

Annual Meeting

Tuesday

January 11, 2011

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 11, 2011, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Macdonald, Pawluk

Absent: Kilander

Others: Tjon, Walaker

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held December 28, 2010:

The minutes of the regular meeting of the Municipal Airport Authority held December 28, 2010, were approved without objection.

Approved the Airport Vouchers Totaling \$38,145.83:

Gen. Macdonald moved to approve the airport vouchers totaling \$38,145.83,.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

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 \$4,982.25 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 Dr. Clark.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Gen. Macdonald moved to approve the individual voucher in the amount of \$7,740.00 to Sixel Consulting Group for December passenger enplanement fees (Allegiant/Orlando - \$2,220.00, Allegiant/Los Angeles - \$1,110.00, American/Chicago - \$4,410.00).

Second by Dr. Clark.

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

Absent and not voting: Kilander

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 \$151.33 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 Dr. Clark.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$9,667.54 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, Macdonald, Pawluk voted aye.

Absent and not voting: Kilander

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 \$8,296.04 to Cass County Treasurer for 2010 Drain Assessment (correction to previous statement, tenant farmer was billed in error.)

Second by Dr. Clark.

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

Absent and not voting: Kilander

The motion was declared carried.

Received 2010 Passenger Report:

The 2010 passenger report was received and filed without objection.

Mr. Dobberstein stated in 2010 we set an all time record for passenger boardings. He stated we were up 4.1% over 2009.

Received 3rd Quarter 2010 PFC Report:

The 3rd Quarter PFC Report for 2010 was received and filed without objection.

Discussed Airport Operations During Winter Weather Events:

Chairman Pawluk stated he added this item to the agenda in light of recent weather events and the back to back blizzards we experienced. He stated he feels there is some confusion on the part of the media and in the minds of the public on how the airport can remain open when highways to the airport and 19th Avenue North are closed. He would like some discussion on if there is anything further that can be done to aid the public in these situations. He stated he has invited Mr. Bob Walton, District Engineer for the North Dakota Department of Transportation.

Mr. Dobberstein stated every storm tends to be a little different and we have had excellent cooperation with the ND Highway Department and the City of Fargo in the past. He stated there are many times where there is no travel is advised on the highways and roads but airlines are still able to operate their flights. He stated not once in his years at the airport has he not been able to get to the airport via Dakota Drive. He stated for a number of years now there has been signage showing that as an alternate route to the airport.

Mr. Bob Walton was recognized and stated the ND DOT has the responsibility of identifying the closure points for I-29 and I-94, and the locations of those closure points are 12th Avenue North and 32nd Avenue South and for I-94 the closure is at 45th Street South to the west and I-94 to the east would fall under the jurisdiction of the MN DOT. He stated these locations are based on safety for the travelling public, visibility and the DOT's ability to keep the roads open. He stated the DOT analyzes this every year and usually depends on development in the area which improves visibility.

Chairman Pawluk stated he is wondering if the closure gate could be moved to 19th Avenue North and if not that, could there be progressive closures and openings of I-29 to accommodate access to the airport. He stated he feels metro area extends from 52nd Avenue south to 19th Avenue North and would like to see the closure extended to 19th. He stated he has no criticism of what was done during the last storm but he wants to look ahead to see if the definition of the metro area can be expanded. He stated more often than not the airport remains open even when highways are closed.

Mr. Walton stated they will continue to evaluate their closure gates after every storm but at this point they still do not feel it would be safe to extend the closure to 19th Avenue North. He added that they have not had good luck with progressive openings. He stated they have had to have the Highway Patrol out there moving back vehicles that are waiting in line so that they can open the gates. He stated highway closures are not taken lightly as they have a big effect.

Mr. Dobberstein stated we will coordinate a meeting with the City Engineering to come up with a plan for additional signage showing the alternate route to the airport via Dakota Drive, as well as review the signs currently in place.

Received Proposed Architectural Contract with TL Stroh Architects for Eastside Terminal Window Replacement Project:

Mr. Dobberstein stated we received a proposed architectural contract from TL Stroh Architects for the Eastside Terminal Window Replacement Project. He stated we have budgeted to do half of the windows in 2011 and the other half in 2012, unless we find we are able to do the entire project this year. He stated Attorney Stewart has reviewed and approved the contract. He stated the amount of the contract is \$15,000 plus incidentals.

Mr. Stroh stated the board did approve this project last year and they have completed about 50% of the architectural work but have not had a contract until this time.

Mr. Blazek moved to approve the contract for architectural services with TL Stroh Architects for the Eastside Terminal Window Replacement Project.

Second by Dr. Clark.

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

Absent and not voting: Kilander

The motion was declared carried.

Received Communication from MDC Fargo, LLC:

The communication from Mr. Jerry S. Dean, President, MDC, dated January 7, 2011, was received and filed without objection.

Mr. Dobberstein stated MDC owns the facility adjacent to the cargo ramp originally built for Airborne Express then occupied by DHL. He stated DHL has not been operating from the facility since they discontinued their domestic operations in the United States. He stated they have been pursuing other aviation related users for the facility. He stated DHL has retained the services of local realtor, Konrad Olson, to find a tenant for the building until such time that an aviation related tenant could be secured.

Mr. Dobberstein stated Mr. Dean has had inquiries about a one year rent abatement. He stated Mr. Dean is wondering if the Airport Authority would consider a match of this one year abatement. Mr. Dobberstein stated if the board was interested in this we could attach stipulations such as it must be an aviation related tenant. He stated obviously we would like it to be another air cargo company. Mr. Dobberstein stated the annual lease amount we receive is less than \$15,000.

Chairman Pawluk stated it is his position that if we can get the building occupied by an air cargo company and foregoing \$15,000 in lease fees makes that happen he would be in favor of that. He stated having an air cargo company operating increases our landing fees and also our cargo numbers. He stated he would be interested in restricting it to a mainline cargo operator but not necessarily a minimum lease period because he does not think a cargo operator would go to the expense of locating here and then leaving after a short time.

Gen. Macdonald moved to approve the potential abatement of land rent for one year provided the tenant is aviation related.

Second by Dr. Clark.

Mr. Blazek moved to amend the motion to include a lease term of no less than five years.

Amendment died for lack of a second.

Mr. Blazek stated if we are giving up something we should be getting something in return. He stated if we get a tenant in there for only two years then we are back in the same position two years from now.

Received Communication from MDC Fargo, LLC: (Continued)

Chairman Pawluk stated he would agree but he is confident that someone coming with that type of operation would not be doing it for just a 12 to 24 month period. He stated it is a pretty specialized structure so other than just using it for storage it is definitely designed for a cargo facility.

Chairman Pawluk called for a vote on the motion.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Partial Payment Request from TL Stroh Architects for Services in Connection with the Eastside Terminal Window Replacement Project:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they have completed 50% of the work on the Eastside Terminal Window Replacement Project.

Gen. Macdonald moved to approve the partial payment request in the amount of \$7,500.00 from TL Stroh Architects for architectural services in connection with the Eastside Terminal Window Replacement Project.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Received Letter of Intent from Cityscapes Development and Shaw Investments:

Mr. Dobberstein stated Mr. Jim Shaw, Shaw Investments, a current tenant in the Eastside Terminal, would like to lease additional office space on the second floor in the Eastside Terminal for a five year term, effective February 1 or sooner. He stated he lease would be in accordance with the other leases in the Eastside Terminal and the rate will be \$6.55 per square foot with a three percent escalator per year.

Mr. Blazek moved to approve the request from Shaw Investments to lease additional space on the second floor of the Eastside Terminal.

Second by Dr. Clark.

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

Absent and not voting: Kilander

The motion was declared carried.

Received Update from CBM Managed Services;

Mr. Dobberstein stated Mr. Marlin Sejnoha, CBM, was planning to be here today but because of weather in Sioux Falls today is not able to be here.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they are having a bid opening today in their office for the renovations being proposed by CBM. The bid is a closed bid to select contractors as this is CBM's project.

Mr. Dobberstein stated he was gone for the first few days after the transition but so far things are going well. He stated there were a few equipment deficiencies that showed up in a health department inspection such as rusty storage racks and we are going to pay for the replacement of those.

Airport Construction and Security Update:

There was nothing to report on security.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated the project for the US Customs and Border Protection General Aviation Facility is moving slowly.

Elected Chairman of the Municipal Airport Authority for Calendar Year 2011, as per Bylaws;

Mr. Blazek moved to elect Gen. Alexander P. Macdonald Chairman of the Municipal Airport Authority for calendar year 2011, as per bylaws.

Second by Dr. Clark.

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

Macdonald passed his vote.

Absent and not voting: Kilander

The motion was declared carried.

Elected Vice Chairman of the Municipal Airport Authority for Calendar Year 2011, as per Bylaws:

Dr. Clark moved to elect Mr. Don Kilander Vice Chairman of the Municipal Airport Authority for calendar year 2011, as per bylaws.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Adopted Resolution of Appreciation to Outgoing Chairman, Ken Pawluk:

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

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

Adopt Resolution of Appreciation to Outgoing Chairman Mr. Ken Pawluk: (Continued)

WHEREAS, During the year of Mr. Pawluk's chairmanship, the Municipal Airport Authority and Hector International Airport have moved steadily and successfully forward, setting the all time passenger boarding record in 2010, and

WHEREAS, Mr. Pawluk has labored diligently and given unsparingly of his time and efforts in many areas serving as Chairman of the Municipal Airport Authority, always looking to find ways in which to improve service to our customers.

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

Second by Dr. Clark.

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

Pawluk passed his vote.

Absent and not voting: Kilander

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

Presentation to Mr. Steve Blazek:

Gen. Macdonald stated the Municipal Airport Authority has supported the Fargo Air Museum since its beginning and the Fargo Air Museum would not have been in existence without the assistance of the Municipal Airport Authority. He stated one of the current members of the Municipal Airport Authority has also served as Chairman of the Fargo Air Museum this past year and the board of the Fargo Air Museum felt it would be fitting to recognize the service of Mr. Steve Blazek in the presence of his peers on the Airport Authority. Mr. Blazek was awarded with a plaque for his service.

Mr. Blazek also extended his appreciation to the Municipal Airport Authority. He stated the Fargo Air Museum is doing very well and touching many families.

Other Business:

Mr. Dobberstein stated last week we received the news that Mr. Robert Kinnoin, who has managed the parking lot for 17 years, will be leaving his position effective sometime this month. He stated Robert has done a great job for many years and he will be hard to replace.

The meeting of the Municipal Airport Authority as adjourned until the next regular meeting to be held Tuesday, February 15, 2011.

Time at adjournment was 9:14 a.m.

Regular Meeting

Tuesday

February 15, 2011

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 15, 2011, at 8:00 am in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Macdonald presiding.

Approved the Minutes of the Annual Meeting of the Municipal Airport Authority Held January 11, 2011:

The minutes of the Annual Meeting of the Municipal Airport Authority held January 11, 2011 were approved without objection.

Approved the Airport Vouchers Totaling \$171,848.76:

Mr. Pawluk moved to approve the airport vouchers totaling \$171,848.76.

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Blazek moved to approve the individual voucher in the amount of \$9,472.00 to Sixel Consulting Group for payment request for January passenger enplanement fees.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Blazek moved to approve the individual voucher in the amount of \$1,515.00 to Sixel Consulting Group for payment request for Third Quarter 2010 Passenger data.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander, Macdonald 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 \$4,982.25 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 Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander, Macdonald 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 \$3,750.00 to TL Stroh Architects for partial payment request for engineering services in connection with the Eastside Terminal Window Replacement Project.

Second by Dr. Clark,

On the call of the roll, members Clark, Blazek, Pawluk, Kilander, Macdonald 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 \$13,612.51 to Flint Communications for partial payment request for 2011 Airport Marketing Program.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Blazek moved to approve the individual voucher in the amount of \$5,309.09 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, Pawluk, Kilander, Macdonald voted aye.

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

Approved the Individual Voucher to Northern Improvement:

Mr. Blazek moved to approve the individual voucher in the amount of \$72,563.82 to Northern Improvement for partial payment request for construction of Taxiway B Reconstruction Project, AIP38.

Second by Dr. Clark.

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

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

City of Fargo Engineering Department Review of Access to Airport Property for Clay Material and General Flood Preparation Update:

Mr. Dobberstein stated our attorneys have drafted a standard Right of Access Agreement with the City of Fargo to access airport property for clay borrow pits for the upcoming flood fight. He stated the City of Fargo does recognize that there is still a lot of restoration that needs to be done from 2009. He stated the site is leased to NDSU and they are currently paying only half of the per acre rent due to the condition of the site but they may not even be interested in farming the site at all this year. He stated if that is the case the City of Fargo will pay the cash rent on that site.

In response to a question from Mr. Pawluk, Ms. Brenda Derrig, City of Fargo Engineering Department stated part of the agreement is that the topsoil will be replaced during the restoration.

Mr. Pawluk moved to approve the Right of Access Agreement with the City of Fargo to access airport property for clay borrow pits for the 2011 flood event.

Second by Mr. Kilander.

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

Mr. Dobberstein introduced Brenda Derrig, Senior Engineer with the City of Fargo, and stated she is here today at Mr. Pawluk's request to update the board on some general flood observations with respect to the airport.

Ms. Derrig was recognized and gave a general overview of the various areas of the airport and lines of flood protection. She explained that County 20 is the airport's protection to the north at about 43.5', with the exception of one low spot. She stated the elevations in north Fargo are higher than south Fargo and the airport is a fair distance from the river. She stated the airport also has Cass County Drain 10 going through the property with a lift station on the north end of the airport at County 20. She stated right now the City of Fargo is planning to construct any clay levees along the river at 44' and sandbag dikes at 42'-43'.

Mr. Pawluk asked about any threat of water from the west.

Ms. Derrig stated I-29 to the west of the airport is fairly high and there is only one culvert crossing which is monitored throughout a flood event.

Mr. Pawluk stated he feels the biggest threat to the airport during a flood event is a failure of the sanitary sewer system.

Mayor Walaker was recognized and stated the City of Fargo has made such significant improvements to the sanitary system that unless the river gets to levels we have never seen there is a slim chance of a failure of the sanitary system.

Received January Passenger Report:

The January 2011 passenger report was received and filed without objection.

Mr. Dobberstein stated this was our busiest January on record and we were up 1.3% over January 2010.

Authorized Attendance at the AAAE Great Lakes Chapter National Air Service Conference, April 10-12, 2011, Lansing, MI:

Mr. Kilander moved to authorize attendance at the AAAE Great Lakes Chapter National Air Service Conference, April 10-12, 2011, Lansing, MI, by board members or staff.

Second by Mr. Blazek.

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

Authorized Attendance at the 83rd Annual AAAE Conference, May 15-18, 2011, Atlanta, GA:

Mr. Kilander moved to authorize attendance at the 83rd Annual AAAE Conference, May 15-18, 2011, Atlanta, GA, by board members and staff.

Second by Dr. Clark.

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

Received Communication from SmarteCarte, Inc.:

The communication from SmarteCarte, Inc. dated January 28, 2011, was received and filed without objection.

Mr. Dobberstein stated SmarteCarte, Inc. currently operates a luggage cart system in the terminal along with two sets of massage chairs. He stated this letter advised us that they will be removing both systems May 15, 2011. He stated Mr. Darren Anderson has had some discussions with Mr. Michael Multer from Smarte Carte as far as options. He stated they will sell the carts but not the management unit. He stated we have proposed this opportunity to a couple of people who may be interested in taking over this service. He stated he is afraid that if we bought the carts just for the use of passengers with no fee we would find that the carts would be left in the parking lot and be stolen. He stated we will do some more research on the matter and report back in March.

Received Proposals for the Purchase of a Utility Vehicle for Airfield Operations:

Mr. Dobberstein stated our 2011 budget includes funds for a utility vehicle for airfield operations. He stated the airfield crew would use this unit on the airfield for wildlife control. He stated following our purchasing guidelines we received informal proposals from four vendors and the lowest bid we received was on a 2011 Polaris Ranger from Frontier Powersports in Fergus Falls for \$11,012.00.

Mr. Pawluk stated he owns a Polaris Ranger and would highly recommend the unit. He stated if they are going to be driving it in the shelterbelt he would recommend a brush guard on the front of the unit.

Received Proposals for the Purchase of a Utility Vehicle for Airfield Operations: (Continued)

Mr. Pawluk moved to authorize the purchase of a 2011 Polaris Ranger from Frontier Powersports at a cost of \$11,012.00 and to add a push bumper and brush guard on the front of the unit.

Second by Mr. Blazek.

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

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

Receive Communication from FAA Airports District Office Regarding Airport Master Plan Update and Receive Information from Ulteig Engineers to Begin the Project:

The communication from Mr. Brian Schuck, Acting Manager of the FAA Bismarck Airports District Office dated February 8, 2011, was received and filed without objection.

Mr. Dobberstein stated our annual Capital Improvement Plan submitted to the FAA for 2011 included the update of our Airport Master Plan, which was last done in May 2002. He stated this letter is requesting that we elevate the update of our Airport Master Plan on our list of projects. He stated Mr. Jeff Klein, Ulteig Engineers, has put together a proposal for us in terms of what the update would cost and they would partner with Coffman Associates, who has done our Master Plans in the past. He stated estimated cost at this time is \$458,000 and a lot of that cost has to do with new FAA requirements and mapping for a five mile radius of the airport.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated the project would include an update to the Airport Master Plan and also an updated Airport Layout Plan. He stated the FAA has come out with new requirements for the process and a component of that is new aerial imagery. He stated we had hoped to use existing imagery available from the City of Fargo or Cass County but the FAA requires "leaf on" conditions.

