
Regular Meeting

Tuesday

January 12, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 12, 2010, 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: Tjon

Chairman Kilander presiding.

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

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

Approved the Airport Vouchers Totaling \$37,777.72:

Mr. Blazek moved to approve the airport vouchers totaling \$37,777.72.

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 Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$4,097.08 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Long Term Parking Lot Project.

Second by 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 Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,212.52 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Airfield Drainage Improvement Project, AIP36.

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 Ulteig Engineers, Inc.:

Gen. Macdonald 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 Taxiway B Rehabilitation Project, AIP37.

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:

Gen. Macdonald moved to approve the individual voucher in the amount of \$6,192.00 to Sixel Consulting for December passenger fees (Los Angeles - \$2,890.00, Orlando - \$3,302.00).

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.

Approved the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,005.31 to Sixel Consulting for expenses in connection with the air service update meeting in Fargo.

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 Fargo Jet Center:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,315.00 to Fargo Jet Center for the Airport Authority's 50% share of 2009 co-op marketing.

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:

Gen. Macdonald moved to approve the individual voucher in the amount of \$12,938.43 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 Northstar Aviation Insurance:

Gen. Macdonald moved to approve the individual voucher in the amount of \$51,750.00 to Northstar Aviation Insurance for 2010 airport liability insurance policy premium.

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 the City of Fargo:

Gen. Macdonald moved to approve the individual voucher in the amount of \$12,304.45 to the City of Fargo for special assessment for the paving of 16th Street North.

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.

Flint Communications 2010 Marketing Plan Review:

Ms. Tara Olson and Ms. Libby Issendorf, Flint Communications, were recognized and gave a brief recap of the 2009 marketing program. Ms. Olson stated 2009 was when we saw the new commercials with the animated spots. She stated for 2010 they are proposing to continue pretty much the same program for television as last year and they have added the Grand Forks area to reach more of the Canadian market. She stated they are proposing the radio budget to remain the same as well. She stated they have increased the print budget by about \$6,500.00 as we have added advertising in the Winnipeg Free press, which has quite a large circulation.

Ms. Issendorf presented their proposal for on-line social media advertising (Facebook, Twitter). She stated they are proposing to use the Reach Local Network and will be geo-targeting the Fargo and Sioux Falls area. She indicated the initial setup for Reach Local is \$500.00 and the monthly cost for the working media is \$1,000.00 for an annual total of \$12,500.00.

Mr. Pawluk stated if we have the ability to target a certain area he stated he feels we have more potential of attracting customers north of us into Minnesota and Canada rather than very far into South Dakota. He stated he does not see that we would not pull many passengers from Sioux Falls.

Ms. Issendorf stated Reach Local does go into Canada but their regions are split into much bigger chunks and we would have to buy more area than we would really need.

Mr. Dobberstein stated we do see quite a few South Dakota passengers as Allegiant flies out of Fargo on different days than Sioux Falls.

Ms. Issendorf stated they can go back to Reach Local and see if there are some more areas in Minnesota that can be added.

Mr. Pawluk stated since the budget for this is only \$12,500 it certainly seems to be a reasonable amount to expand the area.

Ms. Issendorf presented an example of an on-line ad giving viewers an opportunity to click through to get details, register for giveaways, etc. She stated new this year they are proposing to use Twitter to promote fare sales, giveaways, and other incentives to increase sales. She stated they are recommending we put "follow us on Twitter" on the airport website, as well as continuing the ads on Facebook. She stated it does take some commitment of time for someone to respond to the Twitter messages but it would not require someone sitting at the computer all day. She stated this is also something they can help with.

Chairman Kilander stated it sounds like it could be a time consuming task for the airport staff.

Ms. Issendorf stated they are proposing to finalize the strategy and put together a training program for the airport staff. She stated ideally someone at the airport would monitor the account a couple times a day and respond, but Flint will definitely be there along the way to help.

Mr. Pawluk stated he thinks this seems a little overwhelming at first but he feels it is something we definitely need to try and see where it leads. He stated hopefully we are able to measure its success.

Ms. Issendorf stated there are different ways to measure the success and see how many people are using the airport because of this.

Mr. Dobberstein stated this is definitely the direction marketing for the travel industry is going and it is a very effective tool.

Flint Communications 2010 Marketing Plan Review: (Continued)

Mr. Pawluk moved to approve the 2010 Airport Marketing Proposal and presented by Flint Communications.

Second by Gen. Macdonald.

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

Receive December Passenger Report:

Mr. Dobberstein stated December 2009 was the busiest December on record and 2009 was the busiest year on record with 348,951 enplaned passengers, which is a 7.6% increase over 2008.

The December passenger report was received and filed without objection.

Received Fourth Quarter 2009 PFC Report:

The PFC report for the fourth quarter of 2009 was received and filed without objection.

Receive Update on East Terminal Marketing/Office Lease Program:

Mr. Dobberstein stated our contract/showing agreement with Keller Williams for the marketing of office space in the Eastside Terminal expired December 31, 2009. He stated our primary contact at Keller Williams left the company last year some time and we have not had a lot of contact from them since. He asked the board if they would like to continue the agreement with Keller Williams or request proposals from other firms.

Chairman Kilander stated if we passed an expiration date of a contract with no contact from them and to him that is the red flag.

Mr. Pawluk moved to put out a request for proposals for the marketing of space in the Eastside Terminal.

Second by Mr. Blazek.

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

Received Proposed Easement Agreements for Ideaone for the Eastside and Westside Terminal Installations:

Mr. Dobberstein stated these easements have been in the works for quite a while. He stated Ideaone installed fiber optic cable to the Eastside Terminal for a tenant in that building and since that project they have also installed fiber optic cable to the Westside Terminal in a project in conjunction with the State of North Dakota. He stated the Airport Authority approved both of these projects but the delay in these easements was getting the correct legal descriptions.

Mr. Pawluk moved to approve the easements with Ideaone for the installation of fiber optic cable to the Eastside Terminal and the Westside Terminal buildings.

Second by Mr. Blazek.

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

Received Update Regarding Part-Time Employee and Intern Program:

Mr. Dobberstein introduced Mr. Danny Blaha, currently a student at UND, who will be doing a part time internship with us for the next four months. He stated Mr. Blaha is a senior at UND and a veteran of the Minnesota National Guard serving in Iraq for 18 months. Mr. Blaha has a number of distinguished honors and awards, Purple Heart, Combat Infantry Badge, Army Commendation Medal and Army Achievement Medal.

Mr. Dobberstein stated we also added another part time seasonal equipment operator who will help us out just during snow events.

Mr. Dobberstein stated we also have one of our two non-benefited part time building attendants, Dick Jorve, who currently works 30 hours or less per week. He stated Mr. Jorve has been here a number of years now and we have decided to extend an offer of vacation and sick leave benefits and that would also give him the option of participating in health and dental insurance. He stated if he accepts at least the vacation and sick leave he will be required to participate in the ND Public Employees Retirement System. He stated he will be working with Human Resources on this matter.

Received Request from ND Aviation Council to Sponsor the Upper Midwest Aviation Symposium, March 7-9, 2010, Fargo Holiday Inn:

Mr. Dobberstein stated the ND Aviation Council is holding their annual Upper Midwest Aviation Symposium in Fargo this year March 7-9, and we have received a letter from them requesting sponsorship from the Airport Authority. Mr. Dobberstein stated we have been an annual sponsor in the past and in those years that it is held in Fargo we have sponsored at a greater level. He stated he would recommend the \$5,000 level, with the stipulation that these funds not be used toward the purchase of alcohol at any events or toward cash prizes. He stated he would like to see it used for the banquet, at which Gen. Alexander Macdonald is being honored as an inductee into the North Dakota Aviation Hall of Fame.

Mr. Blazek moved to approve the sponsorship of the Upper Midwest Aviation Symposium in the amount of \$5,000, with the stipulations noted by Mr. Dobberstein.

Second by Mr. Pawluk.

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

Chairman Kilander congratulated Gen. Macdonald on his induction into the North Dakota Aviation Hall of Fame. He stated it is an honor both for Gen. Macdonald and for the Airport Authority.

Airport Security and Construction Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated since Congress has not yet passed a funding bill for the FAA's AIP Program and has only passed a continuing resolution we will not see the entire entitlement amount for the year but we will probably see the funds come in stages. He stated the FAA office in Bismarck has indicated we should probably expect around the 50% level of funding for the year, which is about \$2 million and those grants should be available around the end of March. He stated at the next meeting he will present to the Airport Authority a fee proposal to

Airport Security and Construction Update: (Continued)

do the design for the Taxiway B reconstruction project. He stated \$2 million will not be enough to do the design and the construction so we could fund the engineering portion and carry over the balance of the funds to the second program and at that time the project would be ready to go out to bid right away.

Mr. Dobberstein stated it is frustrating because the bidding environment right now would be very attractive for this project.

Mr. Pawluk stated he would like to consider breaking the project up into phases and do the portion, engineering and construction, which we can fund, rather than just doing the engineering for the entire project and missing out on the favorable bidding environment. He stated it is not a competitive environment for the engineering services but it is for the construction side.

Mr. Klein stated he can prepare a breakdown of the project in different components at the next meeting and by then we may have a better idea of the funds available.

The meeting of the Municipal Airport Authority was adjourned until the Annual Meeting to be held Tuesday, January 26, 2010, at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 9:14 a.m.

Annual Meeting

Tuesday

January 26, 2010

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 26, 2010, 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: Walaker

Chairman Kilander presiding.

Approved the Airport Vouchers Totaling \$20,892.76:

Dr. Clark moved to approve the airport vouchers totaling \$20,892.76.
Second by Gen. Macdonald.
On the call of the roll, members Clark, Blazek, Macdonald, Kilander voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to EideBailly:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,725.00 to EideBailly for payment request for the 2004D Airport Revenue Bonds arbitrage review.
Second by Dr. Clark.
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.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,607.84 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Airfield Drainage Improvements, AIP36.
Second by Dr. Clark.
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.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$417.12 to Ulteig Engineers 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, Macdonald, Kilander voted aye.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Cass County Treasurer:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,902.57 to Cass County Treasurer for 2009 drain assessments.

Second by Dr. Clark.

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:

Gen. Macdonald moved to approve the individual voucher in the amount of \$9,482.10 to TL Stroh Architects for payment request for the Passenger Terminal Project closeout.

Second by Dr. Clark.

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 and Recommendation of Award for Entrance Signage Planting and Various Tree Replacements:

Mr. Dobberstein stated Mr. Scott Liudahl, City Forester, has received bids for the plantings in the area of the new entrance sign and also to replace trees in the irrigated area around the terminal building. He stated the low bid is Opp Construction at \$13,937.

Mr. Blazek moved to award the bid for entrance sign plantings and tree replacements around the terminal building to Opp Construction for \$13,937.00.

Second by Dr. Clark.

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

Received Update Regarding Shelterbelt Projects:

Mr. Dobberstein stated at the last meeting the board directed him to contact Cass County Soil Conservation regarding a shelterbelt along the west side of the entrance road into the north general aviation area and north of Fargo Jet Center, west of the entrance road. He stated this would not be part of any CRP program because of the restrictions involved in that program. He stated the quote for three rows of trees with fabric will be \$4,700.00. The trees would be a combination of evergreens and common flame willows.

Mr. Dobberstein stated the second project is the existing shelterbelt on the Gill property which we purchased. He stated this project would consist of planting lilacs and Ponderosa Pine and install weed barrier on newly planted trees/shrubs. He stated their estimate on this is \$7,189.10.

Gen. Macdonald stated he is not certain about the second project. He does not know that we have an obligation to improve a shelterbelt four miles north of the airport.

Gen. Macdonald moved to approve the proposal from Cass County Soil Conservation District for the planting of the new shelterbelt in the north general aviation area at a cost of \$4,700.00.

Second by Mr. Blazek.

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

It was the consensus of the board to not take any action on the other shelterbelt at this time.

Received 2010 Disadvantaged Business Enterprise (DBE) Goal Update:

Mr. Dobberstein stated Mr. Mark Holzer, ND Aeronautics Commission, assists us each year with coordinating our DBE goals as required by the FAA. He stated our overall DBE goal for the 2010 construction year is 7.32% and this has been submitted to the Federal Aviation Administration.

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

Authorized Attendance at the 82nd Annual AAAE Conference, May 16-19, 2010, Dallas, TX:

Dr. Clark moved to authorize attendance by board members and staff at the 82nd Annual AAAE Conference, May 16-19, 2010, Dallas, TX.

Second by Mr. Blazek.

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

Received Engineering Services Agreement for Proposed CY2010 Airfield Projects:

Mr. Dobberstein stated Attorney Stewart is in the process of reviewing this proposed engineering services agreement and does have one matter he is going to clarify with Ulteig. He stated this proposed agreement is to design the project to reconstruct the full length of Taxiway B.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated the intent of the project, without financial constraint, would be to reconstruct Taxiway B from Runway 18 to Taxiway D and the estimated cost of that for engineering and construction would be \$6.5 million. He stated if the AIP program was fully funded for this year we would have roughly \$4.8 million of entitlement funds from 2010 and some carryover from the previous year. He stated we would then request discretionary funding from the FAA for the difference. He stated since Congress has not passed the AIP bill but rather just a continuing resolution we can expect to receive only 50% of this year's funds or \$2.4 million, until that bill is passed. He stated the FAA is confident that they will fund the second half of the program to provide you with the balance of the entitlement dollars, as they have in years past.

Mr. Klein stated he has broken the project into three phases. He stated the base bid would be the construction of the taxiway south of runway 9/27 (construction only, no lighting, no engineering costs) would be approximately \$3.8 million. He stated Alternate #1 would be the construction of Taxiway B north of Runway 9/27, again just the construction cost, no lighting, no engineering costs, would be just over \$1.53 million. He stated the third piece would be to upgrade the lighting the entire length of the taxiway at about \$634,173.

Mr. Klein stated you could bid two separate projects but the problem with that is that it is not as efficient as everything is chopped up. He stated there was some discussion about doing just the lighting portion but that could also cause problems if the lighting contractor gets started and then the paving contractor needs to get started and then the lighting contractor is in the way.

Mr. Dobberstein stated there is always the possibility of committing our 2011 entitlements this year, paying for the construction out of our cash reserves, and then paying ourselves back with those entitlement funds in 2011. He stated Part A of the AIP program will give us \$2,382,921 and the same amount in Part B for a total of \$4,765,842. He stated sometime in March they will free up the second half of the entitlements. He stated the discretionary amount is unknown. He stated we can plan on entitlements of \$2.3 million for 2011 and we could commit some or all of those funds. He stated if we open bids in early March or April we will not have to make any major expenditures to the contractors until about May or June and by then we should have the total amount under grant.

Mr. Dobberstein stated he would recommend bidding the entire project, fund it with our cash reserves until we receive our grant funds. He stated he thinks the bidding environment is very favorable right now and if we can get this out before some other projects in the area that would be even better.

Mr. Klein stated he feels they could get the project designed and out to bid in a relatively short period of time.

Gen. Macdonald stated he feels we should bid the whole project.

Mr. Klein stated we could bid the portion of the taxiway north of Runway 9/27 as an alternate and advise the contractor that the alternate will be done should the discretionary funding be awarded.

Received Engineering Services Agreement for Proposed CY2010 Airfield Projects: (Continued)

Mr. Dobberstein stated it is actually to our advantage to have a phase that is available for award sometime during the project because we are then better able to accept the discretionary funds, as you cannot reimburse yourself with discretionary dollars. He stated if we get those discretionary dollars we probably will not have to touch our 2011 entitlements.

Gen. Macdonald moved we approve the award to Ulteig Engineers for the construction design contract for the Base Bid, Alternate #1 and the Electrical portion for the entire length of Taxiway B, subject to independent review of engineering fees and review by legal counsel.

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.

Construction and Security Update:

Nothing to report on construction or security.

Elected Chairman of the Municipal Airport Authority for Calendar Year 2010, as Per Bylaws:

Mr. Blazek moved to elect Mr. Ken Pawluk chairman of the Municipal Airport Authority for calendar year 2010, as per bylaws.

Second by Gen. Macdonald.

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

Elected Chairman of the Municipal Airport Authority for Calendar Year 2010, as Per Bylaws:

Dr. Clark moved to elect Gen. Macdonald vice-chairman of the Municipal Airport Authority for calendar year 2010, as per bylaws.

Second by Mr. Blazek.

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

Macdonald abstained.

Absent and not voting: Pawluk

The motion was declared carried.

Adopt Resolution of Appreciation to Outgoing Chairman Mr. Don Kilander:

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

WHEREAS, Mr. Don Kilander has just completed a year as Chairman of the Municipal Airport Authority, and

WHEREAS, During the year of Mr. Kilander's chairmanship, the Municipal Airport Authority and Hector International Airport have moved steadily and successfully forward, setting the all time passenger boarding record in 2009, and

Adopt Resolution of Appreciation to Outgoing Chairman Mr. Don Kilander: (Continued)

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

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority does hereby commend Mr. Kilander or his 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 Mr. Kilander.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

Kilander abstained.

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

Gen. Macdonald moved to adjourn the meeting to executive session to discuss security issues per Sec. 44-04-24 and 44-04-26 of the North Dakota Century Code.

Second by Dr. Clark.

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

Time at adjournment was 8:34 a.m.

Annual meeting was called back to order at 8:53 a.m.

Other Business:

Mr. Dobberstein stated the giftshop has opened their kiosk in the departure lounge and it has been doing well so far.

Mr. Dobberstein stated The Barnstormer lease is up December 31, 2010, so he will be putting together a request for proposals for a restaurant operator. He stated there are a lot of examples out there we can use, some which will draw national attention by some operations that are picking up some of the smaller airports. He stated we basically have a management contract with Mr. Haug. He stated we own all of the equipment and reimburse him for repairs and also pay his utilities. He stated he pays us 3% and guarantees that we will at least break even.

Other Business: (Continued)

Mr. Dobberstein stated most airports just rent space to an operator and it is a revenue source. He stated the board will need to decide if they want to continue with a management contract or look at a different arrangement. Mr. Dobberstein stated the liquor license is assigned to the Airport Authority by city ordinance and the operator is required to pay the annual fee.

Gen. Macdonald asked if we should ever look at having the restaurant and the giftshop under one operation.

Mr. Dobberstein stated he would prefer to have the food service separate from the news and gifts operation. He stated right now there is some mingling with food and beverage in the departure lounge because the vending machines have been operated by the giftshop.

Chairman Kilander stated we need to remember the history on that and the fact that Mr. Haug didn't want anything to do with the vending machines in the departure lounge and Mr. Clapp stepped up to the plate, took the risk buying those machines and offered to provide that service. He would not like to see us take those away from the giftshop.

Mr. Dobberstein stated at the next meeting we can discuss the timeline for the RFP process. He stated he would like to see us have the proposals in hand the first part of July so that the board has time to review them and make a decision.

Chairman Kilander stated it may be time to take a look at the parking rates in short term as the short term lot seems to be pretty full as people have figured out it doesn't cost that much more in short term vs. long term.

The Annual Meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, February 9, 2010, at 8:00 am.

Time at adjournment was 9:12 a.m.

Regular Meeting

Tuesday

February 9, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 9, 2010, in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held January 12, 2010 and the Annual Meeting Held January 26, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held January 12, 2010 and the Annual meeting held January 26, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$52,572.82:

Mr. Blazek moved to approve the airport vouchers totaling \$52,572.82.
Second by Mr. Kilander.
On the call of the roll, members Blazek, Kilander, Macdonald, Pawluk voted aye.
Absent and not voting: Clark
The motion was declared carried.

