
Regular Meeting

Tuesday

January 13, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 13, 2009, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Anderson, Macdonald, Clark
Absent: Kilander, Pawluk
Others: Stewart, Walaker

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority held December 16, 2008:

The minutes of the regular meeting of the Municipal Airport Authority held December 16, 2008, were approved without objection.

Approved the Airport Vouchers Totaling \$83,628.95:

Mr. Anderson moved to approve the airport vouchers totaling \$83,628.95.
Second by Gen. Macdonald.
On the call of the roll, members Anderson, Macdonald, Clark.
Absent and not voting: Kilander, Pawluk
The motion was declared carried.

Approved the Individual Voucher to TF Powers Construction:

Gen. Macdonald moved to approve the individual voucher in the amount of \$50,000.00 to TF Powers Construction for Partial Payment Request #26, for general construction, Terminal Expansion Project, North Addition, AIP33.
Second by Mr. Anderson.
On the call of the roll, members Anderson, Macdonald, Clark voted aye.
Absent and not voting: Kilander, Pawluk
The motion was declared carried.

Approved the Individual Voucher to RM Hoefs Associates:

Gen. Macdonald moved to approve the individual voucher in the amount of \$3,000.00 to RM Hoefs Associates for property appraisal.

Second by Mr. Anderson.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Bergstrom Electric:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,400.00 to Bergstrom Electric for Partial Payment Request #1 for electrical construction of coffee kiosk, Westside Terminal.

Second by Mr. Anderson.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Contemporary Builders:

Gen. Macdonald moved to approve the individual voucher in the amount of \$14,983.00 to Contemporary Builders for Partial Payment Request #1 for general construction of the coffee kiosk, Westside Terminal.

Second by Mr. Anderson.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Grant's Mechanical:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,292.00 to Grant's Mechanical for Partial Payment Request #1 for mechanical construction of coffee kiosk, Westside Terminal.

Second by Mr. Anderson.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$12,848.00 to Sixel Consulting for December Passenger Boarding fees (Frontier - \$5,604.00, Allegiant Phoenix - \$\$4,780.00, Allegiant Orlando - \$2,464.00).

Second by Mr. Anderson.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,188.22 to Sixel Consulting for reimbursement for December travel expenses, Greater F-M Economic Development Corporation meeting.

Second by Mr. Anderson.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$15,456.82 to Flint Communications for partial payment request for 2008 airport marketing program.

Second by Mr. Anderson.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,206.00 to TL Stroh Architects for partial payment request for 2008 airport marketing program.

Second by Mr. Anderson.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to TLSC, LLC:

Gen. Macdonald moved to approve the individual voucher in the amount of \$10,500.20 to TLSC, LLC for Partial Payment Request #2 (Final) for sun control project, Westside Terminal.

Second by Mr. Anderson.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Received Change Order G-31, TF Powers Construction, for an Increase of \$33,832.00:

Change Order G-31 includes changes to the rental counters and the information center.

Mr. Anderson moved to approve Change Order G-31 to TF Powers Construction for an increase of \$33,832.00.

Second by Gen. Macdonald.

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

Received 4th Quarter 2008 PFC Report:

Mr. Dobberstein stated the 4th Quarter 2008 PFC report shows \$290,718.75 received for the fourth quarter and an annual total of \$1,254,011.30. He stated we will have the usual annual audit of our PFC program.

The 4th Quarter 2008 PFC report was received and filed without objection.

Received CY 2008 Passenger Report:

Mr. Dobberstein distributed the 2008 Passenger Report showing 324,434 enplaning passengers, 323,703 deplaning passengers, for a total of 648,137, which is our busiest year ever, up 8.2% over 2008.

The CY 2008 Passenger Report was received and filed without objection.

Received Update Regarding Airport Liability Policy:

Mr. Dobberstein stated Northstar Aviation Insurance was able to renew our airport liability policy for 2009 with AIG at a premium of \$54,250.00, which is a decrease of \$1,425.00 from 2008.

Received Request from Allegiant Air Regarding Purchase of Ground Boarding Device:

Mr. Dobberstein stated for the past number of months our contact at Allegiant Air has been talking about a change they want to make system-wide to switch from using boarding bridges to a ground boarding process. He stated their reason for this is a number of incidents where the operation of boarding bridges has caused damage to their aircraft. He stated the process they are proposing is called "green light" boarding when the aircraft pulls up to the terminal they would use a device to go to the forward stairs and use the aft stairs to dual board the aircraft. He stated both Southwest and West Jet tried this and it failed miserably. He stated we obviously have a lot of concerns with this. He stated we do not have any equipment for their type of aircraft for loading handicapped passengers.

Mr. Dobberstein stated not only do we have concerns about the safety issues related with passengers walking on the ramp in icy conditions but the cold temperatures are also a concern. He stated the boarding bridges meet the ADA requirements and also takes the passengers out of the elements and reduces the possibility of slips and falls. He stated he is not certain Allegiant has totally thought through this process.

Mr. Dobberstein stated Allegiant is requesting we purchase a ground boarding device at an estimated cost of \$35,000 to \$40,000. He stated this type of device is eligible for PFC funding but it would be 10-12 years from now before we could recover the costs as our funds have been dedicated to our runway project.

Mr. Dobberstein stated there has been a precedent set when we declined to grant Northwest Airlines' request to buy them a new boarding bridge to replace their bridge at Gate #2. He stated when we put the plans and specs together for the terminal building project they chose not to be engaged in the process so the only new bridge purchased in the project went on Gate 3.

Mr. Dobberstein stated if Allegiant decides to do this during normal winter conditions, our insurance carrier has indicated their concern and we have discussed this with Attorneys Stewart and Tjon regarding a hold harmless agreement where Allegiant would assume 100% responsibility for any slips and falls, but he is not certain their insurance carrier would agree to that.

Gen. Macdonald stated his gut feeling is to tell them to use the boarding bridge or fly out of another airport. He stated if they don't use the boarding bridge it is the Airport Authority that is going to take the flack, not Allegiant.

Mr. Anderson stated since there is nothing in the lease requiring the use of the boarding bridge we cannot tell them how to run their business but we can tell them we are not going to purchase this device and if they want to do it this way they have to purchase the device and assume all responsibility.

Mr. Dobberstein stated Allegiant is proposing to buy the device themselves and then we credit them through landing fees. He added that he feels there are too many lingering liability issues.

Mr. Anderson stated this proposal makes no common sense to him.

Mr. Dobberstein stated he is not certain if we can change their mind, even if we offer them free use of the boarding bridge, which costs them about \$18,000 per year. Mr. Dobberstein stated AIG has informed us that we jeopardize our future insurability if there is ever a claim for boarding or deplaning passengers.

Received Request from Allegiant Air Regarding Purchase of Ground Boarding Device: (Continued)

Mr. Dobberstein stated that based on the comments from the board members today he will advise Allegiant that we have no interest in purchasing the device they have requested, which may delay their acquisition. He stated we have enough information from AIG to exchange letters with them in terms of liability and indemnification. AIG has suggested complete hold harmless indemnification and irrevocable and substantial limits of primary without right of contribution by the airport, etc. He stated he is almost certain their carrier, Travelers Insurance, will not go along with that.

Mr. Dobberstein stated when we receive the formal letter from AIG, along with comments from our attorneys, he will forward that to Allegiant and request a response. He stated if we jeopardize our insurability that does not make a lot of sense. He stated if they want to assume all of the liability and both AIG and our attorneys are satisfied that we are covered then they can go ahead.

Received and Approved Proposed Foreign-Trade Zone Operator and User Agreements:

Mr. Dobberstein stated for the past year and a half he and Brian Walters, Greater Fargo-Moorhead Economic Development Corporation, have been working with Craig Pool, Foreign-Trade Zone Corporation, on this FTZ Operator and User Agreement. He stated CNH America has been moving forward with activation of their FTZ for manufacturing authority. He stated the language in the agreement is pretty standard and we are proposing to charge nominal fees to any user for our time and expenses associated with the paper work involved for their activation. He stated there will be a one time fee of \$5,000 and an annual fee of \$15,000 for them to be part of the FTZ. He stated our estimated costs each year just for the annual report that is required will be \$10,000-\$11,000. He stated we did not want to set this up as a profit center so as other companies are added the costs will be divided and the agreement amended accordingly.

Gen. Macdonald moved to approve the proposed Foreign-Trade Zone Operator and User Agreements.

Second by Mr. Anderson.

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

Attorney Stewart now present.

Received Update Regarding Proposed CY2009 Airfield Storm Sewer Project

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated the proposed AIP project for 2009 is a storm sewer on the north end of the airfield to take care of some wet areas that have caused problems. He stated since this is a federally funded project it has to go through the environmental process. He stated initially they thought they would just be able to do a categorical exclusion for the environmental process. He stated as the process went along they contacted the Corps of Engineers and they have indicated they want to take jurisdiction on this process since the drainage ditch drains

Received Update Regarding Proposed CY2009 Airfield Storm Sewer Project: (Continued)

into the Red River. He stated since the project impacts more than one acre of ditch and more than one half acre of artificial wetland we have to do an individual 404 permit and the FAA will require a short form Environmental Assessment which will take at least six months and cost \$25,000.

Mr. Dobberstein stated this project is pretty much tabled for the first round of funding that is available with the FAA. He stated he has already told the FAA to put our money on hold until the second availability of funding. He stated we could leave the ditch portion of the project out and continue with the rest of the storm sewer included in this project. He stated we can proceed with the environmental assessment for the ditch portion and complete that in another project.

Mr. Dobberstein stated there is a process whereby the project can be approved if it is deemed to be a public safety hazard as it affects the shoulders of the road, and we can work with the City of Fargo and Cass County and their records on safety hazards.

Mr. Klein stated the Corps of Engineers does not necessarily want to take jurisdiction on that ditch but they are legally bound to do so.

Mayor Walaker was recognized and stated this is a potential safety hazard and is a project that needs to be done to solve a problem that exists. He stated the storm sewer is the most logical solution.

Gen. Macdonald stated he feels we should press on with this project.

Mr. Dobberstein stated we would enter into a formal contract with Ulteig for this project only and the fee schedule was forwarded to Mr. Mark Bittner, City Engineer, for his independent review of rates and charges and he did approve the fees. He estimated \$82,000 and Ulteig is proposing \$67,000.

It was the consensus of the board to move forward on this project.

Authorized Attendance at the Great Lakes Chapter AAAE 14th Annual National Air Service Conference, March 15-17, 2009, Phoenix:

Gen. Macdonald moved to authorize attendance at the Great Lakes Chapter AAAE 14th Annual National Air Service Conference, March 15-17, 2009, Phoenix.

Second by Mr. Anderson.

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

Authorized Attendance at the 2009 Upper Midwest Aviation Symposium, March 8-10, 2009, Bismarck:

Mr. Dobberstein stated in the past when the symposium has been held in Fargo we have been a sponsor from \$1,000 to \$5,000 and from \$500-\$1,000 when it has been in other cities. He stated we have received a request from the ND Aviation Council for a sponsorship.

Mr. Anderson moved to authorize attendance at the 2009 Upper Midwest Aviation Symposium, March 8-10, 2009, Bismarck and that we sponsor \$500.

Second by Gen. Macdonald.

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

Airport Construction and Security Update:

Mr. Dobberstein stated the GSA/TSA has approved leasing an additional 350 square feet of space in the north addition for storage which will also give them access to the shared employee break room.

Discussed February Meeting Dates:

Mr. Dobberstein stated he is proposing one meeting in February on the 17th.
It was the consensus of the board to have one meeting in February.

Adopted Resolution of Appreciation to Mr. Bob Anderson:

Gen. Macdonald stated he has appreciated the service of Mr. Bob Anderson on the Municipal Airport Authority and stated that this terminal construction project would not have gone as smoothly and professionally without Mr. Anderson's expertise and depth of understanding of construction.

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

WHEREAS, It is with reluctance that the Municipal Airport Authority has received the resignation of Mr. Robert W. "Bob" Anderson who has served as a member of the Municipal Airport Authority since his appointment in September 1999, and

WHEREAS, Mr. Bob Anderson has served as Chairman and in other capacities during his tenure on the Airport Authority and has given unsparingly of his time, expertise and knowledge of the construction industry, and

WHEREAS, The Municipal Airport Authority has accomplished many improvements both in facilities and air service during the service of Mr. Bob Anderson and has appreciated the efforts of Mr. Anderson as he met and exceeded the requirements of this appointment.

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority of the City of Fargo, North Dakota does hereby thank and commend Mr. Bob Anderson for his effective efforts and support of the Municipal Airport Authority and does wish him well in all of his future endeavors.

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. Bob Anderson.

Chairman Clark relinquished the chair to Mr. Anderson and seconded the motion.

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

Anderson passed his vote.

The motion was declared carried and the resolution was duly adopted.

The chair was returned to Chairman Clark.

The meeting of the Municipal Airport Authority was adjourned until the Annual Meeting to be held Tuesday, January 27, 2009, at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 8:54 a.m.

Annual Meeting

Tuesday

January 27, 2009

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 27, 2009, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Kilander, Blazek, Macdonald, Clark
Absent: Pawluk
Others: Tjon, Walaker

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held January 13, 2009:

The minutes of the regular meeting of the Municipal Airport Authority held January 13, 2009 were approved without objection.

Approved the Airport Vouchers Totaling \$19,274.44:

Mr. Kilander moved to approve the airport vouchers totaling \$19,274.44.
Second by Gen. Macdonald.
On the call of the roll, members Kilander, Blazek, Macdonald, Clark voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Approved the Individual Voucher to Bergstrom Electric:

Mr. Blazek moved to approve the individual voucher in the amount of \$3,599.00 to Bergstrom Electric for Partial Payment Request #2 (Final) for electrical construction of coffee kiosk.
Second by Gen. Macdonald.
On the call of the roll, members Kilander, Blazek, Macdonald, Clark voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Approved the Individual Voucher to Northstar Aviation Insurance:

Mr. Blazek moved to approve the individual voucher in the amount of \$54,250.00 to Northstar Aviation Insurance for 2009 airport liability insurance premium.

Second by Gen. Macdonald.

On the call of the roll, members Kilander, Blazek, Macdonald, Clark voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Contemporary Builders:

Mr. Blazek moved to approve the individual voucher in the amount of \$1,000.00 to Contemporary Builders for Partial payment Request #2 (Final) for general construction of the coffee kiosk.

Second by Gen. Macdonald.

On the call of the roll, members Kilander, Blazek, Macdonald, Clark voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Introduced New MAA Board Member, Mr. Steve Blazek:

Chairman Clark welcomed the newest member of the Municipal Airport Authority, Mr. Steve Blazek.

Received Proposed FAA Lease for the East Terminal:

Mr. Dobberstein stated the FAA has requested a lease for office space in the East Terminal for their System Support Center (formerly Airway Facilities). He stated they used to have their office in the East Terminal but moved to the control tower a number of years ago.

Mr. Dobberstein explained that the FAA would not accept 3% incremental increases in the square footage rate for the five year term so we came together with a blended average of that rate over the five year term.

Mr. Dobberstein stated they will be the only tenant on the second floor and will start moving in next week.

Mr. Kilander moved to approve the lease with the FAA for the System Support Center Office.

Second by Gen. Macdonald.

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

Received Request to Lease Additional Space to Accommodate Lift Station Construction Project:

Mr. Dobberstein stated the contractor for the City of Fargo's lift station project on the north end of the airport has requested to lease an additional 300' x 300' space (about two acres) during construction to store fill.

Gen. Macdonald moved to approve the request for temporary lease of space for the City of Fargo lift station project, subject to submission of satisfactory plan to restore the area after the project.

Second by Mr. Kilander.

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

Received Communication from AIG Aviation Regarding Airport Liability Policy:

Mr. Dobberstein stated this is a follow-up to our recent discussions on Allegiant Air's system wide initiative for ground boarding at their stations. He stated he did convey to Allegiant that the Airport Authority declined their request to purchase a ground boarding device. He stated we have now received clarification from our insurance carrier, AIG, through our broker, Northstar Aviation Insurance, in their letter dated January 13, 2009 that they agree the proposed ground boarding plan by Allegiant Air is unacceptable and they strongly suggest the airport refuse to allow Allegiant to initiate this practice. They indicate at the very least the airport should receive a complete Hold Harmless/Indemnification/Additional Insurance status (irrevocable) with high limits and the airport should waive its rights of recourse against the airport. They also indicated that this type of scenario could affect the future insurability of the airport if there is ever a claim for boarding/deplaning of Allegiant's passengers.

Mr. Dobberstein stated Attorney Stewart has been working on some indemnification language that is in addition to what is already included in our lease agreement. He stated once he has all of the information gathered he will send a copy of this response from AIG to Terri Wengjen at Allegiant along with our proposed indemnification language required by AIG. He stated we will require them to address these issues and also have their insurance carrier, AON, sign off on all of these things.

Mr. Dobberstein stated he will be meeting with Allegiant at their conference in Las Vegas on February 10.

The communication from AIG Aviation, Inc. dated January 13, 2009 was received and filed without objection.

Received Proposal from Sixel Consulting for Jumpstart Conference, May 31-June 3, 2009, Montreal:

Mr. Dobberstein stated we have received a proposal from Sixel Consulting for his representation at the 2009 Network and/or Jumpstart Conferences, May 31-June 3, 2009 in Montreal. He stated this is the same conference at which we were able to secure our Orlando service last year. Mr. Dobberstein stated he plans on attending but even if he does not attend we will be represented by Mr. Sixel.

Mr. Dobberstein stated there is no cost to us for Mr. Sixel's presentation but we do reimburse him for his travel expenses. He stated this is a very productive conference as all of the airlines and their route planning people are in attendance.

Mr. Kilander moved to approve the proposal from Sixel Consulting for the Jumpstart Conference, May 31-June 3, 2009, Montreal.

Second by Mr. Blazek.

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

Reviewed Request Received by Ulteig Engineers, Inc. to Study Taxiway-A:

Mr. Jon Scaper, Ulteig Engineers, Inc., was recognized and introduced Mr. David Pillatzke, who is the head of the civil engineering group at Ulteig.

