

Regular Meeting

Tuesday

January 3, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 3, 1995 at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Gallagher, Williams, Hentges, Cichy

Absent: None

Others: Stewart, Bromenschenkel

Chairman Cichy presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held December 20, 1994:

Mr. Hentges moved to approve the minutes of the regular meeting of the Municipal Airport Authority held December 20, 1994.

Second by Mrs. Stanton.

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

Approved the Airport Vouchers Totalling \$33,792.59:

Mr. Hentges moved to approve the airport vouchers totaling \$33,792.59.

Second by Mr. Gallagher.

On the call of the roll, members Stanton, Gallagher, Williams, Hentges and Cichy voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Rick Electric:

Mr. Hentges moved to approve the individual voucher in the amount of \$540.00 to Rick Electric for Partial Payment Request No. 2 for electrical construction on Weather Modification hangar.

Second by Mr. Williams.

On the call of the roll, members Stanton, Gallagher, Williams, Hentges and Cichy voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Hentges moved to approve the individual voucher in the amount of \$30,150.00 to Northern Improvement Company for Partial Payment Request No. 4 for drainage work in connection with Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 15.

Second by Mr. Williams.

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

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

Approved the Individual Voucher to Forum Publishing Company:

Mr. Hentges moved to approve the individual voucher in the amount of \$50.29 to Forum Publishing Company for advertisement of request for proposals for engineering services.

Second by Mr. Williams.

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

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

Approved the Individual Voucher to Foss Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$858.02 to Foss Associates for Partial Payment Request for architectural services for November 1 through November 30, 1994, for front entrance vestibule study.

Second by Mr. Williams.

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

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

Approved the Individual Voucher to Foss Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$1,119.43 to Foss Associates for Partial Payment Request No. 5 for architectural services in connection with Weather Modification Incorporated hangar.

Second by Mr. Williams.

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

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

Approved the Individual Voucher to Foss Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$1,223.08 to Foss Associates for Partial Payment Request No. 5 for architectural services in connection with the Valley Aviation hangar.

Second by Mr. Williams.

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

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

Mr. Bill Cowman, Foss Associates, Presented Update on General Aviation Construction:

Mr. Bill Cowman, Foss Associates, was recognized and stated he had three change orders to present to the Airport Authority for approval.

Mr. Cowman stated the first item is Change Order G H to Gast Construction for modification of the foundation wall on the Valley Aviation hangar and miscellaneous code modifications. He stated the modification of the foundation wall encompasses an item built in the bidding documents that construction of the wall include a temporary wall system which was going to be the west hangar wall to facilitate a portion of the administration building prior to the construction of the hangar. This would allow the contractor to begin construction of the administration building in advance of the hangar. He stated the contractor now wants the hangar to be the first building constructed before the administration building so the temporary wall construction can be deleted which will result in a savings. He stated the savings impacts both the

Mr. Bill Cowman, Foss Associates, Presented Update on General Aviation Construction:  
(Continued)

hangar portion and the administration portion of the project. He stated the credit back to the hangar part of the work is \$3,170.00 and the miscellaneous quote modifications are those issues that came up as part of the code review, for a net deduct of \$1,923.20.

Mrs. Stanton moved to approve Change Order G 1H in the amount of \$1,923.20 to Gast Construction on the Valley Aviation hangar project.

Second by Mr. Williams.

On the call of the roll, members Stanton, Gallagher, Williams, Hentges and Cichy voted aye. No member being absent or none voting nay the motion was declared carried.

Mr. Cowman explained that Change Order #G 2H also has to do with the Valley

hangar. He stated when we were going through the design process the issue of the automatic sprinkler system became a major issue in terms of cost. He stated the cost was not so much the system itself but the work that would be required upstream and downstream to accommodate the system. He stated this was based on a pre engineered metal building system. He stated because of the high cost we changed the type of construction from a metal panel system to a pre cast concrete panel system. He stated this was done in concert with an extensive review with the local codes people and with Norm Scott, the local fire marshal. He stated there was a substantial savings by doing this and that was built into the bidding process. During the code review, which occurred after the bidding process, a major item surfaced. He stated with the change in the building system there is a paragraph in the code stating that because of the building type and building size (Type B occupancy, 30,000 sf) a stand pipe system is required. He stated the minimum size building for a Type B occupancy is 20,000 s.f. He stated the cost to put in the stand pipe system is \$20,845 for mechanical costs and \$1,590.00 for electrical. He stated this is a requirement and must be done and is relatively small in comparison to what we would have had to spend on an automatic sprinkler system in the area of \$250,000.

Mr. Williams moved to approve Change Order #G 2H in the amount of \$22,435.00 to Gast Construction for the Valley Aviation hangar.

Second by Mrs. Stanton.

On the call of the roll, members Stanton, Gallagher, Williams, Hentges and Cichy voted aye. No member being absent and none voting nay the motion was declared carried.

Mr. Cowman stated Change Order G 4H involves the overhead door on the Weather Modification hangar. Mr. Cowman stated the FAA application review process for the Weather Modification hangar required that we change the hangar door surface material from a metal panel system to a fiberglass system so that it would not interfere with the ground radar system. Mr. Cowman stated at the time it was discussed with the material representative indicated to us it would be a no cost change. The manufacturer has now advised KBW that to change the material on the door on both the inside and outside surfaces of the doors involves 5,000 square feet. The additional cost will be \$11,925.00

Mr. Cowman explained there are two issues that come along with this. The first is that the fiberglass panel has a standard manufacturer's warranty of 10 years. They gave us a quote to use a Tedlar finish, which is a poly vinyl finish applied to the face of the panel extending the life of the panel and also extending the warranty of the panel to 20 years. He stated the cost of the Tedlar finish is \$3,130.00. Mr. Cowman stated the third issue is the type of panel. He stated they received quotes on two brands of panels, Ressolite and Lasco. He stated they like the color of the

Mr. Bill Cowman, Foss Associates, Presented Update on General Aviation Construction:  
(Continued)

Resolite panel system better because it is a lighter, warmer gray. He stated he has reviewed this with Weather Modification and they agree. He stated the difference in cost for the color preferred is \$250. In summary, Change Order G 14 will be \$11,925.00 for the material change on the door, \$3,130.00 for the Tedlar finish, and \$250.00 for the choice of gray color on the panels, for a total of \$15,305.00.

Mrs. Stanton moved to approve Change Order G 4H in the amount of \$15,305 for changes on the overhead doors for the Weather Modification Incorporated hangar.

Second by Mr. Williams.

On the call of the roll, members Stanton, Gallagher, Williams, Hentges and Cichy voted aye. No member being absent and none voting nay the motion was declared carried.

Mr. Cowman presented a brief update on the two building projects. He stated the structural steel for the Valley Aviation building arrived last week and the pre cast panel system. The current schedule is to erect the pre cast panels early next week. He stated we will begin to see some progress above ground.

Mr. Cowman stated they are also seeing progress on the WMI building. KBW Associates is currently constructing the panel system for the administration unit and should be transported to the site this week. The pre engineered building system is here and will also start going up.

Mr. Parmer stated that because Gast Construction was planning to use a 130' crane when erecting the wall system they had to get FAA approval for their procedures. When the FAA received the request for approval it was denied because the hangar had not been approved because it interfered with the tower's line of site to the end of the proposed north/south runway. He stated Mr. Wes Schon, Ulteig Engineers, had done some work in order to get this cleared and the request was again sent through the channels. He stated he still has not heard anything from FAA but they plan to work with the tower on the matter.

Mr. Bill Cowman, Foss Associates, Reviewed Proposals for Vestibule Heating Changes:

Mr. Cowman stated they have been working on a solution for the vestibule problem. He stated they previously presented the Airport Authority with three options: 1) extend the vestibules outward and reorient the doors, 2) extend the vestibules on the inside of the building, 3) install a revolving door system. These options varied from \$100,000 for adding to the vestibule to \$250,000 for the revolving door system. He stated the Airport Authority already had a proposal from a local electrical contractor to install additional electrical heat in the vestibule and it was questionable whether or not this would solve the problem. Mr. Cowman stated he indicated to Mr. Parmer that before going ahead with the additional vestibule heating he would like some time to go back and get a second opinion on an air curtain as a possible solution for the vestibule. Mr. Cowman stated that in doing so we asked a different mechanical engineer to give us a second opinion. He stated the engineer conducting the analysis was Mr. David Obermiller, Obermiller Nelson Engineering. He stated Mr. Obermiller and Mr. Nelson are former employees of Henning Metz Hartford. He stated Mr. Obermiller took the time to come out and go through the building and observe the operations in the building from the front doors to the overhead doors in the back leading to the ramp. He stated Mr. Obermiller's report dated December 7, basically stated that there are a number of daily operational procedures that could be put into place to improve the problem we are experiencing. He stated one of those would involve the airline

Mr. Bill Cowman, Foss Associates, Reviewed Proposals for Vestibule Heating Changes:

counter area and the doors leading back to the operations area. He stated these doors remain open the majority of the time. He stated with that is coupled the operation in the back with the overhead doors being left open for a long period of time. He stated when the back doors are left open and the front vestibule doors are opened this causes a tunnel of airflow. Mr. Obermiller recommends that when there is not a high level of activity behind the airline counters those doors should be closed. He also recommended a second layer of curtain be installed at the baggage carousel area to further restrict airflow through those openings. He also suggested the same type of plastic curtain at each of the overhead doors. He stated along with that Mr. Obermiller suggests installing an air curtain at the main vestibule doors. He stated with the air curtain system there is an downward airflow. Mr. Cowman stated they have taken a preliminary look at whether or not this could be accomplished in this vestibule and there is adequate room above for the system as well as electrical access. He stated with this system you have the option of whether or not to activate the air curtain. He stated the air curtain will not solve the problem 100% but it will substantially improve the situation.

Mr. Cowman stated the cost of the air curtain itself is approximately \$3,500.00 but he is not sure of the cost for installation. He stated if the Airport Authority is interested in this he will get that information and report to the Airport Authority at its next meeting. Mr. Cowman stated they feel there is a combination of things that can be done to improve the situation, installation of the plastic curtains at the openings of the baggage claim and overhead doors in the tug concourse, and installation of the air curtain. He stated this will probably cost the same or less as the installation of the additional heat.

Mrs. Stanton stated she was impressed that someone took a look at the whole building and the air flow. She stated she does not think that has been done before. She stated she feels we should try these suggestions and see where they take us.

Mr. Cowman stated in his discussions with Mr. Parmer they both felt we should start with the installation of the air curtain at the main vestibule doors first and decide later if the system should be installed at the east and west vestibules.

Mr. Williams stated the solution sounds logical to him. He added that he does question the efficiency of the plastic curtains. He stated he feels management should see that the doors to the back are closed.

Mr. Cowman stated it is his understanding that at times when the airline people use the overhead doors there are times they forget to close them.

Mr. Ron Balvitsch, Northwest Airlines, stated any time there is a south wind they shut their doors.

Mr. Williams stated he would like more information and estimates on these recommendations.

Mrs. Stanton moved the Airport Authority direct Foss Associates to proceed with getting further information and costs on recommendations for vestibules.

Second by Mr. Williams.

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

Received Communication from AirVantage Airlines Advising that Frontier Airlines Will Be Ground Handling Their Flights:

Mr. Parmer read a communication from AirVantage advising they will vacate their leased counter space at Hector Airport effective January 1, 1995. Frontier Airlines will be handling their flights beginning January 2.

Mr. Williams moved to receive and file the communication from AirVantage.

Second by Mr. Gallagher.

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

Received Communication from APCOA, Inc. Asking Consideration of Parking Rate Adjustment:

Mr. Parmer stated last year the parking lot lessee, APCOA, Inc., requested some adjustments in the rates in the long and short term lots. He stated we approved some of their adjustments but the adjustment we denied was increasing the rate to 75 cents per half hour in the short term lot. Mr. Parmer stated APCOA's current rates and proposed rates are as follows:

PRESENT RATES

Long Term	Short Term
0 1/2 hr.....50	0 1/2 hour.....50
Each addl hr.....50	Each add 1/2 hr.....50
Daily Max.....4.50	Daily Max.....7.50

PROPOSED RATES

0 1 hr.....1.00	Each 1/2 hr.....75
Each addl hr.....50	Daily Max.....7.50
Daily Max.....4.50	

Mr. Parmer stated APCOA indicates the estimated increase in revenue in short term would be approximately \$60,000 and only \$3,000 in long term. APCOA also gave a list of other cities in the region with basically the same rates (Duluth, Sioux Falls, Bismarck).

Mr. Hentges stated the parking lot is a tremendous income generator for the Airport Authority. He stated if the proposed rates are fair then we should go ahead with it, but if they are not fair or even borderline then maybe we should look at this more carefully. He stated if APCOA is not making enough to meet their expenses and our percentage is too high then we should know that.

Mr. Parmer stated he does not think the Airport Authority should adjust any percentage paid to APCOA.

Mr. Hentges stated if APCOA has justifiable expenses and if we are getting close to prohibitive costs for parking we may need to look at this further. Mr. Hentges stated if APCOA is asking for more money in order to cover their operating costs and we are hesitant to raise parking fees because they are getting too high we should give careful consideration.

Mr. Williams stated he feels these rates are reasonable.

Chairman Cichy asked if APCOA has complained about their revenue arrangement with the Airport Authority.

Mrs. Stanton stated if APCOA was not happy with the arrangement they would have said something.

Mr. Williams moved to approve the request of APCOA, Inc. to adjust the parking rates in the long and short term lots as outlined.

Second by Mrs. Stanton.

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

Received Proposals from Engineering Firms Concerning Future Airport Improvement Projects and Set Date for Interviews:

Mr. Parmer stated we advertised a request for engineering proposals for projects completed over the next three year time frame. Mr. Parmer stated the FAA approves this method of hiring engineers and even encourages airports to go with five year periods.

Received Proposals from Engineering Firms Concerning Future Airport Improvement Projects and Set Date for Interviews: (Continued)

Mr. Parmer stated we received proposals from four local engineering firms and the Airport Authority now needs to set a date for interviews. He added we will need a full board for the decision making process.

Mr. Hentges suggested that the interviews be held on the same day as a regular Authority meeting.

After discussion of possible meeting dates for interviews it was tentatively set for 9:00 a.m. on Tuesday, March 7, 1995, with the regular meeting time changed to 11:00 a.m.

Authorized Publishing of Request for Proposals from Car Rental Agencies:

Mr. Parmer stated he has visited with representatives at other airports who have taken requests for proposals for the car rental agencies. He stated this is not an actual bid proposition but taking proposals from any firms interested in operating a car rental agency at the airport and it will be the Airport Authority's decision as to who they will accept. Mr. Parmer stated today he received a draft copy of the request for proposals from Attorney Stewart but has not had a chance to thoroughly review it. He stated one change that is quite evident is the increase of the minimum guarantee to the Airport Authority from \$10,000 to \$40,000.

Attorney Stewart stated in the request for proposals we had included a requirement that cars be no older than two model years. He indicated he does not know the industry standard. The proposals will also include minimum insurance requirements.

Mr. Benie Ness, Avis Rent a Car, was recognized and stated the industry standard is two model years, which means the car is three years old and a rental unit can accumulate up to 30,000 miles a year. He stated if the Airport Authority is concerned about the quality of service the model years should be a factor.

Mr. Mark Hovde, Hertz Rent a Car, was recognized and stated the automobile manufacturers are reducing the number of cars being offered to car rental agencies on buy back programs and this will result in the car mileage on rental cars going up. He stated he does not feel mileage or model year should be a consideration in the more expensive, specialty vehicles such as 12 15 passenger vans. He stated not all of the car rental agencies offer these types of vehicles and they need the leeway in their lease to be able to keep these vehicles longer than two model years.

Attorney Stewart stated the requirement could specify two model years except for specialty vehicles such as vans.

Mr. Parmer stated he would like the Airport Authority to give he and Mr. Stewart authorization to make any changes needed in the request for proposals before it is finalized.

Mrs. Stanton moved to receive and file the Request for Proposals for car rental agencies drafted by Attorney Stewart and that the Executive Director and Attorney review the request and make any changes necessary for final review at the next meeting.

Second by Mr. Hentges.

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

Mr. Hentges now absent.

Considered Lease Renewals for Restaurant/Lounge and Giftshop:

Mr. Parmer stated we have not drafted the new leases for the restaurant/lounge and the giftshop.

Attorney Stewart stated the giftshop owner has indicated an interest in renewing their lease and since there have been no other inquiries he recommended renewing the lease with the same terms.

Mr. Gallagher moved to renew the lease with Linda Foyen dba Airport Giftshop for five years on the same terms as the existing lease.

Second by Mr. Williams.

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

Chairman Cichy stated the Airport Authority members have been discussing the renewal of the lease with Mr. Haug both collectively and individually. Chairman Cichy stated the Barnstormer has been experiencing some problems lately with the loss of United and American and the catering services for those airlines. He stated we all know that a restaurant is important to an airport of this size. He stated not only have we lost major carriers but with the change in boarding procedures with some passengers boarding on the lower level the patronage of the restaurant is not as great as it once was so possibly some modifications in the lease are in order.

Mr. Williams stated he, Mr. Parmer and Chairman Cichy visited with Mr. Haug this morning and the three of them came to the conclusion that the right thing to do at this time is to make some modifications in the Barnstormer's lease.

Mr. Williams moved the Airport Authority, effective immediately, take over the maintenance of the restaurant/lounge, which is currently \$14,000 \$16,000 annually, and reduce the rent to two percent (2%) of gross and review this on an annual basis.

Second by Mrs. Stanton.

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

Reviewed Current Airport Improvement Projects:

Mr. Parmer stated we received a report from Mr. Cowman on the progress of the building projects in the general aviation area. He stated there are no further updates at this time as far as other improvement projects but this will continue to be an item on the agendas to keep the Airport Authority apprised of progress.

Mr. Williams moved to adjourn the meeting of the Municipal Airport Authority until the annual meeting to be held Tuesday, January 17, 1995, 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 11:23 a.m.



Annual Meeting

Tuesday

January 17, 1995

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 17, 1995, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Gallagher, Hentges, Cichy

Absent: Williams

Others: Stewart, Bromenschenkel

Chairman Cichy presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held January 3, 1995:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held January 3, 1995.

Second by Mr. Gallagher.

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

Approved the Airport Vouchers Totaling \$49,879.70:

Mrs. Stanton moved to approve the airport vouchers totaling \$49,879.70.

Second by Mr. Hentges.

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

Absent and not voting: Williams

The motion was declared carried.

Approved the Individual Voucher to Gast Construction:

Mr. Hentges moved to approve the individual voucher in the amount of \$21,510.00 to Gast Construction for Partial Payment Request No. 4 for general construction of Weather Modification Incorporated hangar.

Second by Mr. Gallagher.

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

Absent and not voting: Williams

The motion was declared carried.

Approved the Individual Voucher to KBW Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$12,833.70 to KBW Associates for Partial Payment Request No. 3 for general construction of the Weather Modification Incorporated hangar. Second by Mr. Gallagher.

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

Absent and not voting: Williams

The motion was declared carried.

Approved the Individual Voucher to Manning Mechanical:

Mr. Hentges moved to approve the individual voucher in the amount of \$2,088.00 to Manning Mechanical for Partial Payment Request No. 4 for mechanical construction of Weather Modification Incorporated hangar.

Second by Mr. Gallagher.

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

Absent and not voting: Williams

The motion was declared carried.

Approved the Individual Voucher to F M Asphalt, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$5,609.48 to F M Asphalt, Inc. for Partial Payment Request #4 (Final) for paving of viewing park.

Second by Mr. Gallagher.

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

Absent and not voting: Williams

The motion was declared carried.

Approved the Individual Voucher to Midwest Testing:

Mr. Hentges moved to approve the individual voucher in the amount of \$2,638.00 to Midwest Testing for soils investigation for the Aircraft Parking Apron, Taxiway and Access Road project No. 3 38 0017 15.

Second by Mr. Gallagher.

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

Absent and not voting: Williams

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$447.83 to Foss Associates for payment for consulting services on front entrance vestibule study. Second by Mr. Gallagher.

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

Absent and not voting: Williams

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$2,772.71 to Ulteig Engineers, Inc. for Partial Payment Request (Final) for engineering services to close the Runway 8/26 Project No. 3 38 0017 13.

Second by Mr. Gallagher.

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

Absent and not voting: Williams

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$5,116.76 to Ulteig Engineers, Inc. for Partial Payment Request for engineering services in connection with Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 15.

Second by Mr. Gallagher.

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

Absent and not voting: Williams

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$2,416.55 to Ulteig Engineers, Inc. for Payment Request for engineering services in connection with the Northeast General Aviation Area Water and Sewer Project.

Second by Mr. Gallagher.

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

Absent and not voting: Williams

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Hentges moved to approve the individual voucher in the amount of \$12,753.00 to Northern Improvement Company for Partial Payment Request No. 15 for construction in connection with Aircraft Parking Apron, Taxiways, and Access Road Project No. 3 38 0017 15.

Second by Mr. Gallagher.

On the call of the roll, members Stanton, Gallagher, Hentges and Cichy 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 1994:

Mrs. Stanton moved to receive and file the Statement of Operations for the Month of November 1994.

Second by Mr. Gallagher.

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

Reviewed Roadway and Parking Plans for Northeast General Aviation Area:

Mr. Parmer stated the roadways and parking areas are part of the development in the northeast general aviation area but were neither designed nor bid because we were not sure of the layout. He stated Mr. Wes Schon, Ulteig Engineers, has some comments on his recommendation for the area.

Mr. Wes Schon, Ulteig Engineers, was recognized and stated their estimate for the Weather Modification Incorporated area for a lime treated subgrade with a five inch bituminous pavement for the roadway and parking lot area is in the neighborhood of \$54,000. Included in that amount will be the necessary storm sewer connections for the drainage from the building roof and approximately \$10,000 for lighting.

Mr. Schon stated the Aviation Resources, Ltd. parking area is larger but basically the same items included and has been estimated to cost \$72,000.

Reviewed Roadway and Parking Plans for Northeast General Aviation Area: (Continued)

Mr. Schon stated the total for both parking lots is estimated to be \$126,390.

Mr. Parmer stated the access road is part of the apron project.

Mr. Hentges asked if our leases cover the cost of the parking lots.

Attorney Stewart stated a supplemental agreement would have to be added to the leases.

Mr. Hentges stated he wanted to make sure the tenants are included in the discussion. He added he wants to make sure we do it right.

Mr. Schon stated he has budgeted money for sodding, seeding and things of that nature. He stated he does not know how much sodding is planned for either facility and he does not know if either facility plans for underground sprinkler systems.

Dr. Hamilton was recognized and stated their plans include an underground irrigation system.

Mr. Hentges stated the Airport Authority encourages and supports landscaping. He stated he does not know that we will ever get to a situation such as Grand Forks where they require a certain amount of landscaping for each commercial project so it is not all steel and asphalt but there should be some landscaping not only for aesthetics but for environmental reasons.

Mr. Schon stated he does not have anything budgeted for trees in this estimate.

Mr. Parmer asked Attorney Stewart if the Airport Authority can issue a change order to the existing contract with Northern Improvement or if this would have to be bid separately.

Attorney Stewart stated he would look into that possibility and get back to Mr. Parmer.

Discussed Possible Sites for Fuel Farm:

Mr. Parmer stated the matter of a site for a fuel farm in the northeast general aviation area is a matter the Airport Authority has discussed but we have not made any decisions. Mr. Parmer stated that Coffman Associates had designated a site on our master plan update and after extensive review he and Mr. Schon have different location in mind. Mr. Parmer stated that talking about a site for a fuel farm is one thing, who is going to build it and pay for it is another. Mr. Parmer stated that Ulteig Engineers was involved in the construction of a fuel facility in Grand Forks and Mr. Schon has some figures from their project. He stated he does not know how the facility in Grand Forks was financed but with the two phases of the project they have invested about \$1 million. He added that the facility in Grand Forks includes the tank facilities for Northwest Airlines.

Mr. Schon stated the Grand Forks airport built a fuel farm with secondary storage with concrete walls and within that are a number of tanks. He stated the first phase of the project cost \$750,000 which provided 100,000 gallons of storage for jet fuel, avgas, automobile gas and diesel. He stated the second phase will provide two or three more 20,000 gallon tanks. They have put all of their fuel in one area and provided a road system to the area.

Mr. Schon stated there are always aircraft owners who want to fuel their own aircraft. He stated it is possible, with the site they have in mind, for both a landside and airside accessibility so we don't have to have fuel trucks delivering fuel driving on aprons and taxiways. He stated he does not think at this time we would need 120,000 gallons of storage. Mr. Schon asked Dr. Hamilton how many tanks they presently have.

Dr. Hamilton stated they have one 23,000 gallon tank and two 12,000 gallon tanks and that is adequate for their needs at this time.

Mr. Hentges asked if any of this project would be eligible for AIP funding.

Mr. Schon stated the fueling mechanisms themselves would not be eligible for AIP funding but the FAA probably would participate in roadways and apron area.

## Discussed Possible Sites for Fuel Farm: (Continued)

Mr. Hentges stated the law requires that we permit general aviation aircraft owners to self fuel their aircraft but we do have the right to control where it is done and he feels we should do some serious planning as to how this should be handled.

Dr. Hamilton stated he would hope the Airport Authority would provide an area where self fuelers could have their tanks but he would also hope that the Airport Authority would not supplement payment for putting in these tanks as that is private enterprise. He stated Aviation Resources has made an investment in the present general aviation area and it is expensive so they would not want to see the Airport Authority provide something in the new general aviation area for someone else.

Mr. Schon stated we do not want to get into a lot of duplication. For example, where you offload trucks you are supposed to have a secondary containment system in place that could handle the largest amount of fuel that could be spilled. That type of a system is expensive to build and you would not want to duplicate that process in another area.

Dr. Hamilton stated another question is whether or not these tanks will be above ground or below ground.

Mr. Schon stated there are a lot of issues with this type of project, including environmental concerns and fire codes.

Mrs. Stanton asked if the EPA favors one type of tank over another.

Mr. Schon stated he would not say the EPA really favors one over the other but there were some problems with tanks that corroded and leaked but the industry has responded and developed tank systems that when properly installed will have 50 years of life or more.

Mr. Hentges stated it would seem that it would make more economic sense for a private operator to buy from an established FBO. He stated we need to be fair yet have ample restrictions.

Chairman Cichy asked Mr. Parmer for a projected date for operation of this fuel farm.

Mr. Parmer stated that WMI will probably want a fuel supply as soon as they locate there.

Chairman Cichy directed that planning on the matter continue and that the FBOs be included in the discussion.

## Discussed De Icing Procedures:

Mr. Parmer stated we have had a great deal of problems with the aircraft de icing procedure this year. He stated the problems could be due to the new requirements the airlines must follow and also our lack of snow this year as the de icing fluid is deposited on the ramp and then carried into the building. Mr. Parmer stated we have had the NDANG fire department over here on a couple of occasions to flush the ramp and that can be done only when weather conditions are right.

Mr. Parmer stated we have had meetings with the airline managers and have tried various methods to resolve the problem but have not been successful. Mr. Parmer stated he hopes it will not come to the point of eliminating de icing on the ramp area near the building as this would cause operational problems for the airlines. He stated one possible solution would be for the airlines to perform the de icing procedure on the north portion of the ramp so the de icing fluid is not deposited in the traffic pattern into the building. He stated right now United Express is de icing right near the entrance to the building.

Mr. Ron Balvitsch, Northwest Airlines, stated as soon as the snow comes the snow plows move the material away. Mr. Balvitsch stated the FAA rules on de icing have gotten so stringent that they are de icing a lot more often than they used to. Mr. Balvitsch stated the FAA requires that ten minutes after de icing the aircraft must be at the end of the runway and ready to take off. He stated what they had tried in the

## Discussed De Icing Procedures: (Continued)

past to accomplish de icing and also leave on time is to waiting until the very last minute to de ice but that often resulted in taking delays. They also tried waiting to de ice until after the airplane has left the gate but if the aircraft moves ahead and then shuts the engines down that is considered a return to the gate.

Mrs. Stanton asked how long the de icing lasts.

Mr. Balvitsch stated they used to have to de ice only when the temperature was at 32 and the dew point was at 32 and you had some icing conditions, or during a snow storm. He stated with the new regulations they start de icing in October and go through April. He stated they de ice every day and it is a very costly procedure. Mr. Balvitsch stated they used to use ethylene glycol but they have now changed to a biodegradable propylene which is greasier and causes more problems for the people working with it. He stated the situation was so bad one day that his employees could not even stand up on the ramp and that is when the fire department hosed the ramp. He added it is also causing problems for the janitors in the building.

Mr. Steve Dahl, United Express, stated they de ice their aircraft away from the building when they are able to but there are times when it has to be done near the gate. He added that if they are going to be required to de ice away from the gate then the other airlines should be required to do the same.

Chairman Cichy directed the Executive Director and airline managers to continue on the matter and work out a suitable solution.

## Received Passenger Boarding Report for 1994:

Mr. Parmer distributed a passenger boarding report for 1994 and commented that we saw a slight increase over 1993. Total boardings in 1994 were 212,663 compared to 211,989 in 1993 for a .3% increase.

## Reconsidered Date for Engineering Selection Interviews:

Mr. Parmer stated at the last meeting the Airport Authority had tentatively set a the date for engineering interviews for the same day as our first meeting in March, March 7. He stated we have now learned that we will not have a full board available on that date.

Mr. Parmer stated the FAA in the past has required the full board be present for interviews but he is not sure that is still a requirement but regardless of that he feels it is best if we have a full board.

After further discussion of possible dates, it was decided that the interviews will be scheduled for either January 30 or January 31, if Mr. Williams is able to be present.

(After contacting Mr. Williams the date was set for Monday, January 30, 1995 at 9:00 a.m.)

## Received Communication Requesting Letters of Support on Northwest Airlines' Application to Provide Daily Service from Minneapolis to Vancouver, Montreal and Toronto:

Mr. Parmer stated he received a telephone call from Mr. Harold Anderson, an attorney in Bismarck who represents Northwest Airlines in the legislature. Mr. Parmer stated Mr. Anderson sent him a copy of a letter from Northwest Airlines requesting letters of support from various government entities on Northwest's application to serve Toronto, Vancouver, and Montreal from Minneapolis.

Mr. Ron Balvitsch, Northwest Airlines, stated there is a new "Open Skies" agreement between the United States and Canada, which will allow Northwest to serve any city in Canada. He stated these are the three cities Northwest wants to serve and they are requesting letters of support.

Received Communication Requesting Letters of Support on Northwest Airlines' Application to Provide Daily Service from Minneapolis to Vancouver, Montreal and Toronto: (Continued)

Mrs. Stanton moved to authorize the Executive Director to send a letter to the Department of Transportation on behalf of the Airport Authority strongly supporting the application by Northwest Airlines to serve Vancouver, Montreal and Toronto.

Second by Mr. Gallagher.

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

Reviewed Status of Current Airport Improvement Projects:

Mr. Bill Cowman, Foss Associates, was recognized and stated he has three projects to review today, the building projects for Weather Modification Incorporated and Valley Aviation, and the Westside Terminal vestibules.

Mr. Cowman stated with regard to the Valley Aviation project the pre cast panel installation started last Monday. They had only about ten hours they were able to work last week and the rest of the time they were shut down because of weather. He stated they have a temporary construction permit to operate the 130' crane and the actual permit is in process at the FAA in Chicago. He stated he talked to Don Driscoll, FAA Fargo Tower Chief, and he is pushing to get the permit approved for us in the shortest period of time. He stated we thought we were close on Friday but the permit needed one other person's approval. Mr. Cowman stated that when the airport is under IFR conditions they are required to take down the crane. They have started on the southwest corner of the hangar. The idea is to get the panels installed along the west wall, which is the parting wall between the hangar and the two story administration building. Once those panels are in place it is anticipated there will be a second crane on site and they will begin to simultaneously erect the steel for the two story administrative unit while the balance of the panels are being erected for the hangar. Along with the hangar installation is the structural steel for the roof support and all of that material is on site. It is now a matter of getting a break in the weather so we can make some progress. Mr. Cowman stated once the permit is issued it will give them more opportunity for longer operations and they would not be shut down during conditions like we had last week.

Mr. Cowman stated the wood frame wall systems for the WMI building are all up, including the total administrative unit. He stated they expect the wood truss system to be on site this week and weather permitting those wood roof trusses will be installed and will begin to work towards getting the administrative unit buttoned up.

Mr. Cowman stated in light of the situation with the Valley Aviation project in terms of crane heights, he has been in close contact with KBW and in talking with their lead person yesterday he indicated the tallest crane they expect to have on the site is 40 feet.

Mr. Cowman commented on the vestibule project. They have worked with the consulting mechanical/electrical engineers to put some pricing together on the air curtains for the center vestibule. He stated the cost of two units for the center vestibule, 19 kw units with 65,000 btus, would be \$6,000 installed, exclusive of the electrical costs. Mr. Cowman stated the estimated electrical costs to get the power at that location to operate the two units would be \$10,500. He added his estimate to install two air curtain units in the center vestibule would be \$16,500 to \$20,000. He added that he recalls the estimate just to put in additional heat in the vestibules was \$15,000.

Mr. Cowman stated the control for the air curtain would be a combination of thermostat control as well as manual control. The engineers thought a manual switch would be good for the operators of the building to be able to make the judgement as to when the system should be operational.

Reviewed Status of Current Airport Improvement Projects: (Continued)

Mr. Cowman stated another recommendation by the mechanical engineer as a result of his study was to install strip doors at the incoming and outgoing tug concourse doors. He stated their estimate to install strip doors at these two locations in the back is \$2,800 to \$3,200. Mr. Cowman stated these strip doors would be permanently installed and the person/vehicle exiting or entering the building would have to go through the strips. He stated there is also an option of having a pneumatic operator tied in with the overhead doors but the cost for that would be higher.

Chairman Cichy stated they have been using the strip doors at GPK products for 15 years and they have worked fine.

Mr. Cowman stated the majority of strip doors used are the permanently installed systems.

Mr. Cowman added that the air curtains in the vestibules will dramatically help to reduce the entry of air into the building but will not solve the problem 100%. He added that if this does not solve the problem a second set of air curtains could be installed and the second installation would not require additional electrical work because the electrical supply for the first set of air curtains will be adequate.

Elected Mr. Paul Gallagher Chairman of the Municipal Airport Authority for Calendar Year 1995, As Per Bylaws:

Mrs. Stanton moved to elect Mr. Gallagher Chairman of the Municipal Airport Authority for calendar year 1995, as per bylaws.

Second by Mr. Hentges.

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

Elected Mr. Tom Williams Vice Chairman of the Municipal Airport Authority for Calendar Year 1995, As Per Bylaws:

Mrs. Stanton moved to elect Mr. Tom Williams Vice Chairman of the Municipal Airport Authority for calendar year 1995, as per bylaws.

Second by Mr. Hentges.

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

Adopted Resolution of Appreciation to Outgoing Chairman, S.F. Cichy:

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

WHEREAS, Mr. S.F. "Sid" Cichy 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. Cichy's chairmanship the Municipal Airport Authority moved steadily and successfully forward in improving the aviation facilities at Hector International Airport, and

WHEREAS, Mr. Cichy 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. S.F. Cichy 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. Cichy.

Second by Mrs. Stanton.

All members present voted aye and the resolution was declared to have been duly passed and adopted.



Mr. Hentges moved to adjourn the Annual Meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, February 7, 1995, 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 11:29 a.m.

Regular Meeting

Tuesday

February 7, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 7, 1995, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Williams, Hentges, Gallagher

Absent: Cichy

Others: Stewart, Bromenschenkel, MacLeod

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held January 17, 1995:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held January 17, 1995.

Second by Mr. Williams.

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

Approved the Airport Vouchers Totaling \$39,987.02:

Mr. Williams moved to approve the airport vouchers totaling \$39,987.02.

Second by Mrs. Stanton.

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

Absent and not voting: Hentges, Cichy

The motion was declared carried.

Mr. Hentges now present.

Approved the Individual Voucher to Gast Construction:

Mrs. Stanton moved to approve the individual voucher in the amount of \$448,655.00 to Gast Construction for Partial Payment Request No. 5 for construction of Valley Aviation hangar.

Second by Mr. Williams.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to CB & Sons Electric:

Mrs. Stanton moved to approve the individual voucher in the amount of \$10,980.00 to CB & Sons Electric for Partial Payment Request No. 2 for electrical construction of the Valley Aviation hangar.

Second by Mr. Williams.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to KBW Associates:

Mrs. Stanton moved to approve the individual voucher in the amount of \$11,592.30 to KBW Associates for Partial Payment Request No. 4 for construction of WMI Hangar.

Second by Mr. Williams.

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

Absent and not voting: Cichy.

The motion was declared carried.

Approved the Individual Voucher to Manning Mechanical:

Mrs. Stanton moved to approve the individual voucher in the amount of \$19,291.50 to Manning Mechanical for Partial Payment Request No. 5 for mechanical construction of WMI hangar.

Second by Mr. Williams.

On the call of the roll, members Stanton, Williams, Hentges and Gallagher 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 \$1,827.95 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with water and sewer project in the northeast general aviation area.

Second by Mr. Williams.

On the call of the roll, members Stanton, Williams, Hentges and Gallagher 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 \$4,056.90 to Ulteig Engineers, Inc. for Partial Payment Request for engineering services in connection with the Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 15.

Second by Mr. Williams.

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

Absent and not voting: Cichy

The motion was declared carried.

Renee Noehre, Barnstormer Manager, Presented Request for Recarpeting Restaurant:

Mrs. Renee Noehre, manager of The Barnstormer, was recognized and stated they have obtained informal proposals from different flooring firms as follows:

Cole Paper	\$14,710.00
Carpet World	\$ 7,287.65 and \$13,910.10
Weivoda Carpet	\$ 9,546.50 and \$10,611.50
Interiors by France	\$18,063.00 and \$19,860.00

Mrs. Noehre stated they would have preferred to get the same type of carpet as they presently have but it was not longer available. She stated their first choice is the carpet proposed by Interiors by France.

Mr. Pete Haug was recognized and stated they prefer the Interiors by France carpet because of the appearance, not necessarily the durability. They feel it will improve the overall look of the restaurant.

Mr. Williams moved the Airport Authority approve the Barnstormer's request for the installation of carpet proposed by Interiors by France.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

Received Communication from Valley Aviation Concerning Signage on the New Hangar:

Mr. Parmer stated he received a communication from Valley Aviation which included two diagrams for possible signage on the new hangar building. He recommended the Airport Authority approve this request.

After review of the proposed signage, Mr. Hentges moved the Airport Authority accept the recommendation of the Executive Director and approve the request from Valley Aviation for signage on the hangar building.

Second by Mr. Williams.

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

Absent and not voting: Cichy

The motion was declared carried.

Received Communication from Smarte Carte, Inc. With Proposal for Baggage Cart Service at Hector Airport:

Mr. Parmer stated in response to discussion on the possibility of a baggage cart system at a recent meeting he checked with Smarte Carte, Inc. regarding the possibility of operating a cart system here. Mr. Parmer stated in the past it has been Smarte Carte's policy to require a minimum amount of revenue each month. Mr. Parmer stated they now have another plan available under which we would receive no commission on the first \$300 each month for the first five years but 10% commission on gross proceeds over \$300 per month. The second five years of the agreement the airport will be paid 10% commission on all gross proceeds. Mr. Parmer stated this basically provides Smarte Carte the space and they take care of the system.

Mr. Parmer stated the recommended rental price is \$1.50 with the installation of their most advanced cart management unit, which provides change for bills and coins. Mr. Parmer stated Attorney Stewart has not yet had a chance to review the agreement.

Received Communication from Smarte Carte, Inc. With Proposal for Baggage Cart Service at Hector Airport: (Continued)

Mr. Hentges moved to accept the proposal from Smarte Carte, Inc. and enter into an agreement with them to provide a baggage cart system, subject to the approval of the agreement by Attorney Stewart.

Second by Mrs. Stanton.

Mr. Williams asked where the system would be placed.

Mr. Parmer stated someone from Smarte Carte will be here to review the site but had suggested it be placed in the baggage claim area.

Received Amended Report on Parking Lot Plan for Northeast General Aviation Area and Received Communication from Airport Authority Attorney Stewart:

Mr. Parmer stated that at the last meeting the Airport Authority discussed the plans for the parking lot for the northeast general aviation area. He stated since that report there was a request from Valley Aviation for some additional parking.

Mr. Parmer stated the Airport Authority also asked Attorney Stewart to check into whether or not the parking lot could be added to the existing contract with Northern Improvement by change order or if it would have to be bid separately. Mr. Parmer stated Attorney Stewart reviewed the matter and it is his opinion that the Airport Authority should bid this job as a separate improvement connected with the public building and since the amount of the project is more than an incidental addition a separate written bid should be solicited.

Mr. Wes Schon, Ulteig Engineers, was recognized and stated since the last meeting Dr. Hamilton, Valley Aviation, has requested some additional parking with a roadway tied into the back of the building. He stated with these changes the Valley parking lot will cost approximately \$108,500 and the WMI portion \$54,000.

Mr. Schon stated upon approval of the plans by the Airport Authority he would like authorization to advertise for bids with the bid opening to be the second meeting in March.

Mr. Parmer asked Mr. Schon if he had talked with Mrs. Irene Porter, FAA Bismarck office, regarding any FAA participation.

Mr. Schon stated he talked to Mrs. Porter again and she has indicated their obligation ends where the leased property begins. Mr. Schon stated Mr. Parmer could certainly visit with her again but he does not feel they will participate in any of the interior improvements.

Mr. Parmer stated he realizes the parking lot itself would not be eligible but the public must be provided with a way to get to these facilities.

Mr. Schon stated he is going to Bismarck today and he can certainly visit with her again.

Mr. Gallagher stated these parking lots will add quite a bit to their monthly lease rate.

Mr. Parmer stated he feels the Authority should authorize Ulteig Engineers to proceed with the plans and specifications and advertise for bids.

Mr. Williams asked if the tenants are agreeable to this kind of money.

Mr. Parmer stated the tenants are aware that the agreements would be renegotiated after the parking lots have been finalized.

Chairman Gallagher asked representatives of Valley Aviation and Weather Modification Incorporated if they had any comments.

Dr. Clif Hamilton, Valley Aviation, was recognized and stated the plans look fine to him and as far as paying for it that's the way it goes.

Mr. Jim Sweeney, WMI, was recognized and stated this causes him some concern. He stated he does not know if any other tenant on the airport in general has been required to pay specifically for parking.

Mr. Hentges stated these parking lots are serving those facilities only, not the general public, and that is the difference. He stated with any improvements done specifically for tenants those costs are assessed into the project and the rent based accordingly.

Received Amended Report on Parking Lot Plan for Northeast General Aviation Area and Received Communication from Airport Authority Attorney Stewart: (Continued)

Mr. Hentges stated this is a new parking lot and part of this project so he does not feel there is any debate. He stated if the parking lots were going to serve someone else that would be another story.

Mrs. Stanton asked about snow removal in these lots.

Mr. Parmer stated the Airport Authority could handle snow removal in these parking lots on a delayed basis.

Mr. Williams asked why the Airport Authority would assume the responsibility of snow removal in a private area such as this.

Mr. Parmer stated we handle snow removal in the Eastside Terminal parking lot.

Mr. Hentges stated that is not the way things would be done in business.

Maintenance is added on to the common area of maintenance charges such as snow removal, striping, etc. He stated if you replace the parking lot that is up to the owner.

Mrs. Stanton stated we need a clear policy on this.

Mr. Hentges stated this is certainly a different project than the existing general aviation area. He stated at one time the airport owned all of the buildings in the general aviation area and others were added here and there. He stated with these new projects involve private ownership.

Mr. Parmer read a clause in the lease as follows:

"The lessor reserves the right but shall not be obligated to the lessee to maintain and keep in repair the landing area of the airport and all publicly owned facilities at the airport, together with the right to direct and control all activities of the lessee in this regard. Lessor agrees to use reasonable efforts to keep the aircraft landing and parking areas reasonably clear of snow."

Mr. Hentges stated it sound to him like that refers to aircraft parking areas, not automobile parking areas.

Mr. Parmer stated the intent of the lease is both aircraft and automobile parking. Mr. Parmer stated it is important that we proceed with advertising for bids and work on answering these other questions at a later date.

Mr. Hentges moved the Airport Authority accept the recommendation of the Executive Director and proceed with plans and specifications and advertise for bids on the parking lot project, bid opening to be the second meeting in March.

Second by Mr. Williams.

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

After discussion on meeting dates in March the meetings were set for Thursday, March 9 and Tuesday, March 21.

Received Report on Engineering Firm Interviews Conducted January 30, 1995:

The Municipal Airport Authority advertised for "Proposals for Engineering Service" for continued development of aviation facilities as outlined in the Hector Airport approved Airport Layout Plan.

The official advertisement appeared in the legal section of THE FORUM on December 12 and 19, 1994. Proposals were received from four engineering firms by the date specified and interviews were held January 30, 1995. Four members of the Airport Authority were present to conduct the interviews.

Each engineering firm was allotted 30 minutes for their presentation and questions from the interviewers. Following the presentations the interviewers were asked to rate the firms using the rating form that had been provided. The rating items of consideration were from the Federal Aviation Administration Advisory Circular 150/5100 14C.

## Received Report on Engineering Firm Interviews Conducted January 30, 1995:

Following is a compilation of the ratings as supplied by the interviewers:

ENGINEERING FIRM	(1)	(2)	(3)	(4)	TOTAL
Houston Engineering	96 3	134 2	123 3	118 3	471 11
Ulteig Engineers	132 1	139 1	140 1	133 1	544 4
Lightowler Johnson	93 4	134 2	104 4	120 2	451 12
Moore Engineering	106 2	134 2	127 2	118 3	485 9

The engineering firm selected will be retained for MAA improvement projects to be initiated within three (3) years of the date the contract is signed. Costs associated with the projects will be negotiated and approved by the MAA and the FAA.

Mr. Hentges moved, based on the ratings and evaluation, that the Airport

Authority name Ulteig Engineers, Inc. as its consulting engineer for the next three years, and that the other three firms be sent written notice and thanked for their participation.

Second by Mr. Williams.

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

Absent and not voting: Cichy

The motion was declared carried.

## Received Proposals from Car Rental Agencies Wishing to Operate at Hector Airport:

Mr. Parmer stated the Airport Authority advertised in The Forum a request for proposals from car rental concessions which appeared January 23 and 30, 1995. We asked that all proposals be received by February 6, 1995. Mr. Parmer stated we received four proposals (Avis, Budget, Hertz and National).

Mr. Parmer stated the only action required from the Airport Authority is to receive and file the proposals.

Mr. Gallagher stated there were only four proposals received and asked why the Airport Authority would not go ahead and award the proposals today.

Mrs. Stanton stated she would like to review the proposals.

Mrs. Stanton moved the proposals from car rental agencies be received and considered for action at the next meeting.

Second by Mr. Williams.

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

Absent and not voting: Cichy

The motion was declared carried.

## Received Communication from Robert Gibb &amp; Sons Concerning Preventative Maintenance on the Terminal Building's Pneumatic Control System:

Mr. Parmer stated the Airport Authority presently has a maintenance contract with Robert Gibb & Sons for the mechanical system in the Westside Terminal and also a contract with Honeywell for the controls. Mr. Parmer stated we have had both service contracts since the building was constructed and have not had any problems until recently. Apparently after the service visits from Honeywell the Gibb technician has had to correct problems in the system.

Received Communication from Robert Gibb & Sons Concerning Preventative Maintenance on the Terminal Building's Pneumatic Control System: (Continued)

Mr. Parmer stated the letter from Gibb indicates these problems have been worked out and communication between the two firms was going to be improved. He stated that Gibb has offered to provide this service if in the future the arrangement with Honeywell does not work out.

Mr. Williams asked why Gibb does not have a maintenance contract for the entire system since they installed it.

Mr. Parmer stated the relationship between Gibb and Honeywell on the maintenance has worked well in the past. Should this change in the future we do have another option.

Mr. Hentges moved to receive and file the communication from Robert Gibb & Sons.

Second by Mrs. Stanton.

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

Received Progress Report on Airport Projects:

Mr. Parmer stated Mr. Bill Cowman, Foss Associates, was not able to be here today to give a progress report on the hangar construction. He stated the weather has allowed them to proceed faster than they had anticipated. Mr. Parmer stated the steel erection is going to take place sometime next week. He added that some of the vouchers approved today include stored materials for the projects.

