

Annual Meeting

Tuesday

January 11, 2000

---

The Annual Meeting of the Municipal Airport Authority was held Tuesday, January 11, 2000, at 9:00 a.m. in the Airport Boardroom.

Present: Walstad, Anderson, Clark, Pawluk  
Absent: Macdonald  
Others: Stewart, Bromenschenkel  
Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held December 14, 1999:

The minutes of the regular meeting of the Municipal Airport Authority held December 14, 1999, were approved without objection.

Approved the Airport Vouchers Totalling \$52,817.88:

Mr. Walstad moved to approve the airport vouchers in the amount of \$52,817.88.  
Second by Dr. Clark.  
On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.  
Absent and not voting: Macdonald  
The motion was declared carried.

Approved the Individual Voucher to Interiors by France:

Mr. Walstad moved to approve the individual voucher in the amount of \$6,199.50 to Interiors by France for Partial Payment Request (Final) for the Westside Terminal Carpet Project.  
Second by Mr. Anderson.  
On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.  
Absent and not voting: Macdonald  
The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.

Mr. Walstad moved to approve the individual voucher in the amount of \$521.25 to Ulteig Engineers, Inc. for engineering services for the legal survey for the Fargo Air Museum.  
Second by Mr. Anderson.  
On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.  
Absent and not voting: Macdonald  
The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Walstad moved to approve the individual voucher in the amount of \$616.56 to Ulteig Engineers, Inc., for partial payment request for engineering services in connection with the GIS Project, AIP 3-38-0017-22.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.

Mr. Walstad moved to approve the individual voucher in the amount of \$985.50 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 8/26 Environmental Assessment.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Walstad moved to approve the individual voucher in the amount of \$1,193.86 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with Project AIP 3-38-0017-23.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Walstad moved to approve the individual voucher in the amount of \$504.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Maintenance Shop Generator Project.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Walstad moved to approve the individual voucher in the amount of \$1,093.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 8 Protection Zone Survey (billboards).

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Walstad moved to approve the individual voucher in the amount of \$1,305.54 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with AIP Project 3-38-0017-24, Extension of Runway 8/26 and Taxiway C, and Airport Perimeter Road Construction.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Sun Electric:

Mr. Walstad moved to approve the individual voucher in the amount of \$9,595.00 to Sun Electric for partial payment request (Final) for construction in connection with the Maintenance Shop Generator Project.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to T.L. Stroh Architects:

Mr. Walstad moved to approve the individual voucher in the amount of \$15,000.00 to T.L. Stroh Architects for payment request for architectural services in connection with the South General Aviation Area Study.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Walstad moved to approve the individual voucher in the amount of \$561.27 to Foss Associates for partial payment request for architectural services December 1 - December 31, 1999, Westside Terminal Restroom Remodeling.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers:

Mr. Walstad moved to approve the individual voucher in the amount of \$232.50 to Ulteig Engineers, Inc. for partial payment request for engineering services for November 29 - December 25, 1999, in connection with the Fargo Air Museum legal survey.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Walstad moved to approve the individual voucher in the amount of \$12,621.28 to Ulteig Engineers, Inc., for partial payment request for engineering services in connection with the Runway 8/26 and Taxiway C Extension, AIP Project 3-38-0017-24.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher Ulteig Engineers, Inc.:

Mr. Walstad moved to approve the individual voucher in the amount of \$824.00 to Ulteig Engineers, Inc., for engineering services in connection with the Runway 8/26 Noise Study.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Walstad moved to approve the individual voucher in the amount of \$3,943.85 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the GPS-GIS Survey and Mapping Project.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Received Bid Information for Self-Propelled Airfield Mower and Authorize Purchase:

Mr. Dobberstein stated the board previously authorized for us to partner with the Fargo Park District in obtaining bids for a self-propelled airfield mower. He stated the Park District received bids on January 4 and the cost of our mower would be \$31,412. He stated the cost to purchase this mower individually would be \$34,482.

Mr. Anderson moved to accept the bid approve the purchase of the 10.5' self propelled mower at a cost of \$31,412, as bid by MTI Distributing Co.

Second by Dr. Clark.

On the call of the roll members, Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Received Notice of Planning Commission Public Hearing for Riverwood 8th Addition:

Mr. Dobberstein stated the property in question belongs to Mr. Arnold Larson and part of the property falls within our runway protection zone. He stated the board previously authorized him to contact Mr. Larson and indicate our interest in buying the property in order to protect its agricultural zoning. He stated this is scheduled to be discussed at tomorrow's Planning Commission meeting, but Cindy Gray has informed him that Mr. Larson has requested a continuance. He stated some of the residents in the area have signed a petition objecting to a change in the zoning from agricultural to limited commercial. He added that the City Commission has final approval on this. He stated he has only been able to leave a phone message for Mr. Larson and he has not heard from him yet.

Ms. Cindy Gray, Fargo Planning Department, was recognized and stated initially Mr. Larson had talked about the possibility of a gas station/convenience store and some mini storage. She stated that she told him from a land use standpoint she would not recommend any kind of zoning that would allow a gas station/convenience store, due to the neighborhood yards and side yards that would face the facility.

Ms. Gray stated after meeting with Mr. Dobberstein, Ulteig Engineers, and the FAA ADO people from Bismarck, and discussing future noise levels and other factors, it seems to be in the best interest of the airport to limit development in that area. She stated after further review she recommended a combination of commercial uses that strongly limit what could be developed. She stated the residents of Riverwood have had copies of her Staff Report since last week.

Chairman Pawluk stated he feels we have a situation where if development in that area is allowed it may impact airport operations at some time in the future. He stated we have a unique timing situation where the runway protection zone is only the minimum protection zone required and if we plan to construction the parallel north south runway we should take this opportunity to do the following:

1. Oppose the change in any zoning of this property
2. Proceed with the effort to purchase all or at least part of that parcel of property.

Mr. Dobberstein stated he is not sure if we could get FAA funds to purchase the entire parcel. He stated the FAA is encouraging us to get an avigation easement rather than purchase the property.

Received Notice of Planning Commission Public Hearing for Riverwood 8th Addition:  
(Continued)

Mr. Dobberstein stated it is his strong recommendation that the Airport Authority oppose any residential development in that area west of University Drive. He stated while we have a good idea of what our commercial operations will be in the future, we have no idea of the military operations.

Mr. Bromenschenkel stated he would agree that it would be wise for the Airport Authority to oppose this request and also to oppose any residential development west of University Drive.

Mr. Dobberstein stated he feels the main thing for the Airport Authority to keep in mind is that we document our opposition to this and should a higher board decide to ignore those we have the paper trail and the FAA would look favorably on that. He stated there have been enough case studies to show that the City and/or Planning Commission would be responsible for any noise claims in the future.

Chairman Pawluk stated we have an opportunity to affect the outcome in a positive way and it would be a mistake if we did not take steps to protect this area.

Mr. Walstad moved the Airport Authority oppose any change in zoning from agricultural on the land in questions and that we enter into negotiations with Mr. Arnold Larson for the purchase of this property.

Second by Mr. Anderson.

Mr. Dobberstein commented that both Cindy Gray and Jim Gilmour have been very proactive in working with the Airport Authority and will be involved in our Master Plan Study process.

Chairman Pawluk called for a vote on the motion.

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

Received Update from Terry Stroh, T.L. Stroh Architects, Regarding South General Aviation Area Planning Project:

Mr. Terry Stroh was recognized and stated after the information gathering process he has put together six possible options for this project and with the number of parties concerned he could probably come up with six more options. He stated Ulteig Engineers has done a survey of the area and have identified utilities and for the most part the utilities will not be much of an obstacle. Mr. Stroh stated the one consistent factor throughout the six options is the 200' x 120' hangar planned by Fargo Aero Tech. He stated the other parties that have indicated interest include Valley Aviation, Fargo Jet Center, and a paint shop. He stated since we are dealing with limited space we will have to look at different combinations or elimination of some of the space.

Mr. Stroh stated as far as how the structures will look, he stated in all six options he stayed with the consistent theme of pre-cast concrete as the skin and looked at pre-engineered building system super structures on two of the concepts in each option. He reviewed the options of a flat roof look and a pitched roof. He stated with the pitched roof we may have the option of a tail type hangar door which would accommodate larger aircraft.

Mr. Stroh stated one of Dr. Hamilton's concerns is if we demolish the current structures, what would he do in the interim while the new buildings are being constructed. He stated one suggestion is to building the office space first and the hangar facility after that.

Mr. Stroh stated there are still some economic issues that need to be decided with regard to the existing administration structure leased by Valley Aviation.

Chairman Pawluk asked if it would be possible to leave the existing office structure in its present location until the lease expires and then complete our building project after that. He stated doing that does not prevent us from doing the first three components to the east. He stated it may not be the best choice but it may be possible to leave Hangar #3 in place as well.

Received Update from Terry Stroh, T.L. Stroh Architects, Regarding South General Aviation Area Planning Project: (Continued)

Mr. Stroh stated if those two structures were left in place for the time being, the only portion that could be constructed would be the Fargo Aero Tech hangar, and that would require the block building to be torn down.

Mr. Anderson stated that by waiting four years you add four years of construction dollars to the cost. Mr. Anderson also expressed his concern about the Airport Authority constructing spec buildings without firm commitments from tenants.

Chairman Pawluk stated that as a result of the storm on July 4, the airport lost approximately 70,000 square feet of hangar space and have received insurance payments for that loss. He stated the amount received will not replace all of the space lost but it will go a long way toward providing some facilities that will be of a permanent basis.

Mr. Dobberstein stated we are not obligated to spend the insurance money to replace those buildings. He stated the Airport Authority could decide to just make the ground space available for those wishing to lease a build their own facilities rather than the Airport Authority constructing the buildings and leasing them. He stated we have a number of options.

Chairman Pawluk stated he feels as the owner and the operator of the airport we have an obligation to see that some facilities are available.

Mr. Walstad asked Mr. Jim Sweeney if Fargo Jet Center would support this plan for building in the south general aviation area.

Mr. Jim Sweeney stated he felt Mr. Anderson brought up a good point that the fundamental decision is will the Airport Authority be constructing the buildings and will they be built on speculation or with a signed lease. He stated as private investors who have invested millions of dollars on the north side of the airport they do not want to be competing against low priced hangars in the south side. He stated he also feels it is important to note that the previous board structure had the drive and emphasis to build on the north side of the airport, yet at the same time not ignore the south side. He stated it is their personal opinion that they would like to see the money spent on development in the north side, however, if there is going to be development on the south side they want to be a part of it. He added that before the board moves forward on this project it would appear that it needs to be determined if in fact Valley Aviation does have a lease on Hangar 3.

Chairman Pawluk stated the board probably has more of a moral obligation than a legal obligation to Dr. Hamilton. He stated it would be the same for any other operator on the field who lost space under similar circumstances.

Mr. Sweeney stated the difference would be an existing lease.

Chairman Pawluk stated this is a complicated matter and from a legal standpoint we probably have less of an obligation to Valley Aviation than a moral obligation. He stated the lease did indeed expire but they continue to occupy the space and pay us on the basis of the previous lease. He stated during the renegotiation process for the five year lease extension part of the lease property was blown away in a storm. He stated the Airport Authority has set the course of developing these hangars on the south side and we have retained Mr. Stroh to that end. He stated he believes what we are doing today is looking at options and deciding on some direction, and the board can certainly change direction if it wishes.

Mr. Dobberstein stated presently the only area on which to develop at this time is west of Fargo Jet Center and they have an option on that property. He stated development in any other area would require extension of taxiways and other infrastructure before buildings.

Mr. Sweeney stated he feels using some of these funds to kick off the corporate hangar area in the north area would be beneficial in the long term.

Mr. Stroh continued to review the six concepts (A, B, C, D, E and F). He stated another component of our planning discussions has been the depth of the proposed hangars and the fact that a narrower hangar is better from the standpoint of getting airplanes in and out. He stated due to the limited space in this ramp area he wanted to have these options on paper.

Received Update from Terry Stroh, T.L. Stroh Architects, Regarding South General Aviation Area Planning Project: (Continued)

Mr. Stroh stated another issue that has not yet been determined is how close we should we get to the old terminal and do we want to block the site line of the old terminal.

Chairman Pawluk stated he is not as concerned about the site line as he is of what it would do to the parking in that area.

Mr. Larry Miller, FAA/Airway Facilities, was recognized and stated that as a tenant of the old terminal he would not be concerned about any impact on parking as there is more than ample parking.

Chairman Pawluk stated he feels that as far as taking any action today, we should assume that we will overcome any obstacles that may be in front of us and choose one or two of these concepts presented.

Chairman Pawluk stated he is not convinced that the proposed location for the Valley Aviation office space and using the same design is the way to go. He stated he is not saying he has another suggestion but feels it should be done differently. He added that he does not feel it needs to stick out on the ramp that far.

In answer to a question from Mr. Walstad, Chairman Pawluk stated he would agree that we should settle the lease issue with Dr. Hamilton before proceeding with building plans, however, how do we expect Dr. Hamilton to agree to a lease until we have a plan to propose to him.

Mr. Dobberstein asked Mr. Stroh if he had received any comments from Gen. Macdonald on these options.

Mr. Stroh stated Gen. Macdonald indicated he did not have a problem with building closer to the old terminal. He did indicate some concern about the depth of the buildings.

Mr. Walstad asked if we chose a concept today would the next step be to get estimates.

Mr. Stroh indicated that would be the next step.

Mr. Anderson stated he likes the idea of utilizing the space to the maximum. He stated he is concerned about being in the spec building business. He feels we should have solid tenants before we build anything. He added that it makes sense to have the option of extending the buildings to the north due to the fact that it will not interfere with utilities.

Mr. Stroh stated if it was his building project and he was building 300 linear feet of building space with five year leases, he would not build permanent walls but go with an option of being able to move the walls in the future.

After further discussion, it was the consensus of the board that Concept B seemed to best fit our needs.

Mr. Anderson stated he would suggest that Mr. Stroh continue to look at how we could proceed with this project leaving the existing Valley office space in place. He stated after the next step of getting cost estimates of the proposed new construction we will then have to make decisions on the lease.

After further discussion, it was the consensus of the board that Concept B would best fit the plan, with the option of the building being constructed deeper to the north.

Mr. Stroh stated he will develop some scenarios on keeping the existing Valley office space and Hangar #3, etc.

Chairman Pawluk stated after all of the meetings Mr. Stroh has had with the board and the interested parties he feels Mr. Stroh has a good understanding of the dynamics of what we are trying to accomplish.

Received Agreement for Engineering Services with Ulteig Engineers for the Airport Master Plan Project (AIP 24):

Mr. Steve Synhorst, Ulteig Engineers, was recognized and stated in their process to chose a firm for the Airport Master Plan they considered three consulting firms and decided on Coffman Associates because of their familiarity with the airport and our satisfaction with their services on the last Airport Master Plan Update. He stated they have laid out their scope of services and some of those may seem like repetition but they have to meet the requirements of the FAA Advisory Circular. He stated there will be some items addressed that the Airport Authority wants to look at more closely, such as the proposed closing of Runway 13/31, the air cargo development, development in the south general aviation area vs. north general aviation area, and also protection of the airport properties. Mr. Synhorst added that in order for the FAA to approve funding for a project it must be shown on the Airport Master Plan.

Mr. Dobberstein stated that included in the cost of \$195,000 is \$25,000 for an aerial photography project. He stated this project will photograph the entire area of the airport and surrounding area to interject heights and structures so that when we have a plan come before us for construction in the area we will have accurate information on restrictions. He stated this is new technology which will be required in the next few years.

Mr. Dobberstein stated that this engineering services agreement is being reviewed by the FAA Airports District Office in Bismarck.

Mr. Synhorst stated Mr. Steve Wagner, Coffman Associates, will be here on Wednesday, January 19.

Mr. Dobberstein stated he would like at least two board members present at that meeting at 1:00 p.m. He stated all members are encouraged to attend if possible. He stated no decisions will be made but this is one of many planning sessions.

Mr. Walstad moved to approve the Agreement for Engineering Services with Ulteig Engineers for the Airport Master Plan Project.

Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Received and Approved Barnstormer Lease Extension Agreement (Authorized by MAA on 3-9- 99):

Mr. Dobberstein stated last March the board approved a five year lease extension for the Barnstormer to expire on 12/31/04. At that time it was the understanding that we would come to terms as far as the financial operation of the restaurant the rent paid to the airport would equal our expenses. He stated to date, without one final expense report, we are operating at a deficit of \$6,400. He stated the Barnstormer is presently paying us 2% of their revenue and we are paying all of the gas and electric costs, maintenance and repair costs on all of the equipment which we own. He stated he met with Mr. Haug and he feels increasing that to 3% should help. Mr. Dobberstein stated the lease extension includes a clause that if our expenses exceed the revenue, the Barnstormer will make up the difference by the following February.

Chairman Pawluk stated it is the Airport Authority's objective is to have a restaurant operation to serve the flying public.

Mr. Haug was recognized and stated he has no problem with the terms of this lease extension. He stated as it is the restaurant operation cannot stand on its own feet without some assistance.

Mr. Dobberstein stated he and Mr. Haug have discussed taking a trip to the Sioux Falls or Cedar Rapids airport where those operations have gone to more of a fast food operation than full service restaurants.

Chairman Pawluk stated he is committed to remodeling the restaurant and wants it included in any of our long range plans.

Received and Approved Barnstormer Lease Extension Agreement (Authorized by MAA on 3-9- 99):  
(Continued)

Mr. Walstad moved the Airport Authority approve the five year lease extension agreement with the Barnstormer as presented.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Received Update on Richard Springer Hangar Project:

Chairman Pawluk stated the board previously received Mr. Springer's proposal to building a hangar in the south general aviation area, east of the existing hangar associated with the igloo building. He stated Mr. Springer is proposing a 60' x 100' hangar, provided it meets all of the codes and requirements.

Mr. Walstad moved to approve the proposal by Mr. Springer to construct the hangar proposed.

Second by Dr. Clark.

On the call of the roll, members Walstad, Clark and Pawluk voted aye.

Absent and not voting: Macdonald.

Mr. Anderson passed his vote due to the possibility that Olaf Anderson & Sons Construction may be involved in the construction of this hangar.

The motion was declared carried.

Received and Filed Passenger Facility Charge Report for the 4th Quarter of 1999:

The PFC Report for the 4th Quarter of 1999 was received and filed without objection.

Received Notice from FAA Airports District Office Regarding the Approval of the Environmental Assessment for the Extension of Runway 8/26 and Taxiway C, and Associated PFC Use Application:

The communications from the FAA dated December 20 and December 22, 1999 were received and filed without objection.

Mr. Dobberstein stated the FAA has advised us that on the basis of the evaluation in the Environmental Assessment the Bismarck Airports District Office has approved a Finding of No Significant Impact for the extension of Runway 8/26 to 6,300' and parallel taxiway "C" and to construct Cass County Drain 10 Culvert. He stated this now allows us to proceed with the extension of the runway and taxiway.

Mr. Dobberstein stated the FAA has also determined that our application to use passenger facility charge revenue is substantially complete. He stated the environmental assessment had to be completed before the FAA could approve the use of PFC funds for box culvert portion of this project.

Elected Chairman of the Municipal Airport Authority for Calendar Year 2000, As Per Bylaws:

Chairman Pawluk stated he would have no objection to serving another term as chairman, unless another member was interested at this time.

After discussion, Mr. Anderson moved to re-elect Mr. Ken Pawluk Chairman of the Municipal Airport Authority for calendar year 2000, as per the bylaws.

Second by Dr. Clark.

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

Elected Vice Chairman of the Municipal Airport Authority for Calendar Year 2000, As Per Bylaws:

Mr. Anderson moved to re-elect Mr. Richard Walstad Vice Chairman of the Municipal Airport Authority for calendar year 2000, as per the bylaws.

Second by Dr. Clark.

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

The Annual Meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, January 25, 2000 at 9:00 a.m. in the Airport Boardroom.

Time at adjournment was 10:59 a.m.

Regular Meeting

Tuesday

January 25, 2000

---

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 25, 2000, at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Anderson, Clark, Macdonald, Pawluk  
Absent: Walstad  
Others: Stewart, Bromenschenkel

Chairman Pawluk presiding.

Approved the Minutes of the Annual Meeting of the Municipal Airport Authority Held January 11, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held January 11, 2000, were approved without objection.

Approved the Airport Vouchers Totalling \$9,077.83

Gen. Macdonald moved to approve the airport vouchers totalling \$9,077.83.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad.

The motion was declared carried.

Approved the Individual Voucher to Forum Publishing Company:

Mr. Anderson moved to approve the individual voucher in the amount of \$119.04 to Forum Publishing Company for the advertisement for bids (re-bid) for the Eastside Terminal Tower Demolition.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad.

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Anderson moved to approve the individual voucher in the amount of \$668.07 to Foss Associates for payment request for architectural services in connection with the Eastside Terminal Tower Demolition Project.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad.

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Anderson moved to approve the individual voucher in the amount of \$378.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Maintenance Shop Generator Project.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad.

The motion was declared carried.

Receive Bids and Recommendation of Award from Foss Associates for the Eastside Terminal Tower Demolition Project:

Mr. Dobberstein stated bids for the Eastside Terminal Tower Demolition Project (re-bid) were opened January 19. He stated we received seven bids and the apparent low bidder is McDonald Contract Services with a base bid for time and material not to exceed \$72,900. He added that Foss Associates is recommending the contract be awarded to McDonald.

Mr. Patrick DeLaPointe, Foss Associates, was recognized and stated that the lower bids at the last bidding were about \$83,000. He stated this time there was considerably more interest in the project.

Mr. DeLaPointe stated they have not worked with McDonald before but you can usually get a feel for a bidder from the questions they ask. He stated their company impressed him as being a small but capable company.

Mr. Anderson asked about any research done as far as their financial situation, bonding capacity and other work done.

Mr. DeLaPointe stated they can be bonded for this project. He stated they also reviewed references. He stated they do not see anything that would indicate they could not do this project.

Mr. Anderson moved to award the contract to McDonald Contract Services, based on the research Foss has done and Mr. Dobberstein's approval.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Reviewed Restroom Remodeling Plans for the Westside Passenger Terminal:

Chairman Pawluk stated we have budgeted funds for the refurbishing of the restrooms in the Westside Terminal. He stated Foss Associates was asked to prepare plans and specifications.

Mr. DeLaPointe stated based on meetings outlining the scope of work and review of the existing facilities he estimates the following:

|                      |              |
|----------------------|--------------|
| General Construction | \$ 92,200.00 |
| Mechanical Work      | 52,000.00    |
| Electrical Work      | 21,200.00    |

|       |              |
|-------|--------------|
| TOTAL | \$165,400.00 |
|-------|--------------|

Alternate No. 1 - add automatic operators to doors \$8,000.00

Alternate No. 2 - keep existing toilets, deduct of \$5,000.00

Reviewed Restroom Remodeling Plans for the Westside Passenger Terminal: (Continued)

Chairman Pawluk asked if the doors would be changed to swing out rather than in.

Mr. DeLaPointe stated we have even looked at eliminating the doors but at this time feel it would be best to leave them as is.

Mr. Dobberstein stated the planning has been done to make it as much of a touchless environment as possible.

Mr. DeLaPointe stated the sinks and countertops would be a plastic product similar to Corian. He stated the supports will be similar to what is there with some alteration to the waste receptacles. He stated the partitions between the toilets would be replaced with a solid cast plastic.

Chairman Pawluk asked if Mr. Heck has had a chance to review these plans.

Mr. DeLaPointe stated he has spent quite a bit of time with Mr. Heck and is getting his input from a maintenance standpoint in order to make the restrooms lower maintenance facilities.

Mr. Dobberstein stated that Mr. David Obermiller, Obermiller Nelson Engineering (mechanical engineer), has been reviewing the mechanical requirements for the toilets. He stated the throat on the units now are small but we have a lot of water volume. He stated the Federal law has changed since the building was constructed and instead of allowing three gallons per flush it is now 1.6 gallons. He stated if you go to a bigger throat we may be prone to more flushing because of less water volume. He stated he is going to continue researching the matter.

Mr. DeLaPointe stated it would be the plan to do one bathroom completely at a time so only one will be out of service at a time. He stated we would also be adding additional cleanouts for easier maintenance.

Chairman Pawluk stated as long as the person in charge of maintaining the facilities every day sees no problems then he thinks the plans look good.

Gen. Macdonald stated he still has a concern about the doors. He stated there are very few public facilities with doors on the restrooms.

Mr. DeLaPointe stated if the doors were removed we would encounter both smell and noise problems, especially the first floor men's room.

Chairman Pawluk stated if the doors were not removed he would suggest the automatic door openers not only for handicapped accessibility but for a touchless environment.

Mr. Bromenschenkel suggested that the odor problems could be solved with changes to the ventilation system.

Mr. DeLaPointe stated there is still time for changes to the proposed plans.

After further discussion, it was the consensus that the board would give further consideration to the matter of the doors and discuss at the next meeting.

Reviewed Cass County 20 Traffic Study with Metro COG and City of Fargo Planning Staff:

Chairman Pawluk stated the Airport Authority has been one of the entities involved in a traffic study of the Cass County Road 20/Clay County Road 22 corridor. He stated this report is due to be completed by December 31, 2000.

Chairman Pawluk stated that in our initial meeting with Coffman Associates, who will be doing our Airport Master Plan Update, the subject of lengthening Runway 17/35 came up. He stated certainly no decision has been made at this time, but if the runway were to be lengthened it would require the relocation of Cass County 20 further to the north. Chairman Pawluk stated what we would like to do today is to ask Cindy Gray, City Planner, to give us an update on their ideas for this project.

Ms. Cindy Gray, Fargo Planning Office, was recognized and stated they have completed a Technical Memorandum on County Road 20 to identify the short and long range improvements for County 20. She stated she has prepared a Request for Proposals which would take us to the next step which would be a Project Concept Report to do the public involvement part with all of the businesses which would need to have access modifications and to discuss the short and long range improvements.

Reviewed Cass County 20 Traffic Study with Metro COG and City of Fargo Planning Staff:  
(Continued)

Ms. Gray stated there are a couple different ways we could proceed on this. One is to have Metro COG hold off on the RFP until the Airport Authority has had an opportunity to look at the feasibility of the runway extension. If the extension is feasible and it will be included in the Master Plan then the scope of the Project Concept Report could be modified. She stated if the Airport Authority is dependent on the outcome of the access management and the short range improvements to go ahead with the Master Plan then that phase could proceed now, although the cost would be increased to split the study into phases.

Mr. Brian Shorten, Metro COG, was recognized and stated originally there was some sense of urgency on this project because Cass County was planning to renovate the Cass County 20 bridge in 2003, but because of funding it now looks more like 2004 or 2005. He stated they were proposing to embark on this corridor study in the next month but at their last meeting they were advised by member John Syverson, who had attended the Airport Authority's meeting with Coffman Associates, that there was interest in amending the scope of this study to include the development of alternate layouts for the corridor including an analysis of a new alignment for Cass County 20 approximately 1500 feet north of its present location to accommodate airport plans for an extension of its primary runway. He stated this created discussion by their board and ultimately the board approved that amendment.

Mr. Shorten stated the information he is looking for today is whether or not the Airport Authority wants to look at the road realignment as part of this study because the Authority is certain that the runway will be extended. He stated if that is the case then it would be worth the extra cost to include that in the study at this time. He stated the other choice would be to have Coffman Associates move up the analysis of the runway extension in their planning process and Metro COG could delay the study until the Authority has made its determination. He stated if Coffman finds that an extension is not feasible then we would proceed with the original scope of work.

Mr. Shorten stated the decision he is looking for from the Airport Authority is whether to include this in their scope of work now or wait until Coffman has completed their analysis.

Chairman Pawluk stated the Authority is not in a position now to definitely say whether or not the runway will be extended, but he feels it would be a mistake to not include the possibility in this corridor study. He stated he does feel the Airport Authority will have the information to make that decision in the next six months. He asked what would happen if Metro COG waited with the study.

Mr. Shorten stated it would be possible to do only a portion of the study but that always increases the cost.

Mr. Dobberstein stated another consideration is the affect the relocation of County 20 would have on access to our north general aviation area.

Mr. Dobberstein stated Mr. Wagner (Coffman) has provided some information on lengthening the runway, but it depends upon our goals, whether they be domestic or international cargo. He stated he is not sure how long it would take Coffman to analyze that and come up with a recommendation.

Gen. Macdonald stated he thinks domestic freight is a long way off since most of that freight is now shipped on scheduled air carriers. He stated we need to get together with some of the people in big government to find out how they are coming on some of the studies done on direct shipments of beef, pasta, etc. to other countries. He stated he feels the study should be delayed and have Coffman do that part of the update first. He stated we would not need a formal written document but just get their recommendation.

Mr. Steve Synhorst stated he would check with Mr. Wagner and see when we could expect to have enough information for their recommendation.

Reviewed Cass County 20 Traffic Study with Metro COG and City of Fargo Planning Staff:  
(Continued)

Mr. Shorten stated based on the discussion today he will go back to Metro COG with the recommendation that we hold off on the study for now. Mr. Rick Lane, Traffic Engineer, City of Fargo, stated the development on the north side of the airport was based on access from County 20 so any extension of the runway and relocation of County 20 should consider what that does to the access to the areas already developed. He stated if you push County 20 further north you may seriously damage access to the already developed areas. He stated access to those areas are key to keeping those areas viable.

Received Communication from Fargo Aero Tech Regarding Proposed South General Aviation Area Hangar Project:

Mr. Emory Babolian, Fargo Aero Tech, was recognized and stated the communication from Mr. David Lundeen was not available for today's meeting. He stated there are a couple of items Mr. Lundeen wanted clarified with regard to the proposed hangar in the south general aviation area. He stated Mr. Lundeen wants to know for certain that the land is available for lease before he proceeds any further on building plans. He stated Mr. Lundeen also has concerns about the cost of a pre-cast concrete structure. He feels a steel structure would be more feasible. Mr. Babolian stated that Mr. Lundeen would also be agreeable to putting a new face on their existing building to match the rest of the new structures.

Chairman Pawluk stated we have been operating all along with the assumption that Fargo Aero Tech was interested in 200' of that area. He stated he did not see that a steel structure would be a problem but we would require that we have the same visual appearance as the other buildings so we have a uniform look.

Chairman Pawluk stated the Airport Authority would like some indication of Fargo Aero Tech's ability to fund this project before actually entering into a lease.

Mr. Babolian stated that he would make sure Mr. Lundeen covered these items in a letter, including the issue of a possible party wall with the next hangar building.

Received Update from Mr. Terry Stroh, T.L. Stroh Architects, Regarding South General Aviation Area Planning Project:

Mr. Stroh stated what he would like to do today is take the planning process one step further in terms of narrowing down some options. He stated after several discussions on different scenarios as to what existing buildings would have to be torn down before new ones can be put up, he has put those options into drawings. He stated basically we are not able to build any new building without tearing down one of the existing buildings, unless we modify the size of the proposed buildings.

Mr. Stroh stated based on the option the board chose at the last meeting and an average cost of \$50/sf for hangar space and \$80/sf for office area, we are looking at a rough cost of \$2.1 million, not including the Fargo Aero Tech hangar which will be owned by Fargo Aero Tech.

After further discussion of options, Gen. Macdonald stated his first desire would be that the two hangars (Fargo Aero and the first 100' hangar) would be built as close to Hangar 3 as possible and that we build those right away. He stated when that hangar is completed Valley Aviation could occupy that and continue to operate out of the existing office space. He stated he is against the idea of constructing a new office building to the same specifications as the existing building because although it is suited to the current tenant's need but may not be acceptable to the next tenant. He stated it would be his hope that we finish the first hangar this year and Valley Aviation can move into that hangar.

Chairman Pawluk stated he feels we have a good basic plan and should be able to get some estimates, recognizing that they are estimates. He stated before we move any further we need to sit down with Dr. Hamilton and reach an agreement with him.

Received Update from Mr. Terry Stroh, T.L. Stroh Architects, Regarding South General Aviation Area Planning Project: (Continued)

Gen. Macdonald stated if Dr. Hamilton agrees to drop his lease on Hangar 8 and we build a hangar as close to Hangar #3 as possible and when that hangar is complete we demolish Hangar 3 and the existing office building would stay in place.

Mr. Stroh stated if that is the scenario we follow and the hangars are built in stages, the specifications would call for the specific order of demolition and construction.

Chairman Pawluk stated he feels we need to decide the term and rate for the new lease.

Mr. Stroh stated if we demolished all of the existing building at once and constructed the proposed buildings at the same time it will cost less than if it is done in phases, and if it was done in phases, who would bear that cost.

Mr. Dobberstein stated if Mr. Stroh could prepare some drawings showing the different scenarios and options that would give Dr. Hamilton a better idea of what we are proposing.

Mr. Pawluk stated the other thing Dr. Hamilton will want is to know how much the lease will be and how long, and we are in a position to tell him that.

Gen. Macdonald stated the least Dr. Hamilton wants is to finish out his five year option under the same terms.

Mr. Anderson asked if we all agree that we have a moral obligation to grant that.

Chairman Pawluk stated he does not feel we agree. He stated he would be willing to extend the lease on the new facility through the April 30, 2004 date.

Gen. Macdonald stated if we went with his suggestion, then Valley Aviation would always have office space and hangar space and their operation should not be disrupted.

Mr. Stroh stated after some further research we could get figures on the cost difference between building all of the hangars at once rather than in phases. The board could then give Dr. Hamilton the option that if the hangars were built at the same time the board would continue the lease for the next five years, otherwise the board would like to make up the additional cost over that five years. He stated that may be motivation to allow us to do the demolition and construction in one phase.

Gen. Macdonald stated another option would be to tear down both Hangar 8 and Hangar 3 and build two new hangars this summer. Then we would give him a five year lease at the present rate on the new facility.

Chairman Pawluk stated he would not agree to that.

Gen. Macdonald stated he would then suggest tearing down Hangar 8, leaving Hangar 3 and the office in place, and continue his lease for the remainder of the term.

Chairman Pawluk stated he feels whatever we do should be for the term ending April 30, 2004.

Mr. Anderson stated that until those decisions are made we are not in a position to tell Fargo Aero Tech how much space they can have.

Mr. Babolian stated he will talk further with Mr. Lundeen after this meeting. He stated whatever the board decides he feels the Airport Authority would be foolish to build a brand new building and let someone move in at the present terms on an old building. He stated if a new structure is going to be built the lease should be changed to reflect that.

Gen. Macdonald stated that Fargo Jet Center feels the same way.

Mr. Dobberstein stated he will present these scenarios in a communication to Dr. Hamilton and at least get an initial reaction by the next meeting.

Mr. Anderson commended Mr. Stroh on the nice job he has done with this project.

Consider Request from the Airport Giftshop for the Installation of a Neon Sign:

A communication dated January 16, 2000, from Sheryll and Kevin Clapp, Airport Giftshop, was received and filed without objection.

Mr. Dobberstein stated their request is for a neon sign for the giftshop, similar to the one at the restaurant. He stated the cost estimate of \$2,110.00 is higher than he anticipated. He stated we could certainly get a competitive quote. He added that it would add to the attraction of the giftshop.

Gen. Macdonald moved to approve the concept of the Airport Authority purchasing a neon sign for the giftshop, with the cost of the sign not to exceed \$2,110 plus electrical.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Clark and Macdonald voted aye.

Pawluk voted no.

The motion was declared carried.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, February 8, 2000, at 9:00 a.m. in the Airport Boardroom.

Time at adjournment was 10:45 a.m.

Regular Meeting

Tuesday

February 8, 2000

---

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 8, 2000, at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Anderson, Clark, Macdonald, Walstad

Absent: Pawluk

Others: Stewart

Vice Chairman Walstad presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held January 25, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held January 25, 2000, were approved without objection.

Approved the Airport Vouchers Totalling \$17,342.46:

Gen. Macdonald moved to approve the airport vouchers totalling \$17,342.46.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Clark, Macdonald and Walstad voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Forum Communications:

Mr. Anderson moved to approve the individual voucher in the amount of \$74.88 to Forum Communications for payment request for legal publication of Notice of Approval and Finding of No Significant Impact for Runway 8/26 Extension and Cass County Drain #10 Environmental Assessment.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Walstad voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Anderson moved to approve the individual voucher in the amount of \$5,673.69 to Ulteig Engineers, Inc. for payment request for engineering services in connection with AIP Project 3-38-0017-24, Extension of Runway 8/26 and Taxiway C, and Airport Perimeter Road Construction.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Walstad voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Anderson moved to approve the individual voucher in the amount of \$6,754.88 to Ulteig Engineers, Inc. for payment request for engineering services in connection with AIP Project 3-38-0017-24, Airport Master Plan.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Walstad voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Anderson moved to approve the individual Voucher in the amount of \$10,264.40 to Northern Improvement Company for payment request (final) for Projects AIP 3-38- 0017-22 and AIP 3-38-0017-23.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Walstad voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to T.L. Stroh Architects, Ltd.:

Mr. Anderson moved to approve the individual voucher in the amount of \$11,000.00 to T. L. Stroh Architects, Ltd. for partial payment request for design development phase of the southeast general aviation area hangar project.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Walstad voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Received 1999 Improvement Fund Transaction Report:

The 1999 Improvement Fund Transaction Report was received and filed without objection.

Received Update from Victor Gelking Regarding Proposed Hangar:

Mr. Rodney Fernow was recognized and stated Mr. Gelking was not able to be present. Mr. Fernow stated he is with Team Buildings and has an office in Mr. Gelking's hangar. He stated they would like to build the proposed hangar on the site

Received Update from Victor Gelking Regarding Proposed Hangar: (Continued)

to the west of the igloo building. He stated they are proposing a carousel hangar but the building will be 75' x 75' square. He added that the size has not been finalized. He stated they are also considering a 100' x 100' building. He stated as far as a color scheme they are considering the same as Mr. Gelking's existing hangar.

Mr. Dobberstein asked Mr. Fernow if he is aware that they will have to deal with existing storm sewer in that area.

Mr. Fernow stated they have visited with the engineering firm (Ulteig) and are aware of that.

Mr. Fernow explained that Island Park Air, Inc. is a group of aviation people who will be investing in the building, but it will be Mr. Gelking's building. He added that this building will be used to market this type of hangar throughout the country.

After further discussion it was the consensus of the board that they approved the concept of a 75' x 75' carousel hangar.

Mr. Dobberstein stated if the size of the building changes the Authority should be advised. Mr. Dobberstein stated the Authority's concurrence of the concept will allow Mr. Fernow and his group to proceed with the engineering process.

Mr. Anderson also requested a letter from Mr. Fernow's bank demonstrating financial capability to construct the proposed hangar.

Received Update from Dick Springer Regarding Proposed Hangar:

Mr. Dobberstein stated Mr. Springer has provided us with building plans for his proposed hangar. Mr. Dobberstein stated Mr. Springer is planning to proceed with a 60' x 100' hangar in the site to the east of the igloo/hangar.

Mr. Dobberstein stated Mr. Springer is requesting a 20 year ground lease and also an option on an additional area north of the proposed footprint, which would allow him to build up to the existing asphalt parking lot. The proposed color of the building will be white.

Mr. Dobberstein stated Attorney Stewart reviewed our lease with the Armed Forces Reserve Center as far as encroachment on a lease line and there does not appear to be any problem with that. He stated Attorney Stewart can be directed to move ahead with the draft of the lease.

Mr. Springer stated this will be a corporate/personal hangar which will house his airplane and a few personal items. He added that he has visited with Mr. Robert Hamilton regarding his plans for the parking lot and he has no objections.

Dr. Clark moved to approve the building plans submitted by Dick Springer for a 60' x 100' hangar.

Second by Gen. Macdonald.

Members Clark, Macdonald and Walstad voted aye.

Mr. Anderson passed his vote due to the fact that Olaf Anderson & Son is the contractor for the building. Absent and not voting: Pawluk

The motion was declared carried.

Received Update from T.L. Stroh Architects Regarding South General Aviation Area Planning Process:

Mr. Dobberstein provided the members with copies of communications to and from Dr. and Mrs. Hamilton regarding the board's proposal to Valley Aviation in terms of their leased space in the southeast general aviation area.

Mr. Terry Stroh was recognized and stated they have further developed the hangar design (Option B-1) chosen by the Airport Authority. He stated this plan will give Fargo Aero Tech space for a 200' hangar, with the possibility of three 100' hangars plus future office space. He stated these hangars are actually one building with block walls between the spaces.

Received Update from T.L. Stroh Architects Regarding South General Aviation Area Planning Process:  
(Continued)

Mr. Stroh stated they further analyzed the estimate done by Foss Associates recently with regard to the demolition of Hangar #3 and modifications required to keep the administration building in tact. He stated the \$70,000 estimate was for both the demolition of Hangar #3 and modifications to the administration building.

Mr. Stroh reviewed the construction estimate (including demolition) totaling approximately \$1.15 million (200 ft. hangar). He stated this would be a pre-cast structure with a block wall in between the sections. He stated it is a possibility that there would be a block wall between the Authority's hangar and Fargo Aero Tech's hangar, which would require an agreement with Mr. Lundeen as far as cost of the wall. Mr. Stroh stated the advantage of the block walls would be for size changes in the future. He stated someone may want to lease all 300 feet of building space owned by the Authority.

Mr. Dobberstein stated Valley's request is for a cold storage hangar but asked if the other hangar was heated.

Mr. Stroh stated right now the plans show both hangars heated.

Gen. Macdonald stated after reading the Hamiltons' letter it is his feeling that we press on. He stated there are three parties who have expressed interest in leasing the second hangar. He stated in his opinion we should build the second hangar and even if it is not leased right away we will offset any loss there with the cost savings in building them both right away.

Mr. Anderson stated he is concerned about getting into the spec building business.

Gen. Macdonald stated he can understand that we have a unique opportunity and he strongly urges that we move forward.

Mr. Anderson stated he feels we should also move forward but if we are going to authorize Mr. Stroh to proceed with preparation of final design plans and bid documents it would be his recommendation to do the second building as an alternate to the bid. He stated in the meantime Mr. Dobberstein can work on finding a tenant for the space.

Gen. Macdonald stated he would not have a big objection to that but he strongly urges us to build both hangars.