Mr. David Pillatzke was recognized and gave a brief summary of his background. He stated wants to assure the Airport Authority that Ulteig Engineers will provide the highest level of client service and welcomed any of the board members to contact him at any time.

Mr. Scaper stated two weeks ago he was in Washington, DC making a presentation on the recent runway project to the Transportation Research Board. He stated in the group was the lead engineer from the FAA who is in charge of administering all of the research projects the FAA does. He stated the hot issue with the FAA right now is the number of concretes around the country that are deteriorating due to a lot of issues, some which may be linked to a reaction between alkali in the aggregate and silica in the cement which causes premature deterioration. He stated he thinks it is possible that the de-icer that is being used around the nation is attacking concrete. He stated the FAA is very concerned about the use of de-icers that area going to prematurely degrade concrete. He stated since Taxiway-A is very old piece of pavement on a nationwide scale they would like permission to come out and test Taxiway A. He stated the group is called the Innovative Pavement Research Foundation, which is a research branch of the FAA. He stated they will take core samples of the taxiway for their study.

Mr. Scaper stated this would certainly be useful information for them as the airport's engineers to find out of we have a material problem and what can be done about it for the future. He stated he does not think we could get more relevant information than this group could provide. He stated the study would be done at no cost to the airport other than staff time to coordinate the study.

Mr. Kilander stated he does not see any down side to this.

Mr. Scaper stated they may have a new mix design they may want to try out at an airport and since we have extreme weather conditions this would be a good location.

After further discussion, Gen. Macdonald moved to approve the request to study Taxiway A.

Second by Mr. Blazek.

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

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated he had nothing to report on construction. He stated they are still waiting for word from the Corps of Engineers on the drainage project.

There was nothing to report on security.

Discussed March Meeting Dates:

Meeting dates for March were discussed and it was decided that we would meet once on March 24.

The only meeting date in February is the 17th.

Elected Chairman of the Municipal Airport Authority for Calendar Year 2009, as Per Bylaws:

Gen. Macdonald moved to elect Mr. Don Kilander as Chairman of the Municipal Airport Authority for the calendar year 2009, as per bylaws.

Second by Mr. Blazek.

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

Elected Vice Chairman of the Municipal Airport Authority for Calendar Year 2009, as Per Bylaws:

Gen. Macdonald moved to elect Mr. Ken Pawluk as Vice Chairman of the Municipal Airport Authority for the calendar year 2009, as per bylaws.

Second by Mr. Blazek.

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

Adopted Resolution of Appreciation to Outgoing Chairman, Dr. Virginia Clark:

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

WHEREAS, Dr. Virginia Clark Johnson has just completed a year as Chairman of the Municipal Airport Authority, and

WHEREAS, During the year of Dr. Clark's chairmanship, the Municipal Airport Authority and Hector International Airport have moved steadily and successfully forward, completing the terminal building expansion, continuing to improve service to the passengers of Hector International Airport, and setting the record in 2008 for the busiest year in the airport's history, and

WHEREAS, Dr. Clark has labored diligently and given unsparingly of her time, efforts and serving as Chairman of the Municipal Airport Authority.

Adopted Resolution of Appreciation to Outgoing Chairman, Dr. Virginia Clark:

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority does hereby commend Dr. Clark for her effective efforts on behalf of the Municipal Airport Authority and Hector International Airport.

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 Dr. Virginia Clark Johnson.

Second by Gen. Macdonald.

Members Kilander, Blazek and Macdonald voted aye.

Clark passed her vote.

The motion was declared carried and the resolution was duly adopted.

The Annual Meeting of the Municipal Airport Authority was adjourned until the regular meeting to be held Tuesday, February 17, 2009 at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 8:27 a.m.

Regular Meeting

Tuesday

February 17, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 17, 2009 at 8:00 a.m.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander
Absent: None
Others: Tjon

Chairman Kilander presiding.

Approved the Minutes of the Annual Meeting of the Municipal Airport Authority Held Tuesday, January 27, 2009:

The minutes of the Annual Meeting of the Municipal Airport Authority held Tuesday, January 27, 2009, were approved without objection.

Approved the Airport Vouchers Totaling \$20,760.40:

Mr. Pawluk moved to approve the airport vouchers totaling \$20,760.40.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$13,545.57 to Sixel Consulting for January passenger boarding fees, quarterly airline report and travel expenses for meetings.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander 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 \$23,830.07 to Flint Communications for partial payment request for 2009 airport marketing program.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to TL Stroh Architects:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,259.80 to TL Stroh Architects for payment request for architectural services in connection with the Terminal Expansion Project, AIP33.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Allegiant Air:

Gen. Macdonald moved to approve the individual voucher in the amount of \$25,000.00 to Allegiant Air for new market co-op advertising, Orlando service.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Received January 2009 Passenger Report:

Mr. Dobberstein distributed the January 2009 passenger report. He stated last month was the busiest January on record.

The report was received and filed without objection.

Received Communication from Fargo Jet Center Regarding Hangar #3 and Administration Building Lease Extension:

The communication from Fargo Jet Center dated February 5, 2009, was received and filed without objection.

Mr. Dobberstein stated the leases with Fargo Jet Center on Hangar #3 and the attached administration building expire March 31, 2009, and they are requesting the leases be renewed. They are proposing to continue the current monthly rate of \$1,805 on Hangar #3 but request the rate on the administration building be adjusted from \$1,200 per month to \$400 per month as they currently do not have a tenant in that building. The building was formerly leased by the TSA. He added that they are requesting a five year term on both leases. Mr. Dobberstein stated he has no problem with the current rate for Hangar #3 but as far as the administration building he would have no problem with the \$400 per month unless they do have a tenant and then the rate should be increased.

Received Communication from Fargo Jet Center Regarding Hangar #3 and Administration Building Lease Extension: (Continued)

After further discussion, Gen. Macdonald moved to approve the request to extend the lease on Hangar #3 for five years at a rate of \$1,805.00 per month and on the administration building for \$400.00 per month, until such time as Fargo Jet Center has a sublease on the administration building and that the rate be reviewed at that time.

Second by Dr. Clark.

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

Mr. Dobberstein stated Fargo Jet Center has used Hangar #3 as the cargo incubator since Spectrum Aeromed leased Hangar #9 last summer. He stated Fargo Jet has been able to accommodate space for UPS or other cargo operators.

Chairman Kilander called for a vote on the motion.

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

Received FY2009 Disadvantaged Business Enterprise (DBE) Goal:

Mr. Dobberstein stated we are part of a consortium with the North Dakota Aeronautics Commission for our goals for DBE participation under the FAA grant program. He stated our goal for this year's federal projects will be 7.00%.

The FY 2009 DBE Goal Update was received and filed without objection.

Received Proposed Engineering Services Contract from Ulteig Engineers for Airfield Drainage Storm Sewer Improvement Project AIP35:

Mr. Dobberstein stated Ulteig Engineers has submitted their proposed engineering services contract for the Airfield Drainage Storm Sewer Improvement Project, AIP35. He stated this has been reviewed by our attorneys and he would recommend approval of this proposed contract.

Mr. Blazek moved to approve the proposed Engineering Services Contract from Ulteig Engineers, Inc. for the Airfield Drainage Storm Sewer Improvement Project, AIP35.

Second by Gen. Macdonald.

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

Received and Accepted FAA Grant Offer for Proposed Project AIP35:

Dr. Clark moved to receive and accept the FAA Grant Offer in the amount of \$63,886.00, which is 95% of the engineering contract for the Airfield Drainage Project, AIP35.

Second by Mr. Blazek.

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

Received GAS Lease Update for Storage Space in the Westside Terminal:

Mr. Dobberstein stated the TSA had requested to lease some additional storage space in the Westside Terminal and that request has now been approved by the GSA. He stated the space measures 350 square feet at \$14.02 per square foot. He stated this will allow them access to the shared employee break room in the tug concourse area. He stated their lease will be amended accordingly.

Received Equipment Specifications and Authorize Advertisement for Bids to Acquire an Airfield Sweeper:

Mr. Dobberstein stated Mr. Darren Anderson has been working on the specifications for this high speed airfield sweeper. He stated we had budgeted \$480,000 in our PFC Application #7 and if it comes in at more than that we simply file an amendment with the airlines and they sign off on the amendment. He stated this is the last item on our PFC Application #7. He stated right now the plan is that this will replace our present unit and we may sell that unit.

Mr. Pawluk moved to approve specifications and authorize advertisement for bids for an airfield sweeper.

Second by Dr. Clark.

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

Security Update:

There was nothing to report.

Other Business:

Mr. Dobberstein stated our parking lot has been overwhelmed. He stated there have been times when there have been just 11 open spots. He stated we need to move forwarding with expansion of our parking lot this summer. He added we will also need to rehabilitate the long term lot as we did with the short term lot recently. He stated Ulteig Engineers already has most of the engineering work done, which was done at the same time the long term expansion was done several years ago. He stated the parking lot is revenue producing so it is not eligible for federal funding. He stated at the next meeting we will discuss getting bids for that project.

Mr. Pawluk stated he feels the parking lot is the most pressing matter the airport is facing right now.

Chairman Kilander stated he feels we may need to take a look at the rates in the short term lot so that it discourages overnight parking in short term. He stated he has noticed quite a few cars that are parked overnight and he feels we need to make certain there is enough space in short term for its intended use.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, March 24, 2009 at 8:00 am.

Time at adjournment was 8:44 a.m.

Regular Meeting

Tuesday

April 14, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 14, 2009, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander
Absent: None
Others: Tjon

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 17, 2009:

The minutes of the regular meeting of the Municipal Airport Authority held February 17, 2009 were approved without objection.

Approved the Airport Vouchers Totaling \$112,452.13:

Gen. Macdonald moved to approve the airport vouchers totaling \$112,452.13.
Second by Dr. Clark.

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

Approved the Individual Voucher to Sixel Consulting:

Mr. Pawluk moved to approve the individual voucher in the amount of \$12,330.00 to Sixel Consulting for February passenger enplanement fees.

Second by Dr. Clark.

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

Approved the Individual Voucher to Sixel Consulting:

Mr. Pawluk moved to approve the individual voucher in the amount of \$15,734.00 to Sixel Consulting for March passenger enplanement fees.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Frontier Airlines:

Mr. Pawluk moved to approve the individual voucher in the amount of \$9,034.29 to Frontier Airlines for Partial Payment Request #2 for co-op marketing.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Frontier Airlines:

Mr. Pawluk moved to approve the individual voucher in the amount of \$10,774.15 to Frontier Airlines for Partial payment Request #3 (Final) for co-op advertising.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Contemporary Builders:

Mr. Pawluk moved to approve the individual voucher in the amount of \$1,000.00 to Contemporary Builders for Partial Payment Request #3 (Final) for general construction of coffee kiosk, Westside Terminal.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Flint Communications:

Mr. Pawluk moved to approve the individual voucher in the amount of \$33,627.13 to Flint Communications for partial payment request for 2009 airport marketing program.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Flint Communications:

Mr. Pawluk moved to approve the individual voucher in the amount of \$15,320.19 to Flint Communications for partial payment requests for 2009 airport marketing program.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Sixel Consulting:

Mr. Pawluk moved to approve the individual voucher in the amount of \$1,315.57 to Sixel Consulting for payment request for reimbursement for meeting expenses, Network USA 2009, Dallas-Fort Worth, TX.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to TL Stroh Architects:

Mr. Pawluk moved to approve the individual voucher in the amount of \$610.00 to TL Stroh Architects for partial payment request for architectural services in connection with the Terminal Expansion Project, North Addition, AIP33.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Pawluk moved to approve the individual voucher in the amount of \$8,628.38 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the 2009 Airfield Drainage Project, AIP35.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Forum Communications:

Mr. Pawluk moved to approve the individual voucher in the amount of \$79.20 to Forum Communications for payment request for advertisement for bids for runway sweeper, Project APFC07.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Cass County Treasurer:

Mr. Pawluk moved to approve the individual voucher in the amount of \$10,957.42 to the Cass County Treasurer for 2008 Drain Assessments.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to TL Stroh Architects:

Mr. Pawluk moved to approve the individual voucher in the amount of \$533.00 to TL Stroh Architects for partial payment request for architectural services in connection with the Terminal Expansion Project, AIP33.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to TF Powers Construction:

Mr. Pawluk moved to approve the individual voucher in the amount of \$33,832.00 to TF Powers Construction for Partial Payment Request #26 for general construction of Terminal Expansion Project.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Grant's Mechanical:

Mr. Pawluk moved to approve the individual voucher in the amount of \$13,830.00 to Grant's Mechanical for Partial payment Request #25 (Final) for mechanical construction of the Terminal Expansion Project.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Received Change Order E-27 to Bergstrom Electric for an Increase of \$304.00:

Dr. Clark moved to approve Change Order E-27 in the amount of \$304.00 to Bergstrom Electric to disconnect an existing heat pump and reconnect new heat pump, Terminal Expansion Project.

Second by Gen. Macdonald.

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

Received Bids and Recommendation of Award for Airfield Sweeper Equipment:

Mr. Dobberstein stated the bid opening for the airfield sweeper was March 23, 2009, and only one bid was received and that was from Sheehan Mack for \$538,821.00, which is less than we had expected. He stated hopefully we will take delivery of this unit sometime this fall.

Gen. Macdonald moved to receive the bids and award the contract to Sheehan Mack.

Second by Mr. Blazek.

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

Received Communication from Sixel Consulting Regarding Contract Extension:

Mr. Dobberstein stated our current Air Service Development Consulting, which is an incentive based agreement, has expired and Mr. Mark Sixel has provided us with his proposed agreement for 2009-2011. He stated the only change in the agreement over the existing agreement is the cost for the quarterly airline report from \$995 to \$1,500 per quarter. He stated we have had a good relationship with Mr. Sixel and his staff and they have done a great job for us. He added that since this is an incentive based agreement it does not cost us anything until airline service is secured and then we pay Sixel \$2.00 per passenger up to a maximum of \$80,000. He stated we do reimburse them for travel expenses when they attend a meeting or conference on our behalf.

Mr. Pawluk moved to authorize the renewal of the extension of the contract with Sixel Consulting.

Second by Mr. Blazek.

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

Received Communication from Keller Williams Requesting Extension of East Terminal Listing Agreement:

Mr. Dobberstein stated the communication was not received so the item was passed.

Received Update on Proposed Entrance Road Signage/Landscape Project:

Mr. Dobberstein stated Mr. Jim Hanson, Hanson Design Associates, was not able to be here today. He stated Hanson Designs has had a sample of the wall and lighting options in the maintenance shop for the board members' review. He stated the two lighting options are LED or a backlit behind the lettering.

It was the consensus of the board members that the backlit sign was the preferred option but the board members were going to look at the two samples at the maintenance shop.

Received Proposal from Ulteig Engineers, Inc. for Proposed Parking Lot Expansion and Rehabilitation Project:

Mr. Dobberstein stated Ulteig Engineers, Inc. has requested two lump sum contracts, one for \$5,000 for the final design of the long term parking lot expansion, overlay for existing long term, and rental car lot expansion, and the second for \$11,250.00 for the Environmental Assessment for the storm sewer project on the north end of the airport.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated the contract for the parking lot project will include the design for the expansion of the long term lot, west of the existing long term lot. He stated some of the design work for this area was done when the last expansion project was completed so they will just need to do some finalizing of those plans. He stated this contract would also include design services for the overlay for the existing long term lot and also an ingress/egress in the long term lot for car rental overflow.

Mr. Pawluk moved to approve the contract with Ulteig Engineers in the amount of \$5,000 for the parking lot project.

Second by Dr. Clark.

Mr. Dobberstein stated he has been working with Standard Parking on the overflow parking for the car rental agencies. He stated this is something that Standard Parking has done at some other airports. He stated Mr. Bernie Ness has been working with the other car rental agencies on the airport on this matter.

Chairman Kilander called for a vote on the motion.

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

Received Proposal from Ulteig Engineers to Conduct Environmental Assessment Associated with Airfield Drainage Project, AIP35:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated this contract will cover the Environmental Assessment associated with the proposed airfield drainage project. He stated in addition to the Environmental Assessment we will need to apply for a 404 Permit with the Corps of Engineers and that is not included in this contract.

Mr. Pawluk moved to approve the contract with Ulteig Engineers in the amount of \$11,250 to conduct the Environmental Assessment for the storm sewer project.

Second by Dr. Clark.

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

Received Preliminary CY2008 Improvement Fund Report:

Mr. Dobberstein distributed and reviewed the preliminary Improvement Fund Report for CY2008.

The report was received without objection.

Received Preliminary CY2008 Statement of Operations:

Mr. Dobberstein distributed and reviewed the preliminary Statement of Operations for CY2008. He indicated the final audit should be completed by June.

The report was received without objection.

Received First Quarter 2009 PFC Report:

Mr. Dobberstein distributed the first quarter 2009 PFC report.

The report was received without objection.

Received First Quarter 2009 Passenger Report:

Mr. Dobberstein distributed the passenger report for the first quarter of 2009. He noted that this was the busiest first quarter in airport history.

The report was received without objection.

Received Request from IMS Worldwide to Amend CNH America FTZ Application:

Mr. Dobberstein stated that IMS Worldwide is the company that CNH America hired to handle their foreign-trade zone application. He stated this request is to amend their application to expand the list of items on their approved imports from five items to several pages of items. He stated that the Airport Authority's FTZ consultant, Foreign-Trade Zone Corporation, has reviewed and approved the letter making this request and it has been submitted to the Foreign-Trade Zone Board at the US Department of Commerce. He stated this is a matter of public information as the Municipal Airport Authority is the governing authority of the foreign-trade zone.

Authorized Attendance at the AAE Annual Conference, June 14-17, 2009:

Mr. Pawluk moved to authorize attendance at the AAE Annual Conference, June 14-17, 2009, Philadelphia, PA.

Second by Mr. Blazek.

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

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated we have discovered a situation with the air handling hoods and the collection of snow inside of the hoods. He stated the new hoods are designed to not draw snow into the unit. He stated with the last snow storm we had there was a lot of snow in the duct system. He indicated there are both old hoods and new hoods on the roof and they are not certain if it is the old hoods or the new hoods that are the problem. Grant's Mechanical has indicated they have never had a snow problem with the new type of hood but they were also not aware of a snow problem with the old hoods. He stated it is possible that the system is now taking in more air than before.