Authorized Attendance at the Upper Midwest Aviation Symposium in Bismarck, March 6 8, 1995, and at the ACI/AAAE Legislative Conference, Washington, DC, March 27 28, 1995:

Mrs. Stanton moved that Mr. Parmer and Mr. Dobberstein be authorized to attend the Upper Midwest Aviation Symposium in Bismarck, March 6 8, 1995, and that Mr. Hentges be authorized to attend the ACI/AAAE Legislative Conference, Washington, DC, March 27 28, 1995.

Second by Mr. Williams.

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

Adopted Resolution of Good Wishes for a Speedy Recovery to Marti Evert, Daughter of Airport Authority Employee, Daniel Evert:

Mrs. Stanton offered the following resolution and moved its adoption:

WHEREAS, The Municipal Airport Authority has learned of the upcoming surgery and hospitalization of Marti Evert, daughter of Airport Authority employee Daniel Evert, and

WHEREAS, Marti Evert's family, friends and classmates eagerly await her return to her everyday activities,

NOW THEREFORE BE IT RESOLVED, that the Municipal Airport Authority does hereby offer its best wishes for a speedy recovery to Marti Evert.

NOW THEREFORE 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 Marti Evert.

Second by Mr. Hentges.

On the call of the roll, members Stanton, Williams, Hentges and Gallagher voted aye and the resolution was declared to have been duly passed and adopted.



Mr. Hentges moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, February 21, 1995, 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 11:25 a.m.

Regular Meeting

Thursday

February 23, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Thursday, February 23, 1995, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Hentges, Gallagher

Absent: Cichy, Williams

Others: Stewart

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 7, 1995:

Mr. Hentges moved to approve the minutes of the regular meeting of the Municipal Airport Authority held February 7, 1995.

Second by Mrs. Stanton.

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

Approved the Airport Vouchers Totaling \$39,649.78:

Mr. Hentges moved to approve the airport vouchers totaling \$39,649.78.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy, Williams

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$1,335.52 to Foss Associates for payment request for professional services for front door entrance vestibule study.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy, Williams

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$889.78 to Foss Associates for payment request for construction administration services for Weather Modification Incorporated hangar.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy, Williams

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$1,123.80 to Foss Associates for payment request for construction administration services for the Valley Aviation hangar.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy, Williams

The motion was declared carried.

Approved the Individual Voucher to Edling Electric:

Mr. Hentges moved to approve the individual voucher in the amount of \$37,007.26 to Edling Electric for Partial Payment Request No. 10 (Final) for electrical construction in connection with Runway 8/26 Project No. 3 38 0017 13.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy, Williams

The motion was declared carried.

Received and Filed Statement of Operations for the Month of December 1994:

Mr. Hentges moved to receive and file the Statement of Operations for the Month of December 1994.

Second by Mrs. Stanton.

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

Authorized Execution of Renewal of Lease between U.S. Government and Municipal Airport Authority for the FAA Remote Transmitter/Receiver:

Mr. Parmer stated this is simply the renewal of an existing land lease between the Airport Authority and the FAA for their remote transmitter/receiver site.

Mr. Hentges moved to approve the renewal of the lease between the Municipal Airport Authority and the Federal Aviation Administration.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy, Williams

The motion was declared carried.

Reviewed Plans of APCOA, Inc. for Capital Improvements for Automobile Parking Lot:

Mr. Parmer stated representatives from APCOA, Inc. presented their plans for capital improvements to the automobile parking lot to some of the members of the Airport Authority on Tuesday, February 21. Mr. Parmer stated we did not have a quorum of Airport Authority members on February 21 but the APCOA representatives made their presentation as they had come from Cleveland and St. Louis. Mr. Parmer stated the APCOA representatives left a document for our evaluation and this should be reviewed and approved by Attorney Stewart.

Mr. Hentges explained that APCOA has been accruing money for improvements in a fund now totalling \$37,500. He stated the Airport Authority has the choice of having APCOA pay back the \$37,500 or for APCOA to use those funds for improvement and also add to that amount to cover the cost of improvements. APCOA is also requesting to be able to amortize these costs with lease extension of five years. Mr. Hentges stated improvements will include sealing and striping, repaint and refurbish cashier booths and office, as well as install new revenue control equipment for a total estimated project cost of \$75,530.

Reviewed Plans of APCOA, Inc. for Capital Improvements for Automobile Parking Lot:  
(Continued)

Mrs. Stanton moved to receive and file the proposal from APCOA and that it be turned over to Attorney Stewart for review and recommendation at the next meeting.

Second by Mr. Hentges.

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

Received Communication from Fargo Jet Center Indicating Their Desire to Operate Out of the New Weather Modification Incorporated Building:

Mr. Parmer read a communication from Fargo Jet Center dated February 17, 1995,

indicating their desire to operate in the new Weather Modification, Inc. building. In 1993 the Airport Authority received a communication from Frontier Aviation Service, Inc. regarding the proposed operation of a full service fixed base operation to do business out of the Weather Modification, Inc. building. Frontier Aviation Services has changed its name to Fargo Jet Center, Inc.

Mr. Parmer asked Mr. Jim Sweeney to address the Airport Authority with any further comments.

Mr. Jim Sweeney was recognized and stated he had nothing to add unless the Airport Authority members had questions.

Mr. Parmer asked Mr. Sweeney if the principals for Fargo Jet Center are the same as those for Weather Modification Incorporated.

Mr. Sweeney indicated the principals are the same.

Chairman Gallagher asked Attorney Stewart if the lease includes the operation of an FBO.

Attorney Stewart stated he knows the Airport Authority had some discussion on the possibility of an FBO subleasing space in the Weather Modification hangar but he would have to review the lease.

Mrs. Stanton moved the communication from Fargo Jet Center be received and filed and referred to Attorney Stewart for his opinion to be returned at the next meeting.

Second by Mr. Hentges.

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

Received Communication from Ulteig Engineers, Inc., Forwarding a Request from Municipal Industrial Contracting for Additional Compensation on Water and Sewer Project:

Mr. Parmer stated he received a communication from Ulteig Engineers forwarding a letter from Municipal Industrial Contracting, Inc., requesting additional compensation for work they perceive to be beyond what was bid for the water and sewer project in the northeast general aviation area. Mr. Parmer asked Mr. Schon to explain the request.

Mr. Wes Schon, Ulteig Engineers, stated we opened bids for the water and sewer project in the northeast general area in April and the Notice to Proceed was issued on June 8. He stated due to some scheduling problems for the contractor they did not start work until July 25. He stated shortly after the contractor started on the project we ran into the problems with the NDSU test plots. He stated at that time he and Mr. Parmer had a meeting with Mr. Michael Schwindt from Municipal Industrial Contracting and also Mr. Don Hanson from NDSU, and the decision was made to not destroy any more test plot acreage. At that point the contractor had the option of continuing work on the project doing what they could or leaving the jobsite and return after the crop had been harvested. Mr. Schon stated the contractor elected to leave the site and return later.

Received Communication from Ulteig Engineers, Inc., Forwarding a Request from Municipal Industrial Contracting for Additional Compensation on Water and Sewer Project: (Continued)

Mr. Schon stated he feels that even if the contractor had stayed and skipped over

the area of the test plots, by the time they were able to go back to that area the crop still would not have been harvested. He stated that, however, is speculation as that scenario did not occur.

Mr. Schon stated the contractor is requesting the Airport Authority reimburse them for expenses incurred for mobilization two ways (\$4,000) and for loss of rent on a PC 400 excavator for one month (\$10,000). They were unable to use the excavator on another project during this time and also unable to find someone else to rent this during that time. This piece of equipment was rented from General Equipment.

Mr. Schon stated after the water and sewer had been installed he received a call from the mechanical engineer for the Aviation Resources facility. After the building had been started they discovered they needed additional water for the building. This was discovered after Municipal Industrial Contracting had left the airport jobsite but they did return to install the extra line.

Mr. Schon stated that Mr. Michael Schwindt, President of Municipal Industrial Contracting, was present and asked if he had any further comments.

Mr. Parmer stated the test plots were not directly on top of the excavation for the water and sewer and he is wondering if the excavation could not have been accommodated without destroying the test plots.

Mr. Schon stated the sewer line was the furthest south, with the water line 15 feet north and the fence 25 feet north of that. He stated we had to dig 22' down into the earth and that develops quite a pile of dirt. He stated if the dirt would have been put on the fence side of the trench it would have caused problems for the machinery getting being the piles to push them back in. It may have been possible for the contractor to do a shuffle with trucks but that also would have resulted in additional costs as that was not how the project was bid. The contract indicated the contractor would have adequate room to construct the project in a normal underground fashion without obstructions other than the fence.

Mr. Schon stated the Airport Authority did get a good price on the project but that also is the nature of the bid process. Mr. Schon stated had we started the project earlier the scenario might have been different.

Mr. Michael Schwindt, President of Municipal Industrial Contracting was recognized and stated that he felt Mr. Schon accurately explained the situation. He stated they are asking for the Airport Authority's understanding and cooperation in this situation. He stated it is unfortunate but this was something that could not be foreseen. These additional costs have been a direct loss for them as it has been money out of their profit. He stated the amount they are requesting is their actual loss and there has been no profit percentage built in and they are asking for the Authority's help in this situation. Mr. Schwindt stated competitive bidding is good for the airport and they were low bidder by \$20,000. He added that if they could be compensated for these extra costs they could continue to be a competitive bid contractor.

Mr. Schon stated as the project sits right now we are under the original bid. He stated there is some additional work to do but the project itself worked out well financially.

Chairman Gallagher asked Attorney Stewart what options the Airport Authority has.

Attorney Stewart stated he would want to look at the matter further before giving an opinion.

Received Communication from Ulteig Engineers, Inc., Forwarding a Request from Municipal Industrial Contracting for Additional Compensation on Water and Sewer Project: (Continued)

Mr. Parmer stated throughout the entire process of this project, the preconstruction conference included, NDSU was involved and was aware that some of the crop would be destroyed. He stated the Airport Authority did have an agreement with NDSU that we would designate a 40 acre plot on airport land in exchange for the land they gave up when the dome was built and the Dome Authority would be paying the rent on that 40 acres. Mr. Parmer stated that because of all of the development at the airport we have not been able to identify a 40 acre plot that we could guarantee would not be disturbed for ten years.

Mrs. Stanton moved to receive the communications from Ulteig Engineers, Inc. and Municipal Industrial Contracting and that the matter be referred to a committee consisting of the Executive Director, Attorney Stewart, Ulteig Engineers, Municipal Industrial Contracting, and General Equipment for negotiation and that a recommendation be made to the Airport Authority.

Second by Mr. Hentges.

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

Reviewed Parking Lot Construction in New General Aviation Area:

Mr. Wes Schon, Ulteig Engineers, stated at the last meeting we discussed the revisions to the parking lot requested by Aviation Resources, Ltd. He stated since that meeting he and Mr. Parmer have met with Weather Modification and they are also requesting some modifications to their parking area.

Mr. Schon stated the original estimate for the WMI parking lot was \$54,000 and with the requested changes the estimate is now \$66,000. The Aviation Resources, Ltd. parking lot estimate is \$106,000 for a total estimate of \$172,000 for both parking lots. Mr. Schon stated he has placed an ad in The Forum to begin running February 27 with bids to be received March 21.

Mr. Schon stated in their meeting with Mr. Jim Sweeney and Mr. Pat Sweeney, WMI, they indicated they anticipate their second hangar building to be done within a year's time. Mr. Schon stated he would encourage not putting in the future parking area at this time simply because it would be in the way during construction of the future building. He stated from an engineer's point of view he likes to see construction go in one time and stay in rather than having to go back and do things over.

Mr. Parmer stated the existing agreements with WMI and Aviation Resources include a clause on parking and that financing would be discussed at a later date. He stated we should start discussing that and advising the tenants on what it will be costing them.

He stated we are still not sure of how much of the roadway the FAA would fund under the AIP Program.

Chairman Gallagher asked if we need to make a formal request to the FAA for funding on the roadways.

Mr. Parmer stated as far as a formal presentation, we already have an existing

grant and this would be part of that. He stated we do not have to change the contents of the grant.

Mr. Schon stated we have had dialogue with Irene Porter on this project but she has not seen actual plans. He stated the Airport Authority could acknowledge the plans presented and direct he and Mr. Parmer to meet with Irene Porter.

Mr. Schon stated if the design for the roadway and parking changes we will have to postpone the bid date because we would have to make some changes as we would then have to go with FAA specifications and guidelines.

Mr. Parmer stated the worst case scenario would be that we would have to use some of our 1996 enplanement funds for this project as we have committed all of our 1995 funds and this project would not have any chance for discretionary funding.

Reviewed Parking Lot Construction in New General Aviation Area: (Continued)

Mrs. Stanton moved the Airport Authority direct the Executive Director and Mr. Wes Schon to meet with Irene Porter, FAA Airports District Office, regarding funding of roadways in the northeast general aviation area.

Second by Mr. Hentges.

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

Received Proposal from Glass Unlimited for Installation of One Intellisensor on Center Entrance, Westside Terminal:

Mr. Parmer stated there have been a couple of incidents we are aware of where the automatic doors have closed on persons while moving through the incoming automatic doors. These persons have been either handicapped or moving extremely slow. He stated apparently there is a spot which is blinded from the sensor and if a person is standing in that blind spot the doors will close.

Mr. Parmer stated he contacted Glass Unlimited about a solution to this problem and they have recommended the installation of an intellisensor which would eliminate this blind spot. Their proposed cost for installation of the unit is \$1,177.00.

Mrs. Stanton moved to accept the proposal by Glass Unlimited to install an intellisensor on the incoming automatic door, center vestibule, Westside Terminal.

Second by Mr. Hentges.

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

Absent and not voting: Cichy, Williams

The motion was declared carried.

Considered Change Order No. 2 to Water and Sanitary Sewer Project for a Net Deduct of \$1,274.21:

Mr. Wes Schon, Ulteig Engineers, stated Change Order No. 2 to the water and sewer project for the northeast general aviation area results in a net deduction of \$1,274.21. This was a result of a difference in some of the materials that were actually called for and those actually used. The materials used cost less than those bid.

Mr. Hentges moved to approve Change Order No. 2 to the water and sanitary sewer project for the northeast general aviation area.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy, Williams

The motion was declared carried.

Other Business:

Mr. Ron Balvitsch, Northwest Airlines, asked the status of the Smarte Carte baggage cart system.

Mr. Parmer stated he has contacted Smarte Carte and they indicated they would be installed within 90 days. He added he could contact them and see if it is possible to have the system installed sooner than that.

Mrs. Stanton moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Thursday, March 9, 1995, 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 11:29 a.m.

Regular Meeting

Thursday

March 9, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Thursday, March 9, 1995, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Cichy, Williams, Gallagher

Absent: Hentges

Others: Stewart

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 23, 1995:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held February 23, 1995.

Second by Mr. Williams.

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

Approved the Airport Vouchers Totaling \$69,948.40:

Mr. Williams moved to approve the airport vouchers totaling \$69,948.40.

Second by Mr. Cichy.

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

Absent and not voting: Hentges.

The motion was declared carried.

Approved the Individual Voucher to Gast Construction Company:

Mr. Cichy moved to approve the individual voucher in the amount of \$35,096.16 to Gast Construction Company for Payment Request No. 6 for general construction of Valley Aviation hangar.

Second by Mr. Williams.

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

Absent and not voting: Hentges.

The motion was declared carried.



Approved the Individual Voucher to Grant's Mechanical:

Mr. Cichy moved to approve the individual voucher in the amount of \$9,000.00 to Grant's Mechanical for Payment Request No. 2 for mechanical construction of Valley Aviation hangar.

Second by Mr. Williams.

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

Absent and not voting: Hentges.

The motion was declared carried.

Approved the Individual Voucher to KBW Associates:

Mr. Cichy moved to approve the individual voucher in the amount of \$18,090.00 to KBW Associates for Payment Request No. 5 for general construction of Weather Modification Incorporated hangar.

Second by Mr. Williams.

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

Absent and not voting: Hentges.

The motion was declared carried.

Approved the Individual Voucher to Manning Mechanical:

Mr. Cichy moved to approve the individual voucher in the amount of \$1,000.00 to Manning Mechanical for mechanical construction of Weather Modification Incorporated hangar.

Second by Mr. Williams.

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

Absent and not voting: Hentges.

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Cichy moved to approve the individual voucher in the amount of \$815.63 to Foss Associates for Partial Payment Request No. 6 for mechanical construction of Weather Modification Incorporated hangar.

Second by Mr. Williams.

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

Absent and not voting: Hentges.

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Cichy moved to approve the individual voucher in the amount of \$1,123.80 to Foss Associates for Partial Payment Request No. 7 for professional services in the design of hangar facilities for Aviation Resources.

Second by Mr. Williams.

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

Absent and not voting: Hentges.

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 \$2,278.72 to Ulteig Engineers, Inc. for Partial Payment Request No. 14 for engineering services for Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 15.

Second by Mr. Williams.

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

Absent and not voting: Hentges.

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 \$1,166.13 to Ulteig Engineers, Inc. for Partial Payment Request No. 12 for engineering services for the water and sewer project in the Northeast General Aviation Area.

Second by Mr. Williams.

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

Absent and not voting: Hentges.

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Cichy moved to approve the individual voucher in the amount of \$302.00 to Foss Associates for payment request for professional services in connection with study for front entrance/vestibule, Westside Terminal.

Second by Mr. Williams.

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

Absent and not voting: Hentges.

The motion was declared carried.

Approved the Individual Voucher to Southam Business Communications:

Mr. Cichy moved to approve the individual voucher in the amount of \$97.50 to Southam Business Communications for advertisement for bids for parking lot pavement and lighting project in northeast general aviation area.

Second by Mr. Williams.

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

Absent and not voting: Hentges.

The motion was declared carried.

Received Communication from Dakota Aero Tech, Inc. Releasing Classroom Space in Eastside Terminal:

Mr. Parmer stated he received a request from Mr. Gordon Person, Dakota Aero Tech, Inc., requesting to release two classrooms they currently lease. He stated the reason for the request is current lack of student population but they hope to utilize the space again in the future.

Mr. Williams moved to receive and file the communication from Dakota Aero Tech, Inc. and to approve their request to release classroom space in the Eastside Terminal effective March 1, 1995.

Second by Mrs. Stanton.

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

Received Communication from Attorney Stewart on Lease Extension for APCOA, Inc.:

Mr. Parmer stated Attorney Stewart has drafted an amendment to APCOA's lease extending it for an additional five years, as discussed at our last meeting. He stated Attorney Stewart did make some minor changes from the suggested form submitted by APCOA.

Attorney Stewart stated the only material changes are to indicate that the extension term ends December 31, 2000, and a security agreement claimed in the capital improvements by APCOA would be subordinated upon the request of the Authority should bonding requirements mandate the same. In other respects, the agreement is essentially as requested by APCOA.

Mrs. Stanton moved to approve the amendment to the lease between the Airport Authority and APCOA, Inc.

Second by Mr. Williams.

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

Absent and not voting: Hentges.

The motion was declared carried.

Received Communication from Attorney Stewart Transmitting Lease Renewals for Car Rental Agencies:

Mr. Parmer stated the car rental operators were given copies of the leases to review and the operators had a question about the term "gross sales.

The lease presently states:

"The term "gross sales" shall mean the gross amount of all sales and deliveries, including contracts, negotiations, orders and credits of every kind and nature in and from the leased premises, and the business conducted thereon by the Lessee..."

The lessees have requested that be changed to read:

"The term 'gross revenue' as used herein shall mean the full time and mileage charges for rental of automobiles originating at Hector Municipal Airport by Lessee hereunder, and shall not include the amount of any federal, state or municipal sales or other similar taxes separately stated and collected from customers of Lessee nor or hereafter levied or imposed, nor any sums received as insurance or otherwise for damage to automobiles or other property of Lessee or for the loss, conversion or abandonment of such automobiles, nor any amounts paid by customers of Lessee separately billed as additional charges for waiver of Lessee of its rights to recover damages from customers for damage to the vehicle rented."

Attorney Stewart stated this wording is an industry wide connotation.

Mr. Bernie Ness, Avis Rent a Car, was recognized and stated the lease also indicates they will be required to furnish a list of all invoices each month. He asked that this be changed to state "Upon request" they will furnish a list of all invoices.

Attorney Stewart indicated there should be no problem with that change.

Mrs. Stanton moved to approve the renewal of the car rental leases with changes to be made with regard to the definition of gross sales and that lists of invoices be furnished "upon request."

Second by Mr. Cichy.

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

Absent and not voting: Hentges.

The motion was declared carried.

Received Request from Budget Rent a Car for Permission to Install Window Between Agency Counters:

Mr. Parmer stated he received a request from Budget Rent a Car for permission to install a window between their counter and Hertz Rent a Car. Mr. Parmer stated Avis recently did the same between their counter and Budget's.

Mrs. Stanton moved to approve the request by Budget Rent a Car to install a window between their counter and Hertz.

Second by Mr. Williams.

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

Absent and not voting: Hentges.

The motion was declared carried.

Received Communication from Attorney Stewart Forwarding Opinion on Fargo Jet Center Proposal:

Attorney Stewart stated he does not have a written communication on the matter of the Fargo Jet Center proposal but he has reviewed the development agreement and during those negotiations the Airport Authority recognized the request by WMI to sublease to another entity or sublessee operating an FBO. He stated it is up to the Airport Authority whether or not they wish to approve the request. He stated if the Authority approves the request we will have to draw up an agreement and they would be required to meet the Authority's FBO standards.

Mr. Parmer stated there will be another lease or amendment coming before the board before final approval.

Attorney Stewart stated the Airport Authority can take action to approve the concept of Fargo Jet Center operating out of the WMI facility.

Mrs. Stanton moved to approve the concept of a sublease to Fargo Jet Center by Weather Modification Incorporated.

Second by Mr. Cichy.

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

Received Communication from Robert Gibb & Sons Proposing the Installation of Remote Thermostats in Barnstormer:

Mr. Parmer stated we have had some problems with the heating and cooling system in the restaurant/lounge area and we had Robert Gibb & Sons evaluate the situation for us. They feel a remote thermostat system would solve the problem and this would eliminate the problem of too many employees adjusting the thermostats.

Mr. Parmer stated they propose to supply and install four remote thermostats for the Barnstormer heat pumps, including all necessary wire, fittings, relays, sensors, installation labor, electrical labor, programming labor, customer training, and one year parts and labor warranty. The cost of the project is \$2,690.00. Mr. Parmer added the thermostat controls will be located in the restaurant manager's office.

Mr. Williams moved to approve the installation of the remote thermostats in the restaurant/lounge as proposed by Robert Gibb & Sons for a cost of \$2,690.

Second by Mrs. Stanton.

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

Absent and not voting: Hentges.

The motion was declared carried.

Authorized Attendance at the 67th Annual AAAE Conference and Exposition:

Mr. Parmer stated the 67th Annual American Association of Airport Executives Conference and Exposition will be held May 21 24, 1995, Boston, MA.

Mr. Cichy moved to approve the attendance of members of the Airport Authority at the 67th Annual AAAE Conference and Exposition, Boston, MA.

Second by Mr. Williams.

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

Absent and not voting: Hentges.

The motion was declared carried.

Approve the Assignment of Lease from Diversified Investments to Monte Wilson:

Mr. Parmer stated Diversified Investments sold their hangar in the southeast general aviation area to Mr. Monte Wilson. The land lease requires the approval of the Airport Authority.

Attorney Stewart stated he has reviewed the Assignment of Lease and everything is in order.

Mrs. Stanton moved to approve the assignment of lease from Diversified Investments to Mr. Monte Wilson.

Second by Mr. Cichy.

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

Absent and not voting: Hentges.

The motion was declared carried.

Other Business:

Mr. Parmer stated today's south wind has again brought to our attention the matter of the front entrance vestibules. Mr. Parmer stated when the options were presented to the Airport Authority by Foss Associates it was stated that we would not be able to have the air curtain installed yet this heating season anyway. He stated the Airport Authority has not taken any official action other than to receive the quote from Foss Associates. He stated he talked to Mr. Bill Cowman today and the earliest we could get delivery on the air curtains would be two months and then installation time in addition to that. Mr. Parmer stated he does not know how comfortable the Airport Authority is with that solution.

Mr. Williams stated he does not feel we are going to solve the problem until we add a vestibule with openings on the side.

Mr. Parmer stated he was bothered by the fact that the air curtain manufacturer claims it will eliminate cold air problems from winds five to seven miles per hour. He stated our problem is with winds 35 miles per hour.

Mr. Ron Balvitsch, Northwest Airlines, stated all of his employees were wearing parkas today. He stated part of the problem this morning was a charter being handled by Frontier Airlines and the people were asked to extend the waiting line outside and the doors were held open.

Mr. Balvitsch stated if the Airport Authority does not make a decision soon before we know it will be next winter and the situation will be the same.

Mr. Parmer stated the Airport Authority should definitely decide what it wants to do. He stated he can put together a written outline all of the options available and present it to the Airport Authority at its next meeting.

Mr. Williams stated he will not be here for the next meeting.

Mr. Parmer asked Mr. Williams if he has any comments on the situation.

Mr. Williams stated he thinks we are going to have to put an additional vestibule on the building. He stated you can't put enough heat in the vestibule to solve the problem. He stated he feels the only solution is an additional outer vestibule with doors off to the sides which will probably cost \$100,000. He stated he feels an air curtain would give us nothing but problems.

Other Business: (Continued)

On another subject, Mr. Balvitsch stated he just received official word today that Northwest will be adding another round trip jet flight effective May 1, giving Northwest a total of eight jet flights and one airlink out of Fargo. He stated this new flight will leave the Twin Cities about 6:00 p.m. arriving in Fargo about 7:00 and departing again to MSP at 7:30. He stated they do not expect any ridership going back but do expect full loads coming into Fargo.

Mr. Parmer stated as far as a progress report on our improvement projects, he has not been up to the construction sites recently but both building projects are moving along and when the weather starts getting warmer we should see things start to move along faster. Mr. Parmer asked Mr. Pat Sweeney, Weather Modification Incorporated, to comment on progress on their project.

Mr. Pat Sweeney was recognized and stated their project is pretty much on schedule. He stated they are hoping to have their project done by mid May or June.

Mr. Williams moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, March 21, 1995, 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 11:03 a.m.

Regular Meeting

Tuesday

March 21, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Tuesday, March 21, 1995, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Hentges, Cichy

Absent: Williams, Gallagher

Others: Stewart, Bromenschenkel

Acting Chairman Cichy presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 9, 1995:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held March 9, 1995.

Second by Mr. Hentges.

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

Approved the Airport Vouchers Totaling \$61,104.13:

Mr. Hentges moved to approve the airport vouchers totaling \$61,104.13.

Second by Mrs. Stanton.

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

Absent and not voting: Williams, Gallagher

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 \$93.94 to Forum Publishing Company for advertisement for bids for the Northeast General Aviation Area Parking Lot Pavement and Lighting Project.

Second by Mr. Hentges.

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

Absent and not voting: Williams, Gallagher

The motion was declared carried.

Received Bids for Northeast General Aviation Area Parking Lot Pavement and Lighting Project:

Two bids were received for the Northeast General Aviation Area Parking Lot Pavement and Lighting Project and were as follows:

Border States Paving, Inc.           \$198,116.75

Northern Improvement Company       \$171,717.50

Received Bids for Northeast General Aviation Area Parking Lot Pavement and Lighting Project:  
(Continued)

Mr. Wes Schon, Ulteig Engineers stated he could either review the bids right away and have a recommendation for the board before the end of the meeting, or review the bids and report back to the Authority at a later meeting.

Mr. Hentges moved the bids be received and referred to Mr. Wes Schon, Ulteig Engineers for expeditious review and recommendation to be made to the Authority later in the meeting.

Second by Mrs. Stanton.

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

Absent and not voting: Williams, Gallagher

The motion was declared carried.

Later in the meeting Mr. Schon reported that he had reviewed and tabulated the bids and recommended the contract be awarded to the low bidder, Northern Improvement Company.

Mrs. Stanton moved the Airport Authority award the bid for the Northeast General Aviation Area Parking Lot Pavement and Lighting Project to the low bidder, Northern Improvement Company, based on their bid of \$171,717.50.

Second by Mr. Hentges.

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

Absent and not voting: Williams, Gallagher

The motion was declared carried.

Reviewed Telephone Service Requirements in Northeast General Aviation Area:

Mr. Parmer stated he and Mr. Wes Schon, Ulteig Engineers, met with a representatives of US West Communications, Weather Modification Incorporated and Aviation Resources, Ltd. regarding telephone service to the northeast general aviation area.

Mr. Parmer stated after discussion it was determined that each tenant would require 50 pair. Mr. Parmer stated it is the Airport Authority's responsibility to bring the phone lines to a certain point and then it is up to the tenants to extend the lines from that point to their facilities. Mr. Parmer stated the Airport Authority has to determine the number of pair we will need to serve the entire area. He stated we will have to determine what the requirements will be in the future. Mr. Parmer stated that US West Communications will have a formal communication before the Airport Authority in the near future. Mr. Parmer stated the estimated costs for our options are as follows:

200 pair	\$12,693
300 pair	\$15,581
400 pair	\$18,711
600 pair	\$24,479

Mr. Parmer stated during that meeting they had arrived at either 300 or 400 pair, which should be sufficient to take care future development. Mr. Parmer stated the difference between 300 pair and 400 pair is just over \$3,000.

Mr. Hentges asked if we had received technical expertise on what would be needed since communication has changed so much.

Mr. Schon stated the project has been discussed extensively with US West and the two tenants and we feel 300 or 400 pair would cover the needs. He stated it may sound like a lot of lines but not when you consider the way the communication business is going nowadays. Mr. Schon stated US West considers this a distribution line and they consider putting it in for the ultimate load, as opposed to transmission where they expect to upgrade service as time requires. He added that US West plans to come into this new area only one time with the new feeder cable.



Reviewed Telephone Service Requirements in Northeast General Aviation Area:  
(Continued)

Mrs. Stanton asked how difficult and costly it is to add lines in the future should we need them.

Mr. Schon stated if we were to install 200 pair of lines now it would cost \$12,693. If an additional 200 pair were added later it would cost again as much, where as 400 pair initially would be \$18,711.

Mr. Hentges stated he would recommend going with 400 pair.

Mr. Cichy asked for comments from the two tenants.

Mr. Pat Sweeney, WMI, was recognized and stated he feels it is important to plan for future growth.

Mr. Parmer stated it is the Airport Authority's call on what it feels the growth potential is for the area. He added that he feels 400 pair would adequately serve the area for many years.

Mr. Hentges moved the Airport Authority approve the installation of 400 pair of telephone lines by US West Communications to the northeast general aviation area.

Second by Mrs. Stanton.

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

Absent and not voting: Williams, Gallagher

The motion was declared carried.

Received Communication from Director of Finance Concerning Lots for Sale Adjacent to Airport Property:

Mr. Parmer read a communication from Mr. Mark Thelen, Director of Finance dated March 13, 1995, stating that the City Commission recently approved a process for the disposal of tax forfeited lots. This process includes City staff reviewing for possible City use. During the review of the tax forfeited lots, staff identified several lots adjacent to the airport that the airport may be interested in purchasing. A detailed list as well as market value of those lots is attached. Mr. Thelen has been authorized to offer these lots to the Airport Authority for purchase. The sale price would include all special assessments.

Mr. Parmer stated he visited briefly with Attorney Stewart on the matter and the market value of each lot is \$15,000, including special assessments.

Mr. Hentges asked if the Airport Authority needs the lots.

Mr. Parmer stated the only reason we would acquire the lots is for the possible rerouting of County 20.

Mr. Hentges stated if the lots are going on the market and the purchase of land would be eligible for AIP funding we should consider purchasing them.

Mrs. Stanton stated she feels we should acquire the lots.

Mr. Parmer asked Mr. Bromenschenkel for his opinion.

Mr. Bromenschenkel suggested the Airport Authority offer the City \$1 over the cost of specials.

Mrs. Stanton moved the Airport Authority purchase the lots, subject to Mr. Parmer's and Attorney Stewart's negotiations with the City.

Second by Mr. Hentges.

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

Absent and not voting: Williams, Gallagher

The motion was declared carried.

Received Grant Offer 3 38 0017 16, Receive Communication from Attorney Stewart, and Receive Report on Additional Project Costs:

Mr. Parmer stated Project 3 38 0017 16 includes the northeast general aviation area ramp, taxiway and access road paving. He stated this paving project is being financed by two separate grants which we have received.

Mr. Parmer stated that when the Airport Authority bid the project we had only half of the money needed but we awarded the entire project to Northern Improvement Company based on their low bid. At that time we executed a change order reducing the amount of the project they could do at that point since we did not have all of the funds. He stated we are now trying to bring the contract back up to the original bid figure and there is a question whether it should be a supplemental agreement or a change order.

Mr. Parmer stated Attorney Stewart has researched as well as visited with the FAA on the matter and has written an opinion.

Attorney Stewart stated after discussing the matter with Mrs. Irene Porter, FAA Airports District Office and reviewing North Dakota law, he recommends the Airport Authority delete Change Order #1 and reaffirm its award of the entire bid to Northern Improvement Company, as reflected in the minutes of the meeting held July 5, 1994. By deleting the change order the Airport Authority will reinstate the entire award to Northern Improvement.

Mrs. Stanton moved the Airport Authority delete Change Order No. 1 to Project 3 38 0017 15, and reaffirm its award of the total project to the low bidder.

Second by Mr. Hentges.

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

Mr. Parmer stated that Mr. Wes Schon has some comments on the additional costs for this project. Mr. Schon stated that last year when we learned things would be delayed Northern Improvement advised him that their cement price would be going up and he then relayed this information to the Airport Authority. Mr. Schon stated the increase is \$4.50 per ton which will result in an additional \$11,718.50 for the paving we will be doing. Mr. Schon stated that when the contract is changed it will include this price increase. Mr. Schon added the FAA is aware of this increase and have acknowledged it since it was their delay. Mr. Schon stated the FAA will process this change order and we will get a communication from them saying they have accepted the change order subject to the availability of funds.

Mr. Schon stated we have other items coming down the pike that will add to the cost of this project. We have to connect the pavement of the apron to the buildings and we have also had some discussion on some additional tiedowns the tenants would like on the apron. He stated in the past we have been able to close out projects financially solvent and even have funds left over. He stated if we make too many changes we will get to the point where we will have to request a grant amendment and the FAA will allow up to 10%. Mr. Schon stated the worst case scenario is that we would have to look to 1996 entitlement funds.

Mr. Parmer stated we still have some 1995 entitlement funds available.

Mr. Schon stated the third change to this contract we need to make is to extend the completion date to July 31, 1995.

Mr. Hentges moved the Airport Authority authorize a change order to the project increasing it by \$11,718.50 for increased cement costs, and that the completion date be extended to July 31, 1995.

Second by Mrs. Stanton.

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

Absent and not voting: Williams, Gallagher

The motion was declared carried.

Discussed Possible Roofing and Heating Improvements, Eastside Terminal Building:

Mr. Parmer stated the Building Engineer feels we may have to consider reroofing the Eastside Terminal Building as well as some improvements to the heating system. Mr. Parmer asked the Airport Authority for authorization to investigate the matters further and get some input from different parties on what needs to be done.

Mrs. Stanton moved the Executive Director be authorized to proceed with investigation of solutions to the roofing and heating problems in the Eastside Terminal and to bring a recommendation to the Airport Authority at a later date.

Second by Mr. Hentges.

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

Reviewed Current Airport Improvement Projects:

Mr. Bill Cowman, Foss Associates reported on the two building projects. He stated the WMI administration building is now enclosed and they have started with the sheet rocking. He stated they are in the process of erecting the steel structure for the hangar building. He stated once the frost is out of the ground they will be ready to start on the concrete.

Mr. Cowman stated the steel for the Valley Aviation administrative unit has been completed except for some small miscellaneous items. He stated they are experiencing some problems with the conditions at the site and getting the structural steel up for the hangar itself. He stated there has been some speculation that Gast Construction was caught off guard and failed to have the steel stored in a proper location.

Mr. Cowman stated they expect to have both building projects completed by the middle of June at the latest which is 60 75 days from now. He stated he would like to schedule a meeting with representatives of the Airport Authority, Mr. Wes Schon, Ulteig Engineers, and the tenants to go over anticipated completion dates and establish a priority list so that the tenants have an idea of when they can expect to begin operating from the new facilities.

Adopted Resolution for a Speedy Recovery for Airport Authority Chairman Paul "Buck" Gallagher:

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

WHEREAS, The Municipal Airport Authority of the City of Fargo, North Dakota, has learned of the hospitalization of Airport Authority Chairman Paul "Buck" Gallagher, and

WHEREAS, Mr. Paul "Buck" Gallagher's colleagues eagerly await his return to the regular sessions of the Municipal Airport Authority.

NOW THEREFORE BE IT RESOLVED, That the Municipal Airport Authority of the City of Fargo, North Dakota, does hereby offer its best wishes for a speedy recovery to Board Chairman Paul "Buck" Gallagher and an early return to his duties.

NOW THEREFORE 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 Paul "Buck" Gallagher.

Seconded by Mrs. Stanton.

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

Absent and not voting: Gallagher, Williams

The motion was declared passed and the resolution duly adopted.

Other Business:

Mr. Ron Balvitsch, Northwest Airlines, was recognized and stated that about seven years ago the airlines requested permission to install advertising signs/billboards along the access road but the Airport Authority denied the request as they felt this would be unsightly and inappropriate. He stated he is getting comments from farmers coming to the airport about the hay bales to the west of the access road that are unsightly and probably rat catchers. He stated they have been there for three years and it is time to remove them.

Mr. Parmer stated the tenant farmer has been advised of this and they will be removed.

Mrs. Stanton moved to adjourn the meeting until the next regular meeting to be held Tuesday, April 4, 1995, 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 11:11 a.m.

Regular Meeting

Tuesday

April 4, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 4, 1995, at 10:30 a.m. in the Airport Boardroom. The members present or absent were as follows:

Present: Stanton, Cichy, Gallagher  
Absent: Hentges, Williams  
Others: Stewart, Bromenschenkel, Myers

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 21, 1995:

Mr. Cichy moved to approve the minutes of the regular meeting of the Municipal Airport Authority held March 21, 1995.

Second by Mrs. Stanton.

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

Approved the Airport Vouchers Totaling \$47,726.40:

Mrs. Stanton moved to approve the airport vouchers totaling \$47,726.40.

Second by Mr. Cichy.

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

Absent and not voting: Williams, Hentges

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 \$579.63 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Water and Sewer Project in the Northeast General Aviation Area.

Second by Mrs. Stanton.

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

Absent and not voting: Williams, Hentges

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 \$1,061.89 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the General Aviation Apron, Taxiway and Access Road Project No. 3 38 0017 15.

Second by Mrs. Stanton.

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

Absent and not voting: Williams, Hentges

The motion was declared carried.

Approved the Individual Voucher to KBW Associates:

Mr. Cichy moved to approve the individual voucher in the amount of \$13,922.45 to KBW Associates for Partial Payment Request No. 6 for construction of Weather Modification Incorporated hangar.

Second by Mrs. Stanton.

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

Absent and not voting: Williams, Hentges

The motion was declared carried.

Approved the Individual Voucher to Rick Electric:

Mr. Cichy moved to approve the individual voucher in the amount of \$3,150.00 to Rick Electric for Partial Payment Request No. 3 for electrical construction of the Weather Modification Incorporated hangar.

Second by Mrs. Stanton.

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

Absent and not voting: Williams, Hentges

The motion was declared carried.

Approved the Individual Voucher to Gast Construction:

Mr. Cichy moved to approve the individual voucher in the amount of \$11,300.00 to Gast Construction for Partial Payment Request No. 7 for construction of the Valley Aviation hangar.

Second by Mrs. Stanton.

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

Absent and not voting: Williams, Hentges

The motion was declared carried.

Approved the Individual Voucher to CB & Sons Electric:

Mr. Cichy moved to approve the individual voucher in the amount of \$5,850.00 to CB & Sons Electric for Partial Payment Request No. 3 for electrical construction of the Valley Aviation hangar.

Second by Mrs. Stanton.

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

Absent and not voting: Williams, Hentges

The motion was declared carried.

Reviewed Request for Additional Compensation for Water and Sewer Project in Northeast General Aviation and Received Communication from Attorney Stewart:

Mr. Parmer stated at the February 23, 1995 meeting the Municipal Airport Authority received a request from Municipal Industrial Contracting for additional compensation for work they perceived to be beyond what was bid for the water and sewer project in the northeast general aviation area. These additional costs were due to delays in the project because of the NDSU test plots being in the construction area. Midwest Industrial Contracting requested reimbursement in the amount of \$4,000 for additional mobilization expenses and \$10,000 for loss of rent of equipment.

Mr. Parmer stated the matter was turned over to a committee consisting of himself, Attorney Stewart, Mr. Wes Schon, Ulteig Engineers, and Chairman Gallagher. Mr. Parmer stated a meeting to discuss the matter was held and Mr. Michael Scwindt was not able to attend the meeting, nor was Chairman Gallagher. Mr. Parmer stated he met with Attorney Stewart and Mr. Schon and came up with the recommendation that the Airport Authority offer to pay the additional \$4,000 but not the \$10,000. Mr. Parmer stated

Reviewed Request for Additional Compensation for Water and Sewer Project in Northeast General Aviation and Received Communication from Attorney Stewart: (Continued)

Attorney Stewart wrote a letter to Mr. Schwindt with this information. He stated Mr. Schon has talked to Mr. Scwindt and he indicated that although he was disappointed with the offer he would accept it.

Mrs. Stanton moved to approve the additional payment of \$4,000 to Municipal Industrial Contracting for the Water and Sewer Project in the Northeast General Aviation Area.

Second by Mr. Cichy.

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

Absent and not voting: Williams, Hentges

The motion was declared carried.

Received Communication from Mr. Patrick DeLaPointe, Foss Associates, Discussing South Windows in the Westside Terminal:

Mr. Parmer stated about a year ago we had some work done on the windows in the Westside Terminal following some research done by Mr. Patrick DeLaPointe, Foss Associates. He stated at that time we repaired only a portion of the windows and now with our first rain this spring some leakage has shown up in another area. Mr. Parmer asked Mr. DeLaPoint to review the matter for the Authority.

Mr. DeLaPoint was recognized and stated his attempt at solving the window leakage

problem started about two years ago when he was contacted to see if he could help solve the roof leakage problem on the lower roof decks adjacent to the south windows. At that time he reviewed with the building engineer, Mr. David Heck, what could be done to solve the window leakage problem.

Mr. DeLaPointe stated last fall he tried to pinpoint exactly where the water was coming into the building. He stated they concentrated on one area and after trying a few things they were able to determine that the water was leaking at the primary seal where the glass meets the aluminum window. He stated he was a little concerned because at the time the building was constructed there was some rubber flashing added above the window system. He stated at that point they felt it was necessary to reglaze the windows with a sealant that is less susceptible to the heat and the movement. The seal used initially was a urethane seal and we replaced it with a silicone sealant. He stated the other matter that concerns him is the rubber material installed between the back of the panel and the window is aging. He stated in his attempt to slow down the aging process he feels it is necessary to cover the rubber with an aluminum cover that would dissipate the heat and prevent direct ultraviolet degradation of the rubber. Mr. DeLaPointe stated he would like to see that done because when it is time to replace that rubber material it is going to be an expensive proposition because you literally have to take the windows and the panels off the building frame itself and start over.

Mr. DeLaPoint stated his best estimate for reglazing and recovering the rubber flashing is \$23,000.

Mrs. Stanton asked if it is normal for this to happen in a building less than 10 years old.

Mr. DeLaPoint stated with this area's extreme temperatures and the design of this type leakage problems are not abnormal. He stated if he had been involved in the project he would have recommended that the entire window system be handled by one contractor but unfortunately he probably would still be standing before the Airport Authority trying to solve similar problems. He added that he is not a believer in glazed structures or skylights.

Received Communication from Mr. Patrick DeLaPointe, Foss Associates, Discussing South Windows in the Westside Terminal: (Continued)

Mr. Cichy stated Mr. DeLaPointe's proposal includes a five year warranty.

Mr. DeLaPointe stated he would try to get a ten year warranty but does not think that will be possible.

Mr. Cichy asked if the Authority can expect this problem to repeat itself every five years.

Mr. DeLaPointe stated he is hoping that is not the case and that the system will last for more like ten years.

Chairman Gallagher asked when would be the best time to do a project like this.

Mr. DeLaPointe stated the best time would be when the temperature is at the

middle of the swerve, for example if the extremes are 40 below and 100 above then the ideal temperature would be about forty or fifty degrees (fall or spring).

Chairman Gallagher asked Attorney Stewart if this project would require drawings and a bid letting.

Attorney Stewart stated since this is repair to an existing structure it may not.

Mr. DeLaPointe stated he is not sure how many glass contractors would be interested in this project. He stated in discussing this with a couple different manufacturers they did not seem too interested as then it becomes their problem.

Chairman Gallagher asked Mr. Tracy Myers for his comments on the matter.

Mr. Myers was recognized and stated he would like an opportunity to look at the situation before making an evaluation. He stated it is his feeling that you buy windows not to leak. He stated he does not have any further comments at this time but would be willing to look at it further as there may be some inherent deficiencies.

Chairman Gallagher stated discussion on the matter will be deferred until the next meeting and in the meantime the matter will be looked into further.

Mrs. Stanton asked how long the project would take.

Mr. DeLaPointe stated with the right weather conditions about 2 3 weeks.

Mr. Parmer asked Attorney Stewart if he feels we could get informal quotes on this.

Attorney Stewart stated we would want to know how many suppliers are around, and there is also the issue of the single supplier would be a consideration. He stated for now the Airport Authority should receive and file the information and refer it for further study.

Mrs. Stanton moved to receive and file the communication from Foss Associates and that the matter be referred to the interested parties for further study.

Second by Mr. Cichy.

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

Received Communication from City Engineer on North University Drive Street Improvements from 32nd Avenue North to Cass County 20:

Mr. Parmer stated the City has plans for improvements to North University Drive from 32nd Avenue North to Cass County 20. He stated as far as distribution of the \$70,000 cost, 50% would be street rehabilitation funds and the 50% balance of \$35,000 would be distributed to the property owners (\$3.50 per front foot). He stated with the exception of a small area the Airport Authority owns all of the land on both sides. Mr. Parmer stated there is no question the roadway needs work.

Mrs. Stanton moved to receive and file the communication from the City Engineer.

Second by Mr. Cichy.

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



Reviewed Current Airport Improvement Projects:

Mr. Parmer stated there is not much going on with the pavement portion of the project and no one is here to report on the building projects. He stated progress with the buildings has been slow lately because of precipitation.

Mr. Parmer stated at the last meeting we received bids for the parking lots and Mr. Schon now has the contracts ready for signatures.

Mr. Cichy moved to authorize execution of contract documents with Northern Improvement Company for the parking lot projects in the northeast general aviation area.

Second by Mrs. Stanton.

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

Absent and not voting: Williams, Hentges

The motion was declared carried.

Received Notice from the City Commission Appointing Mr. R. Tracy Myers to the Airport Authority:

Mr. Parmer stated we have received notice from the City Commission of the appointment of Mr. R. Tracy Myers to the Municipal Airport Authority for a three year term effective April 8, 1995.

Chairman Gallagher welcomed Mr. Myers to the board.

Adopted Resolution of Appreciation to Mr. M. Thomas Williams:

Mrs. Stanton offered the following resolution of appreciation and moved its adoption:

WHEREAS, Mr. M. Thomas Williams has served as a member of the Municipal Airport Authority of the City of Fargo, North Dakota since his appointment in 1978, and;

WHEREAS, Mr. M. Thomas Williams's appointment to the Airport Authority comes to an end on April 8, 1995, and;

WHEREAS, Mr. M. Thomas Williams has served as Chairman on two occasions and in other capacities during his tenure on the Airport Authority, and;

WHEREAS, The Municipal Airport Authority has accomplished many improvements and adopted a positive approach to future developments of airport facilities during the terms of Mr. M. Thomas Williams, and;

WHEREAS, Mr. M. Thomas Williams, as a member of the Airport Authority, has rendered valuable and dedicated service and has given unsparingly of his time and energies to meet and exceed the requirements of his appointment.

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority of the City of Fargo, North Dakota does hereby thank and commend Mr. M. Thomas Williams for his effective efforts and support of 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. M. Thomas Williams.

Second by Mr. Cichy.

All members present voted aye and the resolution was declared to have been duly passed and adopted.

Other Business:

Mr. Parmer stated Fargo Central Garage/Street Department is going to be purchasing a new street sweeper. He stated right now we have only a small Tennant sweeper and our needs have outgrown this unit. He stated normally the City would put this piece of equipment up for auction but they have offered it to us for \$22,000. He stated we have had our mechanic look at the unit and he feels it is a good price for the machine. He stated a new unit is in excess of \$80,000.

