferred until the next meeting. The Airport Authority agreed to defer the item.

Accepted and Authorized Execution of Grant Agreement for \$198,977.00 for AIP Project No. 3 38 0017 11:

Mr. Parmer explained that we do not yet have the grant for Project No. 3 38 0017 11 but at his last meeting with Mr. Milt Heupel, FAA, he indicated he felt we would have it soon as September 30 is the end of the FAA's fiscal year. He stated that the Airport Authority could take action today to accept the grant and authorize execution of the grant agreement which would save us from calling a special meeting in order to accept it by September 30.

Accepted and Authorized Execution of Grant Agreement for \$198,977.00 for AIP Project No. 3 38 0017 11: (Continued)

Mrs. Stanton moved to accept and authorize execution of the Grant Agreement in the amount of \$198,977.00 for AIP Project No. 3 38 0017 11.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Received and Reviewed Comments on Preliminary Airport Master Plan Update:

Mr. Parmer stated that at the last meeting the Airport Authority members were given copies of the Preliminary Airport Master Plan Update to review and since that time he has not received any additional comments. He stated that he and Wes Schon, Ulteig Engineers, met for a number of hours with FAA representatives from Minneapolis who will be responsible for final approval of the Master Plan. He stated there are some concerns that we have. Mr. Parmer stated that Coffman Associates will be making a visit here in the near future to review the contents and discuss the concerns. He stated that a lot of the discussion has been on the cross wind runway and the width. He stated the FAA has not said "no" to our request for 100' but they have requested a letter of justification for the additional width. He asked Mr. Schon to comment further.

Mr. Schon stated that the rules for airports never seem to stop changing. He explained that the Airport Authority would like to see the cross wind runway 100' wide initially but Coffman Associates shows it as 75' on the Master Plan. A cross wind runway is dictated by whether or not there are winds that exceed 95% of the coverage of the primary runway. They also look at the size of the aircraft that will be using the runway and the larger the aircraft the more tolerant they are of cross winds. He stated he is not sure we will be able to justify the 100' width simply

because larger the aircraft is the more tolerant of crosswinds and they have that coverage on the windrows right now. He stated that another matter is the length of the runway. He stated the initial length of 4400' is too short for a lot of the jet turbine aircraft that could use that runway. He stated we have talked to the FAA about making it longer if they do not feel the additional width is justified. He stated we will also be discussing this with Coffman Associates next week.

Mrs. Stanton asked if Coffman Associates has to approve the final plan before it is submitted to the FAA.

Mr. Schon stated that the consultant does not have to approve it before it is submitted to the FAA, but the FAA does look at the consultant's recommendations and rely on their interpretation. The final plan must be approved by the Airport Authority and the FAA.

Mr. Parmer stated that any future applications for federal assistance must comply with the Airport Layout Plan but once the ALP is accepted it can be amended with the approval of the FAA.

Mr. Schon stated an example of how the rules have changed, Alpha taxiway is 100' wide and the FAA will no longer fund 100' taxiways, 75' is the maximum.

Mr. Parmer stated when we were looking at constructing the Alpha taxiway one of the justifications for the 100' was a letter from Northwest Airlines indicating their possible intent to use DC 10 aircraft in Fargo.

Mrs. Stanton asked if the Guard has made any written comments on the proposed master plan.

Mr. Parmer stated he has tried to get ahold of Lt. Col. Borud as he has not yet received the updated copy of the master plan but he has received all others to this point and there hasn't been much change.

Received and Reviewed Comments on Preliminary Airport Master Plan Update:
(Continued)

Mr. Parmer stated that he received preliminary estimates this morning from Ulteig Engineers on the various sizes of the runway. The estimates showed 100' x 4400' and 75' x 5800' both ran about \$5 million, including taxiway.

Mr. Parmer stated that Mr. Steve Wagner, Coffman Associates, will be here on September 24, arriving on the 10:30 a.m. flight and leaving the next day.

Mr. Hentges moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, October 1, 1991 at 10:30 a.m. in the Airport Boardroom.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Time at adjournment was 11:06 a.m.

Fargo, North Dakota

Regular Meeting

Tuesday

October 1, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 1, 1991 at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Stanton, Cichy, Williams

Absent: Gallagher

Others: Stewart, Bromenschenkel

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held September 17, 1991:

Mr. Hentges moved to approve the minutes of the regular meeting of the Municipal Airport Authority held September 17, 1991.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$50,159.55:

Mr. Cichy moved to approve the airport vouchers totaling \$50,159.55.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Representative from Hospitality Committee and Cook Sign Co. Appeared to Discussed Electronic Message Board:

Mrs. Doris Bromenschenkel, Chairman of the Fargo Chamber of Commerce Hospitality Committee along with Mr. Wixo, Cook Sign Co., appeared and advised the Airport Authority that they had an electronic message board on display in the terminal. Mrs. Bromenschenkel stated that this sign has 4" letters where as the sign proposed for the airport has 6" letters. Also, the message board that will be placed in the terminal will be enclosed in a larger sign.

Mr. Hentges asked what color the letters the board would have.

Mr. Wixo stated that red is the only color available for this particular sign but they feel that the red letters would show up the best in this building.

Mr. Parmer stated the sign was basically approved at the last Airport Authority

Representative from Hospitality Committee and Cook Sign Co. Appeared to Discussed Electronic Message Board: (Continued)

meeting but the Airport Authority members wished to see the sign before going ahead.

Mr. Hentges asked Mr. Parmer if the advertiser with whom we have a contract (Graphic Exhibits) had any problem with the placement of this sign.

Mr. Parmer indicated since this is a gratis situation it would not violate our contract with Graphic Exhibits.

Received Bids for the Removal and Disposal of Four 10,000 Gallon Underground Fuel Storage Tanks and General Aviation Ramp Restoration:

Mr. Parmer stated the Airport Authority advertised for bids for the removal and disposal of four 10,000 gallon underground storage tanks and general aviation ramp restoration. Mr. Parmer opened and read the bids as follows:

Northern Improvement Company	\$37,500.00
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Master Construction	\$21,655.00
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The bidders also provided prices per ton for the removal of any contaminated soil and backfill required. Northern Improvement indicated \$65 per ton in their bid and after a telephone call to Master Construction they indicated \$70 per ton.

Mr. Parmer stated that we have advised the State Health Department of the removal and we must give them seven days notice before we start excavation. Mr. Parmer stated the State Health Department will check the soil and if there is any fuel contamination the contractor will haul the soil to a disposal site and let the contaminant evaporate from the soil. Northwest Airlines removed their tanks a couple of years ago and they are still monitoring the soil in the area.

Mr. Cichy moved the bids be received and referred to the Executive Director for review and recommendation.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Mr. Parmer stated that since the Airport Authority does not meet for two weeks he suggested the Airport Authority award the job to Master Construction based on their bid of \$21,655, subject to review of the bid and if everything is in order the contract documents can then be drafted and they can begin work on the project.

Mr. Hentges moved the Airport Authority award the job to the low bidder, Master Construction based on their bid of \$21,655, subject to review of the bid by the Executive Director.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Authorized Disposal of Surplus Property:

Mr. Parmer stated the City has an auction in the latter part of October for surplus property and equipment. He stated there are various items at the airport that could be disposed of, for example the old bar equipment from the Eastside Terminal as well as some items from the maintenance shop. He stated he does not have a complete list at this time but asked for authorization to dispose of any surplus property.

Mrs. Stanton moved to authorize Mr. Parmer to dispose of any surplus equipment he feels we no longer need.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Received Patriotic Citizen Award from the Fargo VFW:

Mr. Parmer stated that two weeks ago the VFW donated an American flag and a POW/MIA flag to the airport and they are on display in the departure lounge. At that time they also presented the Airport Authority with two plaques which Mr. Parmer accepted on behalf of the Airport Authority.

Mrs. Stanton moved the Airport Authority acknowledge, with great pride, the flags and plaques presented by the Fargo VFW and that we send them a letter of thanks.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Authorized Replacement of Building Attendant:

Mr. Parmer stated that the opening for an Equipment Operator III, after the retirement of Mr. Wayne Bjorland, was filled by Henry Swedberg who is currently a building attendant. Mr. Swedberg has had heavy equipment experience in the National Guard and after working with the maintenance crew on some of the equipment they indicated he was qualified for the position. Mr. Parmer stated he now needs authorization to fill the position of building attendant vacated by Mr. Swedberg.