Mr. Dobberstein stated the reason this is being brought before the board now is that we received communication from the FAA that they want airports to put under grant, by February 25, projects for entitlements that are available now. He stated this is all due to funding issues with Congress. He stated if the board wishes to move forward with the Airport Master Plan and if so authorize him to move forward with drafting a contract with Ulteig Engineers for the project and the latitude to move forward with the grant application when it is in our best interest to do so.

Mr. Dobberstein stated as far as our improvement project this summer we still do not know what that will be but we hope to have a more clear direction in the next few weeks.

Mr. Dobberstein stated an Airport Master Plan is an important planning tool for the airport but is also used by those involved and community planning and development.

Mr. Kilander moved that the Airport Authority move forward with the Airport Master Plan and that the Executive Director be authorized to make necessary adjustments and submit the grant application when he feels it is in our best interest.

Second by Mr. Pawluk.

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

Airport Construction and Security Update:

Mr. Dobberstein stated Mr. Marlin Sejnoha and Mr. Dustin Sejnoha, CBM Managed Services, are here today to give an update on the restaurant renovation project.

Mr. Marlin Sejnoha was recognized and stated that things have been going well during the transition. He stated they have set aside the catering aspect of the business, which received a lot of focus previously, and are going to concentrate on the customers in the terminal building. He stated they have been working with TL Stroh Architects on the proposed post security facilities. He stated they had set a budget of \$250,000 for renovations to the main restaurant on the public side and also the post security facilities. He stated the bids came in higher than they had planned for but after looking at the plans and trying to do some trimming and make some changes on the finishes they found out they would not be happy with less of a project. He stated they want to do the project right and also want the Airport Authority to be happy with the project. He stated they are looking at double what they planned to spend so they are here today to request an extension of time on their lease from five years to ten years to give them more time to amortize the cost.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated he appreciates CBM's commitment to a quality project and not trying to take short cuts. He stated the project did run into some additional mechanical requirements which increased the cost of the project. He stated even though the post security space will be small it will be a highly used space and will need durable finishes.

Mr. Kilander stated his goal is a long term relationship with our restaurant operator.

Chairman Macdonald stated we would grant a ten year term on the lease and if CBM walks away after five years they will leave the permanent fixtures in place and will only remove personal property. He stated if we terminate the contract after five years the Airport Authority will reimburse CBM for 50% the unamortized portion of the permanent fixtures.

Chairman Macdonald stated he discussed this concept with the Executive Director and he agrees with it.

Mr. Pawluk asked Mr. Dobberstein stated if he is satisfied with CBM's performance so far.

Mr. Dobberstein stated they have exceeded his expectations.

Mr. Pawluk moved to approve the concept of the ten year lease with a five year quit clause and that the Executive Director be authorized to finalize the details.

Second by Dr. Clark.

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

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

Mr. Dobberstein stated he will work with Attorney Tjon and CBM on the final language. He stated the same clause is in the current lease and they will clarify that.

Mr. Dobberstein stated TL Stroh Architects has been working on the Eastside Terminal Window Replacement Project and we will be running an advertisement for bids with bids being received on March 22, 2011.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated this project is going to be bid by general contractors as it involved more than just windows. He stated there is no mechanical work but there is some electrical along with some ceiling work and painting.

There was nothing to report on security

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, March 22, 2011.
Time at adjournment was 9:35 a.m.

Regular Meeting

Tuesday

March 22, 2011

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 22, 2011 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 15, 2011:

The minutes of the regular meeting of the Municipal Airport Authority held February 15, 2011, were approved without objection.

Approved the Airport Vouchers Totaling \$81,258.25:

Mr. Kilander moved to approve the airport vouchers totaling \$81,258.25.

Second by Mr. Pawluk.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Pawluk moved to approve the individual voucher in the amount of \$6,780.00 to Sixel Consulting Group for February passenger enplanement fees.

Second by Mr. Blazek.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Pawluk moved to approve the individual voucher in the amount of \$4,441.23 to Sixel Consulting Group for payment request for professional services for the air service meeting held in Fargo.

Second by Mr. Blazek.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Pawluk moved to approve the individual voucher in the amount of \$2,065.81 to Sixel Consulting Group for payment request for professional services, Network USA Conference, Austin, TX.

Second by Mr. Blazek.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Pawluk moved to approve the individual voucher in the amount of \$2,853.10 to TL Stroh Architects for partial payment request for architectural services in connection with the Eastside Terminal Window Replacement Project.

Second by Mr. Blazek.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Pawluk moved to approve the individual voucher in the amount of \$12,687.46 for partial payment request for 2011 Airport Marketing Program.

Second by Mr. Blazek.

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

Absent and not voting: Clark

The motion was declared carried.

Received Updates on SmarteCarte System, Flight Information Display System and Airport Website:

Mr. Dobberstein stated he advised the board earlier that we received notice from SmarteCarte, Inc. that due to low volume they will be removing their luggage cart system, along with their massage chairs in the departure lounge. He stated we did check with the video game operator and also Kevin Clapp, Airport Giftshop, to see if either would be interested in providing some type of a luggage cart system but neither are interested. He stated we have been doing research on purchasing a luggage cart management system but short of purchasing a very costly system from a foreign provider we do not have an alternative at this time.

Mr. Darren Anderson stated there have been some changes in the company that has been providing the support for our Flight Information Display System. He stated it is the same group of people we worked with before but this company, Lieberman Technologies, is a spinoff from Norlight. He stated they will ask us to sign a contract through 12/31/2011 and after that there would be a 90 day notice of termination for either party.

Mr. Dobberstein stated we have had recent discussions regarding updates to our website. He stated we did receive a proposal from Flint Communications for about \$13,000 to update our website but Darren Anderson has been working with the company that did it for us last time and they will be able to update and meet all of the ADA requirements for about \$5,000. He stated hopefully by the next meeting we will have a firm proposal from them.

Mr. Dobberstein stated we have received a proposal from "Rent a Car Now.com" who would like us to put an icon on our website and we would receive \$3.00 every time someone books a rental car by linking through our website. He stated he has forwarded the agreement to our attorneys to review. He stated he does not see any downside to this opportunity. He stated we would have to sign a contract but would have a 30 day cancellation clause.

Discussed Sixel Consulting Group Contract Extension:

Mr. Dobberstein stated our current contract with Sixel Consulting Group expired March 1, 2011. He stated there are a few changes proposed for the new contract. He stated the cost of the quarterly airline passenger reports will increase from \$6,000 to \$7,500, which will cover all domestic reports each quarter. He stated to add international data as well would bring that amount to \$9,000. He stated Sixel Consulting has done a good job for us. He stated they have a great rapport with airlines and when they bring data to the airline schedulers they know it is accurate information.

Mr. Pawluk stated the way he reads Item 8 on Page 5 – Advertising Campaign, we are obligated to pay development, consulting and management fees equal to 5% of the yearly advertising budget.

Mr. Dobberstein stated that would only be at our request but he will confirm with Mr. Sixel that it is clear that item is optional.

Mr. Pawluk moved to approve the proposed contract extension with Sixel Consulting Group subject to clarification that Item 8 on Page 5 – Advertising Campaign, is optional only at the request of the Airport Authority.

Discussed Sixel Consulting Group Contract Extension: (Continued)

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Received 3rd Quarter 2010 Passenger Data:

The 3rd Quarter 2010 Passenger Report was received and filed without objection.

Mr. Dobberstein reviewed the passenger data for the 3rd quarter of 2010.

Received Preliminary CY2010 Improvement Fund Report:

The preliminary CY2010 Improvement Fund Report was received and filed without objection.

Mr. Dobberstein distributed and reviewed the preliminary Improvement Fund Report for CY2010.

Received Preliminary CY2010 Statement of Operations:

The preliminary CY2010 Statement of Operations was received and filed without objection.

Mr. Dobberstein distributed copies of the CY2010 Statement of Operations to members for review and discussion and the next meeting.

Received Communication from Cityscapes Development LLC Regarding Listing Agreement Extension for the Eastside Terminal Building:

The communication from Mr. Rick Flacksbarth, Cityscapes Development LLC, dated March 2, 2011, was received and filed without objection.

Mr. Dobberstein stated we entered into a one year listing agreement with Cityscapes Development for the Eastside Terminal building and that will expire on April 30, 2011. He stated Cityscapes is requesting a one year extension of that agreement.

Mr. Kilander moved to approve the one year extension of the listing agreement with Cityscapes Development LLC.

Second by Mr. Blazek.

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

Reviewed Mitigation Easement for AIP35 Wetlands Restoration:

Mr. Dobberstein stated this easement fulfills our obligation for the ditch along County 20 on the north end of the airport that was filled in when we completed our airfield drainage improvement project. He stated our drainage project included three acres on the airport which the federal government considered wetlands and since those were affected we had to find three acres of land in another location in the state that would replace these. Mr. Dobberstein stated Ulteig Engineers has been working with a landowner (Berg) who owns some land along the North Dakota/South Dakota border who has agreed to an easement on three acres of property.

Mr. Dobberstein stated the easement is a standard agreement for this type of offsite mitigation and Attorney Stewart has reviewed it and did not see any problems. He stated the easement calls for the land owner to fulfill the obligation to maintain the wetland acres.

Mr. Pawluk stated he would be interested in our total cost for this mitigation process.

Mr. Dobberstein stated we can calculate that figure and provide that information.

Mr. Pawluk moved to approve the mitigation easement for the wetlands restoration which was part of Project AIP35.

Second by Mr. Kilander.

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

Receive Fee Proposal from Ulteig Engineers, Inc. for Airfield Joint Seal Project:

Mr. Dobberstein stated we have the ability to apply for a grant to replace the joint seal on Runway 9/27, portions of Taxiway C, the West Terminal apron, and the north general aviation area ramp. He stated Ulteig Engineers has provided a fee proposal to design this project and this would get us to the point where we could open bids on the project.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated they are proposing to do an airfield assessment and then proceed with plans and specifications for the project. He stated their proposed fee for this project is \$10,500.

Mr. Kilander moved to accept the fee proposal from Ulteig Engineers, Inc. in the amount of \$10,500 to design the pavement rehabilitation project.

Second by Mr. Blazek.

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

Airport Construction and Security Update:

Mr. Dobberstein stated he received an update from Terry Stroh, TL Stroh Architects, on the US Customs general aviation facility and they believe they have the final design. He stated until someone at Customs tells Terry he can share the plans with the Airport Authority he cannot give any details on the project.

Mr. Dobberstein stated since Congress has not passed a budget and the continuing resolution funds the government and the AIP Program only through April 8, 2011, we do not know what we can do for a project this year since we do not yet have enough money released and the Bismarck FAA Airports District Office will not have a revised entitlement number for us until next week, if they even have one then.

Airport Construction and Security Update: (Continued)

Mr. Dobberstein reviewed the possible projects for consideration:

- Extension to Westside Terminal ramp and de-icing pad - \$2.3 million
- Connecting taxiway into cargo ramp - \$690,000
- Access road extension and apron lighting upgrade - \$750,000

He stated we would be short of entitlement funds by about \$427,000 if we were to do these three projects. He stated these projects have lower priority ratings from the FAA. He stated we have been advised that we may be in line for discretionary funds. He stated we will not know if we will be receiving any of those funds probably until late August. He stated the reconstruction of Runway 13/31 is on our capital improvement plan and that would receive a high priority from the FAA. He stated the estimate on that which would be a 75' wide concrete runway is \$4.3 million. He stated we also have the ability to start some type of project to replace Taxiway A. He stated that taxiway is currently 100' wide and the FAA would likely approve 75' with the potential of some higher strength concrete shoulders which would allow us to use it as a temporary runway in the future. He stated the most recent estimate we received on the reconstruction of Taxiway A was \$17 million, but that was for a width of 100' rather than 75'.

Mr. Dobberstein stated we should start thinking about prioritizing these projects and by our next meeting we should know what Congress will do with funding. He stated we will work with the Bismarck FAA office on those priorities. He stated we do not want to jeopardize our opportunity at possible discretionary funding.

Mr. Pawluk stated he does not see any of these projects as pressing. He stated they are things that should be done eventually but if we delay it does not cause a critical problem.

Chairman Macdonald stated if we moved forward with the \$2.3 million ramp expansion and bid the project now, the worst thing that would happen is we would have to fund the difference between our entitlement funds of approximately \$1.7 million and the \$2.3 million cost of the project (\$600,000 difference) and that could be added to our passenger facility charge projects.

Mr. Dobberstein stated we could do that but we do not want to jeopardize our chance at the possible discretionary funds due to the ramp project's priority rating from the FAA. He stated we can always proceed with engineering services on a project since engineering services are always eligible for reimbursement. He stated we could authorize Ulteig Engineers to bring us proposed engineering contracts for both the ramp expansion project and the reconstruction of Runway 13/31 and then the projects would be ready to go to bid when the funding becomes available.

After further discussion, Mr. Pawluk moved to authorize Ulteig Engineers, Inc. to prepare contracts for engineering services for the Taxiway 13/31 reconstruction and the Westside Terminal ramp expansion projects.

Second by Blazek.

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

Airport Construction and Security Update:

Mr. Dobberstein stated the North Dakota Aeronautics Commission held a press conference last week for the release of the North Dakota Economic Impact of aviation for Hector International Airport and the figures statewide.

Mr. Barry Bennett, TSA, was recognized and stated they have just installed one new baggage x-ray machine at the checkpoint. He stated the plan is to install two but they are going to start with one.

Other Business:

Mr. Dobberstein stated the transition for us to assume the buildings on our property at the David F. Johnson Armed Forces Reserve Center is still on track for September. He stated we will have to do an appraisal of the facilities for insurance purposes. He stated they are also going to provide us with a list and value information on the contents that will remain. He stated his preference is to sell the building and lease the land to the owner. He stated there is one storage building we may be interested in keeping. He stated he can try to arrange for a tour of the facility after the next meeting.

Mr. Dobberstein stated the Fargo Air Museum will be having a fund raising event on April 14, 2011, and as part of our public relations budget we are helping to sponsor the event for \$1,500.00.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, April 12, 2011 at 8:00 a.m.

Time at adjournment was 9:25 a.m.

Regular Meeting

Tuesday

April 12, 2011

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 12, 2011, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 22, 2011:

The minutes of the regular meeting of the Municipal Airport Authority held March 22, 2011, were approved without objection.

Approved the Airport Vouchers Totaling \$34,372.87:

Mr. Blazek moved to approve the airport vouchers totaling \$34,372.87.

Second by Mr. Kilander.

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

Approved the Individual Voucher to Sixel Consulting Group:

Dr. Clark moved to approve the individual voucher in the amount of \$132.00 to Sixel Consulting Group for payment request for presentation at Sixel Air Service Conference in Salt Lake City.

Second by Mr. Pawluk.

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

Approved the Individual Voucher to Sixel Consulting Group:

Dr. Clark moved to approve the individual voucher in the amount of \$7,740.00 to Sixel Consulting Group for payment request for March passenger enplanement fees, American/Chicago - \$5,166.00, Allegiant/Los Angeles - \$2,574.00.

Second by Mr. Pawluk.

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

Approved the Individual Voucher to Flint Communications:

Dr. Clark moved to approve the individual voucher in the amount of \$15,977.09 to Flint Communications for partial payment request for 2011 airport marketing program.

Second by Mr. Pawluk.

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

Approved the Individual Voucher to TL Stroh Architects:

Dr. Clark moved to approve the individual voucher in the amount of \$1,500.00 to TL Stroh Architects for partial payment request (final) for architectural services in connection with the Eastside Terminal Window Replacement Project.

Second by Mr. Pawluk.

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

Received Preliminary CY2010 Statement of Operations:

The preliminary CY2010 Statement of Operations was received and filed without objection.

Received Bid Tabulation and Recommendation of Award for the Eastside Terminal Window Replacement Project:

Mr. Dobberstein stated we received two bids for this project, Minko Construction and Gast Construction. He stated Minko is the apparent low bidder at \$204,500 if we do the entire project or \$214,600 if we do the project in two phases in two years. He indicated we budgeted \$130,000 for this year which we thought would be about 50% of the project. He stated we can reallocate the additional \$74,500 from the Improvement Fund so that we can do the entire project this year. He stated he would recommend that we award the project for the entire amount and complete the project this year.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated the bids did come in lower than their estimate so they feel we got some very good prices.

Received Bid Tabulation and Recommendation of Award for the Eastside Terminal Window Replacement Project:

Mr. Pawluk moved to receive the bids and award the project to Minko Construction, Inc. for the entire project for \$204,500.

Second by Mr. Blazek.

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

Received Update for Proposed US Customs and Border Protection General Aviation Facility Project:

Mr. Terry Stroh, TL Stroh Architects, was recognized and presented an update on the proposed US Customs and Border Protection General Aviation Facility. He stated after working with Customs representatives on the building plans they have now been given approval to move forward with the project. He stated he would like to see us bid the project in late August and start construction right after that.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated this facility should handle more than 90% the international travel into Fargo and will be a huge benefit to international travelers.

After further discussion, Chairman Macdonald stated it seems to be the consensus of the board to move forward with the project.

Received Communication from Ulteig Engineers, Inc. Regarding Design Fees for Proposed Construction Projects:

The communication from Ulteig Engineers, Inc. dated April 8, 2011, was received and filed without objection.