Mrs. Stanton asked what is wrong with the machine.

Mr. Bromenschenkel stated this is just a normal equipment replacement.

Mr. Parmer stated there is a lot of sand deposited around the terminal building and the runways and this machine would be helpful.

Mrs. Stanton moved the Executive Director be authorized to purchase the sweeper from the City for \$22,000.

Second by Mr. Cichy.

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

Absent and not voting: Williams, Hentges

The motion was declared carried.

Mr. Cichy moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, April 18, 1995 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 11:10 a.m.

Regular Meeting

Tuesday

April 18, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Tuesday, April 18, 1995, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Cichy, Myers, Hentges, Gallagher

Absent: None

Others: Stewart, Bromenschenkel, MacLeod

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 4, 1995:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held April 4, 1995.

Second by Mr. Cichy.

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

Approved the Airport Vouchers Totaling:

Mr. Hentges moved to approve the airport vouchers totaling \$54,366.70.

Second by Mr. Cichy.

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

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

Approved the Individual Voucher to Foss Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$372.55 to Foss Associates for payment request for professional services in connection with the Westside Terminal vestibule study.

Second by Mrs. Stanton.

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

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

Approved the Individual Voucher to Foss Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$1,264.27 to Foss Associates for payment request for professional services in connection with the Valley Aviation hangar project.

Second by Mrs. Stanton.

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

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

Approved the Individual Voucher to Foss Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$815.62 to Foss Associates for payment request for professional services in connection with the Weather Modification Incorporated hangar project.

Second by Mrs. Stanton.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting the motion was declared carried.

Received and Filed Statement of Operations for the Month of January 1995:

Mr. Hentges moved to receive and file the Statement of Operations for the Month of January 1995.

Second by Mr. Myers.

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

Elected Vice Chairman of the Municipal Airport Authority for Current Calendar Year to Replace Mr. Tom Williams:

Mr. Cichy moved to elect Mrs. Stanton the Vice Chairman of the Municipal Airport Authority for the remainder of calendar year 1995.

Second by Mr. Hentges.

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

Mrs. Stanton passed her vote.

The motion was declared carried.

Mr. Tracy Myers Wishes to Discuss Westside Terminal Window Maintenance:

Mr. Myers stated he met last week with Mr. Patrick DeLaPointe, Foss Associates, Mr. Ray Shannon and Mr. Ray Norgaard, Glass Unlimited, and he stated he feels they had a very good meeting. He stated that he feels that they will have a recommendation by the next Airport Authority meeting. He stated he also visited with Mr. Randy Johnson, Meinecke Johnson, and he also plans to meet with Mr. David Heck, airport building maintenance staff.

Mr. Myers stated from the discussions they have had they do not feel it is the windows but rather the system because there are so many different materials involved (steel, aluminum, glass, wood). He stated this is a situation we are going to have to recognize. He stated the state of the art in sealants is getting better every year so hopefully what we do this time will last longer than last time, but this will probably be an ongoing situation for the airport. He stated basically there is nothing wrong with the system it is just something that needs to be monitored.

Mrs. Stanton asked how long a new sealant will last.

Mr. Myers stated he would guess the sealants available today along with the proposed improvements to the system should double the life of what was done last time.

Mr. Myers stated that Mr. DeLaPointe is a bright young man and has done an excellent job on this project. He stated he is satisfied that Mr. DeLaPointe has a good handle on the project and they should have a recommendation for the board at the next meeting.

Received Communication from FAA Airports District Office Requesting Submission of Proposed Five Year Capital Improvement Program:

Mr. Parmer stated the FAA requires us to submit a five year plan for capital improvements each year. Mr. Parmer stated he and Mr. Wes Schon, Ulteig Engineers, have reviewed the master plan and items that have been identified for construction over a number of years and they have come up with a cost in excess of \$24 million.

Received Communication from FAA Airports District Office Requesting Submission of Proposed Five Year Capital Improvement Program: (Continued)

Mr. Parmer stated one thing that disturbs him is that recently we have had to rely more on entitlement funds and less on discretionary dollars. Congress continues to lower the total AIP funding which consequently lowers our enplanement funds. He stated our 1994 entitlement funds were \$937,000, in 1995 it dropped to \$714,000 and it is estimated it will drop to \$644,000 in 1996. He stated the surplus continues to grow but Congress is not appropriating enough money. Mr. Parmer stated we do have one more Airport Authority meeting before this is due in Irene Porter's office in Bismarck (May 8).

Mr. Parmer stated representatives of the North Dakota Aeronautics Commission and Mrs. Irene Porter, FAA Airports District Office, were scheduled to be here today but they cancelled because of weather. He stated they will be here tomorrow if any of the Airport Authority members are interested in joining the meeting.

Mr. Hentges asked if the Aeronautics Commission was going to have a report on state funding.

Mr. Parmer stated we will be receiving funding from the state and the legislature has even increased the amount of funding to air carrier airports in the state. He stated we will have to appear before the Aeronautics Commission at their June meeting to request funding.

Mr. Myers asked Mr. Parmer if funds collected through a passenger facility charge would make up some of the \$300,000 shortfall in federal funding.

Mr. Parmer stated if we were to implement the passenger facility charge the funds would be used for airport improvement projects and the law entitles us to go back to the date of the enactment of the PFC law (November 5, 1990) and use any improvement projects done since then as justification for the charge.

Received Communication from Valley Aviation Reviewing Hangar Maintenance Requests:

Mr. Parmer stated he received a communication from Mr. Robert Hamilton, Valley Aviation, concerning maintenance of the hangars in the existing general aviation area. He stated Mr. Hamilton has obtained quotes on painting hangars 3 and 4. There has also been some water damage in the office area which was originally thought to be caused by the windows but after further investigation we find it was caused by the damaged roof. He stated the State Fire and Tornado Fund adjuster came to inspect and advised that this damage is not covered under our insurance. Mr. Parmer stated we are presently having roofing contractors give us estimates on repair.

Mr. Robert Hamilton was recognized and stated that before discussing repairs to the facilities he would like to update the Airport Authority on their plans for future use of the facilities. He stated later this summer when Valley's charter and fuel operation will be moving to the northeast general aviation they plan to move their flight school into one of the existing Valley hangars. He stated the flight school has seven full time employees and nine aircraft. He added that right now Valley has a waiting list for hangar space so even though the larger aircraft will be moving north there will still be a demand for space.

Mr. Hamilton stated they are one year into their second five year term of their lease. He stated they plan to be in this facility for at least the next nine years. Mr. Hamilton added the Airport Authority gets a percentage of the revenue generated.

Mr. Hamilton stated in his letter to Mr. Parmer outlines the requested repairs. He stated Hangars 3 and 4 are in need of paint, especially the southwest sides, and Hangar 3 has several broken windows in the hangar doors. Mr. Hamilton stated he also checked into having the southwest side of Hangar 3 sided with steel siding. He stated having the front of the hangars sided would improve the appearance of the aging south southeast side of the field. He stated the low bid for painting Hangar 3 is \$5,505 and the estimate to install steel siding on the southwest side of the hangar was

Received Communication from Valley Aviation Reviewing Hangar Maintenance Requests:  
(Continued)

\$14,043. He stated the low bid to paint Hangar 4 was \$4,985. He added that the future of this hangar is not certain so they are not requesting steel siding at this time.

Mr. Hamilton stated in their last lease agreement with the Airport Authority, Valley agreed to spend \$35,000 in improvements and they have done that.

Chairman Gallagher asked Mr. Hamilton how the future planned expansion of the new hangar space will affect operations on the southeast side.

Mr. Hamilton stated they still plan to use the facilities on the southeast side and do not see any problem filling that hangar space. He added that they plan to do business on this side of the field for some time to come.

Chairman Gallagher asked Mr. Hamilton if Valley plans to have permanent personnel in the southeast general aviation area.

Mr. Hamilton stated the Valley staff will be moving back and forth between locations and will have communication capabilities between the two locations.

Mr. Parmer stated he feels the Airport Authority needs to review this matter thoroughly. He stated there is no question the hangar buildings are old but we are also not sure of the future of the hangars.

Mr. Cichy asked Mr. Hamilton if he considered vinyl siding.

Mr. Hamilton stated he contacted three steel siding contractors but did not look at vinyl.

Mr. Hentges stated he feels the Airport Authority needs to look into these requests. He stated he is pleased with the healthy state of Valley Aviation as a tenant and they are planning to be here a long time so he feels the Airport Authority could reinvest some of that income for improvements for this tenant as well general aviation.

Mrs. Stanton stated she would like to look at the situation and if there are a number of problems we need to address them.

Mr. Hentges asked Mr. Hamilton about their planned timetable for these improvements.

Mr. Hamilton stated they would like a decision as soon as possible so that whichever contractors will be doing the work can schedule it before they are too busy.

Chairman Gallagher asked Mr. Hamilton when Valley plans to move into their new facility.

Mr. Hamilton stated they are shooting for August 1, but do not plan to move until all of the surfaces are finished.

Chairman Gallagher asked Mr. Parmer what action he would like to see the board take today.

Mr. Parmer stated no official action should be taken today other than to look into the matter further. He stated we need some further information on costs of the repairs and compare that to the revenue generated. He stated some of the revenues referred to today are minor.

Mr. Hentges stated he would like to see us move ahead on the matter. The contractors in this area get busy early in the season.

Mrs. Stanton stated she feels an overall evaluation of the buildings should probably be done.

Mr. Myers stated he would like to take a look at the project. He stated there might be a solution other than steel siding. He added there is an option of metal panels for the side of the building, which is a more economical solution.

Mrs. Stanton asked if the roof leak has been fixed.

Mr. Hamilton stated the Airport Authority is taking care of getting estimates from roofers.

Chairman Gallagher appointed a committee of Mrs. Stanton, Mr. Myers and Mr. Parmer to review the situation and report back at the next meeting.

Rescind Action of April 4, 1995, on Purchase of Street Department Sweeper:

Mr. Parmer stated on April 4, 1995 the Airport Authority authorized the purchase of a street sweeper which is being sold by the Street Department. Mr. Parmer stated since that action was taken we have learned that the sweeper is not a vacuum sweeper as we thought. He added that the Street Department does have another sweeper we may be interested in which they may be selling at some time in the future

Mrs. Stanton moved to rescind the action of April 4, 1995, authorizing purchase of a street sweeper.

Second by Mr. Cichy.

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

Reviewed Current Airport Improvement Projects:

Mr. Parmer stated that hopefully when the weather breaks we will have a lot more activity on our projects. He stated there was a meeting held with all of the contractors, architects, engineers and tenants for the purpose of reviewing overall plans for the various projects and to improve communication among the parties.

Mr. Bill Cowman, Foss Associates, stated in spite of the weather they have been making progress on the hangar facilities. He stated on the WMI building they are currently concentrating on the interior of the administration building. He stated the wall panels on the hangar are in place and they are in the process of installing the roof.

Mr. Cowman stated work is continuing on the Valley administration building. He stated the exterior steel is up and Gast has been following quickly behind in getting the sheeting on. He stated as soon as weather permits we are looking at pouring some additional concrete. He stated with regard to the Valley hangar, they are in the process of assembling the trusses and once they have been assembled they will begin putting the roof on the structure.

Mr. Cowman stated as Mr. Parmer had mentioned there was a meeting with KBW Associates, Gast Construction and Northern Improvement so they had the opportunity to become familiar with names and faces in order to develop a good strong line of communication among the contractors. He added that Northern Improvement is also aware of building construction meeting schedules so they are able to attend and be informed of development schedules.

Mr. Parmer stated we have had a problem with the gates in the construction area not being locked and he asked that Mr. Cowman remind the contractors of the importance of locking the gates. He also asked Mr. Cowman to advise the contractors of the importance of keeping debris in the construction site to a minimum because the wind carries that to the airfield surfaces which causes problems.

Mr. Cowman stated it was brought to their attention by Mr. Robert Hamilton that we need to take another look at the thickness of the slab in the hangars. He stated the model used for the hangar is the Gulfstream 4 and the six inch slab specified for the floor does not seem to be adequate for the weight of that aircraft for an extended period of time. He stated they have done some research with Valley Aviation, WMI and Ulteig Engineers and have come back with a recommendation that within the parking areas of each hangar the thickness be increased to nine inches. The parking area is defined as the zone 16' out from the interior face of the perimeter wall.

Mr. Parmer asked if it is wise to thicken only part of the floor. If we are going to thicken the floor why don't we thicken the whole floor.

Mr. Cowman stated they have reviewed this with both tenants and they feel comfortable with this approach.

Chairman Gallagher directed Mr. Cowman to get a cost estimate of increasing the thickness of the entire floor.

Reviewed Current Airport Improvement Projects: (Continued)

Mr. Myers stated adding more concrete to the soil may add to the problem. He stated we may be better off changing the strength of the concrete.

Mr. Cowman stated we will take another look at all of the numbers and report back at the next meeting.

Mr. Wes Schon, Ulteig Engineers, was recognized and stated we need some warm dry weather so they can begin work. He added everything is ready to get started when conditions allow.

Other Business:

Chairman Gallagher stated he received a complaint that there are no handrails in the jetways.

Mr. Steve Dahl, United Express, was recognized and stated there are handrails in Jetway 2.

Chairman Gallagher asked Mr. Parmer to check into the handrails and report back.

Mr. Hentges moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, May 2, 1995, 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.



Regular Meeting

Tuesday

May 2, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 2, 1995, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Cichy, Myers, Hentges, Gallagher

Absent: None

Others: Stewart, MacLeod

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 18, 1995:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held April 18, 1995.

Second by Mr. Cichy.

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

Approved the Airport Vouchers Totaling \$40,537.93:

Mr. Hentges moved to approve the airport vouchers totaling \$40,537.93.

Second by Mr. Myers.

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

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

Approved Individual Voucher to Gast Construction Co., Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$33,000.00 to Gast Construction Co., Inc. for Partial Payment Request No. 8 for general construction work on Valley Aviation hangar project.

Second by Mr. Myers.

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

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

Approved the Individual Voucher to Grant's Mechanical, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$3,402.00 to Grant's Mechanical for Partial Payment Request No. 4 for mechanical construction of Valley Aviation hangar project.

Second by Mr. Myers.

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

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

Approved the Individual Voucher to CB & Sons Electric:

Mr. Hentges moved to approve the individual voucher in the amount of \$900.00 to CB & Sons Electric for Partial Payment Request No. 4 for electrical construction of Valley Aviation hangar project.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to KBW Associates, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$104,654.50 to KBW Associates, Inc. for Partial Payment Request No. 7 for general construction work on Weather Modification Incorporated hangar project.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Manning Mechanical, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$5,600.00 to Manning Mechanical, Inc. for Partial Payment Request No. 7 for mechanical construction of Weather Modification Incorporated hangar project.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Rick Electric, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$21,995.00 to Rick Electric, Inc. for Partial payment Request No. 4 for electrical construction of Weather Modification Incorporated hangar project.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Municipal Industrial Contracting:

Mr. Hentges moved to approve the individual voucher in the amount of \$14,260.79 to Municipal Industrial Contracting for Partial Payment Request No. 5 for construction of sanitary sewer and watermain to the northeast general aviation area.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges, and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Received and Filed Statements of Operation for the Months of February and March 1995:

Mr. Cichy moved to receive and file the Statements of Operation for the Months of February and March 1995.

Second by Mr. Hentges.

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

F M Acro Team Requests Permission to Place Display in Westside Terminal:

Mrs. Sharon Odegaard, President of the Board of American Gold Gymnastics, was recognized and stated they would like to place a welcome sign opposite the NDSU message board above the main entrance doors in the terminal building. She stated they would propose to change the pictures on a quarterly basis with two local photos and one national photo. Mrs. Odegaard stated the Acro Team has been declared the "Good Will Ambassadors of North Dakota" so it is appropriate they welcome passengers at the airport. Mrs. Odegaard stated if the Airport Authority should approve the sign today, Cook Sign Company will install the sign and American Gold will maintain it.

Chairman Gallagher asked how long the display will be there.

Mrs. Odegaard stated they would like to keep it up permanently.

Chairman Gallagher asked if this will be agreeable with the company that handles the advertising and displays in the terminal building.

Mr. Parmer stated the Airport Authority retains the right to allow any display it wishes, independent from the advertising vendor.

Mrs. Odegaard stated their sign is not advertising, it is a welcome sign.

Mrs. Stanton asked Attorney Stewart if the Airport Authority would need any type of agreement with American Gold.

Attorney Stewart stated a record of approval in the minutes would be adequate.

Mrs. Stanton moved to approve the request to display the F M Acre Team welcome sign in the Westside Terminal Building.

Second by Mr. Cichy.

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

Reviewed Smoking Policy in Eastside Terminal:

Mr. Parmer stated we have had some disagreements lately with tenants as to where smoking is allowed in the Eastside Terminal. Mr. Parmer called on one representative from the FAA Flight Standards District Office for his comments.

Mr. Fred Clark, FAA/FSDO, was recognized and stated there are some smokers in the Eastside Terminal who would like a place to smoke. He stated smoking is prohibited in federal offices so those federal employees have been using the conference room.

Mr. Parmer stated the restaurant in the Eastside Terminal is open only until 1:00 p.m. so that is not able to satisfy the needs of the smokers.

Mrs. Stanton asked who is allowed to smoke in their offices in that building.

Mr. Parmer stated there is a tenant on the main floor, an insurance office, and they smoke in their office otherwise most of the smoking has taken place in the restaurant or the conference room.

Mrs. Stanton asked why we allow any smoking in that building. She stated either we have a smoke free building or we don't. She added that you can't keep smoke out, even with fans and an exhaust system.

Mr. Hentges stated as long as this issue is on the table he feels eventually there will be a federal law banning smoking in public places and we should declare that building smoke free and not provide vented rooms and extra cleanup in order for people to be able to smoke. He stated those who wish to smoke will have to go outside. He stated we can give sufficient notice to the tenants and declare the building smoke free as of a certain date.

Mr. Parmer asked if that would include the restaurant.

Mr. Hentges stated the restaurant in the Westside Terminal is smoke free except for the lounge and the area along the departure lounge windows but even that is not working well because now when people smoke they smoke a lot more because they are limited to where they can smoke. He is in favor of setting a date in the near future where the building is declared smoke free and those who wish to smoke will have to step outside.

Reviewed Smoking Policy in Eastside Terminal: (Continued)

Mr. Cichy stated you notice quite a few buildings around town where the employees are standing outside smoking.

Mr. Myers asked what the City's policy is on smoking.

Mr. Parmer stated the Airport Authority sets its own policies on its buildings and we have set a smoke free policy for the Westside Terminal but have never taken action on the Eastside Terminal.

Mr. Hentges moved the Airport Authority declare the Eastside Terminal smoke free effective July 1, 1995.

Second by Mrs. Stanton.

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

Reviewed Five Year Capital Improvement Plan:

Mr. Parmer stated we discussed our five year capital improvement plan briefly at the last meeting. He provided copies of the five year plan and stated he would like to review this again.

Mr. Parmer stated the FAA requires us to submit a five year plan on an annual basis which gives us some leeway in changing our priorities. He stated last year's five year plan does not necessarily conform to what we are asking for now.

Mr. Parmer stated one item on our plan for 1996 is the rehabilitation of Taxiway "A" shoulders at a cost of \$250,000. A second item is the rehabilitation of Runway 13/31. He stated the master plan for the last 20 years shows this runway will eventually be closed but that day is not rapidly approaching. He stated Runway 13/31 gets a lot of traffic and in visiting with the FAA on this they gave us the impression the rehabilitation would be an eligible item. He stated the third item for 1996 is a small drainage problem we have in the area of Runway 17/35 and Taxiway A.

Mr. Parmer stated the extension of Runway 8/26 will cover a two year period, 1997

and 1998, as items involved include site preparation, cover safety area of County Drain 10, and pave Runway 8/26 and Taxiway C extension. Plans for 1999 include the acquisition of some additional snow removal equipment as well as improvements in the Airport Industrial Park. Mr. Parmer stated we definitely want to keep the Industrial Park in any five year plan for that point in the future when clients are interested in locating there. For the year 2000 we have included the construction of general aviation Runway 17L/35R and related taxiway, and also acquiring small parcels of land. He added that the control tower personnel are anxious for this runway to lighten the traffic on Runway 17/35.

Mr. Myers asked Mr. Parmer if there has been any thought given to the Airport Authority acquiring all of the privately owned hangars in the southeast general aviation area with the idea that the Airport Authority would then own all of the buildings and move all general aviation activity to the northeast general aviation area.

Mr. Parmer stated there has been no thought about the airport acquiring those hangars.

Mr. Myers stated the airport is basically restructuring its master plan and what we have now is a fragmented operation, part of general aviation up north and part of it down south. He stated we don't have the freedom right now to lease the land for other purposes and feels the Airport Authority should look at being the sole owner of all of the buildings in that area.

Mr. Hentges moved to receive and file the five year Capital Improvement Plan.

Second by Mrs. Stanton.

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

## Discussed Painting and Maintenance of Hangars 3 and 4:

At the meeting of April 18, 1995, Chairman Gallagher appointed a committee of Mrs. Stanton, Mr. Myers and Mr. Parmer to review the situation with Hangars 3 and 4 and report back at this meeting.

Mr. Myers stated he and Mrs. Stanton toured hangars 3 and 4 with Mr. Robert Hamilton. He stated as part of his familiarization process with the board he asked Mr. Hentges to come out and visit with him and Mr. Parmer on the matter. He stated after that meeting they went on a second tour of the facilities and he submitted a report on both hangars.

Mr. Myers stated the Valley Aviation office area attached to Hangar 3 has experienced some ice build up and to remedy this situation the eave should be extended before any roof work is done.

Mr. Myers stated he cannot believe that ice build up is not covered under our insurance coverage with the State Fire and Tornado Fund. He suggested the Airport Authority hire an independent insurance adjuster since our carrier has denied the claim saying it was caused by inadequate roof maintenance.

Mr. Myers stated he does not know if our tenants are required to insure the leasehold improvements. He added that if we do then the lessee might be in a position to file a claim for the damage to his recently remodeled interior.

Attorney Stewart stated we require the tenant to carry liability insurance and coverage on the contents.

Mr. Myers stated in Hangar 3 there are a number of broken windows and those are a hazard to those employees operating the doors. He stated he asked Fargo Glass & Paint to give him an idea of the cost involved and the report was as follows:

- a. Reglaze 12" X 18" pane with Lexan, \$40 each for a total estimated cost of \$10,400.
- b. Reglaze 12" x 18" pane with Plexiglass, \$38 each for a total estimated cost of \$9,880.
- c. Reglaze 12" x 18" pane with glass, \$35 each for a total estimated cost of \$9,100.

Mr. Myers stated this is a labor intense proposition and he does not know whether the Airport Authority has the staff to accomplish a project like this or if we would need to hire it done, but this is a priority item because of the potential danger of falling glass.

Mr. Myers stated the first laminated beam from the west on Hangar 3 is rotten and completely without any support. He stated there is, in his estimation, a real danger of structural failure in high winds. He stated the rotten beam is a result of the roof leaking for many years. He stated there are some electrical conduits that penetrate the roof and those conduits should be rerouted. He stated he feels it will take a structural engineer to design a beam fix immediately. He added there is a good amount of decayed wood that does not present a structural hazard but should be replaced prior to doing any painting of this structure.

He stated the overall maintenance of Hangar 3 should be reviewed as the building, in his estimation, is a valuable asset and should not be allowed to deteriorate further.

Mr. Myers stated after inspecting Hangar 4 they found that the hangar doors are severely decayed resulting in the rollers not being able to support the doors. The hangar door situation on this hangar should be reviewed with the idea of installing a complete new door system.

Discussed Painting and Maintenance of Hangars 3 and 4: (Continued)

Mr. Myers stated there is decayed wood throughout the hangar that should be addressed prior to painting the structure. The pressure relief doors on the east endwall should be inspected and made operational. They appear to be working properly. They were installed to relieve pressure on the endwall in high winds with the hangar doors open. Mr. Myers stated the roof on Hangar 4 needs attention. Mr. Myers stated the overall maintenance of Hangar 4 should be reviewed and the building is, in his estimation, a valuable asset and should not be allowed to deteriorate further.

Mr. Myers stated the intent of his report is to make the Board and Management aware of the present physical condition of these hangars. He added that we should look at the present and long range plans for these hangars and direct our attention accordingly.

Mr. Hentges moved to receive and file the report from Mr. Myers.

Second by Mr. Cichy.

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

Chairman Gallagher asked Mr. Myers what he feels is the number one priority for these hangars.

Mr. Myers stated he feels immediate attention should be paid to the rotten beam Hangar 3. He stated he recommends hiring a structural engineer to design a beam immediately. He stated we need to take our time and do the project right. He added that covering rotted material with steel siding does not accomplish anything. Mr. Myers also indicated that if steel siding is put on the hangar doors the first time one of them is hit with a tug it will be damaged.

Mr. Hentges stated he feels we should listen to the current tenant's ideals also as they will be in the building for at least another nine years. He added that he would be in favor of hiring an architect to work with the Director on this project.

Mr. Wes Schon, Ulteig Engineers, was recognized and stated Mr. Myers asked him to look at the hangars also. He stated the one beam is rotten but there are also other beams with some rotten wood. He stated even though these beams have been inside they have gone through the freeze thaw cycles over the years. He stated the issue now is to what extent the Airport Authority wants to look at these hangars and how long they wish to extend the life of these hangars.

Mr. Schon stated the condition of the hangar buildings is not the only issue. The ramp in front of the buildings has been there for many years and is starting to deteriorate. He stated he and Mr. Parmer have also discussed the water and sewer system in that area. If this area is going to continue to be used for 20 years something will have to be done about that.

Mrs. Stanton asked if these hangars are worth repairing.

Mr. Hentges stated one reason for making necessary repairs is that we have a tenant in the buildings. He added that when you go into those hangars and you see the massiveness of those buildings you realize what it would cost to replace those today.

Mr. Cichy stated we need the professional opinion of a structural engineer who could evaluate the buildings and give us an idea of what it will cost to make the necessary repairs.

Mr. Myers stated his philosophy on tenants is that we need to do whatever we can to make sure the tenants stay on the property and are profitable. He stated he recognizes the importance of Valley Aviation's success to the airport but by the same token while he feels we should listen to their thoughts on improvements he feels it needs to be done right. He stated he wants to make sure the Airport Authority makes the right decisions now so that ten years down the road we do not wonder why we did not do things differently.

Mr. Myers stated management should select a structural engineer for this project and report back to the Airport Authority.

Discussed Painting and Maintenance of Hangars 3 and 4: (Continued)

Mrs. Stanton moved the Executive Director be authorized to hire a structural engineer to evaluate Hangars 3 and 4 and prepare plans and specifications for recommended repairs (plans and specifications should be separate for each hangar).

Second by Mr. Hentges.

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

Mr. Myers stated he is not ready to give up on the possibility of collecting from our insurance carrier for some of the water damage.

Mr. Parmer stated the adjuster from State Fire and Tornado was willing to look at the damage again and asked Mr. Myers if he would visit with him when he does that.

Mr. Myers indicated he would be glad to do that.

Mr. Hentges stated he appreciated the work of the building committee and thanked them for their efforts.

Mr. Shawn Dobberstein was recognized and stated he solicited bids from roofers for the roof on the Valley office building. He stated all of the bidders used the same type of roofing system.

Mr. Parmer stated these bids received were informal and are fairly close in price.

United Roofing.....\$11,455

Thompson Roofing.....\$12,535 (plus \$1,825 for insulation and \$.70 per board foot to replace any existing wet or deteriorated insulation)

M.J. Dalsin Roofing...\$10,935

Mr. Parmer stated if these estimates are agreeable to the Authority we can turn them over to the building committee for review and a decision on the best bid. He stated otherwise we will waste another two weeks before our next meeting.

Chairman Gallagher asked Mr. Myers if the roof is the first step he suggests taking for the office building.

Mr. Myers stated the first step for the office building should be to repair the roof. He added the roof has to be extended or we will have the same problem again. Mr. Myers stated he would be happy to meet with the roofers to review bids.

Mr. Cichy moved the roofing bids for the Valley office building be referred to the building committee to select a roofer and proceed immediately with the repair of the roof.

Second by Mrs. Stanton.

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

Discussed Water and Sewer Requirements for General Aviation T Hangar Area:

Mr. Wes Schon, Ulteig Engineers, stated next week they are going to start with the lime treated base for the roadways in the northeast general aviation area. He stated we have talked about getting some of the water and sewer across the roadways before the roads are paved. He stated if we can come to an agreement with the fire marshall he would like to work with the contractor who put in the water and sewer in, Municipal Industrial Contracting, to make an extension so that we do not incur the cost in the future of boring under a paved road. He stated we know the T hangar area will be developed and things are moving along.

Mr. Schon stated he and Mr. Parmer have a meeting with Mr. Norm Scott, Fargo Fire Marshall, this afternoon to discuss requirements on water for fire protection.

Discussed Water and Sewer Requirements for General Aviation T Hangar Area: (Continued)

Mr. Hentges moved the Executive Director and Ulteig Engineers be authorized to take the necessary action to extend the water and sewer past the access road in the northeast general aviation area.

Second by Mr. Myers.

Mr. Myers stated we need to keep in mind early in the development of this area to get an acknowledgment from the Fire Marshall that the aprons and taxiways are approved access for fire trucks.

Mr. Schon stated this area is on the inside of the airport security fence and any aircraft fire would be responded to by the NDANG ARFF, on the other hand the hangars are also structures and the Fargo Fire Department would respond. Mr. Schon stated we have to furnish the Fire Marshall with a drawing as part of the formal submittal and we will make sure everything is correct.

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

Received Update on Current Airport Improvement Projects:

Mr. Schon stated we have started to see some progress in the general aviation area. He stated the telephone service has started to come in from the west, the electricians are working on taxiway lights, and Northern Improvement is beginning on their work. Next week we are going to begin the lime treated base for the taxiway connections and then the roadways. He stated the storm sewer for the buildings and parking lots is going in also.

Mr. Bill Cowman, Foss Associates, stated with the dry weather we have had lately they have been able to make some good progress. Mr. Cowman stated the exterior wall system on the WMI hangar is nearing completion as well as progress on the interior of the building. Mr. Cowman stated the focus has been on getting the structural steel system up for the hangar.

Mr. Cichy now absent.

Mr. Cowman stated at the last meeting there was discussion on upgrading the thickness of the concrete slabs for the hangar buildings. He stated Mr. Paul Jacobson, structural engineer from Foss, has received bids on this change.

Mr. Paul Jacobson, Foss Associates, was recognized and stated he would like to discuss the Valley Aviation hangar first as it is the larger hangar and has the biggest impact. He stated the original design of the concrete slab was 6" which would accommodate about a 35,000 lb. aircraft. He stated with a 9" slab we would be able to accommodate airplanes in the 60,000 90,000 lb. range. He stated the modified plans show the core area of the hangar floor to be 9" with the perimeter area being 6". He added that 90% of the weight of the aircraft is on the landing gear. He stated their estimate to increase the core area of the floor to 9" is \$21,830.20. To increase the remaining floor area to 9" would be an additional \$8,240. This amounts to an additional \$1.09 per square foot.

Mr. Parmer asked how much the floor would have cost if the 9" thickness would have been included in the original specifications.

Mr. Jacobson stated that is something we will have to look at. He stated there will be some additional costs and duplication and there is no question it will cost more.

Mr. Jacobson stated in discussing the matter with WMI they have indicated they could live with the 9" slab in the center area only and the cost for this would be \$4,755.00. To increase the perimeter of the floor to 9" also would be an additional \$6,240.

Mr. Jacobson stated before a change order could be prepared they had to be sure of the Airport Authority's decision.



## Received Update on Current Airport Improvement Projects: (Continued)

Mr. Myers moved to approve the change order increasing the thickness of the hangar floors from 6" to 9" for the areas as proposed for the additional cost of \$21,830 for the Valley hangar and \$4,755 for the WMI hangar.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

Mr. Parmer stated he received estimates from Midwest Testing Laboratory, Inc. to conduct concrete aggregate testing for the referred project. These test samples would be obtained from the ready mix producers plant site stockpile, immediately prior to each concrete placement. The estimates are as follows:

Weather Modification Hangar	\$1,526.00
Valley Aviation Hangar	\$2,616.00

Mr. Myers moved to authorize Midwest Testing Laboratory, Inc. to conduct concrete aggregate testing on the Weather Modification Incorporated and Valley Aviation hangar floors.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

Mr. Jacobson stated there will be a small additional charge for testing of the foundation strips for the overhead doors of both hangars.

## Discussed Windows in Westside Terminal:

Mr. Myers stated as far as the problems we have been experiencing with the

windows on the southside of the terminal building he has resolved the issue in his own mind that is that the windows must be fixed. He stated this is essentially a problem that will not go away. He stated the success of any repair will depend upon the improvements in the sealant industry. He stated sealants have improved over the past years and possibly the modifications we make now will last longer than the original sealant used. Mr. Myers asked Mr. DeLaPointe to give further explanation.

Mr. Patrick DeLaPointe, Foss Associates, was recognized and stated some of the items we will be reviewing today were discussed the last time he was here. Mr. DeLaPointe stated after Mr. Myers became involved in the window matter we took another good look at the situation to see if what we are proposing will solve the problem for ten years. He stated they bounced off quite a few ideas and settled on the method he is going to explain today.

Mr. DeLaPointe had a sample section of a window to explain the proposed procedure. Mr. DeLaPointe stated basically what we are addressing is the exterior sealant and they found the water was getting past the exterior sealant and working its way out. He stated they are proposing to remove not only the original sealant but also the pressure plates and then resealing after the pressure plate has been installed and a secondary seal between the edge of the frame and the edge of the glass.

Mr. DeLaPointe stated he has put together an estimated cost and he tried to make sure these were on the high side so that when we receive serious quotes from the glass suppliers there will be no surprises.

## Discussed Windows in Westside Terminal: (Continued)

## ESTIMATED COSTS OF REPAIR

## A. Construction

Standard Sealant Work	\$ 3,200.00
Exterior glazing sealant at windows	10,150.00
Interior sealant at framing/glass edge	5,350.00
Remove and reinstall panel trim	2,600.00
Coat rubber flashing	1,700.00
Cover existing flashing w/sheet metal	6,100.00
Warranty 5 year only	2,000.00
Contingency	2,200.00

SUBTOTAL	\$33,300.00
P&O	4,600.00

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ESTIMATED TOTAL            \$37,900.00

Alternate: Interior gutter system add \$4,000. (Note: for the interior gutter system to work, gutter flashing would need to extend under the window sill as far as possible. To accomplish this will be difficult.

## B. Estimated Architectural/Engineering Fee:

1. Construction Document phase of work; develop specifications and details to allow contractors to quote the repair work  
24 hours @ \$55/hr. = \$1,320.00
2. Construction Administration Phase: (job inspection)  
40 hours @ \$55/hr. = \$2,200.00

Mr. DeLaPointe stated today he is looking for some direction from the Airport Authority as to whether he should receive informal quotes from several contractors or work with just the one contractor that did the installation. He stated the only problem with working with just one contractor is that if they know they are the only contractor the price may not be as favorable. He added that it may be difficult to find other contractors that want to bid the project.

Mr. DeLaPointe stated we have not discussed at length the interior gutter system but he did include that in his estimate.

Mr. Myers asked Mr. DeLaPointe how much we could realistically expect to save by going with bids over going with informal.

Mr. DeLaPointe estimated we could save five to ten percent.

Mr. Myers stated this is a tough problem and he has discussed this with both management and installers at Glass Unlimited. He stated he feels if we have any other contractor do the project there is a learning curve which would result in a cost higher than going with just one bid. He stated Glass Unlimited has a history of this matter and they know what they are talking about.

Mr. Hentges stated if this were the private sector that would be the sensible way to do business, however, this is public money and he feels would should go to bid. Mr. Hentges stated our ability to go with the "best bid" does give us some leeway.

Discussed Windows in Westside Terminal: (Continued)

Attorney Stewart stated yes it does, especially in a situation as complicated as this.

Mr. Myers stated he has no argument against bidding the project but he feels a contractor that is new and inexperienced to this situation could cause further problems for us.

Mr. DeLaPointe stated he would have a hard time recommending a bidder other than Glass Unlimited.

Mr. Myers stated he feels we are on the right track and Mr. DeLaPoint has done a good job of researching this problem.

Mr. Hentges moved we solicit proposals to complete this project according to the recommendation of the architectural consultant at the earliest possible date.

Second by Mrs. Stanton.

On the call of the roll, members Stanton, Myers, Hentges and Gallagher

voted aye.

Absent and not voting: Cichy

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 at 11:00 a.m. on Tuesday, May 16, 1995, in the Airport Boardroom.

Second by Mr. Hentges.

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

Time at adjournment was 12:17 a.m.

Regular Meeting

Tuesday

May 16, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 16, 1995, at 11:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Cichy, Myers, Hentges, Gallagher

Absent: Stanton

Others: Stewart, Bromenschenkel, MacLeod

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 2, 1995:

Mr. Cichy moved to approve the minutes of the regular meeting of the Municipal Airport Authority held May 2, 1995.

Second by Mr. Myers.

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

Approved the Airport Vouchers Totaling \$49,642.17:

Mr. Hentges moved to approve the airport vouchers totaling \$49,642.17.

Second by Mr. Cichy.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$1,123.80 to Foss Associates for Partial Payment Request No. 9 for architectural services in connection with the Valley Aviation hangar project.

Second by Mr. Cichy.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$741.66 to Foss Associates for Partial Payment Request No. 10 for architectural services in connection with Weather Modification Incorporated hangar project.

Second by Mr. Cichy.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Hentges moved to approve the individual voucher in the amount of \$10,021.50 to Northern Improvement Company for Partial Payment Request No. 1 for construction of General Aviation Airpark Parking Lots and Lighting Project.

Second by Mr. Cichy.

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

Absent and not voting: Stanton

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

Received Communication from Airborne Express Concerning Airport Operating Agreement and Lease of Office Space in Eastside Terminal:

Mr. Shawn Dobberstein stated Mr. Parmer received a communication from Mr. George Danison, Manager, Airport Planning/Properties, Airborne Express, dated May 4, 1995. The letter states they plan to start a freight operation in Fargo on June 6, 1995. He is requesting the necessary documentation concerning leasing of the ramp and office in the Eastside Terminal. This letter was to serve as their intent to lease the ramp and office space within the terminal building. The following is a list of requested terms and conditions:

Ramp

Approximately 40,000 sf of ramp for the loading, unloading, parking and daily maintenance servicing of ABX Air's aircraft associated with its business.

Terminal Office

560 square feet of office space to be used for ABX Air maintenance personnel and aircraft parts storage.

Term

Month to month basis

Rental Rate

This lease shall be structured as a yearly commitment. The basic annual rent shall be as mutually agreed.

Attorney Stewart stated a draft lease has been prepared and forwarded to Airborne and should be ready for the next board meeting. Attorney Stewart stated the operating lease would include landing fees and space rental.

Mr. Hentges moved to receive and file the communication from Airborne Express and that action on the lease be taken at the next meeting.

Second by Mr. Cichy.

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

Received Communication from Weather Modification Incorporated Expressing Need for Additional Heated Hangar Space:

Mr. Dobberstein read a communication dated May 5, 1995, addressed to the Chairman of the Municipal Airport Authority, from Mr. Patrick Sweeney, Weather Modification Incorporated. Mr. Sweeney's letter stated WMI is in need of additional heated hangar space even with the completion of the new facility. With the expansion of WMI and the incorporation of the Fargo Jet Center they have a desperate need for additional heated hangar space. This letter was a formal request to lease any additional heated hangar space that may become available in the future, specifically the hangar currently leased by Phoenix International and any other heated hangar space that may be available in the future.

Received Communication from Weather Modification Incorporated Expressing Need for Additional Heated Hangar Space: (Continued)

Mr. Myers moved to receive and file the communication from Weather Modification Incorporated. Second by Mr. Cichy.

Mr. Hentges asked what we would have available.

Chairman Gallagher stated there has been some rumor about Phoenix Air pulling out of Fargo and he assumes WMI wants to get their foot in the door.

Mr. Pat Sweeney was recognized and stated they would like an option on any hangar that becomes available. He stated their new hangar is 12,000 s.f. and when they move into that facility the space in Victor Gelking's hangar will no longer be available. He stated they are looking at a need of 10,000 to 17,000 square feet.

Mr. Hentges asked if the Phoenix Air hangar would be adequate.

Mr. Sweeney stated that hangar would help them out for a while. He stated right now they have twelve of their own aircraft in their fleet and will be acquiring more in the next few months. He stated WMI is getting into some new areas in aircraft modification with their European contracts.

Mr. Hentges asked Mr. Sweeney if we should be looking at building more hangar space.

Mr. Sweeney stated if some additional space does not become available by July they will be submitting plans for their second hangar.

Chairman Gallagher added that the information about Phoenix Air is strictly a rumor and asked Mr. Dobberstein if he had talked to them.

Mr. Dobberstein indicated he had not.

Mr. Sweeney stated their second hangar would be a minimum of 17,000 s.f. (160' x140'). Mr. Sweeney stated the second hangar would be more of a generic hangar and Foss Associates has already started on a design.

Mr. Hentges stated we need to keep tabs on the rumor about the Faker operation.

On the motion to receive and file the communication, all members present voted aye and the motion was declared carried.

Received and Filed Communication from Fargo Jet Center Discussing Needs for Fuel Farm:

Mr. Dobberstein stated Mr. Parmer received a communication from Mr. James Sweeney, Fargo Jet Center, dated May 9, 1995, stating Fargo Jet Center is interested in starting construction of a fuel farm in the new northeast general aviation development. Pursuant to previous conversations, it is their understanding the fuel farm will be located at the east end of the east west new access road. They will need to house three 15,000 gallon tanks in this new area and would desire access for delivery vehicles on the west side of the fuel farm and access by aircraft and their fuel trucks on the east side of the fuel farm. They will require telephone and three phase power at the locations. With the Airport Authority overseeing ground leases they would like the lease to be drawn up similar to the other ground leases WMI has with the Airport Authority. They are also requesting the Airport Authority construct all of the concrete necessary for the fuel farm.

Mr. Wes Schon, Ulteig Engineers, was recognized and stated in planning the northeast general aviation area we have indicated an area we thought would be feasible for a fuel farm but have not received any definite plans from anyone wishing to build a fuel farm. He stated there are a lot of details that need to be worked out, such as size, fire codes and building codes. He stated he has not begun any preliminary work on that other than to identify a location. Mr. Schon presented a plan showing work to be done in our upcoming project but there have been no plans at this point to extend the east/west road in this project. Mr. Schon stated depending upon the requirements for the fuel farm there are other flat work contractors that could do concrete work economically. Mr. Schon stated they were involved in the fuel farm the Grand Forks airport just built that this type of project can be very expensive. He stated the whole business of fuel storage has taken on a new dimension since the discovery of the underground leaking

Received and Filed Communication from Fargo Jet Center Discussing Needs for Fuel Farm:  
(Continued)

tanks some years ago. It is now mandatory for fuel storage tanks to have a secondary containment system in the event of a spill. Mr. Schon stated provisions should be made for the jobber to have an area to unload his product as well as for the owner to have access from the airside as well as provisions for private aircraft owners who wish to fuel their own aircraft. He added that there are also self fueling operations on the airport now and we will continue to have requests in the future.

Mr. Myers asked if the plan is to locate all fuel facilities in one area.

Mr. Schon stated it is more economical to build only one road to serve a facility rather than building roads and fire protection to serve each facility individually.

Mr. Parmer now present.

Mr. Myers asked if the Airport Authority has looked at granting a private operator a contract for a fuel farm at the airport.

Dr. Clif Hamilton, Valley Aviation, was recognized and stated they have no plans to move their fuel facilities to the new general aviation area.

Chairman Gallagher stated if Valley has plans in the future to move their fuel farm to the northeast we should have some idea for planning purposes and whether or not space would need to be reserved.

Mr. Myers stated his question about the possibility of a contract with a major oil company for a fuel facility has not been answered.

Mr. Parmer stated the Airport Authority has never discussed getting financially involved in the building of a fuel farm. He stated it is the responsibility of the Airport Authority to approve the location of fueling facilities.

Mr. Myers stated he is wondering if it is in the airport's best interest to have five or six different fueling facilities on the airport.

Mr. Hentges asked Mr. Sweeney about Fargo Jet Center's timetable on a fuel farm.

Mr. Sweeney stated three or four months ago the Fargo Jet Center advised the Airport Authority it planned to start operations at its new facility by June 15, and about a month later they indicated they would have a need for a fuel farm. He stated it is his personal feeling that things are moving way too slow. He stated they have ordered fuel trucks and tanks that will be here in six to eight weeks and they have picked up a Texaco franchise. He stated he is a little disappointed in the way the Airport Authority has been dragging this project out because it has been very obvious that they will need a fuel farm yet no one has taken the initiative to get this done.

Mr. Parmer asked Mr. Sweeney if he thought the Airport Authority was going to build them a fuel farm.

Mr. Sweeney stated they never wanted the Authority to build them a fuel farm but they do want the Airport Authority to approve a location and participate in the roadway with federal funds.

Mr. Parmer stated as far as our federal funding the situation is the same today as it was four months ago, our 1995 funds have been designated. He stated we have even attempted to get authorization to use some of next year's money on our project which will be bid soon.

Mr. Schon stated Mr. Sweeney has talked about a fuel farm but this is the first time we have seen anything in writing. He stated it is difficult to design a plan without specifics. He stated he still does not know what type of a facility is being requested other than Mr. Sweeney has indicated they will need three 15,000 gallon tanks. He stated he does not know what role the Airport Authority is and how much they want to put in nor how much WMI wants to spend.

Mr. Sweeney stated he is willing to hire an independent engineer to design a fuel farm if he has to because after June 15 he will start to lose money and he cannot afford to have all of that equipment sitting around with no fuel.

Received and Filed Communication from Fargo Jet Center Discussing Needs for Fuel Farm:  
(Continued)

Mr. Hentges asked if we could grade and gravel a road temporarily.

Mr. Sweeney stated he stated he would be happy to hire an engineer, if Mr. Schon is too busy, to design the slab for the fuel farm and he would be satisfied with a gravel road temporarily.

Mr. Parmer asked Mr. Sweeney if he has talked to the Fire Department regarding the kind of tanks to be installed.

Mr. Sweeney stated they talked to the Fargo Fire Department over a year ago. He stated the City Engineer says one thing, the Fire Department says another and the EPA says something else. He stated he feels we have the right idea and are on the right track as far as locating all of the fueling facilities in one area so they are not scattered all over the airport. He gave the examples of Grand Forks and Bismarck who have both built new fuel farms where all of the fueling is done in that one location.

Mr. Cichy stated Mr. Sweeney's problem is time and the Airport Authority's problem is money.

Mr. Myers stated it boggles his mind that there has not been any provision made for fuel for these new hangars. He asked what the original plan was for fuel for those facilities. He stated the Airport Authority is getting flack because we are not building a road up there right now. He stated he has read the minutes for the last two years and there has not been any real detailed discussion about a fuel farm. He stated he does not want the Authority catching flack for something that has not been discussed either by the engineering firm or the tenant until this point in time.

Mr. Parmer stated when the Airport Master Plan was adopted the fuel farm in the general aviation area was shown in a different area than we are looking at now. He stated the Airport Authority has never discussed the idea of the Airport Authority building a fuel farm.

Mr. Hentges stated this preliminary plan presented today by Mr. Schon now at least gives us some idea as to where the fuel farm would be located and now we can take steps to get it going.

Chairman Gallagher asked Mr. Sweeney if Texaco is putting the tanks in for them.

Mr. Sweeney stated WMI is buying the tanks.

Mr. Myers asked Mr. Sweeney about his plan for his fuel supply until a fuel farm is completed.

Mr. Sweeney stated he apologized if the members of the board feel they were being criticized. He stated this is not his property and he cannot make the decisions on what happens up there, that is the purpose of this board. He stated the need for a fuel farm was brought up in their January letter and discussed in the January 17 meeting but nothing has happened so that is why they initiated this letter. He stated the plan for a fuel farm has been there and everyone knows it is there but nothing has been done.

Mr. Schon stated he hates to get hung for something that he has put on a plan simply for schematic purposes just to allocate space. He stated he needs direction from the Airport Authority before he can proceed. He stated as far as the Grand Forks fuel farm it took a long time before that was completed. He stated it is not just a matter of building a road, there are a lot of issues to deal with in a fuel farm.

Mr. Pat Sweeney stated he would be happy to sit on a committee to address all of

those needs and he would do all of the homework necessary in the next ten days. He added that he would be happy to hire an independent engineer. He stated they made a commitment to be in operation by June 15 and even delayed their fuel until July 15.