Mr. Dobberstein stated the counter drug group is still in a 9,000 square foot area and do not have any funding direction from Washington. He stated he spoke to Mr. Hilsendeger last week and originally he was looking for 14,000 sq. ft. but if 12,000 sf. was not enough for him and if he had the funding to support a lease then maybe the paint shop should be in a different location. He stated that Mr. Pat Sweeney had also contacted him yesterday for an update on the project and their interest in leasing a hangar would be for the NDSU/AMET program.

Mr. Pat Sweeney was recognized and stated their interest in this new hangar space would be contingent on the AMET program.

Mr. Dobberstein stated he feels the paint shop will take a little more time to evolve. He stated Mr. Hilsendeger has a strong desire and would be a good person to do it but right now the funding is not there.

Gen. Macdonald asked Mr. Stroh if the Airport Authority would authorize him to proceed with plans and specifications would the fact that we had the second hangar as an alternate change the plans.

Mr. Stroh indicated that would change it somewhat because if it were just one building it would have to be detailed differently.

Mr. Anderson stated if the board approves this plan today can we go ahead and advise Mr. Lundeen that he could have 200' for his building, as he is waiting for an answer.

Mr. Anderson moved the Airport Authority authorize Mr. Stroh to proceed with bid documents with the first hangar as the base bid and the second hangar as an alternate.

Second by Dr. Clark.

Received Update from T.L. Stroh Architects Regarding South General Aviation Area Planning Process:  
(Continued)

Gen. Macdonald stated he does not have any reluctance to building the second hangar. He stated with all of the activity on the airport he does not believe it will be a problem to lease the hangar. He stated Chairman Pawluk is not here and while he does not know how he feels on this matter he is sure he probably has strong feelings one way or another.

Mr. Anderson stated he is not suggesting we not build the second hangar but rather have the information available as he does not think it will cost any more to do it that way.

Mr. Stroh stated he would suggest bidding the complete 200' building and have a deduct for the second 100' should we not have a tenant by the time of construction. He added that would be an easier transition for them.

Mr. Dobberstein asked if the plans will indicate that one of the buildings may be 105'.

Mr. Stroh stated that might not be a bad idea since the space is available but stated the board would have to decide which of the two hangars would have the additional 5'.

Mr. Dobberstein stated if we move forward and build both hangars he assumes the Hamiltons would want the one closest to their administration building.

Mr. Stroh stated he would suggest the 105' hangar be next to Fargo Aero Tech.

Vice Chairman Walstad called for a vote on the motion.

On the call of the roll, members Anderson, Clark, Macdonald and Walstad voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Mr. Dobberstein asked that the Authority officially receive and file the communication from Mrs. Hamilton. He stated in her communication she acknowledged receipt of our proposal to demolish Hangars #3 and #8 in order to allow us to proceed with the construction we just discussed. He stated that they were also agreeable with the terms that Valley be allowed to continue to occupy the existing administration office through April 30, 2004, for \$350 per month, 10% of the gross revenue from rental of the new hangar, and 1.5% of gross revenue received from Flight Training, Ltd. He stated it should be noted that they have requested 30 days notice of the need to evacuate the hangars in order to notify their customers and make other accommodations. Mr. Dobberstein stated they also requested assurance that the new hangar would be available for occupancy by November 15, 2000.

The communication from Mrs. Hamilton was received and filed without objection.

Mr. Pat Sweeney, Fargo Jet Center, was recognized and stated that they would be interested in leasing the second new hangar for the NDSU/AMET program. He stated they would also be interested in leasing it for aircraft storage should the school not get going right away. He asked if Fargo Jet Center would be offered the same lease rate as the Authority is offering Valley Aviation. He stated right now Fargo Jet Center is leasing Hangar #9 from the Airport Authority at a considerably higher rental rate, probably ten times what Valley is paying. He asked how another operator is supposed to move into that second hangar if it is not at a competitive rate. He stated it would be very difficult for them to pay ten times the rate and try to make a profit. Mr. Sweeney stated he feels it is a good idea to use the space available for buildings but he would like it a matter of record that as the owner of a business that has a very large investment on the north end of the airport he feels this development should be on the north side. He stated when they came to the board in 1993 it was their impression that the Authority was going to support development on the north end of the field. He stated none of the members on the board at that time are still on the board and it is disappointing for him to see this board promoting development on the south side. He stated it was always their impression that the board wanted to see larger general aviation on the north end of the field and the south side would be for

Received Update from T.L. Stroh Architects Regarding South General Aviation Area Planning Process:  
(Continued)

smaller, privately owned aircraft. He stated hangars of this magnitude will attract corporate people. He stated a 200' hangar for Fargo Aero Tech looks like the development of an FBO and it would be extremely disappointing to him to see FBOs developed on the south ramp when they have been led to believe that FBO development would be on the north side.

Mr. Dobberstein stated there is no space on the north end of the field for Fargo Aero Tech to expand their space. Mr. Dobberstein stated the Airport Authority has been committed to rehabilitating the south area for general aviation. He stated the Airport Authority has never had any intention of moving all of general aviation to the north end.

Mr. Sweeney stated his basic comment today is that it will be extremely difficult for someone else to come in and lease the new hangar space unless they get the same rate as Valley. He stated he feels the Airport Authority should reconsider allowing the tin shack (office building) to stay in place because it restricts the size of hangars that can be built. He stated 100' is not that big for a hangar. He stated he would suggest the board consider taking out the tin shack and moving as far west toward the old terminal as possible.

Mr. Dobberstein stated the Airport Authority discussed that matter at great length.

Mr. Sweeney stated that he is not an attorney but he does not feel the Airport Authority has an obligation to extend Valley's lease because right now they have no lease. He stated it is up to the board but it is his opinion that to keep that shack in place and restrict the size of the hangars on the front ramp would be a mistake. He stated any office space could be put on the north side of the buildings.

Discussed Runway 8/26 and Taxiway C Extension, Safety Area Culvert Project:

Mr. Dobberstein stated we still do not have any AIP funding direction from Washington. He stated there is still no money appropriated for the Airport Improvement Program for FY 2000, which began last October, yet they are already debating how much to appropriate for 2001.

Mr. Dobberstein stated when we talk about the Runway 8/26 and Taxiway C Extension there is a good possibility that we could receive federal funds for that project. However, we are still waiting to hear from the FAA if our PFC use application for the funds collected for the runway safety area culvert project has been fully approved. He stated if for some reason we do not receive this approval there would be no reason to move ahead with the runway extension project.

Mr. Steve Synhorst, Ulteig Engineers, stated he would like to get their contract together and for approval at the next meeting so they can start getting the plans and specifications put together for the box culvert. He stated he knows that contractors are looking for that type of work right now so he would like to get that bid as soon as possible.

Mr. Anderson moved the Airport Authority authorize Ulteig Engineers to proceed with final design of the Cass County Drain 10 box culvert project.

Second by Gen. Macdonald.

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

Other Business:

Gen. Macdonald moved to authorize attendance at the Upper Midwest Aviation Symposium, March 5-8, 2000, Fargo.

Second by Mr. Anderson.

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

The regular meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, February 22, 2000, at 9:00 a.m. in the Airport Boardroom.

Time at adjournment was 10:01 a.m.

Regular Meeting

Tuesday

February 22, 2000

---

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 22, 2000, at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Walstad, Macdonald, Pawluk

Absent: Anderson, Clark

Others: Stewart

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 8, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held February 8, 2000, were approved without objection.

Approved the Airport Vouchers Totalling \$11,059.60:

Gen. Macdonald moved to approve the airport vouchers totalling \$11,059.60.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson, Clark

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Walstad moved to approve the individual voucher in the amount of \$4,157.90 to Foss Associates for partial payment request for architectural services in connection with the Westside Terminal Restroom Renovation Project.

Second by Gen. Macdonald.

On the call of the roll, members Walstad, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson, Clark

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Walstad moved to approve the individual voucher in the amount of \$1,162.15 to Foss Associates for partial payment request for architectural services in connection with the Eastside Terminal Tower Demolition Project.

Second by Gen. Macdonald.

On the call of the roll, members Walstad, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson, Clark

The motion was declared carried.

Received Bids and Recommendation of Award from Foss Associates for the Westside Terminal Restroom Renovation Project:

Mr. Bill Cowman, Foss Associates, was recognized and distributed a bid tabulation for the Westside Terminal Restroom Renovation Project. He stated bids were taken for the general, mechanical and electrical portions of the project.

Mr. Cowman stated he feels timing on this project was just right and that is why there was a lot of interest and why we received such favorable bids. He stated he also feels this shows that work in this area is starting to slow down slightly.

Mr. Cowman stated this bid was set up so that we had either a single prime or a line bid. He stated it is their recommendation that we go with the single prime rather than the multiple prime. He stated by going with the single prime the airport will realize a savings of \$7,000 and suggested that Attorney Stewart confirm that this will comply with state law.

Mr. Cowman stated the low single prime bidder was Meinecke-Johnson with a bid of \$97,700.00. Mr. Cowman stated after the bids were received he and Mr. Dobberstein discussed the four alternates and it was his opinion that upon board approval we accept alternates two, three and four.

Mr. Cowman stated Alternate No. 2 is the addition of screen walls and the removal of the existing doors. He stated the removal of the doors will require the addition of a screen wall in front of each entrance. He stated it will also require we change some of the glass panels to translucent to block the view from the departure lounge.

Mr. Cowman stated Alternate No. 3 was an alternate light fixture with a different lens for easier maintenance. He stated Alternate No. 4 was the relocation of a cleanout for the toilets and urinals, which will also improve maintenance.

Mr. Cowman stated if Alternates 2, 3, and 4 are accepted, along with the base bid, the total project cost will be \$107,400. The estimate was \$130,000-\$140,000.

Gen. Macdonald moved to award the project for base bid and Alternates 2, 3, and 4 to Meinecke-Johnson Company.

Second by Mr. Walstad.

Mr. Cowman stated the work is to be completed by May 12. He stated the plan is to close one restroom on each floor at a time so there will be one men's and one women's restroom during construction.

Chairman Pawluk called for a vote on the motion.

On the call of the roll, members Walstad, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson, Clark

The motion was declared carried.

Received 1999 Statement of Operations:

The 1999 Statement of Operations was received and filed without objection.

Approved the Contract Agreement With Ulteig Engineers for the Design of the Runway 8/26 Safety Area/Cass County Drain #10 Culvert Project:

Mr. Dobberstein stated Ulteig Engineers, Inc. is proposing an engineering fee of \$117,291 if all phases of the project take place. He stated the fixed fee for all phases is \$12,874, which means if the project is bid but for some reason we don't go ahead with it at this time.

Mr. Walstad moved to approve the Contract Agreement with Ulteig Engineers, Inc. for the design of the Runway 8/26 Safety Area/Cass County Drain #10 Culvert Project.

Second by Gen. Macdonald.

On the call of the roll, members Walstad, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson, Clark

The motion was declared carried.

Approved the Contract Agreement with Ulteig Engineers, Inc. for the Design of the South General Aviation Area Water/Sanitary Sewer Project:

Mr. Dobberstein stated this is a project we have wanted to complete for the last two construction seasons, but because of lack of availability of contractors and because it was the opinion of the engineer and other contractors that the project would cost too much to do it at that time we have held off until now.

Mr. Dobberstein stated this project will tie in nicely with the new hangar construction this year.

Mr. Dobberstein stated the wording in this contract is basically identical to the contract just approved. He stated the proposed engineering fee for all phases of this project is \$45,858.00. Total project cost is estimated at \$350,000-\$400,000.

Gen. Macdonald moved to approve the Contract Agreement with Ulteig Engineers, Inc. for the design of the south general aviation area water/sanitary sewer project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson, Clark

The motion was declared carried.

Received Communication from Mr. Bill Wiemann for Lease Amendment to Allow Aircraft Sales/Flight Training:

The communication from Mr. Wiemann was not received so this item was deleted from the agenda.

Received Proposal from Off the Wall Advertising, On Behalf of Driverz Amusement Park:

The communication from Off the Wall Advertising, Inc. was received and filed without objection.

Mr. Dobberstein stated this proposal is for advertising on the wall at the Driverz Family Amusement Park. The cost would be \$2,500 per year for three years. Mr. Dobberstein stated this is certainly a nice facility but is not sure it is the place to spend airport advertising money. He stated he would rather see it spent on radio and newspaper advertising.

After further discussion it was the consensus of the board to pass on this proposal.

Authorized Attendance at the 72nd Annual AAAE Conference, May 21-24, Baltimore, Maryland:

Mr. Walstad moved to authorize attendance at the 72nd Annual AAAE Conference, May 21-24, 2000, Baltimore, Maryland, for staff and board members.

Second by Gen. Macdonald.

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

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held (date change)

Thursday, March 9, 2000, at 9:00 a.m. Time at adjournment was 9:39 a.m.

Regular Meeting

Thursday

March 9, 2000

---

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Thursday, March 9, 2000, at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Walstad, Macdonald, Pawluk

Absent: Anderson, Clark

Others: Stewart

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 22, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held February 22, 2000, were approved without objection.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$18,981.43 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with AIP Project No. 3-38-0017-24, Extension of Runway 8/26 and Taxiway C, and Airport Perimeter Road Construction.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson, Clark

The motion was declared carried.

Approved the Individual Voucher to McDonald Contracting Services:

Gen. Macdonald moved to approve the individual voucher in the amount of \$9,000.00 to McDonald Contracting Services for partial payment request for services in connection with the Eastside Terminal Tower Demolition Project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson, Clark

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Gen. Macdonald moved to approve the individual voucher in the amount of \$437.22 to Foss Associates for partial payment request for architectural services in connection with the Eastside Terminal Tower Demolition Project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson, Clark

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,848.58 to Foss Associates for partial payment request for architectural services in connection with the Westside Terminal Restroom Project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson, Clark

The motion was declared carried.

Approved the Individual Voucher to T.L. Stroh Architects, Ltd.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$11,000.00 to T.L. Stroh Architects, Ltd. for partial payment request for the Design Development Phase of the Southeast General Aviation Area Hangar Project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson, Clark

The motion was declared carried.

Received Update from T.L. Stroh Architects Regarding Proposed South General Aviation Area Hangar Project:

Mr. Terry Stroh, T.L. Stroh Architects, Ltd., was recognized and distributed copies of updated plans for the proposed hangars. He stated they plan to be 95% done with the design process one month from now. He stated he has been in contact with Mr. Dobberstein as far as door sizes and those have been confirmed.

Mr. Stroh stated he has also been working with Mr. Bob Anderson on issues dealing with the party wall that would be between the hangar owned by the Authority and Fargo Aero Tech's hangar. He stated they initially considered a block wall but after much investigation they have decided a precast concrete wall would be better. He stated we will also be using precast concrete for the structural walls so we are not putting columns on the inside.

Mr. Stroh stated they are looking at possibly putting some reasonably large lintels in the wall between the two structures the Authority will own. He stated if there would be a need at some time in the future to add doors or openings in that wall. He stated this would eliminate any additional structural work in the future. He stated right now it will be a solid block wall but will have the option for openings in the future.

Mr. Stroh stated the current dimensions of the two hangars is 104' x 120'. He stated we will be building as close to the existing office structure as possible.

Mr. Stroh stated the fact that the one building will be heated and the other will not at this time raises some difficult issues. He stated in the unheated building we will have to inner wall footing to the same as the outside walls as it will have to be below frost level. He stated they are trying to figure out how the unheated building can be drained internally without freezing the pipes.

Received Update from T.L. Stroh Architects Regarding Proposed South General Aviation Area Hangar Project: (Continued)

Mr. Stroh stated a small, ADA compliant bathroom will be installed in each hangar.

Chairman Pawluk suggested just stubbing in the bathroom at this time in the unheated hangar. He stated he would also like to investigate the possibility of having a restroom available to the public from the airport side for use during times when most of the buildings are closed. He stated he would like the board to consider making a restroom available and unlocked at all times.

Mr. Dobberstein stated he would see some problem with the shallowness of the sanitary sewer line in that location in the building.

Chairman Pawluk stated at the same time we are looking at this possibility he would also like consideration given to installing an outside faucet for aircraft owners to hook up a hose and wash their airplane. He stated maybe this would not be the spot for that but he thinks it would be nice have it available.

Mr. Dobberstein stated if it were on one of those buildings the tenant would have to pay for the water and that would cause problems.

Gen. Macdonald stated to play the devil's advocate, if he was the tenant leasing that building he would be mad if someone was washing their airplane in front of his hangar, disrupting his operation.

Mr. Dobberstein stated another matter that needs clarification as far as the Fargo Aero Tech, is whether or not the exterior of the building is the same material as the Authority's two hangars.

Chairman Pawluk stated he would suggest the Airport Authority pay the entire cost of the party wall shared with Fargo Aero Tech in exchange for Fargo Aero Tech complying with our requirements that the front and rear of his building match with ours.

Mr. Stroh stated he is not a proponent of doing things just on the front side but in this instance he feels matching on the front side would be adequate, as economically it would probably not be feasible for Fargo Aero Tech otherwise. Mr. Stroh agreed that would be a good trade off.

Gen. Macdonald stated he would like Mr. Stroh to provide us some figures on what it would cost to make one of those hangars suitable for any type of occupancy, such as a paint shop. He stated he would be in favor of spending additional funds up front to make one of those buildings fire rated for any use.

Mr. Stroh stated he will get some figures and plans together on that.

Mr. Stroh stated he hopes to be ready to advertise for bids the first part of April.

Mr. Dobberstein stated with regard to the demolition process, Legend Technical Services conducted the asbestos analysis on Hangars #8. He stated they did find asbestos in the ceiling tiles and pipe fittings, etc. There is also some asbestos in the boiler in Hangar #3. He stated he has instructed Mark at Legend to proceed with getting bids for removal. He stated we cannot get a demolition permit without this documentation.

Mr. Stroh stated the demolition will be included in the construction contract which should eliminate any problems involved with hiring a separate contractor for that portion of the project.

Received Update from Flint Communications Regarding Airport Marketing Program:

Christy McLachlan and Laura Zable, Flint Communications, were recognized. Ms. McLachlan distributed a summary of expenditures for the marketing program to date. She stated we have spent the \$25,000 provided by the Denver International Airport and Hector Airport has contributed \$1,685 to date and has the remainder of the \$25,000 matching funds yet to spend.

Chairman Pawluk stated he would like to see us spend the remainder of these funds promoting the increased service and come out with the advertising in advance of the new flights.

Ms. McLachlan stated the original requirement was that the matching funds with Denver be spent within a one year period but she thinks we will be able to get them to extend that.

Ms. McLachlan stated some of the Denver money has been set aside to be used for a Denver tourism representative to come to Fargo to attend chamber events, travel promotion, etc.

Ms. McLachlan stated if we decide to go ahead with another postcard they would not recommend changing the postcard.

Ms. McLachlan stated as far as the budget for 2000, they had been looking at about \$50,000 but Mr. Dobberstein had mentioned \$125,000. She stated she would suggest something similar to what we had in 1999.

Mr. Dobberstein stated at the time he was preparing the 2000 budget back in June of 1999 he just included a figure of \$125,000 but we can deviate from that.

Mr. Walstad asked if we have been able to measure the success of this campaign.

Mr. Dobberstein stated we cannot measure it directly but traffic was up significantly in 1999 over 1998, even taking the strike into consideration, and up more than any other airport in the state. He stated he does not feel there is any question that this campaign has definitely increased the awareness of the people in this region of what Hector International Airport has to offer. He added that he would like to see us expand our efforts and advertise in more area newspapers.

Chairman Pawluk stated he would like to see us continue with our Denver promotion and make the same offer to Northwest Airlines and Chicago.

Mr. Dobberstein stated we did make the same offer to Northwest and they were not interested. He stated he will correspond with them and make the offer again.

After further discussion, Chairman Pawluk recommended we defer the decision on our general airport advertising campaign but that we continue with our Destination Denver program, which he stated he felt was effective. He added that he did not feel the same about the "Al Timeter" promotion.

Gen. Macdonald stated he agrees with Mr. Dobberstein that advertising in the small town area newspapers is effective.

Mr. Walstad clarified that he is no longer in the billboard business and added that he feels that billboard advertising, especially in surrounding smaller towns, is very effective.

Chairman Pawluk stated he would like to see our advertising campaign educate the public to the fact that there are options at Hector Airport with two airlines flying into three hubs.

After further discussion, it was the consensus that we continue with the Destination Denver coop program and give further consideration to our approach for the general advertising campaign.

Other Business:

Gen. Macdonald stated he would like Attorney Stewart to clarify some matters on zoning. He stated under state law the Airport Authority is a body corporate and politic, and he asked what authority we have in the way of zoning. He stated he is not interested in being told we are part of the Fargo Zoning Commission. He stated he wants to know if this Authority, under state law, has any zoning authority at all.

Attorney Stewart stated he will do some research and give the board a report on that. He stated back when the Airport Authority was being formed, under state law, on some issues, we had to ally with other jurisdictions around us.

Gen. Macdonald stated he is concerned that what is happening to every other airport in the country is happening to us, and that is we keep getting surrounded by houses. He stated the City wants to have more density because it becomes cheaper for them to put in streets. He stated sooner or later we are going to run into concerned citizens who want to know why we are going to put in a runway that impacts on their houses, when in fact that runway has been on the master plan for many years and nobody, including the zoning commission, pays any attention to it. He stated if we were on the zoning commission we would have been asking for years why they are putting houses on the end of a runway.

Mr. Dobberstein stated the Airport Authority opposed the housing development just east of the airport off Runway 8/26 but it fell on deaf ears and they did not care.

Gen. Macdonald asked if we should be going to the legislature asking them to consider giving airports certain power when it comes to zoning in areas impacted by the airport.

Gen. Macdonald stated he feels protecting this airport and its environment is the single most important thing this board can do. He stated there are all kinds of things we can do to protect the area around the airport.

Mr. Dobberstein stated right now Jim Gilmour and Cindy Gray at the Planning Office are well on board with this same issue.

Chairman Pawluk stated a political situation can change that.

Chairman Pawluk stated he agrees that protecting the airport and the land around it is the single most important issue for the Airport Authority and with Gen. Macdonald's help we will keep it at the front.

Adopted Resolution of Appreciation to the North Dakota Aviation Council:

Gen. Macdonald offered the following resolution and moved its adoption:

WHEREAS, We have just completed the 2000 Upper Midwest Aviation Symposium "Landings 2000", in Fargo, North Dakota, and

WHEREAS, The North Dakota Aviation Council did an excellent job in sponsoring, planning and hosting this event, and

WHEREAS, The symposium was well attended and beneficial to all who attended.

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority of the City of Fargo, North Dakota does hereby congratulate the North Dakota Aviation Council on an excellent symposium and does hereby invite the symposium to be held in Fargo in the future.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent records of the proceedings of the Municipal Airport Authority and that a copy of said resolution be forwarded to the North Dakota Aviation Council.

Second by Mr. Walstad.

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

Received Commercial Service Airport of the Year Award for 1999:

Chairman Pawluk stated he would like to officially receive the Commercial Service Airport of the Year Award for 1999, awarded to Hector International Airport, and commended the Executive Director and his staff for the job they have done to make this an airport of which we can be proud.

Other Business:

Gen. Macdonald suggested we write the ND Aviation Council inviting them back to Fargo for the symposium.

Chairman Pawluk stated he feels the symposium could be held in the Fargodome and then we could have airplanes on display.

Gen. Macdonald also suggested the next time the symposium is in Fargo the banquet could be held at the Fargo Air Museum.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, March 28, 2000, at 9:00 a.m. in the Airport Boardroom.

Time at adjournment was 10:32 a.m.

Regular Meeting

Tuesday

March 28, 2000

---

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 28, 2000, at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Walstad, Clark, Macdonald, Pawluk

Absent: Anderson

Others: Stewart, Bromenschenkel

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 9, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held March 9, 2000, were approved without objection.

Approved the Airport Vouchers Totalling \$28,109.32:

Mr. Walstad moved to approve the airport vouchers totalling \$28,109.32.

Second by Dr. Clark.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$65.00 to Ulteig Engineers, Inc. for Partial Payment Request (Final) for engineering services in connection with 1999 Improvements - Terminal Apron Rehabilitation, Taxiway B3 Reconstruction, Concrete Pavement Reconstruction and Rehabilitation, Project 3-38- 0017-22.

Second by Dr. Clark.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc:

Gen. Macdonald moved to approve the individual voucher in the amount of \$114.83 to Ulteig Engineers, Inc. for Partial Payment Request (Final) or GPS-GIS Survey and Mapping, AIP Project No. 3-38-0017-22.

Second by Dr. Clark.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$589.50 to Ulteig Engineers, Inc. for Partial Payment Request (FINAL) for engineering services in connection with the 1999 Airport Improvements, AIP Project No. 3-38-0017-23, Design, Plans and Specifications and Construction Services.

Second by Dr. Clark.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to T.L. Stroh Architects, Ltd.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,352.85 to T.L. Stroh Architects, Ltd. for reimbursable expense for survey work conducted by Ulteig Engineers, Inc. for the Southeast General Aviation Area Hangar Project.

Second by Dr. Clark.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to McDonald Contract Services:

Gen. Macdonald moved to approve the individual voucher in the amount of \$36,000.00 to McDonald Contract Services for partial payment request for the Eastside Terminal Tower Demolition Project.

Second by Dr. Clark.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual voucher to MTI Distributing:

Gen. Macdonald moved to approve the individual voucher in the amount of \$31,412.00 to MTI Distributing for the purchase of a Toro Groundsmaster Mower (bids received 1-11-00).

Second by Dr. Clark.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$9,915.89 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with Runway 8/26 and Taxiway C Extension, AIP Project No. 3-38-0017-24.

Second by Dr. Clark.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$11,756.34 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the Airport Master Plan Update.

Second by Dr. Clark.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$3,612.92 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the County Drain #10 Box Culvert Project.

Second by Dr. Clark.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$6,693.95 to Ulteig Engineers, Inc. for Watermain/Sanitary Sewer Replacement and Parking Lot Repair, Eastside Terminal.

Second by Dr. Clark.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Received Notice from the FAA Approving PFC Use Application from Runway 8/26 Safety Area Culvert Project:

The communication from the Federal Aviation Administration approving the PFC use application for the Runway 8/26 Safety Area Culvert Project was received and filed without objection.

Authorized Ulteig Engineers, Inc. to Prepare Our Next PFC Application Process:

Mr. Dobberstein explained that currently we have two PFC applications for which we are collecting funds. He stated the first application was submitted in 1996 and we are nearing the completion of collecting funds. He stated one of the projects covered under this PFC application is the construction of the box culvert for the Runway 8/26 safety area. He stated when that collection is completed we will begin collecting about \$1.3 for the second PFC application.

Mr. Dobberstein stated since these first two PFC applications we have had a number of other projects we have completed or will be undertaking in the future and this is the next step in the process to present those projects to the FAA and the airlines in order to make sure that our collection authority does not expire. He stated that with the new legislation (AIR21) that will hopefully be signed into law soon, will allow airports to increase their PFC from \$3.00 to \$4.50, which will expedite our collection time period. He stated some of the projects we could submit would be the passenger boarding bridge, the new carpet in the terminal, the restroom remodeling project along with AIP projects we will undertake.

Authorized Ulteig Engineers, Inc. to Prepare Our Next PFC Application Process (Continued):

Mr. Dobberstein stated Ulteig Engineers prepared the previous two PFC application and he contacted Mr. Wes Schon on this application and he estimates the fee for the preparation of this third PFC will be about \$7,500. He added that 100% of this fee is recoverable through the PFC funds. He stated he would like the board to authorize Ulteig Engineers to proceed with the application process.

Mr. Walstad moved Ulteig Engineers, Inc. be authorized to proceed with the PFC application process.

Second by Dr. Clark.

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

Received Communication from Paul Bernabucci Advising of Hangar Lease Reassignment:

Mr. Dobberstein stated we received a communication from Paul Bernabucci advising of a change in his hangar lease assignment from American Federal to First International Bank.

The communication was received and filed without objection.

Authorized Purchase of Additional Pickup for the Airfield Operations Staff:

Mr. Dobberstein stated this request for an additional pickup for the airfield operations staff has been pending for some time. He stated we obtained a quote late last year from Corwin Automotive, who has the current State bid for vehicles. He stated the quote for a 2000 Dodge Ram four wheel drive was \$18,276. He stated with the purchase of this unit we will turn our existing vehicle with more than 100,000 miles into a utility vehicle. He stated it is also our plan to replace our main airfield service vehicle.

Chairman Pawluk suggested that if it is not long before the 2001 models come out we might consider waiting just a short time.

Mr. Dobberstein stated we could check into that and if there is an advantage we would wait for a 2001.

Mr. Walstad moved to approve the purchase of a Dodge pickup as proposed.

Second by Gen. Macdonald.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Received Communication from Hertz Car Rental Requesting Expansion of Car Rental Parking Area:

A communication dated March 13, 2000, from Mr. Steve Hansen, President, Hansen Lease & Rental (Hertz) requested the Authority's attention to the inadequate rental car parking situation.

The communication was received and filed without objection.

Also provided was an opinion of cost provided previously by Ulteig Engineers.

Chairman Pawluk asked Mr. Mark Hovde, Manager, to comment on the request.

Mr. Hovde was recognized and stated he has discussed the situation with their owner and Mr. Dobberstein. He stated the car rental areas are experiencing a parking crunch. He stated they recently expanded their parking into the overflow area. He stated when their fleets return at the end of the week they have no room for cars. He stated they are asking the board to update the parking and consider this during the master plan process. He stated the proposed service facility would provide some additional parking as well.

Chairman Pawluk stated this is an issue that the Authority will definitely consider with respect to the Airport Master Plan. He stated it is probably also a good time to look at our long term parking lot. He stated it has been suggested that part of an expanded long term lot be used for rental car overflow. Chairman Pawluk

Received Communication from Hertz Car Rental Requesting Expansion of Car Rental Parking Area:  
(Continued)

added that might not be the best option for the rental agencies.

Mr. Hovde stated that might not be the best option but anything would be better than the current situation.

Mr. Dobberstein stated he agrees additional parking is needed but he feels we need to do some research on what would be the best solution.

Mr. Hovde stated each operator currently has 38 stalls in the customer lot including the overflow spots which have now been assigned.

Gen. Macdonald stated he would support extending the present rental car parking lot to the west toward the drainage ditch. He added that he feels this is something we could go ahead with this summer.

Mr. Dobberstein stated he will discuss this further with the car rental agency owners and Mr. Synhorst and report back to the board.

Received Communication from North Dakota Adjutant General's Office:

The communication dated March 22, 2000, from Brigadier General Ronald L. Gangness, Assistant Adjutant General, was received and filed without objection.

Mr. Dobberstein stated when Hangar #2 which was leased to the ND Air National Guard was damaged in the 7-4-99 storm and subsequently demolished, the ND Counter Drug Helicopter Division was displaced. He stated their group had expressed interest in hangar space on the airport. He stated right now they are leasing space from Mr. Bernabucci on the north end of the airport and have a one year renewal option in August. He stated this is one of the organizations that had expressed interest in one of the proposed hangars in the southeast general aviation area. He stated since that time he has spoken to the properties people with the Guard Bureau and they have indicated there is no way they can commit to a long term lease since the funding of this program is on a string year to year. He stated when it comes time to renewing their lease with the present lessor they will look at other opportunities on the airport.

Mr. Dobberstein stated that in his letter Gen. Gangness also requested that in our master plan process we consider an access taxiway off Taxiway A to their facility on the northwest corner of the airport. He stated this taxiway could provide access to a loading ramp capable of handling fixed wing aircraft and to a possible Army National Guard hangar facility.

Received Update from T.L. Stroh Architects Regarding Proposed South General Aviation Area Hangar Project and Approved Agreement with T.L. Stroh to Proceed with Plans/Specifications and Advertisement for Bids:

Mr. Terry Stroh, T.L. Stroh Architects, was recognized and distributed current drawings for the proposed hangar. He stated this plan shows the entire building to be 208' in length, or six feet away from the existing office structure. He stated they have updated the estimate, which is slightly more than original because of the change in size, the pre-cast concrete, electrical construction and the doors (bifold vs. bypass).

Mr. Stroh stated right now we are trying to determine how we can build as close to the existing apron while destroying as little of the existing apron as possible. Mr. Stroh stated he also explored the possibility of the additional bathroom for public use and have estimated an additional cost of \$14,000.

Mr. Stroh stated they are pretty much on target of being 95% complete by next Tuesday. He stated there are some issues with Mr. Lundeen's plans and asked Mr. Dobberstein to explain those.

Received Update from T.L. Stroh Architects Regarding Proposed South General Aviation Area Hangar Project and Approved Agreement with T.L. Stroh to Proceed with Plans/Specifications and Advertisement for Bids: (Continued)

Mr. Dobberstein stated Mr. Lundeen has not had a chance to meet with his builder to discuss pricing and budget issues. He stated there is a possibility that Mr. Lundeen may not want to build a 200' hangar but rather something smaller, perhaps 180', 160' or 140'. He stated if Mr. Lundeen's hangar is 140' there is an opportunity to make the other hangar units larger or move the footprint over.

Chairman Pawluk asked if Mr. Lundeen is committed to building.

Mr. Dobberstein stated he spoke with Mr. Lundeen yesterday and the earliest he will be able to meet with his contractor is late Wednesday or Thursday. He stated our next meeting is April 11 and if Mr. Lundeen significantly changes his plan we may have to call a special meeting if the board wants to consider changing the size of the hangars. Mr. Dobberstein stated if the board decides today that it does not want to change the size we will move forward.

Chairman Pawluk stated he does not see any reason the board would want to change the size of the hangars. He stated he wants to avoid leaving gaps of land on which nothing could be built. He stated if Mr. Lundeen is not going to build we will move closer to his existing building and begin construction there.

Gen. Macdonald stated he agrees with Chairman Pawluk that he does not want to see us leave gaps of 20 or 30 feet of land. He asked Mr. Stroh if he checked on what additional it would cost to make the heated hangar space up to code for a paint facility.

Mr. Stroh stated it would not cost a lot extra to meet the fire code. He stated the greatest expense would be in the mechanical equipment which could be added later. Gen. Macdonald stated he would like to see the fire code requirements met in an alternate bid so we can make a decision at that time. He added that he does not see any reason to make the two hangars bigger.

Mr. Stroh stated from what he has heard so far the opinion from people who might lease a hangar is "the bigger the better." He stated 120' might be more desirable than 104'. He stated the reason we ended up sneaking the building as close to the existing office structure as possible was so we could have bypass doors that have pockets and still have a door on either side. He stated now it is a matter of deciding if the board would want to increase the size of the hangars.

Mr. Emory Babolian, Fargo Aero Tech, was recognized and stated 100' is not a bad size hangar for most situations, but 110'-120' is usually of some benefit.

Gen. Macdonald stated the development on the north end of the field was meant to encourage the large aircraft to locate there and it may be in the airport's best interest to not make it easy for them to be on the south end of the field.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated that they continue to build business jets larger he feels it would behoove the Authority to maximize the building space. He stated an additional 20' would increase the types of aircraft a hangar could accommodate.

Gen. Macdonald asked Mr. Stroh if we could delay this until we find out what Mr. Lundeen plans to do.

Mr. Stroh stated we could delay it but he would not recommend delaying it too long. He stated he has had a number of contractors express interest in this project and quite a few of them are looking for work right now but that is not going to be the case for long.

Chairman Pawluk stated he feels the board can make the decision now and if something changes in the next week we can deal with that. He stated if we make a decision today it will give Terry the go ahead to put this out on the street.

Mr. Stroh stated we cannot really do anything until the size of the building is determined.

Received Update from T.L. Stroh Architects Regarding Proposed South General Aviation Area Hangar Project and Approved Agreement with T.L. Stroh to Proceed with Plans/Specifications and Advertisement for Bids: (Continued)

Mr. Stroh stated it was their plan to have a meeting at the 95% completion point with our engineers which would give them the rest of the week to reach 100%. He stated they would put it out for printing the following week and then get it out on the street. He stated changing the size on a building like this is not a real big deal but if the size were going to change they would not do any more work on it until that is determined.

Chairman Pawluk stated all of the planning we have done has been for a building the size that is proposed now and he feels we should go ahead with that unless there is a compelling reason to do otherwise. He stated he feels the building as proposed is a generous size.

Mr. Stroh stated another decision that needs to be made whether or not the additional bathroom will be included.

Mr. Dobberstein stated Mr. Anderson had some strong feelings on this bathroom and he does not favor the public sense of the bathroom as it obligates either the tenant or the Authority to clean it and felt it would create more problems.

Chairman Pawluk stated there really are no facilities available on the southside except for Flight Training. He stated that is somewhat of an imposition for Flight Training as they are not an FBO but they have been gracious in letting people use their facilities. He stated anyone with a blue airport access card could be given access to the Eastside Terminal from the ramp but that opens a host of problems with people being in the building after hours. He stated he feels there should be some facilities available for people in that area.

Gen. Macdonald stated he does not feel it is a problem for people who operate on the southeast side. He stated if you are operating there you know where there are bathrooms. He stated he would see the problem being with transient pilots/passengers. Mr. Walstad moved to proceed with the hangar plans as proposed and that the additional bathroom be included as an alternate.

Second by Dr. Clark.

Gen. Macdonald stated he would like to see the additional bathroom as an alternate at best.

Chairman Pawluk stated we could allow the tenant access to the restroom with the addition of another door.

Mr. Stroh stated that would cause a security breach for the tenant. That would allow someone to be in a closed environment where no one could see you. Someone could enter the hangar through that door and you would then be in a battle with your tenant.

Gen. Macdonald asked Mr. Walstad to clarify that his motion called for the restroom to be an alternate.

Mr. Walstad indicated that was correct.

Chairman Pawluk stated as far as the security issue, we could install an access system and then at least you would have a record of who entered.

Gen. Macdonald stated he could not support that.

Mr. Jim Sweeney stated as a potential tenant of those hangars he would not be in favor of a public restroom being part of their lease and they certainly would not be interested in maintaining it. He stated in addition to the restroom in the Eastside Terminal there are a number of other restrooms in private hangars. He stated the hangar owners in the south general aviation area have the option of installing restroom.

Chairman Pawluk stated he feels this is a need that should be addressed and he feels it is appropriate to address it. He stated when the FBOs were operating on the south end of the field this was not a problem.

Gen. Macdonald asked that the motion be read again.

The motion was read as follows:

"Mr. Walstad moved to proceed with the hangar plans as proposed and that the additional bathroom be included as an alternate."

Received Update from T.L. Stroh Architects Regarding Proposed South General Aviation Area Hangar Project and Approved Agreement with T.L. Stroh to Proceed with Plans/Specifications and Advertisement for Bids: (Continued)

Chairman Pawluk called for a vote on the motion.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Gen. Macdonald moved to approve the agreement with T.L. Stroh Architects to proceed with the plans/specifications and advertisement for bids.

Second by Mr. Walstad.

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

Received Update on Airport Master Plan from Ulteig Engineers, Inc. and Coffman Associates:

Mr. Steve Synhorst, Ulteig Engineers, Inc., introduced Mr. Steve Wagner, Coffman Associates, who is the firm hired to do the Airport Master Plan Update for Hector Airport.

Mr. Wagner was recognized and stated he is a principal at Coffman Associates and worked on Hector Airport's Master Plan in 1991. He stated the purpose of an Airport Master Plan is to take a 20 year look into the future to anticipate what an airport will need. He stated this addresses the needs of both commercial operators as well as general aviation. Mr. Wagner stated we really need to look at everything so we start by developing a long range forecast of the 20 year demand then analyzing the facility needs, based on current design standards. He stated the design standards have changed considerably since the last study nine years ago. He stated we will then look at some development alternatives and the best way to meet some of those needs, and then finally put together some updated airport layout drawings and a financial plan which includes detailed capital improvement program planning.

Mr. Wagner stated in this study we will also be including new aerial photography and mapping of the entire airfield and the approaches. He stated we did not really have that nine years ago and in talking with Ulteig we did not really have something that covered everything, particularly some of the facilities that have been built on the airfield in the last five years. He stated as soon as the weather gets a little nicer and things green up we are going to have companies shoot everything and then it will take them a period of two to three months to do all of the mapping. He stated then by summer we should have a product that we can use as a basis for updating our layout drawings and the approach drawings for the airport.

Mr. Wagner stated they are hoping to have most of the elements of the study completed by September. He stated they will try to schedule the coordination meetings at the same time as the board meetings, which is what they did nine years ago. He stated we have also set up a Planning Advisory Committee, which has proven beneficial. He stated the first meeting of that committee is immediately following this meeting.

Mr. Wagner stated that Mr. Dobberstein had asked him to jump ahead in the process due to the pending study on Cass County Road 20, and do some evaluation on runway length requirements.

Mr. Wagner reviewed some of the statistics on passenger boardings, operations, cargo, etc.

Mr. Wagner stated projections of passenger traffic affect the sizing of facilities in the terminal area and that is something we will be taking a look at in the next segment of our study. He stated what they have used as far as a passenger

Received Update on Airport Master Plan from Ulteig Engineers, Inc. and Coffman Associates:  
(Continued)

projection is an average line between a range of projections we would anticipate for the future. He stated the thing they try to stress is not to get hung up on what the number will be in five years or ten year. He stated in the next step in the process is to determine the facilities needed at certain levels of enplanements rather than when numbers will reach those levels.

Mr. Wagner stated the FAA has to approve their forecasts so if the forecasts are too aggressive the FAA will not approve them.

Mr. Wagner stated as far as the evaluation of the runway length, they looked at some potential stage lengths out of Fargo and the type of cargo aircraft that might use the airport. He stated they did some study on the routes or destinations of cargo out of Fargo and also the types of aircraft the cargo companies are ordering. He stated the types of aircraft that cargo companies are moving into are more efficient aircraft than they have used in the past. He stated these more efficient aircraft burn less fuel and require less runway length. He stated the only aircraft that have some limitations are the oldest ones, such as the older 747's. He stated the newer 747-400 freighter aircraft really have no limitations out of this airport.

Mr. Wagner stated their analysis of cargo aircraft that would possibly operate out of this airport really did not have any significant limitations. He stated summarizing that analysis and all of the aircraft they looked at, they feel the existing 9500 feet is adequate to serve the anticipated cargo demand for the next 20 years and we probably really don't need to provide for any further extension.