Approved the Individual Voucher to Harles Tree Service:

Mr. Kilander moved to approve the individual voucher in the amount of \$7,200.00 to Harles Tree Service for payment request for the Riviera Heights shelterbelt cleanup project.
Second by Mr. Blazek.
On the call of the roll, members Blazek, Kilander, Macdonald, Pawluk voted aye.
Absent and not voting: Clark
The motion was declared carried.

Approved the Individual Voucher in the Amount of \$5,438.00 to Sixel Consulting for January Passenger Enplanement Fees:

Mr. Kilander moved to approve the individual voucher in the amount of \$5,438.00 to Sixel Consulting for January passenger enplanement fees.

Second by Mr. Blazek.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting:

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

Second by Mr. Blazek.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Kilander moved to approve the individual voucher in the amount of \$5,640.00 to Flint Communications for partial payment request for the 2010 airport marketing program.

Second by Mr. Blazek.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Border States Paving:

Mr. Kilander moved to approve the individual voucher in the amount of \$1,585.00 to Border States Paving for partial payment request for construction of the Long Term Parking Lot Expansion and Rehabilitation Project.

Second by Mr. Blazek.

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

Absent and not voting: Clark

The motion was declared carried.

Discussed Entrance Sign Status:

Mr. Dobberstein stated that Dr. Clark requested the board again discuss the matter of the old entrance sign.

Chairman Pawluk asked the members for their opinion on the old entrance sign.

Mr. Blazek stated he feels it should be removed.

Mr. Kilander stated he would concur.

Gen. Macdonald stated he does not want the old one removed until we come up with a solution for the snow covering the new sign.

Mr. Dobberstein stated our staff has been trying a couple of different methods of snow removal to find what will work best.

Chairman Pawluk stated he would like to see the sign painted and remain in place. He stated he has never felt it was objectionable other than needing paint.

Mr. Kilander stated he does not feel strongly about it one way or another.

Chairman Pawluk asked Mr. Dobberstein what he would like to see done.

Mr. Dobberstein stated he always felt it was the board's intention to remove it once the new sign was in place.

Gen. Macdonald moved to authorize the removal of the old airport entrance sign.

Second by Mr. Kilander.

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

Received Communication from Enterprise Holdings Regarding Assignment of Lease from Vanguard:

The communication from Enterprise Holdings dated February 4, 2010, was received and filed without objection.

Mr. Dobberstein stated this is a routine matter for the lease file. He stated Enterprise RAC Company has purchased Vanguard and is requesting the assignment of leases to Enterprise.

Received January Passenger Report:

The January 2010 passenger report was received and filed without objection.

Mr. Dobberstein stated this was the busiest January on record.

Received Revised Engineering Services Agreement for CY2010 Taxiway B Reconstruction Project:

Mr. Dobberstein stated at the last meeting Ulteig Engineers, Inc. had proposed an Engineering Services Agreement for just a portion of the Taxiway B Reconstruction Project, but at the last meeting the board decided to move ahead with the entire project so Ulteig has revised their Engineering Services Agreement to include the entire project.

Mr. Dobberstein stated that Attorney Stewart has reviewed the agreement and we will just need to get an independent engineer's review by Mr. Mark Bittner.

Airport Construction and Security Update:

There was nothing to report on construction or security.

Other Business:

Mr. Dobberstein stated in Frontier's lease agreement there is the requirement of a 60 day written notice of termination. He stated right now it looks like American will take over whatever space Frontier is vacating.

The communication from Frontier Airlines giving a 60 day written notice of termination was received and filed without objection.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, February 23, 2010, at 8:00 a.m.

Time at adjournment was 8:11 a.m.

Regular Meeting

Tuesday

February 23, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 12, 2010, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approve the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 9, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held February 9, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$20,576.89:

Mr. Kilander moved to approve the airport vouchers totaling \$20,576.89.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,460.77 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the 2009 Airfield Drainage Improvements, Project AIP35 and AIP36.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Sixel Consulting, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$542.96 for our share of expenses for presentation at the Allegiant Air Conference.

Second by Mr. Blazek.

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

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

Received Preliminary CY2009 Improvement Fund Report:

Mr. Dobberstein distributed the Preliminary CY2009 Improvement Fund Report and stated this report is preliminary and the figures have not yet been audited.

The report was received and filed without objection.

Authorized Attendance at the AAAE Great Lakes Chapter National Air Service Conference, March 14-16, 2010, Tampa, FL and the ACI-NA Jump Start Air Service Development Conference, June 6-9, San Diego, CA:

Mr. Kilander moved to authorize attendance at the AAAE Great Lakes Chapter National Air Service Conference, March 14-16, 2010, Tampa, FL, and the ACI-NA Jump Start Air Service Development Conference, June 6-9, 2010, San Diego, CA.

Second by Dr. Clark.

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

Discussed March Meeting Dates:

The Municipal Airport Authority will have just one meeting in March, Tuesday, March 23, 2010.

Airport Construction and Security Update:

There was nothing to report on security.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated they are working on the plans for the Taxiway B Reconstruction Project.

Other Business:

Mr. Dobberstein stated after a few phone conversations he received just this morning a map from Idea One for a possible request an easement for the installation of fiber optic cable up to the Armed Forces Reserve Center. He stated they indicated urgency in this request but he has not been able to find anyone with the military that knows anything about this. He stated this may be a request due to a possible flood event which means they would temporarily place the cable above ground. He stated if that is the case he will contact the board members by phone for that approval.

Mr. Dobberstein stated we have been in need of a new forklift and our maintenance staff has solicited informal proposals for a forklift. He stated we have an opportunity to trade our current unit in on a used 2005 Nissan forklift which was turned in after a lease term. He stated after our trade in allowance the cost will be \$12,400.00.

Mr. Blazek moved to approve the purchase of the 2005 Nissan Forklift for \$12,400.00 from Forklifts of North Dakota.

Second by Dr. Clark.

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

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

Mr. Dobberstein stated last year the City used some of our farm fields as borrow pits for clay material for dike construction in the City. He stated if they need clay again this year we will get a request from City Engineer Mark Bittner.

Chairman Pawluk asked if we would make other sites available if needed.

Mr. Dobberstein stated he feels if Mr. Bittner asks for additional sites that means the material is needed.

Mr. Kilander stated he would not be in favor of putting restrictions on the clay borrow areas that may be needed by the City of Fargo for flood protection and would like to see the board authorized the Executive Director to make the determinations as needed.

Gen. Macdonald indicated he agrees.

The board had discussion on possible emergency situations that could happen in the event of a flood, such as a major breach of the sanitary sewer system, etc.

Chairman Pawluk asked Mr. Dobberstein to check into our ability to shut off sewer systems to the east and west terminals and what options we have or measures we may need to take in that event.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, March 23, 2010, at 8:00 a.m.

Time at adjournment was 8:25 a.m.

Regular Meeting

Tuesday

March 23, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 23, 2010, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Kilander, Macdonald, Pawluk

Absent: None

Others: Tjon, Walaker

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 23, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held February 23, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$61,626.10:

Mr. Blazek moved to approve the airport vouchers totaling \$61,626.10.

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$12,856.61 to Flint Communications for partial payment request for 2010 Airport Marketing Program.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Kilander, Macdonald, Pawluk 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 \$6,516.00 to Sixel Consulting for February passenger enplanement fees (Los Angeles - \$2,256.00, Orlando - \$4,260.00).

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Kilander, Macdonald, Pawluk 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 \$1,891.58 to Sixel Consulting for Fargo share of Network USA presentation/expense.

Second by Dr. Clark.

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$220.80 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the 2009 Airfield Drainage Improvements, Project AIP35.

Second by Dr. Clark.

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$86,405.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Taxiway B Reconstruction Project, AIP37.

Second by Dr. Clark.

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

Approved the Individual Voucher to American Eagle Airlines, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$25,000.00 to American Eagle Airlines, Inc. for the airline start-up fee.

Second by Dr. Clark.

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

Received and Accepted FAA Grant AIP37, Taxiway B Reconstruction – Phase I Engineering:

The FAA Grant AIP37 was received and accepted without objection.

Mr. Dobberstein stated we have received AIP Grant No. 3-38-0017-37 from the FAA and he and Attorney Stewart executed the grant last week and returned to the FAA Airports District Office in Bismarck. He stated the amount of the grant is \$490,200.00, which is 95% of the estimated engineering costs for the reconstruction and electrical lighting upgrade to Taxiway B. He stated this amount represents one fourth of our entitlements for the year and we will see the remainder come in increments. He stated we are currently on a three month extension for the AIP program.

Mr. Dobberstein stated Mr. Jeff Klein, Ulteig Engineers, will give us an update later in the meeting, but we did receive the results of the most recent pavement index study conducted by the ND Aeronautics Commission and it looks like the results showed more favorable ratings in some of the pavement areas so we will not have to reconstruct as much as originally thought.

Receive February Passenger Report:

The February passenger report was received and filed without objection.

Mr. Dobberstein stated last month was a record for February and we saw an increase of 16% over 2009 and we are up 12% for the year through February.

Received Preliminary CY2009 Statement of Operations:

The Statement of Operations for CY2009 was received and filed without objection.

Mr. Dobberstein reviewed the report and stated that the figures have not yet been audited but that will be done this summer.

Chairman Pawluk stated he would like to see a comparison of budgeted amounts versus actual for the next meeting.

Mr. Dobberstein stated we did transfer some funds from the operations and maintenance fund to the improvement fund for the long term parking lot project done in 2009. Mr. Dobberstein stated even with the parking lot expansion last summer we had some serious parking issues this last winter. He stated the manager, Robert Kinnoin, has done an excellent job and has gone above and beyond to make certain people are directed where to park when the lot is almost full.

Chairman Pawluk stated he feels we need to move ahead now on the next step in our parking lot plans. He stated that would include the immediate needs for overflow parking if necessary and also our next plan for expansion.

Mr. Dobberstein stated Standard Parking is in the business of doing parking studies and we will probably work with them on that. He stated he is not certain of the cost of such a study.

Mr. Kilander stated if our parking is adequate right now to handle our regularly scheduled flights we may look at an alternate site for parking for charter flights and then use shuttle service for those passengers.

Chairman Pawluk stated if the growth trend continues we are going to run out of parking space and we need to have a plan in place.

Approve Sublease Agreement from Frontier Airlines, Inc. to American Eagle:

Mr. Dobberstein stated Frontier and American Eagle are still working out the arrangements so we don't have anything in writing, but it is American Eagle's intention to take over the space currently occupied by Frontier Airlines. Mr. Dobberstein stated the board can approve the agreement in concept and authorize execution of the agreement once it has been approved by our legal counsel.

Gen. Macdonald moved to give the Executive Director authority to finalize and execute the agreement between Frontier Airlines and American Eagle.

Second by Blazek.

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

Mr. Dobberstein added that Frontier does have three and a half years left on their five year lease and if American Eagle should vacate the space before the end of that term the lease will revert back to Frontier.

Received Communication from Pete Haug Requesting One Year Extension to Barnstormer Lease:

The communication dated March 19, 2010, from Pete Haug, The Barnstormer, was received and filed without objection.

Mr. Dobberstein stated he met with Mr. Haug last week to get some input from him on our request for proposals for the food service operation as he does have some examples of RFPs from other similar airports. He stated during that meeting Mr. Haug brought up the possibility of a one year extension.

Mr. Haug was recognized and stated it had been his intention to retire at the end of this year but he has had some second thoughts about that. He stated he has had some good years and bad years at the airport and a few years ago he had to put some money into the operation to keep it afloat. He stated last year was a good year and he was able to pay off most of that debt and wanted to have one more year. He stated he would not extend it beyond that one year. He stated his request is a combination of personal and business reasons.

Chairman Pawluk stated when we compare the revenue this airport receives from its restaurant operator to other airports similar to us such as Grand Forks and Bismarck it seems to be way below the others and he wonders what they are doing that we are not doing to generate that much more revenue.

Gen. Macdonald stated he would like to defer the matter and think about it a little bit as it was his feeling we had already closed the door by directing the Executive Director to draft a Request for Proposals. He asked if 30 days would delay that process.

Mr. Dobberstein stated it was his intention to have a draft RFP for the board's review by the end of April or first of May and have it out by June so that we can receive proposals by the first meeting in August so that we have at least 90 days for the transition.

Mr. Kilander stated he is aware that the board directed the Executive Director to move ahead with a request for proposals but he is wondering if granting a one year extension will cause that much of a problem for that process.

Mr. Dobberstein stated the board has the ability to decide whether or not it wants to extend contracts.

Received Communication from Pete Haug Requesting One Year Extension to Barnstormer Lease:
(Continued)

Chairman Pawluk stated he feels it is time for us to speak frankly. He stated he can only speak for himself but he feels the Airport Authority has not had a high degree of satisfaction with the restaurant operation for some time now. He stated on one hand we have an opportunity to bring in a new operator and probably increase revenues to the airport, and Pete may decide to submit a proposal. He stated on the other hand Pete has had the operation for 30 years and it probably wouldn't hurt to extend it for one year. He stated we also have to consider that we are probably well under the market as far as revenues to the airport and we do have a fiduciary responsibility to the public. He stated we did have a request to extend a farm land lease but we chose not to because it would have been under what the market price would have been. He stated he could go either way but we have to balance out all of those factors and make a decision that will best serve the traveling public while meeting our fiduciary responsibilities. He stated deferring this for 30 days does not prevent Mr. Dobberstein from moving ahead on drafting a request for proposals.

Mr. Blazek asked Mr. Dobberstein for his opinion.

Mr. Dobberstein stated he will be drafting a request for proposals anyway whether it is now or a year from now.

Mr. Kilander moved the Airport Authority extend the lease for The Barnstormer to December 31, 2011.

Second by Mr. Blazek.

Mr. Kilander stated he agrees with Chairman Pawluk's comments on balancing all of those factors and he does not think a one year extension would be shirking our fiduciary responsibilities.

Gen. Macdonald stated to put it bluntly he stated he feels the quality of service in the restaurant is not there. He stated he had a friend who owned a restaurant and when you walked into the restaurant you didn't have to ask if he was there, you could tell he was there by the way the staff was functioning. He stated it is his personal observation and opinion that Mr. Haug does not spend enough time in the restaurant to properly manage his staff.

Chairman Pawluk called for a vote on the motion.

On the call of the roll, members Blazek and Kilander voted yes.

Clark, Macdonald and Pawluk voted no.

The motion failed.

Received Letter from Dakota Jet LLP Regarding Jet Charter Service:

The communication dated March 5, 2010, from Dakota Jet, LLP was received and filed without objection.

Mr. Dobberstein stated Dakota Jet, LLP had been providing Part 135 charter operations under Fargo Jet Center's FBO operations and had recently requested they be able to transfer their operation to under the Fargo Aircraft Maintenance agreement effective January 1, 2010. He stated this is their notice that Dakota Jet will no longer provide jet charter services from the airport.

Received and Approved Memorandums of Agreement with the City of Fargo and Cass County for Clay Material Sites:

Mr. Dobberstein stated these are the agreements with the City of Fargo and Cass County for clay material borrow sites on airport land. He stated due to the emergency nature of the situation the agreements have already been signed by all parties. He stated the written agreements assist them with FEMA reimbursements. He stated the City started to dig at the point they left off last year. He stated the clay material in the site they used last year was too wet and were not able to use that.

Mr. Dobberstein stated this is the land leased by NDSU and they will probably not be able to plant their crop this year so we have not invoiced them for this parcel for 2010. He stated the City of Fargo will probably be obligated to pay the cash rent for the year. He stated NDSU does not have the equipment to do the land leveling and they may not want to do that this year since the site could be disturbed again next year.

The memorandums of agreement were received and approved without objection.

Chairman Pawluk stated the borrow site for Cass County was for the Stockman Addition and Highland Park, but they did not have to use any of the material at this point. He stated since these subdivisions are not part of the City of Fargo, he thinks it may be reasonable to draft an agreement with these developments that they recognize the existence of the airport in exchange for future use of airport land for borrow sites. He stated the agreement may not mean anything today but it may in 50 years when there are new residents who may have noise complaints relative to the airport. He stated we are a good neighbor and want to continue to be a good neighbor.

Mr. Kilander moved the Airport Authority draft an agreement between the airport and the Cass County subdivisions near the airport whereby in exchange for use of clay material for dikes to protect those subdivisions that the subdivisions recognize the right of the airport to exist

Second by Gen. Macdonald.

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

Received Preliminary South General Aviation Area Hangar Plan from Mr. Jeff Johnson:

The communication from Mr. Jeff Johnson dated March 19, 2010, was received and filed without objection.

Mr. Dobberstein stated Mr. Johnson was not able to be here today. He stated he is requesting to lease property to construct a hangar in the south general aviation area. He stated the site he is looking at is adjacent to a hangar owned by Mr. Francis Butler and on which Mr. Butler has a 90 day right of first refusal. He stated Mr. Johnson has visited with Mr. Butler and he indicated he does not intend to exercise his right of first refusal on that site.

Mr. Dobberstein stated he received some preliminary plans from Mr. Johnson and we will get further details on those at our next meeting.

Chairman Pawluk stated while we cannot approve this today he stated we certainly approve of the concept and encourage the growth.

The item was delayed until the next meeting.

Airport Security and Construction Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated they are about 90% complete with the plans for the Taxiway B Reconstruction Project. He stated they plan to be able to open bids by the end of April.

Mr. Klein stated the original intent was to reconstruct the entire length of Taxiway B from Taxiway D to the Runway 18 threshold. He stated we did receive the new Pavement Condition Index Report from the ND Aeronautics Commission and this report showed more favorable conditions on some of the pavement on the north end of the taxiway so that will result in less paving.

There was nothing to report on security.

Other Business:

Mr. Dobberstein stated American Eagle will have their inaugural flight on April 6 and there will be a news conference and welcome event prior to that.

The meeting was adjourned until the next regular meeting of the Municipal Airport Authority to be held Tuesday, April 13, 2010, at 8:00 a.m.

Time at adjournment was 9:08 a.m.

Regular Meeting

Tuesday

April 13, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 13, 2010, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 23, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held March 23, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$29,589.03:

Dr. Clark moved to approve the airport vouchers totaling \$29,589.03.

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Forklifts of Minnesota, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$12,400.00 to Forklifts of Minnesota, Inc. for the purchase of a 2005 Nissan AL50 Forklift.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$23,513.80 to Flint Communications for partial payment request for 2010 Airport Marketing Program.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Kilander, Macdonald, Pawluk 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 \$6,376.00 to Sixel Consulting for March passenger enplanement fees (Orlando - \$3,844.00, Los Angeles - \$2,532.00).

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to the Foreign Trade Zone Corporation:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,787.50 to the Foreign Trade Zone Corporation for the annual report.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$3,865.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Taxiway B Reconstruction Project, AIP37.

Second by Mr. Blazek.

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

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

Received March Passenger Report:

The passenger report for March 2010 was received and filed without objection.

Mr. Dobberstein stated we boarded 36,075 passengers in March, which is the busiest March and also the busiest month on record for the airport. He stated this is a 24.5% increase over March 2009 and a 16.4% increase for year to date over 2009.

Received First Quarter 2010 PFC Report:

The PFC report for the first quarter of 2010 was received and filed without objection.

Received Communication from EideBailly Regarding CY2009 PFC Audit:

The communication from EideBailly dated March 12, 2010 was received and filed without objection.