Mr. Bromenschenkel suggested the Airport Authority use the Northwest Airlines fuel farm as an example of how not to build a fuel farm.

Mr. Sweeney stated they would like the Airport Authority to provide the land for the fuel farm, the roadways, electricity, telephone service, the slab and dike around the slab to hold the contents of the largest tank.



Received and Filed Communication from Fargo Jet Center Discussing Needs for Fuel Farm:  
(Continued)

Mr. Myers stated the minutes of January 17 indicate that Mr. Parmer initiated conversation a fuel farm and Coffman Associates with some reaction from Dr. Hamilton but there is no mention of a letter from Mr. Sweeney.

Mr. Sweeney stated Fargo Jet Center sent a letter to the Airport Authority advising of its intention to begin operations as a full service FBO. He stated there was no official letter to the board but they had talked to Mr. Parmer expressing a need for a fuel farm.

Mr. Parmer stated Mr. Sweeney must present plans and specifications for a fuel farm to the Airport Authority for approval.

Mr. Hentges stated there are obviously some points to resolve here. He stated if this problem came into his office he would get together with the tenant and the contractor and figure out what we need. He stated at some point we will need a complete fuel farm and we can do some initial things to get fuel operations going up there without a great deal of cost.

Mr. Hentges moved the Executive Director and consulting engineer get together with the tenants to come up with some specifics on a fuel farm including what we should be doing with our available funds as well as a long range plan to be presented to the Airport Authority at the next meeting.

Second by Mr. Myers.

Chairman Gallagher stated he is not sure what the Airport Authority's role is other than to lease the land. He stated when you get into building the slab and the walls we are talking about a lot of money.

Mr. Parmer stated Mr. Sweeney indicated he wants to build a fuel farm and the slab and walls are part of the fuel farm. A road leading to the fuel farm is something else.

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

Absent and not voting: Stanton

The motion was declared carried.

Reviewed Terminal Building Advertising:

Mr. Parmer stated Graphic Exhibits from St. Paul has handled the advertising in the terminal since before we moved into this building. He stated their lease has since expired and since there has been no other interest shown we have continued their lease on a year to year basis.

Mr. Parmer stated he has had a couple of inquiries lately from other firms showing interest in the contract and is wondering if the Airport Authority is interested in putting out a request for proposals. He stated we could publish the ad locally as well as in the AAAE newsletter. He stated it could result in increased revenues for the Airport Authority.

Mr. Hentges moved to accept the Executive Director's recommendation to publish a request for proposals for the terminal advertising contract.

Second by Mr. Cichy.

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

Approved Plans and Specifications and Authorize Advertising for Bids for AIP Project No. 3 38  
0017 17, General Aviation T Hangar Area:

Mr. Schon stated plans and specifications have been prepared for the pavement project into the General Aviation T Hangar Area and are being submitted to the Airport Authority for approval and authorization of advertisement for bids.

Mr. Myers asked if we are going to be able to bid the road extension into the proposed fuel farm as an add alternate.

Approved Plans and Specifications and Authorize Advertising for Bids for AIP Project No. 3 38 0017 17, General Aviation T Hangar Area: (Continued)

Mr. Schon stated the advertisement for bids for this project will run the first time on Monday, May 22. He stated if the Airport Authority wants the road for the proposed fuel farm as an add alternate he will do so but he is not sure we have enough money.

Mr. Myers stated then we won't buy it.

Mr. Hentges stated he feels we should get the bids and then we will at least have the numbers for budgeting purposes.

Mr. Parmer stated he has checked with the FAA about using some of our 1996 enplanement funds this year. He stated they have indicated that we could but we do not know when we could spend that money because it does not become available until the next fiscal year.

Mr. Myers moved to approve the plans and specifications and authorize advertisement for bids for the general aviation T hangar area, including as an add alternate the extension of the roadway to the proposed fuel farm.

Second by Mr. Hentges.

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

Absent and not voting: Stanton

The motion was declared carried.

Received Report from Solien Larson Engineering on Hangars 3 and 4:

Mr. Wayne Larson, Solien Larson Engineering, was recognized and stated their firm

was hired to do a structural evaluation of the condition of Hangars 3 and 4. On May 8, 1995, Mr. Wayne Larson and Mr. Vernon Solien met with Mr. Tracy Myers and Mr. Gale Swan at Hangars 3 and 4 (Valley Aviation) at Hector Airport and his report contained the following information.

The first and most urgent concern is to make the hangars watertight. The areas should be marked when it rains and repairs to the roof should be made and maintained. There is some ductwork in Hangar 3 which is hung from the roof. Some areas of leakage appear to be at locations where the duct supporting rods are attached to the roof. If this ductwork is not being used, and will not be used in the future, it should be removed. Another area of leakage is where conduit has penetrated the lower portion of the roof/wall. These areas should be sealed to prevent water from entering the hangars, as well as caulking or sealing the endwalls that become wet on the interior. An area of a large amount of leakage in the northeast endwall of Hangar 3 is where a bond of windows has been infilled. This area should be covered on the exterior with either a wood or metal panel. The edges of this covering should be flashed and properly caulked to prevent any leakage. In addition, the water leaking in by conduits in Hangar 3 has rotted the end of one arch in the southmost corner. This arch should be shored with a stud wall as shown on the attached sketch. Once shored, the rotten end of the arch should be removed. To do this some roof/wall decking boards will have to be removed. Many of the decking boards in this area are also rotten at their ends and must be replaced anyway. Replace the removed portion of the arch with a stud wall. Another area needing some attention is the northeast endwall bracing Hangar 4. The wall is braced at the 18' high level, with diagonal bracing to the roof structure and cables are tied back to the first interior roof arch to keep the wall from bowing out. Many of the diagonal braces are no longer tight at the bearing ends and should be repaired or replaced. The wood arches, other than the one noted previously, appear to be in structurally sound condition. When these hangars are repaired as outlined in this letter the buildings should be in satisfactory structural condition.

Received Report from Solien Larson Engineering on Hangars 3 and 4: (Continued)

Chairman Gallagher asked Mr. Larson if he had an estimate on the cost for these repairs.

Mr. Larson stated he did not pursue any information on cost.

Mr. Myers stated he did have Peterson Mechanical look at removing the ductwork and they estimated a cost of \$3200.

Mr. Myers stated he feels we need to take some drastic action on the roof to get the problem under control and do it right.

Mr. Larson stated if the airport plans to continue to use those hangars for more than just the next couple of years you have to get the water problems solved or structurally the buildings will deteriorate.

Mr. Myers asked Mr. Parmer if we have the money.

Mr. Parmer stated he does not know how much we are talking about.

Mr. Myers stated depending upon what we do with the roof, row roofing or the Firestone rubber system, the repairs should be under \$100,000.

Chairman Gallagher asked Mr. Myers which roof he would recommend.

Mr. Myers stated if we are considering keeping the buildings long term he would recommend the Firestone.

Chairman Gallagher asked Mr. Myers what he considered long term.

Mr. Myers indicated he would consider 10 years or more to be long term. He stated right now we have shingles blowing off the roof after every wind.

In answer to a question from Chairman Gallagher, Mr. Myers stated he did not know the difference in price between the two types of roofing but he would estimate the rubber roofing to cost \$1.25 per square foot.

Mr. Hentges stated we have a statement from our tenant that they plan to be there nine more years.

Chairman Gallagher stated we need to find out how much we will need to commit to this project.

Mr. Myers stated we should bid it and find out.

Mr. Hentges recommended the Airport Authority proceed to come up with a plan and program to repair and restore Hangars 3 and 4 and that we prepare the necessary specifications for each hangar and advertise for bids.

Mr. Myers stated he recommends the Airport Authority consider each hangar separately because we may decide not to put any money into Hangar 4.

Mr. Hentges stated after we get the bids we can meet with the tenants.

Chairman Gallagher stated we need to have Mr. Larson proceed with the drawings.

Mr. Larson stated their firm is capable of the structural portion of the building but as far as all of the other aspects they do not have that expertise.

Mr. Hentges stated we will have to retain the services of an architect.

Mr. Myers stated he would be willing to work with whatever firm the Airport Authority chooses. He stated he feels Mr. DeLaPointe at Foss Associates did a good job researching our window problem and feels they could handle the project.

Mr. Hentges recommended the Airport Authority proceed to come up with a plan and program to repair and restore Hangars 3 and 4 and that we prepare the necessary specifications for each hangar and advertise for bids.

Second by Mr. Myers.

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

Mr. Myers asked if we need a separate motion on what architect we will be using.

Mr. Hentges stated that could be up to the discretion of the Director.

Mr. Myers thanked Mr. Larson for his prompt response to our request and the excellent report presented.

Other Business:

Mr. Pete Haug, Barnstormer, was recognized and stated he was not clear on the

Airport Authority's action at the last meeting regarding smoking in the Eastside Terminal and whether or not that includes the restaurant operation. He stated they are basically maintaining the restaurant operation in the Eastside Terminal at the request of the Airport Authority. He stated the business at that operation is minimal and if the smokers are alienated their business will go way down. He stated he would like to see smoking continue to be allowed in the restaurant. Mr. Haug stated the general public does not use this facility and they have not had any problems with complaints about smoking.

Mr. Parmer stated the motion at the last meeting did include the restaurant and the effective date is July 1.

Mr. Hentges stated we are looking at a number of changes in the Eastside Terminal and we have a little time yet before July 1. He stated he appreciated Mr. Haug's bringing this to the board's attention but the elimination of smoking in public places is coming.

Mr. Parmer stated he wrote a letter to all of the tenants in the Eastside Terminal advising them of the change and invited comments but he has not heard from anyone.

Mr. Myers stated in the process of reviewing the hangars in the eastside general aviation area he has noticed some junk stored in between hangars as well as aircraft which are not airworthy, and probably never will be, parked in spaces on the ramp. He stated these are in the way for snow removal and are a hazard and should be removed.

Mr. Parmer stated this is not the first time this matter has been brought up. There is one aircraft in particular being stored on the ramp and he has consulted with Attorney Stewart about getting the owner to move the aircraft.

Mr. Myers stated if this practice is allowed we could have a junk yard over there.

Dr. Clif Hamilton stated there are two aircraft on ramp space right now that are not airworthy. The second is a twin engine aircraft Dakota Aero Tech uses for instruction.

Mr. Myers stated he would like to see the area kept up.

Dr. Hamilton stated Gale Swan, Maintenance Foreman, has been helpful in keeping the area neat.

Mr. Pat Sweeney stated he appreciates this subject being discussed. He stated WMI has 12 aircraft here and have hangar space for only four. He stated it has always bothered him that these junk airplane are taking up ramp space when their \$100,000 aircraft have to park on the grass. He stated there is a shortage of tiedown space on this airport and there will be even with the new ramp. He stated a lot of people don't park their airplanes in Fargo because the space is inadequate and we need to change that attitude.

Chairman Gallagher asked Attorney Stewart what we can do about these disabled aircraft that are not being removed.

Attorney Stewart stated he will write the owner and give him a deadline for removing the aircraft from the ramp.

Mr. Robert Hamilton stated he contacted the owner of the one airplane in question a few months ago and inquired about buying it for parts. He indicated he was not interested in selling it as it was his father's airplane so apparently he is keeping it for sentimental reasons.

Adopted Resolution of Sympathy to the Family of Nicholas Schuster:

Mr. Cichy offered the following resolution of sympathy 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 passing of Mr. Nicholas Schuster, and  
WHEREAS, Mr. Nicholas Schuster was one of the original members of the Municipal Airport Authority and in a very conscientious and dedicated manner gave unsparingly of his time and energies to promote the facilities of Hector Airport.

NOW, THEREFORE BE IT RESOLVED, that the Municipal Airport Authority of the City of Fargo, North Dakota does hereby express its heartfelt condolences to the family of Nicholas Schuster.

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 herein resolution be forwarded to the family of Nicholas Schuster.

Second by Mr. Hentges.

All members present voted aye and the resolution was declared to have been duly passed and adopted.

Mr. Cichy moved to adjourn the meeting until the next regular meeting to be held at 10:30 a.m., Tuesday, June 6, 1995, in the Airport Boardroom.

Second by Mr. Hentges.

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

Time at adjournment was 12:20 p.m.

Regular Meeting

Tuesday

June 6, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Tuesday, June 6, 1995 at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Cichy, Myers, Hentges, Gallagher

Absent: None

Others: Stewart, Bromenschenkel

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 16, 1995:

Mr. Cichy moved to approve the minutes of the regular meeting of the Municipal Airport Authority held May 16, 1995.

Second by Mrs. Stanton.

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

Approved the Airport Vouchers Totaling \$57,019.22:

Mr. Myers moved to approve the airport vouchers totaling \$57,019.22.

Second by Mr. Cichy.

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

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

Approved the Individual Voucher to Gast Construction:

Mr. Hentges moved to approve the individual voucher in the amount of \$78,500.00 to Gast Construction for Partial Payment Request No. 9 for general construction of Valley Aviation Hangar.

Second by Mr. Myers.

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

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

Approved the Individual Voucher to Grant's Mechanical:

Mr. Hentges moved to approve the individual voucher in the amount of \$25,485.75 to Grant's Mechanical for Partial Payment Request No. 9 for mechanical construction of Valley Aviation Hangar.

Second by Mr. Myers.

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

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

Approved the Individual Voucher to KBW Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$75,033.00 to KBW Associates for Partial Payment Request No. 8 for general construction of Weather Modification Incorporated Hangar.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Manning Mechanical:

Mr. Hentges moved to approve the individual voucher in the amount of \$5,690.00 to Manning Mechanical for Partial Payment Request No. 8 for mechanical construction of Weather Modification Incorporated Hangar.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Rick Electric:

Mr. Hentges moved to approve the individual voucher in the amount of \$22,700.00 to Rick Electric for Partial Payment Request No. 5 for electrical construction of Weather Modification Incorporated Hangar.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Midwest Testing Laboratories:

Mr. Hentges moved to approve the individual voucher in the amount of \$1,954.00 to Midwest Testing Laboratories for concrete testing services for the Weather Modification Incorporated Hangar.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Vouchers to Midwest Testing Laboratories:

Mr. Hentges moved to approve the individual voucher in the amount of \$368.80 for concrete testing services for Valley Aviation Hangar.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Midwest Testing Laboratories:

Mr. Hentges moved to approve the individual voucher in the amount of \$268.00 to Midwest Testing Laboratories for field density testing for Aircraft parking Apron, Taxiway, and Access Road Project No. 3 38 0015 15.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$5,620.83 to Ulteig Engineers, Inc. for Partial Payment Request No. 16 for engineering services in connection with the Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 15.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$624.68 to Ulteig Engineers, Inc. for Partial Payment Request No. 14 for engineering services in connection with the General Aviation Water and Sewer Project.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Southam Business Publications:

Mr. Hentges moved to approve the individual voucher in the amount of \$238.75 to Southam Business Communications for official publication of advertisement for bids for T Hangar Taxiway and Lighting Project No. 3 38 0017 17.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Electric Construction:

Mr. Hentges moved to approve the individual voucher in the amount of \$16,481.39 to Northern Electric Construction for Final Payment Request for Runway 3/21 Conversion to Taxiway D, Project No. 3 38 0017 14.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Received and Filed the Statement of Operations for the Month of April 1995:

Mr. Cichy moved to receive and file the Statement of Operations for the Month of April 1995.

Second by Mr. Hentges.

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

Received Communication from Western Vocational Technical Institute Requesting Rental of Classroom Space in the Eastside Terminal:

Mr. Parmer read a communication from Mr. David Torkelson, Western Vocational Technical Institute dated May 18, 1995. The letter stated Western Vocational Technical Institute requests rental of a classroom at the civil aviation terminal beginning June 1. Western Vocational Technical Institute has been granted provisional



Received Communication from Western Vocational Technical Institute Requesting Rental of Classroom Space in the Eastside Terminal: (Continued)

authorization to operate a post secondary education institution in the State of North Dakota. Commencing June 1, they will offer training in industrial security, safety and emergency medical technology to its students.

Mr. Parmer stated he visited with Mr. Torkelson on a couple of occasions and the course they plan to offer will run about 20 weeks. Mr. Parmer stated the Airport Authority could lease them some of the classroom space which has been vacated by Dakota Aero Tech recently.

Mr. Cichy asked how much rent they would be charged.

Mr. Parmer stated the rate is \$6.00 per square foot with no janitorial service, \$9.00 per square foot with janitorial services.

Chairman Gallagher asked Mr. Parmer what he would recommend.

Mr. Parmer stated he would recommend leasing the space to Western Vocational Technical Institute as requested. Mr. Parmer added that if the student population at Dakota Aero Tech goes back up they would want to get the space back.

Mr. Cichy moved to approve the request from Western Vocational Technical Institute to lease classroom space in the Eastside Terminal.

Second by Mrs. Stanton.

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

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

Received Communication from Flight Training, Ltd. Announcing a Future Tenant Change in Their Hangar Facility:

Mr. Parmer read a communication dated May 30, 1995, from Mr. Robert Hamilton, Vice President, Valley Aviation. The letter is to inform the Airport Authority of a future tenant change in a facility owned and operated by Executive Aviation. Executive Aviation requests permission to lease some hangar space and an office area to Courier Express, Inc. They plan to take occupancy June 15, 1995 of the three hangars just south of the building known as the igloo. Later on, possibly around October 1, Courier Express will be taking possession of the entire facility which would include the office area known as the igloo. Mr. Hamilton stated it is his understanding that the Airport Authority's attorney will have to review the lease and give approval before proceeding with the tenant changes. Mr. Parmer invited Mr. Hamilton to address the Airport Authority.

Mr. Robert Hamilton was recognized and explained that Courier Express has a need for additional space and Executive Aviation has some space available for them. He added that when Valley Aviation moves its fueling operation to the north they will be moving the flight school to the Valley Aviation hangar on the southeast side and more space in the igloo will be available for this tenant.

Mrs. Stanton moved to approve the sublease between Executive Aviation and Courier Express, Inc. as requested, subject to final approval after review by Attorney Stewart.

Second by Mr. Cichy.

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

Authorized Execution of Lease with ABX Air, Inc. (Airborne Express):

Mr. Parmer stated Attorney Stewart has been working with Mr. George Danison, ABX, Inc., on a lease for space in the Eastside Terminal. At the last meeting the airport Authority received a request from Airborne for an operating lease and to lease space in the Eastside Terminal. Mr. Parmer asked Attorney Stewart if there had been any changes since their last discussion.

Attorney Stewart stated he was not any aware of any changes. He stated he did have some questions for Airborne and Mr. Danison had some concerns about the designation of ramp space.

Authorized Execution of Lease with ABX Air, Inc. (Airborne Express): (Continued)

Mr. Parmer stated he does have a meeting with Mr. Danison today at 1:00 p.m.

Attorney Stewart stated there is a 30 day out on the lease. He added that the lease is the standard airline lease and he does not anticipate any changes.

Mr. Hentges moved to authorize execution of the lease with ABX, Inc. (Airborne Express), subject to final approval by Attorney Stewart.

Second by Mr. Myers.

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

Mr. Ron Balvitsch, Northwest Airlines, was recognized and asked if Airborne would be paying crash fire rescue costs.

Mr. Parmer stated the airport is required to provide crash fire rescue services for the air carriers serving the airport so that is why the cost for crash fire rescue services is assessed only to the air carriers. He stated we can certainly visit with Airborne and see if they are willing to participate. He stated he can't imagine them wanting to participate if it is not a requirement.

Chairman Gallagher stated maybe the Airport Authority should adopt a policy whereby other operators are charge for crash fire rescue services as well as the airlines.

Mr. Parmer stated the airport is required to provide a certain level of crash fire rescue services based on the type of airline traffic we have. He stated our agreement is with the North Dakota Air National Guard and we pay the personnel costs for a certain percentage of their crash fire rescue staff and we distribute that cost to the airlines. Mr. Parmer added the aircraft must be 30 assenger or larger in order to be assessed the fee.

Mr. Hentges stated Chairman Gallagher's point about the Airport Authority adopting a new policy regarding CFR charges is a good one. He stated there is probably nothing we can do to supersede federal regulations regarding smaller commuter operations.

Mr. Myers asked if the federal regulations prohibit us from assessing charges to all commercial operations on the airport.

Mr. Parmer stated he does not think we are prohibited from doing so.

Mr. Myers asked why we don't.

Mr. Ron Balvitsch stated that one of the ways for the Airport Authority to encompass the CFR costs would be to increase the landing fees from 31 cents per 1,000 lbs., which is probably the lowest landing fee in the country, to a higher fees such as 58 cents per 1,000 lbs. that way everyone will pay for the CFR costs.

Mr. Myers stated we know that if a FedEx or UPS airplane goes down on the field CFR will be right on the spot. He stated he feels anyone who would benefit from the service should participate in the cost.

Mr. Hentges stated the FAA and the AIP Program generously support general

aviation in many ways. He stated there possibly should be some review of who participates in the cost for CFR services but we would need to know what kind of leeway we have to assess those charges beyond the guidelines of the regulations established by the FAA. Mr. Hentges stated if an airport has commercial airline service it is required by the FAA to provide crash fire rescue protection so that is a legitimate expense to assess to the airlines.

Mrs. Stanton asked if subjects such as this are ever discussed at the AAEE Conferences.

Mr. Parmer indicated they are.

Mrs. Stanton stated there should be some policy whereby everyone who is getting the protection participates in the cost.

Mr. Parmer stated he has discussed this with representatives of United Express. He stated to provide CFR protection for Northwest Airlines they are required to be on

## Authorized Execution of Lease with ABX Air, Inc. (Airborne Express):

alert 15 minutes before arrival and 15 minutes after departure. If United Express has a flight during a period of time that coverage is not required for Northwest Airlines then United Express should possibly be assessed for that time.

Mr. Balvitsch stated it basically boils down to whether or not it would be fair for others to share in the expense of CFR and adding it into the landing fees would be one way to do that.

Mr. Cichy stated if there was any bad reaction to such a change it would be from general aviation.

Mr. Balvitsch stated general aviation would be assessed through a fuel flowage fee.

Mr. Myers stated something we would want to watch is what it would cost us to implement a different procedure, such as what the cost of administration would be.

Mr. Hentges stated the additional costs could go beyond that of additional administration. It could result in the elimination of commuter service if they felt the cost was too high.

Chairman Gallagher asked Mr. Parmer to research the matter and report back to the Airport Authority on what options would be available to us as far as the assessment of crash fire rescue costs.

## Discussed Cost of Lots in Riverwood Addition:

Mr. Parmer stated a few meetings ago the Airport Authority was advised by the City Finance Office that there were two lots available for sale in the Riverwood 2nd Addition if the Airport Authority was interested in purchasing them. He stated the Airport Authority discussed the matter and it was suggested the Airport Authority offer the City \$1 over the cost of the specials and apparently that was not well received.

Mr. Parmer stated the reason this is back on the agenda is that he has had people come out to see him wondering why the Airport Authority wants these lots. Mr. Parmer stated it was a requirement at one time that we acquire that land for the clear zone for airport development but it is no longer a requirement.

After further discussion, Mr. Hentges moved to acknowledge and decline the offer from the City of Fargo to purchase two lots in the Riverwood 2nd Addition.

Second by Mrs. Stanton.

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

Mr. Myers asked if the City Planning Commission is advising homeowners building in that area of the future runway planned.

Mr. Parmer stated the Airport Master Plan has already been before the Planning Commission so they are aware of future development.

## Reviewed Recently Approved Car Rental Agency Leases:

Mr. Parmer stated it has been a number of months since we requested proposals for car rental operators at the airport. He stated there were more than four inquiries for copies of the request for proposals but only four proposals submitted.

Mr. Parmer stated after the leases were drawn up for the four agencies there was a request by the lessees that some changes be made in the lease. Those changes included the paragraph dealing with "gross sales" and also the item regarding the furnishing of copies of invoices which would be done "upon request." Mr. Parmer stated these changes in the leases were implemented.

Mr. Parmer stated three of the four agencies have chosen not to sign because of the clause in the lease stating that should the Airport Authority decide to lease to a fifth car rental agency the existing agencies would receive a six month notice and the fifth agency would not be able to start operation until the end of that six month period. This would allow the other agencies ample time to adjust their inventory. He

## Reviewed Recently Approved Car Rental Agency Leases: (Continued)

stated that clause in the lease originated at the request of the car rental agencies.

Mr. Bernie Ness, Avis Rent a Car, was recognized and stated he would like to

respond. He stated that this year the Airport Authority advertised for proposals from engineering firms and selected one firm to provide engineering services for a three year period. He stated the Airport Authority requested proposals from car rental agencies and the Airport Authority laid out certain criteria, one was that each agency would pay the Airport Authority a minimum financial guarantee of \$200,000 over a five year period. He stated this is a major commitment and \$200,000 is not a small amount of money yet they hope to surpass that substantially. He stated it was their understanding that once the Airport Authority made their selection of car rental agencies it would be for the five year period, much like the situation with the engineering firm. He stated the way the lease reads now in three or four years another agency could come in request to operate at the airport. Mr Ness stated one of the minimum requirements in the lease is hours of operations. He stated over Memorial Day weekend they got involved in a situation where one of the other rental companies (one that had shown interest in operating at the airport but did not submit a proposal) had rented a car to a woman with two small children and they were not there to receive the keys and contract from her. He stated they tried to help her as much as they could but she ended up turning the keys and contract into lost and found. He stated the Airport Authority has asked the four car rental agencies to provide quality service with quality cars and pay the Airport Authority over a quarter of a million dollars over a five year period and it was their understanding in exchange for that they would have a five year commitment. He stated what they did get in the contract was exactly what they had before.

Chairman Gallagher posed the question to Mr. Ness if one of the four operating agencies goes out of business where that leaves the Airport Authority.

Mr. Ness stated in looking at the history of car rental agencies at the airport there have been four operators for the past 20 years. He stated history has also shown that this airport is not large enough for five agencies. Mr. Ness stated at this point they are forced to sign whatever the Airport Authority requires. He stated his point is that by going with the request for proposals it was their interpretation that they had a five year commitment and the Airport Authority was going to choose a number of car rental agencies to serve the airport for that period.

Mrs. Stanton stated she does not think there is any comparison between the engineering firms and the car rental agencies.

Mr. Parmer stated the lease to be signed was the same lease presented to anyone receiving a copy of the request for proposals. He stated there were no changes made other than the guaranteed minimum from \$10,000 a year to \$40,000. He stated the clause in the lease regarding a six month notice from the Airport Authority should another car rental agency start operating at the airport was requested a number of years ago by the car rental agencies.

Mr. Ness stated that clause was put in about 20 years ago at the request of the car rental agencies but that was at a time when there was no request for proposals. He stated he has been operating a car rental agency at the airport for 25 years and this is the first time the Airport Authority has ever put out a request for proposals with a selection of a certain number of operators. He stated when you go on an annual lease, which is what we did before, an agency could opt out at the end of a year. He stated when Thrifty went out of business in January of 1994 the lease actually called for them to have a minimum payment of \$10,000 to the airport but the Airport Authority chose not to enforce that provision and allowed them out of that lease. He stated he does not see in the new lease where they would be allowed to get out of the \$40,000 per year commitment.

## Reviewed Recently Approved Car Rental Agency Leases: (Continued)

Attorney Stewart stated the request for proposals was on a non exclusive basis. The Airport Authority set a minimum of \$40,000 and established certain performance standards. Attorney Stewart stated the clause in the lease regarding six months notice is for the protection of the car rental agencies. He stated if there are changes in the Airport Authority membership in the future and if they should grant permission for a fifth agency to operate the current four agencies would want the six month notice to make adjustments to their inventory.

Mr. Parmer stated one of the car rental agencies receiving a request for

proposals but chose not to submit a proposal has complained to Mayor Furness that they are being kept out. He stated the same agency has also requested a direct line telephone in the terminal building and it has been the Airport Authority's policy to deny such a request as it would take away business from the car rental agencies under lease at the airport. He stated there are airports that have an off premises lease arrangement where agencies off the airport pay the airport a smaller percentage of their gross revenue for deriving business from the airport.

Chairman Gallagher stated the consensus of the board seems to be to leave the leases as they are.

Mr. Hentges asked what will happen if the tenants refuse to sign the lease.

Chairman Gallagher stated if they refuse to sign the lease they are out. He asked Mr. Ness if this is satisfactory.

Mr. Ness stated they do not have a choice.

Mr. Hentges stated the operators of the car rental agencies, as well as other tenants on the airport, have the choice of attending the meetings of the Airport Authority and have the opportunity to bring up problems and the Airport Authority has the right to chance certain decisions. He stated the Airport Authority has in the past taken the approach of doing what it can to protect the tenants and make sure their business stays healthy and he hopes the Airport Authority will maintain that approach in the future. He stated the Airport Authority has appreciated the income generated by the car rental agencies and he does not feel anyone would want to threaten that.

Mr. Myers stated as a member of the Airport Authority he intends to make sure this board makes decisions using good business judgement but that all decisions are fair. He stated there are some issues here that we have to deal with as far as public criticism. He stated this is still the United States of America and people still want to do business and if they fit our scheme and mold they should certainly have the opportunity to do so. He stated as long as he is a member of this board the decisions made will be fair and business like.

Chairman Gallagher stated he feels the Airport Authority has always been fair with its tenants.

Mr. Maury Lamb, National Car Rental, was recognized and stated they spent six years with a fifth operator at the airport and it hurt all of them. He added that the Airport Authority is telling them it could happen again tomorrow.

Mrs. Stanton stated there is no guarantee.

Attorney Stewart stated this discussion comes down to one question, do the existing car rental agencies want the protection clause requiring six months notice from the Airport Authority.

Mr. Ness stated he feels there was a misunderstanding between the Airport Authority and the car rental agencies. It was their understanding that there would be a selection process for car rental agencies, much like the Airport Authority does with an engineering firm, and those agencies selected would be the agencies operating for the next five years. Mr. Ness stated the language used in the lease the Sioux Falls airport uses is more specific and it was their understanding that was what would be in

## Reviewed Recently Approved Car Rental Agency Leases: (Continued)

their lease. He stated unfortunately they made some assumptions and the assumptions were wrong and they are going to have to live with them. He stated hopefully in five years they can work this through and specifically require that they see a copy of the lease before they make the proposal. He stated he lays the blame on themselves because they did not require that they see a copy of the lease beforehand. He stated they made a mistake but they will sign the lease and in five years hopefully get the matter resolved before the request for proposals.

## Considered Subleases by JP Development LLP to Weather Modification Incorporated and Fargo Jet Center:

Attorney Stewart he has reviewed the proposed leases between JP Development LLP and Weather Modification Incorporated and between JP Development LLP and Fargo Jet Center.

Mr. James Sweeney was recognized and stated last week he presented to Attorney Stewart the proposed subleases. He stated the building in the northeast general aviation area as well as the ground lease with the Airport Authority is in the name of the partnership called JP Development LLP. He stated their lease with the Airport Authority requires any subleases be approved by the Authority. He stated the two tenants will be Weather Modification Incorporated and Fargo Jet Center.

Attorney Stewart stated he has no problem with the two subleases. He stated a separate issue will be for the Fargo Jet Center to meet the requirements of fixed base operator.

Mrs. Stanton moved to approve the two subleases between JP Development LLP and Weather Modification Incorporated and JP Development LLP and Fargo Jet Center.

Second by Mr. Cichy.

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

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

## Approved Proposed Signage for Fargo Jet Center:

Mr. James Sweeney distributed a communication requesting approval from the Airport Authority to display signage on the new hangar. He included an illustration of the two signs which would be mounted on the north and south sides of the building. Fargo Jet Center will be responsible for the entire cost of the signage and installation.

Mrs. Stanton moved to approve the signage for the Fargo Jet Center hangar as proposed.

Second by Mr. Hentges.

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

Mr. Sweeney also distributed a communication requesting the Airport Authority to contract for the concrete pavement on the south side of the building to complete the pavement between the ramp and the hangar door and building entrance.

Mr. Parmer stated that portion of concrete has always been a part of the pavement project.

Mr. Sweeney stated he was not aware it was part of that project. It was his understanding it was separate.

Mr. Wes Schon, Ulteig Engineers, was recognized and stated when the ramp project was bid the buildings were not there so that is why the buildings are not included on the pavement plans but we have always made provision for that.

Mr. Pat Sweeney asked what kind of schedule we are looking at for the completion of that portion.

Mr. Parmer stated that will basically be the last portion of concrete completed on the ramp.

## Received Request from Fargo Jet Center for a Fuel Farm:

Mr. James Sweeney stated he drafted a letter to Mr. Parmer last week regarding their request for a fuel farm. Mr. Sweeney stated just to review the discussion at the last meeting of the Airport Authority the board approved an addition to the access road into the northeast general aviation area which will be a loop circular drive at the east end of the road to be designated as the site for any new fuel farms on the airport. He stated they have worked up some figures as to what it will cost them to put a fuel farm in there but their request of the Airport Authority today is that the Authority prepare the site for the fuel farm where the tanks would actually sit and the concrete that would be adjacent to the road extending to the tanks. He stated there are two components of that. The first is the containment area for the tanks which would be a permanent fixture. The second being the spillway for the loading/unloading area which is designed expressly for the event of a fuel spill during loading or unloading of fuel.

Mr. Sweeney stated their portion of the investment would be in excess of \$120,000 and they are requesting the Airport Authority prepare the land for use as a fuel farm. He stated the loop in the circular driveway has been designed to be large enough for other fuel farm sites. He stated their thought in having the Airport Authority design this loading/unloading area is that it could also be utilized by other tenants and would not be theirs exclusively.

Mr. Parmer stated he would be against that proposal as he does not feel the Airport Authority should get involved in half a fuel farm. He stated he feels the Airport Authority should either build the entire fuel farm or not get involved in none of it and it is his opinion that the Airport Authority should not get involved in any of it. Mr. Parmer stated the Airport Authority will lease the site to Fargo Jet Center on which to place their tanks and the Airport Authority will build the roadway that will serve the site but he feels that should be the extent of the Airport Authority's involvement.

Mr. Myers stated asked if this project would be eligible for AIP funding.

Mr. Parmer stated fuel farms are not eligible for AIP funding but the FAA will participate in the roadway. He stated the containment system is part of the fuel farm and he can see all kinds of problems with the Airport Authority getting involved.

Mr. Hentges stated he would accept the recommendation of the Director. He stated the Airport Authority will provide a service road for the fuel farm site, designate an area and set criteria for the fuel farm.

Mr. Cichy asked Mr. Parmer if he does not feel the Airport Authority should have some responsibility for the containment dike or the spillway as those are environmental concerns.

Mr. Hentges stated in the past the Airport Authority set the criteria for Northwest Airlines' fuel farm and we did not participate in that project.

Mr. Parmer stated our only involvement with the Northwest Airlines fuel farm was that we actually forced Northwest Airlines relocate their fuel farm and allowed them a commitment of \$100,000 for that move.

Mr. Hentges stated he is surprised that we are talking about this at this late

time. He stated the Airport Authority designated a site in the northeast general aviation area for a coop fueling station for several private operators and will provide access to it.

Mr. Parmer stated anyone wanting to build a fuel farm will have to present their plans and specifications to the Airport Authority for approval before construction anyway.

Mr. Hentges stated Fargo Jet Center is requesting the Airport Authority provide the dike and the spill containment pad.

Mr. Pat Sweeney stated their request also includes power and telephone service to the site.

## Received Request from Fargo Jet Center for a Fuel Farm: (Continued)

Mr. Parmer stated he and Mr. Schon met with Mr. Domitrovich at the Planning Office this morning to see if the Planning Commission would have any problem with the proposed fuel farm and he indicated they probably would not. He stated they have also visited with the fire marshall and don't anticipate any problems from that end.

Mr. Myers stated the fuel farm will have to go in regardless of who builds it. He stated he had the opportunity to visit with Jim and Pat yesterday and reviewed this proposal with them. Mr. Myers stated his concern essentially is that the Airport Authority not get involved in the fuel farm because he feels that money should go toward repairing the hangars on the other side of the field. Mr. Myers stated as far as the suggestion that if in the future Fargo Jet Center should abandon the fuel farm and another operator could use it, he stated another operator could come in there and nothing about that facility would be right and the Airport Authority would wind up giving them that to compromise. He stated another operator could find all kinds of excuses why it would not be right. He stated he feels it should be privately funded.

Mr. Jim Sweeney asked if there is the possibility of following the same scenario as Grand Forks where the Airport Authority funds and constructs the entire fuel farm and the operators pay the Airport Authority back over a short period of time, such as seven years, in the form of a fuel flowage fee.

Mr. Parmer stated the Airport Authority is not in the financial condition right now to do that. He stated the figures Mr. Sweeney has been quoting are far lower than the amount Grand Forks spent on their fuel farm.

Mr. Jim Sweeney stated you cannot compare the fuel farm they are proposing to the one in Grand Forks. He stated the fuel farm in Grand Forks was way over done.

Mr. Parmer stated it is his understanding the fuel farm in Grand Forks cost over \$1 million.

Mr. Schon stated the fuel capacity at the Grand Forks fuel farm is over 100,000 gallons.

Mr. Jim Sweeney stated they are proposing space for four 15,000 gallon tanks but

will start with just three. He stated the total cost estimate is \$200,000 for the tanks, site preparation, and actual underground oil separator unit to handle spills. He stated they are in the situation now where they are moving into a facility in which fuel will be a large part of the operation and they need to move on this quickly. He asked if the Airport Authority would consider looking at the installation of this and leasing it back to them over a seven year period.

Mr. Parmer stated his concerns are; should the Airport Authority get involved and secondly can the Authority afford to get involved? He stated if the Airport Authority did get involved the airport will still have fuel facilities being used by other entities.

Mr. Myers asked Mr. Jim Sweeney if they are suggesting the Airport Authority finance the fuel farm and Fargo Jet Center pay that back in seven years.

Mr. Sweeney stated if that were the case they would request the Airport Authority fund their entire \$200,000 project and the Airport Authority should have that back in seven years.

Mr. Cichy stated the worst case scenario is that the hangar facility will be completed with no fuel facilities.

Mr. Parmer stated he is sure there is a way they can get fuel until a fuel farm is constructed.

Mr. Jim Sweeney stated there is no question they will need a fuel farm.

Mr. Parmer stated two meetings ago when we had not even decided where the access road would be they indicated all they would need to get started is a gravel road. He stated in the bids we will be receiving next week the driveway has been included and the engineer's estimate is \$75,000 \$100,000.



Received Request from Fargo Jet Center for a Fuel Farm: (Continued)

Mr. Jim Sweeney stated they will be generating additional fuel sales at the airport as a result of their operation and the Airport Authority will benefit from that. Mr. Sweeney stated he feels it is important for the Airport Authority to be involved in the site itself, as well as making sure all of the codes and laws are complied with so he believes it makes sense to work together on the site preparation, meaning the containment pad and where the tanks will sit. He stated that cost is approximately \$80,000 and asked if the Airport Authority would be willing to fund that amount to be recouped over a seven year period.

Mr. Parmer stated when there was discussion of a fuel farm back in January there was never any discussion about the Airport Authority funding it. He stated he agrees a fuel farm will be a necessity for Fargo Jet Center when they begin their operation but he has always looked at that as being the responsibility of the operator.

Mr. Jim Sweeney stated it is not uncommon for an Airport Authority to become involved in a fuel farm and Grand Forks is an example.

Mr. Parmer stated the situation in Grand Forks is different than ours because UND is also involved but he does not have all of the details on that. He stated he has a meeting with Bob Selig this week on another matter and plans to get further information from him.

Mr. Myers moved the Airport Authority accept the recommendation of the Executive Director to approve the location of the proposed fuel farm but to deny the request that the Airport Authority participate in the infrastructure.

Second by Mr. Hentges.

Mr. Pat Sweeney stated he would like to comment before the board votes on the motion. He stated if the Airport Authority does not wish to participate in the construction of the fuel farm would it consider participating in the role of financing a portion of the project.

Mr. Myers stated his motion simply states that the Airport Authority will not own it.

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

Mr. Cichy voted no.

The motion was declared carried.

Mr. Pat Sweeney stated they would like to request financial assistance for the \$80,000 to help finance the setup of the fuel farm. He stated they propose to pay the Airport Authority a three to five cent per gallon flowage fee, over and above the two cent flowage fee, to go toward the debt. He stated they would like the opportunity to sit down with Mr. Parmer in the next few days to go over such a proposal.

Mr. Myers stated he would rather see the debt paid in five years.

Mr. Pat Sweeney stated they will work up two proposals, one having the debt paid in five years and another in seven. He added that because of time constraints he would like to be able to have a conference call before the next meeting to make a decision on the matter.

Mrs. Stanton stated a special meeting could also be called.

Mr. Myers stated he would rather have a special meeting held rather than a conference call so there could be public discussion. Mr. Myers stated that this is a business enterprise and the principals certainly expected to have to finance the project anyway. He stated he feels the Airport Authority has a role in assisting businesses on the facility but the financing needs to be handled privately.

Mr. Pat Sweeney stated their request will be strictly for the pad which will be a permanent fixture in the ground, not any of the above ground fixtures.

Mr. Myers stated he does not want undue pressure on the Airport Authority to come up with the \$80,000 as Mr. Sweeney must have access to other financing.

Mr. Pat Sweeney stated at this point they have not looked beyond the Airport Authority yet for financing.

Received Request from Fargo Jet Center for a Fuel Farm: (Continued)

Mr. Parmer asked Mr. Sweeney about any involvement on the part of their fuel supplier, as he had indicated they had signed an agreement with Texaco.

Mr. Pat Sweeney stated he said they are looking at Texaco but have not signed an agreement with them.

Chairman Gallagher directed Mr. Sweeney to submit their proposal to the Executive Director and each of the Airport Authority members and we will then schedule a special meeting.

Adopted Resolution of Sympathy to the Family of Alice Olson:

Mrs. Stanton 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 passing of Mrs. Alice Olson, mother of employee, Darwin Olson, and

WHEREAS, Mrs. Olson will be dearly missed by her family and friends.

NOW, THEREFORE BE IT RESOLVED, that the Municipal Airport Authority of the City of Fargo, North Dakota, does hereby express its heartfelt condolences to the family of Mrs. Alice Olson.

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 herein resolution be forwarded to the family of Mrs. Alice Olson.

Second by Mr. Cichy.

All members present voted aye and the resolution was declared to have been duly passed and adopted.

Mr. Myers moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, June 20, 1995, 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 12:20 p.m.

Regular Meeting

Tuesday

June 20, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 20, 1995 at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Cichy, Myers, Hentges, Gallagher

Absent: None

Others: Stewart

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held June 6, 1995:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held June 6, 1995.

Second by Mr. Cichy.

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

Approved the Airport Vouchers Totaling \$33,551.00:

Mr. Cichy moved to approve the airport vouchers totaling \$33,551.00.

Second by Mr. Myers.

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

Absent and not voting: Hentges

The motion was declared carried.

Mr. Hentges now present.

Approved the Individual Voucher to Foss Associates:

Mr. Cichy moved to approve the individual voucher in the amount of \$444.71 to Foss Associates for Partial Payment Request for professional services in connection with the Weather Modification Incorporated hangar project.

Second by Mrs. Stanton.

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

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

Approved the Individual Voucher to Foss Associates:

Mr. Cichy moved to approve the individual voucher in the amount of \$1,123.80 to Foss Associates for Partial Payment Request for professional services in connection with the Valley Aviation hangar project.

Second by Mrs. Stanton.

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

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

Approved the Individual Voucher to Solien and Larson Engineers:

Mr. Cichy moved to approve the individual voucher in the amount of \$250.00 to Solien and Larson Engineers for engineering service for the structural inspection of Hangars 3 and 4.

Second by Mrs. Stanton.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay 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 \$24,556.87 to Ulteig Engineers, Inc. for engineering services in connection with the General Aviation Airpark, T hangar, Taxiway, Taxilane and Access Road Paving Project No. 3 38 0017 17.

Second by Mrs. Stanton.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Forum Publishing Company:

Mr. Cichy moved to approve the individual voucher in the amount of \$223.30 to Forum Publishing Company for advertisement for bids for the General Aviation Airpark T hangar, Taxiway, Taxilane and Access Road Project No. 3 38 0017 17.

Second by Mrs. Stanton.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Cichy moved to approve the individual voucher in the amount of \$38,477.60 to Northern Improvement Company for Partial Payment Request No. 6 for construction of Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 15.

Second by Mrs. Stanton.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Cichy moved to approve the individual voucher in the amount of \$489,870.00 to Northern Improvement Company for Partial Payment Request No. 1 for construction of Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 16.

Second by Mrs. Stanton.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved Agreement for Engineering Services for General Aviation Airpark, T hangar, Taxiway, Taxilane and Access Road Project No. 3 38 0017 17:

Mr. Parmer stated we normally approve agreements for engineering services on AIP projects subject to the approval of the FAA. He stated the FAA has changed their policy as far as approval of engineering agreements and they now require that an independent engineer review the agreement. Mr. Parmer stated he asked Mr. Mark Bittner, City Engineer, to review the agreement. Mr. Bittner has done so and a copy of his report was distributed.

Mr. Hentges moved the Airport Authority receive and file the report from the independent engineer's review and approve the Agreement for Engineering Services for Project 3 38 0017 17 with Ulteig Engineers, Inc., as per the recommendation of the Executive Director.

Second by Mr. Myers.

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

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

Received Report on Bids Received for General Aviation Airpark, T hangar Taxiway, Taxilane and Access Road Project No. 3 38 0017 17:

Mr. Parmer stated the bid opening for the General Aviation Airpark, T hangar Taxiway, Taxilane and Access Road Project No. 3 38 0017 17 was Monday, June 12. Mr. Parmer stated we received only one bid (Northern Improvement) and that was 17.2% over the engineer's estimate. Mr. Parmer stated the balance in our 1995 AIP entitlement fund is only \$356,000 which basically allows us to complete \$400,000 of this project. He stated the balance of the money would come out of the 1996 entitlement funds which will not become available until October 1, 1995 at the earliest. He stated even that date depends upon how fast Congress works. He added that even though the FAA would approve multi year funding on the project we could not spend the money until it is appropriated. He stated the total project cost is almost \$900,000 and we have only \$400,000 to spend at this time.

Chairman Gallagher asked if Northern Improvement is willing to retain their bid price if the project is carried over.

Mr. Wes Schon, Ulteig Engineers, stated Northern Improvement has indicated they will retain their bid price if the project is carried over. Mr. Schon stated he is also disappointed there were no other bids. He stated there were a number of other contractors actively looking at the project up until the week before the bid. He stated some contractors are cautious about airport projects and FAA specifications.

Mr. Schon stated there are a few key line items which are in excess of what we have paid before. He stated he bases a lot of his estimate on historical numbers but also adjusts according to what is happening in the marketplace. He stated he did adjust some of the numbers up but there are three or four items in their bid that took a pretty hard hit.

Mr. Parmer asked if the Airport Authority would benefit from starting over.

Mr. Schon indicated that was hard to say.

Mr. Myers asked if this was bid as a lump sum project or is there some opportunity to break it up.

Mr. Schon stated the bid was a line item bid but the project was bid as a whole.

Mr. Parmer stated in looking at what we could do with the funds available. He stated we could do all of the dirt work, storm sewer and the extension of the access road into the proposed fuel farm area. He stated those items could be done for \$400,000 but we would not get any of the paving in the T hangar area completed.

Mr. Schon stated even if the bid would have been closer to his estimate we would not have had enough money to do the entire project this year. He stated it boils down

## Received Report on Bids Received for General Aviation Airpark, T hangar Taxiway, Taxilane and Access Road Project No. 3 38 0017 17: (Continued)

to whether or not the Airport Authority feels we need to do some of this work this year even if it is only half of the work. If it is not essential we do some of the work this year we could bid the project again next year and take a chance at getting a better price.

Chairman Gallagher stated it could be worse.

Mrs. Stanton stated at least we may get some competition.

Mr. Schon stated he checked with the other contractors and asked why they did not bid the project. Some of the reasons were: they had enough work, it did not fit their schedule, they do not have a slip form paver, etc. Mr. Schon stated if the project is delayed and it is bid again next year then the contractors who did not bid it get another opportunity and he does not know if that is right either. Mr. Schon stated there may be a few more items in his estimate that could be increased but he could never make up the whole gap.

Mrs. Stanton asked when the Airport Authority would have to have a decision.

Mr. Parmer stated the Airport Authority could award the bid subject to the approval of the FAA. He added that now the figures are in, the next step is to submit the grant request. Mr. Parmer stated our grant request will be in excess of \$800,000 and the FAA will come back with a grant offer of \$356,000 and will float the balance into next year's entitlement fund.

Mr. Cichy moved to receive and file the bid from Northern Improvement Company for

AIP Project No. 3 38 0017 17.

