
Regular Meeting

Tuesday

January 14, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 14, 2014, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Blazek presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held December 10, 2013:

The minutes of the regular meeting of the Municipal Airport Authority held December 10, 2013, were approved without objection.

Approved the Airport Vouchers Totaling \$108,364.67:

Gen. Macdonald moved to approve the airport vouchers totaling \$108,364.67.

Second by Kilander.

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

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

Approved the Individual Voucher to American Airlines:

Dr. Clark moved to approve the individual voucher in the amount of \$79,495.00 to American Airlines for the Small Community Air Service Development Grant, November revenue guarantee.

Second by Gen. Macdonald.

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

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

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$5,865.00 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction Design – Project AIP42.

Second by Gen. Macdonald.

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

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

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$6,488.70 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction Design – Project AIP42.

Second by Gen. Macdonald.

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

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

Approved the Individual Voucher to Fargo Jet Center:

Dr. Clark moved to approve the individual voucher in the amount of \$18,274.13 to Fargo Jet Center for CY2013 co-op marketing program.

Second by Gen. Macdonald.

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

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

Approved the Individual Voucher to Allegiant Air:

Dr. Clark moved to approve the individual voucher in the amount of \$24,773.50 to Allegiant Air for marketing for Tampa/St. Petersburg service.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Kilander, Pawluk, Macdonald, Blazek 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 \$10,175.12 to Flint Communications for partial payment request for American/DFW Marketing.

Second by Gen. Macdonald.

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

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

Approved the Individual Vouchers to Flint Communications:

Dr. Clark moved to approve the individual voucher in the amount of \$29,973.00 to Flint Communications for partial payment request for 2013 Airport Marketing Program.

Second by Gen. Macdonald.

On the call of the roll, members Clark, Kilander, Pawluk, Macdonald, Blazek 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 \$8,612.00 to Sixel Consulting Group for December passenger boarding fees (PIE - \$1,812.00, DFW - \$2,372.00, DEN - \$4,172.00, ATL - \$256.00).

Second by Gen. Macdonald.

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

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

Received CY2013 Passenger Report:

The CY2013 Passenger Report was received and filed without objection.

Mr. Dobberstein stated 2013 was a record year for passengers with 398,677 passengers on the scheduled airlines and 5,267 passengers on charters.

Received CY2013 Passenger Facility Charge Report:

The CY2013 Passenger Facility Charge Report was received and filed without objection.

Authorized Attendance at the International Aviation Snow Symposium, April 26-30, 2014, Buffalo, NY:

Gen. Macdonald moved to authorize attendance at the International Aviation Snow Symposium April 26-30, 2014, Buffalo, NY.

Second by Dr. Clark.

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

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

Mr. Dobberstein stated two of our airfield equipment operators plan to attend the symposium.

Authorized Attendance at the AAAE Legislative Conference, March 26-27, 2014, Washington, DC:

Gen. Macdonald moved to authorize attendance at the AAAE Legislative Conference, March 26-27, 2014, Washington, DC.

Second by Dr. Clark.

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

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

Authorized Attendance at the Upper Midwest Aviation Symposium, March 2-4, 2014, Grand Forks:

Gen. Macdonald moved to authorize attendance by staff and board members at the Upper Midwest Aviation Symposium, March 2-4, 2014, in Grand Forks.

Second by Dr. Clark.

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

Received Request to Sponsor 2014 Upper Midwest Aviation Symposium:

The communication from the Airport Association of North Dakota dated November 13, 2013, was received and filed without objection.

Mr. Dobberstein stated each year the commercial service airports in the state are asked to sponsor the Upper Midwest Aviation Symposium. They are requesting a sponsorship of \$1,500.00 this year. He stated the hosting airport is asked to contribute \$5,000.

Mr. Kilander moved to approve the \$1,500 sponsorship of the 2014 Upper Midwest Aviation Symposium.

Second by Dr. Clark.

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

Received Change Order #1 to Honeywell for an Increase of \$4,602.40 for the Access Security System Update:

Mr. Darren Anderson stated the update to our access security system Honeywell did for us went well. He stated during the project we found out that our 30 year old boxes would not talk to our 21st century controllers so we had to replace all of those boxes.

Mr. Pawluk moved to approve Change Order #1 to Honeywell for an increase of \$4,602.40 for the access security system update.

Second by Mr. Kilander.

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

Received Update from Mr. Bernie Ness Regarding the Addition of Payless Rent-a-Car to the Budget Car Rental Operation:

Mr. Bernie Ness was recognized and stated they are in the process of acquiring Payless Rent-a-Car and they are requesting to allow a dual branding arrangement of Budget and Payless at the same counter, similar to National and Alamo. He stated Payless has a number of customers who are loyal to their brand and they would like to provide that service. Mr. Ness stated in other locations around the country Payless is also dual branding with Avis.

Mr. Dobberstein stated the car rental lease agreements require six months notice to the current operators before another agency is able to operate. He stated with the board's approval he will send notice to the other operators and this change will be effective in July.

Received Update from Mr. Bernie Ness Regarding the Addition of Payless Rent-a-Car to the Budget Car Rental Operation: (Continued)

Mr. Kilander moved to approve the dual branding of Budget and Payless as requested and that the notice be sent to the current operators.

Second by Mr. Pawluk.

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

Received and Approved Contract Bid for Airfield Snowblower:

Mr. Dobberstein stated for CY2014 we budgeted \$780,000 for a new airfield snowblower, which was an estimate we were given by Oshkosh. He stated the new unit would replace the older of our two existing snowblowers, a 1990 Snowblast, which we will sell at auction when the new unit arrives. He stated we are able to purchase an Oshkosh unit for \$659,284 through one of the joint consortiums, National Joint Powers Alliance. He stated reimbursement for this expenditure will be through a future PFC.

Mr. Pawluk moved to approve purchase of an Oshkosh rotary snowblower at a cost of \$659,284.00.

Second by Dr. Clark.

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

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

Received 2014 Capital Improvement Plan:

Mr. Dobberstein stated we have submitted our Capital Improvement Plan for calendar year 2014 to the FAA Airports District Office in Bismarck. He stated we were scheduled to meet with the FAA representatives on Thursday but that meeting has been postponed to a later date. He stated our three priority projects are pavement rehabilitation, Airport Master Plan/ALP Update, and Taxiway I Construction. He stated our engineers, Mead & Hunt, are working on putting together the cost for the Master Plan Update. He stated we are proposing to construct Taxiway I which will connect the terminal ramp with Taxiway C and the end of Runway 9/27. He stated we discussed this project previously and rather than construct a temporary taxiway for use during the reconstruction of Taxiway A we could put that money toward this permanent taxiway.

Mr. Dobberstein stated the Bismarck FAA office is hopeful they will be able to issue grants earlier this year than last year. He stated we have been advised that our 2014 entitlement funds should be \$2.6 to \$2.8 million. He stated the three projects on our CIP total \$2.7 million and we would be looking for about \$700,000 in discretionary funds.

After further discussion, Mr. Pawluk moved to approve the Capital Improvement Plan for 2014.

Second by Mr. Kilander.

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

Continued Discussion Regarding Parking Improvements:

Mr. Jeff Klein, Mead & Hunt, was recognized and distributed aerial photos with proposed plans for parking expansion south of the cross-over road and potential shuttle routes. He stated the proposed lot shown is 400 spaces. He stated the reason for that number of spaces is that is the number of surface parking spaces that would be displaced if the board moves ahead with construction of a parking ramp. He stated 400 additional spaces would take the airport to 2018, according to the parking projections done recently. He stated they envision this lot as a credit card only lot similar to the Economy Lot. He stated estimated cost for this lot would be about \$1.3 million. He stated the area is quite low so there is a substantial amount of dirt that would need to be brought in to bring the area up to grade. He stated the size and location of the lot can be adjusted but this is a starting point.

Mr. Pawluk stated he would recommend centering the lot rather than off to one side.

Mr. Klein stated they also put together some recommended shuttle routes for the proposed lot as well as for the existing lots. He stated rates would have to be adjusted if shuttle service is available. He stated the far south lot could also be closed during the summer months when it is not needed.

Mr. Pawluk stated if he were setting up the shuttle he would keep it within the parking lot and drop the passengers off at the flag pole area and not go outside of that lot, but that decision does not have to be made today.

Mr. Klein stated as far as the shelters there is a wide range of how basic or elaborate they can be designed.

Chairman Blazek stated he feels we would want to expand the proposed south lot the full length of the field and gain 1,000 spaces which would get us further into the future, probably more like 2021. He stated he would not run a shuttle in the existing daily lot but just in the lot south of the road.

Mr. Kilander stated he does not object to the new lot but does not want to make it too much larger than 400 spots until we get the results from the survey and see what it is the travelling public wants as far as parking options.

Mr. Pawluk stated he maintains that if the south lot is priced low enough he thinks people will park there and walk and we will never need to run a shuttle. He added that if we can build 1,000 spots for less per spot than 400 he would be in favor of that. He asked for some numbers for our next meeting. He stated if this low cost lot with 1,000 spaces is popular we may not feel as much pressure to construct the ramp.

Mr. Kilander stated he would like to see the survey results first as he feels that will direct a lot of what we do.

Mr. Dobberstein stated we will probably not need that south lot in the summer but it could be utilized by the car rental agencies.

Mr. Dobberstein stated Dr. Clark has provided him with some possible questions for the parking survey but he has not heard from the other board members yet. He stated Pam Brown, Standard Parking, is also willing to work with us on questions to be included in the survey. He stated Standard has done a lot of parking surveys over the years.

Mr. Klein stated it may be possible to incorporate the cost of the parking survey in the Airport Master Plan as AIP funds can be used for passenger convenience assessments.

Airport Construction and Security Update:

Mr. Dobberstein stated that Mr. Scott Hagel, prior to his leaving Ulteig Engineers for a position with Mead & Hunt, put together a very thorough punch list for the Terminal Ramp Expansion Project, which was delivered to Phil Duginski at Northern Improvement. He stated this document will insure continuity with the next person at Ulteig who will take over on the remaining items on the project.

Mr. Dobberstein stated we also have a warranty with Northern Improvement through 2017 on the Taxiway A project and Mr. Hagel also put together a very thorough document with many pictures on this project outlining the issues and work that has been done to rectify some of those issues. He stated a copy of this document was also delivered to Northern Improvement. He stated there will be annual inspections in conjunction with the warranty on this project and in order to keep the continuity of the engineering services we may wish to switch to Mead & Hunt rather than Ulteig for these annual inspections since Mr. Jeff Klein and Mr. Scott Hagel were both involved in this project.

Other Business:

Mr. Dobberstein stated as we continue with the transition from Ulteig Engineers as our engineering firm to Mead & Hunt, we have been working with Ulteig on getting all of the electronic drawings related to the airport. He stated as part of that Ulteig has provided us with an Electronic Form Data Release and License Agreement. He stated this allows us to have the drawings but does not hold Ulteig Engineers responsible for any errors in the drawings. He stated Attorney Stewart has reviewed the document and advised it is alright for us to sign the agreement.

Authorized Attendance at the AAAE Annual Conference, May 18-21, 2014, San Antonio, TX:

Chairman Blazek stated he checked into airfares for the AAAE Annual Conference in San Antonio, TX in May and there are some very good fares available right now so he would like the board to authorize attendance at that conference.

Mr. Kilander moved to authorize attendance at the AAAE Annual Conference, May 18-21, 2014, San Antonio, TX.

Second by Mr. Pawluk.

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

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

The meeting was adjourned until the Annual Meeting of the Municipal Airport Authority to be held Tuesday, January 28, 2014, at 8:00 a.m.

Time at adjournment was 9:03 a.m.

Annual Meeting

Tuesday

January 28, 2014

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 28, 2014, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Blazek presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held January 14, 2014:

The minutes of the Regular Meeting of the Municipal Airport Authority held January 14, 2014, were approved without objection.

Approved the Airport Vouchers Totaling \$34,598.08:

Mr. Kilander moved to approve the airport vouchers totaling \$34,598.08.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to USDA-APHIS:

Dr. Clark moved to approve the individual voucher in the amount of \$10,201.57 to USDA-APHIS for Partial Payment Request #1 for the Wildlife Hazard Survey, Project, APFC08.

Second by Mr. Pawluk.

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

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

Approved Foreign Trade Zone Operator Agreement Extension for CNH America, LLC:

Mr. Dobberstein stated our first five year agreement with CNH America expires in February so we have a new agreement to approve. He stated the Foreign Trade Zone Corporation has updated the agreement for us to match with the new federal requirements with annual reporting on a calendar year rather than fiscal year. He stated Attorney Stewart has reviewed and approved the agreement.

Dr. Clark moved to approve the Foreign Trade Zone Operator Agreement Extension for CNH America, LLC.

Second by Mr. Pawluk.

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

The communication from CNH Industrial dated January 23, 2014, was received and filed without objection.

Mr. Dobberstein stated this communication notified us of the name change to CNH Industrial America LLC effective March 1, 2014.

Authorized Attendance at the AAAE National Air Service Conference, April 6-8, 2014, Indianapolis, IN:

Gen. Macdonald moved to authorize attendance at the AAAE National Air Service Conference, April 6-8, 2014, Indianapolis, IN.

Second by Mr. Kilander.

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

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

Authorized Attendance at the Allegiant Airport Conference, April 30 – May 2, 2014, Las Vegas, NV:

Gen. Macdonald moved to authorize attendance at the Allegiant Airport Conference, April 30-May 2, 2014, Las Vegas, NV.

Second by Mr. Kilander.

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

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

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated representatives from the Bismarck FAA Airports District Office and the ND Aeronautics Commission will be here on Wednesday at 10:00 am to discuss the framework for the reconstruction of Taxiway A over the next five years and also the construction of Taxiway I and the funding issues for those projects. He stated Mead & Hunt has finished the topographical survey for Taxiway I and for Taxiway A south of the terminal.

Elect Chairman of the Municipal Airport Authority for Calendar Year 2014, as per Bylaws:

Mr. Pawluk moved to elect Dr. Virginia Clark Chairman of the Municipal Airport Authority for Calendar Year 2014, as per bylaws.

Second by Mr. Kilander.

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

Elected Vice Chairman of the Municipal Airport Authority for Calendar Year 2014, as per Bylaws:

Gen. Macdonald moved to elect Mr. Don Kilander Vice Chairman of the Municipal Airport Authority for Calendar year 2014, as per bylaws.

Second by Mr. Pawluk.

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

Adopted Resolution of Appreciation to Outgoing Chairman, Steve Blazek:

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

WHEREAS, Mr. J. Stephen Blazek has just completed a year as Chairman of the Municipal Airport Authority, and

WHEREAS, During the year of Mr. Blazek's chairmanship the Municipal Airport Authority has continued in its efforts to move Hector International Airport steadily and successfully forward, setting yet another record number of passengers, and

WHEREAS, Mr. Blazek has labored diligently and given unsparingly of his time and expertise serving as Chairman of the Municipal Airport Authority, and under his leadership the Airport Authority has continued in its efforts to find ways in which to improve the facilities and services available to passengers.

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

Second by Mr. Kilander.

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

Blazek passed his vote.

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

Other Business:

Mr. Dobberstein stated based on the board's discussion at the last meeting, Mr. Klein has provided some revised maps for the proposed surface parking lot expansion.

Gen. Macdonald stated before we discuss this further, he would like to clarify, for the benefit of the public, that we will have to expand surface parking even if we move ahead with a parking ramp. He stated this expanded surface parking lot would not be built instead of a parking ramp but rather it will be required if we do build a ramp in the future.

Mr. Pawluk stated the Airport Authority has acknowledged the need for additional parking at the airport and we have developed the outline of a plan that allows us to move forward to ultimately build a parking ramp. He stated the first stage of that is to have parking available to replace those spots lost during construction. He stated an important part of that plan is that we have adequate financing in hand before we move ahead with the project. He stated he feels the decision the board made is to move ahead with a parking ramp at some time in the future but before we can do that we need additional surface parking and a comfortable financing situation.

Mr. Kilander stated he is not certain that we made a decision to move ahead with a parking ramp. He thinks the decision that was made was that we do need additional parking and we need it now. He stated that additional parking lot would be sufficient to take the disrupted parking during the construction of a ramp. He does not know that the decision to definitely build a ramp was the direction we are going to take. He stated he thought the decision that was made was to set aside money on a regular basis to address the parking situation and that additional surface parking with either some type of enclosed walkway or a shuttle service during the winter months is the best way for us to go.

Mr. Pawluk stated we have looked at all of the options and have not settled on a final outcome. He stated he knows he would eventually like to see a parking ramp, but the \$155,000 debt service each month really set him back. He stated we have to figure out a way to get there, and we will get there, but we are not there yet. He stated there is a cost to build a parking ramp and the money has to come from somewhere.

Mr. Dobberstein stated there is a lot of maintenance that will need to be done on our existing parking lots as well. He stated the Airport Authority has not said "no" to a parking ramp. He stated we just said this is not the right time. He stated he has had some further discussions with Pam Brown from Standard Parking regarding their involvement in the survey process and the firm they have worked with on past surveys.

Mr. Dobberstein stated discussion on parking will be an ongoing item on our meeting agendas for the foreseeable future.

The Annual Meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, February 11, 2014 at 8:00 a.m.

Time at adjournment was 8:27 a.m.

Regular Meeting

Tuesday

February 11, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 11, 2014, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Clark presiding.

Approved the Minutes of the Annual Meeting of the Municipal Airport Authority Held January 28, 2014:

The minutes of the Annual Meeting of the Municipal Airport Authority held January 28, 2014, were approved without objection.

Approved the Airport Vouchers Totaling \$30,061.90:

Gen. Macdonald moved to approve the airport vouchers totaling \$30,061.90.

Second by Mr. Blazek.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Northstar Aviation Insurance:

Gen. Macdonald moved to approve the individual voucher in the amount of \$37,176.00 to Northstar Aviation Insurance for the 2014 airport liability insurance premium.

Second by Mr. Blazek.

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

Absent and not voting: Kilander, Pawluk

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 \$9,538.00 for January passenger enplanement fees (Allegiant/PIE-\$2,198.00, Delta/ATL - \$464.00, American/DFW - \$2,686.00, Frontier/DEN - \$4,200.00).

Second by Mr. Blazek.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Received Assignment of Lease from Victor Gelking to the Fargo Air Museum:

Mr. Dobberstein stated the Fargo Air Museum has purchased Victor Gelking's carousel hangar on a three year contract for deed. He stated Mr. Gelking will continue to pay the fees until the end of that three year term. He stated Attorney Stewart has drafted an assignment of lease.

Mr. Blazek moved to approve the Assignment of Lease from Victor Gelking to the Fargo Air Museum for the carousel hangar.

Second by Gen. Macdonald.

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

Received Communication from MDC, Inc. Regarding Sublease of Building:

The communication from Mr. Jerry Dean, MDC, Inc., dated February 5, 2014, was received and filed without objection.

Mr. Dobberstein stated MDC, Inc. owns the former Airborne/DHL facility in the north cargo area and has been vacant since DHL ceased operations a number of years ago. He stated he has come to terms with Sky Logistics & Distribution Inc. to sublease the building for storage. He stated the terms will be on a year to year basis but will be subject to 90 day vacate clause should the building be needed for an aeronautical use. He stated this is a requirement of the FAA in all of our leases. He stated Attorney Stewart will draft the sublease acknowledgement.

Gen. Macdonald moved to approve the sublease agreement between MDC Inc. and Sky Logistics & Distribution.

Second by Mr. Blazek.

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

Received Communication from Myriad Devices Regarding Leased Space:

The communication from Myriad Devices (Landlord's Release and Consent) was received and filed without objection.

Mr. Dobberstein stated Myriad Devices is requesting a Landlord's Release and Consent as a requirement of a loan they have taken with Starion Financial. He stated this release would give Starion access to the leased space should Myriad default on their loan. He stated Attorney Stewart has reviewed the document.

Received Communication from Myriad Devices Regarding Leased Space: (Continued)

Mr. Blazek moved to approve the Landlord's Release and Consent for Myriad Devices and Starion Financial.

Second by Gen. Macdonald.

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

Received Communication from Ed Ployhart Regarding North General Aviation Area Hangar Project:

Mr. Dobberstein introduced Mr. Ed Ployhart who is proposing to construct a hangar in the North General Aviation Area.

Mr. Ployhart was recognized and stated he is proposing to build a 60' x 60' hangar with the door facing west. He stated it will be a post frame building constructed by Foltz. He stated he has had other Foltz buildings and is very pleased with the quality.

Mr. Dobberstein stated there are a number of post frame buildings on the airport.

Mr. Dobberstein advised Mr. Ployhart that if he wants water and sewer to the building the Airport Authority provides the trunk line service for water and sewer and the hangar owner would have to extend it to their buildings. He stated he has had conversations recently with another party who is also interested in building a hangar in the north general aviation area and he will want water, sewer and natural gas utilities.

Mr. Blazek thanked Mr. Ployhart for his interest and investment on the airport and moved to approve the proposal to construct a hangar in the North General Aviation Area.

Second by Gen. Macdonald.

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

Received Update Regarding Airport Master Plan:

Mr. Dobberstein stated he has distributed to the board members the summary of the proposed Airport Master Plan Update & ALP from Mead & Hunt dated February 11, 2014.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated this is a summary of the project elements for the Airport Master Plan and Airport Layout Plan. He stated everything on this summary is required by the FAA, with the exception of the sub pieces under Item #9 on the project budget (Environmental Overview and Land Use Plan) and that would be the De-Icing Fluid Management Analysis at a cost of \$32,790 and a Stormwater Master Plan at a cost of \$84,928. Mr. Klein stated those are optional items the board may or may not decide to include. He stated that Mead & Hunt has a de-icing individual on staff and that person would come to Fargo and analyze how de-icing fluid is handled now with the regulations that are in place and also propose a plan for the future should regulations change, as the national trend seems to be moving toward more stringent EPA regulations. He stated the airport does not currently have a stormwater master plan for the entire area of the airport. He stated the storm water requirements for each project have been handled on a project by project basis.