Airport Construction and Security Update: (Continued)

Mr. Stroh stated there are a couple of options. He stated one option is to build a shroud for the old hoods but he feels that is more of an experiment rather than a permanent fix. He stated there are only two of the old hoods so he is also going to get a price on replacing those old hoods with new hoods. He stated the old hoods were not replaced with new ones as part of the project because they were not aware of a snow problem in the past.

Mr. Stroh stated he will get prices for the two options and report back to the board.

Other Business:

Mr. Dobberstein distributed sketches of the ND Air National Guard's proposed fire station on the airport. He stated he has also been following the opposition effort to proposed legislation dramatically increasing requirements for fire stations at airports.

Mr. Dobberstein stated that the ground handling for Northwest Airlines, which is currently provided by Worldwide Flight Services, will change to Mesaba on May 28. WFS will continue to do the ground handling for Frontier Airlines.

Mr. Darren Anderson stated he has been working on the process to meet the TSA's new requirements for ID badges (general aviation access cards) for unescorted access on the airport. He stated the deadline for the new requirements is June 1, 2009.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, April 28, 2009 at 8:00 a.m.

Time at adjournment was 9:12 a.m.

Regular Meeting

Tuesday

April 28, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 28, 2009, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander

Absent: None

Others: Tjon, Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 14, 2009:

The minutes of the regular meeting of the Municipal Airport Authority held April 14, 2009, were approved without objection.

Approved the Airport Vouchers Totaling \$31,180.61;

Mr. Pawluk moved to approve the airport vouchers totaling \$31,180.61.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Foreign-Trade Zone Corporation:

Dr. Clark moved to approve the individual voucher in the amount of \$206.25 to Foreign-Trade Zone Corporation for payment request for foreign-trade zone application review services.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Reviewed Change Order E-28 to Bergstrom Electric for an Increase of \$5,793.00:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated this change order consists of three items, the largest being the removal of the concrete generator paid in the former generator room and filling the opening with concrete flush with the existing slab for a cost of \$4,523.00. The other two items were connecting lights in the first floor restrooms to the emergency system for \$240.00 and adding motion sensors in the break room for \$1,030.00.

Gen. Macdonald moved to approve Change Order E-28 to Bergstrom Electric for an increase of \$5,793.00.

Second by Mr. Blazek.

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

Considered Easement Request from the City of Fargo Associated With a Sanitary Sewer Project Between Cass County Road 20 and Old Highway 81:

Mr. Dobberstein stated the City of Fargo is constructing a sanitary lift station on airport property in the corner of Cass County 20 and Old Highway 81. He stated associated with this is another project running the sanitary line from the lift station south to NDSU property, going under Old Highway 81. Mr. Dobberstein stated this easement will contain all of the standard requirements regarding stripping and backfilling of the property.

Mr. Pawluk moved to approve the construction and permanent easements for the City of Fargo for the sanitary sewer line as presented.

Second by Dr. Clark.

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

Received Communication from Keller Williams Requesting Extension of East Terminal Listing Agreement (delayed from previous meeting):

Mr. Dobberstein stated we have been contacted by Mr. Mark Weston, Keller Williams, regarding the extension of the listing agreement for the Eastside Terminal for the period May 1 – December 31, 2009. He stated the last agreement expired December 31, 2008.

Mr. Dobberstein stated during the period from January 1, 2009 to this time we have been contacted by two parties interested in space in the Eastside Terminal (Department of Homeland Security and Mr. Guy Kittelson) and those two parties would be shown as exclusions on the contract. He stated otherwise the terms of this agreement would be the same as the previous agreement.

Gen. Macdonald moved to approve the listing agreement with Keller Williams for the Eastside Terminal for the period May 1 – December 31, 2009, with the two parties listed as exclusions.

Second by Mr. Blazek.

Mr. Pawluk stated he has a problem with paying a 3% fee on any renewals. He stated with the agreements he has on his own properties he does not pay commission on any renewals and it has never been a point of contention with the listing agents.

Received Communication from Keller Williams Requesting Extension of East Terminal Listing Agreement (delayed from previous meeting): (Continued)

After further discussion, Mr. Pawluk moved to amend the motion to exclude the 3% payment on any lease renewals.

Second by Dr. Clark.

Chairman Kilander called for a vote on the amendment to the motion.

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

Chairman Kilander called for a vote on the amended motion to approve the listing agreement with Keller Williams for the Eastside Terminal for the period May 1 – December 31, 2009, with the two parties listed as exclusions and to exclude the payment of 3% commission on lease renewals.

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

Airport Security and Construction Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated they have been working on the long term parking lot expansion project. He stated the new lot would add 245 parking spaces. He stated they have been working on ingress/egress with a gate with an electronic card reader for use by the car rental agencies. He stated if that option is not selected they are also working on an expansion of the car rental parking lot.

Mr. Klein stated they are also recommending reconstruction of the original long term parking lot. He stated when the short term rehabilitation was done two years ago they did overlay the driving lanes but the deterioration has continued.

Mr. Pawluk asked the board members if they would rather see the rental cars kept separate or allow space for them in long term.

Gen. Macdonald stated he would prefer to keep the rental cars in their own area because if there is an exit, even though there is a card reader, there will be others trying to enter or exit and will cause problems.

Mr. Pawluk stated he would agree with that.

Chairman Kilander stated he would think it would make sense to do the whole project at once as it would have to be more cost effective since the contractor and equipment would already be on site.

Gen. Macdonald stated he would like to do both areas.

Mr. Klein stated they will also include in the plans a very small parking area for the parking lot employees as they are currently parking in the exit lane area which is not convenient for them or customers exiting the booth.

After further discussion, it was the consensus of the board members that Ulteig proceed with plans and specifications to construct a new expansion of the long term lot and reconstruction of the original long term lot, with an expansion of the car rental lot and ingress/egress gate on the new long term lot as addendums.

Mr. Dobberstein stated Mr. Jim Hanson, Hanson Designs, is moving forward with putting together the legal advertisement for the entrance sign project. He stated we will advertise for three weeks and open bids late in May so we can award the bid at our meeting May 26.

Airport Security and Construction Update: (Continued)

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they are still working with Grant's Mechanical on the issue we are having with the hoods on the roof. He stated we are also having a meeting with Bergstrom Electric and the supplier on the lighting fixture issue.

There was nothing to report on security.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, May 12, 2009 at 8:00 a.m.

Time at adjournment was 8:48 a.m.

Regular Meeting

Tuesday

May 12, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 12, 2009, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander
Absent: None
Others: Tjon

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 28, 2009:

The minutes of the regular meeting of the Municipal Airport Authority held April 28, 2009, were approved without objection.

Approved the Airport Vouchers Totaling \$25,397.50:

Dr. Clark moved to approve the airport vouchers totaling \$25,397.50.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to TL Stroh Architects:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,712.50 to TL Stroh Architects for partial payment request for architectural services in connection with the Terminal Expansion Project (APFC07 - \$10.60, AIP33 - \$2,701.90).

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$11,812.00 to Sixel Consulting for April passenger enplanement fees (Frontier - \$3,968.00, Allegiant-Orlando - \$2,378.00, Allegiant-Mesa - \$5,566.00).

Second by Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Bergstrom Electric:

Gen. Macdonald moved to approve the individual voucher in the amount of \$14,981.00 to Bergstrom Electric for Partial Payment Request #27 for electrical construction of Terminal Expansion Project, AIP33.

Second by Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander 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 \$15,027.90 to Flint Communications for partial payment request for 2009 airport marketing program.

Second by Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,500.00 to Sixel Consulting for the airline quarterly report.

Second by Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Received April Passenger Report:

Mr. Dobberstein distributed the April passenger report. He stated he also included figures going back to 1980. He added that records were broken in twelve of the last thirteen months.

The passenger report was received and filed without objection.

Discussed International Charter Accommodation Project:

Mr. Dobberstein stated prior to 9/11 we were able to have international charter flights cleared in Fargo but in August 2002 US Customs changed that for airports our size and we are very limited in the number of passengers our Customs agents can clear. They are allowed to clear flights with pre-authorization with up to 20 passengers.

Mr. Dobberstein stated international charter flights are required to make an additional stop on their return trip at an airport such as Minneapolis with a US Customs Federal Inspection Station. He stated this additional stop adds about \$100-\$150 to the cost per passenger.

Mr. Dobberstein stated we have had recent visits from US Customs officials to evaluate our facility for clearing international charters. He stated the most recent visit was last week by Mr. Jerome Hicks who is in the Roseau office and he left a copy of space requirements for an FIS. He stated there seems to be a consensus among the three Customs officials we have been working with that the Gate 5 area would work with the installation of a portable wall. He stated the wall would have to be floor to ceiling with some doors in the middle. He stated charters would arrive at Gate 5 which would be isolated and have access to restrooms. He stated the luggage would have to be brought to the area through the boarding bridge and two or three clearance stations would be set up. He stated there was a door frame constructed in the Gate 5 area for exiting the departure lounge into the area on the west end of the building. There would also be a hold room required in that area, as well as male and female search rooms and some desk space for computers.

Mr. Dobberstein stated the Customs officials seem to be interested in getting through this process, regardless of whether or not the travel agents are able to get international charters for 2010. He stated this will be a "temporary" Federal Inspection Station and then evaluated after a period of time.

Mr. Dobberstein stated what he is looking for today is the board's approval to authorize TL Stroh Architects to proceed with putting together a plan to submit to US Customs. He stated these costs would be eligible for PFC funding.

Mr. Pawluk moved the Airport Authority authorize the Executive Director to work with TL Stroh Architects to come up with a proposal to submit to US Customs and Border Patrol for a Federal Inspection Station in the Westside Terminal.

Second by Gen. Macdonald.

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

Mr. Dobberstein stated another idea that has come forth is having the Airport Authority construct a facility on the north general aviation area of the airport for the US Customs Office and have that office relocate there from the East Terminal. He stated his concern would be with any future FBOs and the argument they would have that having the US Customs office right at Fargo Jet Center would give them an unfair advantage. He indicated this will be a matter that will be discussed at some time in the future.

Discuss Possible Statue Project in the Passenger Terminal:

Mr. Dobberstein stated he had been contacted by Mr. John Strand and City Commissioner Brad Wimmer regarding the placement of a life size statue of Carl Ben Eilsen in the airport terminal building.

Mr. John Strand was recognized and stated on a recent trip through the Denver airport and seeing their display of statues of aviators he got the idea that a statue of Carl Ben Eilsen should be on display in the airport terminal. He stated there is a Carl Ben Eilsen Visitors Center in Alaska and they claim him as an Alaskan aviator, but Carl Ben Eilsen is from Hatton, ND and he would like to have an opportunity for the public to learn about his life. He stated he and Mr. Wimmer would like to work with the Airport Authority on having a statue of Carl Ben Eilsen in the terminal, along with some artifacts and information on his life.

Mr. Pawluk stated depending on the type of statue and display, he cannot see any objection to this idea. He stated some may ask why stop with Carl Ben Eilsen? How about other famous North Dakotans?

Mr. Dobberstein stated a few years ago there was someone who did come out to talk about displaying statues of famous North Dakotans but it did not go any further.

Mr. Dobberstein reviewed some of the suggested locations in the terminal.

Mr. Strand stated they have a lot of homework to do yet with funding, having the statue made, etc., but for now they are looking for the board's approval of the concept.

Mr. Pawluk moved to authorize the Carl Ben Eilsen Statue Committee to bring a proposal before the Airport Authority.

Second by Dr. Clark.

Chairman Kilander asked if one of the board members would be interested in serving as the board's liaison for this project.

Mr. Pawluk indicated he would serve in that capacity.

Chairman Kilander called for a vote on the motion.

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

Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they are still working on the HVAC hood issue with Grant's Mechanical. He stated they are also continuing to work with Bergstrom Electric and Lutron (manufacturer) on the lighting problems.

Mr. Dobberstein stated the entry sign project will be advertised for bids starting next week.

Mr. Dobberstein stated we approved the dollar amounts for the contracts with Ulteig Engineers on the parking lot project and the environment assessment on the airfield drainage project. He stated they have been working with the car rental managers on the number of additional spaces in the car rental lot.

Other Business:

Mr. Dobberstein stated the International Association of Fire Fighters is proposing legislation in Congress to increase the standards air airport fire stations. He stated the Senate Aviation Subcommittee decided to meet this Thursday rather than in June as planned. He stated this has been ongoing for the past couple of years and airports across the country have been in opposition to this because of the excessive costs and unnecessary staffing it would require, as well as the additional fire stations that would have to be constructed. He stated Allegiant Air has taken the lead on this opposition through the Air Transport Association because this cost would be passed on to the airlines. He stated we are a little unique to other airports as our ARFF services are provided by the ND Air National Guard on the airport. He stated we are billed for the services and we recover 100% of those costs from the airlines.

Mr. Dobberstein stated he had NDANG Fire Chief Mark Solem go through the proposed requirements and what they would mean to us. He stated the changes would increase their eight fire fighters per shift to 12 per shift, and they would also need an additional fire truck at an estimated cost of \$700,000. He stated they are also proposing a change in response time from the fire station to the center of the furthest runway from three minutes to two and a half minutes.

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

WHEREAS, The Municipal Airport Authority of the City of Fargo, North Dakota, has learned of a provision in H.R. 915, the Federal Aviation Administration Act of 2009, which the House Transportation and Infrastructure Committee approved March 5, 2009, that includes provisions that could force airports to comply with unnecessary and excessive National Fire Protection (NFPA) standards.

WHEREAS, the proposed increase in staffing, training, equipment and infrastructure requirements would impose enormous new costs onto airports without any evidence that the dramatic new requirements are actually needed.

WHEREAS, the Municipal Airport Authority believes the increased operational costs will jeopardize service to small communities;

WHEREAS, the proposed additional staffing requirements would impact airports of all sizes and airports would have no choice but to pass those increased operating costs on to the airlines at a time when large and small airports are doing everything they can to keep their costs low.

WHEREAS, the increased operating costs would be particularly devastating to small airports that are struggling to maintain and attract new commercial air service.

WHEREAS, the new equipment and infrastructure requirements would also force airports to divert scarce resources away from critical safety, security and capacity projects at a time when airports are striving to improve runway safety and reduce runway incursions.

WHEREAS, the additional fire fighting equipment and infrastructure costs could easily wipe out the proposed Airport Improvement Program (AIP) funding increases – funding that airports need for legitimate safety, security and capacity increases.

Other Business: (Continued)

WHEREAS, there is already an FAA led process in place to review and update current fire fighting standards at airports, therefore, Congress must allow the FAA to continue to work with all aviation stakeholders towards bringing the existing rulemaking process to a fair conclusion rather than adopting a provision that would significantly tilt the playing field in that process.

WHEREAS, airports look forward to continuing to work with the fire fighters and other aviation stakeholders to improve safety.

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority of the City of Fargo does hereby go on record as opposing any efforts to include a provision in the next FAA reauthorization bill that could unnecessarily force airports to comply with unnecessary and excessive NFPA standards.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent records of the proceedings of the Municipal Airport Authority and that certified copies be sent to the of the North Dakota Congressional Delegation.

Second by Mr. Blazek.

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

Gen. Macdonald stated the NDANG is facing a problem with the fact that the legacy fighter aircraft are going away and they are not being replaced. He would like the Airport Authority to take a position with our congressional delegation to ensure that they continue their efforts that the base in Fargo stays on the C-27 list and that they secure the base in Fargo as a training base for the C-27s. He stated there are many weather advantages in Fargo for a training base. He stated this would not impact Grand Forks.

Mr. Dobberstein stated the Air National Guard Support Group is still active and we can work with that group.

Gen. Macdonald moved the Municipal Airport Authority declare its official support to the ND congressional delegation requesting their efforts to secure a C-27 training base at the 119th Air National Guard Base in Fargo.

Second by Dr. Clark.

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, May 26, 2009.

Regular Meeting

Tuesday

May 26, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 26, 2009, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk
Absent: Macdonald, Kilander
Others: Stewart, Tjon

Vice Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 12, 2009:

The minutes of the regular meeting of the Municipal Airport Authority held May 12, 2009, were approved without objection.

Approved the Airport Vouchers Totaling \$16,339.81:

Mr. Blazek moved to approve the airport vouchers totaling \$16,339.81.
Second by Dr. Clark.
On the call of the roll, members Clark, Blazek, Pawluk voted aye.
Absent and not voting: Macdonald, Kilander
The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group, Inc.:

Dr. Clark moved to approve the individual voucher in the amount of \$1,448.64 to Sixel Consulting Group, Inc. for reimbursement for travel expenses for Delta Air Lines presentation in Fargo, May 11, 2009.
Second by Mr. Blazek.
On the call of the roll, members Clark, Blazek, Pawluk voted aye.
Absent and not voting: Macdonald, Kilander
The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Dr. Clark moved to approve the individual voucher in the amount of \$2,500.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the parking lot expansion project.

Second by Mr. Blazek.

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

Absent and not voting: Macdonald, Kilander

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Dr. Clark moved to approve the individual voucher in the amount of \$6,750.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Airfield Drainage Storm Sewer Improvement Project, AIP35.

Second by Mr. Blazek.

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

Absent and not voting: Macdonald, Kilander

The motion was declared carried.

Approved the Individual Voucher to Allegiant Air:

Dr. Clark moved to approve the individual voucher in the amount of \$13,617.44 to Allegiant Air for Partial Payment Request #1 for co-op advertising for Los Angeles service.

Second by Mr. Blazek.

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

Absent and not voting: Macdonald, Kilander

The motion was declared carried.

Approved the Individual Voucher to TF Powers Construction:

Dr. Clark moved to approve the individual voucher in the amount of \$200.00 to TF Powers Construction for payment request for general construction of the Terminal Expansion Project (addition of bollard in tug concourse area).

Second by Mr. Blazek.

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

Absent and not voting: Macdonald, Kilander

The motion was declared carried.

Received Audit Report for CY2008 PFC Program:

The audit report for the PFC Program for CY2008 from EideBailly dated May 18, 2009 was received and filed without objection.

Mr. Dobberstein stated the audit of our PFC Program is an annual requirement of the FAA. He stated EideBailly reported their findings show that we complied with all requirements for the program for the year ended December 31, 2008.