Second by Mrs. Stanton.

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

Mr. Myers asked Mr. Schon if there is any possibility of sitting down with representatives of Northern Improvement and negotiating some of the items. He stated two items he would question are quality control and mobilization. He stated he would agree with Chairman Gallagher that the Airport Authority has to make a move and Northern Improvement did give us a bid. He stated by the same token he feels Mr. Schon, as the engineer, should start talking to Northern about the various issues that make him look bad.

Mr. Schon stated as far as the quality control item, there is a new concrete specification in this project and the FAA periodically updates their requirements. He stated this one has a statistical method of determining acceptance in the concrete which is different that we are presently using. He stated during that process there are a number of items that must be provided by the contractor.

Mr. Myers stated another item he would question is topsoil. He stated right now we don't need any topsoil. Mr. Myers stated the point he is trying to make is would we have an opportunity to look at some of the numbers before awarding the contract.

Mr. Schon stated some of the numbers in his estimate could have been higher but overall he was satisfied with his figures.

Chairman Gallagher stated he feels the Airport Authority should approve the bid but have the engineer negotiate some of the figures.

Mr. Cichy stated we are looking at two items, either accepting the bid as it is or renegotiating the bids and secondly we will have to break the project into two phases as we do not have the money.

Mr. Myers stated he feels Northern is entitled to the bid but we should have the opportunity to buy the items we want to buy and pay the price for them.

Mr. Parmer stated nothing is final as far as the Airport Authority is concerned until we accept the grant offer. He stated once we sign the grant offer then the project is a "go".

Received Report on Bids Received for General Aviation Airpark, T hangar Taxiway, Taxilane and Access Road Project No. 3 38 0017 17: (Continued)

Mr. Schon stated there is no doubt the FAA likes to see multiple bids and for the low bid to be in the neighborhood of 10% plus or minus the estimate. He stated with this type of construction there are only three or four contractors in this area that do this type of work and if they get tied up and have prior commitments that causes problems. We are also not able to carry over this type of construction into winter. Mr. Myers moved the Airport Authority authorize the Executive Director to proceed

with the grant request to the FAA based on the bid received from Northern Improvement and that Mr. Wes Schon, Ulteig Engineers, negotiate with Northern Improvement on a substantial reduction on various line items and come back to the Airport Authority at the next meeting with revised figures.

Second by Mrs. Stanton.

Mr. Myers stated to clarify his motion, the Airport Authority is not accepting the bid from Northern Improvement but authorizing the Executive Director to make the request to the FAA based on that bid.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Received Report on Bids Received for Terminal Building Window Repair:

Mr. Parmer stated the following two bids were received for the repair of the windows on the south side of the Westside Terminal Building:

Glass Unlimited, Inc.	\$39,344.00
Fargo Glass & Paint Co.	\$83,968.00

Mr. Parmer stated in visiting with Mr. Patrick DeLaPointe, Foss Associates, the low bid came in very close to his estimate of \$37,900.

Mr. Myers stated if this contract is awarded he wants to make sure Foss Associates makes certain the job is done in accordance with the specifications. He added that if the job is done right it will last for some time.

Mr. Myers moved the Airport Authority accept the bid of \$39,344.00 from Glass Unlimited for the repair of windows in the Westside Terminal.

Second by Mrs. Stanton.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Received Report from Foss Associates on Repair of Hangars 3 and 4:

Mr. Parmer stated some meetings ago the Airport Authority instructed him to contact Foss Associates regarding repairs to Hangars 3 and 4. He stated Foss Associates has done so and has submitted a report on what they feel is necessary. He stated in order for Foss Associates to continue they are looking to the Airport Authority for approval of their fee schedule.

Mr. Parmer stated he feels there is a lot of review to be done as to how extensive the repairs to these hangars should be. He stated he feels that he and Mr. Myers have some different views on some of the items but those matters can be resolved later.

Mr. Paul Jacobson, structural engineer with Foss Associates, stated he has reviewed the buildings and they are in obvious need of repair. He stated he feels they need to do a thorough investigation of the buildings before any further recommendation could be made. Mr. Jacobson stated Mr. Vernon Solien, Solien Larson

Received Report from Foss Associates on Repair of Hangars 3 and 4: (Continued)

Engineering, did an evaluation of the building and his first comment was get the building watertight. Mr. Jacobson stated there is also a lot of rotted roof deck.

Mr. Jacobson stated he does not care to get involved in a project until he has had a chance to take a good look at it. He stated he has never been involved in a project that has this extensive an amount of wood rot. He stated it is hard to predict. Mr. Jacobson stated the Airport Authority needs to determine how much life it wants to get out of these buildings yet.

Mr. Jacobson stated they feel the first step is to get in and investigate the buildings, find out what is really wrong, and then come back to the Airport Authority with an estimate of repairs.

Mrs. Stanton stated she is not sure how much money the Airport Authority should spend on these buildings.

Mr. Myers stated he feels the board should be appraised, by cost, what elements we can attack logically so we can keep the hangars operational, as it would be a shame to lose them.

Mrs. Stanton stated she has a lot of reservations about those buildings and feels we need a thorough investigation and recommendation.

Mr. Jacobson stated they are extremely busy right now and may not be able to get to this project until September.

Mr. Myers stated he feels the Authority needs a preliminary report before then as Valley Aviation has requested repairs be done ever since he has been on the board.

Mr. Jacobson stated the roof should be the first item to be repaired as the tenant deserves a roof that does not leak.

Mr. Parmer stated the roof is not leaking. He stated we recently checked the roof after a rain and repaired the areas needed for \$200. He added the roof is not that old.

Mr. Jacobson stated the shingles do look good but it may be a problem with the roll roofing.

Mrs. Stanton moved to approve the proposal from Foss Associates for the structural restoration of Hangars 3 and 4 on an hourly basis not to exceed \$16,000, as outlined in their letter of June 18, 1995.

Second by Mr. Myers.

Mr. Myers asked about a time limit. He stated Mr. Jacobson indicated he was busy but a lot of this work could be farmed out. Mr. Myers stated there is no sense in planning work we are not necessarily going to do. He asked Mr. Jacobson if we could get a preliminary report for the next meeting.

Chairman Gallagher asked Mr. Jacobson to do the best he can to get a preliminary report to the Airport Authority for the next meeting, Tuesday, July 11, 1995.

Mr. Jacobson stated we know there is some serious work to be done but we don't want to rush things. He added that those buildings have been sitting there for a long time.

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

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

Received Request from Mr. Randy Zidon on Intent to Lease Space for Hangar Development:

Mr. Parmer stated he received a preliminary letter of intent from Mr. Randy Zidon to lease land for hangar development and has furnished a copy to Attorney Stewart. Mr. Parmer stated the site Mr. Zidon is looking at is in the southeast corner of the general aviation area. He stated he identifies the need for a building of 60' x 120' in which to build kit aircraft and requests the right to repair and maintain all aircraft. Mr. Parmer stated he would actually be looking at going into the FBO business in a selective manner.



Received Request from Mr. Randy Zidon on Intent to Lease Space for Hangar Development:  
(Continued)

Mr. Parmer stated the site in question has in the past been reserved for Dakota Aero Tech for future development should their joint program with NDSU expand. Mr. Parmer stated that has not happened. Mr. Parmer stated the parcel Mr. Zidon has in mind is north of the taxiway extending into that area. Mr. Parmer stated he has not had a chance to review all of the requirements of a fixed base operator with Mr. Zidon. He asked Mr. Zidon if he had any comments.

Mr. Zidon stated he would like to be located at the airport but if not he will find another location. He stated he would like to get started on the building this year and start operating January 1, 1996.

Mr. Hentges stated the Airport Authority has parked that location and has not allowed any development there but focused on the new general aviation area. He stated in view of all of the activity going on down there he feels it is even more important to continue to reserve the property.

Mr. Parmer stated the Airport Authority agreed to reserve that area for Dakota Aero Tech's possible expansion. He stated he does not think Dakota Aero Tech would require the parcel north of the taxiway. He stated it has also been suggested the Airport Authority not get involved in any more development in the southeast corner but locate any future development to the north.

Mr. Myers stated when he first came on the board he and Mr. Parmer were talking and it was his understanding that it is the intent of the Airport Authority to eventually move all general aviation to the north end.

Mr. Parmer stated there will be a lot of general aviation activity in the southeast corner for many years to come because of the facilities presently located there and the fact that many of those people are content with their location.

Mr. Hentges stated WMI requested the site in the southeast corner and the Airport Authority said no.

Mr. Parmer stated we have had a few requests for the southeast corner over the years but we were reserving that for Dakota Aero Tech's expansion plans which never materialized.

Mrs. Stanton asked why we are continuing to reserve the area.

Mr. Myers stated he asked Mr. Zidon if there is any reason he would not want to locate in the new general aviation area and he indicated because at this time there is not access to the airport and the road.

Mr. Parmer stated this is not a request that can be approved today and started tomorrow. Mr. Parmer stated the T hangar development project will not be completed this fall.

Mr. Schon stated we will be able to do the site preparation this year but not the paving.

Mrs. Stanton asked why the Airport Authority would not allow him to locate where he wants.

Mr. Parmer stated we need to get some more answers from Mr. Zidon as to what he expects from the Airport Authority as far as access to the area, ramp, utilities, etc.

Mr. Myers stated in prior meetings he has brought up the question of whether the Airport Authority has considered the fact that now the dome is there and what are we going to do about moving general aviation completely out of that area and relocating it to the north. He stated the land in the southeast corner is potentially very valuable. He stated if the Authority locates a hangar there to build aircraft when we are planning an Airport Industrial Park for such a purpose we are locked into a lease for 20 30 years and we would not have any options for that land.

Mrs. Stanton asked Mr. Myers what the Airport Authority would do with the land across from the dome.

Mr. Myers stated because we do not have an answer for that question there is all the more reason not to tie the land up for the next 20 years. We need to wait until we get those answers.

Received Request from Mr. Randy Zidon on Intent to Lease Space for Hangar Development:  
(Continued)

Mrs. Stanton asked what our Master Plan shows for that area.

Mr. Parmer stated the Master Plan does not call for the elimination of general aviation in the southeast corner but it does call for the elimination of Runway 13/31 at some time in the future which would make the southeast corner less convenient for general aviation.

Mr. Myers stated Mr. Zidon should not leave with the idea that the Airport Authority is not interested in his proposal. He stated he has tried to make sure over the years that people come to Fargo and are happy with Fargo. He stated there are some real issues down there that are bothersome to him and he has watched what has happened over the years at the airport. He stated with the beautiful new general aviation area being built and the future elimination of Runway 13/31 general aviation pilots would find themselves taxiing an awful long way. He stated in terms of the value to the city and the tax payer the airport's land near the dome now has special meaning and we have to make sure we know what is going to happen with it.

Mr. Hentges moved the Executive Director meet with Mr. Zidon and review the possible sites for locating his hangar as well as the other items involved with his request (costs, etc.).

Second by Mrs. Stanton.

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

Received Progress Report on Airport Improvement Projects:

Mr. Wes Schon, Ulteig Engineers, stated the apron in the northeast general aviation area has now been completely paved. He stated we should also get half of the access road paved this week and today they were going to work on completing the paving work between the ramp and the buildings. He stated the good weather has allowed us to make good progress.

Approved Sublease Between Weather Modification Incorporated and Fargo Jet Center:

Mr. Parmer stated he received a request from Mr. Pat Sweeney that two items be added to today's agenda. The first item being the approval of the lease agreement allowing Fargo Jet Center to do business as a fixed base operator on the airport, and the second being the request from Fargo Jet Center for financial assistance with their fuel farm. Mr. Parmer stated all of the members has received a communication on these items.

Mrs. Stanton moved to approve the lease agreement allowing Fargo Jet Center to do business as a fixed base operator on the airport.

Second by Mr. Hentges.

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

Received Request from Fargo Jet Center for Financing Fuel Farm:

Mr. Parmer stated it is his feeling that the Airport Authority should not get involved in the financing of the proposed fuel farm as that would lead to a number of other requests for financing of projects.

Mr. Hentges stated the Authority is building two large hangars and financing them.

Mr. Myers asked if the Airport Authority could involve itself only to the extent of guaranteeing the loan rather than actually financing the project.

## Received Request from Fargo Jet Center for Financing Fuel Farm: (Continued)

Attorney Stewart stated as far as guaranteeing a loan with a bank he would advise the Airport Authority not to touch that. He stated there is a constitutional provision prohibiting that. He stated if the Airport Authority is inclined to assist with a fuel farm it would be better to expend the funds and then have a lease arrangement to pay back the loan.

Mr. Myers stated he feels there should be a balloon payment at the end of the fifth year.

Mr. Pat Sweeney stated he would guarantee the minimum annual payments regardless of the actual fuel flowage. If the flowage is less than their forecast they would still make the minimum payment.

Mr. Parmer stated Mr. Sweeney could do that with a bank. Mr. Parmer stated he sees other things developing as a result of this. Mr. Parmer stated the Airport Authority did finance the two new hangars but those will be there for many years. He added that Mr. Sweeney is still looking at financing arrangements based on the 4.1% interest the Airport Authority received when it refinanced its bonds last year.

Mr. Myers asked Mr. Sweeney if he has checked with his bank.

Mr. Sweeney stated he has financing set up for \$120,000 for the fuel farm.

Chairman Gallagher stated if the Authority keeps financing everything we are going to run out of money. Mrs. Stanton stated not everyone is asking us for assistance with financing. She stated we have come a long way with this and she does not have any problem granting this financing request.

Mr. Myers asked Mr. Sweeney what interest rate he was looking at getting from the Airport Authority.

Mr. Sweeney indicated 4.1%.

Mr. Myers stated that was not enough.

Mr. Sweeney stated that was the interest used on the other projects.

Mr. Myers stated he did not care about that. He stated that he and Mr. Sweeney talked about the interest rate prior to this and there is no way the Airport Authority can logically encumber its funds for that interest rate.

Mr. Sweeney stated the four cents per gallon is just to service the debt to the Airport Authority, the two cent charge per gallon for operating on the field will also be paid to the Authority.

Mr. Myers stated the Airport Authority would be subject to serious criticism if we set that money aside at 4.1% when we could be getting 6% to 7%. Mr. Myers stated he feels Mr. Parmer and Attorney Stewart should review the matter of the interest rate. He added that when a rate is determined if Mr. Sweeney can get a better rate elsewhere he should go with that.

Mr. Hentges stated this should be a risk rated loan. Mr. Hentges stated there has not been much discussion on whether or not the \$200,000 figure that has been used is enough to construct this fuel farm.

Mr. Sweeney stated that is the firm bid they received from Determan if he signs a contract within the next 30 days.

Mr. Sweeney stated they are looking at an investment of over half a million dollars besides the \$80,000 as they still have to get the fuel trucks on board. Mr. Sweeney stated a number of weeks have again passed since he requested the Airport Authority consider the fuel farm and things are not going as quickly as he would like.

Mr. Myers stated this item was not on the agenda and it came into the office after the agenda was drafted. He told Mr. Sweeney that he had already indicated to him that he would support an \$80,000 loan but it must be a risk rated loan and could not be at the 4.1%. Mr. Myers stated this is not the Airport Authority's delay.

Mr. Sweeney agreed it was not the Authority's delay. He stated there was mention at the last meeting of a special meeting but they have been very busy. He stated a great deal of their time has been spent on the fuel farm.

Mr. Myers stated he would be happy to attend a special meeting .

## Received Request from Fargo Jet Center for Financing Fuel Farm: (Continued)

Mr. Sweeney stated he would propose that he, Mr. Parmer and Attorney Stewart sit down and write up an agreement and if the Authority is happy with 6.5% 7% that is what they will shoot for.

Mr. Parmer asked if the Airport Authority has decided that it is going to finance this fuel farm.

Mrs. Stanton stated she does not have a problem with it.

Mr. Cichy stated the only issue seems to be the interest rate.

Mr. Hentges stated prime rate is 9% and then the risk factor on top of that. He stated considering the overall fuel farm project the \$80,000 is a small portion.

Mr. Myers stated he feels we should consult with Mark Thelen as he deals with interest rates every day.

Mr. Sweeney stated when they initially came to the Fargo Airport Authority they were looking for some economic development assistance. He stated they moved an existing company to Fargo and are now creating another one. He stated it is tough to start a new business and the reason they established some of the low interest rates they have is for economic development assistance.

Mr. Parmer stated if the Airport Authority advises him today that they want to finance this project he will proceed from there.

Mr. Hentges stated he is not in favor of approving anything today but he would be in favor of constructing a meeting to arrive at a finance rate. Mr. Hentges stated on the \$80,000 aspect he is receptive to a business arrangement.

Mr. Myers stated with regard to Mr. Parmer's question on whether the Airport Authority wants to be involved in financing this project he stated he does not want to be in the financing business but it does make some sense to assist them.

Chairman Gallagher asked what if Dr. Hamilton wants to build a new fuel farm.

Mr. Robert Hamilton, Valley Aviation, was recognized and stated if history shows us anything it is that there is room for only one fuel vendor on the field. He stated if Mr. Sweeney wants to give it a shot that is fine. He stated they are pleased WMI moved to Fargo as it helped Valley to get their new hangar. He added that by providing assistance to WMI he feels the Airport Authority is financing competition.

Mr. Myers stated Mr. Hamilton has a good point but you could look back and find some things that have been done to assist Valley Aviation that have not been done for Dakota Aero Tech. He stated that very unique and specific things occur from time to time that require individual action but he would not want this to mean that we are in the financing business. Mr. Myers added that in writing up the agreement for this transaction Mr. Parmer should check into getting the fuel supplier to guarantee the note to the airport.

Mr. Sweeney stated his fuel supplier will guarantee the above ground material but not the permanent structure. He stated Texaco is willing to help them with all of the tanks, plumbing, pumps, but you cannot pick up the concrete pad and move it.

Mr. Hentges moved the Executive Director, Attorney Stewart and Mr. Sweeney work together, along with the City Finance Director and Public Works Director if necessary and come back with a recommendation at the next Airport Authority meeting or a special meeting if necessary.

Second by Mr. Cichy.

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

Mr. Myers stated he had a few comments to add. He stated the Airport Authority has one person requesting \$80,000 for a fuel farm and another guy that says the project won't fly. He stated the Airport Authority is now in the position of deciding whether or not it is going to fly and he does not like to be put in that position. He stated now someone needs to come to the Airport Authority and prove the project is going to fly and if it will maybe Texaco should back the \$80,000.

Received Request from Fargo Jet Center for Financing Fuel Farm: (Continued)

Mrs. Stanton stated economic development is a risk.

Mr. Sweeney stated it will fly. He stated there are three fuel vendors in Bismarck right now who are all making it and there is less traffic in Bismarck than there is in Fargo. Mr. Sweeney added they have been studying this for two years.

Other Business:

Mr. Parmer stated the situation with today's meeting and items added to the agenda after it has been drafted and distributed always causes a problem. He reminded everyone that the agenda is drafted on Friday afternoon and anyone wishing to have an item on the agenda must contact the office before that time.

After discussion on the meeting dates for July it was decided the Airport Authority would meet the second and fourth Tuesdays of July which are the 11th and 25th.

Mr. Parmer stated he thinks the Airport Authority should instruct Attorney Stewart to draft the necessary agreements for the two entities in the new facilities as the buildings are going to be occupied soon. Mr. Parmer stated right now we are charging them interest on the money that has been invested.

Chairman Gallagher stated a motion to that affect would not be necessary but directed Attorney Stewart to begin drafting the necessary leases/agreements

Mr. Hentges moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, July 11, 1995 at 10:30 a.m. in the Airport Boardroom.

Second by Mr. Myers.

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

Time at adjournment was 11:55 a.m.

Regular Meeting

Tuesday

July 11, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 11, 1995, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Myers, Hentges, Gallagher

Absent: Cichy

Others: Stewart, MacLeod

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held June 20, 1995:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held June 20, 1995.

Second by Mr. Hentges.

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

Approved the Airport Vouchers Totaling \$41,551.45:

Mr. Hentges moved to approve the airport vouchers totaling \$41,551.45.

Second by Mr. Myers.

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

Absent and not voting: Cichy.

The motion was declared carried.

Approved the Individual Voucher to Gast Construction:

Mr. Hentges moved to approve the individual voucher in the amount of \$122,398.30 to Gast Construction for Partial Payment Request for construction of Valley Aviation hangar project.

Second by Mr. Myers.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Grant's Mechanical:

Mr. Hentges moved to approve the individual voucher in the amount of \$26,000.00 to Grant's Mechanical for partial payment request for mechanical construction of Valley Aviation hangar project.

Second by Mr. Myers.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to CB & Sons Electric:

Mr. Hentges moved to approve the individual voucher in the amount of \$5,935.50 to CB & Sons Electric for partial payment request for electrical construction of Valley Aviation hangar project.

Second by Mr. Myers.

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

Absent and not voting: Cichy.

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Hentges moved to approve the individual voucher in the amount of \$111,670.93 to Northern Improvement Company for partial payment request for construction of Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 15.

Second by Mr. Myers.

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

Absent and not voting: Cichy.

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Hentges moved to approve the individual voucher in the amount of \$253,178.73 to Northern Improvement Company for construction of Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 16.

Second by Mr. Myers.

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

Absent and not voting: Cichy.

The motion was declared carried.

Approved the Individual Voucher to Midwest Testing Laboratory:

Mr. Hentges moved to approve the individual voucher in the amount of \$3,529.00 to Midwest Testing Laboratory for payment request for testing services in connection with Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 16.

Second by Mr. Myers.

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

Absent and not voting: Cichy.

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$20,089.90 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 16.

Second by Mr. Myers.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$6,100.10 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the General Aviation Airpark, T hangar, Taxiway, Taxilane and Access Road paving Project No. 3 38 0017 17.

Second by Mr. Myers.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to KBW Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$43,631.00 to KBW Associates for partial payment request No. 9 for construction of Weather Modification Incorporated hangar project.

Second by Mr. Myers.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Rick Electric, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$6,650.00 to Rick Electric, Inc. for partial payment request No. 6 for electrical construction of Weather Modification Incorporated hangar project.

Second by Mr. Myers.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Manning Mechanical, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$2,400.00 to Manning Mechanical, Inc. for partial payment request no. 9 for mechanical construction of Weather Modification Incorporated hangar project.

Second by Mr. Myers.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Fargo Electric Construction:

Mr. Hentges moved to approve the individual voucher in the amount of \$22,354.20 to Fargo Electric Construction for partial payment request for electrical construction of Aircraft parking Apron, Taxiway and Access Rod project No. 3 38 0017 15.

Second by Mr. Myers.

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

Absent and not voting: Cichy

The motion was declared carried.

Received Communication from North Dakota Aeronautics Commission of Distribution of State Funds:

Mr. Parmer stated he, on behalf of the Airport Authority, made a presentation June 21, 1995 to the North Dakota Aeronautics Commission requesting funding of \$232,957.00 for airport improvement projects. He stated the Commission approved funding of \$113,968 for Fargo. He stated the Commission received requests totalling \$836,916 and allocated a total of \$435,061.



Received Communication from North Dakota Aeronautics Commission of Distribution of State Funds: (Continued)

Mr. Parmer explained that the items that were denied this year could be resubmitted next year for participation.

Mrs. Stanton moved to receive and file the communication from the North Dakota Aeronautics Commission.

Second by Mr. Myers.

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

Received Communication from FAA Airports District Office on 1996 Improvement Fund:

Mr. Parmer stated he received a communication from the FAA Bismarck Airports District Office regarding fiscal year 1996 advance programming. Mr. Parmer stated in reviewing our five year improvement plan the FAA was looking at items that could possibly be funded with discretionary funds. The items they recommend we include in our preapplication for 1996 are as follows:

Rehabilitation of taxiway "A" shoulders

Rehabilitation of Runway 13/31

Grading and improvement of drainage for Runway 17/35 and Taxiway "A"

Covering of safety area of County Drain 10

Mrs. Stanton moved the Executive Director be authorized to submit a preapplication for Federal discretionary funds for the four projects noted.

Second by Mr. Hentges.

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

Mr. Wes Schon, Ulteig Engineers, Reported on Negotiations on General Aviation Airpark, T hangar, Taxiway, Taxilane and Access Road Paving Project No. 3 38 0017 17:

Mr. Parmer stated at the last meeting the Airport Authority reviewed the bid received for the General Aviation Airpark, T hangar, Taxiway, Taxilane and Access Road Paving Project No. 3 38 0017 17. He stated only one bid was received and that bid was 17.2% over the engineer's estimate so the Airport Authority instructed Mr. Schon to meet with Northern Improvement to see if some adjustment could be made.

Mr. Schon stated he met with representatives of Northern Improvement and told them basically what he told the Airport Authority, that he did not feel his estimate was that far off the mark. He stated on past projects we have done his estimates have been right in there. He stated he offered a compromise to get the bid within 10% of his estimate. Mr. Schon stated he can appreciate Northern's decision because when a bid is offered the owner has the options of reducing the quality of the work, reducing the scope of the work, accept the bid, or rebid the project at a later date. He stated they did offer us a credit of \$6,500 but it was no where near the amount he had requested. Mr. Schon stated at this point in time the Airport Authority needs to decide if it is necessary to do this work yet this year. He stated this is one of the idiosyncracies of the bidding process. He added that it was a pretty bold thing for him to ask them to knock \$50,000 off their price.

Mr. Parmer stated he does not think we are going to save anything by rebidding the project. He stated we have submitted the bid to the FAA and they are aware of the situation. He stated we know we are going to get only a portion of the project funded this year. He stated 90% of the funds come from the FAA so if they come back with a favorable response the Airport Authority should award the contract.

Mr. Hentges stated he would accept the recommendation of the Director. He added that the funding from the FAA is an allocation to Fargo so even if the FAA does approve the bid it means less money for other projects.

Mr. Wes Schon, Ulteig Engineers, Reported on Negotiations on General Aviation Airpark, T hangar, Taxiway, Taxilane and Access Road Paving Project No. 3 38 0017 17:

Mr. Hentges, based on the recommendation of the Director, moved the Airport Authority accept the bid from Northern Improvement subject to the approval of the FAA.

Second by Mr. Myers.

Mr. Myers stated at the last meeting he indicated Northern bid the project. We asked if they saw anything that could be modified. He stated they are entitled to the work if they go to the real effort of providing us with a proposal. He stated he does not see any problem with that.

Mr. Hentges asked in which areas they were the furthest from the estimate.

Mr. Schon stated there were about four line items on a bid of about sixty line items that he targeted for his negotiations. He stated he made up a counter proposal and bumped up his estimates on those four items and they were still over.

Mrs. Stanton asked why we wouldn't rebid the project.

Mr. Hentges stated if we continue to get weather like we did last year things are going to continue to back up. He stated we no longer have S&S or Collins around but Northern is still here, they showed up and gave us a bid.

Mr. Schon stated he has heard of other similar situations in the state. He stated one of the items in the bid that was significantly higher than his estimate was the dirt work. He stated in the past we have had enough excess dirt at the airport to accommodate projects but we are now at a point where we have to get dirt from another source and that is expensive.

Mr. Parmer asked Mr. Schon to explain further the changes the FAA has made in their pavement specifications.

Mr. Schon stated it is his opinion that Northern Improvement is in the driver's seat because they have such an excellent track record with the quality of concrete they put in and they know where they are at with this. He stated other contractors may not be. Mr. Schon stated we have now gone to a statistical method to determine percentage of pavement for things such as strength and thickness. He stated there is no question it is a rigid specification to meet and the FAA has pushed the issue of uniformity. They do not want high strength and low strength areas, they want everything uniform. He stated there is also an opportunity this year, for the first time ever, for a bonus. He stated if the contractor gets everything else right they could get up to a 6% bonus.

On the motion to accept the bid, members Stanton, Myers, Hentges and Gallagher voted aye.

Absent and not voting: Cichy

The motion was declared carried.

Discussed Proposed Fuel Farm in Northeast General Aviation Area:

Mr. Parmer stated the Airport Authority has been discussing the proposed fuel farm in the northeast general aviation area and the Airport Authority has tentatively agreed to loan a portion of the funding to Fargo Jet Center, contingent upon arriving at an agreeable interest rate. He stated Attorney Stewart was instructed to determine that interest rate.

Attorney Stewart stated he met with the City of Fargo finance people and decided that 7% would be a fair interest rate on this type of loan.

Mr. Myers stated as far as "wanting" to get involved in the financing of a portion of the fuel farm, he stated it is not a matter of "wanting" to but the request was made and the Airport Authority had to make a decision. He stated he has never expressed a desire of wanting to be in the financing business but if it means getting some development going in that area that is another matter.

Mr. Parmer stated he can see the Airport Authority inundated with other requests.

Mrs. Stanton stated each request is handled on an individual basis. Just because one is approved does not mean every request is going to be approved.

## Discussed Proposed Fuel Farm in Northeast General Aviation Area: (Continued)

Mr. Myers stated at the last meeting he brought up the point that every business on the airport has received something from the Airport Authority and there are no two alike. He stated it can still be the policy of the Airport Authority that each request will be handled on an individual basis.

Mr. Hentges stated if 7% is the recommendation of Attorney Stewart and the finance people at City Hall he has no problem with that. He stated the Director's comment about the other requests that will come as a result of this is a valid concern, but those requests will be handled on an individual basis. Mr. Hentges stated the Airport Authority has a major investment in the two new hangars being built in the new general aviation area and a fuel farm is needed for the area. He stated we may get a request from Valley and others but we will look at those when they come. He stated this loan supports our investment up there and while we would prefer it would be private financing it is not available at this time for the entire fuel farm.

Mr. Hentges moved the Airport Authority approve the concept of the financing plan up to \$80,000 of the proposed fuel farm at an interest rate of 7%, subject to final approval by Attorney Stewart.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

## Received Preliminary Structural Restoration Report on Hangars 3 and 4 from Foss Associates:

Mr. Paul Jacobson, Foss Associates, distributed copies of their Preliminary Structural Restoration Report on Hangars 3 and 4. Mr. Jacobson stated his impression of the buildings is a little more favorable now that he has had a chance to look at them a little closer.

Mr. Jacobson stated initially the primary concern was with the structural deterioration of the building so that is where they focused their preliminary efforts. He stated in order to do that they had Midwest Testing conduct a pulse velocity test to detect areas of rot in the wood that cannot be seen. He stated it now appears that the majority of the decay is below the 8' line or just below where you can reach. He stated some of them are pretty bad but the promising thing is that at the top they look good and test out good. He stated it appears the major structural repair work is limited to the lower portion. Mr. Jacobson stated with all of the rain last week they were able to get a good look at where the building is leaking.

The following is a summary of their findings:

## Hangar 3

1. Three areas of leaks were occurring in the high roof portion where the rolled roofing is located.
2. Water leaks were also evident in the northeast portion of the roof below the 8 foot line. A strong northwest wind at the time may have been blowing the rain under the shingles and/or there are some bad shingles in that area.
3. The east wall in the window in fill area leaks heavily. The entire infill wall portion was wet.
4. The west wall and hangar door enclosure leak profusely.

Received Preliminary Structural Restoration Report on Hangars 3 and 4 from Foss Associates:  
(Continued)

Hangar #4

1. Two areas of leaks were occurring in the high roof portion where the rolled roofing is located.
2. Some leaking was occurring at the window dormers.
3. East wall leaks heavily. The entire wall was wet from top to bottom.

Mr. Jacobson stated after having had a closer look at the buildings they look better than he had thought they would be.

Mr. Myers asked if he had done any preliminary cost estimates.

Mr. Jacobson stated they had not done anything with estimates at this time.

Mr. Myers stated Foss should continue on the process. He asked Mr. Jacobson how long this will take.

Mr. Jacobson stated their goal is to complete their report by mid September.

Mr. Parmer stated the roof leaks are a direct result of wind damage to the roof and we will advise the insurance company of that.

Mr. Myers stated the door repairs should be done before winter.

Received Update on Airport Improvement Projects:

Mr. Wes Schon, Ulteig Engineers, stated that we have completed more than 90% of the current paving project. He stated they are installing curb tomorrow and lights are going up today. He stated the parking lots still have to be done as well as fencing but we should get started on those this week.

Mr. Hentges moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, July 25, 1995 at 1:00 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 11:17 a.m.

Regular Meeting

Tuesday

July 25, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 25, 1995, at 1:00 p.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Cichy, Myers, Hentges, Gallagher

Absent: None

Others: None

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held July 11, 1995:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held July 11, 1995.

Second by Mr. Cichy.

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

Approved the Airport Vouchers Totaling \$41,639.34:

Mr. Myers moved to approve the airport vouchers totaling \$41,639.34.

Second by Mr. Cichy.

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

Absent and not voting: Hentges

The motion was declared carried.

Mr. Hentges now present.

Approved the Individual Voucher to Foss Associates:

Mrs. Stanton moved to approve the individual voucher in the amount of \$1,264.28 to Foss Associates for partial payment request for professional services in connection with the Valley Aviation hangar project.

Second by Mr. Cichy.

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

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

Approved the Individual Voucher to Foss Associates:

Mrs. Stanton moved to approve the individual voucher in the amount of \$1,153.39 to Foss Associates for partial payment request for professional services for the window glazing project, Westside Terminal.

Second by Mr. Cichy.

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

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

Received and Filed the Statement of Operations for the Month of May 1995:

Mr. Cichy moved to receive and file the Statement of Operations for the Month of May 1995.  
Second by Mrs. Stanton.  
All members present voted aye and the motion was declared carried.

Received Communication Concerning Excess Liability Insurance for Hector Airport Airshow:

Mr. Parmer read a communication from Alexander & Alexander addressed to the City of Fargo indicating that Associated Aviation Underwriters has advised that they are not willing to provide excess liability coverage for the air show, in spite of the fact they have previously provided this coverage. They have suggested there is a possibility that government immunity could come into play after the primary limits are used up but that is something that would have to be determined by State of North Dakota law. Another alternative might be to see if the primary carrier has any more capacity or can arrange for more capacity.

Mr. Parmer stated he forwarded this information to Attorney Stewart and he does not see any cause for concern. Mr. Parmer stated the Airshow Committee furnished us with a copy of their insurance coverage and the Airport Authority is one of the named insureds on the \$10 million policy.

Mrs. Stanton asked if that is sufficient coverage.

Mr. Parmer stated Attorney Stewart indicated he felt that was sufficient coverage.

Mr. Myers stated the Airport Authority should have written verification from Attorney Stewart on the matter.

Mr. Cichy moved to receive and file the communication from Alexander & Alexander, Inc. and that we receive written verification from Attorney Stewart that the insurance coverage provided is adequate.

Second by Mr. Myers.

Mr. Parmer stated for the last airshow in 1989 the City of Fargo assumed the liability.

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

Reviewed Agreement Between the Municipal Airport Authority and the National Guard Bureau, South BAK 14 Reconstruction:

Mr. Parmer stated on July 12, 1995, a section of Runway 35 at the location of the National Guard's barrier cable buckled due to the hot temperatures. He stated we made a temporary repair that afternoon. After an inspection by the NDANG they have advised that more substantial repairs were required. Mr. Parmer stated the NDANG has presented an agreement to the Airport Authority identifying the problem and the repairs needed. Mr. Parmer stated the barrier is the property of the NDANG and the repairs would be their responsibility. Mr. Parmer stated the project is presently on hold and asked for further comment from Col. Mike Haugen and Cpt. Ron Solberg, Base Engineer.

Col. Haugen was recognized and stated the project has been put on hold due to the upcoming air show. He asked Cpt. Solberg and Mr. Wes Schon, Ulteig Engineers, to explain the project.

Cpt. Solberg was recognized and stated the NDANG would be funding the majority of the cost of the project but are requesting some assistance from the Airport Authority. Cpt. Solberg distributed a summary of project financing for the project but added that after further discussion since the preparation of this summary there is a possibility that the project could be done for substantially less.

Reviewed Agreement Between the Municipal Airport Authority and the National Guard Bureau,  
South BAK 14 Reconstruction: (Continued)

Cpt. Solberg stated the NDANG is looking for the Airport Authority to repair the five feet on each side of BAK 14 at an estimated cost of \$25,500. He stated since the problem first came up they have discovered that they are going to have to do more extensive repairs on the BAK 14 than originally thought, which will involve pulling out some more concrete. He stated they feel they can save some money by removing the old pavement completely and replacing it with new. Cpt. Solberg stated the NDANG is assuming liability for the remainder of the project which includes:

- Temporary relocation of the South threshold
- Total repair of the BAK 14 installation
- Remaining pavement repair to the closest joint on each side of the BAK 14 installation. (The total repair section width is 50 feet including the BAK 14 installation).
- Relocation of FAA cables

Mr. Parmer stated he feels the NDANG should be responsible for the entire project as the BAK 14 belongs to the NDANG and he feels the runway was weakened by the installation of the BAK 14.

Cpt. Solberg stated they feel the Airport Authority should participate financially because the maintenance of runway pavements are the responsibility of the Authority and if the Airport Authority participated it would facilitate contracting of the project. He stated the NDANG has an "on board" Job Order Contract (JOC) contractor, however, the dollar limit of work which can be negotiated under this contract is \$125,000 and this project will exceed this amount. The next option available to the NDANG is bidding the project, which will take approximately 60 days to complete.

Mr. Parmer stated he looks at this \$25,000 donation as a \$250,000 donation because these are funds that would have been applied toward an AIP project funded 90% with federal dollars.

Cpt. Solberg stated they are not sure the \$25,500 will actually be the amount required.

Cpt. Solberg stated because of the extent of the repairs they will not be able to finish them before the airshow. He stated they are going to arrange for a Mobile Aircraft Arresting System to accommodate the needs of the air show aircraft.

Chairman Gallagher asked Cpt. Solberg why the repairs done were not adequate.

Cpt. Solberg stated the temporary repairs are adequate for civilian air carriers, etc., but the issue of the BAK 14 cable system was never addressed in the temporary repairs. He stated any differential in the pavements could cause problems when an aircraft is trying to hook the cable.

Mr. Parmer asked Cpt. Solberg how he arrived at a figure for the financial responsibility of the Airport Authority.

Mr. Myers asked Cpt. Solberg if the NDANG has \$125,000 to spend on the project.

Cpt. Solberg indicated that was correct.

Mr. Myers asked if the bid for the project came in under \$125,000 then the NDANG would not require any funds from the Airport Authority.

Cpt. Solberg indicated he would still like to see a contribution from the Airport Authority and the main reason for that is to facilitate the contract. He explained that if the NDANG does the project on their own they will have to advertise for bids and that would delay the project, but if the project is done in conjunction with the Airport Authority the process would be easier. He added that the NDANG is not able to spend money on an installation if they do not have interest in the property unless they have an agreement with the Airport Authority.

Reviewed Agreement Between the Municipal Airport Authority and the National Guard Bureau, South BAK 14 Reconstruction: (Continued)

Mrs. Stanton asked if the Airport Authority could agree to this project today without stating a definite dollar amount.

Cpt. Solberg again stated that the cost figures he gave today are not definite and he does not want to give definite figures until they have a better handle on the project.

Mr. Hentges stated it would be nice to look for the ideal and use all of the money in the improvement fund toward federally funded projects but we know that is not possible. Mr. Hentges stated this project is not an improvement but a repair. He added that the Guard has spent a considerable amount of money on improvements on the airport and he feels we should support the request.

Mr. Hentges moved the Airport Authority enter into the necessary agreement with the North Dakota Air National Guard and authorize the expenditure of up to \$25,500.00 for the repair of the South BAK 14 pavements.

Second by Mrs. Stanton.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Received Certificates of Substantial Completion for Manning Mechanical and Rick Electric on Weather Modification Incorporated Hangar:

Mr. Parmer stated he received copies of the Certificates of Substantial Completion on the mechanical and electrical portion of the WMI hangar. Foss Associates has requested the Airport Authority approve and sign the documents.

Mrs. Stanton moved the Airport Authority receive the Certificates of Substantial Completion for Manning Mechanical and Rick Electric on the Weather Modification Incorporated hangar.

Second by Mr. Hentges.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Received Communication from Fargo Jet Center Concerning Construction of Fuel Farm:

Mr. Pat Sweeney was recognized and stated he had a meeting yesterday with Joe Parmer, Shawn Dobberstein, John Ahrens (Fargo Fire Department), Wes Schon (Ulteig Engineers), and Mike McLean (Fargo Jet Center). He stated they did get a description of the area for the fuel farm. Following the meeting Mr. Ahrens drafted a letter outlining requirements for location of the fuel tanks.

Chairman Gallagher asked if they had obtained a permit to proceed.

Mr. Sweeney stated their contractor, R&R Petroleum, is getting the necessary permits from the Fire Department. He stated that they can start construction and the lease can be finalized after completion of construction. Mr. Sweeney stated up until that point there had not been much communication but now everything is resolved and they are on their way.

Mr. Parmer stated nothing could be done until the Planning Commission had approved the proposed plan and the City Commission had to approve the Planning Commission's action. He stated the City Commission just approved the action of the Planning Commission at their last meeting.

Mr. Sweeney stated the fuel farm was approved in theory back in May but they had to wait for a physical location to be designated and that was done yesterday. He stated now they are looking for an agreement to lease the property.



Received Communication from Fargo Jet Center Concerning Construction of Fuel Farm:

Mr. Parmer stated the Airport Authority has approved the leasing of the site for the fuel farm but the actual lease has not yet been drafted.

Mr. Hentges moved to receive and file the report from Mr. Ahrens, Fire Prevention Inspector regarding the plans for the Fargo Jet Center fuel farm.

Second by Mrs. Stanton.

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

Received Update on Airport Improvement Projects:

Mr. Parmer asked Mr. Bill Cowman, Foss Associates, to report on building progress.

Mr. Cowman was recognized and stated the WMI hangar is substantially complete and they are currently going through a punchlist to make it 100% complete. He stated under the authorization of KBW Associates, Weather Modification Incorporated has occupied both the hangar and the administration building. Mr. Cowman stated the City of Fargo requires a Certificate of Occupancy prior to use of the building. He stated because of the sidewalk north of the building not being in place (for obvious reasons) they would not issue a Certificate of Occupancy until adequate temporary sidewalk for emergency egress could be in place. He stated Northern Improvement was going to take care of that so the certificate could be issued.

Mr. Myers asked who has the builders risk coverage on the WMI hangar.

Mr. Cowman stated KBW carries the builders risk coverage.

Mr. Myers asked if KBW has a rider allowing occupation of the building.

Mr. Cowman stated he talked to Mr. Kosel, KBW, and he indicated he does have the coverage in place.

Mr. Myers asked Mr. Cowman to get written confirmation of that for our records.

Mr. Cowman stated by the end of this week he would say that the WMI facilities should be 100% ready for occupancy and transfer of ownership.

Mr. Cowman stated progress is also being made on the Valley Aviation facilities. He stated he and Mr. Parmer reviewed the project site yesterday. He stated right now the contractor is working on the interior finishes. He stated this project should be complete by early to mid September.

Mr. Cowman stated he talked to Mr. Wes Schon this morning and they are concerned about the completion of the parking lot. He stated with WMI ready to begin operations they would like the parking lots completed as soon as possible. Mr. Cowman stated he recognizes the fact that because of the size of the project Northern Improvement would like to do both lots at the same time but where it is possible they would like Northern to complete any portion of WMI's parking lot.

Mr. Cowman stated the WMI hangar is a pre engineered metal building system. He stated the first 10' 12' from the floor up is lined with panels. From that point to the break at the rafter at the eave line is an insulation system. He stated KBW is experiencing some problems installing the panels over the insulation. He stated KBW has been working hard to accomplish the installation with no wrinkles. Mr. Cowman stated KBW has requested the Airport Authority consider a change order to provide and install prefinished metal liner panels on all remaining interior walls where exposed vinyl insulation facing occurs. Mr. Cowman stated this will be an aesthetic improvement but will also assist in the maintenance of the hangar. The cost for this change is \$3,570.00. Mr. Cowman stated he feels this is more than a fair price for the work that will be done. Mr. Cowman stated KBW's estimate was originally \$4,330.00 but he asked KBW to eliminate the overhead and profit in the cost since this change would make their job a lot easier.

Received Update on Airport Improvement Projects: (Continued)

Mrs. Stanton moved to approve the change order in the amount of \$3,570.00 as outlined.  
Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye.  
No member being absent and none voting nay the motion was declared carried.

Mr. Wes Schon, Ulteig Engineers, reported that all of the paving for the AIP projects has been completed. He stated they are working on the parking lots right now but with the seven inches of rain in July they have had delays. Mr. Schon stated there is still the bituminous paving connecting the access road to County 20 that has to be done. He stated as far as the security fencing they are not able to start that until the dirt piles are moved to their final locations. He stated once they start the fencing project it won't take long.

Mr. Pat Sweeney stated right now all of the construction traffic goes right past the ramp in front of their buildings. He stated this is not only a nuisance because of the dirt and mud but it is a hazard for people walking in the area and it is getting to a point where it is dangerous. He stated he would like to suggest cutting off the entrance to the ramp and bringing the traffic in from the north between the two buildings and move the parking to the center of the ramp.

Mr. Schon stated that Northern Improvement and their subcontractors are not parking on the ramp. He stated technically speaking it is still Northern Improvement's apron as the Airport Authority has not yet bought it and there is still work being done. He stated it is a tough situation since WMI is now in business but so are the contractors. Mr. Schon stated Northern Improvement is cooperating and they are not saying that WMI cannot be operating on the apron. Mr. Schon stated if there is an incident where a truck hits an airplane things are going to go sour in a hurry.

Mr. Schon stated it is still Northern Improvement's apron and they have a right to be on it.

Mr. Sweeney stated he understands that but why can't the popular traffic pattern be changed.

Mr. Schon stated there is still sawing and sealing to be done on the roads but he will see what he can do about getting the road in shape.

Mrs. Stanton moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, August 1, 1995 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 1:47 p.m.

Regular Meeting

Tuesday

August 1, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 1, 1995, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Cichy, Myers, Hentges, Gallagher

Absent: None

Others: Stewart, Bromenschenkel

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held July 25, 1995:

Mr. Myers moved to approve the minutes of the regular meeting of the Municipal Airport Authority held July 25, 1995.

Second by Mrs. Stanton.

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

Approved the Airport Vouchers Totaling \$20,609.01:

Mr. Hentges moved to approve the airport vouchers totaling \$20,609.01.

Second by Mrs. Stanton.

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

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

Approved the Individual Voucher to Eide Helmeke & Co.:

Mr. Hentges moved to approve the individual voucher in the amount of \$1,200.00 to Eide Helmeke & Co. for professional fees for audit of AIP Projects 3 38 0017 15 and 3 38 0017 16.

Second by Mr. Cichy.

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

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

Approved the Individual Voucher to Gast Construction Co.:

Mr. Hentges moved to approve the individual voucher in the amount of \$108,809.14 to Gast Construction Co. for Partial Payment Request No. 11 for general construction work on the Valley Aviation hangar.

Second by Mr. Cichy.

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

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

Approved the Individual Voucher to Grant's Mechanical, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$2,576.00 to Grant's Mechanical, Inc. for Partial Payment Request No. 6 for mechanical construction of Valley Aviation Hangar.

Second by Mrs. Stanton.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting the motion was declared carried.

Approved the Individual Voucher to CB & Sons Electric:

Mr. Hentges moved to approve the individual voucher in the amount of \$10,485.00 to CB & Sons Electric for Partial Payment Request No. 6 for electrical construction work on Valley Aviation hangar.

Second by Mrs. Stanton.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Authorized Execution of the Grant Offer for AIP Project No. 3 38 0017 17, General Aviation Airpark T Hangar, Taxiway, Taxilane and Access Road:

Mr. Myers moved to authorize execution of the Grant Offer for AIP Project No. 3 38 0017 17, General Aviation Airport T Hangar, Taxiway, Taxilane and Access Road.

Second by Mr. Cichy.

Mr. Parmer stated this grant is for the project we bid a few weeks ago and received only one bid. We forwarded it to the FAA for their review and approval. Mr. Parmer stated we are looking for \$807,797 from the FAA to complete the project but this grant identifies \$356,324. Mr. Parmer stated the grant offer does identify the balance of the project and states "whereas this project will not be completed during fiscal year 1995 and the total US share of the estimated cost of completion will be \$807,797," so they are not going to leave us with half a project. Mr. Parmer stated the balance of the project will become available September 30, 1995. He added we will not be getting the money October 1 but the FAA has committed themselves to the completion of this project.

Mr. Parmer stated Mr. Schon worked with Northern Improvement to break down the project and formulate what can be accomplished with this grant. He stated all of the dirt work, sewer work, and extending the road into and around the fuel farm being constructed by WMI can be completed with this grant.