Mr. Dobberstein stated EideBailly conducted the PFC audit for CY2009 and the findings stated that the Municipal Airport Authority of the City of Fargo, North Dakota complied, in all material respects, with the requirements referred to that are applicable to its passenger facility charge program for the year ended December 31, 2009.

Received Communication from Jeff Johnson Regarding Proposed South General Aviation Area Hangar Project:

Mr. Dobberstein introduced Mr. Jeff Johnson and stated Mr. Johnson has a couple of site plan options for a proposed hangar in the south general aviation area. He stated as we discussed at the last meeting, Mr. Francis Butler has a 90 day right of first refusal on the site Mr. Johnson has advised that Mr. Butler has indicated to him that he would be willing to waive that right.

Mr. Dobberstein explained that Option #1 would locate the 80' x 80' hangar as far south on the lot as possible to the taxi lane in order to cut down on the costs of concrete pavement. He stated Option #2 has the south edge of the building in line with the adjacent hangar and would require more pavement. He stated the hangar setback must be 81' from the centerline of the taxiway. He stated with both options Mr. Johnson is proposing to move the fence as needed to get proper distance from the existing building.

Mr. Dobberstein stated he prefers Option #2 because it maintains the established site line. He stated we also need to keep in mind the future expansion of the Fargo Air Museum. Mr. Dobberstein stated this is the first step in the process of the construction guidelines and that is for the board to approve the concept and then Mr. Johnson will move further with building plans, etc. He stated Mr. Jeff Johnson has also visited with Mr. Dave Johnson, City of Fargo Engineering, and they will allow a curb cut off 16th Street so that he would be able to drive up to his hangar. He stated there are other hangars on the airport with access in the fence line.

Mr. Jeff Johnson was recognized and stated the board's approval of either option today will allow him to move further in the process and get an idea of costs. He indicated his building may be 80' x 80' or 80' x 60', which is the same as Mr. Butler's hangar.

Chairman Pawluk stated he would also like to preserve the site line and it also maximizes the use of the valuable ground, as there is not much space left in the south general aviation area.

Mr. Dobberstein stated the preference of the board in the past has been to maximize the use of the grass areas that we have and to build structures as close together as building code will allow. He stated our leases have been for the footprint of the building plus five feet, so there would be ten feet between buildings. He stated if additional hydrants are required Mr. Johnson would need to take that into consideration also.

Received Communication from Jeff Johnson Regarding Proposed South General Aviation Area Hangar Project: (Continued)

Mr. Dobberstein stated if the City of Fargo approves a curb cut on 16th Street we would enter into a license agreement with Mr. Johnson as we own the property but the City of Fargo has the right of way.

Chairman Pawluk stated the approval requested of the board today is the concept of the location of the proposed hangar.

Mr. Dobberstein stated when the Guard abandons the David F. Johnson Reserve Center, just north of this site, they will be returning that to the Airport Authority, which will open some more opportunity for us.

After further discussion, it was the consensus of the board to approve the concept of Option #2 proposed by Mr. Jeff Johnson in order to allow him to move to the next step.

Mr. Dobberstein stated he would send a letter to Mr. Francis Butler requesting him to act on his 90 day right of first refusal. He added that if Mr. Johnson changes his mind Mr. Butler would not be out anything and he would again be granted that right of first refusal.

Received Notice from Rob Stenerson Advising of Corporate Name Change to Stenerson Brothers (Farm Contract):

The communication from Mr. Rob Stenerson was received and filed without objection.

Mr. Dobberstein stated this is just a matter of record that R & T Stenerson Farms has changed their corporate name to Stenerson Brothers Partnership. He stated he will direct our legal counsel to draft an addendum to their lease noting the change.

Discussed Scope of Possible East Terminal Exterior Window/Door Replacement:

Mr. Dobberstein stated we did receive a request last December from Spectrum Aeromed regarding the need to address the replacement of windows and doors in their office space in the Eastside Terminal. He stated we were recently advised by the ND Aeronautics Commission of energy grant funds available through the ND Department of Commerce for energy improvement projects, up to a maximum of \$100,000. He stated since that time we have learned that all of the funds have been disbursed.

Mr. Dobberstein stated it would not cost a lot of money to replace the doors and windows in the Spectrum Aeromed lease space but it might be time for us to conduct an overall energy assessment of the Eastside Terminal. He stated he discussed this possibility with Mr. Terry Stroh, TL Stroh Architects, and they indicated they could conduct that assessment and come up with an analysis on payback for any improvements. He stated Mr. Stroh has indicated they could conduct this assessment for a fee of \$3,000.

Gen. Macdonald moved the Airport Authority engage the services of TL Stroh Architects to conduct an energy assessment of the Eastside Terminal building for a fee of \$3,000.

Second by Mr. Kilander.

Mr. Stroh stated this assessment would not only look at doors and windows but the mechanical system, lighting, etc. He stated they will identify items consuming a lot of energy and then determine payback on improvements.

Discussed Scope of Possible East Terminal Exterior Window/Door Replacement: (Continued)

Chairman Pawluk called for a vote on the motion.

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

Chairman Pawluk indicated we would address the request from Spectrum after this assessment has been completed so that we will know the best way to address their needs.

Considered Request to Establish Shelterbelt Adjacent to Residence West of County Drain 10:

Mr. Dobberstein stated we have looked at establishing a shelterbelt north of the residential area on the west side of County Drain 10 for some time now. He stated he does not know why but for some reason but the perimeter fence in that area does not follow the property line. He stated one of our employees, Henry Swedberg, owns the first house and he is requesting a shelterbelt for a snow and noise buffer. He stated the suggested location for the shelterbelt is outside of the airport fence but it is on airport property. He stated this is similar to other shelterbelts we have planted, such as the Riviera Heights shelterbelt. He stated Cass County Soil Conservation will be doing the shelterbelt in the north general aviation area and we can see if they would be able to do this one as well.

Chairman Pawluk asked if we should also consider moving the fence at the same time.

Mr. Dobberstein stated we can certainly get an estimate.

Gen. Macdonald stated he does not see the need for moving the fence if it has not been a problem.

Mr. Kilander stated we have certainly set a precedent with other neighbors so this is not something new.

Chairman Pawluk agreed we have set the precedent of being a good neighbor, but since it is an airport employee we need to make certain that it is not something that will be called into question by others.

Mr. Kilander stated he feels this is continuing a process that has been in place for a long time.

Gen. Macdonald stated he does not see any problem with this request.

Mr. Kilander moved the Airport Authority move forward with the shelterbelt sound barrier as requested and coordinate the project in a timely manner with Cass County Soil Conservation when their budget allows and that staff be given the latitude on final negotiations on the types of trees and exact area of planting.

Second by Gen. Macdonald.

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

Mr. Blazek now absent.

Parking Lot Update:

Mr. Dobberstein stated last week Mr. Clint Joy, the Regional Manager for Standard Parking. He stated he spent quite a bit of time with the parking lot manager, Robert Kinnoin, and went over several aspects of the parking lot. He stated they plan to make a presentation to the board at the next meeting with their ideas for additional parking spots. He stated they are looking at things like moving the exit booths to gain space or eliminating some of the grass areas for additional spaces. There is also the possibility of the addition of an economy lot in which you swipe your credit card to enter and also when you leave so no attendant would be required.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated they will advertise the Taxiway B Reconstruction Project starting April 19 and open bids on May 10. He stated we do not yet know when the funding will come through from the FAA.

There was nothing to report on security.

Other Business:

Chairman Pawluk stated he would like to discuss the airport's guidelines for purchasing and asked Mr. Dobberstein to outline those guidelines.

Mr. Dobberstein stated we tend to follow the same guidelines as the City of Fargo, however, City ordinance and the ND Century code allow this board to do whatever it desires. He stated purchases under \$10,000 require only informal bids and over \$25,000 would need formal bids. He stated we have never followed the \$10,000 limit but have followed the guidelines for purchases over \$25,000. He stated we also have FAA guidelines to follow when using federal funds.

After further discussion, Mr. Dobberstein was directed to draft purchasing guidelines for review and adoption by the board.

Mr. Dobberstein stated we did receive notice from the FAA that there was a determination of no hazard to air navigation for the proposed 81' wind tower at the John Trautman residence west of the airport along Old Highway 81. He stated we do not know if it would cause any reflectivity problems for the radar as we are not certain whether that was included in this analysis.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, April 27, 2010, at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 9:09 a.m.

Regular Meeting

Tuesday

April 27, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 27, 2010, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 13, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held April 13, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$33,286.97:

Gen. Macdonald moved to approve the airport vouchers totaling \$33,286.97.

Second by Dr. Clark.

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

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

Approve the Individual Voucher to EideBailly:

Dr. Clark moved to approve the individual voucher in the amount of \$1,225.00 to EideBailly for the financial audit of the Passenger Facility Charge Program for the year ended December 31, 2009.

Second by Dr. Clark.

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

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

Reviewed Proposed Delta Ticket Counter Modification for Self Service Units:

Mr. Dobberstein stated this is a project that has been in the works since the day Northwest Airlines installed the self service check-in devices about 10 years ago. He stated Delta has hired MinKo Construction, Inc. to make the modifications. He stated Delta wants to eliminate the self standing units and will incorporate them into the counter. He stated they have presented three options for the project.

Gen. Macdonald moved the Executive Director be placed in charge of any decisions on the ticket counter modification project for Delta.

Second by Mr. Kilander.

Chairman Pawluk stated he is not certain why we are involved in this decision process as the branding that an airline uses is important to them. He stated he is happy to turn it over to the Director.

Chairman Pawluk called for a vote.

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

Reviewed Purchasing Information:

Mr. Dobberstein stated at the last meeting the board requested information regarding our purchasing policy. He distributed a copy of the City of Fargo's purchasing policy and he stated while we have generally followed this policy we are not bound to this as allowed by the ND Century Code 2-02-07 – General Powers of an Authority. He stated that we continue to use \$15,000 as the threshold for getting informal bids. He stated any project ranging from \$15,000 to \$100,000 of non-federal funds we have solicited either informal or formal bids.

Gen. Macdonald moved the Airport Authority establish a formal purchasing policy based on the policy we are currently following, that the policy be put in writing and brought before the board for any necessary alterations and final acceptance.

Second by Mr. Kilander.

Gen. Macdonald stated he does not think there is any problem with what we are doing; we just need to adopt a policy officially in the event there ever is a question we can refer to a written policy. He stated he feels the Airport Authority members are a lot closer to actual purchasing decisions than the City Commission for example.

Chairman Pawluk stated once this motion is approved the Director will draft the policy and it will be memorialized.

Mr. Kilander stated a written policy will protect the staff.

Mr. Blazek stated he would even encourage higher limits.

Mr. Dobberstein stated there are very few instances where we would go beyond that \$15,000 limit, except may be for an emergency situation such as a watermain break or some other mechanical breakdown which would require immediate attention.

Chairman Pawluk called for a vote on the motion.

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

Received East Terminal Request for Qualification Responses from Real Estate Firms:

Mr. Dobberstein stated he used the directory from the Chamber of Commerce to send out requests for proposals to commercial real estate firms for the marketing of space in the Eastside Terminal. He stated he received five responses, two declined to submit proposals, and three proposals were received from Coldwell Banker, Cityscapes Development and Property Resources Group. He stated the only party to actually come out and look at the facility was Mr. Rick Flacksbarth, Cityscapes Development.

Mr. Rick Flacksbarth, Cityscapes Development, was recognized and stated even though he has been in the real estate market just in the last year he has a 27 year background in advertising and marketing and he plans to use his experience there to market the Eastside Terminal for the Airport Authority in a unique way.

Mr. Kilander stated having spent most of his life in the real estate business he feels that if people don't have the interest or inclination to even come out and see the property it is an indication of the amount of commitment.

Mr. Kilander moved to accept the proposal of Cityscape Development.

Second by Gen. Macdonald.

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

Mr. Dobberstein stated Mr. Flacksbarth will bring forth a listing agreement we will make effective May 1, 2010. He stated there are some firms that have already approached us regarding space and those will be listed as exemptions, as well as existing tenants wishing to expand leases.

Authorized Attendance at the AAEE Legislative Issues Conference, July 19-20, 2010, Washington, DC:

Gen. Macdonald moved to authorize attendance at the AAEE Legislative Issues Conference, July 19-20, 2010, Washington, DC.

Second by Mr. Blazek.

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

Airport Construction and Security Update:

There was nothing to report on security.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they have started the energy assessment on the Eastside Terminal Building.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated they finished the specifications for the Taxiway B Reconstruction Project and the project is now being advertised for bids. He stated bids will be received on May 10 at 10:00 a.m. He stated we still do not know the exact amount of federal funding we will receive. He stated his estimate for the project is \$4.4 million and we are expecting \$4.3 million in federal funds for this project.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, May 11, 2010 at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 8:40 a.m.

Regular Meeting

Tuesday

May 11, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 11, 2010 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 27, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held April 27, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$20,246.04:

Mr. Kilander moved to approve the airport vouchers totaling \$20,246.04.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Kilander, Macdonald, Pawluk 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 \$7,864.00 to Sixel Consulting for April passenger enplanement fees (American - \$3,432.00, Allegiant/LAX - \$2,070.00, Allegiant/Orlando - \$2,362.00).

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$14,863.16 to Flint Communications for partial payment request for 2010 airport marketing program.

Second by Dr. Clark.

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

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

Received Bid Tabulation and Recommendation of Award from Ulteig Engineers, Inc. for Taxiway B Reconstruction, Project AIP38:

Mr. Jeff Klein, Ulteig Engineers, Inc., was recognized stated we received and opened bids for the Taxiway B Reconstruction Project yesterday. He stated we received bids from two contractors, Northern Improvement Company and Strata Corporation. He stated the project consists of the base bid, Alternate #1 (surface painted hold signs mandated by the FAA), Alternate #2 (enhanced taxiway centerline marking also mandated by the FAA), Alternate #3 (taxiway edge lights for airport stock on hand). He stated Alternate #3 is not eligible for AIP funding since it is a maintenance item but if we include it in the project we can buy them at a reduced price.

Mr. Klein stated Northern Improvement was the overall low bidder at \$3,371,804.53 and he recommended awarding the project to them. He stated 95% of the \$3,365,444.53 project is eligible for AIP funding which is \$3.2 million and the airport local share would be approximately \$168,000.00. He stated the FAA has advised that based on a full year's entitlements available is \$4.275 million but congress has authorized only 83% of that or \$3.5 million. He stated that is more than the federal share required to complete this project.

Gen. Macdonald moved to award the base bid and three alternates to Northern Improvement based on their bid of \$3,371,804.53, subject to receipt of Grant AIP 3-38-0017-38.

Second by Mr. Blazek.

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

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

Received Communication from AVISTA Requesting Space in the East Terminal:

The communication dated May 6, 2010 from Mr. Thomas M. Bragg, AVISTA, was received and filed without objection.

Mr. Dobberstein stated this potential tenant was brought to us by the Greater Fargo-Moorhead Economic Development Corporation. He stated they are requesting to lease 1,500 square feet on the second floor, with a 30 day right of first refusal on the adjacent 1,265 square feet. He added the request was for a three year term and three one year options.

Chairman Pawluk stated he does not like the idea of a 30 day right of first refusal. He stated this request is an example. They want to occupy the space June 1 and today is already May 11. He stated he thinks those rights of first refusal slow things down and inhibit the process. He stated he would agree to a shorter period such as five days.

Received Communication from AVISTA Requesting Space in the East Terminal: (Continued)

Mr. Kilander stated if we did not have vacant space in the building he would agree, but since we do have space available he does not have a problem granting this request.

Gen. Macdonald moved to approve the lease of space in the East Terminal to AVISTA and that we grant them a 15 day right of first refusal on the adjacent 1,265 square feet.

Second by Dr. Clark.

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

Received Passenger Retention Study Results from Sixel Consulting:

The retention study conducted by Sixel Consulting was received and filed without objection.

Mr. Dobberstein stated it has been a couple of years since we have had a retention study conducted. He stated the data is collected from travel agents from ticket sales based on zip code data.

Received First Draft of Proposed Food and Beverage Request for Proposals:

Mr. Dobberstein stated he provided the board members with Draft #1 of the Request for Proposals for the food and beverage concession. He stated he reviewed a number of requests from other airports and this is a combination of information from those he reviewed. He stated the major changes from our current agreement are as follows:

- We currently pay the electrical charges each month and they pay their own natural gas, but we would require they reimburse MAA for their electrical costs.

- We will require they pay for their employees' parking permits and it is up to them whether or not they recoup that cost from their employees.

- We are currently reimbursing the operator for maintenance and repair costs to equipment but he is proposing the new operator assume those costs. He stated if a piece of equipment is beyond repair we would then purchase the new equipment.

- Proposed percentages paid to the MAA are 7% on food sales and 12% on liquor, which are the percentages paid previously. He stated that would be the minimum and it is not out of line with other similar airports.

Mr. Dobberstein stated he is working on setting a time frame for this process. He stated the Airport Authority does own the liquor license but the operator pays the annual fee. He stated there is a 60 day process for the background check for the new operator for the liquor license. He stated he is proposing to advertise June and July, receive proposals in August and make a selection in September.

Chairman Pawluk asked if we are making it too difficult for a new operator to make a profit since we are more than doubling the percentage to the airport and also making them pay some costs currently paid by the airport. He stated we want the operator to be able to come in and make some money.

Received First Draft of Proposed Food and Beverage Request for Proposals: (Continued)

Mr. Blazek stated he is concerned about the operator being responsible for maintenance of the equipment. He stated if the tenant is responsible for the maintenance it sometimes tends not to get done.

Mr. Dobberstein stated one of the requirements in the operating plan is for the proposer to provide a maintenance program plan.

Gen. Macdonald stated the lease has to be flexible enough so the Director has the ability to adjust the rates under certain circumstances. He stated we don't want to give them a blank check but we want the operator to be profitable.

Dr. Clark stated we should not set our expectations too low. She stated we did adjust the rates down for the current operator but there are some valid reasons why money has not been made. She stated there might not be that much interest but we should start with quality and what we want and see what we get for proposals.

Gen. Macdonald stated there are obviously other airports that are making money on their restaurant operations.

Mr. Dobberstein stated we will certainly advertise nationally in the AAE publications as there is some interest from national chains for markets our size. He stated we have also had some interest shown from local operators. He stated we also need to encourage Minority Business Enterprise and Disadvantaged Business Enterprises, which does require they go through the certification process with the State.

Gen. Macdonald stated if the Director is comfortable with the request as proposed today he is fine with moving ahead.

Mr. Dobberstein stated we can wait for a final draft until the next meeting and if any board member has any other changes between now and then they can be added.

Mr. Kilander stated the biggest desire is to have a viable operator that meets the needs of the traveling public.

Mr. Dobberstein stated we will also have to set a benchmark for any improvements that need to be made so that the facility is in good condition before the new operator takes over.

Continued Discussion Regarding Purchase Information:

Mr. Dobberstein stated after discussion at the last meeting regarding the airport purchasing policy he has an updated proposed draft for purchasing guidelines.

Gen. Macdonald stated he feels we should add a paragraph covering those emergency situations where you don't have time to get bids or proposals. He stated he would also like to see language prohibiting "splits" on projects. He stated he is not certain of the language to use but it should spell out that "bids for services shall not be split and all like services within a certain period of time should be bid at one time".

Mr. Dobberstein stated he will also include a reference to the ND Century Code for airport authorities.