At the beginning of the Planning Advisory Committee Meeting Chairman Pawluk verified with the members present that they had no interest in pursuing an extension of Runway 17/35. Chairman Pawluk indicated that Mr. Dobberstein would inform Metro COG to proceed with the Cass County 20 Corridor Study as originally planned.

The meeting was adjourned until the next regular meeting to be held Tuesday, April 11, 2000 at 9:00 a.m. in the Airport Boardroom.

Time at adjournment was 10:25 a.m.

Regular Meeting

Tuesday

April 11, 2000

---

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 11, 2000, at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Walstad, Anderson, Clark, Macdonald, Pawluk

Absent: None

Others: Stewart

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 28, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held March 28, 2000, were approved without objection.

Approved the Airport Vouchers Totalling \$19,836.81:

Mr. Walstad moved to approve the airport vouchers totalling \$19,836.81.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to T.L. Stroh Architects, Ltd.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$30,875.00 to T.L. Stroh Architects, Ltd. for partial payment request for architectural services for the southeast general aviation area hangar project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Gen. Macdonald moved to approve the individual voucher in the amount of \$678.24 to Foss Associates for partial payment request for architectural services in connection with the Eastside Terminal Tower Demolition Project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Gen. Macdonald moved to approve the individual voucher in the amount of \$466.31 to Foss Associates for partial payment request for architectural services in connection with the Westside Terminal Restroom Renovation Project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Received Update from Fargo Aero Tech Regarding Proposed Hangar Project:

Mr. Gerald Noble, Olaf Anderson & Son, was recognized and stated he is here on behalf of Mr. David Lundeen, Fargo Aero Tech.

Mr. Noble stated they have prepared drawings for both a 160' x 120' and a 140' x 120' hangar. He stated Mr. Lundeen would like to use standard metal panels on the building because of cost but would consider architectural panels on the south elevation only. He presented samples of a metal panel that would have a pre-cast concrete look.

Dr. Clark now present.

Chairman Pawluk asked Mr. Stroh for his comments on the metal panels.

Mr. Stroh stated he knows Mr. Lundeen has some concern about dollars on this project. He stated in his opinion you will not be able to tell from a distance that the panel has a concrete-look texture so he is not sure that would be a wise use of Mr. Lundeen's money. He stated there is probably something in between a metal building panel and a nicer architectural metal panel for the front of the building. He stated he does not see a great advantage to going with the concrete look panel.

Chairman Pawluk stated that in order to get the uniform look of the buildings on the ramp side, the Airport Authority has offered to fund 100% of the cost for the party wall shared with Fargo Aero Tech, in exchange for Mr. Lundeen's agreement to comply with the desired appearance in the front of the building.

He stated the cost of that wall should more than make up for any additional cost he would have to match the appearance of the other hangars.

Mr. Noble stated the additional cost for pre-cast concrete on the front wall of the hangar was \$40,000-\$50,000.

Mr. Anderson stated Mr. Lundeen has explored the pre-cast concrete option and it is just not feasible. He stated this concrete-look materials was his attempt to get something close in appearance.

Chairman Pawluk stated he would suggest that we allow Mr. Lundeen to construct the building any size he wants, but we need to know the size soon so that we know where we can start our building. He stated he would like to see Mr. Lundeen and Mr. Noble consult with Mr. Stroh and come with something for the front side of the building that is acceptable with Mr. Stroh.

Gen. Macdonald stated it appears that it is not feasible to have pre-cast concrete across the entire front of the buildings. He stated his main concern is that it looks good and doesn't look like just a pole barn.

Mr. Stroh stated there are a lot of nice architectural panels out there that would work. He stated one thing that will help the whole situation is that we are matching the elevations of the buildings and that is a big part of a uniform look.

Chairman Pawluk asked Mr. Stroh to meet with Mr. Lundeen and Mr. Noble and report back to the board.

Received Update from T.L. Stroh Architects, Ltd. Regarding proposed South General Aviation Area hangar Project (Bid Dates, Tenant Vacate Notice):

Mr. Stroh distributed copies of the final drawings which will be distributed to bidders. He stated the advertisement will be published next Monday. He stated we have also sent out a number of notices to contractors, which is typically done. Mr. Stroh stated the bid date will be Monday, May 8, so we are able to make a decision at the meeting on the 9th. He stated this is not a complicated building so we should be able to review the bids and make a recommendation.

Mr. Dobberstein asked Mr. Stroh when he thought demolition would start, provided the bid process goes alright and he is able to make a recommendation for award. He stated our agreement with Valley Aviation called for a 30 day vacate notice.

Mr. Stroh stated he would anticipate demolition to start on May 15.

Mr. Dobberstein stated he will send a vacate notice on or before April 15. He also added that there will be a firm doing the asbestos abatement in the block building before that time and that should require the tenant to be out of there for a couple of days and could then move back in until May 15. Mr. Dobberstein indicated he would coordinate that with Robert Hamilton.

Mr. Stroh stated there is also the matter of abandoned underground fuel tanks we will not know about those for sure until we start digging. He added that some of those tanks are the responsibility of Fargo Aero Tech.

Mr. Anderson asked if there will be any conflict between this project and the underground utility project.

Mr. Synhorst stated the projects will be coordinated and there should be no conflict.

Mr. Anderson asked Mr. Dobberstein for an update on possible tenants for the new hangar.

Mr. Dobberstein stated Fargo Jet Center has indicated an interest in leasing the heated hangar. He stated that Attorney Stewart has recommended that we request proposals for leasing this hangar, as we did with Hangar #9.

Attorney Stewart stated the board does not necessarily have to award the lease to the highest bidder, other factors can be considered.

Gen. Macdonald moved the Executive Director be authorized to publish a request for proposals for the leasing of the new hangar and that proposals be received at the first meeting in June.

Second by Dr. Clark.

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

Gen. Macdonald asked Mr. Dobberstein to advise all of the businesses on the airport so they are aware of this.

Received Update on the Westside Terminal Restroom Project:

Mr. Dobberstein distributed copies of letters from Meinecke-Johnson and Foss Associates. He stated they had anticipated starting on the project yesterday but because of a two month delay in the toilet partitions the project has been pushed back to late May or early June. He stated they expect the project to take three weeks per level.

Chairman Pawluk stated since that would now push us into our busiest time of the year should we consider putting the project off until fall.

Mr. Dobberstein stated he would not favor that and the prices may not stay the same.

Mr. Anderson suggested that Mr. Dobberstein contact Meinecke-Johnson and see if they would hold their price for a quarter.

Mr. Dobberstein stated we can ask the question.

Received Update on Eastside Terminal Tower Demolition Project:

Mr. Dobberstein stated they are 99% complete with the Eastside Terminal Tower Demolition Project. He stated there is going to be a walk-thru with our building engineer, McDonald Contract Services and Foss Associates. He stated other than the problem a couple of weeks ago with a lot of air-borne dust the project went well. He stated all of the dust was tested by Legend Technical Services and there was no asbestos contamination.

Received Communication from Chicago Department of Aviation:

The communication dated March 27, 2000, from the Information Coordinator, Chicago Airport System, Department of Aviation, was received and filed without objection.

Mr. Dobberstein stated we extended an invitation to them to participate in a cooperative marketing program but their letter indicates no funds are available.

Considered Legislative Membership to the American Association of Airport Executives:

Mr. Dobberstein distributed a communication from AAEE explaining the Legislative Membership.

Mr. Dobberstein stated the funds raised through these membership are used to keep staff on Capitol Hill. He stated AAEE did a fantastic job this year keeping the airports advised on what was going on in Washington. He stated this program has been around for many years but we have not participated previously. He stated the Bismarck airport has been a member for a while. He stated AAEE is encouraging further participation.

Gen. Macdonald stated that since the airport is a member of this organization he feels it is appropriate for us to participate in this legislative membership.

Dr. Clark stated it has been her experience that membership fees in an organization typically cover the costs of taking care of the members, sending out publications, etc. He stated she feels the \$1,000 fee sounds reasonable compared to some of the fees she has seen for other organizations.

Gen. Macdonald moved the Airport Authority approve the AAEE 2000 Legislative Membership, see what benefit it is over the year and address it again next year.

Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, April 25, 2000, at 9:00 a.m. in the Airport Boardroom.

Time at adjournment was 9:48 a.m.

Regular Meeting

Tuesday

April 25, 2000

---

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 25, 2000, at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Walstad, Anderson, Macdonald, Pawluk

Absent: Clark

Others: Stewart

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 25, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held April 11, 2000, were approved without objection.

Approved the Airport Vouchers Totalling \$10,999.51:

Gen. Macdonald moved to approve the airport vouchers totalling \$10,999.51.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Walstad moved to approve the individual voucher in the amount of \$650.00 to Ulteig Engineers, Inc. for testing services conducted by Midwest Testing for the southeast general aviation area hangar project.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Fargo Electric Construction:

Mr. Walstad moved to approve the individual voucher in the amount of \$2,147.82 to Fargo Electric Construction for the relocation of security cable in the southeast general aviation area.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to McDonald Contract Services:

Mr. Walstad moved to approve the individual voucher in the amount of \$27,900.00 to McDonald Contract Services for payment request (final) for the Eastside Terminal Tower Demolition Project.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Walstad moved to approve the individual voucher in the amount of \$4,050.00 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the GIS portion of AIP Project 3-38-0017-22.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Received Update on Southeast General Aviation Area Water/Sewer Replacement Project, Box Culvert, and Airport Service Road, and Authorize Advertisement for Bids:

Mr. Steve Synhorst, Ulteig Engineers, was recognized and stated they are about 85-90% complete with the plans for the water/sewer project in the southeast general aviation area. He stated they plan to advertise the project starting May 8 with a bid date of June 1 and an award date of June 13.

Mr. Synhorst stated we are planning two perimeter roads to be constructed this year. He stated the first road would be for traffic from the north general aviation area to the terminal area, which would run from Taxiway B north past the localizer coming back down and meeting with Taxiway A. He stated the second road for traffic between the north and south general aviation areas will connect with Taxiway C, running south along the fence and then to the west tying in with Taxiway B.

Mr. Dobberstein stated although the three runway incursions that occurred last year would not have been prevented by a service road, this is a high priority for the FAA. He stated that we will also be installing wig-wags, which are flashing yellow lights located at the hold short lines at runway intersections.

Mr. Synhorst stated the perimeter roads will be used mainly by fuel trucks going from the north general aviation to both the south general aviation area and the air carrier ramp. He stated that the FAA is trying to eliminate as many runway crossings as possible.

Mr. Synhorst stated they plan to begin advertising of the perimeter road project on May 15 with a bid date of June 8 and the award also on June 13.

Mr. Synhorst stated the box culvert is a PFC project. He stated he has a meeting set up with the City of Fargo next week to discuss the flow rates, etc. He stated the City has done some improvements on the drains that feed into Drain #10, which now increases the flow rate from 900 cubic feet per second to 1240 cubic feet per second so the size of the box culvert structure will have to be increased. He stated they would like to advertise this project starting May 22, bids received June 15 and award the project June 27. He stated this project will probably be done in August or September. He stated with the postponing of the extension of Runway 8/26 until next year we should be fine.

Received Update on Southeast General Aviation Area Water/Sewer Replacement Project, Box Culvert, and Airport Service Road, and Authorize Advertisement for Bids: (Continued)

Mr. Walstad moved to authorize the advertising for bids for the three projects as outlined, southeast general aviation area water/sewer replacement, box culvert, and airport service road.

Second by Gen. Macdonald.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Received Communication from Western Protection, Inc.:

The communication from Western Protection, Inc. dated April 18, 2000, was received and filed without objection.

Mr. Dobberstein stated we received this letter from Western Protection on April 20, advising that Western is changing the focus of their operation and have given us notice that they intend to terminate their contract with the airport. He stated they have been providing our vehicle security in front of the terminal building.

Mr. Dobberstein stated we will immediately advertise a request for proposals.

Gen. Macdonald stated he has a concern about the fact that all of the funds from tickets issued at the airport go into the City's general fund and we see none of that money, yet we pay for the guard writing the tickets.

Mr. Dobberstein stated we have asked the City of Fargo Finance Department that question before and the answer has been no. He stated he knows that NDSU receives a portion of the revenue from tickets they issue.

Gen. Macdonald stated he was in favor of the Airport Authority abolishing its mill levy through the City, but issues such as this and the recent matter with the property tax assessment on the tenant farmers make him change his opinion on that.

Authorized Attendance at All-America City Events, June 1-4, 2000, Louisville, KY:

Mr. Dobberstein stated that Fargo and Moorhead have been selected as finalists in the All-America City Program and Mr. John Campbell, F-M Chamber of Commerce, has assembled a group of 50 representatives to attend the event in Louisville, KY, June 1- 4, 2000.

Mr. Walstad moved the Airport Authority authorize Mr. Dobberstein to attend the All-American City event in Louisville, KY, June 1-4, 2000.

Second by Mr. Anderson.

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

Received Update on Proposed Fargo Aero Tech Hangar:

Mr. Emory Babolian, Fargo Aero Tech, was recognized and stated he was supposed to have a letter to submit to the Airport Authority with their intentions for the proposed hangar but as of yesterday there has been a change in the exterior of the building. He stated Olaf Anderson & Son has submitted new drawings showing the rear of the building to be the same height as the new buildings that will be adjacent.

Chairman Pawluk asked Mr. Terry Stroh to review the proposed solution.

Mr. Terry Stroh was recognized and reviewed his proposed solution so that the site line of the Fargo Aero Tech hangar is even with the other two buildings. He stated both Mr. Noble and Mr. Anderson, Olaf Anderson & Son, have agreed it can be done.

Gen. Macdonald moved to approve the concept of the plan presented today for the proposed Fargo Aero Tech hangar, subject to Mr. Stroh's final approval of the outlined changes, and subject to later approval of color scheme.

Second by Mr. Walstad.

Received Update on Proposed Fargo Aero Tech Hangar: (Continued)

Members Walstad, Macdonald, and Pawluk voted aye.

Absent and not voting: Clark

Mr. Anderson abstained.

The motion was declared carried.

Reviewed FAA Capital Improvement Program Project List:

Mr. Dobberstein stated he and Mr. Synhorst have prepared a first draft of our Capital Improvement Plan for the board's review. He stated our expected entitlement funds for 2000 will be \$902,086, and the FAA advised us to plan for \$1.8 million in 2001.

Mr. Synhorst stated the projects for this year include the Airport Master Plan and the construction of the airport perimeter roads. He stated there will be a small amount of money left after these two projects and we are going to see if the FAA will allow these funds to be applied toward soil testing and engineering for the Runway 8/26 project, and these tests have been completed.

Mr. Synhorst stated for 2001-2002 we are looking at extending Runway 8/26 and Taxiway C. He stated this project was postponed due to the lack of available discretionary funding. He stated we are also looking at some rehabilitation on Taxiway G and the south general aviation area aprons.

Mr. Synhorst stated the plan shows for 2003 Phase II of the Air Cargo Apron and engineering for the reconstruction of the primary runway (17/35). He added the reconstruction of Runway 17/35 is shown for 2004-2005.

Mr. Synhorst reviewed the remainder of the projects through 2010 as follows:

2006 - Taxiway cross-over

2006 - Acquire small parcel of land

2006 - Environmental Assessment for Runway 17L/35R

2007 - Relocate Cass County Road 20

2008 - Taxiway E from Runway 8/26 to the terminal

2009-2010 - Construct Runway 17L/35R

Gen. Macdonald stated he would rather see us continue to extend Runway 8/26 and the taxiway to the terminal and eliminate 17L/35R from the plan. He stated he does not think we will have the traffic to support 17L/35R and we will also not have recovered our investment from Runway 13/31 for some time.

Mr. Synhorst stated just because an item is on the CIP does not mean we are obligated to a project.

Gen. Macdonald stated he understands that but he feels it gives that perception.

He stated he would rather see us concentrate on getting Runway 8/26 extended to maximize its use and also the taxiway associated taxiway.

Chairman Pawluk stated he would support that.

Mr. Dobberstein stated snow removal equipment is a fairly low priority so the FAA Bismarck office has encouraged us to use the PFC process to acquire two plow trucks and a sander truck to replace two old motor graders we currently have. Mr. Dobberstein suggested we could transfer funds from our operations and maintenance fund in to the improvement fund, then recover the funds via the pending PFC. He stated one of these units is already included in one of our PFC applications and then include the other two in a future application. He stated he hopes to have specifications ready by the last meeting in May.

Mr. Dobberstein stated we now qualify for cargo entitlement funds, although we don't know how much that will be. He stated he would anticipate probably \$100,000 per year.

Mr. Dobberstein stated he would incorporate the changes discussed today and at the next meeting have a final draft of the Capital Improvement Plan.

Received Communication from Hansen Lease & Rental (Hertz) Requesting Permission to Construct a Service Facility:

The communication from Hansen Lease & Rental (Hertz) was received and filed without objection. Car rental representatives present were as follows:

Mark Hovde, Hertz  
Tom Ryan and Darren Leier, Budget  
Maurice Lamb, National

Mr. Mark Hovde was recognized and stated they are finally coming forward with a proposal to move ahead and construct a service facility. He stated all they are looking for today is for the board to approve the concept and guarantee Hansen Lease & Rental that they would be able to lease land on the airport. He stated with this guarantee they would move ahead with the hiring of an architect.

Mr. Hovde stated he feels there is some urgency for them as next summer University Drive north of 19th Avenue to County 20 will be under construction and that limits their access to gas. Mr. Hovde stated their business is good and they are prepared to move ahead with the service facility. He stated they feel they are here for the long run and they are prepared to build.

Mr. Hovde stated as far as location, he and Mr. Dobberstein have discussed the area to the west of the maintenance shop and if that is the location the board approved he would like to see that decided before the soccer complex seeds that area. He stated the main objective is to be as close to the terminal as possible but they are flexible on the location.

Chairman Pawluk asked the board members if we are prepared to tell Hertz to go ahead with their plans for a building and secondly, can we tell them where the building will be located. He stated he feels we can at least guarantee that we will have land available for lease. Chairman Pawluk stated one major reason we are not able to approve a location today is the fact that we are in the process of updating our Airport Master Plan and that issue has not yet been addressed.

Chairman Pawluk stated he would not be in favor of taking the land away from the soccer field at this point. He stated one major advantage to having the facility near the maintenance shop is the ability to utilize the fueling facility at the shop.

Mr. Hovde stated they are willing to help recoup the cost of a card reader system for a fueling facility. Chairman Pawluk stated he does not feel the fuel facility will be an issue.

Chairman Pawluk stated the location we choose will have to take into consideration the possibility of other rental agencies wanting to building facilities as well, whether they be free standing buildings or additions to the first building.

Mr. Hovde stated their request is for Hertz only, he is not speaking on behalf of the other agencies. He added that if they are going to build, they are going to build for the future and they are confident they will be here for the next 20 years.

Gen. Macdonald asked the other representatives about their plans.

Mr. Lamb was recognized and stated he would like to stay where he is now.

Mr. Tom Ryan was recognized and stated they are in a partnership with two other agencies at the airport in Sioux Falls, (Avis and National). He stated 20 years ago Budget, Avis and National built a combined facility with a car wash and a fuel facility. He stated each tenant has their own clean-up stall. He stated Hertz had a chance to get involved but at the time they felt they could build their own facility and do a better job. He stated they built the facility next to theirs and that was four Hertz owners ago. Mr. Ryan stated the facility in Sioux Falls is a nice situation and the operation is very efficient.

Mr. Ryan stated as far as location he would like to see it built north of the maintenance facility. He also suggested that all four agencies get together and submit a proposal. Mr. Ryan stated the proposal Hertz is presenting today is similar to the Hertz facility in Minneapolis and he does not feel the Fargo location needs a facility that large.

## Received Communication from Hansen Lease &amp; Rental (Hertz) Requesting Permission to Construct a Service Facility: (Continued)

Mr. Hovde stated they are open to suggestions and are not locked into this proposal, but they are proposing this now for the purpose of taking a step forward.

Mr. Ryan stated if the agencies were to form a partnership and build a facility, they would need a commitment from the Airport Authority that the long term plan for the airport is four car rental agencies. He stated if the Authority had plans for more agencies in the future then this facility would not work.

Mr. Dobberstein stated he has discussed this somewhat with Mr. Steve Wagner, Coffman Associates, and each of the four car rental operators will be receiving a questionnaire related to the Airport Master Plan. He added that he would like Mr. Wagner's opinion on the best location.

Mr. Dobberstein stated the car rental owners need to understand that while the Airport Authority would have no problem granting a 15-20 year ground lease, the Airport Authority is required to put out a request for proposals for the car rental counter space every five years. He stated, to be very frank, that if an airport does not provide Avis, Budget, Hertz and National you are cutting your own throat. He added that the value of the car rental business off the airport is probably nil. He stated it is the same at any other airport.

Gen. Macdonald asked if there would be anything prohibiting us from granting 10 year car rental leases.

Attorney Stewart stated we could certainly take a look at that.

Mr. Dobberstein stated the length of the ground lease is not a problem, it would be the lease on the counter space and he indicated he would review with Attorney Stewart the FAA criteria on leases.

Chairman Pawluk stated he feels the board should direct Hertz to go ahead with the preparation of building plans to be presented to the Airport Authority, knowing that the plan submitted should be designed with the possibility of being continued to include the other agencies. He stated the board cannot give Hertz a location today but that should not preclude them from proceeding with building plans.

Chairman Pawluk stated he does not feel there is any reason we cannot move forward with a plan to allow the rental agencies access to our fuel delivery system. He stated all we need is a card access system.

Mr. Hovde stated their owner has no interest in having their own facility unless the other agencies participate. He stated they would even be willing to pay above market price plus a management fee to the airport.

Gen. Macdonald stated his concern is that if all of the agencies do not participate in the beginning but three months down the road one of the other agencies changes their mind and they now want to build as well are we going to okay that or are we going to require that they tie into the existing facility. He stated the answer to that should be made clear to the other agencies ahead of time.

Chairman Pawluk stated he believes we are positioning ourselves that the only option will be for them to build in the same area and in the same style, unless there were some serious defects with the plan that was ultimately selected.

Mr. Lamb asked if the buildings would have to be connected or could they be free-standing.

Gen. Macdonald stated he does not like open spaces between buildings because they always seem to end up with junk stored in those spaces. He stated he feels the buildings should be tied together and share only a common wall. Gen. Macdonald stated he does not want to end up with buildings that are different sizes, colors, etc., or we will end up with what we are trying to eliminate in the southeast area.

Received Communication from Hansen Lease & Rental (Hertz) Requesting Permission to Construct a Service Facility: (Continued)

Mr. Dobberstein stated Steve Wagner will be here for the last meeting in May and he may be ready to talk about car rental agencies.

Gen. Macdonald suggested we even have Mr. Wagner come in a day early and meet with the car rental operators.

Gen. Macdonald stated he would be in favor of approving the card access fueling system today and moving forward with that.

Chairman Pawluk stated we should have all the details on that by the next meeting and make a decision at that time.

Mr. Anderson stated he would suggest we direct Ulteig Engineers to look at the three sites and outline the positives and negatives for each site with respect to:

- 1) space now and for the future
- 2) utilities required
- 3) surfacing required
- 4) how the traffic will affect the airport
- 5) infrastructure required

Chairman Pawluk stated he feels we should also have someone from the Park Board or the soccer program give an opinion on how this would impact them should we choose to use land they have leased.

Mr. Dobberstein stated he would contact Brad Wimmer.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, May 9, 2000, at 9:00 a.m.

Time at adjournment was 10:52 a.m.

Regular Meeting

Tuesday

May 9, 2000

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 9, 2000, at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Walstad, Anderson, Clark, Macdonald, Pawluk

Absent: None

Others: Stewart, Bromenschenkel

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 25, 2000:  
The minutes of the regular meeting of the Municipal Airport Authority were approved without objection.

Approved the Airport Vouchers Totalling \$11,619.21:

Mr. Anderson moved to approve the airport vouchers totalling \$11,619.21.

Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to KBW Associates:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,465.00 to KBW Associates for payment request for the installation of roof access on the maintenance shop.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Corwin Automotive:

Gen. Macdonald moved to approve the individual voucher in the amount of \$18,276.00 to Corwin Automotive for the purchase of a 2001 Dodge Pickup (MAA approved 3 28 00).

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to T.L. Stroh Architects:

Gen. Macdonald moved to approve the individual voucher in the amount of \$13,624.76 to T.L. Stroh Architects for payment request for architectural services for the southeast general aviation area hangar project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Received Bids and Recommendation of Award for the South General Aviation Hangar Project:

Mr. Terry Stroh, T.L. Stroh Architects, distributed a tabulation of the bids received May 8, 2000, for the southeast general aviation hangar project.

Mr. Stroh stated the low bid came in about 20% below their estimate. He stated the low bidder was Olaf Anderson & Son with a total bid of \$1,143,768.00.

Chairman Pawluk asked Mr. Anderson when he anticipated the project would start.

Mr. Anderson stated the big suppliers for both pre cast and structural are out of Minneapolis so the earliest we would get the pre cast would be mid September. He stated the earliest we would get started on the project would be July.

Chairman Pawluk stated if we are not going to start construction soon that Valley be allowed to continue to occupy the structure as long as it does not impact the construction project.

Mr. Anderson stated he does not see any problem with that.

Mr. Stroh stated there were two alternates on this project:

Alternate G 1 Toilet Room

Alternate E 1 Fire Alarm System

Chairman Pawluk stated Mr. Dobberstein has come up with a solution for the issue of the additional toilet room so he does not see any need for discussion on Alternate G 1.

Mr. Stroh stated Alternate E 1 is an upgrade for the fire alarm system. He stated the last two hangars built on the airport (Fargo Jet Center and Valley) included this type of fire alarm system and this will allow aircraft owners storing their airplanes in the hangar to receive a significant reduction in their insurance rates.

Mr. Dobberstein stated he checked with ND State Fire & Tornado as far as any advantage to our insurance rates if this upgraded system were included and it does not appear that there would be any significant premium savings to us.

Chairman Pawluk stated there does not appear to be any advantage to the owner of the building to include this upgraded fire alarm system.

Mr. Stroh stated it may be possible to wait with this decision until the board has a definite tenant and then if it would be a significant benefit to them they may want to reimburse the Authority for that cost.

Gen. Macdonald moved to award the bid to Olaf Anderson & Son and that we exclude Alternates G 1 and E 1.

Second by Mr. Walstad.

Mr. Anderson stated there is one other cost savings matter to consider. He stated the specifications include the requirement for a performance bond, which would cost approximately \$6,000. He stated if the board wanted to save that \$6,000, Olaf Anderson & Son could provide a bank letter of credit instead. He stated Attorney Stewart could give us an opinion on that.

Attorney Stewart stated he is not sure but he will look into that.

Mr. Dobberstein stated another matter he would like to discuss is the R value of the insulation in the roof.

Mr. Stroh stated any changes in insulation can be handled with a change order.

Chairman Pawluk called for a vote on the motion.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Mr. Anderson abstained.

The motion was declared carried.

Received and Filed First Quarter PFC Report:

Mr. Dobberstein stated on or about March 2, we surpassed the amount of money we were authorized to collect for the impose only PFC project, which is the box culvert project. He stated the next \$1.2 million we collect is for our second PFC application, which will pay us back for previous projects. He stated he anticipates that amount should be reached by October 2001. Mr. Dobberstein stated he is working with Mr. Wes Schon, Ulteig Engineers, on our third PFC application, which will be at the \$4.50 level.

Mr. Dobberstein stated that Mr. Synhorst is currently working with the City of Fargo on the design for the Cass County Drain #10 box culvert and a change from the original design will be required. He stated the increased cost will be more than 15% so we will have to amend our application and go through the approval process with the airlines. He stated he does not anticipate any problem with that process.

The PFC report for the first quarter of 2000 was received and filed without objection.

Received Update from Victor Gelking Regarding Proposed South General Aviation Area Hangar Project:

Mr. Gelking was not present, nor a representative, so the communication was received and filed without objection.

Chairman Pawluk stated since this process seems to be moving slowly, we will probably have our airport planner give us an opinion on this use of the land during the Airport Master Plan Update before we approve a lease for Mr. Gelking.

Received Communication from the North Dakota Aeronautics Commission:

Mr. Dobberstein explained that the Kiehl Hendrickson Group, a consulting firm which has been before this board previously, has approached the ND Aeronautics Commission and offered to put together an air service leakage study. He stated they would go into each of the participating communities (Fargo, Bismarck, Minot, Grand Forks) and solicit travel agencies to cooperate in terms of looking at actual tickets purchased at each agency and which tickets originate in that city or if the passenger is originating their trip from another city.

Mr. Dobberstein stated he has talked to the directors in Grand Forks and Bismarck and they are not sure they want to participate for the cost quoted. He stated the Aeronautics Commission is proposing to pay half of the cost. He stated if they participate in half the cost, our cost would be \$4,800.

Chairman Pawluk stated we have had leakage studies done before and other than knowing the current percentage of leakage is there another reason we would need this information.

Mr. Dobberstein stated he feels this study may benefit Minot and Grand Forks more than Fargo and Bismarck. He stated he is not sure what we would get for \$4,800. He added that the Aeronautics Commission will look at doing this study every two to three years.

Gen. Macdonald stated it takes a lot of energy to get in the car and drive to Sioux Falls or Minneapolis and no amount of advertising is going to correct that. He stated if someone is going to save \$800 by driving to another city you could have AI Timeter on the radio all the way there and all the way back and it is not going to matter.

## Received Communication from the North Dakota Aeronautics Commission: (Continued)

Mr. Dobberstein stated there are a certain amount of passengers that drive to Minneapolis to take advantage of charter flights, etc.

Chairman Pawluk stated if there was an ultimate objective for why this information would be collected then there would be more motivation to participate in the study. He stated we know there is a certain amount of leakage and could probably estimate the percentage without doing this study. He stated he has a tremendous respect and appreciation of the job the ND Aeronautics Commission does and he wants to support them in all of their activities, but it is hard for him to see why we want to spend \$5,000 on another leakage study at this point.

The communication from the ND Aeronautics Commission was received and filed without objection and it was the consensus of the board that we not participate in this study, barring any new information that may come at a later date.

## Reviewed/Approved FAA Capital Improvement Program Project List:

Mr. Dobberstein stated that at the last meeting the board reviewed the FAA Capital Improvement Program project list and made some changes. He stated these changes have been incorporated and the CIP is now ready to be submitted to the FAA.

Mr. Walstad moved to approve the FAA Capital Improvement Program Project List as presented.

Second by Dr. Clark.

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

## Received Communication from the Fargo Park District Regarding the Soccer Complex:

The communication dated May 2, 2000, from Mr. Roger Gress, Fargo Park District, was received and filed without objection.

Mr. Dobberstein stated following our last meeting he contacted both the Fargo Park District and the soccer group. He stated he reminded them that when the soccer complex lease was agreed to, the Airport Authority had reserved the northeast portion of the area in the event that we build a car rental facility. Mr. Dobberstein stated he talked with Mr. Brad Wimmer who in turn talked with Mr. Gress. Mr. Dobberstein stated the Park District recognizes the fact that the property has been set aside for that purpose but obviously they would prefer to incorporate it into the soccer complex.

Chairman Pawluk stated he understands their feelings. He added that he feels we need to consider the location that would be best for the car rentals. He stated he would suspect that the best site is the area on this side of the drainage ditch, immediately west of the terminal and west of the access gate.

Mr. Tom Ryan, Budget, was recognized and stated it was suggested at the last meeting that the facility could be placed behind the current fence but on this side of the access road. He stated in talking with the other owners they got very excited about that, as it would be within walking distance of the terminal.

Mr. Dobberstein stated there were four possible sites that we directed Mr. Wagner and Mr. Synhorst to review and make a recommendation. He stated they both indicated they would have a more formal opinion at our meeting on May 30.

Mr. Ryan stated he has spoken to the other three principals and they are all on board for asking the Airport Authority at the May 30 meeting to approve a site. He added that between now and then they hope to form a limited partnership involving the four principals.

Chairman Pawluk stated that Darren Anderson has solicited informal bids on both a key and card reader system. He stated approximate cost will be \$10,000 \$15,000.

Mr. Ryan stated now that all four agencies are on board for this project they plan to incorporate a fuel tank in their facility.

Mr. Anderson now absent.

It was the consensus of the board that we would not respond to the Fargo Park District until we have a recommendation from Coffman Associates.

Authorized Attendance at the AAAE Regional Airline Industry Symposium, June 18 20, 2000, Arlington, VA:

Gen. Macdonald moved to authorize Mr. Dobberstein to attend the AAAE Regional Airline Industry Symposium, June 18 20, 2000, Arlington, VA.

Second by Mr. Walstad.

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

Other Business:

Chairman Pawluk stated the Airport Authority received a communication from Mr. David Kack, Executive Director, Fargo Air Museum, dated May 8, 2000. This letter requested the Airport Authority construct a transient aircraft parking ramp on behalf of the museum. The ramp would be located to the north of the first hangar.

Mr. Dobberstein stated we can discuss this matter today but it will be on the agenda officially at the next meeting.

Mr. Dobberstein stated the request is for a ramp 150' x 170' and Mr. Synhorst's initial rough estimate is \$150,000 \$175,000.

Gen. Macdonald asked if this would be eligible for FAA funding.

Mr. Dobberstein stated it would be eligible but it would have a very low priority.

Chairman Pawluk asked if we did the construction on the apron this year how could we get FAA funding for it.

Mr. Dobberstein stated a project has to be approved before you can start construction. He stated you can spend money on engineering prior to getting approval, but not actual construction.

Gen. Macdonald asked if there will be any funds left over in another project.

Mr. Synhorst stated he did not think there would not be that much.

Mr. Dobberstein stated we could tap into our 2001 entitlement money October 1 or beyond. He stated we are still waiting for the funds we should have received last October 1 to be announced.

Mr. Synhorst stated our next project is the extension of Runway 8/26 and Taxiway C, which is already a multi year grant and if we add this project and it puts us over the amount so that we have to have discretionary funds they are going to look at the fact that we had a low priority rating project for which we used entitlement funds, which would reduce our chance for discretionary.

Chairman Pawluk requested that when we officially receive this request at the next meeting Mr. Synhorst have some options and costs for the board to review.

Mr. Synhorst stated at the last meeting he was asked by the board to come up with an estimate on the difference in cost between 9" and 16" pavement for the extension of Runway 8/26 would be about \$385,000. He stated it is the board's desire to keep everything west of Runway 17/35 heavy duty pavement. He stated the FAA is not necessarily in agreement with that. He added that the cross over taxiway connection and taxiway will be heavy duty for access to the air cargo ramp.

Mr. Dobberstein stated he has been working with the airlines on their cross wind needs in support for our justification of the extension of Runway 8/26.

Mr. Joe Morgan, FAA Fargo Tower, was recognized and stated that some components of the FAA are very much in support of that effort. He stated they will put together some support for that.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, May 30, 2000, at 9:00 a.m. in the Airport Boardroom.

Time at adjournment was 9:57 a.m.

Regular Meeting

Tuesday

May 30, 2000

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 30, 2000, at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Walstad, Anderson, Macdonald, Pawluk

Absent: Clark

Others: None

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 9, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held May 9, 2000, were approved without objection.

Approved the Airport Vouchers Totalling \$26,744.47:

Mr. Walstad moved to approve the airport vouchers totalling \$26,744.47.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$8,543.95 to Ulteig Engineers, Inc. for payment request for engineering service in connection with the Runway 8/26 and Taxiway C Extension, Project AIP 24.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$23,880.37 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the Airport Master Plan Update, Project AIP 3 38 0017 24.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$7,272.19 to Ulteig Engineers, Inc. for payment request for Cass County Drain/Safety Area Culvert, Project APFC02.

Second by Mr. Walstad.

On the call of the roll members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Utleig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$800.00 to Ulteig Engineers, Inc. for payment request for engineering service in connection with the PFC application preparation, Project APFC03.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Legend Technical Services:

Gen. Macdonald moved to approve the individual voucher in the amount of \$865.00 to Legend Technical Services for the asbestos abatement project for Hangars 3 and 8.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Legend Technical Services:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,355.00 to Legend Technical Services for asbestos samples/monitoring, Eastside Terminal Tower Demolition Project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Gen. Macdonald moved to approve the individual voucher in the amount of \$217.89 to Foss Associates for payment request for architectural services in connection with the Eastside Terminal Tower Demolition Project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Environmental Abatement Service:

Gen. Macdonald moved to approve the individual voucher in the amount of \$4,580.00 to Environmental Abatement Service for the removal of asbestos, Hangar #8.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Forum Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$117.12 to Forum Communications for advertisement of request for bids for the southeast general aviation area hangar project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Snead Associates:

Gen. Macdonald moved to approve the individual voucher in the amount of \$17,444.00 to Snead Associates for the Runway 17/35 rubber removal project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$934.50 to Ulteig Engineers, Inc. for payment request (final) for civil engineering design of the southeast general aviation hangar project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Hubert Oye Construction:

Gen. Macdonald moved to approve the individual voucher in the amount of \$4,593.00 to Hubert Oye Construction for removal of contents from underground fuel storage tanks, southeast general aviation hangar project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Forum Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$61.44 to Forum Communications for advertisement of request for proposals to lease the new southeast general aviation hangar.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Received Communication from NDSU Regarding Interest in Leasing Airport Farmland:

Mr. Dobberstein explained that this is the last year of the three year farm leases with the tenant farmers. He stated he received a communication dated May 18, 2000 from NDSU indicating an interest in leasing the 77 acres south of the terminal for a three year period starting 2001. They are willing to pay the average/acre of all of the rented land on the airport. Their plan is to rotate oats/alfalfa the first year and alfalfa the following two years. Mr. Dobberstein stated that this land is currently leased to David Heck.

Chairman Pawluk stated the Fargo Forestry Department will be having a consultant conducting a study with respect to additional trees on the airport property. He stated this is something we should make NDSU aware of, although it would probably not affect their proposed operation.

Chairman Pawluk stated he would recommend accepting the concept of this proposal.

Gen. Macdonald moved to approve the concept of leasing the 77 acres to NDSU as proposed, subject to satisfactory terms and conditions.

Second by Mr. Anderson.

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

Received Communication from the ND Aeronautics Commission Regarding 2000 Grants:

Mr. Dobberstein stated on May 10, 2000 he attended the ND Aeronautics Commission's annual grant distribution meeting in Bismarck. He stated we are eligible to receive 50% participation from the state of our 10% local share of AIP projects. Mr. Dobberstein stated there are also non federally funded projects which are eligible for state participation.

Mr. Dobberstein stated we requested approximately \$469,129 in funds and they had a total of \$575,000 to distribute. He stated we received just under \$50,000.

The communication from the ND Aeronautics Commission was received and filed without objection.

Received Update from Victor Gelking Regarding South General Aviation Area Hangar Project:

Mr. Victor Gelking was recognized and also introduced Mr. Rod Ferno.

Mr. Dobberstein stated Mr. Gelking has indicated an interest in building a hangar on the site west of the igloo/hangar in the southeast general aviation area. He stated the board previously approved the concept of this request but no further action has been taken. Mr. Dobberstein stated other parties have indicated an interest as well. Mr. Dobberstein stated Mr. Gelking has asked how he can secure a lease on that land before building plans have been finalized. He stated he checked with Attorney Stewart and he indicated Mr. Gelking could pay a one year lease to hold the land.

Chairman Pawluk stated during our Airport Master Plan process we have identified some area where we could put some additional ramp space, which would be immediately north of where Mr. Gelking is proposing to build. He stated if a building is

Received Update from Victor Gelking Regarding South General Aviation Area Hangar Project:  
(Continued)

constructed there we would lose access to that space. He stated if Mr. Gelking is asking us today to lease that space to him, he would vote against that. He stated if our consultant finds that additional ramp space would not be the best use of that area then Mr. Gelking's request would be considered.

Mr. Gelking asked how long it would be before the consultant would have an answer.

Mr. Steve Wagner, Coffman Associates, was recognized and stated he should have a determination within two months.

Gen. Macdonald asked Mr. Wagner if he could expedite that and move this issue up in the process. He stated we did the same thing with the length of Runway 17/35.

Mr. Wagner stated they have a few things to do yet before they can take a look at that area but he could try to expedite it.

Mr. Rod Ferno was recognized and stated he is not a contractor, he is a salesperson for the hangar manufacturer. He stated if Mr. Gelking is assured that he would be leased some land on the airport, even if it is not the site in questions, his group can continue with their plans on paper.

Mr. Wagner stated he can have an answer to this question at the second meeting in June.

On another matter, Mr. Gelking stated he is considering having an open house on June 17 and he would like to place a temporary sign advertising this event.

Mr. Dobberstein explained the history of signs involving Mr. Gelking. He stated the previous board adopted a policy of no signs along 19th Avenue but a few years ago Mr. Gelking had a temporary sign advertising his business and he was asked to remove it. Mr. Dobberstein stated this board can certainly reconsider allowing a temporary sign promoting his open house, as well as the temporary Fargo Air Museum sign.

It was the consensus of the board that Mr. Gelking could display a temporary sign promoting an open house.

Consider Agreement Between the Municipal Airport Authority and Olaf Anderson & Son:

Mr. Dobberstein stated this agreement pertains to allowing a bank letter of credit rather than a performance bond for the hangar project. He stated Attorney Stewart was not able to be at the meeting today.

Mr. Dobberstein stated he and Chairman Pawluk signed the agreement, subject to review and comments by Attorney Stewart. He stated Attorney Stewart indicated after preliminary review that he had some recommended changes concerning "arbitration."

It was the consensus that we would review this agreement at the next meeting when Attorney Stewart is present.

Mr. Anderson asked the status of the project change orders.

Mr. Stroh stated the change order would include the following changes:

- 1) Deduct \$6,000 for bank letter of credit vs. bond
  - 2) Added roof insulation for an additional \$17,359.00
- Net change \$11,359.00

Mr. Stroh stated that their estimator reviewed the Olaf bids for the additional insulation and he indicated the figures were right in line.

Gen. Macdonald moved to approve the change order for the additional roof insulation, but that we delay approval on the bond change order until we receive concurrence from Attorney Stewart.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

Mr. Anderson abstained from voting.

The motion was declared carried.