Mr. Schon stated he has sent the contract documents to Northern Improvement along with the change order. He stated we will also have to schedule a preconstruction conference and then it boils down to when they will have manpower and resources to start the work. He added that we will definitely try to complete this work yet this fall.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved Change Order No. 1 Reducing the Scope of General Aviation Airpark T Hangar, Taxiway, Taxilane and Access Road Project No. 3 38 0017 17:

Mr. Wes Schon, Ulteig Engineers, explained that Change Order No. 1 is a legal instrument removing more than half of the work in the contract since the grant was considerably less than our request. He stated when we get our next grant (3 38 0017 18) we will issue another change order to the contract putting the remainder of the work back into the contract. Mr. Schon stated this is the same process we have had to

Approved Change Order No. 1 Reducing the Scope of General Aviation Airpark T Hangar, Taxiway, Taxilane and Access Road Project No. 3 38 0017 17: (Continued)

follow on every one of our projects since the late 80's. Mr. Schon stated the change order is in Northern Improvement's hands and they are willing to do the project on this basis.

Mrs. Stanton moved to approve Change Order No. 1 reducing the scope of the General Aviation Airpark T Hangar, Taxiway, Taxilane and Access Road project as outlined.

Second by Mr. Hentges.

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

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

Mr. Randy Zidon Requests Lease on Hangar Plot in Southeast Corner of Southeast General Aviation Area:

Mr. Parmer stated he thought Mr. Zidon would be here today but he is not. He stated the Airport Authority has discussed Mr. Zidon's request previously but took no official action on the request. Mr. Parmer stated Mr. Zidon would like to lease a plot of land in the southeast corner on which to build a hangar. He plans to use the facility to build kit aircraft as well as conduct other aircraft maintenance. Mr. Parmer stated Mr. Zidon's first choice is in the southeast corner as the northeast general aviation area does not yet have taxiway access for the general aviation hangar area. Mr. Parmer stated the site Mr. Zidon is requesting is not the site the Airport Authority has reserved for Dakota Aero Tech expansion.

Mr. Hentges asked Mr. Parmer what his feelings are on the location north of the taxiway in the southeast corner.

Mr. Parmer stated when Dakota Aero Tech requested that site be reserved for future expansion we were not sure the extent of the expansion and also since the facility was going to house part of their school they would probably need more than an average amount of parking. He stated he is not sure Dakota Aero Tech is still interested in the site.

Mr. Emory Babolian, Dakota Aero Tech, was recognized and stated that Vonnie Barney, President of Dakota Aero Tech, and they are still interested in that site.

Mr. Hentges stated he feels in order to be fair to the public he feels the Airport Authority should declare the area in the southeast corner of the airport "not available" until the master plan has been updated to the point where that land is determined surplus land to major airport uses. He stated he feels we should be directing all new development to the northeast general aviation area. He stated we have spent over \$5 million in the area and also have plans for an Airport Industrial Park.

Mr. Myers stated he has felt since day one that area should be studied in depth and the Airport Authority should decide what its ultimate long range plan will be for that area. He stated we have established a general aviation area in the northeast section of the airport and it is his thought that general aviation will continue in the southeast area in the future but once Runway 13/31 is closed at some time in the future it will be a mad scramble to relocate in the northeast general aviation area. He added that he realizes that might be 10 15 years down the road. Mr. Myers also stated that the Authority is looking at making repairs to two hangars in the southeast area to extend the life of the hangars ten years. He stated we need to look carefully at that area and develop a master plan for that area.

Mr. Myers moved the Airport Authority place a moratorium on any development in the southeast general aviation area.

Second by Mr. Hentges.

Mr. Randy Zidon Requests Lease on Hangar Plot in Southeast Corner of Southeast General Aviation Area: (Continued)

Mr. Hentges stated there are a lot of potential uses for that area and with the airport, NDSU and the dome all in that area it will be attractive to a lot of commercial enterprises and once it's gone it's gone.

Mr. Myers stated it was his intent in his motion that if there is a request for that area which is deemed essential or necessary for the airport, the Airport Authority reserves the right to lift the moratorium.

Mr. Hentges stated now that we have established the northeast general aviation any requests for development will be directed there.

Mr. Myers stated we know that the FAA will close Runway 13/31 at sometime in the future. He asked Mr. Parmer if the FAA has advised us when.

Mr. Parmer stated our master plans shows that Runway 13/31 will be abandoned and it has shown that for many years. He stated even the FAA knows that is not going to happen anytime soon as they have identified that runway as eligible for resurfacing.

Mr. Hentges stated he feels declaring a moratorium is a step in the right direction toward planning for that area.

Mr. Myers suggested that Mr. Zidon could look into renting space temporarily until he could locate in the northeast general aviation area.

On the call of the roll on the motion, Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Received Copy of Preliminary 1996 Operations and Maintenance Budget:

Mr. Parmer distributed preliminary copies of the 1996 Operations and Maintenance Budget. He stated he is not looking for any decision on the budget today but is providing a preliminary copy in advance for review and discussion at the next meeting. He added that he and Chairman Gallagher have a meeting with the Mayor and the finance director this afternoon to review the budget. Mr. Parmer stated the decision on the budget is made by the Airport Authority but the Mayor wanted to review the budget with us.

Mr. Cichy moved to receive and file the copy of the preliminary 1996 Operations and Maintenance Budget.

Second by Mrs. Stanton.

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

Adopted Resolution of Sympathy to the Family of Duane Johnson:

Mrs. Stanton 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 passing of Mr. Duane Johnson, partner in Dakota Aero Tech, and

WHEREAS, Dakota Aero Tech, Inc. and the aviation community has lost a dedicated member, and

WHEREAS, his co workers at Hector Airport have lost a friend who will be deeply missed;

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority of the City of Fargo, North Dakota, does hereby express its heartfelt condolences to the family of Duane Johnson.

Adopted Resolution of Sympathy to the Family of Duane Johnson: (Continued)

NOW, THEREFORE, 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 be forwarded to the family of Mr. Duane Johnson.

Seconded by Mr. Cichy.

All members present voted aye and the resolution was declared to have been duly passed and adopted.

Other Business:

Mr. Ron Balvitsch, Northwest Airlines, asked about the status of any action to solve the problem with the entrance doors and the cold air coming into the building in the winter when there is a south wind. He stated the problem was discussed last winter and we are now nearing the end of summer and to his knowledge nothing has been done.

Mr. Parmer stated Foss Associates reviewed the situation and had recommendations for modifications to the building but they also had a number of suggestions for things that could be done by people in the building to help with the problem, such as closing doors in the back, etc. Mr. Parmer stated he would review the report by Foss Associates and have it on the agenda for the next meeting.

Mr. Myers stated as he was driving up the access road today (45 mph) he observed two Hertz rental cars that blew by him like he was standing still. He stated he would guess they had to be going 75 mph. He stated he visited with Joe and Shawn about this problem and they indicated the car rental agencies have been warned in the past but it seems to be an ongoing problem. Mr. Myers stated he feels the car rental agencies should be put on notice that this will not be allowed to continue.

Mr. Myers moved the Airport Authority notify the car rental agencies that they are required to abide by the speed limits.

Second by Mrs. Stanton.

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

Mr. Cichy moved to adjourn the meeting until the next regular meeting of the Municipal Airport Authority to be held Tuesday, August 15, 1995, 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 11:04 a.m.

Regular Meeting

Tuesday

August 15, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 15, 1995, at 10:30 a.m. in the Airport Boardroom.

Members present or absent were as follows:

Present: Stanton, Cichy, Myers, Hentges and Gallagher

Absent: None

Others: Stewart, Bromenschenkel

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 1, 1995:

Mr. Cichy moved to approve the minutes of the regular meeting of the Municipal Airport Authority held August 1, 1995.

Second by Mr. Myers.

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

Approved the Airport Vouchers Totaling \$25,264.58:

Mr. Hentges moved to approve the airport vouchers totaling \$25,264.58.

Second by Mr. Cichy.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual Voucher to KBW Associates:

Mr. Myers moved to approve the individual voucher in the amount of \$3,749.00 to KBW Associates for Partial payment Request No. 10 for construction of WMI hangar.

Second by Mr. Hentges.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Myers moved to approve the individual voucher in the amount of \$1,636.01 to Foss Associates for final statement for professional services in connection with WMI hangar project.

Second by Mr. Hentges.

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

Absent and not voting: Stanton

The motion was declared carried.



Approved the Individual Voucher to Foss Associates:

Mr. Myers moved to approve the individual voucher in the amount of \$1,123.80 to Foss Associates for payment request for professional services in connection with the Valley Aviation hangar project.

Second by Mr. Hentges.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Myers moved to approve the individual voucher in the amount of \$5,196.88 to Foss Associates for payment request for professional services in connection with the repairs of Hangars 3 and 4.

Second by Mr. Hentges.

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

Absent and not voting: Stanton.

The motion was declared carried.

Approved the Individual Voucher to Midwest Testing:

Mr. Myers moved to approve the individual voucher in the amount of \$2,804.80 to Midwest Testing for payment request for concrete testing in connection with the Valley Aviation hangar project.

Second by Mr. Hentges.

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

Absent and not voting: Stanton.

The motion was declared carried.

Approved the Individual Voucher to Midwest Testing:

Mr. Myers moved to approve the individual voucher in the amount of \$2,140.00 to Midwest Testing for testing services in connection with Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 16.

Second by Mr. Hentges.

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

Absent and not voting: Stanton.

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Myers moved to approve the individual voucher in the amount of \$3,699.98 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Northeast General Aviation Area Water and Sewer Project.

Second by Mr. Hentges.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Myers moved to approve the individual voucher in the amount of \$14,107.73 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 16.

Second by Mr. Hentges.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Myers moved to approve the individual voucher in the amount of \$40,110.00 to Northern Improvement Company for Partial Payment Request for construction of Aircraft parking Apron, Taxiway and Access Road Project No. 3 38 0017 15.

Second by Mr. Hentges.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Myers moved to approve the individual voucher in the amount of \$66,262.62 to Northern improvement Company for partial payment request for construction of Aircraft parking Apron, Taxiway and Access Road Project No. 3 38 0017 16.

Second by Mr. Hentges.

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

Absent and not voting: Stanton.

The motion was declared carried.

Approved the Individual Voucher to Fargo Electric Construction \$12,257.00

Mr. Myers moved to approve the individual voucher in the amount of \$12,257.00 to Fargo Electric construction for Partial Payment Request for electrical construction of Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 16.

Second by Mr. Hentges.

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

Absent and not voting: Stanton.

The motion was declared carried.

Approved the Individual Voucher to Municipal Industrial Contracting:

Mr. Myers moved to approve the individual voucher in the amount of \$41,493.46 to Municipal Industrial Contracting for partial payment request for construction of Northeast General Aviation Area Water and Sewer Project.

Second by Mr. Cichy.

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

Absent and not voting: Stanton.

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Myers moved to approve the individual voucher in the amount of \$118,386.50 to Northern Improvement Company for partial payment request for construction of northeast general aviation parking lots.

Second by Mr. Hentges.

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

Absent and not voting: Stanton.

The motion was declared carried.

Received and Filed Statement of Operations for the Month of June 1995:

Mr. Hentges moved to receive and file the Statement of Operations for the Month of June 1995.

Second by Mr. Cichy

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

Received Notice of Preconstruction Conference for General Aviation Airpark, T Hangar, Taxiway, Taxilane and Access Road Paving Project No. 3 38 0017 17:

Mr. Parmer stated he received a notice from Ulteig Engineers on the preconstruction conference for the General Aviation Airpark, T Hangar, Taxiway, Taxilane and Access Road Paving Project No. 3 38 0017 17 to be held Wednesday, August 16, 1995 at 10:00 a.m. This project will include work we are able to fund with the grant received, which is less than half of the project. He stated this will include the dirt work, storm sewer, and the road around the fuel farm. He stated this project does not include any paving.

Mr. Myers moved to receive and file the notice of the preconstruction conference.

Second by Mr. Hentges.

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

Received Communication from Valley Aviation Advising of Tenant Change in Existing Valley Aviation Office:

Mr. Parmer read a communication from Mr. Robert Hamilton, Valley Aviation, requesting the Airport Authority approve a tenant change at the existing office of Valley Aviation in the southeast general aviation area. On or about September 15, 1995, Executive Aviation d/b/a Flight Training, Ltd. would like to occupy the existing Valley Aviation facility adjacent to Hangars 3 and 4.

Mr. Parmer asked Attorney Stewart if this would require a lease change.

Attorney Stewart indicated an addendum to the lease would be sufficient.

Mr. Hentges moved to receive and file the communication from Valley Aviation and approve the requested tenant change, and that the appropriate addendum be made to the lease.

Second by Mr. Cichy.

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

Absent and not voting: Stanton

The motion was declared carried.

Received Notice of Corporate Changes at Dakota Aero Tech, Inc.:

Mr. Parmer read a communication from Yvonne Barney, President of Dakota Aero Tech, Inc. advising of the recent corporate changes. Effective August 1, 1995, Gordon Person sold his interest in Dakota Aero Tech, Inc. to Yvonne Barney.

Mr. Hentges moved to receive and file the communication from Dakota Aero Tech, Inc.

Second by Mr. Myers.

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

Received Notice of Corporate Changes at Dakota Aero Tech, Inc.: (Continued)

Mr. Hentges asked Mrs. Barney to comment on the financial responsibilities of Dakota Aero Tech to the Airport Authority in light of the new corporate structure.

Mrs. Barney stated Dakota Aero Tech's accounts will be brought up to date in the next 30 45 days.

Reviewed Status of Vestibule Heating Improvements, Westside Terminal:

Mr. Myers stated he spent some time with Mr. Ron Balvitsch, Manager of Northwest Airlines and one of the ticket agents regarding the problem we have with the south wind coming through the vestibule doors in the winter. He stated Border States Electric has toe space heaters available which could be installed under the ticket counters. He stated he would suggest trying the heaters at each of the Northwest stations and that we install 20 minute timers rather than a toggle switch. He stated the cost of each heater, including switch and thermostat, is approximately \$185. He added that this does not include installation and any engineering fees. Mr. Myers stated he has a strong feeling that these will do a magnificent job for the problem. Mr. Myers stated he has these heaters both at home and at the office.

Chairman Gallagher asked Mr. Balvitsch how he felt about this solution.

Mr. Balvitsch stated he would have no problem with trying this method. He added he feels this would get to the source of the problem.

Mr. Myers moved the Executive Director pursue this application and install the electric toe space heater units.

Second by Mr. Hentges.

Mr. Cichy asked why install them just at the Northwest counter.

Mr. Myers stated we are not positive this will solve the problem so before installing a dozen units he would like to try just three and the problem seems to be the worst at the Northwest counter.

Discussed Window Glazing Project, Westside Terminal:

Mr. Myers stated in visiting with one of the Airport Authority employees the other day he was advised that an employee of Glass Unlimited told this employee that he felt the glazing project we are going to do on the windows is not going to work. Mr. Myers stated he called Mr. Ray Shannon, Glass Unlimited, and told him that Patrick DeLaPoint, Foss Associates, had done a lot of research on the project and we have the latest in state of the art sealants and that if Glass Unlimited knows something we don't know they should tell us now. Mr. Myers stated Mr. Shannon had no idea why one of his employees would say that, as he feels the sealant they will be using is good and as far as they can tell it will work. Mr. Myers stated he told Mr. Shannon that he was going to make this public statement today and that he wants it to be on record that if Glass Unlimited is not sure of the project they should advise us now. Mr. Myers stated Mr. DeLaPointe is confident this method will work and he added that he feels the crew doing the work should also have that confidence.

Mr. Parmer stated he also talked to Mr. DeLaPointe this morning and he stands by his recommendation of the project. Mr. Parmer stated it was made clear to the Airport Authority that this solution would not last 50 years.

Mr. Myers stated we understand that but it was his understanding this Glass Unlimited employee indicated it would not last five years. Mr. Myers stated he fully expects this to last 10 15 years. Mr. Myers stated Mr. Shannon was very cooperative this morning and indicated he would get to the bottom of this and make sure his people are convinced that the system will work. Mr. Myers stated it is his feeling that the architect has done a great job of building a structure that is a bit unique and attractive and has now become part of the city of Fargo and would hate to see us do anything to destroy the architecture of the building.

Received Update on Current Airport Improvement Projects:

Mr. Wes Schon, Ulteig Engineers, was recognized and stated they are down to installing fence and seeding/sodding the area. He stated the lights are up and should be energized this week. He stated they are going to wait with the seeding and sodding until we get some cooler temperatures. He added the parking lots are paved and painting should be done today.

Mr. Parmer stated one of the concerns of Fargo Jet Center is that they have not been able to use the new road but still have to use the construction road. Mr. Parmer stated the road will not be able to be opened until the fencing has been completed because without the fencing there would be a security breach. Mr. Parmer stated at the time of the FAA's last inspection the agent indicated her next visit would be unannounced.

Mrs. Stanton now present.

Reviewed Budget Request for 1996 Fiscal Year:

Mr. Parmer stated at the last meeting the Authority members were given copies of the proposed budget for the 1996 fiscal year.

Chairman Gallagher stated he and Mr. Parmer met with Mayor Furness about the airport budget. He stated the Mayor had a few questions but he was satisfied.

Mr. Parmer stated the budget is basically the same as last year. He stated there were a couple of items that have been increased and those had to do with vehicle and equipment repairs and the buildings. Mr. Parmer stated another item that will probably increase is our liability insurance. He stated because of some losses in the recent past we may see a premium increase.

Mr. Hentges asked if our buildings are covered under the State Fire & Tornado Fund.

Mr. Parmer indicated that is correct.

Mr. Hentges stated there were a lot of losses due to weather in the state and he is wondering if we will see an increase there. He stated \$12,000 is not a lot of premium for all of the buildings we have.

Mr. Myers asked if the City is charging us the correct amount for Worker's Compensation. He stated he is wondering if the City is charging us for the full year's employment based on a percentage or are they giving us credit for the cutoff at \$15,500 of earnings for each employee. He stated since the Airport Authority pays the City \$50,000 a year for administration he wants to make sure we are not overpaying.

Mrs. Stanton asked Chairman Gallagher if he and Mr. Parmer discussed the \$50,000 fee with the Mayor.

Chairman Gallagher stated they did discuss the matter but the Mayor did not seem interested in lowering the fee.

Mr. Cichy stated in reviewing the budget the 1995 budget will be underspent by about \$40,000 so it would seem this operation is run somewhat efficiently. He stated the projection for 1996 and an increase of \$38,000 seems to be a miniscule item.

Mr. Myers stated the 1995 budget included \$60,000 for equipment purchases and not all of that has been spent. He asked Mr. Parmer if he was still planning a purchase this year.

Mr. Parmer stated there are still four months left in 1995 so we may use the funds yet this year. He stated one of our needs is another 15' mower and we have been visiting with one of the suppliers regarding a possible lease arrangement.

Mr. Hentges moved the Airport Authority accept the 1996 Operations and Maintenance Budget as presented.

Second by Mr. Myers.

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

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

Certified to the Board of City Commissioners a Two Mill Levy for Airport Improvements for 1996, as Per Section 2 06 14 of the North Dakota Century Code:

Mr. Hentges moved to certify to the Board of City Commissioners a two mill levy for airport improvements for 1996, as per Section 2 06 14 of the North Dakota Century Code.

Second by Mr. Cichy.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Other Business:

Mr. Myers stated another issue on the matter of the vestibule heating problem is the fact that the overhead doors in the tug concourse are often left open. He stated they do have scanners available for overhead doors that would open automatically open when the vehicle reaches a certain point and would then remain open until the object has cleared the channel and then close automatically. He stated the operator then does not have to worry about opening and closing the doors as they would be automatic. He stated the cost would be approximately \$900.

Chairman Gallagher directed Mr. Parmer to research the matter of automatic closers for the overhead doors in the tug concourse area and report back to the Airport Authority.

Mrs. Stanton stated at the last meeting the Airport Authority discussed the subject of speeding on the access road by the car rental employees. She stated as she was driving up the access road one day during the air show a car sped past her and watched them go to the car rental lot. She stated she did not get a license number but the car parked in the Hertz area.

Chairman Gallagher asked if the car rental agencies had been warned since the last meeting.

Mr. Parmer stated the car rental operators have been advised so many times but apparently they are not concerned.

Chairman Gallagher directed Mr. Parmer to give them another written warning.

Mr. Hentges stated this brings up the subject of a car rental service facility.

He stated maybe the Airport Authority should build a facility on this side of the airport and charge the car rental operators rent. He stated he feels this is something they need as there is too much travelling back and forth. This would also eliminate the need for the car rental employees to be driving on the public road.

Mr. Hentges moved the Airport Authority pursue the matter of building a car rental maintenance facility west of the terminal building.

Second by Mr. Myers.

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

Mr. Parmer stated a written warning on the speeding problem will go out to the car rental operators.

Adopted Resolution Thanking and Congratulating the Airsho '95 Committee:

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

WHEREAS, we have just witnessed an outstanding Airsho '95; and  
WHEREAS, the static displays and aerial demonstrations were truly professional;  
and

WHEREAS, the Airsho Committee did an excellent job in putting together such an array of talent for the pleasure of the citizens of this three state region.

NOW THEREFORE, BE IT RESOLVED, that the Municipal Airport Authority of the City of Fargo, North Dakota does hereby thank and congratulate the entire Airsho Committee for a job well done; and

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 the coordinators of Airsho '95.

Second by Mr. Cichy.

All members present voted aye and the resolution was declared duly passed and adopted.

Mr. Hentges moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, September 5, 1995, 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 11:33 a.m.

Regular Meeting

Tuesday

September 5, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, September 5, 1995, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Cichy, Myers, Gallagher

Absent: Hentges

Others: Stewart, Bromenschenkel

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 15, 1995:

Mr. Cichy moved to approve the minutes of the regular meeting of the Municipal Airport Authority held August 1, 1995.

Second by Mrs. Stanton.

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

Approved the Airport Vouchers Totaling \$40,384.00:

Mrs. Stanton moved to approve the airport vouchers totaling \$40,384.00.

Second by Mr. Myers.

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

Absent and not voting: Hentges

The motion was declared carried.

Approved the Individual Voucher to Gast Construction:

Mr. Cichy moved to approve the individual voucher in the amount of \$61,099.56 to Gast Construction for Partial Payment Request No. 12 for general construction of Valley Aviation hangar project.

Second by Mrs. Stanton.

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

Absent and not voting: Hentges

The motion was declared carried.

Approved the Individual Voucher to Grant's Mechanical:

Mr. Cichy moved to approve the individual voucher in the amount of \$1,180.00 to Grant's Mechanical for Payment Request No. 7 for mechanical construction of Valley Aviation hangar project.

Second by Mrs. Stanton.

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

Absent and not voting: Hentges

The motion was declared carried.



Approved the Individual Voucher to CB & Sons Electric:

Mr. Cichy moved to approve the individual voucher in the amount of \$4,761.00 to CB & Sons Electric for Payment Request No. 7 for electrical construction of the Valley Aviation hangar project.

Second by Mrs. Stanton.

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

Absent and not voting: Hentges

The motion was declared carried.

Approved the Individual Voucher to Manning Mechanical:

Mr. Cichy moved to approve the individual voucher in the amount of \$2,490.50 to Manning Mechanical for Partial payment Request No. 10 for mechanical construction of the Weather Modification Incorporated hangar project.

Second by Mrs. Stanton.

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

Absent and not voting: Hentges

The motion was declared carried.

Approved the Individual Voucher to Rick Electric:

Mr. Cichy moved to approve the individual voucher in the amount of \$3,105.00 to Rick Electric for Partial Payment Request No. 7 (Final) for electrical construction of Weather Modification Incorporated hangar project.

Second by Mrs. Stanton.

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

Absent and not voting: Hentges

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Cichy moved to approve the individual voucher in the amount of \$19,641.38 to Northern Improvement Company for Partial Payment Request No. 1 for General Aviation Airport, T hangar, Taxiway, Taxilane and Access Road Paving Project No. 3 38 0017 17.

Second by Mrs. Stanton.

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

Absent and not voting: Hentges

The motion was declared carried.

Approved the Individual Voucher to Midwest Testing Laboratory:

Mr. Cichy moved to approve the individual voucher in the amount of \$771.00 to Midwest Testing Laboratory for Payment Request for concrete testing for the Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 16.

Second by Mrs. Stanton.

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

Absent and not voting: Hentges

The motion was declared carried.

Approved the Individual Voucher to US West Communications:

Mr. Cichy moved to approve the individual voucher in the amount of \$22,497.00 to US West Communications for payment request for extending communication cable to the Northeast General Aviation Area. A portion of this cost will be reimbursed by Weather Modification Incorporated (\$2,378.00) and Valley Aviation (\$1,408.00).

Second by Mrs. Stanton.

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

Absent and not voting: Hentges

The motion was declared carried.

Reviewed Northern Improvement Company's DBE Requirements for General Aviation Airpark, T Hangar, Taxiway, Taxilane and Access Road Paving Project No. 3 38 0017 17:

Mr. Parmer stated Northern Improvement Company has forwarded documentation on their efforts to meet the DBE goals for this project. They will be using one DBE subcontractor for sawing and sealing joints even though their bid was higher than other bids received. The documentation also indicated they contacted eight seeding and sodding firms and only one provided a quote. Northern Improvement made a total of more than 60 contacts to reach 7.4% and our goal was 11%. Mr. Parmer stated Northern Improvement has certainly shown a good faith effort in trying to secure DBE subcontractors.

Mrs Stanton moved to approve the good faith efforts of Northern Improvement Company in attempting to meet DBE goals for AIP Project No. 3 38 0017 17 and that the documentation be forwarded to the FAA.

Second by Mr. Myers.

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

Received Communication from Glass Unlimited, Inc. Advising of Tentative Construction Schedule for Terminal Building Window Glazing Project:

Mr. Parmer read a communication from Glass Unlimited, Inc. forwarding a tentative work schedule with a pre construction meeting to be held Monday, August 28. Tentative date to start work is September 18 with the estimated completion time of October 27.

Mr. Cichy moved to receive and file the communication from Glass Unlimited.

Second by Mr. Myers.

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

Received Communication from Dakota Aero Tech, Inc. Advising of Continued Interest in Hangar No. 9:

Mr. Parmer read a communication from Yvonne Barney, Dakota Aero Tech, indicating their interest in leasing Hangar 9 should it become available in the future. Her letter indicated they had advised of their interest in the past but wanted to again make their interest known. Chairman Gallagher asked if there are still rumors that Phoenix Air is planning to leave Fargo.

Mr. Parmer stated he has not heard those rumors. He stated it is the National Guard Bureau that is leasing the hangar. Mr. Parmer stated the Airport Authority has also received notice of interest in the hangar from Weather Modification Incorporated.

Mr. Myers moved to receive and file the communication from Dakota Aero Tech.

Second by Mrs. Stanton.

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

Received Construction Schedule for Repair of North Dakota Air National Guard BAK 14:

Mr. Parmer stated at the meeting of July 25, the North Dakota Air National Guard asked the Airport Authority to participate up to \$25,500 in a project to repair their BAK 14 barrier cable. He stated the estimate on the project is over \$100,000. Mr. Parmer stated in recent discussions with the engineering people at the Guard they are now considering asking the Airport Authority to finance the project 100% and then bill the Guard for reimbursement. He stated the Guard's reason for asking us to finance the project is to save time and complete the project yet this year.

Mr. Wes Schon, Ulteig Engineers, stated the Guard still wants to follow that plan as it not only saves time but cuts out the red tape for them if the Airport Authority takes on the role of banker for an interim period of time. He stated the Airport Authority and the Guard completed a joint project like this in 1989.

Mr. Parmer asked Attorney Stewart if he saw any problem with this arrangement.

Attorney Stewart stated we looked into the situation before the project in 1989 and there is no problem with this type of arrangement.

Mrs. Stanton moved to receive and file the communication from Ulteig Engineers, inc. regarding the project to repair the BAK 14.

Second by Mr. Cichy.

The estimated timetable for the project is:

Invitation to Bid.....	August 28, 1995
Pre Bid Conference.....	September 7, 1995
Bid Date.....	September 12, 1995
Award.....	September 13, 1995
Contracts.....	September 13 15, 1995
Begin Construction.....	September 18, 1995
Substantial Completion.....	September 30, 1995
Final Completion.....	October 7, 1995

Mr. Parmer asked Attorney Stewart what documentation we should have with the Guard for this project.

Attorney Stewart stated there should be a letter of agreement.

Mr. Myers asked why the Guard is calling for bids if the Airport Authority is initially financing the project. He stated it seems logical to him that if the Airport Authority is initially financing the project that the Authority would call for the bids.

Attorney Stewart stated the Guard is not following our bidding process but their own bidding process and we are involved since we are contributing funds. He stated that by looking at the schedule the Guard has it laid out pretty well and the Airport Authority could not do it much faster than that.

All members voted aye and the motion to receive and file the construction schedule was declared carried.

Received Update on Current Airport Improvement Projects:

Chairman Gallagher asked for an update on the installation of heaters at the airline ticket counters.

Mr. Parmer stated the electrician is in the process of installing the heaters.

Mr. Myers stated the heaters are going to be more of a wall unit than a toe space heater. The heater will be on a 30 minute timer so if the agent leaves the counter the heater shuts off after 30 minutes.

## Received Update on Current Airport Improvement Projects: (Continued)

Mr. Paul Jacobson, Foss Associates, stated there are some shrinkage cracks in the floor of the Valley Aviation hangar. He stated there were 12 pours and in the last pour there are about half a dozen cracks in that section. He stated he was not made aware of the cracks until the floor finishers were on the job site. Mr. Jacobson stated they have contacted Vector Construction, a concrete restoration contractor. He stated the solution they are considering now is to fill the lower portion of the cracks with epoxy and cut out the upper portion of the crack and put in a flexible epoxy. Mr. Jacobson stated it was unfortunate this happened but this pour was done on July 12 and apparently the vapor barrier was blown off by the wind and left the concrete exposed.

Mr. Jacobson stated Mr. Cowman has suggested the contractor purchase a bond to cover the repairs years into the future. He stated they are not aware of any other cracks at this time. He stated it may be the end of the month before Vector will be able to get to the project.

Mr. Myers stated he would like to see an ultrasound done on the section to make sure the rebar is in place. He stated if the rebar is in place he has no problem but if the rebar is down in the sand we should tear the section out and pour a new one.

Chairman Gallagher asked if tearing it out would be the worst scenario.

Mr. Jacobson stated that tearing it out would be the worst scenario but often you can do more damage by tearing it out rather than repairing it.

Mr. Jacobson stated Midwest Testing was on the site for every pour and the pours were averaging 5125 for 28 days and the specifications called for 4000.

Mr. Myers stated he feels bonds for this type of situation aren't worth the paper on which they are written. Often more is spent in attorney fees settling a matter.

Mr. Jacobson stated another option would be a cash settlement. He stated at this time their recommendation is a bond but he stated he is not that familiar with them and Mr. Myers is probably correct. Mr. Jacobson stated Gast Construction is doing their very best to remedy the situation and he feels they would honor any thing that would need to be done.

Attorney Stewart suggested we get a letter of credit from the contractor.

Mr. Myers stated an irrevocable letter of credit would be a lot better than a bond.

After further discussion, Mr. Jacobson was instructed to get figures on tearing out the concrete and replacing that section and work with Attorney Stewart and Mr. Parmer on our options.

Mr. Paul Jacobson, Foss Associates, reported that they will be resuming their evaluation of Hangars 3 and 4 and should be back with a final report soon.

Mr. Parmer reported that Valley Aviation has now also moved into their new facility. Mr. Parmer stated we had an FAA security inspection last week and the agent was not satisfied with our security measures in the northeast general aviation area. Mr. Parmer stated after the last inspection we put up additional fencing as well as other measures recommended by the FAA, but since then WMI has occupied their facility and some of the barriers were removed. Mr. Parmer stated the day of the inspection the new gate between the two hangars was open and the agents were able to get through that gate and gain access to the airfield. He stated the agent was not happy about that and we will probably be written up for this incident and possibly fined a considerable amount, up to \$10,000.

## Received Update on Current Airport Improvement Projects: (Continued)

Chairman Gallagher asked if the situation has been corrected.

Mr. Parmer stated the new fence is now up but the gate is not yet operational so there is a manual lock on the gate. He stated it has been over a week since they were here and he still has not received word from the FAA on the violation.

Mr. Myers asked who has the responsibility for the security in this area.

Mr. Parmer stated the contractors are required in their contracts to maintain security measures. He stated we have made it very plain to the contractors that at night the gate was supposed to be locked but there have been a number of times the gate was found open and we were not able to tell who left the gate open.

Mr. Myers asked what measures have been taken to see that this does not happen again. He asked if we need to have a security guard posted at the gate. Mr. Myers stated security at airports is a big issue right now and always will be.

Mr. Shawn Dobberstein stated the gate is closed but has not been kept locked during working hours. He stated there is a sign on the gate, as recommended by the FAA, stating it is a restricted area.

Mr. Wes Schon stated during the construction project the perimeter system was maintained but WMI opened for business before construction was done so then there was a business operation through a temporary gate while we were working on the permanent gate.

Mr. Parmer stated all of the construction on the ramp is completed with the exception of seeding and sodding. He asked Dr. Hamilton how much traffic is still coming through the gate.

Dr. Hamilton stated there is very little traffic coming through the gate now as most of the traffic for Valley Aviation is coming through the front door.

Mr. Myers stated he is still not satisfied with the situation and feels the gate should be locked or a guard posted at the gate. He added that he cannot accept the answer that we hope the gate will be operational by the end of the week. He stated security is important to the FAA and to the travelling public. He added that it is also important that someone does not get out on the runway and get chopped down by a jet.

Mr. Parmer stated we can put a lock on the gate.

Mr. Schon stated he will get the security gate energized this week. Mr. Schon stated the FAA agent came through the gate on which there was a sign stating "No Admittance Unless Authorized," drove through the pylons separating the active apron from the non active apron, and she made the judgement call that she could do that therefore we were issued a violation. He stated he does not buy into that. He stated he does not see that anyone has done anything wrong, we are in the process of working on the project.

After further discussion, Mrs. Stanton moved the gate be locked at all times until the security access gate is operational.

Second by Mr. Myers.

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

## Other Business:

Mr. Mark Hovde, Hertz manager, was recognized and stated that in the minutes of the last two Airport Authority meetings Hertz has been targeted for speeding. He stated he does not feel this was fair as the minutes are public record and he was not advised of the problem. He stated he has advised that the next Hertz employee that is caught speeding will be terminated, period. He stated in the most recent incident mentioned by the Airport Authority we don't know if this was an employee or a customer. He stated he does not feel it should be assumed that everyone who is speeding at the airport is an employee. He stated the service facilities being located on the other side of the airport makes it difficult to service the vehicles. He stated he feels Hertz is unfairly targeted in this matter as he has seen many other airport employees exceeding the speed limit.

## Other Business: (Continued)

Mr. Hovde stated the remedy to the situation would be to have service facilities on this side of the airport, which Hertz would gladly lease at a reasonable rate. He stated there is only so much he can do to monitor his employees and it was made very clear to them that if an employee is caught speeding they will be terminated.

Mr. Myers stated he appreciated Mr. Hovde's coming before the board on this matter. He stated he had made the initial comment a few weeks ago. He stated in the incident he witnessed the two cars looked like they were racing each other and he did confront the two. He advised them he was not going to report them and he did not. Mr. Myers stated the Airport Authority has the responsibility for the safety of every person visiting this terminal.

Mr. Hovde stated he has never been notified of this problem prior to this.

Mr. Parmer stated he disagrees with that. He stated speeding has always been and probably always will be a problem. He stated Mr. Hovde may not have been here the last time written notice was given. He stated another problem that has been brought to the attention of the car rentals on several occasions is driving the wrong way on the one way in front of the terminal.

Mr. Hovde stated he has been manager less than one year and he has not seen written notice of these things. He stated Mr. Parmer has been more than fair about giving personal notice of these things when they come up. He stated appearing in the minutes of the Airport Authority meeting was embarrassing for him and for Hertz and it gives the impression that he has not reprimanded his employees. He stated he wanted to make it clear that his employees have been warned that speeding will not be tolerated.

Mrs. Stanton stated when she witnessed the incident she reported she followed the driver and he went into the rental lot and he parked in the Hertz line and then got into another car. She stated she did not want to see the person fired she just wants this speeding problem resolved.

Mr. Hovde stated he apologized for giving the impression that he was not taking care of this problem with his employees. He added that he would appreciate not being published in the Airport Authority minutes every time an incident like this occurs.

Mr. Parmer stated the Airport Authority is not going to avoid discussing a matter just because the party is not in attendance at a particular meeting.

Mr. Hovde stated Mr. Parmer has been fair in the past about letting him know about these problems.

Mr. Myers stated if he sees it again he will bring it up again.

Mr. Myers stated there are three items he would like to bring up for discussion at the next meeting. He stated he has visited briefly with Mr. Parmer about taking care of some of the buildings and grounds maintenance with part time employees. He stated he was told we had to hire employees in excess of \$7 per hour and he stated he feels we have access to college students near the airport we could hire for minimum wage or better to do things like cleanup around the outside of the building as Mr. Heck does not have time during the day to do those things. Mr. Myers stated he did check with Mayor Furness and he indicated there was nothing in the City hiring practices prohibiting us from hiring part time at minimum wage. Mr. Myers stated he would like to see us get Mr. Heck some help keeping the grounds looking nice as that is our handshake with the rest of the world.

Mr. Myers stated as a new board member he would really like to have someone from Crash/Fire/Rescue come and speak to us and give us a briefing on what they do. He stated we hire them and he would like to know how they prepare for emergencies, etc.

Mr. Myers stated the third item he would like to discuss is the air traffic on Runway 13/31 while there are activities heavily attended at the dome. He stated he would like to talk to the FAA about redirecting traffic during those peak times.

Mr. Myers moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, September 19, 1995 at 11:00 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 11:32 a.m.

Regular Meeting

Tuesday

September 19, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, September 19, 1995, at 11:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Myers, Hentges, Gallagher

Absent: Cichy

Others: Solberg

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held September 5, 1995:

Mr. Myers moved to approve the minutes of the regular meeting of the Municipal Airport Authority held September 5, 1995.

Second by Mrs. Stanton.

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

Approved the Airport Vouchers Totaling \$33,212.33:

Mr. Hentges moved to approve the airport vouchers totaling \$33,212.33.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

Reviewed Contract Amendment to the Engineering Services Agreement with Ulteig Engineers, Inc. Increasing the Cost by \$4,192.87:

Mr. Parmer explained that the Airport Authority approved the extension of the water and sewer service into the northeast general aviation T hangar area prior to the paving of the access road. He stated the cost to do this was approximately \$43,000 and subsequently increased the engineering fees. Mr. Parmer stated the Airport Authority should approve a contract amendment to the Engineering Services Agreement with Ulteig Engineers for the increased cost of \$4,192.87.

Mrs. Stanton moved to approve the contract amendment to the Engineering Services Agreement with Ulteig Engineers increasing the cost by \$4,192.87.

Second by Mr. Hentges.

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

Absent and not voting: Cichy

The motion was declared carried.



Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$3,954.54 to Ulteig Engineers, Inc. for Final Payment for professional services in connection with General Aviation Water and Sewer Project.

Second by Mr. Myers.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$3,762.05 to Ulteig Engineers, Inc. for Partial Payment Request No. 19 for engineering services in connection with the Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 16.

Second by Mr. Myers.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$6,646.53 to Ulteig Engineers, Inc. for Partial Payment Request No. 3 for engineering services in connection with the General Aviation Airpark T hangar, Taxiway, Taxilane and Access Road Project No. 3 38 0017 17.

Second by Mr. Myers.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$2,809.50 to Foss Associates for Partial Payment Request No. 13 for professional services in connection with the Valley Aviation hangar project.

Second by Mr. Myers.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Hentges moved to approve the individual voucher in the amount of \$1,411.22 to Foss Associates for Partial Payment Request for professional services in connection with the Hangar 3 and 4 repair project.

Second by Mr. Myers.

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

Absent and not voting: Cichy

The motion was declared carried.

TSG Mark Solem, Fire Chief, North Dakota Air National Guard, Appeared to Review Aircraft Rescue and Fire Fighting (ARFF) Policies:

Mr. Parmer stated at the last meeting Mr. Myers requested we have someone from the NDANG Fire Department give a presentation and explain the duties of the Aircraft Rescue and Fire Fighting Department. Mr. Parmer stated the Airport Authority contracts with the State of North Dakota to provide the necessary crash, fire and rescue services as required by the FAA.

Mr. Mark Solem, NDANG Base Fire Chief, was recognized and presented the Airport Authority with a packet of information on the North Dakota Air National Guard Fire Department. He included a Fire Department Organizational Statement, outlines of department services and functions, annual training schedules, etc.

The NDANG Fire Department operates under the authority of the Congress of the United States; the United States Air Force and the National Guard Bureau; the State of North Dakota and the North Dakota Air National Guard; and the Federal Aviation Administration and the City of Fargo Airport Authority. The NDANG Fire Department is responsible for fire protection services as outlined in the Hector Airport and Vicinity Emergency Service Operations Plan, to all personnel, facilities, functions and users of Hector International Airport. and to the personnel, facilities, functions and users of the NDANG.

Mr. Solem stated the City of Fargo Fire Department is responsible for airport structures the NDANG does have a mutual aid agreement and will respond in these situations. He stated they are also responsible for any aircraft accidents within a 15 mile radius of Hector Airport but must also maintain minimum fire protection at the airport at all times. They can also respond to emergencies further than the 15 mile radius at the direction of the base commander.

Mr. Parmer stated the FAA requires the airport under its Airport Certification Program to have equipment capable of carrying a certain amount of gallons of fire suppression materials. He stated the FAA conducts regular inspections and actual drills on the NDANG Fire Department and they have always received excellent marks on these inspections.

Mr. Solem stated they would also respond to a natural disaster and participate in natural disaster drills held. He added that in the event of a large frame aircraft disaster they would call on the City of Fargo Fire Department as well as other area agencies with which they have mutual aid agreements.

Mr. Solem stated the NDANG Fire Department crew consists of 23 state employees and the fire chief, which is a federal position. He stated they have a crew on duty 24 hours a day.

Mr. Parmer stated he is sure the Airport Authority members would be welcome to visit the facility any time.

Mr. Solem stated he would be happy to have a visit from the Authority members and to give them a tour.

Received Request from National Weather Service for Assistance in Constructing ASOS Access Road:

Mr. Parmer stated the National Weather Service would like to construct a road

east of Bravo Taxiway at the site of their Automated Surface Observing System (ASOS) and had originally requested approval of a gravel road to the site. Mr. Parmer stated he was sure this would not meet the approval of the NDANG as the gravel would cause problems for their aircraft. Mr. Parmer stated he advised the NWS the airport would require the surface be asphalt and they are now requesting the Airport Authority

Received Request from National Weather Service for Assistance in Constructing ASOS Access Road: (Continued)

participate in the cost. He stated they are proposing the Airport Authority install the gravel base course and any culvert needed and that the National Weather Service contract for the asphalt overlay.

Mrs. Stanton moved to approve the request from the National Weather Service that the Airport Authority install the gravel base course and any culvert needed for the ASOS access road.

Second by Mr. Hentges.

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

Absent and not voting: Cichy

The motion was declared carried.

Received Letter from Mr. Gary Murphy, Graphic Exhibits, Advising of Termination of his Airport Advertising Services:

Mr. Parmer stated Graphic Exhibits, Inc. has been under contract to handle the terminal building advertising for a number of years. He stated he visited with Mr. Gary Murphy last week and he advised that he is thinking of terminating his services to Hector Airport. Mr. Parmer stated he recently suggested to the Airport Authority that we solicit proposals for this contract as he had some inquiries and we have not done this since we have been in this building. He stated he did not know at that time that Mr. Murphy was considering terminating the service.

Mr. Parmer stated he feels the Airport Authority should proceed with advertising for proposals for the advertising contract.

Mr. Myers stated Mr. Murphy's letter indicates Mr. Dick Walstad, Cook Sign Company, is interested in buying the equipment and the contract from Graphic Exhibits. Mr. Myers pointed out that Mr. Walstad has been a heavy hitter for the airport in the past, serving as co chairman of the airshows as well as liaison for the community with the National Guard and very active in those areas and would do an excellent job with the advertising in the terminal.

Mr. Parmer stated what Mr. Murphy will be looking to do is sell his property to the new contractor, unless the new firm wishes to change the displays. Mr. Parmer stated he knew Mr. Walstad was interested but has never been contacted by Mr. Walstad.

Mr. Hentges asked if Graphic Exhibits has any rights to continue the contract.

Mr. Parmer stated the lease with Graphic Exhibits has expired but has continued on a year to year basis.

Mr. Hentges stated all of the displays are in place right now and he feels if Cook Sign Company is interested in purchasing the equipment the Airport Authority should allow them to take over the contract for a year.

Mr. Parmer stated he feels this is the time for the Airport Authority to request proposals on this contract.

Mrs. Stanton stated she agreed the Authority should solicit proposals.

Mr. Hentges asked Mr. Parmer if Graphic Exhibits came in and asked for a three year extension would the Airport Authority grant the request.

Mr. Parmer stated he did not think we would grant that request this year.

Mr. Myers asked Mr. Parmer what is the potential earning for the Authority on the advertising contract.

Mr. Parmer stated the Airport Authority receives 50% of the income which currently amounts to about \$1,300 a month.

Mr. Hentges stated Mr. Murphy's point about having someone local take over makes sense as there has been a lot of available advertising space not being used.

Mrs. Stanton moved to receive and file the communication from Graphic Exhibits, Inc., and that Mr. Parmer forward a letter of thanks for Graphic Exhibits for their past service, and that the Executive Director be authorized to proceed with advertisement for bids for the advertising contract.

Second by Mr. Myers.

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

## Received Status Report on the Repair of the ND Air National Guard BAK 14:

Mr. Parmer stated we received bids on September 12, 1995, for the project to repair the NDANG BAK 14. Mr. Parmer stated the Guard's request was that the Airport Authority participate up to \$25,000 but that amount has now been reduced to \$16,582. Mr. Parmer asked Cpt. Ron Solberg, Base Civil Engineer, and Mr. Steve Synhorst, Ulteig Engineers, to further explain the project.

Cpt. Solberg was recognized and stated all of their funding agreements for this project are in place and signed and the Airport Authority's share will be \$16,582, which was determined by unit bid cost. He stated the entire cost of the project is \$176,196 and the Guard will pay the balance of \$159,614.

Mr. Parmer stated the Airport Authority will be paying the contractor and the Guard will reimburse the Airport Authority.

Cpt. Solberg stated they anticipate the transaction to happen very quickly.

Mr. Parmer stated this arrangement between the Municipal Airport Authority and the North Dakota Air National Guard was reviewed by Attorney Stewart.

Mr. Steve Synhorst was recognized and requested the Airport Authority award the contract to the low bidder, Urban Contracting, based on their bid of \$179,196.00, so that we may proceed with bonds, insurance, etc.

Mr. Myers moved to award the contract to Urban Contracting based on their bid of \$179,196.00, subject to final approval by legal counsel.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

Mr. Synhorst stated there will be a pre construction conference held soon and construction is planned to start by October 9.

## Authorized Purchase of Automatic Floor Maintenance Machine:

Mr. Parmer stated the building maintenance supervisor has requested approval of the purchase of an automatic floor scrubber. He stated Mr. Heck received two quotes on the type of machine he feels they need (\$7,347 and \$6,000).

Mr. Hentges moved to authorize the purchase of a new automatic floor maintenance machine not to exceed \$6,000, based on the recommendation of the Executive Director.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

## Received Progress Report on Airport Improvement Projects:

Mr. Paul Jacobson, Foss Associates, was recognized and stated an ultra sound test was conducted on the cracked portion of the Valley Aviation hangar floor. He stated Midwest Testing conducted the test and the rebar is in place. He stated the problem was when the floor was poured it was not covered until the next day. He stated Vector Construction will be starting the repair today. A copy of a letter from Midwest Testing with the results of the testing was received, along with a copy of a letter from Mr. Jacobson to Gast Construction and a letter to Mr. Parmer. Mr. Jacobson's letter to Gast Construction reminded them that Vector construction is working as Gast's subcontractor and they are responsible for all costs related to this work, must oversee their work and coordinate work schedules with Valley Aviation.

In his letter to Mr. Parmer, Mr. Jacobson stated it was decided by the Airport Authority that a Letter of Credit should be obtained by the contractor's bank and that the dollar amount be based on the worst case scenario, that being the removal and replacement of the slab in the area of the cracks. Based on removal and replacement of the slab in an area of 25' x 77', they suggest that the Letter of Credit be based on a maximum dollar amount of \$25,000 for a five year duration.