Mr. Cichy moved to authorize Mr. Parmer to replace the building attendant.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Chairman Williams asked if the matter of the reclassification of the Building Engineer to Building and Grounds Engineer was ever approved by the City Commission.

Mr. Bromenschenkel stated the City Commission did approve that reclassification.

Mr. Parmer indicated that change would be effective January 1, 1992.

Mr. Hentges asked if the secretarial position was also reclassified as requested.

Mr. Parmer indicated our budget reflects that change.

Mr. Bromenschenkel stated that a study was done of the entire clerical staff of the City and the entire system was revamped. He stated that as far as he knew the airport secretary position was included in those changes.

Mrs. Stanton stated we should check with the Personnel Office on the matter.

Received Communication from Fargo Park District regarding Corwin Memorial Sign:

Chairman Williams explained that several years ago Mrs. Jessie Corwin made a donation of \$10,000 to be used toward the planting of trees at the airport. He stated that the money was given to the Park District in turn for trees to be planted at the airport. Mr. Williams stated that unfortunately Mrs. Corwin has now died before we have done anything about a sign commemorating the donation.

Received Communication from Fargo Park District regarding Corwin Memorial Sign:
(Continued)

Chairman Williams stated he and Mr. Parmer met with Roger Gress from the Park District on September 20 about a sign. Mr. Gress sent a communication dated September 25, outlining their ideas for the sign. Chairman Williams stated Mr. Gress suggested placing granite block plaques on the ground in the center section by the sundial to commemorate past and future donations to the airport. He stated the plaques would be 8" x 14" and would be the same height as the sundial. Chairman Williams stated he felt the plaque should be made of the same material as the Airport Authority's plaque in the terminal building.

The sketch from Mr. Gress indicated the sign would read "Jessie W. Corwin, In Memory of Her Husband and Son." Mr. Hentges asked if the sign would say anything about trees or for what purpose the money was donated.

Mrs. Stanton agreed the sign should indicate what was purchased with the money.

Mr. Hentges suggested we also recognize the efforts of the Park District for their part in the beautification of the airport with a plaque also.

Mr. Cichy suggested using the phrase "for airport beautification" on the plaques.

Chairman Williams stated he thought that was an excellent idea. He added that he would question how many \$10,000 gifts the airport will receive so it should be properly recognized.

Mr. Hentges indicated that Norwest Bank was also involved in a tree planting project at the airport and the sign they have up now is just a temporary one.

On another tree related matter, Mr. Parmer stated he talked to John Wesolowski the other day and he suggested the Airport Authority consider removing some of the dead trees on the northwest corner of 19th Avenue and Dakota Drive at the entrance of the airport, as well as trimming the remaining trees in that area. He received a quote from Fischer Tree Service in the amount of \$1,740.

Mrs. Stanton moved to authorize the Executive Director to proceed with the removal and trimming of trees at the airport entrance per the proposal from Fischer Tree Service in the amount of \$1,740.00.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Returning to the matter of the recognition signs, Chairman Williams stated he would continue working on the matter and the wording of the signs.

Mr. Parmer stated the Park District will handle the fabrication of the sign and they will also cover the cost.

Mrs. Stanton moved to approve the signs as proposed by the Park District, adding the wording "for airport beautification."

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Mrs. Stanton stated that the Airport Authority in the past has talked about writing up some type of brief history of the airport, as well as recognition to the Hectors, to be on display. She suggested the Airport Authority again consider this.

Reviewed Meeting With Steve Wagner, Coffman Associates, on Updated Airport Master Plan:

Mr. Parmer stated that he and Wes Schon met with Mr. Steve Wagner, Coffman Associates, last week to review the Updated Airport Master Plan. He stated that a lot of the conversation dealt with the first stage development of Runway 8/26. The Airport Authority would like to see that runway 100' wide in the first stage and Coffman shows 75' on the Master Plan. Mr. Parmer stated that if we plan to put an ILS on that runway within a five year period then it would be mandatory the runway be 100'. If not, it is possible the FAA will only approve 75'. They also discussed the

Reviewed Meeting With Steve Wagner, Coffman Associates, on Updated Airport Master Plan:
(continued)

length of the first stage development. The Master Plan calls for 4,385' but looking at the length requirements for certain aircraft both the FAA and Coffman now feel it should be 5,800' long. Mr. Parmer stated that Ulteig Engineers has gone ahead and done an estimate of the first stage cost and for 100' x 5800' plus adjacent taxiway the cost would be approximately \$6.193 million.

Mr. Schon stated another matter to consider is how the ILS will be funded. He stated there are two options: 1) ask FAA Airway Facilities to fund it and then operate it, or 2) put in under an AIP project. The ILS would cost about \$1 million and right now that type of project does not rank high for discretionary funding. The FAA will probably want the ILS in place three years after the runway is constructed. Mr. Cichy asked Mr. Schon if there are any figures available on what percentage

of the time they feel pilots would use the new runway as opposed to the north/south.

Mr. Schon stated this is a matter they will address to the FAA because they will base their decision on "need" based strictly on wind requirements. Right now based on wind factors there would be a need to land on the east/west runway only about 5% of the time but we would like to make the point that when development begins in the new general aviation area the runway would be used for convenience for people located there. The tower has indicated that Runway 13/31 receives about 80% of the traffic and 8/26 and 13/31 are almost identical in wind coverage.

Mr. Parmer stated he feels the Airport Authority's first step is to prepare and file a pre application with the FAA for Runway 8/26 (100' x 5800') to get it on the table. He stated our biggest problem will not be deciding on the size of the project but to get the discretionary money. We can come up with about \$2.5 million of enplanement funds but the rest will be discretionary funds. He stated we are competing with a lot of airports with a lot of big projects and often it gets down to their system of priorities.

Mr. Cichy moved to authorize the Executive Director to proceed with the submission of the pre application to the FAA for Runway 8/26 at 100' wide and 5,800' in length.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Chairman Williams added that he would be against building the runway if it is not at least 100' wide.

Col. Tom Vierzba, National Guard Bureau/Faker Office, Appeared to Discuss Faker Program Operation:

Mr. Parmer stated that Col. Tom Vierzba from the National Guard Bureau/Faker office called this morning and wished to appear at the meeting to brief the Airport Authority on their status.

Col. Vierzba was recognized and stated that the government's relationship with Flight International ended as of September 30, 1991, and they are negotiating with a new firm that will provide service for a six month period. There is a reasonable possibility that the same people flying for Flight International will fly in the new program and the aircraft may be the same tail numbers. There are only so many of that type of modified aircraft in the world so the new operator may purchase equipment from the previous contractor. Beginning April 1, 1992 they will have a new four and a half year contract for services in Fargo. Col. Vierzba expressed thanks and appreciation to the Airport Authority for their cooperation with the hangar and other facilities and services.

Col. Tom Vierzba, National Guard Bureau/Faker Office, Appeared to Discuss Faker Program Operation: (continued)

Col. Vierzba stated they are having a continuous problem with the polyurethane coating on the floor and most of the coating has now popped off. He stated there will be a period of 15 days in which no one will be in the hangar and although it is a small window of opportunity we may have enough time for the contractor to address the problem.

Mr. Wes Schon, Ulteig Engineers, stated the problem is that some of the suppliers in the area have aggregate that contains some organic material that swells up after it has been poured and then pops up. He stated he feels it was a combination of that and of painting before the moisture was allowed to come out of the concrete.

Chairman Williams stated his experience with this type of problem is that it will continue.

Mr. Hentges moved the Airport Authority take the necessary action to correct the problem and then follow up on who will pay for it.

Second by Mrs. Stanton.

Mr. Schon stated the coating on the floor was an alternate item in the project and he is not sure it was necessary.

Col. Vierzba stated the coating provides reflective lighting off the floor which is beneficial. He stated it is also easier to find a part that has been dropped on the white floor rather than bare concrete. He added that right now it is even harder to find things because of all of the pops in the coating.

All members present voted aye and the motion was declared carried.

Mr. Parmer stated we will have to go back to the general contractor to determine who is responsible.