Mr. Dobberstein stated we have received no update from the FAA regarding our AIP funding since the last meeting. He stated at our last meeting the board directed Ulteig Engineers, Inc. to bring a proposal for design fees for the terminal apron expansion project, the reconstruction of Runway 13-31, the reconstruction of Taxiway A (south of Taxiway A3) and the Cargo Apron Taxiway. He stated these amounts are for the design and bidding portion of the project with additional fees for construction administration, construction observation and staking, and project closeout. The fee for the terminal expansion would be \$115,000 and for the Runway 13-31/Taxiway A projects would be \$222,000. He stated they are also proposing a fee of \$11,700 for the connecting taxiway into the cargo ramp. He stated the addition of the connecting taxiway into the cargo ramp would be necessary as during the reconstruction of Taxiway A as we would lose our only ingress/egress to the cargo ramp.

Mr. Dobberstein stated it is in our best interest to have these projects designed and ready to go to bid when the FAA advises us that funds are available. He stated the estimated cost of the projects is as follows:

- cargo ramp connecting taxiway - \$ 690,000
- terminal apron expansion \$3,200,000
- Runway 13/31 reconstruction \$4,500,000
- Taxiway A Reconstruction \$3,600,000*

(*this estimate was for a 100' wide taxiway but the actual will be 75')

Received Communication from Ulteig Engineers, Inc. Regarding Design Fees for Proposed Construction Projects: (Continued)

Mr. Dobberstein stated it is his recommendation that the board authorize Ulteig Engineers to put together a contract for the design portion of the three projects outlined (Terminal apron Expansion, Runway 13-31/Taxiway A, and the Cargo Apron Taxiway). He stated once the projects are under grant the engineering fees would be eligible for reimbursement with AIP funds.

Mr. Blazek moved to authorize Ulteig Engineers to proceed with the design of the Terminal Ramp Expansion, Reconstruction of Runway 13/31 and Taxiway A, and the Cargo Apron Taxiway and get the projects ready to go to bid.

Second by Mr. Kilander.

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

Representatives of Fargo Jet Center Will Convey Information to the Board:

Mr. James Sweeney and Mr. Darren Hall, Fargo Jet Center, were recognized and distributed copies of the publication Aviation International News, which is really the leading trade publication in aviation. Mr. Sweeney stated they do a scientific survey each year ranking FBOs and he is pleased to inform the board that Fargo Jet Center has been named as one of the "Top 10" aviation service companies in North and South America. Mr. Sweeney stated he wants the board to know that this is a huge deal for an FBO and Fargo Jet Center could not do what they do without the Airport Authority staff and the work they do. A corporate jet could not land at 2:00 am in a blizzard without the airfield staff maintaining the airfield making it possible for that aircraft to taxi to their door.

Mr. Darren Hall, Vice President of Marketing, stated Fargo Jet Center has worked alongside the Airport Authority in promoting Hector International Airport around the country and around the world.

Mr. Sweeney stated in the top 40 list there is only one airport smaller than Fargo and that is Gander, Newfoundland, which is the most popular spot for mid-size jets coming from Europe so they don't have a choice, they have to stop there. He stated for the last 20 months Darren Hall has been working on a campaign they call "WHY FARGO?" which is showcasing everything available at Fargo Jet Center and Hector International Airport.

Chairman Macdonald congratulated Fargo Jet Center on this honor and added that no other FBO in our area was on the Top 40 list. He added that it is a pleasure to be part of an airport with an FBO that is as well recognized and does such a good job.

Clark now absent.

Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they anticipate the post security restaurant/bar to be complete in 4-5 weeks from now.

There was nothing to report on security.

Other Business:

Mr. Dobberstein stated he has been continuing to work with Mr. Clint Joy, Standard Parking, on the matter of a parking master plan study and he senses that Standard Parking would not want to be the lead on that but they are willing to do whatever we want them to do. He stated they are an operational company and can provide information and data but they are not engineers/architects, and the cost to engage them may be higher.

Mr. Dobberstein stated he is looking for an idea of what the board would like to see done for expansion of parking (multi level structure, a pier extending to the terminal, additional surface paving with the possibility of a shuttle service). He stated he is looking for some direction from the board. He stated he is comfortable with engaging Ulteig Engineers to put a team together to hire an architect and structural engineer to explore options and come up with a parking master plan, which is separate from the Airport Master Plan.

Chairman Macdonald stated with some of the possible uncertainty in aviation travel he is a little apprehensive to spend a lot of money on a project such as this right now until we see how things shake out after this spike in fuel prices and the affect that will have on aviation travel.

Mr. Pawluk stated he is not opposed to considering this further but at this time we seem to be handling the present amount of traffic. He stated he feels the immediate need is gone so we could wait and address this in the Airport Master Plan.

Mr. Dobberstein stated the FAA Airport Master Plan would not contain the detail a Parking Master Plan would include.

Mr. Kilander stated he does not want to see us wait too long before we move ahead with parking expansion or we may get to the point where we are parking cars in fields. He stated if our slight decrease in passengers for the past couple of months is just an anomaly and we actually do continue on our growth pattern as we have in the past five years we may find ourselves behind the eight ball. He stated he feels we should at least start the study and come up with a concept or direction.

Chairman Macdonald stated he agrees with that and he was suggesting that we wait a few months and watch the traffic. He stated we are not going to start a project this year anyway so waiting a couple of months is not going to delay any project.

Mr. Pawluk suggested we ask Ulteig Engineers to bring us the scope of what this project might entail and some cost estimates.

After further discussion, it was the consensus of the board that we can go into further discussion of this matter at the next meeting.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, May 10, 2011 at 8:00 a.m.

Time at adjournment was 9:13 a.m.

Regular Meeting

Tuesday

May 10, 2011

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 10, 2011, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority held April 12, 2011:

The minutes of the regular meeting of the Municipal Airport Authority held April 12, 2011, were approved without objection.

Approved the Airport Vouchers Totaling \$47,836.04:

Mr. Kilander moved to approve the airport vouchers totaling \$47,836.04.
Second by Dr. Clark.
On the call of the roll, members Clark, Pawluk, Kilander, Macdonald voted aye.
Absent and not voting: Blazek
The motion was declared carried.

Approved the Individual Voucher to Vogel Law Firm:

Mr. Pawluk moved to approve the individual voucher in the amount of \$465.50 to Vogel Law Firm for payment request for legal services in connection with the wetland mitigation, Project AIP36.
Second by Dr. Clark.
On the call of the roll, members Clark, Pawluk, Kilander, Macdonald voted aye.
Absent and not voting: Blazek
The motion was declared carried.

Approved the Individual Voucher to EideBailly:

Mr. Pawluk moved to approve the individual voucher in the amount of \$1,265.00 to EideBailly for payment request for CY2010 Passenger Facility Charge Audit, APFC06.

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Pawluk moved to approve the individual voucher in the amount of \$5,748.00 to Sixel Consulting Group for April passenger enplanement fees (American - \$3,546.00, Allegiant/Los Angeles - \$2,202.00).

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Minko Construction:

Mr. Pawluk moved to approve the individual voucher in the amount of \$4,500.00 to Minko Construction for Partial Payment Request #1 for the Eastside Terminal Window Replacement Project.

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Pawluk moved to approve the individual voucher in the amount of \$12,703.64 to Flint Communications for partial payment request for the 2011 Airport Marketing Program.

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Received First Quarter 2011 PFC Report:

The First Quarter 2011 PFC Report was received and filed without objection.

Received CY2010 PFC Audit Report:

The Audit Report from EideBailly for the PFC Program for CY2010 was received and filed without objection.

Mr. Dobberstein stated that EideBailly conducted the audit of our PFC program for calendar year 2010. Their findings show that we were in compliance with all requirements for the year ended December 31, 2010.

Authorized Purchase of Alternate Power Unit for Gate 5:

Mr. Dobberstein stated a few weeks ago we received a request from KaSaundra Olstad, local station manager for Skywest, for an alternate power unit for Gate 5. He stated that this request was due to the change in some of the aircraft used. He stated we did get proposals on two different options. He stated the first is a portable unit, which was the more expensive option (\$18,598.00) and we did not care for that unit. He stated the other is a Hobart unit that is attached to the boarding bridge at a cost of \$12,838.64 for the unit and \$1,189.00 for the electrical portion. He stated there will also be some welding required, which should be a minimal amount. He stated power units are provided on the other bridges so this is something we should provide to the airlines. He stated at the time we installed the bridge at Gate #5 none of the airlines were using this type of aircraft.

Mr. Pawluk moved to reject the bid from J&B Aviation and award the bid to Mark C. Pope Associates for a Hobart Ground Power Unit in the amount of \$12,838.64, plus \$1,189.00 for electrical work to be completed by Modern Electric, as well as some welding that will be needed.

Second by Mr. Kilander.

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

Received Proposed Construction Plan from CBM Managed Services for Food and Beverage Space Changes:

Mr. Devin Mogck, TL Stroh Architects, was recognized and reviewed the proposed construction plan for the pre-security restaurant/bar/snack bar. He stated they are looking at a completion date of May 27 for the post-security operation and the contractor should be able to transition over to the pre-security facility right away. He stated with the move of the bar area closer to the snack bar they will be losing their storage space in the front so they are looking at turning the current pool table area into storage area.

Mr. Pawluk stated he recalls the original plan was to turn the current pool table area into departure lounge space. He asked Mr. Dobberstein if he was alright with losing that option.

Mr. Dobberstein stated it would have been a benefit to add it to the departure lounge area but we do not have the space now so it should not have a negative impact.

Mr. Pawluk stated it seems to him that we are losing most of our full service seating area and he is wonder if the travelling public will be expecting a full service restaurant.

Received Proposed Construction Plan from CBM Managed Services for Food and Beverage Space Changes: (Continued)

Mr. Dobberstein stated they are making a significant reduction in the full service seating area but they always have the option of making changes if they find there is not enough seating for that type of customer.

Mr. Kilander stated the extent of their menu which was included in their proposal was a selling point for him and he is wondering if they are taking a different direction.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated he does not think they are changing that. He stated they are just adding the Subway.

Mr. Pawluk stated he would like to hear Dr. Clark's opinion.

Dr. Clark stated she thinks this is probably the way to go. She stated you will still be able to sit down for full restaurant service if you want but this is not really a destination restaurant and people are in a hurry. She stated there will also be options in the post-security operation.

Mr. Stroh stated there are not going to be any changes to the kitchen area itself as changes to that space are too expensive.

Chairman Macdonald stated he would agree that a smaller full service area should be adequate because anytime he has been out here the dining room has not been anywhere near capacity. He added that time will tell whether or not it is adequate.

Mr. Kilander stated CBM needs to be able to operate their business the way they see fit.

Mr. Kilander moved to approve the proposed construction plan from CBM Managed Services for food and beverage space changes as presented and authorize them to proceed.

Second by Dr. Clark.

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

Continued Discussion Regarding Possible Parking Lot Master Plan:

Mr. Dobberstein stated at the last meeting there was some discussion on a possible parking lot master plan and the board decided to take a few weeks to consider what the board members would like to see as far as a document for a parking lot master plan so Ulteig Engineers can begin to put together a team.

Mr. Pawluk stated there are probably a lot of options out there we may not even be aware of so he feels we need to begin the planning process. He stated if our growth continues we have to figure out where to put the cars. He stated to delay making any decisions at all is not the right thing to do. He stated we don't have to implement the plan right away; we just need to have a plan in place. He asked if we are having our Airport Master Plan updated this year.

Mr. Dobberstein stated we are not planning to do that.

Chairman Macdonald stated the Airport Master Plan would not include a parking lot plan anyway.

Mr. Pawluk stated he realizes that but it may include some other data and projections that would be helpful to the process.

Mr. Dobberstein stated that Standard Parking did provide us with a lot of that information last year.

Continued Discussion Regarding Possible Parking Lot Master Plan: (Continued)

Mr. Dobberstein stated we will be meeting with Standard Parking next week at the AAE Conference in Atlanta which will give us an opportunity to discuss this. He stated he will also again distribute to the board members the information that was provided to us last year.

Mr. Pawluk stated he wants to see the process move forward in at least the planning phase.

Mr. Dobberstein stated Standard Parking is able to tell us what we would need, but they would need to partner with a civil engineer and architect or structural engineer to come up with concept drawings on what a parking ramp would look like, how an extended pier would work, or what additional surface parking and shuttle service would cost. He stated Standard Parking estimates it would cost about \$70,000 to partner with firms to come up with a concept.

Chairman Macdonald stated a parking ramp would be much more expensive than other options but then we would not need to worry about shuttle service.

Mr. Pawluk stated we do have a tremendous amount of surface parking right next to the terminal that is now occupied by the car rental agencies. He stated he is not recommending taking all of the parking away from the car rental agencies but they could certainly share in using outlying parking just as we would expect from passengers. He stated he would not take anything off the table but he does not know how to approach it.

Chairman Macdonald stated we will need information on anticipated passenger numbers, options and costs, not only capital costs but costs spread over a number of years.

Mr. Dobberstein stated they will meet with Standard Parking officials in Atlanta next week and continue the discussion.

Authorized Attendance at the AAE Legislative Issues Conference, July 18-19, 2011, Washington, DC:

Mr. Kilander moved to authorize attendance by board members and staff at the AAE Legislative Issues Conference, July 18-19, 2011 in Washington, DC.

Second by Mr. Pawluk.

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

Airport Construction and Security Update:

Mr. Dobberstein stated we still do not have any information on our AIP funding. He stated right now we still have just the \$1.7 million available to put under grant. He stated the Bismarck FAA office is working on discretionary funding available but those funds would not be available until later this summer. He stated the board has authorized Ulteig Engineers to complete the design phase for three possible projects so that once we do receive word on funding we would be able to go to bid on any of those projects. He stated we are currently waiting for an independent engineer's review of their proposed fee schedule.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated we will definitely be going ahead with a project to do some joint sealing and crack repair on Runway 9/27, the terminal ramp, the north general aviation ramp, and some isolated areas on Runway 18/36. He stated that project will be advertised for bids beginning next week.

Airport Construction and Security Update: (Continued)

Mr. Dobberstein stated we are still working on the wetland mitigation portion of the Airfield Drainage Improvement Project from 2009.

Mr. Klein stated we are also experiencing some problems with the seeding on that project but we are still holding retainage until it is satisfactory.

Mr. Klein stated he is waiting for a proposed change order from Border States Paving on the parking lot project to put in some pavement on the south end of the lot where the guardrails are removed in the winter to allow trucks to exit the parking lot for snow removal.

There was nothing to report on security.

Other Business:

Chairman Macdonald stated we received a letter from the Coast Guard acknowledging use of the Eastside Terminal for their operations during the 2011 flood.

Chairman Macdonald stated he would like to convey his accolades to the City of Fargo for their handling of the flood of 2011.

Mr. Dobberstein stated there was an article in Fortune magazine on the recent cattle cargo operations out of Fargo. He stated there was also an article in Airports of the World on Hector International Airport and Darren Anderson provided them with the photographs used. He stated we did purchase a few copies of this issue.

Mr. Dobberstein stated we have been discussing the fact that the Airport Authority will take ownership of the David F. Johnson Armed Forces Reserve Center later this year. He stated he has received some information the history of utility costs over the past five years.

Mr. Dobberstein stated he has been approached by one commercial real estate firm that may have a tenant interested in leasing the building but at this time we have no idea on the fair market value for the property. He stated he would like Mr. Kilander to work with him on establishing that value.

Mr. Dobberstein stated he also received an inquiry from the state headquarters of the North Dakota National Guard to transition the building under BRAC to them as they are in need of additional armory space until their new facility is completed which is scheduled for 2018. He stated they would be interested in either taking possession of the building or they would prefer renting it from us. He stated we really have no idea on the condition of the building, mechanical system, etc.

Mr. Dobberstein stated his preference was to hire an appraiser to establish a value and sell the building and lease the land. He stated he and Mr. Kilander will get together on the matter.

Chairman Macdonald stated he would like to see the airport retain ownership of the building and that it is in our best interest to not sell it.

Mr. Dobberstein stated Attorney Stewart is currently reviewing any restrictions on the land deed.

Other Business: (Continued)

Mr. Dobberstein stated he attended the Allegiant Air conference in Las Vegas last week. He reviewed the highlights of the meeting.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, May 24, 2011 at 8:00 a.m.

Time at adjournment was 9:09 a.m.

Regular Meeting

Tuesday

May 24, 2011

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 24, 2011 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 10, 2011:

The minutes of the regular meeting of the Municipal Airport Authority held May 10, 2011, were approved without objection.

Approved the Airport Vouchers Totaling \$31,403.18:

Mr. Pawluk moved to approve the airport vouchers totaling \$31,403.18.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Foreign Trade Zone Corporation:

Mr. Kilander moved to approve the individual voucher in the amount of \$1,706.25 to Foreign Trade Zone Corporation for annual report fee.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Kilander moved to approve the individual voucher in the amount of \$665.94 to Sixel Consulting Group for payment request for professional services for Seattle meeting.

Second by Mr. Blazek.

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

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

Received Update on Proposed 2011 Airfield Construction Projects:

Mr. Dobberstein stated we currently have a legal advertisement requesting bids on a joint seal project for portions of Runway 18/36, Runway 9/27, the North General Aviation Ramp and the Westside Terminal ramp. He stated the estimated cost of that project is \$200,000.

Mr. Dobberstein stated last week he and Darren Anderson, and Jeff Klein, Ulteig Engineers, had a phone conference with Mr. Tom Schauer and Mr. Dave Anderson, FAA Bismarck Airports District Office, trying to determine our project for the summer. He stated the total funding we now have available is \$2.9 million through May 31 but the full allocation for June 1 through September 30 is still unknown. He stated a majority of the construction will actually take place next year but we plan to put the projects under grant this year. He stated those projects will include the reconstruction of Runway 13/31, the joint seal project, and the connecting taxiway to the cargo apron. He stated for now the expansion of the Westside Terminal Ramp and the Airport Master Plan Update are both off the table for now. He stated the connecting taxiway to the cargo apron should be a high priority because when we do the reconstruction of Taxiway A in the near future we will need that access to Runway 9/27.