Received Update Regarding Proposed Wind Tower to be Located Near Old Highway 81 and 32nd Avenue North:

A copy of the communication from the Federal Aviation Administration Air Traffic Airspace Branch to John Hanson, Enterprise Sales Co. dated April 8, 2010, was received and filed without objection.

Mr. Dobberstein stated Mr. Hanson is here today and is representing Mr. John Trautman, the property owner proposing the tower, as his consultant.

Mr. Dobberstein stated that although Mr. Trautman has received a determination of no hazard to air navigation from the FAA, there is still the matter of zoning with the City of Fargo and the fact that current zoning does not allow any structure above 35' on this property. He stated the property owner would need to request a variance to go above that height. He stated as an adjacent property owner we received a communication from the City of Fargo Planning and Development advising of Mr. Trautman's petition for variance for the 82' tower. He stated the Airport Authority needs to decide what precedence a project like this would set.

Mr. Hanson was recognized and stated that Mr. Trautman is a disabled veteran who is looking to construct this wind tower to help control his energy costs. He stated Mr. Trautman has been working on this project for almost a year and he feels the City of Fargo led them to believe that as long as the FAA does not object the project should be fine. He stated Mr. Trautman has already spent several thousand dollars on the project.

Mr. Dobberstein stated he is not certain when the City of Fargo Planning and Development discovered that the land is zone agricultural and does not allow structures over 35'.

Chairman Pawluk stated he likes the idea of wind towers and would love to have one on his own property, but as a pilot he is opposed to any structures of this height near a runway. He stated this board has been consistent in the past in opposing previous requests for wind towers in the vicinity. He stated we have also opposed changes to height restrictions around the airport. He stated he would recommend that we oppose this variance.

Mr. Kilander stated it is easy to get caught up in the individual's particular situation and needs, but as an airport authority our first concern is the airport and our responsibility for safety. He asked Mr. Jim Sweeney, Fargo Jet Center, if he has any concerns about this.

Mr. Jim Sweeney was recognized and stated he does not have any problem with this. He stated there are probably light poles on the airport just as high.

Mr. Dobberstein stated the heights of the light poles on the airport vary but the FAA determines those heights relative to their proximity to the extended centerlines of the runways.

Gen. Macdonald stated his position is that we should not object to this. He stated if the FAA has approved this he does not see why we would object.

Gen. Macdonald moved the Airport Authority not object to Mr. Trautman's petition for variance to construct an 82' tower at 3307 US Highway 81 North.

Second by Kilander.

All members present voted aye and the motion was carried.

Airport Construction and Security Update:

There was nothing to report on security and nothing further to report on construction

Other Business:

Mr. Danny Blaha, airport intern, was recognized and thanked the board for the opportunity to serve in this internship the past few months. He stated he will be returning to school and plans to finish his degree next year. He also introduced Mr. Mathias Elders who worked with him on a flight simulator project at the Fargo Air Museum during the Upper Midwest Aviation Symposium. He stated he is pursuing his Eagle Scout patch and fulfilling the requirement to attend a public meeting.

Mr. Dobberstein stated this was a unique internship as we were able to partner with Fargo Jet Center.

Mr. Dobberstein stated Spectrum Aeromed, a tenant in the East Terminal, is in Phase II of their construction of improvements to their space and we will need to address the issue of the replacement of exterior windows in their space.

Mr. Dobberstein stated we were able to sell a surplus John Deere Tractor/Mower in an on-line auction and received \$9,300.00. He stated we also have a sweeper which did not sell but we will include that in the City's auction later this year.

Mr. Dobberstein stated we are working with Indigo Signs on a plaque for Joe Parmer. He stated we have been working with the Parmer family on this for a while now.

Mr. Dobberstein stated Standard Parking representatives will be here at the next meeting for an update on the parking lot.

The meeting was adjourned until the next regular meeting to be held Tuesday, May 25, 2010 at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 9:02 a.m.

Regular Meeting

Tuesday

May 25, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 25, 2010, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority held May 11, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held May 11, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$23,337.78:

Mr. Kilander moved to approve the airport vouchers totaling \$23,337.78.
Second by Gen. Macdonald.
On the call of the roll, members Blazek, Kilander, Macdonald, Pawluk voted aye.
Absent and not voting: Clark
The motion was declared carried.

Approved the Individual Voucher to Forum Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$321.60 to Forum Communications for advertisement for bids for Taxiway B Reconstruction Project, AIP38.
Second by Mr. Kilander.
On the call of the roll, members Blazek, Kilander, Macdonald, Pawluk 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 \$6,530.00 to Sixel Consulting for payment request for passenger retention analysis and quarterly passenger report.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,362.05 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with 2009 Airfield Drainage Improvements, Project AIP35.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$560.70 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Airfield Drainage Improvements, Project AIP36.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$7,730.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Taxiway B Reconstruction project, AIP37.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Continued Discussion Regarding Food and Beverage Request for Proposals:

Mr. Dobberstein stated since the last meeting and the discussion regarding the food and beverage request for proposals we have incorporated the changes discussed and Darren Anderson put the information on a more readable format.

Mr. Dobberstein stated he is proposing the following schedule:

- Advertise the request for proposals for 60 days starting June 7. He stated we will advertise in the legal section in The Forum, Airport Revenue News, and also in the AAAE publications.

- Proposals will be due by noon on Thursday, August 5, 2010 as the MAA meets Tuesday, August 10.

- The board has a few options as far as making the selection. He stated the board could choose to narrow the list at the meeting on August 10, or the board could appoint a subcommittee to review all of the applications, narrow the list, and then invite those proposers to the meeting on August 24. He stated he will highly recommend that anyone making a proposal make an on-site visit to the facility. He stated we are currently working with Mr. Haug on the list of assets owned by the airport. He stated there is very little equipment in the restaurant that the airport does not own.

Mr. Dobberstein stated we have already been contacted by interested parties.

Mr. Kilander stated his main goal is to provide service to the travelling public rather than making certain the food service is a revenue source for the airport.

Mr. Kilander moved to approve the process to advertise the request for the food and beverage proposals and to approve the schedule proposed by Mr. Dobberstein.

Second by Mr. Blazek.

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

Continued Discussion Regarding Purchase Information:

Mr. Dobberstein distributed Draft #2 of the proposed Purchasing Guidelines. He stated the changes made since discussion at the last meeting included reference to the North Dakota Century Code and also a provision for emergency situations where repairs would be need to made right away in order to minimize damage. He stated the third change addresses situations where a project may be split into segments so that a project falls below the amount which would require proposals. He stated this provision states

“The Executive Director will use good management practices to administer the purchase of goods and services to complete the full scope of a project, as one project where possible, in an effort to avoid situations that appear to circumvent this policy. The total estimated cost of a project will be used as the guide.”

Continued Discussion Regarding Purchase Information: (Continued)

After further discussion, it was the consensus of the board that the members would review the proposed policy and make any further suggestions before the next meeting at which time the board can approve and adopt the policy.

Reviewed Parking Lot Expansion Options Under Current Paving Contract Along With Future Vehicle Parking Plan Options:

Mr. Dobberstein stated Mr. Clint Joy, Regional Vice President, Standard Parking, and Mr. Robert Kinnoin, Fargo Manager, are with us today. Mr. Dobberstein stated that he, Gen. Macdonald and Darren Anderson met with Mr. Joy at the AAE Conference in Dallas last week, along with Jeff Klein and Jon Scraper, Ulteig Engineers, and Jack Ricchiuto, Standard Parking. He stated the board has been discussing the need to move ahead now on the next step in our parking lot plan, including the immediate needs for overflow parking if necessary and also our next plan for expansion.

Mr. Dobberstein stated we tasked Mr. Joy with laying out a Master Plan based on their vehicle counts and our passenger growth based on various growth percentages (2%, 7%, 12%). He stated we were looking for both immediate and long term plans. He stated we had also talked about doing any immediate expansion this year under the current contract with Border States Paving which is not yet 100% complete, but after discussing the matter with Attorney Stewart we agreed it may be in our best interest to put the project out for bids. He indicated we would discuss this further after Mr. Joy's presentation.

Mr. Clint Joy was recognized and stated his presentation includes historical information based on average vehicles on the lot, which tells us the story of the growth and what we need to do moving forward. He stated we have had some incredible growth over the last two years. He stated this year over spring break there was a time when we had only eight spaces available but our General Manager, Mr. Robert Kinnoin, did a great job making certain everyone had a place to park. He stated we currently have 238 short term spaces and 1,258 long term spaces.

Mr. Joy stated current annual growth of average overnight vehicles is up 26.25% year to date over 2009 and enplanement growth ytd is 15.8% over last year. He stated Allegiant may have something to do with that. He stated it is in our best interest to have 10% of the lot available at anytime to help with peak times. He stated with only 2% growth in passengers we will be running into problems as early as March 2011.

Mr. Joy stated Ulteig Engineers has prepared a plan showing additional spaces that could be gained from existing grass area around the existing long term lot, interior and perimeter expansion. He stated this proposal would give us an additional 219 spaces at an estimate cost of \$450,000. He stated he feels the time to do this is now. He added he does not know how long this growth will continue but we should at least take this step and look at how we will move forward after that.

Mr. Joy stated they had discussed moving the exit plaza to the south end of the lot but because of traffic flow issues and the required relocation of an electrical junction they decided against that at this time.

Mr. Joy stated they also discussed additional lots and when we come to that point we will probably use the lot only as temporary overflow during peak periods as that may require shuttling because of distance and weather.

Reviewed Parking Lot Expansion Options Under Current Paving Contract Along With Future Vehicle Parking Plan Options: (Continued)

Mr. Kilander stated he wants to make certain that we are encompassing the entire parking dilemma and get an exact definition of the problem we are trying to solve. He asked if the problem is this short term need of 219 additional spaces or does it include customer convenience, accessibility to the terminal, weather concerns? He stated even though some options may be a lot more expensive in the short term they may be less expensive in the long term.

Mr. Dobberstein stated they key to that is knowing what our passenger growth will be and that is uncertain. He stated when we did our terminal study in 2005 it was projected that we would be at 368,000 passengers in 2020 and we will likely exceed that this year. Mr. Dobberstein stated if we do this expansion and then in the future look at something further this expansion would not be removed so we are not spending money on something that would be torn up in the future.

Gen. Macdonald stated he feels we are currently experiencing a spike. He stated this expansion of 219 spots is a 15% increase and should give us about two years of time to consider further options. He stated if the growth continues we will definitely have to do something more, but if it is just a spike then we may have five to seven years before we have to do anything. He stated we could talk endlessly about what may or may not happen, but he feels we should move ahead with this and begin advertising so we can get started.

Mr. Dobberstein stated one option would be elevated walkways to more remote lots, which would probably cost less than a parking ramp. He stated there are college campuses here that have them and they seem to work well.

Chairman Pawluk stated he does not think we should even consider a parking ramp until all other options have been exhausted. He agrees we should move ahead with this expansion and continue to plan for future options.

Gen. Macdonald moved Ulteig Engineers, Inc. be authorized to get bids on the proposed expansion on the long term parking lot.

Second by Mr. Blazek.

Chairman Pawluk stated he noticed the proposal includes the removal of quite a few trees. He stated he would like to see us do what we can to keep some trees in the parking lot.

Chairman Pawluk called for a vote on the motion.

Members Blazek, Kilander, Macdonald, Pawluk voted aye.

Absent and not voting: Clark

The motion was declared carried.

Mr. Dobberstein recognized Mr. Robert Kinnoin, general manager of the parking lot, and stated we are very fortunate to have one of the best parking lot managers around. He stated Robert goes above and beyond for us every day and we never have to worry about how the parking lot is going to operate.

Received Update from TL Stroh Architects on Eastside Terminal Building Study:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated this study was prompted by a request from one of the tenants in the Eastside Terminal, Spectrum Aeromed, for the replacement of windows in their leased space. He provided a sketch of the four elevations of the building. He stated the windows in the building are original. He stated they are steel frame with about a 3/8" configuration so it is not something we would typically see today since they are not insulated. He stated there are a lot of windows in the building and a lot of them are operable so there is a lot of infiltration into the building. He stated the came up with a rough estimate of \$250,000 to replace all of the windows in the building. He stated in new buildings today operable windows are typically not installed because they interfere with the mechanical system. He stated he can see leaving some operable windows in this building because of the various systems in the building.

Mr. Stroh stated the approximate payback on this project, with no escalation for energy costs taken into consideration, is about 18 years. He stated typically in the private sector if payback is not five to ten years it does not make sense. He stated municipalities look at it a little differently and one major consideration is how long the building will be there. He stated the Eastside Terminal is built like a rock and is in good condition. He stated the \$3,000 fee they proposed for this study has now brought us to this point.

Gen. Macdonald asked if the energy savings would be greater if we reduced the number of windows and filled those spaces with a solid finish.

Mr. Stroh stated there would definitely be energy savings and construction costs would be a little less because windows are a more expensive building material.

Mr. Dobberstein stated he would favor fewer windows.

Gen. Macdonald stated he would like to direct Mr. Stroh to come back with a plan for removing the existing windows and replacing the space with fewer windows and filling the other space with something other than windows.

Mr. Stroh stated we would need to look at each office space and determine who would still need operable windows.

Chairman Pawluk asked if the window replacement should be part of an overall plan for an exterior upgrade to the building. He stated with a brick exterior building there should not be too many changes needed.

General Macdonald stated he feels the building will be there for a long time as he cannot think of any reason to tear it down.

Mr. Dobberstein stated we will need to address the window needs in the Spectrum space even if the rest of the building is not done in the near future.

Mr. Stroh stated the window replacement could be done in phases over a period of time if the board did not want to do it all at once. He added that the bidding climate right now is favorable. He added that a Spandrel system, like the window system in the Westside Terminal, has partial glass and partial

metal sections, which are insulated so the energy savings would be there. He stated that type of system would not drastically change the look of the building.

Mr. Kilander stated he agrees we should look at the overall picture but have the ability to do it in phases, other than the Spectrum space which will be done regardless.

Received Update from TL Stroh Architects on Eastside Terminal Building Study: (Continued)

Mr. Stroh stated he could work with Obermiller Nelson Engineering and find out how a new window system will work with the existing mechanical systems in the various areas of the building.

Gen. Macdonald moved to authorize TL Stroh Architects to go ahead with the Spectrum window replacement and explore the possibility of replacing the windows with a Spandrel system or partial window partial wall/panel system.

Motion failed for lack of a second.

Mr. Kilander moved to authorize the expenditure of up to an additional \$1,000 for TL Stroh Architects to further explore the options for window replacement in the Eastside Terminal and come back to the board with a proposal on which we can take action.

Second by Mr. Blazek.

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

Absent and not voting: Clark

The motion was declared carried.

Airport Construction and Security Update:

Mr. Darren Anderson indicated he had nothing to report on security.

Mr. Jeff Klein, Ulteig Engineers, stated they have resumed work on the airfield drainage improvement project which was delayed from last fall.

Other Business:

Mr. Eric Mitchell, President and CEO, Ulteig Engineers, was recognized and stated he has been with Ulteig Engineers for 20 years but has been in his present position for just a few months. He wanted to convey to the board members that they value the relationship with between Ulteig and Hector Airport and appreciate the airport's business. He stated Ulteig has hired a third party to conduct a customer survey and they will appreciate the airport's candor and openness so that they may use those insights to move forward.

Adopted Resolution of Congratulations to Fargo Jet Center:

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

WHEREAS, The Municipal Airport Authority has learned that Fargo Jet Center was recently named the #1 aviation service company in the north central region of the United States by FlightPlan.Com in their 2010 Pilots' Choice Awards, and

WHEREAS, FitPlan.com invited 95,000 registered pilot users to rank a variety of services provided to them by aviation service companies and the survey was inclusive of businesses across the US, and categorized its finding by region, and

Adopted Resolution of Congratulations to Fargo Jet Center: (Continued)

WHEREAS, Fargo Jet Center is recognized worldwide as a leading provider of aviation services, consistently ranked among the top aviation service companies in North America.

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority does hereby congratulate Fargo Jet Center on this prestigious and well deserved honor and appreciates the hard work and diligence by Fargo Jet Center to promote Hector International Airport and Fargo, North Dakota.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent minutes of the Municipal Airport Authority and a certified copy of the herein resolution be forwarded to Mr. Jim Sweeney, Fargo Jet Center,

Second by Mr. Kilander.

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

Other Business:

Gen. Macdonald gave some brief comments on his recent participation in the AAAE Annual Conference, May 15-19, 2010, Dallas, TX. He stated there was a session for airport board members regarding some legislative issues. He stated there is a proposed house bill in Congress allowing an increase in the PFC maximum charge from \$4.50 to \$7.50, which apparently does not have a very good chance of passage. He stated there is another proposal for \$6.00, which is a compromise between the House and Senate bills. He stated the increase from \$4.50 to \$7.50 would generate another \$1.3 billion for the AIP program.

Gen. Macdonald stated they also discussed the pending merger of Continental and United which, if approved, will then initiate the merger between American and US Air. He stated this will give us three mega carriers and they think this will lead to a situation where airlines will agree to serve airports only if they are not charged any fees to do so.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, June 8, 2010 at 8:00 a.m.

Time at adjournment was 9:15 a.m.

Regular Meeting

Tuesday

June 8, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 8, 2010 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approve the Airport Vouchers Totaling \$25,950.84:

Mr. Kilander moved to approve the airport vouchers totaling \$25,850.84.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Kilander, Macdonald, Pawluk 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 \$10,274.00 to Sixel Consulting for payment request for May passenger enplanement fees.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Kilander, Macdonald, Pawluk 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 \$167,584.28 to Master Construction for Partial Payment Request #3 for construction of Airfield Drainage Improvements, AIP37.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Ameribridge:

Gen. Macdonald moved to approve the individual voucher in the amount of \$17,476.00 to Ameribridge for repairs to passenger boarding bridges on Gate 1 and Gate 5.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$14,994.23 to Flint Communications for partial payment request for the 2010 Airport Marketing Program.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Kilander, Macdonald, Pawluk 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 \$3,000.00 to TL Stroh Architects for payment request for fixed fee for the Eastside Terminal Building Study.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Xcel Energy:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,993.00 to Xcel Energy for charges to switch out cable that feeds transformer for the installation of culvert, Airfield Drainage Improvements, Project AIP36.

Second by Mr. Blazek.

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

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

Continued Discussion Regarding Purchase Information:

Mr. Dobberstein stated this is the third draft of the purchasing policy. He stated Draft #2 was reviewed at the last meeting and forwarded to our legal counsel for their review. He stated they did not have any changes.

Gen. Macdonald moved to approve the Purchasing Guidelines as proposed.

Second by Mr. Kilander.

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

Continued Discussion Regarding East Terminal Energy Audit:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated since the last meeting he has done some further research on the window replacement for the Eastside Terminal building. He stated he and his staff tried to come up with some different options for replacing the current window openings with some windows and closing up the rest of the spaces with something else. He stated anything they came up with resulted in extensive labor and the aesthetics would not be good because it would be hard to match building materials. He stated they feel a Spandrel system would be the best option but even with fewer windows the additional energy savings over and above the \$4,000 would be only an additional \$1,000. He stated that is not taking into consideration any increase in energy costs.

Mr. Dobberstein stated he would like to have Mr. Stroh work with Spectrum to identify a window for the exterior area of Spectrum Aeromed space and get a price from Fargo Glass and Paint, which is the contractor Spectrum has chosen for the other work they are doing in their space. He stated we can do the rest of the building in phases over the next two to three years.