Considered Easement from the City of Fargo Associated with a Sanitary Sewer Project Between Cass County Road 20 and 52nd Avenue North (Lagoons):

Mr. Dobberstein reviewed the requested easement from the City of Fargo. Mr. Dobberstein stated this should be the final easement the City of Fargo will be requesting for this project.

Vice Chairman Pawluk stated we have given up an awful lot of valuable property in easements to the City of Fargo and he is wondering if we are going to be levied special assessments for the project.

Attorney Stewart indicated he did not think the airport would be assessed for this project.

Mr. Blazek moved to approve the easement to the City of Fargo for the sanitation sewer project between Cass County Road 20 and 52nd Avenue North.

Second by Dr. Clark.

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

Reviewed Plans for Armed Forces Reserve Center and Provide Letter of Concurrence:

Mr. Dobberstein introduced Mr. Ingo Schultz and Major John Gibbs were recognized. Mr. Schultz stated as a result of the BRAC process a few years ago the Army Reserve Center will be relocating from its present location at 1610 23rd Avenue North to the northwest corner of the NDANG base.

Mr. Dobberstein stated since the new facility is being constructed on airport land leased to the Guard they need a letter of concurrence from the Airport Authority. He added that part of that process is that we get confirmation from them that the existing facility, which will be turned back to the Airport Authority, is free of asbestos and that there is no soil contamination. He stated he has received information that the floor tile does contain asbestos but there is no soil contamination on the site.

Mr. Dobberstein stated he would recommend the board authorize our attorney to draft a letter of concurrence.

Dr. Clark moved to approve a letter of concurrence for the construction of the new Army Reserve Center as proposed.

Second by Mr. Blazek.

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

Attorney Stewart stated the letter of concurrence will be contingent upon receiving all of the information on the existing facility.

Received Communication from Enterprise Rent a Car Regarding Corporate Name Change:

Mr. Dobberstein stated this change is just a matter of record. Effective July 31, 2009, Enterprise Rent-A-Car Company of Montana/Wyoming, a Montana Corporation, will become Enterprise Rent-A-Car co. of Montana/Wyoming, LLC, a Delaware limited liability company. There will be no change in ownership, management, or operation of the entity under our agreement.

The communication from Enterprise was received and filed without objection.

Airport Security and Construction Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated we are still working on getting a proposal from Grant's Mechanical on the roof top hood unit. He stated we are still working on programming the light fixtures and also testing lamps.

Mr. Jeff Klein, Ulteig Engineers, was recognized stated they gave Mr. Dobberstein the plans for the parking lot last week and they plan to begin advertising with the project to be awarded the second meeting in June. He stated the bids will include a base bid, Alternate #1 (rehab the existing long term lot), Alternate #2 (expanded car rental parking lot), and Alternate #3 (ingress/egress for car rental vehicles from the expanded long term lot). He stated the board will select Alternate #2 or Alternate #3.

There was nothing to report on security.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, June 9, 2009, at 8:00 a.m.

Time at adjournment was 8:22 a.m.

Regular Meeting

Tuesday

June 9, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 9, 2009.

The members present or absent were as follows:

Present: Blazek, Pawluk, Macdonald, Kilander

Absent: Clark

Others: Stewart, Tjon, Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 26, 2009:

The minutes of the regular meeting of the Municipal Airport Authority held May 26, 2009, were approved without objection.

Approved the Airport Vouchers Totaling \$23,647.35:

Mr. Blazek moved to approve the airport vouchers totaling \$23,647.35.

Second by Gen. Macdonald.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$13,150.00 to Sixel Consulting for May passenger enplanement fees (Frontier - \$5,074.00, Allegiant/Orlando - \$2,458.00, Allegiant/Los Angeles - \$806.00, Allegiant/Mesa - \$4,812.00).

Second by Mr. Pawluk.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Received Bid Tabulation and Recommendation of Award for Entrance Road Sign Project:

Mr. Jim Hanson, Hanson Design Associates, was recognized and stated we received bids for the entrance road sign project on June 3. He distributed a bid tabulation showing that three bids were received but one was rejected because the contractor did not acknowledge the addendums. He stated the apparent low bidder is Opp Construction with a bid of \$86,674.90. He stated his estimate was \$93,407.00.

Mr. Hanson stated he has talked with Opp Construction and they are comfortable with their bid and he would recommend awarding the contract to Opp Construction. He stated they anticipate a mid to late August completion.

Gen. Macdonald moved to accept the bids and award the project to Opp Construction.

Second by Mr. Blazek.

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

Received Communication from Westwind Hangar Condominium Requesting Lease Extension:

Mr. Dobberstein stated he received a communication dated June 29, 2009 from Mr. Bob Brademeyer, President of Westwind Hangar Condominium, requesting a five year extension to their lease.

The communication was received and filed without objection.

Mr. Pawluk moved to approve the five year lease extension for the Westwind Hangar Condominium.

Second by Gen. Macdonald.

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

Received Notice from Dakota Micro Regarding Eastside Terminal Lease Agreement:

Mr. Dobberstein stated he received a notice dated June 5, 2009, that Dakota Micro will be vacating their space in the East Terminal effective September 30, 2009.

The communication was received and filed without objection.

Received Request from Frontier Airlines to Lease Additional Office Space:

Mr. Dobberstein stated the office space just west of the Skywest ticket counter/office space, had been leased by the TSA until recently (254 sq. ft.). He stated just last month Mesaba replaced Worldwide Flight Services (WFS) handling the operations for Northwest/Delta but WFS is still handling operations for Frontier. He stated they have requested to lease this space and that the lease be tied to their agreement with Frontier. He stated the lease will be retroactive to June 1, 2009.

The communication dated May 28, 2009, from Laura Ragan, Frontier Airlines, was received and filed without objection.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and gave an update on the parking lot project. He stated bids will be opened on June 22 and awarded the next day at the Airport Authority meeting on June 23.

Mr. Klein stated the base bid is construction of the new long term lot in the southwest corner and his estimate on that is \$475,000.

- Alternate #1 is the reconstruction of the original long term parking lot estimated at \$1.2 million.

- Alternate #2 is the 100 new spaces for the car rental agencies estimated at \$250,000.

- Alternate #3 is an ingress/egress gate in the new long term lot for car rental agency parking.

Mr. Klein stated they are continuing to work through the environmental assessment process on the airfield drainage project. He stated they have drafted the assessment and submitted it to the FAA Airports District Office in Bismarck three weeks ago but they have not received any comments from them.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they are continuing on the lighting situation as well as the HVAC hood issue. He stated Obermiller and Grant's hope to have prices by the next meeting.

Mr. Stroh stated they have estimated a cost of \$5,000 to conduct a study for the US Customs temporary Federal Inspection Station in the terminal building for clearing international charter flights. He stated this will involve reviewing the Customs requirements and proposing a plan on how those can be incorporated into the building.

Mr. Dobberstein stated we want to get to a point where we have something on paper for US Customs to review and to which they can react. He added that until we do we are just spinning our wheels.

Mr. Pawluk moved to authorize the expenditure of \$5,000 to TL Stroh Architects to conduct a study for the US Customs temporary Federal Inspection Station.

Second by Mr. Blazek.

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

Other Business:

Mr. Dobberstein stated the AAAE is having their Summer Legislative Conference in Washington, DC in July and he plans to attend.

Mr. Dobberstein stated the new director of the ND Aeronautics Commission is Larry Taborsky. It was the consensus of the board members to extend an invitation to attend one of our upcoming meetings.

Mr. Dobberstein stated he will have a proposed 2010 budget in July.

Mr. Dobberstein stated he was recently approached by Mr. Roger Gress, Fargo Park District, and Mr. Tony Grindberg, NDSU, regarding a parcel of airport land on which NDSU has a right of first refusal. He stated they are looking to develop some property on the NDSU campus which currently holds softball fields. He stated they are looking for another location for those fields in conjunction with the Park District and are considering a site at the airport. He stated the City of Fargo had offered some property north of town near the lagoons but they are looking for something closer to campus. He stated the site in question was granted a right of first refusal for expansion of the research and technology park. He stated we are currently having our attorneys review some comments from the FAA. He stated the FAA has affirmed their approval of a non-aeronautical use for softball fields but also have expressed concern about an Environmental 4-F clause and the fact that once you give park land for the use of the community it is hard to get the land back.

Gen. Macdonald stated he does not have a problem with softball fields, but he is also concerned about getting the land back in the future if necessary.

Mr. Dobberstein stated this will be before the board at some time in the future when all of the information is gathered.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, June 23, 2009.

Time at adjournment was 8:43 a.m.

Regular Meeting

Tuesday

June 23, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 23, 2009 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Blazek, Macdonald, Kilander
Absent: Clark, Pawluk
Others: Tjon

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held June 9, 2009:

The minutes of the regular meeting of the Municipal Airport Authority held June 9, 2009 were approved without objection.

Approved the Airport Vouchers Totaling \$24,704.20:

Mr. Blazek moved to approve the airport vouchers totaling \$24,704.20.
Second by Gen. Macdonald.
On the call of the roll, members Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Clark, Pawluk
The motion was declared carried.

Approved the Individual Voucher to EideBailly:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,200.00 to EideBailly for the annual audit of the PFC program for the year ended December 31, 2008.
Second by Mr. Blazek.
On the call of the roll, members Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Clark, Pawluk
The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,662.00 for partial payment request for architectural services in connection with the Terminal Expansion Project, North Addition, AIP33.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Clark, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Hanson Design Associates:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,617.09 to Hanson Design Associates for partial payment request for architectural services in connection with the Airport Entry Sign Project.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Clark, Pawluk

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 \$2,500.00 to Ulteig Engineers, Inc. for payment request for engineering services in connection with parking lot design.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Clark, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Bergstrom Electric:

Gen. Macdonald moved to approve the individual voucher in the amount of \$25,000.00 to Bergstrom Electric for Partial payment Request #28 (Final) for electrical construction of the Terminal Expansion Project, APFC07 and AIP33.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Clark, Pawluk

The motion was declared carried.

Receive Bids and Recommendation of Award from Ulteig Engineers Associated with the Parking Lot Expansion and Rehabilitation Project:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated yesterday we opened bids for the parking lot expansion and rehabilitation project. He reviewed the bid tabulation for the base bid, which is the long term expansion, Alternate 1 – reconstruction of existing long term lot, Alternate 2 – expansion of the car rental lot, Alternate 3 – ingress/egress for rental cars to use the expanded long term lot. He added that if Alternate 2 is chosen, Alternate 3 will not be done.

Mr. Klein stated after his review with Mr. Dobberstein he recommends awarding the contract to Border States for Base Bid, Alternate 1 and Alternate 2.

Gen. Macdonald moved the Airport Authority accept the bids from Border states for the Base Bid, Alternate 1 and Alternate 3, for a total of \$1,392,851.36.

Second by Mr. Blazek.

Gen. Macdonald amended his motion to include a start date for the project of July 6, 2009 and a completion date of October 16, 2009, and subject to approval of the contract by legal counsel.

Second by Mr. Blazek.

Chairman Kilander called for a vote on the amendment.

All members present voted aye and the amendment was approved.

Chairman Kilander called for a vote on the original motion.

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

Received and Approved Contract from Ulteig Engineers Associated with the Parking Lot Construction Administration and Material Testing, Etc.:

Mr. Dobberstein explained that this contract with Ulteig Engineers is for survey, inspection, material testing, staking and drawings along with other administration services as necessary. The contract for the project design was approved by the board previously. He added that the contract maximum is \$147,500. He stated this has been submitted to our attorneys for their review.

Mr. Blazek moved to approve the contract with Ulteig Engineers for the parking lot construction project, subject to approval by our attorneys.

Second by Gen. Macdonald.

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

Received and Approved Contract from Ulteig Engineers, Inc. for Mitigation Plan Associated with the Airfield Drainage Project, AIP35:

Mr. Jeff Klein, Ulteig Engineers, Inc., was recognized and reviewed the status of the Airfield Drainage Project, AIP35. He stated the Army Corps of Engineers has decided to take jurisdiction of the ditch, which has been declared a "wetland." He stated because of that we are required to do a short form environmental assessment and as part of that we are going to need to mitigate three acres of wetland somewhere in the Red River Valley. He stated the airport already has a contract with Ulteig for the environmental assessment and this contract is for the wetland mitigation. He stated what we will probably end up doing is advertise for a land owner to restore some wet lands somewhere in the Red River Valley. He stated one of the requirements of that is for Ulteig to monitor the mitigated wetlands twice a year for five years. The proposed fee for this contract is \$16,230.00.

Gen. Macdonald moved to approve the contract with Ulteig Engineers, Inc. for the wetland mitigation at a cost of \$16,230.00, subject to final approval by our attorney.

Second by Mr. Blazek.

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

Received Communication from the Big Blue Hangar Association Requesting a Five Year Ground Lease Extension:

The communication dated June 18, 2009, from Bernie Ness, Secretary for the Big Blue Hangar Association, was received and filed without objection.

Mr. Dobberstein stated they are requesting a five year extension to their ground lease.

Mr. Blazek moved to approve the five year extension to the lease with the Big Blue Hangar Association.

Second by Gen. Macdonald.

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

Received Communication from NW Leasing, LLP (Bernie Ness) Requesting a Five Year Ground Lease Extension:

The communication dated June 18, 2009 from Mr. Bernie Ness, NW Leasing LLP, was received and filed without objection.

Gen. Macdonald moved to approve the five year lease extension with NW Leasing LLP for the igloo building and hangar in the southeast general aviation area.

Second by Mr. Blazek.

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

Mr. Blazek stated he would like the record to show that he does have a professional relationship with Mr. Ness.

Received Update on Air Service Program:

Mr. Dobberstein explained that in recent years we have worked with Sixel Consulting to develop our Air Service Incentive Program. He stated the current program provides that we will waive the first \$10,000 in landing fees, boarding bridge rentals, terminal rent, etc. for any scheduled airline currently serving FAR that adds at least two flights per week to any airport-pair not presently service by that airlines and to any scheduled airline not currently serving FAR that adds at least two flights per week to any airport-pair begun by that airline. He stated we also offer up to \$25,000 for marketing/advertising the new service in Fargo's catchment.

Mr. Dobberstein stated the proposed program is to waive \$30,000 in landing fees for the first 12 months and keep the marketing amount the same. He stated there are some markets we are interested in pursuing and this would aid in that effort. He stated the requirement would be that an airline adds at least six flights per week.

Mr. Blazek moved to approve the proposed Air Service Incentive Program changing the fee waiver from \$10,000 to \$30,000 for landing fees to any airline currently serving FAR that adds at least six flights per week to any airport-pair not presently served by that airline and/or any scheduled airline not currently serving FAR that adds at least six flights per week (change from two flights per week) to any airport-pair begun by that airline, and continuing the marketing reimbursement up to \$25,000.

Second by Gen. Macdonald.

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

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they are continuing to work on the proposed plans for the US Customs Federal Inspection Station.

Mr. Dobberstein stated we have had Sam Heppner Construction replacing some ceiling tiles in the East Terminal. He stated we also received a quote from Northland Ltd. for \$5,500.00 to install about 30 metal panels below the windows on the ramp side of the building. He stated these will seal up the building around those windows and also improve the appearance of the building.

There were no security matters to discuss.

Other Business:

Mr. Dobberstein stated we have representatives of the North Dakota Aeronautics Commission present today. He added that the commission meets in July and this year we will probably receive about \$300,000 in grant funds from the NDAC for various projects. He introduced Mr. Mark Holzer, Aviation Planner, and Mr. Larry Taborsky, Executive Director, of the North Dakota Aeronautics Commission.

Other Business: (Continued)

Mr. Taborsky was recognized and gave a brief summary of his background and some of his goals for the Aeronautics Commission.

Mr. Holzer reviewed some of the changes in air service in the state, airlines, destinations, etc. He stated boardings are increasing all over the state while many parts of the country have seen decreases in boardings.

Discussed July Meeting Dates:

Mr. Dobberstein stated we will be having one meeting in July and that will be on Tuesday the 28th. He stated at that time he will have a proposed budget.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, July 28, 2009 at 8:00 a.m.

Time at adjournment was 8:36 a.m.

Regular Meeting

Tuesday

July 28, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 28, 2009 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander

Absent: None

Others: Tjon, Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held June 24, 1009:

The minutes of the regular meeting of the Municipal Airport Authority held June 24, 2009, were approved without objection.

Approved the Airport Vouchers Totaling \$42,684.33;

Mr. Pawluk moved to approve the airport vouchers totaling \$42,684.33.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Forum Communications:

Dr. Clark moved to approve the individual voucher in the amount of \$476.00 to Forum Communications for advertisement for bids for the Parking Lot Improvement Project.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Dr. Clark moved to approve the individual voucher in the amount of \$4,500.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Airfield Drainage Improvement Project, AIP35.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Sixel Consulting:

Dr. Clark moved to approve the individual voucher in the amount of \$14,596.00 to Sixel Consulting for payment request for June passenger boarding fees.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Border States Paving:

Dr. Clark moved to approve the individual voucher in the amount of \$140,685.33 to Border States Paving for Partial Payment Request #1 for the Parking Lot Expansion Project.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Opp Construction:

Dr. Clark moved to approve the individual voucher in the amount of \$36,957.40 to Opp Construction for Partial payment Request #1 for construction of the Airport Entry Sign Project.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Received Mechanical Change Order Proposal to Grant's Mechanical in the Amount of \$17,570.00:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated after going through a number of different issues on this situation with the mechanical hoods. He stated we did find out that there had been snow coming in the hoods in past winters but it was never a large amount and was always just cleaned out or allowed to melt. He stated the new hood design will have a gooseneck so that snow will be too heavy to be sucked up the vent. He stated it is impossible to eliminate all of the snow but the majority of it will be eliminated and we will also have an access panels to the vents to clean out any snow buildup.

Received Mechanical Change Order Proposal to Grant's Mechanical in the Amount of \$17,570.00:
(Continued)

Gen. Macdonald moved to approve the change order in the amount of \$17,570.00 to Grant's Mechanical for modifications to the roof hoods.

Second by Mr. Pawluk.