Consider Change Order for Phase II of the Parking Lot Expansion Project:

Mr. Dobberstein stated he asked Mr. Jeff Klein, Ulteig Engineers, to get some prices from Border States Paving to add a driveway on the south end of the long term parking lot for truck access for snow removal. He stated this past winter they just drove over the grass and it got to be a mess in the spring. He stated the quotes from Border States were \$4,680.00 for crushed concrete and \$6,110 for a paved drive.

Mr. Pawluk moved to approve the change order for a paved drive for \$6,110.00.

Second by Mr. Kilander.

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

Discussed 2004D Airport Revenue Bond Early Payment Process:

Mr. Dobberstein distributed information regarding early payment of the 2004D Airport Revenue Bonds. He stated if the board decides to pay off the bonds early we can do that in whole or in part on any date on or after September 1, 2012 at par plus accrued interest. He stated we would have to give notice not less than 30 days prior to the date specified for redemption. He stated we are waiting for calculations on the amount of interest that would be saved. He stated we have some time to consider this option.

Airport Construction and Security Update:

Chairman Macdonald stated they were able to meet with representatives of Standard Parking at the AAAE Annual Conference in Atlanta last week and had a good discussion on parking expansion options. He stated it is going to be a challenge to decide the best solution. He stated it is not going to be cheap and it is going to cause disruption during construction. He stated they talked about a parking ramp, an overhead tram, underground tram, ground tram. He stated they all have advantages and disadvantages. He stated right now we do not know our future parking needs, whether we will continue to grow or if our growth has reached a plateau. He stated the good thing is we do not have to make any big decisions right now but we need to be ready to make a decision.

Mr. Pawluk stated there are probably options that we have not even considered yet and all of those will be discussed. He stated we may look at utilizing some of the parking lot currently used by the car rental companies. He stated maybe we don't even go with a parking ramp and we don't necessarily have to provide any type of tram. He stated if you park at the Minneapolis airport you have to walk a lot further than you do in Fargo. He stated as far as paying off the bonds early, he thinks we shouldn't do anything with them because it would probably cost more to issue new bonds than the interest savings we would realize. He stated we are going to need to spend some money on experts that can help us with our parking plan.

Mr. Dobberstein stated he thinks with Ulteig's lead, partnering with Standard Parking and an architect, we could come up with a parking plan for the future passenger projections.

Mr. Pawluk stated we could even look at an overflow lot with just crushed concrete and make that a free lot then people would not expect shuttle service.

Mr. Dobberstein stated another thing Standard Parking indicated they may try is a "corporate" parking program which would have designated spots they would sell to corporations in addition to the daily parking rates. He stated this has been successful at other airports.

Chairman Macdonald stated he feels we should direct Ulteig Engineers to continue the exploration process and get some idea the cost of a parking ramp, overhead tram, etc.

Mr. Blazek stated with respect to paying off the bonds early and upcoming construction projects, the analysts banks use predict that the prime interest rate is going to increase quite a bit by the end of 2012, which would result in substantially higher bond rates and that should be considered when we look at paying off bonds early.

Mr. Dobberstein stated we will need a contract fee proposal from Ulteig Engineers and maybe Mr. Klein can have that for the next meeting.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated they are still working on the soil issues with the storm sewer project. He stated he will probably come forward with a change order at the next meeting.

Mr. Terry Stroh, TL Stroh Architects, was recognized and gave an update on the CBM/Skydine projects. He stated we were originally looking at a May 27 opening for the post-security but that will be delayed for about a week. He stated CBM likes the job the contractors are doing on the post-security project and they may negotiate with them to do the public area restaurant as well.

Airport Construction and Security Update: (Continued)

Mr. Barry Bennett, TSA, was recognized and stated he will be leaving Fargo for another position but has no information on his replacement at this time.

There was nothing else to report on security.

Other Business:

Mr. Pawluk stated this area has not yet been affected by the Emerald Ash Borer but there are a lot of ash trees at the airport and he would like to see us take a proactive approach and work with the City Forester on a plan for systematic replacement and include that in our budget.

Mr. Dobberstein stated we have been working with the City Forester on such a plan and the City has been eliminating some ash trees throughout the city.

Mr. Dobberstein stated last week we heard from Delta Air Lines and they have found a boarding bridge they are going to refurbish and relocate it to Fargo. He stated we had previously indicated that we would be willing to participate in the installation since their bridge was in such poor condition and they may be interested in that. He stated the bridge has been out of service off and on for several months so this will be an improvement. He stated our portion of the installation cost can be added to a future PFC collection.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, June 14, 2011 at 8:00 a.m.

Time at adjournment was 8:56 a.m.

Regular Meeting

Tuesday

June 14, 2011

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 14, 2011, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 24, 2011:

The minutes of the regular meeting of the Municipal Airport Authority held May 24, 2011 were approved without objection.

Approved the Airport Vouchers Totaling \$44,289.23:

Dr. Clark moved to approve the airport vouchers totaling \$44,289.23.

Second by Mr. Pawluk.

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

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

Approved the Individual Voucher to Sixel Consulting:

Mr. Kilander moved to approve the individual voucher in the amount of \$5,762.00 to Sixel Consulting Group for may passenger boarding fees (Allegiant/Los Angeles - \$562.00, American/Chicago - \$5,200.00).

Second by Mr. Pawluk.

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

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

Approved the Individual Voucher to TL Stroh Architects:

Mr. Kilander moved to approve the individual voucher in the amount of \$400.50 to TL Stroh Architects for partial payment request for architectural services in connection with the Eastside Terminal Window Replacement Project.

Second by Mr. Pawluk.

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

Approved the Individual Voucher to TL Stroh Architects:

Mr. Kilander moved to approve the individual voucher in the amount of \$21,527.60 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. Pawluk.

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

Approved the Individual Voucher to Flint Communications:

Mr. Kilander moved to approve the individual voucher in the amount of \$6,450.29 to Flint Communications for partial payment request for 2011 Airport Marketing Program.

Second by Mr. Pawluk.

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

Approved the Individual Voucher to Forum Publishing:

Mr. Kilander moved to approve the individual voucher in the amount of \$234.00 to Forum Publishing to the advertisement for bids for the Joint Seal Project.

Second by Mr. Pawluk.

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

Approved the Individual Voucher to Northern Improvement Company:

Mr. Kilander moved to approve the individual voucher in the amount of \$3,372.50 to Northern Improvement Company for Partial payment Request No. 8 (Final), Taxiway B Reconstruction Project, AIP38.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander, Macdonald 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 \$2,004.48 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Taxiway B Reconstruction Project, AIP37.

Second by Mr. Pawluk.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander, Macdonald 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 the Joint Seal Project:

The bids for the Joint Seal Project were received and filed without objection.

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated bids for the Joint Seal Project were received on June 9, 2011. He stated one bid was rejected because it was not complete. He stated the other two bids were as follows:

American Pavement Solutions

Base Bid - \$71,701.00

Alternate #1 - \$129,980.30

Alternate #2 - \$141,405.10

Total - \$343,086.40

Zimmerman Contracting

Base Bid - \$103,785.00

Alternate #1 - \$148,517.50

Alternate #2 - \$180,515.00

Total - \$432,817.50

Engineer's Estimate - \$367,320.00

After discussion, Mr. Dobberstein stated it is his recommendation that we award the base bid to American Pavement Solutions and put that portion of the project under grant this year, and also award Alternate #1 and Alternate #2 to American Pavement Solutions and apply for grant funds for 2012.

Mr. Blazek moved to award the Base Bid, Alternate #1 and Alternate #2 to American Pavement Solutions for the Joint, Crack and Spall Repair Project, based on their total bid of \$343,086.40.

Second by Mr. Kilander.

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

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

Authorized Attendance at the AAAE Great Lakes Chapter Annual Meeting:

Mr. Pawluk moved to authorize attendance by board members and staff at the AAAE Great Lakes Chapter Annual Meeting, August 4-7, 2011, Alexandria, MN.

Second by Mr. Kilander.

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

Authorized Attendance at the National Association of Foreign-Trade Zones Annual Seminar, September 11-14, 2011, New Orleans, LA:

Mr. Dobberstein stated he plans to attend this seminar and we may be asked to help fund a portion of the cost for the foreign-trade zone manager from our one FTZ participant, Case New Holland.

Mr. Pawluk moved to authorize attendance at the National Association of Foreign-Trade Zones Annual Seminar, September 11-14, 2011, New Orleans, LA, by the Executive Director, and that the Airport Authority participate in the cost for the CNH FTZ manager to attend at an amount not to exceed \$1,500.00.

Second by Dr. Clark.

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

Authorized Attendance at the AAAE National Airports Conference, September 18-20, 2011, Tucson, AZ:

Mr. Dobberstein stated he serves on an air service committee which meets at this conference so he is planning to attend.

Mr. Pawluk moved to authorize attendance at the AAAE National Airports Conference, September 18-20, 2011, Tucson, AZ, by board members and staff.

Second by Mr. Blazek.

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

Received Change Order #2 to Master Construction:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated he had provided the board members with a copy of Change Order #2 to Master Construction for the 2009 Airfield Drainage Improvement Project, along with supporting documentation. He stated the two items in the change order are as follows:

1. Reseed, fertilize and mulch the project site due to poor soil condition - \$21,775.00
2. Install drain tile connections - \$3,757.00

Mr. Klein stated the initial seeding did not take due to poor soil conditions. He stated they had NDSU do some soil testing and it was determined to have problems with salinity, alkalinity and low nitrogen levels. He stated the change order is to reseed the site with a new seed mix and then

Received Change Order #2 to Master Construction: (Continued)

come back with three applications of fertilizer. He stated the initial cost for this work in the project was \$1,800.00 per acre and they now want \$2,500.00. He stated the difference is for the seed mix and the three fertilizer applications.

Mr. Klein stated he is not certain the FAA will participate in this cost since they have already participated in the initial seeding.

Mr. Pawluk stated he would tend to agree with the FAA and we have already paid for this. He stated he went up and looked at the area and it looks to him like there has been some standing water in the area in question and without fixing the standing water problem the grass will not grow. He would maintain that if we solve the drainage problem, which is Item #2 of this Change Order, then we will not have further problems with growing grass. He stated he does not know if this is an engineering error or if the timing of the seeding was not right. He asked Mr. Klein if he was satisfied with the way this has turned out and if it is the Airport Authority's fault that there is a \$25,000 change order.

Mr. Klein stated he is not satisfied but does not think it is anyone's fault. He stated the soil testing shows poor soil condition and we have used the same type of seed mix at the airport before.

Mr. Pawluk stated he does not think the airport should be responsible for this.

Mr. Klein stated there are some drainage problems in spots but the area addressed in this change order is on the west side of the service road. He stated the reason for Item #2 in this change order is an existing PVC culvert exists adjacent to the security gate immediately west of the north general aviation area ramp that needs to be connected into the new storm sewer. Also in the same area there is a flat area which holds water and the grading cannot be improved. A drain tile will be added to connect it into the new storm sewer. Linear foot price includes all necessary items to complete the work including, but not limited to, materials, labor, manhole connections, grouting, ND Class 43 aggregate, equipment, etc.

Mr. Klein stated there are five or six areas that need some attention and he feels the two areas that are legitimate change orders are included in this change order. He stated he has met with Master Construction and they are going to take care of the others at their cost.

After further discussion, Mr. Pawluk moved to approve Item #2 in Change Order #2 in the amount of \$3,757.00 for the drain tile connections.

Second by Mr. Kilander.

Chairman Macdonald stated he tends to agree with Mr. Pawluk and if the area is properly drained it should be possible for something to grow in that area.

Mr. Pawluk added that \$3,000 an acre is outrageous.

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

Blazek voted no.

The motion was declared carried.

Mr. Pawluk stated he would challenge Mr. Klein to go back to Master Construction and come back with something that is acceptable. He stated we are retaining more than enough money in the project to hire someone else to do the work.

Received Mutual Aid Agreement with the City of Bismarck and MAA for Assistance During Flood Event:

The Mutual Aid Agreement with the City of Bismarck and the MAA was received and filed without objection.

Mr. Dobberstein stated we received a request from the Bismarck Airport for some help to relieve his staff that was put in charge of one of the sandbag spider machines. He stated Henry Swedberg went out on Saturday on Memorial weekend and came back on Tuesday. He stated we probably have a total of \$1,100 in his time and expenditures and whether or not we receive reimbursement it was the right thing to do.

Chairman Macdonald stated it is in our best interest to sign the document.

Mr. Pawluk moved to approve the Mutual Aid Agreement between the City of Bismarck and the Municipal Airport Authority and that the Executive Director be authorized to submit expenses for reimbursement in the event Bismarck is able to recover those costs.

Second by Mr. Blazek.

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

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated that Taxiway B Reconstruction Project is complete and the final payment request was approved today.

Mr. Klein stated they are completing the final steps in the easement for the wetland mitigation portion of the Airfield Drainage Improvement Project.

Mr. Dobberstein stated our project for this year will be the Reconstruction of Runway 13/31. He stated we will bid the project this year and probably order materials and begin mobilization but the actual construction will begin in 2012. He stated we may decide to go ahead with the connecting taxiway to the cargo ramp but we would have to fund the project ourselves and then reimburse ourselves with 2012 entitlement funds.

Mr. Jeff Klein stated at the next meeting they will have a proposal before the board for the scope and cost of the parking lot study.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated the post-security food service/bar should be done by the end of next week and then CBM needs about three to five days to get the space ready. He stated they are ready to start on the renovations to the public side and CBM continues to negotiate with Subway.

Mr. Darren Anderson was recognized and stated the TSA conducted their annual comprehensive inspection last week.

Adopted Resolution of Appreciation to Mr. Barry Bennett:

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

WHEREAS, The Municipal Airport Authority has been advised by Mr. Barry Bennett, TSA Assistant Federal Security Director for Fargo, that he has accepted another position within the TSA which will require his relocation, and

WHEREAS, The Municipal Airport Authority has appreciated the pleasant and effective working relationship it has had with Mr. Bennett and has duly noted the improvements made to the TSA's security function at Hector International Airport since his arrival, and

WHEREAS, It is the hope of the Municipal Airport Authority that his replacement will approach the matter of airport security with the same attention to detail yet emphasis on customer service that has been displayed by Mr. Bennett.

NOW, THEREFORE, BE IT FURTHER RESOLVED, That the Municipal Airport Authority does wish Mr. Bennett the best in his new endeavors.

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

Second by Dr. Clark.

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

Other Business:

Mr. Dobberstein stated we received the preliminary grant award from the North Dakota Aeronautics Commission and he is pleased to announce that we will receive every penny we requested and we will receive \$138,446.00.

Mr. Dobberstein stated he has been approached by a local business interested in advertising on the bins at the security checkpoint. He stated he is getting some information on this type of program. He stated he is not certain he wants to commercialize the checkpoint but it could be a revenue source.

Mr. Dobberstein stated he, Chairman Macdonald and Mr. Kilander toured the David F. Johnson Armed Forces Reserve Center last Friday. He stated there has been some interest shown in the building for a military aviation unit.

Chairman Macdonald commented that he thought the building was in much better shape than we had thought. He stated the parking lot does need some work.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, July 12, 2011 at 8:00 a.m.

Time at adjournment was 9:13 a.m.

Regular Meeting

Tuesday

July 12, 2011

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 12, 2011, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held July 12, 2011:

The minutes of the regular meeting of the Municipal Airport Authority held July 12, 2011, were approved without objection.

Approved the Airport Vouchers Totaling \$58,739.48:

Mr. Kilander moved to approve the airport vouchers totaling \$58,739.48.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Sixel Consulting Group:

Dr. Clark moved to approve the individual voucher in the amount of \$4,892.00 to Sixel Consulting Group for June passenger boarding fees (American/Chicago).

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Sixel Consulting Group:

Dr. Clark moved to approve the individual voucher in the amount of \$2,500.00 to Sixel Consulting Group for quarterly airline traffic reports.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Sixel Consulting Group:

Dr. Clark moved to approve the individual voucher in the amount of \$856.34 to Sixel Consulting Group for payment request for consulting services provided for the Seattle meeting with Delta Air Lines and Microsoft.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Sixel Consulting Group:

Dr. Clark moved to approve the individual voucher in the amount of \$1,484.69 to Sixel Consulting Group for payment request for consulting services provided at the Jumpstart airline conference.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Sargent County Recorder:

Dr. Clark moved to approve the individual voucher in the amount of \$70.00 to Sargent County Recorder for recording fee for the wetland easement, Project AIP35.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Minko Construction:

Dr. Clark moved to approve the individual voucher in the amount of \$48,753.00 to Minko Construction for partial payment request #2 for the Eastside Terminal Window Replacement Project.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Border States Paving:

Dr. Clark moved to approve the individual voucher in the amount of \$14,139.38 to Border States Paving for partial payment request for construction of Long Term Parking Lot Expansion Project, Phase II.

Second by Mr. Blazek.

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

Approved the Individual Voucher to TL Stroh Architects:

Dr. Clark moved to approve the individual voucher in the amount of \$574.00 to TL Stroh Architects for partial payment request for architectural services in connection with the Eastside Terminal Window Replacement Project.

Second by Mr. Blazek.