Chairman Pawluk stated we do not really have a proposal on which to act, but we do have some direction to identify a window for the Spectrum space to be done now and then budget for the rest of the building in phases over the next two to three years.

Mr. Dobberstein stated he will be doing the budget for 2011 soon and will need some idea of the estimated cost.

Mr. Dobberstein stated at the next meeting Mr. Stroh will have proposals for window replacement in the Spectrum space and also a replacement plan for the rest of the building to use for budgeting purposes.

Received Update on Airport Internship Program:

Mr. Dobberstein stated the ND Aeronautics Commission has advised us of their co-op internship program in which they will contribute \$4,000 if an airport matches that amount. He stated there are some candidates from UND interested in the position and we may interview two or three. He stated the position will pay \$12.50 per hour until the \$8,000 is gone and at that time we will decide whether we want to continue past that point. He added that the internship is a structured program that has been designed by the ND Aeronautics Commission and UND.

Mr. Dobberstein indicated if there is no objection we will fill the summer internship position.

It was the consensus of the board to participate in the internship program.

Approved the Contract with Northern Improvement for Taxiway B Reconstruction Project and Issue Notice to Proceed, Subject to FAA Grant Offer:

Mr. Dobberstein stated Attorney Stewart has reviewed the proposed contract with Northern Improvement for the Taxiway B Reconstruction Project and everything is in order. He stated we have not yet seen the grant offer from the FAA but we expect to see it by the end of June. He stated he would like to have the grant before we actually sign the contract with Northern and issue the Notice to Proceed. He stated we are 99.9% sure that we will receive the grant offer and the board

Approved the Contract with Northern Improvement for Taxiway B Reconstruction Project and Issue Notice to Proceed, Subject to FAA Grant Offer: (Continued)

has the option of signing the contract and issuing the Notice to Proceed before receiving the grant offer but he cannot recommend doing that.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated the plans and specifications showed the construction start date of June 15. He stated the bids were opened May 10 and were to be held for 60 days, which is July 10.

Mr. Blazek asked if anyone has discussed an early start letter, allowing the contractor to come on site and start construction before a contract has been signed, even though there is a risk to the contractor.

Chairman Pawluk stated if Northern Improvement is interested in that he does not see a problem as everyone is certain that we will receive the grant.

Mr. Klein stated he has discussed the delay in the start date with Mr. Phil Duginski and he does not seem concerned, other than the fact that extra time in the fall is not as good as extra time during the summer.

Mr. Blazek moved to approve the contract with Northern Improvement for the Taxiway B Reconstruction Project and approve the issuance of the Notice to Proceed, subject to receipt of the grant for project 3-38-0017-38.

Second by Dr. Clark.

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

Approved Contract Amendment with Ulteig Engineers for Phase II of the Parking Lot Expansion Project:

Mr. Dobberstein stated at the last meeting the board voted to proceed with Phase II of the Parking Lot Expansion Project. Ulteig Engineers prepared an amendment to their contract for the additional work this year for a lump sum design fee of \$23,000 and a total fee not to exceed \$40,000. He indicated Attorney Stewart has reviewed and approved the amendment.

Gen. Macdonald moved to approve the contract amendment with Ulteig Engineers for Phase II of the Parking Lot Expansion, for a total fee not to exceed \$40,000.

Second by Mr. Kilander.

Mr. Klein stated it is their goal to start advertisement for bids by June 28 with the opening in time to be awarded at the second meeting in July.

Chairman Pawluk called for a vote on the motion, members Clark, Blazek, Kilander, Macdonald, Pawluk voted aye.

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

Received Grant from the North Dakota State Aeronautics Commission:

Mr. Dobberstein stated we have not yet received the official notice from the ND Aeronautics Commission yet but we have been notified that we were awarded \$101,636 for the eligible project for which we requested State funding. He stated none of our projects were high priority projects but we received everything we requested.

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

Received Request from Air Condo Association for a Five Year Ground Lease Extension for Hangar in the Southeast General Aviation Area;

The communication from Mr. David L. Currier, The Air Condo Association, dated June 4, 2010, requesting a five year extension to their ground lease effective July 1, 2010, was received and filed without objection.

Mr. Dobberstein stated the original lease was 20 years and that expires on July 1, 2010. He stated the lease rate will increase from six cents per square foot to eight cents.

Mr. Blazek moved to approve the five year extension to the lease with The Air Condo Association.

Second by Mr. Kilander.

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

Airport Construction and Security Update:

There was nothing to report on construction or security.

Other Business:

Mr. Dobberstein stated he recently received a letter from the US Customs and Border Protection office in Pembina that effective June 20, 2010, they will be ending their services at Fargo Jet Center and all clearances will be conducted at their office in the south general aviation area. He stated he was able to give Congressman Pomeroy a copy of the letter when he was flying out yesterday and he was disappointed that he had not been notified of this as that was his agreement with Customs. He stated he and Mr. Jim Sweeney, Fargo Jet Center, were able to have a conference call with one of his legislative aides, Adam Durrand. He stated Pomeroy will be speaking with the Customs port director this morning and will at the least ask for a nine month stay of the existing arrangement. Mr. Dobberstein stated the reason for the change has to do with their procedures regard recent terrorist activity.

Mr. Dobberstein stated when Fargo Jet Center graciously offered space free in their facility, the Airport Authority offered to pay for whatever computer equipment, communication lines, etc., to meet their needs at Fargo Jet Center but Customs declined because that would be a gift, although we have purchased other equipment items in their office for them.

Other Business: (Continued)

Mr. Dobberstein stated the goal will be to set up a face to face meeting with the Customs officials to work on a plan to identify one location for Customs in the north general aviation area for general and corporate aviation clearances. He stated the Airport Authority would fund the facility and build it to Customs' specifications.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated they certainly are frustrated with the lack of dialogue among Customs officials. He stated Customs has told them that the Fargo Jet location has always been a temporary arrangement but neither the existing Fargo Customs office nor the existing Grand Forks customs office meets their specifications.

Gen. Macdonald stated he thinks we should build a facility to their standards and let them occupy it at no cost.

Mr. Dobberstein stated he does not think Customs has a problem with the location on the north end but they have a problem occupying improved space from a private entity. They want their own stand-alone facility that they can control.

Mr. Sweeney stated one of the issues in their letter is the safety of the Customs officers. He stated an officer is much safer at the Fargo Jet Center at 2:00 a.m. when there are other Fargo Jet Center employees at a 24 hour FBO with security cameras in the facility than for them to be at their facility in the south general aviation area.

Mr. Dobberstein indicated we will continue on the matter and report at the next meeting.

Chairman Pawluk asked if we have addressed the matter of all of the ash trees planted at the airport and if we have a plan should we lose them to the ash borer in the future.

Mr. Dobberstein stated he has been working with the City Forester on that matter.

Chairman Pawluk stated he would like to see us add new trees between the ash trees so if or when we lose the ash trees we will have some trees in place.

Adopted Resolution of Appreciation to Frontier Airlines:

Chairman Pawluk stated Frontier Airlines was very important to this airport and even though they discontinued their service to Fargo he would like to see the Airport Authority adopt a resolution of appreciation for their service and let them know they are welcome back anytime.

Gen Macdonald offered the following resolution and moved its adoption:

WHEREAS, Frontier Airlines most recently provided Fargo-Denver service from May 12, 2008 to April 7, 2010, and

WHEREAS, The Municipal Airport Authority has appreciated the relationship between Frontier Airlines and Hector International Airport both recently and in years past, and

Adopted Resolution of Appreciation to Frontier Airlines: (Continued)

WHEREAS, Frontier Airlines provided a valuable service to travelers, both leisure and business, from Fargo and the surrounding area with their Fargo-Denver service and while we will miss the presence of Frontier Airlines in Fargo we understand the ever-changing, ever-challenging airline industry and convey to Frontier Airlines that they are welcome back to Fargo anytime and that the Airport Authority would look forward to working with Frontier Airlines again.

NOW, THEREFORE, BE IT RESOLVED, that the Municipal Airport Authority of the City of Fargo, North Dakota, does hereby express its thanks and appreciation to Frontier Airlines for their service to Fargo.

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 Frontier Airlines.

Second by Mr. Blazek.

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

Discussed Request for Letter of Support for United-Continental Merger:

Mr. Dobberstein stated we have been requested by United Airlines to write a letter of support for the merger of United Airlines and Continental Airlines.

Chairman Pawluk stated while he personally does not support the merger and would rather not write a letter of support he also does not want to take the position of opposing the merger. He stated he would rather stay silent on the matter.

Mr. Kilander stated while we may have a personal belief that competition is good and fewer airlines means less competition, we also have to have a realization that there is really nothing for us to object to as long as they are acting legally. He stated he thinks we will see some negative impact on travel but that's life and that's the way the system works.

Gen. Macdonald stated he does not support the merger but also could not support a letter of objection.

Mr. Dobberstein stated if nothing else it is a gesture of good will to United. He stated you would not believe their response from the 25th anniversary recognition we gave them last fall. He stated this merger may devastate many smaller markets but he thinks we will be alright.

After further discussion, the Executive Director was directed to send a letter to United Airlines indicating no opposition to the merger.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, June 22, 2010.

Time at adjournment was 9:14 a.m.

Regular Meeting

Tuesday

June 22, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 22, 2010 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held June 8, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held June 8, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$15,641.51:

Mr. Blazek moved to approve the airport vouchers totaling \$15,641.51.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Kilander, Macdonald, Pawluk 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 \$813.00 to Sixel Consulting for payment for professional services in connection with the ACI Jumpstart meetings.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$608.07 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Parking Lot Expansion Project.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$6,142.15 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Airfield Drainage Improvements, AIP35.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$7,801.02 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Taxiway B Rehabilitation Project, AIP37.

Second by Dr. Clark.

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

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

Received Proposals for Runway Marking Restoration:

Mr. Dobberstein stated our airfield maintenance supervisor solicited informal bids for painting runway markings required to keep in compliance with FAA requirements. He stated we received two bids, Swanston Equipment and Fahrner Asphalt Sealers. He did contact two others that declined to bid the project. He stated Swanston Equipment was about seven to eight cents a square foot less than Fahrner. Swanston's bid is \$24,076.54 plus mobilization costs. He stated there is a paint shortage so we would like to get this awarded right away so they are able to order the paint and have it here by August or September.

Mr. Kilander moved to award the painting project to Swanston Equipment.

Second by Dr. Clark.

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

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

Customs and Border Protection Update:

Mr. Dobberstein stated at the last meeting we briefly discussed a letter received from US Customs and Border Protection advising that effective June 20, 2010, they were going to change operations. He stated after being advised of this, Congressman Pomeroy scheduled a meeting for June 21, but Customs requested that meeting be rescheduled for a later date. He stated Customs did decide to delay the implementation of their plans.

Mr. Dobberstein stated he did have a discussion with Mary Meyer, the assistant director at the Pembina office, and he advised her that if we decide to move ahead with one Customs facility on the north end of the airport we will need information on building specifications. He stated when we get to the point of looking at constructing a building we probably don't have a lot of choice in terms of retaining an architect so that we have plans from which contractors can bid. He stated TL Stroh Architects was involved in the design of the Customs facility as part of the terminal building design as well as the study conducted for the proposed Federal Inspection Station in the terminal building for commercial international flights.

Chairman Pawluk stated there is a value and cost savings in dealing with an architect who is familiar with the airport, on the other hand, as a public entity you hate to lock others out. He stated this is probably not that big a project and we would definitely be saving money by using someone who is familiar with the airport.

Mr. Dobberstein stated he would hope we could do this project for under \$250,000 but he may be way off.

Mr. Blazek stated this sounds like a project that would be good for a design/build contractor.

Mr. Dobberstein stated we will have a better idea of the direction to take after the meeting with Pomeroy and Customs.

Authorized Attendance at the 38th Annual National Association Foreign-Trade Zone Conference, Miami, FL, September 12-15, 2010:

Mr. Dobberstein stated attendance at this conference is required in order to maintain our grantee service qualifications with the National Association of Foreign-Trade Zones. He stated currently the only member of our foreign trade zone is Case IH but the Greater Fargo-Moorhead Economic Development Corporation is continuing to work with us in attracting more members.

Mr. Kilander moved to authorize attendance at the 38th Annual National Association of Foreign-Trade Zone Conference, Miami, FL, September 12-15, 2010.

Second by Mr. Blazek.

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

Airport Construction and Security Update:

There was nothing to report on security.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated that part of the parking lot expansion project will require the removal of trees and he has been working with the Forestry Department and Jim Hanson, Hanson Design, on the possible relocation of some of the trees. He stated estimated cost to move each tree would be \$500.00 and because of their size they cannot guarantee the moves will be successful. He stated Mr. Hanson recommends not trying to save them and rather put the \$500.00 into new trees.

Gen. Macdonald stated rather than just remove them we could offer them to whoever wants them.

Mr. Kilander stated he hates to move trees but there is a point where it is not economically feasible.

Chairman Pawluk stated he also hates to lose trees but he agrees it may be better to invest the funds in new trees. He stated we don't have to make that decision today but will take the matter under advisement.

Mr. Klein stated the airfield drainage project on the north end of the airport is almost complete. He stated as far as the wetland mitigation portion of the project, they had been working with a farmer near the Tewaukon National Wildlife Refuge. He stated they did go and survey the site and we were not going to be able to get three acres. He stated they have moved to a new site where they know they can get three acres and all that would be required is to cut a drain tile and let water fill the site.

Mr. Dobberstein stated the City of Fargo's lift station project at the north end of the airport has caused some drainage problems for one of our tenant farmers (Stenerson) as the contractor has cut off the drainage to the north. He stated the Stenersons are working with the City on the matter.

Mr. Dobberstein gave a brief update on process to select a restaurant operator. He stated he has visited with at least two operators who are definitely interested and he has other visits set up over the next few weeks. He stated there is definitely interest out there.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, July 13, 2010 at 8:00 a.m.

Time at adjournment was 8:27 a.m.

Regular Meeting

Tuesday

July 13, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 13, 2010 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held June 22, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held June 22, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$32,135.55:

Mr. Blazek moved to approve the airport vouchers totaling \$32,135.55.

Second by Dr. Clark.

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

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

Approve the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$3,380.08 to Flint Communications for partial payment request for the 2010 Airport Marketing Program.

Second by Dr. Clark.

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

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

Approve the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$9,568.00 to Sixel Consulting for June passenger enplanement fees (Allegiant/LAX - \$2,430.00, Allegiant/Orlando - \$2,390.00, American - \$4,747.00).

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Kilander, Macdonald, Pawluk 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 \$202,430.83 to Master Construction for partial payment request for construction of Airfield Drainage improvements, AIP36.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Northern Improvement:

Gen. Macdonald moved to approve the individual voucher in the amount of \$134,993.39 to Northern Improvement for Partial Payment Request #1 for Taxiway B Reconstruction, Project AIP38.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$656.98 to Ulteig Engineers, Inc. for partial payment request for engineering services for Phase I of the parking lot expansion project.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$21,850.00 to Ulteig Engineers, Inc. for Phase II of the Parking Lot Expansion Project.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,516.45 to Ulteig Engineers, Inc. for partial payment request for engineering services for Airfield Drainage Project, AIP36.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$14,418.88 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Taxiway B Rehabilitation Project, AIP37.

Second by Dr. Clark.

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

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

Received Second Quarter 2010 PFC Report:

The PFC report for the second quarter of 2010 was received and filed without objection.

Received June Passenger Report:

The June 2010 passenger report was received and filed without objection.

Mr. Dobberstein stated June was another record month and we were up 1% over June 2009. He stated we are now starting to see the impact of the loss of Frontier Airlines in the market.

Received Delta Air Lines Lease Amendment Associated with Ticket Counter Modification Project:

Mr. Dobberstein stated we have not yet received the official document, but effective July 1, 2010, the Delta lease will be modified and we will eliminate 22 square feet for the self-service check-in devices which have been incorporated into the ticket counters.

Received Change Order #1 to the Taxiway B Reconstruction Project from Northern Improvement for Time Extension and Electrical Deduct of \$12,485.26;

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated since there was a delay in receiving the grant for this project the contractor was not able to start as early as planned so they are requesting a time extension from October 15 to November 15, 2010. He stated there was also a change to the electrical portion of the project. He stated when the project was designed we included

Received Change Order #1 to the Taxiway B Reconstruction Project from Northern Improvement for Time Extension and Electrical Deduct of \$12,485.26; (Continued)

all LED light fixtures. He stated the LED lights use less power but they also do not produce enough heat to melt snow from the fixtures so the specs included heaters for the light fixtures. He stated the FAA does not require the heaters, they leave it up to the airport whether or not the lights remain operational during snowy conditions. He stated it was determined that the heaters would not be installed since the commercial taxiway (Taxiway A) does have LED lights with the heaters. He stated there was also an added item, a digital readout on one of the new regulators. The change order resulted in a deduct of \$12,485.26.

Mr. Kilander moved to approve Change Order #1 to the Taxiway B Reconstruction Project.

Second by Gen. Macdonald.

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

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

Received Communication from AVISTA Regarding East Terminal Office Modifications:

Mr. Dobberstein stated AVISTA is our newest tenant in the East Terminal and they are requesting permission to make some modifications to their space on the second floor. He stated they would like to remove one wall, which is not a structural wall, and to replace the carpet. He stated they will be making these changes at their own cost.

The communication was received and filed and there was no objection to the request.

Received Communication from Shaw Investments and Cityscapes Requesting a 15 Day Right of First Refusal for Second Floor Office Space in the East Terminal:

Mr. Dobberstein stated Mr. Jim Shaw, Shaw Investments, currently leases office space on the first floor in the East Terminal and is requesting additional space. He stated his first choice is the space on the first floor currently occupied by The Barnstormer but if that is not available he is requesting a 15 day right of first refusal on the 756 square foot on the second floor if the Barnstormer office does not become available. He is not ready to move in now so that is why he is requesting the 15 day right.

Mr. Kilander moved to approve the request from Mr. Shaw to lease the current Barnstormer office on the first floor when it becomes available and also a 15 day right of first refusal on 756 square feet on the second floor and that the Executive Director be authorized to handle any negotiations necessary.

Second by Gen. Macdonald.

Mr. Rick Flacksbarth, Cityscapes, was recognized and stated that Mr. Shaw is expanding his staff and would like space as close as possible to his current space. He stated Mr. Shaw has talked to Mr. Pete Haug, The Barnstormer, and he has indicated he is not certain he will be vacating the space December 31 or if he will need the space for a couple of months beyond his restaurant lease. He stated Mr. Shaw wants the space on the first floor but is willing to move into the second floor space temporarily if necessary.

Chairman Pawluk called for a vote on the motion.

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

Reviewed Proposals to Replace Restaurant Water Heaters:

Mr. Dobberstein stated there are currently three 120 gallon water heaters serving the restaurant. He stated one is leaking and another is on its last leg. He stated we received informal proposals from Grant's Mechanical and Robert Gibb & Sons. He stated both firms concurred that two units would be sufficient for the restaurant operation.

Grant's Mechanical	\$11,979
(not including electrical but Modern Electric would do the electrical for \$300.00)	

Robert Gibb & Sons	\$12,300
(including electrical)	

Mr. Blazek moved to accept the proposal by Grant's Mechanical to install two water heaters in the restaurant at a cost of \$11,979 with the electrical portion to be completed by Modern Electric for \$300.00.

Second by Dr. Clark.