OTHER BUSINESS:

Mr. Parmer stated he received a letter from the North Dakota Aeronautics Commission regarding an ad hoc committee to deal with the grant process in the legislature. He explained that in the past they have used the same process as the FAA for distribution of the funds and based the allocation on enplanements. They are now trying to institute a program whereby airports will have to apply for the funds for a specific project. He stated he does not agree with their approach and he has told them so because every airport in the state could ask for all the money that has been appropriated for a legitimate improvement program. It could be that some airports could be left out in the cold without any money. He stated he has talked with a couple of members of the commission to voice his concern. The meeting is 1:00 p.m., October 11 at the airport in Bismarck.

Mr. Cichy indicated he may be able to accompany Mr. Parmer to the meeting.

Mrs. Stanton moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, October 15, 1991 at 10:30 a.m. in the Airport Boardroom.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Time at adjournment was 11:18 a.m.

Fargo, North Dakota

Regular Meeting

Tuesday

October 15, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 15, 1991, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Stanton, Cichy, Williams

Absent: None

Others: Stewart

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 15, 1991:

Mr. Cichy moved to approve the minutes of the regular meeting of the Municipal Airport Authority held October 1, 1991.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Approved Airport Vouchers Totaling \$13,507.45:

Mr. Gallagher moved to approve the airport vouchers totaling \$13,507.45.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Individual Voucher to Coffman Associates:

Mr. Cichy moved to approve the individual voucher in the amount of \$1,570.00 to Coffman Associates for Payment Request No. 18 (Final) for professional services in connection with Airport Master Plan Update, Project No. 3 38 0017 09.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Individual Voucher to Ulteig Engineers, Inc.:

Mr. Cichy moved to approve the individual voucher in the amount of \$1,982.69 to Ulteig Engineers, Inc. for Payment Request No. 5 for engineering services in connection with the Security System Update, Project No. 3 38 0017 11.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Individual Voucher to Forum Publishing Company:

Mr. Cichy moved to approve the individual voucher in the amount of \$26.04 to Forum Publishing Company for advertisement for bids for removal of underground storage tanks.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Authorized Execution of Change Order No. 1 for Additional Signage Security System Project No. 3 38 0017 11:

Mr. Parmer stated that a portion of Project No. 3 38 0017 11 involved some additional taxiway directional signs. After we started designing the project the FAA came out with an advisory circular changing some signage requirements for taxiway guidance signs. The additional cost that will be required to comply with the FAA requirements is included in Change Order No. 1 in the amount of \$4,140.00. There will be other signage that will need to be changed but this change order covers only those closely aligned with this project.

Mr. Hentges moved to approve Change Order No. 1, in the amount of \$4,140.00, to Project No. 3 38 0017 11.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Considered Contractor's Compliance with DBE Requirements, Project No. 3 38 0017 11:

Mr. Parmer explained that the contractor on Project No. 3 38 0017 11, Edling Electric, provided documentation on their efforts to sub contract with DBE contractors. Since the contractor did not get any favorable response from DBEs contacted, it is up to the Airport Authority to determine whether or not it feels the contractor showed a good faith effort. Mr. Parmer stated the contractor has provided adequate documentation and he feels the contractor did show a good faith effort in meeting DBE goals.

Mrs. Stanton moved the Airport Authority approve the good faith effort shown by Edling Electric in trying to meet DBE goals on Project No. 3 38 0017 11.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Approved Replacement of Regulators in Connection with Taxiway Signage Portion of Project:

Mr. Parmer explained that there are two regulators in the electrical vault which control the taxiway circuits need to be replaced. He stated that each regulator will cost approximately \$5,000. Mr. Parmer stated he has talked with Mr. Milt Heupel, FAA in Bismarck, about getting the regulators approved as part of Project 3 38 0017 11. Mr. Parmer stated there is no additional money in Project 11 but a project can be amended up to 15% for work that is in the original contract, but we cannot add money and work to a project. He stated we have not even developed a change order for the project yet as we are still in the process of determining exactly what is required. He added that we will have to replace the regulators regardless of where funding comes from. Mr. Parmer explained that some of the regulators in the new vault were moved over from the old vault which is what the FAA wanted done.

Mr. Schon stated by doing that we got an additional seven or eight years use from the regulators and they have now reached their useful life.

Mr. Parmer stated no action by the Airport Authority is required at this time.

Received Updated Report on Security System Project No. 3 38 0017 11:

Mr. Wes Schon, Ulteig Engineers, reported that the contractor has just gotten started on the installation of the new security system so there is not much to report at this time but hopefully he will have more to report at the next meeting.

Received Progress Report on Underground Storage Tank Removal Project Awarded on October 1, 1991:

Mr. Parmer stated that on October 1, 1991, the Airport Authority received bids for the removal of four 10,000 gallon underground storage tanks. He stated the contract was awarded to Master Construction based on their bid of \$21,655.00. The removal of contaminated soil to be transported to the landfill was a separate item based on \$70 per ton. Mr. Parmer stated the State Health Department was advised of the removal and they were present for the excavation.

Mr. Parmer stated that we have now received a final billing from Master Construction for a total of \$68,281.06 broken down as follows:

Base Bid	\$ 21,655.00
Removal of contaminated soil (557.74 tons @ \$70/ton)	39,041.80
Sand Replacement	6,784.26
Removal of fuel oil tank and dispose/backfill	800.00
	<hr/>
	\$ 68,281.06

Mr. Parmer stated the fuel oil tank that was removed was one we were not aware of before this time so that is why it was not included in the original bid.

Mr. Parmer stated that these tanks were registered with the State of North Dakota and that we are eligible for a refund for any portion of this project having to do with the removal of contaminated soil. He stated that the costs associated with the contaminated soil total \$45,826.06 and Airport Authority is responsible for the first \$5,000 and the State will pay 90% of the remaining amount, so we can expect to receive a refund of \$36,743.00.

Mr. Parmer stated that he has requested that the state inspector send a report of the actual amount of soil he directed to be removed.

Received Progress Report on Underground Storage Tank Removal Project Awarded on October 1, 1991: (Continued)

Mrs. Stanton asked how many more underground tanks there are at the airport that still need to be removed.

Mr. Parmer stated there were no more tanks as far as he is aware. He stated he is sure there are probably some underground tanks we don't even know about. He stated any underground tank is the responsibility of whoever placed the tank underground. He stated Northwest Airlines has removed their underground tanks. Aviation Resources has also removed their underground tanks and has gone to above ground tanks.

Mrs. Stanton stated she would like to know who is in charge of see that all of the underground tanks have been removed and there are none that are leaking.

Mr. Parmer stated the Airport Authority was required to provide a list of all tanks to the State and the Fargo Fire Department is responsible for inspections.

In answer to a question from Chairman Williams, Mr. Parmer stated he did see the tanks that were removed and after having been in the ground for 50 years they were in good shape. Any leakage came from the piping and spillage above ground.

Mr. Parmer stated he did not include authorization of payment to Master Construction on the agenda as he did not have the invoice until this morning but that the Airport Authority could approve payment at this time if they so wished.

Mrs. Stanton moved to approve payment to Master Construction, Inc. in the amount of \$68,281.06 for the removal of underground storage tanks and associated concrete ramp removal and replacement.

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Reviewed Future Station Requirements for National Weather Service:

Mr. Parmer stated that in light of the article appearing in The Forum last week he feels the Airport Authority should review what they have done in the past with regard to the National Weather Service's plans to co locate their office and radar site in Mayville. Mr. Parmer stated an alternate plan is to place to radar in Mayville but to leave the office in Fargo. He stated he has an interoffice communication from the National Weather Service indicating the problems they were having with the move to Mayville. He stated he feels the Airport Authority needs to reaffirm its previous position as to what the Airport Authority will do for the National Weather Service. He stated that the Airport Authority has gone on record that it will construct a facility to National Weather Service specifications pending the resolution of a lease arrangement with them. He stated the Airport Authority has had other discussions on building a facility to accommodate the National Weather Service as well as other government agencies such as the FAA Flight Standards District Office and additional office space for the FAA control tower personnel. He stated as far as a size for the building, the National Weather Service has indicated their space requirements are 4,565 sq. ft. but they presently occupy about 2,200 sq. feet in the Eastside Terminal. Mr. Parmer stated his question to the Airport Authority is should we contact representatives of the National Weather Service and indicate to them our interest in trying to come up with a site location and a building to suit their needs as well as other governmental agencies at the airport.

Mrs. Stanton asked if the Airport Authority has made any other proposals to the National Weather Service other than constructing a building.