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

Approved the Individual Voucher to TL Stroh Architects:

Dr. Clark moved to approve the individual voucher in the amount of \$9,731.60 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. Blazek.

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Dr. Clark moved to approve the individual voucher in the amount of \$1,136.96 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, Pawluk, Kilander, Macdonald voted aye. No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to EideBailly:

Dr. Clark moved to approve the individual voucher in the amount of \$3,775.00 to EideBailly for the audit fee³ for AIP Project 2-28-0017-38.

Second by Mr. Blazek.

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

Approved the Individual Voucher to Flint Communications:

Dr. Clark moved to approve the individual voucher in the amount of \$1,132.75 to Flint Communications for partial payment request for 2011 Airport Marketing Program.

Second by Mr. Blazek.

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

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

Received Letter of Intent from BlindSpot Productions for Eastside Terminal Office Space:

The letter of intent from BlindSpot Productions was received and filed without objection.

Mr. Rick Flacksbarth, Cityscapes Development, was recognized and stated Mr. Matt Phillipenko dba BlindSpot Productions is currently working out of his home and would like to find office space elsewhere. He stated he is proposing to lease Room 226 on the second floor of the Eastside Terminal, 176 square feet, effective July 15, 2011, for a five year term.

Mr. Kilander moved to approve a five year lease with BlindSpot Productions with the standard lease provisions.

Second by Mr. Pawluk.

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

Discussed DOT Small Community Air Service Grant Process:

Mr. Dobberstein stated Mr. Michael Lum, Sixel Consulting, has provided us with research information on communities receiving the DOT Small Community Air Service Grants and that research shows that the communities that receive the grants are the ones that have significantly higher local cash contributions. He stated we applied for a grant last year but were not awarded a grant. He stated it is our plan to apply for a \$1 million grant. He stated the last grant we received we had cash participation from the Greater Fargo-Moorhead Economic Development Corporation, the Fargo-Moorhead Convention and Visitors Bureau. He stated in the past Fargo Jet Center has offered discounted fuel rates and the Ramada has offered discounted room rates for crews.

Mr. Dobberstein stated he would recommend the Airport Authority contribute \$125,000, Greater Fargo-Moorhead Economic Development has indicated they could contribute \$100,000 and the Fargo-Moorhead CVB will get to at least \$25,000, possibly \$50,000. He stated we could be looking at a \$300,000 cash contribution.

Mr. Dobberstein stated our primary use for the grant would be for service to a new market. He stated once a grant is received you have three years to use it. He stated the last grant we received was eventually awarded to Delta for their Salt Lake City service. He stated there are various ways the grant funds can be used. For example, an airline can use the funds for marketing, start-up costs, operating costs, etc.

Mr. Dobberstein stated he would recommend the Airport Authority authorize up to \$125,000 for its cash contribution toward a small community air service grant.

Discussed DOT Small Community Air Service Grant Process: (Continued)

Mr. Pawluk moved the Airport Authority participate in the DOT Small Community Air Service Grant Program.

Second by Mr. Kilander.

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

After further discussion, Mr. Pawluk moved the Airport Authority participate up to a maximum of \$150,000 in the DOT Small Community Air Service Grant Program, and that the final amount be at the discretion of the Executive Director.

Second by Mr. Blazek.

Mr. Pawluk stated it pains him to have to spend this kind of money to get new air service but it is apparent that we have to do things like this in order to attract airline service.

Mr. Dobberstein stated airlines are not likely to start service in communities without a revenue guarantee. He stated it is not necessarily the airport making those guarantees but rather the business community, chambers of commerce, economic development organizations, etc.

Chairman Macdonald called for a vote on the motion.

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

Received Contract from Ulteig Engineers for Airfield Joint Seal Project:

Mr. Kilander moved to approve the contract with Ulteig Engineers, Inc. for the Airfield Joint Seal Project, subject to final review by legal counsel.

Second by Dr. Clark.

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

Received Parking Study Proposal from Ulteig Engineers, Inc.:

Mr. Jon Scaper, Ulteig Engineers, was recognized and distributed a scope and work approach for the vehicle parking study. He stated he does not yet have any numbers put together for the fee. He stated he feels one of the first things we need to determine is the anticipated level of service so the things that are done for both short range and long range maintain a consistent level of service. He stated they plan to identify some of the current problems as well as future problems. He stated the study will analyze trigger points for action so when the airport hits certain levels of passenger traffic and we will end up with a parking master plan and recommended plan of action. He stated they are meeting with Mr. Clint Joy, Standard Parking, this afternoon and they plan to have a contract proposal at the next meeting.

Mr. Pawluk stated he thinks it is important to take this next step.

Mr. Kilander stated he feels it is incumbent on us to figure out the possibilities as there were a couple of times recently where the lots were almost completely full. He stated we need to do something but he is not certain what.

Chairman Macdonald stated he thinks a comprehensive study is very important as we don't want to impede future growth by not thinking far enough ahead now.

Received Parking Study Proposal from Ulteig Engineers, Inc.: (Continued)

Mr. Blazek stated this parking master plan will be a plan for the future and that will be dictated by the growth of the airport.

Mr. Pawluk stated we need temporary short term ideas but we really need a long range plan. Ulteig Engineers was directed to move forward a bring a proposal to the next meeting.

Received Preliminary CY2012 Budget:

Mr. Dobberstein distributed copies of the preliminary CY2012 budget. He stated the proposed budget includes the possibility of some additional staff.

Mr. Dobberstein directed the board members to review the budget for approval at the next meeting. He stated that is also when we will certify our mill levy for 2012.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated he is still waiting on some numbers for the grass seeding portion of the Airfield Drainage Improvement Project.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated there are some punchlist items left on the departure lounge restaurant project. He stated they are also moving forward on the US Customs and Border Protection General Aviation Facility.

There was nothing to report on security.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, July 26, 2011.

Time at adjournment was 9:05 a.m.

Regular Meeting

Tuesday

July 26, 2011

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 26, 2011, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held July 12, 2011:

The minutes of the regular meeting of the Municipal Airport Authority held July 12, 2011 were approved without objection.

Approved the Airport Vouchers Totaling \$37,496.20:

Mr. Kilander moved to approve the airport vouchers totaling \$37,496.20.
Second by Dr. Clark.
On the call of the roll, members Clark, Pawluk, Kilander, Macdonald voted aye.
Absent and not voting: Blazek
The motion was declared carried.

Approved the Individual Voucher to Modern Electric:

Mr. Pawluk moved to approve the airport vouchers totaling \$704.20 to Modern Electric for payment request for electrical work in connection with the Eastside Terminal Window Replacement Project.
Second by Mr. Kilander.
On the call of the roll, members, Clark, Pawluk, Kilander, Macdonald voted aye.
Absent and not voting: Blazek
The motion was declared carried.

Approved the Individual Voucher to William and Debra Berg:

Mr. Pawluk moved to approve the individual voucher in the amount of \$6,000.00 to William and Debra Berg for the wetland mitigation easement, Airfield Drainage Improvement Project AIP36.

Second by Mr. Kilander.

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

Absent and not voting: Blazek

The motion was declared carried.

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

Mr. Pawluk moved to approve the individual voucher in the amount of \$1,500.00 to the Greater Fargo-Moorhead Economic Development Corporation for the 2011 Smart Growth Initiative Pledge – Air Service Development.

Second by Mr. Kilander.

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

Absent and not voting: Blazek

The motion was declared carried.

Certified Mill Levy to the Board of City Commissioners for 2012 Improvements Per Section 2-06-14 of the North Dakota Century Code:

Dr. Clark moved to certify to the Board of City Commissioners a mill levy amount of \$700,000 not to exceed 2.0 mills, as per Section 2-06-14 of the North Dakota Century Code.

Second by Mr. Kilander.

Clark, Kilander, Macdonald voted aye.

Pawluk voted no.

Absent and not voting: Blazek

The motion was declared carried.

Approved Proposed CY2012 Budget:

Mr. Dobberstein stated the board reviewed the proposed budgets for CY2012 at the regular meeting held July 12, 2011, and he has not had any further changes requested by board members.

Mr. Pawluk moved to approve the CY2012 Operations and Maintenance Budget and CY2012 Improvement Fund Budget.

Second by Dr. Clark.

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

Received Request from Delta Air Lines Regarding Boarding Bridge Project:

Mr. Dobberstein stated the boarding bridge that is owned by Delta Air Lines at Gate 2 has been out of service for some time now. He stated the board has discussed this previously and he stated he would recommend that the Airport Authority contribute \$20,000 toward Delta's total project cost of \$76,504. He stated it has been frustrating for everyone having this bridge out because the airlines do work with each other using open gates when their regular gate is not available. He stated this will go a long way in solving the problems we have been having.

Mr. Pawluk moved to authorize the Airport Authority contribute \$20,000 toward Delta's boarding bridge installation at Gate 2.

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 Office Lease:

The communication from Integrated Commercial Solutions dated July 13, 2011, was received and filed without objection.

Mr. Dobberstein stated Integrated Commercial Solutions is requesting a one year extension to the lease for their office in the Eastside Terminal.

Dr. Clark moved to approve the one year extension for Integrated Commercial Solutions.

Second by Mr. Pawluk.

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

Reviewed Floor Covering Options for Gate 4 Café and Giftshop Areas:

Mr. Dobberstein stated when we had discussions on moving the giftshop kiosk to the location of the former coffee kiosk once the new food and beverage operation was open, Mr. Kevin Clapp, Airport Giftshop, requested that the tile floor in that area be expanded so that his entire area has a tile floor. He stated since the new food/beverage area has been opened they have moved some small tables and chairs to an area just outside of the snack bar. He stated this area is currently carpeted and we are looking at replacing the carpet with the same type of tile as will be used in the giftshop area. He stated the total area is 640 s.f. and the estimated cost will be \$4,480.00.

Mr. Kilander moved to approve the project to replace carpet in proposed areas in the departure lounge for the giftshop kiosk and table seating area with tile with the cost not to exceed \$5,000.00.

Second by Dr. Clark.

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

Continue Discussion Regarding Proposed Parking Lot Master Plan Project:

Mr. Jon Scrapper, Ulteig Engineers, was recognized and stated they took the proposed scope they had presented to the board and then built hours onto those tasks. He stated they included architectural renderings and analysis and how a parking structure might tie into the building. He stated Mr. Clint Joy, Standard Parking, has agreed to be part of the team and will provide his services at no cost.

Mr. Pawluk stated he is not yet sold on the idea of hiring Ulteig Engineers at a cost of \$52,000 to do this study.

Mr. Scrapper stated Ulteig Engineers has designed a lot of parking lots so they have parking lot expertise and they also know Hector Airport very well and how it operates. He stated he also had the same concern about cost when they were putting the fee together. He stated he tried to keep the cost low but at the same time he wants to include enough hours so that they are able to dedicate enough time to do a good job on the study.

Mr. Kilander stated we probably need to look at this as a two phase process. He stated the first being the portion of the study before architectural renderings and just the process to identify a solution. He stated as he looks at the numbers, the first phase would be about \$30,000.

Mr. Pawluk stated to him it looks like we are taking the first steps toward constructing a parking ramp and he does not know that we have made that decision yet. He stated if that is not the case then he does not know why about \$20,000 of this study is architectural fees.

Mr. Scrapper stated he thinks it is important to have information in front of you as far as cost, return on investment, impact on the terminal building, is it needed, when do you need it, etc. He stated the study will flush out all of the issues and get good information from which to make decisions.

Dr. Clark stated this study will give us alternatives to consider. She stated architectural drawings will give us an idea of what a parking structure would look like and we would get a better idea of how it would affect the terminal building.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated there are probably half a dozen viable solutions to the parking issues at the airport and those will have to be analyzed and thought through.

Chairman Macdonald stated vertical solutions could involve some type of tram running back and forth between the parking lot and the terminal building. He stated if we were to request proposals nationally we would have to spend a lot more. He asked Mr. Scrapper if he has any idea on time frame of this study.

Mr. Scrapper stated he anticipates their first report to the board in September. He stated the finished product will look similar to an airport master plan, along with a narrative talking about the different options shown.

Mr. Dobberstein stated unless we get past this phase of this study our parking dilemmas will continue if our boardings stay on the same course. He added that this study does not commit us to any project.

Continue Discussion Regarding Proposed Parking Lot Master Plan Project: (Continued)

Mr. Pawluk moved to authorize the parking lot study as proposed by Ulteig Engineers, Inc., with the cost not to exceed \$52,095.

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 he does not have a official change order to present the board for the seeding portion of the Airfield Drainage Improvement Project. He did just yesterday receive a revised price from Master Construction on the seeding and that is \$1,300 per acre. He asked the board members if they would even entertain a change order at that rate. He stated the area is approximately 10 acres and the previous price per acre was \$2,500. He stated the change is that Master Construction has eliminated any markup, they are not going to do any mulching but just seeding and three fertilizer applications.

Mr. Pawluk stated until the drainage issue is addressed the grass will not grow. He stated he would agree to the change order if the grade is such that it will drain; otherwise we are in the same place.

Mr. Kilander moved to approve the proposed change order to reseed the problem area in the 2009 Airfield Drainage Improvement Project, subject to verification that the grades are such that the area will properly drain and a guarantee that the grass seed takes hold.

Second by Dr. Clark.

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

Mr. Dobberstein stated the joint seal project crew showed up today to start on that project.

Blazek now present.

Other Business:

Mr. Dobberstein gave a summary of the AAAE Legislative Issues Conference in Washington, DC held July 18-19, 2011.

Mr. Dobberstein stated he is continuing to work with Sixel Consulting Group on the submission of our Small Community Air Service Development Grant application.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, August 9, 2011.

Time at adjournment was 8:53 a.m.

Regular Meeting

Tuesday

August 9, 2011

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 9, 2011 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Macdonald presiding.

Approve the Minutes of the Regular Meeting of the Municipal Airport Authority Held July 26, 2011:

The minutes of the regular meeting of the Municipal Airport Authority held July 26, 2011, were approved without objection.

Approved the Airport Vouchers Totaling \$27,710.31:

Mr. Pawluk moved to approve the airport vouchers totaling \$27,710.31.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Minko Construction:

Mr. Kilander moved to approve the individual voucher in the amount of \$56,861.00 to Minko Construction for Partial Payment Request #3 for Eastside Terminal Window Replacement Project.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Flint Communications:

Mr. Kilander moved to approve the individual voucher in the amount of \$4,305.81 to Flint Communications for partial payment request for 2011 Airport Marketing Program.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Kilander moved to approve the individual voucher in the amount of \$7,500.00 to Sixel Consulting Group for professional services in connection with the DOT Small Community Air Service Grant application.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to TL Stroh Architects:

Mr. Kilander moved to approve the individual voucher in the amount of \$7,971.60 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. Blazek.

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

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

Approved the Individual Voucher to TL Stroh Architects:

Mr. Kilander moved to approve the individual voucher in the amount of \$1,149.50 to TL Stroh Architects for partial payment request for architectural services in connection with the Eastside Terminal Window Replacement Project.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander, Macdonald 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 \$15,307.77 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Airfield Joint Seal Project, AIP39.

Second by Mr. Blazek.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander, Macdonald 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 \$68.20 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, Pawluk, Kilander, Macdonald voted aye.

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

Approved the Individual Voucher to American Pavement Solutions:

Mr. Kilander moved to approve the individual voucher in the amount of \$177,970.43 to American Pavement Solutions for Partial Payment Request #1 for Airfield Joint Seal project, AIP39.

Second by Mr. Blazek.

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

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

Received Communication from North Dakota National Guard Regarding the David F. Johnson Armed Forces Reserve Center:

The communication dated August 1, 2011, from Col. Steve Tabor, Division of Facilities Engineering, North Dakota National Guard, was received and filed without objection.

Mr. Dobberstein stated this letter expresses the National Guard's interest in leasing the David F. Johnson Armed Forces Reserve Center, which the Airport Authority will probably be assuming control of in the next 30-60 days. He stated the Guard is requesting that we allow them to complete their force structure analysis before we take any action on the reserve center.

Mr. Dobberstein stated at this point it looks like it will be a non-aviation use but that may change in the future. He stated he has been working with the facility manager and he has been helping with information to complete our insurance forms for the buildings.

Mr. Dobberstein stated unless the board members feel otherwise we should maintain and hold the building for the Guard's use. He stated the concurrence is that they would lease the facilities "as is" because it would drain our funds to go in and do repairs and updates and we would never recover that investment.

After further discussion, Mr. Dobberstein stated he would convey to Col. Tabor the board's support of their interest to lease the facility.

Received Update on Proposed US Customs and Border Protection General Aviation Facility:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated last week they sent Customs their 90% submittal on the project. He stated he thinks we have met most of their requirements for the building envelope and interior and are working on finalizing details for things like hardware specifications, cameras, etc. He stated the building is much more involved than he would have anticipated. He stated subject to a review from Customs we may be able to put the project out

Received Update on Proposed US Customs and Border Protection General Aviation Facility:
(Continued)

for bids in a few weeks. He stated the plan is to start the project this fall and complete the exterior of the building before winter and then work on the interior during the winter months. He stated the timing of the completion of the building should coincide with Customs and their ability to purchase computers and other equipment.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated American Pavement Solutions has been on the field working on the joint, crack and seal project and have been doing an impressive job. He stated they have halted work due to the air show so they will be back after Labor Day.

Mr. Klein stated he talked to Master Construction last week and they are supposed to be getting here soon to do the corrective work on the drainage project. He stated he has not completed the actual change order for the seeding portion of the corrections. He stated they are going to do the drainage corrections before the seeding.