Consider Proposal to Replace Additional Passenger Terminal Area Carpet:

Mr. Dobberstein stated we probably should have replaced the carpet behind the airline ticket counters and the car rental office and counter areas. He stated we have received a proposal from Interiors by France for the same carpet squares as were installed in the departure lounge. Total cost for both areas is \$10,495.00.

Mr. Walstad moved to accept the proposal from Interiors by France for replacement of carpet in the airline ticket counter area and car rental offices and counter areas at a cost of \$10,495.00.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Received Proposal from Northwest Airlines to Install Self Service E Ticket Centers:

Mr. Jon May, Northwest Airlines, was recognized and stated that internal statistics from 1998 indicated that 40% of their passengers are travelling on e tickets and they anticipate that percentage to continually increase. He stated they are proposing to install two e ticket self service devices near their counter area and a third device near the gate area so passengers without luggage can proceed directly to the gate.

Mr. May stated this opportunity for Fargo was given some priority as no other station the size of Fargo will be receiving self service devices for at least two years.

Chairman Pawluk asked Mr. May if these devices are located near their ticket counter do they feel it will impede their ability to handle the rest of the passengers.

Mr. May stated he has a mixed reaction to that. He stated there is some space left between the self service device and their existing counter for existing passenger traffic. He stated he would like to see that increased but that then places the self service device further into the lobby area. He stated it will be situation that will just take some time for adjustment.

Mr. Dobberstein stated Northwest does not currently lease any of the space in the lobby area but since these will be fixed devices we will amend their lease to include leasing of this area. He indicated the lease will be an additional \$680 per year.

Chairman Pawluk stated he recommends we approve the concept of the self service devices, subject to a review by Foss Associates should they have any concerns or problems with the proposed plans.

Gen. Macdonald moved to approve the proposal by Northwest Airlines to install self service e ticket devices, subject to final approval by Foss Associates, building architect.

Second by Mr. Anderson.

Mr. Anderson stated he feels it looks like a well designed plan and the method they are proposing to get power to the site is architecturally pleasing.

Chairman Pawluk stated he feels this will be an asset to customer service and he encouraged Northwest to promote this service in the community.

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

## Received Communication from the Fargo Air Museum Regarding Apron and Construction Agreement:

Mr. Dobberstein stated at the last meeting the Airport Authority reviewed a request from the Fargo Air Museum for the Airport Authority to construct an apron connecting the north side of their museum to the taxiway north of their site. Mr. Dobberstein stated this type of a project would be eligible for FAA AIP funds and in the past the only project expenses you could incur before a project was approved was engineering costs. He stated it appears that in the new AIP legislation the entire project is now eligible for reimbursement, provided the process required for an AIP project is followed.

Mr. Synhorst stated he talked to Tom Schauer, FAA Bismarck Office, and he confirmed that this project would be eligible for entitlement funds.

Mr. Dobberstein stated Mr. Synhorst's preliminary estimate for construction of this apron was \$120,000 \$150,000.

Mr. Dobberstein stated the other issue before the Air Museum is how they would engage the services of the ND National Guard in assisting them with the construction of the hangar. He stated following the last meeting and prior to the AAEE Conference in Baltimore, there were different agreements sent back and forth between the Airport Authority and the Guard Bureau in terms of the Authority being the sponsor in terms of a government entity sponsoring the museum. He stated the museum would secure all of the liability and responsibility for insurance. He stated that information was sent to the Guard Bureau last Monday and as a result of that they came back with a two page agreement that will now be moved to the next level.

Mr. Anderson stated he has reviewed the agreement and it is a major issue for the Authority. He stated there are some major problems with liability and the responsibility that would fall on the Authority. He stated he feels there are an awful lot of things Attorney Stewart needs to address.

Mr. Anderson stated he is not ready to approve this agreement in its present form.

Gen. Macdonald stated this agreement would allow the guard to go in and secure additional man days above the normal training days. He stated right now the guard has the ability to use their personnel on this project during normal training hours. He stated this agreement would give them the ability to go into the Guard Bureau and get additional days for the project.

Chairman Pawluk stated he feels we should delay any action on this matter until Attorney Stewart has addressed all of our areas of concern.

Mr. Dobberstein stated the apron and the agreement are two separate issues and asked the board members if they wished to take action on the request for the apron.

Gen. Macdonald stated he does not feel we need to make a decision on the ramp today and we should wait until other issues are settled.

## Receive Update on Airport Improvement Projects:

Mr. Steve Synhorst, Ulteig Engineers, was recognized and stated we will be receiving bids for the airport perimeter road project on June 8 and award the project at the next meeting. He stated there has been a delay in the water and sewer project in the south general aviation area but those bids will be received and ready for award at the second meeting in June.

Mr. Synhorst stated we have sent letters to the airlines and other parties involved in the box culvert project advising of the increased size of the project and have received some replies. He added that things are moving smoothly and he will have more to report at the next meeting.

Mr. Dobberstein stated with regard to the restroom project, last week he authorized a change order for time and materials not to exceed \$3,000 to change the toilets that will be used. He stated they ran into a problem with the other toilets and fittings.

Authorized Attendance at the Regional Air Service Meeting, Denver, June 14, 2000:

Gen. Macdonald moved Mr. Dobberstein be authorized to attend the Regional Air Service Meeting in Denver, June 14, 2000.

Second by Mr. Anderson.

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

Received Update on Airport Master Plan Process:

Mr. Steve Wagner, Coffman Associates, was recognized and stated he wanted to give a brief overview on where they are in the study right now. He stated the latest chapter is the Facility Requirements Chapter. He stated in this chapter we take the projections we developed for the 20 year planning period, look at current airport design standards, and what type of facilities will be needed on both the air side and land side of the airport. He stated we are going to accelerate this in two areas, the general aviation additional ramp space and the proposed car rental facility.

Mr. Wagner stated some of the areas covered in this chapter are capacity and runway capability. He stated they feel the length of Runway 17/35 is adequate for any cargo or air carrier operation that would use this airport. He stated the airport is in very good shape for all aircraft with the high bypass engines. He stated there are some things that could be done to increase the navigational aid capabilities, such as centerline lighting, which would make more improvements than lengthening the runway. He added that the operations at the airport are nearing the point where the airport would become a Category II airport and centerline lighting would be required.

Mr. Wagner gave a brief overview of terminal building requirements. He stated they looked at passenger enplanement thresholds of short, intermediate and long term projections. He stated the ticketing areas, airline operations and baggage make up areas seem to be adequate. He stated what they do anticipate is going from four gates to five gates and then to six gates in the long term. He stated they will be looking at the best way to add gates to this building.

Mr. Wagner stated he sent out surveys to the car rental agencies for their input with regard to what they feel they will need for ready car positions, storage positions, office area, counterspace, etc. He stated he received only one reply (Hertz) and based on that he feels their estimate of additional office area going from 650 square feet to 2,000 square feet is probably consistent with what they are saying. He stated the ready car parking area should probably double going from 150 space to 280 spaces.

Mr. Wagner stated in the public parking lot we currently have 245 short term spaces and 739 long term spaces. He stated short term should be adequate for some time but long term should be increased fairly soon.

Mr. Wagner stated the final areas are air cargo and general aviation facilities. He stated the requirements for building space and ramp area for air cargo are based on the pounds of cargo they have projected to be processed through the airport. He stated general aviation continues to grow on the airport. He stated there seems to be more growth here than at a lot of other air carrier airports they have seen. He stated the mix of aircraft is changing, which has an impact on the amount of area you need for hangars.

The meeting recessed for a five minute break.

Mr. Wagner indicated that he was asked to expedite the study of the car rental agencies and service facilities. He stated he and Mr. Steve Synhorst reviewed four suggested locations and looked at each from the standpoint of access to utilities, impact on terminal expansion and convenience. Mr. Wagner stated he is aware that the car rental agencies have proposed to locate a car rental service facility in the area directly west of the terminal building. He stated he would not recommend this

## Received Update on Airport Master Plan Process: (Continued)

location as it would restrict any future terminal expansion. Mr. Wagner stated that even in the short term we may need to provide at least one if not two gate extensions on to the terminal. He stated that would happen probably one of two ways, a pier extension off the north side of the terminal or a straight linear extension. He stated either way would require additional ramp space which would cause conflict with any type of a facility west of the terminal.

Mr. Wagner stated it is his real feeling that the airport should not develop any type of facility north of a line directly across the front of the terminal. He stated he does not see any problem with adding a car rental overflow lot to the west of the terminal but he would not recommend any type of building. He stated he feels there are many other options. He feels the location on the west side of the drainage ditch would be a viable option. He stated when they did the previous master plan they said that anything around the terminal on either side was reserved for terminal support. He stated car rental storage and service facilities are that type of facility and he feels an ideal location would be directly south of the control tower.

He stated it keeps it out of the terminal loop yet close to the terminal. He stated that location would allow them to shuffle cars across the access road to the ready lot without going in front of the terminal building.

He stated to place the facility just west of the terminal as requested by the car rental operators would be too restrictive.

Mr. Mark Hovde, Hertz, was recognized and stated that he is sure their owner would be opposed to the location south of the control tower.

Mr. Wagner stated in the Hertz response to his survey, they indicated a need for twice as many ready car spaces and 100 storage spaces.

Mr. Wagner stated in the next chapter of the study they will go through discussion on the options for the rental car companies as well as terminal expansion. Mr. Dobberstein asked Mr. Wagner if he would like the input of the other three car rental agencies.

Mr. Wagner indicated he would like the completed surveys from the other three operators. He stated the response from Hertz gave him a good idea of the expansion they would like to see and he would assume they would all want that capability. He added that the growth and needs of auto parking and rental car companies have increased more quickly than enplanement growth at airports. He stated even at airports where enplanements have been flat we have seen the needs of auto parking and car rentals increase.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, June 13, 2000, at 9:00 a.m.

Time at adjournment was 11:05 a.m.

Following the regular meeting, a meeting of the Airport Master Plan Advisory Committee was held.

Regular Meeting

Tuesday

June 13, 2000

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 13, 2000, at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Walstad, Anderson, Clark, Macdonald, Pawluk

Absent: None

Others: Stewart, Bromenschenkel

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 30, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held May 30, 2000, were approved without objection.

Approved the Individual Voucher to Forum Publishing:

Gen. Macdonald moved to approve the individual voucher in the amount of \$282.24 to Forum Publishing for advertisement for bids for the airport perimeter road project. Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Forum Publishing:

Gen. Macdonald moved to approve the individual voucher in the amount of \$117.12 to Forum Publishing for advertisement for bids for the southeast general aviation area water/sewer project.

Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to T.L. Stroh Architects:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,859.42 to T.L. Stroh Architects for payment request for architectural services in connection with the southeast general aviation hangar project.

Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Northern Improvement:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,750.00 to Northern Improvement for the installation of tie downs on the south general aviation area ramp.

Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to EideBailly:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,500.00 to EideBailly for the audit of PFC accounts for 1997 and 1998.

Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$8,206.49 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the Runway 8/26 and Taxiway C Extension, AIP Project No. 3 38 0017 24.

Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$4,182.87 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the southeast general aviation area water/sewer project.

Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,466.73 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the Cass County Drain 10 box culvert project.

Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$14,336.51 to Ulteig Engineers, Inc. for payment request for professional services in connection with the Airport Master Plan Update.

Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

## Received Communication from EideBailly Regarding the 1997 and 1998 PFC Audit Report:

Mr. Dobberstein explained that one of the requirements of the FAA's PFC program is that our account be audited. He stated EideBailly was retained to conduct the audit for the 1997 and 1998 fiscal years. He stated that since this is a fairly new program both for us as for the Bismarck FAA office, we have continually been refining our quarterly reports so they are in an acceptable format for the FAA. He stated the auditor did find that in 1997 there were instances where expenditures with PFC funding approval also received state funding, therefore the PFC eligible amount should have been reduced by the state portion. He stated she also discovered an overpayment by the state. Mr. Dobberstein stated these items would have shown up in the close out of the PFC project. The 1999 PFC audit is part of the City Audit document that should be available in the next few days. He stated that all of these matters have been resolved.

The PFC audit report was received and filed without objection.

## Received Review of Northwest Airlines E Ticket Service Center Proposal from Foss Associates:

Mr. Dobberstein stated at the last meeting the Airport Authority approved the concept of the Northwest Airlines e ticket service facility in the terminal, subject to review and approval by Foss Associates. He stated he spoke with Mr. Bill Cowman, Foss Associates, and he has reviewed the proposed plan. He stated Mr. Cowman had two questions concerning the electrical service and the walk way area between the Information Center counter and the Northwest Airlines stanchion area. Mr. Dobberstein stated Mr. Cowman has worked out these items with the Northwest representatives and hopefully they will be able to start on this project soon.

## Receive Communications from Fargo Jet Center Requesting to Exercise their Five Year Options for the FBO and Fuel Farm Operations:

Mr. Dobberstein stated the original lease agreement between the Municipal Airport Authority and Fargo Jet Center was for a five year term with a five year option. He stated they are required to indicate in writing whether or not they wish to continue the leases. Mr. Dobberstein stated Fargo Jet Center has submitted requests to continue both the FBO and fuel farm leases.

There was discussion on the leasing process and Gen. Macdonald stated he would like to see in the future when we write lease contracts that those contract put the Airport Authority in a better light than we are now. He stated he feels there should be a better way of arriving at extensions of lease contracts. He added that the Airport Authority is almost obligated to continue a lease under the same terms, which puts the Authority at a disadvantage.

Gen. Macdonald moved to approve the five year renewal option of the Fargo Jet Center FBO Lease and Fuel Farm Lease.

Second by Mr. Walstad.

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

## Received Bid Tabulation for Airport Perimeter Road Construction Project, AIP 3 38 0017 24:

Mr. Steve Synhorst, Ulteig Engineers, was recognized and stated we opened bids for the Perimeter Road Construction Project on June 8. He stated we received only one bid, Northern Improvement, but the bid was about eight percent below the estimate. He stated the bid price was \$604,893.50. He stated it is their recommendation that the bid be awarded to Northern Improvement.

Received Bid Tabulation for Airport Perimeter Road Construction Project, AIP 3 39 0017 24:  
(Continued)

Mr. Walstad moved the Airport Authority award the bid to Northern Improvement Company for the construction of the airport perimeter road, as per their bid of \$604,893.50.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Mr. Synhorst stated about one week ago Mr. Tom Schauer, FAA Bismarck Office, brought to our attention a safety concern and the approach slope so it was his recommendation that the route of the perimeter road be amended to go outside of the approach slope. He stated he took Northern Improvement's bid and inserted the quantities it would take to make this change and the additional cost would be \$88,363. He stated Mr. Schauer has assured him and Mr. Dobberstein that we will receive discretionary funds of \$86,218 for that additional work.

Mr. Dobberstein stated this will be handled as a change order. He stated we are confident that we will receive discretionary funding for the additional amount as the FAA has placed a high priority on safety and reducing runway incursions.

Dr. Clark moved to accept the change order to the perimeter road as proposed and that Ulteig Engineers be authorized to issue a notice to proceed.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk votes aye.

Received FAA Notice Regarding Proposed Soccer Complex Lighting:

Mr. Steve Synhorst, Ulteig Engineers, Inc., was recognized and stated that they were hired by the Fargo Park District to do a Notice of Proposed Construction/Alteration for the soccer field's lighting project. He stated the Park District has received a determination of no hazard to air navigation from the FAA.

The communications from Ulteig Engineers and the FAA were received and filed without objection.

Received Update on the Southeast General Aviation Hangar Project, Approved Change Orders for Builder's Risk Insurance, Bond/Letter of Credit, Abandoned Fuel Tank:

Mr. Joe Jenni, T.L. Stroh Architects, was recognized and stated that demolition of the existing hangar started today. He stated they are still waiting for approval of the building from the FAA before any construction can begin.

Mr. Bob Anderson stated their crews are ready to go as soon as we receive the approval from the FAA.

Mr. Dobberstein stated he and Mr. Synhorst have been in contact with Mr. Schauer, FAA, and they have received the application, along with many others, and they take them in the order they are received.

Mr. Dobberstein stated the change orders to be approve include the following:

- 1) Added roof insulation (approved at last meeting)
- 2) Removal of underground fuel tank \$6,026
- 3) Builder's risk insurance \$578.00
- 4) Letter of Credit (\$3,000 vs. \$6,000 for a bond), subject to final approval by Attorney Stewart

Received Update on the Southeast General Aviation Hangar Project, Approved Change Orders for Builder's Risk Insurance, Bond/Letter of Credit, Abandoned Fuel Tank:  
(Continued)

Mr. Walstad moved to approve the change orders as outlined, for the southeast general aviation hangar project.

Second by Dr. Clark.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Mr. Anderson abstained his vote.

Received Communication from the City of North River:

The Airport Authority was provided a copy of a letter dated May 31, 2000, from William Conway, Mayor of North River, to Cindy Gray, Department of Planning and Development. The communication was received

Chairman Pawluk stated their letter indicated concerns about land use and traffic around North River, and their objective to protect and preserve the single family environment of North River.

Gen. Macdonald stated there is one way to address the concerns of the airport and that is to purchase the property.

Chairman Pawluk stated he feels the best solution is to continue the process of purchasing the land that is potentially in the conflict area for airport operations in the future. He stated North River is concerned that any development be compatible with residential, and he feels we can control that and address those concerns. However, we do not want more houses right in the flight path of a runway.

Gen. Macdonald stated we can certainly get some trees started in that area to separate the residential area from anything else.

Chairman Pawluk stated this letter should serve as notice for us to proceed with steps to identify the land owners and begin negotiations to purchase the property identified.

Mr. Bromenschenkel stated he would certainly support the idea of purchasing the land under friendly terms rather than by forced action and zoning restrictions.

Gen. Macdonald indicated he would consult with Attorney Stewart before visiting with Mr. Arnold Larson.

Received Proposals for the Occupancy of the New South General Aviation Hangar:

The Airport Authority advertised a request for proposals for the occupancy of the new hangar in the south general aviation area with a deadline of June 8. We received only one proposal from Fargo Jet Center, Inc.

Mr. Jim Sweeney was recognized and stated that Fargo Jet Center, Inc. is proposing to utilize the hangar in conjunction with North Dakota State University and their Aircraft Manufacturing Engineering Center. He stated they are trying to re establish and enhance the program they had with Dakota Aero Tech a few years ago. He stated they are proposing to lease the hangar upon completion through April 2004 for \$1,000 per month. He stated in addition to the hangar they are proposing to build additional office/classroom space.

Chairman Pawluk stated he would be in favor of leasing the hangar as requested through April 2004, but then determine any renewal amount at that time.

Mr. Sweeney stated they would have no problem with that. He stated hopefully in 2004 we will be sitting here talking about the enrollment progress and the success of the program.

Received Proposals for the Occupancy of the New South General Aviation Hangar (Continued):

Gen. Macdonald asked what would happen if the lease was approved but the school should either not succeed or never happen. He stated in that case he is not sure \$1,000 a month would be adequate rent for another use.

Mr. Dobberstein stated if the Airport Authority approved a lease for a specific purpose and if that purpose changed the lease would revert back to the Airport Authority for renegotiation of the lease.

Mr. Sweeney stated they are optimistic that the school will be in operation by January 2001.

Gen. Macdonald stated he would like to see a timeline in the lease stating that if the program is not up and running within one year of the start of the lease we would have to renegotiate.

Chairman Pawluk stated he is not sure the Authority would have to approve this lease today.

Mr. Dobberstein asked Mr. Sweeney if any portion of the hangar will be used for FBO purposes.

Mr. Sweeney stated that is not the intention. He stated there will be aircraft in and out of the building and some of their aircraft may be used in the educational process of the school. He stated there may be a rare occasion when there is a storm that they may move aircraft in out of the weather.

Mr. Sweeney stated this is one of many steps in the process and he would at least like approval of the concept today.

Mr. Anderson moved the Airport Authority approve the intent by Fargo Jet Center to lease the hangar as proposed through April 2004.

Second by Gen. Macdonald.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Received Preliminary Operations and Maintenance Budget for 2001:

Mr. Dobberstein stated he is presenting to the board today the proposed Operations and Maintenance Budget for 2001. He stated he hopes to have the Airport Improvement Funds Budget for 2001 at the next meeting.

Mr. Dobberstein stated the only unknown at this time is any cost of living raise passed by the Board of City Commissioners.

Mr. Dobberstein stated 2001 will be the final year on the bonds for the Westside Terminal Building. He stated the challenge in 2002 will be to identify a capital improvement fund, or to set aside funds for building improvements/additions.

Mr. Dobberstein stated both Northwest Airlines and Atlantic Coast have indicated they would like a one year extension to their operating agreement. He stated they are both aware that because our bonds will be paid for we will probably be looking at revising our fee structure. Mr. Dobberstein stated the airlines' average cost per passenger to operator in Fargo is under \$5.00 per passenger, which is very competitive.

Chairman Pawluk stated he would like to see us add a budget item for an airport newsletter.

Mr. Dobberstein stated we receive newsletters/brochures from several other airport which we could use as examples.

Mr. Bromenschenkel asked if a newsletter would be duplicating the efforts of the airport's web site.

Mr. Anderson stated Olaf Anderson & Son publishes a quarterly company newsletter sent to 1,800 addresses and it costs \$8,000 per year.

Chairman Pawluk stated he has wanted to see a newsletter for some time and he feels this is the way to start the process.

Received Preliminary Operations and Maintenance Budget for 2001: (Continued)

Gen. Macdonald moved to approve the preliminary operations and maintenance budget for 2001, with the addition of \$10,000 for an airport newsletter.

Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Other Business:

Mr. Dobberstein stated that the Airport Disaster Drill was held Saturday, June 10. He stated the drill went well and there was good participation.

Chairman Pawluk stated he would like the Authority to look into clearing the trees from the shelterbelt that come in line with Runway 8/26. He stated in the event of an aircraft incident he feels that an opening in the trees would help in that situation and should not impact airfield operations. He stated if there is a reason this should not be done or if it needs further discussion he would like it addressed at a future meeting.

Mr. Dobberstein stated he does not see any problem with that but will discuss that with the City Forester.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, June 27, 2000, at 9:00 a.m. in the Airport Boardroom.

Time at adjournment was 10:12 a.m.

Regular Meeting

Tuesday

June 27, 2000

The regular meeting of the Municipal Airport Authority was held Tuesday, June 27, 2000, at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Walstad, Anderson, Macdonald, Pawluk

Absent: Clark

Others: Stewart, Bromenschenkel

Chairman Pawluk presiding.

Approved the Airport Vouchers Totalling \$15,607.90

Mr. Walstad moved to approve the airport vouchers totalling \$15,607.90.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Gen. Macdonald moved to approve the individual voucher in the amount of \$3,028.40 to Foss Associates for payment request for architectural services in connection with the Westside Terminal Restroom Project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Authorized Attendance at the Great Lakes Chapter AAAE Meeting, August 3 6, 2000, Alexandria, MN:

Mr. Dobberstein stated the Great Lakes Chapter of the AAAE is holding their annual meeting in Alexandria, MN, August 3 6, 2000. He stated that he and Darren Anderson will be attending and have agreed to assist the host airport, Minneapolis. Mr. Walstad moved to authorize attendance at the Great Lakes Chapter AAAE Meeting, August 3 6, 2000, Alexandria, MN.

Second by Mr. Anderson.

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

Received Notice From METRO COG Regarding the Airport Authority Funding Share of the Cass County Road 20 Corridor Study:

Mr. Dobberstein stated we received a communication from METRO COG showing the various agencies involved in the Cass County Road 20 Corridor Study and their share of the cost. He stated the Airport's share of the cost is \$4,301.

Mr. Anderson moved to authorize funding of the Cass County Road 20 Corridor Study in the amount of \$4,301.

Second by Gen. Macdonald.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Reviewed and Approved Second Half of 2000 Marketing Program:

Christy McLachlan, Kim Kemmer and Laura Zabel were present representing Flint Communications.

The proposed budget for July December 2000 includes newspaper and radio ads during the months of July November and a direct mail piece in September (\$10,000) for a total of \$62,173.30.

Ms. McLachlan stated this budget does not include any of the Destination Denver program which is using funds that have already been designated. She added that it has also been suggested that we use some billboard advertising, which was not included in the budget proposed today.

Mr. Walstad stated he would like to see us go with some billboards, but rather than increasing the budget he would like to see us take some of the funds from the other advertising sources.

Mr. Dobberstein stated the marketing budget for 2000 is \$125,000 and we did not spend any of that the first half of the year. He stated the board can spend more than \$62,500 in the second half of the year if it chooses.

Ms. McLachlan stated they could come back with a separate billboard proposal if the board would like.

Chairman Pawluk stated he is a proponent of a marketing program for the airport and he feels this is something we should do on a regular basis. He stated he has had a continuing problem with the large percentage of the budget that ends up at Flint Communications rather than going out over the media with our message. He stated he recognizes some is necessary but 25% 30% of the budget going to production is excessive.

Ms. McLachlan stated that was probably the case last year when the up front creative work was done but now all they have to do with the ads are minor updates.

Chairman Pawluk asked how much of this \$62,000 will go to Flint.

Ms. McLachlan stated there are a couple of ways Flint could assess their charges. She stated if it is strictly media they could either charge a straight 15% and take commissions, or charge an hourly fee and take no commissions.

Chairman Pawluk asked which would be in the best interest of the airport.

Ms. McLachlan stated the hourly charge would be in the best interest of the airport.

Mr. Walstad stated we could agree to an hourly fee not to exceed a certain amount.

Mr. Walstad moved to approve the expenditure of \$62,500 for the marketing program for the second half of 2000.

Second by Mr. Anderson.

## Reviewed and Approved Second Half of 2000 Marketing Program: (Continued)

Gen. Macdonald stated he would like to see us add funds for billboards rather than take funds from another advertising area. He would hate to see us cut back in other areas.

Mr. Walstad stated he feels outdoor advertising is valuable, especially in rural areas.

Gen. Macdonald stated if we had to cut anything he would rather see the direct mailing cut.

Mr. Kemmer stated the direct mail piece has put an image of Al Timeter in front of people who have heard his voice on the radio ads, so those two work hand in hand.

After further discussion, Chairman Pawluk called for a vote on the motion.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

## Received Bid Tabulation For the South General Aviation Area Water and Sanitary Sewer Replacement Project and Receive Recommendation of Award from Ulteig Engineers:

Mr. Steve Synhorst, Ulteig Engineers, stated we received bids on June 26, 2000, from seven contractors for the south general aviation area water and sanitary sewer project. He stated Master Construction was the low bidder on the base bid of \$336,470.75. Other bids were as follows:

|                         |              |
|-------------------------|--------------|
| Robert Gibb & Sons      | \$338,552.00 |
| Olander Contracting Co. | \$338,748.60 |
| Municipal Industrial    | \$343,416.00 |
| Dakota Underground Co.  | \$346,100.00 |
| Sherman, Inc.           | \$357,873.00 |
| Geo. E. Haggart         | \$379,762.00 |
| Engineer's Estimate     | \$404,870.00 |

Mr. Synhorst stated his estimate was high because although it is not a big project it is a can of worms over there because of all of the existing lines in the area, and he also underestimated the need for work by the underground contractors. He stated it is their recommendation to award the contract to Master Construction.

Mr. Synhorst stated we do not know at this time if we will need Alternate No. 1 but it should be part of this contract.

Mr. Walstad moved to award the project to Master Construction as per their base bid of \$336,470.75 and Alternate No. 1 for \$3,875.00.

Second by Gen. Macdonald.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Mr. Walstad stated during the flood last week he heard comments on the radio about the flood control structure on the north end of the airport.

Mr. Dobberstein stated he and Mr. Synhorst will be meeting with Mark Bittner, City Engineer, and Dennis Walaker, Public Works Operations Manager, tomorrow regarding the flood structure.

Mr. Synhorst stated after the meeting with city officials tomorrow they will have information to bring back to the Airport Authority.

Discussed Air Museum Apron Project:

No representative from the Air Museum was present so action on this item was deferred.

Received Communication from Coffman Associates Regarding South General Aviation Area Plan:

The communication from Mr. Steve Wagner, Coffman Associates, dated June 21, 2000, was received without objection.

Chairman Pawluk stated the board recently received a request from Mr. Victor Gelking to construct a hangar in the southeast general aviation area. He stated since we are in the midst of our Airport Master Plan Update we asked Mr. Wagner to review this request and give us input on the southeast general aviation area.

Chairman Pawluk stated based on the recommendation from Mr. Wagner it would appear that we have some options but apparently he feels the best option is to let Mr. Gelking building his hangar in that spot.

Chairman Pawluk stated he does not feel that we need the amount of auto parking Mr. Wagner has shown on his alternative plans.

Chairman Pawluk also commented that Mr. Wagner shows a future hangar on the site where the igloo is presently located.

Mr. Dobberstein stated the current lease on the igloo and associated hangar expires in 2004 with a five year option. He asked the board if they would want to put Robert Hamilton on notice that we would not be renewing the lease for that facility. He stated the facility is presently for sale and if it is sold the new owner will want a 20 year ground lease and if the board has no intention of exercising that then we need to have an alternate plan.

Mr. Dobberstein stated if the building were to sell the buyer would have to meet some pretty strict guidelines to bring the building up to a certain point of aesthetic value.

Chairman Pawluk stated we can notify Mr. Gelking that the site he requested for a hangar is available.

Mr. Walstad suggested that Attorney Stewart write Robert Hamilton and advise him that we would not be extending the lease beyond 2009, unless certain requirements are met.

After further discussion, Chairman Pawluk stated the matter has not been resolved today but we have started discussion on the matter.

Discussed Airport Equipment Replacement Status (Rotary Broom and Airfield Pickup):

Mr. Dobberstein stated some of the airfield maintenance staff went to the Minneapolis airport recently to review their equipment. Mr. Dobberstein stated we have two motor graders we would like to replace with one snow plow truck. He distributed a picture of an Osh Kosh model. He stated estimated cost on this type of a unit is \$225,000 \$250,000 with the blade. He stated we would eliminate the two existing units and we do have one other newer motor grader with a wing which we would keep.

Mr. Dobberstein stated he would like authorization to draft plans and specifications for this unit and advertise for bids. He stated 100% of these costs would be recovered through our next PFC application.

Gen. Macdonald moved the Executive Director be authorized to prepare plans and specifications and advertise for bids for a snow plow truck as proposed.

Second by Mr. Walstad.

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

Discussed Airport Equipment Replacement Status (Rotary Broom and Airfield Pickup) (Continued):

Mr. Dobberstein stated we also need to purchase a replacement rotary broom for our sidewalk sweeper which mounts on the front of our Toro unit. He stated the estimated cost on this is \$6,000.

Mr. Dobberstein stated we also need to replace our airfield service pickup. He stated we had planned to do this later in the year but a vehicle accident involving two airport employees and two airport vehicles has expedited this need. He stated he would like authorization to purchase a pickup through the State bid contract. He stated our staff has been looking at a new pickup and also utility boxes for the pickup.

Mr. Walstad moved to authorize the purchase of a rotary broom and an airfield service pickup.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Discussed Proposed 2001 Airport Mill Levy and Associated Improvement Fund Budget:

Mr. Dobberstein distributed a breakdown of estimated expenses and income for 2001 in the Airport Improvement Fund. He stated the Airport Authority currently has a two mill levy and he would recommend that same levy for 2001. He stated the board could take action today certifying that mill levy or delay it until the next meeting.

Chairman Pawluk stated he would like to see the Airport Authority reduce its mill levy request.

Gen. Macdonald stated he would recommend that we transfer funds (\$705,000) from the Operations & Maintenance Fund to the Improvement Fund to pay for the new equipment we will be acquiring.

Mr. Dobberstein stated he met with Mr. John DeCoster, Northwest Airlines, and Mr. Jerry Barnack, Atlantic Coast, last week and went over the financial picture in detail. He stated they were aware of our fund balances and did not have any concerns. He stated they did indicate they would look for a reduction in terminal rent after the bonds have been paid. He added that overall they were very pleased with what they saw.

Gen. Macdonald moved the Airport Authority, based on the transfer of \$705,000 from the O&M fund to the Improvement Fund, reduce its mill levy to one mill for fiscal year 2001.

Gen. Macdonald added that it is imperative that the City Commission understands that the Airport Authority has the authority under state law to levy up to four mills. Gen. Macdonald withdrew his motion.

Gen. Macdonald moved the Airport Authority transfer \$705,000 from the Operations & Maintenance Fund to the Airport Improvement Fund.

Second by Mr. Walstad.

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

Gen. Macdonald moved the Airport Authority reduce its mill levy from two mills to one mill for calendar year 2001.

Mr. Bromenschenkel stated he would rather see the Authority leave it at two mills rather than reduce it to one now and then increase it to three or four later.

Mr. Walstad stated he would be reluctant to reduce the mill levy at this time due to any negative effect an increase in the future might have. He added that the Airport Authority is a good steward of the public's money.

Discussed Proposed 2001 Airport Mill Levy and Associated Improvement Fund Budget:

Motion died for lack of a second.

Mr. Dobberstein stated we still have some time before we have to give the City Commission a final request.

Mr. Anderson stated he would like a little more time to give this some consideration.

Chairman Pawluk stated we will address the mill levy issue at the next meeting.

Other Business:

Chairman Pawluk stated we are finished with the regular agenda but the additional items to discuss are as follows:

1. ND Aeronautics Commission survey
2. Possible purchase of a lift device
3. Car rental service facility
4. Goldmark's request for an extension on their sales contract

Discussed Car Rental Service Facility:

Mr. Tom Ryan, Owner, Budget Rent a Car, was recognized and stated the four operators have gotten together and formed a partnership corporation which they have named AUTO BAHN, INC. He stated the most important feature of this proposed service facility is that it has to be economically viable. He stated they have come up with a very rough ground lease proposal for review and consideration at the next meeting of the Airport Authority.

Mr. Ryan stated they would still like the board to consider the location closest to the terminal. He stated that in 10 or 15 years when the Authority decides to add on to the terminal it will cost less to tear down the car rental facility than it would cost to prep another site to build the facility today.

Chairman Pawluk stated our airport master planning consultant has indicated that would not be a good location.

Gen. Macdonald suggested that we engage an architect to design an addition to this facility so that we will know what will happen if we get another airline.

Chairman Pawluk now absent.

Vice Chairman Walstad now presiding.

Mr. Ryan stated the ground lease is just a suggestion. He stated it is patterned after the leases at the Minneapolis and Sioux Falls airports.

Mr. Ryan requested this lease be on the agenda for the meeting July 11.

Approved Extension of Sales Agreement with Goldmark Commercial Corp.:

Mr. Dobberstein stated the Airport Authority's sales agreement with Goldmark Commercial Corp. expires July 1, 2000. Under this agreement Goldmark represents the Airport Authority on the property for sale in the Airport First Addition. He stated this will be the third year for this agreement and it costs the Airport Authority nothing until the property is sold.

Gen. Macdonald moved to approve the extension of the sales agreement for one year through July 1, 2001.

Second by Mr. Anderson.

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

Discussed North Dakota Aeronautics Commission Passenger Survey:

Mr. Dobberstein stated this item is simply for the information of the members of the Airport Authority. He stated the NDAC will be conducting a passenger survey similar to the one conducted in 1994.

Gen. Macdonald stated he would like to add one question to the survey and that is dealing with advertising, if they have heard any of our advertising and where they heard it.

Mr. Dobberstein indicated we would add that question to the survey.

Discussed Purchase of Passenger Lift Device:

Mr. Dobberstein stated that we will be required by law to have a passenger lift device in place by December 4, 2000. He stated that the Bismarck airport has taken the lead for the eight commercial service airport in the states in getting a bid on this device for all eight airports. He stated that bids will be opened July 11. Mr. Dobberstein added that the cost will be recovered through a PFC.

Other Business:

Mr. Walstad stated the Air Museum Committee has been discussing the potential of a mini air show in August or September, which would be a kick off for a fund raising event for the Air Museum.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, July 11, 2000, at 9:00 a.m. in the Airport Boardroom.

Time at adjournment was 10:50 a.m.

Regular Meeting

Tuesday

July 11, 2000

The regular meeting of the Municipal Airport Authority was held Tuesday, July 11, 2000, at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Anderson, Macdonald, Pawluk

Absent: Walstad, Clark

Others: Stewart, Bromenschenkel

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meetings of the Municipal Airport Authority Held June 13 and June 27, 2000:

The minutes of the regular meetings of the Municipal Airport Authority held June 13 and June 27, 2000, were approved without objection.

Approved the Airport Vouchers Totalling \$20,646.96:

Gen. Macdonald moved to approve the airport vouchers in the amount of \$20,646.96.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Approved the Individual Voucher to Olaf Anderson & Son:

Gen. Macdonald moved to approve the individual voucher in the amount of \$37,072.21 to Olaf Anderson & Son for partial payment request for the south general aviation area hangar project.

Second by Mr. Anderson.

On the call of the roll, members Macdonald and Pawluk voted aye.

Mr. Anderson abstained.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$6,835.20 to Flint Communications for partial payment request for the Destination Denver marketing program.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald, Pawluk.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,333.97 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the Drain #10 culvert project.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$18,419.11 for payment request for professional services in connection with the Airport Master Plan Update, Project No. 3 38 0017 24.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$6,613.29 to Ulteig Engineers, Inc. for engineering services in connection with the southeast general aviation area water/sanitary sewer replacement project.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,783.33 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the Runway 8/26, Taxiway C Extension, Project AIP 3 38 0017 24.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Approved the Individual Voucher to T.L. Stroh Architects, Ltd.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,143.77 to T.L. Stroh Architects, Ltd. for payment request for architectural services in connection with the southeast general aviation hangar project.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

## Discussed Air Museum Apron Request:

Mr. Dobberstein stated this item was on the agenda for the last meeting but was deferred until a museum representative could be present.

Mr. Dennis Larson, Fargo Air Museum, was recognized and stated the Fargo Air Museum is requesting the Airport Authority construct an apron adjacent to the museum for transient aircraft parking.

Mr. Dobberstein stated this has been discussed at previous meetings and Mr. Steve Synhorst, Ulteig Engineers, had given a preliminary estimate of \$120,000 \$150,000. He stated this project would be eligible for reimbursement under the AIP program. He stated we would be basically borrowing against our 2001 entitlement funds.

Mr. Dobberstein stated if the board approves this request the next step would be to direct Ulteig Engineers to design plans and specifications and advertise for bids. Mr. Anderson moved the Airport Authority direct Ulteig Engineers to prepare plans and specifications for a transient aircraft parking apron adjacent to the museum, the width of the museum to the taxiway.

Second by Gen. Macdonald.

Mr. Dobberstein stated there will be some storm sewer which will be added and this will take care of an area by the Carousel and ABHN hangar where water tends to pond.

On the call of the roll, members Anderson and Pawluk voted aye.

Gen. Macdonald abstained.

Absent and not voting: Walstad, Clark

The motion was declared carried.

## Continued Car Rental Service Facility Discussion:

Mr. Dobberstein stated the car rental agencies have now submitted architectural plans by T.L. Stroh Architects for the proposed car rental service facility. He stated he and Attorney Stewart have been in contact with the FAA Civil Rights Office regarding the concessionaire portion of the agreement with the car rental agencies. He stated the Airport Authority has no problem with granting a 20 year lease on the property but there is still a question as to whether that can be tied to an agreement for counter space in the terminal.

Mr. Terry Stroh was recognized and reviewed the proposed plans. He stated they tried to keep the building in line with the terminal. He also reviewed some possibilities for additional parking.

Gen. Macdonald asked why the building was not extended as far west as possible and plan for any future expansion on the east side of the building.

Mr. Stroh stated the feeling was that if the building expansion was never needed then they could have additional parking to the west. He stated that can be changed.

Gen. Macdonald stated he feels it would be more practical to move the building further west. Other than that he likes the plan.

Chairman Pawluk stated he also like the layout and likes the idea of having it as close to the terminal as possible. He stated the car rental agencies need to recognize the fact that if we need space to expand the terminal to the west it would affect their parking areas.

Mr. Dobberstein stated this plan was forwarded to Mr. Steve Wagner, Coffman Associates, for his review, and it was his comment that if the ramp were expanded to the west we may have to look at blast fence protection. He indicated he could live with this design.

Mr. Dobberstein stated if we agreed on the concept it would allow the car rental owners to go forward with more formal building plans. He stated at the same time the Airport Authority needs some idea of the costs for the Airport Authority's obligations.

Chairman Pawluk stated he would recommend the board approve the site location as presented today (with the building being located as far west as possible), and the overall concept of what we have discussed. He stated there are also some lease issues yet to be resolved after we get the information needed.

## Continued Car Rental Service Facility Discussion: (Continued)

Mr. Anderson stated he feels the demolition of the existing facilities on the southeast side be included as part of the overall project.

Mr. Dobberstein stated if the Airport Authority is expected to spend funds on site improvements we may consider recovering some of those costs through a fuel flowage fee paid by the car rental operators.

Mr. Ryan stated they are currently doing a study on the amount of fuel purchased annually by each operator.

Chairman Pawluk stated it seems to be the consensus of the board that the concept of plan as presented is acceptable to the board. He directed the operators to put together a solid proposal with numbers for the Authority's consideration.

## Continued 2001 Improvement Fund and Mill Levy Discussion:

Chairman Pawluk stated at the last meeting the board did not take action on the mill levy. He stated there was a motion to reduce the mill levy from two mills to one mill but that vote died for lack of a second. He stated today he would like to pick up the discussion from where we left.

Mr. Anderson stated it is his opinion that we should leave the mill levy at two mills. He stated he would hate to lower it now and then have to increase it later.

Chairman Pawluk stated in the next several months we may have the ability to increase our PFC collection from \$3.00 to \$4.50 for every passenger, provided an agreement is reached between the FAA and the airlines. He stated he believes the city and the citizens of Fargo have a tremendous benefit by having the airport here, but he also thinks that if we have the opportunity to generate the funds on the airport from the people who use the airport that is the most fair way. He stated he believes with our current surplus we could afford to lower the mill levy. He stated he also recognizes that we have a tremendous number of expensive projects coming up, as we always will have. Chairman Pawluk stated in the grand scheme of things, if we reduce our operating income by \$147,000 he really does not think anything will change.

Gen. Macdonald moved the Airport Authority drop the mill levy from two mills to one mill.

The motion died for lack of a second.

Chairman Pawluk stated we do have a quorum present today but he suspects the outcome would be different if the other members were present.