Mr. Klein stated they are still waiting for some prices on surveying for Item #12, the GIS Data Collection and Entry. He stated that will probably be an additional \$30,000 to \$50,000. He stated he has tried to get the FAA to eliminate the vast majority of the GIS work but they are pretty adamant on

Received Update Regarding Airport Master Plan: (Continued)

keeping that in there. He stated this includes all of the aerial imagery, the aerial survey and ground survey that is required for the ALP.

Mr. Dobberstein stated the collection of all of this data is in anticipation of the next radar upgrade (NextGen).

Mr. Klein stated the City of Fargo is doing a GIS project this summer and he would like to look into using the ground contour data gathered in that project which would save the airport about \$9,500.

Mr. Klein stated this scope of work is subject to approval by the FAA and also an independent engineering fee evaluation.

Mr. Blazek stated it is hard to internally build value on these items based on the headings provided. He cited the example of almost \$60,000 for public information, education and outreach. He stated he realizes it is a requirement and has to be done.

Mr. Blazek asked if this is just informational at this time or does the board need to take action.

Mr. Dobberstein stated he would like the board to act today so we can get the process moving. He stated this still needs the approval of the FAA and an independent engineering review which will be conducted by independent engineer, Mr. Wes Schon. He stated the Storm Water Master Plan would be helpful for development on the airport. He stated as far as the deicing fluid management analysis, we could see changes in the regulations at any time. He stated the ramp expansion we did last year has put us in a better position to deal with changes.

Mr. Blazek moved to approve the budget for the Airport Master Plan Update with expenditure of \$691,342, with the addition of a survey not to exceed \$50,000, subject to review by an independent engineer and the FAA.

Second by Gen. Macdonald.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Received Contract Amendment from Mead & Hunt for Taxiway A and Taxiway J Preliminary Design:

Mr. Dobberstein stated prior to this point we have referred to the proposed taxiway connecting the terminal ramp and Runway 9/27 as Taxiway I (India) but the FAA does not allow the use of the letter "I" on the airfield. He stated the proposed taxiway will be Taxiway J (Juliet).

Mr. Jeff Klein, Mead & Hunt, was recognized and stated a couple of weeks ago we met with representatives from the Bismarck FAA Airports District Office to discuss upcoming projects. He stated one of the outcomes of that meeting was their support of completing the design for a section of Taxiway A from Runway 9/27 to the terminal taxiway. He stated the Airport Authority previously had a contract with Mead & Hunt to do the preliminary design for Taxiway A-3, the terminal taxiway, and the portion of Taxiway A between those two points. He stated the FAA supports adding the preliminary design of the additional portion of Taxiway A between the terminal taxiway and Runway 9/27. He stated the contract amendment in the amount of \$11,700 will add this portion to the preliminary design project.

Received Contract Amendment from Mead & Hunt for Taxiway A and Taxiway J Preliminary Design:
(Continued)

Mr. Blazek moved to approve Amendment No. 1 to the Preliminary Design for Taxiway A Reconstruction and Taxiway J Construction for an additional \$11,700.

Second by Gen. Macdonald.

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

Received Contract from Mead & Hunt for Taxiway A Reconstruction – Final Design:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated at the recent meeting with the FAA they also supported the Airport Authority moving ahead with the final design for the reconstruction of Taxiway A so that the design portion of the project is completed and the project is ready to go to bid should discretionary funding become available. He stated they are not very hopeful that discretionary funds will be available this year but supported moving ahead with the design process. He stated this does not include costs for the bidding process as the project may have to be bid in phases as funds become available. He stated the cost of this contract for the final design is \$279,900, subject to an independent engineering fee review.

Gen. Macdonald moved to approve the contract with Mead & Hunt for Taxiway A Reconstruction – Final Design.

Second by Mr. Blazek.

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

Received Contract From Mead & Hunt for Taxiway J Construction and Runway 18/36 Joint Seal Rehabilitation:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Taxiway J Construction and Runway 18/36 Joint Seal Rehabilitation is the planned AIP project for 2014. He stated this engineering contract would consist of two parts:

- | | |
|--|-----------|
| 1) Taxiway J final design and bidding services | \$157,700 |
| 2) Runway 18/36 joint seal repair | \$ 7,600 |

Mr. Blazek moved to approve the engineering contract with Mead & Hunt for the Taxiway J Construction and Runway 18/36 Joint Seal Rehabilitation for a total of \$165,300.

Second by Gen. Macdonald.

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

Airport Construction and Security Update:

There was nothing to report on construction and security.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, February 25, 2014.

Time at adjournment was 8:38 a.m.

Regular Meeting

Tuesday

February 25, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 25, 2014, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 11, 2014:

The minutes of the Regular Meeting of the Municipal Airport Authority held February 11, 2014, were received and filed without objection.

Approved the Airport Vouchers Totaling \$40,378.34:

Mr. Blazek moved to approve the airport vouchers totaling \$40,378.34.

Second by Mr. Pawluk.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Foreign-Trade Zone Corporation:

Gen. Macdonald moved to approve the individual voucher in the amount of \$487.50 to Foreign-Trade Zone Corporation for payment request for consulting services in connection with the CNH America agreement extension.

Second by Mr. Blazek.

On the call of the roll, members Blazek, Pawluk, Macdonald, Clark 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 \$559.00 to Ulteig Engineers, inc. for partial payment request for engineering services in connection with the Terminal Apron Expansion Project, AIP41.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Received Request from Sanford Health to Extend Office Lease Agreement:

The communication from Mr. Tim Meyer, Sanford Health, dated February 12, 2014, was received and filed without objection.

Mr. Dobberstein stated Sanford is requesting a two year extension of their lease for space in the East Terminal.

Mr. Pawluk moved to approve the two year extension to their lease for space in the East Terminal.

Second by Gen. Macdonald.

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

Received Communication from Mr. Jim O'Day Regarding North General Aviation Area Hangar Lease:

Mr. Dobberstein stated we did not receive a communication from Mr. O'Day, but he will be taking out a loan with First International Bank for his portion of the 380 North Hangar. He stated the bank is requiring a Landlord Waiver and Consent should Mr. O'Day default on his loan and then the bank would be the tenant.

Mr. Blazek stated this is not a document that would need to be approved by the board but rather acknowledgement that the agreement is in place.

Mr. Dobberstein stated when he receives the communication and document from Mr. O'Day he will have Attorney Stewart review the document.

Reviewed Runway 9/27 Clear Zone Easement:

Mr. Dobberstein stated the process to secure clear zone easements for Runway 9/27 has been an ongoing process for a number of years. He stated this particular easement is with the State of North Dakota on behalf of North Dakota State University. He stated this easement is similar to the easements we have for the area south of 19th Avenue North with the State of North Dakota for Runways 18/36 and 13/31. He stated we are also working on easements with the State DOT, Cass County, and Burlington Northern.

Reviewed Runway 9/27 Clear Zone Easement: (Continued)

Mr. Pawluk moved to approve the Clear Zone Easement for Runway 9/27 with the State of North Dakota on behalf of North Dakota State University.

Second by Mr. Blazek.

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

Received Communication from Sixel Consulting Group Regarding Contract Extension:

Mr. Dobberstein stated Mr. Mark Sixel, Sixel Consulting Group has been our air service development consultant since about 2004. He stated this would be the third extension of our agreement with him. He stated the terms of the agreement would be the same. He stated this is an incentive based, at risk type of agreement for him. He stated we would not have to include the quarterly reports and retention analysis updates.

Mr. Pawluk stated he has been satisfied with the service provided by Sixel but are there other options and is there a point at which we should shop the service.

Mr. Dobberstein stated there are other air service consultants but he feels Sixel's track record speaks for itself and they have a great reputation in the industry. He stated they have a good understanding of how our community works and they know all of the players through GFMEDC and the Chamber. He stated he would recommend extension of the contract. He stated the first item they will start working on is the true market study or retention analysis.

Mr. Blazek moved to approve the three year extension of the contract with Sixel Consulting Group.

Second by Mr. Pawluk.

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

Absent and not voting: Kilander

The motion was declared carried.

Received Preliminary 2013 Statement of Operations:

Mr. Dobberstein reviewed the preliminary 2013 Statement of Operations. He stated these figures are preliminary and there will probably be some minor adjustments before they are audited.

Mr. Pawluk stated we have discussed setting up a reserve fund for parking. He asked when that fund will be established.

Mr. Dobberstein stated we can do that at any time. He stated we may want to look at investing those funds to gain a higher return. He stated right now our reserves are invested very conservatively in money market funds.

Mr. Pawluk stated if we are going to maintain a parking lot fund we need to make that designation and continue to fund it.

Gen. Macdonald stated we need to be careful about earmarking funds that we are not able to use for something else should the need arise. He stated he does not mind establishing a reserve for parking but does not want to restrict those funds if they are needed in an emergency situation.

Received Preliminary 2013 Statement of Operations: (Continued)

Mr. Pawluk stated he feels we should also include the contribution to the parking lot fund as line item in our budget, either a percentage of parking lot revenue or a set amount.

Gen. Macdonald suggested we set aside \$1 million to be transferred to a designated account for parking lot construction and rehabilitation.

Mr. Blazek stated he would be more inclined to start at \$5 million so we could look at a longer term investment rather than the daily investment the money is in today. He stated even if the money were committed for year we would get a higher return and would still have other reserve funds available.

Mr. Pawluk stated he would like to see us designate 50% of the parking lot revenue into this special fund.

Gen. Macdonald stated he does not want to see us make a decision that ties up a future board.

Mr. Pawluk stated he does not want this fund designation to be a onetime thing.

Gen. Macdonald moved to transfer \$5 million into a new 561 account, maintaining the ability for the board to move the funds at any time.

Second by Mr. Pawluk.

Mr. Blazek stated there is a relatively new banking tool called CDARS. The Certificate of Deposit Account Registry Service (CDARS) is a US for-profit service that breaks up large deposits (from individuals, companies, nonprofits, public funds, etc.) and places them across a network of more than 3000 banks and savings associations around the United States. This allows depositors to deal with a single bank that participates in CDARS but avoid having funds above the FDIC limits in any one bank.

Mr. Pawluk stated we do not have to decide today how that fund is going to be invested but rather just take action today to establish the fund.

Chairman Clark called for the vote on the motion.

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

Absent and not voting: Kilander

The motion was declared carried.

Continued Discussion Regarding Parking Survey:

Mr. Dobberstein distributed information on the proposed parking survey. He stated Pam Brown, Standard Parking, has suggested that we move ahead with the survey proposal from R solutions. The proposal is broken down to the following components:

Develop, launch and support online survey	\$1,140-\$1,785
Provide results and analysis of data collection	\$300-\$475
	Per reporting period
Promote survey with incentive for response	\$850-\$1,240
Customer survey handouts	\$314.93-\$546.04
Survey incentives (electronic gift cards)	\$5 per card plus \$.75
	Processing fee per card

Continued Discussion Regarding Parking Survey: (Continued)

Mr. Dobberstein asked the board members if they had any suggestions as to how many survey incentives to give.

Mr. Pawluk stated he feels we should leave that decision up to the experts.

Mr. Dobberstein stated with all of the input incorporated the survey got to be rather lengthy but they are going to work on revising the survey and come up with a couple of possibilities from which to choose. He stated he will continue to pass on the information to the board members as he receives it. He stated he would like to see the survey ready to go during the month of March since that is our busiest month for the parking lots.

Airport Construction and Security Update:

Mr. Dobberstein stated we are anticipating that Mr. Ed Ployhart will be extending water and sewer utilities to his proposed hangar in the north general aviation area, which will require us to extend the trunk lines to where he can connect. He stated we should direct Mead and Hunt to draft plans for that project.

Mr. Dobberstein stated we have received a notice from the City of Fargo regarding a pending special assessment for the reconstruction of 19th Avenue North from Broadway to 18th Street. He stated the assessment will be substantial.

Mr. Dobberstein stated we are expecting a second tour of the David F. Johnson building by the NDSU Athletic Department. He stated they are looking for temporary space during the construction of their new facility. He stated we did have Grant's Mechanical go over the HVAC system in the building and they are recommending about \$6,000 in critical repairs. He stated NDSU would be looking at a two year lease to start in May.

Other Business:

Mr. Dobberstein stated we are currently working on job descriptions for the ARFF firefighters, which will include some duties in addition to their fire fighting duties, such as airfield inspections, fuel farm inspections, wildlife control, etc. He stated we are continually working on issues related to their transition to airport employees.

Mr. Jeff Klein, Mead and Hunt, was recognized and stated he has revised the Project Budget for the Airport Master Plan Update since it was approved at the last meeting. He stated at that time they did not have the Ground Survey Fee finalized but they have that now so the total project budget was revised down from \$691,342 to \$689,636.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, March 11, 2014 at 8:00 a.m.

Time at adjournment was 8:53 a.m.

Regular Meeting

Tuesday

March 11, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 11, 2014 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 25, 2014:

The minutes of the Regular Meeting of the Municipal Airport Authority held February 25, 2014, were approved without objection.

Approved the Airport Vouchers Totaling \$35,717.29:

Mr. Blazek moved to approve the airport vouchers totaling \$35,717.29.

Second by Mr. Pawluk.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Blazek moved to approve the individual voucher in the amount of \$22,968.40 to Flint communications for partial payment request for 2014 Airport Marketing Program.

Second by Gen. Macdonald.

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

Absent and not voting: Kilander

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 \$9,960.00 to Sixel Consulting Group for February passenger enplanement fees (Allegiant/PIE - \$2,120.00, American/DFW - \$2,608.00, Frontier/DEN - \$4,636.00, Delta/ATL - \$596.00).

Second by Gen. Macdonald.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Mr. Blazek moved to approve the individual voucher in the amount of \$16,478.40 to Mead and Hunt for partial payment request for engineering services in connection with Taxiway A Reconstruction Design – Project AIP42.

Second by Gen. Macdonald.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Mr. Blazek moved to approve the individual voucher in the amount of \$20,667.90 to Mead and Hunt for partial payment request for engineering services in connection with Taxiway A Reconstruction Design – Project AIP42.

Second by Gen. Macdonald.

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

Absent and not voting: Kilander

The motion was declared carried.

Received Communication from 1954 Investment Group to Extend Office Lease:

The communication from Mr. Troy Rinehardt, 1954 Investment Group, was received and filed without objection.

Mr. Dobberstein stated he received this e-mail from Mr. Rinehardt yesterday requesting a three year extension of their lease in the East Terminal Building, with the standard 3% escalator each year.

Gen. Macdonald moved to approve the three year extension to the 1954 Investment Group Lease as requested.

Second by Mr. Blazek.

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

Received CY2013 PFC Audit:

The audit report from EideBailly for the PFC Audit for the calendar year ending December 31, 2013, was received and filed without objection.

Mr. Dobberstein stated the report states their audit found that the airport complied, in all material respects, with the compliance requirements that could have a direct and material effect on the PFC Program for the year ended December 31, 2013.

Received Proposal from Lieberman Technologies to Upgrade Flight Information Display System:

The project proposal for eFIDS cloud migration and equipment upgrade from Lieberman Technologies was received and filed without objection.

Mr. Darren Anderson was recognized and stated we first installed the eFIDS system in 2002 and it was installed by a company called Cinergy. He stated the partner with Lieberman Technologies who put this proposal together for us, Mr. Pat Heck, was actually involved with our system since its initial installation. He stated right now we have three of the five original servers still operating. He stated the equipment is very old and this proposal would do away with the servers entirely and be replaced by computers that operate as client machines. Four computers will be deployed, one to drive the Flight View displays and the Gate Terminals, one to drive the Arrival displays, one to drive the Departure displays, and one that will operate as a cold spare in the event that one of the live computers experiences a failure. Each machine will be capable of serving in any capacity to ensure maximum flexibility. He stated this new feed will give airline data which will come right from the airlines. He stated the State of North Dakota has advised us that they are not going to give us internet feed for the servers anymore so our options are limited. He stated we now have fiber optic service to the building which we did not have when the system was installed. He stated it will be a fairly simple system so there will not be much that could go wrong.

Mr. Pawluk asked if this is the only vendor that can provide this service for us.

Mr. Anderson stated our system is unique and we are the only airport for which Lieberman provides this service. He stated contacts he has at other airports indicate that that they are always having trouble with their eFIDS systems. He stated nine times out of ten any trouble we have had in the past with this system has been due to the feed from the State.

The cost of the proposal is as follows:

Software Development	\$6,000.00
Programming changes to move operation to eFIDS cloud server	
Computer Hardware	\$2,500.00
4 small form factor computers	
Onsite infrastructure work	\$2,500.00
Travel Expenses – estimated at \$1,200.00	Actual travel expenses
Monthly recurring charges	\$1,150.00

Received Proposal from Lieberman Technologies to Upgrade Flight Information Display System:
(Continued)

After further discussion, Mr. Blazek moved to approve the proposal from Lieberman Technologies for the eFIDS Cloud Migration and Equipment Upgrade as proposed, at a cost not to exceed \$13,000, and the increase in the monthly fee to \$1,150.00.

Second by Mr. Pawluk.

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

Received Update on David F. Johnson Building:

Mr. Rick Flacksbarth, Cityscapes Development, was recognized and stated that we made an offer for a two year lease of the David F. Johnson Building to Gene Taylor, NDSU Athletic Director. He stated there have been multiple tours of the building by the representatives of the athletic department and they liked what they saw. He stated the offer consisted of a blended rate for both office and storage space.

Mr. Dobberstein stated the tenant will be responsible for the utilities, maintaining and cleaning the building, as well as snow removal. He stated we would be responsible for any major repairs that might be needed, such as the HVAC system. He stated we have had a thorough review by both an electrical contractor and HVAC contractor and have made some repairs.

Mr. Dobberstein stated the overall impression was favorable and we should be hearing back from them in the next week or so.

Airport Construction and Security Update:

Mr. Dobberstein stated he and Mr. Jeff Klein, Mead and Hunt, met with Sue Schock, the FAA's regional administrator while they were in Grand Forks last week. He stated the Bismarck Airports District Office reports to her. He stated they discussed project funding for the year and the possibility of any discretionary funding.

Other Business:

Mr. Dobberstein stated we had a record February with over 39,000 passengers.

Mr. Pawluk asked how parking availability is holding up.

Mr. Dobberstein stated they were close to out of spaces one day last week but have not run out of spaces yet. He stated they continue to work on their snow removal procedures.

Mr. Pawluk stated he does not know why our hourly parking lot rate is so low. He stated He feels that is premium space and it should have an hourly.

Mr. Dobberstein stated he can make that suggestion to Mr. Clint Joy. He stated he thinks they also probably feel it should be higher.

Mr. Dobberstein stated we are waiting for the survey to be completed before we determine the size and move ahead with the construction of the new south lot. He stated it has taken a long time to design the survey.

Mr. Pawluk stated the survey should not delay our plans to move ahead with the parking lot expansion as we are going to need that regardless of whether a ramp is constructed or not.

Other Business: (Continued)

Mr. Pawluk stated he does not want to see us wait too long to go out for bids because the contractors are already busy for the upcoming construction season.

Gen. Macdonald stated regardless of what we decide about a parking ramp we are going to need additional parking spaces. He stated his only question is how many spaces.

Mr. Pawluk asked Mr. Dobberstein to bring a recommendation to the next meeting with number of spaces and cost, as well as when it would be reasonable to begin the bidding process.

Mr. Klein stated one of the initial concepts he presented was a lot with 400 spaces, which would handle the displaced vehicles during construction of a parking ramp.

Gen. Macdonald stated if the construction of the ramp will displace 400 spaces we would need another 200 spaces in addition to those.

Mr. Pawluk stated as much as we would all like a parking ramp, he does not feel it is on the radar right now as all of the cost and financial issues are still there. He stated he is inclined to make the south expansion lot bigger rather than smaller.

Gen. Macdonald stated his preference is a covered walkway because it gives you parking closer to a structure to get out of the elements. He stated a ramp will not move everyone closer to the building.

Mr. Klein stated for the next meeting he will update the parking projection graph and bring more concepts and a timeline of events as far as design, bidding and construction to make sure that it is completed by this fall.

Chairman Clark asked when they are going to finish the survey.

Mr. Dobberstein stated they were almost done but then they received more input. They have now cut off input and he received another update last night which he has not yet had a chance to review. He stated it should be finalized before our next meeting.

Chairman Clark stated the survey should give us some input for making decisions about walkways and shuttles.

Mr. Pawluk stated the decision that is in front of us and the decision we have to make right now is on the additional parking. He stated the other issues, although they are related, should not prevent us from moving forward on construction of the new lot.

Mr. Blazek stated without question we need to add to the south and look at some type of shuttle temporarily for 2014-2015.

Mr. Dobberstein stated we just received in the mail yesterday a request from the Fargo Air Museum to be a \$2,500 sponsor of their annual fundraiser on April 4.

Mr. Blazek moved to approve the \$2,500 sponsorship for the Fargo Air Museum fundraiser on April 4.

Second by Mr. Pawluk.

Mr. Pawluk stated he seconded the motion for discussion purposes, but he stated his opinion on these matters has been made clear in the past and that is he does not think it is appropriate that we participate financially to sponsor these events. He stated he does not see a benefit to the airport.

Mr. Dobberstein stated this comes from our marketing fund and the sponsorship gives us advertising.

Other Business: (Continued)

Chairman Clark called for a vote on the motion.
Members Blazek and Clark voted aye.
Absent and not voting: Kilander
Pawluk voted no.
Macdonald recused himself.
The motion was declared carried.