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

Received 2nd Quarter 2009 PFC Report:

The 2nd Quarter 2009 PFC report was received and filed without objection.

Approved Purchase of Replacement Airfield Tractor/Mower Unit and Authorize Sale of 1989 Unit:

Mr. Dobberstein stated we have budgeted for the purchase of an airfield tractor/mower to replace a 1989 unit. He stated we are able to purchase a unit under the Minnesota state contract. He stated the unit is a John Deere tractor and a Diamond flail mower for a total cost is \$91,128.67. He stated we did receive a grant from the ND Aeronautics Commission for \$42,000 for this unit.

Mr. Pawluk moved to authorize the purchase of an airfield tractor/mower and also authorize the sale of the 1989 unit.

Second by Dr. Clark.

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

Receive Communication from Sheryll and Kevin Clapp Requesting a Five Year Extension to Their Airport Giftshop Lease:

Mr. Dobberstein stated the Clapps' lease for the giftshop expires October 1, 2009, but they are requesting this extension now in order to help with their planning and ordering cycles. Mr. Dobberstein stated the Clapps have done a great job with the giftshop and the expansion has increased their business. He stated the only caveat we may want to include in this renewal is that we reserve the right to review the current arrangement we have in place with The Barnstormer whereby The Barnstormer purchases the water sold in the coffee kiosk from the Clapps, since they invested in the vending machines for the departure lounge after Mr. Haug declined to do that some years ago. He stated we may want to review that at the time we go out to bids for the restaurant operation when The Barnstormer lease expires at the end of 2010.

Gen. Macdonald stated he would assume at some point in time we would accept bids for the giftshop from other interested parties.

Mr. Dobberstein stated the board can do that now if it wishes.

Gen. Macdonald stated he does have some concern about automatically extending leases.

Mr. Pawluk stated this board has a history of renewing leases unless we are not satisfied with their performance, but he believes we are serving the public's best interest.

Chairman Kilander stated he has some of the same feelings, but in this case the Clapps have done a great job with the giftshop and have served the traveling public well.

Receive Communication from Sheryll and Kevin Clapp Requesting a Five Year Extension to Their Airport Giftshop Lease: (Continued)

After further discussion, Mr. Pawluk moved to approve the request from Sheryll and Kevin Clapp for a five year extension to their giftshop lease.

Second by Gen. Macdonald.

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

Received Preliminary 2010 Operations & Maintenance Budget and 2010 Improvement Fund Budget:

Mr. Dobberstein stated the proposed 2010 Operations & Maintenance Budget and the Improvement Fun Budget were distributed to the board members. Mr. Dobberstein reviewed the two proposed budgets with the members.

Mr. Blazek moved to approve the preliminary 2010 Operations & Maintenance Budget and also the 2010 Improvement Fund Budget.

Second by Dr. Clark.

Cark, Blazek, Macdonald, Kilander voted aye.

Pawluk voted no.

The motion was declared carried.

Certify Mill Levy to the Board of City Commissioners for 2010 Improvements, Per Section 2-06-14 of the North Dakota Century Code:

Gen. Macdonald moved to certify to the Board of City Commissioners a mill levy amount of \$640,000 not to exceed 2.0 mills, as per Section 2-06-14 of the North Dakota Century Code.

Second by Dr. Clark.

Clark, Blazek, Macdonald, Kilander voted aye.

Pawluk voted no.

The motion was declared carried.

Received Update on Proposed Parking Lot for Riverwood Park:

Mr. Dobberstein stated we received a request from the Fargo Park District to construct a gravel parking lot at Riverwood Park. The lot would have about 50 spaces and be used for parking during football games. He stated this was not on the original plan submitted by the Park District but he does not see any problem granting this request.

Mr. Pawluk moved to approve the request from the Fargo Park District for the addition of a gravel parking lot at Riverwood Park.

Second by Mr. Blazek.

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

Discussed Future Requests to Install Fuel Storage on the Airport:

Mr. Dobberstein stated one of the airlines has expressed interest in installing a 20,000 gallon Jet A fuel tank and would like it located near the former Northwest Airlines fuel storage tanks, which are now owned by Fargo Jet Center. He stated the request has been put on hold for now, but he stated he did advise them that our Airport Master Plan shown a designated location in the north general aviation area for fuel storage and any other areas on the airport are full.

Gen. Macdonald moved the Airport Authority reaffirms its position that all new fuel storage facilities be placed in the designated area in the north general aviation area as indicated in our Airport Master Plan.

Second by Mr. Pawluk.

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

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated they are working on the expansion of the long term parking lot. He stated there has been some delay waiting for the material for the storm sewer. He stated they are working on emptying half of the existing long term lot so they can begin reconstruction on that half.

Mr. Klein stated the final Environment Assessment for the drainage project will be sent to the FAA tomorrow for their approval. He stated we are anticipating opening bids for the drainage project August 24 and award the project on August 25. He stated the Corps of Engineers now requires that our wetlands mitigation plan has to be done before construction begins. He stated the Grand Forks airport has about 100 acres of mitigation land near Church's Ferry and it is his understanding that we can use some of that same site by just expanding it by three acres. He stated the requirement is a one to one ratio for the number of acres destroyed.

Other Business:

Mr. Dobberstein stated that Idea One has begun with the fiber optic cable installation to the terminal building.

Mr. Dobberstein stated that we have been advised by the City of Fargo Human Resources Office that they have hired a consultant to review the job descriptions for all of the positions and we will be contacted at some time in the near future for the airport positions to be reviewed.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, August 11, 2009 at 8:00 a.m.

Time at adjournment was 9:37 a.m.

Regular Meeting

Tuesday

August 11, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 11, 2009, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Macdonald, Kilander
Absent: Pawluk
Others: Stewart, Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 4, 2009:

The minutes of the regular meeting of the Municipal Airport Authority held August 4, 2009 were approved without objection.

Approved the Airport Vouchers Totaling \$27,985.54:

Dr. Clark moved to approve the airport vouchers totaling \$27,985.54.

Second by Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk, Macdonald

The motion was declared carried.

Macdonald now present.

Approved the Individual Voucher to Sixel Consulting:

Dr. Clark moved to approve the individual voucher in the amount of \$16,580.00 to Sixel Consulting for July passenger enplanement fees (Frontier - \$6,284.00, Allegiant/Los Angeles - \$2,108.00, Allegiant/Mesa - \$5,698.00, Allegiant/Orlando - \$2,490.00).

Second by Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Dr. Clark moved to approve the individual voucher in the amount of \$4,227.82 to Flint Communications for partial payment request for 2009 airport marketing program.

Second by Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Dr. Clark moved to approve the individual voucher in the amount of \$3,293.73 to TL Stroh Architects for partial payment request for architectural services in connection with the Terminal Expansion Project.

Second by Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Dr. Clark moved to approve the individual voucher in the amount of \$1,500.00 to TL Stroh Architects for partial payment request for architectural services in connection with the US Customs and Border Protection Federal Inspection Station preliminary plan.

Second by Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Received Farmland Bid Proposals and Consider Award of Contract:

Mr. Dobberstein stated we received bids for the three year term farmland leases on August 4, 2009. He stated we received written bids from the bidders and then the bidders were given the opportunity to increase their bids. He stated Mr. Bill Borgen was the high bidder on all parcels ranging from \$125 - \$185 per acre for an average of \$158.23. Mr. Dobberstein stated after meeting with his banker, Mr. Borgen sent an e-mail advising us that he will decline to enter into a contract with us.

The communication from Mr. Borgen was received and filed without objection.

Mr. Dobberstein stated he contacted the second highest bidder (Stenerson) and they have declined to honor their bid and they were the second highest bid on four parcels. He stated he did not contact any of the other bidders as he feels if we have to rebid we should start the entire process over. Mr. Dobberstein stated he did not tell Mr. Borgen that he would not be allowed to bid but ethically that is probably the right thing for him to do.

Received Farmland Bid Proposals and Consider Award of Contract: (Continued)

Gen. Macdonald moved to reject the farmland bids and re-advertise for bids.

Second by Dr. Clark.

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

Received Notice from US Department of Commerce FTZ Board Approving Manufacturing Authority Within FTZ 267 – CNH America, LLC Site:

Mr. Dobberstein stated we received a communication dated August 5, 2009 from the US Department of Commerce Foreign-Trade Zones Board approving the full manufacturing authority for CNH America, LLC. He stated prior to this they were granted temporary manufacturing authority for a few items used in their manufacturing to export but this expands their approval to several pages of parts. He stated this is a big step for CNH and the foreign-trade zone.

The communication was received and filed without objection.

Received July Passenger Report:

Mr. Dobberstein distributed the July 2009 passenger report showing 36,072 enplaned passengers, which is the busiest July on record and the busiest month on record.

The report was received and filed without objection.

Authorized Attendance at the AAE National Airports Conference, September 19-22, 2009, San Antonio, TX:

Gen. Macdonald authorized attendance at the AAE National Airports Conference, September 19-22, 2009, San Antonio, TX.

Second by Mr. Blazek.

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

Authorized Attendance at the National Association of Foreign Trade Zones Conference, September 22-24, 2009:

Gen. Macdonald authorized attendance at the National Association of Foreign-Trade Zones Conference, September 22-24, 2009, Addison, TX.

Second by Blazek.

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

Discussed September Meeting Dates:

After discussion, it was the consensus to have one meeting in September, Tuesday, September 15.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated that Border States has finished paving on the new long term lot and are working on the residual items (guardrail, painting, etc.). He stated we will now work on emptying the east half of the existing long term lot and start reconstruction on that. He stated they have just the paving left on the car rental expansion and they will do that next week.

Mr. Klein stated the FAA reviewed our environment assessment on the drainage project and came back with a finding of no significant impact. He stated we will be opening bids on the airfield drainage project on Monday, August 24 and plan to award the contract at the meeting on Tuesday, August 25.

He stated as far as the wetland mitigation, the land we were looking at near both Grand Forks and Devils Lake fell through and they are now checking on some unproductive farm land near the Tewaukon National Wildlife Refuge and the farmer may be interested.

Other Business:

Mr. Dobberstein stated he will be attending meetings in Washington, DC, September 16-17, 2009 as part of the FM Air National Guard Support Group. He added that those travel expenses will be covered by the group.

The regular meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, August 25, 2009.

Time at adjournment was 8:18 a.m.

Regular Meeting

Tuesday

August 25, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 25, 2009 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Macdonald, Kilander

Absent: Pawluk

Others: Tjon

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 11, 2009:

The minutes of the regular meeting of the Municipal Airport Authority held August 11, 2009 were approved without objection.

Approved the Airport Vouchers Totaling \$37,641.36:

Dr. Clark moved to approve the airport vouchers totaling \$37,641.36.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to The Jamestown Sun:

Dr. Clark moved to approve the individual voucher in the amount of \$84.36 to The Jamestown Sun for advertisement for wetland mitigation, Airfield Drainage Project.

Second by Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting:

Dr. Clark moved to approve the individual voucher in the amount of \$1,515.00 to Sixel Consulting for quarterly airline report.

Second by Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Dr. Clark moved to approve the individual voucher in the amount of \$33,156.12 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Airfield Drainage Project, AIP35.

Second by Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Border States Paving:

Dr. Clark moved to approve the individual voucher in the amount of \$379,337.31 to Border States Paving for Partial Payment Request #2 for construction of parking lot expansion project.

Second by Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Forum Communications:

Dr. Clark moved to approve the individual voucher in the amount of \$462.30 to Forum Communications for advertisement for bids for the 2009 Airfield Drainage Project, AIP36.

Second by Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Received Bids for Drainage Improvements and Recommendation of Award:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated we received bids yesterday, August 24, for the airfield storm sewer project. He stated we received six bids and the low bidder was Master Construction with a bid of \$598,225.80. He stated he has reviewed their bid and it is his recommendation that the board award the contract to Master Construction, subject to satisfactory legal review.

Received Bids for Drainage Improvements and Recommendation of Award: (Continued)

Mr. Blazek moved to receive the bids for the airfield drainage improvements.

Second by Dr. Clark.

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

Gen. Macdonald moved to award the bid to Master Construction with subsequent Notice to Proceed to be issued subject to review by legal counsel.

Second by Dr. Clark.

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

Received Farmland Bid Proposals and Considered Award of Contract:

Mr. Dobberstein stated the previous bids for the farmland leases were rejected and we started the process over. He stated we received bids on August 24, 2009, and there were four successful bidders (Nordick, Stenerson, Sauter, and Tronson) and the average price per acre was \$138.93. He stated that is the new amount that will be paid next year by NDSU, Fargodome and the Fargo Park District for land they lease.

Gen. Macdonald moved to receive the farmland bids and that our legal counsel be directed to draft leases for Nordick, Stenerson, Sauter, and Tronson.

Second by Blazek.

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

Authorized Attendance at the FAA Great Lakes Regional Conference, November 4-6, 2009, Chicago:

Mr. Blazek moved to authorize attendance at the FAA Great Lakes Regional Conference in Chicago, November 4-6, 2009.

Second by Dr. Clark.

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

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated the new long term lot has been completed and is now open. They have started with the removal of the east half of the existing long term lot.

Mr. Dobberstein stated he has reviewed with Mr. Terry Stroh, TL Stroh Architects, the preliminary plans for the US Customs and Border Protection Federal Inspection Station in the Westside Terminal for international charter flights. He stated the plans have been forwarded to Jerome Hicks (Customs) for his review. He stated as of last week there is still just the one international charter scheduled this winter and that is in February. He stated the travel agents have advised that a charter will cost \$7,000 to \$10,000 less if they are able to clear Customs in Fargo.

Airport Construction and Security Update: (Continued)

Mr. Dobberstein stated he does not know how much this project will cost but an estimate is \$50,000-\$60,000.

Gen. Macdonald stated we may have only one charter this year but we have to look ahead to the future. He stated if this inspection station is in place it will attract more international charters.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, September 15, 2009, at 8:00 a.m.

Time at adjournment was 8:27 a.m.

Regular Meeting

Tuesday

September 15, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, September 15, 2009 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Macdonald, Kilander
Absent: Pawluk
Others: Stewart

Chairman Kilander presiding.

Approve the Minutes of the Regular Meeting of the Municipal Airport Authority Held Tuesday, August 25, 2009:

The minutes of the regular meeting of the Municipal Airport Authority held Tuesday, August 25, 2009, were approved without objection.

Approve the Airport Vouchers Totaling \$40,499.87:

Mr. Blazek moved to approve the airport vouchers totaling \$40,499.87.
Second by Gen. Macdonald.
On the call of the roll, members Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Clark, Pawluk
The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$3,112.37 to Flint Communication for partial payment request for 2009 Airport Marketing Program.
Second by Mr. Blazek.
On the call of the roll, members Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Clark, Pawluk
The motion was declared carried.

Approved the Individual Voucher to Opp Construction:

Gen. Macdonald moved to approve the individual voucher in the amount of \$90,694.90 to Opp Construction for Partial Payment Request #2 for construction of the airport entry sign.

Second by Blazek.

On the call of the roll, members Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Clark, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$7,800.00 to Sixel Consulting for August passenger boarding fees.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Clark, Pawluk

The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,500.00 to TL Stroh Architects for partial payment request for architectural services in connection with the US Customs and Border Protection, Federal Inspection Station Study.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Macdonald, Kilander

Absent and not voting: Clark, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Greater Fargo-Moorhead Economic Development Corporation:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,500.00 to the Greater Fargo-Moorhead Economic Development Corporation for the Smart Growth Initiative 2009, Air Service Development.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Macdonald, Kilander

Absent and not voting: Clark, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Border States Paving:

Gen. Macdonald moved to approve the individual voucher in the amount of \$230,161.27 to Border States Paving for Partial Payment Request #3 for construction of the Parking Lot Expansion Project.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Clark, Pawluk

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 \$34,227.83 to Ulteig Engineers, Inc. for Partial Payment Request for engineering services in connection with the Parking Lot Expansion Project.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Clark, Pawluk

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 \$5,857.96 to Ulteig Engineers, Inc. for Partial Payment Request for engineering services in connection with the Airfield Drainage Improvement Project, AIP35.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Clark, Pawluk

The motion was declared carried.

Received August 2009 Passenger Report:

The August 2009 Passenger Report was received and filed without objection.

Clark now present.

Received Communication from Integrated Commercial Solutions Requesting a Lease Extension:

Mr. Dobberstein stated we received a communication from Clayton Erhardt, Integrated Commercial Solutions, dated September 1, 2009, requesting a one year extension to their lease for office space in the Eastside Terminal. He stated the rate per square foot will be \$6.36, which is a 3% increase over last year.

Gen. Macdonald moved to approve the lease extension for Integrated Commercial Solutions.

Second by Blazek.

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

Authorized Replacement of 1998 Airfield Pickup Via State Bid Contract:

Mr. Dobberstein stated we generally schedule the replacement of at least one vehicle each year that has exceeded the 100,000 mile mark and this unit has 140,000. He stated we are able to purchase this vehicle off the Minnesota State Service Cooperative bid and the dealer that has that bid this year is Nelson Ford in Fergus Falls. The new vehicle we are proposing is a 2010 Ford F250 small cab with an 8' box at a cost of \$22,568.27. He stated the 1998 unit will be sold at the auction held by the City of Fargo in October.

Mr. Blazek moved to authorize the purchase of the 2010 Ford F-250 and the disposing of the 1998 unit.

Second by Dr. Clark.

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

Stewart now present.

Entry Road Sign Project Update and Discuss Removal of the Old Entry Road Sign:

Mr. Jim Hanson, Hanson Design Associates, was recognized and stated the entry sign project is pretty much completed with the exception of some cleanup and some clarification on the electrical portion of the project.

Mr. Dobberstein stated we have not done any plantings in the area yet but if that is not done yet this fall it will be done in the spring. We will work in conjunction with NDSU, Fargo Park District and the city's Forestry Department.

Mr. Dobberstein stated the other official action the board will need to take is on the removal of the existing sign. He stated he feels it should be removed. He stated it was not included in the bid but our staff can work with an electrical contractor.

Gen. Macdonald stated it continues to be his opinion that the signage for the airport is not adequate. He stated he thinks we should have more signs identifying which lane to be in for parking, rental car return, passenger pickup, etc. He thinks it is probably a little confusing for people coming to the airport for the first time. He recommended that the board members take note at airports in other cities in their upcoming travels and maybe we can spend some time developing a plan for additional signage.