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

Received Preliminary 2011 Budget:

Mr. Dobberstein reviewed the preliminary 2011 budget for the Operations and Maintenance Fund and the Improvement Fund. He stated the estimate we have been given to use for our two mill levy is \$650,000 to \$655,000, which would result in a net of \$614,000 after the 5% discount available. He stated we do not know what the City of Fargo will decide on any cost of living raise so the salary amount may change.

After further review and discussion, Mr. Kilander moved to approve the 2011 budget as proposed, subject to changes in the mill levy amount and COLA adjustment to salaries.

Second by Mr. Blazek.

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

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

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated they did a repair on the center lane of the parking lot yesterday. He stated after reconstruction last year there were a few spots with some ponding problems so this should take care of that. He stated bids for Phase II of the parking lot project will be opened on July 23. He stated the airfield drainage project is now about 98% complete and they are working on the final punch list items. He stated they are getting a good start on the Taxiway B project.

There was nothing to report on security.

Other Business:

Mr. Dobberstein introduced our new intern, Mr. Joe Marana, who recently graduated from UND and will be with us for the next few months.

Mr. Dobberstein stated we are still trying to set a date for the meeting with US Customs and Congressman Pomeroy. He stated he did receive a document outlining their facility requirements.

Mr. Dobberstein stated Fargo Jet Center hosted a reception for James Coyne, President of the National Air Transportation Association (NATA). He stated Mr. Jim Sweeney is a member of that board. He stated Mr. Coyne had great things to say about the airport and the community. He stated he has been to 2,000 FBOs around the country and indicated he has not found anyone better than Fargo Jet Center. He did indicate he would like to come back to Fargo for an air show.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated he flew back from the west coast yesterday and was surprised to find out that the Delta flight out of Salt Lake City offers first class seats on their RJ700. He stated he was not aware of that and thinks it would be a good idea to publicize that because that is a big deal to the business traveler.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, July 27, 2010.

Time at adjournment was 9:01 a.m.

Regular Meeting

Tuesday

July 27, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 27, 2010, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority held July 13, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held July 13, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$31,043.89

Gen. Macdonald moved to approve the airport vouchers totaling \$31,043.89.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Swanston Equipment:

Dr. Clark moved to approve the individual voucher in the amount of \$24,130.75 to Swanston Equipment for payment request (full and final) for runway markings.

Second by Mr. Blazek.

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

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

Received Bids and Recommendation of Award for Parking Lot Expansion Project, Phase II:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated bids for Phase II of the Parking Lot Expansion Project were received as follows:

Border States Paving	\$311,644.45
Central Specialties, Inc.	\$445,643.85
Northern Improvement Company	\$345,600.49

Mr. Klein stated he recommends the board award the project to Border States Paving and that Attorney Stewart has reviewed their proposed contract. He stated Border States feels they should be able to start on the project next week.

Mr. Kilander moved to award the bid to Border States Paving for Phase II of the Parking Lot Expansion Project, authorize execution of the contract and issue a Notice to Proceed.

Second by Mr. Blazek.

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

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

Certified Mill Levy to the Board of City Commissioners for 2011 Improvements Per Section 2-06-14 of the North Dakota Century Code:

Mr. Kilander moved to certify to the Board of City Commissioners a mill levy amount of \$655,000, not to exceed 2.0 mills.

Second by Gen. Macdonald.

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

Adopted a Resolution of Congratulations to Mr. Mark Holzer, Retiring ND Aeronautics Commission Employee:

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

WHEREAS, The Municipal Airport Authority of the City of Fargo, North Dakota, has learned of the upcoming retirement of Mr. Mark Holzer, longtime employee of the North Dakota Aeronautics Commission, and

WHEREAS, Mr. Mark Holzer has been a valuable member of the aviation community, serving the state's airports in his position as Airport Planner with the North Dakota Aeronautics Commission, and

WHEREAS, The Municipal Airport Authority of the City of Fargo has enjoyed the relationship we have had with Mr. Mark Holzer over the years and have appreciated his dedication to aviation in the state of North Dakota.

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority does hereby thank Mr. Mark Holzer for his many years of dedicated service and does hereby congratulate him and wish him well in his new endeavors.

Adopted a Resolution of Congratulations to Mr. Mark Holzer, Retiring ND Aeronautics Commission Employee: (Continued)

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

Second by Dr. Clark.

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

Authorized Attendance at the AAAE National Airports Conference, San Diego, CA, September 19-21, 2010 and the National Business Aviation Association Convention, October 19-21, 2010, Atlanta, GA:

Dr. Clark authorized attendance at the AAAE National Airports Conference in San Diego, CA, September 19-21 and the National Business Aviation Association Convention, October 19-21, Atlanta, GA.

Second by Mr. Kilander.

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

Airport Construction and Security Update:

There was nothing to report.

Other Business:

Mr. Dobberstein stated there will be a public meeting on August 5 at the Homewood Suites regarding the 19th Avenue North corridor study.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, August 10, 2010 at 8:00 a.m.

Time at adjournment was 8:11 a.m.

Regular Meeting

Tuesday

August 10, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 10, 2010, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held July 27, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held July 27, 2010 were approved without objection.

Approved the Airport Vouchers Totaling \$19,096.92:

Mr. Kilander moved to approve the airport vouchers totaling \$19,096.92.
Second by Dr. Clark.
On the call of the roll, members Clark, Kilander, Macdonald, Kilander voted aye.
Absent and not voting: Blazek
The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,831.65 to Flint Communications for partial payment request for 2010 Airport Marketing Program.
Second by Mr. Kilander.
On the call of the roll, members Clark, Kilander, Macdonald, Pawluk voted aye.
Absent and not voting: Blazek
The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$10,952.00 to Sixel Consulting for payment request for July passenger fees (Allegiant/Orlando - \$2,466.00, Allegiant/Los Angeles - \$2,516.00, American - \$5,970.00).

Second by Mr. Kilander.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement:

Gen. Macdonald moved to approve the individual voucher in the amount of \$702,532.14 to Northern Improvement for Partial Payment Request #2 for construction of Taxiway B Reconstruction and Lighting Upgrade, Project AIP38.

Second by Mr. Kilander.

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

Absent and not voting: Blazek

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 \$40,440.15 to Border States Paving for Partial Payment Request #1 for Phase II of the Parking Lot Expansion Project.

Second by Mr. Kilander.

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

Absent and not voting: Blazek

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 \$108.40 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the 2009 Airfield Drainage Improvements, Project AIP35.

Second by Mr. Kilander.

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

Absent and not voting: Blazek

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 \$947.37 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with Phase I of the Parking Lot Expansion Project.

Second by Mr. Kilander.

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

Absent and not voting: Blazek

The motion was declared carried.

Continued Discussion Regarding Possible Customs and Border Protection Facility Project:

Mr. Dobberstein stated we are still waiting for Congressman Pomeroy to schedule a meeting with Mary Delaquis, Customs and Border Protection, and hopefully that will be sometime this month. He stated the purpose of that meeting is to discuss how we can move forward with a consolidated facility for Customs at the airport.

Received July Passenger Report:

The passenger report for July 2010 was received and filed.

Mr. Dobberstein stated July 2010 over July 2009 was down 4.6% but it was still the third highest month on record.

Received Food and Beverage Proposals and Select Finalists:

The following food and beverage proposals were received and filed without objection:

- Tailwind
- CMB
- Jedediah's
- Oakwells
- MSE Branded Foods
- Air Host

Mr. Dobberstein stated the proposals have been distributed to the board members prior to today's meeting and completed evaluation sheets so the goal today is to narrow it to two or three for interviews before the board at our next meeting on August 24, with a decision to be made at that meeting.

Gen. Macdonald moved to request face to face presentations at our next meeting by the three firms ranked the highest, CBM, MSE and Air Host.

Second by Mr. Kilander.

Gen. Macdonald stated these were not necessarily the three he ranked at the top but he was going by the compilation of all of the board members evaluations.

Received Food and Beverage Proposals and Select Finalists: (Continued)

Dr. Clark stated she eliminated Tailwinds and Oakwells but ranked Jedediah's proposal stronger than the others.

Gen. Macdonald stated if we interview four it is not going to take that much more time.

After further discussion, General Macdonald moved to amend his motion to interview Air Host, CBM, Jedediah's and MSE Branded Foods.

Seconded by Mr. Kilander.

All members present voted aye to the motion amendment.

Mr. Kilander suggested we structure a number of specific questions to be answered by each firm and that the questions not be provided to them prior to the interview. He stated he feels we are unique in a lot of ways and that became more evident to him the further he got into reviewing the proposals. He stated he feels we should provide as much service on the post security side as possible.

Chairman Pawluk called for a vote on the motion to interview four firms on Tuesday, August 24, 2010.

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

After further discussion it was agreed that we would start the regular meeting at 8:00 am then conduct interviews in alphabetic order starting at 8:15 with 45 minute time limits with a 15 minute break between each presentation. Each board member was directed to submit questions to the Executive Director by Monday, August 17, to be compiled into a list for the interviews.

Gen. Macdonald stated he would also like to be able to ask questions to the proposers even after the interviews if we find that necessary.

Chairman Pawluk relinquished the chair to Vice Chairman Macdonald.

Pawluk now absent.

Received Airport Traffic Quarterly Report for Twelve Months Ended March 2010:

The airport traffic quarterly report for the twelve months ended March 2010 prepared by Sixel Consulting based on DOT data was received and filed without objection.

Mr. Dobberstein reviewed the findings of the report on boardings, destinations, ticket prices, load factors, etc.

Discussed DOT Small Community Air Service Development Program:

Mr. Dobberstein stated he received information just put out on the Department of Transportation's Small Community Air Service Development Program in which about \$6 million is available for air service development. He stated we took advantage of this program back in 2005 when America West showed interest but just prior to the grant being awarded they were purchased by US Airways and were no longer interested. He stated we then shopped the grant with other airlines and Delta took advantage of that for our Salt Lake City service. He stated Delta received \$775,000, \$675,000 from the DOT and \$50,000 from the Airport Authority, \$37,500 from Greater F-M

Discussed DOT Small Community Air Service Development Program: (Continued)

Economic Development (GFMEDC), and \$12,500 from the F-M Convention and Visitors Bureau (CVB). He stated they also received \$25,000 in marketing funds from the airport, discounts from fuel providers and hotel discounts for flight crews.

Mr. Dobberstein stated Sixel Consulting is wondering if we are interested in participating in this program again. He stated he is not certain if the GFMEDC and CVB would be interested in participating. He stated it could either be a new carrier or an existing carrier with service to a new destination. He stated the time frame is fairly short and we would need to have an application submitted later this month or early next month. He stated he would get some assistance from the Chamber and solicit support from the governors of ND and MN and the congressional delegations from both states.

Mr. Kilander asked if there are any reasons we would not want to move forward.

Mr. Dobberstein stated there are not. He stated this is an investment and it certainly has worked out with the Salt Lake City service. He stated he would like to use Sixel Consulting to work with the carriers and see if anyone is interested before we proceed with the grant application.

Mr. Kilander moved to authorize the Executive Director to proceed as we did last time with the grant application process for the DOT Small Community Air Service Development Program and work with the GFMEDC and CVB on local funds required.

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 they have started on the expansion of the long term parking lot. He stated they relocated some trees and removed others. He stated they are starting with paving on the west side and then moving to the east side. He stated the Taxiway B project is moving along. He stated a portion of the taxiway is ready to be reopened. He stated they are also working on the airfield markings.

Mr. Darren Anderson reported that the TSA will be conducting a comprehensive review this month.

Other Business:

Mr. Dobberstein stated he attended a meeting regarding the 19th Avenue North Corridor Study being conducted. He stated at some time in the future they will have a briefing at one of our regular meetings.

Regular MAA meeting dates for September and October were set as follows:

Tuesday, September 28

Tuesday, October 26

The meeting was adjourned until the next regular meeting to be held Tuesday, August 24, 2010, at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 8:55 a.m.

Regular Meeting

Tuesday

August 24, 2010

The regular meeting of the Municipal Airport Authority was held Tuesday, August 24, 2010 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 10, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held August 10, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$19,539.83:

Mr. Kilander moved to approve the airport vouchers totaling \$19,539.83.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,079.41 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with Phase II of the parking Lot Expansion Project.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$52,299.81 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Taxiway B Reconstruction Project, AIP27.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Opp Construction:

Gen. Macdonald moved to approve the individual voucher in the amount of \$13,217.00 to Opp Construction for partial payment request for installation of landscaping (trees, plants) for the airport entry sign area.

Second by Mr. Blazek.

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

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

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated Northern Improvement is making good progress on the Taxiway B Reconstruction Project and are optimistic that the project will be done by the end of September. He stated Border States Paving is continuing to make progress on the long term parking lot project.

Other Business:

Mr. Dobberstein stated Congressman Pomeroy's office does have a meeting scheduled with US Customs and Border Protection here on September 2 at 9:00 a.m.

Selected Food and Beverage Concession Operator:

At the regular meeting of the Municipal Airport Authority held Tuesday, August 10, 2010 proposals for food and beverage concessions were received and four finalists were chosen and asked to make presentations on August 24. Representatives of the four firms made presentations as follows:

AirHost, Inc.
CBM Managed Services
Jedediah's
MSE Branded Foods

Selected Food and Beverage Concession Operator: (Continued)

Following the interviews, Chairman Pawluk stated the board has a very difficult choice among four very capable operators who gave excellent presentations. He stated his only problem is that three will go away disappointed today.

Mr. Kilander agreed it is an extremely difficult decision. He stated what impressed him the most was the emphasis on satisfaction to the travelling public and the understanding that where we are today is not where we want to be tomorrow. He stated the things that were important to him were experience within the industry, attitude toward customer satisfaction, and results that could be put on the table. He stated all presentations were superior but some stood out more than others.

Gen. Macdonald stated he feels the four organizations were all different, from the large corporate structure to the smaller operation. He stated he does not think our decision today is which organization is best but rather which is the best match for this airport.

Chairman Pawluk asked if anyone had a motion at this time.

Mr. Blazek moved to award the food and beverage concession to CBM Managed Services.

Second by Dr. Clark.

Gen. Macdonald stated CBM impressed him with their assessment of where we are now and what they want to change. He stated it was obvious that they spent a lot of time evaluating the operation.

Mr. Blazek stated he would like to convey to all of the proposers that we really do value the time, effort and expense put into all of the proposals. He stated CBM rose to the top for him because it seems they really did their homework on identifying the current shortfalls and they came back with a proposal tailored to overcoming those shortfalls. He also liked the compensation package they are proposing for their employees.

Dr. Clark stated she would echo those comments. She stated she appreciated all four of the proposals. She stated she felt CBM's proposal also gave some thought to flexibility and indicated that things could be moved and adjusted if they do not work.

Chairman Pawluk again thanked all of the proposers for their investment of time and efforts and their interest in Fargo.

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

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, September 28, 2010 at 8:00 a.m.

Time at adjournment was 12:08 p.m.

Regular Meeting

Tuesday

September 28, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, September 28, 2010, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 24, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held August 24, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$70,087.57:

Mr. Kilander moved to approve the airport vouchers totaling \$70,087.57.
Second by Dr. Clark.
On the call of the roll, members Clark, Blazek, Kilander, Pawluk voted aye.
Absent and not voting: Macdonald
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 \$18,056.40 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Long Term Parking Lot Expansion, Phase II.
Second by Mr. Blazek.
On the call of the roll, members Clark, Blazek, Kilander, Pawluk voted aye.
Absent and not voting: Macdonald
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 \$29,388.90 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Taxiway B Reconstruction Project, AIP37.

Second by Mr. Blazek.

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

Absent and not voting: Macdonald

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 \$9,456.00 to Sixel Consulting Group for august passenger enplanement fees (Allegiant/Los Angeles, \$2,602.00, Allegiant/Orlando - \$1,886.00, American/Chicago - \$4,968.00).

Second by Mr. Blazek.

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

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Dr. Clark moved to approve the individual voucher in the amount of \$1,345.36 to Flint Communications for partial payment request for 2010 Airport Marketing Program.

Second by Mr. Blazek.

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

Absent and not voting: Macdonald

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 \$5,000.00 to Sixel Consulting Group for professional services in connection with the Small Community Air Service Development Grant.

Second by Mr. Blazek.

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

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Dr. Clark moved to approve the individual voucher in the amount of \$1,721,227.89 to Northern Improvement Company for Partial Payment Request #3 for construction of Taxiway B Reconstruction, Project AIP38.

Second by Mr. Blazek.

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

Absent and not voting: Macdonald

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 \$28,884.75 to Border States Paving for Partial Payment Request #8 (Final) for construction of the Long Term Parking Lot Expansion Project (Phase I).

Second by Mr. Blazek.

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

Absent and not voting: Macdonald

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 \$216,678.31 to Border States Paving for Partial Payment Request #2 for construction of Long Term Parking Lot Expansion Project – Phase II.

Second by Mr. Blazek.

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

Absent and not voting: Macdonald

The motion was declared carried.

Received Change Order #2 to Northern Improvement Company for an Increase of \$6,499.40 (Land and Hold Short Operations) Activation:

Mr. Dobberstein stated when we reconstructed the runway in 2004, FAA air traffic control requested that we install land and hold short lights. He stated the system was installed in 2004 but was never activated because of some pilot concerns. He stated air traffic is now requesting the system be activated, which involves signage, painting, and controls in the tower.

Mr. Kilander moved to approve Change Order #2 in the amount of \$6,499.40 to Northern Improvement for the activation of the land and hold short operations.

Second by Dr. Clark.

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

Absent and not voting: Macdonald

The motion was declared carried.

Received Update from TL Stroh Architects Regarding Projects:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they have been continuing to work with the US Customs and Border Protection officials as well as representatives from Fargo Jet Center on the proposed General Aviation Facility. He stated they are in the process of formulating some ideas with the input from Customs and should have some concepts to show the board by the next meeting. He stated they have tentatively scheduled another meeting with Customs in October and we should have most things ironed out at that meeting.

Received Update from CBM Managed Services:

Mr. Dustin Sejnoha, CBM, was recognized and stated they were in town doing some interviews and wanted to stop by and give the board an update on their project. He stated they have been working with TL Stroh Architects on the post security services, as it has been their focus to hit the ground running on that the first of the year. He stated they should have some more concrete plans for the board to look at by the next meeting. He stated they have also been working with the Caribou Coffee and Subway people.

Mr. Sejnoha stated another purpose for their visit was to work with Pete Haug on the catering component of the business, but after a conference call with Mr. Haug last night he indicated he has another offer for his catering operation off the airport. He stated this seems to be a win-win situation for everyone at this point as they really weren't interested in the catering portion as they wish to focus on the travelers coming through this building. He stated there is always the possibility they will look at catering at sometime in the future.

Authorized Attendance at the ICAS Air Show Conference, December 5-8, 2010, Las Vegas:

Mr. Dobberstein stated Fargo will be having an air show August 2011 and this is a conference he and Mr. Blazek have attended in the past and it is a productive conference.

Mr. Kilander moved to authorize attendance at the ICAS Air Show Conference.

Second by Dr. Clark.

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

Blazek abstained.

Absent and not voting: Macdonald

The motion was declared carried.

Authorized Attendance at the MSP Airport Operations Workshop, October 13, 2010:

Mr. Dobberstein stated the Minneapolis airport in conjunction with Delta Air Lines have put together this workshop concentrating on irregular operations (weather diversions, etc). He stated there are some new federal regulations regarding diversions and accommodations for those passengers. He stated either he or Darren Anderson plan to attend.