Mr. Dobberstein gave an update on the transition of the Guard firefighters to Airport Authority employees. He stated we did have a meeting with representatives of the fire fighters and the City of Fargo Human Resources to address some of the issues of benefits and pension. He stated we are still working on the station agreement to share that with the Guard. He stated our goal is to occupy the building at one dollar per year.

Mr. Dobberstein stated at the February 25, 2014 meeting the board directed him to establish a separate fund of \$5 million for parking lot maintenance and construction and that was done last week. He stated he has contacted all of the banks in the Chamber directory and he will send out an e-mail requesting a one year CD rate offer and a three year CD rate offer carried out to three decimal places. He stated he will work with Mr. Blazek on the language for the request. He stated our goal would be to have the CD issued early in April. He stated a lot of the banks will not be able to participate because of regulations on that amount of money.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Wednesday, April 9, 2014 at 8:00 a.m.
Time at adjournment was 8:48 a.m.

Regular Meeting

Tuesday

April 9, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Wednesday, April 9, 2014, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Vice Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 11, 2014:

The minutes of the Regular Meeting of the Municipal Airport Authority held March 11, 2014, were approved without objection.

Approved the Airport Vouchers Totaling \$45,061.69:

Mr. Blazek moved to approve the airport vouchers totaling \$45,061.69.
Second by Gen. Macdonald.
On the call of the roll, members Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Pawluk, Clark
The motion was declared carried.

Approved the Individual Voucher to American Airlines:

Gen. Macdonald moved to approve the individual voucher in the amount of \$10,329.00 to American Airlines for February revenue guarantee, air service development grant.
Second by Mr. Blazek.
On the call of the roll, members Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Pawluk, Clark
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 \$2,250.00 to Sixel Consulting Group for the quarterly airline report.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

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 \$10,316.00 to Sixel Consulting Group for March passenger enplanement fees (Allegiant/PIE - \$2,646.00, Frontier/DEN - \$4,272.00, American/DFW - \$2,678.00, Delta/ATL - \$720.00).

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

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 \$10,000.00 to Sixel Consulting Group for payment request for the True Market Survey.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$16,478.40 to Mead and Hunt for partial payment request for engineering services in connection with Taxiway A Reconstruction Design, Project AIP42.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$25,734.75 to Flint Communications for partial payment request for 2014 Airport Marketing Plan.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Received the 1st Quarter 2014 PFC Report:

The 1st Quarter 2014 PFC report was received and filed without objection.

Authorized Purchase of Replacement Pickup via North Dakota State Procurement Contract:

Mr. Dobberstein stated this pickup will be a replacement for the unit currently driven by the building supervisor.

Vice Chairman Kilander stated the board members were provided with the information on a replacement pickup to be purchased via the North Dakota State Procurement Contract. The vehicle is a 2014 Dodge Ram 1500 4WD Quad Cab Pickup for a cost of \$24,213.00 from Nelson Auto Center in Fergus Falls, MN.

Gen. Macdonald moved to authorize the purchase of a 2014 Dodge Ram Pickup via the ND State Procurement Contract for a cost of \$24,213.00 from Nelson Auto Center.

Second by Mr. Blazek.

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

Received Communication from Dakota Air Parts International, Inc. Regarding Proposed South General Aviation Area Hangar Project:

The communication from Mr. Shawn Johnston, Director of Marketing, Dakota Air Parts International, Inc. dated April 9, 2014, was received and filed without objection.

Mr. Johnston was recognized and gave a brief overview of Dakota Air Parts. He stated they started as a tenant on the airport in the Eastside Terminal building and were there for many years until they purchased their hangar building from the Airport Authority. He stated they have outgrown their space in that hangar and are looking at adding one or two additional hangars that are the exact footprint of their current hangar. He stated they are also looking at a two story office addition to southeast corner their existing hangar.

Mr. Dobberstein stated sometime ago he provided KC and Barb McConn (owners of Dakota Air Parts) with a copy of the airport's construction guidelines. He stated this is basically the first step in those guidelines, presenting a preliminary concept and requesting a lease on property. He stated the next steps include airspace study, building permit, site plan that would address existing utilities (water, storm sewer, sanitary sewer, hydrants, etc.). He stated additional parking lot facilities would be the tenant's responsibility as we are maxed out on those parking areas which are grandfathered

Received Communication from Dakota Air Parts International, Inc. Regarding Proposed South General Aviation Area Hangar Project: (Continued)

in around the Eastside Terminal. He stated any concrete on the air side of the hangars would be their responsibility as well, as it would be for private use. He stated he would provide another copy of those construction guidelines.

Mr. Johnston stated the contractor on their project would be Olaf Anderson & Son.

Mr. Dobberstein stated they would be required to maintain an aeronautical use, meaning there would have to be aircraft stored in the hangars. He stated storage of aircraft parts is not an aeronautical use but it is active involvement with aircraft.

Mr. Johnston stated they are a distributor of aircraft parts but they also own aircraft which will be stored in these hangars. He stated they are also exploring the possibility of opening a repair station.

Mr. Blazek thanked Dakota Air Parts for their growth in Fargo. He stated he knows they have operations in other parts of the country but it is nice to see the growth here.

Mr. Dobberstein stated the proposed hangars are in line with our Airport Master Plan. He stated we prefer that the spacing of the hangars is as close as what the city codes will allow. He stated our leases are for the footprint of the building plus five feet so it would be our preference that the buildings are no more than 10 feet apart.

Mr. Johnston stated that is something they would like to see as well. He stated they plan to build the hangars so that they will be able to suit someone else's needs in the future.

Gen. Macdonald stated he would support the project.

Vice Chairman stated he would concur that we are delighted to see Dakota Air Parts wanting to expand at Hector Airport and will work with them in any way we can within the guidelines of our Master Plan and construction guidelines.

Mr. Dobberstein stated with the board's obvious approval of the concept today Dakota Air Parts is authorized to continue on the path and at the point of knowing the exact locations of the hangars they will need the assistance of an engineer to submit an airspace study to the FAA and also design the airside concrete and parking lot. He stated the next step is to provide a formal site plan.

Received Communication from Mr. Mike Kempel Regarding Proposed North General Aviation Area Hangar Project:

The communication from Mr. Mike Kempel dated April 2, 2014, was received and filed without objection.

Mr. Dobberstein stated Mr. Kempel was not able to be here today. He stated Mr. Kempel is proposing to construct a 60' x 60' hangar in the north general aviation area adjacent to the site the board approved for Mr. Ed Ployhart's hangar. He stated he is proposing a hangar built by Morton Buildings. He stated we can table the item until Mr. Kempel is able to be here.

Mr. Blazek asked if Mr. Kempel is just seeking preliminary approval today so he can move the process forward.

Mr. Dobberstein stated that is correct.

Received Communication from Mr. Mike Kempel Regarding Proposed North General Aviation Area Hangar Project: (Continued)

Mr. Blazek moved to approve the proposed site for future development of Mr. Kempel's hangar in the north general aviation area.

Second by Gen. Macdonald.

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

Received Communication from JP Development Regarding Proposed North General Aviation Hangar, Apron Expansion and Vehicle Parking Expansion Project:

Mr. Dobberstein introduced Mr. Pat Sweeney and Mr. Darren Hall, Fargo Jet Center.

Mr. Pat Sweeney was recognized and stated he is the CEO of Fargo Jet Center and a partner of JP Development, which is the company that owns the Fargo Jet Center buildings. He stated they are requesting authorization to proceed with the construction of a third hangar to the east of their main terminal. He stated it will be an exact replica of the building adjacent. He stated they are also requesting to alter the fuel farm road as the corner of the building will extend into the existing road. He stated they are requesting expansion of the ramp space in front of the proposed hangar. He stated they are also requesting to lease additional land for expanded vehicle parking (51 spaces). He stated if you come to the Jet Center on a Wednesday or Thursday literally every parking space is filled and there are about 20 cars parked along the road. He stated they are really crowded during the week. He stated they are continuing to grow and expand, not only locally but increased transient traffic. He stated the proposed hangar would be for that transient traffic and could also accommodate the airline regional jets for maintenance during tough weather.

Mr. Sweeney stated they are looking for the Airport Authority's support. He stated they are building the hangar and the parking lot but are looking to the Airport Authority to construct the ramp and also participate in the modifications to the fuel farm road.

Vice Chairman Kilander asked about the hangar's affect on the tower's line of sight to the proposed Runway 18L/36R.

Mr. Sweeney stated their solution would be to see the Airport Master Plan reduce the length of that runway to the north by 125' and that still leaves just short of 4,000', which gives the tower the ability to see the corner of the taxiway.

Mr. Dobberstein stated there have been updates on that proposed runway since our last Airport Master Plan. He stated we have a tenant who wants to spend a few million dollars on the airfield and he fully supports the project, we just need to figure out how we can work through all of the FAA regulations to get there. He stated if you did an airspace study on that hangar today it would come back objectionable. He stated the FAA would not allow it to be built because we have made a commitment to this runway and all of the FAA regulations required with line of sight, etc. He stated some things have changed since our Master Plan was done back in 2002. He stated the original plan for the proposed runway was for it to intersect with Runway 9/27 but the FAA made us separate them. He stated now in the last couple of weeks we find out that it has to be moved and it must intersect with 9/27. He stated the FAA also does not favor roads going through a runway protection zone. He stated as part of our Master Plan Update, Mead and Hunt is going to be looking at the feasibility of putting the runway back within the federal guidelines of intersecting and

Received Communication from JP Development Regarding Proposed North General Aviation Hangar, Apron Expansion and Vehicle Parking Expansion Project: (Continued)

then also getting a waiver from the FAA to allow County 20 to be in the runway protection zone. He stated it is going to take some time to get those answers. He asked Mr. Jeff Klein, Mead and Hunt, how long he would estimate the process to get approval from the FAA would take.

Mr. Klein stated we are in the Master Plan Update process right now and we have the ability to break out the analysis of the runway and submit that to the FAA as soon as possible so that Fargo Jet Center can get an answer. He stated he would estimate that process to be three months.

Mr. Dobberstein stated if the FAA is firm on not allowing any roadway in the runway protection zone the runway will not happen. He stated there are roads going through protection zones all over the country so there is precedence for a waiver and we will do everything we can do to push that waiver. He stated this portion of the Master Plan Update needs to happen now.

Mr. Sweeney asked when that runway would be built.

Mr. Dobberstein stated the proposed runway was put on our master plan because of the mix of high speed and low speed aircraft when the Guard had F-16's. He stated based on what we know now it is probably 20 years away. He stated the runway being on our master plan is important for the ease of development in the north general aviation area.

Mr. Dobberstein stated he would endorse the proposed hangar in that location as long as we can get through the FAA approval process. He stated the estimate for the construction of the ramp expansion is \$885,000 and it looks favorable that we might get 50% funding from the State. He stated the remainder would have to come out of our reserves for now and then be added to a future PFC collection. He stated typically the airlines might protest PFC funds being used for a general aviation ramp but since this hangar will be able to accommodate the airlines' express partners to do maintenance it will be attractive to them. He stated as far as the proposed parking lot, we will just need to get a legal description of the property and draft a lease agreement.

Vice Chairman Kilander stated it sounds like it will be at least 90 days for FAA approval.

Mr. Dobberstein stated the FAA has indicated 90 days for an airspace study but we will need information from Mead and Hunt before that submission.

Mr. Klein stated it will probably take them a month or so for them to prepare the information on the runway configuration before this project could be submitted to the FAA.

Mr. Dobberstein stated we will know by the end of April if the State will fund 50% of the ramp expansion. He stated the modifications to the fuel farm road would not be eligible for any funding available to the airport. He asked the estimate on the road modifications.

Mr. Sweeney stated originally it was higher but the latest figure he heard was around \$200,000.

Mr. Dobberstein stated the Airport Authority may not be able to help with the road. He asked Mr. Klein what Mead and Hunt needs to move forward with the portion of the Airport Master Plan Update that involves proposed Runway 18L/36R based on the exact location of the proposed hangar and ramp expansion.

Mr. Klein stated they would probably just need the board's concurrence of the concept of the project proposed by Fargo Jet Center, subject to clearing all FAA approvals.

Mr. Dobberstein stated this is part of the Master Plan Update process; this portion will just be moved up in the process and completed sooner.

Received Communication from JP Development Regarding Proposed North General Aviation Hangar, Apron Expansion and Vehicle Parking Expansion Project: (Continued)

Gen. Macdonald moved the Airport Authority endorse the proposal presented by JP Development (hangar, ramp expansion, fuel farm road modification and parking lot), subject to meeting all FAA approvals.

Second by Mr. Blazek.

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

Vice Chairman Kilander thanked Mr. Sweeney for their continued expansion and interest on the airport.

Mr. Darren Hall, Fargo Jet Center, was recognized and stated they are happy to report that Fargo Jet Center was again ranked in the top 10% of FBO's in the world. He stated they will have a press release shortly. He added that this award is not just because of Fargo Jet Center. He stated it is their partnership with the airport, the control tower and US Customs. He stated all of those areas come into play when pilots rate their experience at an airport.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead and Hunt, was recognized and stated they are working on the Taxiway J project with the intention of advertising the project for bids beginning April 21 with the project to be awarded at the board meeting on May 27.

Mr. Dobberstein stated the on-line parking survey is now available and there have been some slight glitches but those have been corrected. He stated there was an article in The Forum encouraging people to take the survey so hopefully we will get a lot of input.

Mr. Jeff Klein, Mead and Hunt, distributed an updated graph showing number of parking spaces available and projected passenger growth. He stated the graph shows peak parking demands for a number of successive years. He stated this graph includes 2014 statistics and this year's peak was 1,717 stalls. He stated the peak in 2011 was 1,218 stalls. He stated the growth over the last three years has been tracking about 12%. He stated if we added 1,000 stalls that would bring us up to 3,050 total stalls, based on continued annual growth of 12% we would have enough stalls through 2019. He stated if the parking lot expansion was 500 spaces we would have 2,550 spaces and that would take us through 2017, maintaining that 12% growth. He stated the estimated cost for 1,000 spots is \$3 million.

Mr. Blazek stated he realizes we are waiting for the survey results but everything is indicating that we need the additional 1,000 parking spaces and may have to look at shuttling for a few months out of the year and then close the lot during summer months.

Mr. Jon Scaper, Mead and Hunt, was recognized and stated another although less favorable option is revenue control, which basically means increasing the price and forcing people to find other options. He stated there are some airports around the country doing this simply because they do not have enough space for parking.

Other Business:

Gen. Macdonald stated the Fargo Air Museum would like to formally request an option on the site adjacent to the Eid hangar in the south general aviation area. He stated he realizes there are a number of hoops we would have to go through but they would like to get the process started.

Mr. Dobberstein pointed out the site on the map and explained that the Fargo Air Museum purchased Victor Gelking's carousel and are planning on removing that structure and possibly relocating up to three aircraft shelters currently on the Guard's property. He stated the museum is also negotiating with the owners of the ABHN hangar between Victor Gelking's hangar and the carousel hangar to relocate that building and make that site available also.

Vice Chairman Kilander asked Mr. Dobberstein if he sees any problem with locating a hangar on the site adjacent to the Eid hangar.

Mr. Dobberstein stated he does not think so but it is not shown on our Master Plan. He stated there have been some changes to the area since the last update, for example, the threshold to Runway 31 and maybe the analysis will open up some more space for development. He stated if the board concurs today with the concept then he suggested the Air Museum send the Airport Authority a letter and we can run it through the channels and see if it is even feasible.

Gen. Macdonald stated they would like approval as soon as possible so that the Air Museum is able to plan a project while there is other concrete work being done on the airport so that they are able to get favorable pricing.

Mr. Dobberstein stated the other matter that is still in play is the board gave Greg Lammle and Roxanne Newman approval to construct a hangar near there but due to cost restraints because of utility relocation they may be looking at locating on the north general aviation area.

Mr. Dobberstein stated if the board concurs with granting a Right of First Refusal to the Fargo Air Museum for the footprint of the ABHN hangar we can mark that spot and see if it will even fit there.

Mr. Blazek stated he is a huge supporter of the Air Museum but he thinks it is premature for the Airport Authority to commit to a Right of First Refusal to anyone without having an accepted plan for that area.

Gen. Macdonald stated they are just looking for a starting point for this project. He stated they were ready to move at least one of the shelters a couple of years ago and had the board's approval but then ran into an issue with the Guard's ability to dispose of them. He stated this is just a continuation of that process.

Vice Chairman Kilander stated he does not see anything objectionable about the expansion of the Air Museum and he thinks we ought to foster it in any way we can. He stated he would need to have a little bit of an idea of the ramifications if we are tying up land what we are tying it up for. He stated he feels there are too many loose balls in the air.

Gen. Macdonald stated this action would not really do anything except give the Air Museum the right to move the ABHN hangar to that site if they are able to jump through the other hoops. He stated they have to start someplace and if the Airport Authority says they cannot move the hangar there then he has to come up with another plan.

Mr. Dobberstein stated this would have to go through a review with the FAA to make sure it works.

Other Business: (Continued)

Mr. Blazek stated he would not object to that, but he would object to the board pledging that land be dedicated to the use of this project without knowing anything else about the other future plans that are in the works now for the south general aviation area. He stated there are so many things that could impact what is being talked about right now by using that space.

Vice Chairman Kilander asked Mr. Blazek if he had any objection if the Museum came forward today and asked approval to move that hangar to that site, assuming that they could get all of the required approvals.

Mr. Blazek stated no he would not object to that, as long as it did not interfere with other plans that have already been discussed with Mr. Dobberstein.

Vice Chairman Kilander asked Mr. Dobberstein if this would interfere with other plans in the works.

Mr. Dobberstein indicated no. He stated there will have to be an airspace study before a hangar could be located there. He stated if the study comes back fine, it gives the Museum the option. It is another step in the process for them to say we found out it is okay to locate that hangar there and then come to the Airport Authority with a request to locate the hangar there.

Gen. Macdonald moved to authorize the Fargo Air Museum to move forward with an air space study with the FAA to relocate the ABHN Hangar in the site adjacent to the Eid hangar and if it is approved by the FAA to come to the Airport Authority with a request to locate a hangar on that site.

Second by Mr. Blazek.

Mr. Blazek clarified that this is not granting a Right of First Refusal but approving that an airspace study be done and approval of the concept.

Vice Chairman Kilander indicated that is correct. This is just authorization for the Air Museum to proceed with an airspace study.

Gen. Macdonald stated he does want a Right of First Refusal. He stated he does not want to go through the airspace study process, have the FAA approve the construction of a hangar on that site and then have someone else build a hangar there.

Mr. Blazek stated there is no legal description. He stated we do not have any description but we are just talking about an area for which the museum wants a Right of First Refusal. He stated he is sorry but he is not comfortable granting this nebulous area to anyone.

Vice Chairman Kilander asked Mr. Klein how difficult it would be for him to come up with a legal description for the area.

Mr. Klein stated coming up with a legal description is not difficult at all.

Vice Chairman Kilander stated he can see Gen. Macdonald's desire to move forward on this idea for the air museum but in order to move forward they need to know that if they put the time and effort on this they want to make certain the ABHN hangar will be able to be placed there and not go to all that work to see someone else get the site for a hangar.

Gen. Macdonald stated the museum has a lot of hoops to go through to relocate the shelters from the Guard and they do not want to go through all of that until they know they have the space for them.

Other Business: (Continued)

Mr. Blazek stated he understands but he is not willing to commit to a Right of First Refusal on just nebulous land today. He stated if the museum comes to the next meeting with legal description and the board agrees to that it will be a different issue. He stated we are just talking about a general area.

Gen. Macdonald stated it is the only site available in that area.

Mr. Blazek stated we are having a meeting in two weeks and the museum could present their request with a legal description at that time. He stated we have already given our consent that we approve of the concept and authorized the museum to move forward with an airspace study. He stated he cannot agree to a Right of First Refusal on an area that has not been defined.

Vice Chairman Kilander called for a vote on the motion.

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

Gen. Macdonald stated he is requesting the Airport Authority sell to the Fargo Air Museum, for one dollar, the old Hector Airport sign that used to be on the old terminal building and is currently in storage.

Mr. Dobberstein stated the sign was taken some time ago on behalf of the Fargo Air Museum for restoration and display at the Fargo Air Museum.

Gen. Macdonald stated the museum is not moving forward with the restoration since it does not own the sign.

Mr. Dobberstein stated if the Airport Authority gifted it to the museum it would be with the understanding that it would be on display at the museum.

Vice Chairman Kilander stated he would rather see it gifted to the Fargo Air Museum rather than sell it to them.

Mr. Blazek moved to gift the old Hector Airport sign to the Fargo Air Museum with the stipulation that the sign be on display at the Fargo Air Museum.

Second by Gen. Macdonald.

Mr. Dobberstein stated he will have Attorney Stewart draft a document for the gift.

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

Mr. Rick Flacksbarth, Cityscapes Development, was recognized and stated since the last meeting there has been change in his negotiations with NDSU for the leasing of the David F. Johnson building. He stated the athletic department is now working with someone on a lease for the Alien building in the tech park but that will not meet all of their space needs so they would like to lease a portion of the DFJ building. He stated that is hard to do, especially on a short term lease. He stated since then he has also had an inquiry from the NDSU College of Pharmacy/Nursing and they are interested in some space for a new masters program. He stated right now it looks like NDSU would like the entire building but part of it would be for the short term and part for the long term, but we are not certain on that at this point. He stated he expects a resolution rather rapidly.

Other Business:

Vice Chairman Kilander stated he does not see it being reasonable to lease only part of the building since the HVAC system covers the entire building and it would be difficult to determine what would be the responsibility of the tenant and what would be the responsibility of the airport. He stated he does not see it working unless they take the entire facility.