It was the consensus that the old sign should stay in place through the winter and we can make a decision next spring.

Received Update on Farmland Lease Agreement for NDSU Parcel:

Mr. Dobberstein stated we received a communication from Mr. Don Kirby, Animal Sciences, NDSU, dated September 4, 2009, indicating they are interested in a three year lease to farm the 47 acre parcel south of County 20 and east of University Drive and the eight acres adjacent to Riviera Heights.

The communication was received and filed without objection.

Received Update on Farmland Lease Agreement for NDSU Parcel: (Continued)

Mr. Dobberstein stated these two areas were used as borrow pits by the City of Fargo during the flood. He stated following the recent bid process for the rest of the farmland we advised NDSU of the increased rate from \$76.11 to \$138.93 they initially indicated they would not be interested in the parcels at that rate. He stated we then engaged in negotiations with them to find a way for NDSU to be able to keep the parcels. He stated the proposal is to cut the lease rate for those parcels in half for three and they would be allowed to plant small grains for 2010 and then re-establish the alfalfa crop after that. He stated in the fall of 2010 they would go in and do the necessary drainage and rehabilitation of the area as a result of the parcels being used as borrow pits and they will bill us for that and we will in turn submit that to the City of Fargo for reimbursement. He stated NDSU is a good steward of the property and the adjacent neighborhood appreciates the field being planted with alfalfa as it cuts down on the dirt that blows into their yards over the winter. He stated he thinks this is a fair resolution.

Gen. Macdonald moved to accept the offer from NDSU for the specified parcels and that we direct legal counsel to draft the addendum to the lease.

Second by Blazek.

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

Airport Construction and Security Update:

Mr. Corey Leinen, Ulteig Engineers, was recognized and stated they have finished paving the east long term lot and will begin installing the box rail and do the striping. He stated then they will be able to backfill and reinstall the irrigation system. He stated we will be having a preconstruction meeting for the airfield drainage project this week and should begin work next week.

There was nothing to report on security

Other Business:

Mr. Dobberstein stated we had our annual FAA airfield certification inspection and got another perfect score which makes six years in a row. He stated all of the credit for this goes to Darren Anderson and Henry Swedberg and his staff (Daren Byrum, Al Neubauer, Brian Christl, Troy Smedshammer).

On behalf of the Airport Authority, Chairman Kilander expressed his congratulations to the airfield staff on this achievement and extended the board's appreciation for their efforts and dedication.

Adopted Resolution of Commendation to Col. Robert Becklund:

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

WHEREAS, The Municipal Airport Authority has learned that North Dakota Air National Guard's 119th Wing commander, Col. Robert Becklund, who has commanded the wing since August 2004, will begin a position with the US Air Force Unmanned Aerial Systems (UAS) Task Force in Washington, DC, and

WHEREAS, Col. Becklund has continually demonstrated his leadership skills while leading the wing in its wartime mission, garrison duties, and during times of state emergency, proving he is an exemplary leader whose presence has had a definite, continued, positive affect on the wing's personnel and mission and is truly a leader who can be respected by all wing personnel, and

WHEREAS, Col. Becklund oversaw the most extensive reorganization and conversion the NDANG has ever experienced with the transitioning of the 119th Fighter Wing from its historic fighter mission to a dual UAS/C-21 mission, and under Col. Becklund's leadership the 119th Wing was awarded the Air Force Outstanding Unit Award for exceptionally meritorious service for his entire time as commander from August 2004 through September 2008, and another submission for FY09.

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority does hereby thank Col. Robert Becklund for his outstanding service and extend its congratulations and best wishes in his future endeavors.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent records of the proceedings of the Municipal Airport Authority and that a certified copy be sent to Col. Robert Becklund.

Second by Blazek.

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

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, October 13, 2009, at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 8:38 a.m.

Regular Meeting

Tuesday

October 13, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 13, 2009, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Macdonald, Kilander
Absent: Pawluk
Others: None

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held September 15, 2009:

The minutes of the regular meeting of the Municipal Airport Authority held September 15, 2009, were approved without objection.

Approved the Airport Vouchers Totaling \$16,277.29:

Dr. Clark moved to approve the airport vouchers totaling \$16,277.29.
Second by Gen. Macdonald.
On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Approved the Individual Voucher to Allegiant Air:

Gen. Macdonald moved to approve the individual voucher in the amount of \$11,382.56 to Allegiant Air for partial payment (final) for Los Angeles co-op marketing.
Second by Mr. Blazek.
On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,346.00 to Sixel Consulting for September passenger fees (Allegiant – Los Angeles).

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$8,109.41 to Flint Communications for partial payment request for 2009 airport marketing program.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Border States Paving:

Gen. Macdonald moved to approve the individual voucher in the amount of \$183,517.24 to Border States Paving for Partial Payment Request #4 for construction of Long Term Parking Lot Expansion and Rehabilitation, Project APA.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Master Construction:

Gen. Macdonald moved to approve the individual voucher in the amount of \$98,475.84 to Master Construction for Partial Payment Request #1 for construction of the 2009 Airfield Drainage Improvements.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Received Change Order #1 to Border States Paving for an Increase of \$10,598.05 for the Long Term Parking Lot Expansion and Rehabilitation Project:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated Change Order #1 to the parking lot project consists of some additional temporary traffic control devices and some additional permanent signs. He stated during the project we had difficulty getting people to pay attention to the signage directing them to the proper areas to park. He stated the airport staff requested additional signage and also additional delineator cones, which were rented. He stated the total for these temporary items was \$3,745.50. He stated the alternative to this was to pay to have 79 cars towed so we actually saved money by taking these additional prevention measures.

Mr. Klein stated the additional permanent signs totaling \$6,852.55 include 12 walkway signs, six handicapped signs and a new lighted sign. He stated the lighted sign is the exit sign and airport staff suggested replacing the existing sign with a lighted sign. He stated the cost of the lighted sign is \$3,169.75.

Dr. Clark moved to approve Change Order #1 in the amount of \$10,598.05 to Border States Paving for the Long Term Parking Lot Expansion and Rehabilitation.

Second by Mr. Blazek.

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

Received 3rd Quarter 2009 PFC Report:

The PFC report for 3rd Quarter 2009 was received and filed without objection.

Received Request from Allegiant Air to Lease Seasonal Equipment Storage Space:

Mr. Dobberstein stated we received a communication from Allegiant Air dated October 9, 2009, requesting 400 square feet of space in the north addition for ground service equipment parking November 1, 2009 to March 31, 2010. He stated we have also received requests from Skywest for 200 square feet and from Frontier for 200 square feet. He stated the rate per square foot is \$14.02 per annum so we prorate that for five months and each airline is billed for the five months up front. He stated there is a clause in our lease that allows for this option. He stated our attorneys will draft the agreements.

Gen. Macdonald moved to approve the requests to lease seasonal space for ground service equipment parking.

Second by Dr. Clark.

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

Received Update Regarding Westwinds Condo Hangar Fire:

Mr. Dobberstein stated recently there was a fire in the Westwinds Condo Hangar. He stated Bernie Ness and Jim Roers happened to be in the area at the time and called 911 on their cell phones but had some difficulty with that call going through. Following the incident we held a meeting with the Fargo FD (Larry Schuh, Rob Stenerson) the NDANG FD (Mark Solem, Fire Chief) and Mr.

Received Update Regarding Westwinds Condo Hangar Fire: (Continued)

Bernie Ness to review the incident. He stated the FD did some testing with Verizon and Alltel and found that Qwest had done some maintenance on their 911 equipment the week of September 14 and accidentally powered down the server and when it came back up there were some default settings that were changed so that when they called they did not hear a ring, but the records show that the calls did go through. He stated once Mr. Ness did get through there was some confusion with the address but the Fargo FD did respond.

Mr. Bernie Ness was recognized and stated Mr. Jim Roers was not able to be here today. He stated the reason they wanted to be on the agenda for today is fourfold:

1. The problem with the 911 call
2. The address issue
3. The Fargo FD understanding the location of the gates
4. The protocol between the Fargo FD and the NDANG Fire Department.

Mr. Ness stated they were not able to get through on 911 that day but finally Mr. Roers got a call through to OnStar. He stated as Mr. Dobberstein indicated, that issue has been taken care of with Qwest.

Mr. Ness stated the issue of addresses on the hangars has been taken care of for the Big Blue Hangar and they are working with the secretary/treasurer for the Westwind Hangar. He stated when they called they gave the dispatcher directions on how to get to the hangar and were at the open gate waiting for the FD to be able to direct them to the hangar. He stated it seemed that the FD could not find the gates. He stated we need to work with the FD on making certain they know the location of the gates. He stated the FD has some new software coming in the next year which will give more detail to the firefighters. He stated the days of the same firefighters working at the north side station are gone.

Mr. Ness stated he would like to discuss with the board the fact that the firefighters most knowledgeable of the airport are the Guard firefighters, yet they were not the ones originally called for this emergency. He stated he talked to Darren Anderson following the fire and he advised that the Guard responds only to aircraft fires, and this was an aircraft fire. The aircraft just happened to be in a hangar and it could have taken out 16 airplanes. He stated the airplane was totaled but there was no fire damage to the structure. He stated he would suggest the protocol be that the Guard FD respond first to a fire on the airport and if it is a matter for the Fargo FD they would then turn it over to the Fargo FD once they respond. He stated if the airport could be shut down just for those few minutes while the Guard FD responds until the Fargo FD arrives he feels that how a fire at the airport should be handled.

Mr. Dobberstein stated that in our meeting with both fire departments they indicated they reviewed the protocol and it worked exactly the way it is spelled out in the mutual aid agreement. He stated even if Mr. Ness had called the Guard FD directly they would have responded but still would have called the Fargo FD as they are primary for a structural fire.

Mr. Darren Anderson stated the Guard FD is here to fight aircraft fires. He stated even though this fire involved an airplane in a hangar it was still a structural fire. He stated once the Guard FD responds to a fire the airport closes down and remains closed until they are able to refill their tanks.

Received Update Regarding Westwinds Condo Hangar Fire: (Continued)

Mr. Dobberstein stated we are willing to close the airport down while the Guard FD responds to a fire on the airport, but structural fires are not their responsibility whether it is on their own base or somewhere else on the airport. He stated they will respond but structural fires are not their primary responsibility. He stated even if there is a structural fire on their base the Fargo FD is the primary responder.

Gen. Macdonald stated he would suggest if 911 dispatch gets a call for a fire on the airport, they would call the Guard FD first and the Fargo FD second.

Mr. Dobberstein stated that is not our call.

Gen. Macdonald stated he is just suggesting this. He stated the Guard FD can respond to it and depending on the situation they may not do anything.

Mr. Anderson stated if the Guard responds first they will react. They are not going to stand by and watch a building burn down.

Mr. Dobberstein stated one of the key improvements will be to again familiarize the Fargo FD with the location of gates at the airport and also proper address information for their response logs. He stated the Fargo FD required us to put addresses on our buildings more than 10 years ago and we will work with the Fargo FD and the hangar owners on getting the proper signage and location of the signage on their buildings. He stated as far as the mutual aid agreement, the system is working and both fire departments are very comfortable with it.

Gen. Macdonald suggested we conduct some exercises with the Guard and Fargo FD.

Mr. Dobberstein indicated he is not opposed to that.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated that quite a bit of the storm sewer in the airfield drainage improvement project has been installed. He stated they have been slowed somewhat by the wet weather. He stated the bigger challenge is the west half of the long term parking lot. He stated Border States removed the old asphalt and gravel and then it started to rain and clay does not really dry out this time of the year. He stated the forecast for the Thursday through Sunday looks dry and they plan to work all weekend to get the clay dried out and the gravel put down. He stated if that does not work, we can either remove all of the wet clay and replace it with dry clay, or we can try some type of chemical stabilization. He stated both Ulteig and Border States are on top of the situation and we realize the lot needs to be open for the winter.

Mr. Blazek asked if we need to grant the Executive Director some flexibility to make decisions relative to the project on alternative options that may be necessary since those decisions will probably need to be made on short notice.

Mr. Klein stated that would be helpful because if decisions need to be made they will have to be made quickly and there will definitely be additional costs associated.

Gen. Macdonald moved to authorize discretion to the Executive Director with regard to any change orders necessary to get the parking lot project completed.

Second by Mr. Blazek.

Airport Construction and Security Update: (Continued)

Chairman Kilander agreed we don't have any option other than doing whatever is necessary to get the project completed and giving the Director that authority is appropriate.

Chairman Kilander called for a vote on the motion.

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

Mr. Barry Bennett, TSA, was recognized and stated they have been authorized to increase their staffing, mainly changing some part time positions to full time positions.

Other Business:

Mr. Bernie Ness, owner of Avis and Budget, thanked the Airport Authority for the expanded car rental parking lot.

Gen. Macdonald stated with our new expanded long term parking lot he thinks it is time for us to look at some type of a shuttle from the long term parking lot to the terminal building. He stated he is not saying it is something we need year round but we need something during the winter months. He stated especially for an older person it is a long walk from the far lot, especially in bad weather. He stated he would like to see it provided at no charge to the passenger.

Mr. Dobberstein stated some time ago Lucky 7 was interested in providing some type of shuttle service.

Chairman Kilander asked if we would put out a formal request for proposals for the service. He suggested maybe one of the car rental agencies might be interested.

Mr. Bernie Ness (Avis/Budget) was recognized and stated that shuttle service is an extremely expensive undertaking.

Gen. Macdonald stated he has not looked carefully at the schedule and does not know how many hours during the day it would have to run. He thought the least expensive way to do it would be for the airport to purchase a vehicle and hire people to drive the bus. He stated he does not know what the ultimate solution will be but we have to start somewhere.

Dr. Clark stated shuttling is very expensive. She stated she has dealt with shuttling students and she knows there are a lot of issues involved. She stated she is not saying it is not a good idea but there are all sorts of complications.

Mr. Dobberstein stated we would almost need some type of structure for people to wait in until the shuttle comes. He stated he can certainly make some calls and see what type of rates local shuttle companies have.

Gen. Macdonald stated he just feels strongly that we should do something as he wants us to be as customer friendly as possible.

Other Business: (Continued)

Mr. Blazek asked if we get a lot of complaints.

Mr. Dobberstein stated he may get the occasional comment in the community that someone had a long walk from the parking lot. He indicated he would check with some other airports to see what they offer for shuttle service from long term lots.

Mr. Dobberstein stated that United Airlines is planning some type of a commemoration of their 25th anniversary of service to Fargo and we will participate in that event.

Adopted Resolution of Sympathy to the Family of Robert W. "Bob" Anderson:

Mr. Blazek offered the following resolution of sympathy and moved its adoption:

WHEREAS, It is with deep sorrow that the Municipal Airport Authority has learned of the death of its longtime and very valued member, Robert W. "Bob" Anderson, who served as a member of the Municipal Airport Authority from 1999 to 2009, and

WHEREAS, Mr. Anderson gave generously and unsparingly of his time and expertise during his years of service to the Municipal Airport Authority, serving terms as Chairman, and was instrumental in the growth and success of Hector International Airport over those years and for that the Authority expresses its gratitude and appreciation, and

WHEREAS, The absence of Bob Anderson will leave a void that will be felt by the entire community and the Anderson family.

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority does hereby express its heartfelt and deepest sympathy to Phyllis Anderson and the entire Anderson family and hope that they take comfort and pride in the legacy left by Bob.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent records of the proceedings of the Municipal Airport Authority and that a certified copy be sent to the family of our dear friend, Bob Anderson.

Second by Dr. Clark.

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

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, October 27, 2009, at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 8:57 a.m.

Regular Meeting

Tuesday

October 27, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, ND was held Tuesday, October 27, 2009 at 8:00 a.m. in the Airport Boardroom.

The members or present were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander
Absent: None
Others: Walaker

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 13, 2009:

The minutes of the regular meeting of the Municipal Airport Authority held October 13, 2009, were approved without objection.

Approved the Airport Vouchers Totaling \$31,450.97:

Mr. Pawluk moved to approve the airport vouchers totaling \$31,450.97.

Second by Dr Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Blazek moved to approve the individual voucher in the amount of \$9,386.05 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the 2009 Airfield Drainage Improvements, Project AIP36.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Sheehan Mack:

Mr. Blazek moved to approve the individual voucher in the amount of \$538,821.00 to Sheehan Mack for the purchase of a 2009 Oshkosh truck with 18' broom.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

No member being absent and not voting nay the motion was declared carried.

Received Request from Master Construction to Extend Storm Sewer Project Completion Date, 2009 Airfield Drainage Improvements, Project AIP36:

Mr. Brian Jacobson, Ulteig Engineers, was recognized and stated due to the wet weather we have had since we have started the airfield drainage project we have experienced conditions that are not conducive to good results so Master Construction has requested to extend the completion date of the project to June 18, 2010 rather than November 1, 2009. He stated he does not see a problem with granting this request as the conditions have not been good. He stated the storm sewer has been installed on the land side south of 39 ½ Avenue as well as the grading and seeding in that area.

Mr. Dobberstein stated he has no problem with the request as this project was bid late in the season.

Gen. Macdonald moved to approve the request from Master Construction to extend the storm sewer project completion date to June 18, 2010.

Second by Mr. Pawluk.

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

Received Request from the Fargo Air Museum to Construct a Temporary Storage Building:

Gen. Macdonald stated he is requesting, on behalf of the Fargo Air Museum, the Authority's approval to construct a temporary storage building (30' x 30') on the ramp adjacent to the museum. He stated the building will not overlap the hangar door and will just be bolted to the ramp so it can be easily removed when the expansion to the museum happens.

Mr. Pawluk moved to approve the request from the Fargo Air Museum for a temporary storage building as proposed.

Second by Dr. Clark.

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

Blazek and Macdonald passed their votes as both are members of the museum board.

The motion was declared carried.

Authorized Ulteig Engineers to Proceed with Taxiway B Topographical Survey:

Mr. Dobberstein stated he met last week with Mr. Jon Scraper and Mr. Jeff Klein, Ulteig Engineers, to identify our preferred project for the 2010 AIP funds, which is the reconstruction and rehabilitation of Taxiway B. He stated it will not be a complete reconstruction as some of the panels were replaced in a co-op project with the NDANG a few years ago. He stated before we can move further in the design phase we need to have a topographical survey done and Ulteig's estimated cost is \$4,500.00.