Mr. Bromenschenkel stated the board members absent today can bring an issue back for reconsideration and ask that it be voted upon again.

Mr. Anderson asked if we tabled this matter until the next meeting, could an absent member leave his/her vote in writing.

Attorney Stewart indicated the answer to that question was no, but he could participate in the meeting over the telephone.

Chairman Pawluk stated the Airport Authority in the past has decided not allow that.

Mr. Bromenschenkel stated the City does not need to certify its mill levy until the end of August. He stated if the Airport Authority decides to drop its mill levy by one mill the City may decide to raise theirs by one. He stated he would just as soon see the Airport Authority leave it now, let the City work their budget assuming the Airport is going to have two then they would not count on that extra one. He stated the Airport could then drop it to one mill at the last moment.

Chairman Pawluk stated again the motion dies for lack of a second and he is wondering if this is how he would like to see this end. He stated he feels this is an issue that deserves more than the minimum amount of members here to choose a direction.

## Continued 2001 Improvement Fund and Mill Levy Discussion: (Continued)

Mr. Dobberstein stated he wants the board members to realize that we have \$150,000 budgeted for car rental parking lot expansion or improvements. He stated there is nothing budgeted for the property that we may be in a position to acquire or negotiate over the next few months.

Gen. Macdonald stated he understands that but we should look at the other side of that coin. He stated it is projected that we will have \$1.7 million in the Airport Improvement Fund at the end of 2001. He stated with that amount, together with the reserve in the Operations & Maintenance Fund, it seems to him that the taxpayers deserve a tish of a break. He stated it is a symbolic thing, he recognizes, but it is still a thrust in spite of some of the other things that go on with the other independent bodies in this district who arbitrarily raise mill levies. He stated he thinks we should arbitrarily lower one once.

Chairman Pawluk told Gen. Macdonald in light of his comments if he wished to make his motion again he would relinquish the chair to second the motion.

Gen. Macdonald moved to certify to the Board of City Commissioners a one mill levy for airport improvements for 2001, as per Section 2 06 14 of the North Dakota Century Code.

Chairman Pawluk relinquished the chair to Gen. Macdonald.

Mr. Pawluk seconded the motion.

Acting Chairman Macdonald called for a roll call vote.

On the call of the roll, members Pawluk and Macdonald voted aye.

Anderson voted no.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Acting Chairman Macdonald returned the chair to Pawluk.

## Received Communication From Meinecke Johnson Regarding Restroom Project:

Mr. Dobberstein stated we received a communication from Meinecke Johnson Company dated June 19, 2000, regarding the restroom partitions. He stated the partitions that were ordered were two inches too short and Meinecke Johnson put forth a plan to Foss Associates to build in some extensions to make those partitions work. He stated we approved that on a temporary basis and had we not approved that accommodation it would be a month to a month and a half before the partitions would be here.

Mr. Dobberstein stated he does not have a problem with this and if the board members agree we will take Meinecke Johnson at their word that this will work.

Mr. Anderson stated if they gave it to us in writing that we are going to get a product as good or better and if Mr. Cowman has looked at the detail then he doesn't have any problem approving it.

The communication from Meinecke Johnson dated June 19, 2000, was received without objection.

Chairman Pawluk stated he does have a couple of items to note in the second floor men's room. He stated he is not satisfied with the way that has turned out to this point. He stated it looks cobbled together where the partition goes on the wall and it needs further attention. He stated this is probably a design problem but the mirrors are too low. He stated if we are going to spend money on a project like this it should be useable for all of the people, not just those under six feet tall.

## Accepted FAA Grant Offer and Authorized Execution of AIP Project 3 38 0017 24:

Mr. Dobberstein stated this item will be tabled until the next meeting. He stated the grant documentation was supposed to be here by yesterday but it did not arrive.

Received Communication from Mr. Victor Gelking Regarding South General Aviation Area Hangar Project:

The communication from Victor Gelking faxed July 5, 2000, was received and filed without objection. Chairman Pawluk stated Mr. Gelking is no longer interested in leasing land to build a hangar.

Received Communications from Dr. Tom Nagle and Mr. Bernie Ness Regarding Proposed Hangars:

The communications from Dr. Tom Nagle and Mr. Bernie Ness were received and filed without objection.

Mr. Dobberstein stated that shortly after he received word from Mr. Victor Gelking that he was no longer interested in building a new hangar in the southeast general aviation, he received a call from Dr. Tom Nagle requesting to build a 50'x 50' hangar on that same site. He stated Dr. Nagle is currently part owner of the hangar just west of that site.

Mr. Dobberstein stated Mr. Bernie Ness had also indicated interest some time ago in the same site for a 70'x 70' hangar.

Mr. Dobberstein stated Dr. Nagle is in the process of acquiring a helicopter and after some discussions with the FAA Flight Standards District Office regarding the operation of a helicopter. They highly advised him to consider locating his hangar in a less confined area. He stated Dr. Nagle is now proposing to build in the north general aviation area on a site directly east of the Hamilton T hangar. He stated the building would be a wood frame, metal sided hangar. He stated Dr. Nagle had looked at some other lots as well but has decided on this location.

Mr. Dobberstein stated if the Airport Authority chose to approve the concept of Dr. Nagle's proposal then he can get more serious about building plans.

Mr. Dobberstein stated Mr. Ness, according to his communication, is proposing to put in a 70' x 70' hangar. He stated he is not sure the type of structure.

Gen. Macdonald asked what the maximum size hangar that could be built on that site.

Mr. Dobberstein stated the site would accommodate a 100' x 100' hangar.

Gen. Macdonald stated if the hangar was not going to be large enough to maximize the use of that site then we should require that he build as far to the west as possible, rather than wasting 30'.

Chairman Pawluk stated we have very little ramp space on the south side and we should maximize its use. He stated with both of these requests we have to look at maximizing the ramp space.

Chairman Pawluk stated Dr. Nagle is proposing a wood frame, steel clad structure and all of the other structures on the north end of the airport are steel frame, steel clad. He stated he feels there is a difference in longevity and a difference in function and he personally believes you have a better building structure with a steel frame building.

Mr. Anderson stated he does not think we can dictate that.

Chairman Pawluk stated he thinks we probably could. He stated is not saying that we should but we do need to set some appearance standards. He stated he is currently in a wood frame hangar and thinks that at the time it was built they could have had steel for only a little higher cost.

Gen. Macdonald stated he would at least like to see cost estimates on both types of structure.

Mr. Anderson stated as long as the building meets the aesthetic requirements he stated he does not know how we could distinguish that, as there are so many buildings on the south end that are wood frame. He stated he is in the construction business and agrees with Mr. Pawluk that a steel building is a better structure but he does not feel comfortable dictating how the facility is built, as long as it meets the aesthetic requirements.

Received Communications from Dr. Tom Nagle and Mr. Bernie Ness Regarding Proposed Hangars:  
(Continued)

Chairman Pawluk stated he would like to see the City of Fargo building code not allow pole barns in the city limits.

Chairman Pawluk stated Mr. Ness is just asking to reserve the space at this time and Dr. Nagle's request is basically the same. He stated if there are no objections to either of these proposals we would encourage both parties to proceed with formal plans and specifications on their buildings.

Mr. Anderson moved to approve the concept and locations requested by Dr. Nagle and Mr. Ness so they are able to proceed with further presentations to the Airport Authority.

Second by Gen. Macdonald.

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

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, July 25, 2000, at 9:00 a.m.

Time at adjournment was 10:03 a.m.

Regular Meeting

Tuesday

July 25, 2000

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 25, 2000, at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Walstad, Anderson, Clark, Pawluk

Absent: Macdonald

Others: Stewart

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held July 11, 2000:  
The minutes of the regular meeting of the Municipal Airport Authority were approved without objection.

Approved the Airport Vouchers Totalling \$17,492.76:

Mr. Anderson moved to approve the airport vouchers totalling \$17,492.76.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Pawluk.

Absent and not voting: Clark, Macdonald

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Mr. Walstad moved to approve the individual voucher in the amount of \$2,024.26 to Foss Associates for partial payment request for architectural services in connection with Westside Terminal Restroom Project.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson, and Pawluk voted aye.

Absent and not voting: Clark, Macdonald

The motion was declared carried.

Approved the Individual Voucher to Metro COG:

Mr. Walstad moved to approve the individual voucher in the amount of \$4,301.00 to Metro COG for the Municipal Airport Authority's share of the Cass County 20/Clay County 22 Corridor Study.

Second by Mr. Anderson.

On the call of the roll, members Walstad, Anderson and Pawluk voted aye.

Absent and not voting: Clark, Macdonald

The motion was declared carried.

Accepted FAA Grant Offer and Authorized Execution of Grant Documents for AIP Project 3 38 0017 24:

Mr. Dobberstein stated AIP Project 3 38 0017 24 includes the airport perimeter road, the Airport Master Plan Update, and the engineering for the Runway 8/26 extension. Mr. Dobberstein stated the board needs to take action to accept the grant and authorize execution of the grant documents.

Mr. Walstad moved the Airport Authority accept FAA AIP Grant 3 38 0017 24 and authorized execution of the grant documents.

Second by Mr. Anderson.

Dr. Clark now present.

On the call of the roll, members, Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Received Update from City Forester Regarding Airport Tree Planting Program Status and Options:

Mr. Dobberstein introduced Mr. Scott Luidal, City Forester. Also present was Mr. Jim Hanson, landscape architect, Hanson Design Associates.

Mr. Dobberstein stated a number of years ago the previous City Forester put together a master plan of tree planting, etc., for the passenger terminal area. He stated this is a process now to update that plan.

Mr. Luidal stated about a year and a half ago he and Mr. Dobberstein began talking about some various areas around the airport that needed some attention with respect to trees. He stated one area in particular is the existing shelterbelt. He stated some of the trees in this belt are crowding each other and can be relocated.

Mr. Luidal stated what he is proposing today is to get approval from the Airport Authority to put together a 10 year plan and come up with some cost estimates. Chairman Pawluk asked Mr. Luidal if the services proposed by Hanson Design Associates totalling \$5,300 are within the purview of the Forestry Department.

Mr. Luidal stated once the plan is in place the Forestry Department would work with the Airport Authority in the administration of that plan and the work to be done. In answer to a question from Chairman Pawluk, Mr. Dobberstein stated we need to update our tree plan and also get a tree maintenance plan in place. He stated he feels we need the expertise of a landscape architect to move forward and make sure we have a proper plan in place.

Chairman Pawluk asked who would do the continuing maintenance on the trees.

Mr. Dobberstein stated the Forestry Department would assist with the maintenance and anything the Forestry Department could not handle with its limited staff we would hire a contractor.

Chairman Pawluk stated he thinks it is hard to have too many trees. He stated every tree on the airport has been purposely planted and they are a tribute to those who had the foresight to plant them. He added that he does not see any reason that we would need to buy any trees when we are raising so many of them. He stated we just need to make sure that we are raising the right trees.

Mr. Anderson moved the Airport Authority accept the proposal from Hanson Design Associates and that we move ahead and develop and 10 year forestry plan.

Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Absent and not voting: Macdonald

The motion was declared carried.

Mr. Hanson stated they will start an inventory of the trees in the near future which would take a few weeks. After that they can begin the analysis process.

Chairman Pawluk stated he is just speaking for himself but he would rather see more trees than fewer trees. He stated the trees are only an asset and the more trees the better.

Received Update from Dr. Tom Nagle Regarding North General Aviation Area Hangar Project:

Mr. Dobberstein stated he was expecting something in writing from Dr. Nagle but nothing has been received so there is no update information.

Chairman Pawluk stated he would like to further discuss this issue. He stated when we look at the south general aviation area we have some hangars that are pretty attractive and the new structures going up, but we also have some real junk on the south side. He stated most of the junk we have in the south general aviation area really revolved around the pole barn concept. He stated as he looks at airports in other areas where there is more uniformity in the buildings, such as the airport in Casselton, you wind up with an attractive area. He stated if there is one comment he hears from people about the airport it is how trashy it looks in the south general aviation area. He stated he is going to do what he can to make sure the north general aviation area is an attractive area now and twenty years from now. He stated to that end he would like to discuss his opposition to allowing the construction of pole barns for aviation hangars. He stated he is part owner of one of the hangars in the south general aviation area and when it was built they tried to do it for the least cost. He stated by the time you get done building a pole barn to the wind load spec and the standards that we have you are very close to the cost of a steel building, and with a steel building you have a better building and a better looking building.

Chairman Pawluk stated he would like to see the Airport Authority establish an appearance policy or something with respect to what we will allow to be built on the north end. He asked the board members if they would have any support for that and also asked for any comments from others attending the meeting.

Mr. Anderson stated he would agree with Mr. Pawluk's idea in terms of aesthetics. He stated he does not know how we can step around what the City has for codes.

Chairman Pawluk stated it is his understanding that the Airport Authority can control what is built on its leased land.

Attorney Stewart stated there would be some flexibility. He stated what we would need is some objective to meet and have it apply to all.

Chairman Pawluk stated he would like to have uniformity. He stated we currently have three different structures in the north general aviation area and each are attractive looking structures, however he would like to see us say that we do not want any different site lines than we have. He stated he does not want us to have a mismatch that 15 years from now people will look at and think it is a mess. He stated this does not have to be an expensive alternative for the hangar owner but rather an attractive alternative.

Mr. Dobberstein stated the Airport Authority has a set of construction guidelines that was updated in 1998. He stated hangars must meet color criteria as well as aesthetic criteria. He stated a conventional hangar is going to look different than a T hangar. He stated if there is one style of conventional hangar the board wants to approve we could look at that. He stated as far as steel frame vs. wood frame we may price some people out of the market and they won't build on this airport.

Mr. Terry Stroh stated the Airport Authority might look at adopting minimum standards much like a developer in a subdivision. He stated uniform eave heights would help to eliminate a messy look and would add to a uniform look. He stated the reason areas like Tempe or Phoenix look so nice is that they make people do things. They have rules that make people do things that enhance the property. He stated that granted it may drive prices up a little bit but in the long run you have a nicer community for it. He stated he thinks we will see that in Fargo in the future with the land development codes they have passed.

Received Update from Dr. Tom Nagle Regarding North General Aviation Area Hangar Project:  
(Continued)

Chairman Pawluk asked what it would take to establish a minimum design standard. He asked Mr. Stroh if that is something his firm could accomplish or would we need to go to a steel building specialist.

Mr. Stroh stated he feels it is a matter of the board coming up with what it wants to see as minimums.

Mr. Walstad asked Mr. Dobberstein if he would be concerned that some people would be priced out of the market.

Mr. Dobberstein stated in Dr. Nagle's case he told him that a steel building would be \$22,000 more and he indicated if that was the cost he would build elsewhere. He stated he agrees with Mr. Stroh that a lot of the uniformity could be solved with site lines.

Chairman Pawluk stated both Fargo Jet Center and Valley Aviation have a considerable investment in the north general aviation area and he asked if this was a matter that concerned them.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated obviously they do not want to see shabby buildings. He stated he feels the Airport Authority's control is in place already.

Dr. Hamilton, Valley Aviation, stated there are all different buildings up there now and the color is essentially the only thing the Authority has insisted on.

Mr. Anderson stated we are really looking at a structural issue. He stated aesthetics is one thing we have control of and a pole barn has metal panels on the outside of the building the same as a steel structure. He stated aesthetically we are looking at the same material. He stated if we are talking about a change in specifications then we need to hire a structural engineer to develop that for us. He stated that is where he has a bit of a problem, in terms of changing the design criteria from what the city allows.

Chairman Pawluk stated he would like to see the Airport Authority authorize Mr. Terry Stroh to develop some minimum design standards for the north general aviation area. He stated he would like to see the south general aviation area included as well but there is not a lot of space available for new hangars so he does not know what that would change.

Mr. Walstad moved the Airport Authority authorize T.L. Stroh Architects to develop minimum design standards for hangars in the north general aviation area.

Second by Mr. Anderson.

Mr. Stroh stated the type of aircraft to be stored in the hangar certainly dictates the size of that building and where it goes. He added that there are some other things we could look at controlling.

Mr. Anderson stated he would be interested in comments from Mr. Steve Wagner, Coffman Associates, as far as what other airports do in this situation.

Mr. Wagner stated they see a variety of things. He stated they do see some airports that set very high standards. He stated he will try to come up with some examples that would be helpful.

Chairman Pawluk stated he wants it clear that we are not doing this to restrict people but rather to make this the best area that we can.

Chairman Pawluk called for a vote on the motion.

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

Discussed Airport Authority Meeting Dates:

Mr. Walstad stated that some time ago the board discussed the possibility of going from two meetings a month down to one meeting a month. He stated he recalls the decision at that time was that we would continue with two meetings a month but consider the first meeting of the month the primary meeting and not have the second meeting if it was not necessary. He stated he would like us to again take a look at one meeting a month.

Discussed Airport Authority Meeting Dates:

Chairman Pawluk stated he would agree with those people who would like to attend less meetings, however, in his service on the Airport Authority he has found that when we meet only once in a month the next meeting tends to be a two or three hour marathon. He stated there are things that need to come before the board that are delayed and he thinks there are some issues that will not get the attention they need. Mr. Dobberstein stated one meeting a month would be fine if we had the latitude of being able to have special meetings. He stated there are issues that come up that we need to keep processing, otherwise we are looked at like typical government where there is no sense or urgency. He added that meeting every two weeks does allow for some continuity of hangar projects, construction projects, etc.

Mr. Walstad moved the Airport Authority change its meetings to once a month on the fourth Tuesday of each month and that additional meetings be called as necessary.

Second by Dr. Clark.

Mr. Anderson stated he feels it is important that members be here for meeting and he stated as far as his own schedule he tends to be gone more in the winter months (January, February, March). He stated if we meet only once a month and a member misses a meeting, it is another month until the next meeting and it takes a while to get back up to speed.

Attorney Stewart stated he and Mr. Dobberstein will do some research on the minutes to see what, if any, changes were made as far as meeting dates.

Chairman Pawluk asked the members if they would mind tabling this matter until the next meeting when it could receive full board discussion.

It was the consensus that the matter be tabled until the next meeting.

Approved One Year Extension to Air Carrier Leases and Operating Agreements:

Mr. Dobberstein stated he recently met with Mr. John DeCoster, Northwest, and Mr. Jerry Barnack, Atlantic Coast, to go over their leases and the financial picture of the airport. He stated they were both in agreement that the proper time to change the lease would be effective January 1, 2002. He stated the last bond payment on the terminal is due in 2001 and at that point Northwest would like to have a minimum of three year, maximum five year, lease extension.

Chairman Pawluk stated once the bonds are paid off he feels it would be appropriate to establish a fund for remodeling and expansion of the terminal.

Mr. Dobberstein stated both airlines are in favor of that.

Mr. Walstad moved to authorize the extension of the air carrier leases and operation agreement for a one year term expiring December 31, 2001.

Second by Mr. Anderson.

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

Received Second Quarter 2000 PFC Report:

The PFC Report for the second quarter of 2000 was received and filed without objection.

Received Notice of Proposed Special Assessment Share for City Project 4902:

Mr. Dobberstein stated we received notice in the mail from the City of Fargo Auditor's Office advising us of our anticipated share of a flood protection project that took place in the 3700 Block of 10th Street North to the 900 Block of 42nd Avenue North.

The notice was received and filed without objection.

Received Communication from T.L. Stroh Architects Requesting Approval of a Change Order for the South General Aviation Hangar Project (Olaf Anderson & Son, \$4,158.00):

Mr. Terry Stroh stated this change order in the amount of \$4,158 is a result of the additional work required to maintain the existing Flight Training administrative building structure after the demolition of Hangar #4. He stated we were never sure what was going to be required and it became evident only after the hangar had been demolished. He stated the hours and materials were over and above what was anticipated but was necessary and the amount is reasonable.

Mr. Walstad moved to approve the change order in the amount of \$4,158.00 to Olaf Anderson & Son.  
Second by Dr. Clark.

On the call of the roll, members Walstad, Clark and Pawuk voted aye.

Mr. Anderson abstained.

Absent and not voting: Macdonald

The motion was declared carried.

Mr. Stroh stated the other matter on which he needs a decision today is the color for the metal panel portion and doors of the new hangar project. Mr. Stroh reviewed the various colors available and stated he is recommending "Bombay" and "Sandstone".

Dr. Clark moved to approve the accent colors as recommended by Mr. Stroh.

Second by Mr. Anderson.

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

#### Other Business:

Chairman Pawluk stated he would like to suggest that we check into a service contract/maintenance plan for our security gates in order to head off problems when gates don't work.

Mr. Dobberstein stated he will get a proposal from Dakota Fence. He stated it is not always the gates themselves but sometimes it is a problem with the computer for the security system.

Mr. Walstad stated the board members present at the last meeting voted to certify a one mill levy to the City Commission. He stated he would like to revisit that issue as all members were not present. He stated he understands that the motion passed with a majority of the quorum but a minority of the board.

Chairman Pawluk stated it will be on the agenda for the next meeting.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, August 8, 2000, at 9:00 a.m.

Time at adjournment was 10:06 a.m.

Regular Meeting

Tuesday

August 8, 2000

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 8, 2000, at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Walstad, Anderson, Clark, Macdonald, Pawluk

Absent: None

Others: Stewart, Bromenschenkel

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held July 25, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held July 25, 2000, were approved without objection.

Approved the Airport Vouchers Totalling \$17,534.22:

Mr. Anderson moved to approve the airport vouchers totalling \$17,534.22.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$8,579.46 to Flint Communications for partial payment request for the airport marketing program.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Meinecke Johnson:

Gen. Macdonald moved to approve the individual voucher in the amount of \$72,474.00 to Meinecke Johnson for Partial Payment Request No. 1 for construction of the Westside Terminal Restroom Project.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,178.88 to Ulteig Engineers, Inc. for engineering services in connection with the south general aviation area water/sanitary sewer project.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$726.68 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the Cass County Drain #10 Project.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$85,484.68 to Ulteig Engineers, Inc. for partial payment request for professional services in connection with the Airport Master Plan Update, Project 38 0017 24.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$61,498.35 to Northern Improvement Company for partial payment request for construction of the airport perimeter road, Project AIP 338 0017 24.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Foss Associates:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,079.29 to Foss Associates for partial payment request for architectural services in connection with the Westside Terminal Restroom Project.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to T.L. Stroh Architects, Ltd.

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,143.77 to T.L. Stroh Architects, Ltd. for partial payment request for architectural services in connection with the southeast general aviation area hangar project.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad.

The motion was declared carried.

Approved the Individual Voucher to Olaf Anderson & Son:

Gen. Macdonald moved to approve the individual voucher in the amount of \$209,692.67 to Olaf Anderson & Son for partial payment request #2 for construction of the southeast general aviation area hangar.

Second by Dr. Clark.

On the call of the roll, members Clark, Macdonald and Pawluk voted aye.

Mr. Anderson abstained.

Absent and not voting: Walstad

The motion was declared carried.

Approved Change Order G 2 Associated with the South General Aviation Area Hangar Project (Deduct of \$1,695.00) and Receive Project Update:

Mr. Terry Stroh, T.L. Stroh Architects, was recognized and introduced Mr. Mark Shannon, Northern Technologies.

Mr. Shannon stated that during the excavation process they ran into some contaminated soil from a tank that was removed several years ago. He stated the State of ND is going to allow us to leave in place anything under the footings and floor that would remain undisturbed. He stated there was a significant amount of contamination but all of the disturbed contaminated soil has been removed. He added that they anticipated the excavating to be done by the end of today.

Mr. Stroh stated progress on the project overall is moving along. He stated the change order deducting \$1,695.00 is for the elimination of some drains which was included in the mechanical contract.

Gen. Macdonald moved to approve Change Order G 2 resulting in a reduction of \$1,695.00.

Second by Dr. Clark.

On the call of the roll, members Clark, Macdonald and Pawluk voted aye..

Mr. Anderson abstained.

Absent and not voting: Walstad

The motion was declared carried.

Approved Change Order #1 (Northern Improvement) Associates with the Airport Perimeter Road, AIP Project No. 3 38 0017 24:

Mr. Dobberstein stated this change order consists of two parts. This first part is an extension of the completion date from September 1 to October 15, due to the wet conditions earlier this summer.

Mr. Dobberstein stated the second part of the change order is the additional \$91,542 to reroute the service road around the base of Runway 26, as requested by the FAA. He stated the Airport Authority approved this change earlier but this action would formalize the documentation. He added that Mr. Steve Synhorst, Ulteig Engineers, has reviewed the change order and it meets his approval.

Mr. Anderson moved to approve Changer Order #1 to the airport perimeter road project, AIP 3 38 0017 24.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Received Communication from Foss Associates Recommending Award of Westside Terminal Roof Maintenance/Repair:

Mr. Dobberstein stated in our continuing program of preventative building maintenance, Mr. Patrick DeLaPointe, Foss Associates, has identified roof flashing repairs that should be made. He stated Mr. DeLaPoint has solicited informal bids from Lee's Roofing, M. J. Dalsin, and Pierce.

Received Communication from Foss Associates Recommending Award of Westside Terminal Roof Maintenance/Repair: (Continued)

Bids received were as follows:

|               |             |
|---------------|-------------|
| Lee's Roofing | \$ 6,540.00 |
| MJ Dalsin     | \$ 6,735.00 |
| Pierce        | \$37,750.00 |

Gen. Macdonald stated it bothers him that the Pierce bid was so much higher. He asked if it was possible that there was a mistake in there bid and is there any chance with different information would their bid be lower.

Chairman Pawluk stated he feels we have to trust that the architect has checked into this before making his recommendation to award the bid to Lee's Roofing.

Dr. Clark moved to award the bid to Lee's Roofing, as per the recommendation of Foss Associates. Second by Mr. Anderson.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Received Information and Authorized Purchase of Passenger Lift Device:

Mr. Dobberstein stated we have partnered with the Bismarck Airport and the other airports in the state in the bidding process for a passenger lift device. He added that December 4, 2000, the FAA will require that we have this device in place.

Mr. Dobberstein stated the Bismarck Airport obtained formal bids and three companies responded:

- Turbo Way
- Adaptive Engineering
- Lift a Loft

Mr. Dobberstein stated in the rating/selection criteria price was only one of five considerations: simplicity, maintainability, ease of use, passenger accommodation, cost.

Mr. Dobberstein stated when the bids came in the Grand Forks airport decided not to participate.

Mr. Dobberstein stated we have looked at these devices at airport conference and have found that a lot of airports like the Turbo Way. He stated they were not the lowest in price but came out on top in the rating process.

Chairman Pawluk stated he likes this unit because it can be used as a boarding ramp for all passengers, not just handicapped.

Gen. Macdonald moved to award the bid for the passenger lift device to Turbo Way, Inc. for a Turbo Way 2000.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Mr. Dobberstein stated the bid includes a couple of options we will probably not take, side curtains and a brake, so we may be able to save about \$2,500.

Received Request from Fargo Public Schools Regarding Permission to Host Cross Country Events on Airport Property:

Mr. Dobberstein stated he was expecting to receive a letter from the Fargo Public Schools with a request to host cross country events on airport property.

Received Request from Fargo Public Schools Regarding Permission to Host Cross Country Events on Airport Property: (Continued)

Gen. Macdonald moved the Executive Director be authorized to enter into such agreement as necessary to facilitate this request, as well as similar subsequent events, provided it does not interfere with airport operations.

Second by Dr. Clark

Mr. Dobberstein stated the school cross country teams are not able to get on the local golf courses until after September 15 and they need open space to run an event. He stated we will receive from the Fargo Public Schools a Hold Harmless Agreement.

Chairman Pawluk called for a vote on the motion.

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

Chairman Pawluk stated he would like to see other such activities on the airport.

Authorized Advertising to Obtain Bids for Airport Farmland:

Mr. Dobberstein stated he would like authorization to advertise for bids for the airport farmland. He stated he would like to use the same process we used for the last three year period where the bids are received and the bidders have an opportunity to increase their bids orally at the bid opening. He stated we are at the point in the season where the growers would like to begin tilling the land and preparing it for next season.

Mr. Dobberstein stated NDSU has requested to lease the 77 acres south of the terminal. He stated they have already cancelled another 80 acre contract elsewhere. He stated NDSU will retain the land they are leasing plus this additional 77 acres. He stated he will confirm with Tom Teigen that they are not interested in any additional land.

Gen. Macdonald moved to authorize the advertising for bids for the airport farmland.

Second by Dr. Clark.

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

Received Update from the City Planning Department and Metro COG Regarding Surrounding Property Land Use/Zoning:

Mr. Dobberstein introduced Spencer Montgomery, Metro COG and Cindy Gray, Fargo Planning Department.

Mr. Spencer Montgomery was recognized and stated for the last few months they have been conducting a study of 45th Street North in the area of I 29, 19th Avenue North and Cass County 20. He stated there has been some development pressure from the south and it is understood that eventually the land along the 45th Street NW corridor will develop, although they do not know when that will occur. He stated this is just one of a series of studies along the entire length of 45th Street, going as far as 52nd Avenue South.

Mr. Montgomery stated most of the land in the area is farmland today. He stated the land east of 45th is owned primarily by NDSU. West of 45th Street and north of 32nd Avenue is Reile's Acres, although the entire portion is not yet developed. There are approximately 75 homes there today.

Mr. Walstad now present.

Ms. Gray stated she has discussed this area with the airport master plan consultant, Mr. Steve Wagner, Coffman Associates, and he has indicated the green space should extend all the way to 45th Street to the west and to further to the south due to the typical traffic pattern. She stated now that they know the preferred alignment of 45th Street on the part of the Reile's Acres residents and other property owners in the area they have a better idea of the land use.

## Received Update from the City Planning Department and Metro COG Regarding Surrounding Property Land Use/Zoning: (Continued)

Ms. Gray stated there are several issues facing them with this 45th Street study. She stated there is the need to give Riele's Acres some relief in terms of a buffer knowing that they built next to a major arterial which will carry a lot of traffic in the future. She stated they also need to consider the impact of that on the NDSU land.

Ms. Gray stated they realize there are impacts from the interstate, the airport and so forth, but we also have to be realistic about how much non residential land use this area can absorb. We cannot completely load up everything that looks like it is going to have a little bit of impact with a non residential land use. It is just not going to happen that way. She stated if there is an area we are really concerned about and we need to take steps to prevent it from being residential because of impact that is where we are going to plan for non residential land use. She stated that other areas where we do not think the impact will be that great is where we will begin looking at the noise contour information that is being provided by the airport consultant so that when we get into the zoning we know what we will need to requires as far as requiring sound attenuation, etc.

Ms. Gray stated this is an early draft of this area and they will be refining it as they go through the 45th Street process.

Chairman Pawluk stated he feels this helps bring to the forefront the need to place signs in these areas that are presently agricultural, advising that this is the extended centerline of a runway. He stated to think that these areas will always be agricultural is naive. He stated people planning to build in these areas need to be aware of aircraft activity in that area.

Ms. Gray stated that Mr. Dobberstein has attended the public meetings held with the residents of Reile's acres and the residents have had questions. She added that the residents were resistant about even having the study done as they felt it lowered their property values just by talking about it.

Mr. Dobberstein stated when we get to the point of extending Runway 8/26 to its ultimate length there will be another environmental impact study that will be required. He stated when we advertised for the current extension out to 6,300 feet we received no comments.

Gen. Macdonald stated what bothers him is that an airport does an Airport Master Plan and it goes through every hoop that you can get and then five years after it has been adopted someone comes up and says they don't want airplanes flying over their house and then they start complaining about it. He stated it makes you wonder why you went to all the trouble. He stated he thinks putting up signs is great. He also added that he worries about the pressure the City will get to develop the green area. He stated developers will sign off on anything to get in there and develop an area and then after it is finished is when the complaints start.

Mr. Dobberstein stated Mr. Wagner has provided some excellent sample ordinances of things that can go into the land development code which is proactive before the development of any land that is currently agricultural.

Gen. Macdonald stated buildings can be sound proofed but it is hard to sound proof the barbecue in the back yard.

Mr. Montgomery stated the primary purpose of their study is to determine how wide 45th Street will be and consequently how much right of way will be needed before people go out and start to develop it.

Mr. Dobberstein asked Ms. Gray what formal action she is looking for from the Airport Authority today.

Chairman Pawluk stated he would like to see the open space expanded as we discussed and avigation easements acquired with NDSU. He stated in exchange for that we may have something that they need.

Mr. Anderson stated he would agree that we need to the open space shown on the plan presented.

## Received Update from the City Planning Department and Metro COG Regarding Surrounding Property Land Use/Zoning: (Continued)

Ms. Gray stated she would now like to review development areas north of the airport. She stated they are trying to get a handle on the roadway characteristics in this area. She stated something that has been planned for a long time is the realignment of Cass County Road 20 in order to meet future development needs of the airport. She stated another major thing that has come up for discussion in the last six months is the eventual function of County Road 31. She stated in the long range it seems to make sense to plan on 25th Street being more of the arterial for that area.

Ms. Gray identified all of the land currently owned by the airport and indicated as open space, recognizing that is your intent for the land at this time. She stated the airport could, however, eventually decide it needs to be something other than open space, such as an airport business or industrial park. She stated if the Authority thinks there is any chance that the land the airport currently owns or plans to purchase will be used for something other than open space it would be advisable to set up the expectations now so that the residential developments in the area are aware of that.

Mr. Dobberstein stated that last week he and Attorney Stewart arranged for an appraiser to look at the three sites north of County 20 the Authority is looking at purchasing.

Mr. Dobberstein stated the NDANG has done a study on their mission conversion and they have a draft finding of no significant impact. He stated that an airport consultant and the Bismarck FAA office has really picked this apart and there are some serious concerns about what the guard is going to do in terms of noise impact.

Gen. Macdonald stated the Airport Authority should buy as much land as possible. He stated he is convinced that we need to control as much land as possible, within reason.

Chairman Pawluk stated he feels the Airport Authority's concerns could be summarized by saying that the airport needs to protect the land at least within a mile to the approach end of the airport and we need to have something in place that gives warning to the people that might want to develop property in the area that it will be impacted by airport operations. He stated that the airport would like to see the zoning in the sensitive areas more favorable to airport operations which means that residential zoning would be a concern.

Ms. Gray stated they do not want to create a situation where we are being looked upon as having a lot of residential development that should not have happened.

Chairman Pawluk stated we also need signs identifying the extended centerline for proposed Runway 17L/35R for the information of the public.

Ms. Gray indicated she would incorporate the comments made by the board today into both their maps and text for planning and development in these areas.

## Continued Discussion Regarding Airport Authority Meeting Dates:

Chairman Pawluk stated at the last meeting we discussed the meeting times for the Airport Authority. He stated some members have expressed the feeling that we could probably change to one meeting a month while other members feel we should continue with two. Chairman Pawluk asked for further discussion.

Mr. Walstad read his motion from the last meeting moving that "the Airport Authority change its meetings to once a month on the fourth Tuesday of each month and that additional meetings be called as necessary." The motion was seconded by Dr. Clark but tabled.

Mr. Dobberstein stated he reviewed the minutes from the last time the board discussed this matter. He stated the consensus of the board at that time was to schedule two meetings a month but if there is a month when two meetings are not necessary then the first meeting of the month would be the primary meeting and the second meeting could be cancelled.

Continued Discussion Regarding Airport Authority Meeting Dates: (Continued)

Mr. Anderson moved the motion be taken off the table.

Second by Dr. Clark.

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

Mr. Walstad read his motion from the last meeting.

Gen. Macdonald stated he feels strongly against going with only one meeting a month as he feels it will just result in longer meetings. He agreed there may be some months we don't need two meetings but during the construction season he feels one meeting would delay things too much. He added that arranging special meetings is too difficult with everyone's schedule and he would not be in favor of changing just for the convenience of the members.

Mr. Anderson asked Mr. Dobberstein how far in advance he knows what will be on the agenda.

Mr. Dobberstein stated agenda items come up continually during the weeks between meetings.

Mr. Anderson stated he is riding the fence on this issue. He agrees with both sides. He stated he does not see having meetings for the sake of having a meeting.

Chairman Pawluk stated if there is a situation when we really don't have any pressing business for an agenda we have cancelled meetings in the past. He stated the simple fact is we have business to conduct. He stated the commitment he made when accepting the appointment to the Airport Authority was that he would set aside time to be at the meetings whenever possible. He stated if we went to one meeting a month there is no way we could give time, such as we did with these planning issues, even though this type of discussion needs to take place.

Mr. Walstad stated he does not deny that.

Mr. Anderson stated that the time of the meeting (9:00 a.m.) is unusual. He asked if we could change the time to 8:00 a.m.

Dr. Clark stated she agrees the timing is bad. She stated with the meeting at 9:00 a.m. it takes the whole morning.

Chairman Pawluk called for a vote on Mr. Walstad's motion.

On the call of the roll, members Walstad and Clark voted aye.

Members Anderson, Macdonald and Pawluk voted no.

The motion failed.

Dr. Clark moved the Airport Authority change the time of the meetings from 9:00 a.m. to 8:00 a.m., the second and fourth Tuesdays of each month, effective September.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Continued Discussion Regarding Mill Levy:

Chairman Pawluk stated some of the members have asked for the opportunity to revisit the issue of the mill levy.

Gen. Macdonald stated according to Roberts Rule of Order a motion to reconsider an item can be made only by a member voting in the affirmative on the original motion.

Dr. Clark stated her understanding is different. She stated she posed this question to someone who is well versed in Roberts Rules.

Gen. Macdonald moved the Authority reconsider the action on the mill levy taken July 11, 2000.

Second by Mr. Walstad.

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

Mr. Bromenschenkel stated when you vote to reconsider a motion, the motion still stands, it is just the vote that becomes void.

## Continued Discussion Regarding Mill Levy: (Continued)

Chairman Pawluk called for discussion on the motion to reduce the mill levy from two mills to one mill.

Gen. Macdonald stated the airport currently has a surplus and it is in the best interest of the airport, the City and the taxpayers to not continue an artificial level of taxation. He stated if we put the money in there he has no doubt that we will spend it, but in spite of all that has been said, we have the ability, by state law, to certify up to four mills and the City Commission cannot deny that. Gen. Macdonald stated he would like to see us go to zero mills.

Mr. Bromenschenkel stated he agrees with Gen. Macdonald that if you don't need the money don't levy the mill, however, he would hate to see the airport reduce the mill and then come back next year and increase it to two mills or three mills.

Chairman Pawluk stated he would agree with that and with all of the construction projects, land acquisitions, increased specials, etc., we certainly have a need for funding. However, that need for funding is offset by the fact that the users of the airport are paying for the airport. The passenger facility charge that now gives us \$3 per passenger will hopefully go up to \$4.50. Chairman Pawluk stated he still agrees with Gen. Macdonald. He stated if we put this reduction in place now he does not see us needing to go back to the City to increase it in the near future.

Mr. Anderson stated it is his opinion that in the short term we should continue to pursue the purchase of as much of the property we discussed this morning as possible, regardless of whether or not we are eligible for federal reimbursement.

Dr. Clark stated she has dealt with public funding all of her professional life and she agrees with Mr. Bromenschenkel that you don't want to give up something and then have to go and asked for it back. She stated you cannot always count on federal or government money always being there. She stated there are a lot of factors to consider. She stated she would hate to give something up and then have to make a case for getting it back.

Gen. Macdonald stated by state law the Airport Authority does not have to make a case for increasing a mill levy. He stated it is beyond his comprehension that we as a responsible organization would say that we are never going to reduce taxes.

Mr. Walstad stated he would like to see us maintain the two mills.

In answer to a question from Mr. Anderson, Mr. Dobberstein stated with all due respect to comments made with respect to the surpluses he maintains we stay at two mills.

Chairman Pawluk asked for a roll call vote on the motion.

On the call of the roll, members Macdonald and Pawluk voted aye.

Walstad, Anderson and Clark voted no.

The motion was defeated.

Mr. Anderson moved to certify to the Board of City Commissioners a two mill levy for airport improvements for 2001, as per Section 2 06 14 of the North Dakota Century Code.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Anderson, Clark and Pawluk voted aye.

Macdonald voted no.

The motion was declared carried.

Received Update from Dr. Tom Nagle Regarding Proposed North General Aviation Area Hangar:

Chairman Pawluk stated Dr. Nagle called him last night and advised that he has leads on a couple of hangars for sale in the south general aviation area and asked what the board needed from him. Chairman Pawluk stated he told Dr. Nagle that the board would need some idea of what he is planning to do. He stated Dr. Nagle did not have anything at this time but we may see something at the next meeting.

## Received Update on Proposed Car Rental Facility:

Mr. Dobberstein stated this item was placed on the agenda in anticipation of getting something by 5:00 p.m. yesterday from the FAA in terms of guidance for the term of the concessionaire lease. He stated we have asked them how long they will allow owners to have a concession agreement in conjunction with the lease on the facility.

Mr. Dobberstein stated it appears they will allow us to go up to a 25 year, non exclusive agreement which would give the car rental agencies the right to occupy space in the passenger terminal. He stated our current car rental leases expire December 2001. He stated he is certain that sometime before then the FAA will require us to do a request for proposals and the RFP would indicate that it would be to occupy for 25 years. Mr. Dobberstein stated that since the leases would not be exclusive, the Airport Authority could decide to allow subsequent car rental operators on the airport and they would have six months notice to adjust their inventory. He stated additional operators would have to meet the same minimum requirements, annual guarantee, etc.

Mr. Dobberstein stated Attorney Stewart stated he would like two board members to be involved in the process to further refine our response back to the car rental operators.

Gen. Macdonald asked if one of the four agencies does not wish to participate in the new car rental facility do we still have to give them a 25 year concession agreement.

Mr. Dobberstein stated that is open for discussion.

Gen. Macdonald asked if another operator comes in three years and there are 22 years left on the other leases, do we have to grant them 22 years.

Mr. Dobberstein stated he does not have an answer for that question.

Mr. Dobberstein stated he believes the FAA will require that we go out every five years and formally request proposals from disadvantaged business enterprises to give them an opportunity to do business at the airport. Chairman Pawluk asked if the six month adjustment period is too long and might be prohibitive to a new agency coming on. He asked if three months would be adequate. He stated he really does not see us offering more than the four spaces we have, until such time as the terminal is expanded. He stated he is happy to protect the agencies that choose to be on the airport, but it is hard for him to make that commitment for 25 years.