Mr. Flacksbarth stated NDSU would be responsible for maintenance except for a major HVAC failure.

Mr. Dobberstein stated on April 1, 2014, we agreed to a certificate of deposit on the \$5 million set aside for the parking lot maintenance and construction. He stated he sent out a bid packet to all of the banks listed in the Chamber directory and also to PFM (City of Fargo's financial advisers). He stated he provided the board members with the responses he received and they were as follows:

First International Bank	.510% on a 1 year CD \$5,025,500.00 maturity value
US Bank	.200% on a 1 year CD \$5,009,945.21 maturity value
Wells Fargo	.050% on a 1 year CD \$5,002,500.57 maturity value

Mr. Dobberstein stated Choice Financial submitted a quote for a \$2 million CD, but that did not meet our requirement. He stated he also had several banks decline to offer a bid. He stated the money was wired to First International on April 1 and the CD is now earning interest.

Mr. Dobberstein stated March 2014 was the airport's business month on record, which is a 10% increase over March 2013 and an 11.5% increase YTD over 2013.

Mr. Dobberstein stated last week we had a meeting with representatives of the Guard Fire Department and a representative from the City of Fargo Human Resources Office. He stated they reviewed all of the pension and benefit information in anticipation of the firefighters becoming Airport Authority employees effective July 1, 2015. He stated they are also working on job descriptions, pay classifications, workforce safety issues, etc.

Other Business:

Mr. Dobberstein stated he and Darren Anderson attended a presentation by the Kilbourne Group on a proposed building downtown. He stated present at the meeting was their consulting firm comprised of former FAA employees who work with economic developers on impacts of construction on communities and airports. He stated they came away from that meeting with a better feeling about the project. He stated he will continue to keep the board updated.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, April 22, 2014, at 8:00 a.m.

Time at adjournment was 9:27 a.m.

Regular Meeting

Tuesday

April 22, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 22, 2014, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 9, 2014:

The minutes of the Regular Meeting of the Municipal Airport Authority held April 9, 2014, were received and filed without objection.

Approved the Airport Vouchers Totaling \$7,629.83:

Mr. Blazek moved to approve the airport vouchers totaling \$7,629.83.

Second by Mr. Pawluk.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to USDA – APHIS:

Gen. Macdonald moved to approve the individual voucher in the amount of \$12,387.92 to USDA – APHIS for Partial Payment Request #2 for the Wildlife Hazard Survey, Project APFC08.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$4,977.36 to Mead and Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, Project AIP43.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$238.26 to Mead and Hunt for partial payment request for engineering services for the Taxiway A Reconstruction and Runway 18/36 Rehabilitation, Project AIP42.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$51,583.67 to Mead and Hunt for partial payment request for engineering services in connection with the Taxiway J Construction and Runway 18/36 Rehabilitation Project, AIP42.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Received Update Regarding David F. Johnson Building:

Mr. Rick Flacksbarth, Cityscapes Development, was recognized and stated he will be meeting Friday morning with NDSU officials to work on a five year lease of the entire David F. Johnson building by NDSU. He stated they will subdivide the facility internally for use by both the Athletic Department and the College of Pharmacy/Nursing but they will be leasing the entire building. He stated once the lease agreement is finalized he will submit it to Mr. Dobberstein for the board's approval.

Authorized Attendance at Jumpstart, Edmonton, AB, June 23-26, 2014:

Mr. Pawluk moved to authorize attendance by the Executive Director and any board member at the Jumpstart Conference, June 23-26, 2014 in Edmonton, AB.

Second by Mr. Blazek.

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

Mr. Dobberstein stated Sixel Consulting will also be attending on our behalf and they have arranged for meetings with airlines.

Authorized Attendance at the AAAE Great Lakes Chapter Conference, August 7-10, 2014, Traverse City, MI:

Gen. Macdonald moved to authorize attendance at the AAAE Great Lakes Chapter Conference, August 7-10, 2014, Traverse City, MI.

Second by Mr. Blazek.

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

Received Update on Aircraft Rescue and Fire Fighting (ARFF) Transition:

Mr. Dobberstein introduced Brig. Gen. Al Dohrmann, Deputy Adjutant General for the North Dakota National Guard, MSG Mark Solem, current Chief of the NDANG Fire Department on the airport, and MSG David Bush, who was recently named the new Fire Chief and will be leading the group of the other nine fire fighters that will become Airport Authority employees following the transition.

Gen. Dohrmann stated he has been working with the Airport Authority for some time now on the transition of the fire fighters. He stated when we initially talked about the date of the transition we were looking at a date of June 30, 2015. He stated the federal government, through their cooperative agreement, will cease funding of the ANG fire fighters on September 30, 2014. He stated right now the Airport Authority reimburses the State for eight fire fighters and the remaining 20 firefighters are reimbursed by the federal government. He stated all of the firefighters are state employees. He stated when the agreement with the federal government ends of September 30, 2014, the federal government is responsible for the end of employment buyout requirements for those 20 employees. He stated the eight will remain state employees as such time they are transferred to the Airport Authority. He added that due to the airport's requirement they will be increasing that number to ten firefighters.

Gen. Dohrmann stated he is requesting that the transition date be moved up from June 30, 2015 to September 30, 2014. He stated this change would be advantageous to the state as the federal government would have a greater participation in the buyout requirements than it would if the transition date was June 30, 2015. He added that this is a bill that is the responsibility of the federal government. He stated the transition will be cleaner if it is completed by October 1, 2014. He added that the financial burden on the Airport Authority will not really be any different than it would with a June 20, 2015 date.

Received Update on Aircraft Rescue and Fire Fighting (ARFF) Transition: (Continued)

Mr. Dobberstein stated we are on track for an October 1, 2014 effective date. He stated we have been working with the City of Fargo Human Resources Office on the job descriptions, placement on pay scales, benefits, etc. He stated this is a unique situation and there is nothing else within the city's system to which we can compare.

Mr. Dobberstein stated the agreement to share the fire station is still pending. He stated we are working with the firefighters on additional equipment we will need to purchase for their operations. He stated we will have to review our rates and charges to the airlines to find a way to recoup some of the additional costs. He added that the airlines have been kept apprised of the transition for some time now and are aware of upcoming changes.

Mr. Blazek moved to approve full adoption and implementation of ARFF services by the Municipal Airport Authority on October 1, 2014, and approve the proposed pay schedule as submitted.

Second by Gen. Macdonald.

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

Absent and not voting: Kilander

The motion was declared carried.

Gen. Dohrmann thanked Mr. Dobberstein, Gen. Macdonald and the Airport Authority as a whole for their efforts during this transition process.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead and Hunt, was recognized and stated the Taxiway J Project is currently being advertised for bids to be received May 22 with the project to be awarded at the meeting on Tuesday, May 27. He stated they are working on putting together a modification to the Airport Layout Plan and waiver process for the proposed 18L/26R Runway to accommodate the hangar proposed by Fargo Jet Center.

Mr. Dobberstein stated he has been working with Mr. Mike Dora, Ulteig Engineers on the final items Northern Improvement has left to complete on the Terminal Ramp Expansion Project.

Mr. Dobberstein stated we have received a request from Mr. Alan Komrosky, to place a temporary display in the terminal. He stated Mr. Komrosky owns a triceratops skeleton which he would like to place in a high traffic location until it is sold.

After discussion, it was the consensus of the board to decline the offer at this time.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, May 13, 2014, at 8:00 a.m.

Time at adjournment was 8:45 a.m.

Regular Meeting

Tuesday

May 13, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 13, 2014, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 22, 2014:

The minutes of the Regular Meeting of the Municipal Airport Authority held April 22, 2014, were approved without objection.

Approved the Airport Vouchers Totaling \$37,311.22

Mr. Pawluk moved to approve the airport vouchers totaling \$37,311.22.

Second by Mr. Blazek.

On the call of the roll, members Kilander, Blazek, Pawluk, Macdonald, Clark 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 \$354.00 to Sixel Consulting Group for consulting services for the Tulsa air service conference.

Second by Mr. Kilander.

On the call of the roll, members Kilander, Blazek, Pawluk, Macdonald, Clark 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 \$8,318.00 to Sixel Consulting Group for April passenger enplanement fees (American/DFW - \$2,260.00, Delta/ATL - \$548.00, Allegiant/PIE - \$1,962.00, Frontier/DEN - \$3,548.88).

Second by Mr. Kilander.

On the call of the roll, members Kilander, Blazek, Pawluk, Macdonald, Clark 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 \$421.94 to Sixel Consulting Group for consulting services for the Allegiant Air Conference, Las Vegas.

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to American Airlines:

Mr. Blazek moved to approve the individual voucher in the amount of \$28,444.00 to American Airlines for the Small Community Air Service Development Grant, March revenue guarantee.

Second by Mr. Kilander.

On the call of the roll, members Kilander, Blazek, Pawluk, Macdonald, Clark 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 \$12,365.14 to Flint Communications for partial payment request for 2014 Airport Marketing Program.

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to R-Solutions:

Mr. Blazek moved to approve the individual voucher in the amount of \$4,150.00 to R-Solutions for conducting the parking survey.

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Mead and Hunt:

Mr. Blazek moved to approve the individual voucher in the amount of \$17,913.50 to Mead and Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, Project AIP43.

Second by Mr. Kilander.

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

Approved the Individual Voucher to Mead and Hunt:

Mr. Blazek moved to approve the individual voucher in the amount of \$97,186.33 to Mead and Hunt for partial payment request for engineering services in connection with the Taxiway J Final Design and Runway 18/36 Reconstruction, Project AIP42.

Second by Mr. Kilander.

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

Approved the Individual Voucher to Mead and Hunt:

Mr. Blazek moved to approve the individual voucher in the amount of \$5,154.26 to Mead and Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction (Final Design). Project AIP44.

Second by Mr. Kilander.

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

Approved the Individual Voucher to Mead and Hunt:

Mr. Blazek moved to approve the individual voucher in the amount of \$11,161.74 to Mead and Hunt for partial payment request for engineering services in connection with the Taxiway J and Taxiway A Reconstruction Preliminary Design, Project AIP42.

Second by Mr. Kilander.

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

Approved the Individual Voucher to The Forum:

Mr. Blazek moved to approve the individual voucher in the amount of \$243.96 to The Forum for legal advertisement for bids, Taxiway J Construction and Runway 18/36 Rehabilitation, Project AIP42.

Second by Mr. Kilander.

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

Received Communication from Big Blue Hangar Association to Extend South General Aviation Area Ground Lease:

The communication from Mr. Bernie Ness, Big Blue Hangar Association, dated May 8, 2014, was received and filed without objection.

Mr. Dobberstein stated the Big Blue Hangar Association lease expires June 30, 2014, and they are requesting a five year extension.

Mr. Kilander moved to approve the five year lease extension for the Big Blue Hangar Association.

Second by Mr. Blazek.

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

Received Communication from NW Leasing to Extend South General Aviation Area Ground Lease:

The communication from Mr. Bernie Ness, NW Leasing, dated May 8, 2014, was received and filed without objection.

Mr. Dobberstein stated Mr. Bernie Ness, NW Leasing, is requesting a five year extension of the ground lease for the three unit hangar and igloo building. He added that Mr. Ness has indicated he is considering the removal of the igloo structure and the lease would be amended at that time.

Gen. Macdonald moved to approve the five year lease extension for NW Leasing for the hangar and igloo building.

Second by Mr. Kilander.

Mr. Pawluk asked Mr. Ness how many aircraft are stored in the three hangar units.

Mr. Bernie Ness was recognized and stated typically he has two but right now there are none because he has been using those hangars for storage while they did some remodeling in the Avis service facility in the south general aviation area.

Mr. Pawluk stated there are a finite number of hangars on the field and at some point the Airport Authority is going to have to start prejudicing toward making certain there are airplanes in the hangars. He stated this is an airport and the facilities have been designed and are maintained for aircraft. He stated he is not citing this as the only case and he thinks we need to take a closer look at hangars that are being used for storing personal property rather than aircraft.

Mr. Dobberstein stated all of the lease agreements state that the primary purpose of the hangar is for aircraft storage and if the FAA should do an inspection and find there is not an aircraft stored in a hangar on the airport they ask questions. He stated they are doing this at airports across the country. He stated if we get a call about a hangar that is full of property other than aircraft we do contact the hangar owner and remind them of the lease provisions.

Chairman Clark called for a vote on the motion.

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

Received Communication from SPP+ (Standard Parking):

The communication dated April 21, 2014, from Mr. Dave Hellerud, Standard Parking, was received and filed without objection.

Mr. Dobberstein stated at a recent meeting the board directed him to request from Standard Parking a recommendation for an increased rate in the Hourly parking lot. He stated Standard has offered the following recommendations for rates effective June 1, 2014 and a review before January 1, 2015. He stated we have found the Hourly lot to be full most of the time with overnight customers leaving no space for the short term meters and greeters. He stated the board indicated a consensus that the difference in cost between the Hourly lot and the Daily lot is not great enough.

Hourly	\$1.00 each half hour \$11.00 – 24 hour maximum
Daily	\$1.00 each half hour \$8.00 – 24 hour maximum \$48.00 – weekly rate
Economy (No Change)	\$1.00 each half hour \$6.00 – 24 hour maximum \$36.00 – weekly rate

Mr. Pawluk stated he feels if the Hourly lot is indeed an Hourly lot we should not have a 24 hour minimum of only \$11.00.

Mr. Dobberstein stated Standard made the recommendation based on their review of the history in the lot and their projections.

Mr. Kilander stated he feels \$11.00 is too low for the convenience of parking that much closer to the door.

Gen. Macdonald stated we do not want to raise the price too much that no one will use the lot.

Mr. Pawluk recommended least increasing the 24 hour maximum to \$12.00 rather than \$11.00.

Gen. Macdonald stated he would not have a problem with that.

Mr. Pawluk moved to accept the recommendation from SP Plus for the parking rates to be effective June 1, 2014, with the exception of changing the 24 hour maximum in Hourly to \$12.00.

Second by Mr. Kilander.

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

Received Change Order #5, Northern Improvement, Terminal Apron Expansion Project, Requesting Time Extension:

Mr. Mike Dora, Ulteig Engineers, was recognized and stated Change Order #5 for Northern Improvement is a request for a time extension from the original date of October 18, 2013 to June 30, 2014. The time extension is to complete final seeding, grading and punch list items.

Mr. Pawluk moved to approve Change Order #5 to Northern Improvement for a time extension to June 30, 2014 for the Terminal Apron Expansion Project, AIP41.

Second by Mr. Kilander.

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

Received Change Order #1 from Ulteig Engineers, Inc., Terminal Apron Expansion Project, Contract Extension and Estimated Additional Engineering Fees for 2014 for an Increase of \$38,189.00:

Mr. Mike Dora, Ulteig Engineers, was recognized and stated their contract with the Airport Authority expired December 31, 2013. He stated they will need to be back out on the airport to do inspections for the remaining work and also the project closeout. He stated they are looking for an extension date of July 31, 2014. He stated the change order gives a description of the work that will be done and the \$38,189.00 estimate on the change order would be the worst case scenario. He stated this is a "time and materials" change order. He stated they did not want to have the figure too low and then have to come back and request additional increases.

Mr. Pawluk asked how the project has changed, other than the fact it was not completed.

Mr. Dora stated the contract called for 10 weeks and the project took a lot longer than that.

Mr. Pawluk stated the reason the project was not completed is probably due to the fact that they were not able to work some days due to weather or other reasons.

Chairman Clark called for a motion before further discussion.

Mr. Kilander moved to approve Change Order #1 to Ulteig Engineers for Project AIP41.

Second by Gen. Macdonald.

Mr. Kilander asked if the time extension we just granted to Northern has changed the scope of work except extend the deadline.

Mr. Dora stated the scope of work is the same. Northern still needs to finish the work originally contracted. He stated Ulteig has documentation that from early August through the middle of November their construction inspector was on site with Northern Improvement going through construction activities. He stated everything was complete with the exception of the punch list items but those were not able to be completed due to the arrival of winter. He stated he has gone over this in great detail with Mr. Dobberstein and he has a very good idea of what needs to be done.

Mr. Kilander stated his point still has not been answered. He stated we entered into a contract with Ulteig to do this body of work. He stated this contract was not predicated as to whether or not the period of time that it was to be completed changed or did not change. He stated we contracted for them to oversee and run a project that has substantially not changed, except for a

Received Change Order #1 from Ulteig Engineers, Inc., Terminal Apron Expansion Project, Contract Extension and Estimated Additional Engineering Fees for 2014 for an Increase of \$38,189.00:

(Continued)

delay in time. He stated if we had been able to complete the project last fall as anticipated we would not be looking at this change order. He stated if that is correct then his question is why the Airport Authority should be responsible for an increase in their compensation for doing what they contracted to do originally at a certain cost.

Mr. Dora stated an extension was given to the contractor to complete their work but not for inspections and they go hand in hand. He stated you do not want the contractor out there doing work without an inspector on site. He stated their fees were based on a 10 week schedule the same as the contractor.

Mr. Pawluk stated he does not have a problem granting a time extension to Ulteig but he does have a problem with granting the increase that is being requested. He stated the contractor is not in here asking for an increase in price because the job was not finished and he believes that goes hand in hand with the engineering side. He stated he is going to vote against the motion. He stated he actually thinks it takes courage to come here and ask for this increase.

Mr. Kilander stated since he made the motion and would be required to vote in favor, he asked that the second be withdrawn and he would withdraw his motion.

Mr. Pawluk recommended letting the motion stand and see how the vote goes.

Chairman Clark called for a vote on the motion.

On the call of the roll, Kilander voted aye.

Blazek, Pawluk, Macdonald, Clark voted no.

The motion failed.

Mr. Pawluk stated if Ulteig needs an extension of time he thinks that should follow.

Mr. Pawluk moved to extend the time of completion for Ulteig Engineers to match that of Northern Improvement.

Second by Kilander.

Mr. Blazek asked what that would accomplish.

Mr. Pawluk stated it would give them authorization to be on the site.

Mr. Dobberstein stated Ulteig will have to complete the project closeout, which would take until at least July.

Mr. Kilander stated he does not think we are at all being unreasonable. He stated we contracted with Ulteig for a certain body of work. He stated they were the engineer that was going to operate this project. He stated there is no additional work that he can see that was caused by the extension.

Mr. Dora stated their services are time, which is different than construction. He stated their personnel are on the site for a length of time. He stated they submitted a fee to the airport for 10 weeks, which is what the contractor had in their contract. He stated the contractor was able to extend his contract yet Ulteig has to eat four weeks of their time to watch him out on the site.

Received Change Order #1 from Ulteig Engineers, Inc., Terminal Apron Expansion Project, Contract Extension and Estimated Additional Engineering Fees for 2014 for an Increase of \$38,189.00:

(Continued)

Mr. Pawluk stated all we are doing is debating extending the time they have to complete the project for which they contracted with us.

Gen. Macdonald suggested the board authorize the Executive Director to arrive at a solution with Ulteig and give him the latitude if he can establish that they do in fact deserve additional compensation because of various things.

Mr. Dobberstein stated they had asked for an additional \$40,000 on Change Order #2 and we negotiated it down to \$5,000. He stated he is confident that Change Order #1 will be a fraction of the estimated \$38,189.00 because the work Northern has left is not very much. He stated this project was originally supposed to be done in August but we did not get our FAA grant until July. He stated they basically started the project about the time it was originally supposed to be finished. He stated all of the information he has is before the board today and he would not have anything else to add. He stated the Ulteig staff did a very good job of keeping us informed during the project.

Mr. Dora stated their fee in the contract was based on the contractor's estimated time of 10 weeks. He stated the contractor had to be out there longer so the engineers were required to be there. He stated he does not think the request is unreasonable. He stated there were many things that factored into the contractor needing to be out there longer to perform the same amount of work and the engineer had to be there to represent the airport to make certain things were done correctly. He stated he does not know why the contractor was out there longer than anticipated but the notes indicated that the contractor was out there working. He stated the contract was for a 10 week project and they were still working in the middle of November.

Chairman Clark called for a vote on the motion for a time extension to the Ulteig contract.

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

Gen. Macdonald moved to authorize the Executive Director to enter into an agreement with Ulteig Engineers for a sum not to exceed \$38,000.00, to fairly compensate them for work they can prove based upon the fact that someone was on the project site.

The motion failed for lack of a second.

Mr. Pawluk stated the motion he could support would authorize payment of up to \$5,000.00. He stated his argument is still the same. If you have a contract and agree to do the work you don't come back six or seven months after the fact and say we should have told you this earlier.

Mr. Kilander stated he is starting to have a little change of heart. He stated by extending the Northern contract we are obligating Ulteig to make sure everything has been completed. He stated with that understanding, it would seem to him that Northern would be responsible for a portion of the cost of the extension. If not, then the board, by extending the Northern contract we would accept the responsibility of additional engineering costs.

Mr. Pawluk stated he does not look at it the same way. He stated we are not asking them to do any additional work. We are just asking them to do the same work at a different time. He stated if we are not paying Northern more to do the same work then we should not pay Ulteig more to do the same work.

Received Change Order #1 from Ulteig Engineers, Inc., Terminal Apron Expansion Project, Contract Extension and Estimated Additional Engineering Fees for 2014 for an Increase of \$38,189.00:

(Continued)

Mr. Kilander stated if Ulteig predicated their contract based on Northern's timeline of ten weeks and they did not complete the project in that time and we granted them an extension therefore changing Ulteig's scope of work.

Mr. Blazek stated none of us have the expertise in contract law to determine that today. He stated to piggyback on Gen. Macdonald's motion he made the following motion:

Mr. Blazek moved to approve Change Order #1 and Change Order #2 to Ulteig Engineers a total of \$43,189.00 at the Executive Director's discretion with legal counsel.