Authorized Attendance at the MSP Airport Operations Workshop, October 13, 2010: (Continued)

Mr. Blazek moved to authorize attendance at the MSP Airport Operations Workshop, October
Second by Mr. Kilander.

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

Absent and not voting: Macdonald

The motion was declared carried.

Receive Update on Airport Administration Internship:

Mr. Dobberstein stated we are currently participating in an airport internship program which is a joint effort between the ND Aeronautics Commission and the Airport Authority, each contributing \$4,000. He stated we are coming to the end of that \$8,000 pool for our current intern, Joe Marana, and he stated he is recommending the board extend the internship through the last pay period of 2010, which ends December 26. He stated Mr. Marana is getting a well rounded background on airport administration and airport operations and Darren Anderson has spent a lot of time on that training. He stated Mr. Marana is continuing to look for permanent employment but he would like to be able to keep him on staff until December 26. He stated he will check with the Aeronautics Commission to see if there are additional funds available but if not we do have funds in our budget for his salary of \$500 per week.

Mr. Kilander moved to approve the extension of the internship for Mr. Joe Marana until December 26, 2010.

Second by Dr. Clark.

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

Absent and not voting: Macdonald

The motion was declared carried.

Received August Passenger Report:

The August 2010 passenger report was received and filed without objection.

Mr. Dobberstein stated August 2010 is down from 2009 but overall for 2010 we are still ahead of last year's record pace by 7.5%. He stated we are feeling the absence of the Frontier fares in our market.

Receive Communication from Skywest Airlines to Extend Seasonal Lease Agreement:

The communication from Mr. Bryan Phillips, SkyWest Airlines, dated September 8, 2010, was received and filed without objection.

Mr. Dobberstein stated SkyWest is requesting to lease the same amount of space in the Westside Terminal for storage of equipment during the winter season. He stated this is a provision in their lease agreement for them to be able to lease additional space on a seasonal basis. He stated he has received just verbal requests from Allegiant and Delta at this point.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated they were painting all night on the Taxiway B Reconstruction Project. He stated we are targeting Friday to open the taxiway. He stated they are going to finish paving in the parking lot today and should be able to start using it in about a week.

Mr. Dobberstein stated we just completed another perfect FAA airfield certification inspection and the credit for that goes to Darren Anderson and Henry Swedberg.

Other Business:

Mr. Darren Hall, Fargo Jet Center, was recognized and introduced representatives of US Customs and Border Protection, Mary Meyer (Pembina) and Dave Moorhead (Roseau).

Ms. Mary Meyer was recognized and stated they have been involved in working on ideas for the General Aviation Facility which will combine the current two facilities into one location. She stated they do try to conduct quarterly visits to make certain that the needs of the station at Hector International Airport are being met and added that the Airport Authority is always very cooperative.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, October 26, 2010.

Time at adjournment was 8:31 a.m.

Regular Meeting

Tuesday

October 26, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 26, 2010 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held September 28, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held September 28, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$45,645.41:

Mr. Kilander moved to approve the airport vouchers totaling \$45,645.41.
Second by Gen. Macdonald.
On the call of the roll, members Blazek, Kilander, Macdonald, Pawluk voted aye.
Absent and not voting: Clark
The motion was declared carried.

Blazek now present.

Received Change Order #3 from Northern Improvement Company for an Increase of \$37,932.70 for the Taxiway B Reconstruction Project, AIP38:

Mr. Jeff Klein, Ulteig Engineers, was recognized and reviewed Change Order #3 to Northern Improvement for an increase of \$37,932.70 for Taxiway B Reconstruction Project, AIP38, containing the following items: (vibration monitoring, delineator cones, taxiway edge light modifications, clean out edge drain structures, connect taxiway edge lights to underdrain, spall repair, furnish and install dowels, and REIL modifications.

Received Change Order #3 from Northern Improvement Company for an Increase of \$37,932.70 for the Taxiway B Reconstruction Project, AIP38: (Continued)

Mr. Kilander moved to approve Change Order #3 for an increase of \$37,932.70 to Northern Improvement Company for the Taxiway B Reconstruction Project, AIP38.

Second by Gen. Macdonald.

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

Absent and not voting: Clark

The motion was declared carried.

Received Change Order #4 from Northern Improvement Company for an Increase of \$2,750.00 for the Taxiway B Reconstruction Project, AIP38:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated Change Order #4 for an increase of \$2,750.00 for the Taxiway B Reconstruction Project, AIP38, involves the relocation of the wind cone for Runway 13 due to a change in criteria by the FAA.

Gen. Macdonald moved to approve Change Order #4 for an increase of \$2,750.00.

Second by Mr. Blazek.

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

Absent and not voting: Clark

The motion was declared carried.

Received Change Order #1 from Border States Paving for an Increase of \$9,173.84 for the Long Term Parking Lot Expansion Project – Phase II:

This item was delayed until later in the meeting awaiting the change order document.

Approved the Individual Voucher to Sixel Consulting:

Gen. Macdonald moved to approve the individual voucher in the amount of \$6,418.00 to Sixel Consulting for payment request for September passenger fees (Allegiant/Los Angeles - \$4,126.00, American/Chicago - \$2,292.00).

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,017.90 to Flint Communications for partial payment request for 2010 Airport Marketing Program.

Second by Mr. Kilander.

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

Absent and not voting: Clark

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 \$1,742.00 to TL Stroh Architects for partial payment request for architectural services in connection with the US Customs and Border Protection General Aviation Facility.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Olaf Anderson and Son:

Gen. Macdonald moved to approve the individual voucher in the amount of \$9,680.00 to Olaf Anderson and Son for replacement of windows in the Eastside Terminal (Spectrum Aeromed office).

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$208.51 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Airfield Drainage Improvements, AIP35.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$36,200.41 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Taxiway B Reconstruction project, AIP37.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$12,194.78 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Long Term parking Lot Expansion project, Phase II.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$771,297.37 to Northern Improvement Company for Partial Payment Request #4 for Taxiway B Reconstruction Project, AIP38.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Received September Passenger Report:

The September 2010 passenger report was received and filed without objection.

Mr. Dobberstein stated September 2010 was down 4.6% over September 2009 but our boardings 2010 year to date are still 6.2% over 2009.

Received Third Quarter 2010 PFC Report:

The PFC report for the third quarter of 2010 was received and filed without objection.

Received Update from Flint Communications Regarding CY2011 Marketing Plan:

Mr. Dobberstein stated representatives of Flint Communications are here today to present their proposed marketing plan for 2011. Ms. Tara Olson, Flint Communications, was recognized and stated 2011 is year number three of the current three year campaign. She stated they are not proposing many changes from 2010. Ms. Libby Issendorf, Flint Communications, was recognized and gave an update on the social media portion of the program (Twitter) and the activity we have seen since its inception earlier this year.

Mr. Blazek moved to approve the proposed marketing plan for 2011 as presented by Flint Communications.

Second by Mr. Kilander.

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

Received Request from Integrated Commercial Solutions to Extend their Eastside Terminal Lease Agreement:

The communication from Integrated Commercial Solutions was received and filed without objection.

Mr. Dobberstein stated ICS is requesting a one year extension of the lease for their office space in the Eastside Terminal. He stated the terms will remain the same and the rent will increase by 3%.

Mr. Blazek moved to approve the lease extension requested by Integrated Commercial Solutions.

Second by Gen. Macdonald.

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

Discussed Website Update:

Mr. Dobberstein stated the City of Fargo's IT Department recently conducted an evaluation of all of their department websites and also the airport's website since we are on their network to determine if all of the sites were compliant with the Americans With Disabilities Act. He stated there were some deficiencies and he asked Darren Anderson to explain.

Mr. Darren Anderson was recognized and stated the last time our website was re-designed was 2003 and there are some new ADA requirements for websites since that time. He stated we have received an estimate of \$4,000-\$5,000 from the company that updated our website last time.

Ms. Libby Issendorf, Flint Communications, was recognized and stated the ADA requires that websites have cues written into their programs so that someone who is blind or hearing impaired is able to navigate the site. She stated one example might be if the site contains a button someone may click on it should be able to receive an audible message.

Discussed Website Update: (Continued)

Ms. Tara Olson, Flint Communications, stated this is something Flint does and they can provide an estimate.

Gen. Macdonald stated he would like to authorize the Executive Director to handle this matter and make a decision on who he would like to do the update.

Chairman Pawluk stated he thinks this deserves further discussion with Flint and would like their input.

Mr. Dobberstein stated he and Darren Anderson will work with Flint to see what they could do for us as well as get a proposal from the previous provider.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they have been working with the representatives of CBM Managed Services regarding their ideas for the expanded food and beverage service in the post security departure lounge.

Mr. Devin Mogck, TL Stroh Architects, was recognized and reviewed the preliminary plans CBM has for the post security food and beverage service. He stated the location they have decided on is near Gate 4 which is near the current giftshop kiosk. He stated there is a security access door in that location which will need to be moved further west. He stated this area will contain the Caribou Coffee and snack bar area (grab and go food items) with a small storage room, as well as the Red River Brewing Company bar area. He stated CBM is looking at a location on the main floor in which to store the beer coolers for this bar location and they would like to run lines from that storage location to the bar so they can eliminate the hassle of clearing the kegs through the security checkpoint each time they have to change.

Mr. Stroh stated they have visited with Kevin Clapp, Airport Giftshop, about moving their location to the current coffee kiosk and he indicated he would be willing to do that.

Mr. Dobberstein stated Mr. Clapp will have a sketch to present for their plans for this new location.

Chairman Pawluk stated with this space in the departure lounge he does not think the public side restaurant will need as much space as it currently has.

Mr. Stroh stated CBM has talked about releasing some of the space in the current restaurant/bar location.

Gen. Macdonald asked if the plan is to have this operational by January 1.

Mr. Stroh stated the post security changes are the focus of CBM right now more than the operation on the public side.

Mr. Kilander stated one of the proposed locations for the storage area on the first floor would cut off access between the men's and women's restrooms and he does not think that would be very family friendly for a parent taking multiple kids for a restroom visit.

Chairman Pawluk stated he would like to see some seating available near the snack bar area as families with children would not be able to sit in the bar area.

Chairman Pawluk asked Mr. Dobberstein if he is in favor of this concept.

Mr. Dobberstein stated he likes the location.

Airport Construction and Security Update:

Mr. Kilander moved to approve the location of the snack bar and bar and the concept as presented today.

Second by Mr. Blazek.

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

Gen. Macdonald stated he would also like to see some seating area near the snack bar available to food customers.

Mr. Kilander stated he agrees and would also like to see some table seating.

Mr. Terry Stroh stated after numerous meetings with Customs, Airport Authority and Fargo Jet Center representatives, the consensus was to have the US Customs and Border Protection General Aviation Facility as close as possible to their lounge so it is convenient for pilots and passengers. He stated after getting some direction from Customs they have come up with a concept of a facility between the two Fargo Jet Center hangars connected to the buildings so that there is not space between the existing buildings and the Customs facility for snow build-up. He stated the structure will have to be designed to handle snow issues. Estimated cost is \$577,000 or about \$200.00 per square foot.

Chairman Pawluk relinquished the chair to Vice Chairman Macdonald.
Chairman Pawluk now absent.

Mr. Stroh stated the cost to construct the facility between the two buildings will definitely be higher than constructing a standalone facility but this is the desired location. He stated because of the design required by Customs and the need to have the structure connected to the two existing buildings, we will have about 978 square feet of space to the west that could be leased to Fargo Jet Center and they seemed interested in that. He stated the space would be equipped with at least one overhead door on the air side.

Mr. Dobberstein stated that TL Stroh Architects was retained just to put together the concept and an estimate and on Thursday we will receive proposals from architects in response to our Request for Qualifications. He stated these will then be distributed to board members and we will receive those submissions at the meeting on November 9, 2010, and decide if they wish to select a firm based on proposals submitted and if they wish to conduct interviews.

Mr. Dobberstein stated we may wish to consider giving Fargo Jet Center the opportunity to pay for the construction of the additional space and adjusting their land lease so that they have control of the property and the Airport Authority would own just the US Customs space.

Mr. Dobberstein stated in order to officially engage Customs in this process we needed to send a letter of engagement and that letter has been sent to Mary Delaquis. He stated there will be a number of decisions Customs will be involved in during this process. He stated this is a small project but a pretty complex one.

Mr. Dobberstein stated the desired time frame is to select an architect in November, get a contract in place and then set them on course to get a formal plan and then go to bid in March, start construction early in the spring and occupy the building in November 2011.

Received Change Order #1 from Border States Paving for an Increase of \$9,173.84 for the Long Term Parking Lot Expansion Project – Phase II:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated Change Order #1 for an increase of \$9,173.84 for the Long Term Parking Lot Expansion Project – Phase II, was a result of the wet weather in September. He stated the clay material was too wet and had to be replaced with crushed concrete and geotextile material. He stated there were also modifications to the electrical plan for the overhead lighting. He stated the contractor has requested \$9,618.40 for these changes but Ulteig Engineers will pay for the overhead and profit (20% - \$1,669.31) as Ulteig was the engineer that designed the original overhead lighting and accurate as-built information should have been used in the current design.

Mr. Kilander moved to approve Change Order #1 in the amount of \$9,173.84 to Border States Paving for the Long Term Parking Lot Expansion Project – Phase II.

Second by Blazek.

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

Absent and not voting: Clark, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Border States Paving:

Mr. Kilander moved to approve the individual voucher in the amount of \$52,687.72 to Border States Paving for Partial Payment Request #3 to Border States Paving for construction of Long Term Parking Lot Expansion Project, Phase II.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Pawluk

The motion was declared carried.

Other Business:

Mr. Dobberstein stated Chairman Pawluk would like us to move forward with a master plan for parking. He stated we will see how this February through April goes after our recent expansion. He stated he thinks Allegiant is going to have more flights this year than last year. He stated we will have to discuss this with Standard Parking to decide the best method to handle this.

Vice Chairman Macdonald stated he would like to see us engage Standard Parking right away to get their thoughts.

Mr. Dobberstein stated in the next few months we will look at our plan for window replacement in the Eastside Terminal. He stated it is in our budget for 2011 to replace half the windows in the building and then in 2012 replace the other half.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, November 9, 2010.

Time at adjournment was 9:38 a.m.

Regular Meeting

Tuesday

November 9, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 9, 2010 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Kilander, Macdonald, Pawluk

Absent: None

Others: Walaker

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 26, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held October 26, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$28,408.73:

Gen. Macdonald moved to approve the airport vouchers totaling \$28,408.73.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to TL Stroh Architects:

Mr. Blazek moved to approve the individual voucher in the amount of \$3,258.00 to TL Stroh Architects for partial payment request (final) for architectural services for US Customs and Border Protection General Aviation Facility concept study.

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Flint Communications:

Mr. Blazek moved to approve the individual voucher in the amount of \$19,879.89 to Flint Communications for partial payment request for 2010 Airport Marketing Program.

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Sixel Consulting

Mr. Blazek moved to approve the individual voucher in the amount of \$6,794.00 to Sixel Consulting for October passenger enplanement fees (Allegiant - \$1,654.00 and American - \$5,140.00).

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Northern Improvement Company:

Mr. Blazek moved to approve the individual voucher in the amount of \$82,290.74 to Northern Improvement Company for Partial Payment Request #5 for construction of Taxiway B Reconstruction Project, AIP38.

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Border States Paving:

Mr. Blazek moved to approve the individual voucher in the amount of \$14,494.15 to Border States Paving for Partial Payment Request #4 for construction of Long Term Parking Lot Expansion – Phase II.

Second by Mr. Kilander.

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

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

Received and Considered Architects Request for Qualification Responses for US Customs and Border Protection General Aviation Facility Project:

The Municipal Airport Authority requested statements of qualifications from architects for services to be provided in connection with the proposed US Customs and Border Protection General Aviation Facility Project. Statements of qualifications were received from the following firms on or before October 28, 2010 and were distributed to the board members for their review:

Received and Considered Architects Request for Qualification Responses for US Customs and Border Protection General Aviation Facility Project: (Continued)

Burns & McDonnell
Design-7
Foss Architecture & Interiors
Helenske Design Group
JLG Architects
TL Stroh Architects and Interiors

Chairman Pawluk stated after review of these statements of qualifications from the various firms the Airport Authority can decide that none of the proposals meet our expectations and we can re-advertise for responses, we can select from the submissions received which firms, if any, we wish to interview, or we can make a selection based on the information provided.

Mr. Kilander stated all of the firms submitting statements are qualified for the project so it would not be necessary to re-advertise. He stated he feels we should discuss the statements submitted and move forward with a selection.

Chairman Pawluk stated we should decide which firms, if any, we wish to interview.

Gen. Macdonald stated he would not be in favor of interviews as he feels we have enough information from which to make a decision.

After further discussion, Mr. Kilander moved to select TL Stroh Architects and Interiors as the architect for the proposed US Customs and Border Protection General Aviation Facility Project.

Second by Gen. Macdonald.

Mr. Blazek asked what criteria should be followed for proper selection.

Mr. Dobberstein stated TL Stroh Architects has past experience with Homeland Security and US Customs and Border Protection projects. He stated TL Stroh has worked with Customs on the proposed Federal Inspection Station inside the Westside Terminal Building although we have not moved forward with that project.

Chairman Pawluk stated he thinks the concern was that we have enough information to make the award.

Mr. Dobberstein stated he believes the information provided is adequate.

Chairman Pawluk called for a vote on the motion.

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

Receive Communication from Clear Channel Airports Regarding Concession Agreement Extension:

The communication from Clear Channel Airports dated October 28, 2010, was received and filed without objection.

Mr. Dobberstein stated Interspace Airport Advertising was purchased by Clear Channel Airports and has the current contract for advertising in the terminal building. He stated the lease agreement provides for an additional five year option beyond the term currently in effect and shall be automatically exercised by the authority provided Clear Channel meets the Operating Standards outlined in Article 1 of the Extension Agreement. He stated Clear Channel has met three of the four

Receive Communication from Clear Channel Airports Regarding Concession Agreement Extension:
(Continued)

critical operating standards. He stated the only one they have not yet met is the \$75,000 investment. He stated they have invested \$41,924 to date and are proposing an additional investment of \$34,000 in new technology. Approval by the authority and installation of the new displays will fulfill their obligation. He stated this extension would be until April 1, 2016.

Mr. Dobberstein stated the additional investment will include a new digital passenger service center which will replace the current static reservation center. He stated they are proposing to put the new center in the baggage claim and will feature a 32" portrait oriented touch screen with direct dial phone system. He added that they were proposing a very large display on the west wall which is the current location of the reservation center but he stated it was his opinion that display is too large and he would not be in favor of that particular change.

Gen. Macdonald moved to accept the proposal by Clear Channel Airports with the exception of the large electronic sign on the west wall.

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 they have been working with CBM on their proposed changes. He stated they are still working out details on the equipment they are looking at for the post security services.

The board directed Mr. Stroh to convey to CBM our interest in moving ahead as soon as possible with the post security food and beverage service changes.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated both the Taxiway B Reconstruction and Long Term Parking Lot Expansion Projects and mostly complete. He stated they are still working on addressing some ponding areas in the Airfield Drainage Improvement Project on the north end of the airport.

Other Business:

Chairman Pawluk stated he and Gen. Macdonald, as part of the City of Fargo's review of all job descriptions, have been reviewing the job descriptions for Executive Director and Assistant Director and would welcome the review and input from any of the board members before the descriptions are finalized.