There was nothing to report on security.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, August 23, 2011 at 8:00 a.m.

Time at adjournment was 8:32 a.m.

Regular Meeting

Tuesday

August 23, 2011

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 23, 2011, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 9, 2011:

The minutes of the regular meeting of the Municipal Airport Authority held August 9, 2011, were approved without objection.

Approved the Airport Vouchers Totaling \$37,283.41:

Mr. Pawluk moved to approve the airport vouchers totaling \$37,283.41.
Second by Mr. Blazek.
On the call of the roll, members Clark, Blazek, Pawluk, Macdonald voted aye.
Absent and not voting: Kilander
The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Dr. Clark moved to approve the individual voucher in the amount of \$5,698.00 to Sixel Consulting Group for July passenger enplanement fees, American/Chicago.
Second by Mr. Blazek.
On the call of the roll, members Clark, Blazek, Pawluk, Macdonald voted aye.
Absent and not voting: Kilander
The motion was declared carried.

Received Change Order G-1 to Minko Construction for an Increase of \$4,025.00 for the Eastside Terminal Window Replacement Project:

Mr. Pawluk moved to approve Change Order G-1 to Minko Construction for an increase of \$4,025.00 for the Eastside Terminal Window Replacement Project.

Second by Dr. Clark.

Mr. Dobberstein stated during the door replacement portion of the window project they discovered a lot of concrete issues so they did not have a base on which to place the new doors. He stated moisture problems over the years caused the problem. He stated they will saw-cut and remove an existing area of concrete slab and replace the pan deck. They will include rubber membrane and sealant to help alleviate the migration of water through the current exterior construction joints in the basement area. He stated TL Stroh Architects was satisfied with the work proposed and the cost.

Chairman Macdonald called for a vote on the motion.

All members present voted aye and the motion was declared.

Discussed and Approved FAA AIP Grant 39 Application:

Mr. Dobberstein stated he and Mr. Jeff Klein, Ulteig Engineers, has had numerous conversations with the FAA Airports District Office representatives in Bismarck. He stated we have identified three possible plans for our AIP39 grant application.

Mr. Dobberstein stated one of the certainties in the process is that our 2011 entitlements, plus carryover amounts from 2008 and 2009, total \$3,684,334. He stated those funds are available to be put under grant. He stated the FAA has advised us that we are able to use project estimates on our grant application, which must be submitted by September 2. He stated in the past the grant application has been based on actual bids. He stated the FAA has advised us that we will know by Friday if we will be awarded any discretionary funds.

Mr. Dobberstein reviewed Plan A as follows:

Runway 13/31 Reconstruction	\$4,000,000
Taxiway A Reconstruction A3 to A4 (2,000')	\$3,740,000
Engineering Rwy/Txwy	\$900,000
Runway Pavement Rehabilitation	\$71,700
Engineering Runway Pavement Rehabilitation	\$36,000
TOTAL	\$8,747,700
Federal Share (95%)	\$8,310,315
Federal Funding (Entitlement)	\$3,684,334
Federal Funding (Discretionary)	\$3,000,000
Balance to fund	\$1,625,981

Mr. Dobberstein stated we can fund the balance with our 2012 entitlements. He stated we do not yet know that amount but we anticipate \$2.6 million.

Discussed and Approved FAA AIP Grant 39 Application: (Continued)

Mr. Dobberstein reviewed Plan B and Plan C, which would be our options if we do not receive any discretionary funding.

After further discussion, Mr. Blazek moved to approve Plan A for the FAA AIP Grant 39 application, contingent upon receiving discretionary funding.

Second by Mr. Pawluk.

Mr. Dobberstein stated if we do not receive discretionary funding we may need to call a Special Meeting to decide on another plan in order to meet the grant deadline.

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

Considered Request from ND Department of Transportation to Conduct 2012 Driving Skills for Life Event:

The communication from the ND Department of Transportation was received and filed without objection.

Mr. Dobberstein stated his first contact on this event (Ford Driving Skills for Life) came from Brad Hoiness of the ND National Guard. He stated this event was held on the airport in Bismarck last year. He stated the Fargo Police Department recently used our cargo ramp for a driving test and that is the area they would like to use for this event. He stated the event is open to the first 100 high school students that enroll. He stated since this is the ND State DOT they have adequate liability insurance to cover this event. He stated we will exhaust all efforts to be able to locate this on the cargo ramp but will accommodate them somewhere on the airport.

Mr. Pawluk moved to approve the request from the NDDOT to conduct the 2012 Driving Skills for Life on the airport, with the location of the event subject to the Executive Directors approval.

Second by Dr. Clark.

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

Discussed September Meeting Dates:

Mr. Dobberstein stated unless we need to schedule a special meeting, our next meeting will be September 27, 2011, which will be our only meeting in September since he will be attending the National Foreign Trade Zone Conference on September 13.

Airport Construction and Security Update:

Mr. Dobberstein stated TL Stroh Architects is still waiting for an update from US Customs and Border Protection after submission of their 90% review. He stated the window and door replacement project in the Eastside Terminal is about two weeks from completion.

There was nothing to report on security.

Other Business:

Mr. Dobberstein stated Fargo Jet Center has indicated they are still having some moisture problems in Hangars 3 and 4 in the spring. He stated we did install ceiling fans in the unheated hangar but they still experience moisture problems. He added that he does not think they have not been operating the fans as they should. He stated he has asked Grant Johnson, Grant's Mechanical, for his opinion on the problem and he recommends just opening the hangar door partially in the morning during the early spring when the temperatures are increasing and then close them in the evening.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, September 27, 2011, at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 8:50 a.m.

Regular Meeting

Tuesday

September 27, 2011

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, September 27, 2011, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority:

The regular meeting of the Municipal Airport Authority held August 23, 2011, were approved without objection.

Approved the Airport Vouchers Totaling \$52,063.30:

Dr. Clark moved to approve the airport vouchers totaling \$52,063.30.

Second by Mr. Pawluk.

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

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

Approved the Individual Voucher to Delta Air Lines:

Mr. Kilander moved to approve the individual voucher in the amount of \$20,000.00 to Delta Air Lines for MAA's portion of boarding bridge replacement, Gate 2.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Kilander moved to approve the individual voucher in the amount of \$3,466.00 to Sixel Consulting Group for payment request (final) for August passenger enplanement fees, American (Chicago).

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander, Macdonald 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 \$136,200.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander, Macdonald 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 \$36,029.50 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Westside Terminal Apron Expansion, Project AIP40.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Flint Communications:

Mr. Kilander moved to approve the individual voucher in the amount of \$3,675.25 to Flint Communications for partial payment request for 2011 Airport Marketing Program.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Minko Construction:

Mr. Kilander moved to approve the individual voucher in the amount of \$73,076.00 to Minko construction for Partial Payment Request #4 for construction of Eastside Terminal Window Replacement Project.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to TL Stroh Architects:

Mr. Kilander moved to approve the individual voucher in the amount of \$1,063.50 to TL Stroh Architects for partial payment request for architectural services in connection with the Eastside Terminal Window Replacement Project.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to TL Stroh Architects:

Mr. Kilander moved to approve the individual voucher in the amount of \$3,319.08 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 Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander, Macdonald 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 \$19,350.20 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Join, Crack & Spall Repair, Project AIP39.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander, Macdonald 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 \$5,698.17 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the joint, crack & spall repair, project AIP.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to American Pavement Solutions:

Mr. Kilander moved to approve the individual voucher in the amount of \$58,971.29 to American Pavement Solutions for Partial Payment Request #4 for Joint, Crack & Spall Repair, Project AIP39.

Second by Dr. Clark.

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

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

Received Update on Stockman Property:

Mr. Dobberstein stated that Attorney Stewart has been working with Mr. Jacque Stockman over the past few months on a piece of property (1.22 acres) north of the airport that Mr. Stockman wishes to donate to the airport. He stated Attorney Stewart has a deed ready for Mr. Stockman's signature. He stated a condition of the donation is that there be a license agreement for the current farm tenant (David Heck) to be able to continue to use the buildings (grain bins and machine shed) on the property at no cost. He stated we will have to pay the property taxes due in the amount of \$549.39.

Mr. Dobberstein stated we own the property adjacent to it and even though this property itself will not be much use to us, based on some conversations Attorney Stewart has had with the Fargo Park District and the City of Fargo Engineering Department, it may provide drainage benefits to our other property. He stated it is our intention to lease the portion of the property without the buildings to the Fargo Park District. He stated the Park District would never want to lease the buildings since they are always under water during flooding conditions.

Mr. Kilander moved to accept the gift of land from Mr. Jacque Stockman, subject to final approval of legal documents by Attorney Stewart.

Second by Clark.

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

Received Update on Grant Application for Runway 13/31 and Taxiway A Reconstruction:

The Grant Agreement for AIP 3-38-0017-039-2011 was received and filed without objection.

Mr. Dobberstein stated Congress issued its twenty second continuing resolution to fund airports. He stated we did receive a grant in the amount of \$6,684,334, which included \$3,384,334 in entitlement funds through September 30, 2011, and \$3 million in discretionary funds. He stated this project will allow us to reconstruct Runway 13/31 (narrowing the runway from 150' to 75') and install a new lighting system. He stated it will also let us do Phase I of the reconstruction of Taxiway A from A-3 to A-4, depending upon the results of the bidding. He stated the grant also includes the joint and spall repair on Runways 9/27 and 18/36. He stated Taxiway A will also be narrowed to 75' with 12.5' shoulders.

Mr. Dobberstein stated this is the first time we have applied for and received a grant based on construction estimates rather than actual bids. He stated if the bids come in high we may have to reduce the scope of the Taxiway A reconstruction we are able to do.

Mr. Klein stated the project will be bid with the Runway 13/31 reconstruction as the base bid and the other items as alternates. He stated target bid date will be the early part of 2012.

Mr. Pawluk asked if narrowing Taxiway A will eliminate the ability to use it as an alternate runway.

Mr. Klein stated we are working with the FAA Airports District Office in Bismarck and the 12.5' shoulders on Taxiway A will meet the FAA's criteria for a temporary runway. He stated we are working with them on the funding of those shoulders and he believes that is something the FAA will fund as we have the justification for that.

Received Update on Proposed US Customs and Border Protection General Aviation Facility:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated the US Customs and Border Protection General Aviation Facility project is currently being advertised for bids and the bid opening will be October 10.

Authorized Attendance at the National Business Aviation Association Conference, October 10-13, 2011, Las Vegas, NV:

Mr. Kilander moved to authorize attendance at the National Business Aviation Association Conference, October 10-13, 2011, Las Vegas, NV.

Second by Mr. Blazek.

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

Authorized Attendance at the ICAS Airshow Convention, December 4-7, 2011, Las Vegas, NV:

Mr. Kilander authorized the attendance at the ICAS Airshow Convention, December 4-7, 2011, Las Vegas, NV, by the Executive Director and Mr. Steve Blazek.

Second by Dr. Clark.

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

Received Update on CY2012 Budget, Pension Plan Adjustment:

The communication from the City of Fargo regarding Supplemental ARC Payment, Employee Pension Fund, was received and filed without objection.

Mr. Dobberstein stated we received this communication from the City of Fargo and he has had some brief discussions with the Finance Director, Kent Costin. He stated the City of Fargo has received a recommendation from its actuary for the pension fund that the City contribute an additional \$1.5 million to the fund in 2012 to keep pace with what they felt was underfunding. He stated the City decided they were not able to contribute the entire \$1.5 million but decided on \$850,000. He stated the actuary then determined each department's share based on percentage of the unfunded liability. He stated the airport's allocation is \$52,082.

Mr. Kilander moved to authorize the adjustment of the 2012 budget to include the pension adjustment.

Second by Mr. Pawluk.

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

Received Update on David F. Johnson Armed Forces Reserve Center Building Transfer:

The communication dated July 29, 2011, from the Department of the Army, addressed to the Fargo City Commission, was received and filed without objection.

Mr. Dobberstein stated on September 21, 2011, we received a copy of this communication via City Attorney Erik Johnson, which was mailed to the City Commission Office in July. He stated this letter should have been mailed to the Airport Authority rather than the City of Fargo. He stated the original land lease from 1962 was with the City of Fargo and conveyed to the Municipal Airport Authority in 1969. He stated this letter is their notice that they are exercising their right to terminate the lease, which they proposed to do effective September 14, 2011. He stated this is the termination of the land lease only, not the conveyance of the buildings. He stated they are still in the process of conveying the buildings. He stated the conveyance of the buildings is still in progress. He stated we have requested that a revised letter sent to the appropriate party (MAA) is sent but we have not seen that yet.

Mr. Dobberstein stated he has been working the ND State Fire and Tornado on the insurance coverage and we have received building plans as well as an inventory list so that we will be able to insure the property once we do take possession. He added that we do owe a little over \$4,000 in special assessments.

Mr. Dobberstein stated we may know more about the Guard's intentions on the buildings by the next meeting.

Received Communication from American Legion Post #2 Regarding Interest in Kitchen Equipment:

The communication from Cathy Keogh, Commander, Gilbert C. Grafton American Legion Post #2 expressing interest in the kitchen equipment which may become available from the David F. Johnson Armed Forces Reserve Center, was received and filed without objection.

Considering the fact that the Airport Authority has not yet taken possession of the building and inventory this item was put on hold.

Airport Construction and Security Update:

Mr. Dobberstein introduced and welcomed the new TSA Assistant Federal Security Director assigned to Fargo, Mr. Scott Krejci.

Mr. Dobberstein stated American Pavement Solutions is back in town working on the airfield joint and spall repair project. He stated Delta is done with the replacement of the jetway at Gate #2. He stated we are still waiting on the floor tile project in the snack bar seating area and the giftshop area in the Departure Lounge. He stated CBM/Skydine has been working with the Small Business Administration on a loan for their improvements and there will be some slight adjustments to their lease. He stated we also had a storm sewer collapse in the south general aviation area and we received a bid of \$8,775 for that repair. The Eastside Terminal Window Replacement Project is almost complete and ready for final inspection.

Other Business:

Mr. Dobberstein stated we received another perfect score on our annual FAA airfield certification inspection.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and asked if Delta Air Lines has any plans to repair the carry-on luggage dumbwaiter on Jetway #1.

Mr. Dobberstein stated he will check with them again but it presented a lot of problems for them and they had indicated they did not intend to use it.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, October 11, 2011.

Time at adjournment was 9:11 a.m.

Regular Meeting

Tuesday

October 11, 2011

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 11, 2011, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held September 27, 2011:

The minutes of the regular meeting of the Municipal Airport Authority held September 27, 2011, were approved without objection.

Approved the Airport Vouchers Totaling \$21,768.05:

Mr. Blazek moved to approve the airport vouchers totaling \$21,768.05.
Second by Mr. Pawluk.
On the call of the roll, members Blazek, Pawluk, Macdonald voted aye.
Absent and not voting: Clark, Kilander
The motion was declared carried.

Approved the Individual Voucher to Swanston Equipment:

Mr. Pawluk moved to approve the individual voucher in the amount of \$29,901.34 to Swanston Equipment Company for payment request (full and final) for runway parking project.
Second by Mr. Blazek.
On the call of the roll, members Blazek, Pawluk, Macdonald voted aye.
Absent and not voting: Clark, Kilander
The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Pawluk moved to approve the individual voucher in the amount of \$351.50 to TL Stroh Architects, for partial payment request for architectural services in connection with the Eastside Terminal Window Replacement Project.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Kilander

The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Pawluk moved to approve the individual voucher in the amount of \$7,358.59 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. Blazek.

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

Absent and not voting: Clark, Kilander

The motion was declared carried.

Approved the Individual Voucher to American Pavement Solutions:

Mr. Pawluk moved to approve the individual voucher in the amount of \$58,971.29 to American Pavement Solutions for Partial Payment Request #2 for construction of the Joint, Crack & Spall Repair Project, AIP40.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Kilander

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting:

Mr. Pawluk moved to approve the individual voucher in the amount of \$2,250.00 to Sixel Consulting for the quarterly airline report.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Kilander

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Pawluk moved to approve the individual voucher in the amount of \$3,816.84 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Airfield Joint Repair Project, AIP39.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Kilander

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Pawluk moved to approve the individual voucher in the amount of \$15,016.78 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Airfield Joint Repair Project, AIP40.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Kilander

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Pawluk moved to approve the individual voucher in the amount of \$20,713.15 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31 Reconstruction, Project AIP39.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Kilander

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Pawluk moved to approve the individual voucher in the amount of \$9,322.22 to Flint Communications for partial payment request for 2011 Airport Marketing Program.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Kilander

The motion was declared carried.

Approved the Individual Voucher to CNH America LLC:

Mr. Pawluk moved to approve the individual voucher in the amount of \$1,500.00 to CNH America LLC for participation in their attendance at the Foreign Trade Zone Conference by their Foreign Trade Zone Controller, which was authorized by the Airport Authority at its meeting on June 14, 2011.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Kilander

The motion was declared carried.

Approved the Individual Voucher to Minko Construction:

Mr. Pawluk moved to approve the individual voucher in the amount of \$5,360.00 to Minko Construction for Partial Payment Request #5 for the Eastside Terminal Window Replacement Project.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Kilander

The motion was declared carried.