Mr. Brian Jacobson, Ulteig Engineers, was recognized and stated the purpose of the survey is to get current engineering data.

Mr. Dobberstein stated the State Aeronautics Commission did conduct a pavement analysis this summer. He stated that data is not yet ready but it will be part of the package we will submit to the FAA for justification of the panel replacements.

Mr. Pawluk moved to authorize Ulteig Engineers, Inc. to proceed with the topographical survey for Taxiway B, with the cost not to exceed \$4,500.00.

Second by Gen. Macdonald.

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

Authorized Attendance at the Network USA 2010, March 7-9, 2010, Fort Lauderdale, FL:

Mr. Dobberstein stated the reason this is on the agenda so early is that there is a discount for early registration. He stated this is the conference that has the "jump start" meetings with the airlines and those have been productive for us in the past. He stated Sixel Consulting also attends those meetings with us.

Gen. Macdonald moved to authorize attendance at Network USA 2010, March 7-9, Fort Lauderdale.

Second by Dr. Clark.

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

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated Grant's Mechanical has completed installation of the fresh air roof hood units for the HVAC system.

Mr. Dobberstein stated Jeff Klein, Ulteig Engineers, is working on the closeout of the two grants for the project.

Mr. Corey Leinen, Ulteig Engineers, was recognized and stated they finished the asphalt paving portion of the west half of the original long term parking lot so after that they will do the striping when weather allows and replacement of the box railing around the lot.

Mr. Dobberstein stated that as we discussed at the last meeting, the contractor removed the wet clay material and hauled it away and replaced it with dry material. He stated that did result in an additional cost of about \$55,000.

Other Business:

Gen. Macdonald asked for an update on a possible shuttle service from the long term lot.

Mr. Dobberstein stated he has talked to Lucky 7 Taxi, Red River Trails, and Doyle Cab and all indicated they would be able to provide the service and would charge a fixed fee per hour. Lucky 7 indicated they have some city transit buses they purchased but he stated he is not certain how they would be able to get from the lot to the terminal. He stated Red River Trails does do shuttling for Dakota Clinic at their South University Drive location. He stated he is guaranteed a certain amount of hours per day at a fixed rate but he did not share the amount of that rate. He stated Doyle also stated he would do it for a fixed hourly rate with a guaranteed minimum amount of hours per day.

Mr. Dobberstein stated there are logistical problems with staging and where people would wait for the shuttle. He stated it is a costly venture.

Mr. Dobberstein stated that is the information he has gathered so far and will continue to research the matter.

Adopted Resolution of Appreciation to United Airlines for 25 Years of Service:

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

WHEREAS, October 28, 2009, will mark the 25th anniversary of United Airlines providing air service to Hector International Airport, and

WHEREAS, For 25 years the Municipal Airport Authority and the entire Fargo-Moorhead region has appreciated the excellent air service provided by United Airlines and have valued the long standing relationship we have enjoyed, and

WHEREAS, In the past 25 years the Fargo-Moorhead region has experienced growth in population and economic development which is in a large part due to excellent air service provided by the air carriers serving Hector International Airport and the Airport Authority does hereby extend its gratitude and appreciation to one of those very important components, United Airlines.

NOW, THEREFORE BE IT RESOLVED, That the Municipal Airport Authority would like to take this opportunity to thank United Airlines, the members of its management team and many employees over the years for their dedication to excellent service to the traveling public and congratulates them on their 25 years in Fargo and looks forward to the next 25 years and beyond.

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 United Airlines.

Second by Dr. Clark.

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

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, November 10, 2009, at 8:00 a.m.

Time at adjournment was 8:36 a.m.

Regular Meeting

Tuesday

November 10, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 10, 2009 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander
Absent: None
Others: Tjon

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 27, 2009:

The minutes of the regular meeting of the Municipal Airport Authority held October 27, 2009 were approved without objection.

Approved the Airport Vouchers Totaling \$35,946.96:

Gen. Macdonald moved to approve the airport vouchers totaling \$35,946.96.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Sixel Consulting:

Dr. Clark moved to approve the individual voucher in the amount of \$1,515.00 to Sixel Consulting for payment request for quarterly airline report.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Sixel Consulting:

Dr. Clark moved to approve the individual voucher in the amount of \$3,482.00 to Sixel Consulting for October passenger fees (Los Angeles - \$2,052.00, Orlando - \$1,430.00).

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Grant's Mechanical:

Dr. Clark moved to approve the individual voucher in the amount of \$17,570.00 to Grant's Mechanical for Partial payment Request (Final) for mechanical construction of the Terminal Expansion Project, APFC07 and AIP33.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Flint Communications:

Dr. Clark moved to approve the individual voucher in the amount of \$12,032.56 to Flint Communications for partial payment request for 2009 airport marketing program.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Border States Paving:

Dr. Clark moved to approve the individual voucher in the amount of \$345,205.30 to Border States Paving for Partial Payment Request #5 for construction of the Long Term Parking Lot Expansion and Rehabilitation.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Received Request from Mr. Guy Kittelson, Grainhandler USA, to Lease Space in the Eastside Terminal:

Mr. Dobberstein stated we received a request dated October 28, 2009, from Mr. Guy Kittelson, Grainhandler USA, Inc., to lease space in the Eastside Terminal commencing on or about November 9. He stated the office he is requesting is Room #214 which is approximately 360 square feet, which was part of the space recently vacated by Dakota Micro. He indicated this does not necessarily break up any consecutive space and would not make any of the adjoining spaces less desirable for rent.

Received Request from Mr. Guy Kittelson, Grainhandler USA, to Lease Space in the Eastside Terminal: (Continued)

Mr. Pawluk moved to approve the request from Mr. Guy Kittelson to lease office space in the Eastside Terminal.

Second by Dr. Clark.

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

Received Bid Tabulation and Recommendation of Award from the City Forester for Riviera Heights Shelterbelt Restoration:

Mr. Dobberstein stated the shelterbelt involved is the one just north of the Riviera Heights Mobile Home Park. He stated that we own the shelterbelt and it is on airport property, but over the years the Riviera Heights residents have encroached onto the property with storage sheds, hot tubs, etc. He stated the residents had until September 1, 2009 to remove their items.

Mr. Dobberstein stated the City of Fargo also had a sanitary sewer line project in that area for which they were granted an easement and now that project is done so it is time that we go in and clean up that shelterbelt. He stated he has worked with City Forester, Scott Liudahl, on removing some dead trees and stumps, pruning, etc. He stated Scott received three bids for pruning 150 trees, removing 32 trees and removing a minimum of 32 stumps. He stated the low bid was from Steve Harles Tree Service for \$7,550.00. He stated the bid for approximately 40 new plantings (established trees) will be next spring and will probably run about \$250 per tree.

Gen. Macdonald moved to authorize the clean-up work in the Riviera Heights shelterbelt as per the low bid of \$7,550.00.

Second by Dr. Clark.

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

Mr. Pawluk stated he has always wanted to see more trees along the north general aviation area access road to provide a windbreak, like this shelterbelt at Riviera Heights.

Mr. Dobberstein stated we did receive a shelterbelt plan from Mr. Liudahl but it was not approved for some reason. He stated he does not recall the reason but he will review the history and report back to the board.

Mr. Pawluk stated he would like to revisit the matter.

Received Communication from Kevin and Sheryll Clapp Regarding Departure Lounge Kiosk for the Airport Giftshop:

The communication from Kevin and Sheryll Clapp dated November 10, 2009 was received and filed without objection.

Kevin and Sheryll Clapp were recognized. Sheryll Clapp stated that with the continued growth of the airport boardings they have also seen their retail business grow. She stated they see a

Received Communication from Kevin and Sheryll Clapp Regarding Departure Lounge Kiosk for the Airport Giftshop: (Continued)

lot of passengers hurrying to get through security and probably don't have time to stop in the Giftshop. She stated they are proposing to place a free-standing kiosk in the departure lounge area stocked with merchandise, mainly travel items and travel needs, but it would also have newspapers, magazines, souvenirs, etc. available. She stated they are proposing that this is an extension of their giftshop lease. She stated they will be purchasing the kiosk but they would ask that the Airport Authority help with the electrical and phone service installation.

Mr. Clapp stated the kiosk would be staffed during all flight times, the same as the giftshop, and during down times the kiosk does have a canvass closure and the employee would probably secure it during those times and have other duties in the main giftshop.

Gen. Macdonald stated he would like to applaud the Clapps for doing this. He stated he thinks it is fantastic and way overdue.

Mr. Clapp stated they also operate the vending machines in the departure lounge so they do not plan to duplicate those items. He stated the location they are proposing is near the coffee kiosk between Gate 3 and Gate 4, adjacent to the exit doors.

Gen. Macdonald moved to approve the request from the Airport Giftshop to install a departure lounge giftshop kiosk.

Second by Mr. Pawluk.

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

Received Communication from Donna Odegaard Advising of Sale of Hangar to David Sahl and Requesting Assignment of Ground Lease:

The communication from Donna Odegaard dated November 6, 2009, was received and filed without objection.

Mr. Dobberstein stated we have been advised by Donna Odegaard that she has sold her hangar in the southeast general aviation area to Mr. David Sahl. He stated our standard process is to assign the ground lease to Mr. Sahl and that lease expires March 14, 2019.

Mr. Pawluk moved to approve the sale of the hangar from Donna Odegaard to David Sahl, Fargo Aircraft Maintenance, and authorize the assignment of lease to Mr. Sahl.

Second by Mr. Blazek.

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

Received Communication from David Sahl Advising of Limited FBO business and Use of Hangar as Fargo Aircraft Maintenance:

Mr. Dobberstein stated Mr. Sahl owns Kindred Aircraft Maintenance and he has been in a partnership with Lyle Andvik, Red River Aero, who has been operating under Victor Gelking's FBO operating agreement. He stated since Mr. Sahl now owns a building on the airport he is requesting authorization to operate a limited FBO and under that agreement would pay a fee of 1.5% of his sales or \$100 per month, whichever is greater, to the Airport Authority.

Received Communication from David Sahl Advising of Limited FBO Business and Use of Hangar as Fargo Aircraft Maintenance: (Continued)

Mr. Dobberstein stated at this time the limited FBO agreement would be just for aircraft maintenance and hangar rental. He stated we will include a provision for him to add flight instruction, but if Mr. Sahl wished to expand the services to charter, fuel sales, etc., he would need to make that request.

Mr. Dobberstein stated Mr. Sahl has been very busy and has even turned away business because he has been so busy. He stated this is business that typically has not been on the airport before.

Mr. Pawluk moved to approve the limited FBO agreement with Fargo Aircraft Maintenance.

Second by Mr. Blazek.

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

Continued Discussion Regarding Possible Parking Lot Shuttle Service:

Mr. Dobberstein stated he has had some interesting dialogue with the transportation companies in Fargo regarding a possible shuttle service from the long term parking lot. He stated any of them would be willing to provide the service but most of them would require a minimum of four hour blocks at rates from \$36 to \$75 per hour for 16 hours per day, which would be \$600-\$900 per day. He stated a couple of them indicated they would not be interested in variable schedules because it would be hard to provide employees.

Mr. Dobberstein stated Gen. Macdonald had suggested taking another look at the extra exit in the long term parking lot which we had considered as an option for the car rentals before we decided to expand their lot. He stated the shuttles could use that exit. He stated the asphalt plants have closed down for the year so we would probably not be able to get that done this year.

Chairman Kilander stated it seems to him that once we started the service, the public would expect it all of the time and at \$600 to \$900 per day that would be a pretty big number.

Mr. Pawluk stated he is wondering if the service could be limited to within the parking lot and the passengers would be dropped at the flag poles. He stated that if we are talking about that much money then we should consider a covered walkway. He stated he does not know of any airport in the country where you don't have to walk a distance from long term parking.

Gen. Macdonald stated he does not know any place where you have to walk as far to the terminal from the far long term lot.

Mr. Pawluk stated a shuttle would be a nice service but he does not know that it would bring in any more passengers and it certainly would not bring in any more revenue. He stated he does not think passengers would be willing to pay extra for the service. He stated he sees this easily costing \$200,000 to \$300,000 a year.

Gen. Macdonald stated he thinks we could buy a 15 passenger van and hire someone to drive it. He stated the person in that position could possibly have other duties as well.

Dr. Clark stated she does not think the airport wants to get into that business. She stated there could be all kinds of nightmares with that. She stated she travels a lot and if you have to park a car at the airport you have to walk. She stated it would be a great service but she is not sure there is a great solution. She said people seem to accommodate themselves and plan accordingly.

Continued Discussion Regarding Possible Parking Lot Shuttle Service: (Continued)

Mr. Pawluk stated before he says he does not want to do this he would like to look at a couple of other options. He stated that may be a covered walkway or some type of wind protection. He stated we may want to make a capital investment rather than paying \$300,000 a year for a shuttle.

Chairman Kilander stated someone mentioned valet parking services at some airports and we could look at some options for that as well.

Mr. Dobberstein stated without the tunnel or walkway being elevated he does not know how we would do that. He also asked how many of the board members hear complaints from people.

Gen. Macdonald stated he was told by parking lot employees that people complain about the long walk.

Mr. Dobberstein stated he has never heard a complaint from anyone about the long walk from the long term parking lot. He stated he does hear frequently from one individual who wants covered parking but never complaints about the walk. He stated he hopes we are not trying to solve a problem that does not exist.

Mr. Pawluk stated as members of the Airport Authority it is our responsibility to provide the service the traveling public expects and to that end he feels it is important for us to at least address this matter and consider options.

Mr. Blazek stated he would like to see us take baby steps on this and see if the taxi companies are able to provide a ride to the terminal from the parking lot for a reasonable fee. He stated he would like to see that type of service available before we spend a lot of money on another option.

Mr. Dobberstein stated he would do some further research and also check with car rental companies on how much it costs them to run shuttles.

Received Update Regarding CY2008 Southeast Cass Drain Tax Assessment:

Mr. Dobberstein stated he has been an ongoing discussion with Southeast Cass on "phantom" statements for drain tax assessments we have been receiving since April, which have not been paid because we had not received them. He stated we have worked with people at the City Assessor's Office and the County as to why we did not receive these statements. He stated for CY2007 we paid \$9,794.08 for drain taxes. He stated if we add all of the 2008 statements (some which were paid in 2009 because we did not receive them until 2009) the total is almost \$45,000. He stated SE Cass reassessed the entire county for drain taxes. He stated one reason for the increase was the re-evaluation of all of the property in the county. He stated another reason for the increase is that during this process we found out that all of our ag land in the city limits is zoned public use or commercial, which is about \$10 per acre for the drain assessment, whereas ag land is about \$2 per acre. He stated Mr. Mark Thelen, who is on the SE Cass board, has also been involved and has recommended that all of the airport acres within the city limits that are used for ag purposes and cannot be developed should be assessed at the ag rate. He stated he will recommend a reimbursement for the overpayment for CY2008. He stated there are some parcels which we use for

Received Update Regarding CY2008 Southeast Cass Drain Tax Assessment: (Continued)

ag purposes but could be developed, as shown on our Master Plan, so those acres would be assessed at the commercial rate. He added that this will be a considerable savings to us each year, probably at least \$12,000.

Mr. Pawluk stated he would argue that we should also be paying the ag rate on parcels that can be developed but is currently used as ag, until the time the use changes.

Mr. Dobberstein stated he is not certain how often the county reassesses property so that could pose some problems but he will make that request to SE Cass.

Mr. Dobberstein stated we have also discussed with SE Cass the fact that the airport does maintain (mow) a portion of the drain on airport property. He stated he would estimate that it costs the airport approximately \$2,500 a year to do that and so SE Cass is collecting taxes to maintain the drain and they are not actually doing that type of maintenance.

Mr. Pawluk stated he is not aware that SE Cass does any mowing on the drains. He added that SE Cass did pay the lion's share of the project to repair the drain slide by the maintenance building and bridge relocation. He stated he feels they were more generous with us than they needed to be.

Mr. Dobberstein stated they also partnered with us on an easement when we purchased the Harris property in order to get a bridge removed.

After further discussion, Mr. Dobberstein stated it seems to be the consensus of the board that we will request SE Cass to reassess all of the airport property and all property that cannot be developed and is currently used for ag purposes should be assessed at the ag rate, and that all property that can be developed but is currently used only for ag purposes should be assessed at the ag rate until such time as the property is developed.

Received October Passenger Report:

The October 2009 passenger report was received and filed without objection.

Mr. Dobberstein stated this October surpassed our previous October record by about 4,000 passengers. He stated fourteen out of the last sixteen months have been record setting.

Authorized Possible Travel to AAAE/ACI-NA Committee Roundtable, Washington, DC, December 3, 2009:

Gen. Macdonald moved to authorize travel to the AAAE/ACI-NA Committee Roundtable, Washington, DC, December 3, 2009.

Second by Mr. Blazek.

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

Authorized Attendance at the ICAS Air Show Conference, December 6-9, 2009, Las Vegas, NV:

Mr. Pawluk moved to authorize attendance at the ICAS Air Show Conference, December 6-9, 2009, Las Vegas, NV, by Mr. Dobberstein and Mr. Blazek.

Second by Dr. Clark.

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

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated the reconstruction of the west section of the long term parking lot was open last week. He stated there will be another substantial payment request this year with some final items to be completed in the spring.

Mr. Barry Bennett, TSA, was recognized and stated they have been working with Mr. Dobberstein and Mr. Anderson on a more efficient flow at the checkpoint, making more space for divesting. He stated they will continue to evaluate the situation and make improvements where necessary.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, November 24, 2009 at 8:00 a.m.

Time at adjournment was 9:25 a.m.

Regular Meeting

Tuesday

November 24, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 24, 2009 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Pawluk, Macdonald, Kilander
Absent: None
Others: None

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held Tuesday, November 10, 2009:

The minutes of the regular meeting of the Municipal Airport Authority held Tuesday, November 10, 2009, were approved without objection.