Second by Mr. Kilander.

Mr. Pawluk stated he will vote no on the motion because he does not feel that Ulteig has done anything to earn additional compensation. He stated we had a contract with them to do a job that has not yet been completed. He stated he is sympathetic to their argument but we as the Airport Authority has not done anything to obligate the airport to these additional funds.

Mr. Dora stated typically in a construction project you set a deadline for the contractor and at the time the deadline isn't met liquidated damages are sometimes thrown into the mix. He stated that is to protect the owner from the contractor not finishing on time.

Chairman Clark called for a vote on the motion.

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

Pawluk voted no.

The motion was declared carried.

Received Update on North and South General Aviation Area Hangar Projects:

Mr. Dobberstein stated the Airport Authority recently approved a site in the north general aviation area requested by Mr. Mike Kempel for the construction of a hangar. He stated Mr. Kempel has been working with Mead and Hunt on his project. He stated we will be extending the trunk lines for water and sewer so that Mr. Kempel can tie into those for his hangar.

Mr. Jeff Klein, Mead and Hunt, was recognized and stated they are proposing a contract with the Airport Authority to design the utility extension and put the bidding documents together to get informal bids from three contractors. He stated the contract will be on an hourly basis not to exceed \$6,800.00.

Mr. Pawluk moved to authorize Mead and Hunt to proceed with the design of the utility trunk extension project for the north general aviation area and prepare informal bidding documents.

Second by Gen. Macdonald.

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

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated they continue to work with engineers and architects on their proposed hangar but does not really have an update today.

Mr. Jeff Klein, Mead and Hunt, stated they are continuing to work with the FAA on the line of sight issue for proposed Runway 18L/36R to accommodate construction of the hangar.

Received Update on North and South General Aviation Area Hangar Projects: (Continued)

Mr. Dobberstein stated Mr. Gerald Noble, Olaf Anderson & Son, is here today on behalf of the BLN Hangar (Blotsky, Lammle, Newman). He provided copies of the proposed structure along with a site plan for utilities, the gate that needs to be relocated, etc.

Mr. Noble was recognized and stated he is here just to update to board on the project. He stated Moore Engineering did the original civil design for the project and they show a storm line that is to be capped and abandoned. He stated there is a storm sewer further to the north that does not show up on the Moore plans. He stated it appears to extend out straight to the east and tie in with the storm line at that point but we are not sure. He stated he visited with Darren Anderson and Jeff Klein last week and then drove to the area with Henry Swedberg. He stated they can either build over the top or remove it, whichever is acceptable to the Airport Authority. He stated BLN would also like to see a mow strip installed under the fence line.

Mr. Dobberstein stated running a camera down that line would show where it extends.

Mr. Noble stated the gate will need to be relocated but he heard the airport may replace the gate with a new one.

Mr. Dobberstein stated we will be replacing the existing gate with a smaller, more conventional size sliding gate.

Mr. Noble stated the original plan was to have the building 15' away from the next buildings but they would like to have an extra 5' for a total of 20' apart to eliminate the need for additional fire wall protection on the hangar.

Mr. Dobberstein stated the airport's policy is footprint plus five feet and we do not allow more than that between hangars. He stated he does not want 20' between hangars but he will take a look at it.

Mr. Kilander moved to approve the building concept proposed and authorize the Executive Director to negotiate the exact location and building separation matters.

Second by Mr. Pawluk.

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

Mr. Dobberstein stated that if the proposed building is moved the airspace study for which they received approval would be null and void, which would delay the project another 90 days.

Received Update on David F. Johnson Building:

Mr. Rick Flacksbarth, Cityscapes Development, was recognized and stated since the last meeting he did meet with NDSU officials to negotiate a lease on the David F. Johnson Building. He stated as negotiations progressed it was evident that NDSU was looking for a below market value opportunity and the Airport Authority is not able to meet those terms. He stated the airport did move ahead with some repairs to the building in anticipation of this lease but fortunately they were repairs that would have needed to be done to get it ready for lease eventually. He stated he will begin to aggressively market the building again.

Received Update from NDANG:

Mr. Dobberstein introduced Maj. Matt Kiser, Maj. Ryan Becker and Maj. Brad Lorentz, NDANG, who gave a presentation on the unmanned program at the Grand Forks Air Force Base.

Maj. Kiser was recognized and stated they fly the MQ-1 predator unmanned aerial vehicles out of Grand Forks and they are currently looking at establishing a divert base at Hector Airport. He stated they would like to do some testing in July and August to make certain it is a viable option. He stated they have been working with the FAA control tower manager, Tim Johnson, and his staff. Maj. Kiser stated their proposed operations should have a minimal impact on the operation of the airport.

Following the presentation, Mr. Dobberstein stated that in the near future Col. Dougherty will have an agreement drafted for review and approval by the Airport Authority.

Gen. Macdonald moved that the Airport Authority wholeheartedly give its endorsement of the concept of the divert base for the MQ-1 Predator mission at Hector International Airport.

Second by Mr. Kilander.

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

Received Communication Regarding Airport Property:

The communication from Mr. Jim Buus, Goldmark Schlossman, dated May 7, 2014, was received and filed without objection.

Mr. Dobberstein stated Mr. Buus is representing a client looking for 18+ acres, either through ownership for land lease, in the next 30-45 days. He stated the client plans to design and construct the first phase of an 80,000 (+/-) square foot building for office and light production use. He stated it is likely the facility needs could grow to 250,000 sf or more over the next 15 years. He stated the site they are looking at is in the 40 acre field on the west side of Joe Parmer Drive which is currently leased and farmed by NDSU. He stated in about 2002 the Airport Authority granted a right of first refusal to the NDSU Research and Technology Park but that agreement was a 10 year agreement and expired in 2012. He stated he has had conversations with NDSU officials to see if they are interested in coming back to the table and looking at another right of first refusal on a portion of that property.

Mr. Dobberstein stated the Goldmark client is also looking at other opportunities in Fargo. He stated the only commercial lease rate we have in place right now is 25 cents per square foot per year for the former Airborne cargo facility. He stated he is not certain that is an accurate rate for this property. He asked the board how they would like to proceed with this request as this is new territory for us. He stated we do have a letter from the FAA that allows us to build for non-aeronautical purposes in this area. Each project would just need to have an airspace study done.

Mr. Dobberstein stated since this could be the anchor tenant in a future business park he would like to see them put down on paper how they would like to develop the 18+ acres of property and we could adjust accordingly from that.

Mr. Pawluk stated this is moving into a whole new realm. He stated he cannot see any future aviation need for that area.

After further discussion, Mr. Kilander advised Mr. Dobberstein that he would be available to assist in the process any way he can. Mr. Blazek also indicated he would also be available to Mr. Dobberstein to assist in the process.

Received Communication Regarding Airport Property: (Continued)

Mr. Dobberstein stated if the board moves forward with this proposal he would see the NDSU Tech Park as coming back to the board with a request for a right of first refusal on another parcel within that area.

Construction and Security Update:

Mr. Dobberstein stated we will be opening bids for the Taxiway J and Runway 18/36 Rehabilitation Project on May 22 and hopefully will be able to award the project at our meeting on May 28.

Mr. Jeff Klein, Mead and Hunt, was recognized and stated we still do not know when the airport will receive its FAA grant but according to the last information we received from the Bismarck FAA office the project documents call for a start date of on or before August 1 and an end date of October 31, 2014.

Mr. Dobberstein stated we did receive a grant award from the ND Aeronautics Commission in excess of \$800,000. He stated that is a record amount for us.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Wednesday, May 28, 2014.

Time at adjournment was 9:34 a.m.

Regular Meeting

Wednesday

May 28, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Wednesday, May 28, 2014, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 13, 2014:

The minutes of the Regular Meeting of the Municipal Airport Authority held May 13, 2014 were approved without objection.

Approved the Airport Vouchers Totaling \$35,532.21:

Gen. Macdonald moved to approve the airport vouchers totaling \$35,532.21.
Second by Mr. Kilander.
On the call of the roll, members Kilander, Blazek, Macdonald, Clark voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Approved the Individual Voucher to American Airlines:

Mr. Blazek moved to approve the individual voucher in the amount of \$79,819.00 to American Airlines for the Small Community Air Service Development Grant, April revenue guarantee.
Second by Mr. Kilander.
On the call of the roll, members Kilander, Blazek, Macdonald, Clark voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Received Communication from Cityscapes Development to Extend Listing Agreement for David F. Johnson Building:

The communication dated May 23, 2014, from Rick Flacksbarth, Cityscapes Development, was received and filed without objection.

Mr. Dobberstein stated the listing agreement with Cityscapes Development for the David F. Johnson Building expires May 30, 2014, and Cityscapes is requesting a one year extension.

Mr. Kilander stated he would see no reason not to extend the agreement and moved to extend the listing agreement with Cityscapes for the David F. Johnson Building for one year.

Second by Gen. Macdonald.

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

Mr. Kilander thanked Mr. Flacksbarth for his dedicated efforts over this long process.

Received Bid Tabulation and Recommendation of Award for Taxiway J Construction (AIP44) and Runway 18/36 Rehabilitation(AIP43):

Mr. Jeff Klein, Mead and Hunt, was recognized and distributed the tabulation of bids for Taxiway J Construction (AIP44) and Runway 18/36 Rehabilitation (AIP43) which were received on May 22. He stated we received two bids as follows:

	<u>Base Bid</u>	<u>Alternate #1</u>	<u>Total</u>
Northern Improvement	\$4,734,205.10	\$388,520.00	\$5,122,725.10
Strata Corporation	\$5,324,570.25	\$313,202.50	\$5,637,772.75
Engineer's Estimate	\$3,481,057.30	\$433,175.00	\$3,914,232.30

Mr. Klein stated the bids are obviously higher than the engineer's estimate, which they based on last year's project and other projects in the area. He stated he did some research on the project we completed last year, which was similar in size as far as square footage of concrete. He stated the cost per square yard on last year's project was \$181 per square yard and the low bidder on this project was \$287 per square yard. He stated in visiting with Northern Improvement they indicated one of the reasons for the cost increase is the fact that they do not have any crushed concrete available for the aggregate base and would need to haul in material from Ortonville. He stated another reason is the late start in the season and we did not have a choice on that due to the delay in FAA funding.

Mr. Klein stated he cannot make any recommendations to the board at this time on how to proceed at this point. He stated we know how much AIP funding we will be getting but we will also need a significant amount of discretionary funding in order to complete the projects. He stated until we know the total funding picture we cannot take action. He stated Mead and Hunt is doing what they can on their end to work with the FAA on funding and with Northern Improvement on looking at some line items that might be able to be change ordered out of the contract an other ways to economize on the project.

Received Bid Tabulation and Recommendation of Award for Taxiway J Construction and Runway 18/36 Rehabilitation, AIP43 and AIP44: (Continued)

Mr. Dobberstein stated delayed funding from the FAA has been an ongoing problem. He stated there are a billion dollars worth of DOT projects this biennium out in the western part of the state and that is driving concrete prices higher.

Gen. Macdonald asked if we would benefit by rejecting these bids and rebidding early in 2015.

Mr. Dobberstein stated if we were awarded any discretionary funding we would have to start the project, which could mean just ordering materials. He stated there are no guarantees that we would get better bids if we delay until next year.

Mr. Klein stated at this point rebidding the project would probably not save that much money.

Mr. Dobberstein stated he thinks we should wait and see what the FAA regional office will give us in terms of discretionary dollars and see what the gap in funding would be. He stated we would be able to start the project and use our reserves and then pay ourselves back with 2015 entitlement funds, which should be available October 1, 2014. He stated he knows Northern Improvement is willing to work with us.

Mr. Kilander stated it seems that sitting on the bids for 30 days is about all we can do at this time.

Mr. Dobberstein stated maybe the FAA will come through with the funding by then. He stated if we get most of the discretionary funding we need we would proceed with the project and carry the cost over to 2015. He stated he is not certain they would be able to complete the project this calendar year.

It was the consensus of the board to not take action to award the bid at this time.

Received Proposal for Apron Storm Inlet Covers:

Mr. Dobberstein stated we did the terminal apron expansion project last year and Northern Improvement is finishing up the remaining grading and seeding this spring. He stated we are proposing to install inlet covers on the storm sewer inlets. He stated these inlet covers are the next step in our storm water program and would help in capturing the glycol on the ramp from entering the storm water system. He stated these covers would seal off the inlets and allow our sweeper trucks to vacuum up the excess glycol. He stated the cost is a little high at \$19,240.00, but we are not aware of any alternative.

Mr. Darren Anderson was recognized and stated these covers seal off the inlets and we would then use trucks to vacuum up the glycol and then transfer it to the sanitary sewer system. He stated glycol is not a hazardous material but we do not want a high concentration in our storm water.

Mr. Dobberstein stated these inlet covers would help with any fuel spills as well.

Gen. Macdonald moved to approve the installation of inlet covers on the terminal ramp as per quotation in the amount of \$19,240.00 from Nexgen Process Systems, Inc.

Second by Mr. Kilander.

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

Received Communication from Westwinds Condominium Association:

The communication from Mr. Ron Saeger, Westwinds Condominium Association, dated May 28, 2014, was received and filed without objection.

Mr. Dobberstein stated the Westwinds Condominium Association is requesting a five year extension of the hangar ground lease in the south general aviation area which expires June 30, 2014.

Mr. Kilander moved to approve the five year extension of the Westwinds Hangar Condominium Association as requested.

Second by Mr. Blazek.

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

Airport Construction and Security Update:

Mr. Dobberstein stated Northern Improvement is working on the remaining grading and seeding of the Terminal Apron Expansion Project. He added that Attorney Stewart is reviewing the requested change order from Ulteig Engineers, Inc. to see if there is justification for additional compensation for engineering services on that project.

Other Business:

Mr. Dobberstein stated he attended a legislative conference committee meeting in Bismarck yesterday and provided testimony on concerns we have about FAA grant assurances for airports. He stated legislation has been proposed to remove the ability of unelected boards, such as airport authorities, to levy property tax mills. He stated the legislation would also give the appointing body the ability to alter and adjust an airport's budget.

Mr. Kilander asked if the situation would be the same if we did not get any mill levy funds.

Mr. Dobberstein stated he is not certain on that but would check into that. He stated he is certain there will be lengthy debate in the legislature on this matter. He stated we will be looking for testimony from qualified bond counsel on the effect such legislation would have on revenue bonding and the impact on our bond rates would be immediate.

Mr. Dobberstein stated we received the data on the airport parking survey and that information has been distributed to the board members for review.

Mr. Dobberstein stated he attended the city council meeting for the city of North River last night. He stated a few years ago North River requested the Airport Authority establish a shelter belt (living snow fence) on airport property adjacent to North River. He stated the airport granted them the use of the 3.4 acres for the shelterbelt and we also paid for the cost to establish the shelterbelt under the CRP Program with a 15 year commitment. He stated the agreement signed by North River requires them to maintain the shelterbelt, although the language included seeding and mowing but did not specify tree replacement. He stated they were surprised when they were told by Cass County Soil Conservation that about 300 trees need to be replaced at a cost of \$2.50 each for a total

Other Business: (Continued)

cost of about \$750. He stated if North River gives us 30 days notice to return the shelterbelt to us we will be on the hook for about \$10,000 to remove the shelterbelt. He stated most of the trees are doing nicely but some did not make it. He stated Cass County Soil Conservation does have a warranty replacement program for newly planted trees so if they decide to replace the trees the residents will monitor the trees and advise Cass County Soil Conservation of trees that need to be replaced.

Mr. Shawn Johnston was recognized and stated he is not a resident of North River but suggested contacting a local Boy Scout group that may be interested in this as a project.

Mr. Dobberstein stated the shelterbelt is a huge benefit both to County 31 and North River. He stated he does not have a problem replacing a few trees once in a while. He stated we can go back and negotiate an amendment to the contract to make certain the responsibilities of North River are spelled out clearly.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, June 10, 2014 at 8:00 a.m.

Time at adjournment was 8:54 a.m.

Regular Meeting

Tuesday

June 10, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 10, 2014, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 28, 2014:

The minutes of the Regular Meeting of the Municipal Airport Authority held May 28, 2014, were approved without objection.

Approved the Airport Vouchers Totaling \$38,114.27:

Mr. Pawluk moved to approve the airport vouchers totaling \$38,114.27.

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$3,956.39 to Flint Communications for partial payment request for 2014 Airport Marketing Program.

Second by Mr. Blazek.

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

No member being absent and none voting nay 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 \$8,046.00 to Sixel Consulting Group for the May passenger enplanement fees (Frontier/DEN - \$4,628.00, Allegiant/PIE - \$550.00, American/DRW - \$2,290.00, Delta/ATL - \$578.00).

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$9,896.27 to Mead and Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, AIP42.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$760.00 to Mead and Hunt for partial payment request for engineering services in connection with the Runway 18/36 Rehabilitation (AIP43).

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$20,528.18 to Mead and Hunt for partial payment request for engineering services in connection with the Taxiway A Design (AIP43).

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$15,770.00 to Mead and Hunt for partial payment request for engineering services in connection with the Taxiway J Construction (AIP44).

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Lieberman Technologies:

Gen. Macdonald moved to approve the individual voucher in the amount of \$12,310.35 to Lieberman Technologies for payment request (full and final) for the upgrade of the Flight Information Display System (MAA approved 3-11-14).

Second by Mr. Blazek.

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

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

Received Communication from Myriad Devices Regarding Additional Lease Space in the East Terminal:

The communication from Cityscapes Development dated May 30, 2014, regarding Myriad Devices was received and filed without objection.

Mr. Dobberstein stated one of our tenants in the East Terminal, Myriad Devices, recently hired an additional eight employees and they have outgrown their space. He stated they are requesting to lease the conference room on the second floor in the East Terminal effective June 1 on a month to month basis until the end of their lease, August 31, 2014. He stated the additional rent will be \$243.00 per month.

Mr. Pawluk moved to approve the request from Myriad Devices to lease the conference room in the East Terminal for June-August, 2014.

Second by Mr. Kilander.

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

Receive Fee Proposals from Mead and Hunt for Airport Master Plan Update (AIP42), Runway 18/36 Reconstruction (AIP43), Taxiway J Construction (AIP44):

Mr. Jeff Klein, Mead and Hunt, was recognized and stated they have a proposed fee schedule for the upcoming airport improvement projects (AIP42, AIP43 and AIP44) as follows:

Taxiway J Construction (construction services)	\$300,900 (not to exceed)
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Runway 18/36 Rehabilitation	\$30,200 (not to exceed)
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Master Plan/ALP Update Closeout	\$1,000 (lump sum)
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Runway 18/36 Rehabilitation (design and construction) and Taxiway A Reconstruction (Design) Grant Closeout	\$1,000 (lump sum)
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Taxiway J Construction Grant Closeout (design and construction)	\$7,600 (lump sum)
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Mr. Dobberstein stated the board can approve the proposed fee schedule subject to review by an independent engineer. He stated we have had Mr. Wes Schon conduct our independent reviews.

Receive Fee Proposals from Mead and Hunt for Airport Master Plan Update (AIP42), Runway 18/36 Reconstruction (AIP43), Taxiway J Construction (AIP44): (Continued)

Mr. Blazek moved to approve the proposed fee schedule for projects AIP42, AIP43, and AIP44, subject to the independent engineering review.

Second by Gen. Macdonald.

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

Airport Construction and Security Update:

There was nothing to report on construction or security.

Discuss July Meeting Dates:

After discussion it was the consensus of the board to have one meeting in July, Tuesday, July 8, 2014. Mr. Dobberstein stated we could call another meeting if necessary.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, June 24, 2014 at 8:00 a.m.

Time at adjournment was 8:43 a.m.

Regular Meeting

Tuesday

July 8, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 8, 2014 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held June 10, 2014:

The minutes of the regular meeting of the Municipal Airport Authority held June 10, 2014, were approved without objection.

Approved the Airport Vouchers Totaling \$62,260.69:

Gen. Macdonald moved to approve the airport vouchers totaling \$62,260.69.

Second by Mr. Pawluk.

On the call of the roll, members Kilander, Blazek, Pawluk, Macdonald, Clark 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 \$9,302.50 to Flint Communications for partial payment request for 2014 Airport Marketing Program.

Second by Mr. Kilander.

On the call of the roll, members Kilander, Blazek, Pawluk, Macdonald, Clark 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 \$204,422.85 to Northern Improvement Company for Partial Payment Request #6 (Final) for construction of the Terminal Apron Expansion Project, AIP41.

Second by Mr. Kilander.

On the call of the roll, members Kilander, Blazek, Pawluk, Macdonald, Clark 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 \$2,250.00 to Sixel Consulting Group for quarterly airline report.

Second by Mr. Kilander.

On the call of the roll, members Kilander, Blazek, Pawluk, Macdonald, Clark 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 \$705.25 to Sixel Consulting Group for consulting services at the Alaska Airlines Meeting.

Second by Mr. Kilander.

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

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

Received Change Orders #1 and #2 from Ulteig Engineers, Contract Extension and Fee, Terminal Apron Expansion, Project AIP41:

Mr. Dobberstein stated that at our May 13 meeting Mr. Mike Dora, Ulteig Engineers, Inc., was present to request approval of Change Order #1 and Change Order #2 for a time extension and also additional compensation for engineering services for the Terminal Apron Expansion Project, AIP41. Mr. Dobberstein stated the board authorized him to review the change order requests and the contract with Attorney Stewart. He stated he and Mr. Stewart reviewed the change orders and the contract and Change Order #1 was revised to extend the completion date from December 31, 2013 to July 31, 2014. He stated it originally included additional fees of \$38,189.00. He stated Ulteig is still entitled to \$6,500.00 for the project closeout.