Received Progress Report on Airport Improvement Projects: (Continued)

Mr. Jacobson stated they have completed their investigation on Hangars 3 and 4 and presented the following report.

HANGAR 3

- Priority #1 West wall and hangar door repairs, \$59,500
- Priority #2 Reroof top portion of hangar (68'0" x 110'0") \$50,000
- Priority #3 Reroof lower shingled roof area (110'0" x 120'0") \$51,000
- Priority #4 Install new metal paneling on east end \$10,500

Work recommended to be done as soon as possible:

1. Temporary roof repair (1 4 year life).....\$1,000.00
2. Install new metal paneling.....4,700.00
3. Remove existing ductwork

HANGAR 4

- Priority #1 West wall and hangar door repair \$32,500
- Priority #2 Reroof top portion of hangar (52'0" x 108'0") \$21,500
- Priority #3 Reroof lower shingled roof area (92' 0" x 108'0") \$24,500
- Priority #4 Install new metal paneling on east end \$13,500

Work recommended to be done as soon as possible:

1. Temporary roof repairs (1 4 year life).....\$1,200.00

COST SUMMARY

HANGAR 3		HANGAR 4	
Priority #1	\$ 59,500.00	Priority #1	\$ 32,500.00
#2	50,000.00	#2	21,500.00
#3	51,000.00	#3	24,500.00
#4	10,500.00	#4	13,500.00
	\$171,000.00		\$ 92,000.00
Total Construction Cost.....		\$263,000.00	
Contingency 10%.....		26,000.00	
		289,000.00	
A&E Fee 12% .....		35,000.00	
Total Project Cost		\$324,000.00	

Mr. Parmer stated the Airport Authority needs to review this report as well as revenue potential of these hangars for the Airport Authority before moving ahead with any repairs. Mr. Hentges stated to duplicate the function of these hangars would cost one to two million dollars but we need to consider the longevity prospect. He stated Valley Aviation has a lease for nine more years and if we repaired the buildings for use for another nine years would be still have an operating, functional facility at the end of that period. He stated any funds that are spent for improvements come totally from our improvement fund.

Mr. Myers stated what we are doing here is paying for past sins. He stated if the hangars have been used for 30 years making the cost about \$10,000 per year. He stated this should be a lesson to us to make sure this neglect does not happen again.

Received Progress Report on Airport Improvement Projects: (Continued)

Dr. Clif Hamilton, Valley Aviation, was recognized and stated the revenue stream for those buildings has been the one and a half percent lease fee and as of six years ago ten percent of the hangar storage revenue. He stated all of the airplanes stored in those hangars have now moved up north.

Mr. Myers stated the other aspect is the liability of the Airport Authority. He

stated structurally these buildings are sick. He stated the Airport Authority needs to either repair the hangars or tear them down. He stated under the right circumstances the building could even be life threatening. He stated that on the basis of income generated it would not be worth fixing the buildings.

Mr. Myers moved the Airport Authority receive and file the report from Foss Associates and that the Executive Director come back to the Airport Authority with a recommendation and specific time frame.

Second by Mrs. Stanton.

Mr. Robert Hamilton was recognized and stated he would recommend Hangar 3 be restored and Hangar 4 let go. He stated Hangar No. 3 is a landmark and a fixture of the airport as it has been here for 50 years. Mr. Hamilton also stated that they intend to operate from Hangar 3 for the next nine years.

Mr. Parmer stated when the Airport Authority reviews the information it will take into consideration the ideas of the tenant.

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

Received and Filed Statement of Operations for the Month of July 1995:

Mrs. Stanton moved to receive and file the Statement of Operations for the Month of July 1995.

Second by Mr. Myers.

All members present voted aye and the motion was declared.

OTHER BUSINESS:

Mr. Corey Thompson, employee of Hertz Rent a Car, was recognized and stated the Airport Authority recently discussed the matter of a service facility on the west side of the airport for the car rental agencies. He asked if anything further had been discussed.

Mr. Hentges stated he had made the motion that the Airport Authority pursue the matter of building a car rental maintenance facility west of the terminal building.

Mr. Parmer stated this is a matter the Airport Authority and the car rental agencies have been looking into for a while now but no consensus has been reached.

Mr. Hentges stated he would be willing to spend some time reviewing the file to determine what would be required to come up with a proposal.

Mrs. Stanton moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, October 10, 1995 at 9:30 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 12:15 p.m.

\*\* PLEASE NOTE DATE AND TIME CHANGE FOR NEXT MEETING \*\*

Regular Meeting

Tuesday

October 10, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 10, 1995, at 9:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Cichy, Myers, Hentges, Gallagher

Absent: Stanton

Others: Stewart

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held September 19, 1995:

Mr. Cichy moved to approve the minutes of the regular meeting of the Municipal Airport Authority held September 19, 1995.

Second by Mr. Hentges.

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

Approved the Airport Vouchers Totaling \$79,842.43:

Mr. Hentges moved to approve the airport vouchers totaling \$79,842.43.

Second by Mr. Cichy.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual Voucher to Fargo Electric Construction:

Mr. Myers moved to approve the individual voucher in the amount of \$21,334.00 to Fargo Electric Construction for Partial Payment Request No. 4 for electrical construction of Apron, Taxiway and Roadway Lighting Project No. 3 38 0017 15.

Second by Mr. Hentges.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Myers moved to approve the individual voucher in the amount of \$53,549.65 to Northern Improvement Company for Partial Payment Request No. 9 for construction of Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 15.

Second by Mr. Hentges.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Myers moved to approve the individual voucher in the amount of \$41,847.58 to Northern Improvement Company for Partial Payment Request No. 4 for construction of General Aviation Apron, Connecting Taxiway and Access Road Project No. 3 38 0017 16.

Second by Mr. Hentges.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual voucher to Northern Improvement Company:

Mr. Myers moved to approve the individual voucher in the amount of \$103,134.37 to Northern Improvement Company for Partial payment Request No. 2 for construction of T Hangar Taxiway and Lighting Project No. 3 38 0017 17.

Second by Mr. Hentges.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Myers moved to approve the individual voucher in the amount of \$20,956.20 to Northern improvement Company for Partial payment Request No. 3 for General Aviation Airpark Parking Lots and Lighting Project.

Second by Mr. Hentges.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Myers moved to approve the individual voucher in the amount of \$3,673.73 to

Ulteig Engineers, Inc. for Partial payment Request for engineering services in connection with the Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 15.

Second by Mr. Hentges.

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

Absent and not voting: Stanton

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Myers moved to approve the individual voucher in the amount of \$5,994.29 to Ulteig Engineers, Inc. for Partial Payment Request for engineering services for the General Aviation Taxiway, Taxilanes and Vehicle Access Road Project No. 3 38 0017 17.

Second by Mr. Hentges.

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

Absent and not voting: Stanton

The motion was declared carried.



Approved the Individual Voucher to Northern Improvement Company:

Mr. Myers moved to approve the individual voucher in the amount of \$4,891.30 to Northern Improvement Company for emergency repair of Runway 17/35 at the south barrier.

Second by Mr. Hentges.

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

Absent and not voting: Stanton

The motion was declared carried.

Received Communication from Graphic Exhibits, Inc.:

Mr. Parmer stated he received a copy of a communication dated September 30, 1995 from Graphic Exhibits, Inc. to the Airport Authority. He stated he did not actually receive this communication but was given a copy by Mr. Dick Walstad who received a copy via fax.

Mr. Parmer stated at the last meeting the Airport Authority decided to request proposals for the terminal building advertising contract after receiving a letter from Graphic Exhibits indicating they were considering terminating their contract with the Airport Authority.

Mr. Parmer stated since that meeting he has heard from Graphic Exhibits and Mr. Murphy feels he was misunderstood but it is his desire to get out of the advertising business. Mr. Parmer stated one party that has contacted us indicating interest is Mr. Dick Walstad, Cook Sign Company.

Mr. Dick Walstad was recognized and thanked the Airport Authority for moving this

item up on the agenda. He stated his purpose for attending the meeting today is to indicate to the Airport Authority their interest in the advertising possibilities at the airport. He stated he has had some conversations with Mr. Gary Murphy about the possibility of buying his business.

Mr. Parmer stated Mr. Walstad is aware that the Airport Authority has been contacted by other people interested in the advertising as well. He stated Mr. Murphy is primarily interested in selling his displays to whoever gets the contract.

Mr. Walstad stated Mr. Murphy's second letter clarifies his intentions in the first letter. Mr. Murphy was concerned that service to the current advertisers be maintained.

Mr. Myers asked Mr. Walstad to comment on the current situation with the advertising in the terminal and what potential he feels is there.

Mr. Walstad stated he has tried to compare the situation at the airport to the billboard advertising they do. He stated they have a number of highway signs and typically they pay 8% 10% of the annual revenue to the owner of the land to lease the property for the sign. He stated the Airport Authority is currently receiving 50% of the revenue. He stated from that standpoint the Authority is doing very well. He added that from another standpoint there is potential for a lot more advertising on the existing structures which would increase revenue to the Airport Authority.

Chairman Gallagher asked if Mr. Walstad was considering offering a reduced rate of return to the Airport Authority.

Mr. Walstad indicated he was not considering that.

Mr. Myers stated right now the Airport Authority has an ongoing contract with an advertising firm who is paying the Authority 50% of the revenues. He asked what would happen if the Authority put the contract up for bids and received only ten or fifteen percent.

Mr. Parmer stated he does not think those parties who are interested in the advertising are considering lowering the percentage of revenue paid to the Authority.

Received Communication from Graphic Exhibits, Inc.: (Continued)

Mr. Hentges stated Mr. Walstad certainly knows a lot more about signs than he does but he stated he does notice at times there are a number of advertising spaces that are not being used. He stated Mr. Murphy is in Minneapolis so if he has to make a trip up to Fargo every time he sells a space possibly he is having to charge too much and that may be the reason so many are vacant. He stated possibly if we changed the contract to include a base amount and a percentage it may be incentive for the operator to get out and fill these spots and make more revenue.

Mr. Myers asked Mr. Parmer how long the new contract term would be.

Mr. Parmer stated he would recommend a five year contract.

Mr. Walstad stated he feels five years would be a good term as a new operator coming in would have a considerable initial investment and would need adequate time to recoup that investment.

Mr. Cichy asked how many other parties are interested.

Mr. Parmer stated he as received inquiries from three local firms and from one

firm in Pennsylvania who has contracts in a number of airports in the country.

Mr. Walstad stated his purpose for appearing today was to indicate their interest in the advertising contract.

Approved Ground Lease Between Municipal Airport Authority and Fargo Jet Center on Fuel Farm Location (Approved Payment of \$80,000 for Airport Authority's Agreed To Loan):

Mr. Parmer reviewed the ground lease between the Municipal Airport Authority and Fargo Jet Center and the Promissory Note identifying the pay back feature of the \$80,000 loan. He stated we are still awaiting Exhibit A which shows a plot of the site. Mr. Parmer stated the dates were changed from August 30 to October 31.

Mr. Hentges moved the Airport Authority approve the ground lease agreement and promissory note to reflect an October 31st payment date each year, subject to final approval by Attorney Stewart.

Second by Mr. Cichy.

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

Absent and not voting: Stanton

The motion was declared carried.

Received Communication from Enterprise Rent a Car Requesting Consideration for Airport Car Rental Location:

Mr. Hentges moved to receive and file the communication from Enterprise Rent a Car.

Second by Mr. Cichy.

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

Mr. Parmer stated representatives of Enterprise Rent a Car are present today and want to be considered for a location at the airport. He stated they are requesting the minimum guarantee be amended.

Mr. Hentges stated Attorney Stewart is not present today and there are some legal questions on this matter and he should be present. Mr. Hentges stated Mr. Parmer has indicated he has some disagreements with some of the statements in this communication and asked him to comment.

Mr. Parmer stated first of all he does not believe we can have two different leases authorizing the same activity. Mr. Parmer stated the Airport Authority did raise the minimum quite substantially but it was commonly known that was the intention of the Airport Authority.

Chairman Gallagher stated he would not be interested in changing the minimum.

## Received Communication from Enterprise Rent a Car Requesting Consideration for Airport Car Rental Location: (Continued)

Mr. Myers stated he is disappointed that the Airport Authority received a letter such as this. He stated he called Mr. Fayant and advised him that he has been on the Airport Authority since April and he has never been contacted by Enterprise regarding their concerns. He stated Mr. Fayant indicated no action has been taken by the Airport Authority with regard to Enterprise but in reviewing the minutes he stated he could not agree with that. He stated at the January 3 meeting the Airport Authority authorized the publishing of request for proposals and on February 7 the Airport Authority received proposals from the car rental agencies. Mr. Myers stated as far as why we would prohibit parties interested in doing business at the airport, he stated it is the policy of the Airport Authority that a business would need to meet certain criteria established and that is not being monopolistic. He stated the Airport Authority has never participated in any monopolistic thought process. He stated any business is welcome provided they meet the criteria set forth.

Mr. Robert Fayant, City Rental Manager for Enterprise, was recognized and stated they would like the Airport Authority to grant Enterprise a location at the airport and to allow them to grow into the \$40,000 annual amount like other new business. He stated there are a lot of people getting off flights in Fargo looking for cheap rental cars. He stated they constantly get calls to provide overflow cars at the airport. He stated Enterprise feels confident they can generate the money but it will take a few years to grow.

Chairman Gallagher asked Mr. Fayant if they are so confident why are they not able to meet the \$40,000 minimum now.

Mr. Fayant stated Thrifty Car Rental was an example of how it takes time for a business to grow.

Mr. Myers stated that is characteristic of any new business but it is not the responsibility of the Airport Authority to subsidize anyone that wants to start a business at the airport.

Mr. Fayant stated there would be more car rental business at the airport if Enterprise were on site.

Mr. Myers stated the Airport Authority is not putting up any stumbling blocks for businesses wanting to operate on the airport. He stated the ground rules are in place. Mr. Myers stated the request for proposals was printed in the legal section of The Forum and Enterprise was tuned into the fact that this request was going to be made and it would make sense that Enterprise would be following the legal advertisements. He stated that is the only way we have of communicating these requests. He stated we cannot go into the yellow pages and contact every related business and request proposals.

Mr. Hentges asked if it is the Airport Authority's policy that any car rental agency willing to pay the \$40,000 and complies with all other requirements that they would be allowed to operate on the airport.

Mr. Parmer stated when the Airport Authority requested proposals if we would have received seven or eight proposals it would have been up to the Airport Authority to determine how many they wished to allow. He stated we received only four proposals even though others had indicated interest.

Mr. Myers stated the policy in place now makes a lot of sense because if the Airport Authority were to allow another car rental agency to operate at the airport that agency would have to pay the \$40,000 minimum guarantee and would also have to wait six months before operating as our current leases with the car rental agencies require that the Airport Authority give them six months notice in order to adjust their inventory.

Mr. Hentges asked how we monitor whether or not there are adequate rental cars available at the airport. He stated it is important for us to know that if there are customers who need cars they are able to get them at the airport.

Received Communication from Enterprise Rent a Car Requesting Consideration for Airport Car Rental Location: (Continued)

Chairman Gallagher stated he did not know how we could monitor that. He asked Mr. Bernie Ness, Avis, how often they run out of cars.

Mr. Ness stated they occasionally run out of cars during the summer season or on a Tuesday or Wednesday but other than that there usually is no shortage.

Mr. Hentges stated if we would reach the point where four agencies are not able to provide adequate cars we may have to look at adding agencies.

Chairman Gallagher stated at the point it sounds like shortages are only occasional.

Mr. Hentges stated the Airport Authority is a public body dealing with public funds so we are not able to provide incentives that may be offered in the private sector. He stated if it was a situation where there was only one car rental agency operating at the airport and we were begging other agencies to come in then we may have to do that. Mr. Hentges stated Enterprise, Alamo or any car rental agency has the right to make a proposal to the Airport Authority and we have the responsibility to reject or accept the offer based on our policy.

Mr. Myers stated it was Mr. Parmer's question whether or not the Airport Authority could approve another car rental agency after going through the bidding process.

Chairman Gallagher stated Attorney Stewart would have to review the matter. He added that he did not like the tone of the letter received from Enterprise.

Mr. Myers stated he did not either.

Mr. Myers made a motion that the Airport Authority encourage Enterprise to apply for an operational lease at the airport based on the established criteria and subject to the approval of the Airport Authority Attorney, with no modifications.

Mr. Hentges stated that Enterprise needs to realize that we cannot adjust the rent down for them as that would be an unfair advantage to them.

Second by Mr. Cichy.

Mr. Myers stated there are only so many people coming through the gates of this airport and there is nothing we can do to change that. He stated it is not the Airport Authority's responsibility to subsidize a business. It is up to a business to do the research to see if the market potential is there and then make the commitment.

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

Absent and not voting: Stanton

The motion was declared carried.

Received Communication from Aviation Resources, Ltd. Offering Office Space for US Customs Service Agent:

Mr. Parmer read a communication date October 1, 1995 from Dr. Clif Hamilton, Aviation Resources, Ltd. The letter stated that Aviation Resources is willing to lease Rooms 204 and 134 in the new Valley Aviation administration building to the Airport Authority at no cost for use by the Customs agent. The Airport Authority or Customs agent would need to arrange for a telephone line and for someone to move the furniture into the second floor office space and the small first floor office could be used for storage and to comply with the disability act, since there is no elevator in the building. A letter should be received from the Customs supervisor if this move has been approved. If a formal lease is needed perhaps Attorney Stewart could draft one for a five year term which could be terminated by the Airport Authority at any time.

Mr. Parmer stated the City of Fargo has an agreement with the US Customs Service in which the City pays the salary of the agent and the Airport Authority provides

Received Communication from Aviation Resources, Ltd. Offering Office Space for US Customs Service Agent:

office space and telephone service. Mr. Parmer stated since the move of general aviation activity up north it has been inconvenient for the Customs agent to be located in the southeast area as pilots need to taxi to the south for Customs clearance and then to the north for service. Mr. Parmer stated Dr. Hamilton has indicated they would provide the office space and since it is the responsibility of the Airport Authority to provide the space the agreement should be between Valley Aviation and the Airport Authority. He stated he feels the agreement should be irrevocable since the space vacated by Customs will more than likely be leased to someone else. Mr. Parmer stated that a pilot of an incoming aircraft needing Customs would still be able to be serviced by Fargo Jet Center even though the Customs agent is located at Valley.

Mr. Hentges asked if the Customs Service has any objections to this arrangement.

Mr. Parmer stated it is his understanding that US Customs has no problem with this arrangement.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated he would object to the Customs Service, a federal entity, being located in a privately owned building. He stated he feels this would give an unfair advantage to one FBO operator over the other. Mr. Sweeney stated they would formally object to this.

Mr. Parmer stated Mr. Todd Hulsether, the Fargo Customs agent, has talked to his supervisor and he has no problem with it.

Mr. Hentges stated he likes the idea of the Customs office moving up north because that is where the activity will be located. He stated at some time in the future the Airport Authority may have a public building located in that area and the Customs office could move at that time. He stated he would like to think that with the amount of traffic and the close proximity of the two facilities it would be no problem for the Customs agent to go to Fargo Jet Center for an inspection.

Mr. Myers stated the real issue seems to be the convenience of putting the Customs Service up north so it has a built in advantage.

Mr. Hentges stated this arrangement does not need to be forever. He stated Customs needs to be up north and if US Customs is agreeable to the arrangement and if the Director recommends it he would support that.

Mr. Jim Sweeney stated Fargo Jet Center would be willing to provide space to US Customs as well.

Mr. Robert Hamilton, Valley Aviation, was recognized and stated they have talked to Todd and he is very interested in the offer. He stated they would be able to provide Todd with a second floor view of the ramp so he can see the aircraft coming in whether they are going to Valley Aviation or Fargo Jet Center. He stated it is fully intended that the aircraft clearing Customs would park in a neutral zone. Mr. Hamilton added that Todd's supervisor will be in town next Friday

Chairman Gallagher stated we will need Attorney Stewart's opinion on this.

Mr. Hentges moved to receive and file the communication and based on the Director's recommendation we accept the request to relocate the US Customs Service Office, subject to the approval of Attorney Stewart and the Director.

Second by Mr. Myers.

Mr. Sweeney stated this is still going to give one operator an absolute advantage over the other. He stated if this is approved he feels that the Airport Authority should set a policy prohibiting any advertising by Valley Aviation stating that US Customs Service is located in their facility.

Mr. Hentges stated he is sure the Director will use good judgement in this matter and the agreement will allow the Airport Authority to terminate the arrangement at any time.

Mr. Myers stated he feels logically the Customs office belongs up north.

Mr. Parmer stated there is no question that it would be more convenient to have the Customs office located in the northeast general aviation area.

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

Received Communication from Weather Modification Incorporated Requesting Additional Hangar Space:

Mr. Parmer read a communication dated September 20, 1995, from Mr. Pat Sweeney, Weather Modification Incorporated, stating they are in need of additional heated hangar space even with the completion of the new facility. With the expansion of WMI and the incorporation of the Fargo Jet Center they have a desperate need for additional heated hangar space. Mr. Sweeney made a formal request to lease any additional heated hangar space that may become available in the future, specifically the hangar currently occupied by Phoenix International.

Mr. Parmer stated WMI has indicated interest before as well as Dakota Aero Tech. Mr. Parmer stated the Airport Authority has received no word that this hangar is going to become available in the near future.

Mr. Myers moved to receive and file the communication from WMI.

Second by Mr. Cichy.

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

Considered Signage Location for Vic's Aircraft Sales:

Mr. Parmer stated he had a conversation with one of the members of the Airport

Authority about the location of a sign put up by Mr. Victor Gelking. Mr. Parmer stated this member thought it was the wrong location and was unsightly. Mr. Parmer stated he contacted Mr. Gelking and he is present today. Mr. Parmer stated the sign was on the south side of the bike path previously but is now on the north side of the bike path.

Mr. Victor Gelking was recognized and stated the sign company advised him that the city ordinance allows the sign to be up for one month.

Mr. Parmer stated the Airport Authority controls the locations of signs at the airport, not the city.

Mr. Gelking stated that since the sign has been in place he has generated calls from many people interested in flying. He stated the city had no problem with the sign and it is going to be up for only a month. Mr. Gelking stated he served on the Airport Authority in Minot for many years and they never restricted a business from displaying signs.

Mr. Hentges stated he feels the Airport Authority's policy on signs is clear.

A request from our major tenant, Northwest Airlines, for a sign was denied and they do millions of dollars worth of business here. He stated there is no sign advertising. He stated in his opinion these particular signs are gaudy and visually offensive and the company that owns the signs has abused and stretched the ordinances to the hilt around town and he recommended the sign be removed immediately if it has not already been. He stated that all signs go back to where the hangar is and there should be no signs leaning up against the fence, etc. He stated the policy is clear that there are no signs allowed on the airport property and public right of way.

Attorney Stewart now present.

Mr. Parmer stated some time ago the Barnstormer wanted to put up a sign at the entrance to the airport along 19th Avenue and he granted them permission to do so. He added that maybe he should not have allowed that.

Mr. Myers asked if we have answered Mr. Gelking's concerns and asked him if he had further comments.

Mr. Gelking stated his location is not very visible. He stated he is considering adding on to this building. He added that he has never been subsidized by anyone on the airport.

Mr. Myers asked if there was anything the Airport Authority could do to help him with a sign. Mr. Myers stated it is a matter of the sign not meeting the restrictive covenants.

Considered Signage Location for Vic's Aircraft Sales: (Continued)

Mr. Hentges stated it is not a matter of how he feels about the sign. He stated it could be a \$100,000 sign and it would still be contrary to the Airport Authority's sign policy.

Mr. Gelking stated he was not aware there would be a problem with the sign.

Considered Repair of Sanitary Sewer Line in East Terminal Area:

Mr. Parmer stated when the City was working on flushing out the sewer lines at the airport they found a problem with about 100 feet of sewer line in the area of the Eastside Terminal. He stated the line is still carrying sewage but it is the City's recommendation that the line be replaced. He stated there was a contractor working on the airport (Municipal Industrial Contracting) and they have provided us a quote of approximately \$8,000 \$10,000 to replace that section. Mr. Parmer stated if the Airport Authority wishes to proceed with this he will get additional quotes.

Mr. Myers stated Urban Contracting is working on the airport right now also. He added that we do not have any choice about doing the repairs. Mr. Myers asked Mr. Schon the cost per running foot.

Mr. Schon stated it depends on the project but they have had similar projects that have run \$6 \$8 a running foot. Mr. Schon added that this pipe has seen it useful life.

Mr. Gallagher asked what type of material would replace the existing pipe.

Mr. Schon stated they would probably use PVC piping.

Mr. Hentges moved the director be authorized to solicit proposals to replace the section of sewer line.

Second by Mr. Myers.

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

Considered Electrical Service Agreement with Northern States Power Company:

Mr. Parmer stated Mr. Joel Kath, electrical engineer from Ulteig Engineers, stated he has been talking with Northern States Power Company about a program they have which would result in savings on our electrical costs. He stated they have indicated we could save approximately \$6,000 a year on our field lighting costs.

Mr. Joel Kath was recognized and stated NSP has a program available that reduces the load during peak times and they can give you a break on your demand and energy charges. He stated typically those customers with generators are prime candidates for the program. Mr. Kath stated the field lighting system has a generator. Mr. Kath stated NSP's peak time is primarily during the day when some of the lights would not be needed. He stated we have started negotiations with NSP and are getting the contract ready. Mr. Kath stated there are some clarifications yet to be made but we are almost ready to proceed.

Mr. Hentges now absent.

Mr. Parmer stated at no time would we be in a situation where we need lights and don't have them. He stated we have the generator but in the event the generator should fail we could get back power service for the lights.

Mr. Myers asked if it we had considered increasing the size of the generator.

Mr. Kath stated the generator we are discussing is the generator for the electrical vault. Mr. Kath stated the generator for the building is another subject and we are not ready to discuss that yet. Mr. Kath added that this is quite a simple, straight forward idea.

Mr. Parmer stated NSP estimates our annual electrical costs for the field lighting to be \$14,000 and this would be reduced by \$6,000, based on last year's usage.

Considered Electrical Service Agreement with Northern States Power Company: (Continued)

Mr. Myers moved the Airport Authority approve the electrical service agreement with Northern States Power Company for the field lighting as outlined.

Second by Mr. Cichy.

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

Absent and not voting: Stanton

The motion was declared carried.

Received Update on Current Airport Improvement Projects:

Mr. Wes Schon, Ulteig Engineers, stated we have completed the apron and parking lot projects in the northeast general aviation area. He stated we still have retained a portion of the project cost should any problems arise.

Mr. Schon stated a week ago we began moving dirt for the new T hangar project and it was going very well until we got rain. He stated they plan to get started again this week.

Mr. Schon stated the displacement went into effect for the barrier replacement project. He stated they do not anticipate that project to take any longer than three weeks, weather permitting.

Mr. Parmer stated as far as the two hangar buildings are concerned we have received certificates of substantial completion. He stated we have not made final payments to the general contractors. Mr. Parmer added that he and Attorney Stewart will be completing the leases.

Mr. Myers moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, October 24, 1995 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 10:46 a.m.



Regular Meeting

Tuesday

October 24, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Tuesday, October 24, 1995, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Myers, Hentges, Gallagher

Absent: Cichy

Others: Stewart, Bromenschenkel

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 10, 1995:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held October 10, 1995.

Second by Mr. Myers.

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

Approved the Airport Vouchers Totaling \$47,336.04:

Mr. Hentges moved to approve the airport vouchers totaling \$47,336.04.

Second by Mr. Myers.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to KBW Associates:

Mr. Myers moved to approve the individual voucher in the amount of \$31,903.75 to KBW Associates for Partial Payment Request No. 11 (Final) for construction of Weather Modification Incorporated Hangar.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Gast Construction:

Mr. Myers moved to approve the individual voucher in the amount of \$30,428.84 to Gast Construction for Partial Payment Request No. 13 for construction of Valley Aviation hangar project.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Grant's Mechanical:

Mr. Myers moved to approve the individual voucher in the amount of \$3,771.25 to Grant's Mechanical for Partial Payment Request No. 8 for mechanical construction of Valley Aviation hangar project.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to CB & Sons Electric:

Mr. Myers moved to approve the individual voucher in the amount of \$4,369.00 to CB & Sons Electric for Partial Payment Request No. 8 for electrical construction of Valley Aviation hangar project.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Myers moved to approve the individual voucher in the amount of \$421.42 to Foss Associates for Partial Payment Request for professional services in connection with the Valley Aviation hangar project.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Myers moved to approve the individual voucher in the amount of \$3,746.48 to Foss Associates for Partial payment Request for professional services in connection with the Hangar 3 and 4 repair project.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

Received and Filed Statement of Operations for the Month of August 1995:

Mr. Hentges moved to receive and file the Statement of Operations for the Month of August 1995.

Second by Mr. Myers.

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

Mr. Myers questioned the status of the past due balance on the farm land lease account for A.W. Larson.

Mr. Parmer stated the account is still in arrears but a couple of years ago we devised a payment schedule at 8% interest on the past due balance. Mr. Parmer stated the balance due has been trimmed down over that time but it is not current.

Mr. Myers stated a couple people have approached him with the recommendation that the farm leases should be rebid because they are currently at \$40 per acre and that is not enough.

Mr. Parmer stated he feels \$40 an acre is sufficient because the Airport Authority reserves the right to go in and destroy a crop if the land is needed for airport purposes. He stated the farm leases are up this year so we will have to enter into new leases.

## Received and Filed Statement of Operations for the Month of August 1995: (Continued)

Mr. Myers stated he feels those leases should be bid just as all of the other airport leases.

Mr. Parmer stated we are tied into our lease with NDSU due to the exchange for the dome land and they are a good tenant.

Attorney Stewart stated if we were to rebid the leases and the rate per acre increased NDSU would probably go along with the current rate.

Mr. Parmer stated one tenant of one quarter section, Bill Heller, has been a tenant farmer since the airport acquired the land and resides in that dwelling and he would not like to see him displaced. Mr. Parmer stated if he recalls correctly the leases contain a clause allowing the Airport Authority to adjust the lease rate.

Mr. Myers stated the person he talked to was referring to the price of soy beans and that an average yield per acre grosses about \$240 \$250. Mr. Myers stated the reason he brought it up was that he saw the \$10,000 in arrears and he was not familiar with the situation.

## Reviewed US Customs Service Office Relocation and Received Communication from Fargo Jet Center Concerning Customs:

Mr. Parmer stated at the last meeting the Airport Authority received a communication from Aviation Resources offering space in the new Valley Aviation building for the Customs office. Fargo Jet Center has objected to that arrangement as they feel it would give one operator an unfair advantage over the other. He stated at that meeting Mr. Jim Sweeney, Fargo Jet Center, stated they would also be willing to provide office space for US Customs. The Airport Authority approved a motion to accept the request to relocate the Customs office, subject to the approval of the Attorney and Executive Director. Mr. Parmer stated he and Attorney Stewart have not had a chance to sit down and review the situation but if there is a lease for space it should be between the operator and the Airport Authority, not US Customs, as it is the responsibility of the Airport Authority to provide office space for US Customs in Fargo.

Mr. Parmer stated since the last meeting we have received a communication from Mr. Todd Hulsether, Customs Port Director, outlining three advantages to moving the Customs office to the northside Valley Aviation facility. Those three advantages were identified as:

- 1) Customs efficiency and effectiveness
- 2) Passenger and crew convenience and comfort
- 3) Modern and attractive Customs facilities

Mr. Parmer stated he feels it would be advantageous to have Customs located in the new general aviation facility. Mr. Parmer stated as far as the objection from Fargo Jet Center, having the Customs office located in Valley Aviation would not eliminate them from servicing any aircraft as the operator of the aircraft identifies which facility they wish to receive service from and each facility identifies the brand of fuel sold.

Chairman Gallagher asked why we don't ask the Customs agent to recommend where the office is located.

Mr. Parmer stated the Customs agent would not want to get into the middle of that type of situation. He stated Mr. Hulsether's supervisor was here last week and indicated he had no problem with the move.

Mr. Myers stated he visited with Mr. Parmer and Mr. Dobberstein briefly this morning and there are really two issues here. One is the location of the Customs office and he feels Customs could very well operate out of this terminal. He stated he was at the airport the other day when the king and queen arrived and that operation went smoothly and for those flights with larger number of passengers there would be ample area for the passengers. He stated there are a number of other reasons Customs

## Reviewed US Customs Service Office Relocation and Received Communication from Fargo Jet Center Concerning Customs: (Continued)

would operate well in this building.

Mr. Myers stated the second issue is that he feels this is a picky matter to bring before the Airport Authority. He stated if we are going to have to have a board resolution for everything that comes up on this airport he will be disappointed because he feels we have bigger and better things to do. Mr. Myers stated one FBO decides they are going to do something and the other FBO has a problem with it and he does not understand it. Mr. Myers stated as far as the Customs issue he feels the airport could be very well served by having the Customs office in this terminal.

Mrs. Stanton stated she would have no problem with that but she does have a problem with the idea that the Airport Authority should not have to address these issues. She stated she feels that is part of our job.

Mr. Hentges stated he does not want to micro manage this airport. He stated he feels it is the Director's responsibility to resolve this situation and make a recommendation to the Airport Authority.

Mrs. Stanton stated she did not feel deciding the location of the Customs office was micro managing and if the Airport Authority is not supposed to make those decisions then what are we doing here.

Mr. Hentges stated it is his understanding that the average flight needing Customs services is less than three people and for those occasions with larger flights this terminal can be used. He stated otherwise the people using Customs also need service from the FBO's. He added that as far as Customs making the decision that would be the tail wagging the dog and he feels the Director's office should make that decision, establish a lease and make a recommendation to the Airport Authority. Mr. Hentges stated he agrees these personal issues between the tenants should not be brought before the Airport Authority.

Mr. Myers stated the complaint today is not a question of giving Customs office space up north but it is a question of leaving the office where it is today. He stated at the last meeting Fargo Jet Center also indicated they would have office space for Customs.

Mr. Hentges stated he feels Customs belongs up north and it would function much better. He stated if it is a hassle for travelers they may stop coming to Fargo and clear Customs in another city.

Mr. Pat Sweeney, Fargo Jet Center, was recognized and stated that it is clear that if the Customs office is located at Valley Aviation they would have a clear economic advantage over Fargo Jet Center. He stated if the Customs agent is at Valley Aviation and the pilot has to taxi there for Customs clearance the pilot will probably decide that he might as well get his service at Valley also. He stated he would hope that Customs would stay on this end. He stated he feels one of the most important points that has been missed is that 60% of the Customs activity takes place off the airport property and being up north would be a disadvantage to them. He stated the Customs agent is now in the old terminal and there is not a lot of action there and he does not blame him for wanting to move to a new location with more activity.

Mr. Hentges stated at the last meeting Fargo Jet Center offered space in their facility for Customs.

Mr. Sweeney stated the reason for that comment was that if Valley Aviation was going to offer Customs office space Fargo Jet Center would do the same. He stated they feel Customs shouldn't be up north as it is an inconvenience.

Mr. Hentges stated he thought the Airport Authority voted on this issue at the last meeting. He asked if a lease had been drafted.

Mr. Parmer stated a lease has not yet been drafted.

Mr. Hentges stated he had assumed this move was the recommendation of the Director and he feels we should proceed as we discussed at the last meeting.

Reviewed US Customs Service Office Relocation and Received Communication from Fargo Jet Center Concerning Customs: (Continued)

Mrs. Stanton stated she read the minutes from the last meeting and could not see where anything was decided.

Mr. Hentges stated at the last meeting the Airport Authority voted to accept the proposal and authorized a lease to be drafted.

Mrs. Stanton asked about a level playing field since we are talking about competition.

Mr. Myers stated if this is such a valuable arrangement maybe this should be bid.

Mr. Myers stated the communication from US Customs talks about customer service and everything covered under that item is available at the Westside Terminal.

Mr. Hentges stated most of the aircraft clearing Customs is small general aviation aircraft and maybe the passengers get off the airplane and come into the restaurant in the terminal but then they have to get back in their plane and taxi to the general aviation area to get fuel.

Mr. Bromenschenkel stated as a former airline manager he feels it would be the most logical to have the Customs office in this terminal if there is space because the Customs agent does have to clear a lot of air freight coming in on the airlines.

Mr. Hentges referred to the Customs communication stating they will clear about 250 flights this year carrying over one thousand passengers, which is about four passengers per flight, and most of them prefer to use the FBO facilities. He stated if there is a larger flight to clear the Customs agent should be able to come to the Westside Terminal.

Mr. Pat Sweeney stated the FBO's have fuel trucks that commute to both the north and south ramps every day. He stated typically all of the flights are pre arranged and they would be advised of where they would need to go to clear Customs. He stated if Customs being located at Valley would give them an advantage. He stated if an aircraft is parked at Valley to clear Customs then Valley will certainly walk up to the aircraft and offer to top off their tank. Mr. Sweeney stated he feels it would be a good idea to have the Customs office located in the Westside Terminal.

Mr. Hentges stated he did not think the Customs officials were given the option of locating at the Westside Terminal. He stated he feels we should advise them of that option.

Mr. Robert Hamilton, Valley Aviation, was recognized and stated that Mr. Lowell Williams, Customs Supervisor, was in Fargo last Friday and visited the proposed location at Valley. He stated one of his stipulations was that there be an area designated on the ramp somewhere between the two facilities that would be identified as for Customs parking only. He stated the pilot would then have the option of which FBO he wished to use. He stated as far as Valley having an unfair advantage he does not see that.

Mr. Hentges asked if all of the general aviation traffic on the air carrier ramp would cause problems for the airlines.

Mr. Sweeney stated Dakota Aero Tech and Vic's Aircraft Sales also have international flights coming in needing Customs clearance and those pilots need to taxi to those areas. He stated he feels the Customs office should be left on neutral territory.

Mr. Hentges stated he thought we developed the new general aviation area to get general aviation into that area, not into the commercial airline area. He stated at the last meeting it was alright to locate the Customs office at Fargo Jet Center.

Mr. Myers stated he has not talked to either one of the operators and neither of them has contacted him on this matter. He stated the logistics involved in the Customs operation warrants a look at locating the office in this terminal. He stated he is not suggesting one or the other but it should be considered.

Mrs. Stanton stated we should advise Customs of the option of the Westside Terminal.

Reviewed US Customs Service Office Relocation and Received Communication from Fargo Jet Center Concerning Customs: (Continued)

Mr. Myers stated there is apparently a perceived advantage to the operator that has the Customs office in their facility. He stated this is something the board was asked to rule on and he has made the suggestion that it be located in this building.

Mr. Parmer asked Mr. Myers what space in this building he had in mind.

Mr. Myers suggested the former Republic Airlines space, which is now occupied as a maintenance office, the office space adjacent to the United Express gate, and there is also space available next to the information center. Mr. Myers stated he does not feel they need a lot of space.

Chairman Gallagher directed Mr. Parmer to visit with Customs and get additional input on this decision.

Mr. Myers moved to receive and file the communications from Fargo Jet Center and US Customs and that Mr. Parmer research the issue of locating the Customs office in the Westside Terminal.

Second by Mrs. Stanton.

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

Received Communication from Valley Aviation Concerning Freight Operations on the Northeast General Aviation Ramp:

Mr. Parmer stated he received a communication from Mr. Robert Hamilton, Valley Aviation requesting the Airport Authority adopt a policy that freight traffic not be allowed to operate in the new general aviation area during the business week, Monday through Friday. Mr. Hamilton indicated they do not want the new general aviation area to be turned into a freight operation and they believe the business and transient aircraft need to be kept separate from the freighters.

Mr. Parmer stated he does not necessarily agree with everything in Mr. Hamilton's letter. He stated Mr. Hamilton indicated the truck traffic on the ramp was causing problems and it would probably increase. Mr. Parmer stated if the vehicle traffic on the ramp ever became a serious situation we would at that time make necessary arrangements. He stated each of the operators have an overhead door on the east end of their buildings and truck traffic could get access to the freight there. He stated at this time he does not see why we should eliminate freight traffic in the new area. Mr. Parmer stated our long range plan for freight operations is the Airport Industrial Park but the problem is that development will take a lot of money and probably will not occur until we have a tenant.

Mr. Parmer stated he is not in a position right now to recommend that we eliminate all of the freight traffic in the northeast general aviation area.

Mr. Hentges asked if the ramp depth in the new general aviation area is sufficient for the present activity.

Mr. Hamilton stated on a busy day the ramp does get quite congested. He stated if the FBO's continue to allow these large companies to operate out of the FBO facilities the airport will never be able to develop a freight terminal. He stated their overhead doors are outside of the secured area but Fargo Jet Center's doors are inside the secured area. He stated if UPS moves their operation up north we will have four or five large brown UPS trucks every day in the middle of the ramp from where all of the business traffic departs.

Mr. Hamilton stated UPS called him about a month ago requesting they be allowed to operate up north but he denied their request because of the problems it would cause, traffic, congestion and chance for an accident. He stated Valley has been doing business with UPS for about nine years and seven of those years they operated out of their FBO facility and it got to the point where they had to move them to the far south end of the ramp because they literally took over the whole area and their

## Received Communication from Valley Aviation Concerning Freight Operations on the Northeast General Aviation Ramp: (Continued)

other customers were complaining. Mr. Hamilton stated on the south ramp the access for vehicles is located so that it does not interfere with aircraft traffic but that is not the case up north. He stated he knew if he did not give UPS what they wanted they would go next door but he was not going to compromise safety and the integrity of the new general aviation area for a dollar. He added that it makes all the sense in the world to not let UPS operate up north. Mr. Hamilton stated the new ramp is very long but we need some more depth.

Mr. Hentges asked what prompted UPS to want to operate up north.

Mr. Hamilton stated a couple of years ago when Valley did not allow them to use the Valley FBO facility they did offer them office space in which to do their sorting. He stated they declined the offer as they wanted to get in out of the cold. He stated the Merlin Express pilots also want to be up north, everyone wants to be up north now.

Mr. Hentges states his experience with UPS is that they are very efficient and are the company that invented time management. He stated those drivers are on a time schedule and are in a hurry and he could see where mixing those vehicles with aircraft could be risky business. He stated there is a conflict there and we need to isolate them in an area to eliminate the risks. He stated if UPS wants a freight facility they need to be willing to make some commitments to lease or build a hangar in the Airport Industrial Park. He stated the Industrial Park has been part of our planning for years now and until that materializes we need to meet with UPS, Federal Express, Airborne and any other freight operators to get an idea of their plans.

Mr. Pat Sweeney was recognized and stated Valley's access to their garage door is on the unsecured side of the fence but theirs is on the secured side but he did not put up the security fence. He stated there was room to put up the security fence on the other side of their door but somehow it was elected that the door ended up on the secured side of the fence. He stated they did not really have any input in that.

Mr. Wes Schon, Ulteig Engineers, indicated that was not true. He stated the fence was installed according to Fargo Jet Center's architectural drawings.

Mr. Sweeney stated he did not have anything to do with that and that is not where he wanted the fence.

Mr. Schon stated the location of the fence was on their architectural drawings.

Mr. Sweeney stated something to keep in mind is that this freight operation is not an all day operation. He stated this takes place in the morning for about an hour and a half and in the evening for about an hour and a half.

Mr. Hentges asked why Fargo Jet Center wants UPS up there.

Mr. Sweeney stated that for years the air freight operators have not been able to get an aircraft in a hangar and they want to accommodate them in their hangar and handle their maintenance and fuel. Mr. Sweeney stated they have plans on the drawing board for Phase II of Fargo Jet Center which includes a hangar to the east of their present hangar that will have a door on the back side to handle freight so there will be no freight vehicles on the ramp. Mr. Sweeney stated it has been happening for years on the south side. Mr. Sweeney stated the freight operators cannot get proper service on the south side and that is why they want to be up north.

Mrs. Stanton stated Mr. Parmer indicated that at this point he does not want to restrict the freight traffic up north.

Mr. Myers suggested we ask for a communication from UPS outlining their needs and get an idea of what plans they may have.

Mr. Sweeney stated they have been working with UPS and they plan on moving into the Fargo Jet Center facility on November 13. He stated UPS is aware of their plans for their Phase II development so they want to get up there now and get established.

Mr. Hentges asked if that has always been a part of the Director's plan for freight to operate in the northeast general aviation area.

Received Communication from Valley Aviation Concerning Freight Operations on the Northeast General Aviation Ramp: (Continued)

Mr. Parmer stated he has no problem with the freight operations going on now. He stated Airborne has a DC9 coming in every day on the south ramp and that type of aircraft would not be allowed on the north ramp on a regular basis. He stated an occasional 727 charter operation on the north ramp is fine but not on a regular basis. Mr. Sweeney stated if you look at the new ramp in conjunction with the hangars, about one third of the ramp extends beyond Valley's hangar so the west end of the ramp is congested. He stated they use the driveway between the hangars as a dividing line but that gives Valley two thirds of the ramp on which to operate. He stated when they start getting a little more crowded they are going to start utilizing the east one third of the ramp.

Mr. Myers stated he hears this argument about congestion on the north ramp and he asked why they would want Customs up there.

Mr. Sweeney stated he does not.

Chairman Gallagher asked Mr. Parmer to contact UPS and see if they are interested in building a facility at the airport.

Mr. Parmer asked if UPS was interested in building a facility at the airport where would they be located.

Chairman Gallagher stated in the Airport Industrial Park.

Mr. Parmer stated there are no taxiways or ramps to serve the area and to construct those would cost \$3 million and that would take five years of AIP funding.

Mr. Myers asked if the Airport Authority has ever talked to any private developers about developing a commercial freight operation in the Industrial Park.

Mr. Parmer stated we could possibly find a developer interested in constructing a building but he does not think you could find one interested in building the connecting taxiway and ramp.

Mr. Myers stated it may take five years but if we started now we would at least get started on chewing up part of the waiting period. Mr. Myers stated Mr. Hentges must know every developer in the Midwest.

Mr. Hentges stated there have been a great deal of changes in a relatively short period of time with the move of general aviation to the north. He stated we have not heard from WMI for a long time. He stated the Airport Authority began working with the Sweeneys on this new facility for Weather Modification Incorporated for their weather modification operation but now the total conversation is about the FBO. He stated things have changed quite a bit and now the Airport Authority is being presented with problems that should be handled in the management office and the Authority is expected to solve a Hatfield and McCoy situation.

Mrs. Stanton stated she does not agree that the Airport Authority should not be involved in these types of discussions.

Mr. Myers stated he feels there is no question that some of this discussion should not be done here.

Chairman Gallagher stated the space problems show that there must be some interest in the new general aviation area.

Mr. Myers stated he feels the Airport Authority should move ahead with its long range plan for the Airport Industrial Park.

Mrs. Stanton moved to receive and file the communication from Valley Aviation.

Second by Mr. Hentges.

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

Mr. Myers asked Chairman Gallagher if we are going to let the issue of the Airport Industrial Park dangle for while.

Chairman Gallagher stated that at the next meeting we will have further discussion and appoint a committee to look into the matter.



Authorized Replacement of Retiring Equipment Operator III:

Mr. Parmer stated Mr. James Reitan, Equipment Operator III has advised of his upcoming retirement and he would like authorization to replace him.

Mrs. Stanton moved the Executive Director take the appropriate steps to hire a replacement for the retiring Equipment Operator III.

Second by Mr. Hentges.

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

Other Business:

Mr. Myers stated that an acquaintance of his attending the Airsho (Mr. Ernie Anderson, Detroit Lakes) commented to him that Taxiway A is loaded with shale pockets and asked Mr. Wes Schon for his remarks on that comment.

Mr. Schon stated Taxiway A was constructed in 1971 and considering it is 24 years old it is in excellent shape. He stated there are some cracks but we plan to take care of those next summer.

Mr. Myers asked if freezing and thawing in those cracks is going to cause problems.

Mr. Schon stated after 24 years if there was going to be a problem it would have happened by now. He stated he is not aware of anyone complaining about debris laying on top of that taxiway. He stated the surface is clean, hard and solid. Mr. Schon added that we are scheduled to resurface the shoulders next summer, as well repair some of the cracks.

Mr. Myers stated his comments were not critical. He stated that when someone asks him a question such as this he likes to get an answer for them.

Mr. Schon stated generally speaking after a period of 24 years whatever is going to pop loose has already done so. He added that whatever shale there is in the aggregate will come out in the first winter and we will probably experience some of that in the new pavement put in this year.

Mr. Myers asked that the record show that he asked the question and the engineer indicated there was no problem.

Mrs. Stanton moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, November 7, 1995 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 11:33 a.m.

Regular Meeting

Tuesday

November 7, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 7, 1995, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Myers, Gallagher

Absent: Cichy, Hentges

Others: Stewart, Bromenschenkel, MacLeod

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 24, 1995:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held October 24, 1995.