Approved the Airport Vouchers Totaling \$21,040.42:

Mr. Pawluk moved to approve the airport vouchers totaling \$21,040.42.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander 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 \$7,330.30 to Ulteig Engineers, Inc. for Partial Payment Request for engineering services in connection with the 2009 Airfield Drainage Improvements, AIP36.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,028.16 to Sixel consulting for payment request for reimbursement for travel expenses, Frontier Airlines meeting, Denver, CO.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander 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 \$40,695.50 to Ulteig Engineers, Inc. for Partial Payment Request for engineering services in connection with the Long Term Parking Lot Expansion and Rehabilitation Project.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Border States Paving:

Gen. Macdonald moved to approve the individual voucher in the amount of \$123,336.63 to Border States Paving for Partial Payment Request #5 for construction of the Long Term Parking Lot Expansion and Rehabilitation Project.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Approved the Individual Voucher to Master Construction:

Gen. Macdonald moved to approve the individual voucher in the amount of \$42,675.21 to Master Construction for Partial Payment Request #2 for construction of the 2009 Airfield Drainage Improvements.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Macdonald, Kilander voted aye.

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

Reviewed CY2010 FAA Capital Improvement Plan:

Mr. Dobberstein stated the FAA requires us to submit an annual Capital Improvement Plan. He stated our plan for 2010 will focus on our proposed project for 2010 and an idea for 2011, but beyond that things can change quite a bit. He stated we don't yet have a reauthorization bill in Congress for the AIP Program so we will likely be operating on continuing resolutions for our funding.

Reviewed CY2010 FAA Capital Improvement Plan: (Continued)

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated to keep in mind that a Capital Improvement Plan is a working document and the primary focus is a year or two out. He stated the proposed project for 2010 is the Reconstruction of Taxiway B at an estimated cost of \$6.6 million. He stated right now the airport has roughly \$2.5 million in entitlement funds carried over and the 2010 entitlement should be at least \$2.0 million, which would mean we would have about \$4.5 million. He stated we have requested discretionary funds from the Bismarck FAA office for the additional funds for the \$6.6 million project. He stated the proposed project for 2011 is repair to various pavements on the airfield.

Mr. Pawluk asked how badly Taxiway B is in need of replacement.

Mr. Dobberstein stated we are following the most recent pavement condition index which is on file with the FAA. He stated we are also awaiting some updates from the most recent study conducted by the ND Aeronautics Commission. He stated it is not an entire replacement but mainly the outer panels. He stated the center panels were replaced recently in a joint project with the NDANG. He stated this project would also include upgrading the lighting to LED.

After further discussion, Mr. Dobberstein stated that with the board's concurrence we will submit this CIP to the FAA and apply for the entire \$6.6 million, hoping to get discretionary funds, which looks favorable at this time. He stated we may have to do the project in phases so that there are stop points should funding not be available. He stated the project will be bid that way.

Gen. Macdonald moved to approve the proposed CY2010 Capital Improvement Plan.

Second by Mr. Blazek.

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

Continued Discussion Regarding Possible Parking Lot Shuttle Service:

Mr. Dobberstein stated after our last meeting he did some further research on the possibility of covered walkways from the long term parking to the terminal building. He stated after researching several websites and talking with a few people there really isn't any good way to build a structure with breaks in it to allow for crossing traffic. He stated Standard Parking has indicated that if we were to build a structure then we would have to take over the responsibility of snow removal.

Mr. Dobberstein stated he did some further research into purchasing a 12-25 passenger bus ranging from \$22,900 for a used one to \$72,300 for a new one. He stated hiring someone in the \$12 to \$15 per hour range it would get expensive. He stated Valley Bus would want a minimum five year agreement and would want to run the operation year round.

Mr. Dobberstein stated he talked to Mr. Clint Joy, Standard Parking, and they operate shuttle services at a few airports but it is mostly from car rental parking lots. He stated he estimated a minimum of \$250,000 per year for that service. He stated valet parking would be an option but at an airport of our size they recommended doing a comprehensive survey of people to see if they would use it. He stated there was quite a range of costs for valet parking but there was not another airport our size that offered valet parking for comparison.

Continued Discussion Regarding Possible Parking Lot Shuttle Service: (Continued)

Mr. Dobberstein asked the board where they would like to go with this.

Mr. Pawluk stated he thinks we are there. He stated in his opinion we have researched the options and have some idea of the range of costs. He stated he appreciates the need for it and we have considered it but he just does not see it being practical for us. He stated right now it is possible for people to park in short term if they are not able to walk from long term but we may come to a time when we do not have enough room in short term to make that a viable option for people.

Chairman Kilander stated he took note of cars in short term this morning that had frost on the windows and were parked there overnight and he thought it was about 60% of the cars parked there this morning.

Gen. Macdonald stated he does not think contracting with a bus service would be the most economical or reasonable at this time and the requirement to run the service all year would be cost prohibitive. He stated because of that the only way he could see doing it would be to buy a bus ourselves and hire the personnel to operate it, but that creates a lot of challenges.

Mr. Pawluk stated it seems no matter what option we would have to budget a minimum of \$200,000 per year.

Mr. Dobberstein stated as far as having one of the cab companies advertise and provide that service that may take an amendment to the their permit with the City of Fargo and Attorney Stewart could give us more detail on that. He stated after conversations with both local companies, Lucky 7 may be interested in doing that but he is not certain that Doyle would. He stated the Lucky 7 drivers have been asked by passengers to give them rides to their vehicles and they have done that for a fee.

Mr. Blazek stated he thinks we should look further into the cab service and do whatever we can to help them promote that.

After further discussion, Chairman Kilander directed Mr. Dobberstein to work with the local taxi companies on offering rides to long term parking.

Gen. Macdonald stated he would like to see a standard rate for that service and then we can provide the appropriate signage advertising that service.

Mr. Dobberstein stated he will check with the City of Fargo regarding any obstacles to overcome in the City's taxi ordinance.

Reviewed American Airlines Agreement:

Mr. Dobberstein stated our current Air Service Incentive Program offers an airline starting service a one year waiver on landing fees up to \$30,000, and also \$25,000 in marketing funds. He stated American Airlines is proposing that they be allowed to use the \$25,000 marketing funds for other purposes and that they handle all of their marketing and advertising on their own. Mr. Dobberstein stated since this is different than provided in our Incentive Program it would take board action to approve this request.

Mr. Dobberstein stated American's properties/ground operations person was here about a month ago and we have identified their gate area (Gate 1) and their operations area. He stated it is possible they will select one of the ground service companies currently here which would save them money in operating costs.

Reviewed American Airlines Agreement: (Continued)

Mr. Dobberstein stated the Airport Authority is not party to American's agreement with the Greater Fargo Moorhead Economic Development Corporation, which is basically to cover their expenses for up to one year.

Mr. Dobberstein stated Attorney Stewart has reviewed the agreement and everything seems to be in place. He stated we will need board action to issue American Airlines a check for \$25,000 to spend on what they deem necessary.

Mr. Pawluk stated he does not see what difference it makes what they spend the \$25,000 on, unless they do not do any marketing.

Gen. Macdonald stated he shares some discomfort in just giving them \$25,000 without any requirement to show what was done as far as marketing for Fargo service.

Mr. Dobberstein stated American has been pretty clear at the outset that they are not interested in marketing money. He stated American does a lot of marketing through internet advertising and e-mails. He stated that is the new method of advertising. He stated you don't see airlines doing a lot of newspaper advertising anymore.

Chairman Kilander stated we are setting precedent by switching gears and going away from our original incentive program as far as marketing dollars. He stated he is not certain that corresponds with the philosophy of the board in the past.

Mr. Pawluk stated in the end it is all dollars and we know they are probably going to spend that much in marketing. He stated he feels we should not change our program but make this one-time exception and still require that the marketing dollars be spent on marketing.

Mr. Pawluk moved to make a one time exception to our program and still require that the marketing dollars be marketing dollars.

Motion died for lack of a second.

Mr. Blazek moved to accept the incentive agreement proposed by American Airlines.

Second by Mr. Pawluk.

Gen. Macdonald stated he thinks Mr. Dobberstein has done an outstanding job of working with American Airlines. He stated he would be more excited if it would be to a city we do not already have service but hopefully that will come. He stated he hopes this does not jeopardize United's service to Chicago.

Mr. Dobberstein stated we had the same concerns when Frontier started but United's response was to add more seats. He stated the advantage to our passengers with American serving Chicago will be the one stop international service available that United does not provide. He stated competition is good and it has already had the desired effect on international fares.

Chairman Kilander called for a vote on the motion.

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

Airport Security and Construction Update:

There was nothing to report on security.

Mr. Dobberstein stated the only item to report on construction is that we are continuing to work on the AIP grant closeouts for the terminal building project.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, December 15, 2009, which will be the only meeting in December.

Time at adjournment was 8:47 a.m.

Regular Meeting

Tuesday

December 15, 2009

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, December 15, 2009, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Blazek, Pawluk, Macdonald, Kilander
Absent: Clark
Others: Stewart

Chairman Kilander presiding.

Approve the Minutes of the Regular Meeting of the Municipal Airport Authority Held November 24, 2009:

The minutes of the regular meeting of the Municipal Airport Authority held November 24, 2009, were approved without objection.

Approved the Airport Vouchers Totaling \$38,825.65:

Gen. Macdonald moved to approve the airport vouchers totaling \$38,825.65.
Second by Mr. Pawluk.
On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.
Absent and not voting: Clark
The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Blazek moved to approve the individual voucher in the amount of \$13,495.97 to Flint Communications for partial payment request for 2009 Airport Marketing Program.
Second by Mr. Pawluk.
On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.
Absent and not voting: Clark
The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting:

Mr. Blazek moved to approve the individual voucher in the amount of \$4,516.00 to Sixel Consulting for November passenger enplanement fees (Orlando, Los Angeles).

Second by Mr. Pawluk.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Vouchers to John Deere, Diamond Mowers, and Manley Tires:

Mr. Blazek moved to approve the individual vouchers totaling \$91,128.67 to John Deere, Diamond Mowers, and Manley Tires for the purchase of a John Deere 6430 cab tractor and triple flail mower.

Second by Mr. Pawluk.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Cass County Treasurer:

Mr. Blazek moved to approve the individual voucher in the amount of \$32,002.48 to Cass County Treasurer for 2009 county drain assessments.

Second by Mr. Pawluk.

On the call of the roll, members Blazek, Pawluk, Macdonald, Kilander voted aye.

Absent and not voting: Clark

The motion was declared carried.

Received Communication from Northstar Aviation Insurance Regarding 2010 Liability Insurance Renewal Recommendation:

The communication dated December 10, 2009, from Northstar Aviation Insurance, Inc. was received without objection.

Mr. Dobberstein stated after marketing our airport liability coverage, Mr. Marc Lepage, Northstar Insurance, is recommending the coverage remain with the current carrier, AIG Aviation, for an annual premium of \$51,750.00, which is a decrease of \$2,500.00 from last year's premium. The best alternate was Phoenix Aviation for \$51,461.00, but Mr. Lepage recommends maintaining the continuity we have had with AIG for 10 years.

Mr. Pawluk moved to approve the airport liability coverage be renewed with AIG Aviation for a premium of \$51,750.00.

Second by Gen. Macdonald.

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

Receive Communication from Dakota Jet Regarding Affiliation with Fargo Aircraft Maintenance to Provide Part 135 Operations:

Mr. Dobberstein stated that Dakota Jet has provided Part 135 charter service on the airport for a number of years, initially with Fargo Aero Tech and currently through with Fargo Jet Center. He stated Fargo Aircraft Maintenance (David Sahl) is now operating as a limited fixed base operator and Dakota Jet is requesting they be allowed to move their operation to Fargo Aircraft Maintenance and operate under their agreement effective January 1, 2010. He stated upon approval we will direct Attorney Stewart to draft the appropriate agreement.

Mr. Pawluk moved to approve the request from Dakota Jet to operate under Fargo Aircraft Maintenance.

Second by Mr. Blazek.

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

Received Communication from City Forester Regarding Cass County Soil Conservation Shelterbelt Restoration Agreement for CY2010:

The communication dated December 9, 2009, from Scott Liudahl, Forester, City of Fargo, along with estimate from Cass County Soil Conservation, was received and filed without objection.

Mr. Dobberstein stated as part of our overall master plan for shelterbelts, Mr. Liudahl is proposing work on restoration of the shelterbelt northwest of the terminal building. He stated the estimate we received from Cass County Soil is \$7,189.10 for planting the required shrubs and trees and installing weed barrier on newly planted trees and shrubs. He stated we will need to sign a contract with Cass County Soil Conservation.

Mr. Pawluk asked what would be the consequences for doing nothing.

Mr. Dobberstein stated there are quite a few gaps in the shelterbelt and this is something we probably should have done five or six years ago.

Mr. Pawluk moved to approve the contract in the amount of \$7,189.10 with Cass County Soil Conservation.

Second by Gen. Macdonald.

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

Received November Passenger Report:

The November 2009 passenger report was received and filed without objection.

Mr. Dobberstein stated boardings year to date are up 7.9% over 2008.

Attorney Stewart now present.

Received and Considered Additional Liability Coverage Options via North Dakota Insurance Reserve Fund:

Mr. Dobberstein stated the Airport Authority purchases automobile liability insurance with the North Dakota Insurance Reserve Fund through Warner and Company for our vehicles that go off airport. He stated the agent, Mike Benson, has suggested also purchasing governance liability through NDRIF. Mr. Dobberstein stated the Airport Authority has discussed this type of coverage in the past but it has been the opinion of the board members and Attorney Stewart that because of protection provided by caps in state law we have chosen not to carry this coverage. He stated the premium for \$2 million coverage is \$816.00. Governance liability provides coverage for actual or alleged misstatements, misleading statements, neglect, error, omission, or breach of duty as a result of misfeasance, malfeasance, or nonfeasance.

Attorney Stewart stated we have looked into governance liability in the past. He stated the Airport Authority has a contract with the City of Fargo to provide human resources services and follow the same ordinances as the City so he does not know where the exposure for human resources would be. He stated the premium sounds like a minimal amount.

Mr. Pawluk asked if the Airport Authority could be named as an additional insured under the City of Fargo's coverage because of our contract with them.

Attorney Stewart stated he does not know but we could ask that question.

Mr. Pawluk stated he would guess that the City's coverage for governance includes boards appointed by the City Commission so we probably already have this coverage.

Attorney Stewart stated he does not think the agent at Warner and Company fully understood the relationship between the Municipal Airport Authority and the City of Fargo and the fact that our contract with the City of Fargo provides a number of services for the Authority.

Mr. Pawluk moved to authorize the purchase of Governance Liability through the NDIRF if it is determined that the Municipal Airport Authority is not already covered under insurance carried by the City of Fargo.

Second by Mr. Blazek.

Gen. Macdonald stated he would question whether we are covered by the City of Fargo since we are a separate entity under state law. He stated he thinks this is a very gray area and he would feel better if we had our own coverage.

Mr. Dobberstein indicated he and Attorney Stewart would look into it further.

Chairman Kilander called for a vote on the motion.

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

Airport Construction and Security Update:

There was nothing to report on construction.

Mr. Darren Anderson stated the TSA has invested in some new fixtures in the checkpoint area, stainless steel tables, high speed rollers, etc. to increase the efficiency of the lines.

Other Business:

Mr. Pawluk stated he would like the board to revisit the matter of conservation plantings along the entrance road to the north general aviation area (20th Street North). He stated he would like to see conservations plantings in the field, probably 12 foot plantings with fabric which would give us trees and a living snow fence. He stated we could also look into putting the acreage into a 15 year CRP contract and get some cost sharing on the project. He stated maybe he is the only one who wants to see that but he feels it would be a real asset and an attractive addition to the airport. He stated he cannot imagine it would cost more than \$1,500. He stated as the shelterbelt grows we could use it as a source for other locations. He stated if the area should be developed the worst that would happen is the trees would have to be removed.

Gen. Macdonald suggested Mr. Dobberstein contact Cass County Soil Conservation and check into the cost for this type of project.

Mr. Pawluk stated we could mix some taller trees in with the conservation plantings and Mr. Liudahl might have some suggestions for the types of trees.

Mr. Dobberstein stated he will look into it.

Mr. Dobberstein stated Flint Communications normally gives us their marketing proposal for the upcoming year in December but there were conflicts with our meeting date so they will do that in January.

Mr. Dobberstein stated our Eastside Terminal tenant, Spectrum Aeromed, has requested some consideration for upgrades to the exterior windows in their space, as well as an overhead door going to their space that is not insulated and should probably be upgraded. He stated we will be looking at these things in the near future. He indicated these are exterior improvements so we would be responsible for those.

Mr. Pawluk suggested looking into any grant funds available to government entities for energy improvement projects.

Mr. Dobberstein stated we were advised by Dave Johnson (Engineering) and Jerome Miller (Inspections) that a property owner west of the airport has applied to construct a 80'-90' wind tower.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated they were contacted regarding the tower and they advised the property owner that they would need an airspace study done.

Mr. Dobberstein stated we do have the name of the party and we will be in contact with them.

Other Business: (Continued)

Mr. Dobberstein stated there is a student from UND, Mr. Danny Blaha, who is a veteran and originally approached us through the Veterans Administration showing interest in a non-paid internship. He is an aviation management student and his goal is to own and operate an FBO. He stated the Veterans Administration turned it over to UND so that he is able to get credit for the internship. He stated he and Darren Anderson met with Mr. Blaha and he is looking for a four month internship starting in January. He stated since his interest is in FBOs we have contacted Fargo Jet Center and also the Casselton Airport regarding the possibility of spending some time with those entities as well which should give him some well rounded exposure to airports. He stated there are still details to work out before he would begin.

Mr. Dobberstein stated information on the pavement condition index update from the ND Aeronautics Commission is just starting to come out. He stated Mr. Klein and Mr. Scaper, Ulteig Engineers, have had conversations with Mr. Steve Obenauer, FAA Airports District Office, regarding the potential for some additional funding over and above what we had planned for 2010 for the rehabilitation of Taxiway B and the lighting upgrade. He stated if there is funding available there may be portions of Taxiway A that may be replaced which were shown to be substantially below the acceptable condition according to the pavement condition index update.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, January 12, 2010.

Time at adjournment was 8:43 a.m.