Mr. Dobberstein stated Change Order #2 has been revised to an amount not to exceed \$6,570.00, which consists of \$3,870.00 for construction observation and administration commencing May 12, 2014, and also \$2,700 for project management time. He stated this is what he and Attorney Stewart agreed would be fair compensation.

Received Change Orders #1 and #2 from Ulteig Engineers, Contract Extension and Fee, Terminal Apron Expansion, Project AIP41: (Continued)

Mr. Blazek moved to approve Change Orders #1 and #2 to Ulteig Engineers, Inc.

Second by Kilander.

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

Pawluk voted no.

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc. for Engineering Services in Connection with the Terminal Ramp Expansion Project, AIP41 (\$6,570.00):

Mr. Blazek moved to approve the payment of \$6,570.00 to Ulteig Engineers, Inc. for Change Order #1 to the Terminal Ramp Expansion Project, AIP41.

Second by Mr. Kilander.

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

Pawluk voted no.

The motion was declared carried.

Received Preliminary CY2015 Budget:

Mr. Dobberstein reviewed the preliminary Operations and Maintenance Budget and Airport Improvement Fund Budget for 2015. He stated there are a few amounts that will be adjusted before the budget is finalized.

Mr. Kilander moved to approve the proposed preliminary budget for calendar year 2015 as presented.

Second by Mr. Blazek.

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

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

Certify Mill Levy to the Board of City Commissioners for 2015 Improvements, per Section 2-06-14 of the North Dakota Century Code:

Gen. Macdonald moved to certify to the Board of City Commissioners a mill levy amount of \$800,000 not to exceed 2.0 mills, as per Section 2-06-14 of the North Dakota Century Code, for 2015 improvements.

Second by Mr. Kilander.

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

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

Received Update on South General Aviation Area Hangar Projects:

Mr. Shawn Johnston, Dakota Air Parts, was recognized and stated they are continuing to work with Mead and Hunt and Olaf Anderson and Son on their proposed hangar project and hope to present a final site plan at the next meeting.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated they awarded the contract for the construction of their proposed hangar to Comstock Construction and are still awaiting word on the FAA's airspace study and also the adjustment to the Airport Master Plan to accommodate the location of the hangar.

Mr. Jeff Klein, Mead and Hunt, was recognized and stated we will be receiving bids for the water and sewer extension in the north general aviation area the first part of August.

Received Communication from Fargo Air Museum Regarding Lease Extension:

Mr. Dobberstein stated we did not receive the communication from the Fargo Air Museum.

Gen. Macdonald stated there are two years remaining on the Fargo Air Museum's current ground lease with the Municipal Airport Authority and they are requesting a 20 year extension. Gen. Macdonald stated they are beginning on the concept of the entrance to the museum facilities and for financing purposes they would like an extension of the lease.

Mr. Pawluk moved to approve the 20 year extension to the Fargo Air Museum ground lease.

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

Macdonald passed his vote.

The motion was declared carried.

Airport Construction and Security Update:

Mr. Dobberstein stated the board does not meet again until August 12 and between now and that date we may receive our grants from the FAA for projects AIP42, AIP43, and AIP44. He stated the board could pass a resolution to accept the grants, authorize Attorney Stewart to sign the grants and then issue the Notice to Proceed for each project.

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

WHEREAS, The Municipal Airport Authority of the City of Fargo, ND, is awaiting receipt of grants under the FAA Airport Improvement Program, AIP 3-38-0017-42, AIP 3-38-0017-43, AIP 3-38-0017-44, and

WHEREAS, The Airport Authority could receive notification at any time that the grants are available for receipt by the Airport Authority, but that time is not yet known and the Airport Authority does not have a scheduled meeting until August 12, 2014, and

WHEREAS, The Airport Authority will be required to receive and sign the grant documents and return them to the Federal Aviation Administration in a timely manner.

NOW THEREFORE BE IT RESOLVED, That the Executive Director be authorized to receive the grant documents for AIP42, AIP43, and AIP44, that Attorney Stewart be authorized to sign the grant documents for return to the Federal Aviation Administration.

Airport Construction and Security Update: (Continued)

BE IT FURTHER RESOLVED, That upon receipt of the grant documents for AIP42, AIP43 and AIP44 and review and signature by legal counsel, that the Executive Director be authorized to issue Notices to Proceed for projects included in grants AIP42, AIP43 and AIP44.

Second by Macdonald.

All members present and none voting nay the resolution was declared to have been duly passed and adopted.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, August 12, 2014 at 8:00 a.m.

Time at adjournment was 8:38 a.m.

Regular Meeting

Tuesday

August 12, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 12, 2014 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held July 8, 2014:

The minutes of the Regular Meeting of the Municipal Airport Authority held July 8, 2014, were approved without objection.

Approved the Airport Vouchers Totaling \$105,789.13:

Mr. Kilander moved to approve the airport vouchers totaling \$105,789.13.
Second by Mr. Blazek.
On the call of the roll, members Kilander, Blazek, Macdonald, Clark voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,849.34 to Sixel Consulting Group for payment request for consulting fees for the Jumpstart Conference, Edmonton, AB, June 23-26, 2014.
Second by Mr. Kilander.
On the call of the roll, members Kilander, Blazek, Macdonald, Clark voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Gen. Macdonald moved to approve the individual voucher in the amount of \$6,820.00 to Sixel Consulting Group for June passenger enplanement fees (Frontier/DEN - \$4,222.00, Delta/ATL - \$466.00, American/DFW - \$2,132.00).

Second by Mr. Kilander.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Gen. Macdonald moved to approve the individual voucher in the amount of \$6,342.00 to Sixel Consulting Group for July passenger enplanement fees (Frontier/DEN - \$3,616.00 (final), American/DFW - \$2,312.00, Delta/ATL - \$414.00).

Second by Mr. Kilander.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$6,501.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Terminal Apron Expansion Project, AIP41.

Second by Mr. Kilander.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Ulteig Engineers, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$6,250.00 to Ulteig Engineers, Inc. for partial payment request for engineering services in connection with the Terminal Apron Expansion Project, AIP41.

Second by Mr. Kilander.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$13,241.59 to Mead and Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, Project AIP42.

Second by Mr. Kilander.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$23,892.26 to Mead and Hunt for partial payment request for engineering services in connection with the Runway 18/36 and Taxiway A Reconstruction Engineering, AIP43.

Second by Mr. Kilander.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$760.00 to Mead and Hunt for partial payment request for engineering services in connection with the Runway 18/36 and Taxiway A Reconstruction Engineering, AIP43.

Second by Mr. Kilander.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$48,770.00 to Mead and Hunt for partial payment request for engineering services in connection with the Taxiway J Construction Project, AIP44.

Second by Mr. Kilander.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,137.67 to Mead and Hunt for partial payment request for engineering services in connection with the North General Aviation Area Water and Sewer Extension Project.

Second by Mr. Kilander.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to USDA-APHIS:

Gen. Macdonald moved to approve the individual voucher in the amount of \$11,667.75 to USDA-APHIS for Partial Payment Request #3 for the Wildlife Hazard Survey.

Second by Mr. Kilander.

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

Absent and not voting: Pawluk

The motion was declared carried.

Received Communication from Myriad Regarding Lease Extension:

The communication from Mr. Ryan Raguse, Myriad Mobile, dated July 15, 2014, was received and filed without objection.

Mr. Dobberstein stated Myriad's lease in the East Terminal expires August 31, 2014, and they are requesting a one month extension. He stated the standard 3% escalator clause would be applied to the rent for that month. He stated Myriad is looking for space elsewhere so it is possible we may have another extension request.

Mr. Kilander moved to approve the request from Myriad for a one month extension of their East Terminal office lease.

Second by Mr. Blazek.

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

Received Communication from PASSUR to Install Equipment on the East Terminal:

The communication from PASSUR Aerospace was received and filed without objection.

Mr. Dobberstein stated he received a visit from Mr. John Keller, PASSUR Aerospace, recently and they would like to install an equipment rack somewhere inside the East Terminal and an antenna on the roof. He stated the PASSUR system tracks aircraft in real time and does not transmit any signals. Pictures of the equipment were provided.

Mr. Dobberstein stated he is proposing rent of \$150.00 per month and PASSUR would be responsible for any installation/wiring costs. He stated PASSUR provided their own lease document but Attorney Stewart reviewed the document and made some minor changes.

Received Communication from PASSUR to Install Equipment on the East Terminal: (Continued)

Mr. Kilander moved to approve the lease of space in the East Terminal to PASSUR Aerospace as outlined.

Second by Gen. Macdonald.

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

Received Communication from Sheryll and Kevin Clapp Requesting Extension of the Gift Shop Lease:

The communication from Sheryll and Kevin Clapp dated July 16, 2014, was received and filed without objection.

Sheryll and Kevin Clapp were recognized. Mr. Clapp stated their lease expires September 30, 2014, and they are requesting a five year extension. Mr. Clapp distributed sales information for the past five years and indicated they have seen continued growth. He stated they expect their sales to continue to increase and particularly expect growth in the kiosk in the departure lounge.

Gen. Macdonald moved to approve the five year extension of the gift shop lease with Sheryll and Kevin Clapp.

Second by Mr. Blazek.

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

Chairman Clark thanked the Clapps for doing such a great job with the gift shop.

Authorized Attendance at the National Foreign Trade Zone Conference, September 14-17, 2014, Fort Worth, TX:

Mr. Kilander moved to authorize attendance at the National Foreign Trade Zone Conference, September 14-17, 2014, Fort Worth, TX.

Second by Mr. Blazek.

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

Authorized Attendance at the AAAE National Airports Conference,

Gen. Macdonald moved to authorize attendance at the AAAE National Airports Conference, September 28-30, 2014, Portland, OR.

Second by Mr. Kilander.

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

Received Communication from Southeast Cass Water Resource District:

The communication from Southeast Cass Water Resource District dated July 25, 2014, was received and filed without objection.

Mr. Dobberstein stated the Southeast Cass Water Resource District is planning to consolidate the drains (#3, #9, and #10) within the watershed district. He stated he does not know if that means we will see a reduction in our current \$40,000 to \$50,000 annual drain maintenance assessment. He stated this is just informational at this time.

Received Communication from Southeast Cass Water Resource District: (Continued)

Mr. Dobberstein stated another item regarding Cass County is their plan to relocate Cass County 31 north of the airport which will affect airport property. He stated the board members were provided with the county's three options they are proposing. He stated this item is also informational at this time and we will have further information in the near future.

Received Proposed Contract from Mead and Hunt for Design of North General Aviation Area Apron Expansion and Construction:

The communication from Jeff Klein, Mead and Hunt, dated August 8, 2014, was received and filed without objection.

Mr. Dobberstein stated Fargo Jet Center is proposing to construct a new hangar in the north general aviation area as soon as we receive approval from the FAA to amend the Airport Layout Plan to accommodate the proposed hangar. He stated Mead and Hunt is proposing a lump sum fee of \$93,600 for the design/bidding of the apron expansion which would take us up to the point of opening bids on the project. He stated if we were to award the contract to proceed it would be another \$100,000-\$150,000 for construction administration and project management. He stated Fargo Jet Center is ready to start on their hangar today but they need the apron. He stated he is not certain of the delay with the FAA approving the modification of the ALP.

Mr. Dobberstein stated the board could award the proposed engineering contract with Mead and Hunt subject to the approval of the change to the ALP by the FAA. He stated there would be no point in designing the apron expansion if the FAA says they cannot proceed with the construction of the hangar. Mr. Dobberstein stated the problem with the apron expansion project is that the contractors in the area are full and have no capacity for additional work. He stated by the time Mead and Hunt finished the design and advertised for bids we would be looking at opening bids mid to late September which would put us into October before the work could be started. He stated Fargo Jet Center would like concrete before they build their hangar, which they hope to be completed by January. He stated he does not see how we are going to get the concrete in this year. He stated the engineer's estimate of the cost of the apron is \$885,000 and we anticipate getting a grant from the State Aeronautics Commission for 50% of the cost.

Mr. Dobberstein stated we could go ahead and bid the project and just see what we get for prices and if they are too high we could reject the bids. Mr. Dobberstein stated he doesn't think there is any question the hangar is going to be built, it is just a matter of when. He stated the board has the option to award the contract subject to getting the FAA approval, move forward to open bids and see what happens.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated they are optimistic that this can get done. He stated as soon as the FAA approves the ALP they will begin moving dirt for the hangar. He stated they are requesting the board to move forward on the design of the apron so it is ready and available. He stated the engineering design is going to be the same whether it is done today or a few months down the road. He stated it is their desire to have the ramp completed before winter but they also recognize that reality may be different.

Received Proposed contract from Mead and Hunt for Design of North General Aviation Area Apron Expansion and Construction: (Continued)

Mr. Sweeney stated they would like the Airport Authority to move ahead with the design of the ramp and keep moving forward because we cannot predict here today what the bids will be.

Mr. Blazek asked Mr. Klein to review the costs in their proposal and to add some more value to the \$93,600 for the design and an additional \$150,000 for construction management on a project estimated to cost less than \$1 million.

Mr. Klein stated a major part of the design will be addressing the storm water management in that area. He stated the drainage ditch that is currently draining that area is overloaded and another ramp draining into that same ditch would be too much. He stated we need to come up with a master plan for the storm water in the area to make certain we are capturing the storm water from the new ramp and also taking future development into consideration.

Mr. Sweeney asked Mr. Klein if that storm water plan would accommodate all of the future development in the north general aviation area as shown on the ALP.

Mr. Klein indicated it would cover the ramp expansion and the fuel farm road relocation.

Mr. Kilander stated it does not look like there is much chance that the Fargo Jet Center hangar project will not be approved by the FAA so he does not see any reason not to move forward with the design process for the ramp expansion.

Mr. Blazek moved to approve the proposed contract with Mead and Hunt to design the north general aviation area apron expansion and construction.

Second by Mr. Kilander.

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

Airport Construction and Security Update:

Mr. Dobberstein stated when Fargo Jet Center initially proposed this hangar project they requested the Airport Authority fund the cost to relocate the fuel farm road and at that time the board said no. He stated Mr. Jeff Klein, Mead and Hunt, prepared a preliminary construct cost estimate of \$155,555.00, including contingency and engineering.

Mr. Kilander moved to proceed with the engineering of the fuel farm road to accommodate the anticipated structure by Fargo Jet Center.

Second by Mr. Blazek.

Mr. Jim Sweeney, Fargo Jet Center was recognized and stated their request is that the Airport Authority fund the reconstruction of the road for an estimated \$155,000, which is considerably less than the initial estimate. He stated the Airport Authority built and owns the fuel farm road and the great news is that there is growth and expansion happening. He asked that the Airport Authority include the reconstruction of the fuel farm road in the ramp expansion project.

Mr. Blazek moved to amend the motion to include construction of the fuel farm road, subject to approval of the bids.

Second by Mr. Kilander.

Chairman Clark called for a vote on the amendment.

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

Airport Construction and Security Update: (Continued)

Chairman Clark called for a vote on the amended motion to proceed with the engineering of the fuel farm road to accommodate the anticipated structure by Fargo Jet Center, to include construction of the road, subject to approval of the bids.

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

Mr. Dobberstein stated we did receive all three grants AIP42, AIP43 and AIP44 and they were signed. He stated there was an error in the documents so they are making the corrections and will send new copies for signatures.

Mr. Dobberstein stated there is a preconstruction meeting tomorrow at 2:00 pm for the Taxiway J Construction project.

Mr. Dobberstein stated the BLN Hangar project is moving ahead and they have moved the fence and have the construction fence in place. He stated Attorney Stewart is finalizing the land lease. He stated they met with Mr. Mike Kempel in the north general aviation area last week and he is in the process of getting his building permit. He stated Dakota Air Parts has decided not to proceed with hangar expansion in the south general aviation area.

Mr. Jeff Klein, Mead and Hunt, was recognized and stated we are currently advertising for bids for the water and sewer main extension in the north general aviation area. He stated bids will be received August 25 and will be awarded at the August 26 meeting.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated the General Aviation Manufacturer's Association will be sponsoring Aviation Day in North Dakota in Grand Forks on September 5, 2014. He stated the event will highlight all of the aviation activity going on in the state and the opportunities that provides. He stated they are encouraging anyone involved in aviation to attend.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, August 26, 2014 at 8:00 a.m.

Time at adjournment was 8:56 a.m.

Regular Meeting

Tuesday

August 26, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 26, 2014 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 12, 2014:

The minutes of the Regular Meeting of the Municipal Airport Authority held August 12, 2014, were approved without objection.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,641.68 to Mead and Hunt for partial payment request for engineering services in connection with the North General Aviation Area Water and Sanitary Sewer Extension.

Second by Mr. Kilander.

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

Absent and not voting: Blazek, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$19,288.17 to Mead and Hunt for partial payment request for engineering services in connection with the Taxiway J Construction Project, AIP44.

Second by Mr. Kilander.

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

Absent and not voting: Blazek, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$10,009.22 for partial payment request for engineering services in connection with the Runway 18/36 and Taxiway A Reconstruction Design Engineering, Project AIP43.

Second by Mr. Kilander.

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

Absent and not voting: Blazek, Pawluk

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 \$2,250.00 to Sixel Consulting Group for the quarterly airline report.

Second by Mr. Kilander.

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

Absent and not voting: Blazek, Pawluk

The motion was declared carried.

Approved the Individual Voucher to The Forum:

Gen. Macdonald moved to approve the individual voucher in the amount of \$189.24 to The Forum for legal advertisement for bids for the North General Aviation Area Water and Sanitary Sewer Extension Project.

Second by Mr. Kilander.

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

Absent and not voting: Blazek, Pawluk

The motion was declared carried.

Received Bids and Recommendation of Award for the North General Aviation Area Water and Sanitary Sewer Extension Project:

Mr. Jeff Klein, Mead and Hunt, was recognized and stated bids for the North General Aviation Area Water and Sanitary Sewer Extension Project were received yesterday, August 25. He stated we received only one bid from Sellin Brothers for \$145,780 and the engineer's estimate was \$152,821. He stated Sellin Brothers is also a subcontractor for Northern Improvement Company on the Taxiway J Construction project and they are a very reputable firm.

Mr. Kilander moved to have the Executive Director along with legal counsel enter into a contract with Sellin Brothers for the North General Aviation Area Water and Sanitary Sewer Extension Project.

Second by Gen. Macdonald.

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

Received Request from Enventis for Easement to Install Communication Line:

Mr. Dobberstein stated Enventis is requesting an easement for a communications line running from Fargo Jet Center north along the west side of 20th Street to County 20 and west along the north side of County 20. He stated this line would serve Fargo Jet Center. He stated if the easement runs on the north side of County 20 (red line shown on map) either the City of Fargo or Cass County would give them an easement to put it in their right of way. He stated the only thing that would change our location on the west would be if there are too many utilities then it would be moved to the east. He stated that has not yet been determined.

Mr. Dobberstein stated Enventis would like to get this started very soon. He stated they plan to hire an engineer to GPS locate the lines so when the agreement is drafted we will have the accurate information. He stated the width of the easement will be the absolute minimum needed to get the job done. He stated he does not have any objections to this request.

Gen. Macdonald moved to approve the request from Enventis for the easement as outlined.

Second by Mr. Kilander.

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

Airport Construction and Security Update:

Mr. Dobberstein stated we had the preconstruction meeting for the Taxiway J Construction Project last week with Northern Improvement. He stated they will begin work in earnest on September 2.

Mr. Dobberstein stated the airspace study came back from the FAA but we are still awaiting word from them on the update to the ALP to adjust the length of the proposed Runway 18L/36R to accommodate the proposed Fargo Jet Center hangar.

Mr. Dobberstein stated the legal advertisement for the North General Aviation Area Ramp Expansion for the proposed Fargo Jet Center hangar was sent to The Forum and will run for three weeks for a September 23 bid opening.

Mr. Jeff Klein, Mead and Hunt, was recognized and gave an update on the Taxiway A repairs. (Taxiway A is under warranty with Northern Improvement.) He stated in May he and a concrete expert from Northern Improvement went out and did some inspections on Taxiway A. He stated they noticed where some of the spall repairs that had been done in the past had not lasted very long so they made a recommendation that those be repaired with an epoxy type of concrete. He stated there were also some cracks in one particular lane that had been prepared before but the cracks reappeared. He stated they made the recommendation that they use the same epoxy material to repair those areas. He stated his concern from an engineering standpoint is the long term durability of the concrete and to make sure the airport gets the longevity out of the concrete. He stated he does not want to see problems coming up after the five year warranty. He stated if we see these problems again next spring we may need to come up with a strategy of how to move forward. He stated it may come down to concrete removal and replacement.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, September 9, 2014 at 8:00 a.m.
Time at adjournment was 8:17 a.m.

Regular Meeting

Tuesday

September 9, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, September 9, 2014, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 26, 2014:

The minutes of the Regular Meeting of the Municipal Airport Authority held August 26, 2014, were approved without objection.

Approved the Airport Vouchers Totaling \$62,434.04:

Mr. Kilander moved to approve the airport vouchers totaling \$62,434.04.
Second by Mr. Blazek.
On the call of the roll, members Kilander, Blazek, Pawluk, Clark voted aye.
Absent and not voting: Macdonald
The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$22,578.93 to Mead and Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, AIP42.
Second by Mr. Blazek.
On the call of the roll, members Kilander, Blazek, Pawluk, Clark voted aye.
Absent and not voting: Macdonald
The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Kilander moved to approve the individual voucher in the amount of \$9,858.62 to Flint Communications for partial payment request for 2014 Airport Marketing Program (June and July).

Second by Mr. Blazek.

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

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Oshkosh Corporation:

Mr. Kilander moved to approve the individual voucher in the amount of \$659,284.00 to Oshkosh Corporation for the purchase of a 2014 Oshkosh snowblower.