Mr. Dobberstein stated he thinks that for two of the owners it is important that the ground lease for the service facility be tied to the counter lease. He stated it does not seem to be an issue for the other two.

Chairman Pawluk stated he thinks there are other ways to tie the two together and that would be to establish the formula for the buy out of the car rental facility should the operators change. He stated that we could make certain that it is a workable formula that would not line the pockets of the tenant who would be leaving and at the same time not an obstacle for the new tenant.

Gen. Macdonald stated he does not mind signing a 25 year lease but it should include some phrases or provisions for adjustments in rent. He stated we need some protection for the Airport Authority. He agreed that there should be a buy out provision but it should not obligate the Airport Authority to purchase any tenant's share.

Mr. Mark Hovde, Hertz, was recognized and stated there are two items to remember. First of all, the four operators own exclusive rights to their franchise agreement. He stated these agreements will not be in perpetuity. Mr. Hovde stated the lease agreements would have to be for at least 15 year in order for the agencies to recoup their investment. He added that a six month notice is important for fleet adjustment.

Received Update on Proposed Car Rental Facility:

Mr. Walstad stated he would have no problem with a 15 year lease but probably would have a problem with 25 years.

Mr. Dobberstein stated another issue that needs to be resolved is the existing facilities on the southeast side.

Due to schedules Chairman Pawluk was not able to appoint a sub committee but asked Mr. Dobberstein to work with which ever members may be available.

Discussed Public Display of Hector Airport History:

Chairman Pawluk stated that Hector Airport is rich in history but does not feel that most of us know enough about the history. He stated he would like to see the Airport Authority authorize a display to be put in the public area of the terminal detailing the history of Hector International Airport. He stated he would also like the same display available to the air museum. He stated he is not sure what we would budget for such a project but would like to see us move forward.

Gen. Macdonald asked if someone from NDSU would be interested in helping with a historical project such as this.

Dr. Clark stated they have some really good archivists that would do an excellent job if they would have the time. She stated she would be happy to check with someone and look into the possibilities.

Mr. Dobberstein stated he has had discussions with Earlyne Hector and March 2001 marks the 70th anniversary of the Hector land donation and she would like to see that commemorated.

Chairman Pawluk stated the airport would be glad to pay NDSU or make a contribution for their efforts.

Dr. Clark stated the archivists could help not only with the gathering of history but also with information on how to preserve historical documents, etc.

Chairman Pawluk suggested we move forward on this and he would anticipate at a future meeting making a request for funding authorization.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, August 22, 2000, at 9:00 a.m. in the airport boardroom.

Time at adjournment was 11:33 a.m.

Regular Meeting

Tuesday

August 22, 2000

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 22, 2000, at 9:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Walstad, Anderson, Clark, Macdonald, Pawluk

Absent: None

Others: Stewart, Bromenschenkel

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 8, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held August 8, 2000, were approved without objection.

Approved the Airport Vouchers Totalling \$6,263.91:

Gen. Macdonald moved to approve the airport vouchers totalling \$6,263.91.

Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Legend Technical Services:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,475.00 to Legend Technical Services for asbestos monitoring, Hangars #3 and #8 demolition process.

Second by Dr. Clark.

On the call of the roll, members Walstad, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Received Communication from the North Dakota Air National Guard:

The communication from Col. Lyle Andvik, NDANG, dated August 2, 2000, was received and filed without objection.

Mr. Dobberstein explained that Hangar #2, which was leased to the NDANG, was destroyed in the storm July 4, 1999. He stated housed in that hangar were two Guard

## Received Communication from the North Dakota Air National Guard: (Continued)

operations, the Guard's drug enforcement operation and the mobility command where they stored a number of items for transport. He stated that FEMA set aside funds (approximately \$500,000) which could be used for the construction of a replacement facility. He stated he has visited with Col. Andvik and Major Ron Solberg from the Guard and they would have a need for that type of facility. He stated they are proposing to partner with us on another structure which they could use for needs similar to the use of Hangar #2.

Mr. Dobberstein stated the areas suggested for this facility include either adding on to Hangar #9 (cargo hangar currently leased to Fargo Jet Center) or start a series of hangars north of that toward the military taxiway.

Chairman Pawluk asked what the Guard is proposing specifically.

Mr. Dobberstein stated the Guard would use the space as general storage for them but if there were adequate room they could relocate the drug helicopter operation in that building. The drug operation is currently leasing space from Paul Bernabucci in the north general aviation area.

Chairman Pawluk asked if the Guard had funds to put toward the project.

Mr. Dobberstein stated he is not sure if they have funds available through the Guard Bureau but they wanted to exhaust all of the airport funds first. Mr. Dobberstein stated if it is a storage area we could also use part of the building for our storage needs (equipment). He added that they did not seem concerned that the space be heated.

Mr. Dobberstein stated the drug helicopter people would like to get two helicopters and one fixed wing aircraft in the facility, along with a few offices and a conference room for their needs. He added that they are on an annual appropriation so there is no guarantee that they will have funds available.

Chairman Pawluk asked what action the board is being asked to take today.

Mr. Dobberstein stated if the board desires to approve the concept today and then designate an architect to draw up some preliminary plans and get some more details from the Guard on their exact needs.

Chairman Pawluk stated he does not know why we would not want to take it to the next step and get more information.

Gen. Macdonald stated he feels it is important to replace the hangar space we lost. He stated the two new hangars under construction are already under lease so that leaves us with no available hangar space on the field.

Mr. Dobberstein stated that when we requested proposals for the leasing of the new hangar we received only one proposal. He stated it is his opinion that we would partner with the Guard on a facility they need but if another hangar would be built someone else would build it, but time will tell.

Chairman Pawluk stated he would not be in favor of the idea of using hangar space on the other side of the airport for storage of the airport's equipment. He stated if we have a need for additional maintenance facility space we should address that separately.

It was the consensus of the board that Mr. Dobberstein continue to proceed with discussions with the Guard and suggest they give us a specific proposal.

## Received Communication from Valley Aviation Regarding Hangar #3 Air Conditioning Unit:

The communication from Robert Hamilton, Valley Aviation, dated August 4, 2000, was received and filed without objection.

Mr. Dobberstein stated he passed this request for reimbursement in the amount of \$1,085.00 for replacement of an air conditioning condenser unit, on to the board members, along with some of the lease information and background information regarding our obligations. Mr. Dobberstein stated he does not see anything in the lease that obligates the Authority to pay for this repair but it is the board's decision.

## Received Communication from Valley Aviation Regarding Hangar #3 Air Conditioning Unit (Continued):

Mr. Robert Hamilton was recognized and stated the Airport Authority is planning to tear the facility down in four years. He stated leasehold improvements of this size need to be written off over a number of years. He stated their accountant generally does it over a 30 year period. He stated it is very difficult to write off a leasehold improvement of this nature over a four year period.

Chairman Pawluk stated with respect to that particular issue he knows the term of the lease is the period over which you can use to write off an expense.

Mr. Hamilton stated that is what their accountant likes to do but it is up to the Airport Authority.

In answer to a question from Mr. Anderson, Attorney Stewart stated the lease does not require that the Airport Authority participate in the cost although the board chose to put in the original air conditioning unit in 1990.

Chairman Pawluk stated he is a landlord under about 20 leases to different clients and although the language of the leases is different it ends up being the tenant's responsibility. He stated it is the lessor's responsibility to provide it in good condition and good repair and then it is the lessee's responsibility thereafter because they have the use of it. He stated it would be his inclination that this would be the tenant's expenses, as the lease spells it out.

Chairman Pawluk stated he would like to find a reason to justify paying for this, however, we have other tenants that have similar leases and we would obligate ourselves in all of those situations.

Gen. Macdonald stated he feels this lease is a little different in that the lease expires in four years and we know that facility will probably not be continued. He stated he feels we could participate in 50% of the cost.

Chairman Pawluk suggested that since the tenant will be using the unit for only four years we agree that the air conditioner be the tenant's property at the conclusion of the lease.

Gen. Macdonald stated he would not have any problem with that.

Chairman Pawluk stated the reality is that \$1,100 is a lot of money but in terms of repair on a building that is not very much. He stated we receive \$350 a month in rent on the facility, we plan to tear down the facility in four years, but as he reads the agreement he does not see that the Airport Authority has any obligation to pay for the repair. He stated based on that he does not have a problem agreeing that at the conclusion of the lease the tenant can keep the air conditioner.

Mr. Hamilton stated this is a roof top air conditioning unit and he is not going to rent a crane to take this piece of machinery off the roof. He stated he feels Gen. Macdonald made a valid point that they will be in the building only another four years and he would agree with going 50/50.

Mr. Walstad moved the Airport Authority participate in 50% of the \$1,085.00 cost to replace the air conditioning condenser unit replaced by Valley Aviation.

Second by Mr. Anderson.

Mr. Dobberstein asked the board at what point they would like the money paid, if the motion passes. He stated they are late in their hangar payments and FBO payments, and there is interest owed on past due hangar payments.

Mr. Walstad asked Mr. Hamilton if those things could be cleared up.

Mr. Dobberstein stated Flight Training is the occupant of the building and they are up to date on their payments, however, the lease is with Valley Aviation and they are behind.

Chairman Pawluk stated he would suggest that if the motion passes that this amount be applied first to the interest and then to the oldest outstanding balance. Chairman Pawluk asked Mr. Hamilton if that would be acceptable.

Mr. Hamilton indicated that would not be acceptable.

Chairman Pawluk asked Mr. Dobberstein how much is outstanding.

Received Communication from Valley Aviation Regarding Hangar #3 Air Conditioning Unit (Continued):

Mr. Dobberstein stated July and August hangar payments are due and the past due interest dates back to February.

Mr. Anderson asked if we know why the payments are late.

Mr. Hamilton indicated the reason would be cash flow. He stated it is incredibly difficult to conduct business on this field with the current FBO structure, it's a losing battle.

Mr. Anderson stated he does not feel good about this now. He stated he feels if you have an obligation to pay your lease you should pay your lease. He stated if we are going to subsidize someone leasing from us and they have not paid their lease he does not feel good about going ahead participating in this now.

Mr. Walstad moved the motion be amended that payment be made subject to resolution of overdue payments.

Mr. Anderson seconded the amendment of the motion.

On the amendment to the motion, all members present voted aye and the motion was declared carried.

Chairman Pawluk called for a vote on the original motion.

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

Discussed Fargo Aero Tech Hangar Project:

Mr. Dobberstein stated he received a faxed requested from Dr. David Lundeen, Fargo Aero Tech, for a 25 year lease agreement starting September 1, 2000, for their new hangar facility. Mr. Dobberstein stated Attorney Stewart has a draft lease prepared for the new hangar site and that lease extends the term of lease for the existing hangar (which currently expires in 2017) so that the leases have concurrent terms.

Mr. Dobberstein stated that Mr. Lundeen's request is to satisfy financing requirements and stated he has no problem with that. He stated we are still waiting to hear from Mr. Lundeen or his attorney as to what name will be on the lease.

The communication from Fargo Aero Tech was received and filed without objection.

Gen. Macdonald moved to approve the 25 year lease with Fargo Aero Tech, Inc., provided there is an escalator clause in the lease so the usage fee can be increased or decreased at any time during the lease term to match other FBO leases.

Second by Dr. Clark.

Attorney Stewart stated the current lease calls for a review every five years.

Gen. Macdonald stated he does not understand why a review every year on the anniversary date would be any more unstable than every five years. He stated it is unfair to raise or decrease the rent of one tenant and the others remain the same.

Chairman Pawluk stated that is a valid point and asked tenants in attendance for any comments or suggestions. He asked if there was any objection to what Gen. Macdonald was suggesting.

No comments were made.

Chairman Pawluk stated he feels it is a logical approach.

Attorney Stewart stated we could include a clause giving a tenant 60 days notice of any adjustment in rental rate, based upon rates paid by others.

Chairman Pawluk stated if you think back to the discussion that we have had on leases that have been "subject to negotiation", those have not been very successful negotiations.

Gen. Macdonald stated those negotiations have been on lease options. He stated he does not believe in negotiations.

Chairman Pawluk stated Attorney Stewart will include the changes discussed and the board will have opportunity for final approval of the lease.

Chairman Pawluk called for a vote on the motion to approve a 25 year lease term.

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

Continued Discussion Regarding Proposed Car Rental Service Facility:

Mr. Dobberstein stated Mr. Tom Ryan, Budget, was unable to make it today but Mr. Lamb (National), Mr. Hanson and Mr. Hovde (Hertz), and Mr. Leier (Budget) are present.

Mr. Dobberstein stated the goal for today was to hear back from the agencies on what expectations they have of the Airport Authority. He indicated that Mr. Terry Stroh, TL Stroh Architects, and Mr. Steve Synhorst, Ulteig Engineers, were going to have some preliminary estimates to present.

Mr. Stroh stated Mr. Synhorst will have an estimate on site preparation, as that was the main question as far as who was going pay for that work.

Mr. Synhorst distributed a preliminary opinion of cost for site preparation for the car rental facility. He stated this includes paving a parking lot in the triangle area between the existing lot and the proposed facility. Total estimated cost, including parking lot, was \$261,760.00.

In answer to a question from Chairman Pawluk, Mr. Stroh stated preliminary cost of the structure will be \$500,000-\$600,000.

Mr. Dobberstein stated the cost for the parking lot expansion adjacent to the existing lot would be in the 10% the car rental agencies are paying to the airport now. He stated he had proposed that the Airport Authority recover the remaining costs through a fuel flowage fee. He stated he has no idea how long that might take as we have not received any figures from the agencies as to how many gallons of fuel they use. Mr. Dobberstein stated they may also have need for additional overflow parking.

Chairman Pawluk stated he did not anticipate the cost of the site preparation to be so high.

Mr. Synhorst stated it is a low area and will require a lot of dirt to build it up. He added that a lot of the dirt will come from the Drain #10 bank.

Mr. Walstad asked about the timing on this project.

Mr. Hovde, Hertz, was recognized and stated they would like to have the foundation in this year so they are ready to start in the spring.

Mr. Dobberstein stated before we can get started we have to go through the FAA airspace study process, which could take up to three months. Mr. Dobberstein stated the four operators still need to arrive at an agreement and make a firm decision on whether or not they are going ahead with the facility.

Chairman Pawluk stated he feels if the site preparation costs are related to the building the car rental agencies are constructing then he feels they should have the responsibility for the other costs as well.

Mr. Hanson was recognized and stated Mr. Tom Ryan is their spokesperson and he would rather have him speak for the group, but he is in favor of moving this project along.

Chairman Pawluk stated he feels the Airport Authority should provide the parking lots but the building owners should do the site work.

Chairman Pawluk stated we are not going to solve all of these issues today as we also have the matter of the concessionaire lease to discuss.

Mr. Walstad moved the Airport Authority authorize Ulteig Engineers to submit an airspace study to the FAA on behalf of the four car rental agencies.

Second by Mr. Anderson.

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

Chairman Pawluk stated the concessionaire leases for the four car rental agencies expire in the next two years. He stated the four operators are requesting the concessionaire leases be extended to match the term of their land lease for the service facility. He stated these leases would be on a non-exclusive basis, which would mean that other car rental agencies could be considered to come on to the airport, provided they meet all of the requirements.

Mr. Dobberstein stated it is his recommendation that we approve a 25 year non-exclusive lease. He stated the car rental agencies were asking for a 40 year term.

Mr. Walstad stated he is not at all comfortable with 40 years and feels 25 years is even a little long. Mr. Walstad asked Mr. Hanson if he would be comfortable with 25 years.

## Continued Discussion Regarding Proposed Car Rental Service Facility: (Continued)

Mr. Hanson stated he is not the spokesman for the group, Mr. Tom Ryan is their spokesman and he would prefer that he address this. He stated with the kind of investment they are making on a building that will not be on their ground they want to make sure they have an adequate lease period.

Mr. Anderson stated he feels the site preparation for the building itself should be part of the cost of the building. He stated he also feels we need to discuss what is going to happen to the existing facilities in the south general aviation area.

Mr. Dobberstein stated it is his understanding that the day Hertz occupies the new facility they plan to demolish the existing facility on the east side, so it is not an issue for them. He stated that Mr. Lamb and Mr. Ness have indicated a desire to continue to use those facilities for storage. He stated there is no problem with the aesthetics of Mr. Lamb's building, but Mr. Ness would concur that his building needs to be improved. He stated if the structure is brought up to an aesthetically acceptable level then the board could consider allowing them to continue to keep the structures in place and enter into a ground lease with them.

Chairman Pawluk stated he does not find anything objectionable with Mr. Lamb's facility, but in the past the board has expressed some reservations about the appearance of the old gas station over there, not only with all of the stuff that ends up being parked there but also the appearance of the actual facility itself. He stated if we could be guaranteed that it would be improved to an acceptable condition then the board may be inclined to approve that request. He stated otherwise it would face the same demise as other outdated buildings.

Chairman Pawluk stated he hopes the four existing agencies continue to do business on the airport. He stated, however, if granting a 25 year lease for the counter contracts would effectively mean that we don't have a lot of opportunity for other operators to come on to the field.

Mr. Dobberstein stated the leases would be non-exclusive. He stated he and Attorney Stewart has a long conference call with the FAA's Civil Rights Attorney and he indicated as long as another operator is able to meet the same requirements they would be allowed to locate at the airport if the Authority determined it was necessary.

Mr. Hanson stated he is only speaking for himself to say that the reason they need 25 years is to pay for the facility. He stated he hates to build a lot of site improvements on land he does not own and does not know how long he will be there. He stated to build the building is bad enough but to be responsible for all of the site preparation as well becomes a problem for them.

Mr. Dobberstein stated he will provide the four operators with a copy of his proposal to the Authority.

Gen. Macdonald also suggested that Mr. Ness provide the Airport Authority with a written proposal on his plans for his existing building.

Chairman Pawluk stated there are still a lot of items to work out but he wants to make sure the operators understand that there is a consensus of everyone involved that we are working together toward the ultimate outcome.

## Received Update from Dr. Tom Nagle Regarding Proposed North General Aviation Area Hangar:

The communication from Dr. Tom Nagle was received and filed without objection.

Mr. Dobberstein stated he received this information this morning.

Gen. Macdonald moved to approve the plans submitted by Dr. Nagle for a proposed hangar in the north general aviation area, subject to approval of building color by Mr. Dobberstein.

Second by Mr. Walstad.

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

Received Update on Airport Construction Projects:

Mr. Steve Synhorst, Ulteig Engineers, stated they have applied the first layer of asphalt to the airport perimeter road and the second layer is scheduled to go on today. He stated that should put us at the 90% completion mark.

Mr. Synhorst stated the sewer and water project in the southeast general aviation area is progressing considering the number of people in the area every day.

Mr. Stroh stated they found some problems in the soil under the entire area of the hangars. He stated the previous hangars were built on soil we would not consider building on today. He stated they had to take about three feet of soil out of the middle of the hangar and replaced it with a gravel fill.

Mr. Dobberstein stated some of the soil was fuel contaminated and the State may participate in the cost as an extension of the tank removal project from 1991.

Authorized Attendance at Airport Liability Insurance Conference, Philadelphia, PA, September 14, 2000:

Mr. Dobberstein stated AIG Aviation, Inc. is sponsoring an Airport Claims and Litigation Seminar, September 14, 2000, Philadelphia, PA, and he would like Mr. Darren Anderson to attend.

Gen. Macdonald moved to authorize attendance at the Airport Claims and Litigation Seminar, September 14, 2000, Philadelphia, PA.

Second by Mr. Anderson.

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

Adopted Resolution of Congratulations to Retiring Manager of the FAA/Flight Standards District Office, Charles A. "Chuck" Winkenwerder:

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

WHEREAS, the Municipal Airport Authority has learned of the upcoming retirement of FAA Airports District Office Manager, Charles A. "Chuck" Winkenwerder, and WHEREAS, Mr. Winkenwerder, through his unselfish devotion and dedication to duty, has served not only the Federal Aviation Administration but Hector International Airport and the aviation community, and

WHEREAS, Mr. Winkenwerder, in retiring from the FAA, will leave many friends at Hector Airport and the surrounding aviation community.

NOW, THEREFORE, BE IT RESOLVED, that the Municipal Airport Authority of the City of Fargo, North Dakota, does hereby express its heartfelt thanks to Mr. Chuck Winkenwerder for years of dedicated service and wishes him well in his retirement.

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. Winkenwerder.

Second by Dr. Clark.

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

Other Business:

Mr. Dobberstein stated there will be another Regional Air Service Roundtable on October 6, 2000, in Jackson Hole, WY. Mr. Dobberstein stated this will be a continuation of the previous meetings he has attended.

Mr. Walstad moved to authorize attendance at the Regional Air Service Roundtable, October 6, 2000.

Second by Mr. Anderson.

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

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, September 12, 2000, at 8:00 a.m. in the Airport Boardroom. NOTE NEW MEETING TIME. Time at adjournment was 10:40 a.m.

Regular Meeting

Tuesday

September 12, 2000

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, September 12, 2000, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Anderson, Clark, Macdonald, Pawluk

Absent: Walstad

Others: O'Keeffe, Bromenschenkel

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 22, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held August 22, 2000, were approved without objection.

Approved the Airport Vouchers Totalling \$18,489.97:

Mr. Anderson moved to approve the airport vouchers in the amount of \$18,489.97.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,885.41 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the south general aviation area water and sewer project.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$8,757.54 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 8/26 extension project, AIP 3-38-0017-24.

Second by Dr. Clark.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$374.10 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the Cass County Drain #10 Safety Area, Project APFC01.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Gabel Masonry Construction:

Gen. Macdonald moved to approve the individual voucher in the amount of \$4,200.00 to Gabel Masonry Construction for repairs to brick on Eastside Terminal building.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$130,011.35 to Northern Improvement Company for payment request for construction of the airport perimeter road, Project AIP 3-38-0017-24.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to K&L Construction:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,485.00 to K&L Construction for sidewalk replacement, Westside Terminal area.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Olaf Anderson & Son:

Gen. Macdonald moved to approve the individual voucher in the amount of \$59,275.30 to Olaf Anderson & Son for payment request for construction of the southeast general aviation area hangar project.

Second by Dr. Clark.

On the call of the roll, members Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

Mr. Anderson abstained.

The motion was declared carried.

Approved Individual Voucher to Northern Technologies:

Gen. Macdonald moved to approve the individual voucher in the amount of \$3,299.99 to Northern Technologies for quality testing services for the southeast general aviation hangar project.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to T.L. Stroh Architects, Ltd.

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,143.76 to T.L. Stroh Architects, Ltd. for payment request for architectural services in connection with the southeast general aviation hangar project.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$15,946.88 to Flint Communications for partial payment request for airport marketing program.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Olaf Anderson & Son:

Gen. Macdonald moved to approve the individual voucher in the amount of \$115,418.66 to Olaf Anderson & Son for Payment Request No. 3 for construction of the southeast general aviation area hangar project.

Second by Dr. Clark.

On the call of the roll, members Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

Mr. Anderson abstained.

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$16,297.98 to Ulteig Engineers, Inc. for engineering services in connection with the Airport Master Plan Update.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Construction Bulletin:

Gen. Macdonald moved to approve the individual voucher in the amount of \$213.90 to Construction Bulletin for advertisement for bids for runway plow trucks.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Approved the Individual Voucher to Forum Publishing Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$67.89 to Forum Publishing Company for advertisement for bids for an airport sander truck.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

the motion was declared carried.

Approved Engineering Services Agreement with Ulteig Engineers for Apron Project:

Mr. Dobberstein stated this is the standard contract we have for engineering services on each project.

Mr. Anderson stated he does not understand why engineering costs on this apron project would be that high.

Mr. Synhorst stated the scope of their work includes working with the FAA to make sure the airport is reimbursed, they do a total survey and all inspections, testing, construction observation, etc. Mr. Synhorst stated this is simply their proposal to the Airport Authority and if it is not acceptable to the Airport Authority it can be negotiated.

Mr. Anderson stated he has nothing on which to substantiate his comments and there is no question that he trusts Mr. Synhorst.

Mr. Dobberstein stated since this is a federally funded project the FAA would object to the charges if they thought they were out of line.

Mr. Anderson moved to approve the engineering services agreement with Ulteig Engineers, Inc., subject to the re evaluation of the numbers by Mr. Synhorst.

Second by Gen. Macdonald.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Received Update on Airport Construction Projects:

Mr. Synhorst stated the north perimeter road is 90% complete, the only item remaining is replacing top soil and seeding. He stated they have started on the east perimeter road around Runway 8/26 and is going a little slower because it has been wet.

Mr. Synhorst stated the water and sewer project in the southeast general aviation area has been a headache.

Chairman Pawluk stated it has been his understanding that the project is behind schedule and the tenants in that area have been greatly inconvenienced.

Mr. Dobberstein stated what happened is that the contractor left this project for a while to complete work on North University Drive.

Mr. Synhorst stated the water portion of the project is done and they indicate they are now on the project for the duration.

Chairman Pawluk stated the most important thing is to keep the tenants advised of what is happening.

Authorized Advertising for Bids Associated with Phase I of the Runway 8/26, Taxiway C Extension:

Mr. Dobberstein stated he received a call from Irene Porter, Bismarck FAA Airports District Office, to advise that there was going to be a lot of discretionary dollars being turned back into the region. He stated these funds would have to be under grant by September 30 and she called to see if we could have a project ready by that time. He stated the project would include grading and draining of the runway extension project for Runway 8/26. He stated if we were able to get this funding it would be less discretionary funding we would have to ask for next year.

Mr. Steve Synhorst stated we were not able to meet the 21 day advertising requirement. He stated in his last discussion with Mr. Tom Schauer he indicated they were still going to try to get some of the funding that has not been spent and asked if we could get a project together. He stated he indicated to Mr. Schauer that we could so there is a possibility that yet this month the FAA will tell us to put together the dirt work and storm sewer portion of the project and get it out to bid.

Mr. Dobberstein stated we still do not have confirmation that we will even get the money but Mr. Synhorst is going to spend some time getting a project ready for bid.

Mr. Anderson moved to authorize advertisement for bids associated with Phase I of the Runway 8/26 and Taxiway C Extension Project.

Second by Dr. Clark.

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

Received Update on Southeast General Aviation Hangar Project:

Mr. Terry Stroh, T.L. Stroh Architects Ltd., was recognized and stated the hangar project is coming along well. He stated they have about half of the pre cast panels in place. He stated all of the roof and joist materials are on the site so they should get started on that shortly. He stated he is trying to get some numbers on the costs associated with the contaminated soil. He indicated the dump fees alone will be about \$20,000.

Reviewed Fargo Planning Department Draft Growth Plans for Property Adjacent to Airport:

Mr. Dobberstein stated he attended the open houses that the Planning Department had last Wednesday and Thursday. He stated he wrote comments to the Planning Department and provided a copy of those comments to the Authority members. He stated they have two different plans for the Reile's Acres area to the west and two plans for the area north of the airport. He stated Cindy Gray, Fargo Planning, and Spencer Montgomery, METRO COG, was at one of our recent meetings reviewing preliminary plans. He stated the board members gave reaction at that time and she incorporated those comments into these plans. Mr. Dobberstein stated he has forwarded a copy of these plans to Steve Wagner, Coffman Associates.

Mr. Dobberstein stated the Reile's Acres plans are labeled A and B, and Mr. Wagner indicated he preferred Plan A.

Mr. Dobberstein stated that Darren Anderson forwarded to the Mayor of Reile's Acres last week options for wording on the signage advising people of the future runway centerline.

Chairman Pawluk stated he preferred Option 1 for the sign, which read:

Approach/Departure end of the  
East/West Runway is  
1.3 miles from this point  
Hector International Airport

He stated the fewer words the better.

## Reviewed Fargo Planning Department Draft Growth Plans for Property Adjacent to Airport: (Continued)

Gen. Macdonald stated he would like to see "centerline" included in the wording, rather than just approach/departure.

Mr. Anderson stated he thinks it would be even more clear if the sign indicated 1.3 miles east of this point.

Chairman Pawluk indicated the suggestions were good and Mr. Darren Anderson can incorporate those ideas into the wording. He stated he does not think this matter requires board action.

Mr. Dobberstein stated the two plans for the north area are labeled C and D and it seems that Plan D shows a drastic change in North University Drive and there does not seem to be much support from the Planning Commission for that option. Mr. Dobberstein stated Plan C would be his preference.

Mr. Dobberstein stated that he feels, and Mr. Wagner agrees, that adjacent to 31st Street, we should leave some area for compatible commercial development.

Chairman Pawluk stated he thinks that is logical because if we were not to show any commercial development at this time but then 10 or 20 years from now future boards make the decision that should happen it would be more challenging to make that happen. Chairman Pawluk stated he feels we would certainly want to follow our consultant's recommendation with respect to identifying the potential future commercial zone in the area he has indicated.

## Receive Proposals for Airport Farmland and Award Contracts:

Mr. Dobberstein stated proposals for farmland leases were received and the bidders also had an opportunity to orally increase their bids at the opening. He stated the difference between the initial bids and the final bids after oral bidding was an additional \$13,703.55 for a total of \$53,808.60.

Mr. Dobberstein stated Mr. Bill Borgen will retain Parcels 1 and 2 and the remainder will be leased to Mr. Eric Thronson.

Mr. Dobberstein stated the average price per acre is \$63.39. He stated the other three entities leasing farm land, NDSU, FargoDome and Fargo Park District, will also pay the same price per acre.

Mr. Dobberstein stated the total annual revenue for rental of expansion land will be \$72,121.97.

## Received Bids for Snow Removal Equipment and Authorize Purchase (Two Snow Plow Units, One Sand Truck):

Mr. Dobberstein stated we recently received bids for two snow plow units and the bid was awarded to Sheehan Mack of Sioux Falls for two snow plow units totalling \$557,648, plus advertising costs and incidentals.

Mr. Dobberstein stated we also received bids for a 16 yard sand truck. He stated the two bidders on that unit were Wallwork Truck Center and Hall Truck Center. He stated the low bidder was Wallwork and the difference in the bids was \$33.

Mr. Dobberstein stated he would recommend awarding the bids to Sheehan Mack and Wallwork Truck Center.

Mr. Dobberstein stated one of the snow plow trucks will be included in our next AIP grant which will come out after October 1. He stated the second snow plow truck and the sand truck will be part of our next PFC application, and we are currently in the process of completing that application.

Dr. Clark moved to award the bids to Sheehan Mack and Wallwork Truck Center, based on their low bids.

Second by Gen. Macdonald.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Received Update from Obermiller Nelson Engineering on Eastside Terminal Boiler Project:

Mr. Dobberstein stated Mr. Obermiller was not able to attend the meeting today.

Mr. Dobberstein stated during the flood in June we got some water in the basement of the Eastside Terminal. He stated we received estimates to repair the boiler and the initial estimates were about \$500. He stated after meeting with the City Building Inspector and others it was discovered that we would be required to update other items associated with the boiler at the same time.

Mr. Dobberstein stated the insurance company denied any coverage as flood is an exclusion in the policy. He stated the City of Fargo has forwarded some of their insurance policies to the ND Insurance Commissioner for review as they had some problems with coverage in other buildings as well.

Mr. Dobberstein stated we then received informal proposals from Robert Gibb & Sons and Mehl's Heating but the proposals were so different that we decided to have Obermiller Nelson Engineering evaluate the situation and have him draw up specifications for both repair and replacement. He stated Mr. Obermiller has now received proposals from both companies and after review of those proposals it is Mr. Obermiller's recommendation that we replace the boiler rather than repair it. He stated Mehl's Heating was the low bidder at a cost of \$45,060.

Mr. Dobberstein stated that the City of Fargo is gathering information on losses as a result of the flood which were not covered by insurance for submission to FEMA. He stated he believes the cost to repair the boiler, which was \$18,268, would be covered under FEMA. Mr. Dobberstein stated that it is Mr. Obermiller's opinion that we would have to replace the boiler within five years anyway, so the \$18,000 would be spent just to have the boiler replaced in five years.

Mr. Dobberstein stated the timing of this is critical as we are almost in the heating season. He stated part of the proposal is for the contractor to provide a temporary heat source while the boiler is being replaced. He stated this replacement would get rid of all of the asbestos and bring the entire system up to code.

Mr. Anderson moved to award the bid for replacement of the boiler in the Eastside Terminal to Mehl's Heating, as well as the asbestos removal and associated engineering costs.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Chairman Pawluk asked what was the cause for the water.

Mr. Dobberstein stated due to power failure the sump pumps did not work.

Chairman Pawluk asked what measures had been taken to ensure this does not happen again.

Mr. Dobberstein stated installing a generator in that building would not be practical.

Gen. Macdonald stated you can get a small automatic generator just for the sump pumps.

Mr. Anderson stated he just put one in his house and that was \$6,000. He added it is his opinion that battery powered backup does not work.

Chairman Pawluk stated if our goal is to provide backup so we don't have this problem again and here we are spending \$45,000 because we did not have that, I think we could justify several alternatives. He stated if we went with an automatic generator we would probably want to be able to run the boiler as well.

Gen. Macdonald indicated he agrees.

Mr. Terry Stroh stated another alternative would be to install water sensors that would call an alarm number and alert maintenance staff.

Chairman Pawluk stated that is one of the aspects that could be considered. He directed Mr. Dobberstein to take a look at the matter and come back to the board with some options.

## Reconsidered Valley Aviation Reimbursement Request from August 22, 2000 Meeting:

Chairman Pawluk stated he requested that the board reconsider the action taken on August 22, 2000, to reimburse Valley Aviation for replacement of an air conditioning unit. He stated the reason for his request to reconsider this is the ramifications of the board's action go beyond our intentions. He stated we are really setting ourselves up so that all of the tenants have a basis to come and make a request when they run into situations that are clearly their responsibility in the lease, but how can we tell them we will not pay for their expenses when we have said that we would pay for one of the other tenant's expenses. He stated he would like the board to reconsider the motion that pays for half of the tenant expense for Valley's air conditioning repair. He asked the board members for their thoughts on the matter.

Mr. Anderson asked if there had been any effort on Valley's part to pay the back bills that are due.

Mr. Dobberstein stated we received two hangar payments in Saturday's mail. He stated they are still a month out on the hangar payment and two months on their FBO payments. He stated there is still the matter of interest on the hangar payment going back to February. He stated with the board's concurrence it is his plan to work with the City Finance Office on a schedule so that we are paid the interest and then a new amortization schedule can be prepared for the hangar payments so there will be more principal owed for the interest due.

Gen. Macdonald stated he still feels because of the lease expiring in four years and the fact that the building is going to be torn down at the end of the lease this is a different situation. He stated he does not feel they have the ability to recover that cost in that amount of time.

Chairman Pawluk stated Fargo Jet Center has a similar lease in Hangar 9 (cargo hangar) and they are now going through their repair bills as well. He stated the fact is that all leases terminate at some point and with tenant expenses such as this it is the tenant who enjoys the advantage of using the item. He stated the decision to go ahead with this repair was done without notification to us and then after the fact they came to us with the bill. He stated the lease identifies this as a tenant expense and he does not feel it is appropriate for us to reinterpret the lease. He stated he does not want to set the board up to have to interpret these issues on the leases all of the time, and by approving this he is afraid that is what we are doing. Chairman Pawluk called for a motion to reconsider the action from the last meeting.

Chairman Pawluk relinquished the chair to Gen. Macdonald.

Mr. Pawluk moved to reconsider the motion from August 22, 2000, to pay 50% of the cost to replace an air conditioning unit for Valley Aviation.

Motion died for lack of a second.

Gen. Macdonald returned the chair to Mr. Pawluk.

## Received Update on Car Rental Service Facility:

There was no information with which to update the board on the car rental service facility.

## Received Update on Ness and Nagle Hangar Projects:

Mr. Dobberstein stated he knows that the airspace study has been submitted for Dr. Nagle's hangar. He stated Dr. Nagle has chosen white siding.

Mr. Dobberstein stated Mr. Bernie Ness has retained Ulteig Engineers, Inc. to submit an airspace study for his proposed hangar in the south general aviation area.

Discussed Departure Lounge Public Seating Area Rehabilitation/Replacement Project:

Mr. Dobberstein stated at the AAAE Conference in Baltimore last spring they spent some time looking at all types of new departure lounge seating. He stated at the same time the company that manufactured our existing seating, a company called KI, has provided us with information regarding the rehab of what we have. Mr. Dobberstein indicated he would prefer to see us rehab the seating we have rather than buying all new furniture. He stated we are waiting for them to send us parts lists and costs. He added that new chairs would cost about \$300 \$500 each and we have about 260 units.

Mr. Dobberstein stated he anticipates having information for the next meeting.

Chairman Pawluk stated we have also discussed some work stations in the past. He stated we have not really moved forward on this issue and would like to know if it is something we should pursue.

Gen. Macdonald stated he certainly feels it would be an asset to travelers. He stated there would be a way to install these without any cost to the airport.

Mr. Dobberstein stated that we have discussed this with Interspace Airport Advertising and they have suggested the cubicle across from the United ticket counter, which currently has some seating but is not used very often.

Mr. Mark Hovde, Hertz, suggested it not be in the secured area because often when people need them most is when the security checkpoint is closed.

Mr. Dobberstein indicated we would continue to check into this matter.

Other Business:

Mr. Dobberstein stated he had been contacted by the Clay County Historical Society advising that the airport and West Acres were sites designated to temporarily locate a display on the history of Fargo Moorhead. He stated the dimensions of the display are 20' long, 7'10" high, and 2' wide.

Gen. Macdonald moved the Executive Director be authorized to determine the location of the historical display.

Second by Mr. Anderson.

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

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, October 10, 2000.

Time at adjournment was 9:33 a.m.

Regular Meeting

Tuesday

October 10, 2000

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 10, 2000, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Anderson, Clark, Macdonald, Pawluk

Absent: Walstad

Others: Stewart

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held September 12, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held September 12, 2000, were approved without objection.

Approved the Airport Vouchers Totalling \$35,615.22:

Mr. Anderson moved to approve the airport vouchers totalling \$35,615.22.

Second by Gen. Macdonald.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Approved the Individual Voucher to Obermiller Nelson Engineering:

Gen. Macdonald moved to approve the individual voucher in the amount of \$455.00 to Obermiller Nelson Engineering for payment request for the Eastside Terminal boiler review.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Approved the Individual Voucher to Forum Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$297.84 to Forum Communications for advertisement for bids for the air museum apron.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Approved the Individual Voucher to Lee's Roofing:

Gen. Macdonald moved to approve the individual voucher in the amount of \$6,540.00 to Lee's Roofing for payment request (in full) for repairs to the Westside Terminal roof.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Approved the Individual Voucher to Protech:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,736.00 to Protech for payment request (in full) for painting Jetway #3 and the Westside Terminal water chiller.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Approved the Individual Voucher to Interiors by France:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,195.00 to Interiors by France for Payment Request #1 for installation of carpet in the airline counter areas.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Approved the Individual Voucher to Northern Technologies:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,389.25 to Northern Technologies for payment request for project testing in connection with the southeast general aviation area hangar project.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$22,871.34 for payment request for airport marketing program.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$107,154.99 to Northern Improvement Company for Partial Payment Request #3 for construction of the Airport Perimeter Road, Project AIP 3 38 0017 24.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

## Approved the Individual Voucher to Master Construction:

Gen. Macdonald moved to approve the individual voucher in the amount of \$135,492.75 to Master Construction for Partial Payment Request #1 for construction of the southeast general aviation area sanitary sewer and watermain replacement.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad, Clark

The motion was declared carried.

## Authorized Attendance at the FAA Airport Conference, Chicago, IL, November 15 16, 2000:

Mr. Dobberstein stated Mr. Darren Anderson is planning to attend the FAA Airport Conference in Chicago, November 15 16, 2000. He stated both Mr. Synhorst and Mr. Schon from Ulteig Engineers will also be attending.

Gen. Macdonald moved to authorize attendance at the FAA Airport Conference, Chicago, IL, November 15 16, 2000.

Second by Mr. Anderson.

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

## Received Update on Air Museum Apron Project:

Mr. Dobberstein stated we received bids for the air museum apron project on September 15, 2000 as follows:

|                              |              |
|------------------------------|--------------|
| Northern Improvement Company | \$120,117.50 |
| Opp Construction             | \$127,118.38 |
| A.J. Construction, Inc.      | \$127,751.05 |
| Comstock Construction, Inc.  | \$132,150.25 |
| Engineer's Estimate          | \$144,514.00 |

After review of the bids, Ulteig Engineers recommended awarding the project to Northern Improvement Company.

Mr. Dobberstein stated because of the timely nature of this project and the fact that the board was not meeting until October 10, the board members have already given either verbal approval and approval via fax.

Mr. Dobberstein stated this information was received today simply to make the matter a permanent record in the minutes.

Dr. Clark now present.

## Received Update on Airport Construction Projects and Approve Change Order #2 to Airport Perimeter Road Project, AIP 3 38 0017 24:

Mr. Steve Synhorst, Ulteig Engineers, was recognized and stated Northern Improvement is working on the east perimeter road and are doing fairly well. He stated they should be done with that before freeze up. He stated as far as the sewer and water project, all of the pipe is in the ground so the remaining work is mainly paving.

Mr. Synhorst stated the air museum apron is about 50% complete. He stated they are getting ready to set forms and pour concrete next week.

Mr. Terry Stroh, T.L. Stroh Architects, was recognized and stated all of the pre cast concrete on the hangar is in place and most of the steel is up. He stated they are getting ready to roof this week. He stated the materials for the bypass doors are here.

Received Update on Airport Construction Projects and Approve Change Order #2 to Airport Perimeter Road Project, AIP 3 38 0017 24: (Continued)

Mr. Dobberstein stated Northern Improvement has requested a change order to the perimeter road project. He stated they are requesting a time extension due to the wet conditions earlier this summer which caused a delay. This change order would extend the date of completion from October 15 to November 15.

Mr. Anderson moved to approve Change Order #2 to the airport perimeter road project.

Second by Dr. Clark.

On the call of the roll members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Receive Update on Car Rental Service Facility and Associated Leases:

Mr. Dobberstein stated he has provided the board members with three draft leases prepared by Attorney Stewart and he would like feedback from the members at this time. He stated the draft leases have also been provided to the four agency owners.