Received Bid Tabulation and Recommendation of Award from TL Stroh Architects for the US Customs and Border Protection General Aviation Facility:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated we received and opened bids yesterday for the US Customs and Border Protection General Aviation Facility. He stated we received four bids from general contractors and rejected one bid. He stated we received three mechanical bids and had to reject two and received five electrical bids and had to reject three. He stated the bids that were rejected and not even opened did not meet the requirement from the bid instructions to provide proof of insurance. Bids received were as follows:

GENERAL	Minko Construction	\$852,400.00
	KBW Associates	\$837,000.00
	Dakota Latitudes	\$1,025,000.00
MECHANICAL	Grant's Mechanical	\$133,490.00
ELECTRICAL	Rick Electric	\$268,200.00
	Fritz Electric	\$304,630.00

Mr. Stroh stated the bid total is about \$320,000 over the original estimate and there are a number of reasons for that. He stated during the entire process there were a number of changes both requested and required by US Customs.

Received Bid Tabulation and Recommendation of Award from TL Stroh Architects for the US Customs and Border Protection General Aviation Facility: (Continued)

Mr. Stroh stated the board has the following options:

- Option #1 Award the project to the low bidders and work with the contractors and representatives from US Customs to do some value engineering and try to bring some of the cost down. He stated if that is the option chosen we would need to get an answer from Customs in the next few days and get started right away because it is so late in the construction season.
- Option #2 The Airport Authority can reject the bids and go back to US Customs and see if there are any areas in the building plans that could be revised to bring down the cost and rebid the project in the spring.

Mr. Stroh stated rebidding the project should not make the bids more expensive. He stated there would be a cost for the process to rebid the project. He stated constructing a project during the winter does cost more as there is the issue of heating the building during construction, which would not be the case if the project were started in the spring.

Mr. Pawluk stated he does not see any compelling reason to move forward if we are not comfortable with the cost of the project.

Mr. Blazek stated he is not comfortable with receiving just one bid for the mechanical portion and asked if we could rebid just the mechanical portion.

Mr. Stroh stated we could not rebid just a portion. He agreed that just one bid is a red flag.

Mr. Stroh stated once they got further into the planning process with US Customs he knew they were going to be over the initial estimate. He stated for example the initial documents they reviewed did not make it clear that a full generator backup was required for the facility.

Chairman Macdonald stated it seems to him that every bid document he has ever seen gives the owner the right to refuse any and all bids and also the right to waive any formalities. He stated since the rejected bids were all because of an insurance issue he would be willing to consider that.

Mr. Stroh stated you have that right but would you want to deal with the storm that would result. He stated it is public knowledge that the TF Powers bid was the low bid because it was opened in error and did not realize that they did not meet the insurance requirement until the bid had been opened.

Mr. Dobberstein stated the difference between the two low bids would not be worth going down that road.

Mr. Pawluk asked Mr. Dobberstein for his recommendation.

Mr. Dobberstein stated he would like to see the board award the bids today and direct TL Stroh Architects to work with the low bidders and representatives from US Customs and do some value engineering and find some ways to cut costs in the project.

Gen. Macdonald stated he does not favor that approach and would rather reject the bids.

Mr. Stroh stated Mr. Dobberstein's recommendation is the typical way this situation would be handled. He stated he knows we would not save \$300,000 by doing this but he can't imagine we couldn't find some areas to reduce costs.

Received Bid Tabulation and Recommendation of Award from TL Stroh Architects for the US Customs and Border Protection General Aviation Facility: (Continued)

Mr. Blazek stated he has an issue with having only one mechanical bid and if it is "all or nothing" he doesn't see any choice other than to reject all of the bids and start over.

Mr. Pawluk stated it seems the time pressure we are feeling is pressure we are putting on ourselves. He stated we are committed to this project but he doesn't see any down side to delaying this until spring.

Chairman Macdonald stated he would favor awarding the bids and go through the value engineering process so that we can move ahead on the project.

Mr. Blazek asked Mr. Stroh what he would recommend.

Mr. Stroh stated his recommendation would be to reject the bids and rebid the project. He stated whichever option the board chooses, a decision needs to be made today.

Chairman Macdonald asked for a timeline if we were to reject the bids today.

Mr. Stroh stated if the bids were rejected we would then take the next couple of months and look at the project at a little more leisurely pace than if the bids were awarded and did the value engineering on those bids. He stated we would probably rebid the project in February 2012.

Mr. Blazek moved to reject all bids for the US Customs and Border Protection General Aviation Facility and instruct TL Stroh Architects to rebid the project.

Second by Mr. Pawluk.

Mr. Dobberstein asked Mr. Stroh how much of the contractors' bids would have been the cost of construction in the winter.

Mr. Stroh stated he could not give an amount but construction during the winter months definitely carries an additional cost.

Mr. Dobberstein stated we budgeted \$900,000 for this project, \$300,000 in 2011 and \$600,000 in 2012. He stated there is a \$320,000 difference between those amounts and the bids received. He stated we would probably have budgeted more but our budget process was complete before changes to the plans were made.

Mr. Pawluk stated that by rejecting the bids he is not rejecting the idea of the project.

Mr. Stroh stated he does have some ideas on building materials that can be changed to save cost.

Chairman Macdonald stated the reason the bids are being rejected is because the bids are \$300,000 over budget and the lack of responsive bidders in some areas.

Chairman Macdonald called for a vote on the motion.

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

Absent and not voting: Clark, Kilander

The motion was declared carried.

Received US Department of Transportation Small Community Air Service Development Program Grant:

Mr. Dobberstein stated we have been advised that we have received a grant offer of \$750,000 through the US Department of Transportation's Small Community Air Service Development Grant Program. He stated we received the documentation and have forwarded it to our legal counsel for their review. He stated he does not think any of the language has changed since the last grant we received a few years ago.

Mr. Dobberstein stated the first use of the grant is to work with American Airlines to provide one flight per day between Fargo and Dallas and we have begun those conversations with American. He stated the backup use of the grant is for Fargo-Seattle service through Alaska Airlines. He stated if we are not successful in securing either of those routes we would have to request an amendment to the grant. He added that we have three years from the date of the grant to use the funds.

Mr. Pawluk moved to accept the Small Community Air Service Development Grant in the amount of \$750,000 from the US Department of Transportation.

Second by Mr. Blazek.

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

Received Third Quarter 2011 PFC Report:

The third quarter 2011 PFC report was received and filed without objection.

Received Project Update from Skydine:

Mr. Dobberstein stated he distributed an updated pencil sketch provided by CBM for the public area restaurant. He stated everything on the sketch is pretty close to their original concept. He stated there will be distinct areas for Subway, Caribou, and Marlin's. He stated they will no longer have a "full service" restaurant seating area but you will go to the counter, order and pay for your food, and then it will be delivered to your table. He stated they compared it to the concept used by the Culver's restaurants. He stated there will be service at the tables in the bar area.

Mr. Blazek stated he is not pleased with the time frame for the project. He stated he expected it to be a lot sooner.

Mr. Dobberstein stated they have experienced a lot of issues with the Subway franchise and that has been a big part of the delay.

Considered One Year Extension to the Current Farm Lease Agreements:

Mr. Dobberstein stated he was contacted by one of our farm tenants (River Valley Farms – Nordick) and requested consideration for a one or two year extension to their farm lease agreement. He stated they would like to invest some time to improve drainage on the fields they lease as the wet spring afforded them the opportunity to see where the water pooled and needed to be moved. He stated he also talked to Stenerson, Tronson and Sauter and they are all interested in a one year extension and would even be interested in two years.

Mr. Pawluk stated Mr. Nordick indicated he would like an extension in order to make drainage improvements but do the others plan to do the same in exchange for the extension.

Considered One Year Extension to the Current Farm Lease Agreements: (Continued)

Mr. Dobberstein stated Mr. Sauter will be doing some improvements to the area north of the terminal which was messed up by a previous tenant and he stated that he even offered Mr. Sauter whatever assistance the airport can provide. He stated Tronson has also started some ditching on the former Gill property.

Chairman Macdonald stated he would recommend going along with a one year extension provided they agree to do some drainage improvements. He stated he would like to leave it up to the discretion of the Executive Director to determine if each tenant plans to do adequate improvements for the extension.

Mr. Pawluk moved the Executive Director be empowered to negotiate a one year extension with the various farm tenants upon evidence that drainage improvements have been completed.

Second by Mr. Blazek.

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

Discussed Proposed Property Demolition Project:

Mr. Dobberstein stated there are some grain bins on the Gill property which the airport purchased several years ago. He stated the grain bins are not in usable condition and should be removed, along with the concrete foundations under the bins. He stated the acreage can then be restored and rented to the tenant farmer that farms the adjacent property, Darren Tronson. He stated there is also a shelterbelt on our property and should be cleaned up as there are some dead and damaged trees.

Mr. Dobberstein stated Gerdeau Ameristeel has indicated interest in the grain bins and would remove them at no cost to us. He stated our maintenance crew could probably handle the demolition as well so we will look at both options.

Mr. Pawluk moved to authorize the removal of the grain bins and concrete pad on the Gill property with the details left to the discretion of the Executive Director.

Second by Mr. Blazek.

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

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and reported that the Airfield Drainage Improvement Project is near completion. He stated Master Construction is going to come back after October 15 and finalize the seeding of the area. He stated the land owner for our wetland mitigation site hopes to complete that portion of the project by November 1. He stated the airfield joint seal project was completed last weekend.

There was nothing to report on security.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, October 25, 2011, at 8:00 a.m. in the airport boardroom.

Time at adjournment was 9:04 a.m.

Regular Meeting

Tuesday

October 25, 2011

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 25, 2011, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Macdonald presiding.

Approve the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 11, 2011:

The minutes of the regular meeting of the Municipal Airport Authority held October 11, 2011, were approved without objection.

Approve the Airport Vouchers Totaling \$22,926.63:

Mr. Blazek moved to approve the airport vouchers totaling \$22,926.63.

Second by Dr. Clark.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to American Pavement Solutions:

Mr. Pawluk moved to approve the individual voucher in the amount of \$123,030.06 to American Pavement Solutions for Partial Payment Request #3 (Final) for the Airfield Joint Seal Project, AIP39 and AIP40.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Border States Paving:

Mr. Pawluk moved to approve the individual voucher in the amount of \$500.00 to Border States Paving for partial payment request (final) for construction of Long Term Parking Lot Expansion Project, Phase II.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Airport Construction Update:

Mr. Terry Stroh, TL Stroh Architects was recognized and stated since the last meeting at which the Airport Authority rejected the bids for the US Customs and Border Protection General Aviation Facility, he has been in contact with Stacy Cassel (Customs) and also contractors trying to find some areas that could be modified to reduce the cost of the project. He stated Devin Mogck has been working with CBM on the pre-security restaurant area. He stated CBM has been happy with the contractors they used on the post-security project so they will not have to go through a full bidding process.

Flint Communications to Present 2012 Marketing Concepts:

Representatives from Flint Communications were recognized (Kim, Libby, Tara, Jason) and reviewed the proposed 2012 advertising budget. They also gave an update on the social media advertising (Twitter, Facebook). They presented three concepts for a new television commercial to run for a three year period. The concepts were: Well Connected, Freedom to Fly, and Time Flies; Make the Most of It. After discussion, it was the consensus of the board that they preferred the "Time Flies; Make the Most of It" concept as it seemed to have more potential for flexibility and changes throughout the three year period.

Received Proposed License Agreement with David Heck for Former Stockman Building Site:

Mr. Dobberstein stated Mr. Jacque Stockman gifted the airport about two acres of land north of the airport and this license agreement is for the use of the buildings on the property by Mr. Stockman's current farm tenant, David Heck. He will provide insurance on the buildings and do all of the upkeep. He stated Attorney Stewart drafted this agreement.

Dr. Clark moved to approve the license agreement with David Heck for buildings on the former Stockman property.

Second by Mr. Blazek.

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

Received Update on David F. Johnson Armed Forces Reserve Center Property:

Mr. Dobberstein stated the Guard's assessment team has conducted the radiological assessment of the David F. Johnson Armed Forces Reserve Center but no one knows when the results will be available. He added it could be up to six months or more. He stated on the day of conveyance of the facilities we will work with Xcel Energy to transfer the meters to the MAA. He stated there is a vehicle maintenance building which we will winterize so it will not need to be heated. He stated there are a lot of issues with the HVAC system in the larger building and it needs a lot of attention. He stated when we assume the building we will work with the HVAC contractor they have been using (Home Heating) and possibly consult with Grant's Mechanical on what can be done to get the heating system running or isolate areas that would not need to be heated.

Mr. Dobberstein stated as far as the National Guard Bureau's decision to occupy the building has been put on hold for a while. He stated we will probably have a vacant building for a while. He stated once the building is turned over to us we will make daily inspections of the building.

Mr. Dobberstein stated the American Legion is still interested in the kitchen equipment.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated he does not have much to report. He stated Master Construction is going to finish the seeding on the drainage project this week.

Mr. Dobberstein stated we have a contract with Aggregate Industries to do some asphalt repairs in the south general aviation area parking lot. He stated Dakota Underground was working on a storm sewer repair in the south general aviation area and they found more collapsed lines than they anticipated.

Mr. Dobberstein stated we should have a presentation on the parking lot study at the next meeting. He stated with the proposed schedule we have received from Allegiant we are probably going to have some parking issues this winter.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, November 8, 2011 at 8:00 a.m. (November 8 meeting was cancelled. Next meeting to be held Tuesday, November 22, 2011).

Time at adjournment was 9:26 a.m.

Regular Meeting

Tuesday

November 22, 2011

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 22, 2011, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 25, 2011:

The minutes of the regular meeting of the Municipal Airport Authority held October 25, 2011, were approved without objection.

Approved the Airport Vouchers Totaling \$76,151.25:

Mr. Kilander moved to approve the airport vouchers totaling \$76,151.25.

Second by Mr. Pawluk.

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

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

Approved the Individual Voucher to Dakota Underground:

Mr. Pawluk moved to approve the individual voucher in the amount of \$9,790.95 to Dakota Underground for payment request (full and final) for storm sewer repairs in the southeast general aviation apron area.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Pawluk moved to approve the individual voucher in the amount of \$7,814.25 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Parking Lot Study.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Flint Communications:

Mr. Pawluk moved to approve the individual voucher in the amount of \$25,460.11 to Flint Communications for partial payment request for the 2011 Airport Marketing Program.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Travel Agents Association of FM:

Mr. Pawluk moved to approve the individual voucher in the amount of \$1,496.97 to the Travel Agents Association of FM for co-op advertising/marketing.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Pawluk moved to approve the individual voucher in the amount of \$432.24 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31 and Taxiway A Reconstruction Project, AIP39.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Pawluk moved to approve the individual voucher in the amount of \$4,589.12 to Ulteig Engineers, Inc. for Partial Payment Request for engineering services in connection with the Runway Joint, Crack & Spall Repair Project, AIP39.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Mr. Pawluk moved to approve the individual voucher in the amount of \$7,310.03 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway Joint, Crack & Spall Repair Project, AIP40.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to 3-D Specialties;

Mr. Pawluk moved to approve the individual voucher in the amount of \$16,860.00 to 3-D Specialties for payment request (full and final) for signage repair (May 31 wind storm).

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Minko Construction:

Mr. Pawluk moved to approve the individual voucher in the amount of \$26,878.00 to Minko Construction for \$26,878.00 for Partial Payment Request #6 (Final) for the Eastside Terminal Window Replacement Project.

Second by Dr. Clark.

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

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

Received Change Order #2 to Minko Construction for an Increase of \$2,403.00 for the Eastside Terminal Window Replacement Project:

Mr. Dobberstein stated this change order contains two items:

- 1) Wall repair after removing existing window frames
- 2) Reinstall window blinds

Mr. Kilander moved to approve Change Order #2 to Minko Construction for an increase of \$2,403.00 for the Eastside Terminal Window Replacement Project.

Second by Dr. Clark.

Mr. Dobberstein stated there was some additional repair to the walls needed to a few areas where windows were removed. He stated the re-installation of the blinds was not included in the bid document but our staff assisted with this process and we were able to reduce the cost somewhat. He stated it probably would have cost more if it had been included in the bid.

Mr. Dobberstein stated the contractor did a good job on this project and other than a couple of punchlist items the project is complete.

Chairman Macdonald called for a vote on the motion.

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

Received Communication from JP Development, LLP Regarding Land Lease:

The communication dated November 18, 2011, from Mr. James Sweeney, JP Development, LLP was received and filed without objection.

Mr. Dobberstein stated JP Development is requesting to lease a 250' x 300' parcel directly to the west of the cargo facility owned by Midwest Development & Construction in the cargo area.

Mr. Sweeney was recognized and stated they have maxed out the hangar space they currently occupy and are in need of additional space. He stated this would be their next expansion phase. He stated this winter they will probably have to park some of their seasonal Weather Modification aircraft outside on the south ramp.

Chairman Macdonald stated since this is the first we have seen this request if there is no objection he would like to defer this item at least until the next meeting.

The item was deferred.

Received Update on the David F. Johnson Armed Forces Reserve Center Property Transfer:

The communication dated October 27, 2011 from Col. Steven A. Tabor, Director of Facilities Engineering of the North Dakota Air National Guard was received and filed without objection.

Mr. Dobberstein stated we received a letter from Col. Tabor in August indicating they would be interested in leasing the reserve center facilities from the Airport Authority when we take possession and asked that we allow them to complete their force structure analysis before we take any action on the reserve center. Mr. Dobberstein stated this recent letter from Col. Tabor indicates that it will be a minimum of two years before they would be stationing additional force structure to Fargo so the immediacy of their interest has been delayed.

Mr. Dobberstein stated his last conversation with the Army Corps was that possibly early in December they will be ready to provide the documents of conveyance to the Airport Authority. He stated since we will be meeting only once in December on the 20th he would like the board to authorize the Chairman to sign the documents upon review by our legal counsel should those documents need to be signed before our next meeting.