Reviewed Future Station Requirements for National Weather Service: (continued)

Mr. Parmer stated that any communication the Airport Authority has had with the National Weather Service indicated our interest in working with them on building a facility to their specifications at Hector Airport. We have previously been advised by the National Weather Service that their present location in the Eastside Terminal is not adequate for their expansion needs.

Mr. Cichy asked Mr. Parmer if he has any idea how much space the other agencies would require.

Mr. Parmer stated that the FAA Flight Standards District Office recently expanded their space and now have 2,800 sq. ft. under lease and they also feel they have outgrown their space and will need additional space in the future. He stated he would estimate a building of 10,000 12,000 square feet would accommodate the National Weather Service and FAA offices .

Mrs. Stanton stated she feels the Airport Authority should again make its offer to the National Weather Service again but they should be aware that the facility would also house the other agencies.

Mr. Parmer stated that the decision as far as including the other agencies is down the road yet. He stated that right now we should determine what the National Weather Service intends. As far as a site for the facility he stated he is looking at the area just north of the air traffic control tower. If the Flight Standards District is located in that facility they may require a small taxiway and ramp but that would all be determined at a later time.

Mr. Cichy asked if Mr. Parmer was looking at a two phase project.

Mr. Parmer stated he would like to see the facility completed in one phase.

Chairman Williams asked if there would be any federal funding available for such a facility.

Mr. Parmer indicated funding would not be available for a building. Mr. Parmer stated that at one time the National Weather Service indicated that if the office chose to remain in Fargo the only requirement from the Airport Authority was to provide a site for them to build their own facility.

Mr. Parmer stated he feels the Airport Authority should again write the National Weather Service and arrange for a time to meet with their representatives.

Mr. Hentges stated that part of this process involves a political decision. A building can be built at any location but the National Weather Service needs to know that they can function in Fargo equally as well or better than any other location because that would probably be the determining factor.

Mr. Parmer stated the National Weather Service has determined they can function here and in a communication from one representative of the National Weather Service it was indicated that remaining in Fargo was the favored option. Mr. Parmer stated that getting the signal from the radar site in Mayville to Fargo is another matter. He stated that he does not feel we should get involved in the cost of that service.

Mr. Cichy moved the appropriate letter be drafted and sent to the National Weather Service indicating the Airport Authority's willingness to work with them on a facility.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Mr. Parmer stated we have sent letters to this effect to the National Weather Service previously so they are aware of our intentions, but we just haven't been able to sit down with the appropriate levels of authority to discuss this.

Mrs. Stanton asked Mr. Parmer if he had received a letter from the National Weather Service recently.

Mr. Parmer stated the most recent communication he has seen is a copy of an interoffice communication from the National Weather Service.

Authorized Advertisement for Bids for One 3/4 Ton 4x4 Pickup:

Mr. Parmer requested authorization to advertise for bids for one 3/4 ton 4x4 pickup to replace an older unit.

Mrs. Stanton moved to authorize advertisement for bids for one 3/4 Ton 4x4 Pickup.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Received and Filed Statement of Operations for the Month of August 1991:

Mr. Gallagher moved to receive and file the Statement of Operations for the Month of August 1991.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Adopted Resolution of Appreciation to Retiring Equipment Operator, Mr. Wayne Bjorland:

Mrs. Stanton offered the following resolution and moved its adoption:

WHEREAS, Mr. Burnell W. Bjorland, and employee of the City of Fargo for 37 years, 12 of those years at the airport, has retired from his position as Equipment Operator as of September 30, 1991, and

WHEREAS, Mr. Bjorland has been a valued and dedicated employee of the Municipal Airport Authority and has given unsparingly of his time and energies to meet and exceed the requirements of his assigned duties, and

WHEREAS, Mr. Bjorland, through his untiring devotion and dedication to duty has been a credit to Hector Airport and the Municipal Airport Authority, and

WHEREAS, the Municipal Airport Authority will be without the future services of this dedicated employee, but wish him every joy and success in his retirement.

NOW, THEREFORE BE IT RESOLVED, That the Municipal Airport Authority of the City of Fargo, North Dakota, does hereby publicly thank Mr. Bjorland for his effective work on behalf of Hector Airport and the Municipal Airport Authority.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent records of the proceedings of the Municipal Airport Authority and that a certified copy of said resolution be forwarded to Mr. Burnell W. Bjorland.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the resolution was declared to have been duly passed and adopted.

Authorized Execution of Lease Renewal for FAA Flight Standards District Office:

Mr. Parmer stated he has been working with the FAA Flight Standards District Office on the renewal of their lease. He stated the lease renewal has now been prepared based on \$27,885.00 per year and renewal of the lease must be authorized by the Airport Authority.

Mr. Hentges moved to authorize execution of the lease renewal for the FAA Flight Standards District Office.

Authorized Execution of Lease Renewal for FAA Flight Standards District Office:
(continued)

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Mr. Cichy moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, November 5, 1991, at 10:30 a.m. in the Airport Boardroom.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Time at adjournment was 11:06 a.m.

Fargo, North Dakota

Regular Meeting

Tuesday

November 5, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 5, 1991, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Stanton, Williams

Absent: Cichy

Others: Stewart, Bromenschenkel

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 15, 1991:

Mr. Hentges moved to approve the minutes of the regular meeting of the Municipal Airport Authority held October 15, 1991.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$59,001.68:

Mrs. Stanton moved to approve the airport vouchers totaling \$59,001.68.

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher, Stanton and Williams voted aye.

Absent and not voting: Cichy.

The motion was declared carried.

Approved the Individual Voucher to Edling Electric:

Mrs. Stanton moved to approve the individual voucher in the amount of \$25,663.50 to Edling Electric for Partial Payment No. 1 for access control system and additional signage, AIP Project No. 3 38 0017 11.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Stanton and Williams voted aye.

Absent and not voting: Cichy.

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mrs. Stanton moved to approve the individual voucher in the amount of \$1,363.30 to Ulteig Engineers, Inc. for Partial Payment No. 6 for engineering services for the access control system and additional signage, AIP Project No. 3 38 0017 11.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Stanton and Williams voted aye.

Absent and not voting: Cichy.

The motion was declared carried.

Approved the Individual Voucher to Butler Machinery Co.:

Mrs. Stanton moved to approve the individual voucher in the amount of \$136,923.00 to Butler Machinery Co. for the purchase of one Caterpillar 966F, four wheel drive loader with attachments, AIP Project No. 3 38 0017 10.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Stanton and Williams voted aye.

Absent and not voting: Cichy.

The motion was declared carried.

Approved the Individual Voucher to Midwest Industrial Machinery, Inc.:

Mrs. Stanton moved to approve the individual voucher in the amount of \$121,498.00 to Midwest Industrial Machinery, Inc. for the purchase of one John Deere 644E, four wheel drive loader with attachments, AIP Project No. 3 38 0017 10.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Stanton and Williams voted aye.

Absent and not voting: Cichy.

The motion was declared carried.

Approved the Individual Voucher to Forum Publishing Company:

Mrs. Stanton moved to approve the individual voucher in the amount of \$29.00 to the Forum Publishing Company for the advertisement for bids for the 4x4 pickup.

Second by Mr. Hentges.

On the call of the roll, members Hentges, Gallagher, Stanton and Williams voted aye.

Absent and not voting: Cichy.

The motion was declared carried.

Received and Filed Statement of Operations for the Month of September 1991:

Mr. Gallagher moved to receive and file the Statement of Operations for the Month of September 1991.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Received Bids for the Furnishing of One 3/4 Ton 4x4 Pickup With Extended Cab:

Mr. Parmer stated that we advertised for bids for the furnishing of one 3/4 ton 4x4 pickup with extended cab. Bids were opened and read as follows:

Gateway Chevrolet	\$17,548.99
Hall GMC	\$17,822.00
Selland Pontiac GMC	\$17,332.80
W.W. Wallwork	\$17,901.00

Mrs. Stanton moved the bids be received and referred to the Executive Director for review and recommendation.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Considered Assignment of Lease from Midwest Aviation to Vic's Aircraft Sales:

Mr. Parmer stated that there have been a number of assignments of Midwest Aviation's (Ray Larson) lease over the past years. The most recent assignment was to Spectrum Aviation and that was relinquished in April 1991. Mr. Parmer added that the Airport Authority has received no payment on the lease since that time. He also stated that a condition of the assignment will be that the Airport Authority be paid for this account in arrears (\$700) and Mr. Larson is aware of that. Mr. Parmer stated that Attorney Gary Stewart has been working with Mr. Gelking and Mr. Larson.