Gen. Macdonald stated he reviewed the leases and he does not see a provision for automatic increases on the ground lease in accordance with other similar leases.

Mr. Dobberstein stated the ground lease for the car rental service facility would be on the same basis as the Airborne lease, which starts at sixteen cents per square foot and progressively increase throughout the term of the lease.

Mr. Dobberstein stated there will be a separate agreement to handle the fuel flowage fee which will pay back the Airport Authority for funds spent on site preparation, etc.

Gen. Macdonald stated he feels the annual minimum should be higher.

Mr. Dobberstein stated the four owners are also in agreement that the minimum should be higher.

Chairman Pawluk stated the lease indicated that the lessee is prohibited from renting cars from another location. He asked if we could make that restriction broader and prohibit the lessee and/or assigns from renting cars from another location.

Attorney Stewart indicated we could broaden that restriction.

Mr. Dobberstein stated the members still have an opportunity to make comments on the leases.

Authorized USDA/APHIS to Conduct Wildlife Hazard/Environmental Assessment:

Mr. Dobberstein stated we are required by the FAA to conduct a wildlife hazard management assessment. He stated he has received a proposal from the United States Department of Agriculture Animal and Plant Health Inspection Service Wildlife Services to conduct this assessment at a cost of \$17,938.00.

Mr. Dobberstein stated in this study a biologist will conduct surveys, observations, analysis and write a final report. He stated depending upon their findings, they may recommend management practices to try to eliminate the presence of wildlife on the field. He stated we are doing all we can right now but they may have suggestions such as different crop rotation, scaring devices, etc.

Chairman Pawluk asked if we spend this money, are we going to know any more than we know now.

Mr. Dobberstein stated probably not, but we have no choice.

Mr. Anderson asked if there is someone else who could conduct this survey.

Mr. Dobberstein stated this is the only agency he is aware of that is approved to conduct this survey.

Chairman Pawluk stated he feels this is ridiculous.

Authorized USDA/APHIS to Conduct Wildlife Hazard/Environmental Assessment: (Cont'd)

Mr. Anderson stated he feels it is interesting that they charge a 16.15% administrative overhead charge.

Gen. Macdonald moved the Airport Authority approve the contract with the USDA/APHIS to conduct a wildlife hazard assessment.

Second by Mr. Anderson.

Chairman Pawluk stated he believes this is an important function and it is something we need to do but he feels this goes way beyond a reasonable and normal solution to a problem that we really don't think we have.

Mr. Anderson stated he would like Mr. Dobberstein to confirm that this is the only agency available to conduct this study.

Dr. Clark stated he feels the administrative overhead charge could probably be negotiated.

Chairman Pawluk stated he would like this matter tabled until some of our questions are answered.

Mr. Anderson stated this is almost \$20,000 and he feels we have a fiduciary responsibility to take a look at these things, even though we can't do anything about it. He stated he feels we certainly can ask for clarification on these questions.

After further discussion, Chairman Pawluk called for a vote on the motion.

On the call of the roll, members Anderson, Clark, Macdonald voted aye.

Chairman Pawluk voted no.

Absent and not voting: Walstad

Received Update on Departure Lounge Seating Rehabilitation:

Mr. Dobberstein stated Darren Anderson has been working with KI, the manufacturer of our departure lounge seating, and has obtained a bid for rehabilitating the seating at a cost of approximately \$146 per seat (260 seats for a total of \$38,090).

Mr. Dobberstein stated this estimate does not include replacement of the seating areas on the lower level. He stated it seems to be the consensus that the furniture on the lower level is beyond repair and needs to be replaced.

Mr. Dobberstein stated to replace the departure lounge seating could cost up to \$500 per seat. He added that repair would probably extend the life of the seating about 10 15 years.

Gen. Macdonald moved the Executive Director be authorized to proceed with the rehabilitation of the departure lounge furniture and replacement of lower level seating and boardroom seating with the project total not to exceed \$50,000.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Walstad

The motion was declared carried.

Reviewed Cass 20/Clay 22 Corridor Study:

Mr. Dobberstein stated the Airport Authority partnered with the City of Fargo, City of Moorhead, Cass County, Clay County, ND DOT and MN DOT, in a study of the Cass 20/Clay 22 corridor activity between I 29 and Minnesota Highway 75.

Mr. Dobberstein stated the committee met last week and were presented with the consultant's first draft of the study. Mr. Dobberstein reviewed some of the highlights of the study and proposed changes.

Mr. Dobberstein stated the consultant will be coming back with the first round of public comments.

Reviewed Proposed Fargo Aero Tech Lease for New South General Aviation Area Hangar:

Mr. Dobberstein stated the board members have been provided with a draft lease for Fargo Aero Tech. He invited comments from the members.

Gen. Macdonald asked if the lease contained a clause automatically increasing the rate when other similar leases on the airport change.

Attorney Stewart indicated he thought that was covered but would check to make sure it is included.

Mr. Dobberstein stated in addition to this lease there will be a partywall agreement drafted.

Gen. Macdonald stated his suggestion for the wording on the rate increase would be that on the annual anniversary date of the lease the per square foot cost would be representative of all other leases.

Mr. Dobberstein stated the legal description of the property is ready but there is some modification yet to do.

Received Update on Proposed South General Aviation Hangar Location for Possible Hangar #2 Replacement:

Mr. Dobberstein stated we have been discussing possible locations for a new hangar to replace Hangar #2, which was leased to the NDANG and demolished after the July 4, 1999 storm.

Mr. Dobberstein stated a number of the guard's facilities will be demolished once the new base exchange on 23rd Avenue is completed. He stated he believes the guard is planning to construct a new hangar just west of their fire station.

Mr. Dobberstein stated there is a possibility that the guard will turn back to us some of the property they lease from us, as it seems to be in excess of their mission. He stated prior to turning it back to us they will need to conduct an environmental assessment. He stated the Authority does not want to get the property back until we are sure there is no contamination on the property.

Mr. Dobberstein stated when they leased Hangar #2 from the Airport Authority they used it to house their mobility command and the state drug helicopter program. He stated the guard has indicated they would be willing to partner with the Airport Authority on a facility.

Mr. Dobberstein stated it is possible that if this hangar were available that the state drug helicopter unit could pay us some form of rent, \$12,000 \$14,000 per year, but their funding is on a year to year basis.

Mr. Dobberstein stated we reviewed possible locations with our Airport Master Plan Consultant, Mr. Steve Wagner, Coffman Associates. He has suggested a future row of hangars with hangar doors to the west and vehicle parking on the east side of the buildings.

Gen. Macdonald asked if we build this hangar could we receive FEMA funds for the demolished hangars.

Mr. Dobberstein stated FEMA has indicated we could receive \$543,000 since we would be replacing facilities lost due to the storm. He stated the helicopter group has indicated 9,000 square feet would be adequate for them, including some office space and restroom. He indicated that is about half the size of our hangar currently under construction.

Mr. Dobberstein stated the \$543,000 in FEMA funds could not be applied toward our current project. He stated Sen. Conrad is helping us with an appeal to FEMA because they did not look at Hangar #4 in the same light they looked at Hangar #2 as it was demolished before they could do an environmental assessment. Mr. Dobberstein stated Hangar #4 had to be demolished right away because it was an unsafe structure and a hazard and FEMA staff provided information that indicated the hangar was excluded from the environmental assessment due to the condition. He stated we could see some additional funds, although minimal, which could go toward our current hangar project.

Received Update on Proposed South General Aviation Hangar Location for Possible Hangar #2 Replacement: (Continued)

Mr. Dobberstein stated Hangar #3 was not eligible for any FEMA funding as the building was not totalled. He stated we did receive money from the ND State Insurance Fund.

Mr. Anderson stated it was his impression that the ramp in that area was in bad shape and we are looking at major expense in site work expense so we need to include that fact in our consideration.

Gen. Macdonald stated he feels we should press on with this project and firm up in our minds at least that we will be constructing a new hangar next summer.

Mr. Dobberstein stated there are still a lot of details to be worked out with all of the parties involved, but he would recommend retaining T.L. Stroh Architects to expand the scope of what he is doing in the south general aviation area.

Gen. Macdonald stated he would like to see us continue on with this. He stated first of all it will enhance our keeping a Guard unit here in Fargo and anything we can do to make sure that happens is worthwhile. He stated secondly, we can use the hangar space.

Chairman Pawluk stated he would like to see the board approve this concept in general terms without getting being site specific until we hear from our consultant.

Gen. Macdonald asked if we can authorize Mr. Stroh to start or do we have to go through the whole process.

Mr. Dobberstein stated he is going to relay the fact that Mr. Stroh was retained for rehabilitation of the south general aviation area and if that is not acceptable we will have to go back through the selection process. Mr. Dobberstein stated the advantage to having Mr. Stroh continue is that he is also involved in the Guard's new hangar project.

Dr. Clark moved the Airport Authority approve the concept discussed today of hiring T.L. Stroh Architects to proceed with the project to construct a hangar to replace Hangar #2.

Second by Gen. Macdonald.

Mr. Anderson stated he would like it a matter of record that he does not agree with spec building and building for the sake of building without a tenant. He stated he feels we should have a tenant locked in. He does agree that the money is there and it should be used and also agrees with the long term planning process, but he feels from a good business standpoint we need to find someone to occupy the building and find out how we are going to pay for it.

Gen. Macdonald stated the problem with the Guard is that they will never be able to sign such a contract.

Chairman Pawluk stated we need to keep in mind that this building would replace a facility that was leased to the Guard for one dollar a year, and this building will not even bring us up to half of the space we had before.

Chairman Pawluk called for a vote on the motion.

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

Adopted Resolution of Congratulations to Mr. Leroy Bietz, Retiring Northwest Airlines Employee:

Gen. Macdonald offered the following resolution of congratulations and moved its adoption:

WHEREAS, the Municipal Airport Authority has learned of the retirement of longtime Northwest Airlines employee, Mr. Leroy Bietz, and

WHEREAS, Mr. Bietz, through his unselfish devotion and dedication to duty, has served not only Northwest Airlines but Hector Airport as well, and WHEREAS, Mr. Bietz, in retiring from Northwest Airlines after 41 years in the aviation industry, will leave many friends at Hector Airport and the surrounding aviation community.

Adopted Resolution of Congratulations to Mr. Leroy Bietz, Retiring Northwest Airlines Employee:  
(Continued)

NOW, THEREFORE, BE IT RESOLVED, that the Municipal Airport Authority of the City of Fargo, North Dakota, does hereby express its heartfelt thanks to Mr. Leroy Bietz for his many years of dedicated service and wishes him well in his retirement.

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. Leroy Bietz.

Second by Dr. Clark.

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

Adopted Resolution of Appreciation to Irene Porter, FAA Airports District Office:

Gen. Macdonald offered the following resolution of appreciation and moved its adoption:

WHEREAS, The Municipal Airport Authority of the City of Fargo, has learned of transfer of Irene Porter, Manager, FAA Airports District Office

WHEREAS, Irene Porter has been a valuable and dedicated member of the aviation community and has served the Federal Aviation Administration, Hector International Airport, and the entire state of North Dakota, exceedingly well, and

WHEREAS, Irene Porter, through her untiring devotion and dedication to duty, has been instrumental in improvements to the airports under the jurisdiction of her office.

NOW, THEREFORE, BE IT RESOLVED, that the Municipal Airport Authority of the City of Fargo, North Dakota, does hereby express its heartfelt thanks to Irene Porter, for her years of dedicated service and wish her the best in her new duties.

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 Irene Porter.

Second by Mr. Anderson.

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

Other Business:

Mr. Dobberstein stated we currently have the remaining parcel of property in the Airport First Addition listed with Goldmark Commercial Corporation. He stated he received a communication from Mr. Jim Buus indicating that very little interest has been shown in this property, with the exception of apartment developers. He indicated he feels the best way to sell the land is to provide a product that the market is seeking and in this case that product is not land zoned for light industrial but is land zoned for apartment development. He also indicated he is confident that if the zoning were changed the land would sell rather quickly. In order for the covenants to change, a majority of the owners of the Airport First Addition commercial property and a majority of the owners of the single family homeowners on the west side of 10th Street North must approve the variance.

Mr. Dobberstein stated that Mr. Buus is proposing to do all of the work involved with the request to change the zoning and they would like the Authority's approval to proceed with this process.

Mr. Anderson stated he disagrees with this entirely. He asked if anyone has checked with all of the business owners in the area to make sure they are not interested in the property.

Other Business: (Continued)

Attorney Stewart stated he does not see how the neighbors would go along with a zoning change without a specific project.

Gen. Macdonald stated he agrees that the Airport Authority does not want to get involved in this.

Mr. Dobberstein stated Mr. Buus is proposing that Goldmark do all of the work in the neighborhood.

Mr. Anderson stated let them ask the question. He stated if they have an offer for us that is agreeable with the neighborhood then let them go ahead.

Mr. Dobberstein asked if any of the members would have a problem with Goldmark pursuing this as proposed.

Gen. Macdonald stated as long as the people living there don't have an objection he would be in favor of that.

After further discussion, it was the consensus of the board that they would have no problem with Goldmark proceeding with their proposal as outlined.

Mr. Dobberstein stated he received a letter from Mr. Richard Walstad advising that he is resigning from the Airport Authority and will be done as soon as the Mayor appoints a replacement.

Chairman Pawluk stated it is with regret that we receive Mr. Walstad's resignation.

Mr. Anderson stated he has had some second thoughts about the reimbursement to Valley Aviation for the replacement of the air conditioning unit. He asked if we could reconsider that at the next meeting. He stated since it is not on the agenda for this meeting it would not be appropriate to discuss it at this time.

Chairman Pawluk stated the issue will be revisited, if it is not now then it will be when another tenant submits a request for reimbursement.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, October 24, 2000 at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 9:45 a.m.

Regular Meeting

Tuesday

October 24, 2000

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 24, 2000, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Walstad, Clark, Macdonald, Pawluk

Absent: Anderson

Others: Stewart, Bromenschenkel

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 10, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held October 10, 2000, were approved without objection.

Approved the Airport Vouchers Totalling \$11,259.88:

Gen. Macdonald moved to approve the airport vouchers totalling \$11,259.88.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson, Clark

The motion was declared carried.

Dr. Clark now present.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$4,299.25 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Air Museum Apron Project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$8,895.98 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 8/26, Taxiway C Extension Project, AIP 3 38 0017 24.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$7,968.32 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the south general aviation area water and sanitary sewer project.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$23,552.36 to Ulteig Engineers, Inc. for partial payment request for professional services in connection with the Airport Master Plan Update.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,040.00 to Ulteig Engineers, Inc. for engineering services in connection with PFC Application #3.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to Olaf Anderson & Son:

Gen. Macdonald moved to approve the individual voucher in the amount of \$341,359.52 to Olaf Anderson & Son for partial payment request #5 for construction of the southeast general aviation area hangar.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$107,154.47 to Northern Improvement Company for Partial Payment Request #3 for construction of the airport perimeter road.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

Approved the Individual Voucher to Turbo Way:

Gen. Macdonald moved to approve the individual voucher in the amount of \$24,589.00 to Turbo Way for the purchase of one Turbo Way 2000 Passenger Ramp.

Second by Mr. Walstad.

On the call of the roll, members Walstad, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Anderson

The motion was declared carried.

## Received Third Quarter 2000 PFC Report:

The PFC Report for the third quarter of 2000 was received and filed without objection.

## Reviewed Change Orders for South General Aviation Hangar Site:

Mr. Dobberstein stated we have received two change orders from Olaf Anderson & Son forwarded through T.L. Stroh Architects. Mr. Dobberstein stated as the footings were being excavated in for both our hangar and Mr. Lundeen's hangar they encountered some petroleum contaminated soil. He stated both we and the State Health Inspector believe the contamination is related to an October 1991 fuel tank removal project. He stated at that time they removed the tank and a tremendous amount of contaminated soil, however they did not disturb the soil under the footings of the hangars. He stated when the contractor began excavating under the hangar and smelled the contaminated soil we immediately contacted Northern Technologies, City and State Health Departments, and removed the necessary soil as required by the State. He stated Olaf Anderson & Son had a subcontractor, Fitzgerald, haul all of the contaminated soil to the City of Fargo's landfill. He stated the cost to remove the soil under our hangar project was \$46,571 and \$6,800 for the Lundeen hangar site. He stated this does not include the Northern Technologies fees. Mr. Dobberstein stated in addition to this there were also some organic soil problems on our hangar site and that soil had to be removed in order to support the floor properly. He stated on our site there was a cost of \$30,183 for removal and replacement of that soil.

Mr. Dobberstein stated he is more than 50% confident that the North Dakota Fuel Tank Reserve Fund will reopen the 1991 claim and participate in these costs.

Chairman Pawluk asked what was the source of the contamination.

Mr. Dobberstein stated there were four 10,000 gallon tanks originally installed by Northwest Airlines but the Airport took over the tanks at a later date.

Chairman Pawluk stated it is his understanding of environmental laws pertaining to hazardous waste that the liability never goes away. He stated if in fact the contamination was from those tanks would Northwest still have culpability in that case.

Mr. Dobberstein stated the airport took over those tanks so that is a moot point.

Chairman Pawluk stated this is a significant amount of money. He stated the Airport Authority is not the body that caused the contamination to occur. He asked Attorney Stewart if in his role as the City Attorney if he has had an opportunity to look closely at the hazardous waste responsibility laws.

Attorney Stewart stated we could certainly look into it but as Mr. Dobberstein stated this is something the Airport Authority took over.

Chairman Pawluk asked if that is an obligation that is abridged when you don't specifically address that issue. He stated he does not think that by taking over a property you assume all responsibility for environmental hazards.

Attorney Stewart stated that would depend on how we took over the land. He stated we use language now that makes these things clear.

Mr. Dobberstein stated we can do some further research in the archives on the history of this matter.

Chairman Pawluk stated the problem is that at some point there is even a bigger mess that will need to be cleaned up eventually. He stated he feels it would be a mistake to automatically say it is our problem when in fact the Airport Authority is not the body that caused the contamination to occur. He stated he would like some more information about responsibility with respect to the way the laws regarding that issue are written. He stated he feels this should go to the State Insurance Fund and that may end it, but it is a topic we should further identify.

Chairman Pawluk asked Attorney Stewart to do some research before the next meeting on the possibility of us collecting from the parties that are responsible for the contamination.

Mr. Marc Shannon, Northern Technologies, was recognized and stated the contamination was not only aviation fuel, but a variety of minerals, motor oil, fuel oil. There were multiple spills that occurred there.

Reviewed Change Orders for South General Aviation Hangar Site: (Continued)

The communication from Olaf Anderson & Son was approved without objection.

Chairman Pawluk stated these change orders were approved previously and payment will be requested at the next meeting.

Reviewed Fargo Air Museum Parking Lot Plans:

Gen. Darrol Schroeder, Fargo Air Museum, was recognized and stated last week Mr. Dobberstein asked him to report to the board an update on the Air Museum parking lot and the height of the missile that will be located at the museum. He stated the height of the museum is 52'10", not including the base platform which would be about 45". He stated they did just find out a week ago that this missile is quite historic and our acquisition of this missile was quite fortunate as there are a number of other entities that would have liked to get this missile. He stated we will find out more about the history of the missile as we go along.

Gen. Schroeder introduced Mr. Dennis Larson, Executive Director of the Fargo Air Museum, who will give an update on some changes.

Mr. Dennis Larson was recognized and stated it appears they are going to have to change their parking lot from their original plan. He stated rather than having parking on just the east side of the building they would like to add parking on the south side of the building as well. He stated Ulteig Engineers did some survey work for them but they do not have their plans finalized.

Mr. Steve Synhorst, Ulteig Engineers, stated they have just finished the survey for the parking lot. He stated he talked to Rick Lane, Fargo Traffic Engineer, and they will allow us to put in one approach off 16th Street. He stated it is their task now to get as many parking spots as possible and leave room to display the missile. He stated they will take the plans to the City for their approval so they can move forward with construction.

Chairman Pawluk stated if the Museum Board has not had conversations with the City about a crosswalk across 19th Avenue North he would encourage them to do so.

Mr. Larson stated he has seen a problem with this already with football games and people parking on the north side of 19th Avenue and crossing to the dome.

Chairman Pawluk stated another consideration is the hockey group that has parked cars on airport property during dome events. He stated there is no reason the Museum should not benefit from the use of their parking lot during dome events.

Considered Proposal from Off the Wall Advertising:

Mr. Jim Suresig, Off the Wall Advertising, was recognized and stated they are a local company that sells advertising in bathrooms. He stated he would like to put advertising up in the airport restrooms in exchange for advertising in other locations. He showed an example of the advertising board that they have in most facilities.

Mr. Suresig stated being a local company they provide excellent service to their boards. He stated most of their advertisers are local and regional companies.

Mr. Suresig stated the boards in the mens' rooms are placed by the urinals and in the ladies' rooms they are placed on the doors in the stalls. He stated all of the advertising is tasteful and there is nothing offensive.

Gen. Macdonald stated we would want to be very careful where we would put our advertising. For example, we would not want to advertise in the Bismarck market as that would be a waste of money and we don't want to get into an advertising thrash with the Bismarck airport.

Chairman Pawluk stated the first decision we need to make is do we want the advertising panels in the restrooms at Hector Airport. He stated secondly we need to decide where we would want our ads placed.

Mr. Suresig stated the business owners who have these in their restrooms love them because they feel they cut down on graffiti.

Considered Proposal from Off the Wall Advertising: (Continued)

Mr. Walstad asked if this would conflict with our Interspace contract.

Mr. Dobberstein stated Attorney Stewart will have to review the Interspace contract.

Gen. Macdonald stated he sees a number of restrictions that would have to be in place, such as advertising by off airport car rentals.

Mr. Walstad stated he would not have a problem with these as they are tastefully done and there is advertising in other areas of the terminal.

Mr. Suresig stated what he would like today is for the board to approve the concept and then work out the details later.

Chairman Pawluk stated he would rather we work out the details first and make the decision following that.

Chairman Pawluk stated this will be on the agenda for the November 14 meeting.

Receive Vacate Notice from Fargo Products for Eastside Terminal Office Space:

The Airport Authority received a communication on October 18, 2000, from Fargo Products giving their 30 day notice to vacate their office space in the Eastside Terminal.

The communication from Fargo Products was received and filed without objection.

Received Request from Agri Imagis to Relocate Eastside Terminal Office Area:

The communication dated October 23, 2000, from Agrilmagis was received and filed without objection.

Mr. Dobberstein stated that a tenant in the Eastside Terminal, GAP Ag/Fargo Products, has secured office space off the airport and will be vacating their space. He stated another current tenant, Agrilmagis, is expanding their staff and would like to lease the space vacated by Fargo Products, as well as an additional small office previously leased by the National Weather Service.

Mr. Walstad moved to approve the lease changes requested and that Attorney Stewart be directed to amend the leases as outlined.

Second by Dr. Clark.

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

Reviewed Change Order Requests from Meinecke Johnson for Westside Terminal Restroom Project:

Mr. Dobberstein stated we received copies of two letters from Meinecke Johnson Company addressed to Foss Associates regarding change orders for the Westside Terminal Restroom Project.

Mr. Dobberstein stated the first request is for \$2,061 for the removal and replacement of tile and sheetrock walls to enable plumber to flip corridors for toilets in all bathrooms, and the second is for \$1,074 for the replacement of registers and diffusers to fit new ceiling grid. He stated we had originally planned to salvage the existing ceiling diffusers but it turned out that we had to replace them.

Mr. Dobberstein stated he would recommend these two changes as they were items we requested.

Mr. Dobberstein stated the other change order is for \$4,918 for construction of and installation of underbody cabinets that were not included in the bid. Mr. Dobberstein stated he would not recommend the board approve payment of this request. He stated when the countertops were ordered by Meinecke Johnson from the supplier they did not include the underbody support cabinets. Mr. Dobberstein stated it was not discovered until they were well into the project that the support structures were not included in the bid although a complete unit was specified.

Reviewed Change Order Requests from Meinecke Johnson for Westside Terminal Restroom Project:  
(Continued)

Mr. Dobberstein stated we told Meinecke from the time this error was discovered that it was not our responsibility and Foss concurred.

Gen. Macdonald stated these letters are written to Foss Associates and he feels Foss should write to us with their recommendation.

Mr. Dobberstein stated these letters were delivered by Mr. Dave With, Foss, and he gave verbal recommendations.

Chairman Pawluk stated he feels we have been let down on this project. He stated he would like someone from Foss to be able to discuss this with us.

Mr. Dobberstein stated he will place this item on the agenda.

Receive Update on Airport Improvement Projects:

Mr. Steve Synhorst, Ulteig Engineers, was recognized and stated they plan to do the final paving on the perimeter road today. He stated the sewer and water project is not going as well. He stated the underground portion of the project is done but we have the paving left.

Chairman Pawluk asked at what point do we hire another contractor to come in and finish the job.

Mr. Synhorst stated they have until November 1 to finish the project. He stated there are liquidated damages set up in the contract. He stated both he and Mr. Dobberstein have talked to the contractor.

Chairman Pawluk asked if we have a contingency plan in place in the event the asphalt portion of this project is not completed.

Mr. Synhorst stated if the asphalt is not completed we will bring in crushed concrete to fill those areas up to planned elevation and then the asphalt would be done next year.

Mr. Synhorst stated the museum apron project is almost complete and that project went well.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated we are now looking at a completion date of December 7. He stated the reason for this delay was the additional dirt work caused by the soil contamination. The roof should be done this week, weather permitting. He stated the exterior painting will be done next spring.

Mr. Jed Krieg, Olaf Anderson & Son, was recognized and stated the steel is going up for the Fargo Aero Tech hangar this week. He indicated they will not be occupying that facility for a couple of months.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, November 14, 2000 at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 9:06 a.m.

Regular Meeting

Tuesday

November 14, 2000

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 14, 2000, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Kilander, Anderson, Macdonald, Pawluk

Absent: Clark

Others: Stewart, Bromenschenkel

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 24, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held October 24, 2000, were approved without objection.

Approved the Individual Voucher to Northern Technologies:

Gen. Macdonald moved to approve the individual voucher in the amount of \$739.35 to Northern Technologies for payment request for soil testing services, southeast general aviation hangar project.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Kilander, Clark

The motion was declared carried.

Approved the Individual Voucher to T.L. Stroh Architects:

Gen. Macdonald moved to approve the individual voucher in the amount of \$3,431.31 to T.L. Stroh Architects for payment request for architectural services in connection with the southeast general aviation hangar project.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Kilander, Clark

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$11,831.45 to Flint Communications for payment request for airport marketing program.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Kilander, Clark

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$950.61 to Flint Communications for payment request for architectural services in connection with the business center project.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Kilander, Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$4,645.31 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the south general aviation area water/sewer project.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Kilander, Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$11,174.96 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the Runway 8/26 Extension and Airport Perimeter Road, Project 3 38 0017 24.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Kilander, Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$10,015.26 to Ulteig Engineers, Inc. for payment request for professional services in connection with the Airport Master Plan Update.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Kilander, Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,160.00 to Ulteig Engineers, Inc. for payment request for engineering services in connection with PFC#3 application.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Kilander, Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,708.36 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the Air Museum Apron Project.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Kilander, Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,052.50 to Ulteig Engineers, Inc. for payment request for engineering services in connection with the southeast general aviation area hangar project.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Kilander, Clark

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$98,159.11 to Northern Improvement Company for Payment Request #1 for construction of the air museum apron.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Kilander, Clark

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$371,821.46 to Northern Improvement Company for Payment Request #4 for construction of airport perimeter road project.

Second by Mr. Anderson.

On the call of the roll, members Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Kilander, Clark

The motion was declared carried.

Mr. Kilander now present.

Received Update on Eastside Terminal Boiler Project:

Mr. Dobberstein stated the new burner has been installed on the old boiler and a number of items rewired last week, in order to heat the building until the new boiler arrives. He stated the new boiler was to have been here by November 18 but now it looks like it will be closer to December 1.

Mr. Dobberstein stated we have also received a communication from FEMA through the North Dakota Division of Emergency Management. He stated we have not signed anything through Emergency Management in terms of the loss, but as a result of their rush to finish their work in Fargo as a result of the June flood they have prepared a project worksheet as they are aware now that Hartford Steam Boiler will not pay anything for our boiler loss in the Eastside Terminal. He stated it appears they will participate in almost all of this project. He stated they arrived at this by

## Received Update on Eastside Terminal Boiler Project: (Continued)

determining a value of the old boiler and determined that the repair costs exceeded 50% of the value. He stated their estimated amount of the loss is \$50,177.82. He added that there are other miscellaneous items (motors, compressors, etc.) for which they allow a certain amount. Mr. Dobberstein stated that we do have the ability to bring to their attention any discrepancies in actual costs to replace items. He stated the good news is that they will participate in the replacement of the boiler.

Mr. Dobberstein stated they have included \$6,269 for mitigation. He stated we are required to use a certain percentage of the total loss for mitigation. He stated we have not yet put together our action plan but we are proceeding on that.

## Received Update on South General Aviation Hangar Project:

Mr. Dobberstein stated we are still on track for a December 7 occupancy of the non heated hangar. He stated Attorney Stewart has a draft copy of the lease proposed for Valley's occupancy of the new hangar. He stated it is basically taking the 1989 lease, deleting the items that don't apply, and extending the term to April 2004. He added the lease will be before the board for approval at the next meeting.

## Received Update on South General Aviation Area Water/Sewer Project:

Mr. Dobberstein stated as weather conditions allowed yesterday, temporary asphalt paving was taking place. He stated the contract called for a November 1 completion date but that did not occur so therefore we went with Plan B which was to provide temporary asphalt access into certain areas to keep the area open and operating through the winter. He stated there is no question it is a mess over there. There was a lot of rain in late October and early November which complicated things but there were certainly other prior circumstances that needed to be addressed by the contractor that were not. He stated at that point Mr. Synhorst and Mr. Anderson met with Master Construction and agreed on what should be done this fall to make the area accessible until the project can be finished next spring.

In answer to a question from Chairman Pawluk, Mr. Bob Anderson stated at this late date asphalt is no longer available.

Mr. Synhorst stated there is a possibility that there would be asphalt available until noon today but he does not know that for sure.

Chairman Pawluk stated he is not sure they have done an adequate job on the temporary fixes.

Mr. Dobberstein stated he did speak with Emory at Fargo Aero Tech and he seemed to be satisfied. He stated he has not yet spoken with Mike Paulsen at Flight Training.

Chairman Pawluk stated there are a lot of big chunks of material in some areas and asked if those were going to be removed or broken up.

Mr. Synhorst stated if it is not on the paved or driving surface it would not be cleaned up until spring. He stated those areas would be used to pile snow anyway.

Mr. Jim Sweeney was recognized and stated there was one large hole near their cargo hangar.

Chairman Pawluk asked Mr. Sweeney to take a look at the area today and let us exactly what they need right away.

Mr. Larry Miller, FAA Airway Facilities, asked that snow not be piled in the area in the parking lot which would cause a blind spot for people entering or exiting the parking lot.

Received Update on South General Aviation Area Water/Sewer Project: (Cont)

Mr. Dobberstein indicated he would pass that request on to the snow removal staff.

Chairman Pawluk asked for further comments from anyone present regarding this project and areas of concern. There were no further comments.

Chairman Pawluk stated he does not understand what happened on this water/sewer project. He stated he is aware that the engineer was in daily contact with the contractor. He stated when he read the correspondence from the meeting the engineer had with Master Construction it was his impression that there would be more areas provided with crushed concrete for the temporary fix.

Mr. Synhorst stated there were some areas that were so wet from the fall rain that there was nothing we could do about it. Mr. Synhorst stated that they will have the contractor provided whatever is needed to maintain access and snow removal operations.

Chairman Pawluk asked Attorney Stewart to update us on the soil contamination matter.

Attorney Stewart stated he does not yet have a definite answer but it looks like there may be a possibility of Northwest Airlines assuming some of the responsibility for the contamination. He indicated Mr. Dobberstein had found a purchase agreement from 1940 and he was going to further review that document.

Approved Change Order #3 for Airport Perimeter Road Project:

Mr. Dobberstein stated we have a change order request signed by Ulteig Engineers and Northern Improvement for some incidental items related to the perimeter road project. He stated one of the items was to install a culvert under a gravel area on the north end of the project and the other was to install some conduit for the taxiway lights on the east perimeter road. This change order results in an additional \$4,542.00.

Mr. Anderson moved to approve Change Order #3 to the Airport Perimeter Road Project for an additional \$4,542.00.

Second by Mr. Kilander.

On the call of the roll, members Kilander, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Continued Discussion Regarding Off the Wall Advertising Proposal:

Chairman Pawluk stated at the last meeting the board heard a proposal from Mr. Jim Sauressig, Off the Wall Advertising, for advertising panels in the restrooms. He stated after Attorney Stewart's review of our lease with Interspace Airport Advertising it was determined that their lease is exclusive.

Mr. Dobberstein stated our lease with Interspace does allow for subleases for this type of advertising but they have indicated they would not be interested in doing that. He stated he has advised Mr. Sauressig of this information.

Received Update from Foss Associates Regarding Business Center Project/Internet Kiosk:

Mr. Bill Cowman, Foss Associates, was recognized and stated that Shelley Richards from their office has been working with Mr. Darren Anderson on a location for this business center and the types of units available. Mr. Cowman stated there have actually been three locations recommended with three units at each location. He stated those locations include in the area across from United Express, and two locations in the departure lounge, one on the east end and one on the west end.

## Received Update from Foss Associates Regarding Business Center Project/Internet Kiosk (Continued):

Mr. Bill Cowman stated the cubicles they are recommending are manufactured by KI, which is the company that manufactured the seating in the departure lounge. He stated this will allow us to match colors, fabric and design with the departure lounge seating. He stated we have received bids from three local suppliers as follows:

|                                      |             |
|--------------------------------------|-------------|
| Christianson's                       | \$11,374.19 |
| Reardon's                            | \$10,764.42 |
| Brown & Saenger (formerly Steffen's) | \$10,122.00 |

Mr. Cowman stated Ulteig Engineers has estimated \$3,750 for the electrical work, not including telephone cabling or connections.

Chairman Pawluk asked if there would be any reason we would not want to put these unit back to back in just one area.

Mr. Cowman stated that is up to the board. He stated they thought it might be best to spread them out.

Mr. Dobberstein stated the locations in the departure lounge are limited due to advertising displays.

Chairman Pawluk stated he is not sure we need the third location downstairs except for the times when the departure lounge is closed. He is not sure the passengers will even notice that location.

Mr. Dobberstein stated when flights are delayed or cancelled many of those passengers involved are car rental customers who request data ports and the car rental agency personnel would direct them to the location.

Mr. Dobberstein stated we also have the details of the phone service and long distance to work out. He stated we are working on the details of what would be our best option for the phone service itself and also how we could generate revenue from the long distance charges.

Chairman Pawluk asked if revenue was an overriding decision.

Mr. Dobberstein indicated it was not. He stated right now it looks like Qwest lines would cost more than twice what it would be to add lines to our existing phone system in the building.

Chairman Pawluk asked if there would be phones as well as data port lines.

Mr. Dobberstein stated the business centers would have strictly data port lines, no telephones.

Chairman Pawluk asked if we should consider putting phones in as well.

Mr. Jim Sweeney was recognized and stated he uses data ports frequently in travelling. He stated when he uses a data port he is either dialing a local number or a toll free number. He stated the easiest thing is for the passenger to be able to walk up and plug their computer in at no cost.

Mr. Larry Miller, FAA, was recognized and stated he also uses data ports quite often and if there is a charge he simply does not use them. He stated as far as generating revenue, the vast majority of people travelling do their business though either a local number or 800 number.

Chairman Pawluk asked if nine units would be too many for this airport.

Mr. Sweeney stated he did not think nine would be too many, especially if there are times the gate to the departure lounge is closed.

Mr. Bob Anderson stated he looks at this as a service to the public, not an income source. He stated when he travels he does not use a computer as much as a telephone and when he is using the phone he likes some privacy. He also stated that he does not think it makes sense to provide these units and then place them in an area that at times is not accessible to the public. He stated he would like to see us spend some more time in considering the locations.

Gen. Macdonald recommended we continue this project and that Mr. Dobberstein and Mr. Darren Anderson address some of the concerns brought up today and come back to the board with a recommendation.

Received Update from Foss Associates Regarding Business Center Project/Internet Kiosk:  
(Continued)

Mr. Larry Miller stated one consideration is that if there are telephones at the business center then people may use those over the other pay phones and that will reduce that usage even further.

Mr. Anderson stated if he is going to make a phone call he often likes to have his briefcase open while he is on the phone and you cannot do that at one of the stand up units.

Chairman Pawluk asked the board members to walk through the terminal following the meeting to get a better feel of the locations discussed and provide input.

Continued Discussion Regarding Restroom Project:

Chairman Pawluk stated at the last meeting we had a request for a change order with three items on the restroom project and no action was taken until we could get further information. He asked Mr. Cowman to review these change orders.

Mr. Cowman stated the first item was for costs associated with changing the water closets. He stated it was the Authority's desire to have high volume water closets so the specifications called for a particular unit because those could be put in the exact same places as the existing units, using the same plumbing behind the wall. He stated after the project was bid it was discovered that unit was discontinued so we were required to select another unit which required additional plumbing work.

Mr. Cowman stated the second item was to replace the ceiling diffusers. He stated this was necessary because of the changes to the ceiling requested by maintenance so that access above the ceiling was easier.

Mr. Cowman stated on the third item, they received a request from Meinecke Johnson for an additional \$4,918 for the counters. He stated apparently what happened was that the cabinet maker did not include the under portion of cabinetry, just the countertop. He stated a complete unit was clearly called for in the drawings and specifications. Mr. Cowman stated they brought this to Mr. Dobberstein's attention and it was their recommendation to reject this request, as that was clearly a responsibility of the contractor.

Mr. Dobberstein stated with regard to the ceiling tile, even before we knew the size of the new tiles was a problem he and Mr. Heck decided we should replace the diffusers so that they would match the color of the ceiling.

Mr. Anderson moved to approve Items #1 and #2 of the Meinecke Johnson change order but that we deny the request on Item #3.

Second by Gen. Macdonald.

Mr. Cowman stated he visited with Mr. Roger Olson, Meinecke Johnson, and he indicated the restroom project will be 100% complete next week. Chairman Pawluk called for a vote on the motion.

On the call of the roll, members Kilander, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Received Request from Fargo Jet Center Regarding Hangar #9 Expenses, and Reconsidered Previous Reimbursement Request Regarding Hangar #3 Administration Building:

Mr. Bob Anderson stated he was one of the board members who originally voted to participate in the cost of the replacement of the air conditioning unit for the administration building on Hangar #3. He stated since then he has discovered the can is open and the worms are all over the floor. He stated he feels the decision was inappropriate and he has changed his mind. He stated he would rather go back and follow as the lease reads and reverse that decision.

Received Request from Fargo Jet Center Regarding Hangar #9 Expenses, and Reconsidered Previous Reimbursement Request Regarding Hangar #3 Administration Building (Continued):

Mr. Anderson moved to rescind the action taken by the board on August 22, 2000, to participate in tenant expenses.

Second by Kilander.

Mr. Kilander stated although he is new on the board he has reviewed the minutes for the year. He stated leases are written for a specific purpose and that purpose is to lay out the plan on how two entities are going to treat each other and it seems very clear that this was a tenant responsibility. He stated it always feels good to be nice but sometimes when you do things to be nice it exposes you to all sorts of things. He stated once you are nice to one person you have to be nice to everyone else and it opens up an unbelievable source of problems. He stated he does not understand how a tenant would go ahead on their own to do something and then come to the board after the fact and ask us to pay for it.

Gen. Macdonald stated the mitigating circumstance to him was the fact that their lease would be up in a very short time. He stated he is not concerned that this would open pandora's box with Fargo Jet Center because we are not terminating their lease. He stated he is bothered by the fact that they went ahead with the repair before talking to the board.

Chairman Pawluk stated while he was sympathetic to the request made by Valley Aviation and he was not ashamed of the action taken by the board, however he feels Mr. Kilander's comments hit the nail on the head and we do need to follow the lease.

Chairman Pawluk called for a vote on the motion to rescind the action.

Members Kilander, Anderson and Pawluk voted aye.

Macdonald voted no.

Absent and not voting: Clark

The motion was declared carried.

Mr. Anderson moved to deny the request from Valley Aviation dated August 4, 2000, requesting the Airport Authority participate in the costs to repair the air conditioning system.

Second by Mr. Kilander.

On the call of the roll, members Kilander, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Mr. Anderson moved the Airport Authority deny the request from Fargo Jet Center dated October 30, 2000, for reimbursement for the replacement of an air conditioning unit and electrical repair in Hangar #9.

Second by Mr. Kilander.

On the call of the roll, members Kilander, Anderson, Macdonald and Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Received Updated on Hangar #2 Replacement Project:

Mr. Dobberstein stated at a previous meeting the Airport Authority directed him to find out if the ND Division of Emergency Management would accept our process with which we selected an architect for the southeast general aviation hangar project. He stated we did receive a communication dated November 3 from FEMA indicated they would have no problem with the Airport Authority retaining TL Stroh Architects as the architect for this project. He stated he has verbally given Mr. Stroh this information.

Received Updated on Hangar #2 Replacement Project: (Continued)

Mr. Dobberstein stated he talked with Mr. Curt Stanley, National Guard Bureau, last Thursday and they are going to get together with the drug helicopter people and put some things down on paper.

Gen. Macdonald moved the Airport Authority authorize TL Stroh Architects, Ltd., to begin preliminary planning for a replacement for Hangar #2.

Second by Mr. Kilander.

Mr. Anderson stated he would like to see a written proposal from Mr. Stroh before we proceed any further.

Chairman Pawluk stated perhaps the motion should be to request a proposal from Mr. Stroh.

Gen. Macdonald withdrew his motion.

Mr. Kilander withdrew his second.

Gen. Macdonald moved that the Airport Authority negotiate an agreement with T.L. Stroh Architects for the replacement for Hangar #2.

Second by Mr. Kilander.

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

Received Update Regarding NDSU/Aircraft Manufacturing and Engineering Technology Program:

Mr. Dobberstein stated a number of months ago we advertised for proposals for the occupancy of the heated portion of our new south general aviation hangar. He stated the only proposal received was from Fargo Jet Center and this would accommodate the NDSU/AMET Program. He stated he asked Mr. Jim Sweeney to come today and give the board an update on this project.