Mr. Dobberstein stated he has completed insurance application forms and sent them to North Dakota State Fire & Tornado so they are able to insure the buildings upon conveyance. He stated they will be sending out an appraiser to review the value of the buildings and contents.

Mr. Dobberstein stated we have also had previous discussions regarding a request from the American Legion to acquire the kitchen equipment, which has not been used for a few years. He stated we have not yet approved that request and asked Attorney Tjon her opinion on whether or not we can give that property to the American Legion.

Attorney Tjon stated she does not see any problem with the Airport Authority giving that equipment to the American Legion. She stated we will want to make certain we have an indemnification/hold harmless agreement.

Mr. Dobberstein stated we do not have to take action on the Legion's request until after we have control of the property.

Mr. Pawluk moved the Chairman be authorized to sign the instruments of conveyance to receive the David F. Johnson Armed Forces Reserve Center property upon review by legal counsel.

Second by Dr. Clark.

Received Update on the David F. Johnson Armed Forces Reserve Center Property Transfer:
(Continued)

Mr. Pawluk stated if we receive the property and do not have anyone interested in leasing the facility or a military use then he feels we should sell it.

Mr. Kilander stated it seems to be the feeling of the board that we would like to make the facility available for the Guard's use and if we sell it then that possibility is eliminated and if we lease it we would have to include a 90-180 day out clause. He stated we need to decide what we want this facility to do five years from now. Do we want it to be out of our hair and in someone else's or do we want it to be available as the Guard goes through some reorganization in the state?

Chairman Macdonald stated it is inevitable there is going to be some movement of the smaller armories to metropolitan areas in the next year or two. He stated he would like to have that facility available for the Guard.

Mr. Dobberstein stated we will have to discuss with the FAA office in Bismarck any restrictions on the building as far as aeronautical related used. He stated the building has been non-aeronautical since 1962.

Mr. Kilander asked if we are obligated to keep the land or could we sell it? He stated selling the land along with the structure makes it a more valuable and sellable property.

Mr. Dobberstein stated he would rather see us retain ownership of the land, sell the buildings and lease the land.

Mr. Pawluk stated he would like to see estimates on the cost of holding the property so it is available for the Guard and also what it would cost to prepare the buildings for sale.

Chairman Macdonald indicated we will continue discussion at the next meeting.

Chairman Macdonald called for a vote on the motion to authorize signature of the instruments of conveyance.

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

Received Communication from Airport Association of North Dakota Regarding Sponsorship for 2012 Upper Midwest Aviation Symposium, Bismarck, March 4-6, 2012:

The communication dated October 11, 2011, from Mr. Tim Thoreson, President of the Airport Association of North Dakota was received and filed without objection.

Mr. Dobberstein stated the AAND is requesting \$1,500 for sponsorship of the 2012 Upper Midwest Aviation Symposium in Bismarck, March 4-6, 2012. He stated in the past the hosting community airport has participated in a \$5,000 sponsorship with the other commercial service airports giving \$1,500.

Mr. Pawluk moved to approve the \$1,500 sponsorship for the 2012 Upper Midwest Aviation Symposium in Bismarck.

Second by Blazek.

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

Received Communication Regarding Possible Tenant for Eastside Terminal:

Mr. Dobberstein stated we did not receive the communication we were expecting.

Mr. Rick Flacksbarth, Cityscapes Development, was recognized and stated they are continuing to show the available space in the building. He stated with the new windows the space shows very nicely. He stated there is continued interest in the building and the space is value priced. He stated most of the interest is from people with offices currently in their home that are looking for other office space. He stated the one deciding factor seems to be that it is off the beaten path and for some that is a drawback and for others it is a plus.

Mr. Dobberstein stated we did have an unexpected watermain break outside the building last week and did get some water in the basement but did not really lose anything. He stated we will need to do some watermain repairs in the area.

Reviewed Preliminary 2012 FAA Capital Improvement Plan:

Mr. Dobberstein stated the FAA requires that each year we submit a Capital Improvement Plan for the next three years, concentrating on the next calendar year. He reviewed the items on the proposed 2012 plan.

Mr. Dobberstein stated that the FAA advised us to plan for \$2.6 million in entitlement funds for FY2012. He stated some of the project on the plan have already been completed but these are listed for reimbursement of funds.

Mr. Dobberstein reviewed the items for 2012:

Master Plan/ALP Update	\$450,000
Apron Access Road & Access Lighting	\$900,000
Wildlife Hazard Assessment	\$ 75,000
Runway 9 Extension Avigation Easement	\$ 5,000
Construct Cargo Apron Taxiway & Engineering	\$762,000
Pavement Rehabilitation (Terminal & North GA Aprons – Reimbursement)	\$325,000
Rwy 9/27 PAPI's and REIL's (Reimbursement)	\$ 58,000

Mr. Dobberstein stated this document can be revised as priorities can sometimes change after a CIP has been approved.

Mr. Kilander moved that the Airport Authority concur with the proposed 2012 FAA Capital Improvement Plan.

Second by Mr. Pawluk.

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

Received Update on Parking Lot Study:

Mr. Jon Scrapper, Ulteig Engineers, Inc., was recognized and stated the Parking Lot Study is underway. He stated they have met with both Standard Parking and TL Stroh Architects.

Mr. Scrapper stated in their meetings with Standard Parking they spent a lot of time discussing current capacity and what we need to do in the future to expand. He stated capacity right now in Long Term is 1,460 spots and the cars parked overnight were about 1,250 on peak days. He stated we need to maintain a surge volume of about 200-250 spots for that overlapping time of arriving and departing flights throughout the day.

Mr. Scrapper stated they looked at a number of different options. He stated the options he is presenting today are just the ground options. He stated we will start looking at vertical options, their cost and capacity. He stated Phase I would propose widening the exit lanes by one lane which would help in getting cars out more efficiently. He stated this phase also proposes adding a lot south of the east/west cross-over road which would be a ticket in/credit card out only lot. He stated Standard Parking feels the addition of that lot would trigger a shuttle service. He stated this phase would also add 98 spots for rental cars as well as some additional employee parking space.

Mr. Scrapper stated Phase II would add another block of parking south of the east/west road which would also be ticket in/credit card out. Phase III would involve a massive layout change relocating the exit lane and also relocating the crossover road to the south and fill in that area with additional spaces. Phase IV would be expanding again to the south.

Mr. Scrapper stated this would give Standard an opportunity to revolutionize the fee structure as you would really have three tiers of parking, Premier, Short Term, Long Term. He stated Fargo currently has the lowest cost of the commercial service airports in the state.

Mr. Pawluk stated if we have looked into moving the car rental parking.

Mr. Kilander stated most major airports he uses there isn't car rental parking adjacent to the building, you get to your car via shuttle. He stated that may eliminate the parking lot's need for a shuttle if we move the car rental parking and use that area for passenger parking. He stated he feels we should look at that option.

Mr. Scrapper stated the phases have been staged so that nothing will have to be torn out when moving onto the next phase.

After further discussion, the board members were directed to continue to review the diagrams and come back with any further options and ideas.

Airport Construction and Security Update:

Mr. Jeff Klein, Ulteig Engineers, was recognized and stated they are working on finalizing the Airfield Drainage Improvement Project. He stated Master Construction has reseeded the entire site and will warranty their work.

There was nothing to report on security.

Other Business:

Mr. Dobberstein stated we are working on finding someone to clean the windows on the south side of the terminal building. He stated the dirt and grime has built up quite a bit and it will probably cost about \$4,000-\$5,000. He stated this is maintenance we will have to do probably annually.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, December 20, 2011, at 8:00 a.m.

Time at adjournment was 9:18 a.m.

Regular Meeting

Tuesday

December 20, 2011

The regular meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, December 20, 2011, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held November 22, 2011:

The minutes of the regular meeting of the Municipal Airport Authority held November 22, 2011, were approved without objection.

Approved the Airport Vouchers Totaling \$56,528.89:

Mr. Blazek moved to approve the airport vouchers totaling \$56,528.89.

Second by Mr. Pawluk.

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

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

Approved the Individual Voucher to TL Stroh Architects:

Mr. Kilander moved to approve the individual voucher in the amount of \$680.00 to TL Stroh Architects for partial payment request for architectural services in connection with the Eastside Terminal Window Replacement Project.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Cass County Treasurer:

Mr. Kilander moved to approve the individual voucher in the amount of \$37,047.47 to the Cass County Treasurer for 2011 drain assessments.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander, Macdonald 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 \$48,703.79 to Master Construction for Partial Payment Request #6 (Final) for the Airfield Drainage Improvement Project, AIP36.

Second by Dr. Clark.

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

Approved the Individual Voucher to William and Debra Berg:

Mr. Kilander moved to approve the individual voucher in the amount of \$800.00 to William and Debra Berg for partial payment request (Final) for the Wetland Mitigation portion of the Airfield Drainage Improvement Project, AIP36.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander, Macdonald 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 \$3,054.05 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31, Taxiway A Reconstruction Project, AIP39.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander, Macdonald 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 \$1,719.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Runway 13/31, Taxiway A Reconstruction Project, AIP35.

Second by Dr. Clark.

On the call of the roll, members Clark, Blazek, Pawluk, Kilander, Macdonald 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 \$18,233.25 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Parking Study and Master Plan.

Second by Dr. Clark.

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

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

Received Engineering Contract Amendment from Ulteig Engineers, Inc. for Airfield Drainage Improvement Project, AIP36:

Mr. Dobberstein stated this request from Ulteig Engineers, Inc. for an amendment to their engineering contract for the Airfield Drainage Improvement Project, AIP36, is due to the fact that the original site selected for the wetland mitigation portion turned out to not be acceptable so they had to select an alternate site. He stated they are requesting an additional \$3,500.00 for those engineering services for the William Berg mitigation site.

Dr. Clark moved to approve the amendment to the engineering contract with Ulteig Engineers, Inc. for the Airfield Drainage Improvement Project, AIP36.

Second by Mr. Kilander.

Mr. Pawluk stated it seems to him like we are paying for the same work twice.

Mr. Klein stated when an engineer puts together a scope and fee for a project they have no idea if a mitigation site is going to work until they actually go to the site and survey it.

After further discussion, Chairman Macdonald asked Mr. Klein to bring a breakdown of costs for the mitigation portion of this project for review at the next meeting.

Mr. Kilander moved to table the motion until the next meeting.

Second by Mr. Pawluk.

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

Received Communication from EideBailly Regarding 2007 Bond Issue Arbitrage Status:

The communication dated December 1, 2011 from EideBailly was received and filed without objection.

Mr. Dobberstein stated we are required to complete an arbitrage rebate calculation for our Airport Reserve Revenue Bonds, Series 2007A. He stated EideBailly performed this calculation for us for the period February 28, 2007 through September 1, 2011, and subject to the calculation assumptions used, there is no rebatable arbitrage on the bonds.

Received Communication from Northstar Insurance Regarding CY2012 Liability Policy Renewal

The communication dated December 13, 2011, from Mr. Marc Lepage, Northstar Insurance, recommending renewal with the current carrier, Chartis Aerospace, was received and filed without objection.

Mr. Dobberstein stated the renewal premium we have been quoted by our current carrier, Chartis Aerospace, is \$39,915, which would be a decrease of \$11,369 from last year.

Mr. Kilander moved to approve the renewal of the liability coverage with Chartis Aerospace for a premium of \$39,915.

Second by Mr. Pawluk.

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

Authorized Attendance at 2012 Conferences:

Mr. Blazek moved to authorize attendance at the following 2012 conferences:

Network USA, Tampa, FL, March 4-6, 2012

AAAE-ACI Legislative Conference, Washington, DC, March 14-16, 2012

AAAE Annual Conference, Phoenix, AZ, April 29-May 2, 2012

Second by Dr. Clark.

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

Received Update Regarding Parking Master Plan:

Mr. Jon Scrapper, Ulteig Engineers, Inc., was recognized and stated after the last meeting they have made some changes to their proposed concepts which he will review today. He stated Mr. Terry Stroh, TL Stroh Architects, will also give a brief update on parking structure options.

Mr. Scrapper distributed and reviewed the revised concept maps. He stated one of the biggest changes they made was to eliminate the large lot south of the east/west road south of the existing lot. He stated one option is to move the car rental overflow lot and utilize that space for a ticket in/credit card out lot. He stated one option is to replace the car rental overflow parking near their maintenance facility or to the west of the access road, south of the east/west road.

Mr. Bernie Ness, Avis and Budget, was recognized and stated one of the main reasons the car rental agencies got together and constructed the new service facility was to keep it close to their operations and eliminate some of the driving by their employees. He stated their typical service employee is young and it is a constant effort to get them to obey the speed limits. He stated they would prefer the north location for their overflow lot rather than further south.

Mr. Dobberstein stated we are still in the concept stages and Mr. Clint Joy, Standard Parking, at some time in the near future will update us on the trigger points of growth and when we will need these expansion phases. He stated we should have a good idea by February our parking situation because the airlines will be operating on their winter schedules.

Received Update Regarding Parking Master Plan: (Continued)

Mr. Terry Stroh was recognized and stated he does not have any concept drawings at this point since there are so many options when it comes to parking structures. He stated the issues behind parking structures are size and height in terms of where the dollars go. He stated with a parking structure you want to go as high as possible because of the cost of the caissons. He stated because of airspace restrictions we cannot go above 50'. He stated we have been looking at alternatives such as having at least one level of the structure underground. He stated the structure would probably be located where the short term parking lot is right now and then the challenge becomes making the structure aesthetically appealing since it will be blocking the view of the terminal building. He stated a three level structure in the area just a little larger than the current short term parking lot would give us 750 parking spots and the cost would be about \$13,000-\$16,000 per spot, depending upon how the structure is built.

Mr. Kilander stated he would agree with Mr. Stroh's point about the visual integrity of the terminal building. He stated he would hate to see a parking structure that would obliterate the view of the terminal building.

Mr. Pawluk stated a free standing structure to the east of the terminal building would give us the ability to add height since that area would not have the same height restrictions as it is not at the end of a runway.

Mr. Stroh stated that is a possibility and if we were to construct the ramp in that location we would not be losing existing parking. He added that there could be a combination of parking structure and enclosed walkway to the terminal building. He again stated that the more levels the ramp has the lower the cost for each parking space.

Chairman Macdonald stated a parking spot in a parking structure costs about \$11,000 more than ground parking and we need to consider instead putting that money toward an elevated walkway from the parking lots to the terminal.

Mr. Stroh stated that is one of the possibilities and it would be a much less expensive alternative.

Mr. Pawluk stated it seems to be the consensus of the board that we do not want to fund a shuttle service. He stated we are going to need to come up with a continuing short term fix which logically looks like it is to utilize the existing car rental overflow lot and relocate that parking. He stated we will probably be able to build and maintain an elevated walkway for a lot less than a parking structure. He stated the main goal is to minimize the distance we ask our passengers to walk from their cars to the terminal building.

Chairman Macdonald stated an additional 800 parking spots to the south with an elevated walkway would solve our problem for years to come.

Mr. Kilander asked about a subsurface walkway.

Mr. Stroh stated they have certainly checked into that but with our dynamic soils in this area he would definitely not recommend subsurface.

Chairman Macdonald stated at the next update he would like to see some estimate costs for parking ramps and elevated walkways.

Mr. Dobberstein stated the first quarter of 2012 traffic will give us a better idea of what we will need for future parking.

The next update on the Parking Master Plan will be January 24, 2012.

Airport Construction and Security Update:

Chairman Macdonald stated the Fargo Air Museum has outgrown their building space. He stated they are negotiating with the ND Air National Guard to obtain two of three aircraft shelters which have become surplus for the Guard as they are no longer able to use them in their mission. He stated in these negotiations it has been suggested that it would work best if the ND Air National Guard transferred the structures to the Municipal Airport Authority and the Authority could then transfer them to the Museum. He stated he would like the board to authorize him to act on behalf of the Airport Authority in these negotiations. He stated it is the plan to move these structures early in the spring. He stated the dimensions of the structures are 150' x 90' and the proposed location is to the north of the museum.

Mr. Kilander he stated he has no problem with this as long as the Airport Authority assumes no liability for the movement.

Mr. Dobberstein stated there was a similar situation in Great Falls, MT and he is trying to get details on that arrangement.

Mr. Pawluk moved to authorize Chairman Macdonald and the Executive Director to continue negotiations with the ND Air National Guard for two aircraft shelters to be transferred to the Municipal Airport Authority with the Authority then transferring them to the Fargo Air Museum, with the Air Museum taking all responsibility to move the structures.

Second by Dr. Clark.

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

Mr. Dobberstein stated if there is an opportunity for the Airport Authority to acquire a third shelter he stated we may be interested in using it for equipment storage as our maintenance shop is near capacity.

Mr. Dobberstein stated he has no update on the David F. Johnson Armed Forces Reserve Center transfer at this time.

Mr. Dobberstein stated he and Mr. Darren Anderson met with the ND Air National Guard base engineer and the fire chief regarding an issue with the "crash phone" which is the phone the tower uses to contact the Guard fire department. He stated the new fire station construction project was to incorporate a dedicated phone cable from the tower to the fire station. He stated the Guard is looking to partner with the Airport Authority to install that line and the estimated total cost is \$20,000. He stated we would be able to recover these costs through the ARFF fees paid by the airlines.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they met yesterday on the US Customs General Aviation Facility and putting together some options on alternatives to the building specifications. He stated they hope to bid the project early in March. He added that the CBM project on the pre-security restaurant/bar facilities has been bid out and priced and hopefully they should get started in January.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, January 10, 2012.

Time at adjournment was 9:38 a.m.