Attorney Stewart stated that Mr. Victor Gelking has an agreement with Midwest Aviation to purchase the hangar. Attorney Stewart indicated that part of the agreement is that Mr. Gelking be responsible for the amount owed the Airport Authority. Attorney Stewart stated that the agreement is contingent upon the bankruptcy proceedings and it could take from two weeks to a month or longer for a decision to be made, depending upon interest shown in the property. He stated it is the trustee's responsibility to get the most money for the property.

Mr. Parmer stated that he has been contacted by other people showing interest in the property.

Attorney Stewart stated that the bankruptcy trustee, Mr. Gary Cameron, indicated there was another party that was interested but that fell through.

Mr. Parmer asked if the Airport Authority could take any official action today as they have not received anything from Midwest Aviation.

Attorney Stewart stated that right now the Airport Authority could approve the concept of transferring the lease to Vic's Aircraft Sales.

Mr. Hentges moved the Airport Authority approve in concept the assignment of Midwest Aviation's lease to Vic's Aircraft Sales, to be accomplished within 30 days.

Second by Mrs. Stanton.

Mr. Gelking was recognized and stated that he intends to use the hangar for his aircraft sales business as well as aircraft rental and flight training.

Mr. Hentges asked Mr. Gelking if he anticipated any problems with other tenants.

Mr. Gelking indicated he did not anticipate any conflict with the other tenants.

Mr. Parmer expressed his concern about the Airport Authority being able to take any action when they have not received anything official from the owner of the property. He asked what would happen if Midwest Aviation received an offer from another party.

Mr. Gallagher stated he feels we should notify the bankruptcy trustee that we expect payment of the amount due.

Attorney Stewart stated the bankruptcy trustee is basically in charge of the property. Mr. Gelking is just looking for approval in concept of the assignment of lease. He added that everything depends on the bankruptcy court.

Considered Assignment of Lease from Midwest Aviation to Vic's Aircraft Sales:
(Continued)

Mr. Gelking stated he personally has discussed the matter with the bankruptcy trustee.

Attorney Stewart stated Mr. Gelking is offering to pay 50% down with a balloon payment in one year.

All members present voted aye and the motion was declared carried.

Attorney Stewart stated he and Mr. Parmer will send a letter to the trustee.

Mrs. Stanton stated she would like to see the Airport Authority do whatever they can to expedite the matter.

Authorized Attendance at the AAEE Airport Law Seminar, November 12 13, 1991, Washington, DC:

Mr. Parmer stated that the AAEE is sponsoring an Airport Law Seminar, November 12 13 in Washington, DC.

Attorney Stewart indicated he was not sure he would be able to attend as he has a deposition scheduled for November 13. The only way he would be able to attend is if his schedule changes.

Mrs. Stanton moved Attorney Stewart be authorized to attend the AAEE Airport Law Seminary, November 12 13, 1991, Washington, DC.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Other Business:

Chairman Williams stated the Airport Authority recently authorized work to be done on the trees at the northwest corner of 19th Avenue and Dakota Drive. He stated now that the trees have been trimmed and some removed he would suggest we get an estimate on an eight foot fence to hide the property next to that area. He also suggested some landscaping to draw attention away from the junk in that area.

Mrs. Stanton moved Mr. Parmer be authorized to get a cost estimate on a fence for the area.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Mrs. Stanton moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, November 19, 1991 at 10:30 a.m. in the Airport Boardroom.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Time at adjournment was 10:50 a.m.

Fargo, North Dakota

Regular Meeting

Tuesday

November 19, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Tuesday, November 19, 1991 at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Stanton, Cichy, Williams

Absent: None

Others: Stewart, Bromenschenkel

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held November 5, 1991:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held November 5, 1991.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$43,761.19:

Mr. Hentges moved to approve the airport vouchers totaling \$43,761.19.

Second by Mr. Gallagher.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Fargo Forestry Department:

Mrs. Stanton moved to approve the individual voucher in the amount of \$1,147.00 to the Fargo Forestry Department for Centennial Tree Planting Project on access road.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Tabulation of Bids and Recommendation for Purchase of One 3/4 Ton 4x4 Pickup (Bids received November 5, 1991):

Mr. Parmer read a memorandum dated November 19, to the members of the Airport Authority, stating that bids were received on November 5 for the furnishing of one 3/4 ton 4x4 pickup. The bids were referred to the Executive Director for tabulation review and recommendation. Bids received were as follows:

Gateway Chevrolet	\$17,548.99
Hall GMC	\$17,822.00
Selland Pontiac GMC	\$17,782.80
W.W. Wallwork	\$17,901.00

In reviewing the bid tabulation it was found that Selland Pontiac GMC submitted the low bid of \$17,332.80. After review of the bids it was discovered that Selland's bid did not contain the split seat in front nor did it contain a rear seat. In reviewing the specifications it was determined that the inclusion of rear seating was not clear. The rear seat was included in the other bids received after the bidders called prior to the bid date and verified that rear seating was required. Selland Pontiac GMC asked to amend their original bid, increasing the total cost by \$450. Selland's bid now totals \$17,782.80, leaving Gateway Chevrolet with a net bid of \$17,548.99 as the lowest bid.

It was therefore the Executive Director's recommendation that the Airport Authority award the furnishing of one 3/4 ton 4x4 pickup to Gateway Chevrolet for a net delivered price of \$17,548.99, based on the specifications.

Mr. Gallagher moved to accept the recommendation of the Executive Director and award the bid to Gateway Chevrolet based on their bid of \$17,548.99.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from US Customs Service on Increasing Amount of Airport Authority's Customs Bond:

Mr. Parmer stated he received a communication from the US Customs Service dated November 6, 1991, advising the Airport Authority that its Customs Bond has been determined to be inadequate to ensure compliance with Customs law and regulations. The bond must be replaced with a continuous bond in the minimum amount of \$50,000, or we must file a single transaction bond with each Customs entry. Mr. Parmer indicated that Attorney Stewart had been advised of this and he has already taken care of arrangements for the new bond.

Mrs. Stanton moved to receive and file the communication from the US Customs Service requiring the Customs Bond be increased from \$10,000 to \$50,000.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Received Communication from Corps of Engineers and Authorized Execution of Lease Between US Government and the Municipal Airport Authority (Armory Site):

Mr. Parmer stated he received the proposed lease which allows the government use of 18.75 acres of land in the Airport Industrial Park First Addition (ND National Guard Armory Site). This lease will replace the current land lease between the State of North Dakota and the Municipal Airport Authority. This change was necessitated due to the proposed construction of a new Armed Forces Reserve Center on said site and the use of federal dollars to construct the new center. The term of the new lease begins December 1, 1991 and ends on November 30, 2041, with the option given to the government for an additional 49 year renewal under the same terms. Mr. Parmer stated that the ND Army National Guard has approved this lease but he felt we should have received something from the State asking that this change be made.

Attorney Stewart indicated he would contact Fred Karnick in Bismarck regarding the lease.

Mr. Hentges moved the Airport Authority take the necessary steps to cancel the current lease and enter into a new lease agreement with the Department of the Army.

Second by Mr. Gallagher.

All members present voted aye and the motion was declared carried.

Received Progress Reports on AIP Project No. 3 38 0017 11:

Mr. Joel Kath, Ulteig Engineers, was recognized and stated that the adverse weather has slowed down construction on the project considerably. They are having some trouble getting the data communication line between the general aviation area and the west side. There are some contingency plans in action and if it is physically impossible to get the line in we can still make the system work. The only difference will be that the central computer system will not know what is going on with the gates until the line can be completed in the spring. The contractor's work with the signs on the airfield has been slow due to some extra flights the Guard is flying right now and also due to the weather and a number of diverted flights.

Mr. Parmer stated one of his main concerns is the walk thru gates that have been replaced with turnstile gates already but the turnstiles are not yet operational. He stated he has received several calls from general aviation pilots and aircraft owners that use those walk through gates and now have to use the drive through gate which gives us more vehicle traffic on the general aviation ramp than we want. He stated he would like to see us get those gates operating as soon as possible.