Second by Mr. Blazek.

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

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Oshkosh Corporation:

Mr. Kilander moved to approve the individual voucher in the amount of \$794,043.00 to Oshkosh Corporation for the purchase of a 2014 Oshkosh 1500 gallon ARFF truck.

Second by Mr. Blazek.

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

Absent and not voting: Macdonald

The motion was declared carried.

Approved the Individual Voucher to Oshkosh Corporation:

Mr. Kilander moved to approve the individual voucher in the amount of \$1,054,271.00 to Oshkosh Corporation for the purchase of a 2014 Oshkosh 3000 gallon ARFF truck.

Second by Mr. Blazek.

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

Absent and not voting: Macdonald

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 \$7,608.00 to Sixel Consulting Group for August passenger enplanement fees (Frontier/DEN - \$4,662.00, American/DFW - \$2,372.00, Delta/ATL - \$574.00).

Second by Mr. Blazek.

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

Absent and not voting: Macdonald

The motion was declared carried.

Receive Communication from Delta Air Lines Regarding Proposed Ticket Counter Modification:

The communication from Delta Air Lines dated August 27, 2014, was received and filed without objection.

Mr. Dobberstein stated Delta is proposing to relocate their six kiosks from the ticket counters further out into the lobby floor area to create a two-step process. Delta provided photos of the area with the proposed kiosks superimposed. He stated Delta was under the assumption that they would be able to drill through the floor from the basement but there is no basement space under that area. He added the fact that the floor is terrazzo also complicates the project as the patched terrazzo area will never match the existing terrazzo. He stated Delta would really like to do this project but he is reluctant as to what the finished product will look like. He stated Delta is going to fund the entire project.

Mr. Pawluk asked about running conduit from overhead.

Mr. Dobberstein stated Northwest Airlines did have something like that a few years ago. He stated all of the power is fed from the floor. He stated Delta has indicated that at the airports where they have relocated their kiosks they have seen improved traffic flow. He stated the ticket counter area gets pretty crowded during the morning flights.

Mr. Blazek stated he would not object to an overhead conduit because we don't know how long Delta will be using this particular technology before they change it again.

After further discussion, Mr. Pawluk recommended that Delta work with TL Stroh Architects to come up with a plan that will address Delta's needs while maintaining the aesthetics of the building.

Mr. Terry Stroh stated he would be willing to work with Delta on this matter.

Mr. Dobberstein stated we will continue discussion on this at the next meeting.

Receive Update on ARFF Transition Projects for Communications Systems:

Mr. Dobberstein stated we have received proposals from vendors for the radio system that has to be installed in the Guard fire station so they can not only talk to us but also to the other agencies that would be called to respond in an emergency. He stated we received a proposal from Motorola Solutions in the amount of \$32,806.10 for the radio equipment and \$12,393.00 from MidStates Wireless for the installation of the repeater antenna, radios, tower radios and accessories.

Mr. Darren Anderson stated we are also working on the communications for the direct crash line between the fire station and the control tower. He stated we will have more information at the next meeting. He added that all of the prices for the Motorola equipment were from the state bid.

Airport Construction and Security Update:

Mr. Dobberstein stated the Taxiway J Project is underway.

Mr. Jeff Klein, Mead and Hunt, was recognized and stated the bid opening for the north general aviation area apron expansion project will be at 2:00 on Tuesday, September 23. He stated we have requested two bid schedules. Schedule A would be to complete the project this year by November 30, 2014, and Schedule B would be to start the project October 1, 2014 and complete it by July 2015.

Airport Construction and Security Update: (Continued)

Mr. Dobberstein stated our meeting for September 23 is at 8:00 a.m. but we could move the meeting to 2:00 pm to coincide with the bid opening as we will know right away whether or not we will be awarding the bids. He stated if the bids are way over the engineer's estimate the bids will probably not be awarded.

It was the consensus of the board to change the time for the September 23 meeting to 2:00 p.m.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held on Tuesday, September 23, 2014 at 2:00 p.m.

Time at adjournment was 8:27 a.m.

Regular Meeting

Tuesday

September 23, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, September 23, 2014, at 2:00 p.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Kilander (via phone), Blazek, Pawluk, Macdonald, Clark

Absent: None

Others: Stewart

Chairman Clark presiding.

Bid Opening for the North General Aviation Area Apron Expansion Project:

Mr. Jeff Klein, Mead and Hunt, was recognized and stated bids for the North General Aviation Area Apron Expansion Project were due today by 2:00 pm and we received one bid as follows:

Northern Improvement Company - \$1,208,045.50

Mr. Klein stated the bidding document called for bids on two different schedules, Schedule A to start and complete the project in 2014, Schedule B to start the project in 2014 with completion in July, 2015.

Mr. Pawluk stated the original desire was to have the project completed yet this year, but since we did not receive a bid that is not a possibility. He asked if there would be a benefit to rejecting the bid received and rebid the project in the winter in anticipation of a better price.

Mr. Dobberstein stated he was quite certain in June that we would not get anyone to bid the project for completion this year.

Mr. Pawluk stated the advantage to awarding the bid today is that we would have a contractor who we know can do the job and is committed to it. He stated the unknown is the response we would have in the spring.

Gen. Macdonald added that the cost of materials is probably not going to go down.

Mr. Dobberstein stated Northern Improvement will probably be able to get some of the work done yet this fall and then get started again as soon as the frost comes out in the spring. He stated awarding the bid today will get the pavement the quickest.

Gen. Macdonald moved to accept the bid from Northern Improvement Company for \$1,208,045.50, subject to review by Mead and Hunt and Attorney Stewart.

Second by Mr. Blazek.

Mr. Blazek asked if there was some way we could get at least a portion of pavement right in front of the hangar done yet this year so Fargo Jet Center could get airplanes in and out once the

Bid Opening for the North General Aviation Area Apron Expansion Project: (Continued)

hangar is constructed.

Mr. Klein stated he could not answer that. He stated they are so booked with other projects that he doesn't think they have the crews available to do that.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated awarding the project is the right action to take today. He stated they are disappointed they will not have concrete available when the hangar is done but under the circumstances if we could get this locked in now that would be good for next spring. He stated he would work with Mr. Klein and the contractor on the possibility of getting some type of surface at least to move smaller aircraft in and out of the hangar when it is completed in January.

Chairman Clark called for a vote on the motion.

Kilander, Blazek, Pawluk, Macdonald, Clark voted aye.

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

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held September 9, 2014:

The minutes of the Regular Meeting of the Municipal Airport Authority held September 9, 2014, were approved without objection.

Approved the Airport vouchers Totaling \$62,050.18:

Mr. Pawluk moved to approve the airport vouchers totaling \$62,050.18.

Second by Mr. Blazek.

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

Kilander passed his vote.

The motion was declared carried.

Approved the Individual Voucher to The Forum:

Gen. Macdonald moved to approve the individual voucher in the amount of \$193.80 to The Forum for advertisement for bids for the North General Aviation Area Expansion Project.

Second by Mr. Pawluk.

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

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

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$9,516.60 to Mead and Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, Project AIP41.

Second by Mr. Pawluk.

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

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

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$10,395.49 to Mead and Hunt for partial payment request for engineering services in connection with the Taxiway A Final Design, Project AIP43.

Second by Mr. Pawluk.

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

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$9,558.99 to Mead and Hunt for partial payment request for engineering services in connection with the Taxiway J Project (Construction Services), AIP44.

Second by Mr. Pawluk.

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

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$46,800.00 to Mead and Hunt for partial payment request for engineering services in connection with the North General Aviation Area Apron Expansion Project (Design).

Second by Mr. Pawluk.

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

Continue Discussion Regarding Delta Ticket Counter Modifications:

Mr. Terry Stroh, TL Stroh Architects, was recognized and presented a model for the proposed modifications to the Delta ticket counter area. He stated he has been working with Margarita Paz, Delta Air Lines, on this project and he suggested to her a four foot wide section of terrazzo be removed and replaced with a contrasting color terrazzo to accommodate the wiring for the kiosks. He stated she gave her approval of the proposal. He stated this could also be done for other airlines in front of their counters in the future.

Mr. Pawluk moved to proceed with the project as proposed by Mr. Stroh.

Second by Kilander.

Mr. Dobberstein stated he feels this is a good resolution.

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

Received Request from ICS to Extend Lease on East Terminal Office Space:

Mr. Dobberstein stated Integrated Commercial Solutions is a tenant in the East Terminal and they are requesting a one year extension of their office lease. He stated they are a contract air cargo carrier and have renewed their cargo contract. He added there will be the standard 3% increase in the lease rate.

Mr. Blazek moved to approve the one year extension of the lease with Integrated Commercial Solutions.

Second by Mr. Pawluk.

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

Receive Communication Regarding Acknowledgement of Mortgage for MACO Leasing:

The communication dated September 10, 2014 from First International Bank regarding Dakota Air Parts and MACO Leasing was received and filed without objection.

Mr. Dobberstein stated First International Bank & Trust is requesting an acknowledgement of a mortgage and fixture filing on the building at 1825 23rd Avenue North on airport property.

Mr. Pawluk moved to approve the acknowledgement of a mortgage and fixture filing on the Dakota Air Parts (MACO Leasing) building at 1825 23rd Avenue North to First International Bank & Trust.

Second by Gen. Macdonald.

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

Received Proposal from Mead and Hunt for North General Aviation Area Apron Expansion and Water/Sewer Inspection/Observation:

Mr. Dobberstein stated Mead and Hunt is proposing an engineering contract for construction services for the North General Aviation Area apron expansion, road reconfiguration for the fuel farm road and sanitary sewer/water project for a fee not to exceed \$157,200. The amount would include work for observation, staking, testing, administration and expenses.

Mr. Jeff Klein, Mead and Hunt, was recognized and reviewed the scope of work covered under this proposed contract.

Mr. Blazek moved to approve the engineering proposal from Mead and Hunt for the North General Aviation Area Apron Expansion and Water/Sewer Inspection/Observation for a fee not to exceed \$157,200.

Second by Mr. Kilander.

After further discussion, Mr. Klein indicated he would provide a breakdown of the various services provided under this contract.

Mr. Dobberstein stated there will be no federal funds used for the north general aviation ramp project. He stated we submitted an estimated project cost of \$885,000 to the ND Aeronautics Commission of which they would cover 50%. He stated he will submit another grant application next year to recover 50% of the final project costs over and above that \$885,000.

Chairman Clark called for a vote on the motion.

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

Update on ARFF Transition:

Mr. Dobberstein stated the ARFF transition is progressing. He stated we are working on a Memorandum of Understanding with the City of Fargo Fire Department. He stated we are still working on the communications equipment and computer installation. He stated we will need a vehicle for the Fire Chief. He stated right now we are looking at assigning him Hector 1, which is a 1998 Ford Expedition, and we may need to look at getting another four wheel drive vehicle to replace that one. He stated we are still awaiting an agreement from the National Guard Bureau to share the ARFF station.

Mr. Pawluk suggested the Airport Authority hold its first meeting in November at the fire station.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead and Hunt, was recognized and stated they are busy working on the Taxiway J Project. He stated they are hauling excess clay to the site south of the cross over road.

Mr. Dobberstein stated the TSA is working on pre-check at the checkpoint and they estimate a start date of November 14.

Mr. Dobberstein stated he has been providing the board members information on an ongoing basis from the Cass County Engineer's Office regarding County 31. He stated at one of our upcoming meetings the County will be on the agenda to officially ask permission to start doing some preliminary work. He stated their plans have not been finalized yet but there is a section of County 31 where the right of way will be abandoned and turned back to the airport. He stated they are also proposing to abandon the dike around the Stockman addition and return it to a farmable condition. He stated the County has a lot of planning and decisions yet to be made.

Mr. Pawluk stated in working with the county on this project we should recall that when the improvements were made to County Drain #10 in the vicinity of the airport maintenance shop the county paid more than they were obligated for that project which saved the airport a lot of money. He stated we also need to make certain the neighborhoods are aware and that the final plan does not hit them out of the blue.

Mr. Dobberstein stated they plan to start construction on the project in the spring of 2016.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, October 14, 2014 at 8:00 a.m.

Time at adjournment was 2:43 p.m.

Regular Meeting

Tuesday

October 14, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 14, 2014 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held September 23, 2014:

The minutes of the Regular Meeting of the Municipal Airport Authority held September 23, 2014, were approved without objection.

Approved the Airport Vouchers Totaling \$120,842.20:

Mr. Kilander moved to approve the airport vouchers totaling \$120,842.20.
Second by Mr. Blazek.
On the call of the roll, members Kilander, Blazek, Macdonald, Clark voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,103,331.47 to Northern Improvement Company for Partial Payment Request #1 for construction of the Taxiway J Construction Project, AIP44.
Second by Mr. Kilander.
On the call of the roll, members Kilander, Blazek, Macdonald, Clark voted aye.
Absent and not voting: Pawluk
The motion was declared carried.

Approved the Individual Voucher to Sellin Brothers:

Gen. Macdonald moved to approve the individual voucher in the amount of \$97,066.80 to Sellin Brothers for Partial Payment Request #1 for construction of the North General Aviation Area Watermain and Sewer Extension Project.

Second by Mr. Kilander.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of 31,283.68 to Flint Communications for partial payment request for 2014 Airport Marketing Program.

Second by Mr. Kilander.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to American Airlines:

Gen. Macdonald moved to approve the individual voucher in the amount of \$23,906.00 to American Airlines for the FAR-DFW revenue guarantee for August.

Second by Mr. Kilander.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group

Gen. Macdonald moved to approve the individual voucher in the amount of \$2,630.00 to Sixel Consulting Group for September passenger enplanement fees (American/DFW - \$2,090.00, Delta/ATL - \$540.00).

Second by Mr. Kilander.

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

Absent and not voting: Pawluk

The motion was declared carried.

Authorized Attendance at the ICAS Airshow Convention, December 8-11, 2014, Las Vegas, NV:

Gen. Macdonald moved to authorize attendance at the ICAS Airshow Convention, December 8-11, 2014, Las Vegas, NV.

Second by Mr. Kilander.

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

Received Communication from Jim Shaw Regarding Partial Assignment of Lease for Space in the East Terminal:

The communication from Mr. Jim Shaw dated October 10, 2014, was received and filed without objection.

Mr. Dobberstein stated Mr. Jim Shaw leases space in the East Terminal and is looking to downsize his space in the building. He would like to give up half of the space he leases and Mr. Rick Flacksbarth, Cityscapes Development, has a letter of intent from Mr. Troy D. Fischer, Attorney at Law, to lease the space effective November 1, 2014 through January 31, 2016.

Mr. Kilander moved to approve partial assignment of lease from Jim Shaw to Troy Fischer for space in the East Terminal effective November 1, 2014.

Second by Mr. Blazek.

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

Airport Construction and Security Update:

Mr. Dobberstein gave a brief construction update provided by Jeff Klein, Mead and Hunt. All storm sewer, subgrade prep and aggregate base for the Taxiway J project is complete. Underdrain will be installed beginning October 15. There will be no concrete paving in 2014. All needed topsoil has been hauled to the field off the end of Runway 27. We have requested a deduct from the contractor as they did not have to haul away 2,000 yards of topsoil. All of the clay material has been brought to the area south of the parking lot and the contractor is going to lower the grade. The fence has been installed for the North General Aviation Apron Expansion Project and the contractor is going to begin earthwork today. The goal is to get subgrade, aggregate and possibly a lift of bituminous in this year, no guarantees. All of the water main and sanitary sewer extension in the north general aviation area is in and concrete will be poured this week.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated he has been working with Delta Air Lines on the modifications to their ticket counter area which were approved by the board at the last meeting. He stated the only thing Delta is waiting for is the approval from the board on the color for the contrasting terrazzo material. Mr. Stroh presented his recommendation to the board and it was the consensus of the board to approve his recommendation. He stated Delta is not looking for competitive bids so it was his recommendation that they use Powers Construction and Bergstrom Electric since they were the contractors on the last terminal remodel project.

Report on Airport Master Plan Update:

Mr. Mark Breukink, Mead and Hunt, was recognized and stated he has just a brief presentation today on the Airport Master Plan Project. He stated this morning at 10:00 is the first of three meetings with the Airport Master Plan Advisory Committee. He distributed a copy of the Projections Summary which were prepared for the Master Plan process including history and projections on enplanements, operations, air cargo and based aircraft. He stated they are looking to the Advisory Committee to give input on things they feel the airport can do better than they are doing now.

Report on Airport Master Plan Update: (Continued)

Mr. Kilander stated he feel the most critical issue for the airport is parking and what we will need to do to maintain our goal of being customer friendly.

Mr. Dobberstein stated he is not certain how deep into parking we would get in the Master Plan as parking is not eligible for federal funding.

Mr. Breukink stated we can definitely look at some options from the big picture perspective. He stated they can look at it from a customer service standpoint.

The meeting was adjourned until the next regular meeting to be held Tuesday, October 28, 2014.

Time at adjournment was 8:18 a.m.

Regular Meeting

Tuesday

November 25, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 25, 2014 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Vice Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 14, 2014:

The minutes of the Regular Meeting of the Municipal Airport Authority held October 14, 2014, were approved without objection.

Approved the Airport Vouchers Totaling \$37,508.43:

Mr. Blazek moved to approve the airport vouchers totaling \$37,508.43.
Second by Gen. Macdonald.
On the call of the roll, members Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Pawluk, Clark
The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$26,720.21 to Mead and Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, Project AIP42.
Second by Mr. Blazek.
On the call of the roll, members Blazek, Macdonald, Kilander voted aye.
Absent and not voting: Pawluk, Clark
The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$13,995.00 to Mead and Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction Design, Project AIP43.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$18,927.48 to Mead and Hunt for partial payment request for engineering services in connection with the Taxiway J Construction Project, AIP44.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Approved the Individual Voucher to USDA-APHIS:

Gen. Macdonald moved to approve the individual voucher in the amount of \$10,902.13 to USDA-APHIS for partial payment request for the Wildlife Hazard Study, APFC08.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Approved the Individual Voucher to Nexgen Process Systems:

Gen. Macdonald moved to approve the individual voucher in the amount of \$20,590.00 to Nexgen Process Systems for storm inlet covers for the terminal apron, Project APFC08.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Approved the Individual Voucher to American Airlines:

Gen. Macdonald moved to approve the individual voucher in the amount of \$51,749.00 to American Airlines for the September minimum revenue guarantee – DFW service.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Approved the Individual Voucher to American Airlines:

Gen. Macdonald moved to approve the individual voucher in the amount of \$48,875.00 to American Airlines for the October minimum revenue guarantee – DFW service.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$23,019.95 to Mead and Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, AOP42.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$36,241.10 to Mead and Hunt for partial payment request for engineering services in connection with the Taxiway J Construction Project, AIP44.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$3,779.64 to Mead and Hunt for partial payment request for engineering services in connection with the North General Aviation Area Watermain and Sanitary Sewer Extension Project.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Approved the Individual Voucher to Mead and Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$19,019.56 to Mead and Hunt for partial payment request for engineering services in connection with the North General Aviation Area Apron Expansion Project, APFC08.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

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 \$3,244.00 to Sixel Consulting Group for October passenger enplanement fees (American/DFW - \$2,700.00, Delta/ATL - \$544.00).

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$539,782.20 to Northern Improvement Company for Partial payment Request #1 for the construction of the North General Aviation Apron Expansion, Project APFC08.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$971,964.61 to Northern Improvement Company for Partial Payment Request #2 for Taxiway J Construction, Project AIP44.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Approved the Individual Voucher to Sellin Brothers:

Gen. Macdonald moved to approve the individual voucher in the amount of \$46,413.36 to Sellin Brothers for Partial Payment Request #3 for the North General Aviation Area Watermain and Sanitary Sewer Extension.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk, Clark

The motion was declared carried.

Reviewed Plans from Cass County to Reroute Cass County Road 31:

Mr. Dobberstein introduced Mr. Jason Benson, Cass County Engineer, who is here to review the county's options for rerouting Cass Highway 31.

Mr. Benson was recognized and stated Cass Highway 31 runs from Highway 20 all the way north and parallels the Red River. He stated over the years there have been numerous spots between here and the Traill County line that have had slope failures with the river and the area just north of County 20 by 52nd Avenue has continued to have issues with sliding. He provided pictures showing the changes in the area since 2008. He stated the County has spent more than \$1.5 million trying to prevent further sliding but none of the solutions have worked. He stated they have tried sheet piling walls but those are being pulled down by the force of the river.

Mr. Benson stated they are looking at future options to solve the problem. He stated they have come up with four options and he reviewed them as follows:

Highway 31 Option

Route along west side of Stockman's Subdivision

Use existing Cass Highway 31/Highway 20 intersection

46th Street Option

Route along west side of Stockman's Subdivision

Extend 46th Avenue North in Fargo to tie into new highway

Reviewed Plans from Cass County to Reroute Cass County Road 31: (Continued)

25th Street Option

Route along east side of Drain 10

Improve existing 25th Street until existing Drain 10 crossing

Tie into 52nd Avenue North at Stockman's Subdivision

Existing Subdivision Option

Route through Stockman's Subdivision

Requires purchase of six (6) residences in Stockman's

Mr. Benson stated the Highway 31 Option is definitely the preferred option for the County. He stated with that option a portion of County 31 would be eliminated and they would also look at working with the Stockman Subdivision who has an easement on the west side of their subdivision for a road which is more of a levy. He stated the cost of this option is \$2.4 million and would require about 23.89 acres of right of way from the airport, but it would also include a return of 10.83 acres on which there is currently a right of way so it would be a net of about 13 acres the County would be requesting from the Airport Authority. He stated that would be returned because the new road would be high enough to provide that flood protection to Stockman's.