Mr. Jim Sweeney stated he recently spoke with Dr. Wells, chairman of the department at NDSU and he is spearheading the program, along with Dr. Bartlett, on their end. He stated we are proceeding nicely, although not as fast as they would like to see. He stated they have received a lot of support from the University and it is now a matter of nailing down the funding.

Mr. Sweeney stated one of the items they have been discussing with NDSU is the possibility of adding classroom and lab space on the parking lot side of the building. He stated there is currently a nationwide crunch for A&P mechanics in the industry.

He stated there are some other possible funding alternatives such as airline grants to investigate.

Mr. Dobberstein asked when would be the earliest that they would occupy the hangar.

Mr. Sweeney stated that is undetermined at this time.

Discussed Car Rental Lease Proposals:

Mr. Tom Ryan, Budget Rent a Car, and spokesman for the four car rental agencies was recognized. He stated they hired T.L. Stroh Architects to draft some plans for their facility and those plans are almost done.

He stated we have been reviewing the leases and agreements back and forth between attorneys and we are down to five last items they would like the board to consider. He stated after these items are decided they should be ready to form their partnership.

1. Ground Lease.

Mr. Ryan stated the proposed lease documents call for a 25 year term, and he understands the FAA will allow up to 30 years. He stated they are asking for the option to renew the lease for 15 years if it is a 25 year lease, and a 10 year option if it is a 30 year term. He stated the IRS will not allow them to depreciate a building in sooner than 39.5 years.

Discussed Car Rental Lease Proposals: (Continued)

Mr. Dobberstein stated the board originally had a problem with even a 25 year lease. He stated he is indifferent to either option Mr. Ryan just mentioned.

Chairman Pawluk stated he does not see any advantage to the airport to go longer than 25 years, and he does not see any significant disadvantage to the car rental agencies in using that term.

Mr. Kilander stated he does not see where an option is that beneficial, as when we get to the end of the 25 year period we are obviously not going to demolish the building and we will want someone operating from the building for the current going rate.

Gen. Macdonald stated the problem he sees with options is that they are so one sided in favor of the tenant. He stated he does not see any difference in a 25 year lease with a 15 year option and a straight 40 year term.

Mr. Ryan stated they have tried to pattern this agreement after the agreement in place at the Minneapolis airport.

Mr. Kilander stated it would seem that the car rentals are asking for protection past the 25 year period so they can depreciate the asset over 39.5 years.

Chairman Pawluk stated he senses the board is unwilling to provide a lease term beyond 25 years, however, he does sense that we would be willing to provide the request made in Item #3 requiring that future licensees purchase an interest in the facility at book value or IRS value.

Gen. Macdonald stated he would have no problem with that as long as we all know what that value is ahead of time.

Chairman Pawluk stated we have to keep in mind that both parties have the same mutual best interest in mind.

2. Paved Area Maintenance

Mr. Ryan asked who will be maintaining the paved areas.

Chairman Pawluk stated the party using the pavement should be responsible for the maintenance. Mr. Anderson stated he would agree.

Mr. Dobberstein stated that is how we do it with everyone else on the field. He stated the car rental agencies will be responsible for their own snow removal.

Mr. Ryan stated he was not necessarily talking about snow removal but rather maintenance of the blacktop, cutting grass areas, etc.

Mr. Dobberstein stated he does not yet know if the surface will be concrete or blacktop, but as far as grass there will be none.

3. Buyout of each rental car's interest in the auto rental facility.

Lessees, under the concession agreement, have proposed that if they should cease to be a tenant at the airport, the Airport Authority should require any future lessee who replaces that rental agency to purchase the equity interest of lessee in Auto Bahn at book value.

This item was included in discussion of #1 and it was the consensus of the board that we would agree to this.

4. Change Definition of Gross Revenue

Chairman Pawluk stated he does not see the Airport Authority changing that and does not think we would want to change it.

Gen. Macdonald stated he is very much against changing the present system.

Chairman Pawluk stated the previous situation was a terrible mess and this is the cleanest, easiest method. He added that this change was made in April 1997 it became more advantageous to operate a car rental agency at the airport.

Discussed Car Rental Lease Proposals: (Continued)

5. Opportunity Costs

Mr. Ryan stated the estimated costs so far are about \$600,000 plus car wash and signs. He stated he is not sure how they are going to cash flow this once they start charging each other a mark up on fuel and a charge per car wash. He stated in order to avoid a negative cash flow they will probably have to charge themselves a monthly rent.

Mr. Ryan stated he has reviewed the car rental revenue over the past 16 years at this airport and average growth per year has been 5%. He stated they are proposing that in the event that the lessee's gross revenue in any year exceeds the guaranteed annual rent for such year, then the 10% rental charge should be reduced to a lower percentage on such excess.

Gen. Macdonald stated he does not feel it would be legal to collect a fee from the user and then return it to the lessee.

Chairman Pawluk stated he does not sense that this board is willing to deviate from the fee structure in place.

Chairman Pawluk stated after discussion of these items it seems to be the consensus of the board to direct our attorney to include the provision in Item #3, book value buyout, in the lease.

Attorney Stewart stated he will also include in the lease the requirement to comply with security regulations as included in all other leases. He also added that we will include that there is no employee parking provided in the ready lot but employees must park wherever other employees are required to park.

Chairman Pawluk stated he thinks Item 2 on Page 8 with reference to selling used vehicles on the premises should be made a little clearer to prohibit them from running a used car lot on the premises.

Chairman Pawluk also pointed out on the ground lease (Page 4, Section 14) that it should be clearly spelled out that the Airport Authority assumes no responsibility for any soil instability on the site.

Chairman Pawluk stated it was his understanding in our discussions about the fuel flowage fee the agencies would be assessing would be something that would continue and not necessarily cease when the Airport Authority has recovered its costs.

Mr. Dobberstein stated Addendum 1B discusses the fuel flowage fee (whatever that fee would be) but he has never proposed that this fee continue past the point of reimbursement to the Airport Authority.

Gen. Macdonald stated he sees this only as a recovery of costs and does not know that we should continue that. He feels it would need to be discussed. Gen. Macdonald asked Mr. Dobberstein to contact some other area airports and see what they do.

Mr. Dobberstein stated they would incorporate these changes into the draft lease and distribute copies to the members.

Other Business:

Mr. Dobberstein stated we have received some information recently on the Automated External Defibrillator from FM Ambulance. He stated these units can be purchased for \$3,077, which includes accessories. He stated this model would be compatible with equipment used by FM Ambulance. He stated he would have no problem going ahead with the locating of this unit in the building. He stated FM Ambulance would help us to identify a location in the building.

Mr. Dobberstein stated before the unit can be installed FM Ambulance requires that a certain number of people must go through a four hour CPR course. He stated he has no problem with the airport staff going through this course. He stated we may have some trouble getting the tenants to have their people trained.

Mr. Dobberstein stated there are a number of details that still need to be worked out but the bottom line is that we are working on this.

Gen. Macdonald stated he wants to make sure that the machine is not installed until we have people trained.

Mr. Kilander stated he feels this is important enough for the airport to even offer to pay for the training for tenant employees.

Chairman Pawluk recommended checking with Dakota Medical Foundation for a grant for the unit.

Gen. Macdonald stated there may be grant funds for training as well.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, November 28, 2000, at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 10:40 a.m.

Regular Meeting

Tuesday

November 28, 2000

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 28, 2000, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Anderson, Clark, Macdonald, Pawluk

Absent: Kilander

Others: Stewart

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held November 14, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held November 14, 2000, were approved without objection.

Approved the Individual Voucher to Olaf Anderson & Son:

Gen. Macdonald moved to approve the individual voucher in the amount of \$231,735.69 to Olaf Anderson & Son for Payment Request No. 6 for construction of the southeast general aviation area hangar.

Second by Dr. Clark.

On the call of the roll, members Clark, Macdonald and Pawluk voted aye.

Mr. Anderson abstained.

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Northern Technologies:

Gen. Macdonald moved to approve the individual voucher in the amount of \$871.27 to Northern Technologies for testing services in connection with the Southeast General Aviation Area Hangar Project.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Fargo Electric Construction:

Gen. Macdonald moved to approve the individual voucher in the amount of \$4,044.10 to Fargo Electric Construction for Runway 17 Threshold Light Rehabilitation, Project APFC03.

Second by Dr. Clark.

On the call of the roll, members Anderson, Clark, Macdonald and Pawluk voted aye.

Absent and not voting: Kilander

The motion was declared carried.

Adopted Resolution of Appreciation to Mr. Richard Walstad and Presentation of Plaque by Chairman Pawluk:

Gen. Macdonald offered the following resolution and moved its adoption:

Adopted Resolution of Appreciation to Mr. Richard Walstad:

Gen. Macdonald offered the following resolution and moved its adoption:

WHEREAS, Mr. Richard Walstad has served as a member of the Municipal Airport Authority of the City of Fargo, North Dakota since his appointment in April 1997, and;

WHEREAS, Mr. Richard Walstad has resigned his position on the Airport Authority as of October 24, 2000, and;

WHEREAS, Mr. Richard Walstad has served as Vice Chairman 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 service of Mr. Richard Walstad, and;

WHEREAS, Mr. Richard Walstad, as a member of the Airport Authority, has rendered valuable and dedicated service and has given unsparingly of his time and energies. NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority of the City of Fargo, North Dakota does hereby thank and commend Mr. Richard Walstad for his effective efforts and support of the Municipal Airport Authority, and we look forward to our continued association with Mr. Walstad in his duties with the Fargo Airsho Committee and the Fargo Air Museum.

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. Richard Walstad.

Second by Mr. Anderson.

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

Received Update on Southeast General Aviation Area Hangar Project:

Mr. Terry Stroh, T.L. Stroh Architects, was recognized and stated that we are on track for a December 6 occupancy of the cold side of the new hangar building. He stated they are in the process of finishing the final items.

Mr. Anderson stated the floor is to be finished today and needs to set for seven days.

Mr. Stroh stated the finishing painting and drivet will be done next spring, but those are cosmetic issues and will not affect the use of the building.

Mr. Anderson stated as far as the other half, that will probably be available in just a few weeks.

Received Information from T.L. Stroh Architects Regarding Proposed Hangar Project:

Chairman Pawluk stated this proposed hangar project will replace Hangar #2, which was destroyed in the July 1999 storm.

Mr. Terry Stroh, T.L. Stroh Architects, was recognized and distributed copies of a standard architectural agreement. He stated their fee would be six percent of the cost of construction. He stated right now the board is considering a 120 x 120 hangar, similar in construction to the new hangars just completed.

Received Information from T.L. Stroh Architects Regarding Proposed Hangar Project:  
(Continued)

Mr. Dobberstein stated the funds that will be received from FEMA will be in the amount of \$543,000, and roughly \$122,000 of that has been set aside for architectural and engineering services. He stated these funds have been designated for that use only. He stated if we do not spend that amount the balance cannot be put toward bricks and mortar. He stated the amount of FEMA funds we have to actually put towards a hangar totals approximately \$470,000.

Mr. Dobberstein distributed copies of a letter from Brigadier General Ronald Gangness, North Dakota National Guard, dated November 20, 2000, which gives us as much of a commitment as they can for leasing hangar space.

Mr. Dobberstein stated the location has not yet been determined. He stated we are still having discussions with representatives from the Guard.

Gen. Macdonald stated he feels Mr. Stroh understands our position and that we do not want to put the building in a place that would restrict us.

Mr. Dobberstein stated since the Guard is not able to commit to a lease he feels it would be best to place the building in a location easily accessible to private use should the Guard not have funds for a lease.

Chairman Pawluk stated we need to keep in mind that the Guard lost the use of a very large hangar, which was owned by the airport, and the new hangar we are talking about does not even come close in size.

Mr. Stroh stated although we will not be designing the hangar for the Guard we will take into consideration their requirements while at the same time making it as universal as possible.

Chairman Pawluk stated although all of the details have not been worked out, we do not lose anything by proceeding to the next step.

Mr. Dobberstein stated the worst case scenario is that we get to the point where we advertise for bids, receive the bids but then do nothing. He stated we would still recover the architectural/engineering fees.

Mr. Stroh stated the first major decision to make is the location, as that will determine so many things on the hangar design.

Gen. Macdonald stated it is in the best interest of the airport to get the excess land back from the Guard as they are not going to use it.

Reviewed Proposed Lease with Valley Aviation for Southeast General Aviation Area Hangar:

Mr. Dobberstein stated he talked with Dr. Hamilton yesterday regarding this lease, which will expire in April 2004. Mr. Dobberstein stated we will receive 10% of the revenue they received from stored aircraft.

He stated that he has recommended to Attorney Stewart that the new lease not include reference to any of the buildings that have been demolished.

Chairman Pawluk asked why we need a new lease? He stated it was his understanding that we had all of the agreements that are needed in place. He stated we are really operating under the old lease with an agreement on what would happen with the existing administration building.

Attorney Stewart stated those items were covered in discussions but not in writing and he feels those should be in writing.

Received Request from Fargo Jet Center Cargo to Extend Hangar #9 Lease:

The communication from Mr. James Sweeney, Fargo Jet Center, dated November 27, 2000, was received and filed without objection.

The communication requested an extension to the Fargo Jet Center, Inc. lease on Hangar #9 for two years, with a termination clause to match the terms of their cargo client, Evergreen Aviation. Monthly rent to be set at \$1,000 per month.

Received Request from Fargo Jet Center Cargo to Extend Hangar #9 Lease: (Continued)

Gen. Macdonald moved to approve the extension of the Fargo Jet Center Lease on Hangar #9, as requested.

Second by Dr. Clark.

Mr. Dobberstein stated this request arrived in his office after he left yesterday. Mr. Dobberstein stated we are currently receiving \$2,500 per month. He stated their occupancy of the hangar is heavily dependent upon their contract with Evergreen and the postal service contract. He stated this is a significant reduction.

Mr. Dobberstein stated Fargo Jet Center is paying all of the utilities and insurance on the hangar as well as leasehold interest taxes. He stated he would not like to see the board take any less than \$1,800.

Chairman Pawluk stated the reason he is willing to do this is the fact that this is the cargo incubator. He stated Fargo Jet is expending a lot of time and energy attracting the cargo operators. He added the basis for our continued expansion in cargo flights and ultimately expanding in the cargo apron area is partially as a result of the activities they undertake in this facility. He stated UPS started their first flight to Fargo last night and they are operating out of this facility.

Chairman Pawluk stated he feels it is in the long term best interest of the airport to extend this lease at the rate requested.

Mr. Jim Sweeney was recognized and stated they entered into this agreement a couple of years ago and they are excited about the growth in cargo. He stated the UPS agreement is just for one month over the holiday season but we hope in the future they will bring this back on a full time basis. He stated they are doing everything they can do to grow that business. He stated what he is asking for today is a little bit of room to help them make this all work and continue to grow the cargo activity.

Chairman Pawluk called for a vote on the motion.

Members Anderson, Clark, Macdonald and Pawluk voted aye.

The motion was declared carried.

Mr. Anderson commented that he did not feel he had enough time to consider this issue.

Authorized Attendance at the Denver Airport Regional Air Service Meeting, December 11, 2000:

Mr. Dobberstein stated Denver International Airport is very proactive in communicating with its spoke cities and this is a good opportunity for our input. He stated the meeting will be in Denver on December 11, 2000.

Mr. Anderson moved to authorize attendance at the Denver Airport Regional Air Service Meeting, December 11, 2000.

Second by Dr. Clark.

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

Received Information Regarding Proposed Tower in Airport First Addition:

Mr. Dobberstein stated the City of Fargo has requested authorization to put a tower on the northside fire station, which is in the Airport First Addition. Mr. Dobberstein stated the height of the tower would exceed the maximum height in the restrictive covenants for that area. He stated the restriction is 35' and the proposed tower is a minimum of 57'. He stated they have talked with Attorney Stewart regarding the process with the neighborhood for a variance.

Mr. Ron Grundberg, Director of Information Services for the City of Fargo, was recognized and stated the covenant requires signatures from a two thirds majority in the commercial and residential areas, as well as approval from the Airport Authority.

## Received Information Regarding Proposed Tower in Airport First Addition(Continued):

He stated the proposed tower would be for the fire station which would complete the data infrastructure. He stated right now they have 48 of the needed 54 signatures and they expect to get those soon. He stated they are planning to put an 8' extension on a light pole.

Mr. Dobberstein stated in addition this this process they will also have to get approval from the FAA.

Chairman Pawluk stated our Airport Master Plan shows a new runway 35R and if we build that runway he suspects this tower would be in the downwind pattern for traffic using that runway. He stated however if an airplane is low enough to hit a 65' tower they have other problems. He stated a restrictive covenant was put in place because of concerns such as this. He also stated we are not sure where the FAA airspace protection zone is with respect to this tower.

Chairman Pawluk stated he certainly wants to see the Fargo Fire Department have every benefit it needs for its operation but he is a little hesitant to put that tower there.

Gen. Macdonald stated he would have no objection if it meets FAA criteria.

Chairman Pawluk asked Mr. Grundberg if the tower is not placed here where would it go.

Mr. Grundberg stated he does not think the tower can go lower or they lose too much signal.

Mr. Dobberstein stated he has no problem with this request as long as the neighborhood and the FAA approve this. He stated he would recommend a light at the top of the tower. He stated the FAA may require this.

Chairman Pawluk asked if we should wait until we hear the FAA's opinion.

Gen. Macdonald stated if the FAA does not approve this it does not matter what we think.

Gen. Macdonald moved to approve the request from the City of Fargo for a tower at the northside fire station, subject to approval by the FAA, assuring that the FAA takes into account proposed Runway 35R and the possibility that the threshold will be further south than shown on the present Airport Master Plan.

Second by Mr. Anderson.

Attorney Stewart advised that this request will also have to go before the Planning Commission so he urged them to get the needed signatures.

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

## Received Car Rental Lease Agreement Revisions from November 14, 2000 Meeting:

Mr. Dobberstein stated the board members have been provided with the revisions to the car rental lease agreements which were discussed at the last meeting. He stated with the holiday he doubts the car rental agencies' attorney has had a chance to review this.

Chairman Pawluk stated the original site was to allow for future expansion should there be another vendor on the field. He stated it now appears that they plan on using the entire footprint for the building, which means they do not have expansion area for future changes. He stated he feels the board needs to decide if that is acceptable, or do we want to have this in a location where we can expand.

Mr. Anderson stated it does not seem to be prudent planning fill up a location at the beginning and not have expansion capabilities.

Chairman Pawluk asked if there is expansion ability in the proposed site.

Mr. Terry Stroh was recognized and stated because of the shallowness of the site we have basically put the fueling facilities at the east side of the builidng. He stated if we could find an alternate spot for fueling then we might be able to have room for another bay.

Received Car Rental Lease Agreement Revisions from November 14, 2000 Meeting:  
(Continued)

Mr. Anderson asked if the site between the maintenance shop and the fuel farm has more land.

Mr. Dobberstein indicated we do not gain much area with that site.

Chairman Pawluk stated he wants to see this project proceed and wants to give the car rental operators every advantage and opportunity at this consolidated facility. However, in our Master Plan we show an expansion of the terminal and possible future expansion of the rental car agencies. He stated he feels it would be short sighted if we recognize those facts but yet we say there can't be any more space available in this location. He stated he feels whatever location is chosen needs to speak to the opportunity to expand.

Mr. Anderson stated he would agree.

Mr. Dobberstein stated it would be possible to relocate the road leading to the gate accessing the ramp.

Chairman Pawluk stated he does not want to change the airport operations and right now that road is a priority route for snow removal equipment. He added that he feels it would be a significant expenditure to move the road and the gate.

Chairman Pawluk asked Mr. Stroh if the building and costs have been pretty much identified.

Mr. Stroh indicated they have a pretty good idea but there may be minor changes.

He stated we could conceivably add on to the east at some time in the future if the Authority wanted to move the road. He stated that is a financial consideration. He stated he does not think we want to move the building to the west because of the soil issues. He stated he is not sure what will happen if the board decides to move this to another location.

Chairman Pawluk stated he feels it is a mistake to put ourselves in a box where they don't have enough room for future expansion and everything is jammed up. He stated he is reluctant to approve a plan that would result in great cost to the airport to accommodate future expansion should that be desired. He stated he feels the time is now and if we don't enough room in that site to accommodate the structure that is needed and takes the future into consideration then we either need to revise the building or put it in a spot that gives them enough land.

Mr. Anderson asked if the building were turned to run north and south if there would be room for expansion.

Mr. Dobberstein asked Mr. Steve Wagner, Coffman Associates, for his comments.

Mr. Wagner stated his original thought about going further north than the terminal building would be the interference with future ramp expansion. He stated we are then dealing with breakaway thrust blowing into the car rental facility and if it gets too close it is not going to be compatible. He stated he feels the number one goal is to preserve the terminal and the car rental facility is secondary. He stated if there is not enough area for expansion then we should look at one of the alternate sites. He added the jet blast could be a real problem.

Chairman Pawluk stated we are about to enter into a 25 year lease and if we see that we are not able to accommodate the expected needs for 25 years then for everyone's benefit we may need a site that will give us more ground.

Gen. Macdonald stated if we don't feel that adding to the east is feasible then he would suggest as an alternative to place the building north and south. He stated he does not think any of us will live to see the time when the ramp goes over so far that it will interfere with this facility.

Chairman Pawluk stated he can only speak to the fact that we have a Master Plan that identifies things happening a certain way and we should be laying the airport out to follow that.

Received Car Rental Lease Agreement Revisions from November 14, 2000 Meeting (Continued):

Mr. Stroh stated he could draft a plan showing the building north and south and what expansion capabilities that would give us.

Chairman Pawluk asked that Mr. Stroh forward that to Mr. Wagner prior to the next meeting so we have his comments as well.

Mr. Anderson asked what will happen with the existing service facilities on the southeast side.

Mr. Dobberstein stated both Mr. Lamb and Mr. Ness have indicated they would like to continue to use them as storage facilities.

Mr. Anderson asked if the lease will have aesthetic requirements.

Mr. Dobberstein stated Mr. Ness had committed to cleaning up his facility.

Reviewed Proposed Cass County 20 Concepts:

Mr. Dobberstein stated the planning/steering group involved in the Cass County 20 corridor study has put together three concepts, along with input from the neighbors and the users of the area.

Mr. Dobberstein reviewed plans showing the three concepts.

After discussion of the three concepts, it was the consensus of the board that they preferred Concept #2 transitioning into Concept #3.

Discussed December Meeting Dates:

After discussion of possible meeting dates for December, it was decided that there would be just one meeting in December on Tuesday, December 12.

It was also decided that the board will meet just once in January, that meeting to be held Tuesday, January 12, 2001.

Received Airport Master Plan Update:

Mr. Dobberstein stated immediately following this meeting Mr. Steve Wagner will give a detailed update on the Airport Master Plan at the Planning Advisory Committee Meeting. He stated any major issues which would require board action will be discussed at this meeting.

Mr. Steve Wagner stated there are two major issues, one was additional length on the future general aviation runway and also shifting the main runway north.

Mr. Steve Wagner stated as we have discussed previously, in order to get the required 1,000 foot safety area at the south end of the runway we have talked about relocation of 19th Avenue. He stated that was purely to try to preserve as much runway as possible and also to get the road out of the way, basically maintaining our 9,500 feet of runway. He stated what we have looked at since the last meeting is going ahead and shifting the north end of the runway enough to get all of the safety area in at the south end without any road relocation of 19th Avenue. He stated we only have to go 400' to do that. He stated we looked at it with respect to other facilities. We looked at our approaches coming in over the current configuration of County Road 20. He stated when the protection zone is pushed 500 feet north it actually pulls off some of the buildings to the north. He stated we still have good clearance over the road and actually have access beyond what we are required to get but even though we have lowered the approach slope over the road we still have adequate clearance. He stated in addition to the extended pavement we would have to relocate the glideslope antenna 400' north and would have to move some lights within the approach light system. He stated that this would not require moving the localizer antenna.

## Received Airport Master Plan Update: (Continued)

Mr. Wagner stated we are talking about doing some work on the MALSR system and moving the glideslope antenna up. He stated the cost of doing this is about \$2.5 to \$3 million, excluding land acquisition. He stated this plan would also work nicely with what is being planned for County 20.

Mr. Wagner stated from a cost standpoint it is a wash, but the major advantage for the airport is this project would be on the airport's property and it would be easier for the airport to control. He stated with regard to the south end he would not change the entrance taxiways coming into the runway. We should basically leave things the way they are.

Chairman Pawluk stated he feels it is a mistake to not continue to show the relocation of 19th Avenue. He stated he is very reluctant to do anything that impacts our ultimate ability to operate inside the airport.

Gen. Macdonald stated he respectfully disagrees with Chairman Pawluk. He stated number one is that we are going to request funds from the FAA to reconstruct Runway 17/35. He stated at that point it would be his suggestion that we then ask the FAA to fund the additional 400' on the north end. He stated secondly, if we continue to show the relocation of 19th Avenue our chances of getting any help from the FAA on the north end would be zero.

Gen. Macdonald asked if alternatives could be shown on a Master Plan.

Mr. Wagner stated you can include alternatives in the report but ultimately you have to pick one plan for the Master Plan. He stated this is a safety project and would have a high funding priority. He stated the FAA indicated at a previous meeting that the problem they had with the relocation of 19th Avenue is that it might not be done within a five year envelope. He stated their concern right now with safety area projects is getting everything done within the next five years.

Mr. Dobberstein stated Mr. Tom Schauer, FAA Airports District Office, has indicated they would be willing to fund the less expensive of the two alternatives.

Mr. Wagner stated if we keep the relocation of 19th Avenue in the Master Plan as a way to correct the safety problem and also show the 400' then that is no longer a safety project, it is a runway extension project and does not have a high priority.

Chairman Pawluk asked the board members for a directive.

Mr. Anderson stated he feels we should leave 19th Avenue alone.

Dr. Clark agreed.

Gen. Macdonald stated he agrees we should pursue the extension of Runway 17/35 to the north.

Mr. Wagner stated the only other new matter developed after the last working papers came out was the noise contours. He stated they used actual tracking data obtained from the tower over a five day period in August. He stated they were very careful with the military aircraft and used exactly the same assumptions that we used by the military in environmental work that was done. He stated they ran the noise contours for both existing and future conditions and did not really see a lot of change over the 20 year planning period. He stated these noise contours will be included in the Master Plan report.

In answer to a question from Gen. Macdonald, Mr. Tom Schauer, FAA Airports District Office, stated in order for the FAA to fund land acquisition for noise reasons we would have to go through a noise study to justify the funding, or if you did an individual type of noise study they could look at funding it through a passenger facility charge.

Mr. Wagner stated he has prepared a compilation of all the changes to the document to date and he will leave that with Mr. Dobberstein.

Mr. Dobberstein asked Mr. Wagner when he would like his next meeting with the board.

Mr. Wagner indicated that January would be fine.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, December 12, 2000, at 8:00 a.m. in the Airport Boardroom.  
Time at adjournment was 9:43 a.m.

Regular Meeting

Tuesday

December 12, 2000

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, December 12, 2000, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Kilander, Anderson, Clark, Macdonald, Pawluk

Absent: None

Others: O'Keefe, Bromenschenkel

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held November 28, 2000:

The minutes of the regular meeting of the Municipal Airport Authority held November 28, 2000, were approved without objection.

Approved the Airport Vouchers Totalling \$46,225.95:

Dr. Clark moved to approve the airport vouchers totalling \$46,225.95.

Second by Mr. Kilander.

On the call of the roll, members Kilander, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$10,775.12 to Flint Communications for partial payment request for airport marketing program.

Second by Dr. Clark.

On the call of the roll, members Kilander, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Cass County Treasurer:

Gen. Macdonald moved to approve the individual voucher in the amount of \$44,454.47 to the Cass County Treasurer for the payment of 2000 special assessments.

Second by Dr. Clark.

On the call of the roll, members Kilander, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Gen. Macdonald asked Mr. Dobberstein to gather information for the next meeting on the balances remaining on specials so that the board may discuss the possibility of paying off the remaining specials.

Approved the Individual Voucher to Meinecke-Johnson:

Gen. Macdonald moved to approve the individual voucher in the amount of \$29,556.00 to Meinecke-Johnson for Partial Payment Request No. 2 for the Westside Terminal Restroom Project.

Second by Dr. Clark.

On the call of the roll, members Kilander, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$4,186.60 to Ulteig Engineers, Inc. for Partial payment Request for engineering services in connection with the south general aviation area water/sewer project.

Second by Dr. Clark.

On the call of the roll, members Kilander, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$7,853.01 to Ulteig Engineers, Inc. for Partial Payment Request for engineering services in connection with the airport perimeter road project.

Second by Dr. Clark.

On the call of the roll, members Kilander, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$7,853.01 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the airport perimeter road project.

Second by Dr. Clark.

On the call of the roll, members Kilander, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$6,842.27 to Ulteig Engineers, Inc. for partial payment request for professional services in connection with the Airport Master Plan Update.

Second by Dr. Clark.

On the call of the roll, members Kilander, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$480.00 to Ulteig Engineers, Inc. for services in connection with the Air Museum Apron Project.

Second by Dr. Clark.

On the call of the roll, members Kilander, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to T.L. Stroh Architects, Ltd.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,287.53 to T.L. Stroh Architects, Ltd., for partial payment request for architectural services in connection with the south general aviation area hangar project.

Second by Dr. Clark.

On the call of the roll, members Kilander, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$13,030.27 to Northern Improvement Company for construction of the air museum apron.

Second by Dr. Clark.

On the call of the roll, members Kilander, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$60,204.66 to Northern Improvement Company for partial payment request for construction airport perimeter road project.

Second by Dr. Clark.

On the call of the roll, members Kilander, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Approved the Individual Voucher to R.M. Hoefs Associates:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,000.00 to RM Hoefs Associates for land appraisal services.

Second by Dr. Clark.

On the call of the roll, members Kilander, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Authorized Advertising for Seasonal Part Time Equipment Operator:

Mr. Dobberstein stated for a number of years we have budgeted for a part time, non-benefited, seasonal employee for our airfield maintenance staff. He stated with the new airport perimeter road and other increased areas on the airport requiring snow removal we are at the point where we need an additional person for the airfield maintenance staff. He stated we will need someone who is flexible and can come on an as-needed basis, with no minimum guarantee of hours. He stated when we receive our two new plows we will probably need to have one of our plow operators run a second blower.

Mr. Kilander moved to authorize advertising for a seasonal part time equipment operator.

Second by Dr. Clark.

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

Received Update from Goldmark Regarding Airport First Addition Property:

Mr. Jim Buus, Goldmark, was recognized and stated he has been working to sell the airport's remaining parcel of land in the Airport First Addition. He stated the land is zoned for limited industrial purposes as well as additional covenants. He stated there has been interest shown in the land for apartment buildings. He stated with the approval of the Airport Authority they did a survey of the homeowners in the area. He

Received Update from Goldmark Regarding Airport First Addition Property:Continued):

stated they sent a letter to 37 single family homeowners and received 21 responses. Of those 21 responding only three indicated they would not protest the changing of the zoning. He stated in the last 10 days they have been working with a prospective buyer who is looking at building a mini-storage facility. He stated he may be coming before the board with an offer in the very near future.

Reviewed Proposed Lease with Valley Aviation for South General Aviation Area Hangar:

Mr. Dobberstein stated he forwarded the draft lease to Dr. Hamilton for his review and has not heard anything so he assumes everything is in order. He stated the expiration date of this lease is April 30, 2004.

Gen. Macdonald moved to approve the lease with Valley Aviation for the southeast general aviation hangar and authorized execution of the lease.

Second by Mr. Anderson.

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

Received Update on Airport Marketing Program:

Ms. Christy McLachlan, Flint Communications, was recognized and reviewed the advertising budgets for both 2000 and 2001.

Mr. Dobberstein explained that we budgeted \$125,000 for 2000 but actually spent only \$62,313.00, because of contributions made by the Denver Airport. He stated the first half of 2000 concentrated on Denver advertising.

Chairman Pawluk asked if the Denver airport officials were pleased with the results of the advertising campaign.

Mr. Dobberstein stated he has heard a lot of positive feedback from them.

Chairman Pawluk asked if they would be interested in partnering in such a program again.

Mr. Dobberstein stated it was his impression that it was a one time opportunity but he will certainly propose it to them again.

Chairman Pawluk stated for whatever reasons, people are travelling out of Fargo and we are looking at our record setting passenger right around Christmas.

Mr. Anderson asked Mr. Dobberstein his opinion on the proposed marketing budget.

Mr. Dobberstein stated he is in favor of continuing the momentum of the marketing program.

Gen. Macdonald stated the marketing program is a small percentage of the overall budget and with the anticipated increase in PFC charges it behooves us to keep the momentum going.

Chairman Pawluk stated if there is a change in situation or attitude, or if there is a dissatisfaction with the program we always have the right to cancel it at any time. He stated by making the commitment now it allows Flint to plan for the entire year. He stated we need to continue to tell the public about what is going on at Hector International Airport.

Gen. Macdonald stated he does not know how many airports in the country have scheduled air service, but he would like to know the percentage of airports at which you can get to almost any destination in the world with only one stop as you can from Fargo. He stated an important theme for us should be "one stop to the world."

Chairman Pawluk stated he agrees with Gen. Macdonald and feels this could be covered in our advertising program. He stated we also need to do more to convince people not to drive to Minneapolis or Sioux Falls. He stated they need to know that when they fly into Fargo they are home and don't have to then get in the car and drive home.

Mr. Dobberstein stated he has gotten a lot of positive feedback from the Jack and Sandy spots on KFGO.

## Received Update on Airport Marketing Program: (Continued)

Chairman Pawluk stated he feels we need a public relations component in our advertising program that money can't buy. He stated he is not in a position today to say what that is but he knows it is possible. He stated one example is the media coverage that would be available for our upcoming record setting boardings. He stated he would like to see Flint Communications present some ideas along this line.

Mr. Kilander stated there is the perception that it is cheaper to fly out of Minneapolis or Sioux Falls and if that is a fact that we have to live with it, but if it is not true then we have to address that issue in our advertising program.

Gen. Macdonald stated there was a time when it was cheaper to fly from Fargo to Seattle than it was from Minneapolis to Seattle and he was sure there were people driving to Minneapolis to fly to Seattle thinking they were saving money.

Gen. Macdonald stated another thing we should be pushing is senior coupons.

Dr. Clark stated another perception out there is that United doesn't fly very much or very regularly.

Mr. Dobberstein stated that United is aware of that perception. He stated the business group headed by Kevin Price and Mike Unhjem are in regular contact with United representatives and making them aware of problems. He added there are challenges at O'Hare that no airline is going to fix. He stated when there are weather problems the flights to the spoke cities are the first to be cancelled.

Mr. Anderson moved to approve the \$125,000 advertising budget for 2001, subject to revision.

Second by Mr. Kilander.

Ms. McLachlan stated before the marketing program began they did research on how many people actually drive to other airports to fly. She asked if the board would like further research done to see what affect the advertising campaign has had.

Chairman Pawluk stated he would need to be convinced of the value of that. He stated he is more apt to want to spend the dollars on advertising rather than research.

Mr. Dobberstein asked the members to confirm that they want to continue advertising in the Grand Forks Herald.

It was the consensus of the board that we should continue advertising in surrounding cities.

Gen. Macdonald stated he did not see any advertising listed for Jamestown. He stated they have terrible air service in Jamestown and it is just a matter of deciding whether they are going to drive to Fargo or Bismarck.

Chairman Pawluk called for a vote on the motion, members Kilander, Anderson, Clark, Macdonald and Pawluk voted aye.

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

## Received Change Order #4 Associated with Airport Perimeter Road Project:

Mr. Dobberstein stated this change order involves guide post markers along the new airport perimeter road to provide guidance to drivers using the road.

Mr. Steve Synhorst, Ulteig Engineers, stated the road was designed like a rural county road, and you don't see a lot of markers.

Mr. Dobberstein stated these markers would be a big improvement for our snow removal equipment operators as well.

Mr. Kilander moved to approve Change Order #4 to the airport perimeter road project, AIP 3-38-0017-24, in the amount of \$

Second by Gen. Macdonald.

On the call of the roll, members Kilander, Anderson, Clark, Macdonald and Pawluk voted aye.

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

Continued Discussion Regarding South General Aviation Area Hangar Project with T.L. Stroh Architects:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated last week they went through the punch list on the Valley side of the hangar and that is pretty much complete. He stated they have talked with the City Inspector on getting approval to occupy the building and they wanted to wait until both sides were completed before issuing that approval but they did give verbal approval to occupy the Valley side.

Mr. Stroh stated the finishing staining, etc. will be completed in the spring.

Chairman Pawluk asked how often we will have to re-stain the exterior of the building.

Mr. Stroh stated every five to seven years and is an easy application. He stated the life of the stain depends on weather conditions, etc.

Gen. Macdonald stated he received a call from Brig. Gen. Ronald Gangness regarding the Hector property for sale adjacent to the Guard. He stated the bottom line is it will take the Guard over a year to go through the Corp and get the federal license on that approved. He does not believe they can get the money for the specials until the federal license is approved. He stated the question becomes when will that special assessment be placed on that property.

Mr. Dobberstein stated the first payment due for those specials will be in 2004.

Gen. Macdonald stated then it appears we do not have a problem with that property, other than the normal hurdles of working with the government. He stated the property presently under lease to the Guard is sufficient to meet all of their needs. He stated in order to get this property placed under it they would have to negotiate with the Airport Authority and turn some property back to us.

Chairman Pawluk stated he would like to appoint a subcommittee to negotiate the purchase of the Hector property.

Chairman Pawluk appointed Gen. Macdonald and Mr. Bob Anderson.

Mr. Dobberstein stated this agenda item was actually for discussion of the proposed hangar in the southeast general aviation area to replace Hangar #2. He stated at the last meeting Mr. Stroh presented the board with a standard architectural agreement. He stated Attorney Stewart has reviewed this agreement and recommended three changes.

Mr. Stroh indicated he reviewed these changes and has no problem with those changes.

Mr. Kilander moved to authorize execution of the architectural agreement with T.L. Stroh Architects, based on the changes as recommended by Attorney Stewart.

Second by Dr. Clark.

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

Continued Discussion Regarding Car Rental Service Facility:

Mr. Terry Stroh stated at the last meeting the board instructed him to draft some alternatives on the car rental facility and how future expansion could be handled if needed and he reviewed the options available. He stated the benefit of having the doors facing south is a huge factor for the operators.

Mr. Dobberstein stated he talked to Mr. Ryan this morning and he advised him that one of the owners has indicated he will not participate if the doors are facing east.

Gen. Macdonald stated in looking at the configurations proposed today he feels either would be fine in his opinion and we should go with whichever makes the operators the happiest.

Chairman Pawluk stated he feels we would want to avoid any potential conflict the location of the car rental fueling facility would cause for the snow removal equipment and operators and their main access to the airfield.

Continued Discussion Regarding Car Rental Service Facility: (Continued)

Mr. Anderson moved to approve the location of the car rental service facility, as per the original location, with the exception of the relocation of the fuel pump to the southwest area.

Second by Gen. Macdonald.

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

Attorney Tim O'Keefe was recognized and stated Attorney Stewart has been working with Attorney Riley, attorney for the car rental operators. He stated they are down to final items and some of those are important concerns. Those items have to do with maintenance, environmental concerns and responsibilities, and agreeable language.

Mr. Dobberstein stated this seems to be a matter of the two attorneys working out the language.

Chairman Pawluk stated he would like to address a couple of issues that have resurfaced, having to do with the tenants' desire to change the airport concessionaire agreement. He stated he does not have a sense that the board has any desire to change the agreement we have with the car rental agencies.

Other Business:

Mr. Dobberstein stated he attended the Denver Regional Air Service Meeting yesterday and provided the members with a summary of that meeting. He stated there were two subcommittees that met, one subcommittee on the regional airline terminal proposed for Denver International and a second subcommittee on pricing, which met with a lot of the legislative staff from Colorado and Wyoming trying to come up with a more equitable fare structure for cities feeding traffic to and through Denver.

Mr. Dobberstein reviewed some of the highlights of the proposed regional air carrier terminal. He stated the proposal is for an extension to Concourse A for United's express carriers and the estimated cost is \$200 million. He stated United needs to decide by June if they are going to participate. He stated, if approved, completion date of this project is 2005.

Mr. Dobberstein stated the committee meets again in January.

Chairman Pawluk stated he appreciates Mr. Dobberstein's continued participation in this group.

Adopted Resolution of Appreciation to KaSaundra Olstad, Shawn Dobberstein and Tom Kenville:

Chairman Pawluk read a letter from Mr. Tom Kenville expressing his appreciation to Mr. Shawn Dobberstein and Ms. KaSaundra Olstad, United Express station manager. He stated this involved the family of a 16 year old expectant mother that was recently killed in an automobile crash. He stated this family had very little means to attend the funeral in Chicago. He stated Mr. Kenville was assisted by Mr. Dobberstein and Ms. Olstad in securing tickets for this family to fly to Chicago. Chairman Pawluk stated the would like the board to adopt a resolution of appreciation to these individuals.

Gen. Macdonald offered the following resolution of appreciation and moved its adoption:

WHEREAS, A recent automobile crash resulted in the death of a 16 year old girl and her unborn child,  
and

WHEREAS, The family of the victims did not have the financial means to travel to Chicago to attend the funeral, and

Adopted Resolution of Appreciation to KaSaundra Olstad, Shawn Dobberstein and Tom Kenville:  
(Continued)

WHEREAS, Mr. Tom Kenville enlisted the assistance of Airport Executive Director Shawn Dobberstein and United Express Station Manager KaSaundra Olstad in securing travel arrangements for the family.

NOW THEREFORE BE IT RESOLVED, That the Municipal Airport Authority does recognize these individuals for going above and beyond the call of duty to assist this family in a time of need.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent proceedings of the Municipal Airport Authority and that a copy of said resolution be presented to Ms. Olstad, Mr. Dobberstein, and Mr. Kenville.

Second by Mr. Anderson.

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

The regular meeting of the Municipal Airport Authority was adjourned until the Annual Meeting to be held Tuesday, January 9, 2001.

Time at adjournment was 9:45 a.m.