Mr. Wes Schon was recognized and stated that if the contractor cannot finish the project as agreed they are under a penalty of liquidated damages or we can issue a change order for an extension of time. Mr. Schon stated that we have not offered an extension to the contractor nor have they requested one. He stated they will be talking with the contractor immediately following this meeting.

Mr. Parmer stated he has asked Ulteig to initiate a change order to put some type of deterrent above the turnstile gates to eliminate the chance of someone using the turnstile gate as a step ladder to get over the fence. He added that we are making some temporary changes because we are having an FAA security inspection coming up this weekend.

Mr. Schon stated that the new beacon which was also part of this project has been installed. He added that he wanted the Airport Authority to understand that the contractor is out here working on what they are able.

Mr. Parmer asked if they have done any of the inside work that is required with the project.

Received Progress Reports on AIP Project No. 3 38 0017 11: (Continued)

Mr. Kath stated that they wanted to get the outside work completed first. They have taken a look at it and ordered materials that will be needed.

Chairman Williams commented that it seems like we often run into weather problems and we should make sure we bid these projects early enough in the year to avoid that problem.

Mr. Schon stated that this job was bid in July but the way the FAA handles things sometimes it takes 60 days from date of bid to the issuance of the notice to proceed.

Received 1990 Audit Report:

Mr. Parmer stated he received only two copies of the 1990 Audit Report but they were available for anyone who wished to review them. He stated he did receive a copy of a letter from the City with the auditor's recommendations. He stated that he has written a letter to Mr. Mark Thelen responding to those items pertaining to the airport.

Mrs. Stanton asked if we agreed with the auditors' findings.

Mr. Parmer indicated we did not and his letter responded to those items.

With regard to the item addressing late charges, Mr. Bromenschenkel asked if the airport charges a late fee for payments not received by the due date.

Mr. Parmer stated that there is one account that is seriously in arrears and that Attorney Stewart has drafted a letter addressing the interest charges. All other accounts are for the most part are current.

Mrs. Stanton asked why late fees do not apply to all accounts.

Mr. Parmer stated we would have to determine what is late for each account as they are billed differently, such as our crash fire rescue charges which are billed at least a month after the service is received.

Attorney Stewart stated that a definite due date would need to be set for each billing.

Mrs. Stanton stated she feels there needs to be a policy for late charges.

Mr. Parmer stated a policy could be established and that he would get together with Attorney Stewart to formalize the wording.

Mr. Bromenschenkel asked about the auditor's comment on dual accounting. He stated that if the Airport Authority office was hooked into the City's main computer we could get any information we needed.

Mr. Cichy moved the Chairman and Executive Director be authorized to sign the letter of response to Mr. Thelen.

Second by Mr. Gallagher.

Mrs. Stanton asked if the wording concerning a policy on late payment charges would be added to the letter.

Mr. Parmer indicated he would add the wording about a late payment policy to the letter.

All members present voted aye and the motion was declared carried.

Mr. Hentges stated this is probably not the last time we will hear about consolidating the airport's accounting functions with the city auditor's office.

Mr. Parmer stated that when the Airport Authority was formed it chose to pay the City an annual fee to issue our checks, payroll, and keep employee records, but the Airport Authority would maintain control of the finances and accounting procedures.

Received Information on Electronic Message Board:

Mr. Parmer stated that representatives of the Hospitality Committee have been before the Airport Authority on a few occasions presenting the idea of an electronic message board. He stated that when it was presented by the Committee they indicated the cost of the sign would be shared by NDSU and the City of Fargo. He stated the Airport Authority had approved the concept of the sign.

Mr. Parmer stated that he had been contacted by Mr. Mark Thelen last week and he indicated that the City Commission had not approved funding for the sign but felt that this was something the Airport Authority should sponsor, since the sign would be located at the airport. Mr. Parmer indicated the Airport Authority staff would control the messages appearing on the sign.

Mr. Parmer stated the total cost of the sign is \$5,200 and they are looking for the Airport Authority's participation to be \$2,500. Mr. Parmer stated the Airport Authority could either take action on the matter today or have another visit from the Hospitality Committee.

Mrs. Stanton stated she feels it is a nice sign and would enhance the airport.

Chairman Williams agreed it was a nice sign but that is not the arrangement proposed to the Airport Authority in the beginning.

Mr. Hentges stated he felt we should send it back to the Hospitality Committee to work things out with NDSU as the sign is definitely an NDSU sign.

Mr. Parmer stated at one time the Hospitality Committee had considered having the sign sponsored by a financial institution but that would interfere with our contract with the advertising agency. Mr. Parmer stated that during the planning for the construction of the Information Center the Airport Authority had agreed to spend up to \$15,000 and costs fell below that so we could consider any contribution toward the sign to be part of the Information Center.

Chairman Williams stated the Airport Authority specifically asked the Hospitality Committee if the sign would cost the Airport Authority anything and they indicated it would not.

Mr. Parmer stated that Mr. Thelen indicated to him that it was never the intent of NDSU to fund the entire cost of the sign.

Mr. Bromenschenkel stated that when this was presented to the City Commission it was a surprise to them. In talking with Dick Walstad, Cook Sign Co., he stated that when this was presented to Mr. Thelen he indicated it would be "no problem" to get the money. Mr. Bromenschenkel asked if it would be possible for NDSU to pick up more than half the cost.

Mr. Gallagher moved the Airport Authority approve \$1,000 toward the funding of the electronic message board.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Mr. Hentges moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, December 3, 1991, at 10:30 a.m. in the Airport Boardroom.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Time at adjournment was 11:07 a.m.

Fargo, North Dakota

Regular Meeting

Tuesday

December 3, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Tuesday, December 3, 1991, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Stanton, Cichy, Williams

Absent: Gallagher

Others: Stewart, Bromenshenkel

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held November 19, 1991:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held November 19, 1991.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$28,635.62:

Mr. Cichy moved to approve the airport vouchers totaling \$28,635.62.

Second by Mrs. Stanton.

On the call of the roll, members Stanton, Cichy and Williams voted aye.

Absent and not voting: Hentges, Gallagher.

The motion was declared carried.

Approved the Individual Voucher to Edling Electric:

Mrs. Stanton moved to approve the individual voucher in the amount of \$33,786.00 to Edling Electric for electrical work done in connection with the FAA Part 107.14 Security Update Project No., 3 38 0017 11.

Second by Mr. Cichy.

On the call of the roll, members Stanton, Cichy and Williams voted aye.

Absent and not voting: Hentges, Gallagher.

The motion was declared carried.

Reviewed Informal Quotations on Fencing for Area Off Access Road and 19th Avenue North:

Mr. Parmer stated that after the clean up and removal of some of the trees at the corner of 19th Avenue North and the access road the trees look better but now the property at that corner is even more visible and looks worse. Mr. Parmer stated that at the request of the Airport Authority he solicited informal quotations for some fencing in that area. Mr. Parmer stated he received quotations from two fence companies for 225 feet of 8' cedar fencing. Mr. Parmer stated he will not give the specific quotations as we will not be able to do anything until spring since the ground is frozen but both quotes were in the area of \$3,000 \$4,000. He stated the addition of the fencing should improve the appearance of the area.

Chairman Williams stated we might also decide to do some landscaping in the area after the installation of the fencing.

The quotations were received and filed.

Mr. Hentges now present.

Discussed Possibility of Uniform Rental Agreement for Airport Employees:

Mr. Parmer stated he had been approached by the Municipal Airport Authority employees about the airport's possible participation in a uniform. He stated that quotes were received and the lowest bid was \$7 per employee per week and with 12 employees the annual cost would be approximately \$4,500.

Mr. Cichy asked if the cost would be split 50/50 between the airport and the employees and also how other departments in the City handle their uniforms.

Mr. Dobberstein indicated that the Street Department, Central Garage, and Mains and Hydrants pay 100% of the uniform costs.

Mr. Parmer explained that each employee would receive five uniforms (pants and shirts) and the \$7 charge would include cleaning. He stated he feels the Airport Authority should approve this as other departments of the City, as well as other airports, provide uniforms for employees and this would also help to identify the airport employees.

Mr. Bromenshenkel asked if Mr. Parmer had considered purchasing uniforms and the employees being responsible for cleaning them.

Mr. Parmer stated he had not checked into that type of an arrangement.

Mr. Cichy suggested checking into both options (1. outright purchase, 2. cleaning contract) and report the findings at the next meeting.