Mr. Benson stated right now these plans are very preliminary and there are many adjustments that can be made as we get deeper into the design process. He stated what they are looking for today is the Airport Authority's approval of the county's recommended course of action on the Highway 31 option. He stated that course of action would be to move ahead with a more detailed design, develop the specific right of way alignment with the Airport Authority, work with the residents of Stockman's and North River on access into those subdivisions and also the City of Fargo Planning Office for the permitting process as this is in their extraterritorial limits. He stated we will also have to work with some of the utilities in the area. He stated their goal is construction of this project in 2016. He stated they do not want to move ahead with the process without the approval of the Airport Authority. He added that they do not see this road ever turning into a four lane.

Gen. Macdonald stated he has concerns about the road being as close to adjacent properties in the subdivision as possible so that the airport is not responsible for a small strip of land between the road and the subdivision that will require a lot of maintenance for the airport.

Mr. Benson stated that is certainly something they can look at and adjust.

Mr. Blazek stated he could not comment on which option he thought was the best but was wondering how much input the neighboring developments have had.

Mr. Benson stated this is all still very preliminary and that would be the next step after receiving approval from the Airport Authority. He stated he has had preliminary discussions with some residents in Highland Park and they preferred this option to the 25th Street option.

Reviewed Plans from Cass County to Reroute Cass County Road 31: (Continued)

Mr. Blazek stated he certainly approves of the concept to reroute Cass County 31 as presented today but he would like to see the final plans before granting any easement to the county.

Mr. Dobberstein stated an easement for the project versus a deeded right of way will be the easiest way to handle this. He stated he will work with Attorney Stewart and the county's attorney on that issue. He stated this involves land purchased with federal funds so we will run this through the FAA office in Bismarck. He stated this proposed use is for public use with public support, plus we are getting some property back from the existing easement. He stated there would be issues with a deeded right of way but does not see any problem with an easement. He stated the Airport Authority should go on record as approving of the concept so that the county is able to proceed to the next step.

Mr. Blazek moved to approve the concept of granting an easement to Cass County for the reroute of Cass County Road 31 as proposed by the Cass County Highway Department, subject to approval of final plans before an easement is granted.

Second by Gen. Macdonald.

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

Received Letter of Intent from Altig for Lease of Office Space in East Terminal:

Mr. Dobberstein stated Mr. Rick Flacksbarth, Cityscapes Development, has received a letter of intent from a company, Altig, who would like to lease one of the smaller offices (192 sf) on the second floor of the East Terminal, effective January 1, 2015. They would like a one year lease at \$8.00 per square foot.

Mr. Blazek moved to approve the one year lease as requested by Altig.

Second by Gen. Macdonald.

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

Authorized Purchase of Vehicles for ARFF and Administration Via State Bid Program:

Mr. Dobberstein stated we need to purchase a vehicle for the airport fire chief. He stated he is currently using the 1998 Ford Expedition (Hector 1). He stated Darren Anderson researched the new state bid list and the preferred vehicle is a 4x4 extended cab pickup with a topper at a cost of \$24,266.00. He stated the fire department is going to start doing some of the field inspections so we are proposing they use the 1998 Ford Expedition and that we purchase an additional vehicle to serve as Hector 1. He stated the recommended vehicle for that is a Chevy Traverse for \$24,852.00. He stated Puklich Chevrolet in Bismarck has the state bid contract for this year.

Mr. Darren Anderson was recognized and stated there are some options that will have to be added which are not included in the state bid price. He stated the chief's pickup will need to be red in color so that will be an additional cost over and above the base bid.

Gen. Macdonald moved to approve the purchase of the two vehicles per the state bid and to include any necessary options.

Second by Mr. Blazek.

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

Received Information About Adjacent Property Development Planning Process:

Mr. Jeff Klein, Mead and Hunt, and Mr. Rodney Bischof, EAPC Architects and Engineers, were recognized.

Mr. Bischof stated they are representing the North Dakota State University Agricultural Experiment Station, an entity of NDSU. He stated NDSU is looking at potential sites where they may build in the future and distributed a map of the area identifying potential sites. He stated they have identified six sites within the research farm area. He stated currently the only site on which they are in the planning process for a building is Site #3, just west of the current animal research buildings. He stated the building being proposed for that site is an agricultural service center, which is essentially a vehicle service center as well as fabrication and minor manufacturing for equipment repair. He stated there are no plans for buildings on the other sites at this time.

Mr. Klein stated Mead and Hunt's role is to file the airspace study with the FAA for Site #3. He stated for the other five sites they will review the locations and make recommendations for the land use of each site. He stated in addition to that they will provide an estimated structure height for buildings that could be constructed on each site. Mr. Klein stated NDSU is the client in this project.

Mr. Dobberstein stated this is for informational purposes at this point. He stated these sites are outside of our aviation easement for Runway 36 but any construction on any of these sites is subject to FAA review and approval.

The information was received and filed without objection.

Received Communication from Dr. Tom Nagle for South General Aviation Area Hangar Lease Extension:

The communication from Dr. Tom Nagle dated November 17, 2014, was received and filed without objection.

Mr. Dobberstein stated Dr. Nagle's hangar lease expires December 31, 2014 and Dr. Nagle is requesting a five year extension.

Gen. Macdonald moved to approve the five year lease extension for Dr. Tom Nagle's hangar land lease.

Second by Mr. Blazek.

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

Received Communication from Games Unlimited II for Video Game Lease Extension

The communication from Mr. Tom Graham, Jr., Games Unlimited, dated November 21, 2014, was received and filed without objection.

Mr. Dobberstein stated Games Unlimited currently has the lease for the game room operation in the terminal. He stated the lease actually expired at the end of 2013 and we had a verbal agreement to continue the lease one year. He stated they are now requesting a three year extension through 2017. He stated there is a \$4,000 revenue guarantee to the airport each year.

Received Communication from Games Unlimited II for Video Game Lease Extension: (Continued)

He stated they are looking at expanding and placing some games in the departure lounge and we will work with them to see if that is workable.

Mr. Blazek moved to approve the lease extension with Games Unlimited II through 2017.

Second by Gen. Macdonald.

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

Received Communication from JP Development to Amend Parking Lot Lease to Accommodate Expansion:

The communication from Mr. James Sweeney, JP Development, dated November 19, 2014, was received and filed without objection.

Mr. Dobberstein stated when Fargo Jet Center was before us a few months ago to propose hangar expansion at their facility they also requested to lease additional land for expansion of their parking lot facilities. He stated they are requesting to amend their existing parking lot ground lease to include the expansion and that the lease term match the rest of their leases, January 1, 2015 through December 31, 2039.

Gen. Macdonald moved to approve the amendment to the parking lot ground lease with JP Development as requested to include the expansion and the extended term through December 31, 2039.

Second by Mr. Blazek.

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

Received Communication from JP Development to Amend the Term on Their Leased Parcels:

The communication from Mr. James Sweeney, JP Development, dated November 19, 2014, was received and filed without objection.

Mr. Dobberstein stated the current leases JP Development has with the airport expire December 31, 2032. He stated with the additional investment they are making on the new hangar they are requesting the term for all of their leases be extended to meet financing requirements. He stated they are requesting the lease dates be amended to January 1, 2015 through December 31, 2039, with two five year options.

Mr. Blazek moved to approve the request from JP Development amending the lease terms for all leased parcels to January 1, 2015 through December 31, 2039, with two five year options.

Second by Gen. Macdonald.

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

Received Change Order #1 Request from Sellin Bros. for an Increase of \$3,700.00 on the North General Aviation Area Watermain and Sanitary Sewer Extension:

Change Order #1 to North General Aviation Area Watermain and Sanitary Sewer Extension Project in the amount of \$3,700.00 requested by Sellin Brothers is due to the fact that the new 12" water main extension needed to be isolated from the existing line for the purposes of testing. To do

Received Change Order #1 Request from Sellin Bros. for an Increase of \$3,700.00 on the North General Aviation Area Watermain and Sanitary Sewer Extension: (Continued)

so, a gate valve needed to be added. There was not a 12" gate valve line item in the original bid to make a quantity adjustment.

Mr. Blazek moved to approve Change Order #1 in the amount of \$3,700.00 to Sellin Brothers, Inc. for the North General Aviation Area Watermain and Sanitary Sewer Extension. (This additional amount was included in Payment Request #2 in the amount of \$46,413.36).

Second by Gen. Macdonald.

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

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated Delta Air Lines is moving very slowly with their plans for the kiosk relocation project.

Mr. Jeff Klein, Mead and Hunt, was recognized and stated construction has halted for the season. He stated on the Taxiway J Project, Northern Improvement was able to get down all of the aggregate base and do a lot of the grading so they should be able to start paving as soon as conditions allow this spring. He stated Northern was also able to get in and do all of the earthwork and asphalt base on the north general aviation apron expansion so they will also be able to start paving as soon as they are able in the spring.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated Northern Improvement really stepped up and got the base for the ramp expansion in place. He stated there is a 16" differential between the hangar floor and the asphalt base. He stated they are planning to bring in some crushed rock to create a ramp so that they are able to get some of the smaller aircraft in and out of that hangar, which is expected to be complete by February 1. He stated they really appreciated the efforts by Northern Improvement to provide that temporary access.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, December 16, 2014.

Time at adjournment was 9:12 a.m.

Regular Meeting

Tuesday

December 16, 2014

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, December 16, 2014, at 8:00 am in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held November 25, 2014:

The minutes of the Regular Meeting of the Municipal Airport Authority held November 25, 2014, were approved without objection.

Approved the Airport Vouchers Totaling \$44,069.35:

Mr. Kilander moved to approve the airport vouchers totaling \$44,069.35.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Intervistas:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,000.00 to Intervistas for Phase II – Customs and Border Protection Coalition – Small Hubs.

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Intervistas:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,000.00 to Intervistas for Regional Airlines Alliance Task Force membership.

Second by Mr. Kilander.

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

No member being absent and none voting nay 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 \$2,824.00 to Sixel Consulting Group for payment request for November passenger enplanement fees (American/DFW - \$2,306.00, Delta/ATL - \$518.00).

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$25,000.00 to Flint Communications for Phase II of the DOT Grant for American/DFW marketing (FMCVB will reimburse MAA).

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$19,903.51 to Flint Communications for partial payment request for 2014 Airport Marketing Program.

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Cass County Treasurer:

Gen. Macdonald moved to approve the individual voucher in the amount of \$42,460.58 to Cass County Treasurer for 2014 Drain Special Assessments.

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Fargo Jet Center:

Gen. Macdonald moved to approve the individual voucher in the amount of \$12,204.75 to Fargo Jet Center for 2014 co-op marketing.

Second by Mr. Kilander.

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

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

Received Communication from Northstar Aviation Insurance Regarding 2015 Airport Liability Policy Renewal:

The communication dated December 11, 2014, from Northstar Aviation Insurance was received and filed without objection.

Mr. Dobberstein stated Northstar Aviation Insurance is recommending our airport liability coverage remain with the current carrier, AIG. The renewal premium would be the same as last year, \$37,176, and would include coverage for the 2015 Fargo Airsho.

Mr. Pawluk moved to authorize the renewal of the airport liability insurance with AIG for an annual premium of \$37,176.00.

Second by Mr. Blazek.

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

Received Communication from Victor Gelking Regarding an Assignment of Lease:

The communication from Kyle Barlow, Fredrikson & Byron, dated December 15, 2014, was received and filed without objection.

Mr. Dobberstein stated Mr. Victor Gelking has recently formed a limited liability company for the purposes of owning his business operating under the name of Vic's Aircraft Sales and has transferred his assets into the name of Vic's Aircraft Sales LLC. Mr. Gelking is requesting the Airport Authority consent to an assignment of Mr. Gelking's current ground lease and FBO agreement. He stated Attorney Stewart would prepare an Assignment of Lease and also Consent to Lease Assignment.

Gen Macdonald moved to approve the assignment of lease to Vic's Aircraft Sales, LLC as requested by Mr. Victor Gelking.

Second by Mr. Kilander.

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

Received Request from ND Aviation Council to Sponsor 2015 Upper Midwest Aviation Symposium, March 1-3, 2015:

The communication from the Airport Association of North Dakota dated November 20, 2014, was received and filed without objection.

Mr. Dobberstein stated the 2015 Upper Midwest Aviation Symposium will be held in Fargo, March 1-3, 2015. He stated it has been the practice for many years for the airport in the host city to support the symposium with a \$5,000 sponsorship.

Received Request from ND Aviation Council to Sponsor 2015 Upper Midwest Aviation Symposium, March 1-3, 2015: (Continued)

Mr. Pawluk stated he has not supported this sponsorship in the past and will be voting against it.

Mr. Kilander moved to approve the request for the \$5,000 sponsorship of the 2015 Upper Midwest Aviation Symposium.

Second by Gen. Macdonald.

After further discussion, Chairman Clark called for a vote on the motion.

Kilander, Blazek, Macdonald, Clark voted aye.

Pawluk voted no.

The motion was declared carried.

Authorized Attendance at the Joint ARFF Chiefs and Leadership School, January 27-30, 2015, Fort Lauderdale, FL:

Mr. Dobberstein stated the fire chief and one assistant chief would like to attend the Joint ARFF Chiefs and Leadership School, January 27-30, 2015, Fort Lauderdale, FL.

Mr. Blazek moved to authorize attendance at the Joint ARFF Chiefs and Leadership School.

Second by Mr. Kilander.

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

Authorized Attendance at Routes Americas 2015, February 1-3, 2015, Denver, CO:

Mr. Dobberstein stated this is a "speed dating" conference with airlines. He stated we used to attend the Network conference but they have dropped out so Sixel Consulting is recommending we attend Routes Americas. He stated we are guaranteed meetings with eight airlines.

Mr. Kilander moved to authorize attendance at Routes Americas 2015, February 1-3, 2015, Denver, CO.

Second by Mr. Pawluk.

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

Received Request from National Guard Bureau to Lease Additional Airport Property:

Col. Scott Boespflug, Director of Facilities and Engineering for the North Dakota National Guard in Bismarck, was recognized and introduced Maj. Cody Volk and Col. John Gibbs, Base Civil Engineer for the Air National Guard base in Fargo.

Col. Boespflug stated the ND National Guard Bureau would like to lease some additional acreage on the airport. He stated they received notice last year that one of their projects made it through the budget process. He stated the project is their maneuver enhanced brigade readiness center which is about a 98,000 square foot readiness center with outbuildings. He presented the board members with two possible courses of action showing the readiness center and a proposed additional aviation center for sometime in the future. He stated right now they are parking their Blackhawk helicopters in Fargo and their intent is to build another aviation facility similar to the one in Bismarck sometime in the future, although they do not have the money for that project right now.

Received Request from National Guard Bureau to Lease Additional Airport Property: (Continued)

Col. Boespflug reviewed the first course of action which is 40 acres of future military construction directly to the west of their current maneuver enhanced brigade (Armed Forces Reserve Center) on the north end of the airport just off County 20. He stated 25 acres would be for the readiness center and 15 acres for construction of a future aviation facility. He stated they will have heavy equipment entering the facility and would like access off County 20.

Mr. Pawluk asked Mr. Dobberstein if he feels this would be the best use for the highway frontage.

Mr. Dobberstein indicated it would be a good use. He stated there is still a lot of work we will have to do with the FAA as the property was purchased with federal funds and a portion will be a non-aeronautical use.

Col. Boespflug stated what they really need up front is the 25 acres to move forward with plans for the readiness center.

Gen. Macdonald asked if the action being requested from the board today is simply to say "yes" you can lease the land when you get the money but until you have the money the Airport Authority is going to continue to lease it to our tenant farmer.

Col. Boespflug stated what they need in order to go forward with the design and get the funding is some sort of document of lease that we can show we have access to the land otherwise they are not going to approve the funding unless they know we have the land. He stated they don't need the land tomorrow, they just want to be able to start the design process.

Col. Boespflug stated the second course of action is the area south of the existing Armed Forces Reserve Center (38 acres, 22 for the readiness center and 16 acres for the aviation facility). He stated this is the preferred site because of the access to a taxiway. He stated they understand they are begging for land and the airport may have other plans for that site.

Mr. Pawluk stated he does not want to see any development hinder our plans for cargo development.

Mr. Kilander stated he agrees and he does not want to see the cargo area landlocked.

Gen. Macdonald asked if a letter of intent from the Airport Authority would need to be specific as far as the exact site or could the Airport Authority just indicate a commitment to lease the required amount of acreage for the project somewhere on the airport.

Maj. Volk stated the Guard Bureau will require a lease agreement for a specific site. He clarified that COA1 and COA2 are two separate proposals or options, and they are looking for the board's approval on one or the other, not both sites.

Mr. Dobberstein stated he prefers the site west of the drainage ditch in order to preserve the cargo area.

Mr. Pawluk stated he feels COA1 is the best choice.

Mr. Kilander agreed.

Mr. Dobberstein stated the request today is for the Airport Authority to commit to lease 25 acres to the National Guard Bureau with an option on 15 acres. He stated if the board agrees to that then a legal description would be prepared.

Mr. Kilander asked if the 25 acres for the readiness facility was as shown on COA1 (west of the drainage ditch and existing reserve center), could the 15 acres for the aviation facility be on the east side of the drainage ditch and south of the existing reserve center in order to give better access to taxiways yet not infringe on the cargo area?

Received Request from National Guard Bureau to Lease Additional Airport Property: (Continued)

Gen. Macdonald asked if the aviation facility could be located on the east side of the airport on or near the guard base.

Col. Boespflug stated that is why he brought Maj. Gibbs, Base Civil Engineer, as he has indicated he does not think there is adequate space for the whole footprint on the base but just the aviation facility could be a possibility, however there is a lot of red tape to go through when you are working with both the Department of the Army and the Department of the Air Force. He stated it is a long process.

Mr. Pawluk stated he would like to see this as an opportunity and a reason to extend Taxiway C to the west, giving us access for future activities in the area and drive development. He stated he would prefer we not take action today but take a little more time to consider this proposal.

Gen. Macdonald move that the Airport Authority enter into negotiations with the National Guard Bureau for the 25 acre portion of COA1 on a lease agreement predicated on the fact that we can keep using the land until it is actually needed for construction.

Second by Mr. Kilander.

Mr. Dobberstein asked if that would include an option for the additional 15 acres to be identified in the future.

Gen. Macdonald stated he does not think we should make that decision at this time as it looks like it is a few years down the road before they get funding anyway.

Mr. Kilander asked Col. Boespflug if that would meet their needs.

Col. Boespflug indicated it would meet their needs to build the readiness center. He stated it may be good to delay a decision on the aviation facility.

Chairman Clark called for a vote on the motion.

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

Flint Communications to Present 2015 Airport Marketing Plan:

Flint Communications representatives Tara Olson, Crystal Campbell, Kelly Falk and Jason Lotzer were recognized. Ms. Olson stated 2014 was the third year in a three year campaign so 2015 will be time for a new creative campaign. The media proposal of 2015 was reviewed, highlighting any changes over 2014. They indicated the target audience for 2015 will be those age 25-54. They presented a review of the social media portion of the campaign from 2014 and changes proposed for 2015.

Mr. Jason Lotzer was recognized and presented two options for the 2015 campaign themes:

Campaign Theme #1 – Have a Nice Trip

Campaign Theme #2 - Do the Math

There was discussion about the positives and negatives after reviewing each option.

Flint Communications to Present 2015 Airport Marketing Plan: (Continued)

Chairman Clark stated she does not think we should give the impression that passengers will experience zero hassles at Hector Airport.

Gen. Macdonald stated he would agree that we should not portray the expectation of no waiting or no lines. He would suggest showing another airport with longer lines and then show Fargo.

Mr. Lotzer stated they will keep it in perspective and try to draw a comparison to hassles you would find in a larger airport. He stated of the two campaigns he prefers "Do the Math".

Mr. Blazek stated he would have a hard time supporting Theme #1 because advertising is all about perception and he does not want to give the impression that passengers will experience no hassle at all.

After further discussion, Mr. Pawluk stated that from a practical standpoint we have used Flint for a number of years and have been satisfied with the job they have done.

Mr. Dobberstein stated from the discussion it sounds like the board members prefer the "Do the Math" option, incorporating comments and feedback about not giving the impression that flying out of Fargo will give you zero hassles.

Mr. Lotzer stated he feels the "Do the Math" concept has the legs to last the three year campaign with a little tweaking of the message.

Chairman Clark stated she would never use the words "zero hassles" but rather use "minimal hassle" or "less hassle."

Mr. Dobberstein stated there are too many things that are out of our control that can cause a hassle for the traveler.

Mr. Pawluk moved to approve the 2015 airport marketing plan proposed by Flint Communications, with adjustments made based on comments made by the board members today.

Second by Gen. Macdonald.

Mr. Pawluk stated these are the professionals and they have a stake in the outcome of this campaign and are interested in our satisfaction.

Mr. Blazek stated he would think that there are certain positive aspects of both themes and they could be incorporated.

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

Airport Construction and Security:

Mr. Dobberstein stated he and representatives from Mead and Hunt met with the FAA Regional Office in Chicago recently to discuss the upcoming Taxiway A Reconstruction Project and the need for funding. He stated this is a \$23 million project and will pose challenges in funding and timing so we are working closely with both the FAA Airports District Office in Bismarck as well as the regional office in Chicago.

Other Business:

Mr. Dobberstein stated we received a late request from Integrated Commercial Solutions, which is one of our current tenants in the East Terminal. They are requesting an assignment of their lease to Meadowlark Logistics, which is an entity owned by a current ICS employee, as their cargo contract is being transferred to Meadowlark. He added that the lease expires September 30, 2015.

Mr. Pawluk moved to approve the assignment of lease from Integrated Commercial Solutions to Meadowlark Logistics.

Second by Mr. Kilander.

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

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, January 13, 2015.

Time at adjournment was 10:03 a.m.