Mr. Dobberstein stated Case New Holland has requested a boundary modification for the Foreign Trade Zone. He stated this is about a three to four month process but is good news that they need additional space at their plant.

Mr. Dobberstein stated we have begun working on the renewal of our airport liability insurance and we will have more information closer to the renewal date.

Other Business: (Continued)

Mr. Dobberstein stated that AAAE is encouraging airports with significant changes in their congressional representation in Washington join them at an event in Washington in February to introduce their new representatives to AAAE. He stated he may attend this meeting but will have more information later.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, November 23, 2010.

Time at adjournment was 8:27 a.m.

Regular Meeting

Tuesday

November 23, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 23, 2010 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held November 9, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held November 9, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$18,292.11:

Mr. Kilander moved to approve the airport vouchers totaling \$18,292.11.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Kilander, Macdonald, Pawluk 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 \$1,515.00 to Sixel Consulting for payment request for quarterly airline passenger report.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$15,515.82 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Taxiway B Reconstruction Project, AIP37.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$6,597.32 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Long Term Parking Lot Expansion – Phase II.

Second by Dr. Clark.

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

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

Received North Dakota Air National Guard Update from Col. Gibney:

This item was passed as Col. Gibney was not present.

Reviewed Plan from Airport Giftshop to Expand Departure Lounge Operation:

Mr. Kevin Clapp, Airport Giftshop, was recognized and reviewed his plans for the expansion of his kiosk in the departure lounge area as a result of the restaurant expansion in the departure lounge. He stated they plan to move the existing kiosk unit to the existing coffee kiosk area. He stated they would like the existing counters removed as he plans to have wall units made and those units would be secured during closing hours. He stated he plans to have the wall unit on wheels as well so they can be moved in the future if necessary.

Mr. Dobberstein stated the existing coffee kiosk counters will probably be saved in case we can use them in the future. He added that he is not certain if any of the equipment at the coffee kiosk will be used by the new restaurant operator, CBM. He stated once the restaurant in the departure lounge is operational the renovations to the giftshop are will be done. He stated the Airport Authority will pay for the removal of the fixtures in the existing coffee kiosk area which we will probably do on a time and materials not to exceed basis with the same firm that installed the fixtures.

Mr. Kilander moved to approve the requested changes to the post security giftshop and that they work with staff on timing and coordination.

Second by Gen. Macdonald.

Mr. Clapp stated he would like to look into the possibility of keeping the one beverage cooler in that area for the giftshop use as some of his customers might like to purchase a beverage at the same time they are making a purchase at the giftshop.

Chairman Pawluk called for a vote on the motion.

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

Authorized Attendance at Allegiant Air Conference, Las Vegas, NV, February 2011:

Mr. Dobberstein stated this is Allegiant's annual conference at which they give each airport their report on how they are doing. He stated the conference this year is open only to airports they serve and the dates have not yet been finalized.

Gen. Macdonald moved to authorize attendance at the Allegiant Air Conference in Las Vegas in February 2011 by the Executive Director and any board members interested in attending.

Second by Mr. Blazek.

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

Received Proposed Contract from TL Stroh Architects for US Customs and Border Protection General Aviation Facility Design:

Mr. Dobberstein stated we received the proposed contract from TL Stroh Architects for the design of the US Customs and Border Protection General Aviation Facility. He stated the contract has been forwarded to Attorney Stewart for his review and he did indicate that everything was in order. Mr. Dobberstein stated the proposed fixed fee in the contract is \$66,430.00 and \$5,000.00 of this has already been paid for the concept study for this project. He stated two items not included are builder's risk insurance and soil testing.

Mr. Stroh stated that almost 40% of this cost will be engineering fees. He stated this is a relatively small project but because of its complexity the fees and cost per square foot will be higher than usual because of its location between the two existing buildings.

Mr. Kilander moved to approve the contract with TL Stroh Architects for the US Customs and Border Protection General Aviation Facility Design.

Second by Gen. Macdonald.

Mr. Kilander stated it would be nice to see a breakdown of the fees but we can move ahead without that.

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

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

Received Notice from Spectrum Aeromed on Hangar #9 Light Replacement Project and Storage Shed:

Mr. Dobberstein stated Spectrum Aeromed leases Hangar #9 from the Airport Authority and they are proposing to replace all of the lights in the hangar at their expense. He stated it is about a \$4,000 project and they indicated they will be taking advantage of a rebate program on this project. He stated they are also requesting permission to place a temporary storage shed near Hangar #9. He stated this will be placed on the south side of the hangar and it will house a trailer they use frequently to gather items in their production process. He stated the placement will not hinder snow removal. He stated this does set some precedence as the only other storage shed we have allowed on the field is the TSA's storage shed near their former office space in the south general aviation area. He stated we will want to review this on an annual basis.

Gen. Macdonald moved to approve the placement of a temporary storage shed subject to annual review and also acknowledge the replacement of the lighting in Hangar #9.

Second by Mr. Blazek.

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

Authorized Attendance at the AAAE/ACI Washington Legislative Conference, February 1-3, 2011:

Mr. Dobberstein stated the AAAE and ACI are holding a joint legislative conference in Washington, DC in February, which is a little earlier than usual, and this is an opportunity for airports with new members in congress to introduce them to AAAE. He stated until Hoeven and Berg have their offices set up he will probably not be able to contact their staff to invite them to this conference.

Mr. Kilander moved to authorize attendance at the AAAE/ACI Washington Legislative Conference, February 1-3, 2011.

Second by Mr. Blazek.

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

Airport Construction and Security Update:

Mr. Pawluk stated he is very disappointed in the snow removal in the short and long term parking lots.

Mr. Dobberstein stated the parking lot's plow truck is down and Mr. Robert Kinnoin, manager, is waiting for a new one to arrive. He stated he has had to rely more on his contract snow removal operator.

Mr. Pawluk stated apparently his expectations are higher than Standard Parking's. He stated he would like his concern and disappointment relayed to Mr. Clint Joy, Standard Parking.

Mr. Devin Mogck, TL Stroh Architects, was recognized and stated CBM has decided not to use the refrigerated lines to a remote location downstairs so they will just clear their kegs through the security checkpoint. He stated they are moving ahead with some of the other items they are working on prior to their taking over on January 1.

The meeting of the Municipal Airport Authority was adjourned to executive session at 8: 32 a.m. to discuss matters of airport security, issues per Sec. 44-04-24 and 44-04-26 of the North Dakota Century Code.

The meeting resumed at 8: 53 a.m.

No further discussion was held.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, December 14, 2010 at 8:00 am in the Airport Boardroom

Time at adjournment was 8:54 a.m.

Regular Meeting

Tuesday

December 14, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, December 14, 2010 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approve the Minutes of the Regular Meeting of the Municipal Airport Authority Held November 23, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held November 23, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$36,020.90:

Mr. Blazek moved to approve the airport vouchers totaling \$36,020.90.

Second by Mr. Kilander.

On the call of the roll, members Clark, Blazek, Kilander, Macdonald, Pawluk 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 \$7,740.00 to Sixel Consulting for payment request for November passenger enplanement fees (American/Chicago - \$4,410.00, Allegiant/Los Angeles - \$1,110.00, Allegiant /Orlando - \$3,330.00).

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$17,000.95 to Flint Communications for partial payment request for 2010 Airport Marketing Program.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Journal Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$3,705.00 to Journal Communications for Greater Fargo-Moorhead Economic Development Corporation co-op advertisement with Fargo Jet Center.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Cass County Treasurer:

Gen. Macdonald moved to approve the individual voucher in the amount of \$28,369.61 to the Cass County Treasurer for 2010 county drain taxes.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Foreign-Trade Zone Corporation:

Gen. Macdonald moved to approve the individual voucher in the amount of \$406.25 to the Foreign-Trade Zone Corporation for payment request for expanded scope application review for CNH America.

Second by Mr. Blazek.

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

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

Received Update on Airport Liability Insurance Renewal:

Mr. Dobberstein stated he received an update from Northstar Aviation Insurance on the renewal of our airport liability insurance coverage. He stated we received a recommendation from Mr. Marc Lepage to renew the coverage with Chartis Aerospace (formerly AIG). He stated the limits would remain the same and the total annual premium will be \$51,284, which is a decrease of \$466 from last year. He stated an endorsement will be attached to the renewal policy to provide coverage for the 2011 Fargo Airsho. He stated the best alternate market was Phoenix Aviation at \$51,461, but Mr. Lepage recommends maintaining the continuity that we have had with Chartis (AIG) for the previous 11 years.

Regular Meeting Held December 14, 2010

Received Update on Airport Liability Insurance Renewal: (Continued)

Dr. Clark moved to accept the recommendation of Northstar Insurance and award the renewal of the 2011 airport liability insurance to Chartis Aerospace for a premium of \$51,284.

Second by Mr. Kilander.

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

Received 2011 FAA Capital Improvement Plan:

Mr. Dobberstein stated we are required to submit an annual capital improvement plan to the FAA Airports District Office in Bismarck and the proposed 2011 plan was distributed to the board members.

Mr. Dobberstein stated some of the items proposed for 2011 are as follows:

- Connecting taxiway into the cargo apron prior to Taxiway A Project
- Avigation Easement for the extension of Runway 9
- Route and seal cracks and joint sealing on Runways 9/27 (non-AIP eligible)
- Expansion of Westside Terminal apron (This would be of help especially during winter months when aircraft need to push back to de-ice and would help with ingress and egress to the gates. We would also use this project to address the issue of de-icing fluid disposal.)
- The FAA Airports District Office would like to see us update our Airport Master Plan and also our Airport Layout Plan.

Mr. Dobberstein stated we will be dealing with funding issues again this year with the AIP program as we have experienced in the past, which makes it difficult to plan for projects.

Chairman Pawluk stated he thinks the lowest priority is the master plan update. He stated he would rather see us spend money on improvements.

Mr. Dobberstein stated a Capital Improvement Plan is fluid and can be changed as needed.

Mr. Kilander moved to approve the proposed 2011 Capital Improvement Plan.

Second by Mr. Blazek.

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

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

Reviewed Airport Administration Intern Extension:

Mr. Dobberstein stated the board previously approved the extension of the internship for our current intern, Mr. Joe Marana, to December 26, 2010. He stated he would like to request another extension to April 3, 2011. He stated Mr. Marana is actively seeking employment but until that time we could continue to utilize him.

Gen. Macdonald moved to approve the extension of the internship for Mr. Joe Marana until April 3, 2011.

Second by Dr. Clark.

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

Received Update Regarding CBM Lease Agreement:

Mr. Dobberstein stated we have been working on finalizing the lease document with CBM Managed Services. He stated he received a request from Darrell Leenderts, CBM, for six items. He stated one had to do with floor plans for the two areas they will be occupying and he has provided them. He stated the second was requesting an inventory list of equipment that the airport owns and will furnish to the restaurant operation. The third was a request to change the day the rent is due from the 10th of the following month to the 25th. He stated he has no problem with that. He stated item #6 was a name change on the contract to Hungry's Restaurant, Inc. dba Sky Dine Services.

Mr. Dobberstein stated the two items he does have issues with include the concession fee paid to the airport on their Subway sales. He stated CBM is working on obtaining franchise rights to Subway for this location and Subway is requiring a royalty fee based on all Subway gross sales. He stated CBM feels that with the royalty fee and the 10% concession fee to the airport that will cut their margins in half. He stated they are requesting to pay less than the proposed 10% on their Subway sales. He stated he would not be in favor of granting that change because that would set a precedence for other tenants paying rent based on a percentage of sales.

Mr. Dobberstein stated in their proposal CBM indicated they planned to spend about \$250,000 on construction improvements and equipment. He stated their final request is for some sort of financial protection in the lease agreement in the event they are not granted a five year extension following the initial five year term that would allow them to either remove their improvements or at the very least allow them to be reimbursed for the unamortized portion of their investment from the incoming tenant or the airport. He stated he is not sure we want to go down that road either.

Mr. Dobberstein stated the lease has not yet been signed and he does not believe it includes an extension. He stated the lease does require them to advise us of their intentions at the beginning of year number five of the lease.

Chairman Pawluk stated CBM is not being asked to take on someone else's previous obligation as they are coming into this lease so he does not why they would expect the next operator want to do that. He stated CBM was awarded the contract based on their proposal and he is hesitant to change the terms of that understanding when it was awarded to them based on what they proposed to us. He stated in all probability they will be here for a long time and he does not think we should be changing the terms after the fact.

Mr. Blazek stated he would agree that we should not change the percentage on the Subway sales. He stated he would not mind entertaining the thought of taking on additional risk but what would the airport be getting in exchange. He suggested possibly an increased percentage on alcohol sales.

Chairman Pawluk stated these decisions have already been made and he would hesitate to go in and make changes since that is what we agreed upon. Chairman Pawluk asked Mr. Dobberstein for his recommendation.

Mr. Dobberstein stated he definitely recommends the answer to the change in percentage paid on Subway sales be "no." He stated we could work with CBM on identifying how much they actually spend on improvements and whatever is identified as the value for years 6-10 we could require the next tenant, if it is not CBM, to pay those costs.

Mr. Blazek stated he feels that would box in a future tenant.

Received Update Regarding CBM Lease Agreement: (Continued)

After further discussion, it was the consensus of the board that we take no action at this time. Gen. Macdonald stated he is confident that the Executive Director can negotiate the final details.

Mr. Blazek stated he is not certain that we have given the director ample direction.

Mr. Dobberstein stated either we obligate \$125,000 or we don't. He stated he feels we should identify the final construction costs for improvements and if the Airport Authority does not grant CBM an extension after the initial five year term then we reimburse them for a pre-determined amount. He stated if they decide they do not want to continue after year five then they walk away and we do not reimburse them anything. He stated if they decide to request an extension for a second five year term then it is a moot point.

Airport Construction and Security Update:

There was nothing to report on airport construction.

Mr. Barry Bennett, TSA, was recognized and stated he wanted to thank and commend the Airport Authority staff for their work with the TSA on both routine matters and emergency situations.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, December 28, 2010.

Time at adjournment was 8:33 a.m.

Regular Meeting

Tuesday

December 28, 2010

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, December 28, 2010, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held December 14, 2010;

The minutes of the regular meeting of the Municipal Airport Authority held December 14, 2010 were approved without objection.

Approved the Airport Vouchers Totaling \$25,422.41:

Gen. Macdonald moved to approve the airport vouchers totaling \$25,422.41.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Kilander moved to approve the individual voucher in the amount of \$2,948.04 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Taxiway B Reconstruction project, AIP37.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Northern Improvement:

Mr. Kilander moved to approve the individual voucher in the amount of \$32,753.53 to Northern Improvement for partial payment request for the construction the Taxiway B Reconstruction Project, AIP38.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Master Construction :

Mr. Kilander moved to approve the individual voucher in the amount of \$52,170.91 to Master Construction for partial payment request for construction of Airfield Drainage Improvements, AIP36.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Border States Paving;

Mr. Kilander moved to approve the individual voucher in the amount of \$10,241.06 to Border States Paving for Partial Payment Request #5 for construction of Long Term Parking Lot Expansion, Phase II.

Second by Mr. Blazek.

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

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

Received Notice from Dan Nordick Regarding Name Change for Farm Lease:

The communication dated December 14, 2010, from Mr. Daniel Nordick was received and filed without objection.

Mr. Dobberstein stated this is just a matter of record. He stated Mr. Nordick and his son have formed a general partnership entitled River Valley Farms.

Mr. Kilander moved to approve the change in the name on Daniel Nordick's farm lease to River Valley Farms and that the appropriate lease amendment be drafted.

Second by Mr. Blazek.

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

Update Regarding David F. Johnson Armed Forces Reserve Center Building Transition:

Mr. Dobberstein stated we recently received a communication from Mr. Ronald Deming, Army Corps of Engineers, regarding the David F. Johnson Armed Forces Reserve Center building. He stated based on the current schedule they expect the new Armed Forces Reserve Center to be complete in May 2011. The occupants of the old facility will have 60 days to move and 30 days to close so the lease should be terminated no later than September 2011.

Update Regarding David F. Johnson Armed Forces Reserve Center Building Transition:
(Continued)

Mr. Dobberstein stated we have had some interest expressed in the building from various parties for purposes from a facility for Veterans groups to space for the NDSU Tech Park. He stated it is a very large building with a lot of rooms so there are a lot of possibilities. He stated he would like to see us sell the building and lease the land. He stated there are some additional out buildings which our staff could use for equipment storage. He indicated he would continue to give updates on the matter.

Authorized Attendance at Network USA 2011, Austin, TX, March 6-8, 2011 and Sixel Consulting West Region Event, Salt Lake City, UT, March 23-25, 2011:

Mr. Dobberstein stated the Network USA conference is the event where we are able to meet with a number of airlines in one setting. He stated this conference is early enough in the year that if we were successful in getting new air service it could begin in the fall. He stated this has been a productive conference to attend. He stated Mr. Mark Sixel asked him to speak at the Sixel event in Salt Lake City but he is not certain he will be attending that.

Gen. Macdonald moved to authorize attendance at Network USA 2011 in Austin, TX, March 6-8, 2011 and the Sixel Consulting West Region Event, Salt Lake City, UT, March 23-25, 2011.

Second by Dr. Clark.

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

Reviewed and Approved Intergovernmental Agreement with the City of Fargo for Police Department Officer Vehicle Training:

Mr. Dobberstein stated the Fargo Police Department has been looking for a place on the airport to conduct vehicle training for their officers. He stated in years past they had used the closed portion of a runway, which is no longer available, so they are looking at the cargo ramp. He stated Attorney Stewart has reviewed the Intergovernmental Agreement which adds the airport as an additional insured under their insurance coverage and he is satisfied with the agreement.

Mr. Kilander moved to approve the Intergovernmental Agreement with the City of Fargo for Police Department officer vehicle training and that the Executive Director be authorized to determine the best location for the activity.

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 they have been continuing to work with representatives from US Customs and Border Protection regarding the General Aviation Facility. He stated there have been modifications to the building layout.

Mr. Stroh stated they have also held a pre-bid meeting with prospective contractors for the CBM Managed Services project for their renovations in the departure lounge. He stated bids for the project are due by January 11, 2011.

Airport Construction and Security Update: (Continued)

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated he is working with Northern Improvement on verifying quantities for the Taxiway B Reconstruction Project and we should have a final payment request in January and the project closeout shortly. He stated there are still some seeding issues on the airfield drainage project from 2009 so that will be finished in the spring. He stated they are also still working on the wetland mitigation portion of that project. Mr. Klein stated there are a few items left on the parking lot project and those also will be completed in the spring.

There was nothing to report on security.

Other Business:

Mr. Dobberstein stated November 2010 boardings were down less than 1% over 2009 but numbers are still up overall 2010 vs. 2009.

Mr. Dobberstein stated he has been discussing a parking master plan with Mr. Clint Joy, Standard Parking, and there are some different options for this process. He stated Standard is looking at partnering with another firm to come up with a parking master plan which will come at a cost but he is not yet certain what that will cost. He stated Standard Parking is looking at taking the lead on this project and we will hear more in the near future. He stated our overall airport master plan from 2002 does address long and short term parking but it does not address issues such as a parking ramp or shuttling. He added that waiting to address this in our Airport Master Plan Update may be too long to wait.

The meeting was adjourned until the Annual Meeting of the Municipal Airport Authority to be held Tuesday, January 11, 2011, which will be the only meeting in January.

Time at adjournment was 8:27 a.m.