Mr. Parmer asked how often we would have to purchase uniforms if we went with that type of an arrangement.

Mr. Cichy stated that the contract for cleaning the uniforms would certainly ensure that the uniforms were always clean.

Mrs. Stanton stated she would approve giving the cleaning contract a try for one year and moved that Mr. Parmer be authorized to proceed with the uniform rental contract, as proposed, for one year.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Received Communication from Ulteig Engineers Reviewing Corrective Measures for Concrete Floor in Hangar No. 9 (Flight International Hangar):

Mr. Parmer explained that the Authority had previously been advised by Col. Tom Vierzba, Manager of the National Guard Bureau/Faker Program, of the problem with the floor in the hangar which they lease (Hangar No. 9). He stated the polyurethane coating on the floor is popping off in several areas.

Received Communication from Ulteig Engineers Reviewing Corrective Measures for Concrete Floor in Hangar No. 9 (Flight International Hangar): (Continued)

Mr. Parmer stated the matter was referred to Ulteig Engineers, Inc. and he received a communication from them dated November 15, 1991, which contained their findings and recommendation. Mr. Wes Schon stated in his letter that he concurred with the investigation of Midwest Testing dated December 16, 1988, in which they stated they feel the cause of the blisters and popouts is an alkali silica reaction. This is a chemical reaction that is typical for silica aggregates found in this area as well as aggregate deposits in the Midwest part of the country as a result of glacial action. The alkali comes from the portland cement. The finishing processes performed on the floor of the hangar, although necessary, more than likely aggravated the reaction; specifically, heating the building at relatively high temperatures, steel trowel finish and finally putting the paint on the surface. Typically we do not see this happening on airfield pavements because we do not steel trowel the surface and the surface is not painted.

Ulteig's solutions and recommendations are as follows:

1. Do nothing. Although cosmetically unsightly, the floor is still structurally sound and will perform as designed.
2. Remove the paint by water blasting and prepare it to be repainted. You can either remove the entire paint surface or where it is most severely affected. The popouts should be removed and the floor prepared as recommended by the paint manufacturer. The popouts will be all or partially filled by paint during the repainting.
3. Remove the paint and place a one inch PCC overlay with clean aggregate. Use a white portland cement for reflectivity or repaint with the same paint system.

The solutions are listed in order of expense. Ulteig would recommend removing the paint and repainting the areas most affected and located in the operations area. The work should be done in accordance with the paint manufacturer's recommendations. There is no way of telling whether the process has stopped; however, by this time the worst should be over.

Mr. Schon stated that some of the panels are worse than others but the rest of the floor is not that bad. He stated he would recommend taking out the bad section and replacing it.

Chairman Williams stated it is his experience with this type of material that it will continue to pop out and that we should do nothing to it for a while longer. He asked if it was bothering the tenant other than appearance.

Mr. Parmer indicated that appearance seemed to be the major problem.

Chairman Williams stated he felt it should be turned back to the contractor and that the Airport Authority should not be responsible for corrective action. He suggested that Mr. Schon and Mr. Parmer contact Olaf Anderson & Sons and come to some solution.

Mr. Hentges moved to receive and file the communication from Ulteig Engineers, Inc. and that Mr. Parmer and Mr. Schon contact Olaf Anderson & Sons.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Authorized Execution of Change Order No. 2 for AIP Project No. 3 38 0017 11:

Mr. Parmer stated that Change Order No. 2 to AIP Project No. 3 38 0017 11 has to do with the replacement of the regulators in the electrical vault that have been giving us some problems. He stated the FAA had indicated the current regulators could give us some problems with the new signage. The second part of the change order has to do with the new turnstile gates. The engineers are working on a design for a deterrent above the gates so that they cannot be used as step ladders. He added that a temporary solution has been installed until the permanent addition is in place.

Mr. Parmer stated that the total cost of the change order is \$9,851.00 and the FAA has indicated they would approve this change order.

Mrs. Stanton moved to approve Change Order No. 2 to AIP Project No. 3 38 0017 11, subject to the approval of the FAA.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Authorized Installation of Two Weather Guard Aluminum Low Side Tool Boxes and Hydraulic Tommy Gate on New 3/4 Ton Pickup:

Mr. Parmer stated the 3/4 ton pickup recently purchased by the Airport Authority is going to be used as a service vehicle and will require the addition of two low side tool boxes as well as a hydraulic Tommy Gate. Cost of the tool boxes is \$350 each, plus installation, and the Tommy Gate is \$1,073, plus installation.

Mrs. Stanton moved to authorize the purchase of two tool boxes and one hydraulic Tommy Gate for the airport service vehicle.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Stanton, Cichy and Williams voted aye.

Absent and not voting: Gallagher.

The motion was declared carried.

Adopted Resolution of Sympathy to Clyde Dobberstein Family:

Mr. Cichy offered the following resolution and moved its adoption:

WHEREAS, It is with profound sorrow that the Municipal Airport Authority of the City of Fargo, North Dakota, has learned of the untimely demise of Mr. Clyde Dobberstein, father of Mr. Shawn Dobberstein, Municipal Airport Authority employee.,

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority of the City of Fargo, North Dakota, does hereby express its heartfelt condolences to Mr. Shawn Dobberstein and the Dobberstein family.

BE IT FURTHER RESOLVED, That this Resolution be inscribed upon the permanent records of the proceedings of the Municipal Airport Authority and a certified copy of the herein Resolution be forwarded to the Dobberstein Family.

Second by Mrs. Stanton.

All members present voted aye and the Resolution was declared duly passed and adopted.

OTHER BUSINESS:

Mr. Parmer stated that he had been contacted by a representative of American Airlines and advised that they plan to bring a Fokker 100 to Fargo on December 17 for a public relations visit.

Mr. Hentges moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, December 17, 1991 at 10:30 a.m. in the Airport Boardroom.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Time at adjournment was 11:00 a.m.

Fargo, North Dakota

Regular Meeting

Tuesday

December 17, 1991

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, December 17, 1991 at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as shown following:

Present: Hentges, Gallagher, Stanton, Cichy and Williams

Absent: None

Others: Stewart, Bromenschenkel

Chairman Williams presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held December 3, 1991:

Mr. Gallagher moved to approve the minutes of the regular meeting of the Municipal Airport Authority held December 3, 1991.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Approved Airport Vouchers Totaling \$45,431.33:

Mr. Hentges moved to approve the airport vouchers totaling \$45,431.33.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Individual Voucher to Ulteig Engineers, Inc.:

Mr. Gallagher moved to approve the individual voucher in the amount of \$3,456.78 to Ulteig Engineers, Inc. for payment request for engineering services in connection with AIP Project No. 3 38 0017 11 (FAA Part 107.14 Security Update).

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Individual Voucher to Cass County Treasurer:

Mr. Gallagher moved to approve the individual voucher in the amount of \$11,998.55 to Cass County Treasurer for 1991 special assessments for remaining lots in the Airport First Addition.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Individual Voucher to Fischer Tree Service:

Mr. Gallagher moved to approve the individual voucher in the amount of \$1,740.00 to Fischer Tree Service for clean up and removal of trees at the corner of 19th Avenue North and the airport access road.

Second by Mr. Cichy.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Received and Filed Statement of Operations for the Month of October 1991:

Mr. Hentges moved to receive and file the Statement of Operations for the Month of October 1991.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Reviewed and Approved Updated Airport Layout Plan, Project No. 3 38 0017 09:

Mr. Parmer stated that we have received the finalized Airport Layout Plan from Coffman Associates. The final draft contains only minor adjustments from the previous plan reviewed by the Airport Authority. He added that the Airport Authority must approve the Airport Layout Plan before it is submitted to the FAA.

Mr. Gallagher moved to approve the updated Airport Layout Plan as presented.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Dr. Joe Stanislao, Dean of Engineering, North Dakota State University, Reviewed Aero Manufacturing Engineering Technology (AMET) Program:

Dr. Joe Stanislao, Dean of Engineering, North Dakota State University, was recognized and stated his purpose in appearing before the Airport Authority today was to thank them for their support given to NDSU in their efforts to establish a program for a Bachelor of Science Degree in Aero Manufacturing Engineering Technology (AMET). He stated that as of today they have 84 full time students in the program and three faculty members. He explained that the required applied technical portion of the training for the degree is received at Dakota Aero Tech. He stated that they are in the planning stages for a \$10 million building program which would be funded through the USDA. He stated they have already received a \$200,000 planning grant and that a site visit for the project would be made in January. He stated it is their goal to develop a classic facility which would attract the interest of the industry.