Second by Mr. Myers.

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

Approved the Airport Vouchers Totaling \$47,190.12:

Mr. Myers moved to approve the airport vouchers totaling \$47,190.12.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy, Hentges

The motion was declared carried.

Approved the Individual Voucher to Fargo Street Department:

Mr. Myers moved to approve the individual voucher in the amount of \$784.88 to the Fargo Street Department for the inspection and cleaning of sanitary sewer lines in the northeast general aviation area.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy, Hentges

The motion was declared carried.

Approved the Individual Voucher to Glass Unlimited:

Mr. Myers moved to approve the individual voucher in the amount of \$11,000.00 to Glass Unlimited for Partial Payment Request No. 1 for the glazing/sealing project on the south window system, Westside Terminal.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy, Hentges

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Myers moved to approve the individual voucher in the amount of \$6,154.55 to Ulteig Engineers, Inc. for Partial Payment Request No. 5 for engineering services for General Aviation Airpark, T hangar, Taxiway, Taxilane and Access Road Paving Project No. 3 38 0017 17.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy, Hentges

The motion was declared carried.

Approved the Individual Voucher to Midwest Testing:

Mr. Myers moved to approve the individual voucher in the amount of \$560.00 to Midwest Testing for 16 tests on pavement thickness, Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 16.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy, Hentges

The motion was declared carried.

Approved the Individual Voucher to Midwest Testing:

Mr. Myers moved to approve the individual voucher in the amount of \$824.00 to Midwest Testing for testing of plastic concrete, field density, moisture density, and lime treated subgrade thickness, General Aviation Airpark, T Hangar, Taxiway, Taxilane and Access Road Paving Project No. 3 38 0017 17.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy, Hentges

The motion was declared carried.

Received and Filed the Statement of Operations for the Month of September 1995:

Mr. Myers moved to receive and file the Statement of Operations for the Month of September 1995.

Second by Mrs. Stanton.

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

Continued Discussion on Location of US Customs Service Office:

Mr. Parmer reviewed the recent discussion on the matter of the location of the US Customs Service Office. He stated in October we received a communication from Aviation Resources, Ltd. offering office space in their new facility free of charge for the US Customs office. He stated at that meeting Mr. Jim Sweeney, Fargo Jet Center, objected to the arrangement as he felt it would give an unfair economic advantage to one operator over the other. Mr. Parmer stated he continued on the matter and received from Todd Hulsether, Fargo Customs Agent, a list of the advantages of having the Customs Office in the northeast general aviation area. Mr. Parmer stated at the last meeting Mr. Myers suggested checking into the possibility of having the Customs office located in the Westside Terminal. Mr. Parmer stated he discussed the idea with Mr. Hulsether and he provided a list of reasons this would not work.

Continued Discussion on Location of US Customs Service Office: (Continued)

Mr. Parmer stated Mr. Hulsether's list of disadvantages were as follows:

1. Customs needs a dedicated parking spot for all arriving international aircraft. Customs also requires a direct access between the aircraft and the office for passengers, crew and inspector.
2. Customs needs a good, unobstructed view of the airport ramp and tarmac so as to watch all incoming aircraft approaching the inspection area.
3. Customs needs a private room where more thorough inspections can be done. We must have part of our office set aside from the viewing public for this very purpose.

Mr. Parmer stated he took into consideration all of the information received up to this point and based on that he recommends the Airport Authority accept the offer of Aviation Resources, Ltd. for office space for US Customs Service. He added that if it is convenient for Customs they should also accept the offer from Fargo Jet Center.

Mrs. Stanton stated she would suspect leaving the office where it is would be the best solution at this time.

Mr. Myers stated if you look at the north ramp and the space problems they are having now it would only cause more problems to dedicate a space for Customs. Mr. Myers stated this proposal did come upon the Airport Authority all of a sudden without much opportunity to do any planning or thinking about it so he feels it would be best to leave the Customs office where it is until something more concrete comes up. Mr. Myers stated just last week the Airport Authority received a letter from

Valley Aviation complaining about a freight operator parked on the ramp and to take that same amount of ramp space and dedicate it to Customs makes no sense to him.

Mr. Parmer stated any decision the Airport Authority makes today can always be changed at some point in the future.

Mr. Myers moved the US Customs Service Office remain in its present location in the Eastside Terminal until sometime in the future when circumstances warrant a change.

Second by Mrs. Stanton.

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

Adopted Letter of Support for Northwest Airlines' Detroit Rome Service:

Mr. Parmer stated Mr. Ron Balvitsch, Northwest Airlines Station Manager, provided us with a communication regarding the additional route authority to Rome which will be issued about April 1, 1996. He stated there are three air carriers vying for this service, Delta, US Air and Northwest Airlines. He stated Northwest would like a letter of support from the Airport Authority.

Mrs. Stanton moved the Executive Director be authorized to draft a letter of support for Northwest Airlines for a Detroit Rome route and that the letter be signed by Chairman Gallagher.

Second by Mr. Myers.

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

## Reviewed Snow and Ice Removal Procedures:

Mr. Parmer stated at the last meeting he was given authorization to replace the retiring Equipment Operator III. Mr. Parmer stated he met with the field maintenance crew the other day and basically they discussed the number of hours they are required to be on the airfield during a heavy snow storm. He stated he went through the payroll records from this last year and on January 17 the crew was required to be on the airfield for 17 hours and on other occasions it was 12 hours. He stated that on February 14 and 15 they were on the field for 31.5 hours. Mr. Parmer stated it was not that they wanted to be here but it was either they be here or we close the airport. Mr. Parmer stated he remembers that particular snowfall and as soon as they finished cleaning the main runway they had to start over again. He stated the weather was such that the airlines were still operating and it was necessary that they be here. He stated there was another incident where they were here for 29 hours with a four hour break. He stated the crew came out at 4:00 a.m. and worked until midnight, went home and were back at 4:00 a.m. the next day for another 13 hours.

Mrs. Stanton asked if there were any rules covering the maximum number of hours that can be worked in any one period.

Mr. Parmer stated he checked with the Personnel Director and he indicated he was not aware of anything.

Mr. Parmer stated he is looking for authorization from the Airport Authority to go to a contract arrangement with equipment operators that would be available on call. He stated there might be a winter where they would never be called but there may be times where the situation will require them to be here.

Mrs. Stanton asked how we would go about setting the number of hours our regular operators would work before the contract operators would be called.

Mr. Parmer stated the regular work day starts at 8:00 a.m. He stated anytime there is a snowfall we know we are required to be on the field at 4:00 a.m. to be ready for the airlines to leave at 6:00 a.m. so that is an additional four hours right there. He stated he is not sure where he will go to find these contract operators other than to check with some contractors who may be familiar with operating on an airport. He stated that is a major concern as snow removal on the airfield is different than cleaning a street.

Mrs. Stanton asked if they would use our equipment.

Mr. Parmer stated they would use our equipment.

Mr. Parmer stated there are a couple of retired airport equipment operators who may consider this but he has not talked with them yet so he is not sure. He stated it is not a situation where they would be on the payroll but rather on a contract basis.

Mr. Myers stated Northern Improvement cleans their parking lots at buildings Olaf Anderson owns and it is tough to keep them as they are doing so much work with St. Luke's Hospitals and West Acres. He stated it is hard to get snow removal done on a predictably reliable basis. Mr. Myers stated he does not know how the equipment operators would feel about this but he feels we would be better off building an incentive for our present operators for those occasions where more hours are required. He stated we could also do some cross training for emergency situations. He stated rather than getting someone totally unfamiliar with the situation on board we should use our own people but then pay them well to do it.

Mr. Gale Swan, Field Maintenance Foreman, was recognized and stated they have not had a chance to consider that but the operators would like sufficient time off.

Mr. Myers stated he feels we would be better off with our own people and possibly we would have to hire another person. He stated he feels the avenues within are better than going outside.

Mrs. Stanton asked Attorney Stewart if there was an accident involving an operator that had been working an excessive number of hours what kind of liability we are looking at, not to mention someone being hurt.

Reviewed Snow and Ice Removal Procedures: (Continued)

Attorney Stewart stated Worker's Compensation would come into play but there would be no expanded liability beyond that.

Mr. Parmer stated he does not feel closing the airport is an option.

Mr. Myers asked Mr. Swan how he would feel about the retired employees coming back.

Mr. Swan stated he is not sure if either of them would come back but all that would be required would be for them to brush up on the new areas.

Mr. Bromenschenkel asked if Mr. Parmer had considered hiring seasonal full time employees for the winter months each year.

Mr. Parmer stated we do not need them on a full time basis. He added that there is more area to plow this year and everyone wants their area cleaned first but that is not possible.

Mrs. Stanton moved the Executive Director be authorized to proceed with the process of finding equipment operators interested in a contract snow removal arrangement.

Mr. Myers asked if these independent contractors would be required to carry their own insurance.

Mr. Parmer asked if we hire a painter and he falls off a ladder are we responsible for the injury.

Mr. Myers stated he feels it is more involved than that since we would be using airport equipment. Mr. Myers asked what is wrong with hiring someone.

Mr. Parmer asked Mr. Myers if he meant hiring someone only for the number of hours we need them.

Mr. Myers indicated that is exactly what he means.

Mr. Parmer asked Attorney Stewart for his comments.

Attorney Stewart stated we would have to look seriously at the rules of an independent contractor and how it differs from hiring an employee. If we were to have control over their work and method of work it does not then fit the definition of an independent contractor.

Mr. Myers asked if there is any problem with hiring temporary employees.

Attorney Stewart stated this matter should be coordinated with the Personnel Office.

Mrs. Stanton moved the Executive Director be authorized, in consultation with Attorney, to work out the problems of additional staff for snow removal.

Second by Mr. Myers.

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

Chairman Gallagher asked Mr. Parmer to report back to the Airport Authority at the next meeting.

Other Business:

Mrs. Stanton stated it has been reported in the paper that "Home on the Range Red River Victory Ranch" is going in next to the airport. She stated she went out and took a look at the site yesterday and was very surprised to find the airport fence right in the back yard. She stated there is no sewer and water service to the site so they are talking about service to the site. Mrs. Stanton stated she is sure Mr. Parmer is aware of what is going on over there but she feels everyone else needs to be aware of the proposal. She stated she does not know whether or not the proposal will fly. She stated they are looking for \$100,000 in CDBG funds and she thinks the matter is going to the City Commission next. She stated she thought the matter would go before the full zoning and planning but apparently not. She stated a committee discussed it this morning and from what they were saying it is going right to the City Commission. She stated we need to be aware that it is that close to the airport and would this location make any difference to the airport.

Other Business: (Continued)

Mr. Parmer pointed out the location of the site on the airport map. Mr. Parmer stated his concern is water and sewer to the site. He stated the airport brought the water and sewer for the terminal and shop building from 19th Avenue and that total cost was funded by the Airport Authority. Water and sewer was also extended from 32nd Avenue to the north for the Airport Industrial Park and the National Guard facility at a shared cost between the Airport Authority and the City. He stated if this facility wanted to tie into our water and sewer and it extended over our property to reach that site we may be assessed for the portion running across our property.

Mrs. Stanton stated this site is out of the city limits and there is talk of annexation. She stated most of the plan has changed from its original state. Mrs. Stanton stated Mr. Keith Burkholder voted against it and she felt his was the intelligent vote. Mrs. Stanton stated this now goes on to the City Commission.

Mr. Parmer stated one of the Airport Authority's employees lives in that area.

Mr. Bromenschenkel stated it came before the City Commission relative to funding and since the proposed site was outside the city limits it was sent back to the Planning Commission. He stated his concern is that they are asking for \$100,000 and all of that money will be spent on water and sewer.

Mrs. Stanton stated she feels the Airport Authority should send the City Commission a letter voicing our concern.

Attorney Stewart stated the last he heard of the matter was that if the residents don't go for the annexation they will be coming to the City to negotiate a water and sewer contract with the City.

Mr. Myers asked if the location of this facility causes any concern for airport security.

Mr. Myers moved the Executive Director be authorized to write a letter to the City Commission voicing its concern about the location of this facility next to the airport.

Second by Mrs. Stanton.

Mrs. Stanton stated they are talking about start up costs from \$405,00 to \$450,00 and then a cost of \$25,000 per kid per year to operate the facility and there will be about 10 kids. She stated she does not know where these funds are coming from.

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

Mr. Myers asked Mrs. Millie MacLeod to update the Airport Authority of the progress of Moorhead's airport.

Mrs. MacLeod stated there has been too much rain so construction of the runway was delayed. She stated bids on the FBO building came in too high but they have authorized the installation of the gas pumps and the apron is in place. She stated they will be rebidding the FBO quarters shortly. She stated they are planning on constructing 10 T hangars and they have hired an FBO.

Mrs. Stanton moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, November 21, 1995, at 11:00 a.m. in the Airport Boardroom.

Second by Mr. Myers.

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

Time at adjournment was 11:20 a.m.

Regular Meeting

Tuesday

November 21, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 21, 1995, at 11:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Cichy, Myers, Hentges, Gallagher

Absent: None

Others: Stewart

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held November 7, 1995:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held November 7, 1995.

Second by Mr. Cichy.

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

Approved the Airport Vouchers Totalling \$35,343.64:

Mr. Hentges moved to approve the airport vouchers totaling \$35,343.64.

Second by Mr. Cichy.

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

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

Approved the Individual Voucher to Forum Publishing Company:

Mr. Hentges moved to approve the individual voucher in the amount of \$70.62 to Forum Publishing Company for legal advertisement of Request for Proposals for airport terminal advertising.

Second by Mr. Myers.

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

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

Approved the Individual Voucher to Northern Improvement Company:

Mr. Hentges moved to approve the individual voucher in the amount of \$3,500.00 to Northern Improvement Company for Partial Payment Request No. 4 (Final) for the General Aviation Area Parking Lot and Lighting Project.

Second by Mr. Myers.

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

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



Approved the Individual Voucher to Fargo Electric Construction:

Mr. Hentges moved to approve the individual voucher in the amount of \$2,500.00 to Fargo Electric Construction for Partial Payment Request No. 5 (Final) for electrical construction of the General Aviation Apron, Taxiway and Roadway Lighting, AIP Project No. 3 38 0017 15.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Urban Contracting Company:

Mr. Hentges moved to approve the individual voucher in the amount of \$161,440.69 to Urban Contracting Company for Partial Payment Request No. 1 for the BAK 14 Repair Project (NDANG to reimburse \$159,614.00).

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Mr. Parmer stated the North Dakota Air National Guard had requested the Airport Authority participate in the BAK 14 repair project up to \$25,000. He stated when the final bid figures came in the amount requested was reduced to \$16,582. Mr. Parmer stated the final project cost came in at around \$163,000. He stated the National Guard Bureau allocated \$159,614 for the repair. Mr. Parmer stated he has asked the NDANG to commit the entire \$159,614 appropriated to the project and the Airport Authority would pick up the balance. He stated they were going to check into this and he expected an answer by this morning but he has not heard anything at this point.

Approved the Individual Voucher to M.J. Dalsin Co., Inc.:

Mr. Hentges moved to approve the individual voucher in the amount of \$11,568.00 to M.J. Dalsin Co., Inc. for Payment Request for re roofing administration office portion of Hangar 3 (Valley Aviation).

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Received Communication from Mr. Pete Haug Offering to Purchase Used Freezer:

Mr. Parmer read a communication from Mr. Pete Haug, offering to purchase a used freezer unit located in the Eastside Terminal which has not been in use for a number of years and could be considered excess equipment. Mr. Haug had the unit evaluated by Dakota Food Equipment and they feel if it was in good working order it would be worth \$500 \$600. It appears to need \$150 to \$200 in repairs and they would be willing to pay \$350 for the freezer "as is."

Mr. Pete Haug was recognized and stated the unit has not been used for years and is definitely surplus property.

Mr. Parmer recommended approving the sale of this piece of equipment.

Mr. Hentges moved the Airport Authority accept the recommendation of the Director and approve the sale of the Hobart single door reach in freezer to Mr. Pete Haug for \$350.

Second by Mrs. Stanton.

Mr. Myers asked if any repairs will be required when this unit is removed.

Mr. Parmer indicated it was a free standing unit and no repairs to the area would be necessary. All members present voted aye and the motion was declared carried.

## Authorized Submission of Request to Assess Passenger Facility Charge:

Mr. Parmer stated he and Mr. Wes Schon, Ulteig Engineers, have been working on the application process for the passenger facility charge (PFC). He stated the preliminary documentation has been forwarded to the FAA Airports District Office in Bismarck for their initial review. Mr. Parmer stated before the actual request is submitted we have to notify the airlines of our intention to assess a PFC and they will have an opportunity to respond. He stated their responses will be included in the documentation submitted to the FAA.

Mr. Parmer stated we are able to apply for authorization to assess a passenger facility charge to reimburse the Airport Authority for its own funds spent on eligible projects dating back to the inception of the PFC law which was November 5, 1990. Mr. Parmer stated our application will include projects from 1990 to the present time. He stated as soon as our application has been reviewed and accepted we will then begin assessing the passenger facility charge and immediately begin on an application for a future passenger facility charge for upcoming projects.

Mr. Parmer stated often when an airport applies for a PFC to fund projects that are not directly related to the airlines they may object. He stated our request will include a number of general aviation projects. Mr. Parmer stated our application requests that we begin assessing the charge effective July 1, 1996.

Mr. Schon stated this is a relatively short collection period and should be only a year and a half as we are looking for only \$850,000.

Mr. Parmer stated the money we will recover from this particular PFC can be used for any purpose as this is reimbursing the Airport Authority for its own funds it has spent on these projects.

Mr. Schon stated on our next application for a PFC the money will have to go toward a project which is eligible for AIP funding.

Mr. Parmer explained that a passenger cannot be charged passenger facility charges exceeding \$6 each way on a round trip ticket. Right now if a passenger boards in Fargo with a final destination of Orlando, stopping in Minneapolis and Memphis, Minneapolis would receive a \$3 PFC and Memphis would receive \$3. On the return trip Orlando would receive a \$3 PFC and Memphis \$3. When Fargo's PFC is in effect Fargo would receive the first \$3 PFC on the initial trip and Memphis would receive nothing.

After further discussion, Mr. Hentges moved to authorize submission of the request to assess a passenger facility charge.

Second by Mr. Cichy.

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

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

## Considered Land Lease Amendment for North Dakota Air National Guard:

Attorney Stewart stated the North Dakota Air National Guard would like the Airport Authority to amend the lease between the two parties to include an additional parcel of property. With the conversion of Runway 3/21 to a taxiway the property has become available and the Guard desires to lease this parcel. Attorney Stewart explained that the Airport Authority wishes to obtain a clear zone easement from the National Guard on another parcel of property for a future runway. He stated he has drafted an addendum to the lease addressing both items.

Mr. Parmer stated the land on which we require the clear zone easement is owned by the State. He stated we do not need the easement at this time but if this clause is included in this addendum when we do request this easement from the Guard approval will be automatic.

Mr. Hentges asked why we don't request the easement now.

Attorney Stewart stated we do not yet know the exact location of the easement.

Considered Land Lease Amendment for North Dakota Air National Guard: (Continued)

Mr. Parmer stated we have reviewed the Guard's Master Plan and there is nothing in the plan that would cause any problems with this easement.

Mr. Myers asked if the requirements for the easement may change in the future.

Mr. Wes Schon stated the width of the proposed runway will not change but we are still in limbo as far as the position of the runway. He stated he thinks we are back on track with the FAA and the runway position will stay where it is.

Mr. Myers stated the clause in the lease should be written in such a way to satisfy all FAA requirements.

Attorney Stewart stated Mr. Myers made a good point to include the wording that the easement will have to meet all FAA requirements. He stated that way if the Guard has any objection they can tell us now before the agreement is signed.

Mr. Parmer stated we have talked with representatives of the Guard about this before but he would agree that this should be a matter of record in the event there are different people in charge at the Guard when the easement is required.

Attorney Stewart indicated he would make the appropriate changes to the amendment.

Mr. Myers asked what Mr. Parmer was looking for today.

Mr. Parmer stated he is looking for approval to the amendment to the land lease but he wanted to be sure the amendment included this provision for the easement.

Attorney Stewart stated we could forward this on to the Guard for their review after he makes the necessary changes and then it can come back to the Airport Authority for final approval. He stated he will make reference to future changes in the ALP mandated by the FAA.

Mr. Myers moved to approve that the Airport Authority send the lease addendum to the NDANG for their review and that it be returned to the Airport Authority for final approval.

Second by Mrs. Stanton.

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

Discussed Supplemental Agreement for Fixed Base Operators Regarding Amortization of Improvements:

Mr. Parmer stated when we started the development in the northeast general aviation area there were a number of improvements other than the buildings. He stated the Airport Authority agreed to finance the hangars and lease them back to the tenants. Mr. Parmer stated he and Attorney Stewart met the other day to discuss how these other items such as the parking lot and utilities would be assessed. He stated right now the tenants are occupying the facilities but we have not yet charged them for anything but the interest on the hangars.

Mr. Parmer stated he and Attorney Stewart discussed the utilities and he stated he does not think we can assess 100% of the water and sewer costs to the present tenants as the system will serve a number of different entities in the future. He stated a lot of them may require the same services and some may not.

Chairman Gallagher stated that years ago when the convent ran the water and sewer line out to their facility they paid the entire cost and now anyone else that hooks into that line has to pay the convent a fee.

Attorney Stewart stated this matter also came up during discussion on the Victory Ranch proposed to be located west of the airport. He stated Mr. Parmer asked Mr. Bob Welton, City Engineering, what type of payment would be made to the party installing the water and sewer line if they were to hook on. He indicated Mr. Welton took the position that there would be no reimbursement. He stated this is something we would need to take up with the Engineering Department.

## Discussed Supplemental Agreement for Fixed Base Operators Regarding Amortization of Improvements: (Continued)

Mr. Hentges stated there are different options the Airport Authority could choose. He stated we could either assess the entire amount to the two tenants and then as others hook on the original tenants could be reimbursed a predetermined amount. Another option would be for the Airport Authority to assess only a portion to the two original tenants and assess the other tenants as they developed. Mr. Hentges stated this matter should be carefully considered and suggested we get some input from the City's numbers people.

Mr. Myers stated the water and sewer serves a defined area and he suggested assessing the tenants according to the amount of area in their lease. The Airport Authority would maintain control of the area not under lease until another tenant leases the area. He stated this may be an appropriate method to look into as it would not kill the initial tenants and the future tenants would pay their fair share based on a per square foot cost. He stated if a tenant wants to tie up acres of land he knows the water and sewer cost will be based on square feet of land leased.

Mr. Hentges stated there is an objective board that could handle this matter very easily. He stated they have been doing special assessments for the City for at least 25 years and have done hundreds of assessment districts and they could be our best resource on how to spread this cost.

Mr. Parmer stated there will be some development up there that will not require water and sewer services.

Mr. Myers stated the utilities have been brought up to the northeast general aviation to support development up there and he still feels the area has been created for whatever type of tenants locate there and the assessment should be based on amount of land leased.

Mr. Hentges moved the Airport Authority authorize the Executive Director to take the matter of water and sewer assessment in the northeast general aviation area to the Special Assessment Committee for a recommendation.

Second by Mrs. Stanton.

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

## Received Airport Terminal Advertising Proposals for Review:

Mr. Parmer stated the Airport Authority advertised a request for proposals for the airport terminal advertising contract. He stated proposals were received from three parties on November 14, 1995:

Cook Displays, Fargo, ND  
Courtside, Inc., Fargo, ND  
Interspace Airport Advertising, Allentown, PA

Mr. Parmer distributed copies of each proposal to the board members and stated the appropriate method would be for the members to review each proposal and then discuss them at the next meeting. Mr. Parmer stated each firm has indicated they would be available for any questions from the members. The company from Pennsylvania (Interspace) has even offered to make a visit to Fargo for review of their proposal.

Mrs. Stanton moved to receive the proposals for airport terminal advertising to be reviewed by Airport Authority members.

Second by Mr. Cichy.

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

Mrs. Stanton moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, December 5, 1995 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 11:47 a.m.

Regular Meeting

Tuesday

December 5, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, December 5, 1995, at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Cichy, Myers, Hentges, Gallagher

Absent: None

Others: Stewart, Bromenschenkel

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held November 21, 1995:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held November 21, 1995.

Second by Mr. Cichy.

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

Approved the Airport Vouchers Totaling \$27,929.99:

Mr. Hentges moved to approve the airport vouchers totaling \$27,929.99.

Second by Mrs. Stanton.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Cichy moved to approve the individual voucher in the amount of \$44,797.50 to Northern Improvement Company for Partial Payment Request No. 3 for construction of General Aviation Airpark, T Hangar, Taxiway, Taxilane and Access Road Paving Project No. 3 38 0017 17.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay 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 \$432.00 to Ulteig Engineers, Inc. for Payment Request for engineering consultation and legal survey for the Fargo Jet Center fuel farm.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Glass Unlimited:

Mr. Cichy moved to approve the individual voucher in the amount of \$15,000.00 to Glass Unlimited, Inc. for Partial Payment Request No. 2 for the glazing/sealing project on the south window system, Westside Terminal.

Second by Mr. Myers.

On the call of the roll, members Stanton, Cichy, Myers, Hentges 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 October 1995:

Mr. Hentges moved to receive and file the Statement of Operations for the Month of October 1995.

Second by Mr. Myers.

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

Reviewed Current and Future AIP Construction:

Mr. Parmer stated he and Mr. Wes Schon, Ulteig Engineers, visited with Mrs. Irene Porter, FAA Airport District Office in Bismarck, regarding funding for current and future projects. Mr. Parmer stated our project presently under contract, which was amended because we could not get adequate funding, will still require another \$451,000 to finish that project. He stated that amount will come out of the 1996 enplanement funds. He stated Irene did not know when she would get the authorization to issue the change order but that will be automatic.

Mr. Parmer stated after taking out the \$451,000 from the 1996 enplanement fund we will have only \$270,000 to fund 1996 projects. Mr. Parmer stated our requests to the FAA will require approximately \$1.6 million. He stated we have talked with Irene about the possibility of discretionary dollars for some of these items but at this point she is not able to give us an idea on that. Mr. Parmer stated that without any discretionary dollars in 1996 we will not be able to do much. He asked Mr. Schon to review the projects we have in mind for 1996.

Mr. Schon stated they put together a number of projects based on priority to be eligible for discretionary money. He stated the first project is the rehabilitation of Runway 13/31. He stated it is in poor condition right now and we plan to give it another ten years of life. He stated this would have a high priority for the FAA as it is reconstruction of an existing runway. Estimated cost of this project is \$457,000. He stated the second project is the repair of the shoulders along Taxiway A, which would include sealing, repairing some cracks and miscellaneous bituminous patching, along with repairs to some of the cracks on the taxiway itself. Estimated cost of this project is \$219,000. Mr. Schon stated there are some miscellaneous grading projects on the airport we would like to do. He stated there are also some improvements in drainage we would like to see. Estimated cost of these items is \$21,000.

Mr. Schon stated in the near future we would like to extend Runway 8/26 another 1800 feet and before we would do that we would need to do some preliminary work on the overrun area and a box culvert system centered on the runway centerline. This is not a minor project and is estimated to cost \$711,000.

Mr. Schon stated another minor items is a vehicle airside access road to the electrical vault estimated to cost \$12,000. He stated this is the electrical vault that provides power to the airfield and whenever they are working with the lighting and the vault they have to go back and forth in and out of the gate between the airfield and the vault, which is inconvenient. He stated in a previous project we opened up the fence and added a gate for access to the airfield.

## Reviewed Current and Future AIP Construction: (Continued)

Mr. Schon stated some of these items such as the reconstruction of existing runways and taxiways compete fairly well for discretionary funds. He stated safety related projects also compete well but are not as high a priority.

Mr. Myers asked about development of taxiways and ramp in the Airport Industrial Park.

Mr. Schon stated development of the Airport Industrial Park has been on the capital improvement plan for a number of years now. In answer to a question from Chairman Gallagher, Mr. Schon stated that type of a project is eligible for AIP funding but the FAA has indicated they will not participate until a viable client is secured. He stated that is a low priority item for the FAA and would be funded only with entitlement money.

Mr. Parmer stated if we were to find a client for the Airport Industrial Park we would have the option of providing access to the area right off Taxiway A rather than to construct a taxiway across the entire area.

Mr. Myers stated he feels the Airport Authority should have a posture of wanting to progressively develop that area. He stated until we get that area developed we cannot honestly say that we have the facilities to build an industrial airport.

Mr. Schon stated he does not disagree with that but in his opinion this type of project will be funded only with enplanement funds or PFC money. He stated it will take probably a couple of seven digit project to make the Airport Industrial Park a reality and not all of it will be eligible for AIP funding.

Mr. Myers stated he feels it would be short sighted to look past businesses that are not aviation related. He stated there is not a reason in the world that First Bank or Cargill could not have located in an industrial air park.

Mr. Parmer stated if the Airport Authority were to lease airport land purchased with federal funds to a non aviation related entity the FAA would require that the Airport Authority reimburse the FAA for the fair market value of the property.

Mr. Myers stated that would have to be part of the deal and any company coming in would have to pay that. He stated there are a lot of businesses that might be attracted to coming to Fargo because of that type of location.

Mr. Parmer stated an airport buys land not only for expansion but also for protection. Mr. Parmer indicated there may be freight operators looking to locate there in the future. He stated Airborne Express flies a DC9 to Fargo every day.

Mr. Parmer stated Irene Porter also mentioned the other day that this is the third year of the three year AIP program. He stated it will be interesting to see what Congress will do. He stated there are billions of surplus dollars in the trust fund which Congress seems to have trouble releasing as they have probably spent it on something else.

Mr. Bromenschenkel asked if the Master Plans calls for Runway 13/31 to be closed after the construction of Runway 8/26 why would we rehabilitate it.

Mr. Parmer stated Runway 13/31 will be eliminated eventually but for now there is a lot of general aviation activity in the southeast area of the airport and the cost to rehabilitate it is a small price to pay for the flexibility of having both runways open.

Mr. Myers asked for a copy of this list of projects.

Mr. Schon stated these are very preliminary estimates and he has not gotten into any actual designs so it is all subject to change.

Mr. Parmer stated there are a number of items we have in mind for next year's improvement program and he would be very surprised if we received funding for all of them. He stated he does not know if we will get \$1.6 million in discretionary dollars but he does feel we will get some.

Mr. Myers asked if there was any money available from the County for the proposed drain work.

Mr. Schon stated he has never checked into that but he would certainly look into it.

Received Report on Terminal Building Heating/Cooling System:

Mr. Parmer stated that last Friday evening there was a power outage for one to two hours. He stated once the power went out the engine generator for the field lighting kicked in but the generator also kicked out because of a bad water pump. He stated we lost only one flight due to no lights. He stated the pump was fixed the next day. Mr. Parmer stated on Monday night the water chiller just west of the terminal building froze up. He stated we have not yet discovered what caused the chiller to freeze up. Mr. Parmer stated the technician from Robert Gibb & Sons feels the power outage on Friday night had an affect on it. He stated that preliminary figures on the repair are in the neighborhood of \$50,000. He stated right now we are operating with only half the system. Mr. Parmer stated we have contacted our insurance carrier to review whether this would be covered.

Mr. Parmer stated right now we have to get the coils ordered as there is a delivery time of 4 6 weeks. He stated we have been advised by the supplier of the coil system that it may be more economical to replace both coils at the same time.

Mr. Hentges asked what could have been done to prevent the water pump from going out.

Mr. Myers stated he feels we should look at adding another generator for the terminal building, which would help save enough on our power bill to more than pay for the cost of the generator. Mr. Myers stated they put one in at the Scheels All Sport building and they have seen considerable savings on their power costs.

Mr. Shawn Dobberstein stated we have been discussing the matter with Mr. Doug Straus, NSP, and they have proposed working with off peak power for the runway lighting.

Mr. Ron Balvitsch, Northwest Airlines, was recognized and stated an additional generator for the terminal would be a good addition as when the power goes out so do their computers and they are stuck.

Mr. Myers asked why the computers aren't on battery backup.

Mr. Myers stated NSP has a program where they will call a customer during high peak loads and ask you to switch to your generator and this will result in a significant savings in power costs.

Mr. Parmer stated the present building generator takes over for essential power only.

Mr. Hentges moved the Executive Director be authorized to move ahead with the recommendation for an additional backup generator for the Westside Terminal.

Second by Mr. Cichy.

Mr. Myers stated we also might consider having the building generator also be a standby generator for field lighting.

Chairman Gallagher asked if this would be eligible for AIP funding.

Mr. Parmer stated the generator for the field lighting was eligible but if it would serve the building also he is not sure it would be eligible.

Mr. Myers suggested checking with the Air National Guard to see if they would have any funding available for the backup field lighting generator.

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

Set Dates for Airport Authority meetings in January 1996:

Mr. Parmer stated he received a request to change the meetings in January to the second and fourth Tuesdays since there are five Tuesdays in the month. He stated the dates are January 9 and January 23.

There was no objection to that request and the meeting dates were set.

Mrs. Stanton moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, December 19, 1995, 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 11:17 a.m.



Regular Meeting

Tuesday

December 19, 1995

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, December 19, 1995 at 10:30 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Stanton, Cichy, Myers, Hentges, Gallagher

Absent: None

Others: Bromenschenkel

Chairman Gallagher presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority held December 5, 1995:

Mrs. Stanton moved to approve the minutes of the regular meeting of the Municipal Airport Authority held December 5, 1995.

Second by Mr. Myers.

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

Approved the Airport Vouchers Totaling \$38,171.34:

Mrs. Stanton moved to approve the airport vouchers totaling \$38,171.34.

Second by Mr. Hentges.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Cass County Treasurer:

Mr. Hentges moved to approve the individual voucher in the amount of \$209.31 to the Cass County Treasurer for 1995 special assessments on remaining lots in the Airport First Addition.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Schock Excavating:

Mr. Hentges moved to approve the individual voucher in the amount of \$7,450.00 to Schock Excavating for replacement of sanitary sewer line in the Eastside Terminal area.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Gast Construction:

Mr. Hentges moved to approve the individual voucher in the amount of \$25,000 to Gast Construction Company for Partial Payment Request No. 14 (Final) for construction of the Valley Aviation hangar building.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved the Individual Voucher to Midwest Testing Laboratories:

Mr. Hentges moved to approve the individual voucher in the amount of \$75.00 to Midwest Testing Laboratories for testing services on lime treated subgrade proctor on T Hangar Taxiway and Lighting Project No. 3 38 0017 17.

Second by Mrs. Stanton.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved Contract Amendment for Engineering Services Agreement with Ulteig Engineers for Aircraft Parking Apron, Taxiway and Access Road Project No. 3 38 0017 15 and 3 38 0017 16:

Mr. Parmer explained that the Aircraft Parking Apron Taxiway and Access Road project was split into two different projects because of lack of FAA funding.

Mr. Wes Schon, Ulteig Engineers, was recognized and stated that when Ulteig Engineers originally put the contract together for this project it was specified that an apron 940' x 200' was to be constructed. Mr. Schon stated it was decided that the size of the apron would be increased to 1000' so there was an increase in cost. Mr. Schon stated the Engineering Service Agreement is the legal instrument that officially apportions the engineering costs for the two grants (3 38 0017 15 and 3 38 0017 16). The change results in an increase of \$3,400.00.

Mrs. Stanton moved to approve the contract amendment for the Engineering Services Agreement with Ulteig Engineers for the Aircraft Parking Apron, Taxiway and Access Road Projects 3 38 0017 15 and 3 38 0017 16.

Second by Mr. Hentges.

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

Absent and not voting: Cichy

The motion was declared carried.

Approved Irrevocable Letter of Credit Agreement between the Municipal Airport Authority and Gast Construction Company in the amount of \$25,000.00:

Mr. Parmer stated the Airport Authority previously discussed the problem with the floor in the new Valley Aviation hangar. He stated we did withhold \$25,000 of the contract from Gast Construction until the matter could be resolved. After reviewing the situation it was the recommendation of Attorney Stewart that the Airport Authority obtain an irrevocable letter of credit from the contractor to cover any damages should the repair to the floor not be adequate. Mr. Parmer stated the agreement between the Municipal Airport Authority and Gast Construction Company has been drafted and Attorney Stewart is satisfied that it meets the requirements of the Airport Authority. Mr. Myers asked the term of the agreement.

Mr. Hentges read the agreement and stated that the term of the agreement is three years (September 1998).

Approved Irrevocable Letter of Credit Agreement between the Municipal Airport Authority and Gast Construction Company in the amount of \$25,000.00: (Cont'd)

Mr. Myers moved the Airport Authority approve the Irrevocable Letter of Credit Agreement between the Municipal Airport Authority and Gast Construction Company in the amount of \$25,000. Second by Mr. Hentges.

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

Absent and not voting: Cichy

The motion was declared carried.

Received Initial Report on Installation of Engine Generator for Westside Terminal:

Mr. Parmer stated at the last meeting there was discussion on engine generators both for field lighting and for the Westside Terminal. He stated at that meeting he was instructed to check into getting an additional backup generator for the terminal building. He indicated he had been working with an electrical engineer from Ulteig Engineers, Mr. Joel Kath, and asked him to comment.

Mr. Joel Kath was recognized and stated that after this last power outage they were asked to evaluate the engine generator for the Westside Terminal. Mr. Kath stated the present engine generator is not capable of handling the entire building but rather only the safety loads such as the emergency lighting. He stated they have arrived at the following three options.

#### OPTION 1 REUSE EXISTING GENERATOR

Essential loads would be identified and could be connected to the existing generator as long as there is capacity on the generator.

Budgetary costs: \$10,000 to \$40,000

#### OPTION 2 REPLACE GENERATOR

All essential loads would be identified and connected to the generator. The generator would be sized to accommodate this load and would replace the existing generator.

Budgetary costs: \$100,000 to \$150,000

#### OPTION 3 TOTAL BACKUP GENERATION

A generator would be installed to back up the entire facility, not just essential loads. A large benefit of total backup would be to take advantage of peak shedding programs and rate reductions available through Northern States Power (NSP).

As there is not sufficient or adequate space available within the building, it is likely that any new generator would be located in a weatherproof enclosure outside near the existing cooling tower. The electrical power would then be brought into the building and distributed accordingly.

The present electrical metering scheme would have to be modified in order to install total backup generation. There is a house meter plus there are meters for each airline slot. Contracts would be drawn up which will proportionately split the electrical bill based on usage between all meters. As the cost for each meter will be reduced under the new electrical rate, this actually becomes a non issue.

Received Initial Report on Installation of Engine Generator for Westside Terminal:  
(Continued)

Budgetary estimate for the installation of total backup generation:

Engine/Generator Set (725 kW)	\$115,000
Weatherproof enclosure	30,000
Transfer Switch (Closed Transition)	30,000
Conduit and Conductor	10,000
Installation	20,000
Contingencies	15,000
TOTAL	\$220,000

Mr. Kath indicated that NSP has estimated that the savings for this total backup generation would have been \$30,000 for the time period of July 1994 to July 1995. This results in a 7.3 year payback.

Mr. Bromenschenkel asked if the \$30,000 savings was for service only or a rebate on the generator.

Mr. Kath stated that is a rate reduction not a rebate on the purchase of a generator.

Mr. Myers stated during the last power outage the field lighting went out, the generator kicked in, but then the generator went out. He stated even the best maintained generators can have malfunctions from time to time. Mr. Myers stated if we decide to do anything at all he feels it would make the most sense to go with Option 3 and go for self sufficiency and take advantage of the rate reduction from NSP. Mr. Myers stated he would like to know how difficult and how costly it would be to run a line from the terminal building to the electrical vault to pick up the field lighting on an emergency basis. He stated if we were to have two backup generators for the field lighting we could almost guarantee the field lighting would never go out. Mr. Myers stated he would like to see some preliminary work done in this area.

Mr. Kath stated that is one of many issues that could be addressed.

Mr. Hentges asked if a generator served the building and the field lighting would the project be eligible for AIP or PFC funding.

Mr. Parmer stated the only portion of a generator purchased for the terminal building that would be eligible for AIP funding would be the portion that would be used to heat or light public space.

Mr. Cichy now present.

Mr. Myers stated the National Guard has access to surplus property at the facility in Battle Creek, MI.

Mr. Parmer stated we are on the mailing list for the State of North Dakota's surplus property. Mr. Parmer stated he would check with the Guard on any surplus property possibilities.

Mr. Hentges moved to receive and file the report and communication from Ulteig Engineers and continue on the matter and report back at next meeting.

Second by Mr. Myers.

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

Received Report on Request for Proposals for Airport Terminal Advertising Concession and Recommendation of Contract Award:

Mr. Parmer stated the Airport Authority advertised a Request for Proposals for the airport terminal advertising concession and received proposals on November 14, 1995. He stated we received proposals from:

Cook Displays, Fargo  
 Courtside, Inc., Fargo  
 Interspace Airport Advertising, Allentown, PA

Received Report on Request for Proposals for Airport Terminal Advertising Concession and Recommendation of Contract Award: (Continued)

Mr. Tim Bourdon, Courtside, Inc., was recognized and stated he looks at the advertising concession at the airport in two areas, first of all the displays themselves and secondly the revenue generated. He stated their company has been involved in signage and displays for the civic center, park board, etc. He stated they do not make signs but rather sell advertising. He stated the current advertising company has done a good job with the displays but it would be their intention to upgrade the existing signage in the terminal. Mr. Bourdon stated as far as a projection they feel they can increase the revenue 15% over the current provider.

Mr. Parmer asked if Mr. Bourdon is proposing strictly to be the agent to sell the advertising.

Mr. Bourdon stated they basically offered two proposals. He stated the first proposal would be that Courtside, Inc. would simply sell the advertising. He stated their second proposal would include the handling of the signs and displays and they would then contract with someone else for that portion of the contract.

Mr. Myers asked if Graphic Exhibits will be able to take the current signage out of the terminal if they are not awarded the contract.

Mr. Parmer stated they will be able to remove the fixtures from the building.

Mr. Myers asked if they would also be responsible for repairing any damage done to the building in order to install the signage.

Mr. Parmer stated he would have to read the lease but he assumed the tenant would be responsible for the repairs.

Mr. Dick Walstad, Cook Displays, was recognized and stated they are proposing a joint effort by Cook Displays (a division of Cook Sign Company) and Graphic Exhibits, the current advertising concessionaire at the airport. He stated Cook Displays has an agreement with Graphic Exhibits that if they were awarded the contract Cook Displays would purchase all of the signage and displays from Graphic Exhibits. He stated there is the situation at the moment where some of the current advertisers have recently invested a good amount of money in new signs or displays. He stated their proposal includes leaving those displays in place and not disrupting their advertising contracts. He stated some of the advertisers have also paid into next year on their agreements. He stated it is their intention to cause minimal disruption for the current advertisers.

Mr. Walstad stated Cook Displays has access to all of the equipment necessary to build and design new signs and displays. He stated Cook Sign Company also has a sophisticated graphic design and production system to produce new design work and signs. He stated they have done a lot of the work on the signs currently in place. Mr. Walstad stated they have a customer list in excess of 3,000 which they have worked with both presently and in the past. He stated it is their intent to emphasize advertising space to local customers and to keep the rates reasonable and cost effective. He stated they have toured some of the airports around the country evaluating some of the advertising displays.

Mr. Myers asked Mr. Walstad to project the income potential of the airport advertising.

Mr. Walstad stated that would depend on what the Airport Authority will allow them to do as far as advertising and displays. He stated he feels within three years they could increase the revenue 25% to 50%.

Mr. Parmer asked Mr. Walstad if he has looked at other areas in the terminal building which he would like to utilize for advertising space other than that already being used.

Mr. Walstad stated he has some ideas, one area being the departure lounge.

Mr. Parmer stated there are areas in the departure lounge leased to the airlines and he is not sure what our leases would allow.

## Received Report on Request for Proposals for Airport Terminal Advertising Concession and Recommendation of Contract Award: (Continued)

Mr. Myers asked Mr. Walstad if he feels it is possible to generate enough advertising revenue so that the airport would realize income of \$30,000 to \$50,000 a year.

Mr. Walstad stated it is his personal opinion that it would be difficult. Mr. Walstad stated in comparing the advertising rates with the rates for billboard signage he feels the airport is getting prime rates for advertising.

Mr. Tim Bourdon stated he also feels that would be difficult.

Mr. Myers stated people at an airport spend more time waiting and have more time to look at advertising.

Mr. Bourdon stated if there is too much advertising in a facility it looks cluttered and the advertisers won't be interested.

Mr. Hentges asked Mr. Walstad if it would be his intent to leave most of the signs and displays as is and not make a lot of changes.

Mr. Walstad indicated it would be their plan to leave the present advertising in place and to fill the empty spots as well as some additional advertising.

Ms. Marianne Lieberman, President, Interspace Airport Advertising, was recognized and stated that airport advertising is a unique field and is the only concession where you generate dollars without reaching into the pockets of your tenants or passengers, they are brand new dollars entering the marketplace. She stated that Interspace Airport Advertising was started in 1974 in Allentown, PA by airport director Mr. Wylie Post. Mr. Post wanted to accomplish three things with the advertising in his new facility: 1) customize the displays to integrate with his new facility, 2) provide passenger services at no cost to the passengers while generating revenue at the same time, and 3) get the community involved in the airport.

Ms. Lieberman stated that when she started running the company in 1987 they were in eight airports and have expanded into 50 airports with \$12 million in sales. She stated Interspace has increased their airports' advertising revenue an average of 226% over previous advertisers. Ms. Lieberman stated that based on current boardings and current advertising revenue Fargo is seeing \$38 of advertising revenue for each 1,000 passengers. She stated that comparable airports in the Interspace family are generating \$150,000 to \$250,000 in revenue.

Ms. Lieberman stated they plan to invest \$70,000 in new displays, better products and better locations in the terminal. She stated they have done market research and there is no reason Fargo cannot perform consistently with other comparably sized airports. She gave the example of Redding, PA with 120,000 passengers and \$100,000 of advertising revenue. She stated a city's airport is its "welcome mat."

Ms. Lieberman stated they plan to design a program consistent with that outlined in their proposal. She stated their revenue projection is \$170,000 with a return to the airport of \$35,000 \$50,000, or 30% of gross sales. She added that 45% of the revenue continually goes back into the displays, maintenance, etc.

Mr. Parmer asked Ms. Lieberman how they can accomplish this when they are located in another state.

Ms. Lieberman stated they do a lot of travelling. She stated they will start out by doing a two week blitz, creating excitement about this new opportunity at the airport. She stated they will also have their advertising experts training a local person.

Mr. Myers asked about availability of space for non profit organizations.

Ms. Lieberman stated it is fundamental to the entire idea of putting together a community showcase to integrate non profit organizations.

Mrs. Stanton stated we all have different opinions on how much advertising is enough and asked how the Airport Authority will be able to control that.

Ms. Lieberman stated the Airport Authority controls the terminal and the Authority will approve every display before it goes in.

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Mr. Myers asked where the displays will be fabricated.

Ms. Lieberman stated most of the custom work is done locally and she was interested to hear Mr. Walstad say that his company does aluminum extrusion work.

Mr. Hentges stated Ms. Lieberman talked about the terminal being one of the best economic development tools and he stated he has never felt that we have taken advantage of that. He added that he was impressed with her comment about making the airport the focal part of the community.

Ms. Lieberman stated an airport, through its display program, is able to provide a showcase for the community and all of the opportunities available (business, tourist, etc.) She added this gives a person the feeling of economic vitality and makes them want to locate here. Ms. Lieberman stated there is no other facility in the area that is able to accomplish this.

After further discussion, Mr. Parmer stated he feels the Airport Authority should select a firm today and direct Attorney Stewart to begin working on an agreement.

Mr. Myers asked Mr. Parmer what he would recommend the Airport Authority decide.

Mr. Parmer stated after reviewing the proposals and hearing the presentations it would be hard to speak against the proposal of Interspace Airport Advertising.

Mr. Hentges asked if Mr. Parmer would have any reservations about working with any of these firms.

Mr. Parmer indicated he would not have any reservations about any of the firms. He stated that although Interspace is not a local firm they would still generate economic activity locally.

Mr. Hentges moved that the Airport Authority award the contract for the terminal building advertising to Interspace Airport Advertising and that Attorney Stewart be directed to draft an agreement.

Second by Mr. Cichy.

On the call of the roll, members Stanton, Cichy, Myers, Hentges and Gallagher voted aye. No member being absent and none voting nay the motion was declared carried.

Mr. Cichy moved to adjourn the meeting of the Municipal Airport Authority until the next regular meeting to be held Tuesday, January 9, 1996 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 11:55