Dr. Joe Stanislao, Dean of Engineering, North Dakota State University, Reviewed Aero Manufacturing Engineering Technology (AMET) Program: (Continued)

He stated that with the efforts of NDSU and Dakota Aero Tech they feel they could develop the most sophisticated aero manufacturing educational program in the country and that they want to move ahead quickly on this and have the new facility operational by 1993.

In answer to a question from Mr. Cichy, Dr. Stanislao stated that in three to four years they anticipate an enrollment of 800 1,000 students in this program.

Dr. Stanislao stated that this program will be unique in several ways, one being that instead of a core of science this program will have a core of vocational training on which to build an academic program. He stated he has already been contacted by Boeing and he will be making a presentation to top management on March 17. He added that if we continue to progress and not compromise we will have a very marketable product in the next few years.

Dr. Stanislao stated he would continue to solicit the support of the Airport Authority as part of the community as well as professionals in the field of aeronautics.

Mr. Parmer asked how Dakota Aero Tech plans to handle that number of students.

Mr. Gordon Person, President of Dakota Aero Tech, was recognized and stated that this matter has been discussed. Right now they are approved for 200 students but if they went to a day/night schedule they would be able to accommodate 400 students. He stated they are looking at constructing a new building in the southeast corner of the general aviation area and this has been proposed to the Airport Authority. He added that some decisions will have to be made by spring. Mr. Person explained that they presently have 130 students enrolled. He stated that Northwest Airlines is currently hiring 40 additional mechanics each month and they anticipate that will increase in the future. Their September graduating class had 47 students and of those students only four are not yet employed and he stated he is not sure those four even applied for employment. He also stated that out of their December graduating class of 20, four students already have secured employment.

Mr. Hentges stated that this could mean other possibilities in the future as well, such as additional industries being established in Fargo. He stated that as far as a new facility on the airport for Dakota Aero Tech, we want to be careful in the planning process so that a new building is not placed in the wrong location on the airport.

Dr. Stanislao stated he would continue to keep the Airport Authority apprised of the progress.

Received Communication from Ulteig Engineers, Inc. on Engineering Services in Connection with AIP Project No. 3 38 0017 11:

Mr. Parmer explained that some items have been added to AIP Project No. 3 38 0017 11 which were not included in the engineering contract with Ulteig Engineers. These items included additional signage and lighting on the runways as well as the replacement of regulators in the electrical vault. Ulteig Engineers has requested the engineering contract be amended to include \$4,843 for these items.

Mr. Hentges moved the engineering contract with Ulteig Engineers for Project No. 3 38 0017 11 be amended as outlined, subject to the approval of the FAA.

Second by Mrs. Stanton.

On the call of the roll, members Hentges, Gallagher, Stanton, Cichy and Williams voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from North Dakota Aeronautics Commission on Distribution of Block Grant Funds:

Mr. Parmer explained that the State of North Dakota initiated the block grant fund for airports a number of years ago and at that time the appropriation was about \$1 million per year. He stated the Aeronautics Commission used the same formula as the FAA for distribution. A provision in the grant program guaranteed that those air carrier airports in the state which boarded less than 20,000 passengers would receive \$25,000. He stated that was no problem when the grant fund was a significant amount but this biennium the fund was only \$170,000 so Fargo was the only airport receiving more than \$25,000. Bismarck, Grand Forks, and Minot all received less than the smaller airports which were guaranteed \$25,000. He stated that he has conveyed his feelings to the Aeronautics Commission that when the State drastically lowered the amount of the grant fund that the \$25,000 minimum to the smaller airports should be adjusted. He does not feel it is fair that those airports are receiving more than the larger airports boarding more passengers and feels the law should be amended.

Mr. Parmer stated he is not sure what the future holds for this particular block grant in the next biennium.

Mr. Cichy moved to receive and file the communication from the North Dakota Aeronautics Commission.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

Received Notice of Pre Application Review Action from Federal Aviation Administration:

Mr. Parmer stated that he has received the Notice of Pre Application Review Action from the Federal Aviation Administration for the Runway 8/26 project. The request was for \$5,574,000 federal participation. He stated it is not likely that there will sufficient money in our enplanement fund so we will attempt to get \$2.5 million from discretionary funding. He stated there is still some disagreement as to the width and length for the first stage development of the runway. He stated that there might be some other items added to this project which would increase the request by \$500,000. This would include some work on the main runway as well as the marking/signing plan. He stated that Milt Heupel indicated these could either be included or submitted as a separate project.

Mr. Parmer stated that for the past few years the Airport Authority has been focusing on development in the Airport Industrial Park but because no clients have been secured the FAA has encouraged us to move ahead with the cross wind runway. He stated he can tell the FAA will lean toward making the Runway 8/26 project a multi year project but he does not like that and would accept that only as a last resort. He stated that we will attempt to figure out how we can qualify for some of the discretionary funding.

Mr. Gallagher stated he thinks it behooves us to apply for funding for as many projects as possible if the President goes ahead with his program to spend some of the money in the various funds.

Received Communication from Federal Aviation Administration on Development of Signing and Marking Plan:

Mr. Parmer stated that we recently received an advisory circular from the Federal Aviation Administration mandating that we develop a signing and marking plan to be included in our Airport Master Plan. In order to accomplish this we must authorize the engineer to proceed with this plan. He asked Mr. Wes Schon, Ulteig Engineers, to explain the need for this as it would be included in the pre application anyway.

Received Communication from Federal Aviation Administration on Development of Signing and Marking Plan: (Continued)

Mr. Schon stated that all Part 139 airports will be required to develop a master sign plan and then implement that plan. This will be much like the Airport Layout Plan and in the future it will probably be an additional part of the Airport Layout Plan. It will be a planning tool the FAA will want to review.

Mr. Parmer stated the preapplication for the Runway 8/26 project must be submitted to the FAA before the end of January and this sign plan goes along with that project so it must be developed by that time.

Mr. Cichy moved the Executive Director be authorized to move ahead with the development of the signing and marking plan to bring us into compliance with the requirements of the Federal Aviation Administration.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Authorized Execution of Lease Between the Municipal Airport Authority and the Federal Aviation Administration on Visual Approach Slope Indicator (VASI) Sites:

Mr. Parmer stated the FAA has requested the Airport Authority execute the leases for their Visual Approach Slope Indicators (VASI) sites for Runway 17/35 and Runway 13. The VASIs are in place but the land lease had never been finalized. These systems are installed and maintained by the FAA.

Mr. Cichy moved to authorize execution of the leases between the Municipal Airport Authority and the Federal Aviation Administration on Visual Approach Slope Indicator (VASI) sites.

Second by Mrs. Stanton.

All members present voted aye and the motion was declared carried.

OTHER BUSINESS:

Mr. Gallagher requested that the Airport Authority authorize he and Chairman Williams to attend the court case against Daytona Aircraft Construction in DeLand, Florida in January.

Attorney Stewart indicated both Mr. Gallagher and Mr. Williams will be needed as witnesses. He indicated we are still waiting for a hearing date.

Mr. Hentges moved the Airport Authority authorize Mr. Gallagher and Mr. Williams to attend the proceedings in DeLand, Florida.

Second by Mr. Cichy.

All members present voted aye and the motion was declared carried.

Mr. Gordon Person, President of Dakota Aero Tech, Inc., was recognized and stated that the tech school in Thief River Falls received one of the surplus airplanes from Northwest Airlines for study purposes. Mr. Person indicated that NDSU/Dakota Aero Tech have been offered a 727 that Northwest Airlines will fly to Fargo, but Northwest

OTHER BUSINESS: (Continued)

requests that we totally strip the aircraft for them (engines, radios, hydraulic system, cockpit windows, etc.). He indicated that if the airplane is totally stripped there will be nothing left for training. He stated they are working on it and they anticipate that within 30 days we will have a 727 on the ramp.

Mrs. Stanton moved to adjourn the regular meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, January 7, 1992 at 10:30 a.m. in the Airport Boardroom.

Second by Mr. Hentges.

All members present voted aye and the motion was declared carried.

Time at adjournment was 11:25 a.m.